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 <b>U. S. DEPARTMENT OF JUSTICE</b> LAW ENFORCEMENT ASSISTANCE ADMINISTRATION		<b>DISCRETIONARY GRANT</b> PROGRESS REPORT	
GRANTEE <b>DELAWARE AGENCY TO REDUCE CRIME</b>	LEAA GRANT NO. <b>72-DF-03-0018</b>	DATE OF REPORT <b>July 22, 1975</b>	REPORT NO. <b>5</b>
IMPLEMENTING SUBGRANTEE <b>DEPARTMENT OF JUSTICE STATE OF DELAWARE</b>	TYPE OF REPORT <input type="checkbox"/> REGULAR QUARTERLY <input type="checkbox"/> SPECIAL REQUEST <input checked="" type="checkbox"/> FINAL REPORT <b>JUL 31 1980</b>		
SHORT TITLE OF PROJECT <b>Efficiency-Management Study</b>	GRANT AMOUNT <b>\$21,622.00</b>		
REPORT IS SUBMITTED FOR THE PERIOD <b>1/15/74</b>	THROUGH <b>7/30/74</b> <b>ACQUISITIONS</b>		
SIGNATURE OF PROJECT DIRECTOR	TYPED NAME & TITLE OF PROJECT DIRECTOR <b>Charles P. Brandt Chief Deputy Attorney General</b>		
COMMENCE REPORT HERE (Add continuation pages as required.)			

Pursuant to the agreement of January 15, 1974, a team from NCPM conducted a survey of the internal office procedures and work flow of the Criminal Division of the Delaware Department of Justice.

Attached to this report is a copy of the NCPM interim report. The NCPM report is in two parts. Part One is a narrative of office procedures used in processing a case and is the result of interviews with the clerks and secretaries of the Criminal Division. Part Two is an outline of the new file system which the NCPM team has designed for the Division and the procedures and forms that are required to make it successfully operational.

Also attached to this report is a copy of the "Defendant Locator Card" designed by NCPM as one of the keys to the new system.

The status of the project then is as follows:

NCPM and the Department of Justice have completed steps 1 and 2 of the timetable contained in the May 3, 1973 letter from Deputy Executive Director Etheridge and made a part of the agreement of January 15, 1974. At this point the timetable for implementation is suspended for the following reasons:

1 - It became apparent that the Criminal Division would move out of the Public Building and it was decided that it would be appropriate to see what effect the new physical plant would have on the suggested procedures.

2 - The "Intake" or case screening procedures began to evolve and change. Since "Intake" was in its infancy when the NCPM team conducted their study, we determined to wait until "Intake" procedures were finalized to the point where any new general office

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procedures could interface with "Intake" with a minimum of reworking.

3 - The Attorney General has not yet given his approval to the forms and procedures suggested due to reservations as to specific forms by former State Prosecutor Jeffrey Weiner and current State Prosecutor George Seitz. Since the approval of the Attorney General is required by step 2 of the timetable, the implementation has been delayed accordingly.

The objections raised by Messrs. Weiner and Seitz center around the "Defendant Locator Card" which is attached and which is central to the entire system. In summary, these objections are that the card does not supply enough information such as Date of Offense, Date of Arrest, Name of Police Agency, etc. In addition, since the card is filed according to defendant's status, his status in the system must be known before his card can be found.

Finally, one large objection raised by Mr. Seitz is that although the system needed, agreed upon, and designed is manual in nature, the State Prosecutor favors a manual system which can be readily and easily converted to data processing equipment at such time as such equipment becomes available to this office.

In summary, until certain internal office studies are complete and policy decisions are made, the remaining steps in the NCPM timetable will be delayed in their implementation. We anticipate at this time that procedures substantially along the lines recommended by NCPM in the attached report will be implemented and the timetable completed before the end of the year.

CASE FLOW NARRATIVE  
DELAWARE DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION

The majority of the work involved in the processing of criminal cases in the Delaware Department of Justice is performed by the three secretaries who comprise the Criminal Division. They are Nancy Steinberg, Rosemary Kowalski and Muriel Durham. They are assisted by Lillie Randolph, an office receptionist, who also handles the paperwork associated with sentencing. A fifth secretary, Kathy Irwin, shares a portion of the duties related to trials in the Court of Common Pleas.

INTAKE

For the most part, the Attorney General prosecutes only felony and drug related misdemeanor cases and these are tried in the Superior Court. However, in some situations the Attorney General will become involved in other misdemeanor cases, and to understand these situations it is necessary to briefly outline the lower court processes in Delaware.

After arrest, an individual is taken immediately to a magistrate court or municipal court for arraignment. If at that time the individual is charged with certain specified misdemeanors, he may elect: (1) a trial at

that time, (2) a trial before the same magistrate at a later date, or (3) a trial before a judge in the Court of Common Pleas. (4) If he chooses a trial before the Court of Common Pleas, he may, upon arraignment at CCP, elect a jury trial at Superior Court.

APPEAL FROM MAGISTRATE'S COURT

In the event that the defendant chooses a trial before a magistrate, is found guilty, and is sentenced to a fine of more than \$100 or more than 30 days incarceration, he is entitled to a trial de novo in Superior Court. The path such an appeal must take is as follows:

- (1) The accused files the necessary papers, including a memorandum of appeal, the warrant and the bail or commitment papers with the Prothonotary.
- (2) The Prothonotary assigns the committing magistrates number. (CM#)
- (3) The Prothonotary forwards a notice of appeal and the documents listed above to the Attorney General.
- (4) Notice of appeal is entered in a logbook, an Attorney General serial file number is assigned, and the case file and index card are prepared by the in-take secretary.

(5) The State Prosecutor reviews the case and decides whether or not to proceed with prosecution. If the decision to prosecute is made, a deputy attorney general is assigned to the case at this time.

(6) The deputy attorney general and a secretary prepare the information and file it with the Prothonotary.

(7) The Prothonotary then assigns a criminal action number (CRA#) and this number is entered on the defendant's index card. The card is then placed in the "appeal or transfer file".

#### APPEAL FROM COURT OF COMMON PLEAS

At the time of his arraignment, the defendant has the option of having his case tried before a judge of the Court of Common Pleas. If the defendant elects this option, his case will be processed along the following lines:

(1) Magistrate court notifies the Court of Common Pleas of the defendant's decision.

(2) The police report is sent to the office of the Attorney General.

(3) Kathy Irwin receives the police report and files



it pending the assignment of trial date.

(4) The Court of Common Pleas information is prepared by the CCP and signed by the deputy attorney general assigned to the CCP.

(5) Arraignment in the Court of Common Pleas is held on Friday of each week.

(6) In New Castle County, where the potential fine is more than \$100 or imprisonment more than 30 days at arraignment the defendant has the option of electing to have his case transferred to the Superior Court for a jury trial.

(7) If the defendant chooses to have his case tried before the Court of Common Pleas, he so indicates at arraignment and the Court of Common Pleas prepares a calendar. Kathy Irwin receives the calendar from the court on an irregular basis and it must be continually updated. The day before trial she goes through the calendar and pulls the police reports on those defendants scheduled to appear.

(8) On the morning-of trial the deputy attorney general assigned to the Court of Common Pleas interviews the arresting officer and witnesses.

