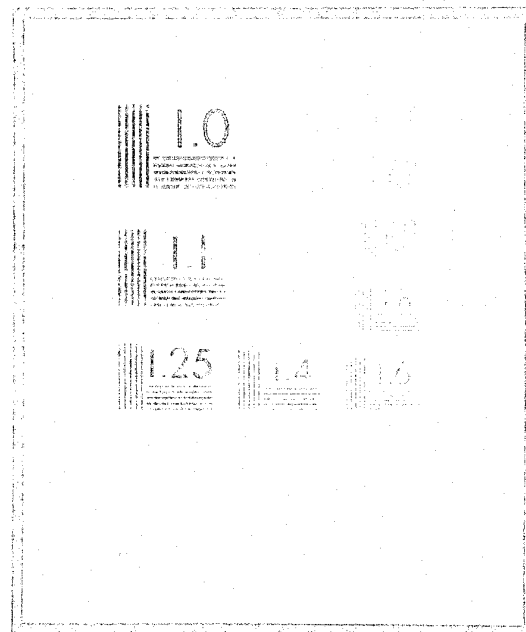


# NCJRS

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.



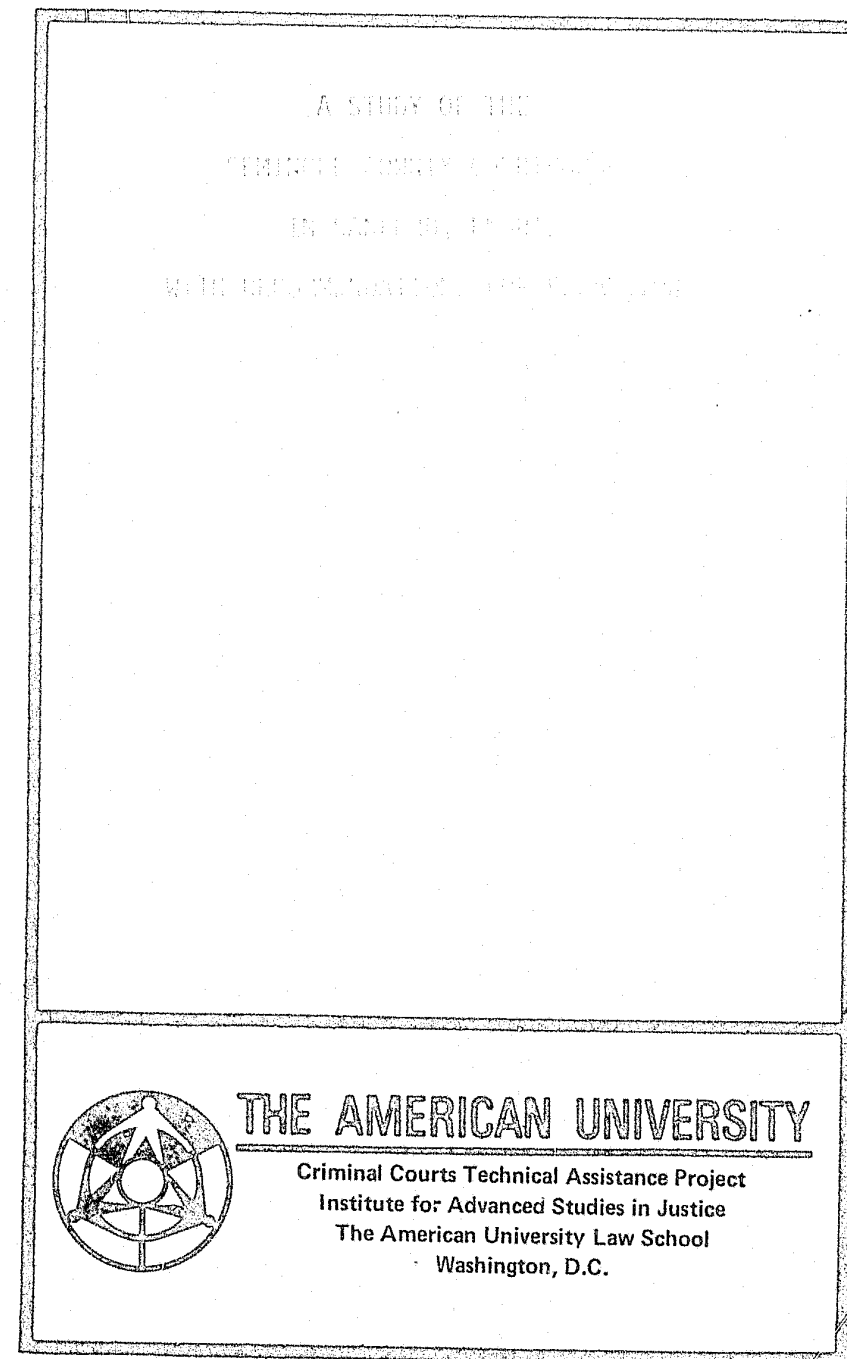
Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.506.

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

6/23/77

3 9 5 7 8



A STUDY OF THE  
SEMINOLE COUNTY COURTHOUSE  
IN SANFORD, FLORIDA  
WITH RECOMMENDATIONS FOR EXPANSION

NCJRS

MAR 8 1977

ACQUISITIONS

August 1976

Consultants:

Space Management Consultants, Inc.

Dr. Michael Wong  
Jay S. Chait  
Harve Cohen

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT  
The American University Law Institute  
4900 Massachusetts Avenue, N.W.  
Washington, D.C. 20016  
(202) 686-3803

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION CONTRACT NUMBER: J-LEAA-013-76

**INSTITUTE FOR ADVANCED STUDIES IN JUSTICE**

Nicholas N. Kittrie, Institute Director  
Joseph A. Trotter, Jr., Associate Director  
David J. Saari, Associate Director  
B. J. Tennery, Associate Director

David E. Aaronson & C. Thomas Dienes, Co-principal Investigators  
The Impact of Decriminalization on the Intake Process for Public Inebriates

H. H. A. Cooper, Staff Director  
National Advisory Committee Task Force on Disorders and Terrorism

Jerry V. Wilson, Project Director  
War on Crime in the District of Columbia, 1955-1975

**Criminal Courts Technical Assistance Project**  
Joseph A. Trotter, Jr., Project Director  
Caroline S. Cooper, Deputy Director  
Bert H. Hoff, Technical Assistance Specialist  
Johanna S. Krarner, Evaluation Specialist  
Linda C. Sweeney, Research Analyst  
Mark D. Cherry, Administrative Assistant

**Project Advisory Board**  
Nicholas N. Kittrie, Institute for Advanced Studies in Justice  
David J. Saari, Center for the Administration of Justice  
College of Public Affairs

**THE AMERICAN UNIVERSITY**  
Robert E. Cleary, Provost and Acting President  
Gordon A. Christenson, Dean, Law School

This report was prepared in conjunction with The American University Law School Criminal Courts Technical Assistance Project, under a contract with the Law Enforcement Assistance Administration of the U.S. Department of Justice.

Organizations undertaking such projects under Federal Government sponsorship are encouraged to express their own judgment freely. Therefore, points of view or opinions stated in this report do not necessarily represent the official position of the Department of Justice. The American University is solely responsible for the factual accuracy of all material presented in this publication.

The Law Enforcement Assistance Administration reserves the right to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use all or any part of the copyrighted material contained in this publication.

Copyright © 1976 by The American University, Washington, D.C. 20016

## TABLE OF CONTENTS

	Page
I. INTRODUCTION . . . . .	1
II. EXISTING SITUATION . . . . .	5
A. Seminole County . . . . .	5
1. General Description . . . . .	5
2. Organization of Courts . . . . .	6
a. Circuit Court . . . . .	6
b. County Court . . . . .	7
B. Seminole County Court Courthouse . . . . .	8
1. General Description . . . . .	8
2. Use of Space . . . . .	9
a. Courtrooms and Ancillary Space . . . . .	9
b. Judges' Chambers . . . . .	10
c. Clerk of Court . . . . .	11
d. Court Reporter . . . . .	11
e. State Probation and Parole . . . . .	12
f. State Attorney . . . . .	12
g. Law Library . . . . .	13
h. Court-related Offices Outside the Courthouse . . . . .	13
Drawing No. 1: Existing Space Use Plan: First Floor . . . . .	14
Drawing No. 2: Existing Space Use Plan: Second Floor . . . . .	15
Table 1: Area Analysis - Existing Space Use . . . . .	16
C. Problems . . . . .	18
1. Present Deficiencies of Courthouse . . . . .	18
2. Anticipated Future Deficiencies of Courthouse . . . . .	19
a. County Court . . . . .	19
b. Circuit Court . . . . .	20
c. Court Offices . . . . .	20
d. Family-Juvenile Court . . . . .	21
D. Projected Space Requirements . . . . .	21
Table 2: Space Use Projections . . . . .	23
III. RECOMMENDATIONS . . . . .	26
A. Alternative Solutions : . . . .	26
1. Alternative I: New County Office Building . . . . .	26

TABLE OF CONTENTS (continued)

	Page
2. Alternative II; New Courthouse . . . . .	28
3. Alternative III: Third Floor Addition . . . . .	29
4. Alternative IV: Branch Courthouse . . . . .	29
B. Recommendations . . . . .	31
1. Phases in Implementation of Recommendation . . . . .	32
a. Initial Phase . . . . .	32
b. Second Phase . . . . .	32
c. Third Phase . . . . .	33
2. Space Use in 1980 as a Result of Implementation of Recommendations . . . . .	33
a. Circuit Court . . . . .	33
b. County Court . . . . .	34
c. Probation and Parole Office . . . . .	35
d. State Attorney's Office . . . . .	35
e. Court Reporters' Office . . . . .	36
f. Trial Clerks . . . . .	36
g. Public Defender . . . . .	36
Drawing No. 3: Proposed Space Use Plan: First Floor . . . . .	38
Drawing No. 4: Proposed Space Use Plan: Second Floor . . . . .	39
Drawing No. 5: Proposed Space Use Plan: Third Floor . . . . .	40
Table 3: Area Analysis - Proposed Space Use . . . . .	41
C. Long-Term Considerations . . . . .	43
1. Expansion of Judicial Functions into the North Wing of the Courthouse . . . . .	43
2. Construction of a Branch Courthouse in the Southern Section of the County . . . . .	44
APPENDICES . . . . .	45
Appendix A: Persons Assisting in this Assignment . . . . .	46
Appendix B: Relevant Seminole County Statistics . . . . .	48
Appendix C: Standards and Design Guidelines . . . . .	50

## I. INTRODUCTION

The Eighteenth Judicial Circuit of Florida encompasses the two counties of Seminole and Brevard. The court structure within the circuit is composed of the Circuit Court, which is a court of general jurisdiction, including probate and juvenile cases, and which serves both counties, and of the County Courts, which are courts of limited jurisdiction, functioning separately in each county. At present there are 13 Circuit Court judges in the Eighteenth Judicial Circuit, with four judges handling criminal cases, seven judges handling civil cases, and two handling juvenile cases. County Court in Seminole County consists of two judges, rotating their assignments every two weeks. The Seminole County Courthouse, located in Sanford, serves both the Circuit Court and Seminole County Court.

In January 1976, the Honorable Roger F. Dykes, Circuit Judge of The Eighteenth Circuit, requested technical assistance through the LEAA's Criminal Courts Technical Assistance Project at The American University, in studying the Seminole County Courthouse, and the Brevard County Branch Courthouses in Rockledge and Melbourne, and planning for expansion and renovation of those facilities.

Both Seminole and Brevard Counties had experienced rapid growth in the last ten years. Seminole County, the bedroom community for Orange County and metropolitan Orlando, and the home of Disneyworld, has increased its population 160 percent since 1960 and 73 percent since 1970, with 144,000 people presently residing there. Continued growth, well-stabilized by industry and commerce, is anticipated. This growth has put a burden on judicial facilities in the expanding communities, and has resulted in less than satisfactory conditions in the Courthouse.



legislative changes, and demographic and economic conditions and trends. As a result of the information obtained, it was determined that the needs and problems of the two counties were so different that two separate studies, one for each county, should be conducted in order to provide a clearer focus on the specific problems of each county. This report, accordingly, concerns itself with the situation in Seminole County, where the need is for both short-term and long-term planning to remedy present deficiencies, and future deficiencies expected due to population growth, in the Courthouse. A separate report has been prepared concerning itself with Brevard County, where the need is for short-term planning to remedy existing deficiencies in space management in the branch courthouses, and defects in their physical condition, and to meet present and short-term future needs for more courtrooms and other facilities.

After the initial data-gathering phase of the study, the consultants proceeded with their analysis by comparing the existing physical conditions in the Seminole County Courthouse with the conditions required--particularly the space required--for efficient functioning of the courts and related offices at the present time. This was done according to design standards and guidelines already established by the consultants, on the basis of their previous extensive experience with judicial facilities elsewhere.\* Caseload projections, based on projected population changes and changes in court organization, were then made. These projections permitted the same sort of evaluation of the Courthouse to be done in terms of future requirements, both short-term (by 1980) and long-term (by the year 2000).

Four alternative short-term solutions to the deficiencies of the Courthouse revealed by this analysis were then evaluated. The alternative selected as the best solution--the addition of a third floor to the south

---

\* See Appendix C

wing of the Courthouse and subsequent reorganization of space within the Courthouse--is presented in this report, along with a detailed, three-phased implementation plan, as the key recommendation of the consultants. Another recommendation--for a small branch court facility in the south of the county--is discussed briefly, as are some general recommendations for long-term planning.



## II. EXISTING SITUATION

### A. Seminole County

#### 1. General Description

Seminole County is located ten miles from Florida's eastern shore, midway between Miami and Jacksonville. With the northern boundary of the county just 20 miles from the growing metropolitan area of Orlando, the county has experienced tremendous population and economic growth in the last five years. In 1970, the population of the county was 83,700 residents. In 1975, the population was estimated at 144,200 people, an increase of 72%. The factors contributing to this increase were that the county began to serve as a bedroom community for Orange County and Orlando; that industrial development of the area had expanded work forces and created a job market; and that an increased tourist market had resulted from the development of Disneyworld and surrounding attractions. In 1975, population growth was restricted somewhat by the bleak economic conditions prevailing at the time, and did not continue at the same rate as that of the preceding two years. However, there was still a substantial (5%) increase over 1974.

Seminole County is presently developing a stable base for future expansion, and the anticipation is for continued steady growth in the next 25 years. Reinforcing this projection is the existence in the county of the youngest population of any county in Florida, with 4.6 school age residents to each adult resident, and the lowest death rate (6.5) in the area. The outlook in Seminole County is for a diversified community, with a sound foundation of business and industry, serving the metropolitan area of Orlando.

## 2. Organization of Courts

Seminole County is part of the Fourth District Court of Appeals and the Eighteenth Judicial Circuit of Florida. The Supreme Court and Court of Appeals will not be discussed because they have separate facilities outside of Seminole County, and have little effect on the county court structure. The relevant courts for this report are the Circuit and County Courts.

### a. Circuit Court

- is a trial court of general jurisdiction;
- has exclusive original jurisdiction in all actions of law not cognizable by county courts;
- has jurisdiction over all felonies;
- has jurisdiction in all proceedings relating to probate, guardianships, incompetency and equity;
- has jurisdiction in all juvenile proceedings except traffic cases;
- has jurisdiction in all other civil cases involving amounts in excess of \$2,500;
- has appellate jurisdiction from county and municipal courts except if directed to the Supreme Court;
- has the right to issue writs of mandamus, quo warranto, certiorari, probation and habeas corpus;
- is presided over by judges elected, for six-year terms, in non-partisan elections.

The Circuit Court divides its cases into three divisions, through which the judges are rotated for one-year terms. Of the 13 judges presently presiding over Circuit Court, five are needed to handle the workload of cases in Seminole County.

In the three-judge Criminal Division of the circuit, each of the judges in succession is assigned to Seminole County for six days. On the first day, the trial docket is sounded and the order of trials set; the remainder of the day is used for hearings, acceptance of pleas and sentencings. During the month, a second judge is available for hearings, on an as-needed basis.

The Civil Division has seven judges, with a workload requiring two and one-half judges in Seminole County. The trial docket is broken into periods of two weeks, with three judges rotating assignments. While one judge is conducting trials, the second judge is hearing cases or conducting non-jury trials, and the third judge is splitting his schedule between the two counties.

The Juvenile Division has two judges handling cases in Brevard and Seminole Counties. In Seminole County, one judge (presently the Chief Judge of the Eighteenth Judicial Circuit) conducts juvenile hearings three days a week. This judge also handles probate cases.

b. County Court

- is a trial court of limited jurisdiction;
- has original jurisdiction in all criminal misdemeanors not cognizable by Circuit Court;
- has jurisdiction in all violations of municipal and county ordinances;

- has jurisdiction in all matters in controversy not exceeding \$2,500 exclusive of interest and costs;
- has concurrent jurisdiction with Circuit Court in landlord and tenant cases under \$2,500;
- is presided over by judges elected for four-year terms.

County Court in Seminole County is conducted by two judges, rotating their activities on a bi-weekly basis. One judge holds trials in Courtroom A in the courthouse for the two-week period while the second judge conducts traffic court, first appearances, and criminal arraignments in Courtroom D across the street.

B. Seminole County Courthouse

1. General Description

The Seminole County Courthouse in Sanford is a relatively new building, completed in 1972. It is a contemporarily-styled, reinforced concrete structure, divided into two wings, with a central lightwell lobby that bridges the two wings. The north wing is four stories, with stairs at both ends, and two elevators connecting onto the central lightwell. This wing contains county offices, including ten planning and commissioners' offices, as well as the Clerk of Circuit Court, and a Circuit Court judge's suite. The south wing has two stories, with an elevator off the central section and a stairway at the far end. The stairway has a connecting bridge to the jail for transporting prisoners.

