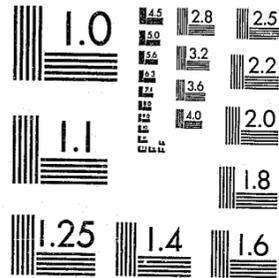


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Commonwealth of Massachusetts
Committee on Criminal Justice



SUBGRANTEE'S FINAL REPORT

From (Name and Address of Grantee) Middlesex District Attorney's Office Superior Courthouse 40 Thornkike Street Cambridge, MA 02141	Project No. 78DF-AX-0202
	Covering Period From 11/1/78 To 1/15/80

Title of Project:

PRIORITY PROSECUTION PROGRAM

Submitted herewith is the grantee's Final Report for a period shown above

BY:

Signature

6/6/80

Date

69686

JRS

5 1980

POSITIONS

PART I: INTRODUCTION

The District Attorney of Middlesex County, (MA) presents this final report for the Priority Prosecution Program at the completion of the program's first year of funding by LEAA.

A. Background

The fifteen years between 1960 and 1975 witnessed a steady increase in the number of serious crimes reported nationwide according to the reports published by the Federal Bureau of Investigation's Uniform Crime Report, Crime in the United States. Not only has crime in Massachusetts kept pace with the national trend, the average annual increase in reported crime has been greater in Massachusetts during this period than in the nation as a whole. Indeed, the annual growth in Massachusetts crime rates has exceeded that for the nation since 1968. With over twenty-five percent of the state's population and with eleven cities having populations in excess of 50,000, Middlesex County has experienced a substantial impact from this steady increase in reported crime.

While numerous sociological and economic factors have been cited as the basic roots of criminal behavior, these areas require attention beyond the reach of the criminal justice system. On the other hand, recent analyses sponsored by the LEAA tend to indicate that a relatively small percentage of offenders is responsible for a disproportionately large percentage of reported crime, particularly violent crime. Not only has

the criminal justice system failed to apprehend and incarcerate the career criminal, it has failed to engender within the mind of either the offender or the public as a whole, a real expectation that criminal conduct will be met with appropriate sanctions. In this way, the system has failed both to control the serious criminal offender and to deter the future perpetration of additional crime.

The Middlesex District Attorney's Priority Prosecution Program was intended to provide for the early identification of cases involving "career criminals" in Middlesex County. The program was designed to allow for thorough pre-trial preparation and prosecution within 90 days after arrest and for the conviction of these career criminals upon the most serious offense chargeable under the circumstances in order to achieve imposition of the maximum sentence of incarceration justifiable.

B. Problem Analysis

In the original application for LEAA funding, a series of factors affecting the prosecution of criminal cases in Middlesex County was outlined to show the need for addressing the problem of career criminals. These included crime rates, court delay and likelihood of conviction, demographic factors inhibiting law enforcement and prosecution, and criminal justice system defects which inhibit and impede effective prosecution.

The application emphasized that Middlesex County is an extraordinarily large and diverse judicial district, varying from densely populated urban areas to lightly populated rural

districts. The crime rates in the county reflect the effect of this variance, with the major metropolitan centers infected with relatively high rates of serious crime (See Appendix).

Delay in processing defendants charged with crimes in Middlesex County and the likelihood of conviction were claimed to impact upon the deterrent effect of the criminal justice process. The application cited administrative problems in the trial courts of Massachusetts that prevented precise measurement of the extent of court delay. However, it noted that from a random sampling of cases, routine felony matters required approximately fifteen months to proceed from arrest to final disposition.

Demographic factors also were raised as a consideration in evaluating the effectiveness of prosecutions in Middlesex County. The jurisdiction extends over a geographic area of 844 square miles, including 43 towns and 11 cities with a population in excess of 50,000. The District Attorney must maintain contact with 56 separate police departments and he is responsible for representing the Commonwealth in 12 district courts, as well as the Superior Court, which holds criminal sessions in both Lowell and Cambridge. In addition, the office represents the Commonwealth in district court jury sessions in Cambridge, Lowell and Framingham. The size of the jurisdiction, the breadth of its dispersion, and the number of courts in which the office is represented, presented unique problems of management and allocation of resources.

The application finally outlined defects in the criminal justice system that adversely impacted on prosecution and conviction of

serious offenders. The District Attorney's office lacked several fundamental administrative and management procedures that were deemed essential to successful prosecution. The absence of effective prosecutor case intake procedures prevented adequate preparation and control of cases by assistant district attorneys in the early stages of prosecution. This led to problems with respect to bringing the proper charges against an individual defendant and exacerbated the already epidemic rate of pre-trial defaults.

C. Program Intent and Purpose

During the first year of operation, the Middlesex Priority Prosecution Program, combined with other projects of the District Attorney's office, worked to remedy the institutional, organizational and procedural inadequacies outlined in the preceding sections. These programs were intended as a comprehensive effort directed toward improving internal management, eliminating court backlog and delay, strengthening the quality of prosecution and broadening the scope of law enforcement in the County. The principal features of this strategy are outlined in Appendix . The Priority Prosecution Program operated as an essential element of this broader strategy to markedly enhance the administration of justice in Middlesex County.

In contrast to the broader measures already undertaken, the Priority Prosecution Program concentrates investigative and prosecutive resources narrowly, in order to convict and incarcerate the most problematic element of the offender population-- the career criminal or repeat offender. By focusing upon a

relatively small number of cases, the Priority Prosecution Program has begun to demonstrate the effectiveness of techniques and procedures equally relevant to the interaction of police and prosecutor in the apprehension, investigation and prosecution of routine cases.

The Priority Prosecution Program is comprised of two interdependent components devoted first, to the identification of "priority" cases, principally defined by a defendant's extensive record of prior convictions and by the nature of the offense, and secondly, to the conviction of those defendants within ninety days of arrest upon the most serious charges supportable by all available evidence.

PART II: PAST PROGRESS

A. Project Initiation

On September 30, 1978, the Law Enforcement Assistance Administration issued a grant award in the amount of \$277,074 with which to support the development and implementation of the Priority Prosecution Program. This award was further subgranted by the Massachusetts Committee on Criminal Justice to Middlesex County on October 14, 1978, and the award was accepted by the Middlesex County Commissioners on October 23, 1978. Actual funding for the project was not received by the County Treasurer's office until December 4, 1978. As a result of these delays, project implementation, initially scheduled for October 1, 1978, had to be delayed until December 1, 1978.

During the period between December 1, 1978 and January 1, 1979, recruitment and selection of project personnel was undertaken, although all staff positions were not filled until March 1979. In addition, all briefings concerning the design and implementation of the Priority Prosecution Program were conducted for the Chief Justice of the Superior Court Department, the Justice in charge of the First Criminal Session of Middlesex Superior Court, and other members of the judiciary affected by the program. The purpose of these briefings was to outline the goals and objectives of the program, to acquaint the recipients of the briefings with the procedures related to the project, and to generate and encourage the support and cooperation necessary to the project.

At this time procedures were developed to govern the manner in which cases fitting the program criteria would be screened and referred to the Program staff for further assessment and selection into the program. Memoranda describing these procedures were developed and disseminated to personnel throughout the District Attorney's office (see Attachment), and briefings were conducted of the District Attorney office staff to acquaint them more directly with the objectives and procedures of the program. Additionally, letters explaining the program and its procedures were sent to the Chiefs of Police of each of the police departments in Middlesex County, and a series of briefings were held with the Chiefs in order to explain further the purposes of the project and the manner in which the cooperation from the local police departments was required.

Case selection commenced on January 2, 1979.

B. Program Operation

PRIORITY PROSECUTION UNIT

The Priority Prosecution Unit is comprised of experienced trial assistant district attorneys and an independent investigative/police liaison support staff. The unit accepts cases referred from the screening units and evaluates and selects "priority" cases based upon the defendant's record of prior convictions and upon the nature of the crime involved. The unit coordinates investigations with municipal police departments to ensure extensive pre-trial preparation of cases so selected, and attempts to bring those cases to trial within 90 days of arrest with the objective of obtaining convictions against

each defendant on the most serious charges that can be supported by the evidence so as to obtain maximum sentences of incarceration.

Operation

A special team comprised of experienced trial assistant district attorneys and of police liaison/investigators was established as an independent unit within the District Attorney's office during the first six months of the Program's operation. The unit has adopted the following measures in order to prepare and bring to trial "priority" cases within 90 days following arrest.

A. Intake

New cases are referred to the PPU from the Case Intake Screening Units consistent with the criteria developed for that purpose which defines the cases considered of highest priority. Cases involving repeated violent or assaultive defendants are accorded the highest priority (See Case Evaluation Worksheet, Chart .). In addition, cases not yet involving arrests may be identified through coordination of municipal police detectives and crime analysis units in order to ensure vigorous apprehension and prosecution of highly active repeat offenders. In this way, local police agencies are encouraged to focus their patrol and investigative resources in response to evolving crime trends and upon the apprehension of those offenders who operate across jurisdictional lines.

B. Vertical Prosecution

Once cases have been selected for treatment by the Priority Prosecution Unit, one assistant district attorney is assigned to

represent the government through all phases of pre-trial investigation and prosecution.

C. Limited Caseloads

Assistant district attorneys assigned to the PPU are assigned only cases identified as Priority Prosecution matters and so selected for intensive trial preparation and expeditious handling. Assistant district attorney caseloads continue to average between five and ten per month, depending upon the percentage of cases which result in pleas.

D. Investigative Staff

With an independent investigative capability, the PPU is capable of coordinating the investigation and preparation of cases for trial with local police departments and independently conducting such investigations where warranted by the circumstances or priority of a particular case. Rapid and thorough case documentation and preparation is essential to effective prosecution. Early police prosecution cooperation is emphasized in order to foster immediate exploitation of fresh investigative leads. Key witnesses can be identified and their percipience frozen by timely interviews in which statements are recorded and transcribed. In addition, in order to strengthen the unit's ability to gain lengthy sentences of incarceration, investigations may be coordinated among several police jurisdictions to obtain evidence which supports other charges being lodged against a defendant.

E. Direct Indictment

In order to eliminate redundancy and thereby conserve time, Priority Prosecution Program cases are presented, when possible,

to the Grand Jury immediately following arrest and selection into the program. This measure removes the case from the district court and exempts it from undergoing a probable cause hearing--during which time, several months could be lost. At times it may be necessary for a probable cause hearing to be held due to the sporadic sittings of the Grand Jury in the County. In those cases, an assistant district attorney in the PPU is assigned to the case to expedite the matter. During the past year, the Grand Jury changed from sitting the first ten days of the month to sitting the first two days of each week to facilitate prosecution.

F. Discovery Package

Summaries of witness interviews, police reports, and other discoverable matter is prepared for release to defense counsel immediately upon arraignment in Superior Court. This is done both in order to encourage early negotiation and disposition of cases in which pleas of guilty are likely, and to reduce the number of steps between indictment and disposition at the Superior Court. This practice has reduced the need for defense counsel to file extensive pre-trial motions at the Superior Court level. Further pre-trial conferences are then conducted on a more realistic basis and with greater understanding of the strength of the government's case.

G. Trial Scheduling

Priority Prosecution Program cases have been accorded immediate priority on the trial calendar. As the District Attorney's office

manages case scheduling in Middlesex Superior Court, PPU cases are assured of being given precedence over all routine matters. Currently only capital cases specially assigned by the Chief Justice of the Superior Court and cases involving defendants being detained in the County jail prior to trial are generally given precedence.

H. Limited Plea Bargaining and Sentencing

The District Attorney's office will not vary its sentencing recommendations in exchange for a guilty plea. Many defendants, when confronted with the substantial evidence against them, have elected to enter a change of plea. The PPU consistently pursues maximum obtainable sentences of incarceration in Priority Prosecution matters, and supports arguments regarding dispositions with whatever information is available.

I. Feedback Mechanism

One of the functions of the Priority Prosecution Program is to systematically identify police practices and procedures which impede or detract from thorough and complete case preparation. Remedial programs have been developed and, together with practices found to be particularly effective, have formed the basis of police and prosecution training seminars developed and conducted by the District Attorney's office. This police and prosecutor "feedback" mechanism is especially important in light of Commonwealth v. Manning, 1977 Mass: App. Adv. Sh. 36, wherein the Appeals Court held that the District Attorney is responsible for police investigative misconduct and declared that police interference with a defendant's right to counsel constituted grounds for a new trial.

Case Intake Screening and Selection

The purpose of this component is to extend pre-complaint screening to two high-volume district courts and to establish on a regional basis, the capacity within the District Attorney's office to identify potential Priority Prosecution cases involving career criminals throughout the major population centers of the County.

Case Intake Screening Units have been established in the district court of Waltham and Malden following the hiring and training of the two project-funded district court screening assistant district attorneys. As a result of the addition of these screening units, the District Court division of the District Attorney's office now consists of five regions for the purpose of case screening. This permits the extension of the intake functions to cover the preliminary screening of felonies and, particularly, the screening of potential Priority Prosecution cases identified and referred by municipal police departments.

Operation

1. Case Intake Screening: The Case Intake Screening Units function essentially as follows:

A. Following an arrest and before charges are filed in court, all matters are brought to a central complaint area operated by the District Attorney in each district court covered. The arresting officer, and in serious cases the key witnesses, are interviewed by an experienced assistant district attorney who determines the charges to be brought, if any, and assists in preparing the

application for complaint. The District Attorney's Case Intake Unit seeks to ensure that frivolous matters are screened out of the trial process and further ensure that there is sufficient evidence to substantiate those charges brought against the defendant.

B. For each case accepted for prosecution, a case file is prepared in which all papers related to the case are maintained. On the outside of the case file jacket is a pre-printed format upon which the case history is noted as the matter progresses through to disposition. On cases which are appealed or where the defendant is bound over for trial in the Superior Court, the case file is completed and forwarded to the District Court Appeals Division, the Superior Court Division, or the Priority Prosecution Unit, as appropriate.

For each case screened, the District Attorney's office assigns a "District Attorney Case Number" by which each group of related charges and co-defendants are designated. For each defendant charged, an index card is prepared upon which is annotated the D.A. case number, the date upon which the case was filed, and the date on which the case was disposed. As cases enter the system, the defendant index cards are checked to determine whether there are cases then pending against that particular defendant. For each case, summaries and/or transcripts of each witness interviewed should be prepared and included in the case file. Complete identification data--home address, business address, telephone numbers, and witness availability information--is obtained on each witness in order to facilitate future contact and notification.

C. Where upon initial assessment of the case it is clear that additional information is necessary to the case, the arresting officer or other representative of that department is requested to undertake further investigation in order to properly prepare the case for trial. Further prosecution may be held pending the results of follow-up investigation.

D. Priority Prosecution Program Case Identification

Based upon the facts, a review of the defendant's record of prior convictions, and a determination as to whether other charges are pending against the defendant, a relative priority is assigned to the case consistent with the internal policies of the District Attorney's office. An objective point scoring system will be used in connection with the rating sheet to determine the relative priority of each case screened. Priority Prosecution cases are preliminarily identified at this point and referred to the Priority Prosecution Unit for further review, selection, investigation, and probable direct Grand Jury indictment.

E. Criminal History Record

Because an offender's prior record of convictions is a primary factor in assigning a priority to the importance of each particular case, rapid access to the individual's probation record is essential to the success of this program. Currently a CRT terminal connects the District Attorney's office with Probation Central File in order to ensure that each defendant's criminal record is reviewed and that a copy of the record is included in the case file.

F. Pre-Trial Control

Where further criminal proceedings are warranted, the application for complaint is to be filed in the Office of the Clerk of Courts by an assistant district attorney who also represents the Commonwealth at arraignment following immediately. In this way, the arresting officer need not appear at court, thereby reducing the costs of court-related police overtime.

In response to the priority assigned to the case, an assistant district attorney makes a vigorous argument for bail bond upon full information concerning the defendant's background and criminal history. Armed with relatively complete information, and with assurance of speedy indictment and trial, the prosecutor is better equipped to seek imposition of bail at a level high enough to provide meaningful control over the defendant pending trial.

G. Rotation

In order to maximize assistant district attorney case preparation and ensure continuity of representation, the ADA who screened a particular case retains responsibility for trying the matter. This is accomplished by rotating the screening and trial responsibilities among the ADA's assigned to a team. In this manner, an assistant will screen cases for several days and then try cases for several days each week. Cases are scheduled for trial on a date that the screening assistant is scheduled to be on trial.

2. Case Selection Where no Intake Screening Unit Exists

Cases which potentially may fit the Priority Prosecution Program criteria which arise in jurisdictions in which case intake screening

units have not been initiated are tentatively identified and nominated by the police and submitted for review either by the assistant district attorney assigned to that jurisdiction or by one of the intake units. Police departments are being trained to apply the criteria and to nominate potential priority cases for further review by the District Attorney. In addition, court clerks and probation personnel have been informed of the program and requested to refer what they consider to be potential Priority Prosecution Program cases for further review and evaluation.

C. Past Progress - Summary

The Priority Prosecution Program, made fully operational in January 1979, has completed its first year of operation. The project has had the impact described below on each of its objectives and purposes:

I. Program Objective

Identify cases involving defendants with extensive criminal records, demonstrable propensities for violent crimes, and those who have committed exceptionally aggravated crimes, and ensure that such cases are thoroughly investigated and brought to final trial disposition within forty-five days of arrest.

Measure of Accomplishment

Number of cases so identified and reached for disposition within ninety day time period objective.

Level of Accomplishment

Program case selection began January 2, 1979 and, therefore, no action was taken with respect to program objective I. In the second quarter (January 1, 1979 to March 31, 1979) the PPU began to receive referrals on cases from district court. The two program district court assistants were not hired during this quarter so that intake screening was operating in only three district courts.

This quarter saw fifty five defendants accepted into the program and seven defendants disposed in an average time of arrest to disposition of seventy three days. During this period program assistants also handled fifty three "criteria exempted" cases. These cases were accepted and handled by PPU attorneys for several reasons: the case was being prosecuted by an attorney prior to assignment to PPU section; the charges were of a particular heinous or notorious nature (such as homicide) to warrant the attention of the unit; although specific defendants would not ordinarily be accepted by

the unit, they were co-defendants of another defendant acceptable under PPU guidelines; or the complexity or type of case warranted the attention of a specific attorney assigned to the unit. These "criteria exempt" cases were eliminated from the program during the third quarter, with the exception of co-defendants or specially assigned first-degree murder cases.

During the third quarter (April 1, 1979 to June 31, 1979), thirty-one defendants were accepted for priority prosecution. Of the eighty five defendants pending throughout that period, twenty nine were disposed in an average time from arrest to disposition of ninety five days. The increase in disposition time can be attributed primarily to two factors. Staff turnover in the unit resulted in the appointment of a new project director, deputy director and one senior trial assistant. The disruption engendered by these changes adversely impacted program operations. Secondly, inadequate assignments of trial sessions in Middlesex County slowed case processing and lengthened disposition times. These aspects are more fully discussed in subsequent sections.

In the fourth quarter (July 1, 1979 to September 30, 1979), revised QDPS forms were utilized. Project activity showed twenty four new defendants accepted into the unit. Defendant processing statistics indicated a drastic rise in mean time from arrest to disposition of 146 days for the twenty six defendants. Several contributing factors can be noted. Of the twenty six defendants, nine had been on default for some period of time. Further, the time from arrest to charging day was affected by a change in the Massachusetts Rules of Criminal Procedure which went into effect

July 1, 1979. The new rules altered the indictment process in Massachusetts and impacted many of the procedures followed by the Clerk of Courts and District Attorneys. In several instances the transmission of papers between the district courts and superior court was delayed as much as ten weeks. Finally, inadequate numbers of trial sessions remained a problem.

In the final quarter, twenty five new defendants were accepted for priority prosecution from a total of fifty six defendants screened and referred to the unit. Defendant processing time continued to rise with a mean time from arrest to disposition of 166 days for the twenty defendants disposed during the quarter. All of the same factors affecting case processing continued to affect disposition times in this quarter.

II. Program Objective

Increase the conviction rates for crimes of rape, robbery, aggravated assault, and burglary, and obtain sentences of more extensive periods of incarceration for defendants with records of repeated violations of such offenses.

Measure of Accomplishment

Increases in the ratio of defendants convicted and the number of defendants charged with such offenses, and increases in the average period of incarceration imposed and served for convictions of such offenses.

Level of Accomplishment

Of the eighty two defendants whose cases were disposed during the project year, eighty nine percent were convicted, and all but two were found guilty of the lead charge against them. Fifty four defendants pled guilty, nineteen were found guilty after trial, six were acquitted at trial, and two cases were

dismissed by the Court (the defendants being deceased).

A comparison of the conviction rate after trial between PPU cases and the rest of the District Attorney's office shows that the unit held a higher rate of convictions: 74% compared with 62%. Moreover, in the robbery and assault cases, the District Attorney's office had a 46% and 53% conviction rate respectively. These cases for a large percentage of the matters accepted by the unit.

The rate of incarceration for program cases was 91% of the defendants convicted, but in no case was a sentence enhancement imposed. The unit did not make use of the Massachusetts Habitual Criminal Offender statute during its first year of operation even though a number of project defendants would qualify for that treatment.

III. Program Objective

Improve police and prosecution coordination in the investigation and preparation of cases for trial.

Measure of Accomplishment

Reduction in continuance rates necessitated by inadequate case preparation or by the failure to have present a necessary witness for trial. Decrease in the frequency of charge reductions and case dismissals necessitated by insufficient evidence.

Level of Accomplishment

During the first year of operation, only one case was reduced to a lesser charge and only two cases dismissed--both of those because of the death of the defendant. The intake screening in the five regional courts has improved the quality

of the complaints issued in the district courts and provides more complete information with respect to the defendant and the crime charged for cases referred to the unit. The screening attorneys can also discuss the case with the police officers at an earlier stage to ascertain if more investigation is necessary.

The investigators assigned to the unit participate in both the investigation and preparation of cases. They work closely with the local police and the assistant district attorney to coordinate efforts throughout the prosecution. Their greatest value comes in follow-up investigation and witness contact to ensure that the case is ready for trial on the scheduled date. The result has been that only in rare instances has the prosecution requested a continuance on the day of trial.

IV. Program Objective

Generally improve the timeliness and quality of case preparation in advance of trial.

Measure of Accomplishment

Increased frequency with which the presentation is ready for trial at the date and time for which the first hearing is scheduled, and reduction in number of case continuances sought by the prosecution.

Level of Accomplishment

As soon as a defendant is accepted for priority prosecution, the unit begins a series of steps towards preparing for trial. The unit administrative legal secretary contacts the office in charge of the case and secures copies of all police department reports including written witness statements or statements by the defendant and also a copy of the defendant's criminal record. A date is then set for either presentation to the Grand Jury or a probable cause hearing.

The assistant assigned to the case, along with an investigator, then prepares the case for preliminary hearing, coordinating witness interviews and scheduling with the local police department. The assistant then represents the Commonwealth either before the Grand Jury or at the district court probable cause hearing.

At the first pre-trial conference date following Superior Court arraignment, full discovery is provided defense counsel along with a firm recommendation on disposition and a trial date. This eliminates the need for many time consuming pre-trial motions and sets the tone for plea negotiations. As the trial approaches, project secretaries and investigators maintain contact with witnesses to ensure their presence at the time for trial. The case is then given priority status on the date it is set for trial in the assignment session.

The result of this cooperation among members of the unit has been that invariably a priority prosecution case is ready for trial on the first date it appears for assignment. The inability to maintain a lower mean time from arrest to disposition is explained elsewhere.

V. Program Objective

Reduce the average length or time and number of court appearances required between arrest and final trial disposition in the PPU cases.

Measure of Accomplishment

Elapsed time between arrest and disposition.

Level of Accomplishment

The average length of time between arrest and disposition is discussed under Program Objective I. Defendant processing statistics show that the mean time grew throughout the four reporting quarters under the grant. Despite the failure to maintain an average of ninety days from arrest to disposition, priority prosecution defendants were disposed of more quickly than the office average. Moreover, project cases required fewer appearances than non project cases comparing an average of 4.6 appearances to greater than six appearances.

Case processing normally requires that the first appearance in Superior Court be the mandatory arraignment of the defendant. Under the Massachusetts Rules of Criminal Procedure the next appearance is for pre-trial conference at which time a written conference report is filed. At this appearance all discovery is provided to the defense counsel and agreement reached on pre-trial motions. The case is then set for trial. On the day the case appears in the assignment session for trial, it can be either sent to a trial session to be reached for trial or it can be continued for another date for trial.

VI. Program Objective

Increase uniformity of practice and procedure in the criminal case charging process.

Measure of Accomplishment

Number of similar cases in both District and Superior Court that are processed and charged in the same fashion.

Level of Accomplishment

During the first six months of operation pre-complaint screening was conducted in the three regional district courts at Framingham, Lowell and Cambridge. Due to substantial personnel changes in the district courts, the two priority prosecution district court screening assistant district attorneys were not assigned to the Malden and Waltham courts until July, 1979. Thereafter, screening of cases was accomplished in all five courts.

Regular meetings were held throughout the year with all district court assistants to explain case selection criteria and to describe the procedure for referring cases to the Priority Prosecution Unit. Case transmittal forms and referral sheets were prepared to assist preparation of cases for evaluation.

The District Attorney instituted a committee system in the office in July, 1979, and steps were taken by this organization to improve practices and bring more uniformity to procedures. The committee system conducts monthly continuing legal education presentations, weekly video tape sessions and has promulgated a series of memoranda on office policy and procedure.

VII. Program Objective

Extend case management and file control in all felony matters to the district courts and assure administrative continuity of cases which are transferred to the Superior Court for trial.

Measure of Accomplishment

Case transmittal processes that are required of all cases will assure uniformity and continuity of matters transferred from District to Superior Court for the orderly management and control of all felony matters.

Level of Accomplishment

A system of case management and file control was implemented in the District Attorney's Office and applies to all Superior Court, District Court and Appellate matters. Court Reform Legislation and Rules of Criminal Procedure were instituted in Massachusetts during this time and altered many District Court procedures requiring modification of case management in several respects. A manual for both Superior Court and District Court case management were prepared.

Cases accepted into the Priority Prosecution Unit for the most part result in a direct indictment before the Grand Jury eliminating the district court probable cause hearing. The project assistant district attorney, in cases where direct indictment was not possible, would represent the Commonwealth at the probable cause hearing. This vertical prosecution of the case is only done in priority prosecution matters and ensures continuity of cases transferred to the Superior Court for trial.

VIII. Program Objective

Decrease default rates by reducing court delay and by ensuring that the District Attorney's Office has the information necessary to argue questions or bail effectively, and, in particular, to respond to petitions for review of bail.

Measure of Accomplishment

Decrease in default rate.

Level of Accomplishment

During the first year of operation, twelve defendants were defaulted for failure to appear as required for trial. Eight of those defendants were subsequently rearrested. The rate of defaults for program cases is substantially lower than that in non program cases.

Increased information concerning the defendant and the incident have made bail arguments more effective, and coordination of the flow of this information between District Court and Superior Court have eliminated many problems in bail presentation. Normally there are three opportunities for a defendant to be examined concerning bail. First at the district court arraignment in those courts that have intake screening units an assistant district attorney has the occasion to review the police reports and defendant record before arguing the bail. The defendant then has the right to appeal that bail immediately to the Superior Court. The district court assistant telephones information to the Superior Court trial list manager who prepares a bail review report. That report is used by the Superior Court Assistant in arguing the bail appeal. Finally, after the case is bound over to the Superior Court the question of bail can be raised at the Superior Court arraignment.

IX. Program Objective

Improve public perception of the administration of justice and the willingness of citizens to report crime and cooperate with law enforcement and prosecution agencies.

Measure of Accomplishment

Reduction in the frequency with which cases must be dismissed or pleas negotiated for refusal of a necessary witness to testify.

Level of Accomplishment

As noted earlier, only two program cases have been dismissed and both of those due to the death of the defendant. Moreover, in only one case was the charge subsequently reduced to a lesser offense. One measurable test of the programs ability to improve the public perception of the administration of justice and the willingness of citizens to report crime are the letters of support received by the District Attorney. These letters were solicited as the District Attorney sought continuation funding from LEAA and state pick-up of the program from the State Legislature. These letters are contained in Appendix V.

EQUIPMENT

The 78DF-AX-0202 Priority Prosecution Program was allowed \$17,644 in federal funding to secure its start-up equipment needs. The funds were used by this office to rent copying equipment for the Program in the Superior Court Division as well as the busier District Courts where there proved to be a higher referral rate. The following represents a list of permanent equipment purchased by this office with federal funding

<u>DATE PURCHASED</u>	<u>DESCRIPTION</u>	<u>COST</u>
2/6/79	-3 sets Mass Practice Series Vols. 30,32,18,19 -3 sets Mass General Laws Vols. 2,18A,19,40,44,44A,45,45A -1 Vol. Mass General Laws 40	\$1,297.20
3/28/79	-5 IBM Correcting Selectric Type- writers, Model 855 (733.50 each)	\$3,667.50
5/4/79	-4 Four Drawer file cabinets -1 Two Drawer file cabinet	732.00
3/15/79	-5 Sony Portable Dictators with warranty -2 Sony Transcribers -1 CENTRAC 100 Portable Dictator -2 Sony TCM600B Dictators -1 Dozen Cassette Tapes (for actual cost breakdown, see attached financial report)	2,454.24
12/15/79	-1 standard desk and chair (Woburn District Court)	335.73
12/15/79	-3 Four Drawer file cabinets (\$128.18ea) -1 Two Drawer file cabinet (\$85.50) -2 Lateral file cabinets (\$512.50 ea)	1,494.54

All of the above equipment except where noted is located in the Superior Court Division of this office. In some instances, this office financed the trial rental of the item, then they were purchased for use by the members of the Priority Prosecution Program, so that actual prices were reduced by rental equity.

APPENDIX I

SUPERIOR COURT
TRIAL LIST PROCEDURE

WELCOME TO THE...

TRIAL LIST SECTION

THIS 'OPERATIONAL MANUAL' IS INTENDED TO BE A RESOURCE CONTAINING GENERAL INFORMATION ABOUT THE T.L.S., SPECIFIC SECTION PROCEDURES, AND EXPLANATIONS OF DATA COLLECTION NECESSITIES. IT IS NEITHER ALL INCLUSIVE, NOR TOTALLY SPECIFIC, BUT IS OFFERED ONLY AS AN INTRODUCTORY GUIDE.