(9) If the defendant is found guilty, he has the right to an appeal on the record to the Superior Court.

TRANSFER TO SUPERIOR COURT

(1) If, at the time of his arraignment in the Court of Common Pleas the defendant chooses to have his case tried before a jury in Superior Court, he must file a request for transfer with the Clerk of the Court of Common Pleas. The Clerk then forwards the request to the Prothonotary.

(2) The Prothonotary notifies the Attorney General by memorandum, attaching copy of the traffic ticket if appropriate, the bail or commitment documents, the lower court information and warrant, and a copy of the defendant's notice to appear in Superior Court.

(3) Nancy Steinberg notes the receipt of these papers in her log book and prepares a case file and index card.

(4) Kathy Irwin also receives a copy of the memorandum of transfer and reviews her file of police reports, selecting those which pertain to cases that have been transferred. She then turns these over to the office detectives.



(5) The case is then ready for the scheduling of arraignment in Superior Court and the index card is placed in the "Pending Arraignment" box indicating that the case should be set up for arraignment.

FELONY INTAKE .

(1) Immediately after his arrest on a felony or drug charge, the defendant is arraigned before a magistrate. The magistrate issues a warrant at this time and prepares commitment papers or arranges pre-trial release. A copy of the warrant is given to the arresting offices. A date for preliminary hearing is also set at arraignment.

(2) The arresting officer calls Magistrate Court #10 and schedules an intake interview with the In-take Screening Deputy.

(3) At the screening interview, the officer furnishes a copy of the warrant and the police report to the Office of the Attorney General. Nancy Steinberg prepares an index card and a case file and enters the case in her log book. The index card is then filed in the "In-take Box" pending a plea or Grand Jury action.

(4) The In-take Deputy interviews the police officer and any key witness and determines the charges that should be brought against the defendant. The decisions relating to charges, reductions, or dismissals reached by the In-take Deputy annotates the case file jacket with any instructions he may have for the Deputy assigned to handle the preliminary hearing (should the case not proceed directly to Grand Jury).

(5) The State Prosecutor utilizes the log book to assign the cases to individual deputies.

(6) Preliminary hearings in Delaware must be held within ten days if the defendant is incarcerated and within twenty days if he is not. Two or more deputies are assigned on a rotating basis to handle preliminary hearings in New Castle County, one is assigned in Sussex, and occasionally one is assigned in Kent.

(7) If the defendant is in custody, prison authorities will be notified to present him for preliminary hearing.

(8) Should the defendant be free on bond, the normal procedure involves the notification of the bondsman,

who is responsible for the defendant's appearance at preliminary hearing.

(9) If the preliminary hearing results in a determination of probable cause, a copy of the complaint, the warrant and the bail bond or commitment papers are sent from the magistrate court and municipal court to the Prothonotary.

(10) In some cases the defendant may waive preliminary hearing or it may be bypassed for various other reasons. Should this happen, the documents discussed above are sent directly to the Prothonotary.

(11) When these papers are received by the Prothonotary, a committing magistrate's number is assigned to each charge and these numbers are sent to the Attorney General's office where they are logged in on the defendant index card by Nancy Steinberg.

(12) The defendant may elect at this time to waive indictment and if he does so, the waiver and information are prepared by Rosemary, signed by the defendant's attorney and filed with the Prothonotary's office. The Prothonotary's office

receives the information and the waiver and assigns a CRA#. The Attorney General's office is notified of the CRA# by receipt of an annotated information. Nancy updates the index card.

(13) Nancy then places the index card on the Pending Arraignment Box to signal that an arraignment should be scheduled. Frequently, the defendant pleads to the charges in the information, in which case the index card is moved directly to the "Pending Sentencing Box".

(14) If the defendant does not choose to by-pass the Grand Jury, an indictment is drafted by the deputy to whom the case has been assigned and prepared by Rosemary and Nancy, signed by the responsible deputy and filed pending Grand Jury. Prior to Grand Jury a Grand Jury list is prepared by Muriel of cases to go to Grand Jury.

(15) Grand Jury hearings are held on the second Wednesday of each month and the arresting officer is responsible for presenting the case to the grand jury. If ignored by the Grand Jury twice the case must be automatically dismissed and the Attorney General files a nolle prosequi.) The true bill is

filed with the Prothonotary.

(16) When the Prothonotary receives the true bill or information, a criminal action number is assigned to each charge. The Prothonotary prepares a list of defendants indicating the committing magistrate and criminal action numbers and this list is sent to Rosemary who adds the CRA#s to the master Grand Jury list, and the list is used to update the index cards and the case file. When this is done the index card is moved to the pending arraignment file.

#### SUPERIOR COURT TRIAL PROCESS

(1) Superior Court arraignments are held every Friday and on the second Wednesday after Grand Jury for arraignment on rule of summons and are scheduled in the Attorney General's office by Rosemary Kowalski.

(2) When the date for his arraignment is set, a subpoena is prepared by Rosemary and served on the defendant by sheriff after certified by Prothonotary.

(3) If the defendant is not present at the first scheduled arraignment, or if for some other reason a continuance is sought, a second arraignment is

scheduled. If the defendant fails to appear a second time, a capias is prepared by Rosemary and the index card is moved in capias file indicating that further procedures are suspended pending defendant's arrest.

(4) All activity at arraignment, including pleas taken, continuances and the identity of the parties seeking the continuance, is recorded by Rosemary Kowalski.

(5) After a not guilty plea is entered at arraignment the defendant's index card is updated accordingly and transferred to the "pending trial" file where it is filed by the defendant's name.

(6) When the index card is placed in the "Pending Trial Box" another secretary, Muriel Durham is thereby signalled that the case is ready to be assigned a trial date. Approximately five or six weeks before the beginning of a monthly session, Muriel consults the court schedule indicating the availability of judges and trial days. Creating a calendar therefrom, she consults with each deputy concerning those cases assigned to him and determines those that are ready for trial. Those cases which are

ready for trial are assigned a specific day on the calendar. By anticipating pleas, the deputy may commit himself to handling as many as three or four cases on a given trial day. The calendar is completed by the end of the first week of the month prior to that to which the calendar refers. The calendar is then sent to the court for printing and distribution.

(7) After the completion of the master calendar, the trial date is entered on the defendant's index card.

(8) As the date scheduled for trial approaches, a witness list is prepared and placed in the witness notification file.

(9) If the state wishes to change the date of trial a letter of request must be sent to the Criminal Office Judge who is responsible for the administrative aspects of the Superior Court.

(10) If the charge is approved the defense attorney is notified and the master calendar and index cards are updated.

(11) Approximately two weeks before the scheduled trial date a defendant's file is pulled and the



witness list is checked.

(12) If a police witness is involved, the subpoena is served on the officer by the Attorney General's detectives.

(13) When a civilian witness is to be subpoenaed, and he or she lives in New Castle County, the Attorney General types the subpoenas and gives them to the Prothonotary, who sends the subpoenas to the sheriff for service. Return of service is sent to the Attorney General.

(14) If a civilian witness resides in either Kent or Sussex counties, he or she is served by registered mail from the Attorney General's office.

(15) One week before trial a scheduling conference may be held with the deputy attorney general assigned to the case, defense counsel and the Criminal Office Judge in attendance. If the trial is rescheduled as a result of this meeting, witnesses are notified and the calendar is updated.

