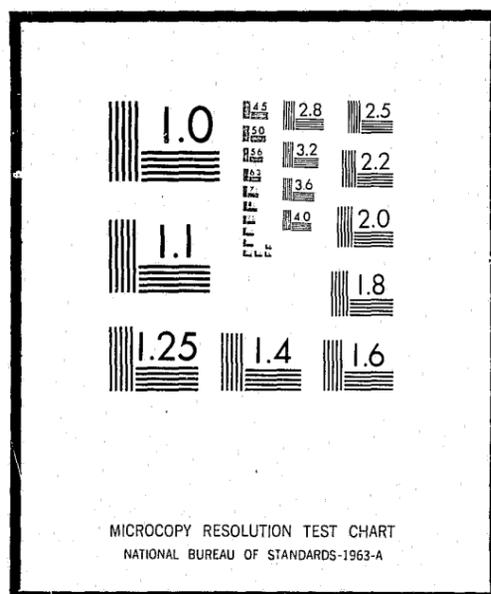


NCJRS

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed.

8/1/75

STATE OF CALIFORNIA JUDICIAL COUNCIL

FINAL REPORT

A STUDY OF THE
WEIGHTED CASELOAD SYSTEM FOR
DETERMINING JUDICIAL MANPOWER REQUIREMENTS
FOR CALIFORNIA'S SUPERIOR AND MUNICIPAL COURTS

Prepared for:
HONORABLE DONALD R. WRIGHT
Chief Justice of California
and Chairman of the Judicial Council

DECEMBER, 1971

ARTHUR YOUNG & COMPANY



014675

STATE OF CALIFORNIA JUDICIAL COUNCIL

FINAL REPORT

A STUDY OF THE WEIGHTED CASELOAD SYSTEM FOR DETERMINING JUDICIAL MANPOWER REQUIREMENTS FOR CALIFORNIA'S SUPERIOR AND MUNICIPAL COURTS

Prepared for:
HONORABLE DONALD R. WRIGHT
Chief Justice of California
and Chairman of the Judicial Council

DECEMBER, 1971

ARTHUR YOUNG & COMPANY

ARTHUR YOUNG & COMPANY

520 CAPITOL MALL
SACRAMENTO, CALIFORNIA 95814

December 17, 1971

Honorable Donald R. Wright
Chief Justice of California
Chairman of the Judicial Council
State Building
San Francisco, California 94102

Dear Chief Justice Wright:

We are pleased to present this final report on the study of the weighted caseload system used for determining judicial manpower requirements for California's superior and municipal courts. The study was conducted at the request of the Judicial Council of California and financed by a federal grant under provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (PL 20-351) through the California Council on Criminal Justice.

The objective of the study was to evaluate, validate and improve the current weighted caseload system. Implementation of the recommendations summarized in Section I of this report will bring about the necessary changes to accomplish this objective. The recommendations are in the form of improvements to an existing system that was well conceived and effective in achieving the goals of the Judicial Council. Continued increases in both criminal and civil filings and changes in court procedures, however, demand a system designed to project as accurately as possible the number of judicial positions required to properly handle the work of the courts. We are confident that with these improvements the weighted caseload system will be of continuing value to the Judicial Council in this planning of judicial manpower requirements.



Honorable Donald R. Wright -2-

December 17, 1971

The study recommendations are based, in part, on data reported by the judges, commissioners, referees and court clerks from the 42 superior and municipal courts participating in the study. These courts represented 71% of the total judicial positions in California's superior and municipal court system. We received excellent cooperation from the judges, court clerks and other participants in this study. Their help in preparing and processing the necessary data for the study is sincerely appreciated.

Tentative findings and preliminary recommendations were reviewed and discussed during the study with the members of and advisory members to the Judicial Council's Court Management Committee. The committee, under the chairmanship of the Honorable Joseph A. Wapner, Judge of the Superior Court, Los Angeles, was instrumental in guiding our efforts on this study. Members and advisory members were:

Members

- . Honorable Joseph A. Wapner, Judge of the Superior Court, Los Angeles, Chairman
- . Honorable Francis McCarty, Judge of the Superior Court, San Francisco
- . Honorable Warren L. Ettinger, Judge of the Municipal Court, Pasadena
- . Honorable Martin N. Pulich, Judge of the Municipal Court, Oakland-Piedmont
- . Honorable Warren C. Conklin, Judge of the Justice Court, Fifth Justice Court District, San Luis Obispo County
- . Honorable Charles Warren, Assemblyman, Los Angeles
- . Mr. Clarence S. Hunt, Attorney at Law, Long Beach
- . Mr. Marcus Mattson, Attorney at Law, Los Angeles

Advisory Members

- . Mr. George J. Barbour, Clerk of the Municipal Court (Retired), Los Angeles

Honorable Donald R. Wright

-3-

December 17, 1971

- . Mr. Roy L. Chiesa, Clerk of the Municipal Court, Walnut Creek-Danville
- . Mr. Donald D. Sullivan, County Clerk, Riverside Superior Court
- . Mr. Frank S. Zolin, Executive Officer, Los Angeles Superior Court

We also wish to acknowledge the special assistance and contributions made by Mr. Ralph N. Kleps and the staff of the Administrative Office of the Courts. Requests for information and help were always met with a timely and courteous response. Particular appreciation is extended to the Project Coordinator for the study, Mr. Bern M. Jacobson. His understanding of court operations and unfailing willingness to assist was of genuine value in the conduct of this study.

While much of the information presented in this report resulted from the data submitted by and the recommendations offered by the participants in this study, it should be noted that the opinions, findings and conclusions expressed in this publication are those of Arthur Young & Company and not necessarily those of the State of California or the Law Enforcement Assistance Administration.

We appreciate the opportunity to have worked with the Judicial Council on this challenging project. We will be pleased to discuss any aspects of this report with you.

Yours very truly,

Arthur Young & Company

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. SUMMARY OF RECOMMENDATIONS	1
1. WEIGHTED CASELOAD AND JUDGE YEAR VALUES.	1
2. DETERMINATION AND RECOMMENDATION OF ADDITIONAL JUDICIAL POSITIONS	2
3. MEANS FOR PERIODIC UPDATING OF THE WEIGHTED CASELOAD SYSTEM	4
4. SUGGESTED PLAN OF IMPLEMENTATION	5
II. STUDY METHODOLOGY.	7
1. BACKGROUND	7
2. THE PROBLEM.	9
3. OBJECTIVES OF THE PROJECT.	11
4. FACTORS RECOGNIZED IN CONDUCTING THE STUDY.	12
5. SUMMARY OF TECHNICAL APPROACH.	13
TASK 1 - DEVELOP COMPREHENSIVE WORK PLAN	13
TASK 2 - REVIEW AND ANALYZE EXISTING WEIGHTED CASELOAD SYSTEM.	14
TASK 3 - STUDY JUDICIAL PROCEDURES IN SELECTED COURTS AND DEVELOP SYSTEM FOR COLLECTION OF DATA	15
TASK 4 - COLLECT AND SUMMARIZE DATA.	18
TASK 5 - ANALYZE DATA AND DEVELOP AND VALIDATE WEIGHTED CASELOAD VALUES.	20
TASK 6 - DEVELOP AND RECOMMEND PROCEDURES FOR THE APPLICATION OF THE PROPOSED WEIGHTED CASELOAD VALUES.	23
TASK 7 - DEVELOP AND RECOMMEND PROCEDURES FOR PERIODIC UPDATING OF WEIGHTED VALUES	24
TASK 8 - PREPARE FINAL REPORT.	24

APPENDICES (Continued)

L	RECOMMENDED CHANGES IN JUDICIAL COUNCIL REPORTING FORMS
M	TIME VALUE UPDATE SYSTEM CONCEPTUAL DESIGN

LIST OF EXHIBITS

<u>NUMBER</u>	<u>TITLE</u>	<u>FOLLOWING PAGE</u>
I	SUMMARY OF RECOMMENDED WEIGHTS AND JUDGE YEAR VALUES	2
II	SUMMARY OF CURRENT WEIGHTS AND JUDGE YEAR VALUES	8
III	WORK SCHEDULE	14
IV	SUMMARY OF HOURS REPORTED - SUPERIOR COURTS	20
V	SUMMARY OF HOURS REPORTED - MUNICIPAL COURTS	20
VI	PROJECTION OF FILINGS - LOS ANGELES SUPERIOR COURT - CRIMINAL	32
VII	PROJECTION OF FILINGS - LOS ANGELES SUPERIOR COURT - PI & PD	32
VIII	TIMING OF NEW JUDICIAL POSITIONS	32
IX	GRAPHICAL DESCRIPTION OF MEANS FOR DETERMINING RECOMMENDED INCREASES IN JUDICIAL POSITIONS	32

I. SUMMARY OF RECOMMENDATIONS

The recommendations resulting from the study of the weighted caseload system used to determine the judicial manpower requirements for California's superior and municipal courts are summarized in this first section of the final report. The recommendations will be discussed under the following headings.

- . Weighted caseload and judge year values
- . Determination and recommendation of additional judicial positions
- . Means for periodic updating of weighted caseload values
- . Suggested plan of implementation

Detailed information regarding the recommendations are contained in Sections II through V of this report.

I. SUMMARY OF RECOMMENDATIONS

1. WEIGHTED CASELOAD AND JUDGE YEAR VALUES

The recommended weighted caseload and judge year values vary from the current values used mainly because the recommended values include all case related time, both on and off the bench, while the current values are based on estimates of bench time only. This has the overall effect of raising both the weighted caseload values and the judge year values. The specific recommendations are:

Adopt the new weighted caseload values

The new weighted caseload values recommended for approval are shown on Exhibit I. The weighted caseload values indicate, for example, that a criminal filing in Los Angeles County Superior Court will require on the average approximately 136 minutes of case related judicial time. Values are shown for superior courts (for 12 types of proceedings) and for municipal courts (for 8 types of proceedings). Based on the varying time requirements, different values are recommended for the Los Angeles County courts and the remainder of the State. A new weight is recommended for the judicial time required to handle parking violations in municipal court which currently has applicability in the San Francisco Municipal Court only.

SUMMARY OF RECOMMENDED WEIGHTS
AND JUDGE YEAR VALUES

Adopt the new judge year values

The new judge year values recommended for approval are also shown on Exhibit I. The values represent the average amount of time each full-time judge, commissioner, or referee has available for case related matters. The values are recommended for use on a sliding scale basis recognizing that judges, commissioners, and referees in larger courts have more time available, on the average, for case related matters than they do in smaller courts.

2. DETERMINATION AND RECOMMENDATION OF ADDITIONAL JUDICIAL POSITIONS

Equally as important as the weighted caseload and judge year values in the use of the weighted caseload system are the methods used to project work load and make recommendations regarding the addition of new judicial positions. The specific recommendations are:

Determine work load forecasts through projections of filings by type of proceeding based on the previous five calendar years.

Projections on the basis of the type of proceeding provides a more accurate forecast of work load and allows for a more detailed examination of the filings projections with adjustments where necessary. Information on filings projections furnished by the Judicial Council to the counties can also be of valuable assistance in their planning of future needs.

Determine and make recommendations for new positions on a calendar year basis to recognize more closely the actual timing on filling of new positions as determined by the action of the Legislature and the Governor.

Projections of new judicial position requirements are currently made on a fiscal year basis. For example, the recommendations made early in the 1971 legislative session were for the 1971-72 fiscal year. The time required for passage of the bill, the waiting period of 61 days, and the final appointment and swearing in usually means that the new judge does not take the bench until near the end of the calendar year rather than at the beginning of the fiscal year. Making the projections for the calendar year, in this case 1972, will more closely provide for the proper number of judicial positions at the right time.

Weighted Caseload Values
(Minutes of case related time per filing)

<u>Type Proceeding</u>	<u>Los Angeles County</u>	<u>State less a/ Los Angeles County</u>
<u>Superior Courts</u>		
Criminal	136	150
Juvenile Delinquency	80	54
Juvenile Dependency	86	48
Habeas Corpus	16	16
Probate and Guardianship	23	20
Family Law	43	27
Personal Injury & Property Damage	67	88
Eminent Domain	128	85
Other Civil Complaints	142	108
Other Civil Petitions	12	9
Insanity	29	18
Appeals	164	101
<u>Municipal Courts</u>		
Felony	51	45
Selected Traffic	13	17
Other Traffic	1.0	1.1
Intoxication	2.9	1.9
Other Misdemeanors	22	17
Civil	9	12
Small Claims	7	6
Parking (San Francisco)	-	.041

Judge Year Values
(Minutes of case related time per year per judicial position)

<u>Authorized Judicial Positions</u>	<u>Values</u>
1 - 2	58,500
3 - 10	60,000
11 - 20	62,800
21 and up	65,800
Los Angeles Superior	67,900

a / The weighted caseload values shown are statewide average values that do not necessarily take into account any special problems of the court such as are discussed on page 33.

Make an annual determination of judicial position needs for all municipal and superior courts for use by the Judicial Council staff in making recommendations in response to requests.

As soon as possible after the close of the calendar year, the Judicial Council staff should make the work load projections and forecast the estimated judicial position requirements for all the municipal and superior courts. This would provide readily available data for use in responding to requests for information by individual courts. The statewide projections could also serve as a basis for alerting specific courts of potential significant increases in work load. While preparation of this statewide forecast would add to the work load of the statistical staff, implementation of the following recommendation would offset this increase.

Initiate a project to automate the weighted caseload system calculations and the statistical summaries made for the Judicial Council's Annual Report.

A large amount of statistical compilation is associated with not only the weighted caseload system computations but also the annual summaries made for the Judicial Council's Annual Report. Automation of these calculations through the design and programming of a computer system will provide greater accuracy, better information, and release statistical manpower for analysis work.

A description of the statistical reporting system is contained in Appendix J.

Adopt a policy which provides for additional analysis of the work load problems of specific courts by the staff to supplement the data derived through the application of the weighted caseload system with regard to such areas of concern as backlog and the use of commissioners and referees.

While the reduction of backlog can in most cases be accomplished through the implementation of more efficient and effective court procedures (as exemplified by the most recent changes in the Judicial Council's Rules of Court regarding civil case procedures), there may be exceptional situations where additional manpower is the only feasible alternative. After exhausting all means of temporary assistance, analysis of the court for special consideration through the addition of permanent judicial positions should follow. The specific assignments of commissioners and referees by individual courts and the extent to which they function as full-time judicial positions is another area possibly requiring individual analysis by the Judicial Council staff.

Adopt a revised format for the letter of recommendation on additional judicial positions provided by the Judicial Council for use by the legislature, local county government, and the courts.

Specific changes recommended in the report format are:

- Reduce the amount of tabular information to include only that data that affects the actual recommendation.
- Add recommendations regarding the timing of the new judicial positions.
- Add information stating 1) that the recommendation does not take into account assistance received or rendered by the court, and 2) that the recommendation does not necessarily exclude the filling of the required additional positions by commissioners rather than judges.
- Add information and recommendations resulting from any special analysis of work load problems.

An example of the recommended reporting format is shown in Appendix K to this report.

3. MEANS FOR PERIODIC UPDATING OF THE WEIGHTED CASELOAD SYSTEM

To be of real use to all of the agencies utilizing the weighted caseload system the values must be updated periodically. Specific recommendations regarding this updating are:

Conduct an in-depth study of the forms and regulations for the monthly statistical reports to the Judicial Council.

The forms and regulations regarding the monthly statistical reports to the Judicial Council were last updated in 1966 for municipal courts and 1967 for superior courts. Changes in statutes and court procedures, as well as a growing need for better information on the work load of the courts, points to the need for a study aimed at bringing the reporting regulations up to date.

Specific changes are needed in order to maintain the weighted caseload values. On an interim basis this could be handled by certain temporary changes as recommended below.

Pending the completion of the in-depth study of reporting requirements, adopt certain interim changes designed to provide the data required for updating the weighted caseload values.

Certain key items should be added to the monthly reporting requirements in order to update the frequency of occurrence ratios used to develop the weighted caseload values (e.g. information on 17(b)(5) dispositions). The specific recommended changes are shown in Appendix L to this report.

Reconfirm the policy of updating the frequency of occurrence ratios on an annual basis.

Each year prior to the calculation of the judicial position requirements for all courts the frequency of occurrence portion of the weighted caseload values should be updated. The installation of the automated statistical reporting system will expedite the calculations required for this updating.

Adopt the recommended system for periodically updating the time values to reflect statutory changes, changes in court rules, appellate court rulings, and administrative changes.

A method of time reporting similar to the procedures used in this study is recommended as the means for updating the time values in the weighted caseload system (e.g. time for a jury trial). The reporting, however, would not have to be done for all types of proceedings at the same time, but only for those in which the time requirements are believed to have changed.

Initiate a project to automate the process for updating the time values.

To provide the necessary accuracy, while not burdening the staff of the courts and Judicial Council with time consuming routine calculations, the summarizing and calculations involved in the time reporting system recommended above should be automated. The design and programming for the system could be done in conjunction with the work recommended on the statistical reporting system.

A description of the recommended system is contained in Appendix M.

4. SUGGESTED PLAN OF IMPLEMENTATION

The timing and priorities suggested for the recommendations presented above are as follows:

Approve the recommended new weighted caseload values, judge year values, work load projection techniques, special supplemental analysis policy, and revised format for making recommendations as soon as possible in order that the revisions can be utilized in making the recommendations for the 1972 legislative session.

Approve plans for automation of the statistical reporting system and the time value update system and initiate steps to obtain the necessary funding.

Approve the recommended interim changes in the statistical reporting regulations to take effect by at least July 1, 1972.

- . Develop specific plans for the in-depth study of the statistical reporting regulations and forms.
- . Approve the recommended methods for updating the weighted caseload system and request the Judicial Council staff to conduct an evaluation prior to June 1, 1972 to determine which types of proceedings, if any, should be restudied during the fall of 1972.

We are confident that implementation of these recommendations will result in a more effective means of planning for the courts' judicial manpower needs.

II. STUDY METHODOLOGY

II. STUDY METHODOLOGY

The methodology employed in conducting the weighted caseload system study was designed to achieve the study objectives and resolve certain concerns voiced by the people affected by the system.

This section on the study methodology will include a review of the following topics.

- . Background
- . The Problem
- . Project Objectives
- . Factors Recognized in Conducting the Study
- . Summary of Technical Approach

1. BACKGROUND

Until 1966, the need for additional judges in the California municipal and superior courts was determined by an analysis of the total filings in a particular judicial district without distinction as to the type. Under that system, it was possible that courts with a high proportion of time consuming proceedings (e.g. personal injury cases) would not receive an adequate number of judges since all proceedings were given an equal weight in the analysis.

The Judicial Council took a significant step toward improving the means for determining the need for additional judicial positions when in 1966 they developed and approved for use a weighted caseload system for the municipal and superior courts. This system recognized the fact that certain types of filings require more judicial time than others.

The weighted values assigned to each type of filing were developed by: 1) determining the average bench time required to complete each of the judicial activities that result from a filing, and 2) adding the times together to obtain an average time per filing

based on the number of times proceedings occur for each type of filing. The time values were determined on the basis of special studies and estimates by judges and court personnel. The frequency of occurrence data was obtained from special reports and the monthly statistical reports submitted to the Administrative Office of the Courts. The current weighted values are shown on Exhibit II.

The superior court weighting system was revised significantly in early 1968 based on studies in 11 counties. Los Angeles County, however, was not included in that study. In June of 1970 a study was instituted in approximately 7 counties, Los Angeles included, to validate the weighted values. Data from some of those studies was used to revise certain weighted values for use in the recommendations of additional judicial positions made in 1971.

The municipal court weighting system included two sets of values, one for the Los Angeles Municipal Court and one for the other municipal courts throughout the State. The values were re-fined and updated on a limited basis since their inception.

An important element in the application of the weighted caseload system was the estimated amount of bench time available in the courtroom in a court year. In determining this value the Administrative Office of the Courts estimated the average amount of vacation, sick leave and other authorized absences to be 35 days with an additional allowance for the performance of non-bench activities equivalent to 15 days per year. Subtracting this total of 50 days from the total available courtroom days of 250 resulted in a figure of 200 days per year for which the judges could hear judicial matters before the bench. Allowing for 5 hours of bench time per day for municipal court judges and 4 1/4 hours per day for superior court judges resulted in the judge-year figures shown in Exhibit II.

SUMMARY OF CURRENT
WEIGHTED CASELOAD AND JUDGE YEAR VALUES

WEIGHTED CASELOAD VALUES
(Minutes of Bench Time per Filing)

	<u>TYPE PROCEEDING</u>	<u>LOS ANGELES</u>	<u>STATE LESS LOS ANGELES</u>
<u>SUPERIOR COURTS</u>	Criminal	100	125 ^{a/}
	Juvenile Delinquency	50	50
	Juvenile Dependency	35	35
	Habeas Corpus	25	25
	Probate and Guardianship	15	15
	Family Law	15	15
	Personal Injury & Property Damage	115	115
	Eminent Domain	110	110
	Other Civil Complaints	65	65
	Other Civil Petitions	10	10
	Insanity	10	10
	Appeals	105	105
<u>MUNICIPAL COURTS</u>	Felony	48	36
	Selected Traffic	9	14
	Other Traffic	1.2	1.8
	Intoxication	2	2
	Other Misdemeanors	12	13
	Civil	10	15
	Small Claims	5	4.5

JUDGE YEAR VALUES
(Minutes of Bench Time per Judge per Year)

<u>COURT</u>	
Superior	50,000
Municipal	60,000

^{a/} San Diego 110

The Governor's Office, the Legislature, the Legislative Analyst, and the Department of Finance rely strongly on the weighted case-load values and the recommendations of the Judicial Council in considering the various bills introduced for the purpose of providing more judges. For each bill introduced the Administrative Office of the Courts conducts an analysis of the work load to determine if, in fact, additional judicial positions are required as proposed by the legislation. This analysis involves a projection of the court's work load based on the average annual increase in weighted units over the previous three years. This work load is then converted into judicial position requirements through the application of the "judge-year" figures described above. A detailed report is prepared and made available to the legislators for their use in considering the bill before them.

In the 1971 Legislative Session 26 reports were prepared, 19 for municipal courts and 9 for superior courts.

2. THE PROBLEM

The weighted caseload system developed in 1966 represented a significant advance in the use of effective management techniques in determining the judicial staffing of the courts. The Judicial Council recognized, however, the need to improve the system so that it would provide an even more accurate means of resolving questions of judicial manpower requirements.

The key factor behind this recognition was the continuous increase in the work load of the courts in California.

In the superior courts there was a 54% increase in filings during the 10 years since 1959-60. The composition of these filings has changed during this period with time consuming criminal and juvenile matters increasing more than the other types of proceedings.

The municipal courts experienced similar problems with a 57% increase in filings over the past 10 years. While part of this growth

in municipal court filings is due to the consolidation of judicial districts and the replacement of justice courts with municipal courts, the primary source is an overall increase in the total number of lower court filings.

Translating these increases in work load into an accurate determination of the number of additional judicial positions required demands an accurate system reflective of the actual needs of the court, while at the same time not being cumbersome in its application.

The decision to conduct the study was aimed in part at answering questions that arose as to whether or not the weighted caseload system was sufficiently accurate to serve its intended function. The questions generally stemmed from three sources.

- . Method of Initial Development - Most of the time values allotted for conducting the various proceedings were obtained from estimates by court personnel or limited time studies of the court operations. Since the initial development in 1966 additional time studies of some of the proceedings were conducted resulting in some improvement in accuracy.
- . Changes in Court Procedures Since Initial Development - During the period of time since the weighted values were first developed, significant changes occurred in the procedures of the courts. These changes resulted from legislation, decisions of upper courts, and revisions instituted by the Judicial Council and the courts themselves. These procedural changes have a significant impact on the time requirements for disposing of cases. Examples of some of these changes are given below.
 - Family Law Act - Provides for the non-adversary approach in the dissolution of a marriage (formerly divorce)
 - Supreme Court Decisions - Recent rulings interpreting the constitutional requirements regarding criminal procedures
- . Possible Need for Different Values for Different Courts - Variations in procedures and in the frequency of occurrence of certain types of proceedings per filing occur when comparing one court with another.

These variations from court to court suggested the need for an analysis to determine if the differences are significant enough to affect recommendations for the number of judges required.

Other questions arose regarding the methods of application of the weighted values used by the Administrative Office of the Courts in preparing their reports of recommendation for legislative bills authorizing additional judges.

Possible problem areas were:

- . Timing of Authorizations - Bills authorizing additional judges for a particular fiscal year become effective 61 days after the end of the legislative session (approximately mid-November). By the time the Governor's appointments have been made and the positions actually filled, the fiscal year may be half over. Depending on the actual increases in filings in the first half of the year, the use of assigned judges, etc., backlog may have built up excessively.
- . Recognition of Backlog Buildup - Current techniques employed for estimating work load project the number of new filings expected to come into the courts during the fiscal year under question. Backlog, if it has built up, may not necessarily be taken into account in projecting the needs for additional judicial positions.

3. OBJECTIVES OF THE PROJECT

The overall objective of this project was, as stated in the Request for Proposal, to evaluate, validate and improve the weighted caseload system for determining judicial manpower requirements in superior and municipal courts. This involves: (1) the evaluation of the existing weighted caseload system, (2) the design and implementation of a scientific procedure for objectively determining caseload weights to be applied to judicial staffing throughout California's superior and municipal courts, (3) the generation of empirical data supporting weights produced by the existing system, and (4) the development and implementation of new weights, if justified by data analysis. The end result of the project was to be a set of caseload weights that can be utilized to determine judicial manpower needs in California's superior and municipal courts.

Based upon our evaluation and analysis of the existing system, we divided the above overall project objective into the following specific objectives to be achieved during the conduct of the study.

- . A thorough analysis and revision, if necessary, of the weighted values, including a determination of the need for different values for different courts
- . A thorough analysis and revision, if necessary, of the allowance for judicial time in the courts. (Current values are 50,000 minutes per year in superior courts and 60,000 minutes per year in municipal courts.)
- . The development of recommended changes, if necessary, in the method of application of the weighted values in determining the need for additional judicial
- . The development of a recommended means for periodic updating of the weighted values as the need

4. FACTORS RECOGNIZED IN CONDUCTING THE STUDY

The following seven factors were taken into consideration in the conduct of the project.

- . Data Collection Requirements Were Kept to a Minimum
The existing heavy work load of the courts made it essential that the study demands on the court clerks for logging and reporting data be kept to an absolute minimum consistent with the required levels of accuracy.
- . Confidentiality of Data Was Assured
Strict confidential treatment was given to the data collected and the results of the analysis as it relates to individual courts. No attempt was made to compare statistics between individual judges. The source of the time data used was completely anonymous.

Emphasis was placed on confidential treatment of data as an incentive to obtain maximum accuracy in data reporting at the individual court level. The information obtained was used solely for evaluating, validating, and improving the existing weighted caseload system.
- . Voluntary Participation By Presiding Judges Was Stressed
Prior to the final selection of the courts to be studied in-depth, voluntary agreement to participate was solicited from the Presiding Judge for each selected court.

. Thorough Communication With All Selected Courts Was Maintained

Advance communications with the participating courts regarding schedules for orientation of personnel involved, study methodology, data collection requirements, interview schedules, etc. was a key part of the study.

. Recognition Was Given To The Possible Need For Different Caseload Values For Different Courts

Careful analysis was made of the data collected to determine whether differences in time values resulting from differing procedures, problems, and types of cases handled from court to court were sufficiently significant to require the establishment of separate caseload values.

. Recommendations For Changes In Courtroom Procedures Were Not A Part Of The Study

Specifically excluded from the study was any analysis of the merits of one courtroom procedure versus another.

. Ease In Application Of Weighted Caseload System Was To Be Stressed

In recommending improvements to the system, the requirement that the system be kept simple, straight-forward, and easily understood, and consistent with the required accuracy was a major criterion.

5. SUMMARY OF TECHNICAL APPROACH

Our approach to conducting this project involved the completion of eight tasks. These tasks are listed on Exhibit III. Also shown are the scheduled dates for performing the tasks as signified by the progress report dates shown at the completion of each task. The actual progress report dates are also listed. Reasons for variance between actual and scheduled dates where they exist will be discussed under the task descriptions that follow.

TASK 1. DEVELOP COMPREHENSIVE WORK PLAN

On March 18, 1971, an updated work plan was submitted that described, in conjunction with our proposal, the plan we intended to follow in conducting the study. Included in this work plan was a list of 43 superior and municipal courts chosen as a representative sample of the total 133 superior and municipal courts throughout the state and

the work schedule shown on Exhibit III. The work plan was developed with assistance from our judicial advisory consultant, Gordon D. Schaber.

The updated work plan and list of participating courts was reviewed with the Judicial Council Court Management Committee on April 15, 1971.

A letter from Chief Justice Donald R. Wright was sent to the presiding judges of each of the 42 courts finally selected for the study on March 29, 1971. The purpose of the letter was to notify the courts of their selection, to explain the purpose of the study, and to introduce our firm to the courts as study consultants.

TASK 2. REVIEW AND ANALYZE EXISTING WEIGHTED CASELOAD SYSTEM

During the completion of this task, the following was accomplished.

- . A detailed review of the method of calculating the weighted values for both municipal and superior courts
- . An analysis of the study conducted in 1970 to revise the Superior Court weighted values - Interviews were conducted with Mr. W. H. Nanry to discuss the techniques used and the results in weighted value changes for 8 of the 12 categories of proceedings.
- . A review of the Los Angeles County Superior Court Caseload Relative Weight (CREW) study conducted during the latter half of 1970 - Data was collected over a two month period from all departments and summarized by means of a computer. Additional analysis was conducted later under Task 3 to determine the usefulness of this data in the completion of our study.
- . A review of the method of applying the weighted values - Interviews were conducted with the AOC staff responsible for preparing the reports of recommendation on requests for additional judicial positions. Example reports were also reviewed.
- . A review of the monthly reports of filings and dispositions - These reports serve as the basis for determining the frequency of occurrence (e.g., number of jury trials per criminal filings) used in developing and revising the weighted values.

WORK SCHEDULE

PHASE	TASK	TASK DESCRIPTION	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
I	1.	Develop Comprehensive Work Plan		█	Updated Work Plan 3-18-71 3-18-71								
	2.	Thoroughly Review and Analyze Existing Weighted Caseload System		█	Progress Report 4-1-71 4-1-71								
	3.	Study Judicial Procedures in Selected Courts and Develop System for Collection of Data		█	█	█	Progress Report 6-10-71 6-10-71						
II	4.	Collect and Summarize Data					█	█	Progress Report 8-10-71 8-10-71				
	5.	Analyze Data, Develop and Validate Weighted Caseload Values						█	█	Progress Report 9-27-71 11-26-71			
III	6.	Develop and Recommend Procedures for the Application of the Proposed Weighted Caseload Values								█			
	7.	Develop and Recommend Procedure for Periodic Updating of Weighted Values								█		Progress Report 10-27-71 12-8-71	
	8.	Prepare Final Report									█	█	Final Report 12-16-71 12-17-71

NOTE: Actual Task Completion Dates are shown in italics.

. A review of federal weighted caseload study - The purpose of this study, now in the process of being completed, is to improve the weighted caseload system used in the United States District Courts.

In addition to the specific items described above, we also reviewed a number of reports from various sources containing data related to court procedures and practices. The information gathered under Task 2 served as a base for completing the remaining tasks of the study.

TASK 3. STUDY JUDICIAL PROCEDURES IN SELECTED COURTS AND DEVELOP SYSTEM FOR COLLECTION OF DATA

The work performed in the completion of Task 3 is described under the following topics.