SECTIONS

OVERVIEW	CONTAINS FLOWCHARTS OF HOW CASES ARE MOVED, THE OBJECTIVES OF THE T.L.S. AND JOB DESCRIPTIONS (BOTH OF WHICH ARE VERY OLD AND NOT NECESSARILY ACCURATE)
FILING SYSTEM	SCHEMATIC AND VERBAL DESCRIPTIONS OF THE FILE FOLDER STORAGE SYSTEM
FILE CARDS	EXPLAINS THE CURRENTLY USED CASE CARDS AND CODING
FORMS	DESCRIBES THE VARIETY OF FORMS SEEN BY AND PASSED THROUGH THE T.L.S.
PROCEDURES	SOME "HOW TO'S" OF THE T.L.S.
DATA COLLECTION	INSTRUCTIONS FOR COLLECTING/RECORDING DISPOSITIONS, TYPES OF CASES, ETC. FOR IN-OFFICE USE AND TO FULFILL LEAA REQUIREMENTS
MISCELLANEOUS	TO DO'S AND PROBLEMS

OVERVIEW **

CRIMINAL CASE PROCESSING:

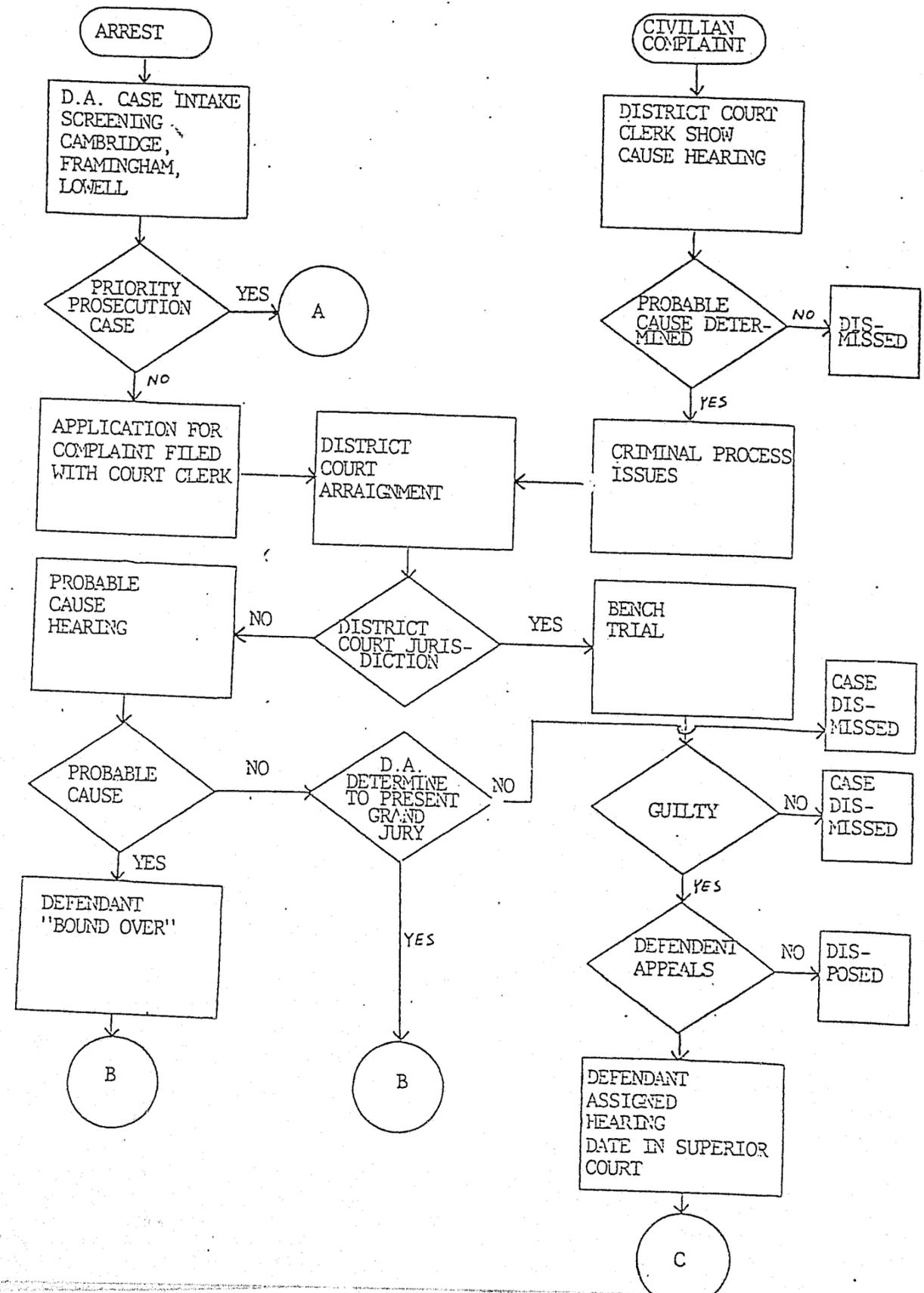
- ROUTINE
- SUPERIOR COURT STAGE
- PRIORITY PROSECUTION

TRIAL LIST SECTION OVERVIEW

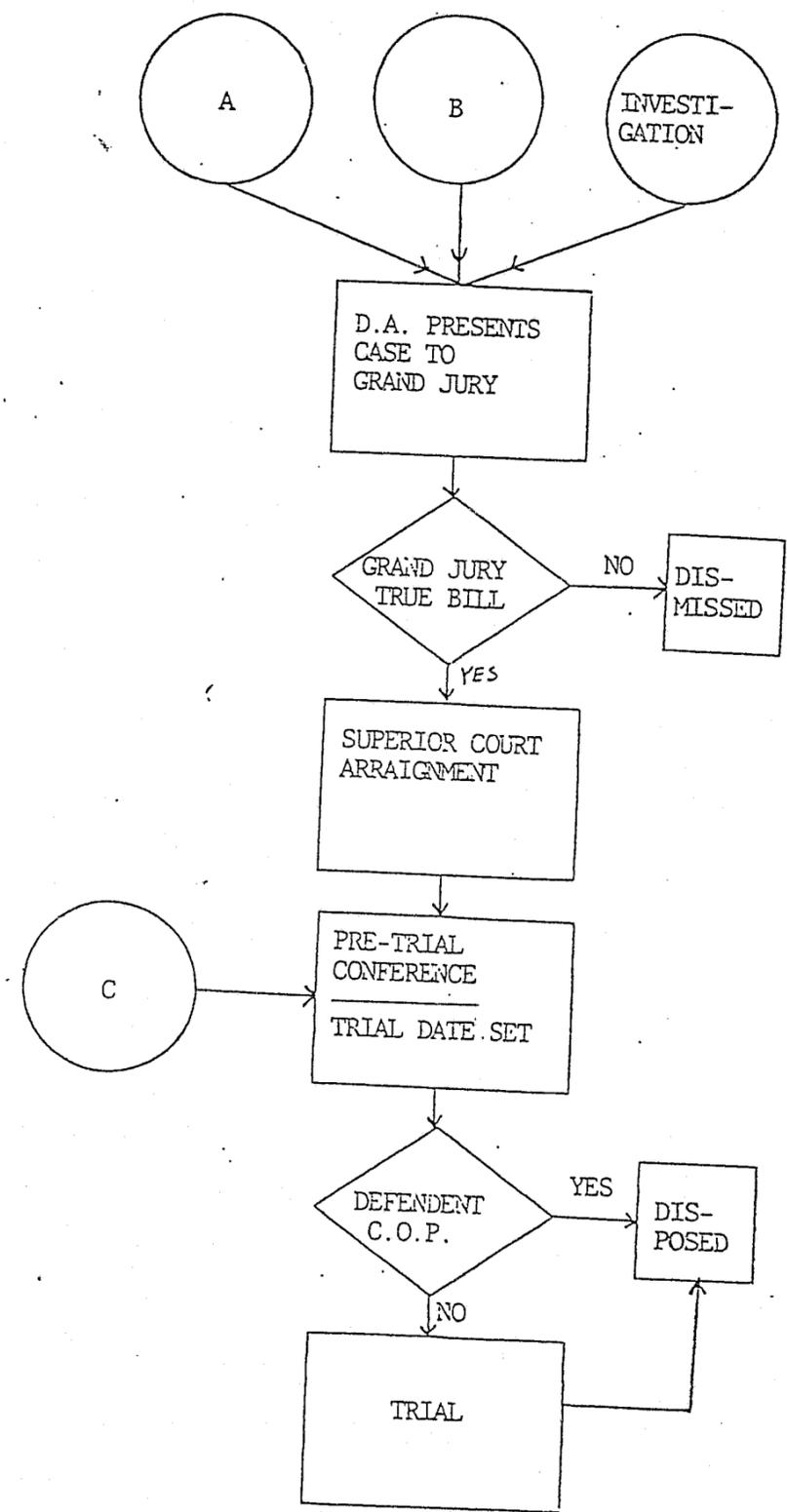
T.L.S. STAFF ROLES & RESPONSIBILITIES

** Over the hills & through the woods to Grandmother's house we go.

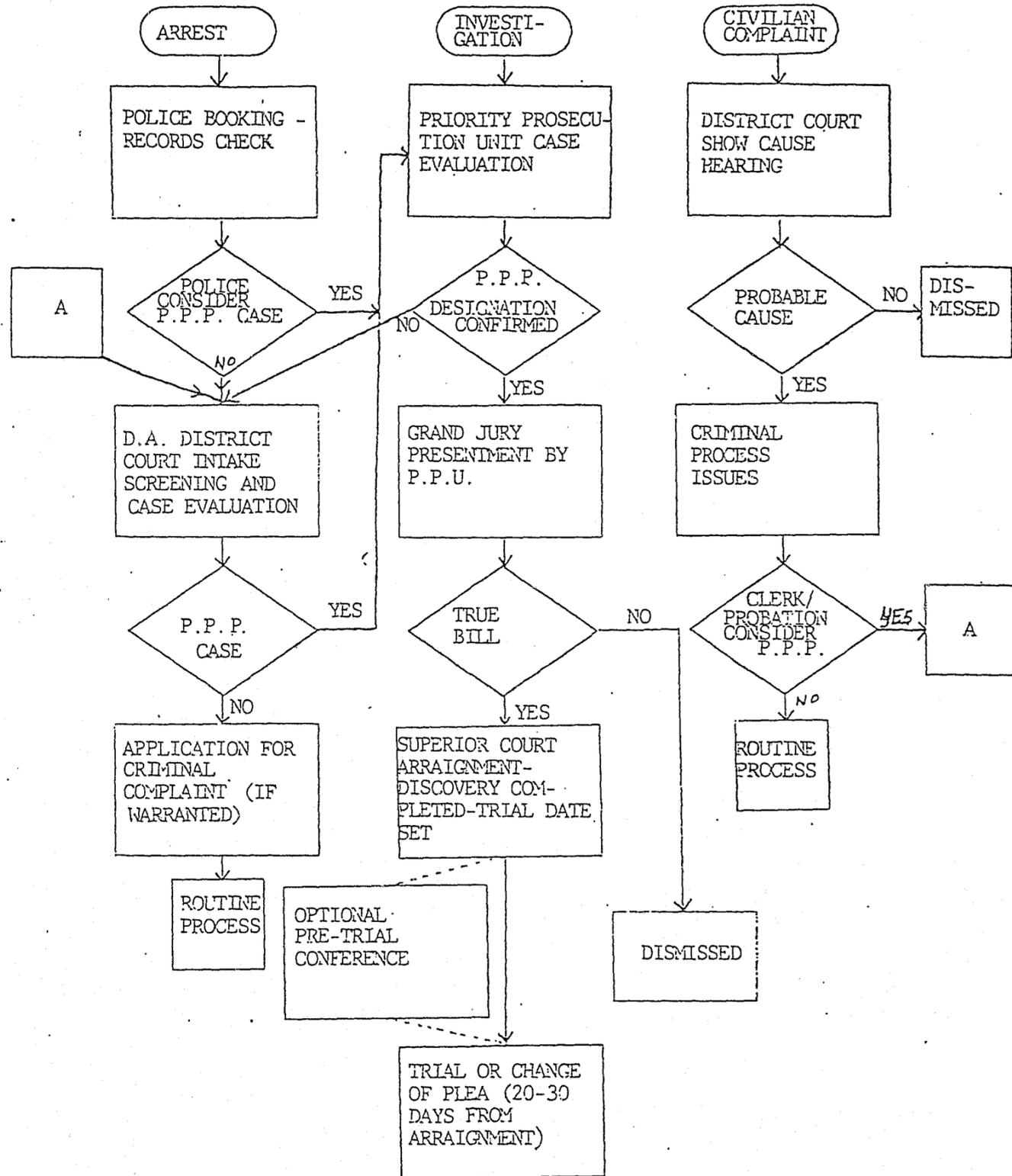
DISTRICT COURT STAGE



SUPERIOR COURT STAGE



CRIMINAL PROSECUTION CASE PROCESS



TRIAL LIST SECTION

OBJECTIVES - RESPONSIBILITIES:

List Preparation:

1. Formal preparation of the trial list - which includes preliminary activities of:
 - a. review of cases scheduled for month for selection of specific trial dates.
 - b. preparing draft list for each day of next monthly first session.
 - c. verify with all ADAs relative to compatibility of schedule.
 - d. formal notification of all parties concerned in each case: including police departments, defendants, defense attorneys, and when necessary correctional institutions via habeas.
2. Formal printing of daily list - no later than two days in advance of date designate.
3. Daily printing of supplementary list at the end of each day.

COMMUNICATION CENTER:

1. Act as primary contact point for the District Attorney's office with the legal community and public on incoming telephone calls, including but not limited to all enquiries on case status, scheduling, docket numbers, specific charges, continuance dates etc.
2. Responsible for all formal notices, written or by phone made to re-schedule, postpone or cancel cases on first session list.
3. Liason between court clinic and ADA on all cases scheduled for examination.
4. Funnelling of all motions, medical reports, judicial decisions, subpoena returns etc. to specifically assigned ADAs.

Handwritten note:
 Not a stamp
 Not a stamp
 Not a stamp

T.L.S.: STAFF ROLES & RESPONSIBILITIES

DATA COLLECTION & CASE LOAD MANAGEMENT:

1. Rebuilding lost files.
2. Maintaining individual ADA and team case load records.
3. Generating weekly re-cap reports: on team activity and dispositions.
4. *Ensuring that each file is complete.*
Obtaining updated probation reports on each defendant.
5. Verifying with clerk's office for defense attorney of record.

SPECIFIC FUNCTIONS:

1. Getting all details and information daily on all bail petitioners.
2. Obtaining interpreters when needed for arraignments and trials.
3. Calling the various institutions to locate defendants.
4. Checking out every commitment to Billerica House of Correction ?
5. Maintaining S.D.P. files.
6. Getting together all information on disposed cases, notifying all parties, habeas defendant on revoke and revise hearings.
7. Recording daily court events on court record card and in docket log ledger.
8. Keep record of expert witnesses for billing purposes.
9. Record each disposition in disposed ledgers.
10. Print out list for each session daily.
11. Generate weekly status report on each case in each of the trial sessions.
12. Maintaining all record files.
13. Verifying DA's records with clerk's records.

COURTROOM ASSISTANT:

This person is responsible to the first session, performing the following duties:

1. Recording activities on each case.
2. Requesting habes on all custody cases for continuance date.
3. Receives and sends all messages to and from the courtroom.
4. Locating ADAs needed in first session.
5. Logs each event on court record card and docket ledger.
6. Prints daily first session list.
7. Prints daily supplementary list at the end of each day.

TRIAL SESSION ASSISTANT:

1. Checks on status of each session with team leaders before each morning and each afternoon session.
2. Prints out session list for each session daily.
3. Generates weekly report of status on each case sent to trial sessions.
4. Obtains probation reports on each defendant.
5. Records disposition each charge for every defendant in disposition log.
6. Keeps written record of all notices send to Mass Defenders Committee.

ASSISTANT:

1. Maintaining all pending files
2. Maintaining all disposed files.
3. Send out written notices to all concerned in each case on the first session list.
4. Does all the filing.
5. Prints out primary draft list for each day of the session.

TRIAL LIST CLERK:

This person's responsibility are as follows:

1. Responsible for coordination and supervision of the work load.
2. Responsible for report writing such as individual case load, team activity etc.
3. Directly responsible for communication activities previously listed.
4. Directly responsible for trial section and file procedures.
5. Responsible for devising and implementing of methods for achieving objectives previously listed.

FILING SYSTEM**

SYSTEM OVERVIEW

T.L.S. FLOOR PLAN

CARD FILE DRAWER PLAN

*** WORK WILL EXPAND TO FILL THE SPACE PROVIDED IT.

--loosley dedicated to
Parkinson's laws

SYSTEM OVERVIEW

Different file cabinets are used to store files according to the status of the case. The majority of file space is used for DISPOSED cases which are filed according to docket number (for charges prior to 1978) or CTU#. (There are separate cabinets for 1978-1979 Appeals cases and for Juvenile cases.) In addition cases in which the defendant was deemed to be a Sexually Dangerous Person are filed in a special SDP cabinet.

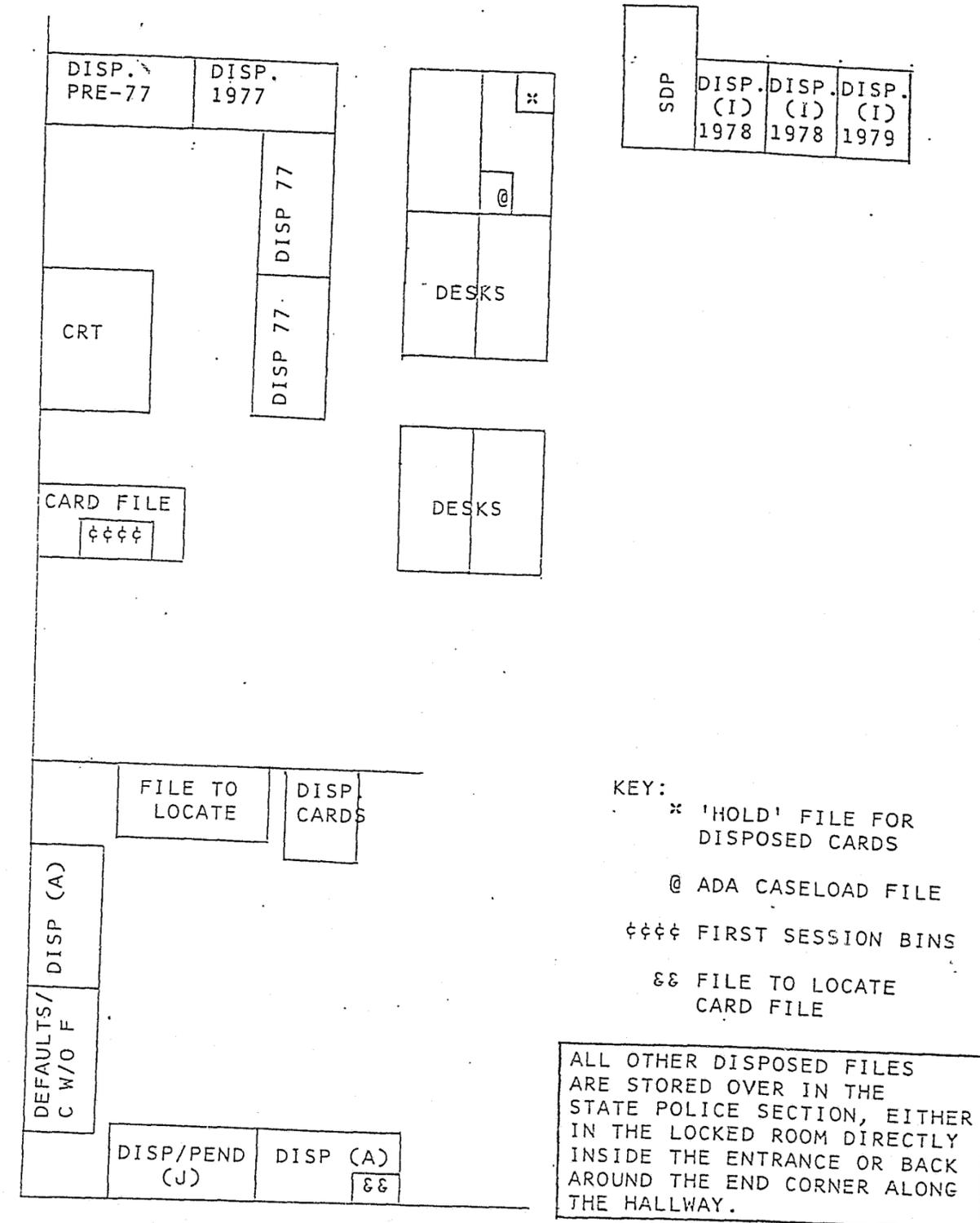
Some defendants are given a disposition called Continued Without a Finding. This means that the case is placed on "hold" for a certain period of time (usually one year). At the end of the time period the case is dismissed IF the defendant had lived up to the agreements set down at the time of the C w/o F ruling. Case folders are stored by docket/CTU# in a cabinet drawer marked C W/O F.

Most case folders on defendants who have defaulted are stored in the DEFAULT drawer. Although, some ADAs choose to keep these folders in their desks, the problem of "lost files" would argue for similar status folders to be kept together. Defendant's who have been on default for over 6 months can be moved to File To Locate status. This is a type of 'housecleaning' procedure which enables the clerk's office to remove defendant's from the active docket books. When placed on FTL, the case file must be stored in the FTL cabinet.

ACTIVE case folders are kept by the ADA until the case is disposed of or the defendant defaults. See the PROCEDURES section for an explanation of placing a case on File To Locate, filing disposed cases, etc.

The following schematic diagrams show the office location for file cabinets and the location of drawers in the card file cabinet.

T.L.S. FLOOR PLAN



CARD FILE DRAWER PLAN

CURRENT CARD FILE SET-UP

A - C	D - H	I - M	MC - R	S - Z	DE-FAULT (A)				
	IN-ACTIVE	SDP	DE-FAULT (I)	DE-FAULT (J)	DE-FAULT (A)				
PENDING PRE-76	PENDING 76-77	PENDING 78-79	MASTER (I)	A.G. CASES	DISP. PRE-78	MASTER (A)	C W/O F		MASTER (J)
					DISP. (I) 78-79	DISP. (A) 78-79	DISP. (J) 78-79	NO BILL	SES-SIONS

SUGGESTED CARD FILE SET-UP

A - C	D - H	I - M	MC - R	S - Z					
SES-SIONS	SDP	DE-FAULT (A)	DE-FAULT (I)	DE-FAULT (J)					
PENDING PRE-76 76-77 78-79	C W/O F	MASTER (A)	MASTER (I)	MASTER (J)					
A.G. CASES	IN-ACTIVE								
DISP. PRE-78	DISP. (A) 78-79	DISP. (I) 78-79	DISP. (J) 78-79	NO BILLS					

REMOVE FROM FILES FOR STORAGE OF DISP. CARDS OR FOR STORAGE OF MEDICAL CARDS

FILE CARDS**

CARDS:

- CASE HISTORY MASTER
- CASE HISTORY STATUS
- DEFENDANT INDEX
- ADA FILE CARD

CODES:

- MASTER & STATUS CARD CODING INSTRUCTIONS
- CASE HISTORY UNIT NUMBER

** ...and the pink card refers to the white card, that's what's it's all about.

FILE CARDS

CASE HISTORY MASTER (front) *white card*

Defendant	(A)		SID No.	#	CTU No.	(B)	PTY	@	
Defense Attorney	(L)		DOB:	(C)	Bail	(K)			
ADA	(D)	Arr. Date	(I)	D.C.T P/C DATE	*	Def Status	(J)		
Date of Off.	Place	Pol. Officer	DATE	EVT	R	SUS	EVT.	DATE	S#
(E)	(F)	(G)							
Docket No.	Charge	Disp. Date				(M)			
(H)	(H)	(N)							

CASE HISTORY - MASTER

DA FORM A-2 (Rev. 3-78)

CASE HISTORY MASTER (back) *white card*

Docket No.	Charge	Judge	T, P, J W	Disposition
(1)	(1)	(2)	(3)	(4)

CASE HISTORY MASTER *white card*

NOTE: THE CASE HISTORY MASTER CARD REMAINS IN THE MASTER FILE. IT IS FILED BY CTU # AND IS UPDATED BY USING THE CASE HISTORY STATUS CARD.

front

Completed prior to card coming to T.L.S.

- A. Defendant's name
- B. CTU #
- C. Date of birth
- D. ADA assigned to case
- E. Date of offense
- F. Place of offense
- G. Arresting officer(s)
- H. Docket number (and) Charge

Completed by T.L.S..

- I. Date defendant was arraigned
- J. Where defendant is incarcerated (used to habe)
- K. Amount of bail set
- L. Defense attorney
- M. Coding area for running account of case activity
*** see CODING FORM ***
- N. District Court disp. date for Appeals cases
Superior Court disp. date for all other cases

Additional areas on card

- @ Priority area -- when a defendant is placed on File To Locate a red "F" is placed here (can be used for other codes, e.g. "C" for C w/o F, "D" for Default, "P" for PPU case, etc.)
- * Dist. Court probable cause date
- # SID number is for computer identification purposes ignore

back

Completed when case is disposed

- 1. Docket number (and) Charge from front of card
- 2. Judge who passed sentence
- 3. "T" = trial, "P" = plea, "JW" = jury waived trial
- 4. Sentence given for each charge

CASE HISTORY STATUS (front) **pink card**

Defendant (A)		SID No. #		CTU No. (B)		PTY (C)	
Defense Attorney (L)		DOB: (C)		Bail (K)			
ADA (D)		Arr. Date (I)		D.C.T P/C DATE X		Def Status (J)	
Date of Off. (E)	Place (F)	Pol. Officer (G)	DATE	EVT	R	SUS	EVT. DATE S#
Docket No. (H)	Charge (H)	Disp. Date (N)					(M)

CASE HISTORY - STATUS DA FORM B-2 (Rev. 3-78)

CASE HISTORY STATUS (back) **pink card**

EVENT DATE	(4)								
NOTICE DATE	(5)								
Police Off. or Complainant (1)	(6)								
Defendant Address (2)	(6)								
Defense Counsel & Address (3)	(6)								

CASE HISTORY STATUS **pink card**

NOTE: THE CASE HISTORY STATUS CARD IS A "TRAVELING CARD". IT IS PLACED IN THE APPROPRIATE NEXT DATE BIN, SESSION DRAWER, DEFAULT DRAWER, C W/O F DRAWER OR FILE TO LOCATE DRAWER. CODES PLACED ON THIS CARD ARE TRANSFERRED TO THE CASE HISTORY MASTER CARD.

front

Completed prior to card coming to the T.L.S.
 A. through H. **see explanations for CASE HISTORY MASTER card**

Completed by T.L.S.

I. through N. **see explanations for CASE HISTORY MASTER card**

Additional areas on card

@, * and # **see explanationa for CASE HISTORY MASTER card**

back

- Completed by prior to card coming to the T.L.S.
1. Arresting officer(s) or police department
 2. Most current address of defendant
 3. Most current defense attorney and address
 4. Date of next court date
 5. Date notice was sent regarding next court date
 6. "N" signifies that notice has been mailed out

ADA FILE CARD **pink card**

DEFENDANT (A)					
ADA ASGND. (B)					
DOCKET NO.	OFFENSE	DATE	PLACE	DATE DISP.	DISPOSITION
(C)	(C)	(D)	(E)	(F)	(G)
ADA ASSIGNMENTS					

DA FORM A-1b

ADA FILE CARD **pink card** (revised form)

DEFENDANT (A)					
CTU# (A)					
DOCKET NO.	OFFENSE	DATE	PLACE	DATE DISP.	DISPOSITION
(C)	(C)	(D)	(E)	(F)	(G)
ADA ASSIGN: 1. (B)		2	3		

DA FORM A-1b Rev. 3-28

MASTER & STATUS CARDS CODING INSTRUCTIONS

Section M on the master & status cards (case history) provide a running account of case activity from arraignment to disposition.

Section M is divided into 7 headings: DATE, EVT, R, SUS, EVT, DATE, and S#. A completed line under the heading indicates the reason for a defendant being in court on a certain day, the result of the appearance and the next event date. Coding entries and definitions for each heading follow.

DATE

The day on which a defendant will appear in court.

EVT. (EVENT)

This code reflects the reason for the court appearance. Valid codes are:

- | | |
|----------------------------|-------------------|
| GRJ - Grand Jury | PLS - Plea |
| ARR - Arraignment | TRL - Trial |
| RTN - Return Day (or ARR) | DIS - Disposition |
| PTC - Pre-Trial Conference | DSM - Dismissal |
| Q/C - Question of Counsel | MOT - Motion |
| Q/S - Question of Status | HRG - Hearing |

The following sub-codes may be used as an attachment to the above codes when applicable:

- | | | |
|---------------------|----------------------|---------------------|
| A - Appeal | M - Motion | W - Warrant/Default |
| B - Bail | N - Narcotic/Drug | Y - Default Removed |
| C - Counsel | P - Psychiatric Exam | RS - Probation |
| D - Disposition | R - Probation | Surrender |
| H - Hospital | S - Status | RT - Probation |
| L - Lower (DIST) Ct | T - Trial Date | Termination |

R (RESULT)

This indicated the result of the court appearance. The codes are:

- C - Continued
- D - Disposed
- X - Transferred to another session
- T - Case is on/will be on trial in another session
- P - Case is pending in another session
- R - Case is being rescheduled by the ADA

SUS (SUSPENSION - CONTINUANCE)

This code reflects the source and reason for a continuance.

- prosecutors request (P)
- P1 - state witness unavailable
 - P2 - prosecutor unavailable
 - P3 - police officer unavailable
 - P4 - prosecutor changed
 - P5 - see the prosecutor
 - P6 - prosecutor not ready

ADA FILE CARD ****pink card****

NOTE: THE ADA FILE CARD IS FILED IN THE ADA CASE DRAWER. ONLY CASES THAT ARE ACTIVE ARE FILED IN THE DRAWER BY ADA NAME. THE CARDS ARE USED TO UPDATE AND COMPLETE THE ADA CASEBOOK. THERE ARE TWO DIFFERENT CARDS, THE SECOND CARD IS A REVISION OF THE ORIGINAL CARD.

original form

Completed prior to card coming to T.L.S.

- A. Defendant's name (and) CTU #
- C. Docket number (and) Charge
- D. Date of offense
- E. Place of offense

Completed by T.L.S.

- B. ADA assigned to case
- F. Superior Court disposition date
- G. Sentence given for each charge

revised form

Completed prior to card coming to T.L.S.

- A. ****see above****
- C. ****see above****
- D. ****see above****
- E. ****see above****

Completed by T.L.S.

- B. ****see above****
- F. ****see above****
- G. ****see above****

(SUS - continued)

defense request (D)

- D1 - defense witness unavailable
- D2 - defense attorney unavailable
- D3 - Defendant unavailable (in custody)
- D4 - defense attorney withdrew (new attorney needed)
- D5 - no attorney
- D6 - default warrant issued
- D7 - default NO warrant
- D8 - defense not ready
- D9 - defendant unavailable
- D10 - default removed
- D11 - defendant request

by agreement (A)

- A1 - change of plea
- A2 - miscellaneous agreement
- A3 - continuance requested by co-defendant

court reason (C)

- C1 - sessions unavailable
- C2 - scheduling problem
- C3 - court recess
- C4 - court papers missing
- C5 - new notice
- C6 - court has under advisement
- C7 - court severed cases

miscellaneous reason (X)

- X1 - motion withdrawn
- X2 - plea rejected
- X3 - no plea
- X4 - mistrial
- X5 - medical exam
- X6 - mental exam
- X7 - drug exam
- X8 - technical default
- X9 - interlocutory appeal

E - on list by error

EVT (EVENT)

This code is the same as the first EVT code, but indicated what the NEXT EVENT will be. In addition to the above EVT codes, the following are also used:

- TNC - No Further Continuances
- TFO - First Case Out of session
- TNF - Combination of TNC & TFO

DATE

The NEXT EVENT date.

S# (SESSION)

This code indicates the session case is being transferred to.

CASE TRIAL UNIT #: CTU#

The CTU # was instituted as the means to identify Superior Court cases in 1978. Cards are filled in the Master File, and files are filed in default, disposed, or pending cabinets by the CTU #.

The CTU # is for the use of the D.A.'s office and consists of 12 letters and numbers in the following format:

(letter # #) - (# #) - (letter/0 letter/0) - (# # # # letter)
1 2 3 4

1. TYPE/YEAR

letter: identifies case as an Indictment, Complaint, Appeal, or Juvenile

#: indicates year case entered Superior Court system

2. MONTH

#: indicates month case entered Superior Court system

3. REFERRAL SOURCE

0 0: indicates that the case was a direct indictment

letter letter: identifies district court in which case originated

LO = Lowell	CO = Concord
NA = Natick	WO = Woburn
FR = Framingham	CA = Cambridge
MR = Marlborough	NE = Newton
WA = Waltham	ML = Malden
AY = Ayer	SO = Somerville

4. DEFENDANT IDENTIFICATION

#: next consecutive number available (1st 78 case would be numbered 0001, 1st 79 case 0001, etc.)

letter: "X" indicates only one defendant
"A, B, C, etc" used to indicate co-defendants in a case (use the same 4-digit ID number and label 1st defendant "A", second "B", etc.)

EXAMPLES:

C79-05-CO-0001X = a defendant entering May, 1979 from Concord
A78-12-LO-1347X = an appeals case from Lowell entered Dec. '78
I79-09-00-0743A = 3 co-defendants directly indicted in
I79-09-00-0743B = Sept. '79
I79-09-00-0743C

FORMS **

FIRST SESSION LIST (FORM A)

TRIAL SESSION LIST (FORM A)

RRAIGNMENT FORM (FORM B)

REQUEST FOR ACTION (FORM C)

DAILY REPORT OF DISPOSITIONS (FORM D)

BAIL PETITION INFORMATION SHEET (FORM E)

** Our attempt at threatening the government's corner on paper-pushing.

FIRST SESSION LIST (FORM A)

This form is used to "call the list." Cases appearing for similar reasons such as arraignment, conference, hearings on motions are grouped together and entered on the list. The list is typed two days in advance so that probation and the clerk have time to pull their files. Results of the court appearance are recorded in court and later transferred to the case history and master cards. (See the coding form in the section for an explanation of result codes.)

TRIAL SESSION LIST (FORM A)

Trial session lists reflect what cases are awaiting trial. Cases are "sent to session" from the first session and (ideally) remain on the list until a trial or plea is obtained. With the large number of cases presently awaiting trial (150-170 cases) the turnover is so small that retyping the list only once a week is warranted.

ARRAIGNMENT FORM (FORM B)

This form is attached to the case folder when it is handed out to the assigned ADA prior to arraignment. Information, down to BAIL, is completed within the T.L.S. The other parts of the form are completed by the ADA if s/he will not be available and wishes the first session attorney to handle the arraignment.

REQUEST FOR ACTION (FORM C)

An ADA uses this form to place, cancel or re-schedule cases on the first session list, to indicate to whom notice should be sent and/or to transfer a case to another ADA. The form is submitted to the T.L.S. for action. When completed the white copy goes to Karen Forni, yellow remains in the T.L.S. and the pink copy is returned to the ADA.

DAILY REPORT OF DISPOSITIONS (FORM D)

ADAs complete this form and submit the yellow copy to the T.L.S. Information on the form is used to compile disposition data (see the DATA COLLECTION section).

BAIL PETITION INFORMATION SHEET (FORM E)

Defendants who have had bail set in District Court have the right to appeal the bail to Superior Court. These bail appeals are heard in the first session. In order to aid the first session attorney in presenting the Commonwealth's reason for the bail set in District Court, information regarding the charge, prior records, etc. is gathered. A list of bail petitioners is called into the T.L.S. by 9am and the ADA for the District Court where bail was set is contacted for information. If the ADA isn't available or doesn't have the necessary information, the arresting police department is contacted.

ADA: _____ ARRAIGNMENT DATE: _____

DA CTU NO.: _____ DEFENDANT'S NAME: _____

DOCKET NO. & CHARGES: _____

BAIL: _____

DISTRICT COURT BAIL: _____

ADA BAIL RECOMMENDATION: SAME OTHER: _____

REASONS IN SUPPORT OF BAIL RECOMMENDATION:

1. SEVERITY OF OFFENSE: _____

2. LACK OF ROOTS IN COMMUNITY: _____

3. PROBATION OR PAROLE STATUS: _____

4. RECORD OF DEFAULT: _____

5. RECORD OF CONVICTIONS: _____

6. OTHER: _____

DISCOVERY PACKAGE TO BE PRODUCED:

AT ARRAIGNMENT AT PTC

PRE-TRIAL CONFERENCE DATE REQUEST: _____

FIRST SESSION RESULTS:

ARRAIGNED: NO REASON: _____

YES PLEA: _____

BAIL: RECOMMENDED: _____

COURT ORDER: _____

DEFENSE ATTORNEY: _____

DAYS ALLOWED FOR FILING SPECIAL PLEAS: _____

DATE OF NEXT EVENT: _____

ADA: _____

JUDGE: _____

TO: TRIAL LIST MANAGEMENT SECTION

FROM: _____

DATE: _____

RE: REQUEST FOR ACTION

D.A. CTU# _____

DOCKET _____

DEFENDANT(S) _____

PLEASE PLACE ABOVE CASE ON LIST FOR:

DATE: _____ EVENT: _____

SESSION: _____ TIME: _____

NOTIFY THOSE INDICATED FOR SCHEDULED EVENT

DEF. ATT. POL. HABE NOTICE
REQ. N/REQ.