The north wing has a floor-to-floor height of ten feet. Interior partitions are moveable. The spaces can be easily reorganized for expansion or relocation of departments. The south wing, specifically designed to accommodate the judicial function, has a floor-to-floor height of 19-1/2 feet. Office spaces occupy only half the floor-to-ceiling height, with a mechanical mezzanine floor occupying a portion

of the space near the stairwell at the upper part of the space. The area presently occupied by the State Attorney's Office is divided by movable partitions, and was originally designed to accommodate a courtroom in future expansion plans. Also, the south wing was designed by the architects for expansion of judicial functions, with the structure being able to receive the extra load of a third floor addition.

All services of the building are both adequate and well-maintained. A central HVAC system provides regulated air to all spaces through a duct system in the suspended acoustical tile ceiling. The surface materials for the building are well suited to the functions of the spaces, with carpeting and suspended tile ceilings to dampen sound transmission, wood paneling and good quality furnishings in courtrooms to create a dignified atmosphere, adequate and well-designed lighting and electrical outlets for efficient equipment use, and adequate public and private restrooms for the convenience of employees and the public.

## 2. Use of Space

### a. Courtrooms and Ancillary Spaces

Seminole County presently has 5 courtrooms utilized by Circuit and County Courts. Four courtrooms are located in the Courthouse, and once across the street in the Roberts Building.

- Courtroom A is located on the first floor of the south wing of the Courthouse, and is used exclusively by County Court. It has a twelve-member jury capacity, with a jury deliberation room, a witness room, an attorney's consultation room, a prisoner holding space, and public seating for 90 people in the courtroom.
- Courtroom B is located on the second floor of the south wing of the Courthouse. It is used primarily for Circuit Court

Criminal Division trials and secondarily for civil trials.

It is identical in layout and ancillary spaces to Courtroom A.

- Courtroom C is located on the second floor of the south wing of the Courthouse, and is used primarily for Circuit Court Civil Division trials. It has a twelve-member jury capacity, with a small jury deliberation room, shared witness and consultation spaces, and public seating for 40-50 people in the courtroom.
- Courtroom D is located in the Roberts Building and is used for Traffic Court and for first appearances in criminal cases. It is the result of a renovation of existing office space and lacks ancillary spaces except for a small judge's chamber.
- Courtroom E is located on the fourth floor of the north wing of the Courthouse and is used for juvenile hearings and trials. It is a renovated storage area without proper ancillary spaces.

b. Judges' Chambers

One suite of Circuit Court judges' chambers is located on the second floor, adjacent to Courtroom B. It houses three judges' chambers, secretarial space, and two hearing rooms. One chamber is occupied by the Criminal Division judge, one is a home base chamber for a Civil Division judge, and the third is for a visiting Criminal or Civil Division judge.

A second suite of Circuit Court judges' chambers is located on the third floor of the north wing, with two judges' chambers sharing secretarial space. One chamber is home base for a Civil Division judge; and one for a Juvenile Division judge, with a shared hearing room between them.

The two County Court judges have a suite on the first floor of the south wing, adjacent to Courtroom A. It consists of two judges' chambers,

two hearing rooms, and secretarial space. A temporary chamber is available in the Roberts Building for use when Courtroom D is in session.

c. Clerk of Court

The function of the Office of the Clerk of Circuit Court is to receive, process and maintain all court records for both Circuit and County Court, to administer jury management and selection, to process support payments and passport applications, and to serve as a station for courtroom clerks. The Court's functions are presently divided into probate, juvenile, traffic, criminal, and civil, and these divisions function separately of one another. The Clerk's functions also include management of county records, taxes, finances, and land transactions. The office for both county and court functions is primarily located on the second and third floors of the north wing. However, the trial clerks' division was divided from the docketing section in 1972, and occupies space on the second floor of the south wing. Presently operated by five trial clerks, the division's primary functions include providing criminal files for trials, processing jury lists, taking attendance of jurors, administering oaths and swearing in witnesses, holding criminal evidence, and processing orders to the docketing division for filing. This division occupies two rooms, with three clerks, one of whom serves as receptionist in a front office, and two of whom work in the back room.

d. Court Reporter

The court reporters' office functions as an independent firm hired by the State, or other interested parties, to serve as reporters in court, as recorders taking depositions, and as typists preparing transcripts. Headed by a designated State Court Reporter, the office presently functions with three clerks and eight reporters. The Seminole County courts require a maximum of six reporters on a daily basis, with others

on call or assigned out of the Courthouse. The administrative space is located on the second floor of the south wing, next to the grand jury room. The grand jury witness room is used for taking depositions, and transcripts are prepared in a room on the third floor of the north wing.

e. State Probation and Parole

The state probation and parole offices are responsible for presentence investigations assigned by the court, and supervision of parolees and probationers--their conduct, employment and whereabouts--to facilitate rehabilitation. The office functions with a district supervisor, thirteen probation officers, and seven clerical personnel, in a first-floor office in the south wing. The location is ideal for the work of the office, which has a continuous flow of visitors to the office for conference and supervision. Probation and parole officers spend about 50 percent of their work time on the road, visiting and counseling clients. The office has a small reception area connecting with a central clerical work area, surrounded by private offices and interview rooms. The lack of expansion space has made it necessary for probation officers to use the witness room on the first floor and the attorneys' consultation room on the second floor as private offices.

f. State Attorney

The State Attorney's office in the Courthouse is a branch office responsible for the Seminole County prosecution workload. Its responsibilities include prosecution of all criminal offenses for the State, prosecution or defense of civil actions involving the State, preparation and presentation of indictments before the grand jury, and supervision of the grand jury's functions. The office is supervised by a Chief Deputy State Attorney, with a staff of eight attorneys,



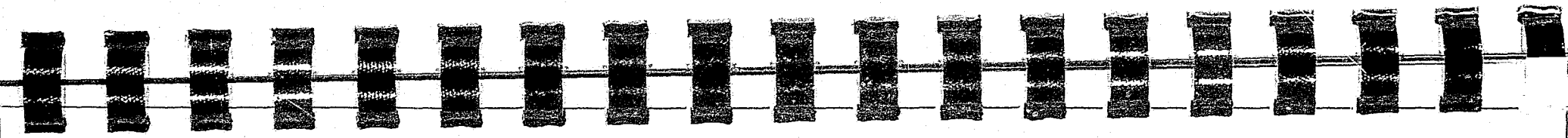
three investigators, and ten clerical personnel. Located on the first floor of the south wing, the department is a conglomeration of offices, consisting of a reception area, two centrally located secretarial rooms, private offices for attorneys around the perimeter, and a library, presently used for storage and private office space, off one secretarial room. Private spaces are shared, with the three investigators occupying one room and two attorneys sharing each private office.

g. Law Library

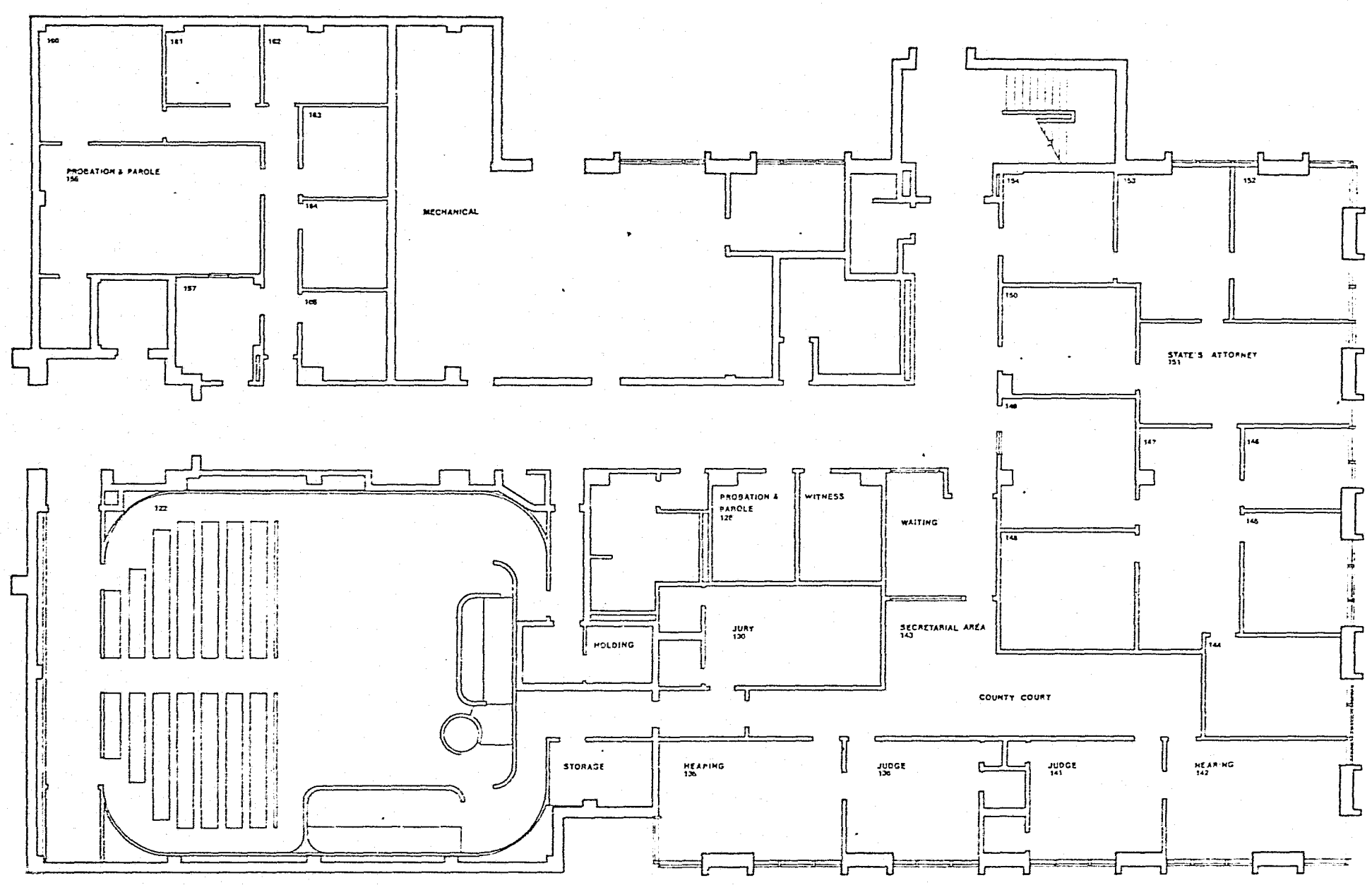
The law library is located on the second floor of the south wing. Available to lawyers and the general public, the library is financed by the local bar association and maintained by one full-time librarian. A private office is available for the librarian, with an open book stack area which is filled to 80 percent capacity. There is no storage area adjacent to reading and bookstack areas.

h. Court-related Offices outside the Courthouse

On-site and adjacent to the Courthouse are the Sheriff's Department and the county jail. A security connection from the jail to the south wing is used to bring prisoners to appear before the courts. Prisoners are then brought through public corridors to prisoner-holding cells with secured access to the courtrooms. Also located in close proximity to the Courthouse is the Public Defender's Office. Due to the lack of available space in the Courthouse, the office moved across the street to a renovated small office building. No space is presently designated for full-time use by the Public Defender in either wing of the Courthouse.

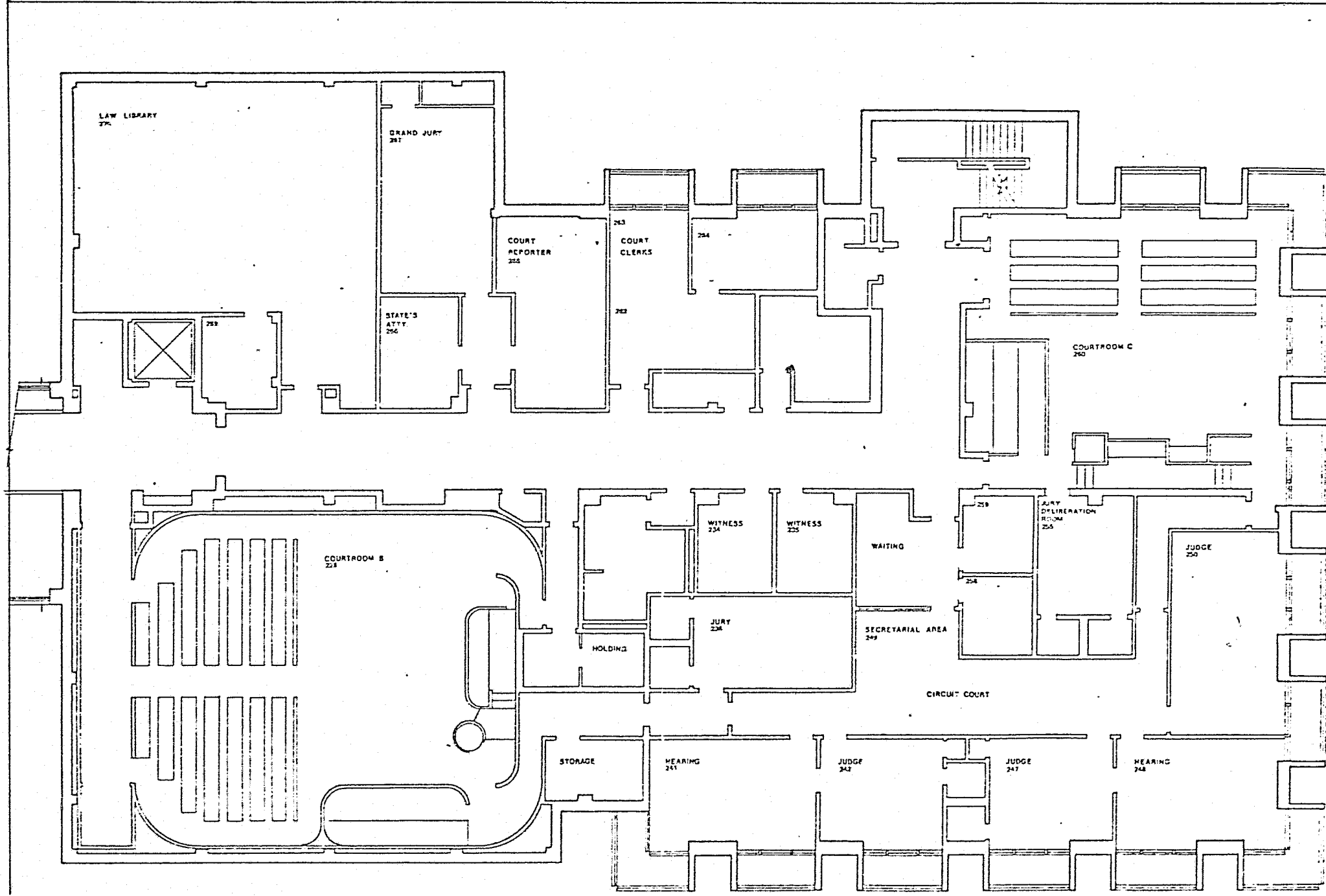
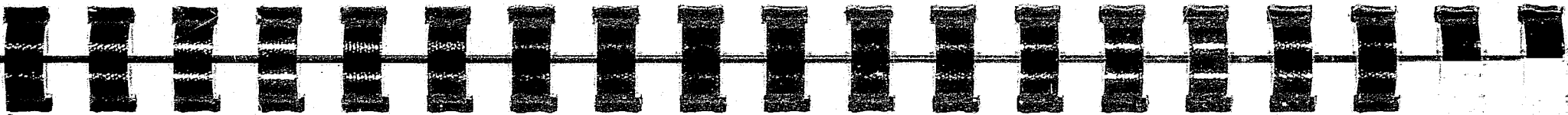


-14-



EXISTING SPACE USE PLAN: FIRST FLOOR  
SEMINOLE COUNTY COURTHOUSE AT SANFORD, FLORIDA

DRAWING NO.  
1



-15-

TABLE 1  
AREA ANALYSIS — EXISTING SPACE USE  
SEMINOLE COUNTY COURT WING IN SANFORD

INDEX	FUNCTION	NET AREA (SQ. FT.)	TOTAL AREA (SQ. FT.)
FIRST FLOOR			
122	Courtroom	2,646	
129	Witness Room	114	
130	Jury Deliberation Room	300	3,060
135,142	Hearing Rooms	530	
136,141	Judge's Chambers	504	
143	Secretary's Office	221	1,255
144,145, 152,153	State Attorney's Offices	753	
149	Reception Area	240	
150	Library/Storage	202	
151,147	Secretary's Offices	578	
148,146	Investigators' Offices	326	
154	Misdemeanor Attorney's Office	169	2,268
160,161,162, 163,164,165	Probation and Parole Offices	751	
128	Interview Room	114	
157	Reception Area	110	
158	Secretary's Office	390	1,365
TOTAL AREA ON FIRST FLOOR			7,948
SECOND FLOOR			
228	Courtroom	2,646	
234,235	Witness Rooms	228	
236	Jury Deliberation Room	300	3,174
241,248	Hearing Rooms	530	
242,247	Judge's Chamber	504	
249	Secretary's Office	221	1,255
260	Courtroom	1,241	
250	Judge's Chamber	364	
255	Jury Deliberation Room	240	1,845

TABLE 1 (Continued)  
 AREA ANALYSIS — EXISTING SPACE USE  
 SEMINOLE COUNTY COURT WING IN SANFORD

INDEX	FUNCTION	NET AREA (SQ. FT.)	TOTAL AREA (SQ. FT.)
258,259	Probation/Parole Offices Waiting Room	180 143	323
262 264,263	Trial Clerks Offices Private Offices	178 260	438
267 266	Grand Jury Room Witness Room	334 140	474
268	Court Reporter's Office	284	284
270 269	Law Library Office	1,164 96	1,260
TOTAL AREA ON SECOND FLOOR			9,053
TOTAL EXISTING AREA			17,001

C. Problems

1. Present Deficiencies of Courthouse

The Courthouse is deficient in several respects at the present time.