- . Review of Court Operations
- . Documentation of Court Procedures
- . Development of Activity Reporting Instructions
- . Initiation of Activity Reporting

(1) Review of Court Operations

Following the completion of Tasks 1 and 2, a schedule was established for a review of the operations of each of the courts selected to participate in the study. Representatives of our firm visited the courts, interviewed the presiding judge, the clerk of the municipal court or county clerk, and administrative officers, spending a minimum of one day in each court with more time allocated for the larger courts. An "interview checklist" was used as a guide for gathering the necessary information. Example copies of completed forms (e.g., register of action, court calendar, docket, minute order, etc.) were obtained. Tentative versions of flow charts describing the various steps in processing a type of filing from initial entry into the courts until final disposition were reviewed with court personnel to determine any significant differences in handling cases from court to court.

The study objectives and anticipated technical approach were reviewed with the presiding judge and key administrative personnel and their concurrence was obtained for conducting the project.

(2) Documentation of Court Procedures

Significant features of each court's processing of cases were documented and filed for possible future reference in explaining differences in the weighted time values of one court versus another. After the courts were visited, the flow charts were refined to show the usual activities and decision points in processing the 12 types of proceedings in superior court and the 8 types of proceedings in municipal court. Copies of these flow charts are contained in the Appendix A to this report.

(3) Development of Activity Reporting Instructions

On April 15, 1971, members of the Court Management Committee, acting as an advisory committee for the project, met in San Francisco to review the general approach to the study and the accomplishments to date. As a result of the meeting, the Committee made the following decisions:

- To start the study as soon as possible in May and to terminate it on June 30, 1971 (because of an anticipated high level of vacations during the month of July), with the provision that additional data could be collected in October if necessary.
- To make available to the judges participating in the study two separate forms for reporting their time expenditure, one for case related time and the other for supplemental activities - In addition to helping insure the capture of all judicial time, the two forms would also help alleviate concerns relating to the reporting of time.
- To recommend appointment as advisory members to the Court Management Committee representatives of the clerk and administrative functions of the courts - Appointed at a later date by the Chief Justice were the following: George J. Barbour, Clerk of the Los Angeles Municipal Court; Roy L. Chiesa, Clerk of the Walnut Creek-Danville

Municipal Court; Donald D. Sullivan, Riverside County Clerk; and Frank S. Zolin, Executive Officer of the Los Angeles Superior Court.

To meet on May 3, 1971, in Los Angeles to review a draft of the Activity Reporting Instructions

Draft versions of the reporting instructions were prepared and forwarded to the committee members on April 27, 1971, for their review prior to the meeting. At the meeting on May 3, the reporting instructions were reviewed in detail. After modifications were made, the approval was given to start the data collection phase of the project (Task 4) on May 17, 1971.

On May 5, 1971, notification was sent to each presiding judge, clerk of the municipal court or county clerk, and administrative officer informing them of the decisions of the Committee.

Appendix B contains the activity reporting instructions recommended for updating the time values. While the reporting forms are not the actual forms used in the study, the differences are slight, and only the recommended forms are included for the sake of brevity.

(4) Initiation of Activity Reporting

In order to explain the reporting system in more detail and answer questions regarding the study, orientation sessions for the clerks of the municipal courts, county clerks, and administrative officers were held on May 11, 12, and 13 in Los Angeles, San Francisco, and Sacramento respectively. With only two exceptions, representatives from all of the participating courts attended the sessions.

We recommended that the presiding judge hold a brief orientation session with his fellow judges, commissioners, and referees to explain the importance of the study and resolve any questions. In some courts, this communication was achieved through a letter from the presiding judge.

The final list of courts participating in the study for the period from May 17, 1971, through June 30, 1971, was altered slightly from the original list contained in the Work Plan of March, 1971. Following is a list of the exceptions:

Superior Courts

- Shasta - Declined to participate and was replaced by Yuba County with reporting beginning June 1, 1971

Municipal Courts

- Marin Central - Declined to participate
- Orange Central - Started on May 24, 1971
- San Francisco - Started on June 1, 1971

TASK 4. COLLECT AND SUMMARIZE DATA

The objective of Task 4 was to collect and summarize the following type of data:

Time data to be reported by the judges and court clerks under specified activities (e.g. court trials, jury trials, pre-trial hearings, etc.)

Number of actions completed also reported by the judges and court clerks under specified headings (continuance, sentence, acquittal, conviction, etc.)

This data was received from the 42 courts (22 municipal and 20 superior courts) participating in the study. In addition, the data was collected by branch courts for Los Angeles Superior Courts (9 branches including juvenile), Los Angeles Municipal Court (4 branches) and Riverside Superior Court (1 branch) for a total of 55 separate courts and branch courts reporting. The data collection started on May 17, 1971, and continued in most courts to June 30, 1971. The courts were requested to continue reporting on any trials in process as of June 30. Of the total 55 courts and branches reporting, 30 courts did have trials in process and continued to report after June 30, 1971. The last trial completed was a PI & PD case in the San Diego Superior Court reported finished in mid-September.

During the major portion of the study period 630 to 650 judges were reporting their time expenditures and actions completed.

Reports on the time expenditures of the judges were prepared and processed on a daily basis. Initial plans called for the data to be summarized by each court prior to submittal. During the first week of data collection it became apparent that more time was required to summarize the individual reports of the judges than originally anticipated. Since our intent in conducting the study was to minimize any interference with the operations of the court, the detailed summarizing requirement was eliminated. Alternate procedures were set up to submit the detailed reports to our offices for processing by electronic data processing.

Exhibits IV and V summarize the hours reported by activity during the study period. Significant points regarding these summaries are listed below:

The percentage of time devoted to supplemental activities, excluding illness and vacation, is approximately 20% for superior courts and 24% for municipal courts. The proportion of time for these activities is comparable with that found in studies of professional activities in other fields.

The proportion of time spent on vacation (an average 8.2% for both courts) was only slightly lower than the average experience of vacation time assuming 22 days vacation out of a 250 court day year ($22 \div 250 = 8.8\%$).

The distribution of time by location of the judges' activities is shown below.

	<u>Superior Courts</u>		<u>Municipal Courts</u>	
	<u>Hours</u>	<u>Percent of Total</u>	<u>Hours</u>	<u>Percent of Total</u>
Bench	44,636	48.0	23,821	57.1
Chamber	32,853	35.4	11,696	28.0
Other	<u>15,458</u>	<u>16.6</u>	<u>6,191</u>	<u>14.9</u>
	92,947	100.0	41,708	100.0

During the study period, frequent contacts were made with the courts, both by telephone and through personal visits, to clear up any

obvious discrepancies and insure accurate reporting. With the exception of minor problems that were corrected, the reporting by the judges and clerks was timely and complete with the necessary level of accuracy consistent with the ultimate use of the weighted caseload system.

This data, along with certain preliminary time values, was reviewed with the members and advisory members of the Court Management Committee on September 8, 1971 in Los Angeles.

TASK 5. ANALYZE DATA AND DEVELOP AND VALIDATE WEIGHTED CASELOAD VALUES

The objective of Task 5 was to:

- . Develop new weighted caseload values (e.g. 136 minutes of case related time per criminal filing) and new judge year values (e.g. 60,000 minutes of case related time per year per judicial position)
- . Compare values with the existing values used by the Judicial Council and recommend changes where justified.

While this task was not completed by the date originally scheduled (which affected the completion date of Tasks 6 and 7), the overall completion schedule for the project was met. The schedule slippage resulted mainly from problems associated with the special handling of data required for certain Municipal Courts. A special activity code was set up for those courts in which the types of proceedings were mixed on one calendar (e.g. felony arraignment followed by a misdemeanor sentence followed by a plea on a traffic citation, etc.). This special activity code recognized the fact that it would have been extremely difficult for the clerk to keep track of the time by type of proceeding and that requiring this effort would have interfered with the clerk's regular duties. Under Task 5 it was necessary to design and write a computer program to allocate the time and actions charged to the miscellaneous activity code back to the regular type of proceeding (e.g. felony preliminary, selected traffic, other misdemeanor, etc.). The time required to make this program operational exceeded initial estimates leading to the schedule slippage.

SUPERIOR COURTS
SUMMARY OF HOURS REPORTED

	Hours	% of Total
<u>CRIMINAL</u>		
01 Arraignments and Short Term Matters	4631	5.0
02 915 Hearings	576	.6
03 1338.5 Hearings	927	1.0
04 Other Pre-trial Hearings	528	.6
05 Pre-trial Conferences	827	.9
06 Court Trial-Prelim. Transc. Only	349	.4
07 Court Trial-Test. & Prelim. Transc.	433	.5
08 Court Trial	995	1.1
09 Select and Swear Jury	1395	1.5
10 Jury Trial	7516	8.0
11 Sentence Hearing - Original	1763	1.9
12 Sentence Hearing - Subsequent	785	.8
13 Post Trial Motions	280	.3
Sub-Total	21005	22.6
<u>JUVENILE DELINQUENCY</u>		
11 Detention Hearing - Uncontested	952	1.0
15 Detention Hearing - Contested	283	.3
16 Juris. Hearing - Uncontested	1979	2.1
17 Juris. Hearing - Contested	1442	1.6
18 Dispos. Hearing - Uncontested	1099	1.2
19 Dispos. Hearing - Contested	180	.2
20 Other Hearings	841	.9
Sub-Total	6776	7.3
<u>JUVENILE DEPENDENCY</u>		
22 Detention Hearing - Uncontested	152	.2
23 Detention Hearing - Contested	24	-
24 Juris. Hearing - Uncontested	198	.2
25 Juris. Hearing - Contested	241	.2
26 Dispos. Hearing - Uncontested	119	.1
27 Dispos. Hearing - Contested	48	.1
28 Other Hearings	181	.2
29 Annual Review	348	.4
Sub-Total	1311	1.4
<u>HABEAS CORPUS</u>		
31 Dispos. After Hearing	37	-
32 Dispos. Without Hearing	46	-
Sub-Total	83	-
<u>PROBATE AND GUARDIANSHIP</u>		
33 Uncontested Hearings	1319	1.4
34 Contested Hearings	647	.7
35 Select and Swear Jury	9	-
36 Jury Trial	74	.1
37 Post Trial Motions	74	.1
38 Supervisory Orders	312	.3
Sub-Total	2435	2.6

	Hours	% of Total
<u>FAMILY LAW</u>		
39 Uncontested Hearings	1463	1.6
40 Contested Hearings	3237	3.5
41 Orders to Show Cause	2337	2.5
42 Other Motions	1317	1.4
Sub-Total	8354	9.0
<u>PERSONAL INJURY</u>		
43 Pre-trial Motions	1473	1.6
44 Pre-trial Conference	185	.2
45 Trial Setting Conference	140	.1
46 Settlement Conference	1536	1.7
47 Uncontested Court Trials	53	-
48 Contested Court Trials	822	.9
49 Select and Swear Jury	610	.7
50 Jury Trial	5850	6.2
51 Post Trial Motions	166	.2
Sub-Total	10835	11.6
<u>EMINENT DOMAIN</u>		
53 Pre-trial Motions	77	.1
54 Pre-trial Conference	107	.1
55 Trial Setting Conference	8	-
56 Settlement Conference	36	-
57 Uncontested Court Trials	34	-
58 Contested Court Trials	246	.3
59 Select and Swear Jury	33	-
60 Jury Trial	565	.6
61 Post Trial Motions	74	.1
Sub-Total	1180	1.3
<u>OTHER CIVIL COMPLAINTS</u>		
63 Pre-trial Motions	1904	2.1
64 Pre-trial Conference	133	.2
65 Trial Setting Conference	46	-
66 Settlement Conference	408	.4
67 Uncontested Court Trials	232	.2
68 Contested Court Trials	5387	5.8
69 Select and Swear Jury	179	.2
70 Jury Trial	1791	1.9
71 Post Trial Motions	546	.6
Sub-Total	10616	11.4
<u>OTHER CIVIL PETITIONS</u>		
72 Uncontested Petition	415	.4
73 Contested Petition	521	.6
Sub-Total	936	1.0

	Hours	% of Total
<u>INSANITY AND OTHER INFIRMITIES</u>		
74 Pre-trial Motions	52	.1
75 Uncontested Hearings	49	.1
76 Contested Court Trial	104	.1
77 Select and Swear Jury	16	-
78 Jury Trial	110	.1
79 Post Trial Hearings	40	-
Sub-Total	371	.4
<u>APPEALS FROM LOWER COURT</u>		
80 Criminal	867	.9
81 Civil	363	.4
82 Small Claims	158	.2
Sub-Total	1388	1.5
<u>SUPPLEMENTAL ACTIVITIES</u>		
91 Court Administration	8024	8.6
92 Judicial Conferences	2412	2.6
93 Travel Time	698	.8
94 Other Judicial Activities	7369	7.9
95 Assignment to Other Court	245	.3
96 Illness	1130	1.2
97 Vacation	7780	8.4
Sub-Total	27658	29.4
TOTAL		
	92948	100.0
Total Case Related Time		
	65290	70.2

MUNICIPAL COURTS
SUMMARY OF HOURS REPORTED

<u>MIX OF CRIMINAL PROCEEDINGS</u>			<u>INTOXICATION</u>			<u>JUVENILE T. H. O.</u>					
	Hours	% of Total		Hours	% of Total		Hours	% of Total			
10	Arraignments and Short Term Matters	2702	6.6	50	Arraignments and Short Term Matters	363	.9	80	Initial Hearing	6	-
12	Pre-trial Motions	81	.2	52	Pre-trial Hearings	6	-	81	Subsequent Hearing	2	-
13	Pre-trial Conferences	350	.8	53	Pre-trial Conferences	7	-		Sub-Total	8	-
18	Probation Reports and Sentence	217	.5	54	Uncontested Court Trials	3	-	<u>PARKING VIOLATIONS - S.F.O.</u>			
19	Post Trial Motions	50	.1	55	Contested Court Trials	20	-	84	Protest Calendar	58	.1
	Sub-Total	3490	8.2	56	Select and Swear Jury	33	.1	85	Booking Calendar	11	-
				57	Jury Trial	86	.2		Sub-Total	69	.1
<u>FELONY PRELIMINARY</u>				58	Probation Report and Sentence	27	.1	<u>SUPPLEMENTAL ACTIVITIES</u>			
20	Arraignments and Short Term Matters	973	2.3	59	Post Trial Motions	4	-	91	Court Administration	3956	9.5
21	1538.5 Hearings	65	.2		Sub-Total	549	1.3	92	Judicial Conferences	798	1.9
22	Other Motions	121	.3	<u>OTHER MISDEMEANORS</u>				93	Travel Time	128	.3
23	Pre-Hearing Conference	142	.3	60	Arraignments and Short Term Matters	1676	4.0	94	Other Judicial Activities	4972	11.9
24	Preliminary Hearing	4028	9.7	61	1538.5 Hearing	104	.2	95	Assignment to Another Court	51	.1
25	17b - Plea and Sentence	113	.3	62	Pre-Trial Hearings	193	.5	96	Illness	565	1.4
26	17b - Sentence Only	161	.4	63	Pre-Trial Conferences	277	.7	97	Vacation	3206	7.7
27	17b - Plead Not Guilty	9	-	64	Uncontested Court Trials	45	.1		Sub-Total	13679	32.6
	Sub-Total	5612	13.5	65	Contested Court Trials	528	1.3	<u>TOTAL</u>			
<u>SELECTED MAJOR TRAFFIC</u>				66	Select and Swear Jury	402	1.0			41708	100.0
30	Arraignments and Short Term Matters	1245	3.0	67	Jury Trial	1973	4.6	<u>Total Case Related Time</u>			
32	Pre-trial Hearings	78	.2	68	Probation Report and Sentence	381	.9			28629	67.2
33	Pre-trial Conferences	213	.5	69	Post Trial Motions	154	.4				
34	Uncontested Court Trial	46	.1		Sub-Total	5733	13.7				
35	Contested Court Trial	315	.8	<u>CIVIL</u>							
36	Select and Swear Jury	221	.5	71	Pre-trial Motions	524	1.3				
37	Jury Trial	1168	2.8	72	Uncontested Court Trials	284	.7				
38	Probation Report and Sentence	71	.2	73	Contested Court Trials	1969	4.6				
39	Post Trial Motions	35	.1	74	Select and Swear Jury	63	.2				
	Sub-Total	3392	8.2	75	Jury Trial	326	.8				
<u>OTHER TRAFFIC</u>				76	Post Trial Hearings	467	1.1				
40	Arraignments and Short Term Matters	1932	4.7		Sub-Total	3633	8.7				
42	Pre-trial Hearings	44	.1	<u>SMALL CLAIMS</u>							
43	Pre-trial Conferences	28	.1	77	Uncontested Trial	387	.9				
44	Uncontested Court Trials	130	.3	78	Contested Trial	1364	3.3				
45	Contested Court Trials	1241	3.0		Sub-Total	1751	4.2				
46	Select and Swear Jury	93	.2								
47	Jury Trial	384	.9								
48	Probation Report and Sentence	15	-								
49	Post Trial Motions	15	-								
	Sub-Total	3882	9.3								

(1) Recommended Weights

New weighted caseload values and judge year values were developed for the municipal and superior courts. The recommended values are discussed in Section III of this report. Schematic diagrams showing the method of calculating the new values are shown in Appendix C.

Key points regarding these recommended values were presented to the members and advisory members of the Court Management Committee during meetings held by the Committee to review progress on September 8 and November 4, 1971.

(2) Judge Year Values

The recommended judge year values (minutes of case related time per year per judicial position) were derived from data reported by the participating courts during the six week study period. The recommended values are shown on a sliding scale basis reflecting the fact that in the larger courts more time is available for case related matters, on a per judicial position basis, than in the smaller courts.

At the direction of the Court Management Committee at the November 4 meeting, a more detailed analysis was made to determine the average number of days available for case related activities per year per judicial position. This study, made with the assistance of the AOC staff, resulted in the following recommendation for this value.

Court Days per Year		250
less Vacation	22	
Illness	8	
Workshop, Institutes, etc.	<u>5</u>	
Sub-total		<u>35</u>
Days Available for Case Related Activities		<u>215</u>

This value is multiplied by the hours of case related time per day worked (average of 5.0 hours per day) to arrive at the recommended judge year values. Municipal and superior court values were averaged together since there was no significant statistical difference between the values for each type of court. Each of the three items leading to the "days available" figure of 215 is discussed below:

- . Vacation - The standard vacation allowance recommended by the Judicial Council of 22 court days was used in the calculation.
- . Illness - Few courts keep accurate records on the days absent due to illness. An average of four days (annualized) of illness occurred during the study period. This was increased to eight to allow for the higher incidence of illness during winter months and to bring the allowance more in line with averages in other governmental organizations.
- . Workshops, Institutes, etc. - A detailed analysis was conducted to determine the average number of days judges, commissioners, and referees spent in attendance at judicial conferences, workshops, institutes, etc. This analysis revealed the average to be 4.7 days per year for municipal court judges and 4.1 days per year for superior court judges. An average value of 5 days per year was recommended.

The figure of 215 days per year is identical with the gross figure used by the Judicial Council staff in their calculations (see page of this report). The staff further reduced this value to 200 to allow for calendar control, presiding and other administrative functions. In addition the estimated 7 hour court day was reduced to 4 1/4 hours to allow for other non-bench functions, recesses, and gaps in calendars. Application of this 4 1/4 hours to the 200 days leads to the current judge year value of 50,000 minutes (rounded). The figures used were estimates of the staff based on their experience.

The recommended values of 215 days and 5.0 case related hours per day (an average figure with smaller courts at a lower value and larger courts higher) were based on detailed data reported by

the judges, commissioners, and referees participating in the study along with the additional special study on the "days available" figure.

TASK 6. DEVELOP AND RECOMMEND PROCEDURES FOR THE APPLICATION OF THE PROPOSED WEIGHTED CASELOAD VALUES

Of equal importance to the accuracy of the weighted values themselves are the methods used in applying these values in projecting the judicial staffing needs of the court. Under Task 6, recommendations were developed and presented to improve these application techniques.

The results of this task are described in detail under Section IV of this report. Four subject areas were analyzed as part of this task.

- . Work Load Forecasts
- . Projection of Judicial Position Needs
- . Special Analysis Requirements
- . Form and Procedure for Recommendations

Various alternative approaches were thoroughly tested prior to arriving at the final recommendations. Meetings with staff members of the Administrative Office of the Courts were held to explore the different methods.

One of the key application procedures that was examined during this task was the method of projecting the work load of the court to future years. Improving the accuracy of this projection would help improve the effectiveness of the entire weighted caseload system. Other aspects of the application procedures were examined, such as the treatment of judicial assistance, changes in backlog of the courts, etc. At the completion of this task, a test application of the new tentative set of weighted values utilizing the recommended new procedures was made as an overall check on their reasonableness and as a determination of their impact on the number of judicial positions.

Consideration was given during the performance of this task to the possibility of an annual projection on a statewide basis of the number

of new judicial positions required prior to the beginning of the legislative session. The results of this analysis are included in Section IV.

TASK 7. DEVELOP AND RECOMMEND PROCEDURES FOR PERIODIC UPDATING OF WEIGHTED VALUES

Changes in the rules of courts, procedures, and laws can, and have had, a significant effect on the judicial time required to dispose of a case. It is likely that the number and extent of these changes will continue in the future. It is imperative, therefore, that the weighted values be periodically analyzed and updated as necessary.

Specific procedures were developed under this task for use in performing this update on an annual basis. These procedures were also developed and reviewed with the assistance of the AOC staff. The detailed recommended actions are contained in Section V of this report.

TASK 8. PREPARE FINAL REPORT

The final report was submitted for review and approval by the Advisory Committee at the conclusion of the study.

The results and recommendations of the study were complete and available for inclusion by the Judicial Council in their annual report to the Governor in January, 1972.

III. WEIGHTED CASELOAD AND JUDGE YEAR VALUES

III. WEIGHTED CASELOAD AND JUDGE YEAR VALUES

The basic elements used in the weighted caseload system to determine the judicial position needs of the court are the weighted caseload values (e.g. 136 minutes of case related time per criminal filing) and the judge year values (e.g. 60,000 minutes of case related time per year per judicial position).

The new weighted caseload values and judge year values developed for California's municipal and superior courts are listed on Exhibit I. The values differ from the current values both numerically as well as what they actually represent. Two key points regarding these differences are described below.

The recommended values are based on all case related time. The current weights are based on estimates of bench time only. Since certain activities can be handled either on the bench or in chambers, total case related time was recommended as a more accurate means of measuring work load. This change has the effect of increasing both the weights and the judge year values over the current values.

The current values were not updated in 1971 to reflect changes in the frequency of occurrence of key items such as jury trials since this study was in progress at the time. Revisions of this nature would have brought the current values and the recommended values closer together, particularly in the Personal Injury and Property Damage proceedings in superior courts and the civil proceedings in municipal courts.

The courts have been placed into two groups with separate weights calculated for Los Angeles County (both superior and municipal courts) and the rest of the state. Preliminary time values were initially calculated separately for each court in the study. These time values, based on dispositions, are shown in Appendix D for both superior and municipal courts. Analysis of these differences in time values revealed that there is not a relationship between the size of the court and the weighted values derived. The differences stem from variations in court procedure, the "pace"

of the judges and attorneys in conducting the proceedings, and the nature of the cases heard during the study period.

In calculating the recommended weights, annual frequency rates for court and jury trials obtained from the Judicial Council reports were used in order to provide values more representative of the judicial time requirements on a long term basis.

The judge year values were calculated and are recommended for application on a sliding scale basis reflecting the fact that in the larger courts more time is available for case related matters, on a per judicial position basis, than in the smaller courts.

The detailed calculations leading to the recommended weights are included under Appendices E and F.

As a means for testing the reasonableness of the recommended weights and judge year values, the figures were applied to the 1970-71 filings and dispositions for all municipal and superior courts. The individual application by court is shown in Appendix G for municipal courts and Appendix H for superior courts.

A summary of the application is shown below and on the following page.

Municipal Courts

<u>Category</u>	(1) Application of Recommended Weights	(2) Actual Equivalent Jud. Pos. (1970/71)	(3) Application of Current Weights	(4) Authorized Judicial Positions (6/30/71)
Participating Courts	214	208	213	213
Non-Participants	<u>159</u>	<u>169</u>	<u>159</u>	<u>172</u>
Total	<u>373</u>	<u>377</u>	<u>372</u>	<u>385</u>

Superior Courts

<u>Category</u>	(1) Application of Recommended Weights	(2) Actual Equivalent Jud. Pos. (1970/71)	(3) Application of Current Weights	(4) Authorized Judicial Positions (6/30/71)
Participating Courts	432	428	451	435
Non-Participants:				
1-2 Judge Courts	20	28	20	31
Remainder	<u>58</u>	<u>69</u>	<u>59</u>	<u>69</u>
Total	<u>510</u>	<u>525</u>	<u>530</u>	<u>535</u>

A test for the reasonableness of the recommended values is a comparison between the totals for recommended weights (Column 1) and the "actual equivalent judicial positions" available for use by the courts in 1970/71 (Column 2). This figure reflects the actual time available by the judges, commissioners, and referees to hear judicial matters and takes into account vacancies and temporary assignments. For participating courts the figures are extremely close (e.g. 214 to 208 for municipal courts and 432 to 428 for superior courts). Backlog as measured by the number of cases on the civil active list per judicial position did not increase during the year, indicating that the judicial manpower available was able to handle the incoming work load during the year. (This is not to say that backlog in some courts did not remain at a high level during the year 1970-71).

This comparison serves to validate the recommended values since the application of these values would have provided for the number of judicial positions required to handle the incoming work load for both municipal and superior courts.

For non-participants application of the recommended weights leads to a slightly lower figure compared to the "actual equivalent judicial positions." In general this is because a full work load does not exist in these courts, but nevertheless the presence of the judge or judges is required.

Comparison of the recommended weights application to the application of the current weights (Column 3) reveals essentially no difference for municipal courts and about a 4% difference (432 compared to 451) for the participating superior courts. The major reason for this difference can be traced to the judge year values. The current method of application utilizes a constant judge year figure (50,000 minutes per year) regardless of the court size, while the recommended method of application is based on a sliding scale that recognizes judges in larger courts are able to spend more time, on the average, on case related matters than judges in the smaller courts. Relative differences in the weights themselves also contribute to the variance.

IV. DETERMINATION AND RECOMMENDATION OF
ADDITIONAL JUDICIAL POSITIONS

IV. DETERMINATION AND RECOMMENDATION OF
ADDITIONAL JUDICIAL POSITIONS

The methods used in applying the weighted caseload values and judge values are as important as the values themselves in the use of the weighted caseload system. The following topics will be discussed under this section of the report.

- . Work Load Forecasts
- . Annual Projections of Judicial Position Needs
- . Special Analyses for Specific Courts
- . Form and Procedure for Recommendations

1. WORK LOAD FORECASTS

Several methods for work load forecasting exist. As an example, a projection of total filings provides a general trend of work load but does not consider the relative weighting of various types of proceedings. Projection of total weighted units, as currently performed by the Administrative Office of the Courts, effectively deals with the relative weighting problem but conceals the upward or downward trend of various types of proceedings. These trends can significantly affect planning and budgeting for court functions. The third and recommended basis for work load forecasting is the projection of filings by proceeding type for each court. Reasons for projecting work load by proceeding type rather than weighted units are identified below.

- . Based on projections made under both methods, the projections made by type of filing lead to slightly different, more accurate, figures.
- . Extraneous filing figures for any one year can be eliminated from the five annual filing figures used to make the projections when specific circumstances indicate that filings for a particular year were atypical.

Recommended weights are significantly different than the current weights for certain types of proceedings. However, the question of the validity of the weights used to determine total weighted caseload units in past years need not be raised if filings by type of proceeding are used as the basis for projections.

The projections can be examined for reasonableness in light of other information from the courts or other related criminal justice agencies (e.g. are criminal filings really going to increase 20% as indicated by the historical trend, or, are juvenile delinquency positions expected to decrease 5%; these questions can be asked of the district attorney and the probation department as well as the courts).

The projection information by type of proceeding can be furnished to the courts for their use in determining staffing requirements in the clerk's office. Sacramento Superior Court is currently using these types of projections to help establish budget requests.

Using computer programs the projections of filings by type of proceedings can be performed in a relatively inexpensive manner.

Once the basis for projections is established, there exist several methods of projecting future requirements. Averaging of recent experience to determine relative increases is a method currently employed. This approach approximates a straight line trend. The complex relationships may best be expressed by a curved line that reflects increases or decreases in the rates of filings each year.

Through the use of a computer and a program known as polynomial regression analysis the historical trends of prior years' filings can be expressed mathematically. Using the previous five years as a base work load projections based on the polynomial equation ($y = a + bx + ax^2$) can be made by direct substitution. This approach provides a trend which gives equal weighting to all previous years used in the development. A modification which we recommend to this method is to make a straight line projection of the curved line trend based on the immediate prior two years. This modification, in effect, gives more weight in the projections to recent changes in the law, operating procedures, and other related areas. The combination curved line/straight line approach

provides a more accurate basis for projections than the straight line approach based on certain statistical indicators.

Exhibits VI and VII graphically compare this combination approach to the straight line approach for two types of filings in Los Angeles County. The recommended method for projecting criminal filings (Exhibit VI) modifies the rapid increase predicted by a linear projection and more closely aligns with the historical trend. In personal injury cases (Exhibit VII) the opposite situation exists and the curved line trend reflects the recent high increases in PI & PD filings.

The curved line forecasts were calculated with the aid of a computer program called the Bio-Med Polynomial Regression Analysis Program available through the computer department at the University of California at Davis. This program determines the quadratic equation coefficients and calculates the historical values. The straight line projections based on the last two calculated historical points are done on a manual basis. The automated statistical reporting system described in the following sub-section and recommended for development and use by the Judicial Council staff will perform all calculations with the aid of a computer. As an interim step, however, the UCD program is available to perform a portion of the calculations.

Example input/output formats for the Bio-Med Program were submitted in a previous report.

2. PROJECTION OF JUDICIAL POSITION NEEDS

Using the projected filings by proceeding type calculated in the previous sub-section and the weighted case load values and judge year figures calculated in Task 5, the required number of judicial positions were calculated. Appendix I contains the current and projected judicial positions for the participating courts. These are the values used to determine the recommendations for additional judicial positions for each court.

The approach recommended for determining additional judicial positions involves a comparison of the projected judicial position requirements with the current level of authorized positions. In the past projections and recommendations have been made on a fiscal year basis for the fiscal year immediately following. Exhibit VIII illustrates for six courts the timing of the various steps involved in the recommendation and filling of new judicial positions during the 1970 legislative session. While the bills are introduced and the Judicial Council recommendations are made early in the legislative sessions, most of the judicial positions are not filled until near the beginning of the following calendar year. This can lead to understaffing since the projections and recommendations are for the fiscal year - in this case July 1, 1970 through June 30, 1971.