PLEASE CANCEL ABOVE CASE WHICH IS ON THE LIST FOR:

DATE: _____ EVENT: _____

SUS CODE: _____ REASON: _____

PLEASE RE-SCHEDULE ABOVE CASE:

FROM (DATE): _____ EVENT: _____

TO (DATE): _____ EVENT: _____

SUS CODE: _____ REASON: _____

CASE TRANSFERRED: FROM: _____ TO: _____

TRIAL LIST SECTION ACTION

ACTION ASSIGNED TO: _____ COMPLETED BY: _____ DATE: _____

CONFIRMED BY: _____ DATE: _____

CC: _____

PROCEDURES **

NEW CASES

ADA CASEBOOK

PRIORITY PROSECUTION CASE MANAGEMENT

COMPUTER RECORD CHECKS

CAPIAS PROCEDURES

DEFAULTS

FILE TO LOCATE

CONTINUE WITHOUT FINDING

DISPOSITION OF CASE FOLDERS

** Everything you always wanted to know about getting from X to Z, (or a funny thing happened on the way to 12B).

NEW CASES

New cases come into Superior Court either through Grand Jury Indictments or as Complaints. Prior to cards and folders coming to the T.L.S. the following occurs:

1. Case assignments made by Bill Codinha.
2. CTU #s are assigned.
3. File cards are typed up (see FILE CARDS section)
4. The first session arraignment list is typed and defendants are notified.

When the TLS receives file cards the CTU# and defendant's name is entered in the pending book by docket number and the cards are filed. The ADA index cards are used to update the ADA Casebook (see following component).

ADA CASEBOOK

The ADA Casebook provides a running list of each ADA's active caseload. The casebook shows at-a-glance how many cases an ADA has, case age and type of cases. It is a very useful tool for both data collection (see DATA COLLECTION section) and for case reassignment when an ADA leaves the office.

Priority Prosecution Case Management

I. Referral Procedure

When a District Court Assistant District Attorney has a case involving a defendant who merits priority prosecution, he completes a referral form which includes all pertinent data relative to the offense and the defendant. He then collects all materials in his possession (police reports, probation records) and sends this material to the Priority Prosecution Unit secretary.

The secretary immediately runs a probation check through the LEAPS terminal to obtain a complete and current record from the Central Board of Probation. The information received helps to determine whether the defendant's record indeed qualifies him for priority prosecution.

The secretary types the referral information onto a new sheet, logs the name of the defendant and the date received in a red notebook, makes two copies of the referral sheet. One copy is kept in a file for the Director of the District Court Program and periodically delivered to him. One copy is kept in a separate log which lists defendants in an alphabetical table of contents and is a permanent record of all referrals received. Acceptance or rejection action is also recorded here. The third copy is attached to the police report and given to PPU Assistant District Attorneys to be assessed on a rotating basis. Initial assessments are recorded at the bottom of the sheet, then the package is given to the PPU Director for a final decision.

II. Action After Assessment

If a case is rejected because it does not meet priority prosecution criteria, it is placed in a rejection file and held should the same defendant reappear (which is often the case). The District Court Prosecutor who referred the case is notified of this rejection and told to handle the case in the District Court. A letter is also sent to the Assistant for his file, and a copy is kept by the PPU along with referral in the rejection file.

If a case is accepted, the PPU Director assigns it to one of the attorneys and returns the materials to the secretary to open a file. The secretary notes the action (for rejections as well) in the red notebook and the PPU Log and notifies the District Court Prosecutor that the case has been accepted. She also sends a letter to this effect and places it in the file. The secretary notifies the indictment clerk that a case will be handled by the PPU, so that when cases are assigned, it will be correctly assigned to the PPU attorney. If a direct indictment request is to be made, it is typed by the secretary and delivered to Mr. Droney for approval. The case is scheduled for Grand Jury presentation at the soonest possible time. The secretary begins a running case log recording events relating to the case, and places it in the case file. She then delivers it to the assigned Assistant District Attorney.

III. Record Maintenance

The PPU secretary is responsible for maintaining an up-to-date card file reflecting each event related to each case. The cards are filed alphabetically and are separated by current and disposed cases.

Each week a PPU Assignment/Update is revised and dispersed to all team members and to Mr. Droney. The list reflects all new referrals (name of defendant, district court, major charge) and the action taken. The list is then broken down into individual caseload data for each assistant district attorney in the PPU. The current status of each active case is recorded on the list.

COMPUTER RECORD CHECK

The TLS has a CRT Terminal which is used to request record checks from the Board of Probation. The PPU section uses this device to obtain information by which to accept or reject PPU referrals.

To make a request, an identifying code is entered followed by a simple statement, the defendant's name and date of birth and the sign off. (see example below)

Witness records are also requested at times. As there is a question regarding the availability of such information the TLS policy is to make very clear that the person is a witness not a defendant.

```
SX SH DA2/1321 BOP/1307.=
PLEASE RUN A RECORD CHECK ON THE FOLLOWING DEFENDANT.=
PAULA J WHEELDON DOB 1/15/52.=
THANKS IN ADVANCE OPERATOR (YOUR NAME)EXT.=
(SEND)(CLEAR)
```

```
SX: HOLD 'CONTROL' KEY AND TYPE 'B'
SH: HOLD 'CONTROL' KEY AND TYPE 'A'
EX: HOLD 'CONTROL' KEY AND TYPE 'C'
TX: HOLD 'CONTROL' KEY AND TYPE 'D'
```

CAPIAS PROCEDURES

A capias will come either from the first session or from probation department.

First log the capias into a notebook by date received, number of the capias, name of the defendant. Then find the case jacket and log in the description of the defendant, the date of birth is important.

Make out a card, on the front of the card put name, number, offense, date of offense, city or town and the name of arresting officer, and date of issue. On the back side of card last known address, date of birth and description of defendant.

On the original capias back side, fill in description.

Make a file folder.

Type a form letter to the local police department and mail the original capias. Put the copy of capias in file folder. A copy of the form letter will come back signed.

When a capias is removed, on the card note the date that the capias has been removed and keep record.

If the defendant comes in VOLUNTARILY make sure the the police department is called to return the capias to you. When the capias comes in from the local police department IT MUST BE RETURNED TO THE CLERKS OFFICE.

DEFAULTS

To place a defendant on default status:

1. Make the appropriate indications on the Master and Status cards.
2. Place the Status card in the default card drawer.
3. File the case folder in the Default cabinet (unless the ADA wants to keep the file in his/her drawer).
4. Remove the ADA File Card and place in the default file beside it. Mark out the defendant's name/charges in the ADA Casebook.

To remove a defendant's default:

1. Pull the case folder and Status card.
2. Give the folder & card to the first session attorney or the assigned ADA if s/he is available.
3. Occasionally after a default has been removed a new ADA needs to be assigned. When this happens give the case folder to Bill Codinha for reassignment.
4. Refile the ADA File Card into the active ADA file drawer and enter defendant's name/charges in ADA Casebook.

(NOTE: Refer to the CAPIAS PROCEDURES component for more information.)

FILE TO LOCATE

After a defendant has been on default status for at least six months the Commonwealth may enter a motion to place the case on file to locate. This is mainly a filing & storage procedure.

To place a defendant on file to locate:

1. locate case file and all cards relative to the case.
2. file out the COMMONWEALTH'S MOTION TO PLACE ON FILE TO LOCATE and submit to Michael McHugh to sign
3. place a copy of the MOTION in the case file and submit the original MOTION in the Clerk's Office (also send a copy to Probation or notify them by note)
4. file the case file in the FTL cabinet in the storage room (next to reception area)
5. date the alphabetical and master file cards to indicate when the defendant was placed on FTL and return to the correct drawers (place red "F" on master card)
6. date the ADA card and return to the inactive drawer
7. date the status card and file in the FTL drawer in the storage room

To restore defedant to active status:

1. locate case file and status card
2. fill out COMMONWEALTH'S MOTION TO RESTORE TO ACTIVE STATUS and take with file & card to courtroom
3. erase FTL dates on alphabetical and master file cards also erase red "F" from master card
4. place ADA card in ADA active drawer and add information to the ADA casebook

see attached MOTION examples

Middlesex, ss.

Superior Court
Docket Nos.

COMMONWEALTH OF MASSACHUSETTS

V.

D.A. Case No.

COMMONWEALTH'S MOTION TO PLACE ON FILE TO LOCATE

Now comes the Commonwealth and respectfully moves that this court place the above-entitled case on file to locate, subject to restoration to the active trial list when defendant's whereabouts are ascertained.

For the Commonwealth,

John J. Droney
District Attorney

Date:

By,

Assistant District Attorney
Middlesex County
40 Thorndike Street
Cambridge, MA 02141

White: Court Clerk
Pink: Case File
Yellow: Trial List
Management Section

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

SUPERIOR COURT
CRIMINAL NO.

COMMONWEALTH

vs

COMMONWEALTH'S MOTION TO RESTORE
TO ACTIVE STATUS

Now comes the Commonwealth and respectfully
moves that the above-entitled matter, previously
placed on file to locate, be restored to active status.

For the Commonwealth,

John J. Droney
District Attorney

By, _____
Assistant District Attorney
Superior Court House
Cambridge, Massachusetts 02141
Telephone 494-4050

CONTINUE WITHOUT FINDING

To place a defendant on C w/o F status:

1. Indicate the "continued to" date on the Master and Status cards.
2. Place the Status card in the C w/o F card drawer under the appropriate month.
3. Discard the ADA File Card after marking out the defendant's name/charges in the ADA Casebook.
4. File the case folder in the C w/o F cabinet (make sure the Disp. sheet is in the folder).

DISPOSITION OF CASE FOLDERS

When a case is disposed of either in the first session or in a trial session, the Master**, Status and Defendant Index cards are pulled and placed in the "HOLD FILE FOR DISPOSED CARDS" (see TLS Layout in the FILING SYSTEM section). These cards remain here until the case folder is submitted to the TLS by Mr. Neylon. The ADA File Card is pulled and discarded after marking out the defendant's name/charges in the ADA Casebook.

Case folders must have a Daily Disposition sheet in them, if this is missing return the folder to the ADA. In addition, a check (✓) must be on the form to indicate that it has been reviewed. If the check is missing return the folder to Mr. Neylon.

When a folder is ready to be filed the Status card is stapled to the cover. The disposition is written on the Master card which is filed in the appropriate card file drawer, and the Defendant Index card is filed in the disposed card cabinet. In the docket books, enter the disposition on pre-78 charges and mark out defendant's name in the 78-79 pending book.

(** This is the only time a Master card is removed from the Master Card Drawer.)

DATA COLLECTION **

ALL CASES:

-- STATUS OF SUPERIOR COURT CASES

ACTIVE CASES:

-- ADA ACTIVE CASELOADS (INDICTMENTS)
-- TYPES OF INDICTMENTS

DISPOSED CASES:

-- DISPOSITION SUMMARY
-- TYPES OF DISPOSITIONS

PRIORITY PROSECUTION CASES:

-- QUARTERLY STATISTICAL REPORTS

** That wonderful world of facts,
figures, and chi squares.

STATUS OF SUPERIOR COURT CASES

COMPLETED: beginning of each month
SUBMIT TO: Bill Codinha, Michael McHugh
PURPOSE: Provides an overview of the number of active and inactive cases, and indicates the number of cases less than and over 6 months old.
HOW TO: Data is taken on IND/COM, APPEALS & JUVENILE cases.

On the form enter MO/YR for 1979 beginning with the current month and ending with Jan. 1979, 1978, 1977, 1976, PRE-1976, etc. (see SAMPLE).

To find the number of Active cases, find the C w/o F and Defaults first. ALL C w/o F (*) cards are in one drawer while Defaults (¢) are in three drawers (IND/COM, APPEALS, JUVENILE). In the C w/o F drawer, examine each month and enter the case in the appropriate form column (only after all the months have been completed can the column block sum be found). Defaults are filed by docket # or CTU#, therefore the age of the case is much easier to determine. The total line can be completed by using the appropriate Master File (@) and making a count according to month or year. The Active line equals the total line minus both the C w/o F and Default lines.

(*) pink cd
(¢) pink cd
(@) white cd

(NOTE: When counting the Master File drawer for 1978 & 1979 also look for a red "F" in the upper right corner. This "F" indicates that the case has been placed on File To Locate and should not be reflected in any line. Therefore, subtract "F" cards from the total line count before computing the count for the Active line.)

STORAGE: in file folder

STATUS OF SUPERIOR COURT CASES AS OF: November 5, 1979

SAMPLE

status	month introduced							***** *****	4/79	3/79	2/79	1/79	1978	1977	1976	pre-76	***** *****	TOTALS				
	10/79	9/79	8/79	7/79	6/79	5/79																
INDICTMENTS: ACTIVE	81	39	29	35	36	29	249	20	20	43	23	121	62	26	38	353	602					
DEFAULT	12	5	12	9	10	3	51	10	10	7	6	57	10	2	7	109	160					
C w/o F	-	-	2	-	1	1	4	3	1	2	3	14	1	1	2	27	31					
total/% of total	<u>93</u> 12%	<u>44</u> 6%	<u>43</u> 5%	<u>44</u> 6%	<u>47</u> 6%	<u>33</u> 4%	X	<u>33</u> 4%	<u>31</u> 4%	<u>52</u> 7%	<u>32</u> 4%	<u>192</u> 24%	<u>73</u> 9%	<u>29</u> 4%	<u>47</u> 6%	X	<u>793</u> 100%					
APPEALS: ACTIVE											2	68	14	11	6	101	101					
DEFAULT											2	100	10	7	82	201	201					
C w/o F											2	89	13	16	3	128	128					
total/% of total							X				<u>6</u> 1%	<u>257</u> 60%	<u>37</u> 9%	<u>34</u> 8%	<u>91</u> 21%	X	<u>425</u> 100%					
JUVENILES: ACTIVE											-	5	-	-	1	6	6					
DEFAULT											1	4	8	3	19	35	35					
C w/o F											-	14	2	-	-	.6	16					
total/% of total							X				<u>1</u> 2%	<u>23</u> 40%	<u>10</u> 18%	<u>3</u> 5%	<u>20</u> 35%	X	<u>57</u> 100%					

***** 0-6 months old

***** over 6 months old

ADA ACTIVE CASELOADS (INDICTMENTS)

COMPLETED: two weeks prior to Grand Jury
SUBMIT TO: Bill Codinha, Michael McHugh
PURPOSE: used for assigning new cases
HOW TO: Use either the ADA active case files
(sm pink cds) or the ADA casebook.
Count and record the number of defendants
(duplicate names are counted as separate
defendants) under appropriate column
headings.
STORAGE: in file folder

ADA ACTIVE CASELOADS (INDICTMENTS) AS OF:

<u>TEAM</u>	<u>PRE-78</u>	<u>1978</u>	<u>1979</u>	<u>TOTALS</u>
GARGIULO Walsh McCormack Anderson Farmer McGrail:				
KETTLEWELL Siegal Hardoon Fishman Lawlor Ball				
MCCORMICK Brennan McHugh Spurlock DiNisco Mitchell				
WHITEHEAD Goldenberg Katlic Fucillo Fahey Bunkley				
McEVOY Kennedy McKean Brody Murphy Hoopes				
(floaters) Agnes Blumenthal Broker Codinha DeMichaelis Haar Madden Patton Ropes & Gray Sahakian Szulkin Wayne				

EXAMPLE

ADA ACTIVE CASELOADS (INDICTMENTS) AS OF NOVEMBER 28, 1979

TEAM	PRE-78	1978	1979	TOTALS
GARGIULO	7	9	5	21
Walsh	-	-	11	11
McCormack	7	10	6	23
Anderson	-	4	19	23
Farmer	3	2	12	17
McGrail	3	2	16	21
KETTLEWELL	-	8	10	18
Siegal	1	6	8	15
Hardoon	6	7	16	30 **
Fishman	1	4	12	17
Lawlor	5	4	25	34 **
Ball	5	5	10	20
McCORMICK	-	3	9	12
Brennan	4	3	9	16
McHugh	-	-	6	6
Spurlock	-	-	14	14
DiNisco	2	1	14	17
Mitchell	2	1	9	12
WHITEHEAD	16	3	17	36 **
Goldenberg	-	4	14	18
Katlic	1	1	19	21
Fucillo	-	5	10	15
Fahey	1	3	12	16
Bunkley	-	3	9	12
McEVOY	6	7	17	30 **
Kennedy	3	3	12	18
McKean	-	2	23	25
Brody	2	7	15	24
Murphy	2	1	27	30 **
Hoopes	3	7	17	27 **
(floaters)				
Agnes	-	-	-	-
Blumenthal	-	-	1	1
Broker	2	-	10	12
Codinha	4	1	10	15
DeMichaelis	2	-	-	2
Haar	-	-	4	4
Madden	-	-	1	1
Patton	-	-	2	2
Ropes & Gray	-	-	2	2
Sahakian	-	-	1	1
Szulkin	-	-	4	4
Wayne	-	-	3	3

** over 25 active cases

TYPES OF INDICTMENTS

COMPLETED: two weeks prior to Grand Jury
(with the ADA ACTIVE CASELOAD form)

SUBMIT TO: Bill Codinha, Michael McHugh

PURPOSE: used for assigning new cases

HOW TO: It is best to use the ADA casebook.
Only the most serious charge is counted
for each defendant (the most serious
charge is marked with a red check).
The form is set up so that the charges
listed along the column headings decrease
in seriousness from left to right.

(EXAMPLE: If a defendant is
charged with rape, assault and
kidnapping, rape would be the
charge entered.)

STORAGE: in file folder

EXAMPLE

LIST OF INDICTMENTS AS OF NOVEMBER 28, 1979

--active only--

	HOMICIDE/MANSL	RAPE/SEX OFFENSES	ROBBERY	ASSAULT	BURGLARY	LARC/RSP/RS MV	KIDNAPPING	ARSON	DRUG OFFENSES	ESCAPE	OTHER OFFENSES	SDP
GARGIULO	4	1	5	3	1	1			1		4	1
Walsh				5					2	2	2	
McCormack		1	2	5		1			5		4	5
Anderson		7	7	2		1			3		2	1
Farmer			2	9	1	3					2	
McGrail		4	5	8	3			1				
KETTLEWELL	2	5	4	1		3					2	1
Siegal			1	4	4	2	1		2		1	
Hardoon			7	7	1	1		1	4		8	
Fishman				6	4	1		1	2		3	
Lawlor	1		8	9	4	4	1		3		4	
Ball	1	1	2	6	1	3		1	1		4	
MCCORMICK	5		2	2	3							
Brennan	1	1	4	3	3	1					4	
McHugh			1	1	3						1	
Spurlock		1	2	3	6	1					1	
DiNisco	6		10	1								
Mitchell		2	3	2	4						1	
WHITEHEAD	2	5	5	3	1		1		1		13	5
Goldenberg	1	2	6	7				2				
Katlic	2	1	3	7	1				2		5	
Fucillo	2		2	8	2	1						
Fahey			3	2	6	1	1			2	2	
Bunkley				6	1	1			1	2	1	
McEVOY	2	6	3	4	1			1	4		9	
Kennedy		1	2	4	2	2		7				
McKean		2	4	13				2	1		3	
Brody	1	2	1	8	4	2		2	1		3	
Murphy	1		17	7					1		3	1
Hoodes	1	3	5	7		2			5		2	1
Floaters												
Agnes												
Blumenthal		1										
Broker				5	2	2			1		2	
Codinha	5		2			1			3		4	
DeMichaelis								1			1	
Haar		1	1	2								
Macden		1										
Patton			2									
Ropes & Gray								2				

SAMPLE

OCTOBER 1979 DISPOSITIONS

	HOMICIDE/MANS	RAPE/SEX OFFENSE	ROBBERY	ASSAULT	BURGLARY	LARC/RSP	KIDNAPPING	ARSON	DRUG OFFENSE	ESCAPE	OTHER OFFENSE	SDP	
CHARGE:													
main charge	2	1	3	25	4	1	2	1	13	6	9	1	6
additional ch		1	3	19	7		2		2		31		6
METHOD:													
plea	2		4	20	2		1		11	6	19		6
JW/T			1	20		1	1	1	1		13	1	3
other		2	1	4	9		2		3		8		2
RESULT:													
guilty	2		3	30	2		2		8	6	17	1	7
not guilty			1	6		1			1		5		1
dism/N.P.		2	1	7	9		2	1	2				2
filed									4		18		2
C w/o F			1	1									1
ALPOLE TIME: (yrs)													
total	10-99		9-15	58.5-85	6-10		12-15			1-2	7.5-10		8
minimum	10-15			3-5							3-5		-
maximum	LIFE			12-20							4.5-5		-
mean				9-10									-
total CC				33.5-49							7.5-10		41
total SS				8									-
CONCORD TIME: (yrs)													
total				11									-
minimum				5									-
maximum				6									-
mean				5.5									-
total CC													-
total SS													-
DOSE TIME: (mo)													
total				245			12		6.5	66	12		3
minimum				1					.5	3			-
maximum				30					6	30			-
mean				19					3	13			-
total CC				42									-
total SS				137			11		6	30			1
DETENTION: (yrs)													
total			10	28	2		2		3	1	25		-
minimum			5	1					.5		.5		-
maximum			5	3					.5		3		-
mean			5	1.8					5		1.8		-

SAMPLE

DATE ACCEPTED: _____

PPU DATA SHEETS

ADA: _____

NAME: _____

CTU # _____

-- CHARGES --

	BURG	ASLT	HOMI	RAPE	ROBB	FEL	MISD	REP OFFD	WEAP USE	AGG INJ	PROP VAL	OTHER
SCREENED												
ACCEPTED												
PRIOR CONVICTIONS							X	X	X	X	X	X

-- DISPOSITIONS --

PLEA T/R												
JW I/R												
TRL T/R												
NG JW/TRL												
DSM CT/NP* (* why)												

-- SENTENCES --

INCARCERATE												
INC W/SS												
SUSPENDED												
OTHER												

CUMULATIVE SENTENCE PERIODS: _____

-- DATES --

ARREST a. / /	RETURN a. / /	VERDICT a. / /	SENTENCE a. / /
b. JULIAN _____	b. JULIAN _____	b. JULIAN _____	b. JULIAN _____
c. ARR-RET _____	c. RET-VER _____	c. VER-SEN _____	

COMMENTS: _____

DISPOSITION SUMMARY

COMPLETED: weekly (W or Th of the following week)
monthly (summary of weekly forms for the session month)

SUBMIT TO: Bill Codinha, Michael McHugh, bulletin board

PURPOSE: Indicates a weekly/monthly summary of the number of cases disposed by ADA.

HOW TO: Use the Daily Report of Disposition of Criminal Case forms filled out the the ADAs for the prior week (determined by disposition date).

(NOTE: Sometimes ADAs turn in disposition reports after the disposition summary has been completed. In these cases, add them into the next summary. If an ADA is constantly late OR more than two weeks late Bill Codinha would like to know.)

STORAGE: attached to the disposition reports and placed in the binder on top of file cabinets

CONTINUED

1 OF 3

DISPOSITION SUMMARY

SAMPLE

INDICTMENT

APPEALS

WEEK ENDING: Oct. 5, 1979

MONTH:

TEAM/ ADAS	TOTAL	C W O F	TRIAL				PRE-TRIAL			S D P
			G.	NG.	DISM FILED	MIS- TRIAL	PLEA FILED	DISM FILED	NOLLE PROS	
Ball	1							1		
Brody	1		1							
Bunkley	2				1	1				
Fahey	1			1						
Fishman	1			1						
Hoopes	1					1				
Katlic	1					1				
Kettlewell	2					1	1			
Meagher	2					1			1	
Mitchell	1			1						
McEvoy	1					1				
UNASSIGNED CASES										
TOTALS	14		1	2	2	6	1	1	1	

DISPOSITION SUMMARY

SAMPLE

INDICTMENT

APPEALS

WEEK ENDING: Oct. 12, 1979

MONTH:

TEAM/ ADAS	TOTAL	C W O F	TRIAL				PRE-TRIAL			S D P
			G.	NG.	DISM FILED	MIS- TRIAL	PLEA FILED	DISM FILED	NOLLE PROS	
Brody	2					2				
Bunkley	7					6	1			
Fishman	1					1				
Gross	1					1				
Meagher	1					1				
McKean	1						1			
Whitehead	1					1				
UNASSIGNED CASES										
TOTALS	14					12	2			

DATE OFFENSE:	PLACE:	DAILY REPORT of DISPOSITION of criminal case IND. <input type="checkbox"/> DC APP. <input type="checkbox"/> SDP <input type="checkbox"/> D. CT <input type="checkbox"/>	DA CTU NO. EXAMPLE	
DATE IND/COMPL.	DAYS ELAPSED:		ADA:	TEAM:
DATE ARRGN:	DAYS ELAPSED:		COURT:	SESSION NO:
DISP. DATE:	TOTAL DAYS ELAPSED:		JUDGE:	# TRIAL DAY:

(Last Name First) Defendant:

DOCKET NO.	OFFENSE	RECOMMENDATION	P T JW	DISPOSITION
B	Robbery		P	Concord 3 cc w/Bz
B ₂	Robbery-armed		P	Concord 3
B ₃	A & B		P	Concord 3 cc w/Bz

Remarks: P= PLEA T= TRIAL JW= JURY WAIVE

WHITE-D.A. YELLOW-Trial List Sect. PINK-A.D.A. Record

DATE OFFENSE:	PLACE:	DAILY REPORT of DISPOSITION of criminal case IND. <input type="checkbox"/> DC APP. <input type="checkbox"/> SDP <input type="checkbox"/> D. CT <input type="checkbox"/>	DA CTU NO. EXAMPLE	
DATE IND/COMPL.	DAYS ELAPSED:		ADA:	TEAM:
DATE ARRGN:	DAYS ELAPSED:		COURT:	SESSION NO:
DISP. DATE:	TOTAL DAYS ELAPSED:		JUDGE:	# TRIAL DAY:

(Last Name First) Defendant:

DOCKET NO.	OFFENSE	RECOMMENDATION	P T JW	DISPOSITION
A	Murder		T	G-LIFE Walpole
A ₂	A & B		T	G-Walpole 10-12 cc
A ₃	Carry FA		✓	Filed w/o COP
A ₄	Kidnap		T	Filed

Remarks: P= PLEA T= TRIAL JW= JURY WAIVE

WHITE-D.A. YELLOW-Trial List Sect. PINK-A.D.A. Record

DATE OFFENSE:	PLACE:	DAILY REPORT of DISPOSITION of criminal case IND. <input type="checkbox"/> DC APP. <input type="checkbox"/> SDP <input type="checkbox"/> D. CT <input type="checkbox"/>	DA CTU NO. <i>EXAMPLE</i>	
DATE IND/COMPL.	DAYS ELAPSED:		ADA:	TEAM:
DATE ARRGN:	DAYS ELAPSED:		COURT:	SESSION NO
DISP. DATE:	TOTAL DAYS ELAPSED:		JUDGE:	# TRIAL DAY

(Last Name First) Defendant:

DOCKET NO.	OFFENSE	RECOMMENDATION	P. T JW	DISPOSITION
C	AoB		P	1 yr HC ss, 2y Prob
C ₂	Carry Firearm		P	Prob 2 yrs cc
C ₃	Poss CS (C)		P	Prob 2 yr cc

Remarks: P=PLEA T=TRIAL JW=JURY WAIVE

WHITE-D.A. YELLOW-Trial List Sect. PINK-A.D.A. Record

DATE OFFENSE:	PLACE:	DAILY REPORT of DISPOSITION of criminal case IND. <input type="checkbox"/> DC APP. <input type="checkbox"/> SDP <input type="checkbox"/> D. CT <input type="checkbox"/>	DA CTU NO. <i>EXAMPLE</i>	
DATE IND/COMPL.	DAYS ELAPSED:		ADA:	TEAM:
DATE ARRGN:	DAYS ELAPSED:		COURT:	SESSION NO
DISP. DATE:	TOTAL DAYS ELAPSED:		JUDGE:	# TRIAL DAY

(Last Name First) Defendant:

DOCKET NO.	OFFENSE	RECOMMENDATION	P. T JW	DISPOSITION
D	Kidnap		JW	Not Guilty

Remarks: P=PLEA T=TRIAL JW=JURY WAIVE

WHITE-D.A. YELLOW-Trial List Sect. PINK-A.D.A. Record

DATE OFFENSE:	PLACE:	DAILY REPORT of DISPOSITION of criminal case IND. <input type="checkbox"/> DC APP. <input type="checkbox"/> SDP <input type="checkbox"/> D. CT <input type="checkbox"/>	DA CTU NO. <i>EXAMPLE</i>	
DATE IND/COMPL.	DAYS ELAPSED:		ADA:	TEAM:
DATE ARRGN:	DAYS ELAPSED:		COURT:	SESSION NO:
DISP. DATE:	TOTAL DAYS ELAPSED:		JUDGE:	# TRIAL DA

(Last Name First)
Defendant:

DOCKET NO.	OFFENSE	RECOMMENDATION	P T JW	DISPOSITION
E	Robbery - armed		T	Concord 5

Remarks: P=PLEA T=TRIAL JW=JURY WAIVE

WHITE-D.A. YELLOW-Trial List Sect. PINK-A.D.A. Record

DATE OFFENSE:	PLACE:	DAILY REPORT of DISPOSITION of criminal case IND. <input type="checkbox"/> DC APP. <input type="checkbox"/> SDP <input type="checkbox"/> D. CT <input type="checkbox"/>	DA CTU NO. <i>EXAMPLE</i>	
DATE IND/COMPL.	DAYS ELAPSED:		ADA:	TEAM:
DATE ARRGN:	DAYS ELAPSED:		COURT:	SESSION NO:
DISP. DATE:	TOTAL DAYS ELAPSED:		JUDGE:	# TRIAL DA

(Last Name First)
Defendant:

DOCKET NO.	OFFENSE	RECOMMENDATION	P T JW	DISPOSITION
F	Kidnap		P	1 yr HC serve 1 month rest SS, Prob 3 yr

Remarks: P=PLEA T=TRIAL JW=JURY WAIVE

WHITE-D.A. YELLOW-Trial List Sect. PINK-A.D.A. Record

QUARTERLY STATISTICAL REPORTS

COMPLETED: within 15 days following end of the quarter
Quarters end on the last day of the 3rd, 6th,
9th and 12th months of the year.

SUBMIT TO: Michael McHugh

PURPOSE: Included with the PPU Quarterly Progress
Report submitted to LEAA for monitoring
purposes.

HOW TO: **See file folder for instructions.**

(NOTE: To help compile the quarterly
reports I use a form for each PPU
defendant. This alleviates needing
to locate all the case file folders
each quarter--see CURRENT PPU FORMS
file. The forms are started as new
cases come in (pulled from PPU Weekly
Reports provided by the PPU secretary).
As much of the form as possible is
filled out (date arrested, arraigned,
prior convictions, etc.). The forms
are usually completed when PPU cases
are disposed. Defendants disposed
of prior to the current quarter are
not needed the the QUARTERLY STATIS-
TICAL REPORT and are placed in a
separate file folder--see DISPOSED
PPU FORMS file.)

STORAGE: in file folder

MISCELLANEOUS **

FILE SPACE

OFF-SITE STORAGE

DOG CASES

** THE "What did I do to deserve this?" SECTION.

FILE SPACE

The TLS is constantly in need of more file folder space. As cabinets are very expensive other means of storage are being persued. Off-site storage seems to be the best long-range option.

In-office storage is mainly located in the State Police area. Files in the back hallway area are a shambles. "Tidying-up" could temporarily help most of the storage problem, but getting staff time to do this is difficult. Summer or student help would be a good way to tackle this problem (if it's wise to wait that long).

OFF-SITE STORAGE

Purchasing the proper type of packing box is holding up this operation. Patti Swain has the information on the storage facility and procedures. If/when boxes arrive, Jeanne Marchand (st Lowell D.A.'s office) would be able to explain the storage plan.

DOG CASES

Every office has its "put-off" problem that it just doesn't want to handle. This is the TLS's skeleton in the closet. Summer help has hacked away at dog cases for two years yet it is doubtful that anybody really knows the true status of the dogs or what to do with them.

APPENDIX II

ORGANIZATION

of the

OFFICE OF THE DISTRICT ATTORNEY

for

MIDDLESEX COUNTY

ORGANIZATION AND CLASSIFICATION SCHEME

A. EXECUTIVE

The Office of the District Attorney for Middlesex County is subject to the overall management and direction of the District Attorney. With the exception of certain administrative and clerical positions within the office for which tenure may be acquired under the Middlesex County personnel system, all personnel within the office are appointed by and serve at the pleasure of the District Attorney.

Day-to-day operation and direction of the office is the responsibility of the First Assistant District Attorney, who, in turn, reports to the District Attorney. The office is organized into four principal divisions under the supervision and management of the First Assistant. The divisions, each of which are further subdivided into departments, sections, and trial teams, include the following: (1) the Superior Court division; (2) the District Court division; (3) the Appellate Division; and (4) the Investigative Division.

B. SUPERIOR COURT DIVISION

The largest of the divisions, the Superior Court division, is comprised of the Grand Jury and Indictment Unit, the Trial List Management Unit, the Economic Crime Unit, the Organized Crime Unit, the District Court Appeals Unit, and five trial teams. Each of the subdivisions is supervised by its respective

department chief or team captain, as the case may be. Day-to-day management and coordination of the division is the divided responsibility of the Chief Trial Counsel and the Director of Program Planning and Development.

C. DISTRICT COURT DIVISION

The District Court division is managed by the Chief, District Court division, and is comprised of three Trial/Case Assessment/Victim-Witness Assistance Teams located in the district courts of Framingham, Cambridge and Lowell, and of teams of one or more attorneys in each of the other nine district courts. The District Court division is responsible for the trial of criminal cases within the twelve district courts of Middlesex County.

D. APPELLATE DIVISION

The Appellate division is supervised by the Chief, Appellate division, and is responsible for the preparation of appellate briefs and for arguing appellate matters in which the office is a party before the Supreme Judicial Court and the Appeals Court. In addition, the Appellate division provides legal advice and support to the trial divisions in selected matters.