(16) Calendar call is held in the morning of each trial day. Because there is no deadline on plea negotiations in Delaware, pleas may be taken on the day of trial itself. At calendar call all pleas and

continuances are noted. If a continuance is involved, the case is rescheduled immediately and the deputy present annotates the master calendar accordingly.

(17) In most cases, except first degree murder, the trial judge is not assigned until the day of trial itself. Jury selection is also usually undertaken on the morning of the trial date.

(18) If the defendant is found guilty at trial, the judge usually orders a pre-sentencing report. The District Attorney trying the case is responsible for annotating the case file jacket.

#### SUPERIOR COURT POST-TRIAL PROCEDURES

(1) The court is responsible for the schedule of sentencing and notice of the schedule is sent to Lillie Randolph in the Attorney General's office. She then pulls the case files and index cards of those cases on the sentencing docket.

(2) A letter is sometimes sent to the victim of the crime, informing him or her of the date of sentencing.

(3) If the defendant is not in custody, a subpoena is prepared to insure his attendance at the sentencing hearing. If he is already in custody, the state

prison is notified to present him in court at the appropriate time.

(4) The deputy assigned to the case is present at sentencing and notifies Mrs. Randolph of the sentence handed down. This information is then entered on the defendant's index card.

(5) If a charge remains outstanding at this time against the defendant, Mrs. Randolph will prepare a nolle prosequi.

(6) The index card is then placed in the closed file.

#### APPEALS FROM SUPERIOR COURT

(1) The defendant has sixty days from sentencing to file an appeal in the Delaware Supreme Court. The Attorney General may also appeal a Superior Court decision to the state's high court, but an appeal by the prosecution must come within thirty days of sentencing.

(2) A copy of the notice of appeal is sent to the Prothonotary's office, where a transcript is then prepared. Another copy is sent to the appellee.

(3) When completed, the transcript is sent to the Supreme Court, the defendant and the Attorney General

if the latter requests one.

(4) The appellant's brief must be filed within thirty days of the receipt of the trial transcript. The appellee then has twenty days to respond with his brief, with ten days allowed from the filing of appellee's brief for a reply by the appellant.

(5) Argument and the opinion follow. If the defendant prevails a new trial is scheduled. If not, a date for resentencing is set if the defendant was released pending appeal.

The Case Management and Information System described here is designed to provide an efficient method of indexing cases and preserving vital information in readily accessible form. This will promote orderly and efficient case processing and generate management and statistical information reports concerning the performance of the office.

Specifically, the system will enable the Attorney General to determine the current status of a particular case through the use of the Locator and Status cards prepared on each defendant. In addition to enabling the Attorney General to track individual cases through the criminal justice process, the system will also produce on a periodic basis, management reports reflecting the total inventory of pending cases by status and deputy assigned. These and additional reports will make it possible to monitor office performance on a routine basis; identify problem areas, workload imbalances, and bottlenecks; detect missing or forgotten cases; conduct one-time analyses of particular areas of interest; reflect total monthly, annual, and year-to-date statistical performance; and preserve in readily accessible form a variety of historical information concerning each case.

GENERAL:

Although designed to enhance the operations of the entire office, the system is centered upon the internal operations of the Criminal Division. In order to fully implement the design, the existing staff of the Criminal Division will necessarily be expanded

to include the following positions: (1) Statistician/Office Manager; (2) File Control Clerk; (3) In-take Clerk-typist; (4) Grand Jury - Arraignment Clerk-typist; and (5) Trial Clerk-typist. In addition, supplementary assistance may yet be required from one of the receptionists currently responsible for handling matters related to sentencing. The individual duties of each of these positions will be further explained below.

The system is based upon the preparation and maintenance of three control instruments: A Master Log Book, a Defendant Locator Card, and a Defendant Case Status Card. At in-take, each case is entered in the Master Log Book which thereafter serves as a permanent record of every case entering the office. Use of the index card and the status card generates two related information files which are maintained for each case in the office. The first, the Defendant Locator Card is filed alphabetically by defendant and contains basic identifying data on the defendant, charging information, jail/bail data and the names of the deputy attorney general and defense attorney handling the case. In addition, along the bottom of the card is a series of blocks, each representing a major point in the case processing system. As the case proceeds through the system, its progress is indicated by checking these blocks. This procedure provides anyone seeking more detailed information on the status of a particular case with the information needed to locate the Defendant Case Status card.

The Defendant Case Status Card contains the same identifying information as the Locator Card at its top where the format is the same. It also contains detailed historical information about the case and its current status. When completed, the card represents a summary of all of the important aspects of the case from charge to disposition and sentence.

The defendant case status file is the key to the entire system. The file is open-top and subdivided into six categories, each of which corresponds to a major break point in the case processing system. Associated with each of these break points is a particular set of tasks which must be accomplished before the case can proceed to the next point.

These major break points along with their subdivisions are as follows:

- (1) Pending Preliminary Hearing and/or Grand Jury
  - a) Indictments and informations
  - b) Appeals and transfers
- (2) Pending Arraignment:
  - a) pending arraignment subcategory and
  - b) warrant or capias outstanding subcategory to indicate those arraignments which have been scheduled but delayed pending the defendant's arrest.
- (3) Pending Trial



- (4) Pending Sentence
- (5) Pending Appeal
- (6) File Closed

Each of the principal status categories is further subdivided into subsections for each Deputy Attorney General. As the case progresses through the case processing system the case status card is updated to reflect all current information and then transferred to the category which corresponds to its current status. Within each category the card is filed behind the name of the deputy to whom the case is assigned.

As the case status changes and the case status card is noted and transferred the Defendant Locator Card is also annotated to show the current case status and the present location of the Case Status Card. This is performed by checking the appropriate box at the bottom of the Locator Card. In this way anyone may readily respond to general inquiries concerning the status of a particular defendant by simply looking up the Locator Card. If additional information is requested the Locator Card will refer the seeker to the appropriate status category where the Case Status Card may be found.

Because the Case Status Cards are filed according to the current status of the case, one may readily judge the existing distribution of cases throughout the case processing system. By taking a periodic count of the cards by case status, fluctuations in the distribution of the cases can be noted. Disproportional

growth in the number of cards in a particular status may indicate new problems and causes of delay.

Because the Case Status Cards are filed according to the deputy attorney general to whom the case is assigned, the number and kinds of cases assigned to each deputy can be easily measured. This procedure also allows the Attorney General to determine how many cases each deputy has pending at each of the major break points within the system. The system permits the preparation of periodic statistical reports reflecting this distribution and these may be compared and analyzed to promote better management practices within the office.

Another important feature of the system is its ability to automatically identify those defendants with cases already pending against them both within and without the particular county in which they are currently being prosecuted. To achieve this, multiple copies of the Locator Card are created at case intake. One copy is retained for use within the originating office and one copy is forwarded to each of the other two county offices of the Department of Justice. Upon receipt, the other offices file the index card under the defendant's name in their respective Defendant Locator files. In the process, the file will be searched for other index cards pertaining to the same defendant in order to determine whether or not prosecution is already pending against the defendant in another county.

The preparation of a Case Status Card as well as multiple copies of the Locator Card could be cumbersome and vastly time consuming. To overcome redundancy in file card preparation the two forms along with the necessary copies have been combined into one overlapping multi-part form. In this way, when the case is initiated, a typist creates both cards along with necessary copies simultaneously and without duplication of work.

