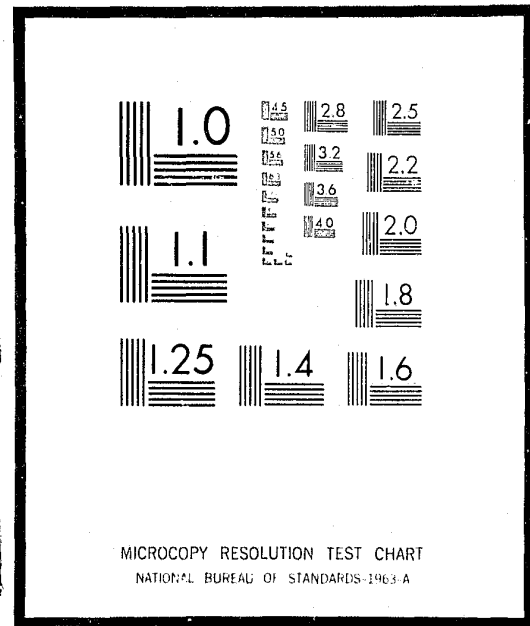


NCJRS

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

12/31/76

Date filmed

Ohio Association of
Juvenile Court Judges

PROJECT INQUIRY

Project Director:
Judge Leo R. Kindsvatter

Staff:
Richard Milligan
Dean Young

35779

THE OHIO ASSOCIATION OF JUVENILE COURT JUDGES
PROJECT INQUIRY

January 30, 1975

NCJRS

AUG 11 1978

AC...

Project Director

Judge Leo R. Kindsvatter

Staff

Dean A. Young
Richard Milligan

Special Assistance

K. William Bailey
Referee
Wayne County

Cheryl Fanoni
Secretary

Val Sawhill
Printing

THE OHIO ASSOCIATION OF JUVENILE COURT JUDGES

Officers

Judge John R. Milligan, Jr.
President
Stark County

Judge Leo R. Kindsvatter
President-Elect
Wayne County

Judge George L. Forrest
Secretary
Seneca County

Judge Angelo J. Gagliardo
Treasurer
Cuyahoga County

Judge Robert W. Murray
Vice-President
Madison County

Judge Olive L. Holmes
Vice-President
Hamilton County

Judge Francis A. Pietrykowski
Vice-President
Lucas County

Judge John W. Hill
Legislative Vice-President
Franklin County

Executive Committee

Judge Roy L. Henry
Lawrence County

Judge Martin P. Joyce
Mahoning County

Judge William P. Kannel
Summit County

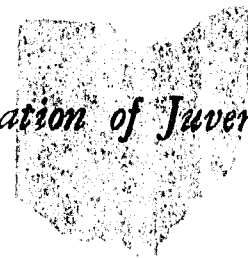
Judge Lieudell E. Bauer
Shelby County

Judge Clayton W. Rose, Jr.
Franklin County

Judge Frank G. Lavrich
Geauga County

Judge John J. Toner
Immediate Past President
Cuyahoga County

The Ohio Association of Juvenile Court Judges



The preparation of these materials was financially aided through a grant from the Administration of Justice Division of the Ohio State Department of Economic and Community Development. The opinions, findings and conclusions in this publication are those of the authors and are not necessarily those of the Administration of Justice Division of the Ohio State Department of Economic and Community Development.

Project Inquiry
Grant #3907-00-E6-73
408 19th St. N.W.
Canton, Ohio 44709

OFFICERS

JUDGE JOHN R. MILLIGAN, JR.
President
Stark County

JUDGE LEO R. KINDSVATTER
President-Elect
Wayne County

JUDGE GEORGE L. FORREST
Secretary
Seneca County

JUDGE ANGELO J. GAGLIARDO
Treasurer
Cuyahoga County

JUDGE ROBERT W. MURRAY
Vice-President
Madison County

JUDGE OLIVE L. HOLMES
Vice-President
Hamilton County

JUDGE FRANCIS A. PIETRYKOWSKI
Vice-President
Lucas County

JUDGE JOHN W. HILL
Legislative Vice-President
Franklin County

EXECUTIVE COMMITTEE

JUDGE ROY L. HENRY
Lawrence County

JUDGE MARTIN P. JOYCE
Mahoning County

JUDGE WILLIAM P. KANNEL
Summit County

JUDGE LIEUDELL E. BAUER
Shelby County

JUDGE CLAYTON W. ROSE, JR.
Franklin County

JUDGE DAVID O. STEINER
Allen County

JUDGE JOHN J. TONER
Immediate Past President
Cuyahoga County

Judge Frank G. Lavrich
Geauga County

December 31, 1974

The Ohio Association of Juvenile Court Judges
and Other Interested Persons

Re: Project "Inquiry" - 3907-00-E6-73

Sirs:

Your Association, with assistance from LEAA-A.J.D., has completed a comprehensive study of Ohio juvenile courtroom facilities. All eighty-eight juvenile courts were visited, photographed and charted, as well as the judges interviewed.

Many Ohio juvenile courts have totally inadequate courtroom facilities. Working conditions are counter-productive to dignified, effective administration of juvenile cases.

The developed standards should assist juvenile judges in their insistence that counties provide adequate courtrooms, waiting areas, chambers, supporting offices, and a capacity to provide a record of hearings. The Association will be happy to assist in presenting your case for improved facilities by the use of the slide photographs and specific data gathered during the study.

The Ohio juvenile judges have cooperated enthusiastically in this project, and it augers well for future cooperative efforts in other areas, including provision of adequate, varied facilities for housing wards of the Court.

Please examine the report and be prepared to act upon it at the January Annual Meeting. The team will be available January 30 to discuss specifics with individual judges.

Leo K. Kindsvatter
Project Director

CONTENTS

I. Summary of Findings 1

II. Minimum Standards for Juvenile Courtroom
Facilities 10

III. Court Facility Guidelines 17

IV. Recording Equipment 27

V. Appendix 45

Appendixes

 Contents 46

 I. Juvenile Court Facility Tables 47

 II. Facility Changes: Planned and Completed 67

 III. Ohio Juvenile Rules as they relate to Courtroom
 Facilities 71

 IV. Preservation of Testimony 72

I. SUMMARY OF FINDINGS

Introduction

In the past summer the Project Inquiry team visited all 88 counties in Ohio and spoke with 88 of the 97 Juvenile Judges. In the process much data was collected pertaining to the condition of the juvenile courtroom facilities throughout the state. What follows is a summary of those findings. A more complete statistical breakdown can be found in the appendix.

The findings that follow are based on the circumstances each Juvenile Court found itself in at the time it was visited. Many are in the stages of planning or are actually constructing new facilities. A total of 22 counties are now anticipating some kind of facility change. The summary of findings represents the condition of the facilities used for the Juvenile Courts throughout the state of Ohio for the time period of the summer of 1974.

I. Space

Perhaps one of the most prevalent characteristics of the 88 Juvenile Courts is that a large number of them lack adequate space for the proper functioning of their courts. Thirty-two counties were deemed to be poor in the amount of space they had available for the courtroom itself.

1. Courtroom. This lack of space causes rooms to be used for more than the original function for which they were intended. Thus some counties shared their courtroom with secretaries and probation officers as well as with other county functions. In all, seven counties share their courtrooms with functions other than that function for which a courtroom is intended. The use of the courtroom for court or county personnel, however, is not the only way in which the courtroom is used in addition to it's use for hearings. Twenty-two counties used the courtroom to store court supplies, court records and other materials not used in the hearing process.

2. Judge's Chambers. The lack of space in the Juvenile Court facilities throughout the state is evidenced as well in the necessity that many counties have of using the Judge's chambers for the courtroom. Of the 88 counties, twenty-one, or nearly one-fourth of all the counties, must use the Judge's chambers for hearings. In five other counties the Judge must share his chambers with a secretary. In many counties, the Judge's chambers were additionally used for storing court records because all other storage space was used up. In all, then, 26 counties do not have

private chambers for their Juvenile Judges.

3. Waiting Area. A lack of space for the Juvenile Court has, in many counties, resulted in very few private or semi-private waiting rooms. In fact only 17 counties had waiting areas which could be termed private or semi-private. In some counties the use of the hallway for waiting provided a relatively semi-private area when that hallway was only used for persons with business in Juvenile Court. Fifty-one counties used the general hallway as a waiting area which in effect, as one Judge put it, is like having them wait on "the public square." Sixteen counties used the probate clerk's working area as a waiting room. The problem in this arrangement expressed by many Judges is that there is a continual flow of people into the probate area to check records and obtain marriage licenses, etc., with the result that the waiting area is not at all private.

4. Probation Officers Offices. The lack of space also causes rooms to be crowded with court employee's who often need privacy in order to do their job correctly. This problem is most glaring in the case of probation officers who must attempt to work in the general secretary area. Of all the functions of the court that are important to be confidential this would seem to be most so. Yet, a confidential working area for probation officers is lacking in many counties. Though statistics were not obtained for all 88 counties, it was observed that in fifteen counties the probation officer has no privacy for any confidential discussions with a juvenile. In another seven counties the probation officer has what can only be deemed "semi-private" rooms.

These "semi-private" rooms are, in most cases, cubicles which are partitioned off by dividers which were only half or three-fourth of the way up to the ceiling. With such an arrangement private, confidential conversations are difficult to have.

5. Storage Area. As can be seen by the extent to which other rooms are used for storage purposes, as well as for the purpose to which they were intended, many counties did not have the room to adequately store their records and supplies. Very few of the 88 counties had special rooms set aside for the sole purpose of storing records and supplies. In order to make more room for their court's proper functioning, a number of counties are currently in the process of microfilming their records.

As one Judge put it, the Juvenile Court is in many respects the stepchild of the court system. This fact is evidenced most directly in the facilities which the Juvenile Courts are provided with in most counties. They seem to have been put last on the list when courthouse space was allocated. The result is that many are located in areas designed for a completely different function. Thus 10 counties have part or all of their juvenile facilities in the basement of the courthouse. Ten more counties had their juvenile offices on more than one floor. Very few counties have made special provision for housing the Juvenile Court (15 counties). The remaining 73 courts are housed in the old county courthouse or, in a few instances, in county office buildings.

II. Dignity of the Facilities

In speaking with the Judges in the various counties the project encountered a strong sentiment on the part of the Judges of the importance of a dignified setting in Juvenile Court. Curiously enough it is this lack of a dignified setting that was one of the most striking features of a large number of the courts. The lack of dignified surroundings was often the cause for many Judges not wearing robes during the proceedings despite their strong inclination to do so. In most cases it would be absurd for the Judge to wear a robe in his "courtroom" which is also his chambers and a storage area for court records. In those counties which had appreciably more dignified facilities the Judge in most instances wore a robe.

The lack of dignity evidenced itself in numerous other ways. Besides the 21 counties whose courtroom also serves as the Judge's chambers another five counties use the courtroom for secretary's or probation officer's offices. In addition, 22 counties use the courtroom to store some of their court records and supplies. Because they must serve other purposes, a great number of these courtrooms are in many ways undignified in appearance.

Three further situations which in numerous cases made the courtroom undignified were counties in which the Juvenile Court is located in the basement of the old county courthouse (as mentioned above), counties in which the Judge has to pass through public hallways to reach court, and counties in which the furnishings of the

courtroom were mismatched and tattered by wear.

III. Access to the Courtroom

1. Judge's Access. A distinctive negative characteristic of a large number of counties is that the Judge had very poor access to the courtroom. In numerous counties the Judge had to pass through courthouse hallways and offices to reach his courtroom. In all, 40% of the counties did not have private entrances in the courtroom. A number of these had their chambers on different floors than the courtroom (true of 6 counties). This arrangement causes inconvenience at its best and at its worst it causes a definite safety hazard for the Judge. The problem with this type of arrangement is not only its inconvenience and safety hazard but also the fact that it makes it extremely awkward for the Judge to wear a robe in the proceedings.

2. Participant's Access. Access for the participants to the courtroom was very poor in many counties. Participants were often required to pass through probation offices, and secretarial offices to get to the courtroom. This leads to a disruption of court work in the office through which the participants must pass. In the case where participants must pass through a probation officer's office, what could be a confidential private office setting is made into a disruptive one.