E. INVESTIGATIVE DIVISION

The Investigative division is comprised of State Police Detective Lieutenants and Troopers assigned to the office by the Department of Public Safety. The unit is responsible for the conduct of criminal investigations in support of the office at the request and direction of the First Assistant District Attorney. The unit is supervised by a Department of Public Safety Detective Lieutenant.



JOHN J. DRONEY
DISTRICT ATTORNEY

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE
DISTRICT ATTORNEY FOR MIDDLESEX COUNTY
CAMBRIDGE 02141

M E M O R A N D U M

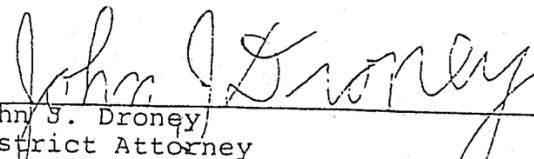
TO: ASSISTANT DISTRICT ATTORNEYS AND STAFF
FROM: JOHN J. DRONEY, DISTRICT ATTORNEY
DATE: MAY 4, 1979
RE: COMMITTEE SYSTEM

In the following pages, you will find a description of a new program that is about to begin in this office. The program was designed for me by Peter Agnes and it has my wholehearted endorsement.

Through membership on the various Committees, you will have a unique opportunity to participate in the process of establishing new programs and new policies in this office.

As always, the prosecution of criminal cases should be the first priority of every assistant district attorney in this office. The additional work required by service on a committee must not detract from your other responsibilities. However, I will be giving serious consideration to the recommendations of the committees in the months ahead and those who do participate will find the rewards well worth the effort.

You will hear more about this program at your next seminar meeting on Wednesday, May 9, 1979.


John J. Droney
District Attorney

COMMITTEE SYSTEM

I. PROGRAM

Committees -
Establishment

1. There are established five standing Committees: (1) Committee on Office Policy; (2) Committee on Training and Continuing Education; (3) Committee on Sentencing; (4) Committee on Legislation; and (5) Committee on Juvenile Justice. Additional standing Committees or Special Committees may be established from time to time as the need arises upon the recommendation of the Executive Committee (paragraph 3 below) and subject to the approval of the District Attorney.

Standing
Committees

2. Each of the Standing Committees shall consist of a chairperson and three members. The Chairperson of each committee shall be named by the District Attorney and shall serve at the pleasure of the District Attorney. The members of each Committee shall be chosen by the Chairperson subject to approval by the District Attorney. All personnel in the office shall be eligible to apply for membership on a committee.

Executive
Committee

3. There is established an Executive Committee of nine members including the five Chairpersons of the standing committees, the First Assistant and the Executive Assistant. There shall be a chairperson and vice-chairperson of the Executive Committee appointed by the District Attorney who may or may not be committee chairpersons. The chairperson and vice-chairperson shall serve at the pleasure of the District Attorney.

Committees -
Agenda

4. Each of the Standing Committees shall develop an agenda of shortrange and longrange goals, including an estimated timetable for completion of final recommendations. The agenda may be amended or modified from time to time as the need arises. The committee agenda, when approved by the Executive Committee, shall define the business of the Committee except that from time to time the District Attorney may refer any matter to a Committee for immediate action.

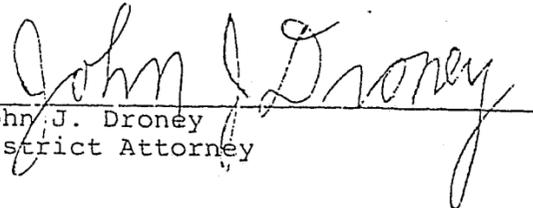
Committees -
Procedure

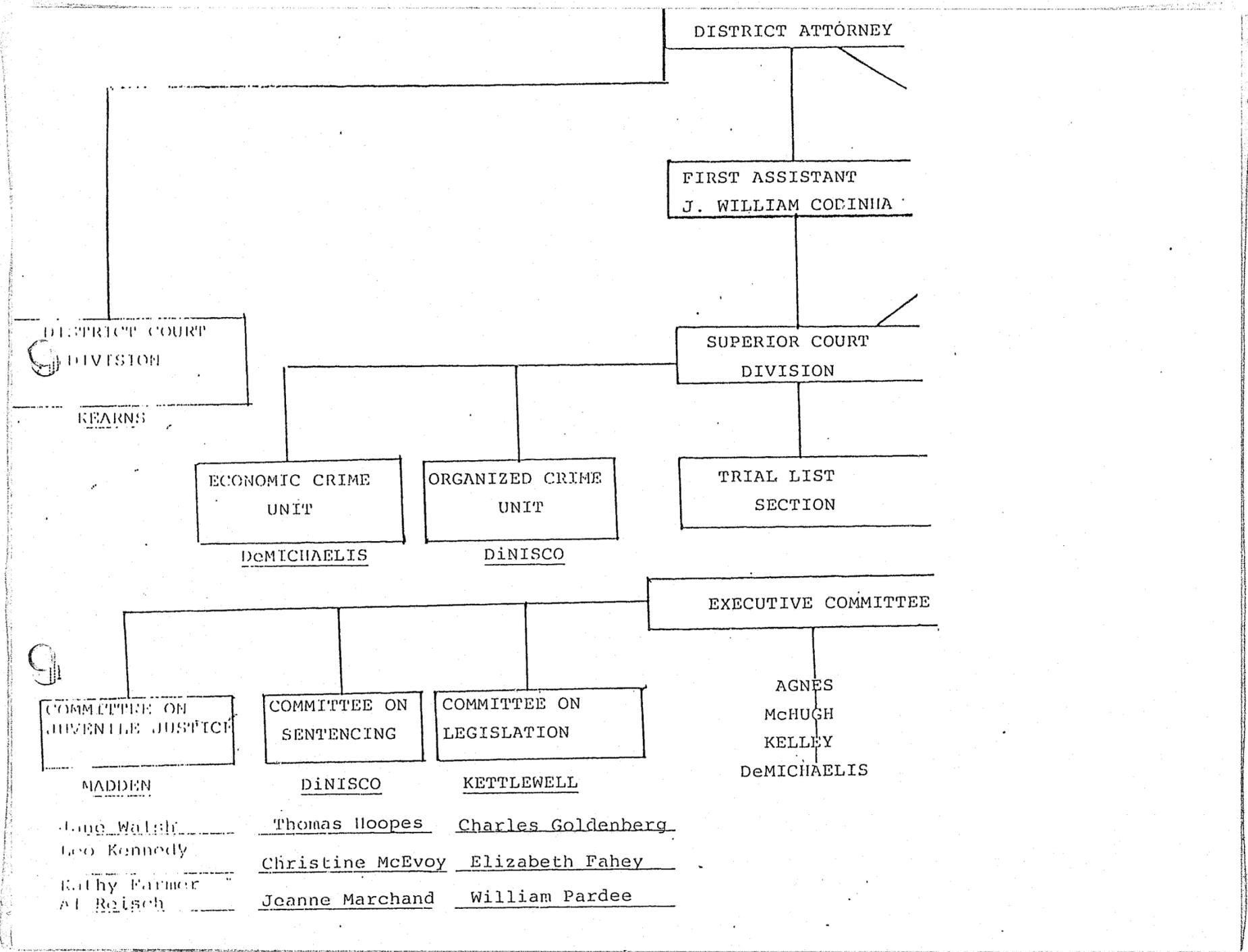
5. Each committee shall design its own operating rules, and determine when and where meetings shall be held and how responsibility for the agenda shall be allocated. Each committee is encouraged to solicit the views of any individuals within or without the office who may be able to contribute something of value to the work of the committee. Each committee, in accordance with the timetable of its agenda, shall make recommendations to the Executive Committee that some particular action be taken by the District Attorney. A copy of each recommendation shall be filed with the chairperson of the Executive Committee and with the First Assistant.

Executive
Committee -
Procedure

6. Meetings of the Executive Committee may be called from time to time by the chairperson and shall be held at the request of any four members. The presence of any five members shall constitute a quorum. The chairperson, or in his absence, the vice-chairperson, shall set the agenda and shall preside at meetings of the executive committee. The Executive Committee shall review each of the recommendations of any standing or Special Committee within a reasonable time after it has been submitted, and determine whether to endorse, modify or reject the Committee's recommendation. Recommendations and votes of the Executive Committee shall be promptly recorded and filed with the District Attorney. Action shall be by majority vote of those members who are present. The Executive Committee shall perform such other duties and undertake such other responsibilities as the District Attorney may direct.

Date: May 4, 1979


John J. Droney
District Attorney



APPENDIX III
DISTRICT COURT
PROCEDURES MANUAL

CASE RECORDS PROCESS

1. Assign CTU #.
2. Fill out file folder.
3. Complete large case history card (pink/white).
4. Complete small defendant index card (pink/white).
5. File cards.
6. File defendant folders (either by date or CTU #).
7. Update master jury-of-six calendar.

CTU # (Case Trial Unit #):

The CTU # is assigned to every appealed case.

The Clerk's office gives the D.A.'s office copies of all papers (see examples A, B, C, D) received from the district court where the case was appealed.

The CTU # is for the use of the D.A.'s office and consists of 12 letters and numbers as follows--

(Letter # #)-(# #)-(Letter Letter)-(# # # # Letter)

1 2 3 4

1. Letter = if defendant is an adult, use "A"
if defendant is a juvenile, use "J"

= year case appealed; use "79" thru 12/31/79

2. # # = month case appealed

01 = January	07 = July
02 = February	08 = August
03 = March	09 = September
04 = April	10 = October
05 = May	11 = November
06 = June	12 = December

3. Letter Letter = district court from which case appealed

LO = Lowell	CO = Concord
NA = Natick	WO = Woburn
FR = Framingham	CA = Cambridge
MR = Marlborough	NE = Newton
WA = Waltham	ML = Malden
AY = Ayer	SO = Somerville

4. # # # # = next consecutive number available

Letter = if there is only one defendant and there are no co-defendants, use "X" at the end of the 4-digit number. e.g., 0134X

if there are co-defendants, use the same 4-digit number for all defendants and add "A" to the first defendant, "B" to the second, "C" to the third, etc.
e.g., three co-defendants--0134A, 0134B, 0134C

The CTU # should look at follows:

1. an adult defendant appealing at Concord District Court in May of 1979: A79-05-CO-0001X
2. an adult defendant and two adult co-defendants appealing at Marlborough District Court in July 1979:

A79-07-MR-0002A
A79-07-MR-0002B
A79-07-MR-0002C

CTU # Cont'd

3. a juvenile defendant appealing at Lowell District Court in August of 1979: J79-08-LO-0310X
4. a juvenile defendant and four juvenile co-defendants appealing at Waltham District Court in September 1979:
J79-09-WA-0311A
J79-09-WA-0311B
J79-09-WA-0311C
J79-09-WA-0311D
J79-09-WA-0311E
5. an adult defendant and a juvenile co-defendant appealing at Cambridge District Court in June 1979:

A79-06-CA-0231A
J79-06-CA-0231B

A record is kept of each CTU # assigned along with the court assigned docket number, the defendant's name, the place of offense and charge(s).

This record is kept by week for all appeals received by the jury-of-six clerk.

The attached sheet (example E) is to be typed weekly. One copy is to be retained by the jury-of-six court and another copy is to be sent to Chava Abrams at the Cambridge office no later than the Thursday following the week numbers were assigned.

Trial Court of The Commonwealth

District Court Department

LOWELL DIVISION

(Lowell)

Docket No(s) _____
(Complaint(s) to be transferred)

A
SEAL

Commonwealth

vs.

TRANSFER OF CRIMINAL (JUVENILE) CASES

Date transfer requested: _____

Transfer for Trial De Novo

Transfer for First-Instance Jury Trial

NOTICE TO DEFENDANT (JUVENILE): _____
(Name) (Address)

Your case, captioned above, is being transferred to

LOWELL DIVISION
JURY SESSION (4th Session Courtroom)
41 HURD STREET
LOWELL, MASS. 01852

You are hereby ordered to appear at that court on

_____ at _____
(Date) (Time)

for pretrial conference

assignment of counsel.

Failure to appear in compliance with this order will result in the issuance of a warrant for your arrest, loss of bail, imposition of a fine and/or imprisonment, and, where trial de novo is requested, possible loss of your right to a new trial and imposition of the original sentence. The terms of your release pending this appearance are the same as those previously set other (specify):

Elliott T. Cowdrey
Presiding Justice

L. Warren DeSaulnier
Clerk-Magistrate

I acknowledge my receipt and understanding of this notice, and I will notify the Clerk-Magistrate of the court to which this case is being transferred of any change in my address prior to my scheduled appearance in that court as soon as such change occurs.

(Signature of Defendant or Parent or Guardian)

NOTICE TO DEFENSE COUNSEL: _____
(Name) (Address)

I hereby request withdrawal from this case.

I do not request withdrawal and will appear in this case at the time and place set above in the Notice to Defendant. I understand that any request for withdrawal that I may wish to make subsequent to this notice but prior to the commencement of further proceedings in this case must be made in person at the time and place set forth above in the Notice to Defendant.

(Signature of Defense Counsel)

Three copies kept by primary court
one copy for defendant
yellow copy for defense counsel
green copy for jury court
redacted copy for jury court

Copies given to defendant and counsel

Session Clerk's initials

2

DISTRICT COURT OF LOWELL

No. _____ 19__

COMMONWEALTH
vs.

OFFENCE
ASSAULT AND BATTERY

G.L. CH. 265 SEC. 13A

CONTINUANCES

JUDGE

MIDDLESEX, SS.

LOWELL, MA

19__

BY VIRTUE OF THE STATUTE IN
WITHIN NAMED DEFENDANT WAS
ARRESTED BY ME WITHOUT
WARRANT.

HEARING

DATE

JUDGE

FINDING NOT GUILTY GUILTY FILE
DISMISSED PROBABLE CAUSE

FINE \$

SENTENCE

MOIC

ON & AFTER

CONCURRENT WITH

COMPLAINT #

NOTIFIED OF RIGHT OF APPEAL

DEFT WAIVES RIGHT OF APPEAL

CONT FOR PAY T. OF FINE TO

SENTENCE SUSPENDED PROBATION TO

POLICE OFFICER OF

APPEARANCES FOR DEFT

DATE BAILED

SURETY

DATE

AMOUNT \$

BAIL REDUCED IN SUPERIOR COURT

WARRANT ISSUED

SUMMONS RETURNABLE

ARRAIGNMENT

DATE

JUDGE

NOTIFIED OF RIGHT TO COUNSEL

WAIVER OF COUNSEL FILED

PUBLIC DEFENDER APPOINTED

ARRAIGNMENT

TRIAL

DEFT FOUND NOT INDIGENT

TO GET OWN COUNSEL

DEFT NOTIFIED OF RIGHT TO
DRUG EXAMINATION

DEFT WAIVES DRUG EXAM

PLEA NOT GUILTY GUILTY NOLO

BAIL \$

ROP \$

NOTIFIED OF RIGHT TO BAIL REVIEW

DEFT WAIVES RIGHT TO BAIL REVIEW

CONTINUANCES

JUDGE

APPEALS TO JURY OF SIX

APPEALS TO JURY OF TWELVE

DISTRICT COURT OF LOWELL
JURY OF SIX
CTU NUMBER LIST

WEEK OF _____ THROUGH _____

CTU NUMBER	COURT ASSIGNED DOCKET NUMBER	DEFENDANT'S NAME	PLACE OF OFFENSE	CHARGE (s)
------------	---------------------------------	------------------	---------------------	------------

E

3

8

Filling out file folder:

1. Fill in assigned CTU #.
2. Fill in date appealed at the district court level (found on district court transfer sheet--this is only a help when typing cards). See example A.
3. District court refers to district court from which case appealed if trial de novo, check "trial" if first instance, leave blank.
4. Fill in name of District Court - 6, e.g., "Lowell-6".
5. Fill in defendant's name from district court transfer sheet. See example B.
6. Fill in any of defendant's alias(es) from district court transfer sheet.
7. Defendant's home address or institution if incarcerated from district court transfer sheet. See example C.
8. Defendant's date of birth from police report (see example I) and/or probation records (see example O), if available.
9. Docket numbers for each charge are assigned by the clerk's office and are written on our copies. See example D.
10. The charge and the Mass. Gen. Laws chapter/section are written on the front of complaint. See example E. (Also write offense code)
11. Information can be found on the back of the complaint. See example G.
- 12.
13. District court sentence is listed separately. See example H. if trial de novo, fill in if first instance trial, write "none".
14. If there are co-defendants, fill in.
15. If defendant has other cases pending (see index file), fill in.
16. If police report is available, the arresting officer(s) and department will be on it. See example I. If citation is available, use as police report. See example J. If no police report or citation in file, write in police department only-found on back of the complaint. See example K. If State Police, make note. See example L. If civilian complainant, write in name and address. See example M.
17. If district court transfer sheet is checked next to statement "I do not request, etc.", fill in attorney's name and address and indicate "P" (for private) in first column. See example N.
18. Check.
19. If report in file, check. See example I.

File folder cont'd

20. If report in file, check. See example O.
21. Write in PTC (pre-trial conference) and date.
22. Fill in.
- and
- 23.

DISTRICT COURT: #3
 TRIAL: PROBABLE CAUSE
 SUPERIOR COURT: #4
 INDICTMENT: APPEAL:
 S.D.P.: OTHER:

OFFICE OF THE DISTRICT ATTORNEY
 MIDDLESEX COUNTY

DEFENDANT'S NAME - LAST - FIRST - MIDDLE: #5 #6
 DATE OF BIRTH: #8 S.I.B. NO. #2 SOCIAL SECURITY NO. #1

ADDRESS (1) NUMBER #7 STREET CITY/TOWN TELEPHONE
 ADDRESS (2) NUMBER STREET CITY/TOWN TELEPHONE

DOCKET NUMBERS	CHARGES - M.G.L.	PLACE OF OFFENSE	DATE	DISTRICT COURT SEN
<u>#9</u>	<u>#10</u>	<u>#11</u>	<u>#12</u>	<u>#13</u>

CO-DEFENDANTS
#14 DOCKET NUMBERS CHARGES - M.G.L.

POLICE OFFICERS IN CHARGE OF CASE
 DEPARTMENT TELEPHONE
#16

DEFENSE COUNSEL
 TYPE (P.C., M.D.C.) NAME ADDRESS TELEPHONE
#17

District Court Department
 vs. WILLIAM H. HILLMAN
 Docket No(s) 78-12779, 12780, 12781
 (Complaints to be transferred)

TRANSFER OF CRIMINAL (JUVENILE) CASES
 EXAMPLE A
 Date transfer requested: FEBRUARY 9, 1979
 Transfer for Trial De Novo
 Transfer for First-Instance Jury Trial

NOTICE TO DEFENDANT (JUVENILE): WILLIAM H. HILLMAN, 30 North St., Westford, Mass
 (Name) (Address)

Your case, captioned above, is being transferred to
 THE LOWELL DIVISION
 41 HURD STREET,
 LOWELL, MASS. 01820

You are hereby ordered to appear at that court on FEBRUARY 28, 1979 at 1 P.M.
 (Date) (Time)

for pretrial conference assignment of counsel.

Failure to appear in compliance with this order will result in the issuance of a warrant for your arrest, loss of his composition of a fine and/or imprisonment, and, where trial de novo is requested, possible loss of your right to a new trial or composition of the original sentence. The terms of your release pending this appearance are the same as those previous or other (specify):

Robert Barber
 Presiding Justice

Douglas E. Frazier
 1st A. Clerk-Magistrate

I acknowledge my receipt and understanding of this notice, and I will notify the Clerk-Magistrate of the court to which this case is being transferred of any change in my address prior to my scheduled appearance in that court as soon as such change occurs.

William H. Hillman
 (Signature of Defendant or Parent or Guardian)

NOTICE TO DEFENSE COUNSEL: DANIEL CONNELL, 219 Groton Rd., Westford, Mass. 01886
 (Name) (Address)

I hereby request withdrawal from this case.
 I do not request withdrawal and will appear in this case at the time and place set above in the Notice to Defendant. I understand that any request for withdrawal that I may wish to make subsequent to this notice but prior to the commencement of further proceedings in this case must be made in person at the time and place set forth above in the Notice to Defendant.

Daniel D. Connell
 (Signature of Defense Counsel)

A79-02-AY-~~01001~~
 FEB 12 1979
 One copy kept by primary court
 one copy for defendant
 one copy for defense counsel

Copies given to defendant and counsel
[Signature]
 Session/Clerk's initials

vs.
Docket No(s) 78-12779, 12780, 12781
(Complainant(s) to be transferred)
WILLIAM H. HILLMAN
TRANSFER OF CRIMINAL (JUVENILE) CASES

Date transfer requested: FEBRUARY 9, 1979
 Transfer for Trial De Novo
 Transfer for First-Instance Jury Trial

NOTICE TO DEFENDANT (JUVENILE): WILLIAM H. HILLMAN, 30 North St., Westford, Mass.
(Name) (Address)

Your case, captioned above, is being transferred to

THE LOWELL DIVISION
41 HURD STREET,
LOWELL, MASS. 01820

You are hereby ordered to appear at that court on FEBRUARY 28, 1979 at 1 P.M.
(Date) (Time)

for pretrial conference assignment of counsel.

Failure to appear in compliance with this order will result in the issuance of a warrant for your arrest, loss of imposition of a fine and/or imprisonment, and, where trial de novo is requested, possible loss of your right to a new trial or imposition of the original sentence. The terms of your release pending this appearance are the same as those previously set other (specify):

Walter Barber
Presiding Justice

Joseph E. Justice
1st Clerk-Magistrate

I acknowledge my receipt and understanding of this notice, and I will notify the Clerk-Magistrate of the court to which this case is being transferred of any change in my address prior to my scheduled appearance in that court as soon as such change occurs.

William H. Hillman
(Signature of Defendant or Parent or Guardian)

NOTICE TO DEFENSE COUNSEL: DANIEL CONNELL, 219 Groton Rd., Westford, Mass. 01886
(Name) (Address)

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Daniel D. Connell
(Signature of Defense Counsel)

Copies given to defendant and counsel
[Signature]
Secretary/Clerk's Initials

White copy kept by primary court ✓
Pink copy for defendant
Yellow copy for defense counsel
FEB 12 1979

A19-02-AY-01061

vs.
Docket No(s) 78-12779, 12780, 12781
(Complainant(s) to be transferred)
WILLIAM H. HILLMAN
TRANSFER OF CRIMINAL (JUVENILE) CASES

Date transfer requested: FEBRUARY 9, 1979
 Transfer for Trial De Novo
 Transfer for First-Instance Jury Trial

NOTICE TO DEFENDANT (JUVENILE): WILLIAM H. HILLMAN, 30 North St., Westford, Mass.
(Name) (Address)

Your case, captioned above, is being transferred to

THE LOWELL DIVISION
41 HURD STREET,
LOWELL, MASS. 01820

You are hereby ordered to appear at that court on FEBRUARY 28, 1979 at 1 P.M.
(Date) (Time)

for pretrial conference assignment of counsel.

Failure to appear in compliance with this order will result in the issuance of a warrant for your arrest, loss of imposition of a fine and/or imprisonment, and, where trial de novo is requested, possible loss of your right to a new trial or imposition of the original sentence. The terms of your release pending this appearance are the same as those previously set other (specify):

Walter Barber
Presiding Justice

Joseph E. Justice
1st Clerk-Magistrate

I acknowledge my receipt and understanding of this notice, and I will notify the Clerk-Magistrate of the court to which this case is being transferred of any change in my address prior to my scheduled appearance in that court as soon as such change occurs.

William H. Hillman
(Signature of Defendant or Parent or Guardian)

NOTICE TO DEFENSE COUNSEL: DANIEL CONNELL, 219 Groton Rd., Westford, Mass. 01886
(Name) (Address)

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Daniel D. Connell
(Signature of Defense Counsel)

Copies given to defendant and counsel
[Signature]
Secretary/Clerk's Initials

White copy kept by primary court ✓
Pink copy for defendant
Yellow copy for defense counsel
FEB 12 1979

A19-02-AY-01061

EXAMPLE C

172000

78-12779
EXAMPLE D

Commonwealth of Massachusetts

TO THE FIRST DISTRICT COURT OF NORTHERN MIDDLESEX, HOLDEN AT AYER, IN THE COUNTY OF MIDDLESEX,
AND COMMONWEALTH OF MASSACHUSETTS:

FRANCIS CHANDONAIT
~~DAVID W. HOGG~~

of WESTFORD in said County,

in behalf of the Commonwealth of Massachusetts, on oath, complains that

WILLIAM H. HILLMAN

of WESTFORD

on NOVEMBER 01, 78.

at WESTFORD aforesaid

upon a way or in a place to which the public has a right of access
or upon a way or in a place to which members of the public have
access as invitees or licensees,

DID OPERATE A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF
INTOXICATING LIQUOR,

against the peace of said Commonwealth

and contrary to the form of the Statute in such case made and provided.

Francis Chandonait
Complainant.

Received and sworn to
NOVEMBER 02, 78

before said Court.
Form #722

A TRUE COPY,

ATTEST:
Warren F. Birch
Warren F. Birch, Clerk

NG Adm S-F

COMMONWEALTH

G vs. 200
50
WILLIAM H. HILLMAN
250

VIOLATION OF MOTOR VEHICLE LAW

OPERATING MV.V UNDER INF. INTOX. LIQ.
General Laws, Chapter 90, Section 24.

Penalty: Fine not less than \$35. nor more than \$1,000., or imprisonment not less than 2 weeks nor more than 2 yrs., or both such fine & imprisonment.

1-01-78 Arrest w.o warrant rel.
to appear in Court on 11-08-78 PR
1-08-78

atty Connell app filed
NG Cont 11-22-78

NOV 22 1978 (p.4)

Continued to 12-1-78
JAMES W HILLMAN SP. JUSTICE

[Signature]
FIRST ASSISTANT CLERK

DEC 1 1978

Continued to 12-29-78
ad. D. Williams Justice

2-9-79

Plea: NG Adm S-F

WAIVER OF RIGHT TO INITIAL JURY TRIAL FILED

found
Fine \$ 200.00
S-F \$ 50.00
TOTAL \$ 250.00

Deft. requests TRANSFER FOR TRIAL DE NOVO.
ORDERED: that Complaint be transferred to the Lowell Division and Deft. to appear there on 2-28-79 @ 1 P.M.

Monte G. Casbis, Justice
Session Clerk

[Signature]
FIRST ASSISTANT CLERK

Mileage Police #432

EXAMPLE

A TRUE COPY,

ATTEST: Warren F. Birch
Warren F. Birch, Clerk

POLICE OFFICER OF

/me without a warrant.

By virtue of the Statute, the within named defendant was arrested by

Middlesex

1-24-79

7

TO the Justice of the FOURTH DISTRICT COURT OF EASTERN MIDDLESEX, within and for the County of Middlesex:

Albert Flaherty of Woburn

In the County of Middlesex,

on behalf of the COMMONWEALTH OF MASSACHUSETTS, on oath complains that:

Michael Adler of Woburn, Mass., in the County of Middlesex,

on the 10th day of February

In the year of our Lord one thousand nine hundred and seventy-nine

at Woburn in the County of Middlesex,

did break and enter in the night the building of one Dix Auto Body, 38 High Street, Woburn with intent therein to commit a felony

EXAMPLE
F

against the peace of said Commonwealth, and the form of the statute in such case made and provided.

Albert Flaherty

COMMONWEALTH OF MASSACHUSETTS.

Middlesex, ss. Received and sworn to this 10th day of

February in the year of our Lord one thousand nine hundred and seventy-nine

Before said Court.

A TRUE COPY ATTEST
TRICK V. GILGUN

Trick V. Gilgun

1979

14-2000

FOURTH DISTRICT COURT
OF EASTERN MIDDLESEX

MIDDLESEX, SS.

WOBURN, MA

February 6, 1979

COMMONWEALTH

ON COMPLAINT OF
Albert Flaherty
VS
Michael Adler

EXAMPLE
F

I ARRESTED THE WITHIN NAMED DEFENDANT
WITHOUT A WARRANT AND THE WITHIN NAMED
COURT NOT BEING IN SESSION I COMMITTED
HIM TO THE POLICE STATION SAID CITY-TOWN

TRIAL

Date _____ Judge _____

FINDING

Not Guilty _____ Guilty _____ Fined _____

Dismissed _____ Probable Cause _____

Sufficient Facts _____

No.

Police Officer

Break & Enter in H/T
(Chap 260 Sec 1b)

FINE

SENTENCE

CONTINUANCES

Michael Adler _____ Concurrent with _____

Defendant notified of Right to Appeal _____

APPEAL

to Magistrate _____ 12 Man Jury _____

ARRAIGNMENT

Date _____ Judge _____

PLEA

Not Guilty Guilty _____ Nolo _____

Notified of Right to Counsel _____

Waiver of Counsel Filed _____

Indigent Not Indigent _____

Marginally Indigent _____

Name of Appointed Counsel _____

Will have own Counsel _____

Drug Law Explained _____

Bail Personal _____

with Surety _____

Review of Bail Explained _____

Court finds condition as such to warrant period of observation _____

TAPES

Penalty: S P Max. 20 yrs or jail or
4. of C. Max 2 1/2 yrs.

A TRUE COPY ATTEST
FREDERICK V. GILGUN

Fredrick V. Gilgun

122000

78-12779

Commonwealth of Massachusetts

To the First District Court of Northern Middlesex, holden at Ayer, in the County of Middlesex, and Commonwealth of Massachusetts:

Francis Chandonait
~~David W. Hogg~~

of WESTFORD in said County,
in behalf of the Commonwealth of Massachusetts, on oath, complains that

WILLIAM H. HILLMAN

of WESTFORD

on NOVEMBER 01, 78.

at WESTFORD aforesaid

EXAMPLE

upon a way or in a place to which the public has a right of access or upon a way or in a place to which members of the public have access as invitees or licensees,

DID OPERATE A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF INTOXICATING LIQUOR,

against the peace of said Commonwealth and contrary to the form of the Statute in such case made and provided.

Francis Chandonait
Complainant.

Subscribed and Received and sworn to
NOVEMBER 02, 78

before said Court.
Form #722

A TRUE COPY,
ATTEST:
Warren F. Birch, Clerk

Commonwealth of Massachusetts

TRIAL COURT OF THE COMMONWEALTH
DISTRICT COURT DEPARTMENT
FOURTH EASTERN MIDDLESEX DIVISION

EXAMPLE
H

Commonwealth

vs.

Ronald Durham

Complaint(s) No (s) 1942 of 1979

Record of Conviction

The above-named defendant was this day, February 14, 1979, found guilty by Louis Gonnella, J., after trial plea of guilty of the following offenses and the following disposition imposed (specify each offense, its related complaint number and disposition):

1942 of 1979 Larceny of Motor Vehicle Chapter 266 Sec 28
Probation one year to 2/14/80

Costs of Proceeding (if not listed on complaint):

Terms of Release (if not prepared separately):

Defendant requests trial by jury
\$100 personal recog.

ATTEST: [Signature]
CLERK
FEB 16 1979

(Strike out one)

POLICE REPORT
DUPLICATE COPY - PROBATION OFFICE
TRIPPLICATE COPY - POLICE FILE

COMMONWEALTH
VS.
RONALD DURHAM

EXAMPLE I

Offense(s) Charged: LARCENY OF A M/V

Date of Offense: 2-4-79 Place of Offense: WOBURN

Officer in Charge of Case: ALBERT P. FLAHERTY

Plea in District Court: NOT GUILTY	
Disposition in District Court on 14TH day of FEBRUARY 1979	
IF APPEAL:	IF FOR GRAND JURY:
Fine _____	(Check One) Probable Cause _____
Sentence PROBATION FOR 1 YEAR	Declined Jurisdiction _____

Will Defendant Plead Guilty or Demand Trial? TRIAL

Counsel for Defendant: MDC PRESSMAN

Recommendation as to Disposition with reasons _____

HISTORY OF DEFENDANT

Address: 15 HIGHLAND AVENUE BOSTON, MA M.B.I. No. _____

Birthplace: BOSTON F.B.I. No. _____

Date of Birth: 11-8-60 Occupation: STUDENT

Wife's Name: _____ Parents' Names: FRED/LUCILLE

Description: NEGRO/BLACK/BROWN/5'7"/155

IMPORTANT
Previous Court Records
(Including Out-of-State Record)

IMPORTANT
Complete Other
Side of Report

SIGNATURE: _____

Officer in Charge: _____

Statement of Government Evidence: SEE ATTACHED REPORT

What is Defense to the Case? _____

Witnesses for Government with Addresses: WILLIAM GONZALES & JOSE RODRIGUEZ
WOBURN POLICE OFFICERS

EXAMPLE
J

7-234-A

COMMONWEALTH OF MASSACHUSETTS Burlington POLICE DEPT.
REGISTRAR'S COPY AND ABSTRACT 146189Y

OPERATOR Robert L Marchetti
ADDRESS 667 MAIN ST Woburn Mass
LIC. NO. 0124189806 STATE MASS. CLASS 3
OWNER MARGARET S Keen
ADDRESS 3660 BURSILL RD Salem Oregon
REG. NO. KCU 215 STATE Oregon ISS.
DATE OF OFFENSE 8-14-78 PLACE CAMB ST
VIOLATOR: OPERATOR OWNER VIOLATION(S): UNINSURED MOTOR VEHICLE
MAKE Chevrolet
TYPE Wagon
VEH. COLOR White
TIME 1:10 P.M.
SEC 34J

SPEED POSTED _____ MPH ESTIMATED CLOCKED RADAR
ROAD DIVIDED: YES NO NO. OF LANES 4
DISTRICT: TH. SETT. RURAL SURFACE: DRY WET ICE SNOW
TRAFFIC: HEAVY MEDIUM LIGHT DATE CITATION WRITTEN 8-30-78
WARNING ARREST COMPLAINT COURT LOCATION Woburn
POLICE OFFICER Thomas D Sullivan
(over)

(1) F-244-B (1)

EXAMPLE
K

TO the Justice of the FOURTH DISTRICT COURT OF EASTERN MIDDLESEX, within and for the
County of Middlesex:

Albert Flaherty of Woburn

In the County of Middlesex,

on behalf of the COMMONWEALTH OF MASSACHUSETTS, on oath complains that
Michael Adler of 49 Spring Ct., Ext Woburn, Mass., in the County of Middlesex,

on the _____ oth _____ day of February

In the year of our Lord one thousand nine hundred and seventy-nine
at Woburn in the County of Middlesex,

did break and enter in the night the building of one
Dix Auto Body, 38 High Street, Woburn with intent therein
to commit a felony

against the peace of said Commonwealth, and the form of the statute in such case made and provided.