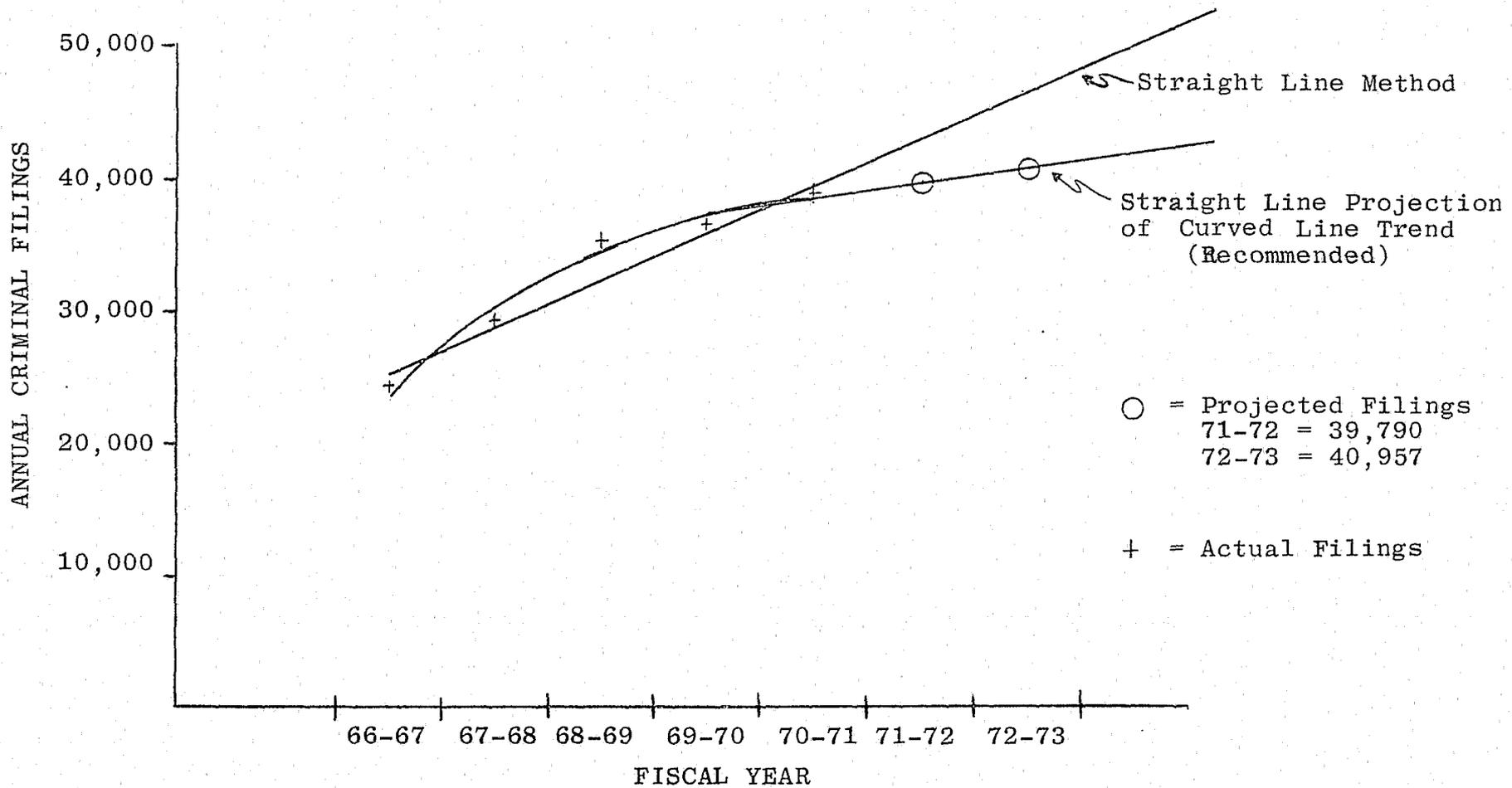
We recommend that the projections be made for the following calendar year (1971 in the example) so that, as nearly as possible, the recommended complement of judicial manpower will be available for the entire year.

Exhibit IX illustrates the calculation method. Based on the application of the recommended weights and judge year value to the actual filings in the court for the calendar year 1970, a staffing level of 26.6 judicial positions was required. As of the end of the following year in which the projections were made, there was to be 29 authorized judicial positions. Using the projection techniques described earlier, there will be a requirement of 32.4 judicial positions to handle the work load of the court in calendar year 1972. The recommended increase would be the difference between this projected figure and the number of authorized positions as of the beginning of the year 1972 or an increase of 3 positions. As shown on the graph, this timing would place the court at a level slightly below requirements for the last 6 months of 1971, but this would be made up in the first 6 months of 1972. It would be also recommended that required increases for 1973 take place at the beginning of the year.

This approach tends to recognize more closely the actual timing on filling of new positions as determined by the action of the legislature and the governor.

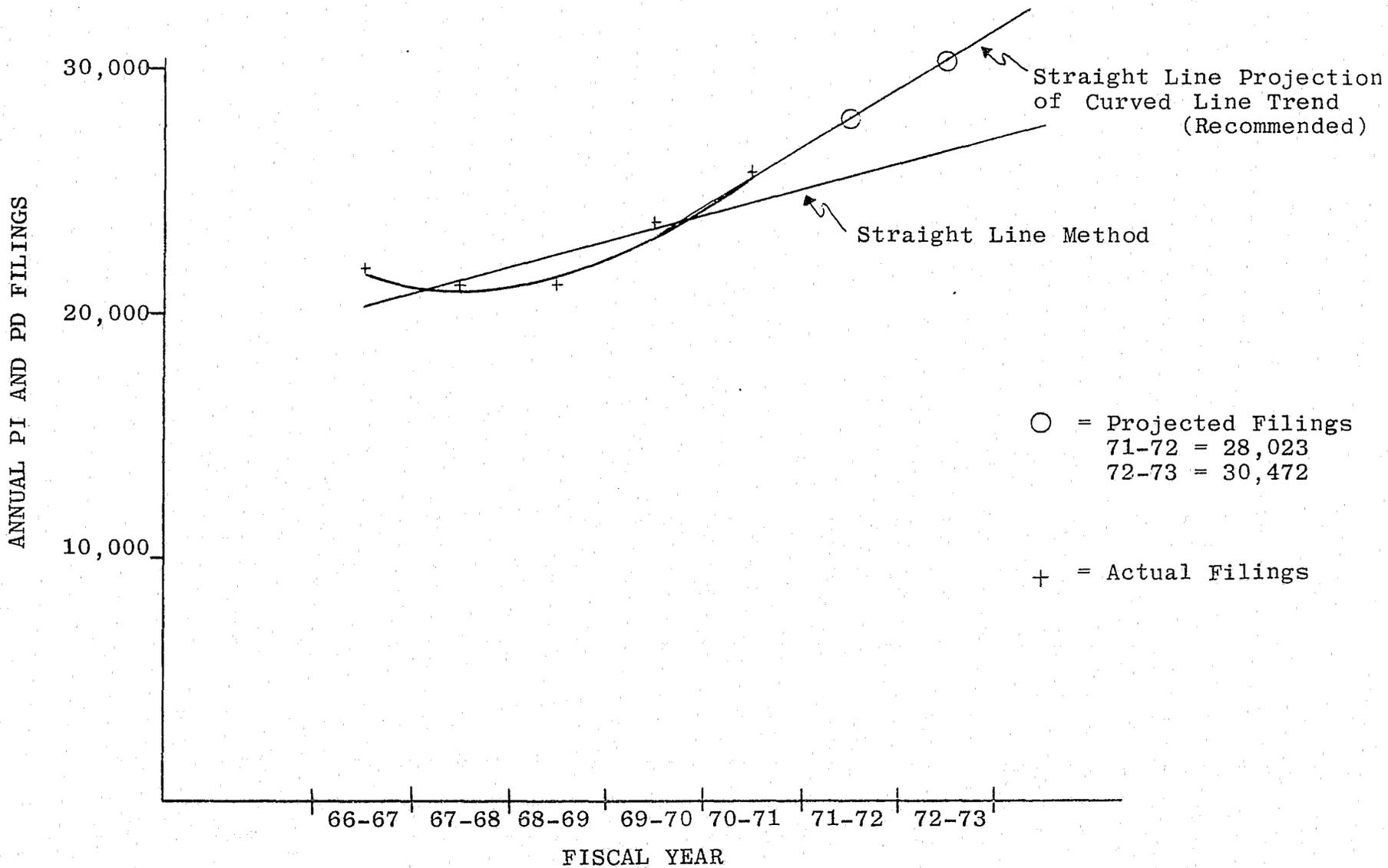
PROJECTION OF FILINGS

Los Angeles Superior Court
Criminal



PROJECTION OF FILINGS

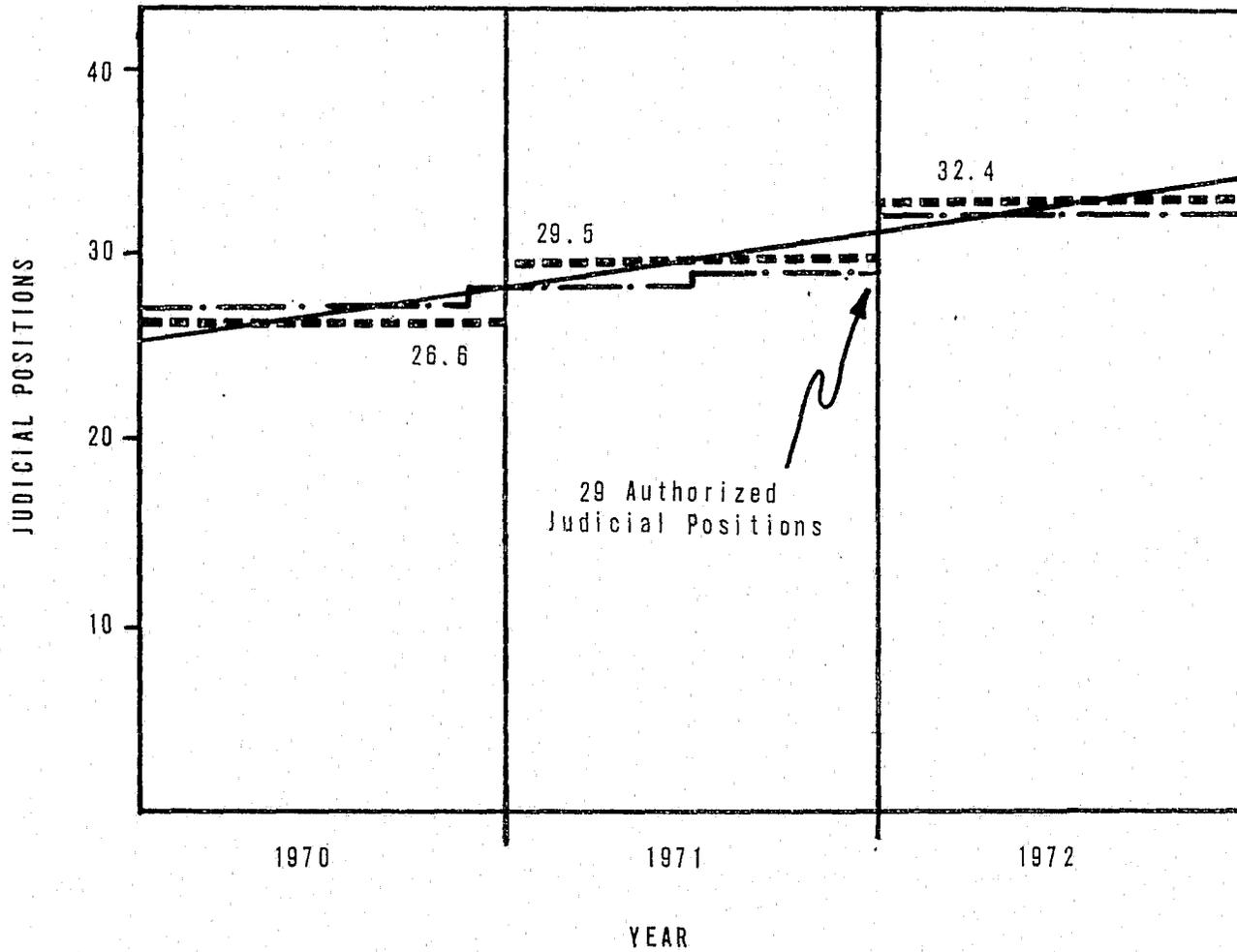
Los Angeles Superior Court
Personal Injury and Property Damage



TIMING OF NEW JUDICIAL POSITIONS

		1970											1971												
		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
ALAMEDA SUPERIOR		[REDACTED]																							
	ADC Recommendations	[REDACTED]																							
	Bill Introduced	[REDACTED]																							
	Effective Date	[REDACTED]																							
	Appointed 1st Judge	[REDACTED]																							
	Appointed 2nd Judge	[REDACTED]																							
	Sworn In	[REDACTED]																							
RIVERSIDE SUPERIOR		[REDACTED]																							
	Bill Introduced	[REDACTED]																							
	ADC Recommendations	[REDACTED]																							
	Effective Date	[REDACTED]																							
	Appointed 1st Judge	[REDACTED]																							
	Appointed 2nd Judge	[REDACTED]																							
	Sworn In	[REDACTED]																							
SAN FRANCISCO SUPERIOR		[REDACTED]																							
	Bill Introduced	[REDACTED]																							
	ADC Recommendations	[REDACTED]																							
	Effective Date	[REDACTED]																							
	Appointed 1st Judge	[REDACTED]																							
	Appointed 2nd Judge	[REDACTED]																							
	Sworn In	[REDACTED]																							
OAKLAND-PIEDMONT MUNICIPAL		[REDACTED]																							
	Bill Introduced	[REDACTED]																							
	ADC Recommendations	[REDACTED]																							
	Effective Date	[REDACTED]																							
	Appointed 1st Judge	[REDACTED]																							
	Appointed 2nd Judge	[REDACTED]																							
	Appointed 3rd Judge	[REDACTED]																							
	Sworn In	[REDACTED]																							
LOS ANGELES MUNICIPAL		[REDACTED]																							
	Bill Introduced	[REDACTED]																							
	ADC Recommendations	[REDACTED]																							
	Effective Date	[REDACTED]																							
	Appointed 1st Judge	[REDACTED]																							
	Appointed 2nd Judge	[REDACTED]																							
	Appointed 3rd Judge	[REDACTED]																							
	Appointed 4th Judge	[REDACTED]																							
	Appointed 5th Judge	[REDACTED]																							
	Appointed 6th Judge	[REDACTED]																							
	Sworn In	[REDACTED]																							
SAN FRANCISCO MUNICIPAL		[REDACTED]																							
	Bill Introduced	[REDACTED]																							
	ADC Recommendations	[REDACTED]																							
	Effective Date	[REDACTED]																							
	Appointed 1st Judge	[REDACTED]																							
	Appointed 2nd Judge	[REDACTED]																							
	Sworn In	[REDACTED]																							

GRAPHIC DESCRIPTION OF MEANS FOR DETERMINING
RECOMMENDED INCREASES IN JUDICIAL POSITIONS



Recommendation:

Projected Level 32.4
 Current Level 29
 Increase 3

- Average Staffing Level Required for Year
- Trendular Increase in Required Judicial Positions
- . - . Authorized Judicial Positions

Appendix J includes a conceptual design of a recommended system for use in performing all of the calculations required for determining the recommended number of judicial positions. The major elements of the system are listed below.

- . Calculation annually, or more often if necessary, of the projected number of judicial positions and the increases indicated by work load
- . Summarization of all of the statistical data required for the Judicial Council Annual Report
- . Projection of filings by court for each proceeding type for use by the courts in helping determine Administrative and clerical staffing
- . Preparation of special reports to provide key statistical information, such as frequency of occurrence of jury trials for use in updating the Weighted Caseload System or for other use in analyzing the operations of the courts

A detailed description of the system programs and inputs and outputs is included in the Appendix. Also included is the estimate of the development and operating costs.

3. SPECIAL ANALYSES FOR SPECIFIC COURTS

Situations may arise where judicial position needs, quantified by the means identified in the previous sub-section, do not reflect actual judicial requirements of a court due to special circumstances. Special analyses may then be required by the Judicial Council staff in conjunction with representatives from the court. Possible areas of investigation are discussed below.

Backlog

A situation may develop where, over a period of time a court accumulates a sizeable backlog of civil cases. Providing that court with the appropriate number of judicial positions to dispose of its incoming work load is the basic function of the weighted caseload system. Should additional judicial positions be added to reduce the backlog to a reasonable level? Would this provision take away the incentive for courts to reduce backlog through the implementation of effective procedures and through the efficient use of judicial personnel?

Analysis of a court for special consideration should follow two preliminary steps:

- Efficient court procedures should be developed and used.
- The maximum amount of assistance via assigned judges should be obtained.

Consideration could also be limited to those courts in which the required number of judges was not provided in prior years because of failure of the legislature to provide the number of judges recommended by the Judicial Council.

One measure of backlog that could be applied in this analysis is the number of civil cases per judicial position on the civil active list in which the at-issue memo was over a year old. A bench mark value could be set, for example, of 35 civil jury cases per judicial position. Courts over this level meeting the previous criteria described would be considered for special study by the Judicial Council to recommend additional judicial positions.

A ceiling could be set on the number of judicial positions recommended. For example, the total number recommended would not be greater than the total required to handle the projected work load of the court five years in the future.

The above approach to handling backlog as a special factor was reviewed and approved by the Court Management Committee at its November 4, 1971 meeting.

Use of Commissioners and Referees

The use of commissioners and referees was designed to assist the courts in the disposition of judicial work load. Two counties in California, Los Angeles and San Francisco, make extensive use of these subordinate judicial officers. Of the over 200 judicial positions authorized for Los Angeles Superior Court, commissioners and referees make up over 25% of these authorized positions. When sufficient work load exists they perform duties which would otherwise require the full time of a judge.

In specific areas, for example juvenile, if workload is reduced, general commissioners can be transferred to other duties. Referees, however, due to statutory limitations, generally cannot be reassigned. Under these circumstances their full-time use may understate the court's judicial requirements. Special analyses in this area may be required to evaluate effectively a court's request for additional positions. Without such analysis

and a corrective plan of action, full-time commissioners and referees should be considered equivalent to judges.

Part-time commissioners and referees are also employed in selected courts. In this case, their use is flexible and the court should be assessed on the basis of the actual assistance received.

Generally, commissioners receive salaries equal to about 80% of a superior court judge's salary. With the exception of jury commissioners and certain Los Angeles Commissioners, most commissioners and referees have chambers, courtrooms, clerks, bailiffs and secretaries.^{1/} While salary costs are reduced through the use of commissioners, other costs associated with the position are not reduced.

4. FORM AND PROCEDURE FOR RECOMMENDATIONS

The Administrative Office of the Courts makes a report on the need for additional judges in a court upon request of the court itself, of a legislator, or of a county administrator. Through the Judicial Council, the staff automatically reports to the Governor and Legislature at their request when bills are introduced to increase a court's authorized judgeships. The reports do not go beyond a statistical analysis of data routinely collected from the courts themselves. They follow a standard format in both statistical presentations and descriptive analysis.

We recommend that an annual assessment of all Municipal and Superior Court judgeship needs be made, using the previously described automated system, as soon as possible after the end of each calendar year. The results of these calculations would be used internally as a data base for recommendations on individual court requests.

In addition, we recommend revision of the individual court judgeship needs report. Our recommended report format is contained in Appendix K.

^{1/} See Report and Recommendation concerning Use of Trial Court Commissioners and Referees, November 13, 1970, Court Management Committee

V. MEANS FOR PERIODIC UPDATING OF WEIGHTED
CASELOAD VALUES

V. MEANS FOR PERIODIC UPDATING OF
WEIGHTED CASELOAD VALUES

A major objective of the study was to develop and recommend the procedures necessary to maintain the weighted caseload system in a state of material accuracy. This qualification on the required accuracy of the system recognizes that there is a varying amount of judicial time required for handling each case in the courts reflecting the complexity and changing nature of the judicial process. Maintaining the system in a material state of accuracy means that the time values and frequency of occurrence ratios should be updated often enough to insure that the system will accurately reflect the number of judicial positions required to accomplish the work of a court on an annual basis. The system is not designed to allocate judicial manpower within a court by department (although, in the larger courts, the system could be used for gross estimates along these lines), nor to determine how much time a specific case should take.

The weighted caseload values are made up of two components that will require periodic updating - the "average time" indicating, for example, that a criminal jury trial in Los Angeles County takes approximately 1,450 minutes of judicial time; and the "frequency of occurrence" which states, for example, that there are approximately 3 jury trials for every 100 criminal dispositions and that there are approximately 95 dispositions for every 100 criminal filings in Los Angeles County.

Our recommendations for updating the weighted caseload system values will be discussed separately for these two components.

1. UPDATING FREQUENCY OF OCCURRENCE DATA

The basic source of data for updating the frequency of occurrence ratios has been, and should continue to be, the monthly Judicial Council reports. Certain essential changes in the reporting format should be made in order to provide the data needed to revise the frequency of occurrence values on an annual basis.

Our contacts with various administrative personnel in the courts indicated that an in-depth study of the entire reporting system should be conducted to provide for more consistent reporting from each court and more meaningful data on the operation of the courts. The Judicial Council staff is currently planning a study in this area.

Pending this in-depth study, we recommend that interim steps be taken to provide certain basic information necessary to update the weighted caseload system. The recommended changes are shown on the Judicial Council reporting forms in Appendix L and summarized below.

Municipal Courts

- Reductions of Felonies to Misdemeanors - Generally, the courts are reporting reductions under penal code section 17b(5) as filings under the category of Felony Preliminaries and dispositions under non-traffic misdemeanors. We recommend dividing the category of "felony preliminaries" into two columns for dispositions, one for those processed as felonies and one for those cases reduced to a misdemeanor.
- Specific Identification of Jury Trials - Current requirements call for the reporting of "jury verdicts". In certain cases, there can be more than one defendant per case leading to difficulty in determining the number of defendants with dispositions via jury trials. Sub-dividing the contested trial category into court trials and jury trials with all disposition reporting for criminal matters on the basis of defendants rather than cases will provide the necessary data.

Superior Courts

- Specific Identification of Jury Trials - The same method for handling jury trials is recommended for superior courts as well as municipal courts.
- Juvenile Delinquency and Dependency Reporting Current regulations call for the reporting of subsequent and supplemental petitions together. Subsequent petitions generally deal with the alleging of new crimes or delinquency of current wards or probationers, while supplemental petitions are generally the result of probation

violations and are filed under Welfare and Institutions Code sections 777 and 778 requesting the court to modify a previous ruling. Juvenile court work load is probably most accurately represented by the sum of both original and subsequent petitions. However, since separate data was not available for both types of petitions, the recommended weights are based on original petitions only with the frequency of occurrence, providing the proper relationship between the various types of hearings and the number of original petitions. Previous studies showed that the time values for original or subsequent hearings were essentially the same. Providing data on original and subsequent petitions will provide the information necessary to monitor the ratio of the two and make adjustments in frequencies where appropriate.

- Addition of Other Reporting Data - The addition of reporting on three other items will help maintain the accuracy of the Weighted Caseload System. The three items are listed below.

- .. Supervisory Orders - Probate and Guardianship
- .. Orders to Show Cause - Family Law
- .. Annual Review - Juvenile Dependency

The frequency of occurrence data obtained from the Judicial Council reports can be calculated through the use of the Statistical Reporting System described under Appendix J or manually as done currently. The weights should be updated annually, as soon as possible following the input of all data for the prior fiscal year. The frequencies of certain pre-trial activities not currently reported would be updated through the special time studies which are discussed in the following sub-section. It is also possible that the in-depth study of the Judicial Council reporting regulations referred to earlier could result in the requirement that these activities be reported on a monthly basis.

2. UPDATING THE TIME VALUES

The time values for conducting the various types of judicial activities must be updated periodically to reflect statutory changes, changes in the court rules, appellate court rulings, and

administrative changes. Barring drastic changes in all areas, we do not envision that a full scale study similar to this project will be required in the near future. It may be necessary, however, to conduct studies for certain types of proceedings as changes occur. We recommend that the studies be generally conducted along the lines of the study conducted for this project with separate reporting forms for each major type of proceeding. These proceeding types are shown below.

SUPERIOR COURT

- . Criminal (including Habeas Corpus)
- . Juvenile - Delinquency and Dependency
- . Probate and Guardianship/Insanity and Other Infirmities
- . Family Law
- . Civil - Including PI & PD, Eminent Domain, Other Civil Complaints, and Other Civil Petitions
- . Appeals

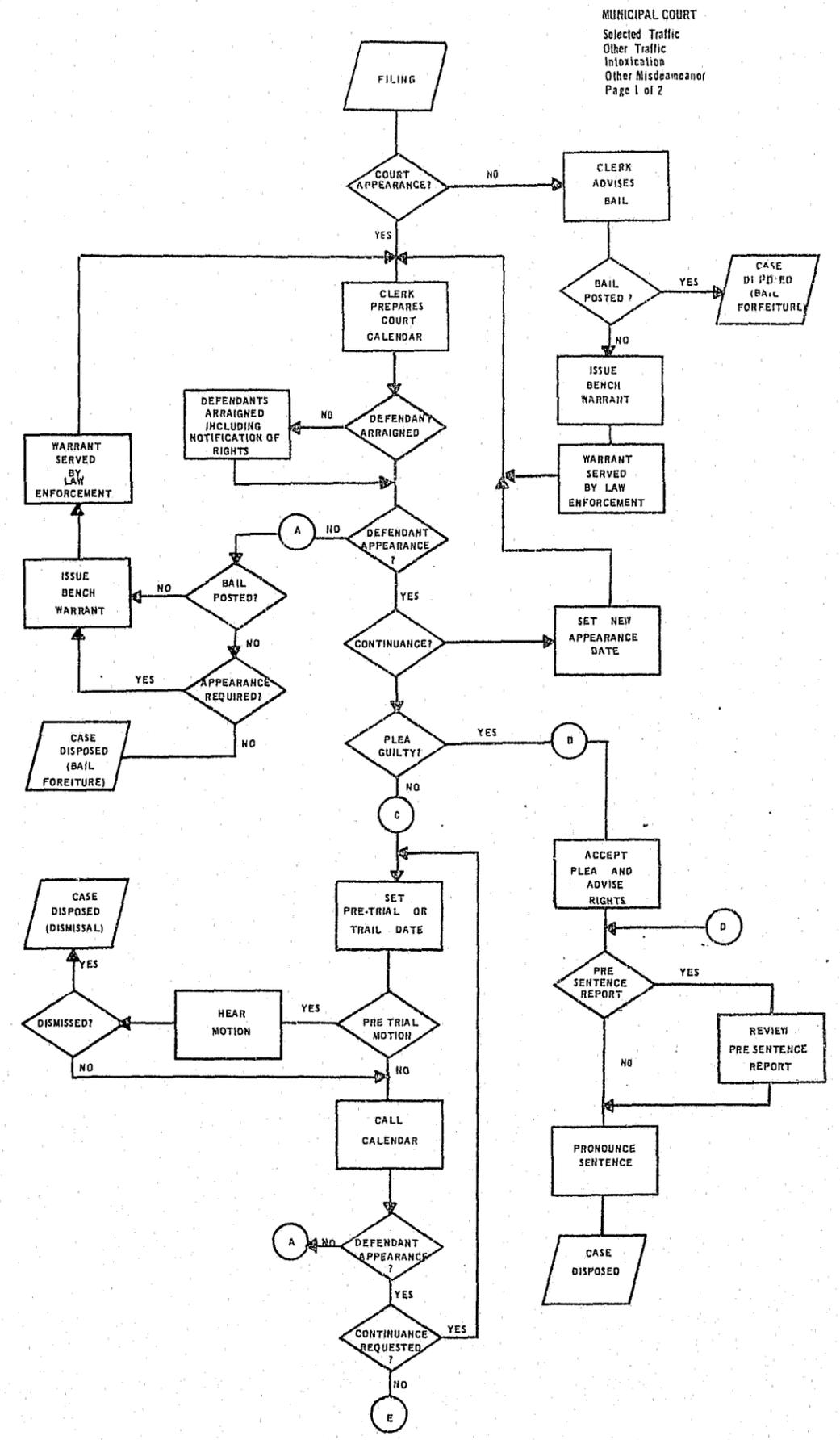
MUNICIPAL COURT

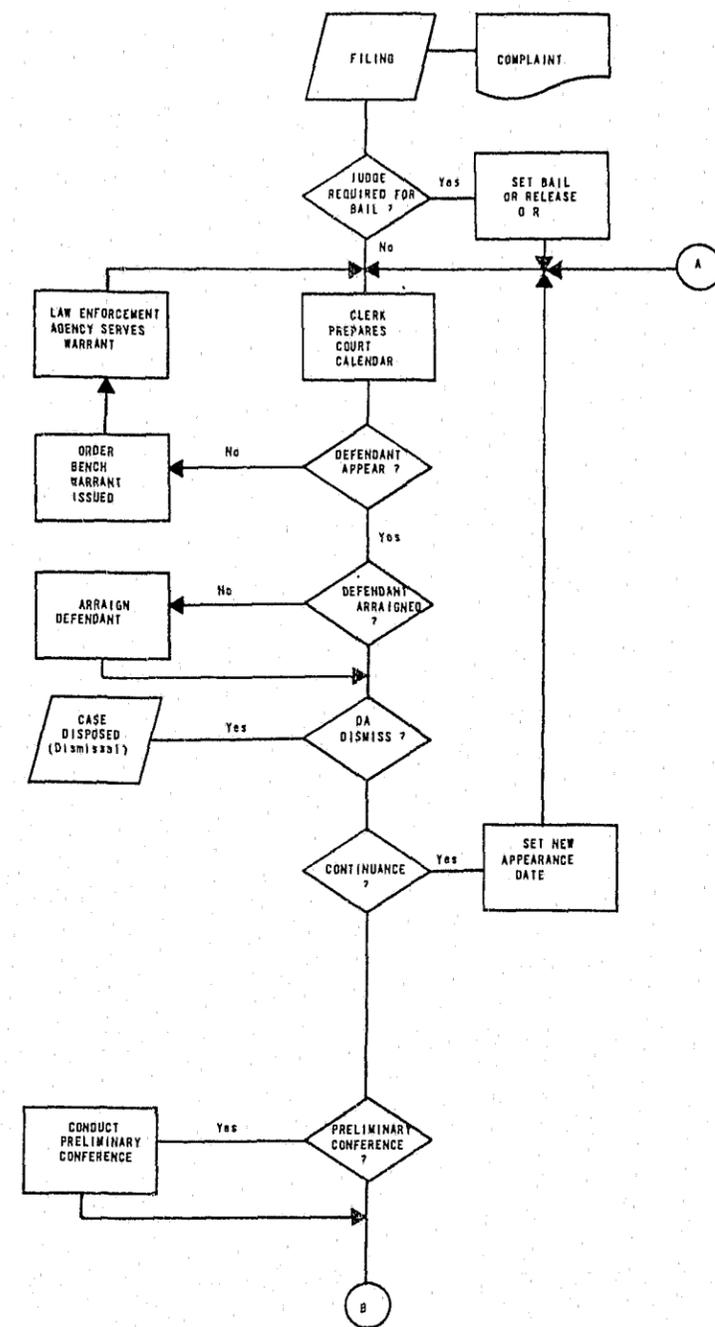
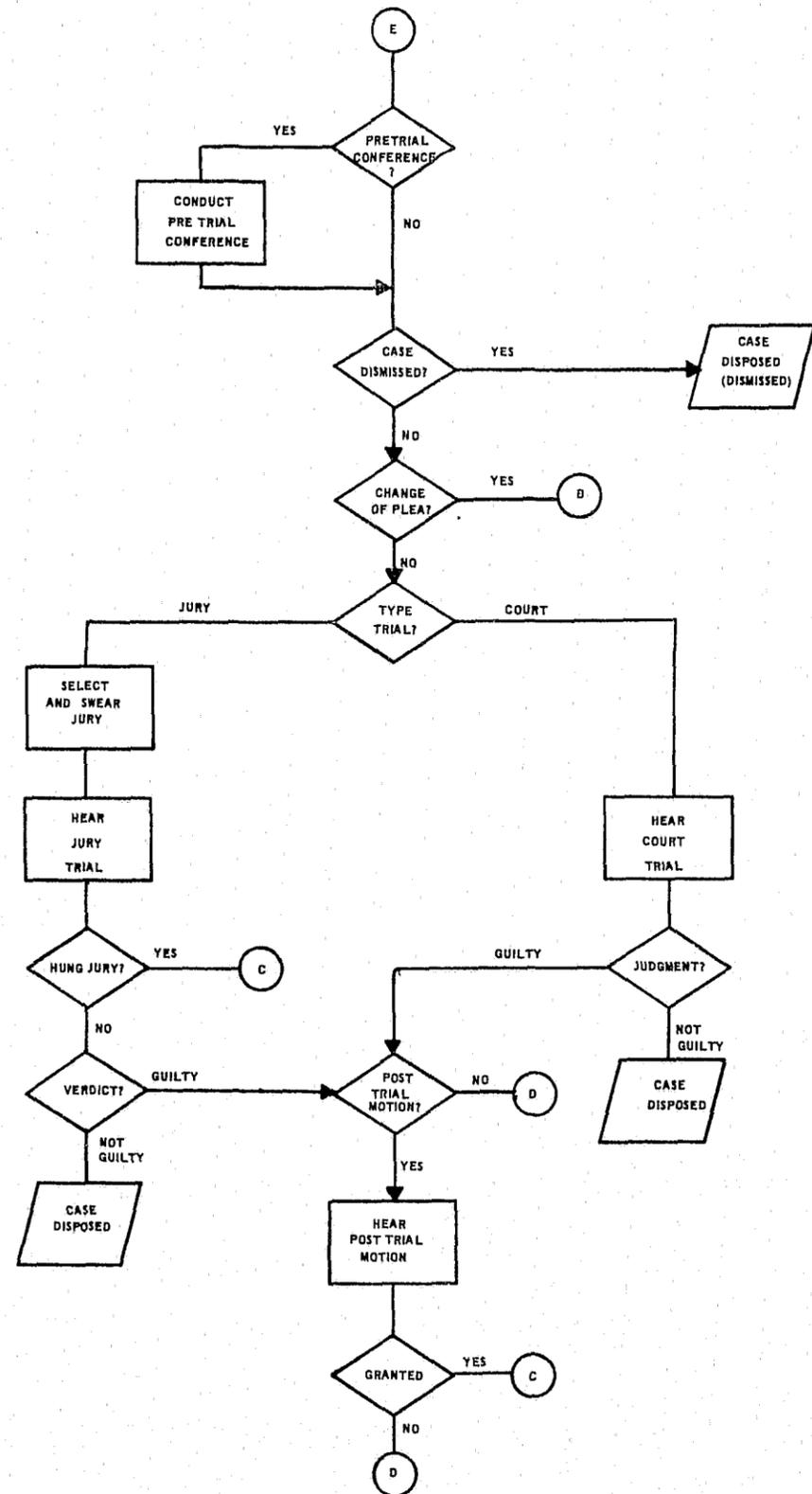
- . Criminal - Including Felony Preliminary, Traffic, Intoxication, and Other Misdemeanors
- . Civil - Including Small Claims

Forms for use in reporting daily activity for these groups of proceedings are shown in Appendix B. Specialized forms are shown for each type of proceeding. The format of the reports has been revised slightly in order to provide for the reporting of actions taken for a number of different activities with the hours reported in total for that group of activities. This approach will be most applicable in municipal courts where different types of activities are grouped together for calendaring purposes. Also included in the appendix is a listing of the recommended activity codes for use in conducting the special time studies.