- For proper functioning of the departments, an additional 5,394 square feet is required at present. (Expansion of departments over a five-year period will require another 10,425 square feet of additional space, for a total expansion of 15,819 square feet.) See Table 2, pp. 23-25.
- Courtroom D, outside the Courthouse, does not function adequately for initial appearances and traffic cases in the County Court. It is a very inadequate facility, with poor security and a lack of ancillary spaces.
- The juvenile hearing room on the third floor of the north wing does not provide proper facilities for hearing juvenile cases. Ancillary facilities and records storage space are lacking.
- Judges' suites for both Circuit and County Courts have inadequate waiting areas and poor circulation, requiring participants to sit in clerical areas, and causing security problems and inefficiency in clerical functions.
- Transportation of prisoners to courtrooms lacks proper security precautions. Prisoners have to be escorted through public corridors.
- Grand jury facilities are inadequate, with no control station for supervision of witnesses and grand jurors. The hearing room is too small for the comfort of the grand jurors, and its lack of security is apparent.

## 2. Anticipated Future Deficiencies of Courthouse

Two important factors will create additional deficiencies in the Courthouse in the future. First, the state courts have undergone several significant changes as a consequence of passage of Article V, an amendment to the state constitution, in 1973. Courts were consolidated, eliminating magistrates and court of record judges by incorporating their functions into the Circuit and County Courts. This is reflected in an increase in cases filed in County Court, from 4,569 in 1970 to 19,393 in 1975, an increase of 424 percent.\* However, the full impact of Article V will not be felt until January 1977, when County Court will absorb the caseload of the abolished Municipal Courts. Second, the population of the County is expected to increase by about 26 percent from 1975 to 1980, and at a steady rate for at least the next 25 years, resulting in further increases in caseloads.

The effect of these changes on the courts are discussed below.

### a. County Court

The traffic and misdemeanor caseload of Municipal Court, which is to be assumed by County Court when Article V is implemented, amounts at present to 11,576 cases, of which about 25 percent require court time. Of traffic cases already within county jurisdiction, about 38 percent of cases filed require time in County Court. There are presently 11,051 cases disposed of in County Court. The increase in caseload expected as a result of the abolishment of Municipal Courts, added to the increase in caseload due to the projected increase in population, produces a projected caseload in the County Court in 1977

---

\* Statistics in this section are found in greater detail in Appendix B.

of approximately 15,000 cases, including civil and criminal cases; this is a 36 percent increase. This increased workload may require an additional judge in Seminole County Court during 1976. By 1980, another additional part-time judge will be required to handle the estimated 15 percent increase in caseload from 1977 due to population growth. There is a possibility that non-jury trials and hearings may be moved to a branch court facility, at least on a part-time basis.

b. Circuit Court

Circuit Court caseload in 1975 was 5,742 cases, as compared with 1,539 cases in 1970. The projected 26 percent increase in population from 1975 to 1980 will result in approximately 7,200 cases in Circuit Court. This increased caseload will not change the functioning of either the Criminal or the Civil Division, but change will be necessary in the Juvenile Division. One judge handles both juvenile and probate cases at present; by 1980, it will be necessary for one judge to concentrate solely on juvenile cases, as is done in Brevard County. Civil Division, which has two judges full-time and one judge part-time, using one courtroom, will have need of another courtroom part-time, with scheduling of more non-jury cases and hearings to the hearing rooms. In the Criminal Division, a two-judge workload is projected, with one courtroom for full-time trials, and a small courtroom or hearing room for non-jury trials and hearings. It is not projected that any division will seek separation of its functions from the Courthouse to a branch court facility.

c. Court Offices

Projections of growth in the other judicial departments are based on the projected increases in court scheduling and caseload, and the needs of those departments to service the courts efficiently.



Table 2 presents the personnel increases needed for 1980 and 2000, based on projected workloads. Specific functional increases are shown by increases in individual work stations or clerical areas for each department. For example, the work stations needed for the trial clerks' office reflects the projection that seven courtroom clerks will be needed in 1980, and nine in 2000. The increases in work stations shown for the court reporters' and probation and parole offices are smaller (by about half) than the increases in personnel expected in those departments, because of the efficiency to be gained by shared use of work stations.

d. Family-Juvenile Court

Judicial authorities in Florida are currently studying the possibility of creating a separate Family-Juvenile Court to have jurisdiction in family matters, such as separation and divorce, custody, and neglect, now handled by the Civil and Criminal Divisions of Circuit Court, as well as the juvenile matters now handled by the Juvenile Division. This court would incorporate a clerical function, a trial function and a probation and parole function. Any planning solution should be flexible enough to provide adequate and suitable facilities to house those functions.

D. Projected Space Requirements

Table 2 presents space use projections for the courts and departments surveyed, compared with the existing space use. The program of projected space use was developed according to uniform space standards and design guidelines. These standards, which are based on the space requirements of furniture, equipment and personnel, were developed by consultants through years of research, investigation, and analysis of judicial facilities around the country. The projected space use of

the third floor addition recommended later in this report is also summarized in the table, which lists each type of space required, the number of units of each type of space, and the uniform size of each type of space, based on the number of occupants and the space they need to perform their duties. The index column keys this table to the design guidelines found in the appendix. For example, witness rooms are indexed CR-5, and the appendix contains a layout, labelled CR-5, for a 100 square-foot room with appropriate furnishings. The design guidelines are specific functional requirements of the spaces and may be used to evaluate any space constructed for judicial functions.

TABLE 2  
SPACE USE PROJECTIONS  
SEMINOLE COUNTY

FUNCTION	SPACE USE								
		EXISTING		REQUIRED		1980		2000	
	Index	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.
Departmental Personnel		0		0		0		0	
CIRCUIT COURT - TRIAL									
Large Courtroom	CC-1	1	2646	1	2646	1	2646	2	3846
Small Courtroom	CR-1	1	1241	1	1241	3	3241	4	4241
12 Man Jury Room	JD-1	1	270	1	270	1	270	2	700
6 Man Jury Room	JD-2	1	270	1	270	4	870	5	1470
Witness Room	CR-5	2	228	2	228	4	428	6	628
Holding Cell	56sf*	1	56	1	56	2	112	4	224
Public Waiting	10sf*	-	-	-	-	60	600	120	1200
Jury Assembly	10sf*	-	-	-	-	80	800	80	800
Atty. Conference	CR-6	-	-	-	-	3	225	5	375
NET USABLE - TOTAL			4711		4711		9107		13394
Departmental Personnel			9		9		12		18
JUDGE'S CHAMBERS									
Judge's Chamber	JC-1	5	1568	5	1568	6	1868	9	2768
Hearing Room	HR-2	3	920	3	920	4	1370	6	2270
Secretarial Space	GC-1	5	355	5	480	6	600	9	960
Public Waiting	-	2	351	2	470	2	590	3	830
Atty. Conference	CR-6	2	180	2	180	4	330	6	480
NET USABLE - TOTAL			3374		3618		4758		7308
Departmental Personnel			0		0		0		0
COUNTY COURT - TRIAL									
Large Courtroom	CC-1	1	2646	1	2646	1	2646	2	3846
Small Courtroom	CR-1	1	1000	1	1000	2	000	3	3000
12 Man Jury Room	JD-1	1	300	1	300	1	300	2	730
6 Man Jury Room	JD-2	-	-	1	300	2	600	3	900
Witness Room	CR-5	2	228	2	228	3	328	4	428
Holding Cell	-	1	56	1	56	1	56	5	280
Public Waiting	10sf*	-	-	40	400	40	400	80	800
Atty. Conference	CR-6	-	-	2	150	2	150	4	300
NET USABLE - TOTAL			4230		5080		6480		10284

sf= square foot

TABLE 2 (continued)  
SPACE USE PROJECTIONS  
SEMINOLE COUNTY

FUNCTION	Index	SPACE USE							
		EXISTING		REQUIRED		1980		2000	
		Unit No.	Sq. Ft.	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.
Departmental Personnel			4		6		6		12
COUNTY JUDGE'S CHAMBERS									
Judge's Chambers	X-1	2	504	3	804	3	804	6	1704
Hearing Room	HR-2	2	530	2	530	2	530	4	1400
Secretarial Space	GC-1	2	220	3	340	3	340	6	700
Public Waiting	-	1	133	2	253	2	253	4	493
Atty. Conference	CR-6	-	-	2	150	2	150	4	300
NET USABLE - TOTAL			1387		2077		2077		4597
Departmental Personnel			N/A		N/A		N/A		N/A
JUVENILE COURT									
Courtroom/Hearing Rm.	CR-1	1	720	1	800	1	800	1	800
Judge's Chamber	JC-1	-	-	1	300	1	300	1	300
Public Waiting	-	-	-	1	80	1	120	1	160
Atty. Conference	CR-6	-	-	1	75	2	150	2	150
NET USABLE - TOTAL			720		1255		1370		1410
Departmental Personnel			N/A		N/A		N/A		N/A
CLERK OF COURT*									
Records and Management Division	-		5900		5900		7434		10,030
TRIAL CLERKS			5		5		7		9
Reception	GC-1	2	178	1	185	1	185	1	185
Work Station	GC-1	3	260	4	320	6	480	8	720
NET USABLE - TOTAL			438		505		665		905
Departmental Personnel			12		12		15		26
COURT REPORTER									
Reception	GC-1	-	-	1	142	1	142	1	142
Clerical Work	GC-1	3	284	3	240	4	300	7	480
Record Storage	-	-	-	1	50	1	100	1	150
Interview	CR-6	-	-	2	150	2	150	4	300
Work Station	P-4	2	120	4	400	5	500	9	900
NET USABLE - TOTAL			404		982		1192		1972
Departmental Personnel			N/A		3		4		6
PUBLIC DEFENDER									
Reception & Clerical	GC-1	-	-	1	170	1	170	1	220
Interview	CR-6	-	-	1	75	1	75	2	150
Work Station	P-4	-	-	2	200	3	300		500
NET USABLE - TOTAL			0		445		545		870

\* Areas for Clerk's Office were obtained from previous reports and may contain errors.

TABLE 2 (concluded)  
SPACE USE PROJECTIONS  
SEMINOLE COUNTY

FUNCTION	Index	SPACE USE							
		EXISTING		REQUIRED		1980		2000	
		Unit No.	Sq. Ft.	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.	Unit No.	Sq. Ft.
Departmental Personnel									
PROBATION & PAROLE									
Reception	GC-1	1	160	1	161	1	161	2	264
Clerical Work	GC-1	6	390	6	480	8	600	12	840
Interview	CR-6	-	-	3	225	4	300	7	525
Conference	CR-2	-	-	1	300	1	300	1	400
Work Station	P-3	6	751	7	840	11	1320	17	2040
Record Storage	-	1	48	1	100	1	150	1	200
NET USABLE - TOTAL			1299		2106		2831		4269
Departmental Personnel			22		22		30		43
STATE ATTORNEY									
Reception	GC-1	1	240	1	214	2	284	2	284
Secretarial Work	GC-2	9	564	9	720	10	800	14	1120
Records Storage	-	-	-	1	100	1	100	1	220
Evidence Storage	-	-	-	1	80	1	80	1	160
State Attorney	PE-1	1	214	1	220	1	220	1	220
Deputy State Atty.	P-3	1	110	1	120	1	120	1	120
Asst. State Atty.	P-4	8	699	8	800	11	1100	17	1700
Investigator	GC-1	3	208	3	210	5	350	8	560
Interview - Secure	CR-6	-	-	3	225	4	300	6	450
Conference/Library	CR-2	1	192	1	420	1	420	1	550
NET USABLE - TOTAL			2227		3109		3674		5384
Departmental Personnel									
GRAND JURY									
Hearing Room	GJ-1	1	334	1	500	1	500	1	500
Witness Waiting	CR-5	1	140	1	100	1	100	1	100
Control Station	GC-1	-	-	1	70	1	70	1	70
NET USABLE - TOTAL			474		670		670		670
Departmental Personnel			1		1		1		2
LAW LIBRARY									
Work Area	P-4	1	96	1	96	1	96	2	192
Book Storage	-	-	-	1	100	1	100	1	200
Stacks	-	1	1164	1	1164	1	1164	1	2200
NET USABLE - TOTAL			1260		1360		1360		2592
GRAND TOTAL			26,424		31,818		42,243		62,815

### III. RECOMMENDATIONS

Because of the 72 percent increase in population from 1970 to 1974, and the increases in Circuit Court and County Court caseloads of 281 and 381 percent\* respectively, during these years, judicial departments have already required expansion beyond expectation, and beyond the originally projected use of the present courthouse in Sanford. Hence the county and the judicial system is in the process of determining what changes in facilities and procedure would provide for the most efficient use of existing facilities.

Further change is expected, and will cause further deficiencies in the existing facilities, as explained earlier. Comprehensive planning to accommodate growth of the court system in the county for the next 50 years, although needed, is beyond the limited scope of a technical assistance project. Therefore, the consultants concentrated on developing solutions to immediate problems of the facility, and on developing planning policies and short-term recommendations to meet the projected needs of the judicial system.

#### A. Alternative Solutions

In order to arrive at recommendations for the best way of meeting the present and future needs of the courts in Seminole County, the consultants first evaluated the following alternative solutions.

##### 1. Alternative I - Build New County Office Building

- Relocate non-judicial departments out of the Courthouse into a new county office building.
- Renovate the existing north wing of the present courthouse to provide courtrooms, judges' chambers, and judicial offices for future expansion needs.

---

\* These statistics were supplied by the Administrator of Circuit Court.

Advantages:

- Separation of functions, reducing conflicts in use of space in courthouse.
- Proper planning for expansion of county offices in a building specifically designed for them.
- Sufficient area for expansion of judicial departments according to projected needs.
- Improved inter-spatial relationships in courthouse.

Disadvantages:

- Construction of new facility with relatively high cost for land acquisition, development and landscaping.
- Expensive and extensive renovation of existing spaces for specialized judicial functions.
- Unnecessary over-expansion of facilities for possible future space needs.

If the county has the funds to build a well-planned facility for a useful life of 50 years, this would be the alternative to follow. Judicial service departments such as the State Attorney's Office, Probation Office, and Court Reporter's Office, could occupy office spaces vacated by county departments. The south wing could be converted into courtrooms, ancillary facilities and judges' chambers. Projected needs for the 1990 - 2000 period would require, at that time, the addition of a third floor over the south wing. However, all indications are that the county would not have adequate funding at present to construct a new county office building.

## 2. Alternative II - Build a New Courthouse

- Provide a new courthouse on an adjacent site and use the existing judicial spaces for expansion of county departments.

### Advantages:

- Separation of functions, reducing conflicts in space use in courthouse.
- Proper planning for new court facility in a specialized building according to established standards and design guidelines.
- Sufficient area for expansion of county departments.

### Disadvantages:

- Construction of a specialized type of building, with high cost for land acquisition, development and landscaping.
- Loss of specialized courtroom spaces in south wing.
- Extensive renovation of south wing for office functions.
- Wastage involved in converting high-ceilinged courtrooms into low-ceilinged offices.
- Inefficient use of two-story height of floors for office functions.

If this alternative were adopted, the county would be wasting resources present in the existing facilities by taking a specialized court facility and renovating it into a general office building for county use. Extensive renovation of the south wing would be required, and would produce less efficient spaces. In addition the construction cost for a new court building of 40,000 square feet of net usable space would be prohibitive (around 52.5 million). If the Board of County Commissioners is reluctant to construct a new office building, it would be even less likely to be willing to construct a new courthouse at substantially higher cost.



3. Alternative III - Construct a Third Floor Addition

- Expand the south wing of the Courthouse by adding a third floor to provide adequate space for essential short-term growth of judicial departments.

Advantages:

- Nearby expansion of judicial departments, as planned in the initial concept of the building.
- Utilization of existing resources for specialized judicial functions.
- More efficient planning of addition due to restriction of area and requirements.
- Least amount of additional space required for initial implementation.

Disadvantages:

- Possibly inadequate solution to existing problems.
- A more permanent long-term solution may have to be developed within a few years, perhaps at much higher costs.
- Severe constraints of existing structure and design.

Initial costs would be lower than either of the first two alternatives. Proper planning of the third floor would be needed to provide adequate facilities for 1980 usage. Also needed would be a program of organized expansion that the county could develop before space needs became critical. Expansion within the existing building should not present any major problems. Also, existing deficiencies on the first and second floors would be alleviated by reorganization of spaces.

4. Alternative IV - Construct a Branch Courthouse

- Construct a branch courthouse in the southern part of the county to handle non-jury cases for the County Court or for both courts.

Advantages:

- Providing a necessary facility for the most rapidly growing area of the county.
- Utilization of existing Municipal Court facilities that are presently available.

Disadvantages:

- Duplication of functions, personnel and facilities.
- Extensive initial planning and costly departmental expansions.
- Possibly inadequate treatment of present problems and space needs in the Courthouse.
- Inefficient use of personnel and facilities.
- Unnecessary increase in communication and administrative costs.

A branch court facility would provide expansion to alleviate some of the judicial system's growing problems but would not relieve all the present deficiencies. County Court would be relieved of some of its central caseload, but unless additional facilities were also provided for Circuit Court and its service departments, the need would still exist for additional courtrooms, ancillary facilities, and private offices in the central courthouse. A branch courthouse would also result in a duplication of record keeping and court personnel. Since it is less than 20 miles from the northern to the southern boundaries of the County, the need for a branch court facility is not as significant as it is in Brevard County, which is 75 miles long. A branch facility would be useful to serve the southern section of the county in traffic and non-jury misdemeanor cases, but should not be considered as a remedy to the expansion problems of the Seminole County Courthouse in Sanford.