Albert Flaherty

COMMONWEALTH OF MASSACHUSETTS.

Middlesex, ss. Received and sworn to this _____ oth _____ day of
February in the year of our Lord one thousand nine hundred and seventy-nine

Before said Court.

A TRUE COPY ATTEST
RICK V. GILGUN

Rick V. Gilgun

D-219-A

EXAMPLE M

TO the Justice of the FOURTH DISTRICT COURT OF EASTERN MIDDLESEX, within and for the

County of Middlesex:

H. William Bly of Campers Barn Inc.
313 Main St. No. Reading

In the County of Middlesex,

on behalf of the COMMONWEALTH OF MASSACHUSETTS, on oath complains that

Sergio Barretta of 2 Monument Terr. Medford in the County of Middlesex,

on the 3rd day of November

In the year of our Lord one thousand nine hundred and seventy-eight

at Reading, in the County of Middlesex,

did, with intent to defraud, make, draw, utter or deliver a check in the amount of \$195.35 for payment of money to Campers Barn Inc. upon The Medford Savings Bank of Medford with knowledge that the said defendant did not have sufficient funds or credit at said bank for the payment of such instrument and thereby received Goods & Services the property of Campers Barn Inc.

against the peace of said Commonwealth, and the form of the statute in such case made and provided.

Donald W. Bly Jr.

COMMONWEALTH OF MASSACHUSETTS.

Middlesex, ss. Received and sworn to this 15th day of

December in the year of our Lord one thousand nine hundred and seventy-eight

Before said Court,

A TRUE COPY ATTEST
FREDERICK V. GILGUN

Frederick V. Gilgun Clerk

FEB 13 1979

D-218-A EXAMPLE L

To the Justice of the FOURTH DISTRICT COURT OF EASTERN MIDDLESEX, within and for the County of Middlesex:

David B. Powell of State Police Lynnfield
in the County of Middlesex.

on behalf of the COMMONWEALTH OF MASSACHUSETTS, on oath complains that
Timothy H. Blaisdell of 19 Pleasant St. in the County of Middlesex
on the 30th day of December

in the year of our Lord one thousand nine hundred and seventy-eight
at Burlington in the County of Middlesex, did operate an automobile on a way

(in a place) to which the public has a right of access or upon any way or in any place to which members of the public have access as invitees or licensees in said Burlington while under the influence of intoxicating liquor.

against the peace of said Commonwealth, and the form of the statute in such case made and provided.

David B. Powell

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss. Received and sworn to this 2nd day of
January in the year of our Lord one thousand nine hundred and seventy-nine

BEFORE SAID COURT.

CLERK.

A TRUE COPY ATTEST
FREDERICK V. GILGUN

Frederick V. Gilgun

FEB 13 1979

D-200
D-201
D-202
District Court Department

SEAL

Commonwealth
vs.

Docket No(s) 78-12779, 12780, 12781
(Complaints) to be transferred

WILLIAM H. HILLMAN TRANSFER OF CRIMINAL (JUVENILE) CASES

Date transfer requested: FEBRUARY 9, 1979
 Transfer for Trial De Novo
 Transfer for First-Instance Jury Trial

NOTICE TO DEFENDANT (JUVENILE): WILLIAM H. HILLMAN, 30 North St., Westford, Mass
(Name) (Address)

Your case, captioned above, is being transferred to

THE LOWELL DIVISION
41 HURD STREET,
LOWELL, MASS. 01820

You are hereby ordered to appear at that court on FEBRUARY 28, 1979 at 1 P.M.
(Date) (Time)

for pretrial conference assignment of counsel.

Failure to appear in compliance with this order will result in the issuance of a warrant for your arrest, loss of composition of a fine and/or imprisonment, and, where trial de novo is requested, possible loss of your right to a new trial composition of the original sentence. The terms of your release pending this appearance are the same as those previously set other (specify):

Walter Barber
Presiding Justice

Joseph J. Furtado
Clerk-Magistrate

I acknowledge my receipt and understanding of this notice, and I will notify the Clerk-Magistrate of the court to which this case is being transferred of any change in my address prior to my scheduled appearance in that court as soon as such change occurs.

EXAMPLE N

William H. Hillman
(Signature of Defendant or Parent or Guardian)

NOTICE TO DEFENSE COUNSEL: DANIEL CONNELL, 219 Groton Rd., Westford, Mass. 01886
(Name) (Address)

I hereby request withdrawal from this case.
I do not request withdrawal and will appear in this case at the time and place set above in the Notice to Defendant understand that any request for withdrawal that I may wish to make subsequent to this notice but prior to the commencement of further proceedings in this case must be made in person at the time and place set forth above in the Notice to Defendant.

Daniel D. Connell
(Signature of Defense Counsel)

Copies given to defendant and counsel

[Signature]
Secretary/Clerk's Initials

FEB 12 1979

White copy kept by primary court
Pink copy for defendant
Yellow copy for defense counsel

EXAMPLE O

7483-60

NAME / Capozzi, Gerald A. BORN NO. 1 DAY 4/16/45
ADDRESS 16 Greenwood Ave. Burlington

ALIAS 1
2
3 12/7/72

4 BIRTH Somerville, 6 HT. 185 WT. 185 COMP. lite HAIR blk EYES brn WIFE S
OCCUPA. FATHER Vincent MOTHER Gerry Mazza

SOC. SEC. NO. 028-44-6644

COURT OR DOCKET NO.	DATE	OFFENSE	DISPOSITION
Bu 8823	12-3-72 10/3/73	dk 124D	fel E\$10
Bu 9081 Pu 10736	10/17/73 12/5/73	114F 116A	E\$10 E\$10
Bu 87	1/2/74	124C	E\$10

116A

2000 + \$5 ca.

Docket No.	Charge	Judge	T, P, J W	Disposition
(N)	(O)	(P)	(O)	(L)

EVENT DATE							
(V)							
NOTICE DATE							
(W)							
Police Off. or Complainant	(S)						
Defendant: Address	(T)						

Small Defendant Index Card (pink/white)

Type card, using file folder--

- A. See #5.
 - B. See #1.
 - C. See #9.
 - D. See #10; use code only.
 - E. See #12.
 - F. See #11.
 - G. and H. To be filled in upon disposition of case.
 - I. Fill in after case is assigned at the pre-trial conference.
- Pull cards apart--
- On back of small pink, write in--
- J. See #21.

File:

Small white by CTU #.
 Small pink alphabetically.

DEFENDANT CTU#		FILED TO LOCATE DATE			
DOCKET NO.	OFFENSE	DATE	PLACE	DATE DISP.	DISPOSITION
(C)	(D)	(E)	(F)	(G)	(H)
ADA ASSIGN:	1 (I)	2	3		

DEFENDANT INDEX

DA FORM A-1a Rev. 3-28

DEFENDANT CTU#		FILED TO LOCATE DATE			
DOCKET NO.	OFFENSE	DATE	PLACE	DATE DISP.	DISPOSITION
(C)	(D)	(E)			

Updating Case File Cards

Case file cards (Large Case History and Small Defendant Index [pink/white]) cards should be updated as to status every day.

The district attorney(s) in the jury-of-six session will report the status of every trial and pre-trial conference case on the daily list (see example A).

Using this information and the attached coding sheet (see example B) cards are to be updated as follows: **NOTE:** Col. 1-"R"; Col. 2-"SUS"; Col. 3-"EVT"; Col. 4-"DATE" on the Large Case History (pink/white) Cards correspond to the marked columns on the coding sheet (see ex. B).

Continued Case

- Large Pink Case History Card (sample #1)
 - Col. 1-"R"--write "C" (for continuance)
 - Col. 2-"SUS"--write in code for reason for continuance
 - Col. 3-"EVT"--write in code for next scheduled event
 - Col. 4-"DATE"--write in next scheduled date; if unknown, write in "00/00/00"
 - A. Write in next scheduled date from Col. 4--"DATE"
 - B. Write in next scheduled event from Col. 3--"EVT"

File card by next scheduled event.
- Small Pink Defendant Index Card (sample #2)
 - C. On back of pink card--write in next scheduled date.

File alphabetically.

Disposed Case

- Large Pink Case History Card (sample #1)
 - Col. 1-"R"--write "D" (for disposed)
 - Col. 2-"SUS")
 - Col. 3-"EVT") Draw line through.
 - Col. 4-"DATE")

Staple card to inside cover of file folder.

Updating Case File Cards Cont'd

2. Small Pink Defendant Index Card (sample #2)

C. On back of pink card--write "disposed".

File alphabetically.

Using large pink case history card (sample #1) and daily report of disposition sheet (example D), update large white case history card (sample #3) and small white defendant index card (sample #4).

3. Large White Case History Card (sample #3)

Duplicate all information on the front of the large pink case history card (sample #1).

Turn large white case history card over (sample #3). Using daily report of disposition sheet (example D), fill in--

D. See #1.

E. If #2 on the disposition sheet is checked, write in "JW".
If #3 on the disposition sheet is checked, write in "P".

If neither #2 nor #3 is checked, write in "T".

F. See #4.

File by CTU #.

4. Small White Defendant Index Card (sample #4)

Using daily report of disposition sheet (example D), fill in--

G. See #6.

H. See #4.

I. See #5.

Default Cases

1. Large Pink Case History Card (sample #1)

Col. 2-"SUS"--if a capias warrant is issued, write in the code "D6"
if no capias warrant is issued, write in the code "D"

Staple card to inside cover of file folder.

2. Small Pink Defendant Index Card (sample #3)

C. On back of pink card--write "default".

File alphabetically.

Updating Case File Cards Cont'd

3. Large White Case History Card (sample #3)

Col. 2-"SUS"--fill in same as large pink (#1)

File by CTU#.

NOTE: When a default is removed, pull case file folder and remove large pink case history card (sample #1) and--

A. Write in date.

B. Write in "D/R" (D/R = default removed).

Continue updating card(s) depending upon new status of case (continued, disposed, etc.)

Continued without Finding Cases

Cases continued without a finding are continued by the court for a specified period of time (6 months; 1 year; etc.) to be dismissed at a later date. This information is reported by the ADA. It is important that this information be on the case history cards.

1. Large Pink Case History Card (sample #1)

Col. 1-"R"--Write in "CWOFF" (CWOFF = continued without a finding).

Col. 3-"EVT"--Write in "DIS" (DIS = disposition).

Col. 4-"DATE"--Write in date case continued without finding to. e.g., case is CWOFF on 2/15/79 for 6 months: Col. 4-"DATE" should read 8/15/79; case is CWOFF on 4/23/79 for 1 year: Col. 4-"DATE" should read 4/23/80.

A. Write in next scheduled date from Col. 4-"DATE".

B. Write in "DIS".

File by disposition date.

On the disposition date, verify that case has been dismissed. If so, pull file and continue updating cards. (See notes on disposed cases.)

SAMPLE #1

Attorney		DOB:	Bail						
Arr. Date		D.C.T P/C DATE	Def Status						
Off.	Place	Pol. Officer	DATE	EVT	R	SUS	EVT.	DATE	S#
Ver No.	Charge	Disp. Date	(A)	(B)	C.1	C.2	C.3	C.4	

HISTORY - STATUS

DA FORM B-2 (Rev. 3-78)

SAMPLE #2

DEFENDANT					
CTU #					
DOCKET NO.	OFFENSE	DATE	PLACE	DATE DISP.	DISPOSITION
ADA ASSIGN:	1	2	3		

Defendant **SAMPLE #3** SID No. CTU No. PTY Rev. 3-28

Attorney DOB: Bail

A

[Redacted]	P-197-B	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-198-B	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-199-B	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-200-B	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-201-B	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-175-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-176-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-177-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-178-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-179-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-170-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-171-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-172-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-173-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-174-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-175-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-176-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-177-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-178-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-179-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-180-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-181-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-182-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-183-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-184-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-185-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-186-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-187-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-188-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-189-A	[Redacted]	[Redacted]	[Redacted]
[Redacted]	P-190-A	[Redacted]	[Redacted]	[Redacted]

Handwritten notes: 3/9 PTC, 5/31, 3/28 PTC, 5/1 TRL, 5/8 TRL, 3/29 TRL, Fishman, Connell, Cosmes, Cautell

Col 2 SUS

COL. 3 EVT

Col. 4 DATE

CONTINUANCE - CONTINUANCE
This code reflects the source and reason for
continuance. If prosecutor request. If defense
request. Court reason: A-hr agreement;
... Valid codes are listed
below:

- 01 - State Witness Unavailable
- 02 - Prosecutor Unavailable
- 03 - Police Officer Unavailable
- 04 - Prosecutor Changed
- 05 - No Prosecutor
- 06 - Prosecutor Not Ready
- 07 - Defense Witness Unavailable
- 08 - Defense Attorney Unavailable
- 09 - Defendant Unavailable (in custody)
- 10 - Defense Attorney Withdraw (new attorney needed)
- 11 - No Attorney
- 12 - Default Warrant Issued
- 13 - Default - no warrant
- 14 - Defense Not Ready
- 15 - Witnesses Unavailable
- 16 - Scheduling Problem
- 17 - Court Recess
- 18 - Court Papers Missing
- 19 - New Notice
- 20 - Change in Plea
- 21 - Plea Agreement
- 22 - Continuance Requested by Co-defendant
- 23 - Motion Withdrawn
- 24 - Plea Rejected
- 25 - No Plea
- 26 - Mistrial
- 27 - Medical Exam
- 28 - Mental Exam
- 29 - Drug Exam
- 30 - Technical Default

EVENT
This code reflects the next scheduled
event. The valid codes are as follows:

- GRJ - Grand Jury List
- ARR - Arreignment List
- PTC - Pre-trial Conference list
- MOT - Motion list
- PLS - Plea List
- TRJ - Trial List
- DIS - Disposition List
- HRS - Hearings List

The following sub-code may be used as
a fourth letter attached to above codes
when it applies:

- A - Appeal
- B - Bail
- C - Counsel
- D - Disposition
- H - Hospital
- L - Lower (Dist) Court
- M - Motion
- N - Narcotic Drug
- O - Order for habe
- P - Psychiatric Exam
- R - Probation
- S - Status
- T - Trial Date
- W - Warrant - Default
- X - Sexually dangerous person

Handwritten notes:
MR. [unclear] [unclear]
New [unclear] [unclear]
this [unclear] [unclear]

This code is
dictated date
the next event
is scheduled
for. If no
date is set
00/00/00
should appear
in this column

This code is
dictated date
the next event
is scheduled
for. If no
date is set
00/00/00
should appear
in this column

DAILY
REPORT
of
DISPOSITION
of criminal case

Assistant: #5
 Defense Counsel
 Date: #6
 Judge: #1
 Jury Waiver: #2

Name First)
 Content:

Number	Offense	Recommendation	Disposition (check block if guilty plea)
			#3 #4
			<input type="checkbox"/>

Links:

JURY-OF-SIX: NOTICE AND SCHEDULING PROCEDURES

Cambridge Session (encompassing District Courts of Cambridge, Newton, Malden and Somerville):

Copies of the district court clerk's papers are forwarded to the jury-of-six secretary in the District Attorney's office within two to three working days from the date an appeal is entered in one of the above-listed district courts. These papers include a copy of the in-court notice given to the defendant designating the date he/she is to appear for a pre-trial conference in the jury-of-six session. A notice card is then mailed to the defendant and defense counsel, where designated, as a reminder of this initial appearance date. (See sample A.) These notices are mailed to defendants and defense counsel for all subsequent appearances and to police and/or civilian complainants as well for all trial dates. Cases are generally scheduled for pre-trial conferences in the jury-of-six session on a date two weeks after the district court appearance. For purposes of scheduling, each of the four courts has a "jury day" in the Cambridge jury-of-six; e.g., all cases coming out of Malden are heard on Wednesdays. Therefore, the Assistant District Attorneys (ADAs) assigned to Malden District Court prosecute de novo appeals in Cambridge on that day of the week. The pre-trial conference date is set for a Wednesday and all subsequent appearances are scheduled for that day. As a general rule, all de novo appeals are prosecuted vertically by the ADA in the district court of origin. The Cambridge jury-of-six coordinator prosecutes those cases having a first-instance hearing in the jury-of-six session and de novo appeals chosen at his/her discretion.

Jury-of-Six: Notice and Scheduling Procedures - Cont'd

Lowell Session (encompassing District Courts of Lowell, Woburn and Ayer):

Copies of the district court clerk's papers are forwarded to the jury-of-six secretary in the D.A.'s office within six to eight working days from the date an appeal is entered in one of the above-listed district courts, i.e., prior to the date of the initial conference. There is generally insufficient time to mail notices of this pre-trial conference; however, the in-court notice presented at district court has proven an adequate vehicle by which to notify defendants and their counsel of this first appearance. The only notices sent by the D.A.'s office in Lowell on the initial conference are to any civilian complainants. As in Cambridge, notice cards (see sample B) are mailed to defendants and defense counsel on all subsequent appearances and to civilian complainants and/or police on all trial dates. Cases are generally scheduled for pre-trial conference in the jury-of-six session on a date three weeks after the district court appearance. Cases are assigned conference dates on Tuesdays and Fridays and trials are scheduled for Tuesdays, Wednesdays and Thursdays. As a rule, all jury-of-six cases, whether first-instance or de novo appeals, are prosecuted by the jury-of-six coordinator and the Lowell ADA assigned to the session on that particular day. District/ADAs have the option to prosecute cases vertically with the approval of the Regional Supervisor.

Framingham Session (encompassing District Courts of Framingham, Marlborough, Natick, Waltham and Concord):

Copies of the district court clerk's papers are forwarded to the secretary in the D.A.'s office within two to three days from

Jury-of-Six: Notice and Scheduling Procedures - Cont'd

the date an appeal is entered in one of the above-listed district courts. Cases are generally scheduled for a pre-trial conference in the jury-of-six session on a date two weeks after the district court appearance. No notice is sent by the D.A.'s office of this initial appearance; the in-court notice provided in the district court has been deemed sufficient. At the present time, the only notice sent by the D.A.'s office on court appearances is in the form of a letter mailed to the police departments providing notice of trial dates. (See sample C.) In-court notice to the defendant of continuance dates is provided by the clerk's office in Framingham. However, for purposes of uniformity and accountability, the District Attorney's office is contemplating a change in this notification system. Notice cards of the same type used in the Cambridge and Framingham sessions will be prepared for use in Framingham, to be sent on all appearances subsequent to the initial pre-trial conference. As in Cambridge, each district court has a "jury day" in Framingham. Cases coming out of Concord District Court are heard on Wednesday, Friday is "Woburn day," etc. Generally speaking, all cases in the Framingham jury-of-six session are prosecuted vertically by the district court ADA, including both de novo appeals and first-instance hearings. The jury-of-six coordinator provides back-up to this system.



JOHN J. DRONEY
DISTRICT ATTORNEY

THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE
DISTRICT ATTORNEY FOR MIDDLESEX COUNTY

600 Concord Street
Framingham, Massachusetts 01701
(617) 875-4141

Sample e

Dear Sir:

Kindly acknowledge this letter as receipt of the notice(s) in the following Jury of Six cases. Please return your acknowledgement to this office at your earliest convenience.

<u>Complainant</u>	<u>Defendant</u>	<u>Case Numbers</u>	<u>Date of Trial</u>
--------------------	------------------	---------------------	----------------------

Respectfully,

Assistant District Attorney
Middlesex County

/dap

RECEIPT OF THE ABOVE NOTICES IS HEREBY ACKNOWLEDGED

Date: _____

APPENDIX III

PRIORITY PROSECUTION IMPLEMENTATION



THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE
DISTRICT ATTORNEY FOR MIDDLESEX COUNTY
CAMBRIDGE 02141

JOHN J. DRONEY
DISTRICT ATTORNEY

January 3, 1979

M E M O R A N D U M

TO: ALL DISTRICT COURT ASSISTANT DISTRICT ATTORNEYS
FROM: JOHN F. KERRY, FIRST ASSISTANT DISTRICT ATTORNEY
RE: PPU IMPLEMENTATION

Please be advised that this office's Priority Prosecution Unit has begun operations as of January 1, 1979. The following A.D.A.'s will be assigned the prosecutions of targeted cases: Codinha, Brennan, McCormick, Sragow, DiNisco and Mitchell.

This program's mandate involves the automatic targeting and speedy prosecution of the following types of felons, and also, the following areas of criminal involvement:

1. "Habitual Criminals/Career Criminals"
 - A. Individuals who commit further crimes while they are escaped from correctional institutions;
 - B. Individuals who commit further crimes while they are on furlough or work release;
 - C. Individuals who commit further crimes while they are on parole;
 - D. Individuals who commit further crimes while they are on probation or suspended sentences;

Memo p. 2

- E. Individuals who commit further crimes while their trials are pending, or they are awaiting further appellate review.
- F. Individuals who have one or more prior felony convictions within the past 10 years;
- G. Individuals who have two or more prior misdemeanor convictions within the past 5 years;
- H. Individuals with substantial juvenile records who have since committed offenses as adults; and,
- I. Individuals who have been arrested and tried for 3 or more separate (non-motor vehicle) offenses (no matter what the disposition of the case) within the past 5 years.

2. "Violent Offenders/Major Violators"

- A. Individuals, no matter what their prior records are, who commit major violent crimes, such as:
 1. Murder (between unrelated parties)
 2. Forcible sexual intercourse (between unrelated parties)
 3. Bank Robbery
 4. House invasions (where the occupants receive serious injuries)
- B. Individuals who commit crimes that can be viewed as a public outrage.

When the above types of cases come to your courts for arraignment, the following procedure should be used:

1. At the first convenient opportunity after arraignment, fill out the PPU referral form #1. In order to do this correctly, you will need certain post-arraignment information (police report, district court probation information, etc.)

Memo p. 3

2. Call the Superior Court at 494-4050 and ask for the PPU.
3. Dictate the information from your filled in form #1 to one of the PPU administrative secretaries, either Jacki Fishman, Betsy Myers or Patti Swain. You will then be advised to whom the case has been referred for assessment.
4. Give one of the above-named persons a telephone number where you can be reached by the PPU Assistant if further information is required.
5. Keep a copy of PPU form #1 for your files, and forward the original form to the PPU central office in Cambridge. These may be transmitted by mail, in person, or by any form normal transmittal reports are sent.

Local police departments and judges will also be advised of the existence of our program and may request that a case be referred to the PPU. This should be considered by you to be an automatic referral situation, the necessary form should be completed and a call made to the PPU, even if in your judgment the case would not otherwise warrant our attention.

PLEASE BE AWARE THAT THIS IS A REQUIRED REFERRAL PROGRAM. IF THE CASE FITS ANY OF THE AFOREMENTIONED CRITERIA IT MUST BE REFERRED TO THE PPU.

Any further questions should be directed to William Codinha (494-4600), Michael McHugh (494-4309) or to the District Court regional supervisor in charge of your court.

/jaf

APPENDIX IV

QUARTERLY STATISTICAL SUMMARY REPORTS

CAREER CRIMINAL PROGRAM
QUARTERLY STATISTICAL SUMMARY REPORT
 for Middlesex District Attorney's Office
 from Jan. 1, 1979 to Mar. 31, 1979

V. DISPOSITION STATISTICS

A. Disposition Results Information

1. Percent of total criteria defendants disposed-of by type of disposition.

(Number of defendants (total target from IV B) in each category ÷ total number of defendants disposed-of (target total from IV B)).

% Guilty Top Charge	% Guilty Lesser Charge	% Dismissed (nolled)	% Acquitted
100%			

2. Percent of total criteria defendants convicted on top charge by method of conviction.

(Number of total criteria defendants convicted on top charge by each method of conviction ÷ total number of defendants convicted on top-charge)

% Pled Guilty Before Trial	% Pled Guilty During Trial	% Trial Convictions By Judge	% Trial Convictions By Jury	% Total Convictions
43%		43%	14%	100%

3. Percent of dispositions by category for all target charges against criteria defendants disposed-of during reporting period.

(Number of charges in each category ÷ total number of target charges disposed-of during period.)

% Dismissed By Pros. After Filing	% Pled Guilty To Original Charge	% Convicted Of Original Charge	% Pled Guilty To Reduced Charge	% Convicted Of Reduced Charge	% Acquitted By Judge Or Jury	% Dismissed By Court
	23%	59%	12%			6%

B. Disposition Process Information -- PPU only

# Defendants	Mean	Median	Min.	Max.
7	73 dy	53 dy	34 dy	123 dy

1. Arrest to Disposition Time Statistics

2. Disposition Ratios:

a. Defendants disposed-of accepted ratio13 PPU def dis/PPU def

(Number (Grand Total) defendants disposed-of ÷ # defendants accepted (I A 2))

b. Disposed-of defendant ratio28 def disp/all def

(Sum of defendants disposed-of ÷ total defendants from (I B))

3. Criteria Defendants Under Legal Restraint

a. Number of criteria defendants 4 defendants

(# defendants disposed-of who were under legal restraint)

b. Percent of criteria defendants under legal restraint 57% defendants

(# defendants disposed-of who were under legal restraint ÷ total defendants disposed-of)

VI. PROCESSING SUMMARY

A. Time Lapse Analysis of Defendants in Process (based on date of arrest)

Gross Time Period	Number of defendants
0 - 20 days (4 PPU)	4
21 - 40 days (5 PPU)	5
41 - 80 days (19 PPU; 5 non-PPU)	24
81 - 130 days (14 PPU; 7 non-PPU)	21
131 - 200 days (5 PPU; 3 non-PPU)	8
201 - 300 days (2 non-PPU)	2
over 300 days (13 non-PPU)	13

CAREER CRIMINAL PROGRAM
QUARTERLY STATISTICAL SUMMARY REPORT
 for Middlesex District Attorney's Office
 from Jan. 1, 1979 to Mar. 31, 1979

VII. SENTENCES SUMMARY
 (For Criteria Defendants Only)

REPORTING ITEMS		CRIMES								ENHANCEMENTS				TOTAL		
		Career Criminal Target						Other								
		Burg.	Aslt.	Homi.	Rape	Robb.	Target Total	Fel.	Misd.	Hab. Crim.	2nd Offnr.	Gun Use	Other			
INCARCERATIONS	# Charges	4	1			1	6	4								10
	# Defendants	3	1			1	5	3								6
SUSPENSIONS WITH INCARCERATION	# Charges															
	# Defendants															
SUSPENSIONS WITHOUT INCARCERATION	# Charges								1							1
	# Defendants								1							1
PROBATIONS WITH INCARCERATION	# Charges															
	# Defendants															
PROBATIONS WITHOUT INCARCERATION	# Charges									1						1
	# Defendants									1						1
TOTAL SENTENCES	# Charges	4	1			1	6	4	1	1						12*
	# Defendants	3	1			1	5	3	1	1						7

(* 4 charges were "guilty, placed on file") @ incarcerated on another charge)

VIII. SENTENCE STATISTICS
 (For Criteria Defendants Only)

A. Sentence Period Statistics

1. Gross incarceration periods:

- a. Jail (in months)
- b. Prison Determinate (in years)
- c. Prison Indeterminate Midpoint (in years)
- 2. Incarceration periods suspended (in years)
- 3. Probation periods (in years)

	# Defendants	Mean	Median
a.			
b.	2	15.5	**
c.	4	11.9	9
2.	1	1	1
3.	1	3	3

(** one 6-yr term, one 25-yr term; md would not be representative)

B. Executed Prison Incarceration Ratios

- 1. Defendant prison incarceration ratio86 prison sent/def sent
- 2. Consecutive prison incarceration ratio none
- 3. Concurrent prison incarceration ratio50 cc sent/def w/num se

C. Suspended Sentence Ratio

..... .14 ss sent/def sent

D. Enhancement Ratios

- 1. Habitual Criminal ratio 1.00 H.C. sent/H.C. def ser
- 2. Second Offender ratio none
- 3. Firearms Use ratio none

E. Death Sentences

- 1. Number of death sentences none
- 2. Number of defendants receiving death sentences none

Section I.A. -- Reason for Criteria Exempted Cases

From Jan. 1 to Mar. 31, 1979, 53 criteria exempt cases were handled by PPU. These cases were accepted and handled by PPU attorneys because of one or more of the following reasons:

- 1) The case was being handled by an attorney prior to that attorney being assigned to the PPU section;
- 2) The charges were of a particular heinous or notorious nature (such as homicide) to warrant the attention of the PPU section;
- 3) Although specific defendants would not ordinarily be accepted by the PPU section, they were co-defendants of another defendant acceptable under PPU guidelines, therefore, a determination to assign all co-defendants to one attorney results in a criteria exempt defendant being handled by the PPU section;
- 4) The complexity or type of case warranted the attention of a specific attorney who was assigned to the PPU section.

Section I.C. -- PPU attorney funding breakdown

The PPU consists of six attorneys, 3 investigators, 3 administrative assistants, and one program analyst. Of the six attorneys, 4 (4/6) are supported by the LEAA grant and 2 (2/6) are supported by the office budget.

Section II. -- Definition of terms

SCREENING: The "screening" line group represents the district court charges listed on the Priority Prosecution Referral sheet from which PPU cases are chosen.

FILING: The "filing" line group represents those charges, presented to the Grand Jury, which resulted in indictments.

ARREST: The "arrest" line group reflects charges listed on the defendants' probation record regardless of disposition results.

CAREER CRIMINAL PROGRAM
QUARTERLY STATISTICAL SUMMARY REPORT
for MIDDLESEX DISTRICT ATTORNEY'S OFFICE
from April 1, 1979 to June 30, 1979

L. CAREER CRIMINAL PROJECT ACTIVITY

A. Project Prosecutions

1. Pending at end of prior period and not disposed-of
2. New acceptances during quarter
3. Total career criminal activities during quarter (sum 1 & 2 above)
4. Disposed-of during quarter
5. Pending at end of period and not disposed-of
6. Sentenced during quarter
7. Guilty, but not sentenced during quarter

Career Criminal Criteria Prosecutions		Criteria Exempted Prosecutions*	
# Charges	# Defendants	# Charges	# Defendants
109	55	31	12
76	31	15	4
185	85	146	16
54	29	20	17
131	56	26	29
	29		27
	20		20

*Supply a footnote explanation for each defendant not qualifying under career criminal project selection criteria who was prosecuted during period by the unit. Indicate number of charges, and special reason for processing.

B. Total Activities (project burden)

# Charges	# Defendants
231	101

C. Project Attorney Case Ratios

1. Total project attorney work days available 267 days
(20 work days per month x # of months x # project attorneys hired)
2. Ratio of charges to project attorney work days86 ch/att
(total project charge activity ÷ project attorney work days)
3. Total trial attorney work days available 245 days
(20 work days per month x # of months x # trial attorneys hired)
4. Ratio of defendants to trial attorney work days42 D/att
(total defendants ÷ trial attorney work days)
5. Trial attorney average charge load (46.2 PPU ch/att; 11.5 non-PPU ch/att) 57.7 ch/att
(total pending charges ÷ # trial attorneys)
6. Trial attorney disposed-of defendant ratio 9 D/att
(total defendants disposed-of during period ÷ # trial attorneys)

II. INTAKE SUMMARY

REPORTING ITEMS		CRIMES								ENHANCEMENTS				TOTAL
		Career Criminal Target						Other		Hab. Crim.	2nd Offdr.	Gun Use	Other	
		Burg.	Aslt.	Homi.	Rape	Robb.	Target Total	Fel.	Misd.					
SCREENING	# Charges	38	47	5	3	45	136	52	43					231
	# Defendants	30	26	5	3	41	89	38	25					101
ACCEPTANCES OR ASSIGNMENTS	# Charges	38	47	5	3	45	136	52	43					231
	# Defendants	30	26	5	3	41	89	38	25					101
FILINGS	# Charges	38	47	5	3	45	136	52	43					231
	# Defendants	30	26	5	3	41	89	38	25					101
PRIORS (CRITERIA DEFENDANTS)	# Arrests	87	62	4	3	41	197	151	525					873
	# Convictions	53	28	2	2	22	97	87	243					427

**Total is the number of charges and defendants handled by the program, not necessarily the sum of the values on the line to the left of a particular total (except for charges), since a defendant may occur more than once in several categories.