A centralized file storage facility and file control system are essential to the effective operation of the case management and information system.

Essential to the expedient and effective operation of the case management and information system is a centralized file control and storage facility. Centralized filing promotes the maintenance of complete and up-to-date files and makes possible accurate inventory of case files, thereby reducing the number of misplaced defendant case files. Coupled with the use of an informative case file jacket the centralized filing procedure permits the collection of necessary case status and historical information without wasteful duplication of work.

LOCATOR CARDS:

After the Locator Card is separated from the Status Card, the date the case was filed with the Department of Justice should be noted in the space provided below the "INTAKE" block at the bottom of the card. The copies of the card should then be

separated, with one copy to be retained in the originating office and the remaining two to be sent to the other two counties in the state. If the information on the card deals with a misdemeanor rather than a felony a misdemeanor label should be attached to each copy of the Locator Card over the space provided for CRA numbers. As the case proceeds, the appropriate status block should be annotated to reflect its progress.

When a preliminary hearing has been scheduled and it is still pending, a "/" should be placed in the "PENDING PRELIMINARY HEARING OR GRAND JURY" block. Once the preliminary hearing is held and the case is pending presentment to the grand jury, the "/" should be changed to an "X". The same procedure would apply if the preliminary hearing were bypassed.

Should prosecution proceed by way of an information rather than an indictment, then an "O" should be entered behind the "/" indicating a pending preliminary hearing.

After a true bill is returned or an information has been signed a "/" should be entered in the "PENDING ARRAIGNMENT" block and the date scheduled for arraignment should be entered in the appropriate block. If the actual date of arraignment differs from that originally scheduled, then this date should also be entered in the date block.

When a warrant or capias has been issued and arraignment is delayed pending the defendant's arrest, a "W" should be noted in the "PENDING ARRAIGNMENT" block.

As the case proceeds through the processing system, a notation is made in each block to correspond to the present location of the Case Status Card.

CASE STATUS CARD:

As the case proceeds through the system, the Case Status Card should be annotated with the appropriate information and moved to the corresponding category in the Case Status File. The same cards will be used for both felonies and misdemeanors originating in the Attorney General's office as well as misdemeanor cases originating in the lower courts and coming to the Department of Justice on appeal or transfer. When a misdemeanor is involved the procedure to be followed is the same as that described above for handling the Locator Card. A misdemeanor label should be applied to the Status Card in the space provided for CRA numbers.

As the case proceeds through the system, the Case Status Card should be annotated with the appropriate information and moved to the corresponding category in the Case Status File. Case status and disposition data should be added to the form as follows:

- (1) Date of Arrest: This data is entered in the Status Card and in the log book by the Intake Clerk-typist who gets the information from the police report delivered to the Department of Justice.
- (2) Intake Interview: (a) The Intake Clerk-typist enters this date in the log and on the Status Card at the time of the interview itself. (b) If the case is rejected at screening, this should be noted on the DISPOSITION side (right side) of the card by the Intake Clerk.

- (3) Appeal or Transfer: If the case to the Department of Justice as an appeal from a lower court or a request for transfer from the Court of Common Pleas, the Intake Clerk enters the date she receives the required documents from the Prothonotary. She also checks with the "App" or "Trans" box depending on the origin of the case.
- (4) Preliminary Hearing: The date for the preliminary hearing is set at the time of the defendant's arraignment in magistrate court. This information is relayed to the Department of Justice by the magistrate and recorded on the card by the Intake Clerk.
- (5) Continuances(s):
  - (a) If the preliminary hearing is continued, the date of the final continuance (i.e. the date of the hearing is actually held) is entered on the "final continuance" line on the Status Card's front.
  - (b) Whenever a date is entered on this line, details such as who requested the final continuance and the dates and source of any intervening continuances will be listed in the appropriate space on the card's back.
  - (c) In some cases if the preliminary hearing is continued it is skipped entirely.
- (6) Indictment or Information: The date entered for an information should be the date it is signed by a deputy attorney general. When an indictment is involved the date entered should be that on which a true bill is returned. The data concerning information

and indictments is the responsibility of the Grand Jury-Arraignment Clerk. She pulls the Status Card from the "Intake" file and enters the date of the true bill or information on the card and then places the card in the "Pending Arraignment" file.

(7) Arraignment:

- (a) The Grand Jury-Arraignment Clerk schedules all Superior Court arraignments. She then enters the date on the Status Card and returns it to the "Pending Arraignment" file.
- (b) If a plea is entered by the defendant at the arraignment, the Grand Jury-Arraignment Clerk (who attends all arraignments) notes this information on the "DISPOSITION" side of Status Card. The card is then moved to the "Pending Sentencing" file.

(8) Continuance(s):

- (a) Once again the date of the final continuance (or in this case the date of arraignment) is entered on the front of the Status Card. This data is entered by the Grand Jury-Arraignment Clerk. The card is then moved to the "Pending Trial" box.
- (b) Whenever a date is entered on the "final continuance" line on the card's front, the details on that final continuance as well as the dates and information on any intervening continuances are entered on the back of the card.



- (9) End of Pre-Trial Motions: The date entered here should reflect the time of the court's ruling on the final pre-trial motion. Details as to this motion and all other pre-trial motions are then entered on the back of the card. The source of this data will be the case jacket, where the deputy attorney general will note all motions practice information.
- (10) Trial Date: The Trial Clerk-typist will assign a trial date when the deputy attorney general assigned to a case indicates a readiness to proceed to trial. This date can then be entered on the Status Card and the card returned to the "Pending Trial" file.
- (11) Continuance(s):
- (a) Once again the final continuance date (actual trial date) is entered on the front of the card and the details on this and any other intervening continuances are entered on the card's back. The Trial-Clerk will make these notations and will find the necessary information on the annotated trial calendar which is taken to calendar call each day.
  - (b) If a plea is entered at calendar call, this data also goes on the master calendar and the Trial Clerk takes the information from the calendar and enters it on the card. The card is then moved to the "Pending Sentencing" file box.
- (12) Disposition:
- (a) The date of the end of trial should be taken from the case file jacket at the end of trial and entered on the Status Card.

(b) Details as to the disposition itself should go on the "DISPOSITION" side of the front of the card. Following this the card is moved to the "Pending Sentencing" file.

- (13) Sentencing: The sentencing schedule is currently sent by the court to Ms. Lillie Randolph, one of the Attorney General's receptionists. She pulls the Status Card and enters the date of sentencing. The deputy attorney general assigned to the case attends the sentencing hearing and notes the sentence on the file which is then given to Ms. Randolph. She then enters the sentencing data on the right side of the Status Card and returns the case file to the file clerk.
- (14) After sentencing Ms. Randolph moves the Status Card to a tickler file in the front half of the "Pending Appeal and Post-Trial Motions" file box where it will be held for 60 days.
- (15) If an appeal or motions are filed in this time period, the Status Card will be moved to the rear half of the file box behind the name of the deputy attorney general handling the case.
- (16) (a) Where an appeal is involved, the date it is filed is noted on the front of the Status Card on the left.
- (b) Other filing dates or comments on the appeal go on the card's back.
- (c) The disposition of the appeal is entered on the front of the card on the right side.