3. Access for Juvenile "in custody." Very few counties (5) allowed for private access for a juvenile being securely held. In

most cases the juvenile had to be walked through public waiting areas to the courtroom.

IV. Miscellaneous Findings

1. Preservation of Testimony. Most of the Juvenile Courts visited made a record of the proceedings in fewer than 10% of all their cases. Some of these made a record in less than 1% of their juvenile cases. Fifty of the counties use a court reporter as their primary method of preserving testimony. Thirty-seven counties use audio recording and one county video recording as the method for preserving testimony.

2. Courtroom Furnishings. Forty counties were judged by the project to have poor or very poor furnishings in the courtroom. The furnishings were often mismatched and tattered with excessive wear. Often times there was a lack of enough furnishings in the room - sometimes from lack of enough space to properly furnish the room. Hence, 13 counties did not furnish tables for counsel.

3. Raised Bench for the Judge. In 65 counties the Judge is raised above the other participants either behind a desk or a bench. In the remaining 23 counties the Judge often sits behind a desk. In all, 25 juvenile courts have the Judge conduct court proceedings from behind a desk.

4. Separation of Participants. Very few counties had adequate provision to separate potentially hostile participants awaiting a hearing

Sixty counties were judged to have poor or very poor provisions for separation of participants. In most cases all participants had to wait in a confined hallway or office where separation was not possible.

II. MINIMUM STANDARDS
FOR JUVENILE COURTROOM FACILITIES

Introduction

Based upon the study conducted these minimum standards are considered to be the basic requirements which each Juvenile Court should meet in order to provide a dignified, functional and legally-adequate courtroom facility. Each standard is followed by appropriate supportive statements or information.

These standards were adopted by the Executive Committee of the Ohio Association of Juvenile Court Judges on December 11, 1974. They reflect the following assumptions about the needs of the Juvenile Court.

1. The Juvenile Court requires facilities equivalent in dignity to the other divisions of the Common Pleas Court.
2. Adequate space must be provided in recognition of the extent to which the juvenile hearing has become an adversary proceeding, the need for separation of various participants, and the auxiliary functions of the Court necessitated by the hearing process.
3. The facility needs of the Juvenile Courts are unique from these standpoints:
 - a.) the importance of the initial impression of the Judiciary gained by juveniles in their first contact with a Court of Law;
 - b.) importance of confidentiality;
 - c.) need to provide flexibility allowing a formal or informal hearing, allowing the Judge to create the impression desired on a case-by-case basis;
 - d.) the specific facility needs will vary according to the county, being commensurate with it's size or caseload.

Facilities in General

1. The Juvenile Judge in each county should have a courtroom in which to conduct court proceedings.

21 counties utilize the Judge's chambers as the hearing room.

Adams*	Harrison	Meigs	Paulding
Allen*	Highland	Monroe	Pike*
Belmont	(Huron)	(Morrow)	Preble
Brown	Knox*	(Noble)	Sandusky*
Carroll	Marion*	Ottawa	Williams
Gallia			

*these will be changed
() indicates this seems to be by choice

To have a courtroom separate and apart from the Judge's chambers is essential to the dignity, safety and efficient operation of the court.

- A.) For the safety of the Judge it is preferable that he exit the room immediately after the hearing.
- B.) If there is only one room (courtroom/chambers) the Judge has no option of formal or informal hearings. Whether a hearing is formal or informal is dictated by the nature of the one room available; usually informal.
- C.) Where there is no separate courtroom no formal beginning to court can occur.
- D.) Where the courtroom is also the chambers, the room will most likely be cluttered with distracting items unrelated to the function of a courtroom.
- E.) Judge s complained of not being able to get on with their work after a hearing because people would not leave the room. The Judge has no private room to which he can retreat and resume work.

2. The courtroom should be available for the exclusive use of the Juvenile Court for the purpose of hearings; and should not be required to function on a regular basis for other activities.

7 counties share their courtroom with other functions

- Delaware - used by General Division Court, and the Grand Jury
- Fulton - room is also used by two secretaries
- Hardin - room is also used by two secretaries
- Holmes - courtroom is also county commissioners office
- Mercer - courtroom is also used for probation officer

Perry - room is also county courtroom
Scioto - probation officer's offices are partitioned off from rear of the courtroom.

- A.) When the courtroom is shared with other functions there is bound to be conflict as far as usage of the room is concerned.
- B.) It is difficult to have a courtroom meet appropriate standards of dignity when it is shared with other functions. Too often in such situations desks, typewriters, etc., are brought into the courtroom. The result is usually a courtroom which looks like an office.

The courtroom should not double as a storage facility; all unnecessary materials should be removed.

22 counties had items such as file cabinets, boxes, and supplies stored in the courtroom. These materials detracted from the dignity of the room.

3. The Judge in each county should have private chambers adequate in size and furnishings to provide personal work space and to accommodate conferences with attorneys or informal hearings.

In addition to the 21 counties above where the Judge's chambers served also as the hearing room, the five counties following shared their chambers with other functions. Thus 26 counties lacked private chambers for the Judge.

- Darke - shares with secretary
- Fayette - chambers is area off to the side of the courtroom
- Hancock - in juvenile office no facilities are provided for Judge but a desk in the main secretary area
- Licking - chambers is not soundproof
- Vinton - shares with secretary; probate records

- A.) Private chambers gives the Judge the option of having informal hearings as well as informal conferences with lawyers, juveniles.
- B.) Private chambers provide a much better working environment for the Judge.

4. The courtroom should be adjacent and convenient to the Judge's chambers to allow him access to the bench without passing through spectators or participants in the hearing.

46 counties lacked provision for a private entrance to the courtroom or easy access to the bench for the Judge.

- A.) This should be the case for the safety reasons; so that the Judge

does not have to pass through participants to reach the bench and can leave the courtroom immediately after a hearing.

B.) If the chambers are directly adjacent it facilitates informal conferences before, during, or after the proceedings.

5. The court facilities should be dignified in appearance.

40 counties were thought to be lacking in aspects necessary to the dignified appearance of the courtroom. This was a general impression based upon a totality of aspects involved in the courtroom; it's setting and furnishings.

A.) An impression of the Judiciary is gained by the surroundings in which it conducts it's business. To have dignified facilities is an important step to improving that impression.

6. The court facilities should have auxiliary rooms sufficient to provide for the ample separation of participants.

60 counties had poor or very poor provisions for separation of participants. 48 counties did not have any auxiliary rooms.

Because of the nature of the proceedings this is necessary to:

1. prevent the potential conflicts which might arise from forced commingling of the parties awaiting a hearing.
2. allow for confidential conferences between the parties and their counsel, before or after the hearing, and
3. provide for separation of witness during the hearing.

At least one auxiliary room of appropriate size and located adjacent and convenient to the courtroom should be provided in all counties.

7. A private waiting area convenient to the courtroom should be provided for persons with business in the Juvenile Court.

Only 12 counties, exclusive of the larger counties*, had provision for waiting which could be considered private or semi-private.

Ashtabula	Licking	Miami
Clark	Madison	Portage
Columbiana	Marion	Ross
Jackson	Medina	Wayne

*Cuyahoga, Franklin, Hamilton, Lucas, and Summit counties also have private or semi-private waiting facilities.

51 counties used public hallways as waiting areas.

16 counties used the probate clerk's working area as a waiting room.

A.) The purpose of bringing a parent and child to court is not to embarrass them; this often occurs when they must wait in courthouse hallways. Numerous Judges expressed their disappointment with requiring these persons to sit on the "public square" to await their business in Juvenile Court. This problem is particularly acute in the smaller counties. A private waiting area would alleviate this problem.

B.) People will have more pleasant dispositions upon entering court when they have been waiting in a pleasant waiting area.

8. Every Juvenile Court should have a readily available means of preserving testimony.

50 counties use a court reporter as their primary method of preserving testimony; while 37 counties use audio recording and one county video recording. Many counties have expressed the fact that they have had difficulty in finding competent court reporters caused unnecessary delay.

While 46 of the Juvenile Courts have recording equipment available to them, 35 courts do not, and 6 additional courts rely on borrowing the General Division's equipment.

A.) The increasingly adversary nature of juvenile proceedings has increased the number of times in which juvenile courts take measures to preserve the testimony.

B.) Rule 37 of the Ohio Juvenile Rules requires that a record be taken upon request of a party or upon the court's own motion.

9. Each fulltime probation officer assigned to the Juvenile Court should be provided with a private office to facilitate confidential conferences with juveniles.

A.) A confidential setting is essential to the effectiveness of the juvenile probation officer.

B.) Although statistics were not obtained for all 88 counties, it was observed that in 15 counties the probation officer has no privacy for any confidential discussions with a juvenile. In another seven counties the probation officer has only a semi-private room (cubicles partitioned off by dividers).

The Courtroom

1. The courtroom facilities should provide adequate space to effectively conduct proceedings.

32 counties were deemed to be poor in the amount of space provided for the courtroom itself.

2. The courtroom should be properly heated and air-conditioned and should be adequately lighted.

36 counties had courtrooms that were poorly or very poorly lighted.

3. The courtroom should be appropriately furnished providing:

Tables and chairs for parties and counsel.

75 counties provided a table for counsel. 55 of these provided two counsel tables.

- A.) With the trend towards adversary proceedings this becomes more and more necessary.

A witness chair that is enclosed and visible to all the participants.

- A.) With the witness in an enclosed area, the witness is afforded a greater degree of psychological protection and support.

A raised bench from which the Judge can conduct hearings.

62 counties have a raised bench in their courtroom. 25 have a desk instead of a bench and one county has a table rather than a bench.

- A.) A raised bench provides the Judge with a visual vantage point and allows more effective control over the proceedings and adds dignity and formality to the courtroom.

Seating for 6 to 12 persons exclusive of the immediate participants.

4. All participants in the proceedings should be able to hear or be heard; all distracting extraneous noises should be eliminated.

The major problem in hearing in the courtroom expressed by most Judges was caused by window air conditioning, street noises, adjacent office noises and bad room acoustics.

III. COURT FACILITY GUIDELINES

Introduction

These guidelines are intended to be used by those who are constructing new courtroom facilities. They encompass the range of ideas encountered during the project both from the Judges themselves and the various external resources consulted. In many ways the guidelines are as much a presentation of various problems that should be thought of when constructing a courtroom as they are solutions to these problems. As such it will often seem that miniscule, unimportant points are being made but the sum of all these little points is a courtroom that is functional, aesthetically pleasing and dignified.

I. Courtroom Furnishings

To give the right appearance to the courtroom consideration should be given to matching wooden furnishings and wooden panelling.

1. Raised bench. The courtroom should contain a bench for the Judge. The bench should be raised a minimum of six inches to provide better visibility and better control for the Judge. The bench should have an intercom or phone which can only ring outwards so that the Judge may summon court personnel or needed records. In addition, consideration should be given to providing a means for alerting outside security personnel in an emergency. A buzzer or other electronic device is easily and cheaply installed.

2. Counsel tables. Tables and chairs should be provided for parties and counsel and should match all other furnishings.

3. Witness box. Consideration should be given to using a witness "box" arrangement so as to provide the witness psychological support and protection.

4. Auxiliary seating. There should be comfortable seating (perhaps theater-type chairs) for twelve people outside that of the immediate participants. Desks or tables and chairs should be provided for all court personnel regularly present in the courtroom.

5. Arrangement of the furnishings. Great care should be given to arrange the above furnishings in the courtroom so that traffic can flow

freely. One way this can be accomplished is by arranging the furnishings in a circular or semi-circular fashion. The witness chair should be located to the left of the Judge and should be adequately separated from the two counsel tables.

6. Blackboard and screen. A blackboard and screen should be integrated into the courtroom or care should be given to provide for its proper placement when needed. For example; this might be accomplished by installing a screen in the ceiling which will roll down when required.