III. INTAKE STATISTICS

A. Newly Accepted-Assigned Defendant Measures:

1. Ratio of total target defendants screened to total target defendants accepted 1.00 D screen/accep
(# defendants screened ÷ # defendants accepted-assigned)
2. Ratio of total target charges screened to total target charges accepted 1.00 ch screen/accep
(# charges screened ÷ # charges accepted-assigned)
3. Mean number of total target charges for accepted total target defendants 1.52 ch/target D
(# charges accepted ÷ # defendants accepted-assigned)
4. Mean number of total charges for total screened defendants 2.28 ch/all D
(# charges screened ÷ # defendants screened)

B. New Defendant Charges Filed - Accepted Ratio

1.00 ch filed/accep
(for new defendants, # charges filed ÷ # total target charges accepted-assigned)

CAREER CRIMINAL PROGRAM
QUARTERLY STATISTICAL SUMMARY REPORT
for MIDDLESEX DISTRICT ATTORNEY'S OFFICE
from APRIL 1, 1979 to JUNE 30, 1979

IV. DISPOSITION SUMMARIES

A. Disposition of charges against criteria defendants disposed-of during period

REPORTING ITEMS		CRIMES							ENHANCEMENTS				TOTAL	
		Career Criminal Target						Other		Hab Crim	2nd Dfndr	Gun Use		Other
		Burg.	Aslt.	Homi.	Rape	Robb	Target Total	Fel.	Misd.					
DISMISSED BY PROSECUTOR AFTER FILING	# Charges													
	# Defendants													
PLED GUILTY BEFORE TRIAL AS ORIGINALLY CHARGED	# Charges	8	11			6	25	5					30	
	# Defendants	7	6			6	17	5					17	
PLED GUILTY BEFORE TRIAL TO REDUCED CHARGE	# Charges													
	# Defendants													
PLED GUILTY DURING TRIAL AS ORIGINALLY CHARGED	# Charges		3		4	1	8	2					10	
	# Defendants		1		1	1	2	2					2	
PLED GUILTY DURING TRIAL TO REDUCED CHARGE	# Charges													
	# Defendants													
TRIAL CONVICTION BY JUDGE AS ORIGINALLY CHARGED	# Charges	1	1			2	4	1	3				8	
	# Defendants	1	1			2	3	1	1				3	
TRIAL CONVICTION BY JUDGE TO REDUCED CHARGE	# Charges													
	# Defendants													
TRIAL CONVICTION BY JURY AS ORIGINALLY CHARGED	# Charges	2	1				3	2					5	
	# Defendants	2	1				3	2					3	
TRIAL CONVICTION BY JURY TO REDUCED CHARGE	# Charges													
	# Defendants													
ACQUITTED AT TRIAL BY JUDGE	# Charges					1	1						1	
	# Defendants					1	1						1	
ACQUITTED AT TRIAL BY JURY	# Charges		2		1		3						3	
	# Defendants		2		1		2						2	
DISMISSED BY COURT	# Charges	1					1	1					2	
	# Defendants	1					1	1					1	
TOTALS	# Charges	12	18		5	10	45	11	3				59	
	# Defendants	11	11		2	10	29	11	1				29	

B. Disposition of criteria defendants disposed-of during reporting period

REPORTING ITEMS		CRIMES							ENHANCEMENTS				TOTAL	
		Career Criminal Target						Other		Hab Crim	2nd Dfndr	Gun Use		Other
		Burg.	Aslt.	Homi.	Rape	Robb	Target Total	Fel.	Misd.					
TOP CHARGE CONVICTIONS	# Defendants	10	6		1	8	25						25	
LESSER CHARGE CONVICTIONS	# Defendants													
TOTAL CONVICTIONS	# Defendants	10	6		1	8	25						25	
TOTAL ACQUITTALS	# Defendants		1		1	1	3						3	
TOTAL DISMISSALS	# Defendants	1					1						1	
GRAND TOTAL DISPOSITIONS	# Defendants	11	7		2	9	29						29	

C. Disposition of criteria exempted defendants disposed-of during period (all dispositions)

REPORTING ITEMS		CRIMES							ENHANCEMENTS				TOTAL	
		Career Criminal Target						Other		Hab Crim	2nd Dfndr	Gun Use		Other
		Burg.	Aslt.	Homi.	Rape	Robb	Target Total	Fel.	Misd.					
CRITERIA EXEMPTED DISPOSITIONS	# Charges	1				2	3	4	13				20	
	# Defendants	1				2	3	4	4				7	

CAREER CRIMINAL PROGRAM
QUARTERLY STATISTICAL SUMMARY REPORT
for MIDDLESEX DISTRICT ATTORNEY'S OFFICE
from APRIL 1, 1979 to JUNE 30, 1979

V. DISPOSITION STATISTICS

A. Disposition Results Information

1. Percent of total criteria defendants disposed-of by type of disposition.
(Number of defendants (total target from IV B) in each category ÷ total number of defendants disposed-of (target total from IV B)).

% Guilty Top Charge	% Guilty Lesser Charge	% Dismissed (nolled)	% Acquitted
86%		3%	10%

2. Percent of total criteria defendants convicted on top charge by method of conviction.
(Number of total criteria defendants convicted on top charge by each method of conviction ÷ total number of defendants convicted on top-charge)

% Pled Guilty Before Trial	% Pled Guilty During Trial	% Trial Convictions By Judge	% Trial Convictions By Jury	% Total Convictions
68%	8%	12%	12%	100%

3. Percent of dispositions by category for all target charges against criteria defendants disposed-of during reporting period.
(Number of charges in each category ÷ total number of target charges disposed-of during period.)

% Dismissed By Pros. After Filing	% Pled Guilty To Original Charge	% Convicted Of Original Charge	% Pled Guilty To Reduced Charge	% Convicted Of Reduced Charge	% Acquitted By Judge Or Jury	% Dismissed By Court
	68%	22%			7%	3%

B. Disposition Process Information -- PPU only

- | # Defendants | Mean | Median | Min. | Max. |
|--------------|-------|--------|-------|--------|
| 31 | 95 dy | 81 dy | 60 dy | 160 dy |
1. Arrest to Disposition Time Statistics
2. Disposition Ratios:
- a. Defendants disposed-of accepted ratio $\frac{.34 \text{ PPU D disp/total PPU D}}{\text{total PPU D}}$
- b. Disposed-of defendant ratio $\frac{.36 \text{ total D disp/total D}}{\text{total D}}$
3. Criteria Defendants Under Legal Restraint
- a. Number of criteria defendants 4 defendants
(# defendants disposed-of who were under legal restraint)
- b. Percent of criteria defendants under legal restraint 14% defendants
(# defendants disposed-of who were under legal restraint ÷ total defendants disposed-of)

VI. PROCESSING SUMMARY

A. Time Lapse Analysis of Defendants in Process (based on date of arrest)

Gross Time Period	Number of defendants
0 - 20 days... (4 PPU)	4
21 - 40 days... (7 PPU; 1 non-PPU)	8
41 - 80 days... (17 PPU; 2 non-PPU)	19
81 - 130 days... (17 PPU)	17
131 - 200 days... (10 PPU; 5 non-PPU)	15
201 - 300 days	
over 300 days	

CAREER CRIMINAL PROGRAM
 QUARTERLY STATISTICAL SUMMARY REPORT
 for MIDDLESEX DISTRICT ATTORNEY'S OFFICE
 from APRIL 1, 1979 to JUNE 30, 1979

Page 4 of 4

VII. SENTENCES SUMMARY
 (For Criteria Defendants Only)

REPORTING ITEMS		CRIMES						ENHANCEMENTS				TOTAL			
		Career Criminal Target						Other							
		Burg.	Aslt.	Homi.	Rape	Robb.	Target Total	Fel.	Misd.	Hab. Crim.	2nd Offdr.		Gun Use	Other	
INCARCERATIONS	# Charges	7	9		4	7	27	10							37
	# Defendants	7	5		1	7	18	10							18
SUSPENSIONS WITH INCARCERATION	# Charges		3				3	1						4	
	# Defendants		3				3	1						3	
SUSPENSIONS WITHOUT INCARCERATION	# Charges		1				1							1	
	# Defendants		1				1							1	
PROBATIONS WITH INCARCERATION	# Charges														
	# Defendants														
PROBATIONS WITHOUT INCARCERATION	# Charges	1	1			1	3							3	
	# Defendants	1	1			1	3							3	
TOTAL SENTENCES	# Charges	8	14		4	8	34	11						45	
	# Defendants	8	10		1	8	25	11						25	

VIII. SENTENCE STATISTICS
 (For Criteria Defendants Only)

A. Sentence Period Statistics

1. Gross incarceration periods:

- a. Jail (in months)
- b. Prison Determinate (in years)
- c. Prison Indeterminate Midpoint (in years)

# Defendants	Mean	Median
13	8.5yr	8 yr
5	27.8yr	9-10yr
3	13.5yr	10 yr
3	3 yr	2 yr

- 2. Incarceration periods suspended (in years)
- 3. Probation periods (in years)

B. Executed Prison Incarceration Ratios

- 1. Defendant prison incarceration ratio62 prison sentence
(# defendants sentenced to prison ÷ # defendants sentenced during quarter)
 D sentenced
- 2. Consecutive prison incarceration ratio none
(# defendants receiving consecutive sentence to prison ÷ # defendants sentenced during quarter who had more than one charge or case conviction)
- 3. Concurrent prison incarceration ratio83 cc sentences/
(# defendants receiving concurrent sentences to prison ÷ # defendants sentenced during quarter who had more than one charge or case conviction)
 D w/num sentenc

C. Suspended Sentence Ratio

..... .14 ss sentences/
(# defendants with total sentence suspensions ÷ # defendants sentenced during quarter)
 D sentenced

D. Enhancement Ratios

- 1. Habitual Criminal ratio none
(# defendants sentenced as Habitual Criminal ÷ # defendants charged as Habitual Criminal who were sentenced during quarter)
- 2. Second Offender ratio none
(# defendants sentenced as Second Offender ÷ # defendants charged as Second Offender who were sentenced during quarter)
- 3. Firearms Use ratio none
(# defendants sentenced for Firearms Use ÷ # defendants charged with Firearms Use who were sentenced during quarter)

E. Death Sentences

- 1. Number of death sentences none
- 2. Number of defendants receiving death sentences none

CAREER CRIMINAL PROGRAM
 QUARTERLY STATISTICAL SUMMARY REPORT

PPU

Page 1 of 4

for _____
 from _____ to _____

I. CAREER CRIMINAL PROJECT ACTIVITY

Career Criminal Criteria Prosecutions	# Charges	# Defendants	Criteria Exempted Prosecutions*	
			# Charges	# Defendants
1. Pending at end of prior period and not disposed-of	7	2	3	2
2. New acceptances during quarter	5	6	7	1
3. Total career criminal activities during quarter (sum 1 & 2 above)	9	10	11	3
4. Disposed-of during quarter	13	12	15	12
5. Pending at end of period and not disposed-of				
6. Sentenced during quarter				
7. Guilty, but not sentenced during quarter				

A. Project Prosecutions

- 1. Pending at end of prior period and not disposed-of
- 2. New acceptances during quarter
- 3. Total career criminal activities during quarter (sum 1 & 2 above)
- 4. Disposed-of during quarter
- 5. Pending at end of period and not disposed-of
- 6. Sentenced during quarter
- 7. Guilty, but not sentenced during quarter

*Supply a footnote explanation for each defendant not qualifying under career criminal project selection criteria who was prosecuted during period by the unit. Indicate number of charges, and special reason for processing.

# Charges	# Defendants
2	1

B. Total Activities (project burden)

C. Project Attorney Case Ratios

- 1. Total project attorney work days available 25
(20 work days per month x # of months x # project attorneys hired)
- 2. Ratio of charges to project attorney work days 25
(total project charge activity ÷ project attorney work days)
- 3. Total trial attorney work days available 25
(20 work days per month x # of months x # trial attorneys hired)
- 4. Ratio of defendants to trial attorney work days 25
(total defendants ÷ trial attorney work days)
- 5. Trial attorney average charge load 25
(total pending charges ÷ # trial attorneys)
- 6. Trial attorney disposed-of defendant ratio 25
(total defendants disposed-of during period ÷ # trial attorneys)

II. INTAKE SUMMARY

REPORTING ITEMS		CRIMES						ENHANCEMENTS				TOTAL		
		Career Criminal Target						Other						
		Burg.	Aslt.	Homi.	Rape	Robb.	Target Total	* Fel.	Misd.	Hab. Crim.	2nd Offdr.		Gun Use	Other
SCREENING	# Charges	37	46	2	3	35	121	32	32					185
	# Defendants	29	25	2	3	33	79	29	21					85
ACCEPTANCES OR ASSIGNMENTS	# Charges	37	46	2	3	35	121	32	32					185
	# Defendants	29	25	2	3	33	79	29	21					85
FILINGS	# Charges	37	46	2	3	35	121	32	32					185
	# Defendants	29	25	2	3	33	79	29	21					85
PRIORS (CRITERIA DEFENDANTS)	# Arrests													
	# Convictions													

**Total is the number of charges and defendants handled by the program, not necessarily the sum of the values on the line to the left of a particular total (except for charges), since a defendant may occur more than once in several categories. (* 4 D RSP, 1 D RS MV, 1 D ass prison escape)

III. INTAKE STATISTICS

A. Newly Accepted-Assigned Defendant Measures:

- 1. Ratio of total target defendants screened to total target defendants accepted 1.00 D screen/accept
(# defendants screened ÷ # defendants accepted-assigned)
- 2. Ratio of total target charges screened to total target charges accepted 1.00 ch screen/acce
(# charges screened ÷ # charges accepted-assigned)
- 3. Mean number of total target charges for accepted total target defendants 1.5 ch/target D
(# charges accepted ÷ # defendants accepted-assigned)
- 4. Mean number of total charges for total screened defendants 2.17 ch/all D
(# charges screened ÷ # defendants screened)

B. New Defendant Charges Filed - Accepted Ratio

..... 1.00 ch filed/accept

(for new defendants, # charges filed ÷ # total target charges accepted-assigned)

CAREER CRIMINAL PROGR.
 QUARTERLY STATISTICAL SUMMARY REPORT

Page 1 of 4

non-PPU

for _____
 from _____ to _____

L CAREER CRIMINAL PROJECT ACTIVITY

A. Project Prosecutions

1. Pending at end of prior period and not disposed-of
2. New acceptances during quarter
3. Total career criminal activities during quarter (sum 1 & 2 above)
4. Disposed-of during quarter
5. Pending at end of period and not disposed-of
6. Sentenced during quarter
7. Guilty, but not sentenced during quarter

Career Criminal Criteria Prosecutions		Criteria Exempted Prosecutions*	
# Charges	# Defendants	# Charges	# Defendants

*Supply a footnote explanation for each defendant not qualifying under career criminal project selection criteria who was prosecuted during period by the unit. Indicate number of charges, and special reason for processing.

# Charges	# Defendants

B. Total Activities (project burden)

C. Project Attorney Case Ratios

1. Total project attorney work days available
(20 work days per month x # of months x # project attorneys hired)
2. Ratio of charges to project attorney work days
(total project charge activity ÷ project attorney work days)
3. Total trial attorney work days available
(20 work days per month x # of months x # trial attorneys hired)
4. Ratio of defendants to trial attorney work days
(total defendants ÷ trial attorney work days)
5. Trial attorney average charge load
(total pending charges ÷ # trial attorneys)
6. Trial attorney disposed-of defendant ratio
(total defendants disposed-of during period ÷ # trial attorneys)

II. INTAKE SUMMARY non-PPU

REPORTING ITEMS		CRIMES								ENHANCEMENTS				TOTAL
		Career-Criminal Target						Other		Hab. Crim.	2nd Crimi.	Gun Use	Other	
		Burg.	Asst.	Homi.	Rape	Robb.	Target Total	* Fel.	Misd.					
SCREENING	# Charges	1	1	3		10	15	20	11					46
	# Defendants	1	1	3		8	10	9	4					16
ACCEPTANCES OR ASSIGNMENTS	# Charges	1	1	3		10	15	20	11					46
	# Defendants	1	1	3		8	10	9	4					16
FILINGS	# Charges	1	1	3		10	15	20	11					46
	# Defendants	1	1	3		8	10	9	4					16
PRIORS (CRITERIA DEFENDANTS)	# Arrests													
	# Convictions													

**Total is the number of charges and defendants handled by the program, not necessarily the sum of the values on the line to the left of a particular total (except for charges), since a defendant may occur more than once in several categories.

(* D accepted because of several counts of illegal wiretaps/bugging.)

III. INTAKE STATISTICS

A. Newly Accepted-Assigned Defendant Measures:

1. Ratio of total target defendants screened to total target defendants accepted 1.00 D screen/accep
(# defendants screened ÷ # defendants accepted-assigned)
2. Ratio of total target charges screened to total target charges accepted 1.00 ch screen/acce
(# charges screened ÷ # charges accepted-assigned)
3. Mean number of total target charges for accepted total target defendants 1.5 ch/target D
(# charges accepted ÷ # defendants accepted-assigned)
4. Mean number of total charges for total screened defendants 2.87 ch/all D
(# charges screened ÷ # defendants screened)

- B. New Defendant Charges Filed - Accepted Ratio 1.00 ch filed/accep
(for new defendants, # charges filed ÷ # total target charges accepted-assigned)

CONTINUED

2 OF 3

77
9/12

QUARTERLY DEFENDANT PROCESSING SUMMARY - CAREER CRIMINAL PROGRAM

For MIDDLESEX CO. DISTRICT From 6/1/79 To 9/30/79
ATTORNEY'S OFFICE

I. CAREER CRIMINAL PROJECT ACTIVITY

Career Crim
Prosecution

Project Prosecutions

1. Pending at end of prior quarter and not disposed.....	# Def.	51
2. New acceptances during quarter.....		34
3. No. of new acceptances on conditional release at time of offense.		n/a
4. Disposed during quarter.....		26
5. No. of disposed defendants in jail at time of verdict.....		8
6. No. of previously reported defendants disposed this quarter.....		21
7. Total <u>charges</u> disposed during quarter.....		63

II. INTAKE SUMMARY

Reporting Items		Crimes							Total	Enhancements				
		Lead Charge						Other		Rep Offdr	Weapn Use	Aggr Inj	Prop Val	Other
		Burg	Aslt	Homi	Rape	Robb	Totr	Fel						
Screening	# Def	25	13	2	2	32	74	11	85					
Acceptances	# Def	25	13	2	2	32	74	11	85					

III. DISPOSITION SUMMARIES

Reporting Items		Crimes							Total	Enhancements				
		Lead Charge						Other		Rep Offdr	Weapn Use	Aggr Inj	Prop Val	Other
		Burg	Aslt	Homi	Rape	Robb	Total	Fel						
Pled Guilty to Top Charge	# Def	6	1			7	14	3	17					
Pled Guilty to Reduced Charge	# Def					1	1		1					
Trial Conv. by Judge to Top Charge	# Def	1					1		1					
Trial Conv. by Judge to Reduced Charge	# Def													
Trial Conv. by Jury to Top Charge	# Def			1	1		2	1	3					
Trial Conv. by Jury to Reduced Charge	# Def													
Acquitted at Trial by Judge	# Def													
Acquitted at Trial by Jury	# Def		1			1	2		2					
Dismissed by Court	# Def		1			1	2		2					
Dismissed by Prosecutor After Filing	# Def													
		7	2	1	1	10	22	4	26					

IV. BREAKDOWN OF PROSECUTOR DISMISSALS (NOLLE) BY DISMISSAL REASON

	Evidence Problem	Witness Problem	Lacks Pros. Merit	Plea Neg.	Other
# Defns. Whose Case Was Dismissed Due To					2* (*defns died)

V. DEFENDANT PROCESSING STATISTICS

	# Defendants	Mean	Min.	Max.
1. Arrest to charging (days).....	26	60.3	5	198
2. Charging to verdict (days).....	26	86.3	6	169
3. Verdict to sentencing (days).....	26	0	0	1

VI. SENTENCES SUMMARY

Reporting Items		Crimes							Total	Enhancements				
		Lead Charge						Other		Rep Offdr	Weapn Use	Aggr Inj	Prop Val	Other
		Burg	Aslt	Homi	Rape	Robb	Total	Fel						
Incarcerations	# Def	4	1	1		7	13	3	16					
Suspensions With Incarceration	# Def	2					2		2					
Suspensions Without Incarceration	# Def													
Total Sentences	# Def	6	1	1		7	15	3	18					
Prior Felony Convictions	# Conv.	14	11	1		1	27	47	74					

VII. SENTENCE STATISTICS

Sentence Period Statistics

Gross incarceration periods:

- a. Jail (in months).....
- b. Prison Determinate (in years).....
- c. Prison Indeterminate Midpoint..... (in years)

	# Defendants	Mean	Min.	Max.
a. Jail (in months).....	1	4 mo	--	--
b. Prison Determinate (in years).....	11	17.5	1	LIFE
c. Prison Indeterminate Midpoint..... (in years)	7	7.9	4-7	8-15

QUARTERLY DEFENDANT PROCESSING SUMMARY - CAREER CRIMINAL PROGRAM

For Middlesex County District From 10/1/79 To 12/31/79
Attorney's Office

I. CAREER CRIMINAL PROJECT ACTIVITY

Project Prosecutions

	Career Crim Prosecution
	# Def.
1. Pending at end of prior quarter and not disposed.....	55
2. New acceptances during quarter.....	25
3. No. of new acceptances on conditional release at time of offense.....	3
4. Disposed during quarter.....	20
5. No. of disposed defendants in jail at time of verdict.....	4
6. No. of previously reported defendants disposed this quarter.....	3
7. Total charges disposed during quarter.....	70

II. INTAKE SUMMARY

Reporting Items	# Def	Crimes							Total	Enhancements					
		Lead Charge						Other		Rep Offdr	Weapn Use	Aggr Inj	Prop Val	Other	
		Burg	Aslt	Homi	Rape	Robb	Total	Fel							Misd
Screening	# Def	16	4		10	15	45	11		56					
Acceptances	# Def	11	1		1	11	24	1		25					

III. DISPOSITION SUMMARIES

Reporting Items	# Def	Crimes							Total	Enhancements					
		Lead Charge						Other		Rep Offdr	Weapn Use	Aggr Inj	Prop Val	Other	
		Burg	Aslt	Homi	Rape	Robb	Total	Fel							Misd
Pled Guilty to Top Charge	# Def	10				3	13	1		14					
Pled Guilty to Reduced Charge	# Def														
Trial Conv. by Judge to Top Charge	# Def	2					2			2					
Trial Conv. by Judge to Reduced Charge	# Def														
Trial Conv. by Jury to Top Charge	# Def		2			1	3			3					
Trial Conv. by Jury to Reduced Charge	# Def														
Acquitted at Trial by Judge	# Def					1	1			1					
Acquitted at Trial by Jury	# Def														
Dismissed by Court	# Def														
Dismissed by Prosecutor After Filing	# Def														

IV. BREAKDOWN OF PROSECUTOR DISMISSALS (NOLLE) BY DISMISSAL REASON

# Defns. Whose Case Was Dismissed Due To	Evidence Problem	Witness Problem	Lacks Pros. Merit	Plea Neg.	Other

V. DEFENDANT PROCESSING STATISTICS

	# Defendants	Mean	Min.	Max.
1. Arrest to charging (days).....	20	51.0	9	163
2. Charging to verdict (days).....	20	115.6	0	293
3. Verdict to sentencing (days).....	20	2.2	0	44

VI. SENTENCES SUMMARY

Reporting Items	# Def	Crimes							Total	Enhancements					
		Lead Charge						Other		Rep Offdr	Weapn Use	Aggr Inj	Prop Val	Other	
		Burg	Aslt	Homi	Rape	Robb	Total	Fel							Misd
Incarcerations	# Def	7	3			4	14	1		15					
Suspensions With Incarceration	# Def	2	1				3			3					
Suspensions Without Incarceration	# Def	1					1			1					
Total Sentences	# Def	10	4			4	18	1		19					
Prior Felony Convictions	# Conv.	24	11		1	13	49	48	*****	97					

VII. SENTENCE STATISTICS

Sentence Period Statistics

Gross incarceration periods:

- a. Jail (in months).....
- b. Prison Determinate (in years).....
- c. Prison Indeterminate Midpoint..... (in years)

	# Defendants	Mean	Min.	Max.
a. Jail (in months).....	3	30	30	30
b. Prison Determinate (in years).....	4	16.5	10	20
c. Prison Indeterminate Midpoint..... (in years)	12	10.2	1-3	15-20



THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE

DISTRICT ATTORNEY FOR MIDDLESEX COUNTY

CAMBRIDGE 02141

JOHN J. DRONEY
DISTRICT ATTORNEY

TO: Bill Codinha
FROM: Mary Treacy
DATE: February 19, 1980

RE: Statistical Data on Disposed Cases for 1979 by Jury Trial or
Jury Waived

I. Breakdown - 189 cases - 62 % conviction rate

Jury Trials	130 - 69%	Jury Waived	59 - 31%
Guilty	81 - 43%	Guilty	36 - 19%
Not Guilty	47 - 25%	Not Guilty	23 - 12%
Mistrials	2 - 1%		

II. Breakdown by Main Charge - 189 cases

Homicide/Manslaughter 11- 6% of total; 91% conviction rate

Jury Trials	11 - 100%
Guilty	10 91%
Not Guilty	1 9%

Rape/Sex Offenses 25 - 13% of total; 64% conviction rate

Jury Trials	19 - 76%	Jury Waived	6 - 24%
Guilty	13 - 52%	Guilty	3 - 12%
Not Guilty	6 - 24%	Not Guilty	3 - 12%

Robbery 37 - 20% of total; 46% conviction rate

Jury Trials	23 - 62%	Jury Waived	14 - 38%
Guilty	11 - 30%	Guilty	6 - 16%
Not Guilty	12 - 32%	Not Guilty	8 - 22%

Assault 51 - 27% of total; 53% conviction rate

Jury Trials	39 - 76%	Jury Waived	12 - 24%
Guilty	17 - 33%	Guilty	10 - 20%
Not Guilty	20 - 39%	Not Guilty	2 - 4%
Mistrials	2 - 4%		

Page Two

Burglary 23 - 12% of total; 83% conviction rate

Jury Trials	9 - 39%	Jury Waived	14 - 61%
Guilty	8 - 35%	Guilty	11 - 48%
Not Guilty	1 - 4%	Not Guilty	3 - 13%

Larceny/RSP 11- 6% of total; 64% conviction rate

Jury Trials	9 - 82%	Jury Waived	2 - 18%
Guilty	6 - 55%	Guilty	1 - 9%
Not Guilty	3 - 27%	Not Guilty	1 - 9%

Arson 5 - 2.5% of total; 80% conviction rate

Jury Trials	4 - 80%	Jury Waived	1 - 20%
Guilty	3 - 60%	Guilty	1 - 20%
Not Guilty	1 - 20%	Not Guilty	0 - 0%

Kidnapping 1 - .5% of total; 100% conviction rate

Jury Trial	1 - 100%
Guilty	1 - 100%
Not Guilty	0 - 0%

Drug Offenses 4 - 2% of total; 75% conviction rate

Jury Trials	3 - 75%	Jury Waived	1 - 25%
Guilty	3 - 75%	Guilty	0 - 0%
Not Guilty	0 - 0%	Not Guilty	1 - 25%

SDP 2 - 1% of total; 50% conviction rate

Jury Trials	2 - 100%
Guilty	1 - 50%
Not Guilty	1 - 50%

Other Offenses 19 - 10% of total; 63% conviction rate

Jury Trials	10 - 53%	Jury Waived	9 - 47%
Guilty	8 - 42%	Guilty	4 - 21%
Not Guilty	2 - 11%	Not Guilty	5 - 26%

Page Three

III. Breakdown by Case Age - Year of Indictment 189 cases

1979 Total 82 - 43% of total; 72% conviction rate
Jury Trials 54 - 66% Jury Waived 28 - 34%
Guilty 36 - 44% Guilty 23 - 28%
Not Guilty 17 - 21% Not Guilty 5 - 6%
Mistrials 1 - 1%

1978 Total 82 - 43% of total; 63% conviction rate
Jury Trials 62 - 76% Jury Waived 20 - 24%
Guilty 39 - 48% Guilty 12 - 15%
Not Guilty 23 - 28% Not Guilty 8 - 9%
Mistrials 1 - 1%

1977 Total 11 - 6% of total; 55% conviction rate
Jury Trials 8 - 73% Jury Waived 3 - 27%
Guilty 4 - 36% Guilty 2 - 19%
Not Guilty 4 - 36% Not Guilty 1 - 9%

1976 Total 8 - 4% of total; 50% conviction rate
Jury Trials 4 - 50% Jury Waived 4 - 50%
Guilty 3 - 37.5% Guilty 1 - 12.5%
Not Guilty 1 - 12.5% Not Guilty 3 - 37.5%

Pre-1976 Total 6 - 3% of total;
Jury Trials 2 - 33% Jury Waived 4 - 67%
Guilty 0 - 0% Guilty 2 - 33%
Not Guilty 2 - 33% Not Guilty 2 - 33%

NATIONAL LEGAL DATA CENTER, INC.

100 East Thousand Oaks Boulevard

Suite 172

Thousand Oaks, California 91360

April 27, 1978

(805) 497-3786

Larry G. David

Information Systems Coordinator

Philip Cohen
Executive Director

Ronald W. Sabo
Projects Coordinator

ALL REPORTING JURISDICTIONS

CAREER CRIMINAL UNITS

PERFORMANCE SUMMARY

From May 1975 to January 1978, the Career Criminal Units of the DF Jurisdictions have forwarded documentation on the conviction of 6,641 defendants (who were accepted for priority prosecution) on a total of 10,409 separate criminal convictions (and sentence enhancement allegations).

I. THE FOLLOWING RESULTS WERE ACHIEVED:

3,179 of the crime convictions were by trial.

7,230 of the crime convictions were by pleas of guilty.

94.7% was the defendant conviction rate (defendant convictions + defendant acquittals & convictions.)

89.4% of the defendants were convicted on a top felony as originally charged.

9,570 prison/jail sentences were pronounced.

15.4 years was the average non-enhanced sentence.

902 sentences were enhanced under a repeat (second or habitual) offender statute (not all jurisdictions have such a statute).

106 days was the median time from arrest to disposition (includes times beyond prosecutor's control such as court ordered or defendants jumping bail.)

96 days was the median time from filing to disposition. (Includes times beyond prosecutor's control such as court ordered or defendants jumping bail.)

II. DEFENDANTS WERE CONVICTED FOR THE FOLLOWING MAJOR CRIMES (includes attempts):

3,074 Robberies
2,149 Burglaries
356 Homicides
574 Rapes
754 Felonious Assaults
790 Grand Larcenies
171 Kidnappings

III. TO ACHIEVE THESE RESULTS OVER 38,659 COURT EVENTS WERE REQUIRED.

IV. THE DEFENDANTS DISPOSED OF BY THE UNITS:

Had a total of 84,367 prior (non-juvenile) arrests.

Had a total of 38,710 prior (non-juvenile) convictions.

Actually used weapon/physical force in 47% of the criminal events handled by the Unit.

(Note: One criminal event may result in more than one crime conviction.)

Were already on conditional release (parole, probation, etc.) on another crime 53% of the time when they committed the crime prosecuted by the Unit.

APPENDIX V

LETTERS OF SUPPORT



TRIAL COURT OF THE COMMONWEALTH
 THE DISTRICT COURT DEPARTMENT
 FIRST EASTERN MIDDLESEX DIVISION
 MALDEN, MASS. 02148
 322-7500

PRESIDING JUSTICE
 MAURICE R. FLYNN, JR.

JUSTICES
 JAMES W. KILLAM III
 JOHN C. LIGOTTI
 JOHN B. MURPHY, JR.

CHARLES L. BLAKELEY
 ADMINISTRATIVE ASSISTANT

May 20, 1980

J. William Codinha
 First Asst. District Attorney
 District Attorney's Office
 46 Thorndike Street
 Cambridge, Mass. 02141

Dear Mr. Codinha:

I have received your letter of April 25th, discussing the various L. E. A. A. programs. During the two year period in which both the Victim-Witness/Intake Screening Program and the Priority Prosecution Unit have been in effect, each has proved to be a valuable component of the criminal justice system. Therefore, I support your efforts to obtain the State funding necessary for the continuance of these programs.

Very truly yours,

John C. Ligotti
 John C. Ligotti
 Presiding Justice

JCL/bjd



TRIAL COURT OF THE COMMONWEALTH
 DISTRICT COURT DEPARTMENT
 FOURTH EASTERN MIDDLESEX DIVISION

30 PLEASANT STREET
 WOBURN, MASSACHUSETTS 01801

TELEPHONE
 617/935-4000

FRANCIS P. CULLEN
 FIRST JUSTICE
 LOUIS J. GONNELLA
 JUSTICE

May 14, 1980

Commonwealth of Massachusetts
 Office of the District Attorney
 Middlesex County
 Cambridge, Massachusetts 02141

Attention: J. William Codinha

Dear Sir:

It is a pleasure for us to lend our support to the, Victim-Witness/Intake Screening, and Priority Prosecution Programs.

The quantity and high quality of assistance that this program has been to this court, has reached far beyond the walls of the court room.

The "ripple effect" of this program has benefited not only the individual witnesses and victims, but also the public at large, through more efficient and expeditious handling of criminal cases.

Individual cities and towns have reaped a financial benefit through the reduction of police man hours in investigations, interrogation preparation and prosecution of cases.

The program is fiscally sound and essential to the continued efficiency of the courts.

We trust that the Massachusetts Legislature will acknowledge the desperate need for this program by funding its continuation.

Very truly yours,

Francis P. Cullen
 Francis P. Cullen
 First Justice

Louis J. Gonnella
 Louis J. Gonnells
 Justice

FPC-LJG/nb



Commonwealth of Massachusetts

DISTRICT COURT DEPARTMENT OF THE TRIAL COURT
FIRST NORTHERN MIDDLESEX DIVISION

Telephone 617 772-3622

P. O. Box 160 • 25 East Main Street • Ayer, Massachusetts 01432

John J. Droney, District Attorney
Middlesex County Courthouse
East Cambridge, Massachusetts 02141

Dear Mr. Droney:

I am writing this letter to support the continuation of the Middlesex District Attorney's Office Victim - Witness/Intake Screening, and Priority Prosecution Programs.

During the past two years, case intake screening and priority prosecution notification has been instituted by your office. Many witnesses have received assistance and support through the efforts of your office and Assistant District Attorneys have been assigned to prosecute probable cause and felony violations at the District Court level.

It is my understanding that federal funding of these programs will soon be terminated and these programs will disappear unless the Commonwealth will pick up the cost of these valuable programs.

I agree that unless the funds to support these programs are appropriated then all of the progress of the past two years will be wiped away, much to the enjoyment of the criminal elements of the Commonwealth.

Sincerely yours,

Warren F. Birch

Warren F. Birch, Clerk-Magistrate
First Northern Middlesex Division

May 14, 1980

DRACUT POLICE DEPARTMENT
1600 LAKEVIEW AVENUE
DRACUT, MASSACHUSETTS 01826



Robert A. Tyrrell, Chief

May 7, 1980

Office of District Attorney
J. William Godinha
Middlesex County
Cambridge, Mass. 02141

Dear Bill,

This is a support letter for the continuation of your very successful program of Victim-Witness Intake Screening and Priority prosecution programs. I feel that in order to combat crime all law enforcement agencies should work together and also feel your office and our department have excellent working relations. Wishing you success in obtaining the proper funding for a very needed agency I am in full support of your programs.