- (17) If a post-trial motion or motions are filed, the date entered on the front of the card should be the date of the court's ruling on the last of these motions. Details on this and any intervening post-trial motions should be entered on the card's back.
- (18) If no appeal or post-trial motion is filed within 60 days or when the appeal and motion practice are completed, the Status Card should be moved to the "Closed File."

## STATISTICAL REPORTS

Because the case status cards are filed both by status and the name of the deputy attorney general involved in the case, it is a relatively simple matter to manually prepare a number of statistical reports. These reports will provide the Attorney General with an accurate outline of his workload and its distribution within his office.

Report #1, the Felony Intake Report, is compiled on a monthly basis and indicates by charge and defendant the number of indictments returned and informations filed for each type of crime the Attorney General deals with. In addition to the current month's total in each crime category, this report will show the previous month's totals and the number of indictments and informations filed for each type of crime during the year to date.

Report #2, the Intake Screening Project, is also compiled on a monthly basis and it is intended to reflect the effect of the screening unit on the cases brought to the Department of Justice. To do this, it lists by defendants and charges as presented to the Attorney General, those that are reduced and those that are rejected completely. This information is collected separately for each law enforcement agency so that the Attorney General can compare the caliber of cases each agency brings to him.

Report #3 lists, by both cases and defendants, appeals, trials de novo and requests for transfer from the lower courts to the Superior Court. It is compiled on a monthly basis with weekly breakdowns. Space is also provided for the previous month's figures and the total cases of this kind for the year to date.

Report #4 is prepared on both a weekly and monthly basis and lists the number of trials pending by crime and deputy. A total count of trials pending in each offense category is also provided in order to give the Attorney General a clear picture of the overall caseload of his office.

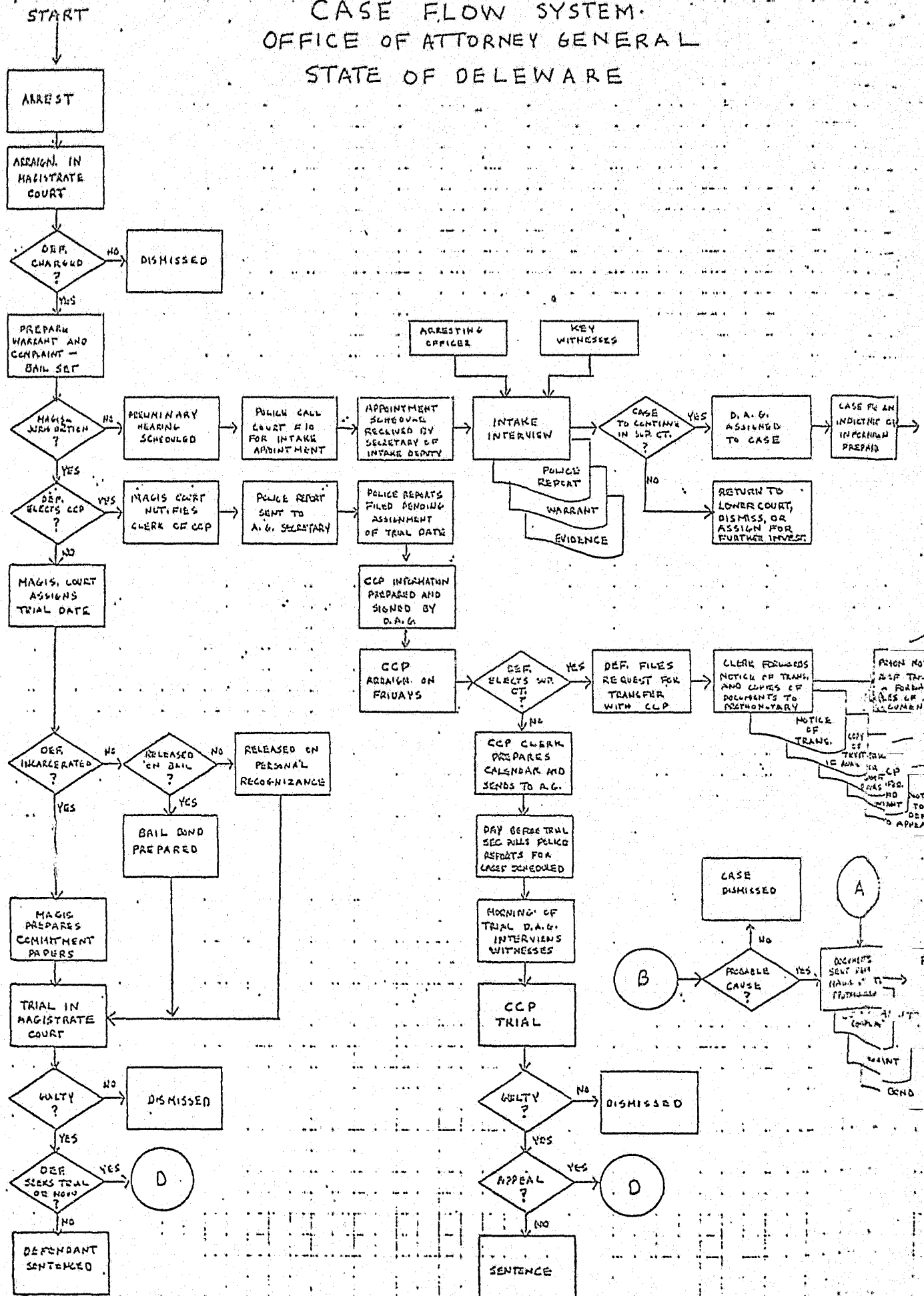
Report #5 is also compiled on both a weekly and monthly basis. It lists the number of cases each deputy handles along with the current status of each. This report also furnishes the Attorney General with the total number of cases pending in each status category.

Report #6 is a monthly summary, by criminal offense, of all possible post-screening dispositions.

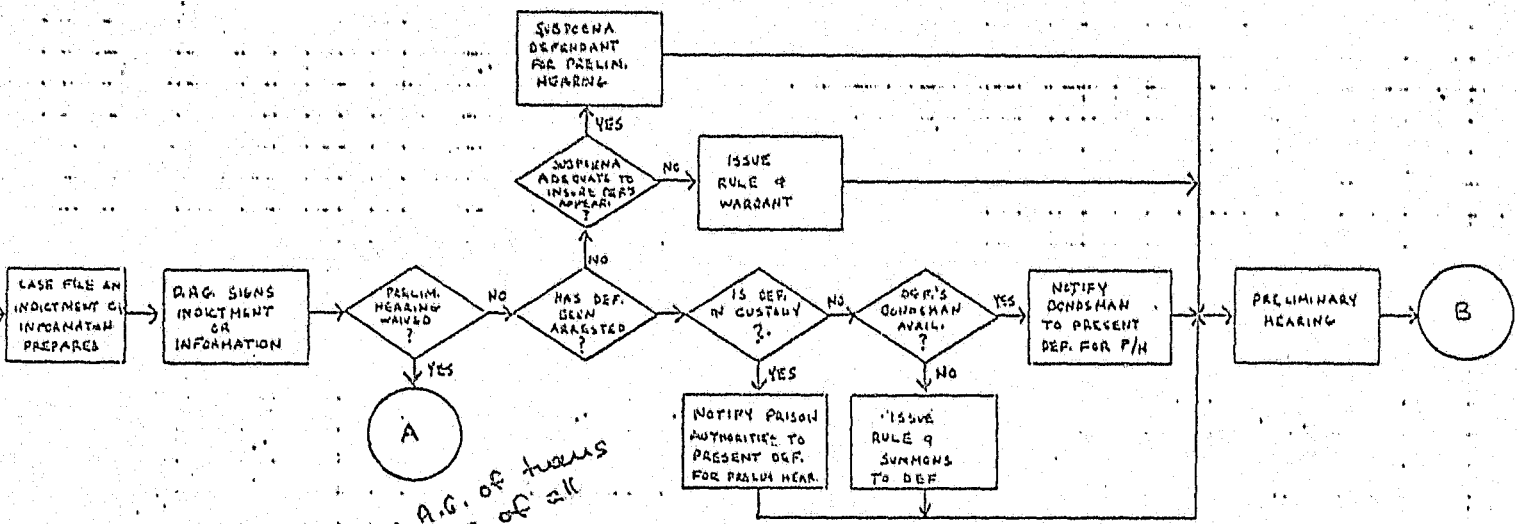
Thus separate categories are provided for ~~jury~~ trials, trials before the bench, guilty pleas and nolle prosequis filed. Figures are also given for the total number of trials and defendants for each crime.