B. Recommendations

Alternative III, the addition of a third floor on the south wing, provides the best immediate solution to the space shortage problems. While providing adequate facilities for judicial functions, this alternative would also allow flexibility in adapting to changing future conditions in the county. The significant factors favoring this choice are as follows:

- This alternative follows the original plans for expansion of the structure, for which cost figures are available. This allows the county to see some of the cost figures before any planning is done.
- By 1980, judicial departments will need approximately 15,000 square feet for expansion; a third floor addition would provide approximately 12,000 square feet, as well as providing the correct interrelationships between judicial departments, which are necessary for proper functioning. Relocating non-court-related county offices would provide the additional 1,500 square feet of required expansion space.
- The third floor addition would allow more consolidated patterns of space use by the courts and court-related departments, with the first floor for County Court functions, the second floor for Circuit Court Criminal Division functions, and the third floor for Circuit Court Civil Division functions.
- The addition would provide the least costly solution to satisfying space needs. Construction, renovation, and manpower allocation costs would be considerably lower than the construction of a new county building, a new courthouse, or a branch courthouse.



- Judge's suite expanded to provide additional judge's chamber and enlarged clerical and waiting areas.

#### Second Floor

- Trial clerks relocated to renovated space now occupied by grand jury and court reporters.
- Witness room converted to law library book storage.
- Public Defender relocated into vacated trial clerk's office.
- Jury room of Courtroom C renovated to expand secretarial area of judge's suite.

#### North Wing

- Hearing or clerical functions of Juvenile Court expanded into space vacated by relocation of one judge's chambers to third floor addition.

#### c. Third Phase

- Expansion of probation and parole offices to 2,800 square feet in an appropriate location, either outside of the Courthouse (in the space now occupied by Courtroom D or in a more appropriate location), or in the north wing in vacated space now occupied by county offices, which would be moved to more appropriate locations.
- Relocation of traffic division of Clerk's Office into present Probation and Parole Office.

### 2. Space Use in 1980 as a Result of Implementation of Recommendations

#### a. Circuit Court

- Facilities on the second floor would be allocated to the Criminal Division, with two judges having their home base

in the Courthouse. The Civil-Division judge would occupy one judge's chambers and share the small courtroom.

- Expanded secretarial and waiting area would provide better circulation patterns for the two hearing rooms.
- Third floor would have a large jury courtroom and a six-member jury courtroom/hearing room for use by the Civil Division, with three judges' chambers and appropriate secretarial and waiting spaces.
- A judge of the Juvenile Division would occupy separate chambers on the third floor of the north wing, with courtroom and adequate ancillary spaces available for probate hearings, if necessary.

b. County Court

- The first floor would be designated entirely for County Court functions. The trial courtroom would remain intact. A new courtroom would be designed to handle traffic cases and initial appearances. Judges' suites would have expanded secretarial and public waiting areas, relieving circulation and functioning deficiencies. Three judges' chambers and two hearing rooms would handle the increased non-jury trial and hearing case-loads anticipated by 1980.
- The clerical function of County Court is primarily the processing of traffic violations. Space would be allocated in vacated probation and parole offices for this function, allowing a more consolidated sequence of

operations for traffic cases, which make up 75 percent of the cases filed in County Court.

c. Probation and Parole Office

- Expansion of this office in the south wing of the Courthouse to provide the 2,881 square feet needed by 1980 is not possible. Under present procedures, dividing the office would cut sharply into the efficiency of the department. Neither the supervision of probationers and parolees, nor the road work done by the probation officers, would be affected by relocating the office outside of the Courthouse. On the contrary, it is believed that supervision of these persons would best be served by not having them come in contact with the court environment after sentencing. Therefore, it is felt that relocating this office to an appropriate site with convenient access to the Courthouse is the best course of action. An appropriate site would be the present location of Courtroom D, if the space requirements of the department could be met there.

d. State Attorney's Office

- This office would be relocated to the third floor addition, with an adjacent area for grand jury facilities, whose procedures the State Attorney is responsible for. This location would provide 3,674 square feet for the expansion of the department by 1980. Spaces would be more efficiently planned and adequate work stations for attorneys, secured interview rooms (lacking in the present facility), and a

larger conference/library space for staff meetings and group consultations would be provided. Grand jury facilities would provide better security for the jurors and witnesses.

e. Court Reporters' Offices

- These offices would be relocated to the third floor addition, with 1,192 square feet of net usable space allocated to them. This space would allow expansion of personnel to fifteen, with areas for clerical work, interview rooms for taking depositions, and work stations for completion of assignments. This office would adjoin the State Attorney's Office, as well as being easily accessible to courtrooms and judges' chambers.

f. Trial Clerks

- The two additional work stations needed would be provided by relocating the trial clerks to the space now occupied by the grand jury and court reporters. Four work stations would be in the grand jury space, with reception, records and two work stations in the other area.

g. Public Defender

- A branch office would be located on the second floor near the Criminal Division facilities. This office would have a reception area, an interview room, and work stations for two attorneys. This location allows better access to the office by both attorneys and clients during court proceedings. It also has easy access to courts, judges' chambers, hearing rooms and records storage.

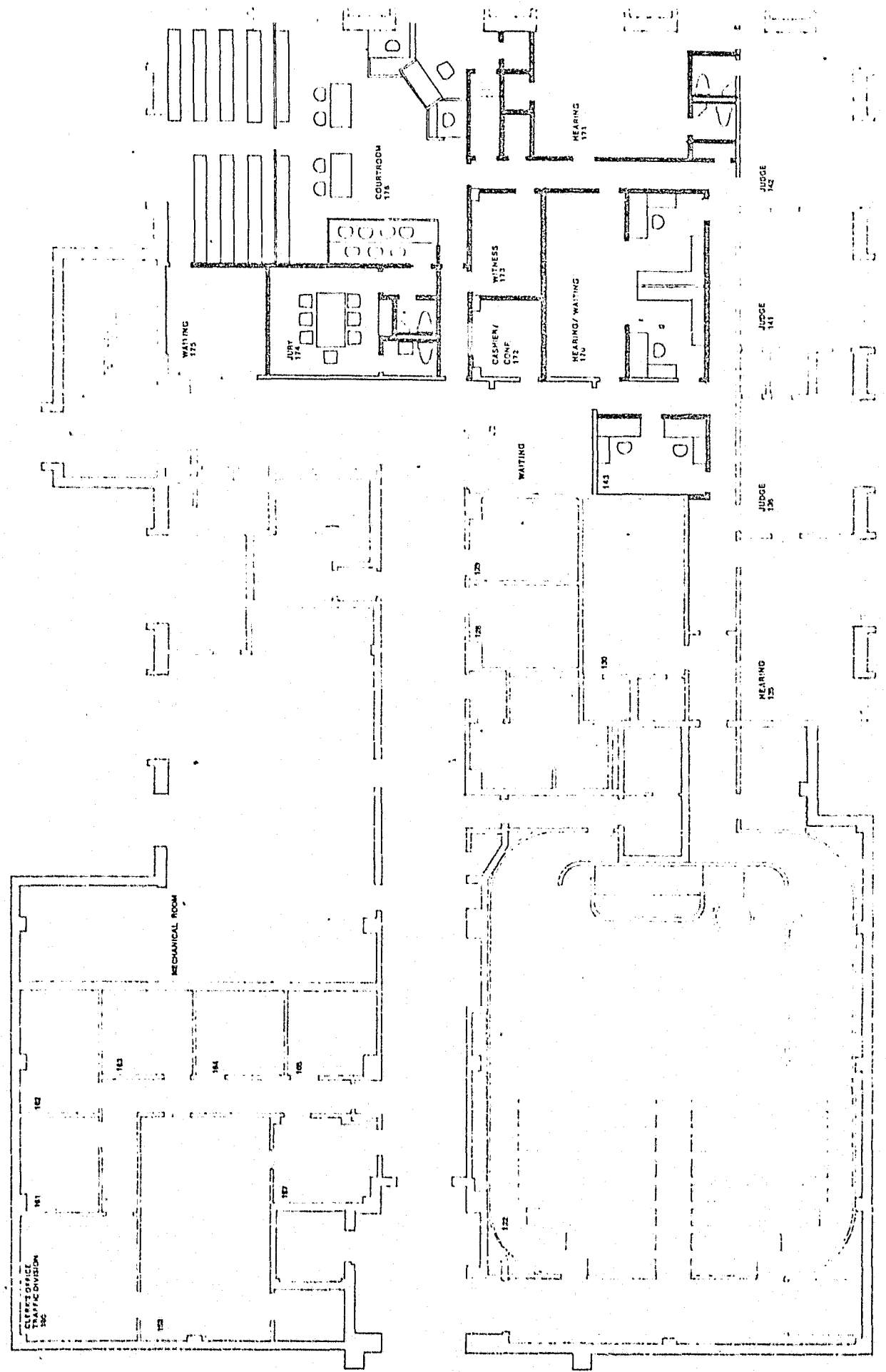


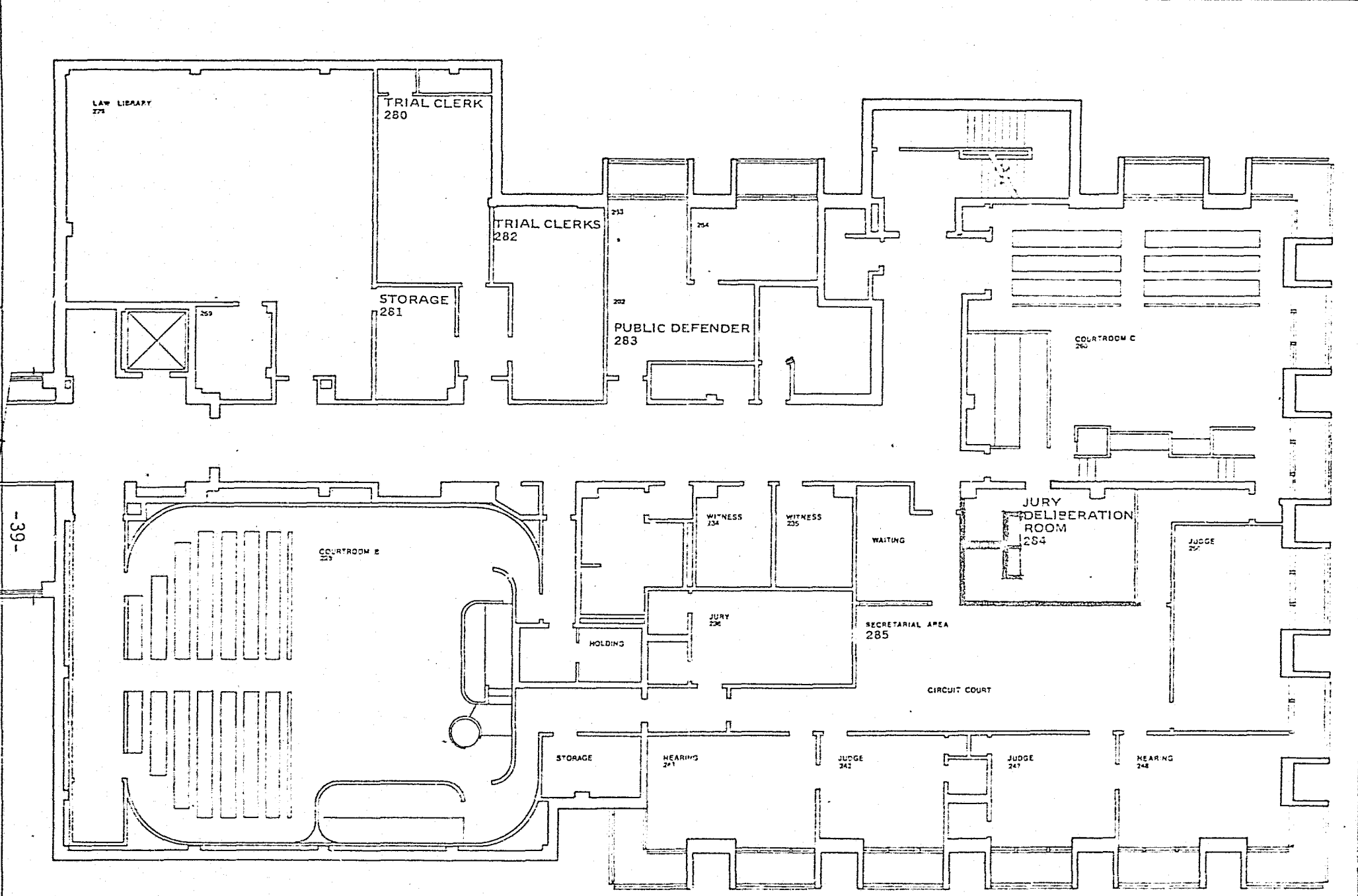
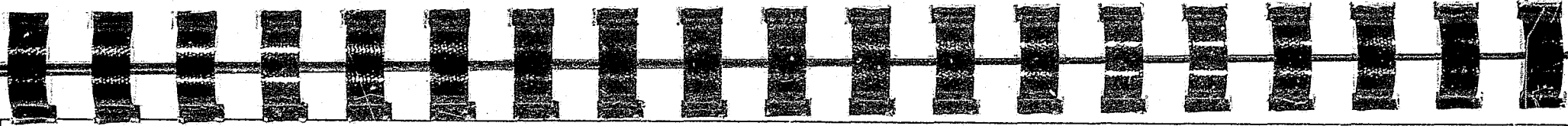
In addition to the need for more space, addressed by the recommendation above, the consultants noted a need for more convenient judicial service for the large segment of the county's population located in its southern region. An additional facility to handle County Court non-jury and traffic cases, at least on a part-time basis, could be located in that area, perhaps in a renovated Municipal Court facility. It would contain a small non-jury courtroom with judge's chambers and proper ancillary facilities to be used by a visiting judge. This would also help to alleviate the congestion in the main courthouse.

The essence of the program, however, is the construction of the third floor addition. It is recommended that this construction be commenced as soon as possible. With a construction time projected (in a 1973 courthouse expansion study) as two years, any delay would result in severe space problems when Article V is implemented in 1977. Renovation of the existing building cannot be undertaken until after relocation of existing departments to the third floor addition.

Once the second County Court courtroom is functioning in the Courthouse, a re-evaluation of the relocation of the Probation and Parole Offices should be performed. If an alternate plan, allocating space to that office in the north wing, would permit better functioning of the departments, then such a plan should be implemented.

The consultants recommend that piecemeal solutions to the expansion needs of the system be avoided. Such piecemeal solutions could result in higher costs, unnecessary wastage and uncoordinated implementation. SMC recommends that whatever plan is adopted, it be implemented in a coordinated sequence.





PROPOSED SPACE USE PLAN: SECOND FLOOR  
SEMINOLE COUNTY COURTHOUSE AT SANFORD, FLORIDA

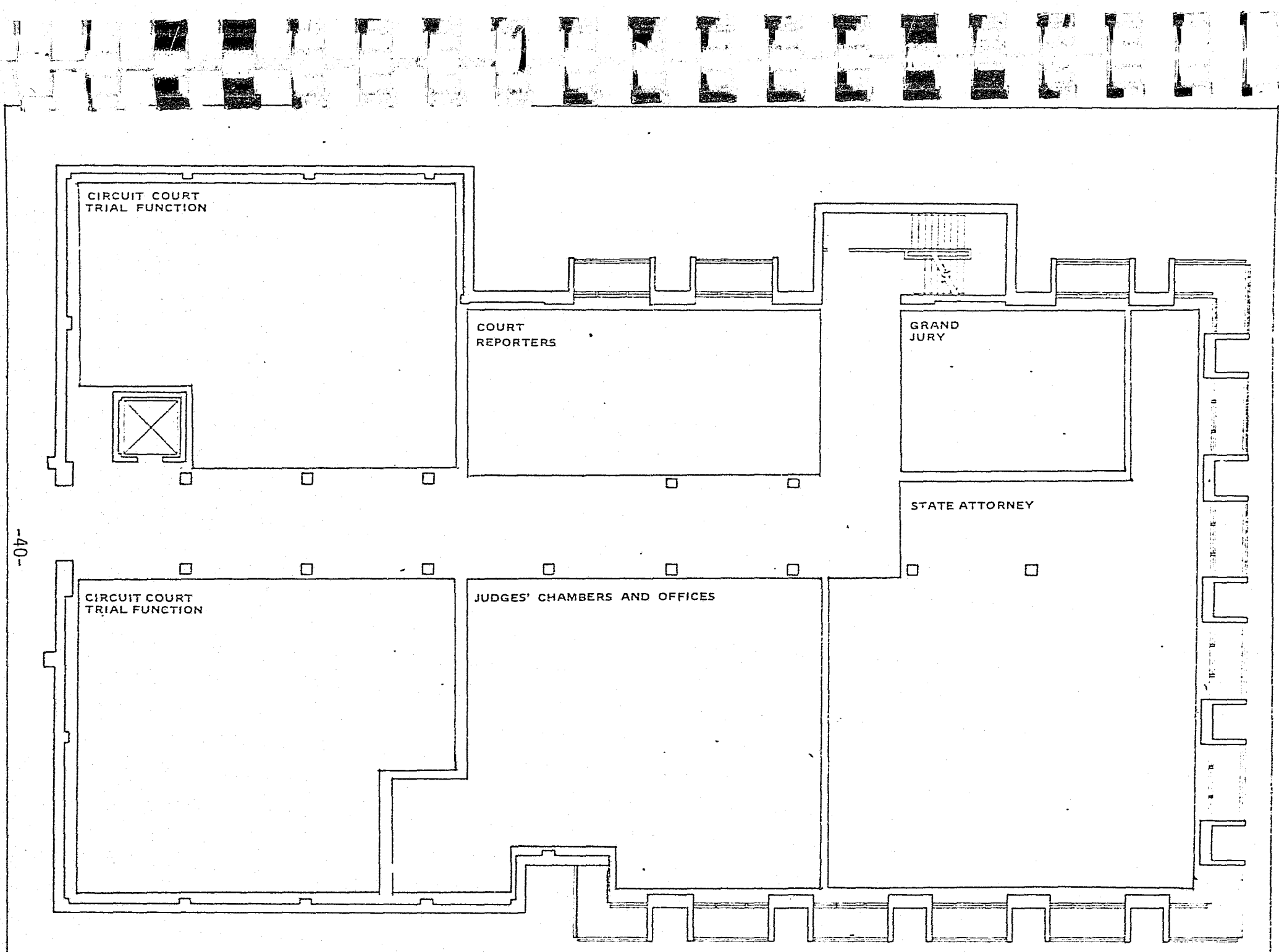


TABLE 3  
AREA ANALYSIS — PROPOSED SPACE USE  
SEMINOLE COUNTY COURT WING IN SANFORD

INDEX	DEPARTMENT	FUNCTION	NET AREA (SQ. FT.)	TOTAL AREA (SQ. FT.)
<u>FIRST FLOOR</u>				
	Clerk of Court - Traffic Division	General Office	1,550	1,550
122	County Court	Courtroom	2,646	
176	County Court	Courtroom	935	
175	County Court	Public Waiting Rm.	132	
130	County Court	Jury Deliberation Rm.	300	
128	County Court	Witness Room	114	
172	County Court	Conference Room	61	
143	County Court	Public Waiting Rm.	182	
176	County Court	Secretary's Office	285	
136	County Court	Hearing/Waiting Rm.	189	
141	County Court	Judge's Chamber	252	
142	County Court	Judge's Chamber	252	
135	County Court	Judge's Chamber	265	
174	County Court	Hearing Room	265	
173	County Court	Jury Room	188	
129	County Court	Witness Room	82	
		Witness Room	114	
		Holding Cell	100	
		Storage Room	90	6,352
<u>TOTAL AREA FOR FIRST FLOOR</u>				<u>7,902</u>