Sincerely,

Robert A. Tyrrell
Robert A. Tyrrell
Police Chief



TRIAL COURT OF THE COMMONWEALTH
DISTRICT COURT DEPARTMENT
CENTRAL MIDDLESEX DIVISION

305 WALDEN STREET
CONCORD, MASSACHUSETTS 01742

CHARLES H. PERENICK
CLERK-MAGISTRATE
EDWARD F. SULESKY
FIRST ASSISTANT CLERK
PHYLLIS K. SPRAGUE
SECOND ASSISTANT CLERK

617-369-3070

May 8, 1980

J. William Codinha,
First Assistant District Attorney
Office of the District Attorney
for Middlesex County
Cambridge, Massachusetts 02141

Dear Mr. Codinha:

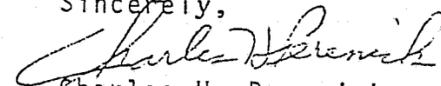
The Victim - Witness/Intake Screening and Priority Prosecution Programs are, in my opinion and in the judgement of a vast number of my Clerk-Magistrate colleagues, one of the most important and productive programs ever to be funded by the Federal Government.

In a day and age of concern for equal rights under the law, precious little consideration was given to the victim of a crime prior to the establishment of the above named programs.

My duties, as a Magistrate, have given me ample opportunity to witness, first hand, the effectiveness of such a program, presently under the funds as provided by L.E.A.A.. I am aware that such funding will terminate September 30, 1980 and I wish to go on record at this time as being strongly in favor of the State taking over the funding of this program in October so it will remain viable.

There have been many programs to aid the less fortunate but none more important than aiding the lot of the hapless victim. The duty of the Ways and Means Committee, I would think, is quite clear relative to State funding of the Victim - Witness and Prosecution Programs. I would urge the Committee Chairman to provide such a recommendation so that the program which has been such a success may be on-going.

Sincerely,


Charles H. Perenick,
Clerk-Magistrate

CHP/efm

Bill Codinka
CRIMINAL VICTIMOLOGY CONSULTANTS, INC.
20A DARTMOUTH STREET
BOSTON, MASSACHUSETTS 02116

John Droney, District Attorney
Middlesex County Superior Courthouse
140 Thorndike Street
Cambridge, Massachusetts

Dear Mr. Droney:

It is with great pleasure that I enclose a copy of a letter of support which was sent to Senator Atkins, Chairman of the Senate Ways and Means Committee, requesting support for your Intake Screening Victim/Witness Program.

I'd like to take this opportunity to commend you and Ms. Amy Singer and the entire staff of the Victim Witness Program for its continued professionalism and fine work in the past years. They have performed a difficult task with only the best interests of the victims and witnesses of the Commonwealth in mind.

We sincerely hope that your Budget request is favorably approved and look forward to continued cooperative efforts with your office.

Sincerely,


Anna T. Laszlo, Director
Criminal Victimology Consultants, Inc

ATL:bjb



Commonwealth of Massachusetts

DISTRICT COURT DEPARTMENT OF THE TRIAL COURT
FIRST NORTHERN MIDDLESEX DIVISION

Telephone 617 772-3622

P. O. Box 160 • 25 East Main Street • Ayer, Massachusetts 01432

John J. Droney, District Attorney
Middlesex County Courthouse
East Cambridge, Massachusetts 02141

Dear Mr. Droney:

I am writing this letter to support the continuation of the Middlesex District Attorney's Office Victim - Witness/Intake Screening, and Priority Prosecution Programs.

During the past two years, case intake screening and priority prosecution notification has been instituted by your office. Many witnesses have received assistance and support through the efforts of your office and Assistant District Attorneys have been assigned to prosecute probable cause and felony violations at the District Court level.

It is my understanding that federal funding of these programs will soon be terminated and these programs will disappear unless the Commonwealth will pick up the cost of these valuable programs.

I agree that unless the funds to support these programs are appropriated then all of the progress of the past two years will be wiped away, much to the enjoyment of the criminal elements of the Commonwealth.

Sincerely yours,

Warren F. Birch

Warren F. Birch, Clerk-Magistrate
First Northern Middlesex Division

May 14, 1980

CRIMINAL VICTIMOLOGY CONSULTANTS, INC.

20A DARTMOUTH STREET
BOSTON, MASSACHUSETTS 02116
(617) 482-3663

Senator Chet Atkins, Chairman
Senate Ways and Means Committee
State House
Boston, Massachusetts 02108

Dear Senator Atkins:

I am writing to request your support and the support of the Senate Ways and Means Committee for the incorporation into the state budget of the Intake Screening/Victim-Witness Program of the Middlesex County District Attorney's Office. (line item 0340-0200)

As the former Director of the Victim/Witness Program for Suffolk County District Attorney, I am keenly aware of the distinct advantages that Intake Screening/Victim-Witness Programs serve:

- (1) the screening out of those cases in which the evidence is insufficient to warrant criminal prosecution, thus cutting the costs of an unsuccessful prosecution,
- (2) the screening out of those cases in which prosecution would be inappropriate, thus not only cutting costs to the system but insuring the swift and efficient flow of the most important cases,
- (3) insure that the proper charges are brought against the defendant, thus saving valuable time to all parties involved in the prosecution and disposition of the case and
- (4) establish effective and consistent follow-up of cases in the district courts.

In addition, I cannot stress enough the urgent need to provide victim assistance through the courts and especially within the offices of the District Attorney, probably the most appropriate office for such service. The benefits of such programs are innumerable from insuring full witness cooperation at trial, thus decreasing the continuance rate and its subsequent costs, to effective case management of an already overloaded criminal docket. From a social welfare perspective, the availability of services for victims, from the institution to which they turn for assistance at the time of enormous crisis, is not only reasonable, but absolutely necessary if our criminal justice system is to be as responsive to the victim as it has historically been to the victimizer.

It is appalling that National Victimization Studies continually report the citizenry's disappointment with the criminal justice system's response to the victim. It is even more appalling that a state which has been a leader in providing these much needed services would consider taking a back seat to its responsibility to the potential victims and witnesses of this Commonwealth. We have a sound and effective Intake Screening/Victim Witness Program in Middlesex County and a vote to support it is a vote for ourselves, who may be the next of a growing number of victims in the Commonwealth.

We strongly support the Middlesex County District Attorney's Office Intake Screening Victim/Witness Program and urge your support and the support of the Committee. I appreciate your time and consideration in this matter.

Sincerely,

Anna T. Laszlo, Director
Criminal Victimology Consultants, Inc.

ATL:bjb

729-1212



ADDRESS ALL
COMMUNICATIONS TO
CHIEF OF POLICE

Police Department

Winchester, Massachusetts 01890

May 8, 1980

729-5429



JOHN P. MCHUGH
CHIEF OF POLICE
729-1212

J. William Codinha
First Assistant District Attorney
Middlesex County
Cambridge, MA 02141

Dear Sir:

I have been informed that the Victim - Witness/Intake Screening, and Priority Prosecution Programs are to be terminated due to lack of funding on September 30, 1980. This grieves me deeply. Essential programs such as these have tremendously improved the delivery of top notch prosecution for victims of crimes. I cannot understand our system. We will once again allow guilty defendants to debilitate our criminal justice system if these services terminate.

My department within the past two months has benefited in murder, bank robbery and sex case prosecutions. The availability and expertise of the Assistant District Attorney at the District Court, and their continuous involvement allowed our cases to be tried and disposed expeditiously and enhanced the image of the criminal justice system in the eyes of victims and numerous witnesses involved.

I strongly support the continuance and indeed expansion of these much needed programs.

Very truly yours,

John P. McHugh
Chief of Police

JPMcH:ep



City of Cambridge Police Department



TELEPHONE
(617) 868-3400

Office of the Chief of Police

HEADQUARTERS

ADDRESS ALL COMMUNICATIONS TO
5 WESTERN AVENUE, CAMBRIDGE, MASSACHUSETTS 02139

LEO F. DAVENPORT
CHIEF OF POLICE

CAPTAIN ANTHONY G. PAOLILLO
ADMINISTRATIVE ASSISTANT

CAPTAIN THOMAS F. BURKE, JR.
DAY OPERATIONS

CAPTAIN HENRY W. BREEN
NIGHT OPERATIONS

CAPTAIN LAWRENCE J. BRUTTI
FRANCIS A. PISANI ACADEMY

CAPTAIN JAMES F. SUGRUE
CRIME PREVENTION

CAPTAIN JOSEPH P. CUSACK
ADMINISTRATIVE SERVICES

LIEUTENANT HENRY P. GALLAGHER
INSPECTIONAL SERVICES

LIEUTENANT EDWIN C. PETERSEN, JR.
CRIMINAL INVESTIGATION DIVISION

May 9, 1980

Senator Chester Atkins
Chairman, Senate Ways and Means Committee
State House
Boston, Massachusetts

Dear Senator Atkins:

I am writing in support of the Victim/Witness Program operating out of the Middlesex County District Attorney's Office. As the Vice President of the Senior Officer Police Association and the officer in charge of prosecution in the 3rd District Court for the City of Cambridge, I have found the program invaluable to the prosecution of our cases.

The greatest service the Victim/Witness Program provides is securing the cooperation and confidence of victims and witnesses. The staff has been of tremendous help in contacting witnesses, informing them as to the status of their case, and conducting pre-trial conferences. The staff acts as a support unit for the victim or witness and this individual attention reduces some of the frustration that people experience when dealing with the criminal justice system.

In serious, sensitive cases such as Incest, Rape, etc., the expertise of the staff is most helpful for the police department. The staff also provides training to our officers at the police academy which has been of tremendous benefit.

I urge you to vote favorably regarding the Budget of the District Attorney in Middlesex County so this program can continue.

Sincerely,

Sgt. William Cummings

WC/ac



FREDERICK V. GILGUN
CLERK/MAGISTRATE

FOURTH EASTERN MIDDLESEX DIVISION
TRIAL COURT OF THE COMMONWEALTH
DISTRICT COURT DEPARTMENT
30 PLEASANT STREET, WOBURN, MASS. 01801

May 6, 1980

J. WILLIAM CODINHA, FIRST ASST. D.A.
DISTRICT ATTORNEY'S OFFICE FOR MIDDLESEX COUNTY
CAMBRIDGE, MASSACHUSETTS 02141

DEAR MR. CODINHA:

I AM PLEASED TO ADD MY SUPPORT TO THE EFFORT THAT WOULD RESULT IN THE STATE "PICK UP" AND THE CONTINUATION OF THE MIDDLESEX DISTRICT ATTORNEY'S OFFICE VICTIM-WITNESS/INTAKE SCREENING AND PRIORITY PROSECUTION PROGRAMS.

I WOULD LIKE TO TAKE THIS OPPORTUNITY TO COMPLIMENT THE INDIVIDUALS WHO HAVE BEEN ASSIGNED TO THIS COURT FOR THEIR DEDICATION AND COOPERATION.

VERY TRULY YOURS,

FREDERICK V. GILGUN
CLERK/MAGISTRATE

FVG/DB

Cambridge Police Association

5 WESTERN AVENUE
CAMBRIDGE, MASS. 02139

Joseph J. Bellissimo Joseph J. Bellissimo
President President
~~Robert A. Lyons~~ Edward L. Lyons
~~Francis J. Lyons~~ Vice President
~~James F. Lyons~~ David K. Betz Sr.
~~Francis J. Lyons~~ Treasurer
~~Francis J. Lyons~~ Joseph A. Pepin
~~Francis J. Lyons~~ Secretary

May 6, 1980

Senator Chester Atkins, Chairman
Senate Ways and Means Committee
State House
Boston, Massachusetts

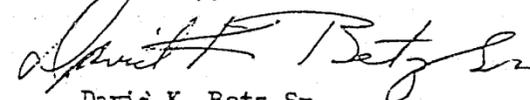
Dear Senator Atkins,

Recently I had the extreme privilege of having a conversation with Ms. Amy Singer, the Director of the Victim Witness Program for the Middlesex County Courthouse in E. Cambridge. In our conversation, she mentioned to me that her program is currently having funding problems, and that they hope to rely on the State of Massachusetts for assistance in keeping their program active.

As a strong advocate of this program, I urge you to intercede in their behalf. Being an active participant in courtroom procedures, I have found that the Victim Witness Program has increased immeasurably our success in court. This has been accomplished by calling and sending letters to potential Victims and Witnesses which are of paramount importance to any police officer's success or failure.

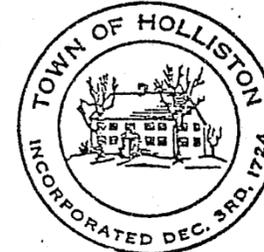
Both myself and the entire membership of the Cambridge Police Association strongly support Ms. Singer and the Victim Witness Program. We feel that it's a worthwhile and needed program in support of The Criminal Justice System.

Sincerely,



David K. Betz Sr.
Police Officer and Treasurer
Cambridge Police Association

DB/JP



W. LAURENCE MARSELL
CHIEF OF POLICE

HOLLISTON POLICE DEPARTMENT

532 WASHINGTON STREET
HOLLISTON, MASSACHUSETTS 01746

TELEPHONE 429-1212

May 1, 1980

Commonwealth of Massachusetts
Office of the District Attorney for Middlesex County
Cambridge, Massachusetts 02141

Attention: J. William Codinha
First Assistant District Attorney

Dear Sir,

In response to your letter of April 25, 1980, regarding the demise of L.E.A.A. funding as it affects the Victim-Witness/Intake Screening, and Priority Prosecution Programs, please be assured that you have this department's support for these services.

Our recent experience with this very supportive program has proven its value, and I believe it to be a necessary and viable program for the residents of Middlesex County.

Very truly yours,



W. Laurence Marsell
Chief of Police
Holliston, Massachusetts

POLICE DEPARTMENT

AYER, MASSACHUSETTS 01432

WM. L. ADAMSON, Chief

TEL. 617/772-2121

May 1, 1980

J. William Codhina
First Assistant District Attorney
Middlesex County District Attorney's Office
East Cambridge, Ma. 02141

Dear Mr. Codhina:

Please register my personal support and that of the entire Police Department of the Town of Ayer for the continuation of the Victim-Witness Intake Screening and Priority Prosecution Programs.

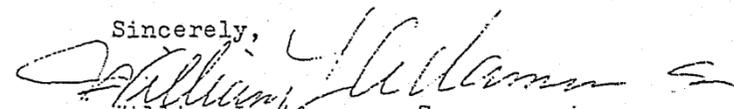
This department has on many, many occasions been involved in each of these programs and as I have written in the past, the changes and increased efficiency, the processing of criminal cases resulting from these programs is a welcome and long overdue innovation. The quality in preparation of individual cases for trial, the presentation of the cases by your office has taken a 100 percent turnaround. The loss of the Assistant District Attorneys in the District Court would without a doubt set us back to where we were ten years ago.

Since Middlesex County is the largest in the Commonwealth, if the funding for these programs are lost, the people and the police departments located within this county will suffer the most, especially since many of our departments are comprised of less than 20 people.

We are all the victims of budget problems and the smaller departments especially cannot afford the luxury of a full time court prosecutor. Even if we could it would take years to develop the expertise which is already enjoyed by your staff. The most experienced police officer in the Commonwealth is not equipped with the legal knowledge or experience to compete with the many very competent criminal attorneys that come into the courts.

Once again, you have our wholehearted support for these programs and I would be most happy to assist your office in any way that might be helpful.

Sincerely,


William L. Adamson, Sr.
Chief of Police

WLA/nt



Leo F. McElhiney
Chief of Police

City of Woburn, Massachusetts

Police Headquarters



TELEPHONE 833-1212

ADDRESS ALL COMMUNICATIONS TO
CHIEF OF POLICE

May 1, 1980

Mr. J. William Codinha
First Assistant District Attorney
for Middlesex County
Cambridge, Ma 02141

Dear Bill:

In regards to your letter to me concerning the continuance of the Victim - Witness/Intake Screening, and Priority Prosecution Programs, I want you to know that you have my full support for these programs.

During the last fiscal year our department made 943 arrests, and your office was of immense help to us in the area of court prosecutions.

After most court cases are over, the victim and witnesses return to our communities to take up their routine assignments. It is then that we have additional contact with them. It is a good feeling for me to know we provided them with the best resources available to us.

It is my hope that this program can be continued, as it has been of great help to us on the local level.

Wishing you every success in maintaining this program, I remain

Very truly yours,


Chief of Police

LM/mc

DEPARTMENT OF COMMUNITY SAFETY

Police Services Division



JOHN F. CARROLL
ASSISTANT DIRECTOR

POLICE HEADQUARTERS
TELEPHONE 643-6700
EXT. 334

City of Arlington
MASSACHUSETTS 02174

May 2, 1980

J. William Codinha
First Assistant District Attorney
Office of the District Attorney
Middlesex County
Cambridge, Massachusetts 02141

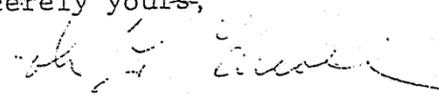
Sir:

I wish to express my support for the Victim-Witness/
Intake Screening, and Priority Prosecution Programs which
are now in operation in the District Attorney's office.

My observations, and reports received from the
Arlington Police personnel assigned to prosecution, indicate
that this program has been a success in assisting victims,
as well as helping to efficiently prosecute criminals.

Hopefully, every effort will be made to continue this
worthwhile program.

Sincerely yours,


John F. Carroll
Director of Police Services

JFC/r

BOSTON AREA RAPE CRISIS CENTER

Senator Chester Atkins
Senate Ways and Means Committee

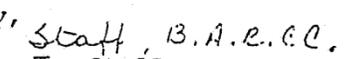
Wednesday April 30, 1980

Dear Senator Atkins,

The staff of the Boston Area Rape Crisis Center would like to strongly support continued funding for the Middlesex Victim-Witness Program. Since its inception, the Witness Program has been a vital link between our work and that of the District Attorney's Office. Our members are trained to provide legal information to women that use our services, but we have found it essential to have the additional resources provided by Amy Singer and her co-workers to assist us in giving prospective witnesses adequate information and support throughout the trial process.

We have been involved in a number of cases with the Victim-Witness Program, and have recently made an effort to increase our collaboration by inservice training sessions for the staff of both organizations. As a result, in the past few months, we have used the advocacy program in the Middlesex court at least weekly and have found it a great support for witnesses as well as ourselves. Our experience of the success of the program supports our conviction that support and ready access to the witness during the trial is not an optional service but one that is vital in obtaining convictions. Our hotline allows us to speak with women almost immediately after a sexual assault and we find that their greatest concern when considering reporting the crime is their treatment in court. Without a supportive service to attend to the emotional and informational needs on a more extensive level than the Assistant District Attorney's are able to provide, women will continue their reluctance to report.

We have worked with the Victim-Witness Program not only through support work with witnesses, but in community education as well. The perspective of the representatives of the office allows for a well rounded knowledge of the situation in Middlesex County as well as the experiences of women who have been through the court process. The police training seminars Amy Singer holds have also been of great help to us in developing a working relationship with the Middlesex Police Departments. No other office has been as responsive to the needs of the community in regards to developing public awareness and rape prevention. Our experiences with other counties in Massachusetts also reinforces the special gap in the legal system filled by the Witness Program. Middlesex County is singular in its attention to the needs of the witness as well as the District Attorney's office in establishing the kind of relationship vital to effective testimony. We ask that the funding for this project be unanimously endorsed.

Sincerely,

The Staff



The Commonwealth of Massachusetts

NORFOLK COUNTY RAPE UNIT

WILLIAM D. DELAHUNT
DISTRICT ATTORNEY

618 HIGH STREET
DEDHAM, MASS. 02026
326-1600 Ext. 348
Emergency No.: 326-1111

Senator Chester Atkins
Chairman- Senate Ways and Means Committee

Monday April 28, 1980

Dear Senator Atkins,

As a representative of the Norfolk County Rape Unit, I am writing in support of the services offered by the Middlesex Victim-Witness Program. I have been exposed to the program through public education efforts, work with rape victims, and community networking. In all of these efforts, I have found Amy Singer and her co-workers vital in providing the information and support necessary for the witnesses for the Commonwealth to pursue a conviction.

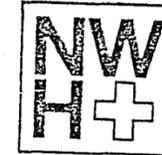
My experience in three years of work with victims of rape and assault upholds clinical testimony that counseling and advocacy are not only helpful, but often necessary in establishing the type of relationship with a witness that leads to effective testimony, and convictions for the Commonwealth. Beyond this, the witnesses have been extremely grateful for the services offered by the District Attorney's office, and often surprised that human service concerns were included in a process they often feared. It has further, been my experience that it is this concern about lack of attention to the emotional needs of assault victims that makes the reporting rate of victims to the police abysmally low. If we are committed to convicting offenders, victim-advocate programs are not a luxury, but a prerequisite to this end.

The situation in Middlesex Court, as I have seen it, differs from that in Norfolk County in that the sexual assault cases are fairly evenly distributed among the more experienced Assistant District Attorneys. Given this method of disseminating cases, it is even more important that a central service for responding to the needs of the victims be continued. I have found that it takes years of work with victims of sexual assault to learn the interviewing techniques necessary to develop the trust necessary to obtain a clear testimony. Using the Witness-Advocate Program, the attorneys can be assured of maximum cooperation from witnesses in an emotionally trying situation, such as the trial. I believe that continued funding for the Victim-Witness Program is imperative for the functioning of the legal system in regards to victims of violent crimes.

Sincerely,

Jennifer Dilworth
Jennifer Dilworth

A Teaching Hospital for Tufts Medical School



617 964-2800
Newton-Wellesley Hospital
Newton Lower Falls,
Massachusetts 02162

18 April 1980

The Honorable Chester Atkins
Chairman, Ways and Means Committee
The State Senate
Boston, Massachusetts

Dear Senator Atkins:

This is to convey to you my concern generated by the threat of losing the Middlesex County Victim/Witness Program. That group provides an essential service of specialized expertise to victims that community health agencies cannot provide.

I have utilized the MCV/W Program numerous times in my work with victims and know first hand the value and importance of their task.

I urge you to do everything within your power to keep that organization going.

Sincerely yours,

Barbara L. Gilmore
Barbara L. Gilmore, R.N., M.S.
Coordinator, Rape Services

BLG:rhb



The Children's Hospital Medical Center

300 Longwood Avenue, Boston, Massachusetts 02115, Telephone: (617) 734-6000

Department of Psychiatry

May 1, 1980

Senator Chester Atkins
Massachusetts State House
Beacon Hill
Boston, MA

RE: House Bills #3417 & #2902

Dear Senator Atkins:

I am writing to you to inform you of the excellent work currently being done by the Victim Witness Program associated with the Middlesex County District Attorney's office. The staff of this program have provided invaluable supportive, educational, and counseling services to numerous children who have been the victims of physical and sexual abuse during the period of the program's existence and they have also facilitated both the legal processing of potential court cases but have been enormously helpful in protecting families from unwarranted legal procedures when these were more likely to be disruptive and damaging to family and unproductively costly to the state. The staff has served as a mediating and coordinating agency between the legal system which prosecutes and the medical system which seeks to treat members of the troubled families which have come to the court's attention.

On behalf of continuing the exceptional program, I urge you to support House Bills 3417 and 2902 which mandate and provide funding for the Victims Witness Program. It is clear that this program has not only served to protect children and families from considerable stress and emotional trauma, but it has also served to save the taxpayer a great deal of money by minimizing costly and unproductive, if not frankly destructive, efforts at prosecution and by guiding both victims and their families into therapeutic channels which act to prevent further victimization in the future.

Sincerely yours,

Herschel D. Rosenzweig
Herschel D. Rosenzweig, M.D.
Director, Sexual Abuse Treatment Team
Children's Hospital Medical Center

HDR/mcf

cc: Ms. Amy Singer
Director, Victims Witness Program
40 Thorndike Street
Boston, MA 02141

Tel. 894-4500

Commonwealth of Massachusetts

Second District Court of Eastern Middlesex

WALTHAM, MASSACHUSETTS 02154

KEVIN R. DOYLE, Justice
ARLYNE F. HASSETT, Special Justice

CHARLES F. GRACEFFA, Clerk
LEONARD M. LAWLESS, Assistant Clerk
FRANK R. SHERMAN, Second Assistant Clerk
THOMAS J. BEGLEY, Third Assistant Clerk

April 29, 1980

J. William Codinha
First Assistant District Attorney
Superior Courthouse
East Cambridge, Massachusetts 02141

Dear Mr. Codinha:

The Victim - Witness/Intake Screening, and Priority Prosecution Program is most effective in removal of criminals from the streets of this jurisdiction in the least amount of time.

In a community such as ours we easily and quickly identify the individuals bent on a life of violent crime. In many cases we can identify them as early as 16 or 17 years of age. Their propensity for violence manifests itself rather early in life.

Many District Attorneys and Judges feel that the Bail Reform Law should be amended to permit consideration by the court of the likelihood of defendants committing serious crimes out on bail. If this amendment of the Bail Reform Bill is not amended, the best protection for society rests with the speedy prosecution of offenders identified in the Priority Prosecution Program

Finally, I urge your office to exhaust its time and effort to convince the Legislature of the social need and the economic availability of funding this program.

Sincerely,

Kevin R. Doyle
Kevin R. Doyle
Justice

KRD/res



Commonwealth of Massachusetts

Trial Court of the Commonwealth

District Court Department

First Southern Middlesex Division

Frammingham

ANTHONY J. DIBUONO, FIRST JUSTICE
ELBERT TUTTLE, JUSTICE
ANTHONY DICICCO, JR., JUSTICE
ANTHONY M. COLONNA, CLERK-MAGISTRATE
ROBERT C. CAMPION, ASST. CLERK

April 30, 1980

J. William Codinha, Esquire
First Assistant District Attorney
46 Thorndike Street
Cambridge, Massachusetts 02141

Dear Mr. Codinha:

This letter is in response to your letter of April 25, 1980, seeking my support of certain programs in the Middlesex District Attorney's Office. At the very start, I wish to state that I am in complete support of the Victim-Witness/Intake Screening, and Priority Prosecution Programs.

In reference to the Victim-Witness Program, I approve of it both in concept and in practice. During my years on the trial bench, it has been my experience that all too often victims of crimes can become victims of the very system designed to protect them. Since the implementation of the Victim-Witness Program by your office, it is my opinion that witnesses in my court appear to be more informed, confident, and relaxed. More importantly perhaps, I find the Program's impact on compensation for their injuries has been substantial; not only are the witnesses well informed of their rights, but they come prepared with the documentation necessary to assist me in compensating them for their losses.

With reference to the Intake Screening system, it is clear that the early involvement by your office in the criminal process has assisted the police in their efforts. This in turn has had an impact on the smooth and orderly administration of the case load in the First Session of my Court. There appear to be fewer motions to amend complaints. It also appears that the cases are tried more "tightly" now that there are the additional assistants to carry the heavy workload.

J. William Codinha, Esquire
First Assistant District Attorney

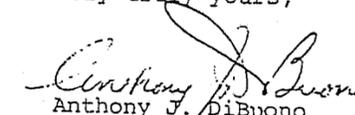
Continued
April 30, 1980

As for the Priority Prosecution Program, I have been aware of its existence and its laudable success. However, I am not generally informed by the Assistant District Attorney that the particular case on trial before me has been selected for special treatment. Therefore, my support for this program is based upon its reputation and its merit as a concept. As a concept, I believe that a specialized focus on repeat offenders charged with serious felonies is a justified and necessary step in assuring the welfare of the community. Regrettably, as we all are aware, sometimes the criminal process can move too slowly.

In conclusion, I would say that the loss of any of these valuable programs would be a serious setback to the criminal justice system here in Frammingham. It is clear that the community would suffer from the impact of their demise.

I recommend that they not be allowed to be terminated.

Very truly yours,


Anthony J. DiBuono
First Justice

AJD:bm



Ashby Police Department

ASHBY, MASSACHUSETTS 01431

OLIVER H. MUTCH, CHIEF OF POLICE

Telephone 386-5652



April 30-80

J. William Codinha
First Assistant District Attorney
Middlesex County

Dear Sir:

I am wrting to you in reference to the Middlesex District Attorney's office " Victim- Witness/ Intake Screening, and Priority Prosecution Programs. I want to let you know that I am in full support of having the State pick up these funds that were formerly provided by L.E.A.A.. The Victim/ Witness's are our most Important way to deal with guilty defendants.

Sincerely,

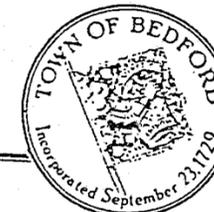
Oliver H. Mutch
Oliver H. Mutch,

Chief of Police

BEDFORD POLICE DEPARTMENT

BEDFORD, MASSACHUSETTS 01730

DONALD EUNSON, CHIEF



(617) 275-1212

May 1, 1980

J. William Codinha
First Assistant District Attorney
District Attorneys Office
Cambridge, Massachusetts 02141

Dear Mr. Codinha:

I am writing to express my concern over the possibility of losing the Victim-Witness/Intave Screening, and Priority Prosecution Programs.

Since the implementation of these programs there has been a noticiable increase in the conviction rate of cases arising from the Concord District Court.

My prosecutor from Bedford informs me of the assistance he receives from the Assistant District Attorney assigned to Concord.

The Priority Prosecution Unit has proven itself invaluable to this department in the past. We have utilized them on many occasions and they are a proven asset.

It is obvious to me that we need the continuation of these programs to remain effective in the courts. I do hope that there is some way funding may continue so that these programs may remain at the District Court level.

The District Courts deal with serious matters each day and we need the resources available to us, in order to continue in a professional manner.

I sincerely hope that the Senate Ways and Means Committee will approve the funding necessary to continue these programs.

Respectfully,

Donald Eunson
Donald Eunson
Chief of Police



The Greater Boston Police Council

ADDRESS ALL COMMUNICATIONS TO
1321 WASHINGTON STREET, NEWTON, MASSACHUSETTS 02165
617-552-7258

CHIEF WILLIAM F. QUINN
Chairman

TIMOTHY C. COOGAN
General Counsel

GBPC

Arlington Police Department
Belmont Police Department
Boston Police Department
Braintree Police Department
Brookline Police Department
Cambridge Police Department
Canton Police Department
Capitol Police
Chelsea Police Department
Dedham Police Department
Everett Police Department
Federal Bureau of Investigation
Lexington Police Department
Malden Police Department
Medford Police Department
M.B.T.A. Police
Melrose Police Department
M.D.C. Police
Middlesex County Sheriff
Milton Police Department
Needham Police Department
Newton Police Department
Norfolk County Sheriff
Norwood Police Department
Department of Public Safety
Quincy Police Department
Randolph Police Department
Registry of Motor Vehicles
Revere Police Department
Somerville Police Department
Suffolk County Sheriff
Waltham Police Department
Watertown Police Department
Wellesley Police Department
Westwood Police Department
Weymouth Police Department
Winthrop Police Department

May 1, 1980

J. William Codinha, First Assistant District Attorney
Middlesex County Court House
Cambridge, Massachusetts 02141

Dear Mr. Codinha:

It has come to my attention that the L.E.A.A. sponsored Victim-Witness Intake Screening, and Priority Prosecution programs will cease functioning on September 30, 1980, due to lack of federal funding unless the state elects to "pick up" the costs of these programs.

As Chairman of the Greater Boston Police Council I would like to go on record in support of these programs which have proved invaluable to the police departments, district courts and citizens of the Commonwealth of Massachusetts. The demise of these programs would cause untold hardships to thousands of innocent victims of crimes, and also allow guilty defendants to continue to flaunt our criminal justice system.

If I, or any of our member chiefs, can be of any assistance in regard to retaining these vital programs please contact me.

Very truly yours,

William F. Quinn
Chief of Police, Newton
Chairman, Greater Boston Police Council

WFQ/jr



COMMONWEALTH OF MASSACHUSETTS
THIRD DISTRICT COURT OF EASTERN MIDDLESEX

HARRY M. LACK, SPECIAL JUSTICE

April 30, 1980

J. William Codinha, Esq.
First Assistant District Attorney
Middlesex County Courthouse
Cambridge, Massachusetts 02141

Re: Victim-Witness (Intake Screening, and Priority Prosecution Programs)

Dear Mr. Codinha:

In regard to the inquiries you have made concerning the continuances of the above programs, in Middlesex County, I can offer my views as follows:

These programs have proven invaluable in the proper preparation of criminal cases that are prosecuted by the district attorney's office before me as a single justice and in the jury session. The proper pursuit of these programs prevent guilty defendant's from being allowed to go free because of technicalities that can arise because of the lack of such programs.

It is my considered judgement that the L. E. A. A. funds that are needed for this important program is money well spent.

Very truly yours,

Justice

HML/tb



TOWN OF LINCOLN

MIDDLESEX COUNTY . . . MASSACHUSETTS

POLICE DEPARTMENT

DOMINICK JAMES ARENA, Chief

April 28, 1980

J. William Codinha, Esq.
First Assistant District Attorney
Middlesex County
Cambridge, Mass.

Dear Sir:

Re: Victim-Witness/Intake Screening & Priority Prosecution Programs

I would like to convey to you our Department's support of these programs and our interest in seeing them continue. We would urge the Commonwealth to give strong consideration to possible "pick-up" and funding of these activities.

Very truly yours,

Dominick J. Arena
Dominick J. Arena,
Chief of Police

4-17-80

Dear Mr. Stoney

Nearly two years ago, my twin daughters aged nine, had the misfortune of being raped by an elderly man whom they had known for a short length of time, and had grown fond of. He seemed to represent the grandfather that they did not have.

Unfortunately my daughters were not the only ones involved, there were four other girls ranging from eight to eleven years of age.