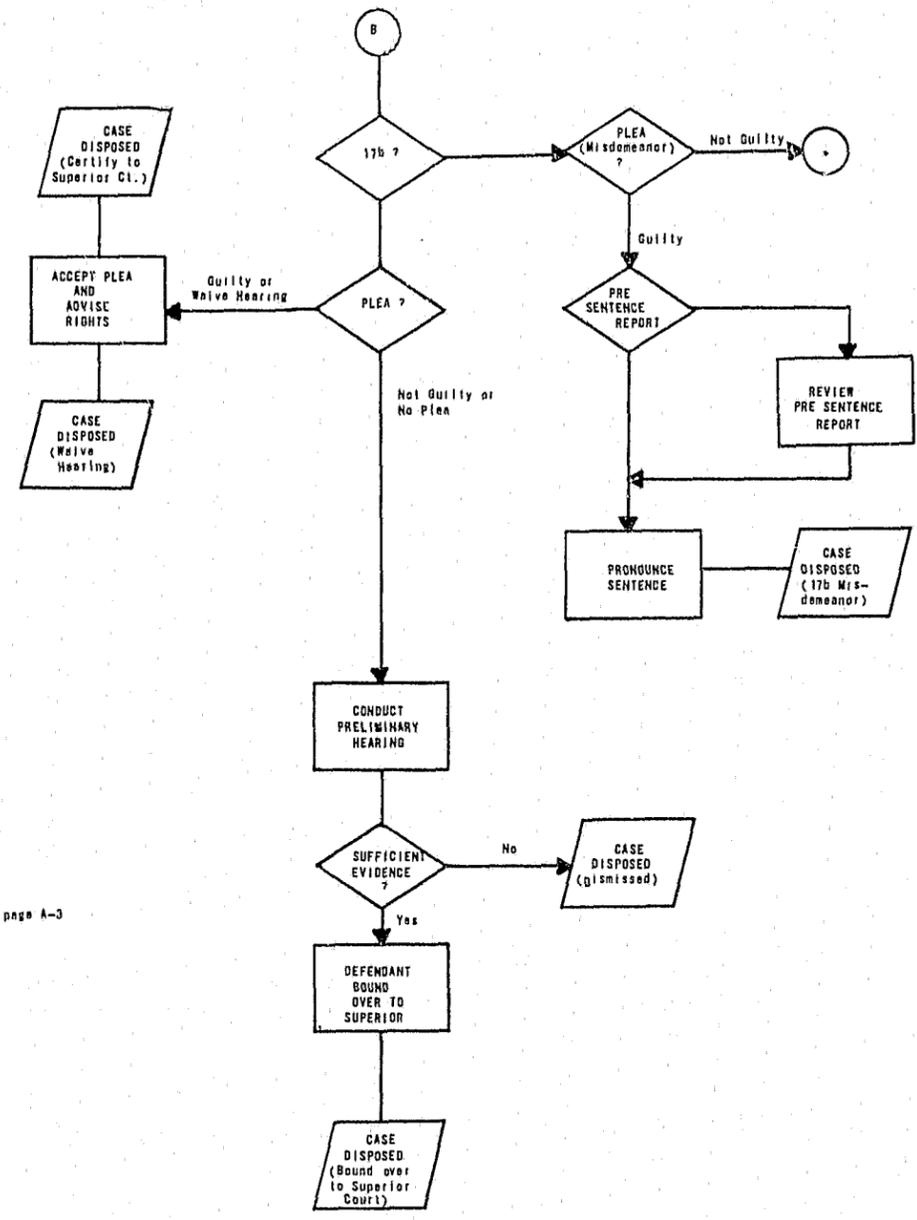
Appendix M is a conceptual design of the recommended computer system to process the data. Use of this system will reduce to a minimum the amount of time necessary to be expended by the courts in completing and submitting the forms. It will also provide accurate, inexpensive processing of the data. In order to be truly representative, the special time studies should include approximately the same number of courts as were included in this study. This means the processing of a large quantity of data which is best accomplished with the aid of a computer. Cost estimates for the development and operation of the system are included in the Appendix.

APPENDIX A
MUNICIPAL AND SUPERIOR COURT FLOW CHARTS

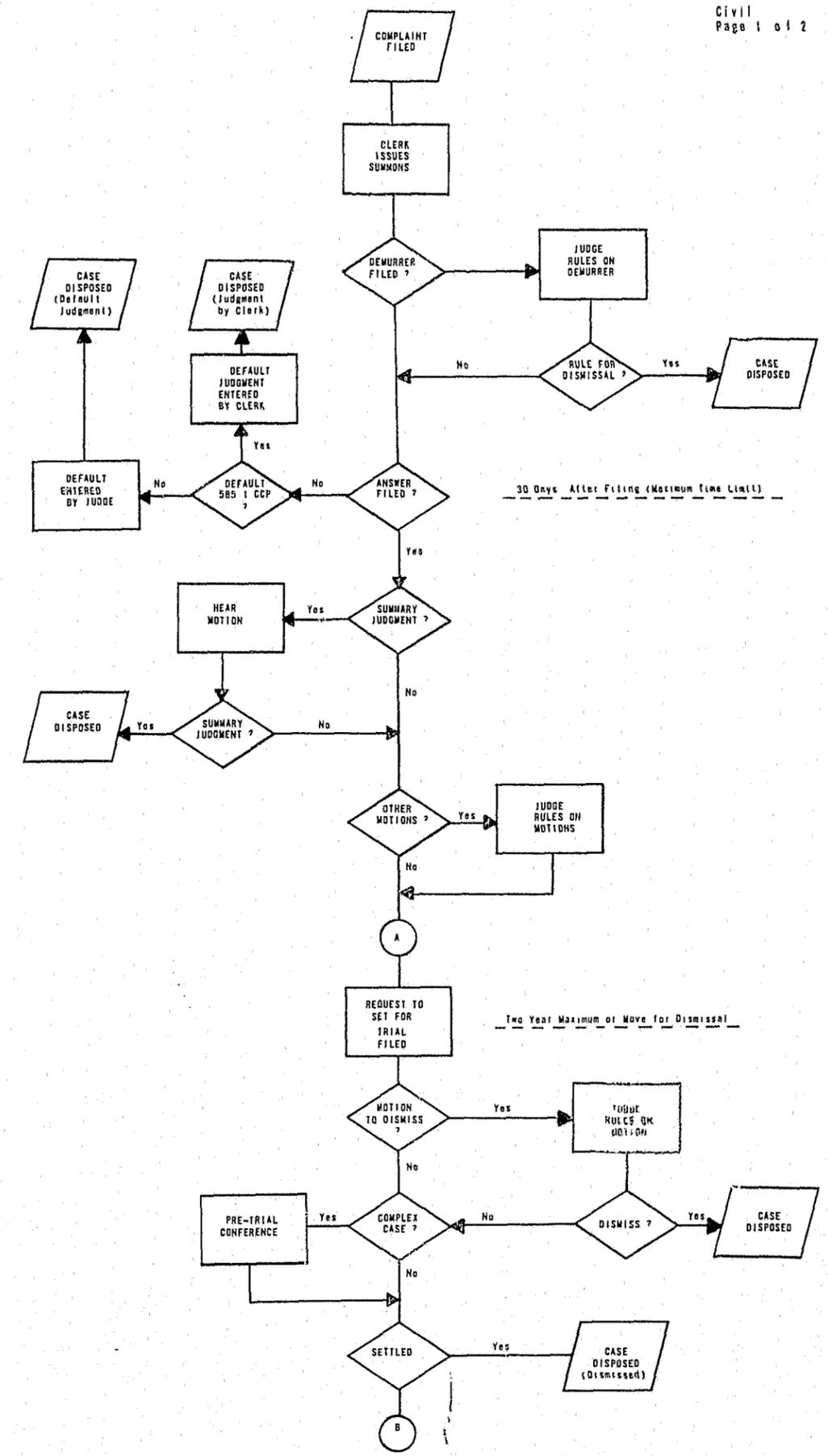




MUNICIPAL COURT
Felony Preliminary
Page 2 of 2

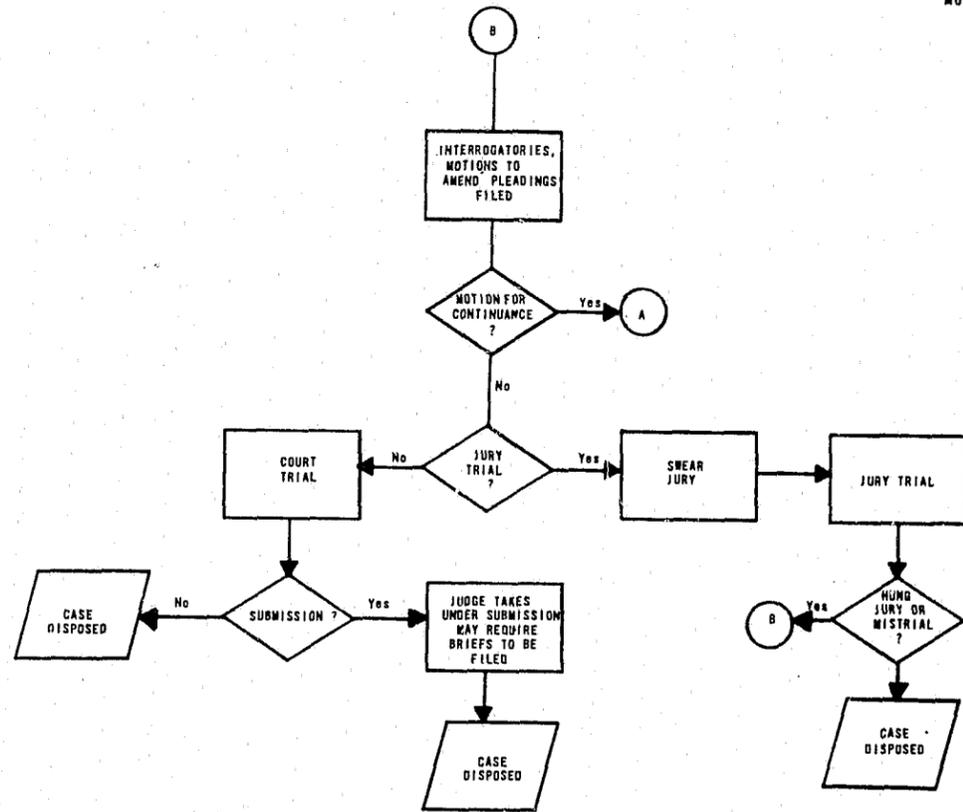


• To C on page A-3

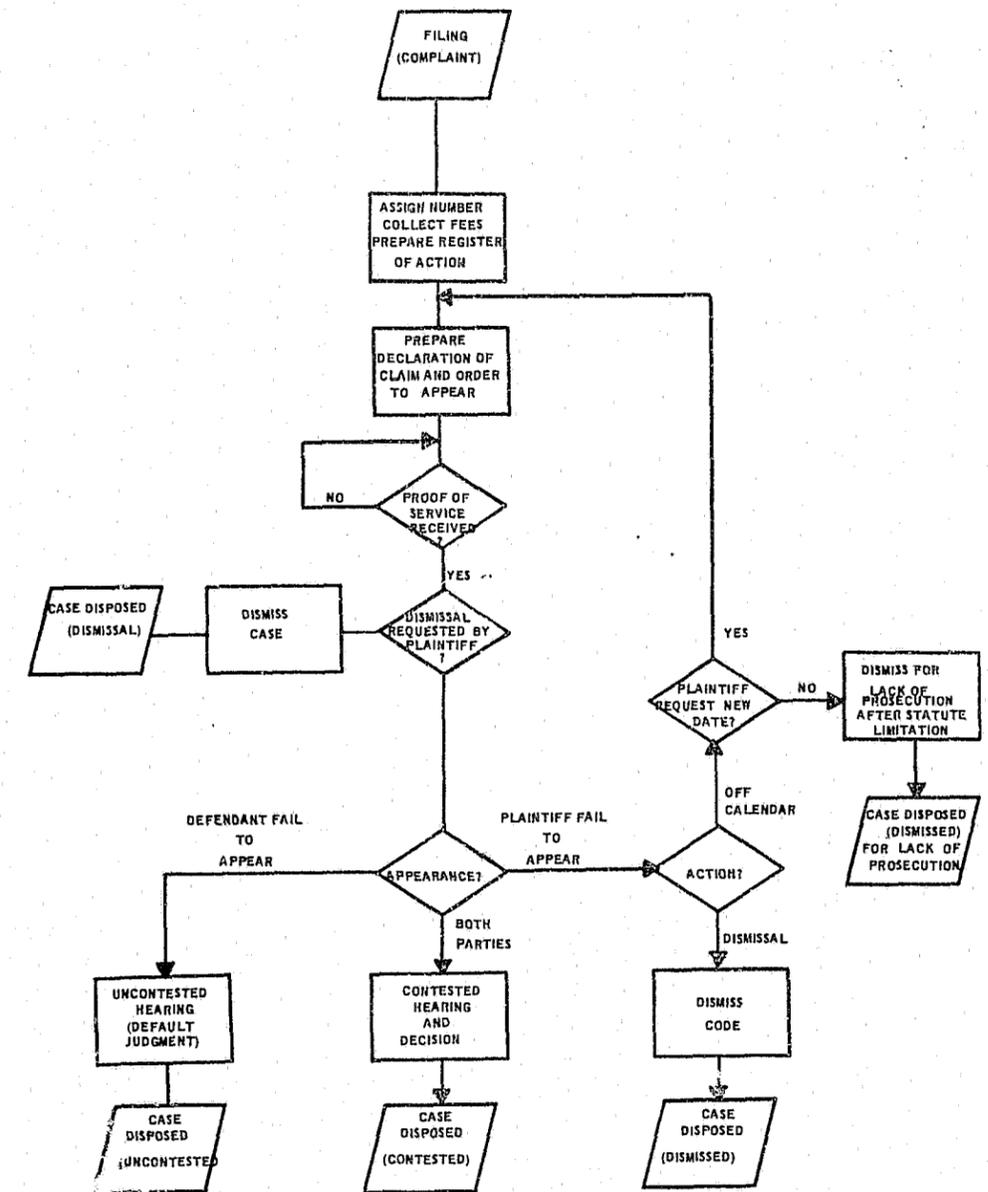


30 Days After Filing (Maximum Time Limit)

Two Year Maximum of Move for Dismissal

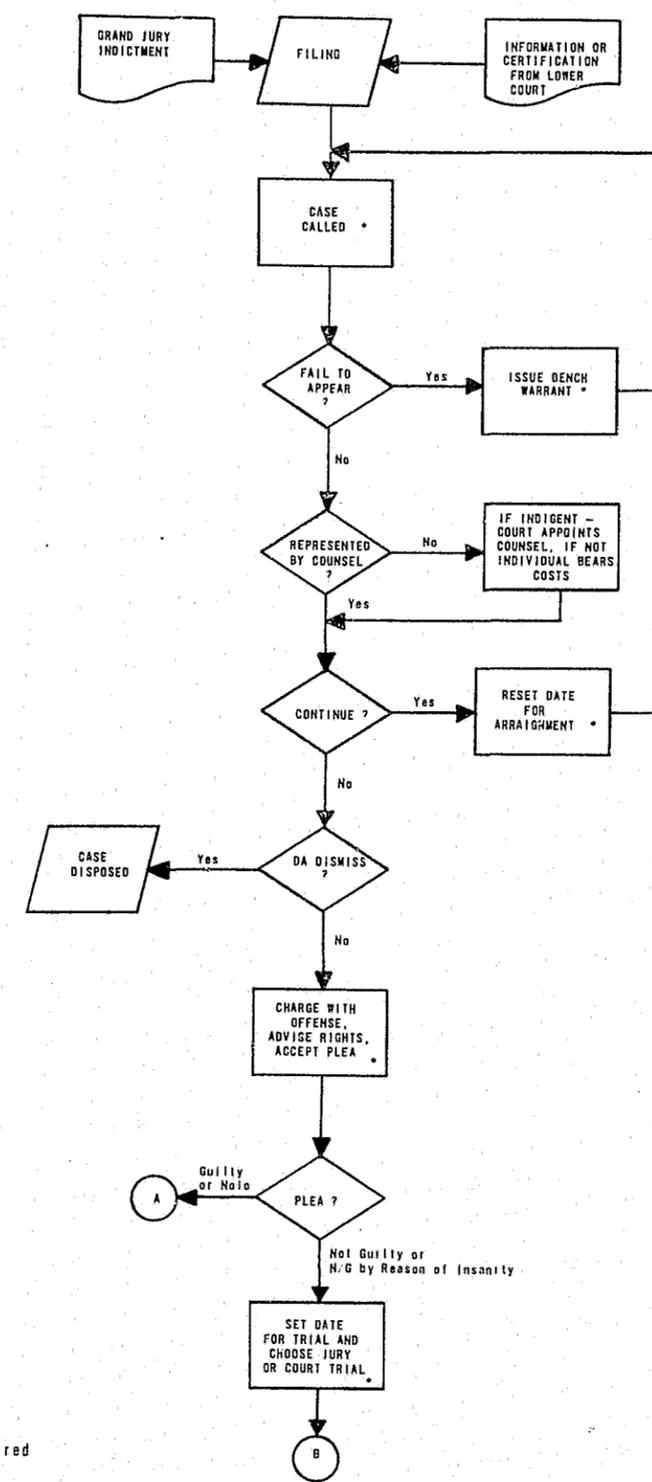


NOTE: Supplementary proceedings (e.g. court orders) may be conducted by the judge if judgment is not satisfied.

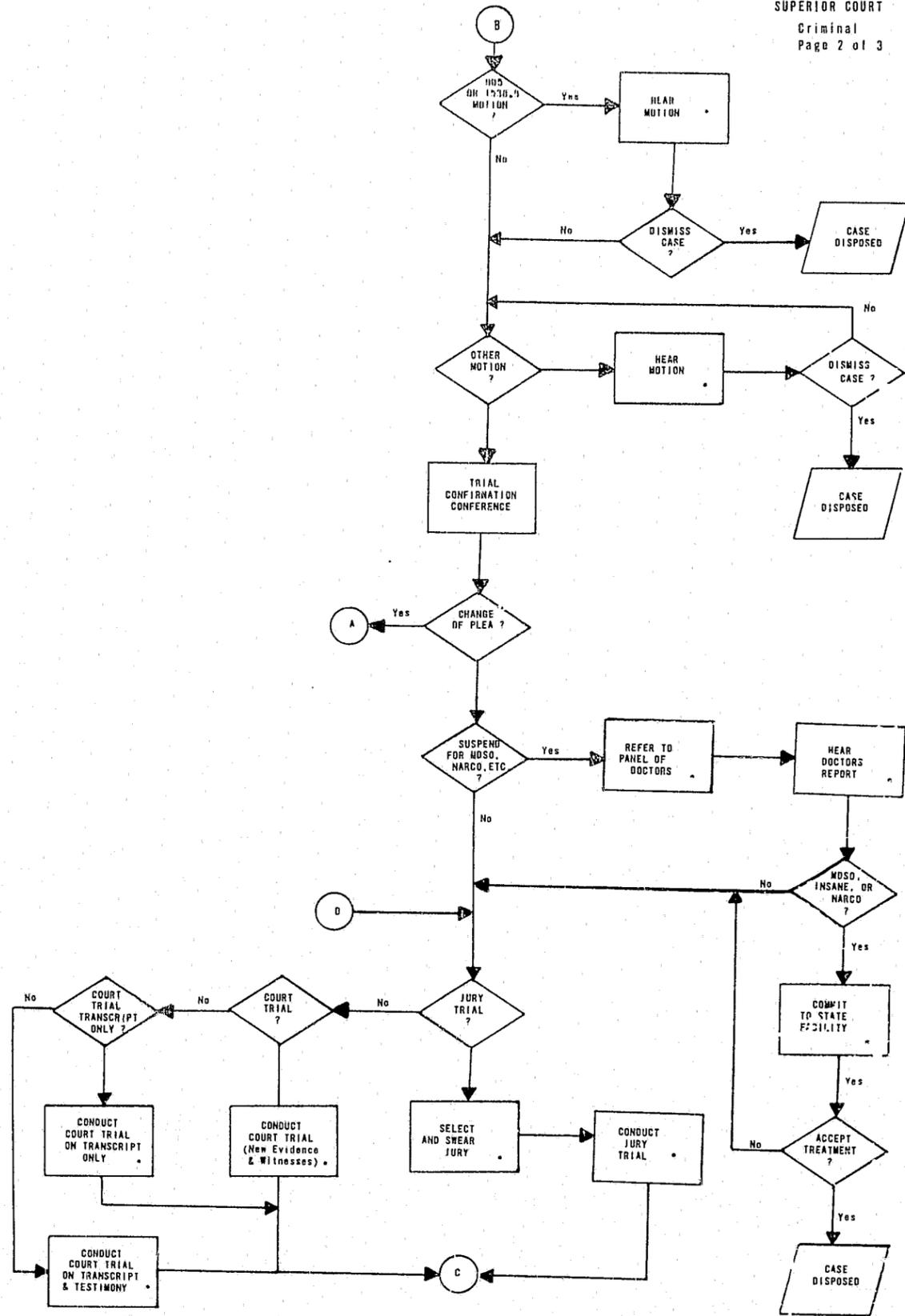


NOTE:

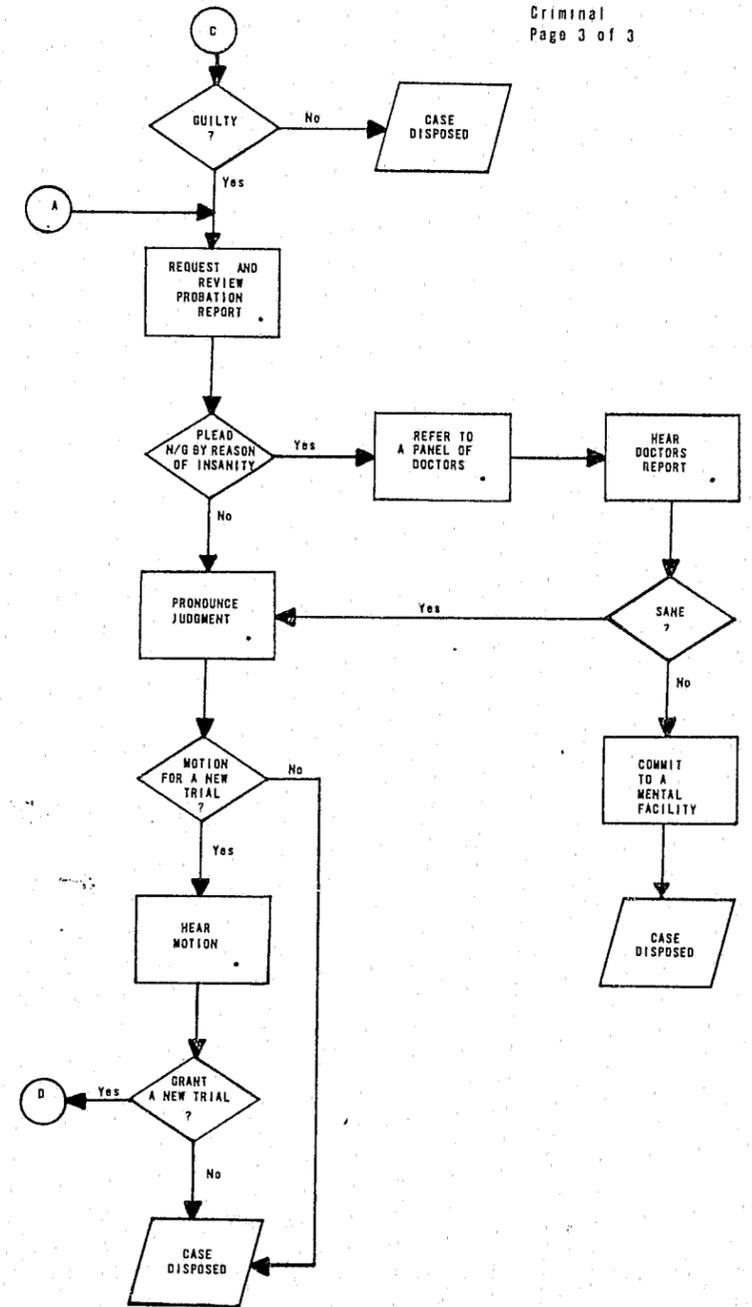
1. DEFENDANT MAY APPEAL TO SUPERIOR COURT FOR TRIAL DE NOVO.
2. SUPPLEMENTARY PROCEEDINGS (e.g. court orders) MAY BE CONDUCTED BY THE JUDGE IF JUDGMENT NOT SATISFIED.