SECOND FLOOR

270	Law Library	Librarian Room	1,259	
	Law Library	Stacks		
281	Law Library	Storage Room	140	1,399
	Trial Clerks	Reception		
	Trial Clerks	Work Stations		618
283	Public Defender	Reception Room	178	
	Public Defender	Interview Room	260	438
228	Circuit Court	Courtroom	2,646	
236	Circuit Court	Jury Deliberation Rm.	300	
	Circuit Court	Public Waiting Rm.	182	
285	Circuit Court	Secretary's Office	604	
241	Circuit Court	Hearing Room	265	
250	Circuit Court	Judge's Chamber	364	

TABLE 3 (Continued)  
 AREA ANALYSIS — PROPOSED SPACE USE  
 SEMINOLE COUNTY COURT WING IN SANFORD

INDEX	DEPARTMENT	FUNCTION	NET AREA (SQ. FT.)	TOTAL AREA (SQ. FT.)
242	Circuit Court	Judge's Chamber	252	
247	Circuit Court	Judge's Chamber	252	
248	Circuit Court	Hearing Room	265	
280	Circuit Court	Jury Deliberation Rm.	290	
234	Circuit Court	Witness Room	114	
235	Circuit Court	Witness Room	114	
-	Circuit Court	Holding Cell	100	
-	Circuit Court	Storage Room	90	
260	Circuit Court	Courtroom	1,241	7,079
TOTAL AREA FOR SECOND FLOOR				9,534
THIRD FLOOR				
	State Attorney			3,700
	Grand Jury			670
	Court Reporter			1,192
	Circuit Court Trial Function			4,770
	Judge's Suite			1,500
TOTAL AREA FOR THIRD FLOOR				11,832
TOTAL AREA FOR COURT WING				29,268

C. Long-Term Considerations

The consultants believe that a more comprehensive study is needed to develop a detailed facility program for both judicial and county functions over a useful long-term planning period. The foregoing recommendations represent a course of action that would be appropriate until such a long-term planning study could be undertaken. The recommended program does not restrict the range of alternatives for long-term use of the Courthouse. Projections of space requirements in the year 2000 call for an additional 20,000 square feet over 1980 space needs.

Adequate planning of the third floor will provide efficient functioning of the judicial system for the next ten years, given proper scheduling of facility use and procedural streamlining where possible. The use of a part-time facility, such as a renovated Municipal Court facility, for the processing of traffic and minor non-jury cases in the southern section of the county, would alleviate the load on the county courtroom as well as provide better service for the large populated suburbs of Orlando.

The consultants recommend that further study be given to the following alternative means of providing the additional 20,000 square feet to be needed in the year 2000.

1. Expansion of Judicial Functions into the North Wing of the Courthouse

Two floors would be required to provide the necessary square footage. A county office building could be constructed for use by county departments and could be expandable for future projected county space needs.

2. Construction of a Branch Courthouse in the Southern  
Section of the County

This courthouse could process both Circuit and County Court cases by the year 2000. Courtrooms and branch offices of the Clerk of Court, Court Reporter and State Attorney would be needed in the branch by that time.



**CONTINUED**

**1 OF 2**

APPENDICES

APPENDIX A

Persons Assisting in this Assignment

The following local court officials contributed substantial assistance to the consultants in this assignment:

The Honorable Roger F. Dykes, Circuit Court Judge (Project Coordinator)

The Honorable Dominick J. Salfi, Circuit Court Judge

The Honorable Kenneth M. Leffler, Circuit Court Judge

The Honorable Wallace H. Hall, County Court Judge

The Honorable Harold F. Johnson, County Court Judge

William Dietz, Executive Assistant to the Chief Judge

William Staylee, State Attorney's Office

Norman Robin, Court Reporter's Office

James Lee, Probation and Parole Office

The assistance of the following is also gratefully acknowledged:

John Harkness, Jr., Florida State Court Administrator

Kenneth R. Palmer, Judicial Planning Coordinator, Office of the State Court Administrator

Robert Ellis, Seminole County Commissioner

Judson Burdick, Seminole County Development Planner

Reginald Williams, East Central Florida Regional Planning Commission

Gutman, Dragash, and Martz, Architects

APPENDIX B

Relevant Seminole County Statistics

# APPENDIX B

## RELEVANT SEMINOLE COUNTY STATISTICS

COUNTY POPULATION					
1960	54,900	1977	157,000		
1970	83,700	1980	182,300		
1975	144,200	2000	314,500		

POPULATION/CIRCUIT COURT JUDGES					
YEAR	POPULATION	JUDGE/DIVISION			POPULATION/JUDGE
		CRIMINAL	CIVIL	JUVENILE	
1970	83,700	9 Circuit Wide Judges			28.5
1975	144,200	1.25	2.75	.75	30.4
1980	182,300	2.0	3.5	1.0	28.0
2000	314,500	3.5	5.25	1.75	30.0

POPULATION/COUNTY COURT JUDGES			
YEAR	POPULATION	NUMBER OF JUDGES	POPULATION/JUDGE
1970	83,700	1.0	83.7
1975	144,200	2.0	72.1
1980	182,300	3.5	52.1
2000	314,500	6.0	52.5

CIRCUIT COURT CASELOAD AND PROJECTION				
YEAR	CRIMINAL FILED/DISPOSED	CIVIL FILED/DISPOSED	JUVENILE FILED/DISPOSED	TOTAL FILED/DISP.
1974	752/769	2812/2750	754/551	4318/4070
1975	859/750	3801/3591	1082/1215	5742/5556
1980	1082/N/A	4789/N/A	1363/N/A	7234/NA

COUNTY AND MUNICIPAL CASELOAD AND PROJECTIONS					
YEAR	COUNTY CRIMINAL	CIVIL	TRAFFIC	COUNTY TOTAL	MUNICIPAL
1974	1,482	2,434	13,521	17,437	13,143
1975	1,709	3,018	14,670	19,397	11,560
1977	1,879	3,319	16,140	21,338	12,672
1980	2,153	3,802	18,481	24,439	14,490

APPENDIX C

Standards and Design Guidelines\*

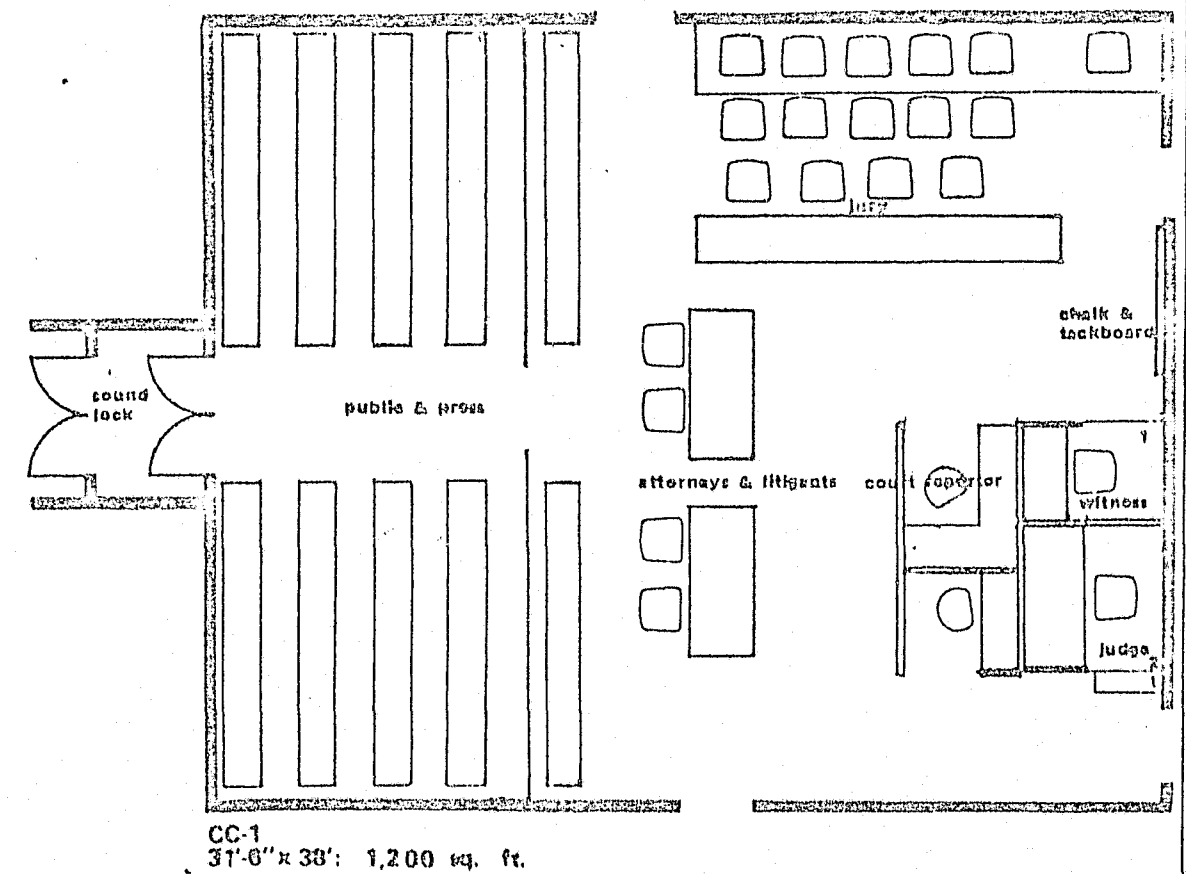
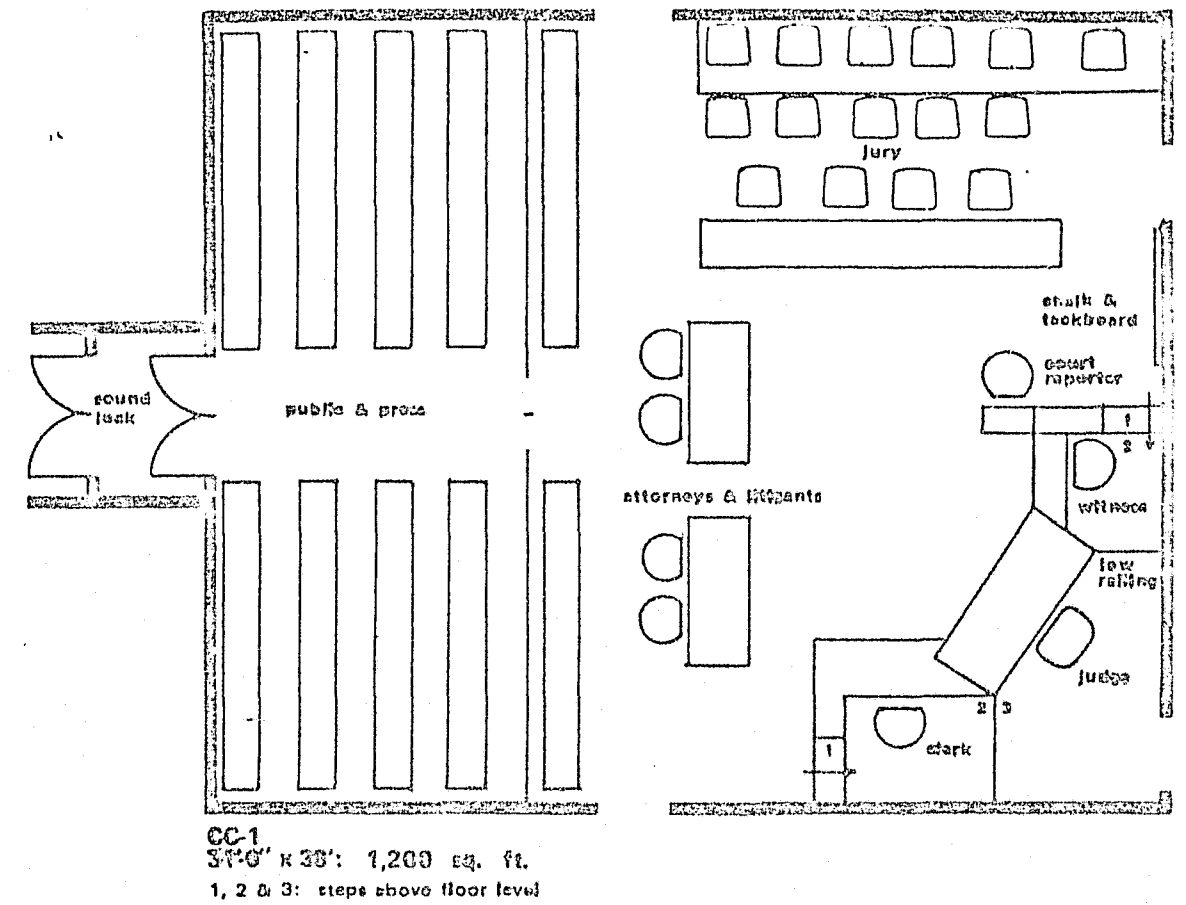
- \* U.S., Department of Justice, Law Enforcement Assistance Administration, National Institute of Law Enforcement and Criminal Justice, SPACE MANAGEMENT AND THE COURTS: DESIGN HANDBOOK, by F. Michael Wong, Ph.D., (Washington, D.C.: Government Printing Office, 1973), pp. 50-65.