7. Accouterments. There should be no visual distractions in the room; this is especially important in creating the proper atmosphere for juvenile hearings where the attention of the child may be easily lost. To achieve this objective consider the following:

- a.) Minimize the number and size of windows; and install drapes;
- b.) If a clock is desired, place on the bench visible only to the Judge;
- c.) Avoid unnecessary wall decorations: eg. calendars or pictures (careful selection of appropriate panelling will alleviate the need for wall decorations);
- d.) Avoid loudly patterned drapes or carpeting (note, however, that this does not exclude installation of brightly colored carpet or drapes which may add aesthetic appeal and dignity to the room).

It is suggested that the United States and Ohio flags be placed flanking and to the rear of the bench, and a seal of Ohio be placed immediately behind and above the Judge.

II. Courtroom Size

The courtroom should be large enough to include the Judge's bench, two counsel tables, witness box, any desks or tables needed for court per-

sonnel and 12 seats for participants. There should also be enough room to arrange the furnishings in a manner conducive to the free flow of traffic. Consideration should be given to making the room large enough so that with a rearrangement of the furnishings a jury trial could be held.

III. Location of Doors in the Courtroom

To enhance optimum separation of the various participants, allow ample entrances to the courtroom. This should include a minimum of two entrances; one being exclusively for the Judge allowing him direct access to the bench from his chambers without passing through any participants (or spectators), and the other being for the participants. In locating the doors care should be taken to allow for the free flow of traffic in and out of the room as well as within the room.

If the courtroom is to be located in the same building with the detention facilities there should be provision made to allow direct access from the secured area of the facility into the courtroom, possibly passing through a small holding room. This allows better control in situations where it is required, and eliminates the need to bring a juvenile through public waiting areas or office areas "in custody."

IV. Courtroom Acoustics

The acoustics of the courtroom are important from the standpoint that every one should be able to hear and be heard. They become even more important, however, when recording equipment is used. This not only includes reverberation in the room but also external noises. Because the human hearing process habituates to any constant and monotonous audio

stimuli, we often do not perceive audio stimuli that the recorder will record. What seems to be insignificant noise to the human ear is often of overwhelming importance to the quality of the recording.

1. The courtroom should be soundproof. The courtroom should be soundproof; there should be no noise from any areas external to the courtroom. Typewriter and office noises should not intrude into the courtroom.

2. Cutting down reverberation. Probably the main acoustical problem other than that caused by external noises is reverberation or the reflection of sound off the walls, ceiling, floor and furnishings. To combat this reverberation the following measures should be adopted;

- a.) The floor should be carpeted. This not only helps to cut down on reverberation but also greatly increases the aesthetic appeal of the courtroom.
- b.) If there are any windows, draperies should be installed. Draperies will help cut down reverberation as well as block out noises coming from outside. They also improve the looks of the courtroom.
- c.) The ceiling should be low and should be covered with acoustical tile.

3. Air conditioning. Another crucial aspect to good courtroom acoustics is the installation of central air conditioning. Air conditioning allows for windows to be shut and, hence, a source of noise removed. It also greatly improves working conditions in the courtroom. Care should be taken to insure that quiet central air conditioning (as opposed to window air conditioning units which are generally too noisy) is provided. This is especially important when a recording is being made of the proceedings because the noise produced by air moving equipment has a primary frequency that falls in the middle of the desired audio spectrum. (see Recording

Equipment Appendix pg. 10 (for more specific information). It is much less expensive to initially install quiet air conditioning than it would be to acoustically treat the courtroom for the noise produced by a cheaper unit.

4. Voice Amplification Equipment. If proper care is taken to assure good acoustics, voice amplification equipment is generally not necessary unless the courtroom size dictates otherwise.

5. Courtroom lighting. The courtroom should be properly illuminated. Primary consideration should be given to fluorescent lighting. It has the advantage of being much cooler and of giving off a more even light than incandescent lighting. The one advantage to incandescent lighting is that it can be dimmed and brightened by a dimmer if a theatrical effect is desired (ie. dimming the light over the counsel tables while raising the light over the Judge). This slight advantage is offset in most respects, however, by the fact that incandescent lighting gives off a great deal of heat and often causes shadows.

The room should be bright; consideration should be given to the total effect on light level resulting from panelling, furnishings, and carpeting.

VI. Auxiliary Rooms

1. Private chambers. The Judge should be provided with a private chambers large enough to hold informal hearings and conferences. This arrangement allows an alternative setting for hearings which may, in particular cases, be more effectively conducted in less formal surroundings.

2. Separate lavatory facilities. The Judge should be provided with lavatory facilities separate from those used by the public. He, or any court personnel for that matter, should not have to confront any of the participants

from a hearing in a public lavatory.

3. Waiting area. A private or semi-private waiting area should be provided. Where the Juvenile Court is located in the same building with other government offices an auxiliary room should be provided apart from the public hallway to insure the participants adequate privacy.

4. Other auxiliary rooms. Consideration should be given to providing the following auxiliary rooms:

- a.) Lawyer-client consultation room
- b.) Witness room
- c.) Jury room
- d.) Secure or semi-secure holding room

The feasibility of providing for each of these rooms may depend on the relative need and caseload of each particular court. At least one of these rooms should be provided adjacent and convenient to the courtroom. Where smaller caseloads make it more practical a single room may be more adaptable to each of the above functions when the need arises.

In view of the purposes they serve such rooms should be soundproof and located to maximize effective separation of the various participants. Their placement should be integrated into the traffic pattern of the total facility. For example; locating a holding room to obviate the need of bringing a child "in custody" through the public areas or the waiting room. Where the courtroom facility is adjoined with the detention facility this might suggest direct access from the secured (detention) area into the courtroom through a soundproofed holding room.

5. Offices for Probation Officers. The probation officers should be

provided with a room conducive to the exercise of his particular function. Specifically it should allow for the confidentiality which his job requires. Consideration should be given to the benefits of locating this office somewhat removed from the other sections of the Court; or located to allow for operation after school and regular court hours.

VII. Location of Juvenile Court

Juvenile Court offices should be located on the same floor or convenient to one another to allow for the proper functioning of court business. When both Juvenile and Probate Courts are combined under one Judge, consideration should also be given to separating the offices needed for the two. Juvenile Court has a peculiar need for confidentiality which would be best served by separating its offices from those of the Probate Court. In addition, the separation of the facilities of the two courts contributes to their proper functioning by removing conflicting functions from the same area.

VIII. Miscellaneous Guidelines

1. Device signifying court is in session. There should be some device outside the public entrance to the courtroom signifying that court is in session. This may be achieved by putting a peephole or small window in the door; or by installing a light or placing a sign outside the door. In this manner a person outside the courtroom can tell whether or not a hearing is in process.

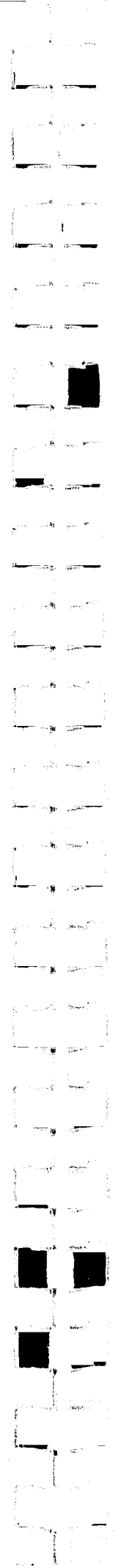
2. Conduits for electronic equipment. When constructing a building that will serve as a courtroom conduits should be installed in the floor to

allow for the running of wires for electronic equipment that may be incorporated into the operation of the hearing room; this may include recording equipment, voice amplification equipment or even video equipment. Even if such equipment is not currently being considered, the inclusion of conduits in the flooring will obviate the safety problem of running unsightly wires throughout the hearing room if and when electronic equipment is purchased. The placement of outlets from the conduits should be located at each station that will potentially require one; such as the bench, the counsel table, the witness box, the area where the equipment will be located and operated from, and any other stations that are dictated by the equipment or the layout of the hearing room.

3. Electrical outlets. The same attention should be given to the location of the normal electrical outlets to cover effectively the future needs imposed by electrical equipment (projector, tape recorder, etc.). Particular consideration should be paid to including electrical outlets at the bench.

4. Installation of recording equipment. If electronic recording equipment is chosen as the means for preserving testimony, care should be taken in installation of a proper system. For further guidance see section IV on recording equipment.

5. Storage. Proper attention should be paid to the inclusion of shelving for books and storage space for records so that these items don't clutter the facility. If storage space is a problem consideration should be given to microfilming the court records and removing them from the facility.



IV. RECORDING EQUIPMENT

Introduction

Although the question of recording equipment was not originally considered as within the scope of the project, we found upon visiting the Judges in each county that there was a keen interest in this subject. Many expressed a desire for information or assistance which would aid in acquiring or updating a recording system. Of the 88 counties, 37 Juvenile Courts (43%) use electronic audio recording as their primary method of preserving testimony. Another 14 counties used audio recording as a backup to other means or for auxiliary purposes. The purpose of this section is to serve as an information source that any Juvenile Court in the state can use in considering courtroom recording systems. It is not the purpose of this report to recommend a certain make, or even a certain type of equipment; the purpose is only to provide the information needed for the respective Juvenile Court to decide the kind of equipment that will best satisfy its needs. The suggestions included herein are only meant to bring out points that should be considered. The needs for all various counties differ in so many respects that for this study to set a blanket requirement in terms of courtroom recording equipment would be presumptuous and certainly unrealistic. To aid in the organization of this material we have provided a separate table of contents to be used solely for this section.

I. Advantages and Disadvantages to the use of Recording Equipment

Advantages

- A.) Many counties reported a problem in getting competent court reporters when they were needed. This was especially the case in the smaller counties where a fulltime court reporter is not on the staff. In such cases electronic recording equipment would solve the problem.
- B.) Audio recording is the least costly means of preserving testimony.¹ The savings will, of course, vary from county to county; situation to situation.
- C.) Perhaps the most evident advantage to audio recording is its accuracy. The human factor is removed; the tape records all sounds, and speech inflections.
- D.) When top quality equipment is used, transcripts made from audio recordings are more accurate than those made by competent court reporters.²
- E.) Audio recordings can be played back for jury, lawyers, judge, or anyone else with virtually no delay.
- F.) Transcript of the proceedings need not be made by the same person who operates the equipment in court; therefore, preparation of the transcript need not be affected by the unavailability of any particular

¹See, Eg., Report on Preservation of Testimony in Proceedings in the District Court of Massachusetts, Chief Justice, District Courts of Massachusetts (November 30, 1973), Vol. I, pg. 28-31; A Feasibility Study of Alternative Methods of Preparing Court Transcripts, Sacramento County Superior Court, p. 67.

²See, A Feasibility Study of Alternative Methods of Preparing Court Transcripts, Sacramento County Superior Court, p. 67.

Contents

- I. Advantages and Disadvantages to Recording Equipment 30
- II. Various Aspects of Recording Equipment 32
 - A. Recording medium 32
 - B. Multi-track Recording 36
 - C. Means of monitoring the recording of a hearing 37
 - D. Microphones 38
 - E. The need for a log of the recording 39
 - F. Transcription 39
 - G. Storage of recorded material 40
 - H. Acoustical properties of the courtroom 41
 - I. Installation of recording equipment 42
- III. Minimum Standards for Courtroom Recording Equipment 43

person.

- G.) Record is available for playback and transcription for many years without any appreciable degradation of quality.
- H.) Most mediums of recording allow for easy copying onto cassettes, so that a lawyer or whomever can take a copy of the record the same day for review.

Disadvantages

- A.) The Judge must exert more stringent control over the courtroom proceedings to insure a good recording.
- B.) Transcription time is lengthy; for one hour of in-court recording between four and six hours should be allowed for transcription time.³ In the case where lesser quality equipment was used, transcription time can be as long as 18 hours per one hour of testimony.
- C.) Long and sometimes critical portions of a hearing may be inaudible due to inadequate pick-up. The state of the art in courtroom recording systems, however, is such that this accident rarely, if ever, occurs.
- D.) There is a chance that recorded material may be destroyed by accidental erasure. In the more sophisticated courtroom recording equipment adequate precautions against this type of accident are provided. One machine viewed by the project will shut

³Report on Preservation of Testimony in Proceedings in the District Court of Massachusetts, Chief Justice, District Courts of Massachusetts (November 30, 1973), Vol. I, p. 24.

itself off whenever it senses previously recorded material on the tape.