The case was tried at Lowell District Court, then was brought to Superior Court in Cambridge where the man was found guilty, we now have to face the memory of what has happened. Mr. Stoney, it is a memory that I shall have in my mind for the rest of my life. But I have so much to be thankful for.

I have so much thanks to give to the people at Lowell District Court, involved in the Victim-

Witness program. I know I could not have seen my daughters go through such an ordeal in Court if it had not been for Atty William Marino the lawyer assigned to us and Michaelene McCann the Victim Witness Advocate.

As for Mr Marino, the girls were so at ease with him, because he showed so much sympathy, kindness and concern towards them.

As for myself if it had not been for Mrs McCann, I think I would have gone to pieces. The support that was given to us was something we shall never forget. Mrs McCann worked very closely with us and with such compassion and sincere interest and understanding.

It has been almost two years since that incident and as to this day I still receive phone calls from Mrs McCann inquiring about the girls. She has done

her job and has done it well and has gone beyond her duties:

Mr Doney the reason I am sending you this letter is to plead with you to keep this program active. Had it not been for this program I don't know what I would have done.

A person who has never been thru such a traumatic experience, could never realize the hurt and anguish that is associated with rape.

With the kind help of Mrs McCann and Mr Marino I have learned and accepted the fact that I am not guilty for what happened to my daughters, and that my daughters are without guilt also. They were assured that they did no wrong.

The girls are fine, and doing well in school, they have many friends and enjoy doing everything an eleven year old girl has an interest in.

The only time the subject of

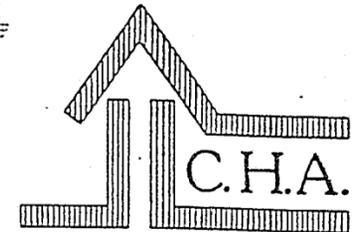
what has happened arises is when the girls ask "When will we see Bill (Mr Marino) again? or when they say: "Don't forget Mom today's the day we see Michaelene!" (This she does on her own free time because she cares)

As far as we are concerned the good memories out weigh the bad, thanks to the Victim-Witness Program.

Now I would like to ask you a question Mr Doney, do you know of any mother, who's child has been raped and has gone through the ordeal of a trial without the help of a Victim Witness Program that has so much to be thankful for?

Sincerely,
Mrs

A special thanks to Atty Carol Ball of Cambridge. Another good memory for us.



CAMBRIDGE HOUSING AUTHORITY

CAMBRIDGE
MASSACHUSETTS
02139
(617) 864-3020

April 16, 1980

Senator Chester Atkins
State House
Boston, Mass.

Senator Atkins,

It has recently come to my attention that the Victim/Witness Program operated out of the District Attorney's office in the Middlesex County Courthouse is in danger of being eliminated due to budget cuts. I think this would be a mistake so I am hoping that you will see fit to include the Program within next years budget.

Victim/Witness services in Cambridge are important for several reasons: In my case, we are planning on implementing a small V/W service combined with a Mediation component in two targeted public housing developments. It is our intention to work closely with the Court's V/W staff to do outreach and program oversight. The Court's V/W staff have been trained for some time to do this and it is a service we will need if our program is to succeed. In fact, the lack of a V/W service to rely upon could threaten the grant application and it would most certainly affect the ability of our program to meet the needs of our public housing population. Our staff person is going to have his/her hands full researching and implementing the Mediation component, which will perhaps be a model for public housing use.

It is my opinion that many people in our community need this service if they are to proceed with filing a complaint and eventually securing proper judgment in court. We have found that many people are afraid to file a complaint or to testify because of the fear of retribution. Properly coordinated V/W services can directly impact upon this state of affairs. Those persons who have been in court often describe it as a bewildering experience - it is almost a different language, it can be a long and frustrating period of time, you are not at all in control of the situation. Lower income groups, I think, are frightened away because of this. The personal service touch of the V/W staff can be the critical piece here.

I hope you will consider these arguments as you make your decision.

Sincerely,
Phil D'Arcy
Security Coordinator,
Urban Initiatives Anti-Crime Program

CAMBRIDGE AND SOMERVILLE LEGAL SERVICES, INC.

24 THORNDIKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

(617) 492-5520

April 18, 1980

Dear Gentleperson:

This letter is in support of the Victim-Witness Program. This program has three district offices located at the District Courts of Cambridge, Framingham, and Lowell. The office that I have worked with for the past year has been the one in Cambridge. The staff there has always been receptive, cooperative, and very informative in dealing with both victims and witnesses to violent crimes by informing them of their legal rights.

Our office, Cambridge and Somerville Legal Services, Inc., deals with the Victim-Witness Program in relation to the compensation for innocent victims of violent crimes, as set up by the Massachusetts General Laws, Chapter 258A. This law provides for compensation to the victims of violent crimes or their defendants who have suffered out of the pocket loss due to physical injury. The reason why our office refer clients who are seeking this action is that the program enables the staff of the Victim-Witness Program to assist the victim in filing a claim. This is a big help to us because our clients are at or near poverty and the federal government does not allow us to handle these cases so as you can see the Victim-Witness Program provides a valuable service to the community. Without this program the less fortunate people of the Cambridge community would be forced to seek help through a private attorney, an expense they cannot afford, and thus would be unable to act as an average citizen can.

I have also experienced the help of this service as victim as well. I was the victim of an assault that eventually cost me money that I cannot afford to pay because I am a college student. So without really knowing all that much about the program I went over and the staff was very helpful in pointing out how I would be able to use that program and how it works. Following their advice I am currently waiting for all of my medical bills before I file.

So from viewing the Victim-Witness Program from both a personal and professional aspect I can say that this program is of great importance to our community and should be continued at any cost.

Very truly yours,

Michael Ferrante

MICHAEL FERRANTE
Intake Worker

MF/mec



EDWARD J. KING
GOVERNOR

THOMAS H. D. MAHONEY, PH.D.
SECRETARY

The Commonwealth of Massachusetts

Department of Elder Affairs
110 Tremont Street, Boston, Mass. 02108

April 28, 1980

Hon. Thomas W. McGee
Speaker of the House of
Representatives
State House
Boston, MA 02133

Dear Mr. Speaker:

I write in strong support of legislation filed by Middlesex County District Attorney John J. Droney which would establish a Victim/Witness Program in his office. Filed as H-3417, this bill presently is part of H-6135, referred for study to the Joint Committee on Rules.

This legislation would, if adopted, facilitate an important source of support for victims of crimes of a violent nature by providing a staff professional work with potential witnesses to humanize the courtroom experience.

Based on the program which is presently operating in Middlesex County, we believe that, were this program to be established under the General Laws, there would be a substantial benefit to elderly victims of violent crimes as well as to many others in our Commonwealth.

I urge that you support this important program and that you give most serious consideration to insuring a favorable report for this legislation.

Yours truly,

THM

Thomas H.D. Mahoney, Ph.D.
Secretary of Elder Affairs



District Court Of Newton

1309 WASHINGTON STREET
WEST NEWTON, MASSACHUSETTS 02165

MONTE G. BASBAS, PRESIDING JUSTICE
PAUL A. CHERNOFF, JUSTICE

PHONE
(617) 244-3600

CLERK
HENRY H. SHULTZ

ASSISTANT CLERKS
JAMES F. WALDRON
PETER MIRANDA
RONALD R. PETRALIA

April 29, 1980

The Honorable John J. Droney
District Attorney
Middlesex County
Courthouse
East Cambridge, Massachusetts 02141

Dear Mr. Droney:

Attention: J. William Codinha
First Assistant District
Attorney

The administration of justice in Middlesex County will be irreparably impaired if the Victim-Witness/Intake Screening and Priority Prosecution Programs are discontinued.

The beneficial results of these programs, particularly the former, are easily seen at the community court level where so many victims are small businessmen and women who are not familiar with the judicial system and its operation. Through such programs, these people come to court as witnesses, knowing how the court functions, and as victims, feeling as though their rights are as important as the Defendant's.

It is axiomatic that elected officials and the judiciary are here to serve the public. To secure continued funding for these programs would be indicative of our sincere concern for the welfare of the community, the public at large.

I hope careful consideration will be given by the state to the assumption of costs for these vital programs.

Sincerely,

Monte G. Basbas



TOWN OF BELMONT

BELMONT, MASSACHUSETTS

POLICE DEPARTMENT



TELEPHONE
484-1212

JEREMIAH V. KILEY
POLICE CHIEF

April 30, 1980

Commonwealth of Massachusetts
Office of the District Attorney
Middlesex County
Cambridge, Massachusetts 02141

Gentlemen:

At this time I wish to support the continuation of the Middlesex County District Attorney's Office in the victim, witness, intake screening, and priority prosecution programs. Where this has been of valuable help to all departments within the Middlesex County, I feel, at this time, that this project should be supported by a State pick-up to keep these funds and program going.

I would wish that the Senate Ways and Means Committee review the valuable work done by the Middlesex County District Attorney's Office, and would hope that they would again make the pick-up to continue these programs.

Very truly yours,

Jeremiah V. Kiley
Police Chief

JVK/arg



EDWARD J. KING
GOVERNOR

THOMAS H. D. MAHONEY, Ph.D.
SECRETARY

The Commonwealth of Massachusetts

Department of Elder Affairs

110 Tremont Street, Boston, Mass. 02108

April 28, 1980

Mr. John J. Droney
District Attorney for
Middlesex County
Middlesex County Offices
Third Street
Cambridge, MA 02141

Dear John:

I am pleased to support H-3417 which you described in your letter of April 24. It is clearly evident that the elderly will benefit substantially from the Victim/Witness Program which your office has developed.

Enclosed is a letter of support for this legislation which we have sent to Speaker McGee. As you may know, H-3417 has been included in H-6135, presently before the House Rules Committee.

Please keep us informed of any other steps which we might take to assist in the passage of your proposed legislation. We shall be delighted to provide whatever advocacy is required to insure adoption of the bill.

Yours truly,

Thomas H. D. Mahoney, Ph.D.
Secretary of Elder Affairs

TM: gk
encl.



WILLIAM J. COSTELLO
CHIEF OF POLICE

Town of Concord

Concord, Massachusetts 01742



TELEPHONE: 369-1212

May 6, 1980

J. William Codinha
First Assistant District Attorney
Middlesex County District Attorney's Office
Third Street
Cambridge, Massachusetts 02141

Dear Mr. Codinha:

I am truly dismayed at the possibility of losing the most welcome and necessary assistance from your office that we have had in the past two years.

The programs you mentioned which may be cut by LEAA lack of funding will not only impose a burden on the Cities and Towns affected, the Courts, citizens and police will be placed upon a treadmill running in reverse.

If there is anything I can do to assist Mr. Droney or the entire staff in an effort to see that these funds continue, please do not hesitate to call on me.

Yours truly,

William J. Costello
Chief of Police

WJC:bac

DEPARTMENT OF COMMUNITY SAFETY

ROBERT C. BLOMQUIST
DIRECTOR



730 MASSACHUSETTS AVENUE
TELEPHONE 643-6700

City of Arlington
MASSACHUSETTS 02174

May 8, 1980

Mr. J. William Codinha
First Assistant District Attorney
Office of District Attorney for Middlesex County
40 Thorndike Street
Cambridge, MA 02141

Dear Mr. Codinha:

I would like to add the support of this office to your attempt at funding the Victim-Witness Intake Screening and Priority Prosecution programs.

I am personally aware of the success of the program, but the police prosecutors for this department also concur with the value of this system.

Wishing you the best of luck in your endeavors,
I remain

Very truly yours,

Robert C. Blomquist
Director of Community Safety

RCB:mm

CRIMINAL VICTIMOLOGY CONSULTANTS, INC.

20A DARTMOUTH STREET
BOSTON, MASSACHUSETTS 02116
(617) 482-3663

Senator Chet Atkins, Chairman
Senate Ways and Means Committee
State House
Boston, Massachusetts 02108

Dear Senator Atkins:

I am writing to request your support and the support of the Senate Ways and Means Committee for the incorporation into the state budget of the Intake Screening/Victim-Witness Program of the Middlesex County District Attorney's Office. (line item 0340-0200)

As the former Director of the Victim/Witness Program for Suffolk County District Attorney, I am keenly aware of the distinct advantages that Intake Screening/Victim-Witness Programs serve:

- (1) the screening out of those cases in which the evidence is insufficient to warrant criminal prosecution, thus cutting the costs of an unsuccessful prosecution,
- (2) the screening out of those cases in which prosecution would be inappropriate, thus not only cutting costs to the system but insuring the swift and efficient flow of the most important cases,
- (3) insure that the proper charges are brought against the defendant, thus saving valuable time to all parties involved in the prosecution and disposition of the case and
- (4) establish effective and consistent follow-up of cases in the district courts.

In addition, I cannot stress enough the urgent need to provide victim assistance through the courts and especially within the offices of the District Attorney, probably the most appropriate office for such service. The benefits of such programs are innumerable from insuring full witness cooperation at trial, thus decreasing the continuance rate and its subsequent costs, to effective case management of an already overloaded criminal docket. From a social welfare perspective, the availability of services for victims, from the institution to which they turn for assistance at the time of enormous crisis, is not only reasonable, but absolutely necessary if our criminal justice system is to be as responsive to the victim as it has historically been to the victimizer.

It is appalling that National Victimization Studies continually report the citizenry's disappointment with the criminal justice system's response to the victim. It is even more appalling that a state which has been a leader in providing these much needed services would consider taking a back seat to its responsibility to the potential victims and witnesses of this Commonwealth. We have a sound and effective Intake Screening/Victim Witness Program in Middlesex County and a vote to support it is a vote for ourselves, who may be the next of a growing number of victims in the Commonwealth.

We strongly support the Middlesex County District Attorney's Office Intake Screening Victim/Witness Program and urge your support and the support of the Committee. I appreciate your time and consideration in this matter.

Sincerely,

Anna T. Laszlo, Director
Criminal Victimology Consultants, Inc.

ATL:bjb



The Commonwealth of Massachusetts

Senate

State House . Boston

STATE HOUSE TEL. 617-727-7411

SENATOR F. X. MCCANN
MIDDLESEX & SUFFOLK DISTRICT
ROOM 416C, STATE HOUSE
BOSTON, MASS. 02133

COMMITTEES:
POST AUDIT & OVERSIGHT
(CHAIRMAN)
PUBLIC SAFETY

May 1, 1980

Dear Senator Atkins,

May I add my name
to those endorsing the Victim Witness
Program and in support of House
2962?

I believe it is a
valuable asset to the criminal
justice system.

Sincerely

Frank McCann



Town of Framingham
POLICE DEPARTMENT
FRAMINGHAM, MASSACHUSETTS 01701

ARTHUR F. MARTINS
Chief

TELEPHONE
872-1212
872-1213
872-1214

May 1, 1980

The Commonwealth of Massachusetts
Office of the District Attorney for
Middlesex County
Cambridge, MA 02141
ATTN: J. William Codinha
First Assistant District Attorney

Dear Mr. Codinha:

This letter is to inform you that you have my wholehearted and complete support for the continuation of the Middlesex District Attorney's Office Witness/Intake Screening and Priority Prosecution Programs. The Framingham Police Department and the Framingham Community have realized numerous benefits from this program, not the least of which has been the financial relief, efficiency of prosecutions, and furthering the cause of the swift and just handling of offenders.

There can be no question that the loss of this program would create serious problems and the Criminal Justice System in Middlesex County can ill afford such problems. Law Enforcement and the Criminal Justice System is constantly trying to improve its standards and efficiency. Let's not set us back any further than we already are by dissolving good practical programs such as this.

Sincerely yours,
FRAMINGHAM POLICE DEPARTMENT

Arthur F. Martins
Arthur F. Martins
Chief of Police

AFM:mh

Malden Government Center
Two Hundred Pleasant Street
Malden Massachusetts 02148

City of Malden
Massachusetts

POLICE DEPARTMENT



322-0530

May 2, 1980

J. William Codinha
First Assistant District Attorney
Middlesex County

Dear Sir:

Your letter of April 25, 1980, continues to cause great concern amongst the members of this department as to whether or not police/criminal justice system effectiveness is about to take another serious step backwards. We in law enforcement recognize that a most significant rise in trust and confidence between police/citizenry has come about in a large degree, due to the good rapport brought about through the victim-witness/intake screening and prosecution program.

There is no question that we support these programs and should state government fail to respond with their support for this most sensitive area to criminal justice effectiveness, I believe, as do other chiefs of police, that apathy and distrust from the general public will return in greater force.

Yours sincerely,

James D. [Signature]
Acting Chief- Malden Police Department



Commonwealth of Massachusetts
District Court of Somerville

175 FELLSWAY
SOMERVILLE, MASSACHUSETTS 02143

666-8000

MICHAEL DEMARCO
Presiding Justice

HENRY A. TEMPONE
Special Justice

RICHARD P. MILIANO
Clerk of Court

NORMAN S. INGALLS
Chief Probation Officer

May 2, 1980

J. William Codinha
First Assistant District Attorney
District Attorney's Office
Cambridge, Massachusetts 02141

Dear Mr Codinha:

I am in receipt of your letter of April 25th and thank you for bringing the problem of funding for the Victim-Witness/Intake Screening, and Priority Prosecution Programs to my attention. These programs have not only alleviated some burden on the District Courts but have obviously speeded up the process of dispensing justice.

I feel it is extremely important to be able to continue these programs and wish to be so recorded.

Very truly yours,
Richard P. Miliano
Richard P. Miliano
Clerk/Magistrate

RPM:js

APPENDIX VI

EVALUATION SHEET

PPU EVALUATION FORM

History of Defendant:

Point Value

- 1. Defendant has one or more felony convictions within the past ten years and has received a jail sentence; or defendant is currently on escape, parole or furlough. 5 pts. _____
- 2. Defendant has one or more felony convictions within the past ten years irrespective of sentence. Defendant's prior felony is violent crime and present arrest is violent crime. 4 pts. _____
- 3. Defendant has two or more misdemeanor convictions within the past five years and has received a jail sentence; or extensive juvenile record and defendant is young adult. 3 pts. _____
- 4. Defendant has at least one misdemeanor conviction within the past five years on a reduced charge for a violent crime. 2 pts. _____

Nature of Crime:

- 1. Crime was: assault with specific intent to murder, rob, rape, or maim; forcible sexual intercourse (between unrelated parties); bank robbery; or house invasions (where victim is in the house and is assaulted). 5 pts. _____
- 2. Crime is one punishable by life imprisonment in Massachusetts; or victim was intentionally mutilated during crime. 5 pts. _____
- 3. Weapon was used to commit crime and victim was hospitalized overnight; or gun was fired during course of crime. 4 pts. _____
- 4. Weapon was used to commit crime and victim was treated at hospital and released. 3 pts. _____
- 5. Defendant has other similar pending matters in the district or superior courts of this county. 3 pts. _____
- 6. Crime was one of violence and victim of crime was aged, infirm, a young child or a law enforcement officer. 2 pts. _____

Discretionary:

- 1. Crime does not otherwise fit the above criteria but may be characterized as one which creates in the hearer a sense of moral outrage. 2 pts. _____
- 2. Extenuating circumstances require PPU treatment. 2 pts. _____

TOTAL: _____

Point totals of seven (7) or greater require mandatory referral to the PPU.

Submitted by: _____
Prosecutor/District Court

Date: _____

Print Additional Information Below:

Wayne Markison, Director
 Middlesex Office of Criminal Justice
 99 Bishop Richard Allen Drive
 Cambridge, MA 02139

GRANTEE FISCAL COST REPORT

5. Type of Report:
 Quarterly Final
 6. Report Period:
 From 11/1/78 To 12/15/80

1. Grantee: Middlesex District Attorney
 2. Project Title: Priority Prosecution Program
 3. Project Period: From 11/1/78 To 1/15/80
 4. Project No.: 78DF-AX-0202

7. SUMMARY SCHEDULE

CATEGORY	A. APPROVED BUDGET		B. FEDERAL EXPENDITURES			C. STATE BUY-IN			D. LOCAL OR STATE CASH MATCH		
	Federal 1	Non-Federal 2	Current Quarter 1	Prior Cumulative 2	New Cumulative 3	Current Quarter 1	Prior Cumulative 2	New Cumulative 3	Current Quarter 1	Prior Cumulative 2	New Cumulative 3
A. Reg. Law Pers.											
B. Other Personnel	253,539	30,785	36,227	209,600	245,827				-0-	30,785	30,785
C. Consultants	440			279	279						
D. Travel	1,740			1,720	1,720						
E. Office	2,200		660	1,499	2,159						
F. Equipment	17,644		4,128	8,946	13,074						
G. Indirect Cost	1,500		-0-		-0-						
H. Other											
I. Totals	277,074	30,785	41,015	222,044	263,059				-0-	30,785	30,785

8. QUARTERLY CASH REPORT (Federal & State Buy-In)

a. Cash on Hand at Beginning of Period	55,030
b. Cash Received During Period	-0-
c. Cash Available (a plus b)	55,030
d. Cash Expended During Period (7B1 plus 7C1)	41,015
e. Cash on Hand (c minus d)	14,015
f. Current Federal Unpaid Obligations	-0-
g. Current Non-Federal Unpaid Obligations (State Buy-In Only)	-0-
h. Total Unpaid Obligations (f plus g)	-0-
i. Unobligated Cash on Hand (e minus f)	14,015

9. CASH REQUEST

	Next Three (3) Months	
	Month	Amount
a. Anticipated Expenditures (Do not include Obligations Accounted for in Line h of Quarterly Cash Report)		
Cash Request Total		
b. Unobligated Cash on Hand (Enter Line i of Quarterly Cash Report)		14,015
c. Cash Request from MCCJ (a minus b)		

FOR MCCJ USE ONLY: Disposition of Report
 Approved _____ Rejected _____
 Signature _____ Date _____
 CJDA Review:

10. CERTIFICATION

I certify that this report, schedules, statements and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purpose specified in the award for this project.

Project Director Ernest S. DiNisco
 Signature

Date 6-30-80
 Fiscal Officer [Signature]
 Signature
 Date 6-30-80

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

<i>Cost Category: (A) Regular Law Enf. Personnel</i>		<i>Project Title:</i>			<i>Project No.</i>	
I. <u>Salaries and Wages</u>						
<u>Name</u>	<u>Position / Title</u>	<u>% of Time</u>	<u>Total Amount Paid</u>	<u>Federal Expenditures</u>	<u>Non-Federal</u> <u>State Buy-In</u> <u>Cash Match</u>	
1. _____						
2. _____						
3. _____						
4. _____						
5. _____						
6. _____						
7. <i>Attach Additional Sheet(s) if Necessary. Bring Totals Forward Here. →</i>						
<i>Salaries and Wages (Total of Section I)</i>						
II. <u>Employer Contributions and Fringe Benefits (not included in above)</u>						
1. <i>Employer Share - FICA</i>						
2. <i>Insurance</i>						
3. <i>Other</i>						
<i>Employer Contributions (Total of Section II)</i>						
<i>Total Regular Law Enf. Personnel (Totals of Sections I & II)</i>			-0-			
<i>This Figure Should Agree with Cost Category A. of Final Cost Report</i>			 	Col. B-3	Col. C-3	Col. D-3

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

Cost Category: (B) Other Personnel		Project Title: Priority Prosecution Program			Project No. 78DF-AX-0202		
I. Salaries and Wages							
Name	Position / Title	% of Time	Total Amount Paid	Federal Expenditures	Non-Federal		
					State Buy-In	Cash Match	
1. J. William Codinha	Project Director	100	22,266.61				
2. Ernest DiNisco	Project Director (8/1/79 on)	100	14,657.90				
3. Margaret Cronin	Legal Secretary	100	10,654.18				
4. Bruce W. Edmands	Deputy Director	100	18,109.99				
5. Michael J. McHugh	Deputy Director (7/4/79 on)	100	16,057.31				
6. Jacki Fishman	Legal Secretary	100	12,808.71				
7. Attach Additional Sheet(s) if Necessary. Bring Totals Forward Here. →							
Salaries and Wages (Total of Section I)							
II. Employer Contributions and Fringe Benefits (not included in above)							
1. Employer Share - FICA							
2. Insurance							
3. Other							
Employer Contributions (Total of Section II)							
Total Other Personnel (Totals of Sections I & II)							
This Figure Should Agree with Cost Category B. of Final Cost Report.				X	Col. B-3	Col. C-3	Col. D-3

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

Cost Category: (B) Other Personnel		Project Title: Priority Prosecution Program			Project No. 78DF-AX-0202		
I. <u>Salaries and Wages</u>	<u>Name</u>	<u>Position / Title</u>	<u>% of Time</u>	<u>Total Amount Paid</u>	<u>Federal Expenditures</u>	<u>Non-Federal</u>	
						<u>State Buy-In</u>	<u>Cash Match</u>
1.	Susan Regine	Trial Team Captain	100	12,061.51			
2.	Roanne Sragow	Senior Trial Attorney	100	13,618.74			
3.	Karol Sullivan	Investigator	100	9,858.70			
4.	Patricia Swain	Legal Secretary	100	8,106.54			
5.	Paula Wheeldon	Program Analyst	100	12,653.52			
6.	William Kettlewell	Senior Trial Attorney	100	1,188.00			
7. Attach Additional Sheet(s) if Necessary. Bring Totals Forward Here. →							
Salaries and Wages (Total of Section I)							
II. <u>Employer Contributions and Fringe Benefits (not included in above)</u>							
1. Employer Share - FICA							
2. Insurance							
3. Other							
Employer Contributions (Total of Section II)							
Total Other Personnel (Totals of Sections I & II)							
This Figure Should Agree with Cost Category B. of Final Cost Report.				X	Col. B-3	Col. C-3	Col. D-3

MASSACHUSETTS COMPTROLLER OF COURTS
SUPPORTING SCHEDULE FOR FINAL COST REPORT

Cost Category: (D) Other Personnel		Project Title: Priority Prosecution Program			Project No. 78DF-AX-0202	
<u>I. Salaries and Wages</u>						
<u>Name</u>	<u>Position/Title</u>	<u>% of Time</u>	<u>Total Amount Paid</u>	<u>Federal Expenditures</u>	<u>Non-Federal</u> <u>State Buy-In</u> <u>Cash Match</u>	
1. Edna Goldsmith	Investigator	100	7,817.76			
2. Leo Kennedy	Investigator	100	14,638.05			
3. Kevin Mitchell	Senior Trial Attorney	100	25,925.60			
4. Elizabeth Myers	Legal Secretary	100	5,992.77			
5. Alexander Nappan	Trial Team Captain	100	12,411.85			
6. Felice Pelosi	Investigator	100	9,913.05			
7. Attach Additional Sheet(s) if Necessary. Bring Totals Forward Here. →						
Salaries and Wages (Total of Section I)						
<u>II. Employer Contributions and Fringe Benefits (not included in above)</u>						
1. Employer Share - FICA						
2. Insurance						
3. Other						
Employer Contributions (Total of Section II)						
Total Other Personnel (Totals of Sections I & II)						
This Figure Should Agree with Cost Category D. of Final Cost Report.				Col. B-3	Col. C-3	Col. D-3

SUPPORTING SCHEDULE FOR FINAL COST REPORT

Cost Category: (B) Other Personnel		Project Title: Priority Prosecution Program			Project No. 78DF-AX-0202	
I. <u>Salaries and Wages</u>		<u>% of Time</u>	<u>Total Amount Paid</u>	<u>Federal Expenditures</u>	<u>Non-Federal</u>	
<u>Name</u>	<u>Position / Title</u>				<u>State Buy-In</u>	<u>Cash Match</u>
1. Christine McEvoy	Senior Trial Attorney	100	3,498.60			
2. Elaine Tordiglione	Legal Secretary	100	2,190.46			
3. Charles T. Spurlock	Senior Trial Attorney	100	10,543.13			
4. Deborah Loiacono	Legal Secretary	100	1,478.22			
5.						
6.						
7. Attach Additional Sheet(s) if Necessary. Bring Totals Forward Here. →			251,176.21	220,039.21		30,785.00
Salaries and Wages (Total of Section I)			251,176.21	220,039.21		30,785.00
II. <u>Employer Contributions and Fringe Benefits (not included in above)</u>						
1. Employer Share - FICA						
2. Insurance						
3. Other 24.07% fringe benefit rate on federal funds from 7/1/79 (106,972.56)			25,737.46	25,737.46		
Employer Contributions (Total of Section II)						
Total Other Personnel (Totals of Sections I & II)			276,913.67	245,826.67		30,785.00
This Figure Should Agree with Cost Category B. of Final Cost Report.			 	Col. B-3	Col. C-3	Col. D-3

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

<i>Cost Category: (C) Consultants - Contractors</i>		<i>Project Title: Priority Prosecution Program</i>			<i>Project No. 78DF-AX-0202</i>	
<u>Name of Individual or Firm</u>	<u>Type of Contract</u>	<u>Kind of Services Performed</u>	<u>Total Amount Paid</u>	<u>Federal Expenditure</u>	<u>Non-Federal</u> <i>State Buy-In Cash Match</i>	
1. MCLE- NELI		Attendance of project personnel at training seminars	279.00	279.00		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
<i>Total Consultants / Contractors</i>			279.00	279.00		
<i>This Figure Should Agree with Cost Category, C, of Final Cost Report:</i>			X	Col. B-3	Col. C-3	Col. D-3

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

Cost Category: (F) Equipment		Project Title: Priority Prosecution Program			Project No. 78DF-AX-0202		
<u>Inventory No.</u>	<u>Equipment Description</u>	<u>Serial No.</u>	<u>Equipment Location</u>	<u>Equipment Cost</u>	<u>Federal Expenditure</u>	<u>Non-Federal</u> <u>State Buy-In</u> <u>Cash Match</u>	
1.	78DF-AX-0202-1 Law Books: West Publishing Co.	N/A	Cambridge DA, Main floor	1,297.20	1,297.20		
2.	78DF-AX-0202-2-7 IBM Correcting Selectric Typewriters	6185310, 11, 12, 13, 14	Cambridge DA, Main floor	3,667.50	3,667.50		
3.	78DF-AX-0202-8-12 4-4 drawer file, 1-2 drawer file	N/A	3--Cambridge, 1--Waltham 1--Somerville	732.00	732.00		
4.	78DF-AX-0202-13-17 5 Sony TCM600B Genie Dictators	29073-76, 28897	Cambridge DA, Main Floor	1,457.00	1,457.00		
5.	Extended Warrangy on above			87.50	87.50		
6.	78DF-AX-0202-18-6 Sony BM-25A transcriber	520249	Cambridge DA, Main Floor	170.00	170.00		
7.	78DF-AX-0202-19 Sony BM-30 transcriber	231142	Cambridge DA, Main Floor	207.50	207.50		
8.	78DF-AX-0202-20 CENTRAC 100 Portable Dictator	15301910	Cambridge DA, Main Floor	212.50	212.50		
9.	78DF-AX-0202-21&22 Sony TCM600B Portable Dictators	12175 13909	Cambridge DA, Main Floor	212.50	212.50**		
10.	One year warranty on above			87.50	87.50		
11.	78DF-AX-0202-23 One Dozen Tape Cassettes		Cambridge DA, Main Floor	19.74	19.74		
12.	Rental of Savin 770 Copier	N/A	Cambridge DA, 13th Floor	1,109.75	1,109.75		
13.	Rental of Saxon copier	N/A	Waltham Court	1,983.14	1,983.14		
14.	78DF-AX-0202-24 Standard Desk and Chair	N/A	Woburn District Court	335.73	335.73		
15.	Attach Additional Sheet(s) if Necessary. Bring Totals Forward Here. →			see page 2			
Total Equipment: This Figure Should Agree with Cost Category F. of Final Cost Report				 	Col. D-3	Col. C-3	Col. D-1

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

<i>Cost Category: (F) Equipment</i>		<i>Project Title: Priority Prosecution Program</i>			<i>Project No. 18DF-AX-0202</i>		
<u>Inventory No.</u>	<u>Equipment Description</u>	<u>Serial No.</u>	<u>Equipment Location</u>	<u>Equipment Cost</u>	<u>Federal Expenditure</u>	<u>Non-Federal</u> <u>State Buy-In</u> <u>Cash Match</u>	
78DF-AX-0202-25-6	2 Lateral File Cabinets	N/A	Cambridge Superior Court	1,024.00	1,024.00		
78DF-AX-0202-27-9	3 4 drawer File Cabinets	N/A	Cambridge Superior Court	384.54	384.54		
78DF-AX-0202-30	1 2 drawer File Cabinet	N/A	Cambridge Superior Court	85.50	85.50		
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.	<i>Attach Additional Sheet(s) if Neccessary. Bring Totals Forward Here. →</i>			13,073.72	13,073.72		
<i>Total Equipment: This Figure Should Agree with Cost Category F. of Final Cost Report</i>				 	<i>Col. D-3</i>	<i>Col. C-3</i>	<i>Col. D-3</i>

MASSACHUSETTS COMMITTEE ON CRIMINAL JUSTICE
SUPPORTING SCHEDULE FOR FINAL COST REPORT

<i>Cost Category: (II) Other</i>	<i>Project Title: Priority Prosecution Program</i>	<i>Project No. 78DF-AX-0202</i>		
<i>I. Other Expense Classification:</i>		<u>Total Amount</u>	<u>Federal Expenditure</u>	<u>Non-Federal</u> <i>State Buy-In Cash Match</i>
1. <i>Rent</i>				
2. <i>Utilities</i>				
3. <i>Janitorial Services</i>				
4. <i>Other (Specify)</i>				
5. _____				
6. _____				
7. _____				
<i>(All miscellaneous expenditures (not included in cost categories A-G and above) in excess of \$250.00 should be listed separately)</i>				
<i>Total Other (Section I)</i>				
<i>II. Repairs & Maintenance</i>				
	<u>Type & Location</u>			
1.	_____			
2.	_____			
3.	_____			
4.	_____			
<i>Sub-Total: Repairs & Maintenance (Section II)</i>				
<i>Total Other (Section I & II)</i>		-0-	-0-	
<i>This Figure Should Agree with Cost Category II. of Final Cost Report</i>		 	<i>Col. B-3</i>	<i>Col. C-3</i>
			<i>Col. D-3</i>	

END