## Appendix

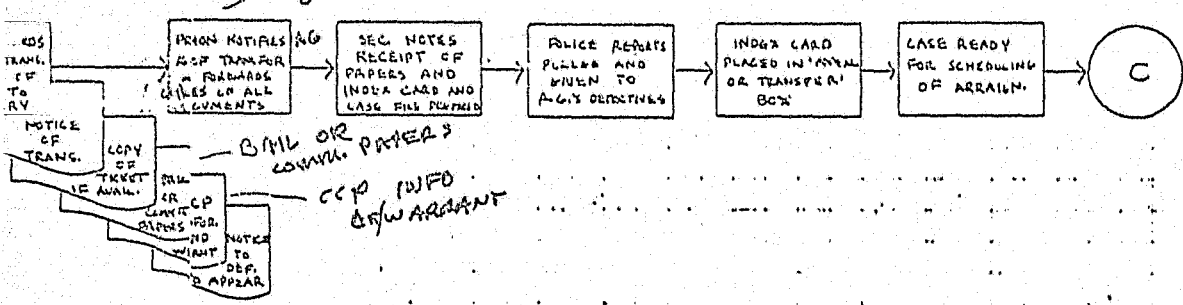
# CASE FLOW SYSTEM OFFICE OF ATTORNEY GENERAL STATE OF DELEWARE



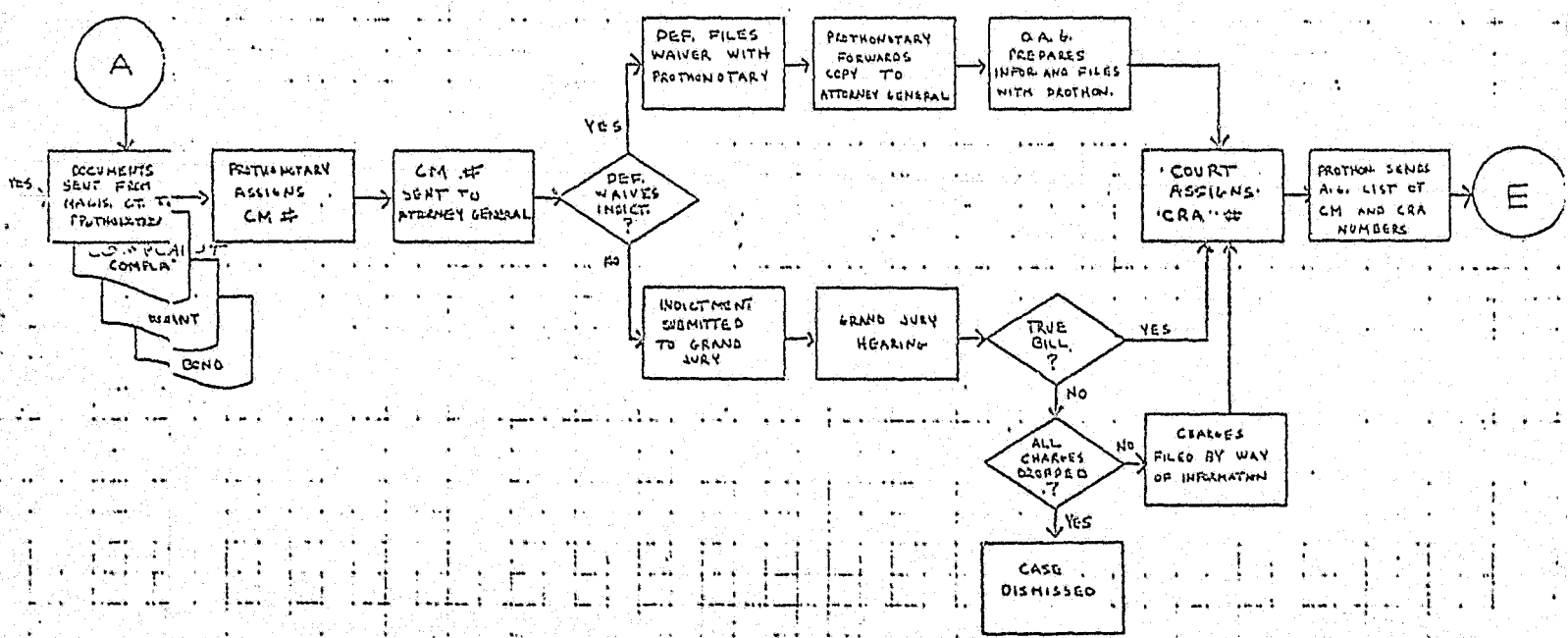


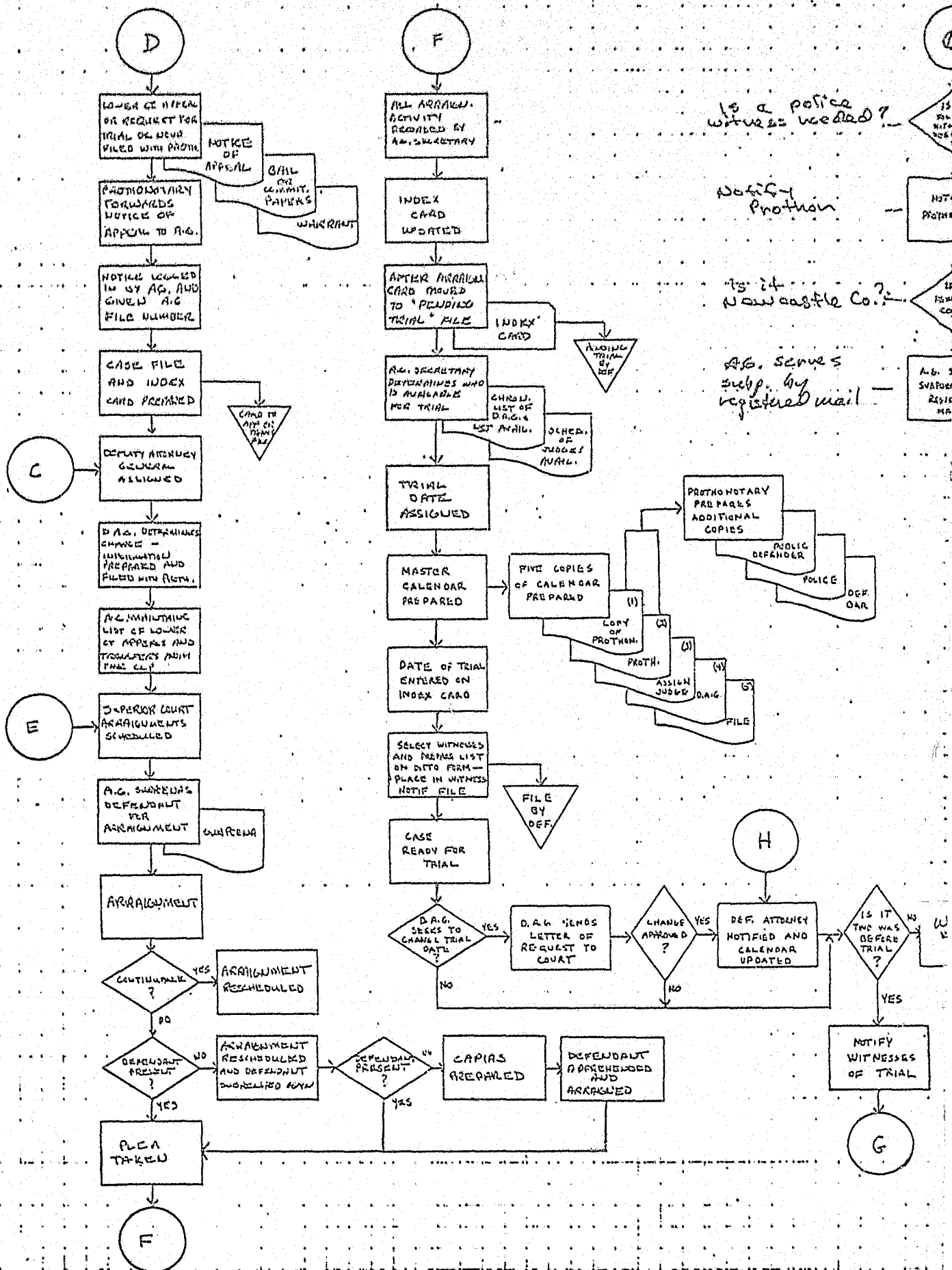


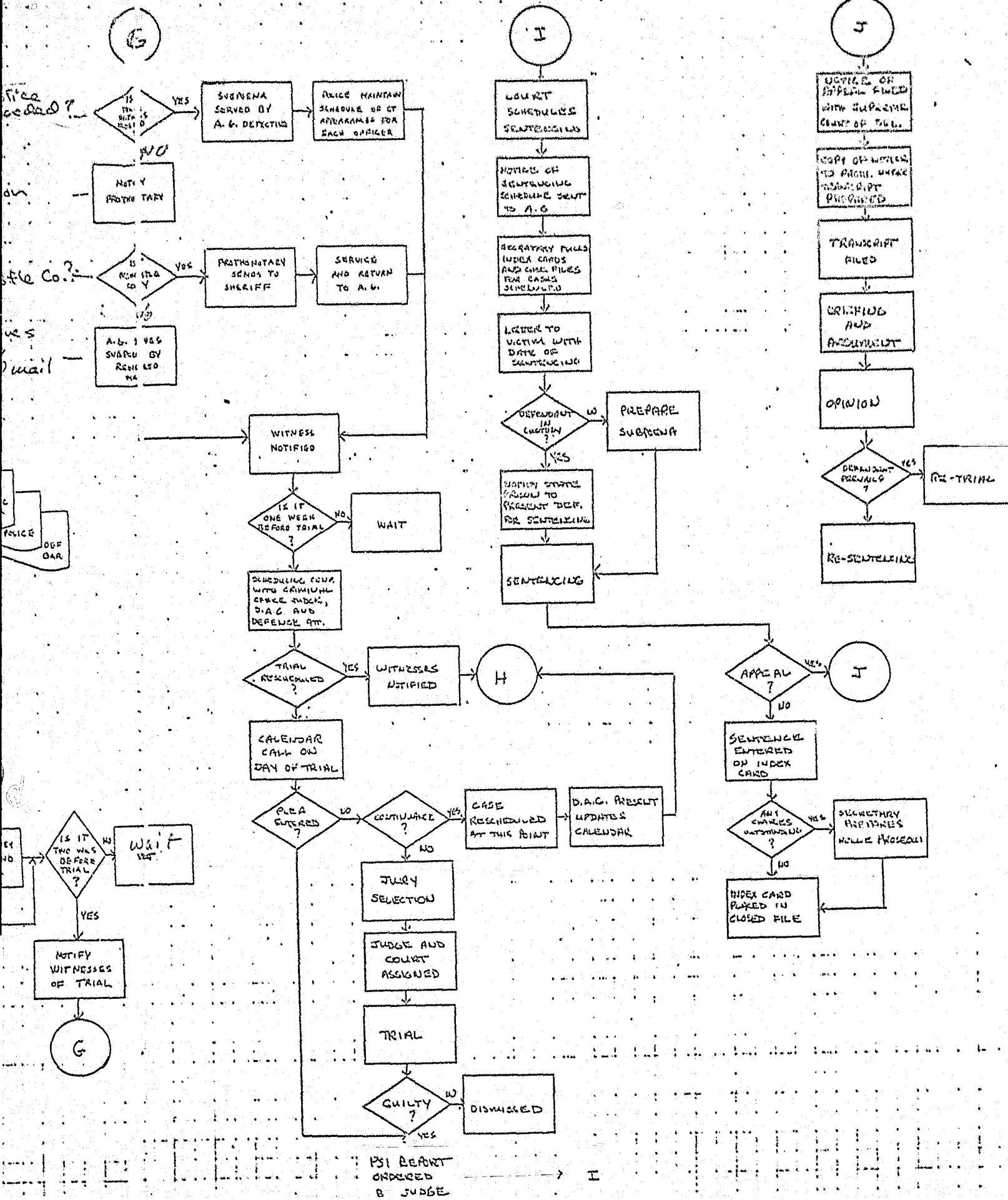
*Notion notifies A.G. of trans & forwards copies of all documents.*



*CCP INFO FORWARD*  
*BAIL OR COMM. PAPER?*  
 YES: EDS TRANS. CP TO RV, NOTICE OF TRANS., COPY OF TRANS. IF AVAIL., FILE FOR CP, CP INFO FOR, NO WANT TO DEF. APPEAR  
 NO: NOTICE TO DEF. APPEAR