- E.) Without adequate acoustical treatment, some acoustically poor courtrooms will be detrimental to making a quality recording.

II. Various Aspects of Recording Equipment

In order to properly consider recording equipment as a means of preserving testimony, an understanding of the various facets attendant to it is necessary. What follows is an attempt to show these various facets of courtroom recording.

A. Recording Medium

Various mediums of recording were found in use throughout the various Juvenile Courts of Ohio. Reel tape, cassette tape, discs, and magnetic belts were the four different mediums viewed. A listing of the advantages and disadvantages of each follows.

- 1. Reel tape. Nineteen counties (or 44% of those who use recording equipment) used the reel tape medium.

Advantages

- a.) Reel tape has the capacity to record for hours without an interval to change the tape. Most reel to reel equipment has the capacity to use tape that will record for three to six hours continuously. One machine viewed during the project had a capacity of twelve hours of continuous recording.
- b.) Reel tape can easily be stored in a legal-size file cabinet.

- c.) Reel tape can be reused an almost innumerable number of times.
- d.) Reel tape can be easily copied onto cassettes with high-speed commercial duplicating equipment.
- e.) Reel tape allows for multi-track recording (2, 4, 6 or 8 tracks).

Disadvantages

- a.) The reel tape is often six or twelve hours in length. Because of the brevity of most juvenile hearings a great number of hearings will be recorded on one tape. If and when two hearings on the same reel of tape must be transcribed, one must wait for the other. The only solution to this problem is to cut the tape and give each portion to the respective transcriber. This is not, however, an advisable practice.
- b.) In many cases a juvenile will have hearings on more than one day, and often times in more than one week. When using reel tape it is conceivable that a child's different hearings will be on different tapes. When it is necessary to review a child's case reference must be made to more than one tape.

2. Cassettes. Ten counties (or 23% of those with recording equipment) used the cassette medium in recording their hearings.

Advantages

- a.) Cassettes, because they are small and self-contained, are

easy to handle.

- b.) Cassette playback machines are common, making it easy for anyone so authorized to review a hearing aurally.
- c.) Cassette equipment can also be used for dictation purposes.
- d.) Cassettes can be easily stored in a 3" by 5" file drawer.

Disadvantages

- a.) Tapes suitable for courtroom recording are limited to a maximum of two hours recording time in the one-track mode, or one hour in the two-track mode.
- b.) Current technology limits the number of tracks capable of being recorded and played back in the cassette medium to two.

3. Audio Discs. Audio discs are plastic discs which when inside the recording device have the signal mechanically inscribed on its surface; in much the same manner as a commercial record. Ten counties (or 23% of those with recording equipment) used the disc medium.

Advantages

- a.) They are thin and may be filed in a child's file.
- b.) They are short (20 minutes) so that a child's various hearings, recorded on more than one disc, may be kept in one place and not scattered through a number of tapes.
- c.) Audio discs are a suitable medium for dictating purposes.

Disadvantages

- a.) They are short and must be changed or machines switched every 20 minutes. (The machines viewed in this survey which used the disc medium had two recorders so that one can switch, when a disc is finished, to another recorder. This gives the ability to record for 40 minutes without actually switching discs.)
- b.) Quality of the recording is poor when compared to other mediums. This is mainly due to the fact that it is a mechanical recording process.
- c.) Only one track can be recorded at a time.
- d.) Discs cannot be easily or quickly duplicated.
- e.) Discs cannot be reused.

5. Magnetic Belts. Of the 88 counties visited only four (or 9% of those counties with recording equipment) used the belt system.

Advantages

- a.) They can be stored flat in a file folder.
- b.) They are short (20 minutes) so that a child's various hearings, recorded on more than one belt, may be kept in one place and not scattered through a number of tapes.

Disadvantages

- a.) They are short and must be changed or machines switched every 20 minutes. (The machines viewed in this survey which used the belt medium had two recorders so that one can switch, when a belt is finished to another recorder. This

gives the ability to record for 40 minutes without actually switching belts.)

- b.) Only one track can be recorded.
- c.) Tapes cannot be easily or quickly duplicated

B. Multi-track Recording

Multi-track recording has a number of advantages over single-track recording. In single-track recording all the signals from the various microphones are commingled and must be played back as a whole. Multi-track recording uses a number of microphones whose individual signals are recorded separate from each other and can be played back separately or as a whole. The advantages and disadvantages to multi-track recording are listed below.

Advantages

1. Because the signal from a microphone can be played back separately from the other microphones, the speaker can be identified by the microphone into which he is speaking. This helps tremendously in the transcription process by making positive identification of the speaker possible.
2. Because each microphone can be listened to separately in the playback mode, extraneous noise from the microphones other than the one into which the party is speaking can be effectively removed.
3. Because each microphone can be listened to separately in the playback mode, no ones speech is lost when there are several

people speaking simultaneously (ie. when a witness is answering at the same time as counsel's objections).

Multi-track recording equipment has the above advantages to the extent of the number of tracks that it has. Where four microphones are in use, two-track recording devices will separate the four mikes into two sets. Four track recording equipment will record the signal from each of the four microphones separately.

The major disadvantage to multi-track equipment lies in it's expense. The best multi-track equipment is two to three times as expensive as single track equipment.

C. Means of Monitoring the Recording of a Hearing

An easy method of monitoring the recording equipment during the proceedings is important to insure that a record is being taken. There are two means by which monitoring takes place. The means of monitoring the recording in the less expensive equipment is by monitoring the input or signal from the microphones. The problem with this method of monitoring is that one could be aware that a signal was being received from the microphones but at the same time not be sure that it was being recorded by the recorder.

In the more sophisticated equipment this problem is circumvented by monitoring what is recorded on the tape. This means that if a signal is being monitored that signal is on the tape.

The signal can be monitored in three different ways; by headphones, by a meter, or by lamps which glow on and off as a signal is being received. Some of the more expensive machines use more than one of these methods.

Nearly all the equipment viewed by the project could be monitored by the means of headphones. The advantage to monitoring the recording by means of the meter or lights is that the machine can be monitored from a distance without being attended to.

D. Microphones

There are various types of microphone elements but the best for courtroom usage, taking into consideration cost-performance, reliability and low maintenance, is the dynamic microphone. This type of microphone can be constructed with one of many shapes of directional patterns. The two main classes are omnidirectional and directional. The omnidirectional microphone picks up sound equally in all directions. The directional microphone picks up sound only in one direction and is useful in that it discriminates against background noises. The best microphone configuration will often include both of these types and will vary according to the needs of the court and the acoustical properties of the room. It is usually best for the manufacturer to install the equipment and tailor the microphone configuration to the particular courtroom.

One interesting feature that one company offers in the way of microphones is a spring-loaded shut off switch located on the microphone near the speaker. By depressing the switch the speaker can temporarily shut off his own microphone so that any confidential conversation will not be recorded. When the switch is released the microphone is automatically reactivated.

A common problem with microphones, and in particular table-type microphones, is that the mike mount transfers extraneous noises from the

table onto the recording. An easy solution to the problem is an isolation mount which puts sound absorbing material between the table and the mount.

E. The Need for a Log of the Recording

A log is kept during the recording of a proceeding by noting the index number on the recorder and noting the particular hearing, who is speaking and any technical terms or non-verbal exhibits. The purpose of this log is two fold. First, a log aids in identifying the speaker at a certain point on the tape. Secondly, it facilitates the quick and easy location of a hearing or a specific portion of a hearing.

The need for an extensive log of the sort mentioned above is to facilitate the easy transcription of the recording. The experience of this project is that such an extensive log is rarely needed. Juvenile hearings are, in most cases, short in duration. There is therefore no long uncatalogued portion of the tape: all that then need be logged is the point at which one hearing ends and another begins.

Secondly, juvenile hearings rarely require that a transcript be made. In those cases where it is felt by the Judge that a transcript will be asked for it would be an easy enough procedure to then extensively log the recording of that particular hearing.

F. Transcription

The ease with which a transcript is made from a recording of the proceedings is an important consideration if a recording system is to be complete. Many Juvenile Courts viewed did not use recording equipment as the main method of preserving the testimony when a transcript was requested

although recording equipment was available. This practice makes justification of a large expense for adequate courtroom recording equipment difficult considering that retention of a court reporter remains necessary. For a cost savings to be realized, then, it is necessary for the audio recorder to serve as the method of preserving testimony all the time.

Some courtroom recorders are such that a separate transcription machine is necessary to make a written transcript. In many cases the courtroom recording device can double as the transcriber. This can result in a tremendous cost savings especially where multi-track equipment is being used. It poses the difficulty, however, that whoever is transcribing the recorded material can do so only when court is not in session. It also causes some inconvenience in that the recorder/transcriber must be transported to a place convenient for transcription.

Speed of transcription corresponds to the accuracy and completeness of the log of the recording. Therefore, if transcription is anticipated it is advisable for the court to more completely log the proceeding in order for a time-savings to occur in the transcription process.

G. Storage of Recorded Material

To make location of a recording easy it is necessary that a method be devised of tabulating and storing the recording. For storing tapes manufacturers suggest the following procedures be followed.

1. If it is reel tape that is to be stored the tape should not be rewound before it is stored but should be left on the take-up reel and stored on that reel.
2. Tapes should be stored in containers to protect the tape from dust and mechanical damage.

3. Reel tape should be stored on edge so as not to distort the reels and damage the tape.
4. Polyester tape should be used. It has the best storage characteristics of any tape.
5. Tape should be stored in an environment which is free from extremes of humidity and temperature and which is relatively clean.

H. Acoustical Properties of the Courtroom

An important consideration in courtroom recording is the acoustical properties of the room itself. There are various recommended means of improving the acoustics of the room. A list of these follows.

1. The use of sound absorbing material in the courtroom.
 - a.) Drapes over the windows serves the double purpose of absorbing much of the reverberation in the room as well as blocking out external noises.
 - b.) Carpeting creates much the same affect. It absorbs reverberation and also cuts down on noises such as the shuffling of feet and people walking in the room.
 - c.) Acoustical tile placed on the ceiling will dampen much of the reverberation in a room.
2. The use of air conditioning in the courtroom is helpful for good recording because it allows windows to be shut and hence noise blocked off. The air conditioning used in the courtroom can itself become a detriment to good recording if it is at all noisy. When purchasing air conditioning primary consideration should be given to equipment on the basis of low noise output. Care should also be given to place-

ment of ducts to minimize noise problems. It is much less expensive to install relatively quiet air conditioning then to acoustically treat the courtroom after air conditioning has been installed. (See appendix on air conditioning p. 101). Nearly all the Juvenile Courts visited who used window-type air conditioners complained of noise problems.

3. Lowering the ceiling of the courtroom improves the acoustics tremendously. This is especially true in those cases where the juvenile courtroom is in the old style with very high ceilings.

I. Installation of Recording Equipment

When a new building is being constructed conduits for running wiring for microphones should be included in the flooring. This improves greatly on those recording systems built in after the courtroom has been built. Too many recording systems were viewed which had wires running haphazardly throughout the courtroom.

III. Minimum Standards for Courtroom Recording Systems

In order to meet the rigorous demands of courtroom recording, recording systems must meet certain requirements to perform adequately. Variables such as county size and caseload must be considered in deciding the adequacy of a certain type of equipment. The following basic requirements are not meant to direct the smaller counties to expenditures for equipment far exceeding their need. However, there are certain requirements which all recording systems should meet irregardless of the size or caseload. The following minimum standards are divided into two sections; standards for the recording equipment itself and standards for the supporting aspects of recording.