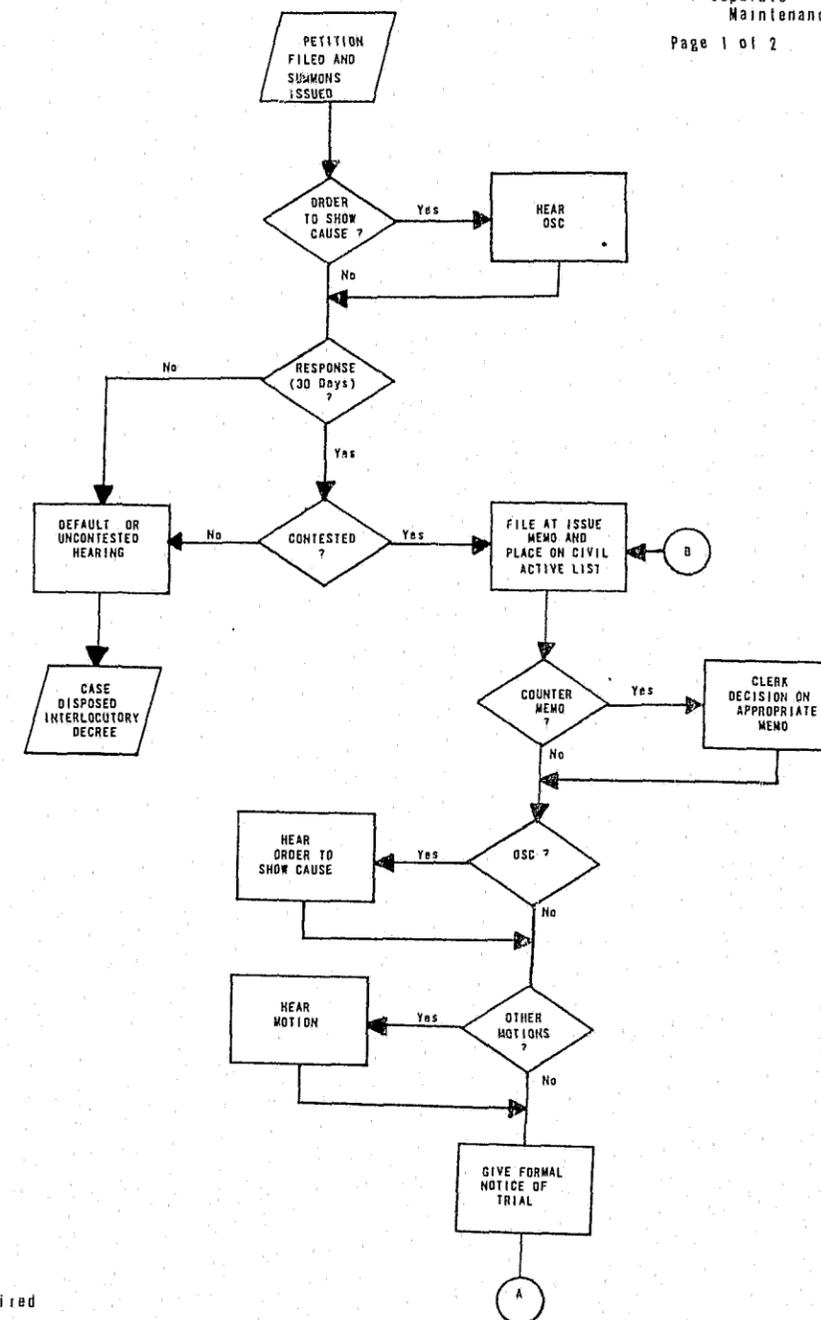
* Judge Time Required



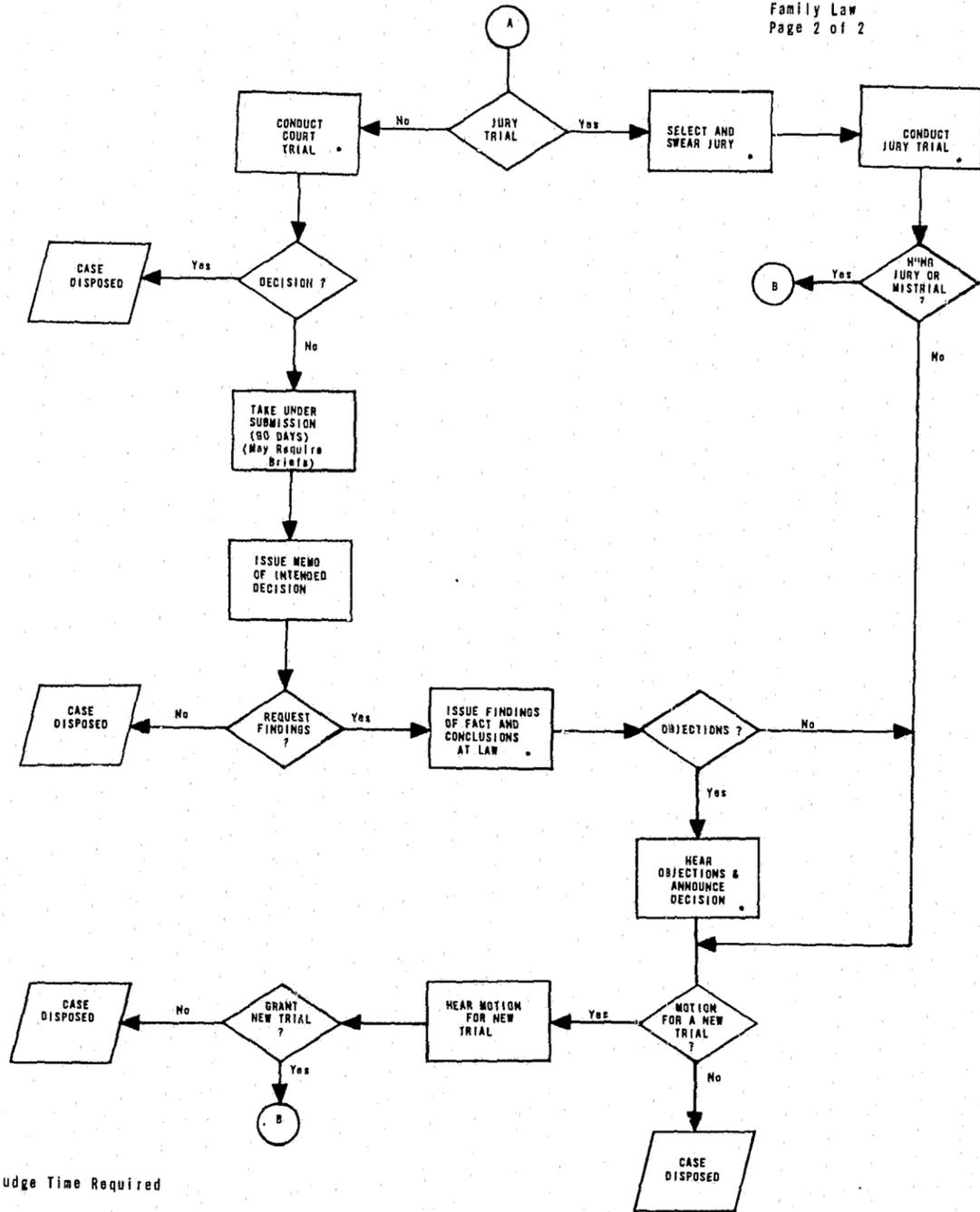
* Judge Time Required



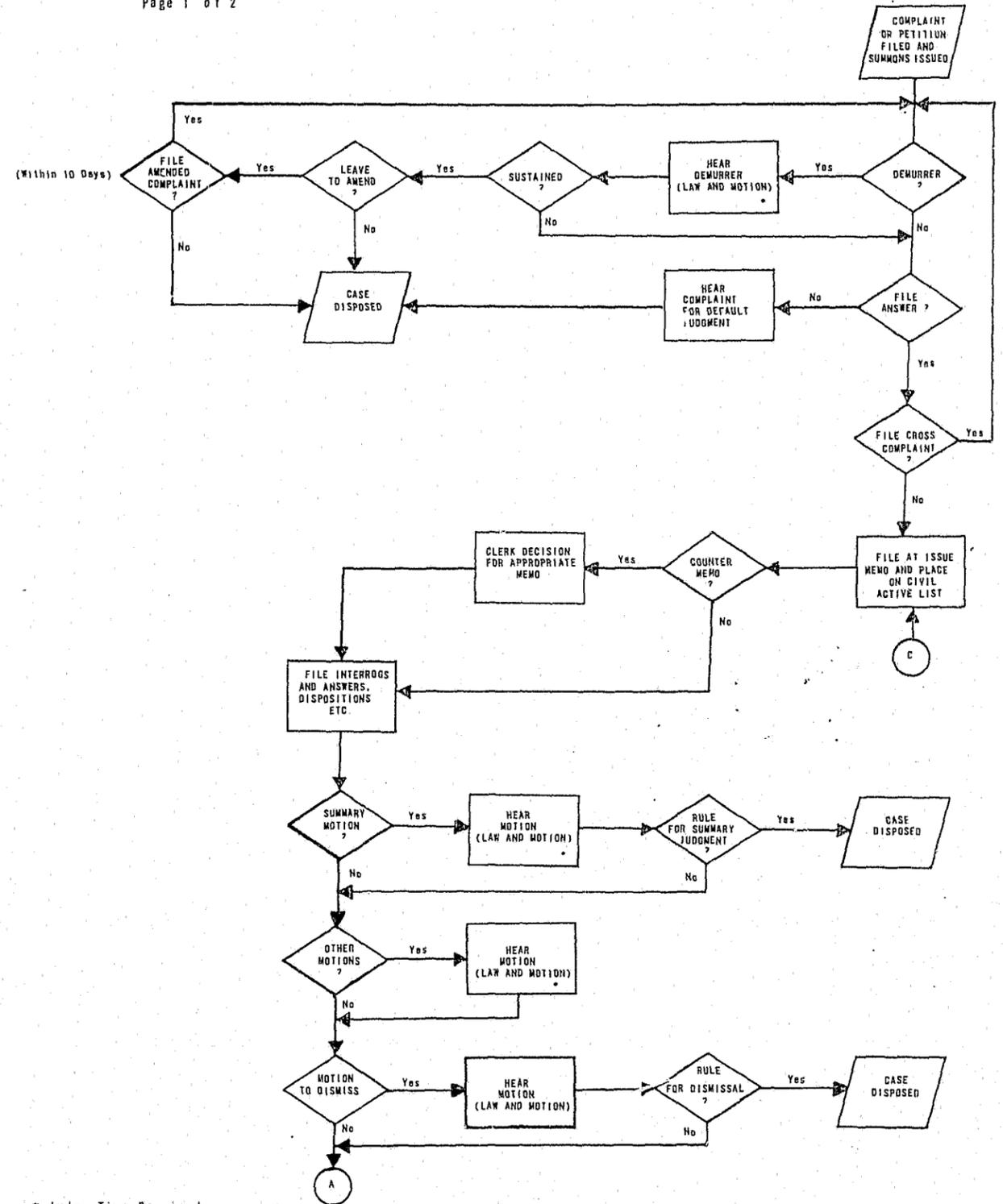
* Judge Time Required



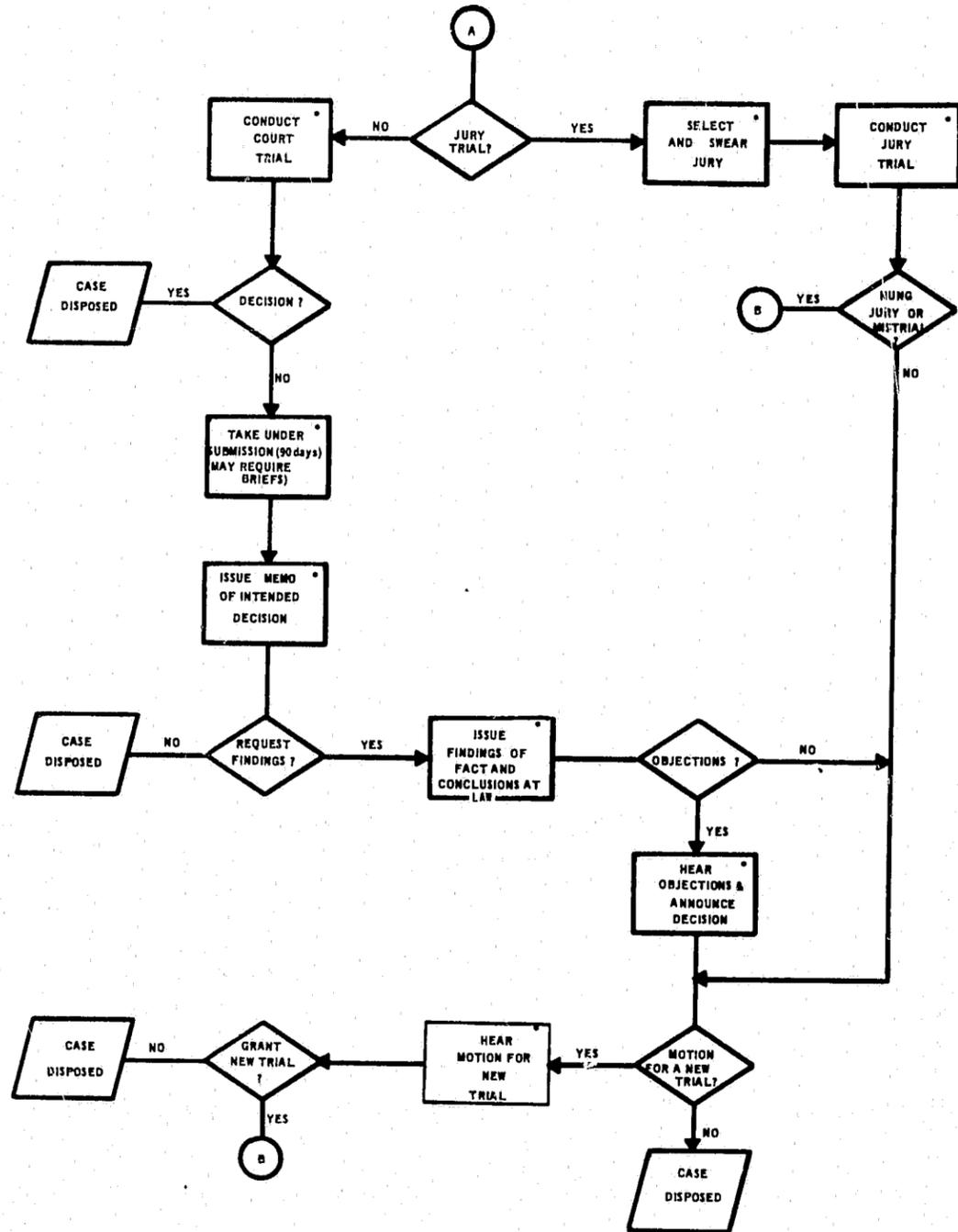
* Judge Time Required



* Judge Time Required



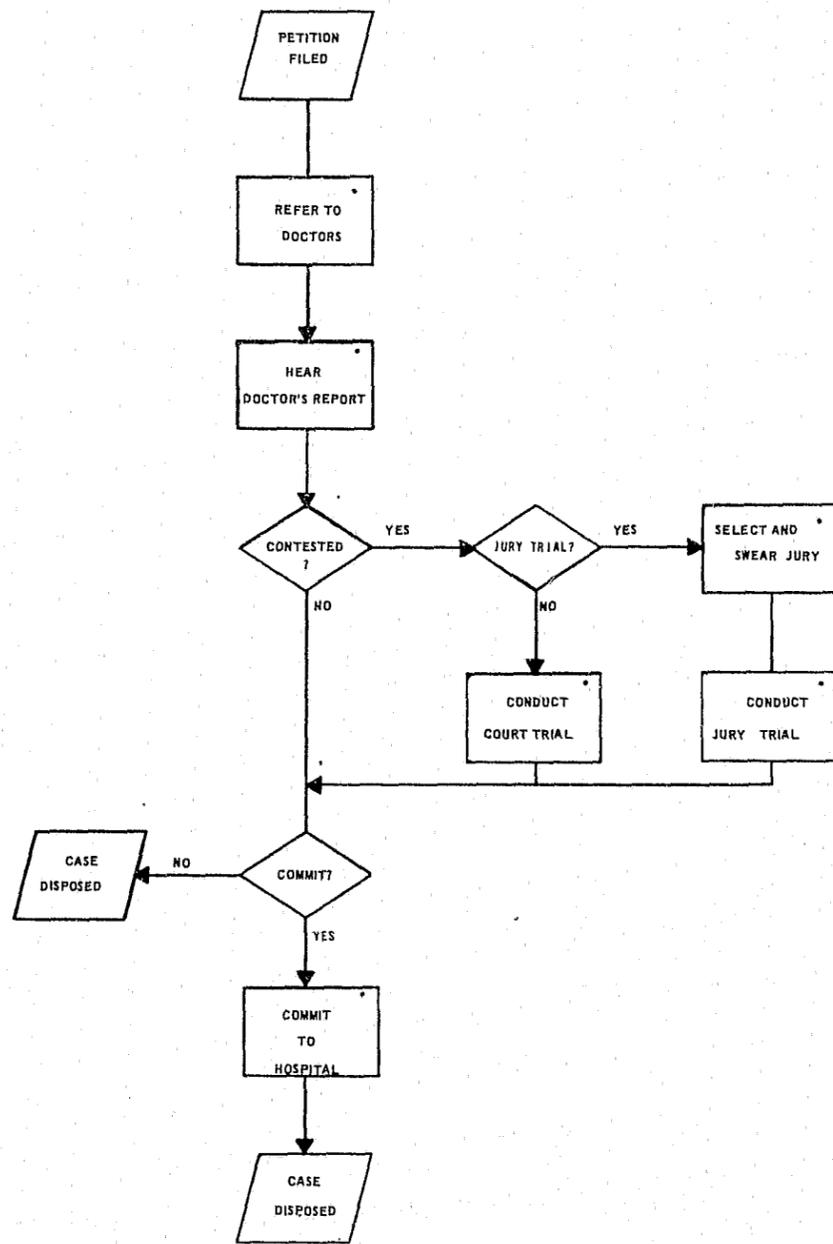
* Judge Time Required



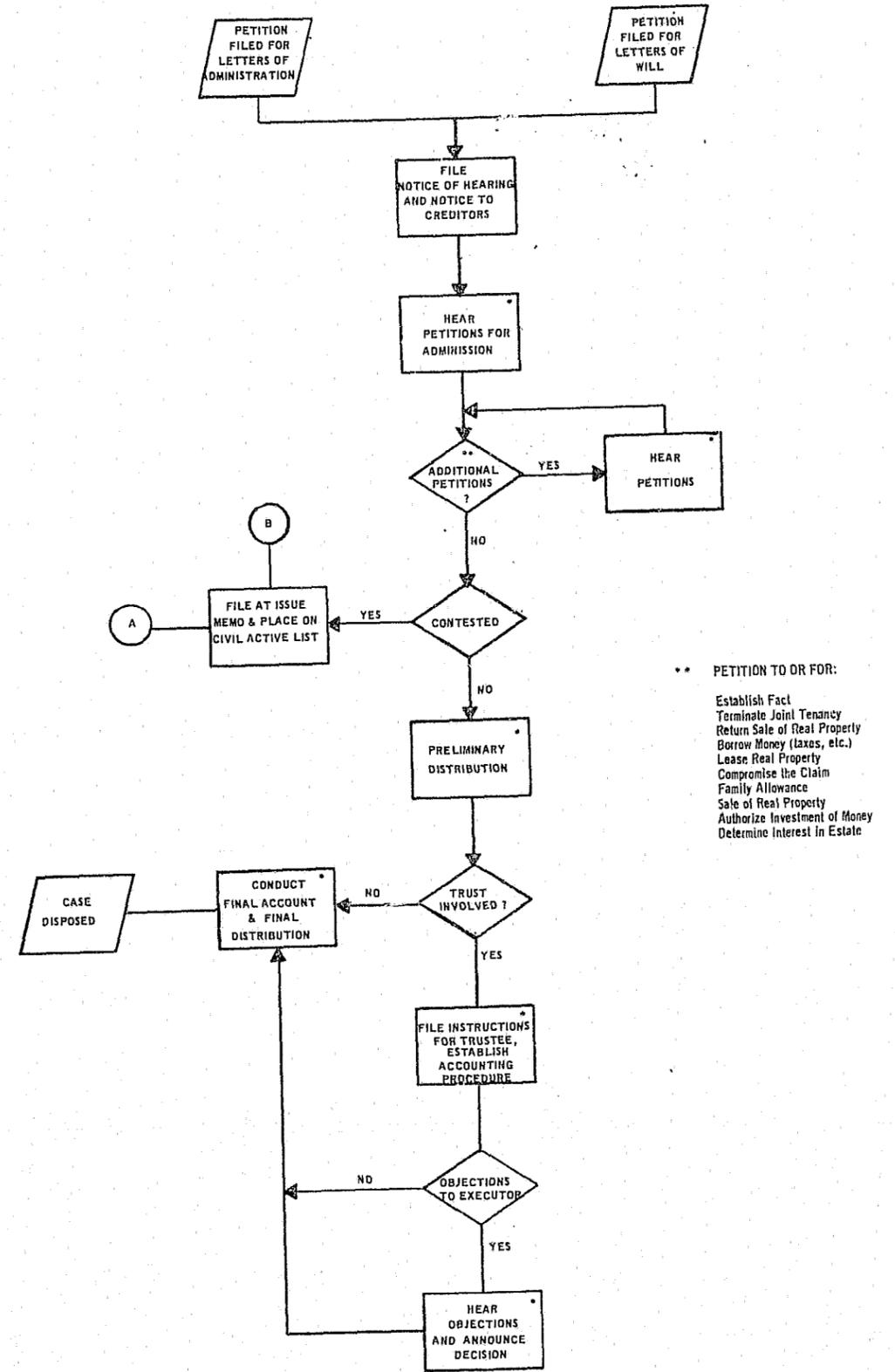
* JUDGE TIME REQUIRED

CONTINUED

1 OF 3

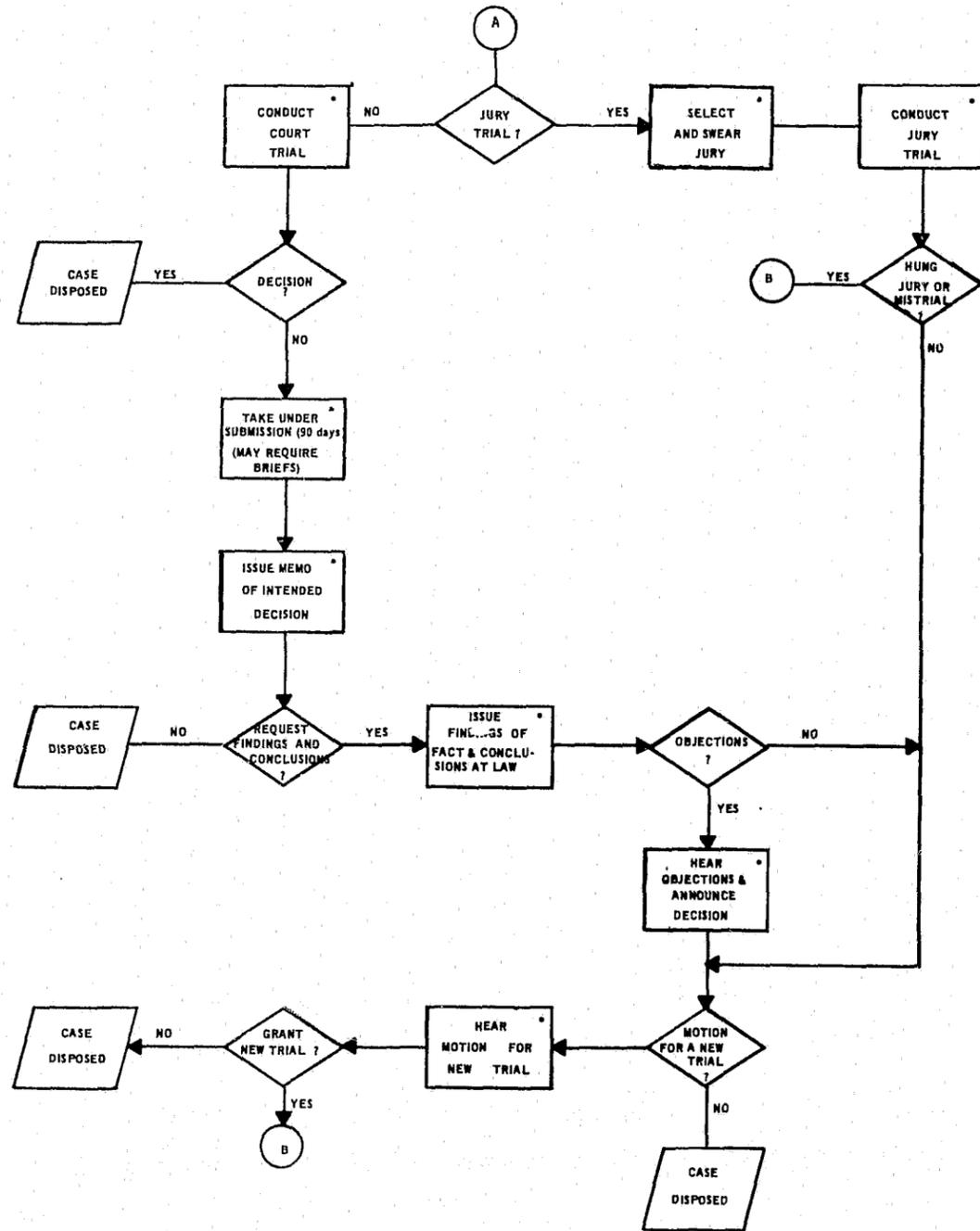


* JUDGE TIME REQUIRED

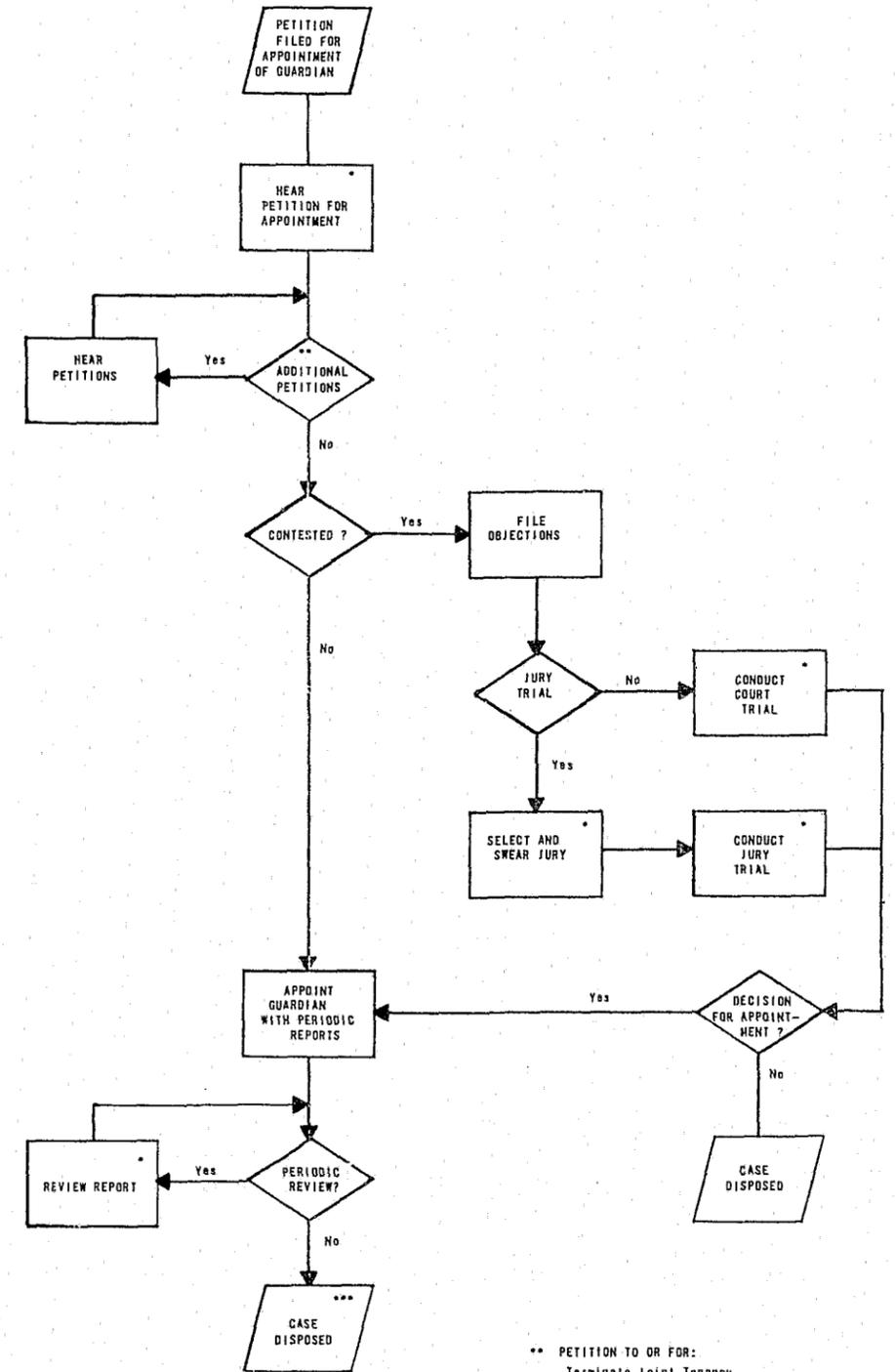


** PETITION TO OR FOR:
Establish Fact
Terminate Joint Tenancy
Return Sale of Real Property
Borrow Money (taxes, etc.)
Lease Real Property
Compromise the Claim
Family Allowance
Sale of Real Property
Authorize Investment of Money
Determine Interest in Estate

* JUDGE TIME REQUIRED



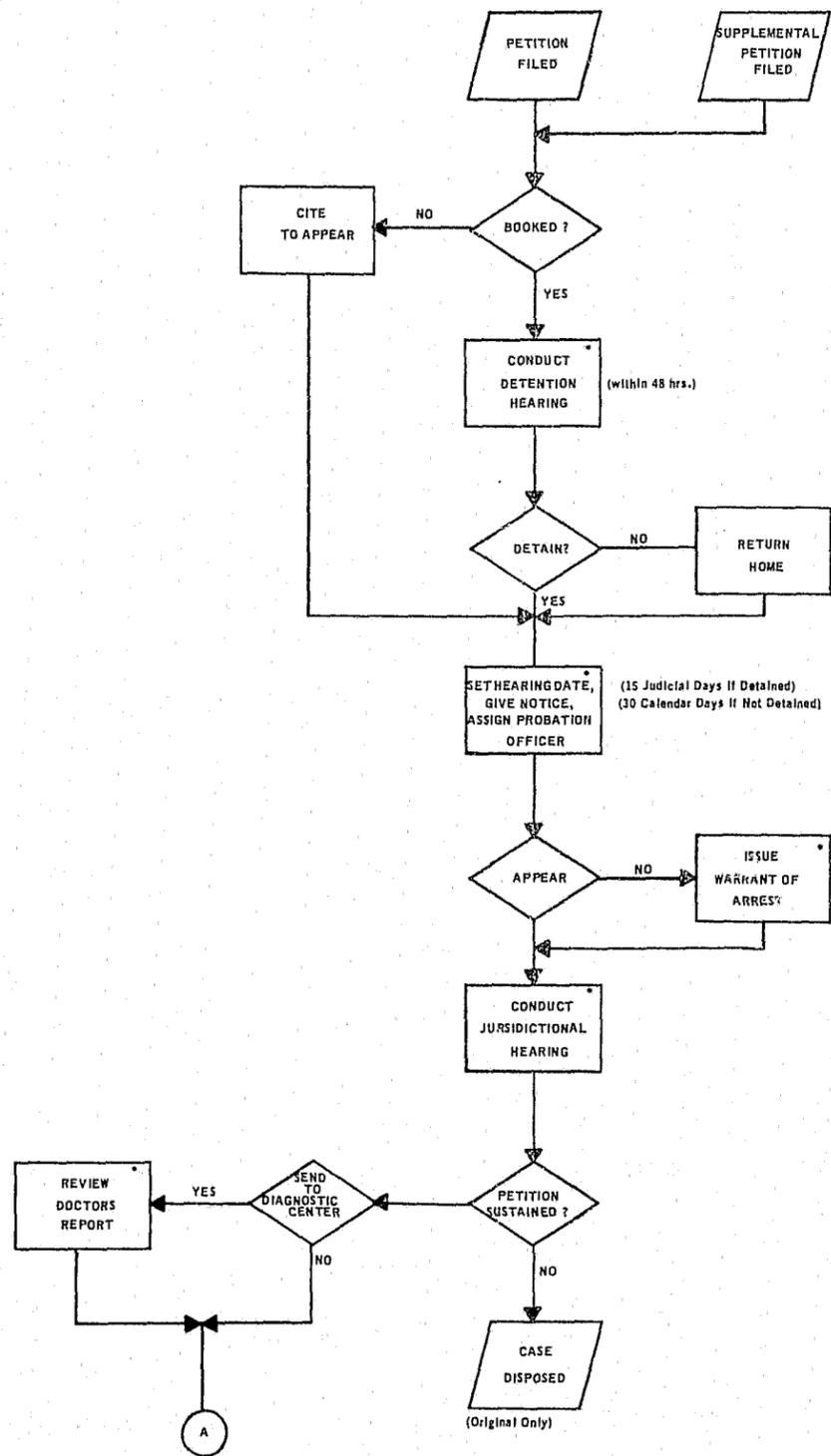
* JUDGE TIME REQUIRED



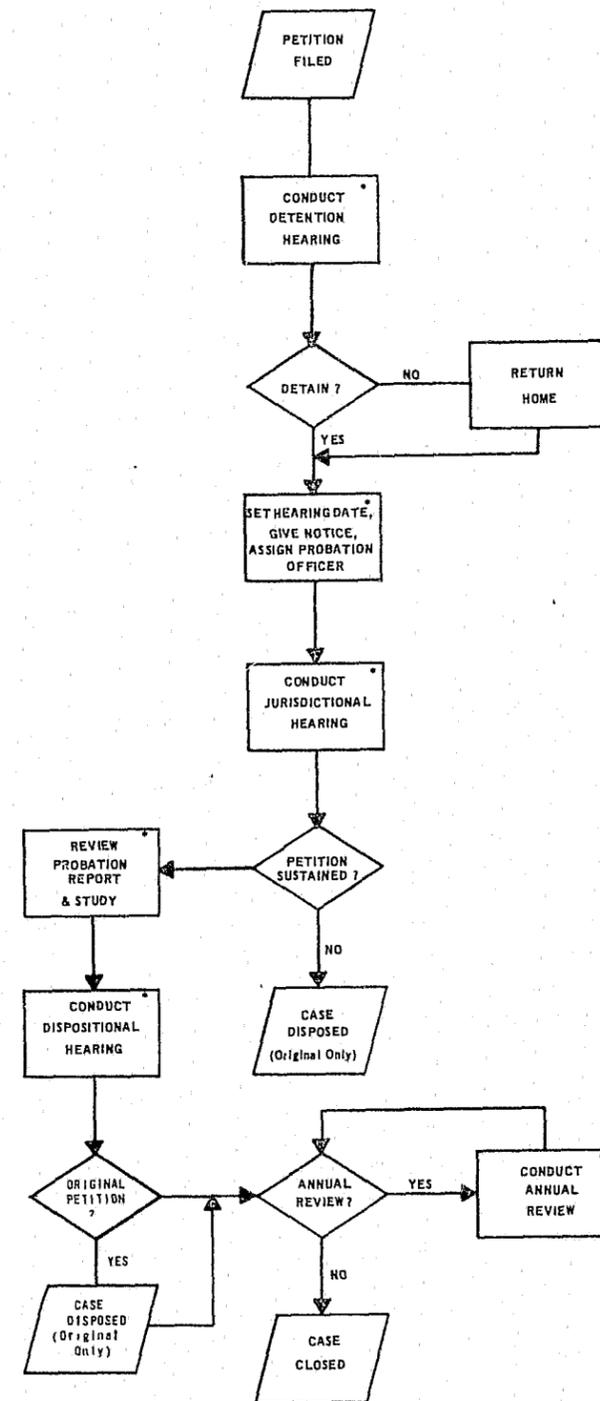
* JUDGE TIME REQUIRED

** PETITION TO OR FOR:
 Terminate Joint Tenancy
 Return of Sale of Real Property
 Borrow Money (taxes, etc.)
 Lease Real Property
 Compromise the Claim
 Family Allowance
 Sale of Real Property
 Authorized Investment of Money
 Determine Interest of Estate

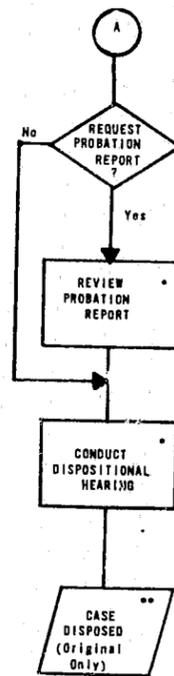
*** AFTER MINOR BECOMES OF AGE OR INCOMPETENT OR GRAVELY ILL PERSON DIES OR IS RESTORED TO HEALTH



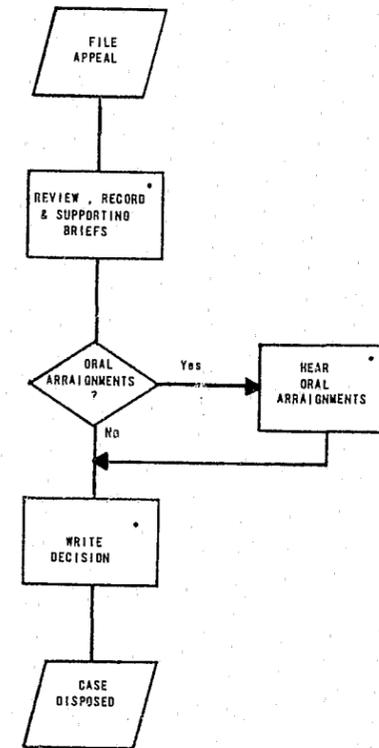
• JUDGE TIME REQUIRED



- JUDGE TIME REQUIRED
- RETURN HOME UNDER SUPERVISION,
 PLACE IN A FOSTER HOME,
 PLACE IN A RELATIVE'S HOME,
 PLACE IN A BOARDING HOME.