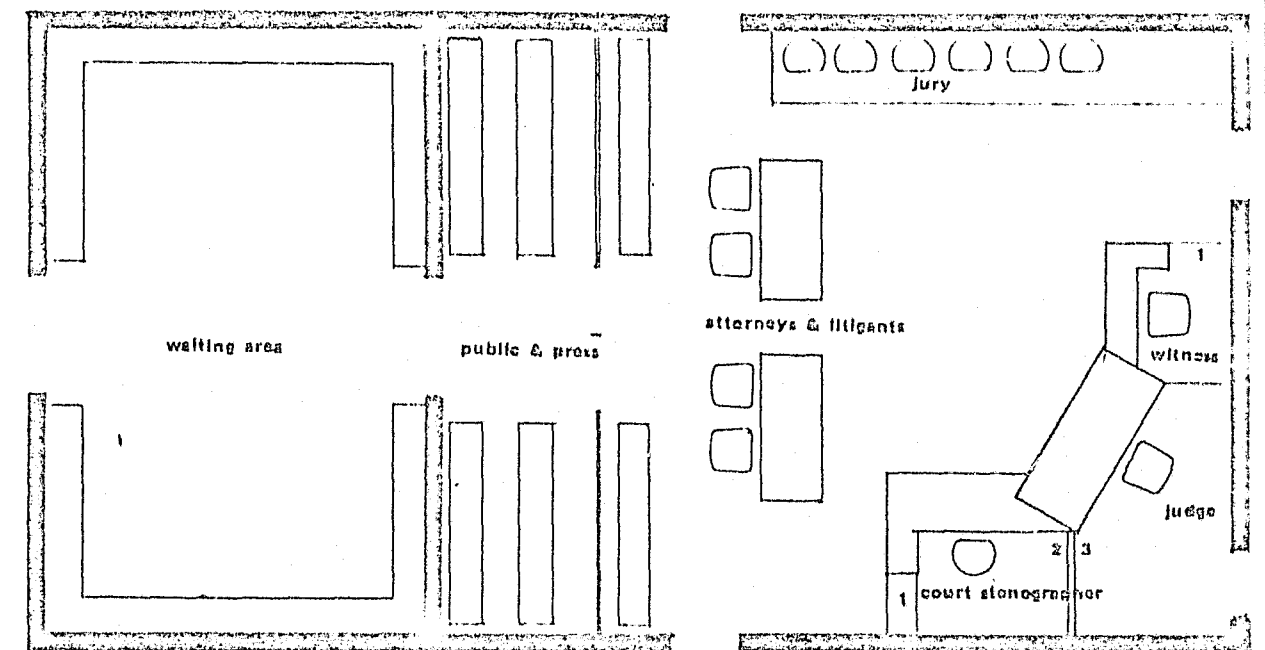
## COURTROOM

- The courtroom should be a symbolic extension of the concept of justice; its architecture should express this ideal.
- Courtroom size and shape should be determined by functional and environmental requirements, the kinds of cases handled and the routine number of participants and spectators.
- Judicial functions of a trial or hearing can be accommodated within an area of approximately 500 sq. ft. (without jury) and 700 sq. ft. (with jury).
- Size of the public observation area in most courtrooms should be determined by the size of the jury panel, usually 25 to 30 persons for a 12-man jury and 12-15 persons for a six-man jury, plus an additional 10 - 15 seats for the general public. (After impaneling, additional seats become available for the public).
- The trend is toward smaller trial courtrooms (1,000 - 1,200 sq. ft.) with a small number of large courtrooms (1,500 - 2,000 sq. ft.) for calendaring and motions functions, if necessary.
- Floor-to-ceiling heights of small-to-medium sized courtrooms should be 10 to 15 feet.
- Height within a courtroom need not be uniform and should be measured in terms of symbolic and environmental factors. (A courtroom might be planned, for instance, with a central judicial area higher than surrounding public and jury areas.)
- Courtroom appearance and ambiance should be restrained, yet cheerful, with adequate light and color contrast to relieve monotony.
- Environmental criteria should be determined by the kind and extent of activities, and by the psychological response desired from participants and spectators.
- Courtrooms should have separate entrances for spectators, press, litigants, witnesses (public); judge, jury, attorneys, court personnel, witnesses (private); and prisoners and court officers (secured).
- Entrances and exits for participants should be carefully grouped and located as close as possible to their stations in the courtroom.
- All participants in courtroom proceedings should be able to see and to hear each other clearly.
- Distance of movement and conflicting movement by participants during a trial or hearing should be minimized.
- A courtroom does not function in isolation; its necessary ancillary facilities include judges' chambers, jury deliberation room, prisoner holding facility, witness room and attorneys' conference room.
- Courtroom furniture should be an integral part of the architecture, designed to accommodate human activities. Much of it can be movable for flexibility, colorful without being distracting, and durable for wear and stain resistance.
- Where necessary, heavy furniture such as the judge's bench, clerk's station, witness box, jury box and attorneys' tables can be constructed in modular sections for rapid assembly, when necessary. Movable chairs for the public should be avoided because of noise and pilferage problems.

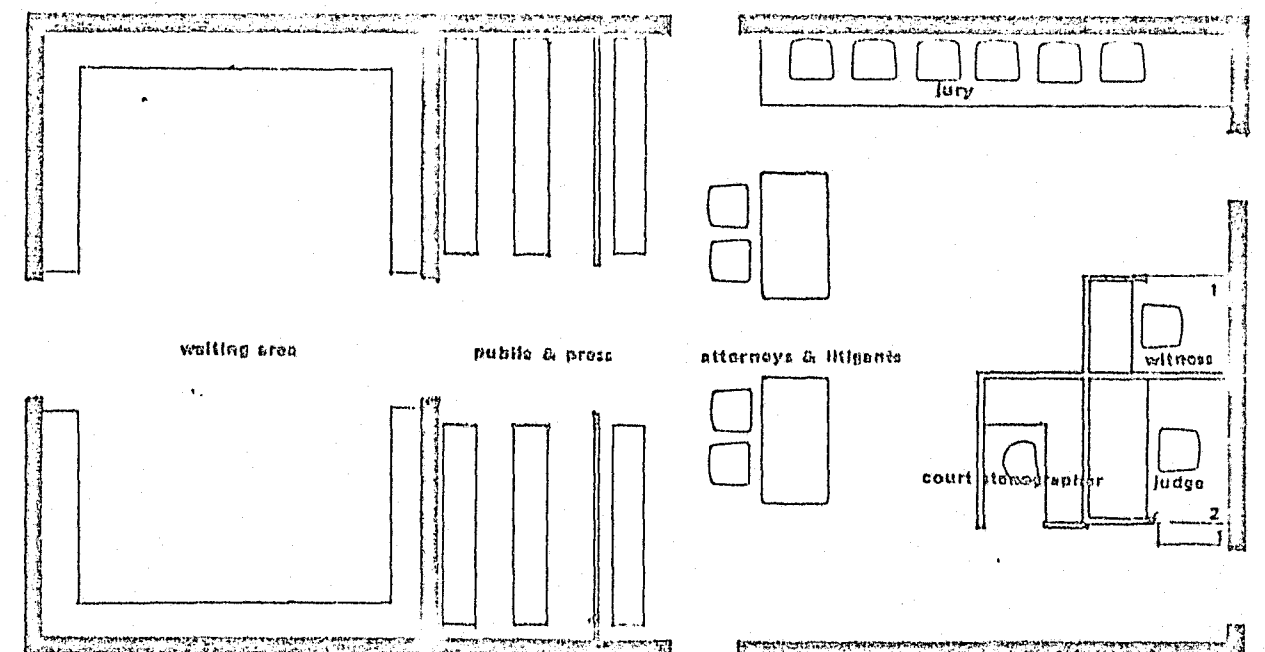


- Provision should be made for central recording of court proceedings; microphones should be designed as an integral part of courtroom furniture, and space and personnel required for efficient operation should be planned in advance.
- Courtroom interiors should be designed to minimize acoustical problems; volume and distance should be reduced in very large courtrooms to control reverberation time (ideal, 0.8 to 1 second), thereby avoiding an echoing effect. This can be accomplished by a hung ceiling, surface treatment or a reduction in room size.
- Courtroom shape should not be long or narrow and walls should not be parallel or finished in sound-reflective materials. Such conditions would cause excessive sound fluttering. To alleviate this phenomenon, reduce room length, avoid the use of long parallel walls and finish with appropriate absorptive material.
- Courtroom shape, especially in the judicial area, should not be circular and constructed with reflective materials. Concave surfaces focus sound at the center and create an uncomfortable feeling to the speaker.
- In large courtrooms, walls at the front of the courtroom should be of reflective materials so that sound generated from the judicial area is reflected to the public seating area, usually at the rear of the courtroom.
- Walls and ceiling at the rear of the courtroom (around the public seating area) should be finished with absorptive materials to prevent sound from reflecting back to the judicial area, creating echoing effects in large spaces.
- The floor of the courtroom should be finished with carpet or padded vinyl, especially in the judicial area, for noise reduction.
- Every courtroom should have a soundlock or share one with an adjoining courtroom. By designing the soundlock so that one set of doors would generally be closed before the other set is opened, noise transmission level from public waiting or circulation spaces could be minimized.
- Fully air-conditioned courtrooms with sealed windows, especially the double-glazed type with internal venetian blinds, will have far fewer problems of high traffic noise and dust and grit level commonly associated with metropolitan centers.
- In situations where direct sunlight could cause discomforting glare, courtrooms should be internal spaces. Windows in courtrooms along external walls should be designed only for visual relief. All lighting for performing tasks should be provided by artificial lighting systems.
- Courtrooms should be adequately air-conditioned and ventilated, and thermal conditions should be separately controlled in each courtroom or group of courtrooms.
- An adequate number of electrical outlets should be located near anticipated power equipment placement, e.g., sound recording equipment, amplifiers, projectors, x-ray viewer, desk lamps, and so on.
- A separate heating, ventilating and air-conditioning system should be installed to service night and weekend courts. The main plant can be shut down at night and during weekends.





CR-1  
 32' x 48': 1,200 sq. ft.  
 1, 2 & 3: steps above floor level



CR-1  
 32' x 48': 12 1,200 sq. ft.

## JUDGE'S BENCH

- The judge:
  - Usually wears a bulky robe and requires a large armchair;
  - Exercises protective influence over witnesses;
  - Views and hears all participants in courtroom;
  - Speaks loudly when addressing court, instructing jurors, admonishing spectators;
  - Speaks softly when conversing privately with attorneys, bailiffs, and court clerks;
  - Passes exhibits and documents to attorneys and court clerks.
- The height and area of the judge's bench and platform should appropriately express the role of the judge and the dignity of the court. The judge's eye level, when he is seated, should be higher than any other participant or spectator, standing or seated.
- The judge's bench should be equipped with (or provision be made for) a microphone connected to an amplifier controlled either by the judge or the clerk.
- The judge's bench should have a 4 to 6 in. high railing around the work surface; the work surface should slope toward the judge to prevent attorneys from seeing documents on the judge's bench.
- The judge should be able to communicate with his secretary in chambers directly by a telephone/intercom system.
- The judge should be able to alert, without detection in the courtroom, a central security control room. Court officers should be able to hear, and even see, the problem in any courtroom, and to take appropriate steps. They should also be able to communicate with the judge or with other court participants through a loudspeaker system during an emergency.

## ATTORNEYS' AND LITIGANTS' STATIONS

- Attorneys usually are deeply involved during court procedures, and the physical environment should be conducive to this condition.
- Attorneys and litigants should be able to confer in private at their stations without being overheard by jurors, opposing attorneys, opposing litigants or by others in the courtroom.
- Attorneys should be able to move easily from their stations to a lectern, the judge's bench, court clerk's station, court reporter's station, jury box and witness box.
- Attorneys and litigants should be able to see, hear and be seen and heard by judge, witnesses, court clerk, jurors and court reporter.
- Distance should be approximately equal between the attorneys' stations or lecterns, witness box, jury box and judge's bench.
- Attorneys handle and examine exhibits and legal documents; their stations should be adequately lighted to enable them to read fine print on legal documents.
- Each attorney's station should be equipped with (or provisions made for) a microphone connected to an amplifier controlled either by the judge or the clerk.
- To the extent possible, wiring for microphones and lighting around the attorneys' stations should be from a floor duct system that provides the necessary outlet flexibility without long lengths of wires exposed on the floor.
- The location of the defendant's and attorney's stations in the judicial area should be closer to the prisoner holding facilities than the prosecuting attorney's location, so that the distance between prisoner holding facilities and the defendant's location in the judicial area is minimal.

## WITNESS STAND

- Many volunteer witnesses testify at personal sacrifice of time and money and at the risk of being harmed; they deserve the courtesy of the court and of trial participants.
- When not testifying, witnesses in controversial trials should be isolated for their safety and protections.
- Witnesses may be under emotional strain; consequently, the environmental conditions of the rooms in which they wait should be calm and cheerful.
- Witnesses are entitled to the protection of the court and the judge who serves as the impartial arbiter.
- Non-encroachment distance between attorneys and witnesses should be at least 6 feet.
- Witnesses should be able to see, and be seen as close to full face as possible, and to hear attorneys, judge, court clerk and jurors.
- When answering attorney's questions, witnesses should be clearly seen and heard by attorneys, judge, jurors and court reporter.
- Witnesses on the stand receive, examine, and return exhibits. A fixed or hinged shelf for this purpose should be part of the witness box design.
- Witness box could be movable and, perhaps, constructed as a modular unit.
- Floor level of the witness box should be slightly lower than that of the judge's bench, but not so low that the judge cannot see clearly the witness' face.
- The witness box should be equipped (or provisions made for) with a microphone connected to an amplifier controlled by the judge or the clerk. Many witnesses are nervous and tend to speak very softly. Amplification of witness' testimony is of special importance to the court reporter.
- During serious criminal trials or trials with potential violence or disruption, a bailiff or court officer should be located in close proximity to the witness stand, ready to assist or protect the witness, if the need arise.

## JURY BOX

- Jurors often serve at personal sacrifice of time and money; they deserve the courtesy of the court and of trial participants. The facilities in the courtroom should be adequate, unobtrusive and well-designed for their needs.
- Jurors should be adequately separated from the public to avoid interference and improper influence.
- A bailiff or court officer should be located between jurors and the public to prevent communication between them.
- Jurors should be adequately separated in distance — a minimum of 6 ft. — from attorneys and litigants to prevent their overhearing private conversations.
- Juries are usually selected and impaneled in court before the judge. Juries in civil cases in some locations are selected in separate jury impaneling rooms.
- Jurors should be able to see, be seen and to hear attorneys, judge, witnesses and court clerk.
- During examination of witnesses, all jurors should be able to see attorneys and witnesses as close to full face as possible.
- Jurors receive, examine and return exhibits. Fixed or hinged shelves should be designed as an integral part of the jury box on its outside surface for resting large exhibits.
- Floor level of the highest tier of the jury box should be lower than that of the judge's bench.
- Depending on the layout of the courtroom, it is possible to substitute the traditional "modesty rail" in front of the jury box with a table surface 28-29 in. above floor level so that the front row of the jury box can be used by either the plaintiff or the defendant during a non-jury trial.
- The front row of the jury box should be on the same floor level as the judicial area; if juries are reduced from 12 to 6 members, the front row of seats could be removed without extensive renovations.
- Where possible, the jury box should be located on the side of the courtroom closest to the jury deliberation room. Jurors should not have to walk across the judicial area, nor should they have to walk through public spaces, to reach the jury deliberation room.

## COURT REPORTER'S STATION

- The court reporter:
  - is responsible for recording court proceedings by shorthand, by stenographic machine or by automatic sound recording devices;
  - must see the facial expressions of witness, attorneys, and judge, and hear every word spoken;
  - should be located close to the witness box, approximately equidistant from judge, attorneys and jurors so all hear him equally well when he reads back to the court, at the judge's request, parts of the transcript;
  - is usually responsible for marking and identifying exhibits before they are passed to the court clerk for safekeeping;
  - should be as inconspicuous as possible, especially to the witness who should not be intimidated or made to feel conscious that every word he utters is being recorded;
  - at times has to record the answers of an emotional witness by indicating his expression and the movement of his head and hands.
- Of all trial participants, the witness is most unfamiliar to the court reporter. The locational relationship between the court reporter and the witness is therefore most important.
- It is important that the furniture and equipment used by the court reporter be designed as an integral part of courtroom furniture. Design should maintain court dignity, providing for orderly stacking of steno-tapes out of public view, and so on.
- When an interpreter is required, he should be located to one side of the witness, facing the court reporter, and be easily seen by judge, attorneys and jurors.



## COURT CLERK'S STATION

- The court clerk:
  - serves the court and judge;
  - assists in efficient operation of courtroom procedures;
  - checks case files, passes them to and receives them from the judge;
  - makes records of case determinations;
  - is responsible for the custody of exhibits;
  - calls prospective jurors to the jury box and swears in impaneled jurors for jury duty;
  - calls witnesses to the witness box and administers the oath.
- The court clerk's station:
  - adjoins the judge for ease of communication and for passing documents;
  - accommodates a large number of case files and other legal documents and exhibits, thus requiring maximum (in appearance) work surface area;
  - should be lower in height and less significant in appearance than the judge's bench and the witness box.
- The court clerk's work surface should be surrounded by a rail to prevent attorneys from seeing documents and to cover sound recording equipment.
- Furniture to house sound recording equipment should be designed as an integral part of the court clerk's station. Such equipment should be located for ease of operation and should not be visually obstructive.
- The court clerk's station should have the same alarm/intercom system as the judge: a direct intercom line to a central security control room activated by the touch of a button under the work surface.
- Adequate provision should be made on the work surface for stamps and ink pads frequently used by the court clerk.

#### BAILIFF'S OR COURT OFFICER'S STATION

- The bailiff or court officer is responsible for:
  - security of the courtroom and safety of participants;
  - keeping order in the courtroom;
  - safety, security, and privacy of judge and jurors;
  - safety and security of detained defendants;
  - removal of persons causing disruptions during court proceedings;
  - calling and escorting witnesses;
  - announcing entry of the judge;
  - running errands for the judge during trial or hearing.
- The bailiff should be strategically placed to perform the above duties effectively.
- During a public-interest trial, one court officer should be located between jury and public, another in close proximity to the judge, and a third for the transfer of prisoners and witnesses. More than one court officer would be needed to handle multiple defendants during felony criminal trials.
- The bailiff should be able to see all participants and public.
- The bailiff requires a small table with gavel used for calling the court to order as the judge enters the courtroom.

## PRESS FACILITIES

- The press has the right to attend and report trial proceedings, except juvenile and adoption cases, the records of which are kept confidential.
- Seating for the press can be reserved in the front row of the public spectator area, or to the side of the courtroom, the location often determined by local policy.
- Press reporters should be no closer than 9 ft. to attorneys and litigants to avoid overhearing private conversation.
- Adequate telephone facilities should be made available to the press in close proximity to courtrooms on each floor.
- A press room should be made available in close proximity to the building entrance or on the court floor.
- A glazed partition separating a press room from the judicial area of the courtroom would enable the reporter to telephone information to his editor during trial without disrupting court procedures. (Some reporters may object to the glazed partition on the grounds that they would lose the "feel" of the trial.)
- If the press room is separated physically from the courtroom, the sound and view of court proceedings will have to be transmitted into the space by means of video-tape and closed circuit television equipment. However, consideration might be given to designing a central press room away from courtrooms in which reporters could view several trials on closed-circuit television simultaneously or selectively.