A. Recording Equipment

- should have an amplifier and speaker for in-court review of previous testimony
- should have an easy means by which to monitor the equipment and detect malfunction
- should be simple and easy to operate
- should be portable to make it flexible for multiple usage
- should be equipped with easily readable index counter or other device to facilitate location of a section of tape. This counter should correspond with that of the transcriber so that no deviation between the two can occur in the transcription process
- should be correctly installed at the first with a microphone configuration that matches the needs of the court and the acoustic properties of the room
- should be installed in a manner which is as inconspicuous as possible so as not to detract from the atmosphere of the courtroom

-employees who will be using the equipment should be properly instructed as to its use either by the manufacturer or by competent court personnel

B. Supporting Functions

- the transcriber should be equipped with foot controls to facilitate transcription of the recording
- reverberation and extraneous noise should be dampened as much as is reasonable to insure good recording. To provide the proper acoustical setting the courtroom should have the following:
 - a.) carpeting,
 - b.) reasonably low ceilings, preferably of acoustical tile,
 - c.) quiet air conditioning,
 - d.) and draperies for any windows.

APPENDIX
Contents

I. Courtroom Facility Tables 47
 Accomodations 48
 Miscellaneous Data 54
 Rooms Available 60

II. Facility Changes: Planned and Completed 67

III. Ohio Juvenile Rules as they relate to Courtroom
 Facilities 71

IV. Preservation of Testimony 72
 Methods Employed for Preservation of
 Testimony 73
 Video Equipment 79
 Audio Recording Equipment 81
 Types of Recording Equipment 81
 Recording Equipment Availability 87
 Recording Equipment Available 96
 Resource Materials on Recording Equipment 100
 Air Conditioning and Courtroom Recording . 101

APPENDIX I
Juvenile Court Facility Tables

TABLE 1

COURTROOM ACCOMODATIONS

COUNTY	TABLES for COUNSEL	PROVISION for JUDGE			RAISED AREA for JUDGE
		BENCH	DESK	TABLE	
Adams	0		X		No
Allen	2		X		No
Ashland	2	X			5"
Ashtabula	2	X			12"
Athens	1		X		6"
Auglaize	2	X			16"
Belmont	2		X		No
Brown	0		X		No
Butler	2	X			8"
Carroll	2	X			8"
Champaign	2		X		No
Clark	2	X			10"
Clermont	0		X		No
Clinton	1	X			10"
Columbiana	2	X			No
Coshocton	2	X			14"

TABLE 1--Continued

COUNTY	TABLES for COUNSEL	PROVISION for JUDGE			RAISED AREA for JUDGE
		BENCH	DESK	TABLE	
Crawford	2	X			18"
Cuyahoga	2	X			Yes; NA
Darke	1	X			6"
Defiance	1	X			8"
Delaware	2	X			6"
Erie	2	X			18"
Fairfield	2	X			8"
Fayette	2	X			6"
Franklin	2	X			Yes; NA
Fulton	0		X		No
Gallia	1		X		No
Geauga	1	X			12"
Greene	2		X		6"
Guernsey	2		X		No
Hamilton	2	X			16"
Hancock	2	X			6"

TABLE 1--Continued

COUNTY	TABLES for COUNSEL	PROVISION for JUDGE			RAISED AREA for JUDGE
		BENCH	DESK	TABLE	
Hardin	1	X			8"
Harrison	1	X			No
Henry	2	X			Yes; NA
Highland	0		X		No
Hocking	2	X			18"
Holmes	0		X		No
Huron	2	X			8"
Jackson	2	X			8"
Jefferson	1	X			6"
Knox	1		X		No
Lake	2	X			6"
Lawrence	2	X			Yes; NA
Licking	2	X			6"
Logan	2	X			3"
Lorain	2	X			Yes; NA
Lucas	2	X			Yes; NA

TABLE 1--Continued

COUNTY	TABLES for COUNSEL	PROVISION for JUDGE			RAISED AREA for JUDGE
		BENCH	DESK	TABLE	
Madison	2	X			4"
Mahoning	1	X			Yes; NA
Marion	1	X			12"
Medina	2	X			24"
Meigs	2		X		No
Mercer	2	X			No
Miami	2	X			12"
Monroe	1		X		No
Montgomery	2	X			Yes; NA
Morgan	1		X		No
Morrow	0		X		No
Muskingum	0			X	No
Noble	0		X		No
Ottawa	1		X		No
Paulding	0		X		No
Perry	2	X			6"

TABLE 1--Continued

COUNTY	TABLES for COUNSEL	PROVISION for JUDGE			RAISED AREA for JUDGE
		BENCH	DESK	TABLE	
Pickaway	2	X			8"
Pike	0	X			6"
Portage	2	X			Yes; NA
Preble	1		X		No
Putnam	2	X			No
Richland	2	X			20"
Ross	1	X			10"
Sandusky	0		X		No
Scioto	2	X			10"
Seneca	1	X			8"
Shelby	1	X			10"
Stark	2	X			12"
Summit	2		X		8"
Trumbull	2	X			Yes; NA
Tuscarawas	2	X			12"
Union	2	X			10"

TABLE 1--Continued

COUNTY	TABLES for COUNSEL	PROVISION for JUDGE			RAISED AREA for JUDGE
		BENCH	DESK	TABLE	
Van Wert	2	X			Yes; NA
Vinton	0	X			10"
Warren	2	X			Yes; NA
Washington	2	X			12"
Wayne	2	X			8"
Williams	1		X		No
Wood	2	X			Yes; NA
Wyandot	2	X			12"
TOTAL	0-13 1-20 2-55	62	25	1	Yes: 61 No: 27

NA: not ascertained

TABLE 2
MISCELLANEOUS COURTROOM DATA

COUNTY	PRIVATE ENTRANCE for JUDGE	BENCH EASILY ACCESS-ABLE	SIZE OF COURT-ROOM	PROVISION for JURY TRIAL
Adams	No	No	15'x12'	General Division
Allen	No	No	NE	General Division
Ashland	Yes	No	20'x20'	General Division
Ashtabula	Yes	Yes	18'x28'	Convert Courtroom
Athens	No	No	NE	Convert Courtroom
Auglaize	Yes	No	24'x36'	Jury box and room
Belmont	No	No	18'x28'	General Division
Brown	No	No	15'x25'	General Division
Butler	Yes	Yes	30'x30'	Convert Courtroom
Carroll	No	No	12'x22'	General Division
Champaign	Yes	Yes	20'x23'	General Division
Clark	Yes	Yes	NE	Convert Courtroom
Clermont	Yes	Yes	10'x22'	NA
Clinton	Yes	Yes	27'x42'	Building a Jury box
Columbiana	No	No	NE	General Division
Coshocton	No	No	16'x35'	Convert or Use General Division

TABLE 2--Continued

COUNTY	PRIVATE ENTRANCE for JUDGE	BENCH EASILY ACCESS-ABLE	SIZE OF COURT-ROOM	PROVISION for JURY TRIAL
Crawford	Yes	Yes	25'x36'	Jury box
Cuyahoga	Yes	Yes	NE	NA
Darke	No	No	22'x35'	Municipal Court
Defiance	No	No	18'x20'	General Division
Delaware	No	No	22'x35'	General Division
Erie	Yes	Yes	35'x45'	General Division
Fairfield	Yes	Yes	NE	Jury box
Fayette	No	Yes	13'x18'	General Division
Franklin	Yes	Yes	NE	Jury box
Fulton	No	No	21'x26'	General Division
Gallia	No	No	23'x25'	No provision for
Geauga	Yes	Yes	24'x34'	Jury box
Greene	Yes	No	NE	General Division
Guernsey	Yes	Yes	18'x22'	General Division
Hamilton	Yes	Yes	NE	Jury box and room
Hancock	No	No	NE	Other room used

TABLE 2--Continued

COUNTY	PRIVATE ENTRANCE for JUDGE	BENCH EASILY ACCESS-ABLE	SIZE OF COURT-ROOM	PROVISION for JURY TRIAL
Hardin	Yes	No	18'x30'	General Division
Harrison	Yes	No	40'x20'	General Division
Henry	Yes	No	45'x55'	Jury box
Highland	No	No	15'x15'	General Division
Hocking	Yes	Yes	22'x30'	Convert Courtroom
Holmes	Yes	No	19'x25'	General Division
Huron	No	No	NE	Jury box
Jackson	Yes	Yes	14'x18'	General Division
Jefferson	Yes	Yes	26'x30'	Probate Courtroom
Knox	No	No	14'x14'	General Division
Lake	Yes	Yes	NE	Jury box
Lawrence	Yes	Yes	NE	Convert Courtroom
Licking	No	No	20'x25'	No Provision
Logan	Yes	Yes	16'x25'	General Division
Lorain	Yes	Yes	NE	Jury box
Lucas	Yes	Yes	NE	NA

TABLE 2--Continued

COUNTY	PRIVATE ENTRANCE for JUDGE	BENCH EASILY ACCESS-ABLE	SIZE OF COURT-ROOM	PROVISION for JURY TRIAL
Madison	No	Yes	22'x28'	General Division
Mahoning	Yes	Yes	NE	Jury box
Marion	No	No	15'x24'	General Division
Medina	Yes	No	20'x30'	General Division
Meigs	No	No	12'x33'	General Division
Mercer	Yes	Yes	15'x18'	General Division
Miami	Yes	Yes	Circular 36' dia.	Convert Courtroom
Monroe	No	No	12'x20'	General Division
Montgomery	Yes	Yes	NE	Jury box
Morgan	Yes	Yes	NE	General Division
Morrow	No	No	10'x12'	General Division
Muskingum	Yes	Yes	NE	Probate or General Division
Noble	Yes	No	13'x22'	General Division
Ottawa	No	No	15'x20'	General Division
Paulding	No	No	15'x18'	General Division
Perry	No	No	18'x25'	General Division

TABLE 2--Continued

COUNTY	PRIVATE ENTRANCE for JUDGE	BENCH EASILY ACCESS-ABLE	SIZE OF COURT-ROOM	PROVISION for JURY TRIAL
Pickaway	Yes	Yes	22'x30'	General Division
Pike	No	No	14'x14'	General Division
Portage	Yes	Yes	Circular 26' dia.	Jury box and room
Preble	No	No	15'x20'	General Division
Putnam	Yes	Yes	18'x22'	General Division
Richland	Yes	No	30'x 0'	Jury box
Ross	Yes	Yes	30'x35'	Convert Courtroom
Sandusky	No	No	25'x35'	General Division
Scioto	No	No	35'x35'	General Division
Seneca	Yes	No	15'x20'	General Division
Shelby	Yes	No	15'x22'	General Division
Stark	No	No	NE	Convert Courtroom
Summit	Yes	Yes	NE	NA
Trumbull	Yes	Yes	NE	General Division
Tuscarawas	Yes	Yes	22'x35'	Jury box
Union	Yes	Yes	19'x20'	General Division

TABLE 2--Continued

COUNTY	PRIVATE ENTRANCE for JUDGE	BENCH EASILY ACCESS-ABLE	SIZE OF COURT-ROOM	PROVISION for JURY TRIAL
Van Wert	Yes	No	NE	General Division
Vinton	No	No	12'x20'	General Division
Warren	No	No	25'x45'	Convert or General Division
Washington	Yes	No	14'x21'	NA
Wayne	Yes	Yes	NE	General Division
Williams	Yes	No	20'x30'	General Division
Wood	Yes	Yes	40'x35'	General Division
Wyandot	No	Yes	30'x25'	General Division
TOTALS	Yes-53 No-35	Yes-41 No-47		General Division-53

NA: not ascertained
NE: not estimated

TABLE 3
ROOMS AVAILABLE

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Court- Room	Chambers- Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi- Private	Other Provision
Adams		X	X	X					In Clerk's Office
Allen		X	X	X					
Ashland	X		X	X			X		
Ashtabula	X			X			X		
Athens	X			X				X	
Auglaize	X			X					
Belmont		X	X	X					In General Office Area
Brown		X	X	X					In Clerk's Office
Butler	X			X					
Carroll		X	X	X			X		
Champaign	X				X		X		
Clark	X					X	X		
Clermont	X			X			X		
Clinton	X				X		X		