## MONTHLY FELONY INTAKE REPORT

MONTH OF: \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_

YEAR TO DATE		PREVIOUS MONTH		PRESENT MONTH		
INFORM	INDICT	INFORM	INDICT	INFORM	INDICT	
	CHARGES DEFENDANTS		CHARGES DEFENDANTS		CHARGES DEFENDANTS	
						ROBBERY I
						ROBBERY II
						MURDER I
						MURDER II
						MANSLAUGHTER
						CRIM NEGL HOM
						ATT MURDER (I & II)
						RAPE I
						RAPE II
						KIDNAPPING I
						KIDNAPPING II
						ASSAULT I
						ASSAULT II
						RECKLESS ENDANGERING I
						BURGLARY I
						BURGLARY II
						BURGLARY III
						THEFT (F)
						THEFT (M)
						POSS FIREARM OR COMM FELONY
						FORGERY
						REC STOLEN GDS (F)
						REC STOLEN GDS (M)
						DEL NARC DRGS
						DEL N-NARC DRGS
						POSS W/INTENT NARCOTIC
						POSS W/INTENT NON-NARCOTIC
						POSSESS NARC
						POSSESS N-NARC
						TOTAL

DEPT:			DEPT:			ARRESTING AGENCY	
REJECTED	REDUCED	ACCEPTED	REJECTED	REDUCED	ACCEPTED		
CHARGES	DEFENDANTS	CHARGES	DEFENDANTS	CHARGES	DEFENDANTS		
						ROBBERY I	
						ROBBERY II	
						MURDER I	
						MURDER II	
						MANSLAUGHTER	
						CRIM NEGL HOM	
						ATT MURDER (I & II)	
						RAPE I	
						RAPE II	
						KIDNAPPING I	
						KIDNAPPING II	
						ASSAULT I	
						ASSAULT II	
						RECKLESS ENDANGERING I	
						BURGLARY I	
						BURGLARY II	
						BURGLARY III	
						THEFT (F)	
						THEFT (M)	
						POSS FIREARM DUR COMM FELONY FORGERY	
						REC STOLEN GDS (FELONY)	
						REC STOLEN GDS (MISDEMEANOR)	
						DEL NARC DRGS	
						DEL N-NARC DRGS	
						POSS W/INTENT NARCOTIC	
						POSS W/INTENT NON-NARCOTIC	
						POSSESS NARC	
						POSSESS N-NARC	

MONTHLY INTAKE SCREENING REPORT (By Arresting Agency, Crime, and Action Taken)

MONTH OF:

DATE OF REPORT:

## LOWER COURT APPEALS AND TRANSFERS

MONTH OF \_\_\_\_\_

[illegible]

D.A.G. #1		ROBBERY I
D.A.G. #2		ROBBERY II
D.A.G. #3		MURDER I
D.A.G. #4		MURDER II
D.A.G. #5		MANSLAUGHTER
D.A.G. #6		CRIM NEGLIGENCE
D.A.G. #7		ATT MURDER (I & II)
D.A.G. #8		RAPE I
D.A.G. #9		RAPE II
D.A.G. #10		KIDNAPPING I
D.A.G. #11		KIDNAPPING II
D.A.G. #12		ASSAULT I
D.A.G. #13		ASSAULT II
D.A.G. #14		RECKLESS ENDANGERING I
D.A.G. #15		BURGLARY I
D.A.G. #16		BURGLARY II
TOTALS		BURGLARY III
		THEFT (F)
		THEFT (M)
		POSS FIREARM
		OUR COMM FELONY
		FORGERY
		REC STOLEN GDS (FELONY)
		REC STOLEN GDS (MISDEMEANOR)
		DEL NARC DRGS
		DEL N-NARC DRGS
		POSS W/INTENT NARCOTIC
		POSS W/INTENT NON-NARCOTIC
		POSSESS NARC
		POSSESS N-NARC

PENDING CASES BY DEPUTY AND CRIME

WEEK OF:

MONTH OF:

☐ Weak Ending \_\_\_\_\_

☐ Month Ending \_\_\_\_\_

[illegible]



## SUMMARY OF DISPOSITIONS:

PERIOD:

10

	ROBBERY I	ROBBERY II	MURDER I	MURDER II	MANSLAUGHTER	CRIM NEGL HOM	ATT MURDER (I & II)	RAPE I	RAPE II	KIDNAPPING I	KIDNAPPING II	ASSAULT I	ASSAULT II	RECKLESS ENDANGERING I	BURGLARY I	BURGLARY II	BURGLARY III	THEFT (F)	THEFT (M)	POSS FIREARM	DUR COMM FELONY	FORGERY	REC STOLEN GDS (FELONY)	REC STOLEN GDS (MISDEMEANOR)	DEL NARC DRGS	DEL N-NARC DRGS	POSS W/INTENT NARCOTIC	POSS W/INTENT NON-NARCOTIC	POSSESS NARC	POSSESS N-NARC	TOTALS
TOTAL NUMBER OF TRIALS																															
TOTAL NUMBER DEFENDANTS TRIED																															
Guilty of original chg--jury																															
Guilty of any charge--jury																															
Guilty: reduced charge--jury																															
Not Guilty for mental illness--jury																															
Guilty: original charge--judge																															
Not Guilty of original chg--judge																															
Not Guilty--Judge																															
Guilty: reduced chg--Judge																															
Not Guilty for mental ill--judge																															
Hung Jury																															
Mistrial																															
Directed Verdict of Acquittal																															
Changed Plea during Trial																															
TOTAL NUMBER DEFENDANTS PLEADED																															
GUILTY to original charge																															
GUILTY to reduced charge																															

SUMMARY OF DISPOSITIONS:		PERIOD:	
ROBBERY I			
ROBBERY II			
MURDER I			
MURDER II			
MANSLAUGHTER			
CRIM NEGL HOM			
ATL MURDER (I & II)			
RAPE I			
RAPE II			
KIDNAPPING I			
KIDNAPPING II			
ASSAULT I			
ASSAULT II			
RECKLESS ENDANGERING I			
BURGLARY I			
BURGLARY II			
BURGLARY III			
THEFT (F)			
THEFT (M)			
POSS FIREARM FOR COMM FELONY			
FORGERY			
REC STOLEN GDS (FELONY)			
REC STOLEN GDS (MISDEMEANOR)			
DEL NARC DRGS			
DEL N-NARC DRGS			
POSS W/INTENT NARCOTIC			
POSS W/INTENT NON-NARCOTIC			
POSSESS NARC			
POSSESS N-NARC			
TOTALS			

NAME:		STREET NO. &:	
ADDRESS:			
ADDRESS:	CITY:	COUNTY:	STATE:
	CITY:	COUNTY:	STATE:
	CITY:	COUNTY:	STATE:
	CITY:	COUNTY:	STATE:
	CITY:	COUNTY:	STATE:
	CITY:	COUNTY:	STATE:
	CITY:	COUNTY:	STATE:
RESIDENCE:	CITY:	COUNTY:	STATE:
DEPORTED:			
CO. TYPE:			
REMARKS:			

STATUS	FELONY INTELL	MISC. APP OR TRANS	PENDING ARRAIGN	PENDING TRIAL	PENDING SENTENCE	PENDING APPEAL	FILE CLOSED
DATE							

Locator Card



11-1-61

PRE-TRIAL MATTERS:

PRE-TRIAL MATTERS:

PRE-TRIAL MATTERS:

TRIAL CONTINUANCES:

PRELIMINARY SCHEDULE:

DATE:

COMMENTS:

(1) INITIAL FILED  
DEF ☐ AG ☐

(2) TRANSCRIPT FILED

(3) BRIEFING COMPLETE

(4) ARGUMENT

(5) OPINION

POST TRIAL MATTERS:

BACK OF STAFF CARD

**END**