

# **Directory of LEAA Courts Technical Assistance Resources**

**1980**

**Adjudication Division  
Office of Criminal Justice Programs  
Law Enforcement Assistance Administration  
U.S. Department of Justice**

Prepared by the Courts Technical Assistance Project under Contract No. J-LEAA-011-78

70119

DIRECTORY OF LEAA COURTS  
TECHNICAL ASSISTANCE RESOURCES

May 1980

NCJRS

JUL 25 1980

ACQUISITIONS

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT  
Institute for Advanced Studies in Justice  
American University Law School  
Washington, D.C.

#### ACKNOWLEDGEMENT

The Adjudication Division of LEAA's Office of Criminal Justice Programs and the Criminal Courts Technical Assistance Project wish to acknowledge the helpful support provided by the projects listed in this Directory. Without the information provided by the respective technical assistance project directors, this Directory could not have been compiled.

## TABLE OF CONTENTS

	<u>Page</u>
I. OVERVIEW. . . . .	2
II. LEAA COURTS TECHNICAL ASSISTANCE RESOURCES. . . . .	4
A. Summary Listing. . . . .	5
B. Descriptions of Technical Assistance Projects. . . . .	7
1. Appellate Defender Development Project. . . . .	8
2. Appellate Justice Improvement Project . . . . .	11
3. Career Criminal Technical Assistance Project. . . . .	13
4. Criminal Courts Technical Assistance Project. . . . .	16
5. Criminal Defense Technical Assistance Project . . . . .	17
6. Criminal Prosecution Technical Assistance Project . . . . .	20
7. Economic Crime Project. . . . .	22
8. Implementation of Standards for Judicial Administration Project . . . . .	24
9. Jail Overcrowding and Pretrial Detainee Project . . . . .	26
10. Juvenile Justice and Delinquency Prevention Office Technical Assistance. . . . .	28
11. National Clearinghouse for Court Information Systems Project. . . . .	29
12. National Court Statistics Project . . . . .	31
13. Pretrial Services Resource Center . . . . .	33
14. PROMIS Transfer Technical Assistance. . . . .	35
15. Reducing Trial Court Delay Project. . . . .	37
16. State Court Financing Project . . . . .	39
17. State Judicial Information Systems Project. . . . .	41
18. Technical Assistance in Juror Usage and Management Project . . . . .	43
APPENDIX: Listing of State Criminal Justice Councils. . . . .	46

I. OVERVIEW

## OVERVIEW

Under the Justice System Improvement Act (Pub. L. 96-157) which was passed by Congress in 1979, there were many major structural and substantive changes in the financial assistance, research, and statistical programs which have been administered by the Law Enforcement Assistance Administration to aid state and local justice systems with their improvement efforts. The new Act establishes four organizations within the U.S. Department of Justice under the general authority of the Attorney General. These new organizations are: Office of Justice Assistance, Research, and Statistics (OJARS) which will coordinate the activities and provide the staff support for the three new assistance offices: Law Enforcement Assistance Administration (LEAA), National Institute of Justice (NIJ), and the Bureau of Justice Statistics (BJS).

LEAA and BJS fund projects which provide technical assistance to state and local courts and court-related agencies, including prosecutors, defenders and pretrial agencies. This technical assistance resource directory contains detailed descriptions of eighteen current projects which render T/A to these court agencies (pages 5 and 6 contain a summary listing of the projects and their areas of activity). Most of the projects included in this directory are administered by the Adjudication Division of LEAA. The information provided for each project includes address and telephone number, project director, government project monitor, principle objectives, eligible recipients, technical assistance services provided, request procedures, and the criteria used to screen requests. The mandate, duration and funding levels of the projects all differ; however, the descriptions provided here should give the reader the basic information needed to identify that project whose resources are best suited to the particular problem at hand. Readers are encouraged to directly contact the LEAA government project monitors and the project directors listed to obtain detailed information on the services which are available.

State Criminal Justice Councils (formerly "State Planning Agencies") and their regional criminal justice planning units (RPU's) play an important role in the LEAA technical assistance program. These agencies maintain information on T/A resources available through the LEAA National Office, as well as technical assistance available under state block grants. SCJC's and RPU's are usually the first contact point at which prospective clients can explore resources that are available and become acquainted with the criteria and procedures for obtaining technical assistance. These agencies also provide the local expertise and perspective which is so important in assuring that any T/A which is provided is responsive to local needs. The Appendix of the directory contains a listing of State Criminal Justice Council offices, addresses and phone numbers.

The types of services available under the LEAA and BJS technical assistance programs vary from project to project. Most have the capabilities to provide limited on-site assistance through the use of either staff or consultants. Other services available include clearinghouse activities, training programs and staff research. Just as the types of activities vary from project to project, so will the response time involved in the delivering of technical assistance services. Time periods are kept as short as possible, and all projects have the capability to provide expedited assistance in appropriate circumstances.