-60-

TABLE 3--Continued

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Court- Room	Chambers- Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi- Private	Other Provision
Columbiana	X			X					In office Area
Coshocton	X			X			X		
Crawford	X				X		X		
Cuyahoga	X			X			X		
Darke	X		X		X				
Defiance	X			X	X				
Delaware	X			X				X	
Erie	X			X	X				
Fairfield	X			X					
Fayette	X		X	X			X		
Franklin	X			X					
Fulton	X*				X		X		
Gallia		X	X	X					Two desks in one room
Geauga	X			X			X		

*room shared with secretaries

-61-

TABLE 3--Continued

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Court- room	Chambers- Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi- Private	Other Provision
Greene	X			X	X		X		
Guernsey	X				X		X		
Hamilton	X						X		
Hancock	X		X		X		X		
Hardin	X*			X	X		X		
Harrison		X	X	X					
Henry	X			X			X		
Highland		X	X		X				In clerk's office
Hocking	X				X		X		
Holmes	X			X				X	
Huron	X	X		X					
Jackson	X					X			In secretaries office
Jefferson	X			X			X		
Knox		X	X	X					

*room shared with secretaries

-62-

TABLE 3--Continued

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Court- room	Chambers- Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi- Private	Other Provision
Lake	X			X			X		
Lawrence	X				X		X		
Licking	X					X		X	
Logan	X			X	X		X		
Lorain	X			X			X		
Lucas	X						X		
Madison	X				X				Two P. O. 's in one office
Mahoning	X				X				2-3 in each office
Marion		X	X	X	X		X		
Medina	X					X	X		
Meigs		X	X		X				Desk in Clerk's office
Mercer	X				X				Desk in courtroom
Miami	X					X	X		
Monroe		X	X		X				

-63-

TABLE 3--Continued

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Court- room	Chambers- Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi- Private	Other Provision
Montgomery	X			X			X		
Morgan	X				X				
Morrow		X	X		X		X		
Muskingum	X					X			
Noble		X	X		X				
Ottawa		X	X	X					
Paulding		X	X	X	X				
Perry	X			X					Two in one room
Pickaway	X			X					
Pike		X	X	X					In courtroom
Portage	X			X			X		
Preble		X	X	X	X				Two in Clerks office
Putnam	X			X			X		
Richland	X				X		X		

-64-

TABLE 3--Continued

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Court- room	Chambers- Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi- Private	Other Provision
Ross	X					X*	X		
Sandusky		X	X	X	X				
Scioto	X			X	X			X	
Seneca	X			X				X	
Shelby	X				X				
Stark	X			X			X		
Summit	X			X			X		
Trumbull	X			X				X	
Tuscarawas	X			X					
Union	X				X		X		
Van Wert	X			X			X		
Vinton	X		X			X**			
Warren	X			X	X				
Washington	X			X					

*use courtroom
**use jury room

-65-

TABLE 3--Continued

COUNTY	COURTROOM		NO PRIVATE CHAMBERS	WAITING AREA			P. O. OFFICES		
	Separate Courtroom	Chambers Hearing Room		Hallway	Clerk's Office	Special Room	Private	Semi-Private	Other Provision
Wayne	X			X	X	X			
Williams		X	X		X				
Wood	X			X					
Wyandot	X			X					
TOTALS	68	21	25	56	33	9	40	7	14

APPENDIX II

Facility Changes: Planned and Completed

- A. Recently remodelled or newly constructed facilities
1. Ashland Expanded and slightly remodelled during 1974.
 2. Ashtabula New county courthouse built in 1970 contains Juvenile Court.
 3. Auglaize Remodelled 2 years ago.
 4. Clinton Acquired additional space 9 months ago.
 5. Crawford Juvenile Court is located in the new annex to the county courthouse, built in 1970.
 6. Geauga Remodelled 10 years ago.
 7. Greene Remodelled within the last year.
 8. Guernsey Just completed adding space and remodelling for P. O. offices.
 9. Hamilton Remodelled court facility in Alms and Doepke Bldg. within the last year.
 10. Hancock Juvenile hearing facilities located separately from county courthouse (in county office bldg.) in 1967.
 11. Hocking Remodelled courtroom and added space to separate probate and juvenile offices 4 years ago.
 12. Jefferson Juvenile and probate offices seperated; and hearing located on the 4th floor 9 years ago.
 13. Lawrence Remodelled courtroom and chambers a year ago.
 14. Logan Expanded slightly to provide separate chambers and courtroom and remodelled court since Feb. 1973.
 15. Lorain Moved into 5th floor of new Lorain County Administration Bldg. in March, 1974.
 16. Marion Recently remodelled attic for these offices: P.O.'s, referee's, and secretarie's.
 17. Medina Moved into new county courthouse January, 1969.

- 18. Mercer Remodelled one year ago converting one large room into chambers, courtroom and file room.
- 19. Miami Moved into new Miami County Safety Building in 1974.
- 20. Monroe Recently remodelled.
- 21. Montgomery Family Court Building built in 1960.
- 22. Muskingham Juvenile Court Center built in 1963.
- 23. Portage New juvenile detention and court facilities, 1974.
- 24. Putnam Office remodelled 1972.
- 25. Richland Located in new courthouse, built 1968.
- 26. Ross Remodelled sections of courthouse to provide for juvenile-probate facilities, 1973.
- 27. Seneca New juvenile courtroom designed and built six years ago.
- 28. Shelby Recently remodelled courtroom and chambers.
- 29. Summit Juvenile detention and court center built in 1956.
- 30. Union Remodelled and expanded court facilities in 1969.
- 31. Van Wert Remodelled offices (in basement) 1970.
- 32. Warren Recent remodelling.
- 33. Washington Located in courthouse annex built in 1968; courtroom is a relatively recent addition to the facilities.
- 34. Wayne Recent remodelling and refurnishing completed in 1974.

B. Counties anticipating specific facility changes:

- 1. Adams New section being added to the courthouse to include juvenile and probate courts; to be completed Jan. , 1975.
- 2. Allen Currently building new detention juvenile court facilities to be operational in Sept. , 1974.
- 3. Clark New facilities now in the planning phase.

- 4. Clermont Plans for a new detention-juvenile court building are being submitted to the voters in the form of a bond levy. (Architectural drawings are already made.)
- 5. Cuyahoga Anticipate running an architectural and space utilization study in the future; result: major remodelling of current facility.
- 6. Defiance Currently planning a 4-county detention facility which may include informal hearing facilities.
- 7. Delaware Currently a committee investigating addition to courthouse or a new building for the court; exploring possibility of grant to employ an architect to draw up plans.
- 8. Fairfield New building to house, the probate and juvenile courts; and other county offices, to be completed by Jan. 1, 1975.
- 9. Fulton Currently planning a 4-county detention facility which may include informal hearing facilities.
- 10. Gallia Grant applications for remodelling of courtroom already made; probably won't be available till next March. Would also involve expansion of court offices.
- 11. Henry Currently planning a 4-county detention facility which may include informal hearing facilities.
- 12. Knox Additional space currently being provided and remodelled to house; chambers, courtroom, and waiting room.
- 13. Lake Bond issue on the ballot this fall for a juvenile court center which would include hearing room facilities.
- 14. Logan Projecting courthouse remodelling and building a new wing which would give juvenile court new offices. Now have plans by architect but, it will probably be 2-3 years before being built.
- 15. Marion Will be adding a new courtroom to the juvenile offices by remodelling the law library; estimated timetable: Jan. 1, 1976.
- 16. Meigs Remodelling at the time of our visit; included installation of air conditioning and new lighting, painting and addition of a room for P.O.

- 17. Pickaway County is planning an addition for the courthouse which would affect the juvenile hearing room; the timetable is questionable.
- 18. Pike New court facilities on 3rd floor of courthouse; scheduled to be operational by Sept. 1974; will include: courtroom, chambers, clerk-secretarial area, 2 P.O.'s offices, general purpose (conference) room, and waiting room.
- 19. Richland Construction of a new detention center now in progress; hopefully completed in 1974.
- 20. Sandusky Addition to be made to current courthouse providing new facilities to the juvenile court; hope to be completed in about a year.
- 21. Trumbull Newly remodelled detention facilities (located in basement of older building across from the courthouse) will include single hearing room; planned completion Sept., 1974.
- 22. Wood New juvenile court center planned to contain hearing room and detention facilities; to be completed in late Spring, 1975.

Note: The above statements relate to the situation which existed at the time of the Project's visit to each county during the summer of 1974.

APPENDIX III

The Ohio Juvenile Rules as they Relate to Courtroom Facilities

A. Rule 21 Preliminary Conference

- 1. At any time after the filing of a complaint, the court upon motion of any party or upon its own motion may order one or more conferences to consider such matters as will promote a fair and expeditious proceedings.

B. Rule 27 Hearings: General

- 1. The juvenile court may conduct its hearings in an informal manner and may adjourn such hearings from time to time. In the hearing of any case the general public may be excluded and only such persons admitted as have a direct interest in the case.

All cases involving children shall be heard separate and apart from the trial of cases against adults. The court may excuse the attendance of the child at the hearing in neglect or dependency cases. The court shall hear and determine all cases of children without a jury.

C. Rule 29 Adjusting Hearings

A. Initial procedure upon entry of a denial

- 1. If the party denies the allegations, the court shall:
 - a.) order the separation of witnesses, upon request of any party....

D. Rule 37 Recording of Proceedings

- 1. In all juvenile court hearings, upon request of a party, or upon the the court's own motion, a complete record of all testimony or other oral proceedings shall be taken in shorthand, stenotype or by any other adequate mechanical or electronic recording device.

E. Rule 40 Referees: Appointment

- 1. The Juvenile Judge may appoint one or more referees. The appointment of a referee may empower him to act in a single proceeding or in a specified class of proceedings or portions thereof. The Juvenile Judge shall not appoint as referee any person who has contemporaneous responsibility for working with, or supervising the behavior of, children who are subject to dispositional orders of the appointing court or any other juvenile court.

APPENDIX IV
Preservation of Testimony

TABLE 4
 METHODS EMPLOYED FOR PRESERVING TESTIMONY

COUNTY	COURT REPORTER	AUDIO RECORD	VIDEO	HOW OFTEN RECORD REQUIRED	HOW OFTEN RECORD MADE
Adams	X	(X)		2/year	W. R.
Allen	X				100%
Ashland		X			
Ashtabula		X			30%
Athens		X		50%	50%
Auglaize		X		10%	10%
Belmont	X			Rarely	Rarely
Brown		X		Rarely	Rarely
Butler	X	(X)			100%
Carroll		X			100%
Champaign		X			Serious Cases
Clark		X		not very often	W. R.
Clermont		X			100%
Clinton	(X)	X			75%
Columbiana		X			All but Traffic
Coshocton		X			Once a day

X; primary method
 (X); secondary method

TABLE 4--Continued

COUNTY	COURT REPORTER	AUDIO RECORD	VIDEO	HOW OFTEN RECORD REQUIRED	HOW OFTEN RECORD MADE
Crawford	X			5%	5%
Cuyahoga		X			
Darke	X			1-1/2 days a week	W. R.
Defiance	(X)	X		Never in 1 yr.	100%
Delaware	(X)	X			10%
Eric		X			Contested cases
Fairfield		X			100%
Fayette		X			10%
Franklin	X			12.5%	
Fulton	X			Not very often	W. R.
Gallia	X				
Geauga	X	(X)	(X)		2%
Greene		X			100%
Guernsey	X				W. R.
Hamilton	X	(X)			
Hancock	X				W. R.