## PUBLIC FACILITIES

- The public:
  - has the right to attend all trials and hearings in the role of spectator;
  - need not be relegated to the traditional position in the rear half of the courtroom where only backs of attorneys and litigants and sides of jurors can be seen;
  - should be able to see and hear all participants as clearly as possible;
  - should remain inconspicuous and unobtrusive as possible to trial participants;
  - in the future may be physically separated from the courtroom in viewing spaces equipped with closed-circuit television (thereby permitting courtroom size to be reduced). This would apply specifically to sensational and public-interest trials.
- In some courtrooms, it is possible and advantageous to plan public observation facilities to one side of the judicial area.
- For high-security courtrooms, detection devices should be installed inconspicuously at the entrance to the public observation area to detect firearms, bombs and other dangerous weapons. Such devices could be incorporated into the door frame.
- For controversial trials, public entering the courtrooms could be subject to a search by male and female court officers. Temporary facilities could be installed to accommodate such activities.
- Size of the public observation area in the courtroom should be determined to a large extent by the average number of prospective jurors in a panel brought into the courtroom for jury selection and impaneling.
- The public observation area in a criminal trial courtroom generally requires more space than in a civil trial courtroom, the exception being the courtroom used to hear contested divorce or probate cases.
- Courtrooms in close proximity to jury assembly spaces may only require seating capacity for part of a panel, the other part to be brought into the courtroom only if required.
- Floors should be carpeted where possible to minimize impact noise.
- Public entry into courtrooms should be via soundlock to minimize airborne sounds from public corridors or waiting spaces. One set of doors normally would be closed before the other was opened.

## OTHER COURTROOM FACILITIES

The following facilities should be installed where applicable:

### DISPLAY EXHIBITS

- Magnetic board for charting, drawing, and for holding paper exhibits.
- Tackboard for cardboard exhibits.
  - Both exhibit boards can be portable, or preferably, built-in. One way of integrating boards with courtroom design is to provide a swivel-mount flush to wall with board back of the same material as the wall.
  - Each board should be at least 54 x 42 in. at 36 in. minimum height above floor level.
  - Angle of vision subtended at the boards should be greater than 30 degrees.
- Pointer: 36-42 in. long (can be collapsible).
- Battery operated light pointer for explaining slide or film displays in a darkened courtroom.
- An adequate supply of magnetic strips, water-color markers and cleaning cloths.
- Magnetic board, tackboard and chalkboard should be designed for simultaneous usage during court proceedings.

### PROJECTION OF IMAGES OF EXHIBITS

- Slide and movie projectors should be stored at a central location for use in courtroom, on request. Projection screen can be portable or built-in, depending on the frequency of use.
- If the magnetic board cannot be used as projection screen, then a roll-up screen could be installed above the board, recessed into the wall or ceiling.
- The angle of vision subtended at the display boards applies to the projected images, also.
- Electrical outlets should be provided at the expected location of projectors.
- A portable projector stand should be collapsible for easy storage; a built-in stand should be recessed into a wall or closet.
- An x-ray viewer or a shadow box for presenting medical evidence likewise can be integrated with courtroom wall design, depending on the frequency of use. This equipment can also be portable.
- In the foreseeable future, images of an exhibit may be projected on a movable multi-sided television device suspended from the ceiling at the center of the judicial area or on individual television monitors at several courtroom locations. The judge, witness, jurors, attorneys, litigants and the public can all see the same image on their side of the screen. This is analogous to the multi-sided scoreboard used in today's sports arenas.

### CLOCK

- An integral part of wall design, the clock should be located opposite the judge's bench at the rear or on one side of the judicial area or courtroom.
- All clocks in a court building should be synchronized with a master clock system.
- Image of time on digital clock could be registered on future videotape of trial proceedings to pro-

vent tampering of the tape.

#### STORAGE

- Space of at least 25-30 ft. sq. should be provided for storage of items such as display equipment and movable furniture such as folding chairs. Interior shelves of various depths and heights from floor to ceiling should be adequately lighted — 20-30 ft. candelas (ft. c.). Storage space should be locked when not in use.
- Adjoining courtrooms and those with access through a private corridor can share storage spaces.

#### BOOKSHELVES

- Several shelves should be provided under the bench surface at the witness side of the judge's bench or behind it. These shelves could be used for local statutes or other books that the judge may frequently need for reference.
- Unless mandatory, no other bookshelves are needed in the courtroom to accommodate law books. Such books are used very infrequently in the courtroom and they could be housed more usefully in the law library. The courtroom should not be used as a satellite law library for attorneys.

#### COAT RACKS

- Ready-made coat racks are usually untidy when placed at random in the public area adjoining the entrance. Coat closets should be designed as an integral part of the rear or side wall design so that they are not visually obtrusive.
- Shelving should be carefully designed to accommodate hats, coats, umbrellas and rain or snow boots in certain areas with wet and cold climates.

COURTROOMS: DESIGN STANDARDS

Primary Participant	Activity	Related People	Furniture/ Equipment	Platform Height above floor	Area		Lighting		Acoustics		Access		
				(Inches)	FURNITURE/ EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)	LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SPACE	ACCESS/ SECURITY
Judge	Reading, writing	—	Bench surface, swivel chair/files, books, documents, exhibits	12-20	Bench 15-18 Chair 6-7	20-25	41-50	50-70	warm, direct, possible spot-lighting	NC 25-30	—	Chambers or robing room	Private/maximum
	Talking - quiet - loud	Clerk, attorneys, bailiff, jurors, attorneys, public witnesses	— Microphone	—	—	—	—	—	—	NC 25-35 NC 30-40	— 0.10-0.15 reflective	—	—
	Viewing	Attorneys, jurors, litigants, court reporter, clerk, witnesses	—	—	—	—	—	30 min.	warm, semi-direct and direct	—	—	—	—
Attorney	Reading, writing	—	Table surface, chair/files, books, documents, exhibits	Floor level	Table 12-15 Chair 4-5	25-30	41-50	50-70	warm, direct	NC 25-35	—	External office D.A. or legal aid staff office	Public/minimum Private/limited
	Talking - quiet - loud	Litigants, attorneys, witness, judge, jurors, court personnel, public	— Lectern/microphone, files, books, exhibits	—	Lectern 7-9	9-11	16-20	50-70	Individual lighting of lectern	NC 25-35 NC 30-40	— 0.10-0.15	—	—
	Viewing	Witness, judge, jurors, court personnel	—	—	—	—	—	30 min.	warm, direct or semi-direct	—	—	—	—
Litigant	Moving	Witness, judge, jurors, clerk	/files, books, documents, exhibits	—	—	100-150	—	—	—	—	—	—	—
	Reading, writing	—	Table surface, chair	Floor level	Table 8-10 Chair 4-5	8-10	20-25	50-70	warm, direct	NC 25-35	—	External (on hall or summons) detention facilities	Public/minimum Private/maximum
	Talking - quiet	Attorneys	—	—	—	—	—	—	—	NC 25-35	0.25-0.30 absorptive	—	—
Witness	Viewing	Attorneys, judge, witness, jurors	—	—	—	—	—	20 min.	warm, direct or semi-direct	—	—	—	—
	Reading	Attorneys	Witness box shelf/ exhibits	6-12	Shelf 4-6 Chair 4-5	7-9	15-20	50-70	warm, direct	NC 25-30	0.10-0.15 reflective	External Isolation space (secret witness)	Public/minimum Private/maximum
	Talking - loud	Attorneys, judge, clerk, court reporter	Microphone	—	—	—	—	—	—	NC 25-35	—	—	—
Jurors	Viewing	Attorneys, judge, jurors, litigants, court personnel	—	—	—	—	—	—	—	—	—	—	—
	Reading	Attorneys	Jury box/exhibits	Row 1 floor level Row 2 - 6 in. Row 3 - 12 in.	Chair 4-5	5-6	9-11	10-50 variable	warm, direct or semi-direct	NC 25-30	0.20-0.30	Jury assembling or impaneling spaces	Private/maximum
	Talking - loud	Attorneys, judge, clerk	—	—	—	—	—	—	—	NC 25-35	—	—	—

Court Reporter	Viewing	Attorneys, judge, clerk, litigants, court personnel	—	—	—	—	—	5-33 variable	warm, direct or semi-direct	NC 25-35	—	Staff officer	Private/limited
	Record proceedings	—	Chair, desk (optional) / stenographic machine and tapes	Floor level max. 6 in.	Desk 6-7 Chair 3-4 Machine 1-2	6-8	15-21 (with desk)	50-70	warm, semi-direct	NC 20-25	0.25-0.40 absorptive		
	Feed data to computer	—	Desk (optional), chair / receptacle to coaxial cable to computer	—	Desk 6-7 Chair 3-4 Machine 1-2	6-8	16-21 (with desk)	50-70	daylight, direct	NC 25-30	0.25-0.40 absorptive		
	Talking - loud, reading	Judge, attorneys, witnesses	—	—	—	—	—	50-70	daylight, direct	NC 25-30	0.25-0.40		
Court Clerk	Viewing	Judge, attorneys, witnesses, clerk, jurors	—	—	—	—	—	25 min.	—	NC 25-30	—	- Clerk's office	Private/limited
	Reading, writing	—	Desk, chair/files, documents, exhibits	6-8	Desk 12-18 Chair 4-5	15-18	31-41	50-70	daylight, direct	NC 25-35	—		
	Talking - quiet - loud	Judge	—	—	—	—	—	—	warm, semi-direct	NC 25-30	—		
	—	—	Microphone	—	—	—	—	—	warm, direct	NC 25-35	0.10-0.15		
	Passing documents	Judge, attorneys	/files, documents, exhibits	—	—	—	—	—	warm, semi-direct	NC 25-35	—		
	Communicating	Judge's personnel, computer personnel	/telephone, C.R.T. Monitor, alarm signal	—	Monitor 3-4	5-6	8-10	50-70	warm, direct	NC 25-35	0.40-0.60 absorptive		
	Recording	—	/recording equipment	—	Desk 4-5	5-6	9-11	50-70	daylight, direct	—	0.50-0.60		
Balliff or Court Officer	Viewing	Judge, attorneys, witnesses, jurors, court personnel	—	—	—	—	—	30 min.	warm, semi-direct	—	—	Staff offices	Private or public/minimum
	Calling order	Public, trial participants	Desk (optional), chair/gavel	Floor level max. 6 in.	Desk 6-8 Chair 2-5	6-10	16-23 (with desk)	20-40	daylight, direct	NC 30-40	0.10-0.15 reflective		
	Viewing	Public, trial participants	—	—	—	—	—	30 min.	warm, semi-direct	NC 30-40	—		
	Running errands	Judge	—	—	—	—	—	—	—	NC 30-40	—		
Press	Writing	—	Shelf, chair	Floor level	Shelf 3-4 Chair 3-4	5-8	11-16	30-50	daylight, direct	NC 25-35	0.40-0.6 absorptive	Press room or external spaces	Public/minimum
	Viewing	Public, trial participants	—	—	—	—	—	30 min.	warm, semi-direct	NC 25-35	—		
Public	Viewing	Trial participants	Chair	Floor Level	Chair 3-4	5-8	8-12	5-30 variable	warm, semi-direct or diffused	NC 30-40	0.10-0.20 for ceiling 0.25-0.40 for walls	External spaces	Public/minimum

THERMAL STANDARDS: 72°-74° ET (summer), 69°-71° ET (winter)



## GRAND JURY FACILITIES

- The major responsibility of the grand jury is to determine whether the prosecuting attorney has sufficient evidence on which to prosecute a suspect.
- The grand jury usually consists of 23 persons, although in some states, the number is lower.
- Grand jurors normally are selected from petit jurors experienced in jury duty.
- Grand jurors usually are impaneled in a courtroom before a judge prior to their reporting for duty at a grand-jury hearing room.
- Grand jurors listen to the prosecuting attorney question witnesses and present evidence.
- After deliberation, the grand jury may return a "true bill" enabling the prosecuting attorney to prosecute the suspect, or a "no bill" prohibiting further action by the attorney until sufficient evidence is forthcoming.
- The grand-jury foreman submits a list of determination to the court and the judge issues appropriate court orders.
- Grand jurors should have private, secured access to grand-jury spaces.
- In addition to the grand-jury hearing room, the grand-jury complex consists of a witness waiting area, a grand-jury lounge (if necessary), offices for the prosecuting attorneys, and a defendant isolation and conference room (if needed).
- All spaces in the grand-jury complex should be closely related to each other. Around a central grand-jury hearing room should be located witness waiting space, grand-jury lounge (if necessary), prosecuting attorneys' offices, and conference room (if needed).
- All grand-jury facilities should be properly ventilated, air-conditioned where necessary, well-lighted and reasonably quiet.
- Unless grand-jury spaces are internal, they should not be located on the ground floor where the public can see or even hear the proceedings.
- Grand-jury spaces should not be accessible to anyone other than summoned witnesses, court reporters and interpreters.
- All spaces in the grand-jury complex should be of soundproof construction.
- Windows in grand-jury spaces should be provided for visual relief, as long as such spaces are located on the ground floor and accessible to the public.
- Grand jurors' seating should be arranged in a tiered arc in the grand-jury hearing room, with attorneys, court reporter, interpreter and grand-jury foreman located near the center of the arc for optimum visual and aural reception.
- Another arrangement for the grand-jury hearing room is to locate the prosecuting attorneys station behind the grand jurors, with a foreman and witness at the front. By questioning the witness from the rear, the grand-jurors attention is focused on the witness, and the attorney is assured that, if he can hear the witness clearly from the rear, the grand jurors can hear as well.
- An entrance lobby with adequate closet space for personal belongings should be located outside the grand-jury hearing room.

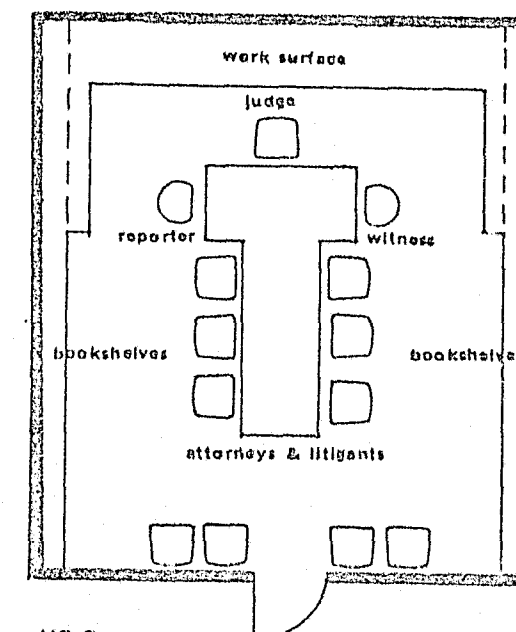
- The grand-jury lounge should be furnished with comfortable armchairs and one or two small tables for writing and conferences.
- The grand-jury lounge should have a drinking fountain, designed as an integral part of the toilet plumbing system.
- The grand-jury lounge should be equipped with a toilet for men and one for women, similar to those in the jury deliberation room.
- The witness waiting room should be controlled and supervised by a court officer located between the waiting room and the grand jury hearing room.
- With careful design, a large witness waiting room can be shared by two or more grand-jury hearing rooms. The entry into each hearing room would be supervised by a court officer.
- The prosecuting attorneys' offices should be located in close proximity to the attorney's station in the grand-jury hearing room.
- The prosecuting attorney, court reporter and interpreter should have private and secured access into the grand-jury complex.

TABLE D  
GRAND JURY FACILITIES: DESIGN STANDARDS

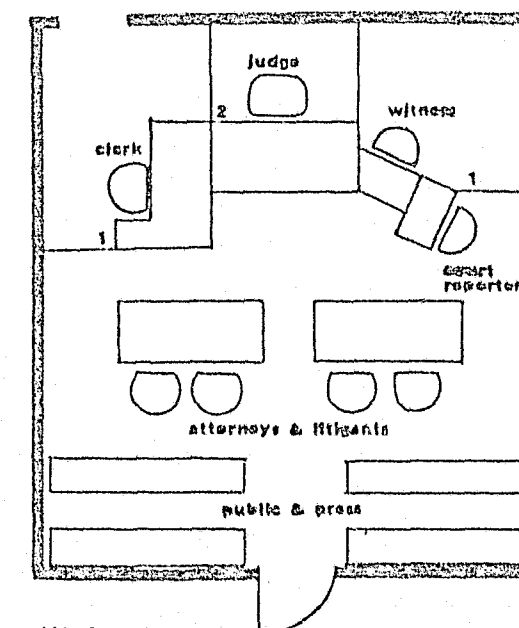
Activity	People Involved	Furniture/ Equipment	Area			Color Contrast	Lighting		Acoustics		Access	
			FURNITURE/ EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)		LIGHT LEVEL (ft-candles)	TYPE	BACK- GROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SPACE	ACCESS/SECURITY
Entry	Grand jurors, warden	Coat closet, chairs (can be part of retiring room)	2-3	5-6	7-9	High	30-50	warm, semi-direct	NC 30-40	0.30-0.40	Public and private corridor, witness waiting room, grand jury hearing room	Private/limited
Witness waiting	Witnesses, warden	Chairs, desks, side tables, reading materials	4-5	6-7	10-12	Medium	30-40	warm, semi-direct or direct	NC 35-45	0.30-0.40	Entrance lobby, grand jury hearing room	Private/maximum
Grand jury hearing	Grand jurors, court reporter, interpreter, prosecuting attorney	Tiered seats or chairs, writing surface, attorney's table	7-8 16-20	5-7 25-30	12-15 41-50	Medium	50-70	warm or daylight, direct	NC 30-40	0.30-0.40	Witness waiting room, grand jury retiring room	Private/maximum
Grand jury deliberating	Grand jurors	Lounge chairs, side tables	4-5	4-5	8-10	High	50-70	warm, semi-direct or diffused	NC 40-50	0.20-0.30	Grand jury hearing room	Private, maximum
Private toilet	Grand jurors	Water closet (1), wash basins (2), each for men and women	15-20 (per toilet)	35-40	50-60	High	20-30	daylight or warm, direct or semi-direct	NC 40-50	0.15-0.25	Grand jury retiring room	Private/maximum

THERMAL STANDARDS: 72°-74° ET (summer), 69°-71° ET (winter)

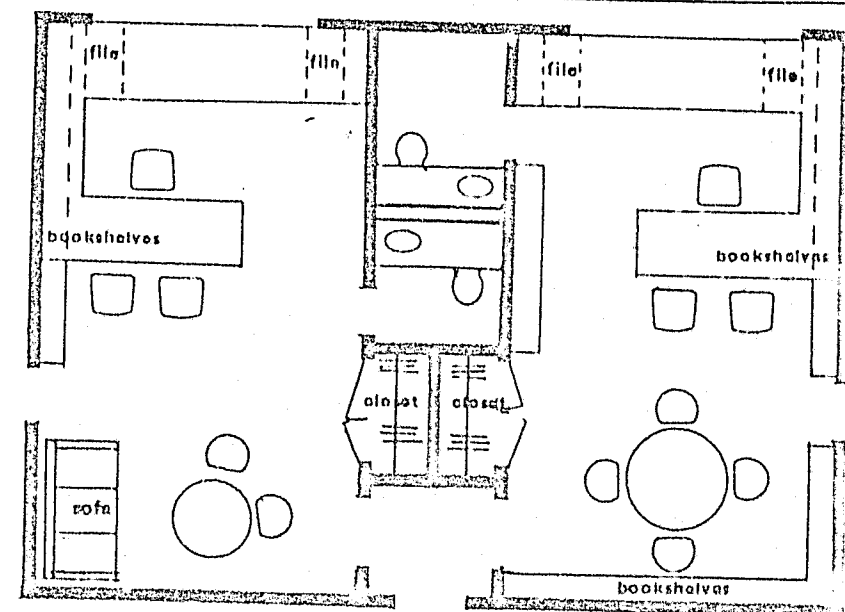




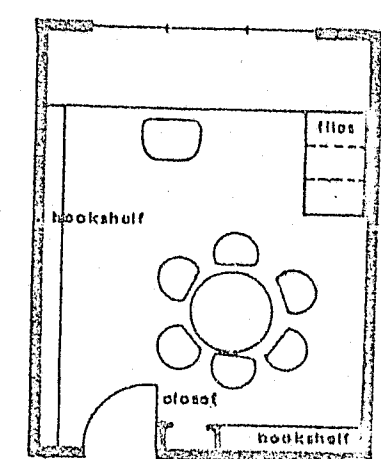
HR-2  
SEMI-FORMAL HEARING ROOM  
20' x 22'-6": 450 sq. ft.