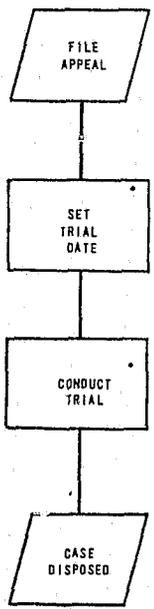


- * JUDGE TIME REQUIRED
- ** RETURN TO HOME UNDER SUPERVISION, PLACE IN RELATIVE'S HOME, PLACE IN FOSTER HOME, PLACE IN BOARDING HOME, COMMIT TO BOY'S RANCH, OR COMMIT TO CYA



- * JUDGE TIME REQUIRED

SUPERIOR COURT
Trial De Novo
(Appeals or Small
Claims)



* JUDGE TIME REQUIRED.

APPENDIX B
ACTIVITY REPORTING INSTRUCTIONS

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

STATE BUILDING, SAN FRANCISCO 94102

A Message From The Chief Justice To All Participating Judges.....

This booklet has been prepared to provide instructions for the reporting of time data as part of the Judicial Council study of the Weighted Caseload System. One important objective of this study is to develop accurate and complete information on the time requirements for completing all of the judicial activities, both case related and non-case related. To achieve this objective, actual time values need to be reported on a daily basis. As a judge, commissioner, or referee from one of the 43 courts participating in this study, we are relying on you for this information.

To facilitate the collection of this data, an Activity Reporting form has been developed. You may, if you desire, request your clerk to record on this form the data on case related matters. A supplemental form is also available for your daily reporting of supplementary time data on administrative or other chamber activities. All of your time should be reported so that the weighted caseload values accurately reflect the true needs of our courts.

Reporting will begin on May 17, 1971, and will continue at least until the end of June. The need for additional reporting, if any, will be determined later in the study.

The success of this important study is directly dependent on the care you and your clerk take recording the information. Questions regarding the completion of the form may be answered by the Court Clerk or Administrative Officer in your court or by Arthur Young & Company representatives (who are assisting us in this study) at (916) 443-6756.

Sincerely yours,

Donald R. Wright

Donald R. Wright
Chief Justice of California and
Chairman of the Judicial Council

ACTIVITY REPORTING INSTRUCTIONS

FOR A STUDY OF THE
WEIGHTED CASELOAD SYSTEM FOR DETERMINING
JUDICIAL MANPOWER REQUIREMENTS FOR
CALIFORNIA'S SUPERIOR AND MUNICIPAL COURTS

I. COMPLETING THE DAILY ACTIVITY REPORTING FORM

The Activity Reporting Form has been designed with the objective of obtaining, with as much ease as possible, an accurate and complete description of all of the time necessary to perform the work of the judiciary. Entries should be made as the various activities are completed. No recess or lunch time should be reported. Time spent at home on case related work should be reported on the supplemental form. The forms should be submitted daily to the clerk in the court or branch court designated to be responsible for summarizing the forms and coordinating the overall study. The forms should be completed for each division or department currently staffed with a judge, commissioner or referee even if the judge is ill, on vacation, or on assignment to another court.

Sample forms have been completed to illustrate the entry of the required information. Each of the entries are explained in the following keyed descriptions.

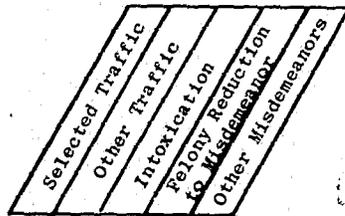
- ① Temporary identification of the data is provided in the upper left-hand corner of the form. As soon as the coordinating clerk has verified the submittal of the forms from each department and made an overall check for completeness of recording, this identification will be removed. This will help insure confidentiality, as to department and judge, of the reported data.
- ② The date and reporting court should be entered here.
- ③ The activity code number best describing the work should be entered in this column. The activity codes are listed and described in Sections II and III of these instructions. A separate entry should be made for each different activity conducted and for each separate case requiring over 10 minutes to complete. This rule does not apply for master calendar, arraignment departments, or other high volume departments.
- ④ A code letter is used only in those situations where either two or more activity codes have been combined for the same time entry or the trial or hearing was in process at the beginning of the study. The column should be left blank otherwise.

- ⑤ Elapsed time in the three categories shown is posted here. Estimates should be to the nearest 5 minutes with individual entries normally made only for those cases and activities requiring over 10 minutes to complete. The total judicial time of the judge should be recorded. Case related time expended at home should also be recorded utilizing the appropriate activity code.
- ⑥ The case number should be entered for all activities over 1/2 hour. No case number identification is required for those high volume activities such as arraignments, master calendar, default judgments, etc.
- ⑦ This data should be entered for each case requiring over 1/2 hour in which a case number is posted.
- ⑧ Separate columns are provided here for each of the possible actions that can be taken as a result of the activities. The actions taken as a result of the completion of the activity should equal the number of persons accused.
- ⑨ Enter in this column the total persons accused (criminal) or number of cases (civil) called by the judge to be heard. This number should be equal to the sum of all actions taken.
- ⑩ A brief description should be included in this section of the report or supplemental activities (e.g., activity codes in the 90 series) or any other remarks deemed appropriate relative to the case related entries.

II. LISTING OF MUNICIPAL COURT ACTIVITY CODES a/

FELONY PRELIMINARY

- 10 Arraignments, Pleas, Calendar Call, and Other Short-Term Matters
- 11 Hearings under Penal Code Section 1538.5
- 12 Hearings on Other Motions Prior to Preliminary Hearing
- 13 Pre-Hearing Conference
- 14 Preliminary Hearing



- 20 30 40 50 60 Arraignments, Pleas, Trial Calendar Call, Sentencing Hearings, and Other Short-Term Matters
- - 51 61 Hearings Under Penal Code Section 1538.5
- 22 32 42 52 62 Hearings on Other Motions Prior to Trial
- 23 33 43 53 63 Pre-trial conferences
- 24 34 44 54 64 Uncontested Court Trial
- 25 35 45 55 65 Contested Court Trial
- 26 36 46 56 66 Select and Swear Jury
- 27 37 47 57 67 Jury Trial
- 28 38 48 58 68 Review Probation Report and Pronounce Sentence
- 29 39 49 59 69 Hearings on Motions After Trial

CIVIL

- 70 Civil Master Calendar
- 71 Hearings on Motions Prior to Trial
- 72 Uncontested Court Trials
- 73 Contested Court Trials
- 74 Select and Swear Jury
- 75 Jury Trials
- 76 Hearings After Trial

SMALL CLAIMS

- 77 Uncontested Trial
- 78 Contested Trial
- 79 Hearings on Other Motions

JUVENILE (JUDGE, COMMISSIONER, OR REFEREE ACTING AS TRAFFIC HEARING OFFICER)

- 80 Initial Hearing
- 81 Subsequent Hearing

PARKING VIOLATIONS

- 84 Protest Hearings (Bail Setting Calendar)
- 85 Arraignment, Pleas, etc. (Booking Calendar)

SUPPLEMENTAL ACTIVITIES

- 91 Court Administration
- 92 Judicial Conferences and Workshops
- 93 Travel Time
- 94 Other Judicial Activities
- 95 Assignment to Another Court by Judicial Court
- 96 Illness
- 97 Vacation

a/ Detailed Descriptions for Each Activity were provided to the Judges and Clerks participating in the study.

III. LISTING OF SUPERIOR COURT ACTIVITY CODES ^{a/}

Criminal

- 01 Arraignment, Plea, Calendar Call, Sentencing Hearings, and Other Short-Term Matters
- 02 Hearings Under Penal Code Sec. 995
- 03 Hearings Under Penal Code Sec. 1538.5
- 04 Hearings on Other Motions Prior to Trial
- 05 Pre-Trial Conference
- 06 Court Trial - On Preliminary Hearing Transcript Only
- 07 Court Trial - On Preliminary Hearing Transcript and Testimony
- 08 Court Trial - Testimony and Evidence from People and/or Defendant
- 09 Select and Swear Jury
- 10 Jury Trial
- 11 Review Probation Report and Sentence Hearing - Original
- 12 Review Probation Report, Modify Probation or Sentence Hearing - Subsequent
- 13 Hearings on Other Motions After Trial

- 43 53 63 Hearing on Motions Prior to Trial
- 44 54 64 Pre-Trial Conference
- 45 55 65 Trial Setting Conference
- 46 56 66 Settlement Conference
- 47 57 67 Uncontested Court Trials and Default Judgments
- 48 58 68 Contested Court Trials
- 49 59 69 Selection and Swearing of Jury
- 50 60 70 Jury Trial
- 51 61 71 Hearings on Motions After Trial

Other Civil Petitions - (Includes Civil Habeas Corpus)

- 72 Hearing on Uncontested Petition
- 73 Hearing on Contested Petition

Insanity and Other Infirmities

- 74 Hearings on Motions Prior to Trial
- 75 Uncontested Hearing
- 76 Contested Court Trial
- 77 Select and Swear Jury
- 78 Jury Trial
- 79 Hearings on Motions After Trial

Appeals from Lower Courts

- 80 Appellate Department Appeals - Criminal
- 81 Appellate Department Appeals - Civil
- 82 Trial de Novo - Small Claims

Civil - General

- 85 Master Calendar

SUPPLEMENTAL ACTIVITIES

- 91 Court Administration
- 92 Judicial Conferences and Workshops
- 93 Travel Time
- 94 Other Judicial Activities
- 95 Assignment to Another Court by Judicial Council
- 96 Illness
- 97 Vacation

*Delinquency
Dependency*

Juvenile

- 14 22 Detention (Arraignment) Hearing - Uncontested
- 15 23 Detention (Arraignment) Hearing - Contested
- 16 24 Jurisdictional (Adjudication) Hearings - Uncontested
- 17 25 Jurisdictional (Adjudication) Hearings - Contested
- 18 26 Dispositional Hearings - Uncontested
- 19 27 Dispositional Hearings - Contested
- 20 28 Other Hearings on Motions
- 29 Annual Review of Dependent Child

Habeas Corpus - Criminal

- 31 Disposition After Hearing
- 32 Disposition Without Hearing

Probate and Guardianship

- 33 Hearings on Uncontested Motions or Petitions Prior to Trial
- 34 Court Trial or Other Contested Hearing
- 35 Select and Swear Jury
- 36 Jury Trial
- 37 Hearings on Motions After Trial
- 38 Supervisory Orders

Family Law (Dissolution, Nullity, and Legal Separation Only)

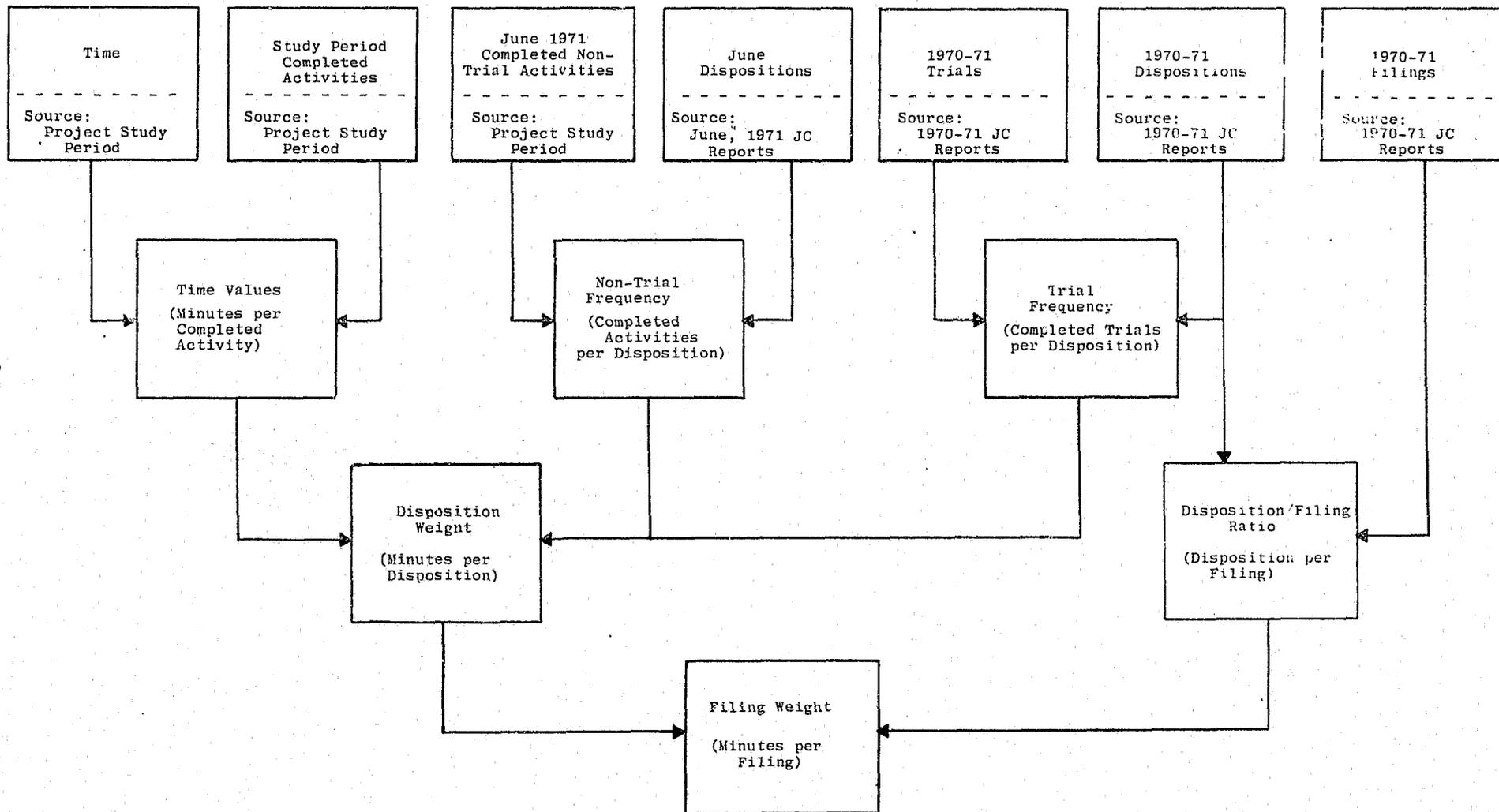
- 39 Uncontested and Default Dissolution Hearings
- 40 Contested Dissolution Hearings
- 41 Hearings on Orders to Show Cause
- 42 Hearings on Modifications of Judgment and Other Motions

a/ Detailed descriptions for each activity were provided to the judges and clerks participating in the study.

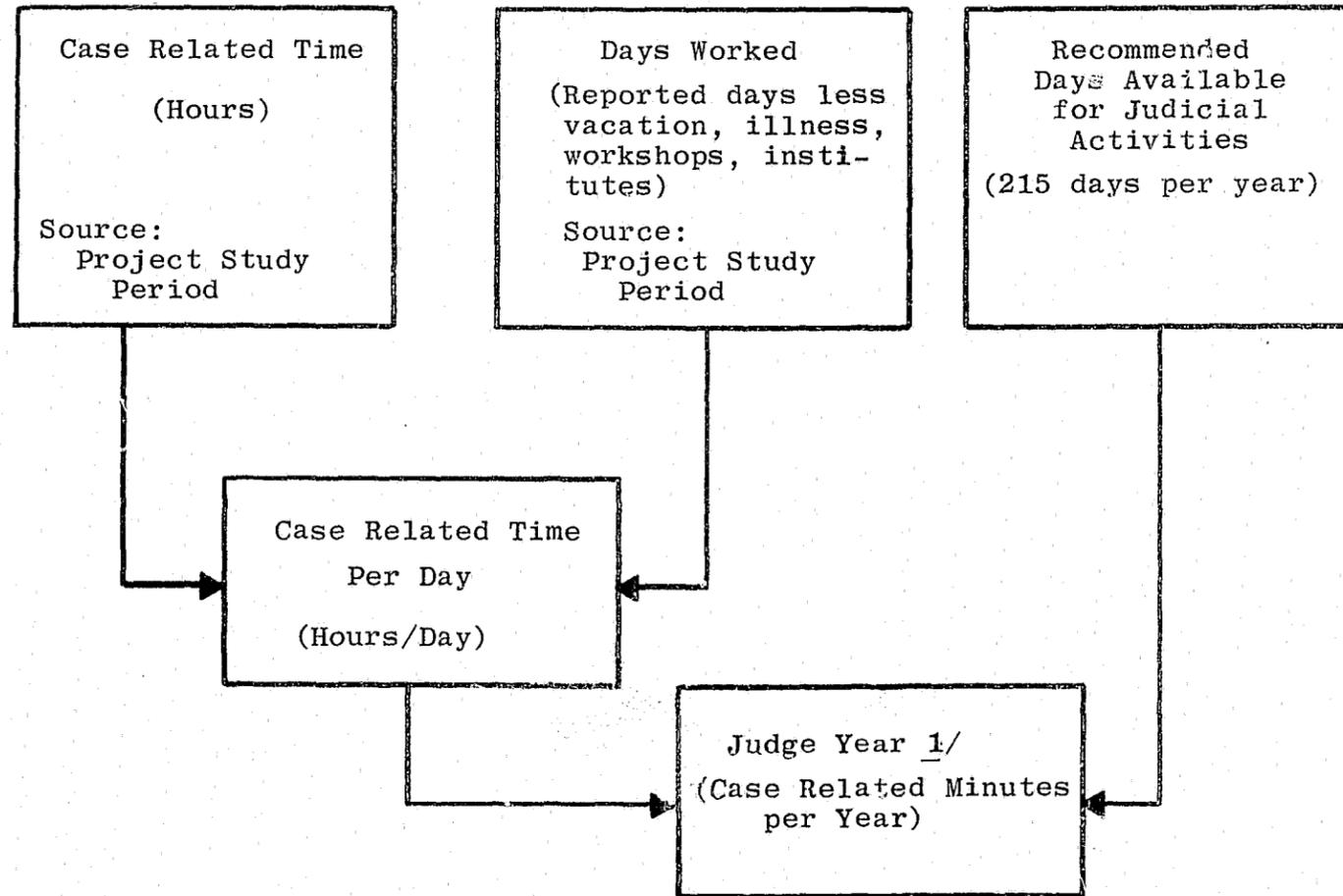
IV. RECOMMENDED DAILY ACTIVITY REPORTING FORMS

APPENDIX C
DATA FLOW FOR
WEIGHTS CALCULATION

DATA FLOW
CALCULATION OF WEIGHTS
WEIGHTED CASELOAD STUDY

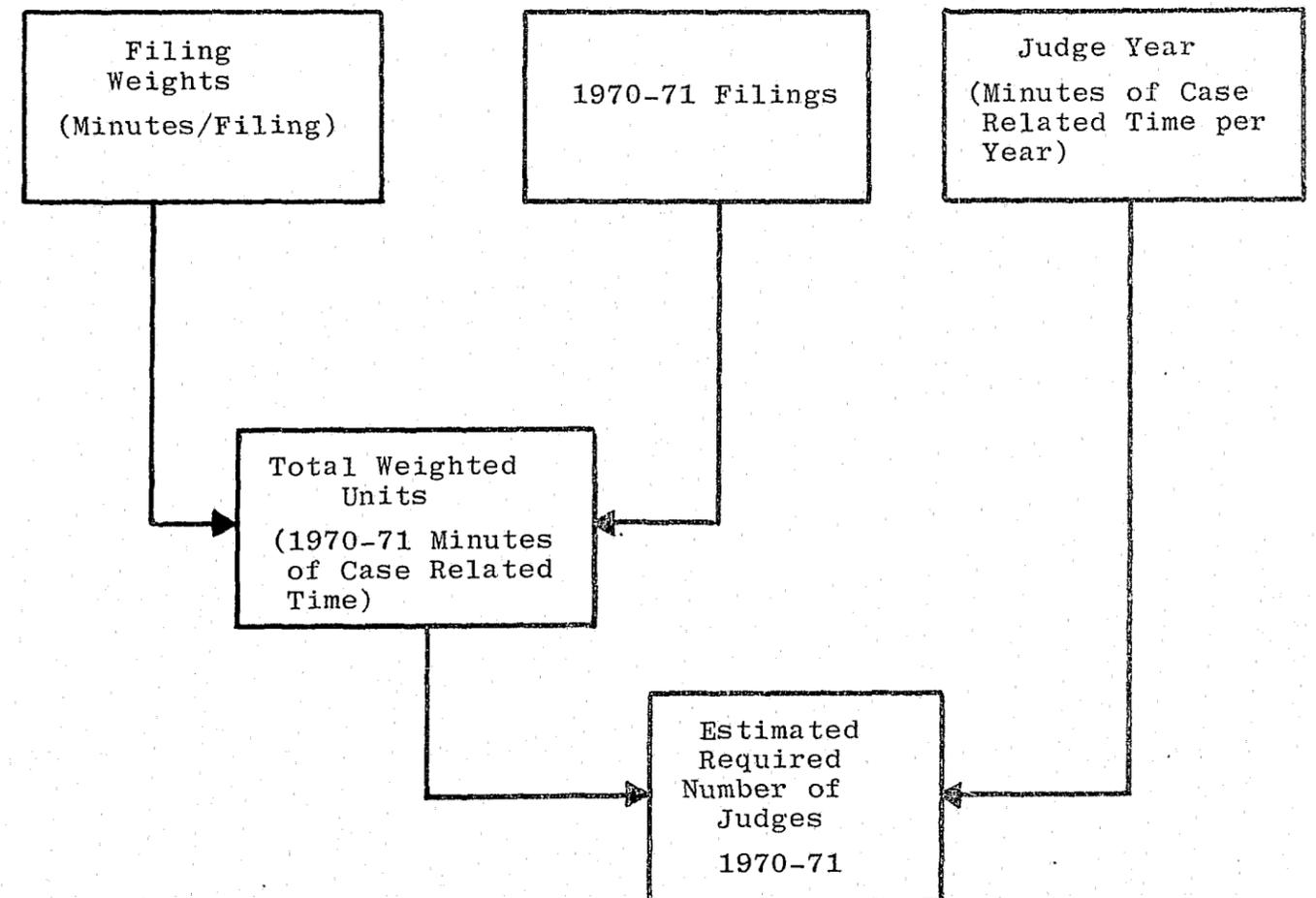


DATA FLOW
CALCULATION OF JUDGE YEAR
WEIGHTED CASELOAD STUDY



1/ Hours per day x 215 days per year x 60 minutes per hour.

DATA FLOW
APPLICATION OF WEIGHTS
WEIGHTED CASELOAD STUDY



APPENDIX D
PRELIMINARY TIME VALUES BY COURT

SUMMARY
PRELIMINARY TIME VALUES
(Based on Dispositions)

SUPERIOR COURT

COURT NO.	NAME	CRIMINAL	JUVENILE DELINQUENCY	JUVENILE DEPENDENCY	PRELIMINARY TIME VALUES							SUPERIOR COURT	
					HABEAS CORPUS	PROBATE GUARDIAN	FAMILY LAW	PI & PD	EMINENT DOMAIN	OTHER COMPLAINTS	OTHER PETITIONS	INSANITY	APPEALS
1	Los Angeles - Central	166.4			4.5	27.4	64.1	125.4	81.9	221.9	15.4	34.0	
2	Los Angeles - East	199.1				11.2	37.5	203.4		139.1	10.6		
3	Los Angeles - N. Central	-				27.2	48.9	111.9		226.0	9.3		
4	Los Angeles - N. East	88.7				6.9	57.5	24.3		344.7	10.7		
5	Los Angeles - N. West	98.2				18.9	36.5	21.8		70.5	8.0		
6	Los Angeles - South	114.7				14.1	26.8	122.0		78.8	4.2		
7	Los Angeles - S. East	136.3				16.1	23.9	76.2		242.4	6.1		
8	Los Angeles - S. West	87.1				19.6	32.0	75.7	63.9	479.5	5.7		
9	Los Angeles - West	162.8				29.5	59.8	110.3		139.2	12.0		
31	Los Angeles - Juvenile	-	86.5	107.1	-	-	-	-	-	-	-	-	-
	LOS ANGELES - WEIGHTED AVERAGE	136.6	86.5	107.1	4.5	23.5	47.0	103.5	81.5	210.1	13.3	34.0	150.8
10	San Francisco	191.2	47.9	39.5	-	18.4	43.1	151.6	189.0	144.6	14.5	3.5	114.1
11	San Diego	170.0	49.8	53.7	15.5	8.0	27.9	131.4	18.6	117.7	10.1	11.8	157.5
12	Orange	77.8	53.0	30.6	41.7	24.9	26.5	122.7	91.4	78.3	12.7	12.4	115.6
13	Alameda	270.8	51.1	34.3	29.0	20.5	34.2	125.8	276.0	89.0	7.1	140.4	101.6
14	Santa Clara	132.1	46.0	66.9	10.8	13.1	26.3	52.6	133.9	188.8	3.7	19.5	54.6
15	Sacramento	153.0	65.6	46.6	46.5	15.8	20.5	114.1	180.8	145.8	8.3	63.2	252.7
16	San Bernardino	153.2	53.6	42.5	4.0	33.3	30.2	78.8	50.5	141.1	11.0	3.7	45.6
18	Riverside - Central	123.7	52.7	35.8		39.7	51.3	155.8	23.4	315.7	15.2	14.0	116.4
19	Riverside - Indio	175.5	53.9	17.3		96.2	62.3	121.7	43.5	365.2	10.9	27.4	41.1
20	Contra Costa	331.2	40.6	88.4		7.1	22.9	64.3	158.3	204.6	6.6	.4	75.3
21	Fresno	122.1	85.7	175.6	-	13.2	37.1	117.6	84.0	209.9	25.7	7.2	198.7
22	San Joaquin	299.9	77.1	83.9		39.9	40.3	86.1	27.0	540.9	16.9	-	162.0
23	Sonoma	161.8	127.4	111.5		8.5	35.6	196.3	754.0	316.6	8.8	-	-
24	Monterey	138.3	37.5	38.7	1.6	17.7	20.4	134.8	-	206.1	9.2	30.9	22.5
25	Tulare	177.2	68.7	45.3		13.4	15.8	98.8	22.3	307.4	4.0	67.3	-
26	Napa	245.9	51.9	70.5		15.7	26.2	48.5	67.5	89.4	24.4	-	48.0
27	Placer	86.8	45.3	25.8		8.8	22.9	138.5	-	89.9	3.0	1.5	-
28	Yuba	63.3	40.9	21.6		25.7	39.1	155.9	-	92.0	17.2	-	111.0
29	Kings	156.5	30.2	18.6		11.8	15.4	35.0	-	79.1	3.0	-	-
30	Sutter	245.3	49.6	5.7		11.5	41.2	174.8	-	36.3	9.5	-	-

I-D

SUMMARY

MUNICIPAL COURT

PRELIMINARY TIME VALUES
(Based on Dispositions)

<u>COURT NO.</u>	<u>NAME</u>	<u>FELONY PRELIMINARY</u>	<u>SELECTED TRAFFIC</u>	<u>OTHER TRAFFIC</u>	<u>INTOXICATION</u>	<u>OTHER MISDEMEANORS</u>	<u>CIVIL</u>	<u>SMALL CLAIMS</u>	<u>JUVENILE TRAFFIC</u>	<u>PARKING VIOLATIONS</u>
51-56	Los Angeles	49.9	14.1	1.1	3.1	17.4	16.0	8.8		
57	San Diego	52.1	18.4	1.0	6.1	25.4	17.4	7.4		
58	San Francisco	48.4	11.1	0.7	0.7	21.3	9.7	8.4		0.05
59	Oakland	87.8	31.8	1.2	1.7	24.1	10.0	6.0		
60	Sacramento	60.9	15.2	1.1	1.1	14.3	16.0	11.3		
61	San José	42.2	27.7	1.4	2.1	22.2	8.4	8.9		
62	Long Beach	49.2	17.8	1.1	2.5	14.1	10.6	6.0		
63	Central Orange	41.3	10.5	0.9	2.4	16.0	8.7	4.6		
64	Ventura	46.1	24.5	1.3	4.6	15.0	13.8	5.2		
65	Fresno	48.5	11.1	0.9	2.1	19.7	9.3	6.5		
66	Citrus	45.9	12.7	1.3	7.8	18.4	7.1	5.6		
67	Riverside	37.0	27.3	1.6	9.3	20.7	18.8	6.9		
68	El Monte	30.7	16.4	1.1	3.9	22.1	7.0	4.1		
69	Stockton	36.0	17.9	1.2	1.8	12.5	22.9	7.9		
70	San Mateo	54.0	29.8	1.6	8.6	31.1	16.3	9.6		
71	Los Cerritos	43.9	19.0	1.1	7.1	24.2	6.8	10.3		
72	Fremont	49.3	13.5	2.6	3.0	24.0	4.7	5.5		
73	Monterey	31.1	16.5	2.2	6.4	19.6	12.3	9.3		
74	South Orange	54.2	23.2	1.1	2.7	6.0	8.5	5.6	2.7	
75	Visalia	55.7	23.6	1.3	6.1	24.0	14.7	7.5		
76	Los Gatos	28.5	8.0	1.3	3.4	5.9	7.4	6.3		
77	Santa Anita	47.1	19.7	1.2	2.0	13.3	12.2	7.3		