TABLE 4--Continued

COUNTY	COURT REPORTER	AUDIO RECORD	VIDEO	HOW OFTEN RECORD REQUIRED	HOW OFTEN RECORD MADE
Hardin	X			2-3 cases year	2%
Harrison		X		15per/yr.	
Henry	X				100%
Highland	X				W. R.
Hocking	X			Rarely	
Holmes	X			1 in 1-1/2 yrs.	W. R.
Huron		X			5%
Jackson	X				
Jefferson		X			100%
Knox	X				25%
Lake	X				5-10%
Lawrence		X			All the time
Licking		X			30%
Logan	X			1 in 3 mo.	W. R.
Lorain	X		(X)		
Lucas					

TABLE 4--Continued

COUNTY	COURT REPORTER	AUDIO RECORD	VIDEO	HOW OFTEN RECORD REQUIRED	HOW OFTEN RECORD MADE
Madison		X			90-100%
Mahoning	X				50-60%
Marion		X		10%	100%
Medina	X	X		1%	
Meigs	X	X		2 in a year	W. R.
Mercer	X				
Miami	(X)	X			100%
Monroe	X			2 in 7 years	W. R.
Montgomery	X			8-10%	W. R.
Morgan	X			25%	
Morrow	X	(X)			1%
Muskingum		X			20-25%
Noble	X	(X)			4-5 times in 6 years
Ottawa	X	(X)		Rarely	W. R.
Paulding	X			1%	W. R.
Perry	X				

TABLE 4--Continued

COUNTY	COURT REPORTER	AUDIO RECORD	VIDEO	HOW OFTEN RECORD REQUIRED	HOW OFTEN RECORD MADE
Pickaway		X			100%
Pike		X		Seldom	10%
Portage		(X)	X		100%
Preble	X	(X)		1 per mo.	
Putnam	X			5%	W. R.
Richland	X				99%
Ross		X			100%
Sandusky	X			6 per yr.	W. R.
Scioto	X				Often as possible
Seneca	X	(X)			40%
Shelby	X	(X)		10%	W. R.
Stark	(X)	X			100%
Summit					
Trumbull	X				100%
Tuscarawas	X				100%
Union	X				5%

TABLE 4--Continued

COUNTY	COURT REPORTER	AUDIO RECORD	VIDEO	HOW OFTEN RECORD REQUIRED	HOW OFTEN RECORD MADE
Van Wert	X				W. R.
Vinton		X			Not often
Warren		X			100%
Washington	X			1%	W. R.
Wayne	X	(X)			
Williams	X	(X)		1 in 8 years	
Wood	X				W. R.
Wyandot		X		10%	W. R.
TOTALS	X-50 (X)-5	X-37 (X)-13	X-1 (X)-2		

X; primary method
(X); secondary method
W. R.; when required

Video Equipment

Very few counties visited by the project had video equipment available to them. A total of six of the 88 counties had video equipment. Of those six only four ever used their equipment for the preservation of testimony. Only one of these four used video equipment regularly for the purpose of preserving testimony. The others used their equipment in only a few cases to preserve the testimony (see following table). A couple of the Judges who have video equipment available to them feel it is used more effectively for personnel training.

When asked their opinions on whether or not video equipment would be an aid in the juvenile proceeding, 55 (or 68% of those Judges asked) felt that it would not be an aid in the juvenile proceedings. Most negative feeling towards video equipment lies in the feeling that its expense is not justified by its benefits. Eighteen (or 22% of the Judges asked) felt that video would be an aid in the juvenile proceeding. Much of the positive response was qualified by a statement of its various limited applications such as depositions, cases which may be appealed, and review of a referee's hearing.

Video equipment, in most cases, requires a trained operator. Combined with the initial expense of the equipment these two factors make video recording as a means of preserving testimony prohibitively expensive for most counties; especially the smaller ones.

TABLE 5
VIDEO EQUIPMENT

COUNTY	MAKE	NUMBER of CAMERAS	NUMBER of MIKES	HOW OFTEN USED	PURPOSE USED FOR		
					RECORD HEARINGS	PERSONNEL TRAINING	DEPOSITIONS
Auglaize	NA	1	NA	Never			
Geauga	Sony AVC 3200 DX	1	NA	1%	X		
Lorain	NA	1	NA	1-2 times	X		
Portage	Sony	3	4	100%	X	X	
Stark	Sony	1	4	Not much	X	X	X
Summit	NA	NA	NA	NA		X	

NA; either not ascertained or not answered

TABLE 6
TYPES OF RECORDING EQUIPMENT

COUNTY	NONE	TYPE				MAKE				MODEL	NUMBER of		HOW OFTEN USED	JUDGE' VIEW ON PERFORMANCE
		Disc	Belt	Reel to Reel	Cassette	Edison Voice-writer	Dicta-phone	Sony	Other		Mikes	Tracks		
Adams							X			3-4 yrs. old		4-6	rarely	Not very well
Allen	X													
Ashland				X					Baird-Atomic	MR-600-4	4	4		
Ashtrabula				X					Uher	5000	4	1	30%	Good
Athens				X			X				3	6	50%	Fine
Auglaize				X					Baird-Atomic	MR-600-4	5	4	10%	
Belmont			X				X			Time Master	2	1	Not used yet	
Brown			X						Grey-Autograph	1949	1	1	Rarely	Good
Butler					X			X		Portable	1	1	By referee	Good
Carroll					X				Memo Cord		4	1	100%	Very well
Champaign					X			X		TC-152-D	4	2	Serious cases	
Clark					X			X			4		On request	Well
Clermont		X				X					1	1	100%	Very well
Clinton					X			X		TC-126	5	2	75%	Fine
Columbiana		X				X					3	1	All but traffic	Good
Coshocton				X				X		TC-860	1	1	About once a day	Poor
Crawford	X													

TABLE 6--Continued

COUNTY	NON E	TYPE				MAKE				MODEL	NUMBER of		HOW OFTEN USED	JUDGE'S VIEW ON PERFORMANCE
		Disc	Belt	Reel to Reel	Cass- ette	Edison Voice- writer	Dicta- phone	Sony	Other		M ikes	T ranscribers		
Cuyahoga		X				X						1		
Darke	X													
Defiance		X				X					3	1	100%	Good
Delaware			X				X			4 yrs. old	2	1	10%	Well
Erie					X			X			4	1	Contested cases	Good
Fairfield			X						IBM		4	1	100%	Well
Fayette		X		X		X		X			4	1	10%	Very poor
Franklin				X					Sound Research	SR-40		4		
Fulton	X													
Gallia	X													
Geauga				X					Wollensak	4150	1	1	1%	
Greene				X			X			CMS	3	4	100%	
Guernsey	X													
Hamilton														
Hancock	X													
Hardin	X													
Harrison				X			X							

-82-

T 6-- nuel

COUNTY	NON E	TYPE				MAKE				MODEL	NUMBER of		HOW OFTEN USED	JUDGE'S VIEW ON PERFORMANCE
		Disc	Belt	Reel to Reel	Cass- ette	Edison Voice- writer	Dicta- phone	Sony	Other		M ikes	T ranscribers		
Henry	X													
Highland	X													
Hocking	X													
Holmes	X													
Huron	X													
Jackson	X													
Jefferson			X						Grey	ETC	4	1	100%	"Beautifully"
Knox	X													
Lake	X													
Lawrence		X				X					4	1	Almost all the time	Always on the blink
Licking				X			X			3 yrs. old	4	6	30%	
Logan	X													
Lorain	X													
Lucas	X													
Madison				X			X			CMS	4	4	90-100%	
Mahoning	X													
Marion				X				X		Sony- Maric	1	1	5%	

-83-

CONTINUED

1 OF 2

TABLE 6--Continued

COUNTY	NONE	TYPE				MAKE				MODEL	NUMBER of		HOW OFTEN USED	JUDGE'S VIEW ON PERFORMANCE
		Disc	Belt	Reel to Reel	Cassette	Edison Voice-writer	Dicta-phone	Sony	Other		Mikes	Transters		
Medina				X					Voice of Music	730	1	1		
Meigs	X													
Mercer	X													
Miami				X			X			CMS	4	4	100%	
Monroe	X													
Montgomery	X													
Morgan	X													
Morrow														
Muskingum				X					Voice of Music	730	1	1	20-25%	Very well
Noble														
Ottawa									Bell & Howell	Portable	1	1	Never	
Paulding		X				X						1	Never	
Perry	X													
Pickaway				X			X			2 yrs. old	4	6	100%	Good
Pike					X				Lanier Edisette		1	1	10%	Very well
Portage														
Preble				X									Rarely	Inadequate

-84-

TABLE 6--Continued

COUNTY	NONE	TYPE				MAKE				MODEL	NUMBER of		HOW OFTEN USED	JUDGE'S VIEW ON PERFORMANCE
		Disc	Belt	Reel to Reel	Cassette	Edison Voice-writer	Dicta-phone	Sony	Other		Mikes	Transters		
Putnam	X													
Richland	X													
Ross				X			X			CMS	4	4	100%	
Sandusky	X													
Scioto	X													
Seneca					X					Portable	1	1		Inadequate
Shelby				X					Magnavox	Portable	1	1	10%	
Stark		X				X				3 yrs. old	4	1	100%	
Summit					X				Craig	Portable	4	1		
Trumbull	X													
Tuscarawas	X													
Union	X													
Van Wert	X													
Vinton		X				X					1	1	Not often	
Warren					X				Lanier Edisette	1977	4	1	100%	Good
Washington		X				X					4	1	1%	Good
Wayne				X					Wollensak		1	1	25-33%	Good

-85-

TABLE 6--Continued

COUNTY	NONE	TYPE				MAKE				MODEL	NUMBER of		HOW OFTEN USED	JUDGE'S VIEW ON PERFORMANCE
		Disc	Belt	Reel to Reel	Cassette	Edison Voice-writer	Dicta-phone	Sony	Other		Mikes	LIBRARY		
Williams														
Wood	X													
Wyandot							X				5		10%	Good
TOTALS	35	10	5	20	10	10	12	8	17					

-86-

TABLE 7
AVAILABILITY OF RECORDING EQUIPMENT

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIPMENT	GETTING NEW EQUIPMENT	WOULD LIKE NEW EQUIPMENT	DON'T WANT EQUIPMENT
Adams		X			X	
Allen	X				X	
Ashland			X			
Ashtabula			X			
Athens			X			
Auglaize			X			
Belmont			X			
Brown			X		X	
Butler			X			
Carroll			X			
Champaign			X			

-87-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIPMENT	GETTING NEW EQUIPMENT	WOULD LIKE NEW EQUIPMENT	DON'T WANT EQUIPMENT
Clark			X			
Clermont			X			
Clinton			X			
Columbiana			X			
Coshocton			X		X	
Crawford	X					X
Cuyahoga			X			
Darke	X					
Defiance			X			
Delaware			X			
Erie			X			

-88-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIPMENT	GETTING NEW EQUIPMENT	WOULD LIKE NEW EQUIPMENT	DON'T WANT EQUIPMENT
Fairfield			X			
Fayette			X		X	
Franklin			X			
Fulton	X					
Gallia	X			X		
Geauga			X			
Greene			X			
Guernsey	X					
Hamilton			X			
Hancock	X					X
Hardin	X					X

-89-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIP MENT	GETTING NEW EQUIP MENT	WOULD LIKE NEW EQUIP MENT	DON'T WANT EQUIP MENT
Harrison		X				
Henry	X					X
Highland	X				X	
Hocking	X				X	
Holmes	X					X
Huron	X			X		
Jackson	X			X		
Jefferson			X			
Knox	X					X
Lake	X				X	
Lawrence			X		X	

-06-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIP MENT	GETTING NEW EQUIP MENT	WOULD LIKE NEW EQUIP MENT	DON'T WANT EQUIP MENT
Licking			X			
Logan	X				X	
Lorain	X					X
Lucas	X					
Madison			X			
Mahoning	X					
Marion			X		X	
Medina			X			X
Meigs	X					
Mercer	X			X		
Miami			X			

-16-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIPMENT	GETTING NEW EQUIPMENT	WOULD LIKE NEW EQUIPMENT	DON'T WANT EQUIPMENT
Monroe	X					X
Montgomery	X					X
Morgan	X					
Morrow			X		X	
Muskingum			X			
Noble		X				
Ottawa			X			
Paulding		X				
Perry	X			X		
Pickaway			X		X	
Pike			X			

-92-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIPMENT	GETTING NEW EQUIPMENT	WOULD LIKE NEW EQUIPMENT	DON'T WANT EQUIPMENT
Portage			X			
Preble			X		X	
Putnam	X					X
Richland	X				X	
Ross			X			
Sandusky	X					
Scioto	X				X	
Seneca			X		X	
Shelby			X			
Stark			X			
Summit			X			

-93-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIP MENT	GETTING NEW EQUIP MENT	WOULD LIKE NEW EQUIP MENT	DON'T WANT EQUIP MENT
Trumbull	X				X	
Tuscarawas	X				X	
Union	X					X
Van Wert	X				X	
Vinton		X			X	
Warren			X			
Washington			X			

-94-

TABLE 7--Continued

COUNTY	NONE	USE GENERAL DIVISION	HAVE OWN EQUIP MENT	GETTING NEW EQUIP MENT	WOULD LIKE NEW EQUIP MENT	DON'T WANT EQUIP MENT
Wayne			X			
Williams		X				
Wood	X				X	
Wyandot		X				
TOTALS	35	6	46	5	22	12

-95-

C. Recording Equipment Available

What follows is a short description of the various models of courtroom recording equipment offered by the different manufacturers. This project in no way intends for these descriptions to endorse one manufacturer's equipment over another's. They are not endorsements but, hopefully, helpful descriptions which can be followed up by contacting the representatives of the manufacturers for further information. The exclusion of any manufacturer is unintentional and should not be taken as a rejection of that company's equipment by the project.