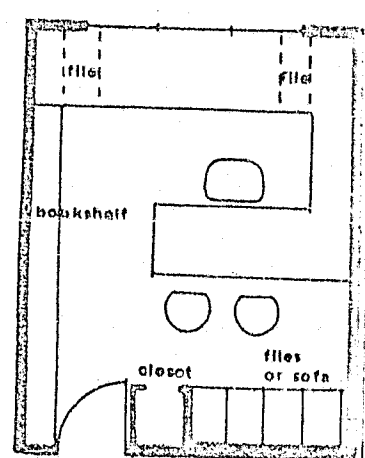
HR-1  
FORMAL HEARING ROOM  
20' x 22'-6": 450 sq. ft.



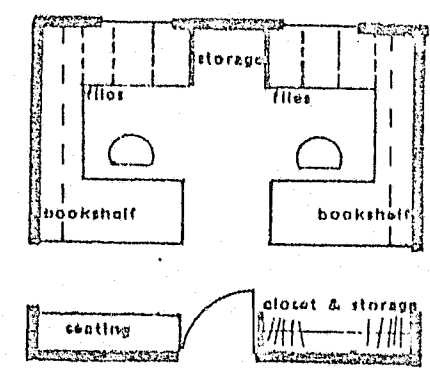
JC-1  
PRIVATE EXECUTIVE OFFICE  
13' x 23': 300 sq. ft.  
JUDGE'S TOILET: additional 30 sq. ft.



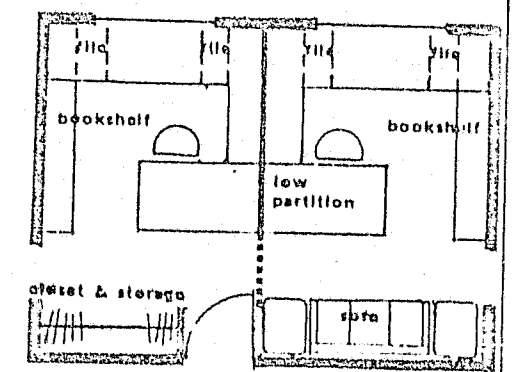
PG-1  
PRIVATE EXECUTIVE OFFICE  
13' x 17': 220 sq. ft.



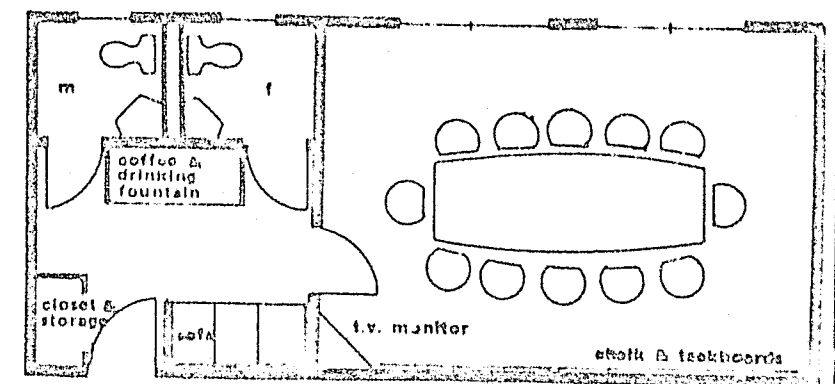
PE-1  
PRIVATE EXECUTIVE OFFICE  
13' x 17': 220 sq. ft.



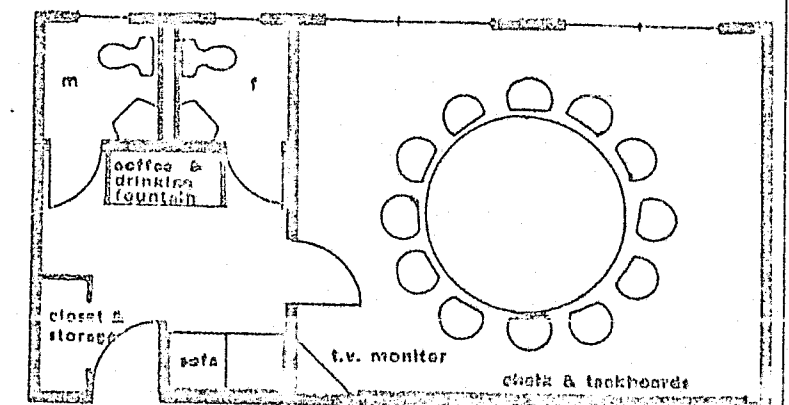
SP-2  
SEMI-PRIVATE OFFICE  
13'-4" x 15': 200 sq. ft.



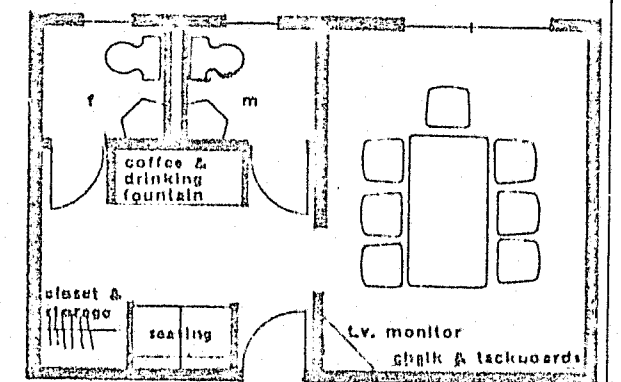
SP-2  
SEMI-PRIVATE OFFICE  
11'-4" x 18': 240 sq. ft.



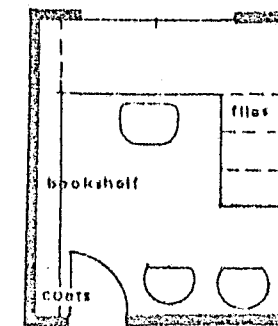
JD-1  
14' x 30'-8": 430 sq. ft.



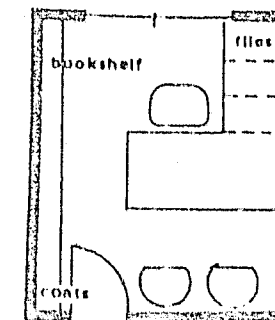
JD-1  
16' x 28'-8": 430 sq. ft.



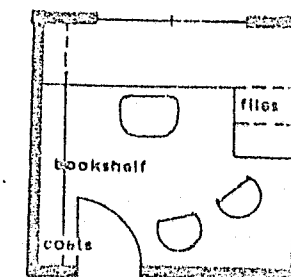
JD-2  
14' x 22': 300 sq. ft.



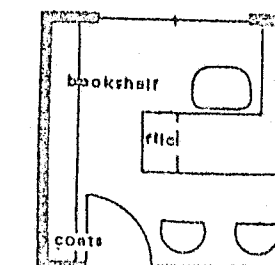
P-3  
10' x 12': 120 sq. ft.



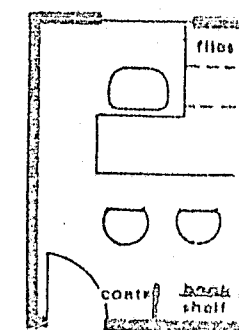
P-3  
10' x 12': 120 sq. ft.



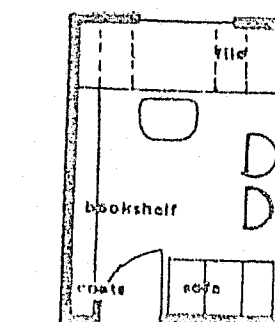
P-4  
PRIVATE OFFICE  
10' x 10': 100 sq. ft.



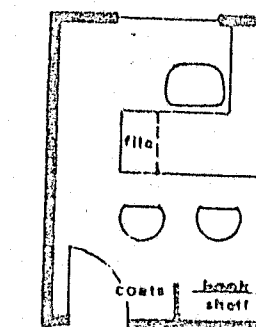
P-4  
PRIVATE OFFICE  
10' x 10': 100 sq. ft.



P-4  
PRIVATE OFFICE  
8'-4" x 12': 100 sq. ft.

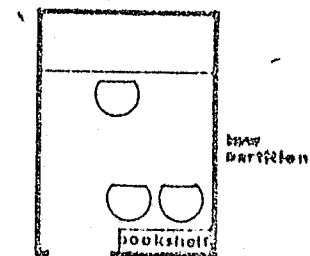


P-4  
PRIVATE OFFICE  
8'-4" x 12':  
100 sq. ft.

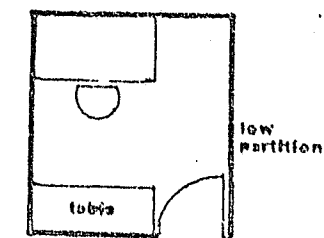


P-4  
PRIVATE OFFICE  
8'-4" x 12':  
100 sq. ft.

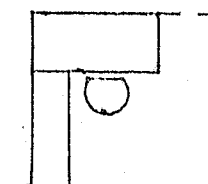




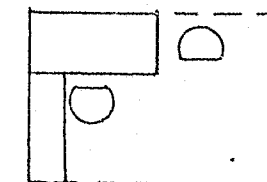
GC-1  
7' x 10': 70 sq. ft.



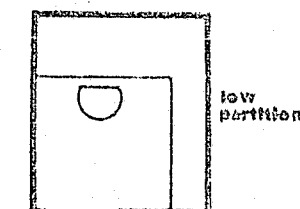
GC-1  
8' x 8'-9": 70 sq. ft.



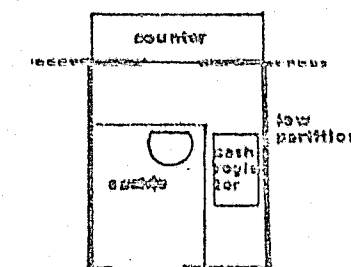
GC-2  
7' x 8': 55 sq. ft.



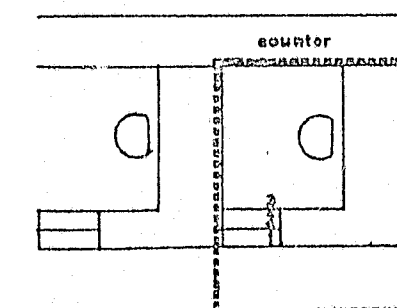
GC-1  
7' x 10': 70 sq. ft.



GC-2  
7' x 8': 55 sq. ft.

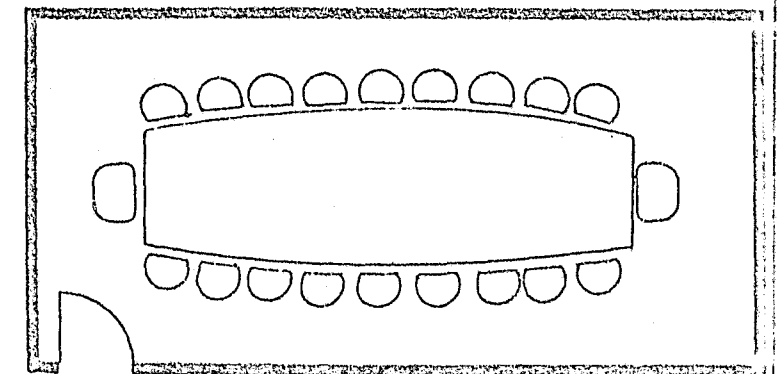


GC-2  
7' x 8': 55 sq. ft.

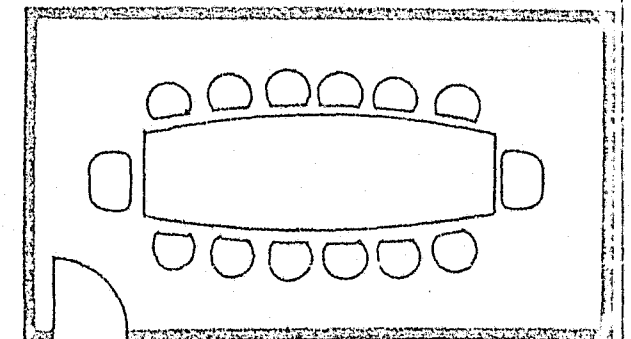


GC-2  
7'-6" x 7'-4": 55 sq. ft.

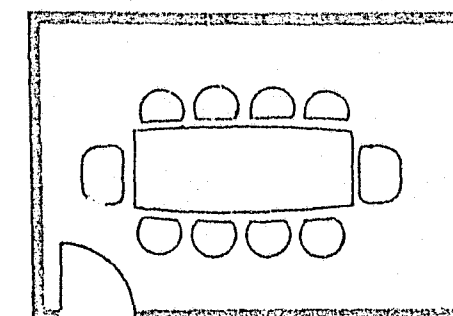
Alternatives to steps include a lower floor along the public side of the counter, or having the clerk stand up from his or her work station when serving the public at the counter.



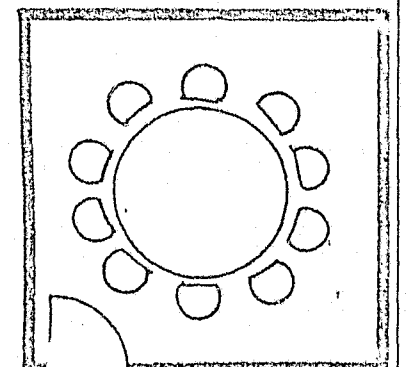
CR-1  
14' x 28'-6": 400 sq. ft.  
SEATING CAPACITY = 20-22



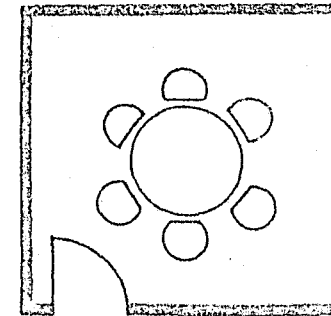
CR-2  
13' x 23': 300 sq. ft.  
SEATING CAPACITY = 14-16



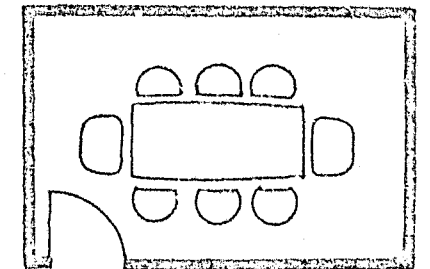
CR-3  
12' x 16'-8": 200 sq. ft.  
SEATING CAPACITY = 10



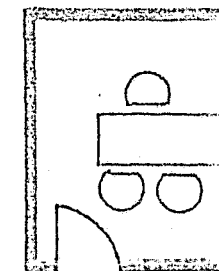
CR-3  
14'-4" x 14': 200 sq. ft.  
SEATING CAPACITY = 10



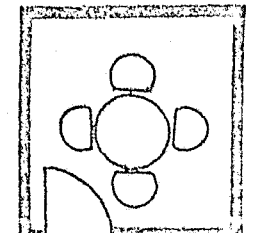
CR-4  
12' x 12'-6": 150 sq. ft.  
SEATING CAPACITY = 6



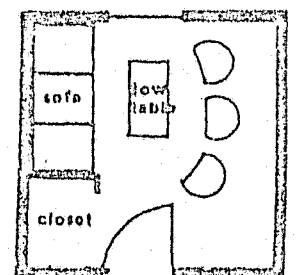
CR-4  
10' x 15': 150 sq. ft.  
SEATING CAPACITY = 8



CR-3  
ATTORNEY'S CONFERENCE  
ROOM  
7'-6" x 10': 75 sq. ft.



CR-3  
ATTORNEY'S CONFERENCE  
ROOM  
8'-4" x 9': 75 sq. ft.



CR-5  
WITNESS ROOM  
10' x 10': 100 sq. ft.

**END**