APPENDIX E
CALCULATION OF RECOMMENDED WEIGHTS
MUNICIPAL COURT

Court Municipal
 Type
 Proceeding Felony Preliminary

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min. Action)	Frequency (Actions/Dispo)	Weight
1	Dismissal	10.25	.1208	1.24	5.38	.2632	1.41
2	Continuance	2.89	.6614	1.91	2.12	1.7696	3.76
3	Plea Guilty	8.47	.5879	4.98	5.88	.5392	3.17
4	Plea Not Guilty	2.38	1.1045	2.63	2.12	.7435	1.58
5	Pretrial Motions	9.67	.3861	3.73	4.77	.7178	3.42
6	Preliminary Hearing	43.9	.8035	35.27	68.7	.4849	33.31
7	Penal Code Section 17b Misdemeanor	17.2	.0602	1.04	8.3	.1053	.87
8	Penal Code Section 17b Probation Review	15.2	.0297	.45	15.2	.1629	2.48

Total Disposition Weight	51.25	50.00
Ratio - Dispositions to Filings	1.00	.8920
Total Filing Weight	51.25	44.60
Rounded off Value	51	45

Court Municipal
 Type
 Proceeding Selected Major Traffic

CALCULATION OF RECOMMENDED WEIGHTS

No.	Activity Description	Los Angeles County			State less Los Angeles County		
		Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Dismissal	5.39	.0936	.50	4.39	.2390	1.05
2	Continuance	2.47	.3101	.77	2.63	.9262	2.43
3	Plea Guilty	2.50	1.2433	3.10	3.10	1.1635	3.60
4	Plea Not Guilty	4.72	.3169	1.50	3.20	.3915	1.25
5	Pretrial Motions	4.23	.4114	1.74	4.45	.5332	2.37
6	Pretrial Conference	13.5	.0538	.73	17.2	.0448	.77
7	Uncontested Court Trial	13.5	.0029	.04	23.4	.0105	.25
8	Contested Court Trial	44.8	.0150	.67	57.8	.0327	1.89
9	Jury Trial	514.8	.0082	4.22	472.7	.0135	6.38

Total Disposition Weight	13.27	19.99
Ratio - Dispositions to Filings	.9523	.8342
Total Filing Weight	12.64	16.68
Rounded off Value	13	17

Court Municipal
 Type
 Proceeding Other Traffic

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Dismissal	.44	.1003	.04	1.77	.0354	.06
2	Continuance	.66	.0882	.06	2.37	.0632	.15
3	Plea Guilty	.94	.2905	.27	1.07	.1780	.19
4	Plea Not Guilty	3.04	.0465	.14	1.88	.0411	.08
5	Pretrial Motions	1.35	.1093	.15	1.97	.0746	.15
6	Pretrial Conference	9.8	.0010	.01	11.4	.0031	.04
7	Uncontested Court Trial	9.1	.0044 ^{a/}	.04	11.7	.0044	.05
8	Contested Court Trial	17.9	.0176	.32	12.5	.0239	.30
9	Jury Trial	109.0	.0009	.10	142.7	.0008	.11

Total Disposition Weight	1.13	1.13
Ratio - Dispositions to Filings	.9042	.9741
Total Filing Weight	1.02	1.10
Rounded off Value	1.0	1.1

^{a/} Used State average

Court Municipal
 Type _____
 Proceeding Intoxication

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions Dispo)	Weight
1	Dismissal	7.22	.0246	.18	.96	.1713	.17
2	Continuance	3.44	.0677	.23	3.26	.1243	.40
3	Plea Guilty	1.26	.9552	1.20	.66	.6793	.45
4	Plea Not Guilty	4.48	.1395	.63	2.12	.0995	.21
5	Pretrial Motions	5.67	.1103	.63	3.65	.0992	.36
6	Uncontested Court Trial	7.5	.0009	.01	9.3	.0018	.02
7	Contested Court Trial	28.2	.0044	.12	38.5	.0045	.17
8	Jury Trial	60.0	.0007	.04	205.7	.0006	.12

Total Disposition Weight	3.04	1.90
Ratio - Dispositions to Filings	.9618	.9764
Total Filing Weight	2.92	1.86
Rounded off Value	2.9	1.9

Court Municipal
 Type
 Proceeding Other Misdemeanors

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min. Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min. Action)	Frequency (Actions/Dispo)	Weight
1	Dismissal	5.74	.1406	.81	5.81	.1852	1.08
2	Continuance	2.64	.5350	1.41	2.58	.8665	2.23
3	Plea Guilty	4.71	.9027	4.26	5.24	.7032	3.68
4	Plea Not Guilty	9.36	.1863	1.74	2.92	.2657	.78
5	Pretrial Motions	6.57	.4309	2.83	4.81	.4187	2.01
6	Pretrial Conference	4.5	.1994 ^{a/}	.90	4.6	.1994	.92
7	Uncontested Court Trial	15.2	.0158 ^{a/}	.24	10.1	.0158	.16
8	Contested Court Trial	66.0	.0323	2.13	58.4	.0264	1.54
9	Jury Trial	520.8	.0144	7.50	474.8	.0130	6.17

Total Disposition Weight	21.82	18.57
Ratio - Dispositions to Filings	1.00	.8920
Total Filing Weight	21.82	16.56
Rounded off Value	22	17

a/ Used State average

Court Municipal
 Type _____
 Proceeding Civil

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Dismissed	-	-	-	16.19	.0069	.11
2	Continuance or Off Calendar	15.05	.2139	3.22	20.08	.0363	.73
3	Other Motions	4.94	.3898	1.93	7.31	.2642	1.93
4	Uncontested Court Trial	6.1	.2304	1.41	4.7	.2522	1.19
5	Contested Court Trial	105.2	.0567	5.96	147.6	.0629	9.28
6	Jury Trial	574.6	.0008	.46	572.7	.0034	1.95

Total Disposition Weight
 Ratio - Dispositions to Filings
 Total Filing Weight
 Rounded off Value

12.98
 .6759
 8.77
 9

15.19
 .7652
 11.62
 12

Court Municipal
 Type _____
 Proceeding Small Claims

CALCULATION OF RECOMMENDED WEIGHTS

<u>Activity</u>		<u>Los Angeles County</u>			<u>State less Los Angeles County</u>		
<u>No.</u>	<u>Description</u>	<u>Average Time (Min./Action)</u>	<u>Frequency (Actions/Dispo)</u>	<u>Weight</u>	<u>Average Time (Min./Action)</u>	<u>Frequency (Actions/Dispo)</u>	<u>Weight</u>
1	Uncontested Court Trial	4.78	.4088	1.95	4.85	.4623	2.24
2	Contested Court Trial	15.3	.3875	5.94	14.4	.4870	7.01

Total Disposition Weight

7.89

9.25

Ratio - Dispositions to Filings

.7586

.7557

Total Filing Weight

5.99

6.99

Rounded off Value

6

7

Court San Francisco Municipal
 Type Proceeding Parking

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			San Francisco Municipal Court Only		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Protest Calendar - Bail Setting				1.2	.0314	.0385
2	Booking Calendar - Arraignments, Pleas, etc.				.2	.0423	.0071

Total Disposition Weight
 Ratio - Dispositions to Filings
 Total Filing Weight
 Rounded off Value

.0456
 .8968
 .0409
 .041

APPENDIX F
CALCULATION OF RECOMMENDED WEIGHTS
SUPERIOR COURT

Court Superior
 Type _____
 Proceeding Criminal

CALCULATION OF RECOMMENDED WEIGHTS

No.	Activity Description	Los Angeles County			State less Los Angeles County		
		Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Dismissal	37.2	.1076	4.0	22.3	.1198	2.67
2	Bench Warrant, or Transfer or Assignment to Another Court or Department	10.9	.7044	7.7	3.7	.3054	1.12
3	Continuance or Off Calendar	6.9	3.0626	21.1	6.9	2.1451	14.80
4	Plead Not Guilty	2.1	.6212	1.3	8.3	.8707	7.23
5	Plead Guilty	8.8	.5233	4.6	12.4	.5768	7.15
6	Section 995 Motion	43.1	.0775	3.3	26.7	.0908	2.42
7	Section 1538.5 Motion	94.3	.0617	5.8	43.3	.0650	2.81
8	Other Motions	31.9	.5452	17.4	15.9	1.0771	17.13
9	Court Trial - Transcript Only	25.3	.1943	4.9	48.3	.0192	0.93
10	Court Trial - Transcript and Testimony	64.0	.0997	6.4	73.9	.0097	0.72
11	Court Trial - Regular	100.9	.0750	7.6	266.0	.0209	5.56
12	Jury Trial	1451.7	.0311	45.2	1264.8	.0778	98.40
13	Review Probation Report and Pronounce Original or Modified Sentence	11.9	1.2502	14.9	14.8	.9441	13.97

F-1

Total Disposition Weight	144.2	174.91
Ratio - Dispositions to Filings	.9451	.8545
Total Filing Weight	136.3	149.46
Rounded off Value	136	150

Court Superior
 Type
 Proceeding Juvenile Delinquency

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min Action)	Frequency (Actions/Dispo)	Weight
1	Continuance	14.6	.1920	2.8	12.4	.0626	.77
2	Detention Hearing - Uncontested	10.9	.8714	9.5	11.2	.7458	8.38
3	Detention Hearing - Contested	12.3	.3035	3.3	22.8	.0344	.78
4	Adjudication Hearing - Uncontested	16.6	1.2720	21.12	13.9	1.371	19.0
5	Adjudication Hearing - Contested	64.0	.2930	18.75	93.9	.1014	9.5
6	Dispositional Hearing - Uncontested	14.9	.8812	13.13	12.4	.7374	9.1
7	Dispositional Hearing - Contested	26.2	.0903	2.37	37.0	.0375	1.4
8	Other Hearings or Motions	7.7	1.8568	14.30	7.1	.7988	5.7

Total Disposition Weight	85.7	54.63
Ratio - Dispositions to Filings	.9318	.9823
Total Filing Weight	79.9	53.66
Rounded off Value	80	54

Court Superior
 Type
 Proceeding Juvenile Dependency

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Continuance	24.3	.1174	2.9	17.2	.0438	.8
2	Detention Hearing - Uncontested	6.9	.7746	5.3	10.5	.7201	7.6
3	Detention Hearing - Contested	14.6	.2309	3.4	15.5	.0287	.4
4	Adjudication Hearing - Uncontested	16.0	.7648	12.3	12.0	.8321	10.0
5	Adjudication Hearing - Contested	70.1	.2293	16.1	102.2	.0722	7.4
6	Dispositional Hearing - Uncontested	11.3	.9061	10.2	9.9	.4722	4.7
7	Dispositional Hearing - Contested	18.2	.1831	3.3	24.5	.0742	1.6
8	Other Hearings or Motions	3.8	4.4883	17.1	7.7	.9056	7.0
9	Annual Review	9.4	2.9282	27.5	6.1	2.0135	12.3

Total Disposition Weight
 Ratio - Dispositions to Filings
 Total Filing Weight
 Rounded off Value

98.1	51.8
.8808	.9237
86.4	47.8
86	48

Court Superior
 Type _____
 Proceeding Habeas Corpus

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
	All Dispositions	17.29	1.000	17.3	17.29	1.000	17.3

F-4

Total Disposition Weight	17.3	17.3
Ratio - Dispositions to Filings	.9095	.9095
Total Filing Weight	15.7	15.7
Rounded off Value	16	16

Court Superior
 Type
 Proceeding Probate and Guardianship

CALCULATION OF RECOMMENDED WEIGHTS

No.	Activity Description	Los Angeles County ^{a/}			State less Los Angeles County		
		Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Continuance and Off Calendar	2.0	.8950	1.79	2.0	.3295	.66
2	Other Motions or Uncontested Petitions	7.7	1.1355	8.74	4.3	1.0163	4.37
3	Contested Court Trial or Hearing	222.5	.0129	2.87	222.5	.0185	4.12
4	Jury Trial	1166.0	.0008	.93	1166.0	.0012	1.40
5	Supervisory Orders	5.6	1.9999	11.20	5.6	2.0654	11.57

Total Disposition Weight	25.53	22.12
Ratio - Dispositions to Filings	.9103	.8886
Total Filing Weight	23.24	19.66
Rounded off Value	23	20

a/ Used statewide averages for certain values

Court Superior
 Type
 Proceeding Family Law

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min-Action)	Frequency (Actions Dispo)	Weight
1	Continued and Off Calendar	21.4	.4201	8.99	3.1	.6181	1.92
2	Uncontested and Default Dissolution Hearing	8.1	.7486	6.06	7.36	.8058	5.93
3	Contested Dissolution Hearing	304.6	.0707	21.54	180.71	.0610	11.02
4	Orders to Show Cause	22.2	.4169	9.26	21.39	.4347	9.30
5	Hearings on Modification of Judgment	29.7	.1409	4.18	15.31	.2243	3.66

Total Disposition Weight	50.03	31.83
Ratio - Dispositions to Filings	.8654	.8341
Total Filing Weight	43.30	26.55
Rounded off Value	43	27

Court Superior
 Type
 Proceeding Personal Injury, Death and Property Damage

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Continuance and Off Calendar	16.48	.2490	4.10	12.23	.5773	7.06
2	Other Motions	26.31	.4403	11.58	17.45	.7754	13.53
3	Pretrial Conference	19.1	.0034	.06	49.2	.0682	3.36
4	Trial Setting Conference	6.8	.1481	1.01	14.5	.1226	1.78
5	Settlement Conference	65.3	.3803	24.83	46.6	.2053	9.57
6	Uncontested Court Trials and Defaults	34.1	.0222	.76	4.6	.0793	.36
7	Contested Court Trial	391.1	.0204	7.98	364.2	.0101	3.68
8	Jury Trial	1383.6	.0311	43.03	1360.1	.0560	76.17

Total Disposition Weight
 Ratio - Dispositions to Filings
 Total Filing Weight
 Rounded off Value

93.35	115.51
.7126	.7583
66.52	87.59
67	88

Court Superior
 Type
 Proceeding Eminent Domain

CALCULATION OF RECOMMENDED WEIGHTS

No.	Activity Description	Los Angeles County			State less Los Angeles County		
		Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Hearing on Motions	13.33	1.2032	16.0	50.18	.2303	11.56
2	Pretrial Conference	24.3	.4355	10.6	73.1	.0561	4.10
3	Trial Setting Conference	-	-	-	48.6	.0561	2.73
4	Settlement Conference	34.8	.0258	.9	61.3	.0505	3.10
5	Uncontested Court Trials and Defaults	5.2	.4272	2.2	4.7	.2293	1.08
6	Contested Court Trials	698.8	.0831	58.1	477.4	.0630	30.08
7	Jury Trials	2114.4	.0191	40.4	1666.0	.0497	82.80

Total Disposition Weight	128.2	135.45
Ratio - Dispositions to Filings	1.000	.6302
Total Filing Weight	128.2	85.36
Rounded off Value	128	85

Court Superior
 Type
 Proceeding Other Civil Complaints

CALCULATION OF RECOMMENDED WEIGHTS

No.	Activity Description	Los Angeles County			State less Los Angeles County		
		Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Continuance and Off Calendar	18.77	.4771	8.95	17.56	.3247	5.70
2	Other Motions	44.7	1.1355	50.76	40.36	.7904	31.90
3	Pretrial Conference	77.5	.0063	.49	76.30	.0400	3.05
4	Trial Setting Conference	10.7	.0335	.38	7.9	.1187	.94
5	Settlement Conference	59.3	.1378	8.17	50.5	.1044	5.27
6	Uncontested Court Trials and Defaults	27.7	.1986	5.50	11.8	.2761	3.26
7	Contested Court Trials	986.1	.1248	123.07	568.6	.1358	77.22
8	Jury Trial	2639.6	.0119	31.41	2219.4	.0143	31.74

Total Disposition Weight
 Ratio - Dispositions to Filings
 Total Filing Weight
 Rounded off Value

228.73	159.08
.6211	.6805
142.06	108.25
142	108

Court Superior
 Type
 Proceeding Other Civil Petitions

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Pretrial Hearings and Hearings on Uncontested Petitions	8.23	.7391	6.08	6.66	.6520	4.34
2	Hearings on Contested Petitions	336	.0203 ^{a/}	6.82	280.31	.0203	5.69

Total Disposition Weight
 Ratio - Dispositions to Filings
 Total Filing Weight
 Rounded off Value

12.90
 .8428
 12.16
 12

10.03
 .8561
 8.59
 9

^{a/} Used statewide average

Court Superior
 Type Proceeding Insanity

CALCULATION OF RECOMMENDED WEIGHTS

No.	Activity Description	Los Angeles County			State less Los Angeles County		
		Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Continuance and Off Calendar	22.2	.2312	5.1	8.3	.2395	1.99
2	Other Motions	20.0	.5665	11.3	19.1	.0518	.99
3	Uncontested Hearing	1.9	.9743	1.8	4.5	.8443	3.8
4	Contested Court Trial	2211.0	.0007	1.6	169.1	.0686	11.6
5	Jury Trial	461.3	.0190	8.8	744.0	.0045	3.3

Total Disposition Weight	28.6	21.68
Ratio - Dispositions to Filings	1.000	.8281
Total Filing Weight	28.6	17.95
Rounded off Value	29	18

Court Superior
 Type _____
 Proceeding Appeals

CALCULATION OF RECOMMENDED WEIGHTS

Activity		Los Angeles County			State less Los Angeles County		
No.	Description	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight	Average Time (Min/Action)	Frequency (Actions/Dispo)	Weight
1	Criminal Appeals	198.9	.4842	96.3	150.0	.3736	56.0
2	Civil Appeals	409.4	.1287	52.6	231.0	.1857	42.9
3	Trial de Novo - Small Claims	40.0	.3870	15.5	38.5	.4407	17.0

Total Disposition Weight	164.4	115.9
Ratio - Dispositions to Filings	1.000	.8690
Total Filing Weight	164.4	100.7
Rounded off Value	164	101

CONTINUED

2 OF 3

APPENDIX G
APPLICATION OF RECOMMENDED WEIGHTS
MUNICIPAL COURT

APPLICATION OF WEIGHTS MUNICIPAL COURTS				
<u>COUNTY/COURT</u>	<u>APPLICATION OF RECOMMENDED WEIGHTS ^{a/}</u>	<u>ACTUAL EQUIVALENT JUDGES (1970/71)</u>	<u>APPLICATION OF CURRENT JC WEIGHTS</u>	<u>AUTHORIZED JUDICIAL POSITIONS ^{b/} (6/30/71)</u>
<u>Alameda</u>				
Alameda	.8	1.1	.9	1
Berkeley-Albany	3.3	3.8	2.7	4
Fremont	2.4	2.1	2.3	2
Livermore	.6	.6	.7	1
Oakland-Piedmont	13.2	12.7	13.9	14
San Leandro	5.7	5.0	5.8	5
<u>Butte</u>				
Chico	1.1	1.1	1.0	1
<u>Contra Costa</u>				
Mt. Diablo	2.8	2.4	2.8	2
Richmond	2.1	3.0	2.0	3
River	1.2	1.1	1.1	1
San Pablo	1.0	1.3	1.0	1
Walnut Creek	1.8	2.2	1.9	2
<u>Fresno</u>				
Fresno	6.5	6.6	6.7	6
<u>Humboldt</u>				
Eureka	1.1	1.3	1.0	1
<u>Kern</u>				
Bakersfield	4.5	5.0	4.6	6

^{a/} The application of the recommended weights does not necessarily take into account any special problems of the court such as discussed on page 33.

^{b/} Including full time traffic referees.

COUNTY/COURT	APPLICATION OF RECOMMENDED WEIGHTS	ACTUAL EQUIVALENT JUDGES (1970/71)	APPLICATION OF CURRENT JC WEIGHTS	AUTHORIZED JUDICIAL POSITIONS (6/30/71)
<u>Los Angeles</u>				
Alhambra	2.3	3.1	2.3	3
Antelope	1.4	2.0	1.4	2
Beverly Hills	3.3	4.2	3.5	4
Burbank	1.5	2.3	1.6	2
Citrus	5.6	5.8	5.4	6
Compton	6.9	6.1	6.6	7
Culver	1.1	1.2	1.2	1
Downey	4.0	4.0	4.1	4
E. Los Angeles	4.9	5.5	4.9	6
El Monte	5.2	4.0	5.2	4
Glendale	2.1	2.9	2.1	3
Inglewood	5.2	4.1	5.1	4
Long Beach	8.4	8.2	8.5	8
Los Angeles	75.5	70.4	72.0	76
Los Cerritos	2.7	3.5	2.7	3
Newhall	1.5	1.9	1.8	2
Pasadena	3.9	4.2	3.9	5
Pomona	3.2	2.9	3.0	3
San Antonio	3.7	4.2	3.5	4
Santa Anita	1.5	1.4	1.4	1
Santa Monica	2.6	3.3	2.6	4
South Bay	6.8	3.9	6.5	4
South Gate	1.9	2.2	1.7	2
Whittier	3.7	4.0	3.8	4
<u>Marin</u>				
Central	3.9	3.1	3.9	3

COUNTY/COURT	APPLICATION OF RECOMMENDED WEIGHTS	ACTUAL EQUIVALENT JUDGES (1970/71)	APPLICATION OF CURRENT JC WEIGHTS	AUTHORIZED JUDICIAL POSITIONS (6/30/71)
<u>Monterey</u>				
Monterey	2.1	2.2	2.0	2
Salinas	2.0	2.1	2.0	2
<u>Orange</u>				
C. Orange Co.	8.7	8.1	8.8	8
N. Orange Co.	7.6	8.1	7.9	8
Orange Co. Harbor	3.8	3.3	3.8	3
Orange South	2.5	2.2	2.4	2
W. Orange Co.	7.4	7.6	7.4	8
<u>Riverside</u>				
Corona	1.2	1.1	1.1	1
Desert	2.0	2.7	2.0	2
Riverside	4.3	4.7	4.2	5
<u>Sacramento</u>				
Sacramento	12.2	10.1	12.0	10
<u>San Bernardino</u>				
San Bernardino	9.3	10.9	9.3	10
<u>San Diego</u>				
El Cajon	3.4	3.7	3.3	4
N. Co. San Diego	4.3	3.8	4.4	5
San Diego	18.5	22.0	21.0	23
<u>San Francisco</u>				
San Francisco	18.7	17.5	18.5	19
<u>San Joaquin</u>				
Lodi	.8	1.1	.8	1
Stockton	4.2	3.8	4.2	4
S. San Joaquin	.2	.4	.2	1

<u>COUNTY/COURT</u>	<u>APPLICATION OF RECOMMENDED WEIGHTS</u>	<u>ACTUAL EQUIVALENT JUDGES (1970/71)</u>	<u>APPLICATION OF CURRENT JC WEIGHTS</u>	<u>AUTHORIZED JUDICIAL POSITIONS (6/30/71)</u>
<u>San Mateo</u>				
C. San Mateo	2.5	3.1	2.7	3
N. San Mateo	2.6	3.0	2.8	3
S. San Mateo	2.8	3.5	2.9	3
<u>Santa Barbara</u>				
Santa Barbara	3.5	3.5	3.5	3
Santa Maria	1.2	1.2	1.1	2
<u>Santa Clara</u>				
Los Gatos	1.3	1.2	1.3	1
Palo Alto-Mt. View	2.9	3.8	3.1	4
San Jose	9.4	10.0	9.7	10
Santa Clara	1.4	2.5	1.5	2
Sunnyvale	1.8	2.1	1.8	2
<u>Santa Cruz</u>				
Santa Cruz Co.	2.4	2.2	2.4	2
<u>Solano</u>				
Fairfield	.9	1.4	1.0	1
Vallejo	1.5	2.0	1.5	2
<u>Sonoma</u>				
C. Sonoma	2.5	2.2	2.4	2
S. Sonoma Co.	.7	1.1	.7	1
<u>Stanislaus</u>				
Modesto	2.9	3.0	2.9	3
<u>Tulare</u>				
Visalia	1.2	1.6	1.2	1
<u>Ventura</u>				
Ventura	7.0	6.8	7.0	7
TOTAL	372.6	377.3	371.9	385
Participants	213.6	208.0	213.1	215
Non-Participants	159.0	169.3	158.8	170

APPENDIX H
APPLICATION OF RECOMMENDED WEIGHTS
SUPERIOR COURT

APPENDIX H
APPLICATION OF RECOMMENDED WEIGHTS
SUPERIOR COURT

APPLICATION OF WEIGHTS				
SUPERIOR COURT				
COURT	APPLICATION OF RECOMMENDED WEIGHTS ^{a/}	ACTUAL EQUIVALENT JUDGES (1970/71)	APPLICATION OF CURRENT JC WEIGHTS	AUTHORIZED JUDICIAL POSITIONS (6/30/71)
<u>COURTS PARTICIPATING IN STUDY</u>				
Alameda	24.1	25.9	27.2	27
Contra Costa	10.8	10.8	11.6	11
Fresno	8.1	9.8	8.4	10
Kings	1.1	1.0	1.0	1
Los Angeles	210.7	200.5	210.0	205
Monterey	6.2	5.3	6.1	5
Napa	1.9	2.0	1.8	2
Orange	28.5	27.7	31.6	29 ^{b/}
Placer	2.2	2.5	2.1	2
Riverside	10.7	12.4	11.6	12
Sacramento	15.4	16.9	16.9	17
San Bernardino	15.9	14.9	17.2	15
San Diego	28.9	28.0	30.3	28
San Francisco	26.4	30.5	31.1	31.5
San Joaquin	7.1	6.2	7.3	6
Santa Clara	23.1	22.4	26.3	22
Sonoma	4.4	5.2	4.4	5
Sutter	1.1	1.6	1.0	1
Tulare	4.0	3.2	4.0	3
Yuba	1.1	1.5	1.1	2
SUB TOTAL	431.7	428.3	451.0	434.5

^{a/}The application of the recommended weights does not necessarily take into account any special problems of the court such as are discussed on page 33.

^{b/}As of 7/1/71

APPLICATION OF WEIGHTS

SUPERIOR COURT

<u>COURT</u>	<u>APPLICATION OF RECOMMENDED WEIGHTS</u>	<u>ACTUAL EQUIVALENT JUDGES (1970/71)</u>	<u>APPLICATION OF CURRENT JC WEIGHTS</u>	<u>AUTHORIZED JUDICIAL POSITIONS (6/30/71)</u>
<u>NON-PARTICIPANTS</u>				
<u>1 - 2 JUDGE COURTS</u>				
Alpine03	.3	.03	1
Amador3	.7	.3	1
Calaveras7	.9	.7	1
Colusa5	.7	.4	1
Del Norte5	.8	.5	1
El Dorado	1.5	2.1	1.5	2
Glenn4	1.0	.4	1
Imperial	2.2	2.0	2.1	2
Inyo4	1.0	.4	1
Lake7	1.0	.7	1
Lassen5	.9	.5	1
Madera	1.0	1.6	1.0	1
Mariposa1	.7	.1	1
Mendocino	2.0	2.0	1.9	2
Modoc3	.9	.2	1
Mono2	.5	.2	1
Nevada7	1.0	.7	1
Plumas4	.9	.4	1
San Benito4	.6	.4	1
Shasta	2.7	2.1	2.5	2
Sierra1	.4	.1	1
Siskiyou	1.0	1.2	.9	1
Tehema8	1.1	.7	1
Trinity2	.9	.2	1
Tuolumne9	1.0	.9	1
Yolo	2.1	2.0	2.1	2
SUB TOTAL	20.6	28.3	19.8	31

APPLICATION OF WEIGHTS

SUPERIOR COURT

<u>COURT</u>	<u>APPLICATION OF RECOMMENDED WEIGHTS</u>	<u>ACTUAL EQUIVALENT JUDGES (1970/71)</u>	<u>APPLICATION OF CURRENT JC WEIGHTS</u>	<u>AUTHORIZED JUDICIAL POSITIONS (6/30/71)</u>
<u>NON-PARTICIPANTS</u>				
<u>REMAINDER</u>				
Butte	2.0	2.9	2.0	3
Humboldt	2.2	3.0	2.2	3
Kern	7.0	8.5	7.0	9
Marin	4.2	6.8	4.2	6
Merced	2.7	2.6	2.7	3
San Luis Obispo	2.6	2.9	2.7	3
San Mateo	12.6	14.3	13.7	14
Santa Barbara	6.0	8.2	6.0	7
Santa Cruz	2.8	2.9	2.8	3
Solano	3.4	4.3	3.6	4
Stanislaus	5.7	5.0	5.7	5
Ventura	6.5	7.9	6.8	9
SUB TOTAL	57.7	69.3	59.4	69
TOTAL	510.0	525.9	530.2	534.5
* *	* *	* *	* *	* *
<u>SUMMARY</u>				
<u>COURTS PARTICIPATING IN STUDY</u>	431.7	428.3	451.0	434.5
<u>NON-PARTICIPANTS</u>				
1 - 2 Judge Courts	20.6	28.3	19.8	31
Remainder	57.7	69.3	59.4	69
	<u>510.0</u>	<u>525.9</u>	<u>530.2</u>	<u>534.5</u>

PROJECTED JUDICIAL POSITION REQUIREMENTS
SUPERIOR COURTS

COURT	AUTHORIZED JUDICIAL POSITIONS (6/30/71)	ACTUAL EQUIVALENT JUDICIAL POSITIONS (1970/71)	APPLICATION OF RECOMMENDED WEIGHTS ^{a/}			
			1970/71	1971/72	1972	1972/73
Alameda	27	25.9	24.1	25.4	26.1	26.8
Contra Costa	11	10.8	10.8	11.3	11.7	12.0
Fresno	10	9.8	8.1	7.8	8.0	8.2
Kings	1	1.0	1.1	.9	1.0	1.0
Los Angeles	205	200.5	210.7	218.8	225.1	231.3
Monterey	5	5.3	6.2	7.0	7.4	7.7
Napa	2	2.0	1.9	1.8	2.0	2.2
Orange	29 ^{b/}	27.7	28.5	31.4	33.1	34.8
Placer	2	2.5	2.2	2.3	2.4	2.4
Riverside	12	12.4	10.7	10.5	10.8	11.0
Sacramento	17	16.9	15.4	16.0	16.3	16.6
San Bernardino	15	14.9	15.9	17.3	17.9	18.4
San Diego	28	28.0	28.9	30.3	31.5	32.6
San Francisco	31.5	30.5	26.4	27.8	28.7	29.6
San Joaquin	6	6.2	7.1	7.2	7.4	7.5
Santa Clara	22	22.4	23.1	24.8	25.8	26.7
Sonoma	5	5.2	4.4	4.3	4.6	4.8
Sutter	1	1.6	1.1	1.1	1.1	1.1
Tulare	3	3.2	4.0	4.3	4.6	4.8
Yuba	2	1.5	1.1	1.1	1.2	1.2
TOTAL	<u>434.5</u>	<u>428.3</u>	<u>431.7</u>	<u>451.4</u>	<u>466.7</u>	<u>480.7</u>

APPENDIX I
PROJECTED JUDICIAL POSITION REQUIREMENTS
PARTICIPATING COURTS

^{a/} The application of the recommended weights does not necessarily take into account any special problems of the court such as are discussed on page 33.