1. Baird-Atomic Recording Devices. Baird-Atomic recording devices are outleted in Ohio by Video Record Inc. of Columbus. They sell two extremely sophisticated versions of a reel-to-reel tape machine. One is a four channel version and the other is an eight channel machine. Video Record Inc. will customize and modify the machine to fit the specific court if so desired. Life expectancy for either of the two machines is in the vicinity of eight years with continual use and regular preventative maintenance which is provided for approximately \$100 per year. Emergency service will be provided within 24 hours. The Baird-Atomic machine is one of the most sophisticated courtroom recording systems on the market. The price reflects this. The approximate cost of the four channel machine (MR-600-4) is \$2,900 which includes such items as a 1 month supply of tape, tape file cabinet, etc. as well as all the mikes needed (4). The eight-track machine (MR-600-8) with the same additional items will cost approximately \$4,385. The price indicates the quality of the machine. It is one

of two or three machines on the market that represents the current state of the art in courtroom recording systems. Jack Rogers of Video Record Inc. is very helpful and would be more than willing to answer any queries regarding this machine or courtroom recording equipment in general.

Jack Rogers
Sales Manager
Video Record, Inc.
709 S. High Street
Columbus, Ohio 43206
(614) 444-6865

2. Dictaphone Recording Devices. Dictaphone markets a sophisticated machine specifically designed for courtroom use known as the CMS II. The CMS II is a reel-to-reel tape recording machine which is capable of recording and playing back four channels. Dictaphone offers a preventative maintenance contract which guarantees the CMS II for 8 years. Dictaphone is on a delivery schedule of 90 days after receipt of order. Twenty-four hour emergency service is provided.

The CMS II mounted in the console cabinet and with headset will cost approximately \$2,500. With microphones, tape and other accessories the total price will be in the area of \$3,000. A more complete cost breakdown will depend on the specific court and its needs. More complete information concerning the CMS II can be obtained from any Dictaphone branch office.

Dictaphone Corporation
2494 Manchester Rd.
Akron, Ohio 44314

Dictaphone Corporation
7618 Reinhold Dr.
Cincinnati, Ohio 45237

Dictaphone Corporation
2315 Brookpark Rd.
Cleveland, Ohio 44134

Dictaphone Corporation
1095 Dublin Rd.
P. O. Box 142
Columbus, Ohio 43215

Dictaphone Corporation
1223 Wilmington Ave.
Dayton, Ohio 45420

Dictaphone Corporation
5151 Monroe St.
Toledo, Ohio 43623

Dictaphone Corporation
3612 Southern Blvd.
Youngstown, Ohio 44507

3. IBM Recording Devices. IBM markets a magnetic-belt type single channel recording device. Although marketed primarily as a dictating unit this recording device (model 273) can be incorporated along with some other electronic equipment into a courtroom recording system. Further information, including prices, can be obtained from any IBM branch office or from Ron Gates, Office Products Division of IBM in Columbus.

Ron Gates
Marketing Representative
Office Products Division
IBM Corporation
140 East Town Street
Columbus, Ohio 43215

4. Sony Recording Devices. Sony makes two types of recording systems which can be adapted to courtroom use: a single channel cassette system and a two channel cassette system.

The single channel system consists of a recorder (BM35D), a transcriber (BM 25), four Sony microphones, one microphone mixer, and six dozen C 120 tape cassettes. The equipment is the same as that used throughout business and industry for dictation purposes (with the exception of the microphones and the mixer). As such it can also be used for dictation purposes. The estimated cost of such a system is \$1,450.50.

Sony also makes a two channel system adaptable for courtroom recording. Such a system would consist of a two channel recorder (TC 152 SD), a two channel transcriber (BM 25 A), four Sony microphones and six dozen C 120 tape cassettes. This equipment is also used in business and industry for dictation purposes. The estimated cost of the two channel system is \$1,326.

Both above Sony systems will be tailored to meet the court's specific needs when installed. Russ Helms of Dolbey and Company in Columbus would be more than willing to answer any questions you may have concerning the above systems and courtroom recording equipment in general.

Russ Helms
Dolbey and Co.
2041 Riverside Drive
Columbus, Ohio 43221
(614) 488-3139

Dolbey and Co.
3388 Erie Avenue
Cincinnati, Ohio 45208
(513) 871-9000

Dolbey and Co.
1400 East Third Street
Dayton, Ohio 45403
(513) 222-9628

Diversified Business Machine Co.
600 Dueber Avenue S. W.
Canton, Ohio 44706
(216) 452-5783

Diversified Business Machine
50 South Maple
Akron, Ohio 44303
(216) 434-8790

Beals Office Machines
131 S. Elizabeth
Lima, Ohio 45801
(419) 222-1076

5. Sound Research Recording Devices. Sound Research markets a four track reel-to-reel courtroom recording machine known as the SR 40. It is one of a few recording machines on the market specifically designed for courtroom use.

A typical system with the SR 40, 4 microphones, and 150 hours of recording tape will run in the vicinity of \$2,600 with variations depending on the specific installation and adaptations to suit the court's needs.

Sound Research is marketed in Ohio by the same companies listed above who market Sony products. Again, Russ Helms of Dolbey and Company in Columbus would be glad to answer any questions concerning this machine.

D. Resource Materials on Recording Equipment

For further guidance on the topic of recording equipment reference can be made to the following; some of which are more helpful than others.

1. "Preservation of Testimony in Proceedings in the District Courts of Massachusetts"

Honorable Robert S. Prince
Presiding Justice
District Court of East Norfolk
Quincy, Maryland 02169

Excellent treatment of the subject of courtroom recording.

2. "Voluntary Standards for Courtroom Recording Systems"

Mr. Alan R. Cook
National Bureau of Standards
Division 272
Section 55
Boulder, Colorado 80302

Prepared for the National Institute of Law Enforcement and Criminal Justice under the aegis of the Law Enforcement Assistance Administration, U.S. Department of Justice to aid court administrators in using courtroom recording systems. Content is somewhat technical in nature.

3. "Feasibility Examination of Alternate Methods of Preparing Courtroom Transcripts"

Mr. James Arnold
The Court Administrator
Superior Court
Suite 5B, 5th Floor
Courthouse
Sacramento, California 95814

Validates through elaborate testing procedures the accuracy and inexpense of electronic courtroom recording systems.

E. Air Conditioning and Courtroom Recording

Care should be taken to insure that quiet central air conditioning (as opposed to window which is too noisy) is provided. This is especially important when a recording is being made of the proceedings because the noise produced by air moving equipment has a primary audio frequency that falls in the middle of the desired audio spectrum.

Consequently several attributes should be taken into consideration to insure a quiet system. First of all, primary consideration should be given to equipment on the basis of low noise output. Secondly, the air conditioning unit should be equipped with centrifugal fans rather than vane axial fans and blowers should be of large diameter, slow speed, and belt driven rather than small diameter, high speed, and motor-coupled. Thirdly, the unit installed should be of larger capacity than that needed so the unit will not labor at maximum output and corresponding high noise output.

Ducts are extremely efficient transmission paths of airborne noise. Care in the construction of ducts will reduce the noise generated by turbulent flow and eliminate the noise transmission paths represented by the ducts. Constrictions and sharp bends within the ducts should be avoided, since this will tend to increase the velocity of the air and cause turbulence, with the result of increased noise. The volume of the ducts should be large enough to promote the flow of slow-moving masses of air. The exhaust port of ducts should be open enough to permit the ready discharge of the conditioned air. Tightly woven grilles are to be avoided, regardless of the aesthetic quality of the grille. The least favorable grille location is near a corner of a room, since this location will enhance the noise.

It is much less expensive to initially install quiet air conditioning than it would be to acoustically treat the courtroom for the noise produced by a cheaper unit.

APPENDIX V.
Grant Applications

A number of Judges expressed a desire for assistance in writing applications and pre-applications for state and federal funding. The Executive Committee of the Ohio Association of Juvenile Court Judges addressed itself to this problem and applied for a grant to fund a project which would offer technical assistance and grant-writing services to the 39 Juvenile Courts serving populations of less than 40,000.

Entitled "Juvenile Court Technical Assistance Project," the proposal was rejected for the following reason. "To provide such technical assistance is a staff function (AJD) and responsibility. If a potential applicant is having difficulty in submitting a pre-application, he should contact AJD."

In keeping with this we have included herein a list of the various Administrative Planning Districts whose staff people will answer any questions.

If for any reason there is difficulty in obtaining answers to your questions let either Deputy Director A. C. Montgomery, or Bill Patterson, State Projects Specialist know about it and answers will be quickly obtained.

Deputy Director-A. C. Montgomery (614) 466-7610 Assistant Deputy Director-W. V. Metz

Bureau of Planning and Research
Mack Campbell-Bureau Chief
(614) 466-7782

Bureau of Grants Management
Paul Bronsdon-Fiscal Supervisor (614) 466-7780
Robert Dundon-Audit Supervisor (614) 466-5280

Bureau of Project Review

David F. Henderson-Bureau Chief (614) 466-5867
William C. Patterson-State Projects Specialist (614) 466-5867
Fred W. Engelman-Non-Metro Supervisor (614) 466-5126
Brian Ball-Project Controller (614) 466-7780
Marge Harrison-Fiscal Review Officer

Charles Scales-Program Specialist Columbus/Toledo (614) 466-5867
Horst Gienapp-Metropolitan Supervisor Cincinnati/Dayton (614) 466-5867
Steve Fried-Program Specialist Cleveland/Akron (614) 466-5280

Administrative Planning Districts
Fred W. Engelman-Non-Metro Supervisor (614) 466-5126

Administrative Planning District I
George Smith-Team Leader
Seth Watterson Jeff Isralsky

Allen Henry Richland
Ashland Huron Sandusky
Auglaize Knox Seneca
Crawford Marion Van Wert
Defiance Mercer Williams
Erie Morrow Wood
Fulton Ottawa Wyandot
Hancock Paulding
Hardin Putnam

Administrative Planning District II
Carlos Bowden-Team Leader
Charles Askew George Bennett

Ashtabula Lorain Stark
Columbiana Mahoning Trumbull
Geauga Medina Wayne
Lake Portage

Administrative Planning District III
Ralph Hopper-Team Leader
R. Thomas Mallory David Hellard

Butler Clinton Miami
Champaign Darke Preble
Clark Greene Shelby
Clermont Logan Warren

Administrative Planning District IV
Jack R. Lawry-Team Leader
James Foster Robert White

Adams Guernsey Meigs
Athens Harrison Monroe
Belmont Highland Morgan
Brown Hocking Muskingum
Carroll Holmes Noble
Coshocton Jackson Perry
Delaware Jefferson Pickaway
Fairfield Lawrence Pike
Fayette Licking Ross
Gallia Madison Scioto
Tuscarawas Union Vinton
Washington

END

7 11 11 11 11