^{b/} As of 7/1/71

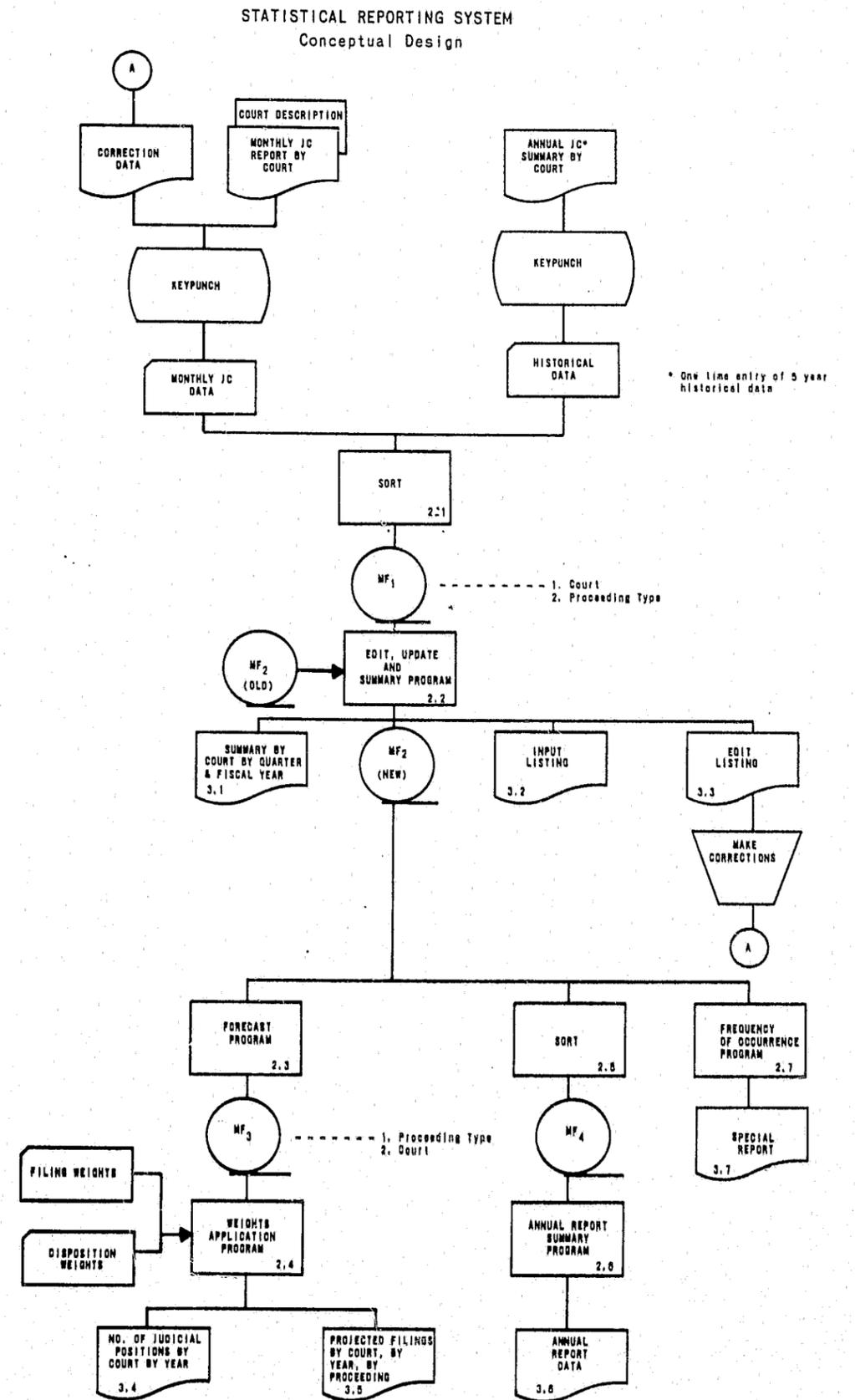
PROJECTED JUDICIAL POSITON REQUIREMENTS
MUNICIPAL COURTS

COUNTY-COURT	AUTHORIZED JUDICIAL POSITIONS (6/30/71)	ACTUAL EQUIVALENT JUDICIAL POSITIONS (1970/71)	APPLICATION OF RECOMMENDED WEIGHTS ^{a/}			
			1970/71	1971/72	1972	1972-73
<u>Alameda</u>						
Fremont	2	2.1	2.4	2.7	2.9	3.1
Oakland-Piedmont	14	12.7	13.2	15.2	16.0	16.8
<u>Fresno</u>						
Fresno	6	6.6	6.5	6.7	7.3	7.8
<u>Los Angeles</u>						
Citrus	6	5.8	5.6	5.1	5.2	5.2
El Monte	4	4.0	5.2	5.8	6.2	6.7
Long Beach	8	8.2	8.4	8.3	8.5	8.6
Los Angeles	76	70.4	75.5	77.2	77.5	77.7
Los Cerritos	3	3.5	2.7	2.7	2.8	3.0
Santa Anita	1	1.4	1.5	1.5	1.6	1.7
<u>Monterey</u>						
Monterey-Carmel	2	2.2	2.1	2.4	2.5	2.6
<u>Orange</u>						
Central	8	8.1	8.7	9.6	10.2	10.8
South	2	2.2	2.5	2.8	2.9	3.0
<u>Riverside</u>						
Riverside	5	4.7	4.3	4.3	4.4	4.4
<u>Sacramento</u>						
Sacramento	10	10.1	12.2	13.0	13.6	14.1
<u>San Diego</u>						
San Diego	23	22.0	18.5	19.5	20.1	20.6
<u>San Francisco</u>						
San Francisco	19	17.5	18.7	19.7	20.2	20.6

^{a/} The application of the recommended weights does not necessarily take into account any special problems of the court such as are discussed on page 33.

<u>COUNTY-COURT</u>	<u>AUTHORIZED JUDICIAL POSITIONS (6/30/71)</u>	<u>ACTUAL EQUIVALENT JUDICIAL POSITIONS (1970/71)</u>	<u>APPLICATION OF RECOMMENDED WEIGHTS</u>			
			<u>1970/71</u>	<u>1971/72</u>	<u>1972</u>	<u>1972/73</u>
<u>San Joaquin</u>						
Stockton	4	3.8	4.2	4.4	4.6	4.7
<u>San Mateo</u>						
Central	3	3.1	2.5	2.8	2.9	3.0
<u>Santa Clara</u>						
Los Gatos	1	1.2	1.3	1.4	1.5	1.6
San Jose	10	10.0	9.4	9.9	10.3	10.6
<u>Tulare</u>						
Visalia	1	1.6	1.2	1.2	1.3	1.3
<u>Ventura</u>						
Ventura	<u>7</u>	<u>6.8</u>	<u>7.0</u>	<u>7.5</u>	<u>7.8</u>	<u>8.0</u>
TOTAL	<u>215</u>	<u>208.0</u>	<u>213.6</u>	<u>223.7</u>	<u>230.3</u>	<u>235.9</u>

APPENDIX J
 STATISTICAL REPORTING SYSTEM
 CONCEPTUAL DESIGN



STATISTICAL REPORTING SYSTEM
Description of Inputs, Programs, and Outputs

1.0 INPUTS

- 1.1 Monthly JC Report by Court - Filing and disposition data on forms 1-A (Superior Courts) and 2-A (Municipal Courts) will be keypunched on a monthly basis.
- 1.2 Court Description - One card for each court will be entered with the following data:
- . Court Name
 - . Court Number
 - . Court Group Number
 - . Judge Year Value
 - . Authorized Judicial Positions
 - . Actual Equivalent Number of Judicial Positions
- 1.3 Correction Data - Filing or disposition data rejected by the edit program will be corrected and entered into the system. Changes or deletions to the master file will also be made in this manner.
- 1.4 Annual JC Summary by Court - Total filings and dispositions by proceeding type for each court will be entered for the previous five years in order to provide a base for forecasting future values.

2.0 PROGRAMS

- 2.1 Sort - A standard sort program will be used to sort records by 1) court, and 2) proceeding type (e.g. criminal, probate, etc.).
- 2.2 Edit, Update, and Summary Program - This program will be used to screen filings and disposition data to identify

entries that appear out of line when compared with previous months entries or tests for reasonableness. The program will update the master file (MF2 - New) and summarize the data by fiscal year.

- 2.3 Forecast Program - Using an appropriate curve fitting technique, this program will provide a forecast of the filings and dispositions for each court by type of proceedings. The program will utilize the prior five years filings in making the forecast of filings for the coming three fiscal years. Dispositions will also be forecast for the coming three years using the year or two years as a basis for calculating the ratio of dispositions to filings.
- 2.4 Weights Application Program - Using the forecasted values for filings and dispositions along with the filing and disposition weights, this program will be used to calculate the number of judicial positions required on the basis of filings and dispositions.
- 2.5 Sort - A standard sort program will be used to rearrange records by 1) Proceeding type and 2) Court.
- 2.6 Annual Report Summary Program - This program will be used to summarize data for the prior fiscal year for publication in the Judicial Council's annual report.
- 2.7 Frequency of Occurrence Program - This program will be utilized to calculate frequency data (e.g. proportion of jury trials to filings) for use in updating the weights each year.

3.0 OUTPUTS

- 3.1 Summary by Court by Quarter and Fiscal Year - A printout produced upon demand that lists filings and dispositions

STATISTICAL REPORTING SYSTEM
Program and Operational Cost

1. PROGRAM DEVELOPMENT COSTS

	<u>Man-Days</u>	<u>Computer Test Hours</u>
1.1 Detailed Systems Design	5.0	-
1.2 Program Preparation		
. Sort (2.1 and 2.5)	.5	.5
. Edit (2.2)	10.0	3.0
. Forecast (2.3)	18.0	4.0
. Weights Application (2.4)	11.0	2.0
. Annual Report (2.6)	8.0	2.0
. Frequency of Occurrence (2.7)	<u>13.0</u>	<u>3.0</u>
TOTAL	<u>55.5</u>	<u>14.5</u>

1.3 Summary of Costs

. Systems Design and Programming		
55.5 man-days x 8 hours/day x \$24/hour =		\$10,660
. Computer Test Time		
14.5 hours x \$60/hour =		870
. Key Punch		
20 hours x \$7/hour =		140
. Project Management and Coordination		
40 hours x \$30/hour =		<u>1,200</u>
TOTAL DEVELOPMENT COSTS		<u>\$12,870</u>

2. OPERATIONAL COSTS

2.1 Data Entry (Key Punch)

Based on Estimated 144,000 characters input per month
 36 hours key punch and verify x
 \$7 per hour x 12 mo./yr. = \$3020

2.2 Computer Costs

	<u>Hours per Year</u>
. Monthly Run	
.8 hrs/mo. x 12 mo./yr.	9.6
. Annual Run ^{a/}	<u>3.0</u>
TOTAL	<u><u>12.6</u></u>
. Costs	
12.6 hours x \$60/hour = \$760 per year	

2.3 Summary Costs

. Data Entry	\$3020
. Computer Time	<u>760</u>
TOTAL OPERATIONAL COST PER YEAR	<u><u>\$3780</u></u>

a/ Assuming one run of programs per year

APPENDIX K
RECOMMENDED REPORT FORMAT

DRAFT OF LETTER OF RECOMMENDATION
REGARDING ADDITIONAL JUDICIAL POSITIONS

EXAMPLE ONLY

ADMINISTRATIVE OFFICE OF THE COURTS

TO: Chairman of the Judicial Council
FROM: Administrative Office of the Courts
DATE:
SUBJECT: Fairview Court Judgeship Needs

Summary and Conclusion

Legislation has been introduced to increase the number of judgeships in the Fairview Court. We have made a statistical analysis of data filed with the Judicial Council to determine if the work load in 1972 justifies the proposed addition to the court's judicial manpower. Our analysis indicates that the Fairview Court will require 32 judicial positions^{1/} in order to carry its projected work load through 1972 and we therefore recommend favorable action regarding a bill recommending 3 additional judicial positions. We further recommend that the new positions be filled by at least January 1, 1972. These recommendations do not take into account the effects of any assistance that may be rendered or received by the Fairview Superior Court during the year 1972. During the year 1971 the net assistance received by the court amounted to 0.7 judicial positions.

Our conclusion is based entirely on an analysis of work load and our recommendation is determined by the number of judicial

^{1/} Authorized judgeships plus full-time commissioners and referees.

positions that can be justified in terms of work load.^{2/} Other non-work load factors have not been considered.^{3/}

Work load projections have been made by type of proceeding. These projections were based on the most recent 5 years' experience. The projected filings were converted to judgeship needs by means of the weighted caseload system approved for use by the Judicial Council.^{4/} The projected filings and recommended judicial positions are contained in Table II.

Table III quantifies the current case backlog in the Fairview Court through the identification of civil cases awaiting trial. The table indicates that backlog did not rise significantly during the fiscal year.

^{2/} It is the Judicial Council's position that work load is the only true criterion for assessing the court's need for judges and that additions to a court's permanent complement of judges should be made only when there is a showing that work load currently exists or will exist to justify the addition.

^{3/} A court's ability to dispose of work load without undue delay depends on many factors that are not related to work load (e.g., length of court day, administrative ability of presiding judge, illnesses and absences). Virtually all such "special factors" can be dealt with either by temporary assignment of judges by the Chairman of the Judicial Council, by action of the court itself, or by action of the Commission on Judicial Qualifications.

^{4/} The Judicial Council's approved weighted caseload system assigns the relative weights and judge year values shown in Table I.

TABLE I

Recommended Weights and Judge Year Values
(Minutes of case related time per filing)

	<u>TYPE PROCEEDING</u>	<u>APPROVED WEIGHTS</u>		<u>APPROVED JUDGE YEAR VALUES</u>	
		<u>LOS ANGELES COUNTY</u>	<u>STATE LESS LOS ANGELES ^{a/}</u>	<u>AUTHORIZED JUDICIAL POSITIONS</u>	<u>JUDGE YEAR VALUES</u>
<u>SUPERIOR COURTS</u>	Criminal	136	150	1-2	58,500
	Juvenile Delinquency	80	54	3-10	60,000
	Juvenile Dependency	86	48	11-20	62,800
	Habeas Corpus	16	16	21 and up	65,800
	Probate and Guardianship	23	20		
	Family Law	43	27		
	Personal Injury & Property Damage	67	88		
	Eminent Domain	128	85	Los Angeles Superior	67,900
	Other Civil Complaints	142	108		
	Other Civil Petitions	12	9		
	Insanity	29	18		
	Appeals	164	101		
<u>MUNICIPAL COURTS</u>	Felony	51	45		
	Selected Traffic	13	17		
	Other Traffic	1.0	1.1		
	Intoxication	2.9	1.9		
	Other Misdemeanors	22	17		
	Civil	9	12		
	Small Claims	7	6		
Parking (San Francisco)	-	.041			

^{a/} The weighted caseload values shown are statewide average values that do not necessarily take into account any special problems of the court such as are discussed on Page 33.

TABLE II

FAIRVIEW COURT PROJECTED CASELOAD

PERIOD	CRIMINAL	JUVENILE DELINQUENCY	JUVENILE DEPENDENCE	HABEAS CORPUS	PROBATE & GUARDIANSHIP	FAMILY LAW	PERSONAL INJURY	EMINENT DOMAIN	OTHER CIVIL COMPLAINTS	OTHER CIVIL PETITIONS	INSANITY	APPEALS	AUTHORIZED		ACTUAL EQUIVALENT
													JUDGES	JUDICIAL POSITIONS	
Actual Filings															
1966	1,172	2,841	377	84	2,301	7,010	2,131	538	2,615	3,687	1,072	132	19	23	22.7
1967	1,557	3,564	516	136	2,422	7,810	2,076	326	2,676	3,632	1,194	168	21	25	23.4
1968	1,875	4,124	524	110	2,539	8,658	2,318	489	2,518	3,816	1,262	195	21	26	25.0
1969	2,213	4,602	606	98	2,650	9,227	2,733	551	2,558	3,672	946	251	22	27	25.9
1970	2,687	4,451	576	66	2,978	10,684	3,167	390	3,081	4,129	477	410	25	29	27.7
Projected Filings															
K-4 1971	3,077	4,540	573	62	3,197	11,676	3,715	438	3,334	4,313	479	521			
1972	3,488	4,574	573	62	3,471	12,774	4,235	438	3,656	4,555	479	644			
Weighted Units	523,200	246,996	27,504	992	69,420	344,898	372,680	37,230	394,848	40,995	8,622	65,044			

CATEGORY	WEIGHTED UNITS	PROJECTED REQUIRED 1972 JUDICIAL POSITIONS ^{a/}	CURRENT AUTHORIZED POSITIONS BY ASSIGNED FUNCTION				RECOMMENDED
			REFEREES	COMMISSIONERS	JUDGES	TOTAL	
Juvenile	274,500	4.2	4	-	1	5	4 ^{b/}
Other	1,857,929	28.2	-	-	24	24	28
Total	2,132,429	32.4	4		25	29	32

a/ Based on a "judge year" value of 65,800 minutes of case related time available per year.

b/ Based on one referee reclassified as a commissioner and assigned to other duties in the court.

TABLE III

Fairview Court
 Total Cases Awaiting Trial and
 Time to Trial for Civil Cases Tried
 As of December 31, 1966-1970

<u>FOR MONTH ENDING</u>	<u>NO. OF JUDICIAL POSITIONS</u>	<u>CASES AWAITING TRIAL</u>				<u>MEDIAN IN MONTHS FROM AT-ISSUE MEMO TO TRIAL^{a/}</u>	
		<u>TOTAL</u>	<u>PER JUDICIAL POSITION</u>	<u>OVER ONE YEAR</u>	<u>PER JUDICIAL POSITION</u>	<u>JURY</u>	<u>NONJURY</u>
December 31, 1966	21	1,314	63	NA		8	4
December 31, 1967	23	1,628	71	NA		10	5
December 31, 1968	25	1,817	73	157	6	11	9
December 31, 1969	26	2,073	80	270	10	12.5	10.5
December 31, 1970	27	3,202	119	465	17	11	9

^{a/} Prior to September 1, 1967, median was computed from the date memo to set was filed to trial date.

K-5

APPENDIX L
RECOMMENDED CHANGES IN JUDICIAL COUNCIL
REPORTING FORMS

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

I. CRIMINAL PROCEEDINGS (Including Juvenile)

Read Regulations on Municipal and Justice Court Reports before completing this form.	Felony Preliminaries		Nontraffic Misdemeanors (Excluding Intoxication)	Traffic		Intoxication	Total (Excluding Parking)	Illegal Parking
				* Selected Violations	Other (Excluding Parking)			
Filings:								
1. Number of persons accused								
Dispositions:		Fei	Redc. Misd.					
2. Before Trial		XX	XX					
(a) Bail forfeitures								
(b) Dismissals								
(1) Without court appearance								
(2) After court appearance								
(c) Transfers								
(d) Convicted or bound over after plea of guilty								
3. After Trial								
(a) After Uncontested Trial								
(b) After Contested Trial								
(1) Court								
(2) Jury	XX							XXX
(c) Juvenile Orders	XX	XX	XXX			XXX		
Other Data:								
4. Juries selected and sworn	XX							
5. Jury verdicts	XX							
6. Probation hearings	XX							

* Calif. Veh. Code Sections 14601, 20002, 23102, 23103, 23104, 23106.

II. CIVIL ACTIONS

	Small Claims	Civil		Total
		Tort	Other	
Filings:				
1. Number Filed				
(a) involving \$500 or less				
(b) involving more than \$500	XXX			
Dispositions:				
2. Before Trial				
(a) Dismissals for lack of prosecution				
(b) Other dismissals and transfers				
(c) Judgments by clerk	XXX	XXX		
(d) Summary judgments	XXX			
3. After Trial				
(a) After uncontested trial				
(b) After contested trial				
(1) Court Trial				
(2) Jury Trial	XXX			
Other Data:				
4. Juries selected and sworn	XXX			
5. Hearings of civil proceedings occurring before trial	XXX			
6. Hearings of civil proceedings occurring after trial				

REMARKS:

Date: _____

Signature of Municipal Court Clerk or Justice Court Judge

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF _____, 19__

SUPERIOR COURT OF _____

*BRANCH _____

*If this report pertains to a branch (as defined by the Regulations) give its name or location.

I. CIVIL PROCEEDINGS

Read Regulations on Superior Court Reports to the Judicial Council before completing this form.	PROBATE AND GUARDIANSHIP	ANNULMENT OF MARRIAGE AND SEPARATE MAINTENANCE	PERSONAL INJURY, DEATH, AND PROPERTY DAMAGE		EMINENT DOMAIN (PARCELS)	OTHER CIVIL	
			MOTOR VEHICLE	OTHER		COM. PLAINTS	PETITIONS
Filings: 1. Number of cases filed							
Dispositions: 2. Before Trial (a) Dismissals for lack of prosecution (b) Other dismissals and transfers (c) Judgments by clerk (d) Summary judgments							
	XXX	XXX	XXX	XXX	XXX		XXX
3. After Trial (a) Prior to introduction of evidence by both sides (b) Following introduction of evidence by both sides - Court Trial - Jury Trial							
OTHER DATA 4. Juries Sworn 5. Jury Verdicts 6. Supervisory Orders/OSC's 7. New trials							
			XXX	XXX	XXX	XXX	XXX

II. INSANITY AND OTHER INFIRMITIES

Filings: 1. Petitions or affidavits filed	
Dispositions: 2. Before Hearing (a) Transferred or dismissed 3. After Hearing (a) Uncontested (b) Contested Court Trial Jury Trial	
Other Data: 4. Juries sworn	

III. JUVENILE

Filings:	Delinquency		Dependency
	Orig	Subs	
1. Number of juveniles subject of original petitions			
Dispositions: 2. Before Hearing (a) Transferred or dismissed 3. After Hearing (a) Uncontested (b) Contested			
Other Data: 4. Hearings of Supplemental petitions (a) Uncontested (b) Contested 5. Detention hearings 6. Annual Review			XXX XXX
	XXX	XXX	

IV. CRIMINAL

Filings: 1. Number of defendants accused	
Dispositions: 2. Before Trial (a) Dismissals (b) Transfers (c) Convicted after plea of guilty 3. After Trial (a) Change of plea or dismissal (b) On transcript of preliminary hearing (c) Other dispositions after start of trial	
Other Data: 4. Probation hearings 5. Juries sworn 6. Jury verdicts 7. New trials	

V. APPEALS FROM LOWER COURTS

Filings:	From Justice Court		From Municipal Court	
	Civil	Criminal	Civil	Criminal
1. Appellate department 2. Trial department				XXX
Dispositions: 3. Before hearing 4. After hearing: (a) Question of law: (1) Without opinion (2) Memo opinion (3) Written opinion: a. Published b. Unpublished (b) Trial de novo				XXX

VI. HABEAS CORPUS

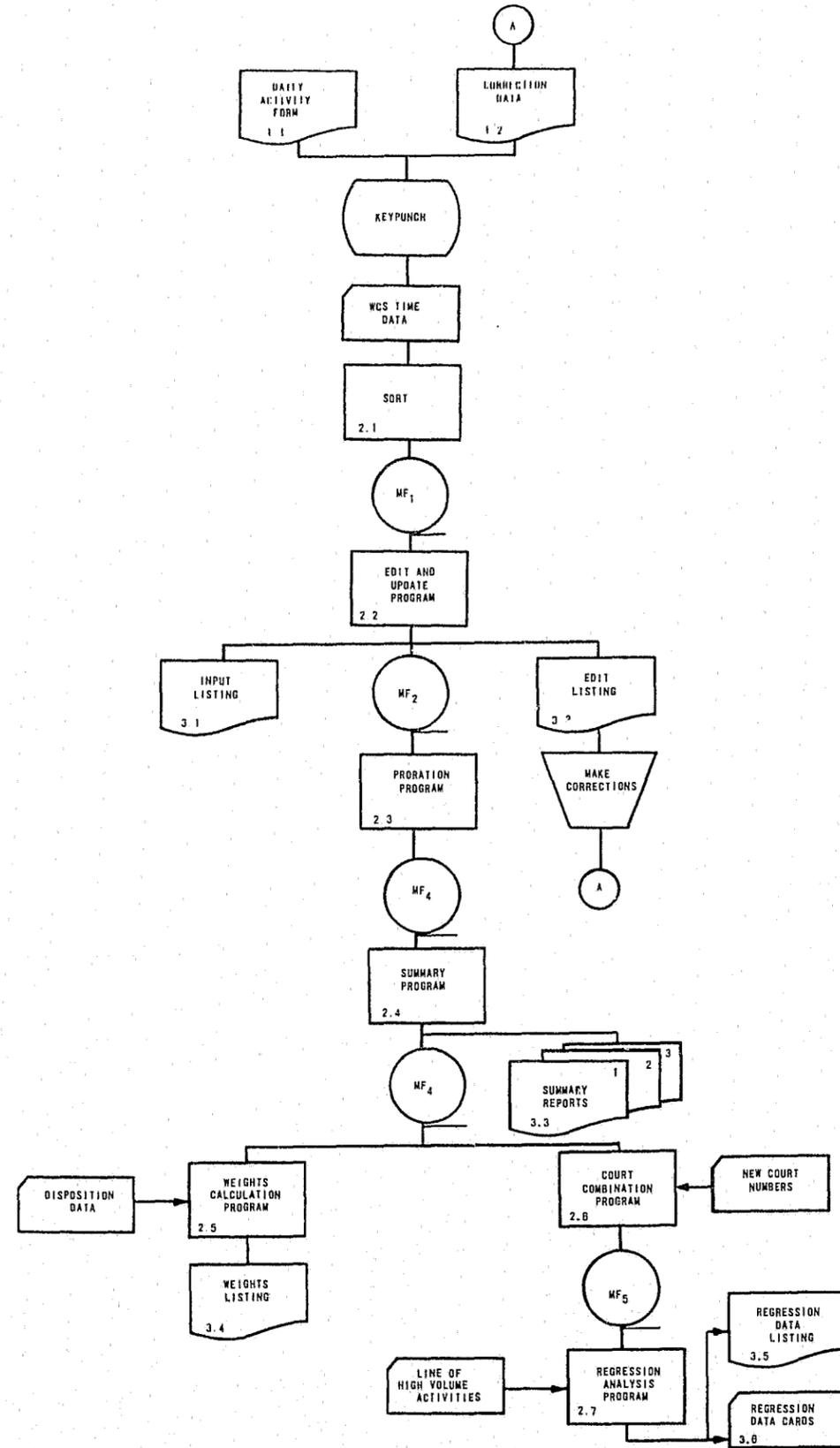
Filings: 1. Petitions filed	
Dispositions: 2. Without hearing 3. After hearing	

Signature of Clerk _____

DATE _____

APPENDIX M
TIME VALUE UPDATE SYSTEM
CONCEPTUAL DESIGN

JUDICIAL COUNCIL
WEIGHTED CASELOAD SYSTEM
Time Value Update System



TIME VALUE UPDATE SYSTEM

Description of Inputs, Programs, and Outputs

1.0 INPUTS

- 1.1 Daily Activity Reporting Form - Data from the forms shown in Appendix F will be keypunched on a daily basis during the study period.
- 1.2 Correction Data - Data rejected by the edit program will be corrected and re-entered into the system. Changes or deletions to the master file will also be made in this manner.

2.0 PROGRAMS

- 2.1 Sort - A standard sort program will be used to sort records by 1) court, 2) date, 3) line.
- 2.2 Edit and Update Program - This program will be used to screen data, to reject records that do not pass the edit criteria, and to update the master file.
- 2.3 Proration Program - This program will perform the necessary calculations to prorate the hours for combination entries in which more than one activity code was reported for the same time entry.
- 2.4 Summary Program - This program will summarize the data reported for various types of reports required to analyze and present the data.
- 2.5 Weights Calculation Program - Using disposition figures for the study period, the weighted values will be calculated by this program either for each court or for a group of courts.

2.6 Court Combination Program - This program will group the data for the individual courts together into grouped courts (e.g., all Los Angeles County courts).

2.7 Regression Analysis Program - For those high volume activities, the data will be prepared in a format for input to a multiple linear regression program.

3.0 OUTPUTS

3.1 Input Listing - A weekly listing of all data entered into the system for audit purposes to insure all data is entered on file.

3.2 Edit Listing - A weekly listing of all entries not entered in the master file because of the data not meeting the edit criteria. Corrections will be made to this listing as necessary and the data re-entered into the computer.

3.3 Summary Reports - Special reports will be issued at the conclusion of each study in the following formats:

. Activity Report - Total Hours and Actions by:
- Court
- Activity
- Date

. Date Report - Total Hours by:
- Court
- Date

. Summary Activity Report - Total Hours and Actions summarized for all courts by activity.

3.4 Weights Listing - A display of the weights calculation for each court for each type of proceeding showing the time value, frequency of occurrence and weighted value.

3.5 Regression Data Listing - A listing by date of average time values and ratios of occurrence for each high volume activity.

3.6 Regression Data Cards - Cards punched with the regression input data.

TIME VALUE UPDATE SYSTEM
Program and Operational Cost

1. <u>PROGRAM DEVELOPMENT COSTS</u>	<u>Man-days</u>	<u>Computer Test Hours</u>
1.1 <u>Detailed Systems Design</u>	5.0	
1.2 <u>Program Preparation</u>		
. Sort (2.1)	.5	.5
. Edit (2.2)	15.0	3.0
. Proration (2.3)	15.0	3.0
. Summary (2.4)	2.0	1.0
. Weights Calculation (2.5)	8.0	2.0
. Court Combination (2.6)	1.0	.5
. Regression Analysis Preparation (2.7)	<u>5.0</u>	<u>2.0</u>
TOTAL	51.5	12.0
1.3 <u>Summary of Costs</u>		
. Systems Design and Programming		
51.5 man-days x 8 hours/day x \$24/hour		\$ 9890
. Computer Test Time		
12.0 x \$60/hour		720
. Key Punch		
20 hours x \$7/hour		140
. Project Management and Coordination		
30 hours x \$30/hour		<u>900</u>
TOTAL DEVELOPMENT COSTS		<u>\$ 11,650</u>

2. OPERATIONAL COSTS

(Based on a 100 judge study for 22 days)

2.1 Data Entry (Key Punch)

. 60 characters/line x 6 lines/judge - day x 100 judges x 22 days = 80,000 characters	
. 80,000 characters ÷ 8,000 SPM = 10 Key punch hours <u>10</u> Verify hours 20 Hours x \$7 per hour	<u>\$140</u>

2.2 Computer Costs

. Weekly Update	
1 hour x \$60/hour x 4 weeks	\$240
. Run at End of Study	
10 hours x \$60/hour	<u>600</u>
	<u>\$840</u>

2.3 Summary Costs

. Data Entry	\$140
. Computer Time	<u>840</u>
TOTAL COST PER STUDY	<u>\$980</u>

END