Technical assistance is designed to provide short-term, limited scope assistance in jurisdictions where local resources are not available to resolve the problem at hand, and where a local commitment to solving the problems is present. It is complementary in nature, and not meant to be a substitute for direct grants in aid. Agencies receiving technical assistance will be asked to take on certain responsibilities, which vary among the projects included in this directory. In most instances, the client agencies will be asked to gather background information, provide preliminary problem analyses, work with technical assistance consultants during on-site visits, and assist the particular technical assistance project in evaluating and following-up on the assistance provided.

II. LEAA COURTS TECHNICAL ASSISTANCE RESOURCES



A. Summary Listing

COURTS

<u>Area of Activity</u>	<u>Project</u>	<u>Page No.</u>
Appellate Justice	Appellate Justice Improvement Project, National Center for State Courts	11
Court Administration	Criminal Courts Technical Assistance Project, American University Law Institute	16
Judicial Administration Standards	Implementation of Standards of Judicial Administration Project, National Center for State Courts	24
Court Information Systems	National Clearinghouse for Court Information Systems Project, SEARCH Group, Inc.	29
Court Statistics	National Court Statistics Project, National Center for State Courts	31
Court Delay and Backlog	Reducing Trial Court Delay Project, National Center for State Courts	37
Court Financing	State Court Financing Project, National Center for State Courts	39
Court Information Systems	State Judicial Information Systems Project, National Center for State Courts	41
Jury Management	Technical Assistance in Jury Usage and Management, Center for Jury Studies	43

DEFENSE

Appellate Defense Services	Appellate Defender Development Project, National Legal Aid and Defender Association	8
Defense Services	Criminal Defense Technical Assistance Project, ABT Associates, Inc.	18

PROSECUTION

<u>Area of Activity</u>	<u>Project</u>	<u>Page No.</u>
Career Criminal Prosecution	Career Criminal Technical Assistance Project, Institute for Law and Social Research	13
Prosecution Services	Criminal Prosecution Technical Assistance Project, Bureau of Social Science Research	20
Economic Crime	Economic Crime Project, National District Attorneys Association	22
Prosecution Information Systems	PROMIS Transfer Technical Assistance, Institute for Law and Social Research	35

PRETRIAL

Pretrial Services	Pretrial Services Resource Center	33
-------------------	-----------------------------------	----

JAIL OVERCROWDING

Jail Overcrowding	Jail Overcrowding and Pretrial Detainee Program, American Justice Institute	26
-------------------	---	----

JUVENILE JUSTICE

Juvenile Justice	A.D. Little, Inc. Westinghouse National Issues Center National Office of Social Responsibility Community Research Foundation	28
------------------	---	----

B. Descriptions of Technical Assistance Projects

## APPELLATE DEFENDER DEVELOPMENT PROJECT

National Legal Aid and  
Defender Association  
1625 K Street, N.W.  
8th Floor  
Washington, D.C. 20006  
(202) 452-0620

Project Director: Howard B. Eisenberg  
Government Project Monitor: Dennis Murphy,  
Adjudication Division, OCJP  
(202) 724-7685

- Principle Objectives:
1. The creation of three statewide appellate defender offices that provide higher quality representation in a more cost effective manner than was provided prior to the establishment of the offices and with less administrative burden to the appellate justice system;
  2. The provision of technical assistance to appellate defender offices in the United States designed to improve the quality of representation provided and reduce the systematic problems inherent in any type of institutional defender system;
  3. The development of procedures for transferring from the appellate courts to the appellate defender responsibility for counselling prison inmates and for dealing with substantial administrative problems caused by pro se petitions, correspondence, and requests from unrepresented defendants; and
  4. The development of a model appellate defender statute which will be designed so that it can be made applicable to any jurisdiction on either a statewide or regional bases.

Eligible Recipients: Any public defender, assigned counsel, or court system which has jurisdiction over appellate representation or appellate cases. Particular emphasis is placed on those agencies having statewide or regional responsibilities.

---

### T/A Services Provided

The Appellate Defender Development Project (ADDP) is primarily concerned with the selection, establishment, monitoring, and evaluation of three statewide appellate defender offices in states which have heretofore not had such an agency. In addition, the project will develop model legislation and procedures for dealing with appellate representation of indigent criminal defendants and the common problems encountered with the provision of such services.

In addition to the foregoing services provided by ADDP, several important technical assistance services will also be funded through the project:

1. Technical Assistance to Appellate Defender Offices: It is anticipated that staff and outside consultants will provide on-site technical assistance to existing appellate defender offices both on a statewide and

local basis. Technical assistance will include the gamut of appellate defender management requirements, including case tracking, management information, caseload control, budgeting, liaison with trial counsel, procedures for the appropriate transfer of cases from the trial to appellate courts, library development, research facilities, brief bank, personnel management, etc. It is anticipated that those offices which have been newly created will be the primary recipients of the technical assistance services, although more established offices will certainly be considered. As part of the LEAA funded contract with the state of Washington, the National Legal Aid and Defender Association is in the process of developing national standards for the provision of appellate defender services. It is hoped that once these standards are promulgated (Spring 1980) the technical assistance aspects of this project will be utilized to assist appellate defenders in reaching the goals established by these standards.

2. Appellate Brief Bank: It is anticipated that during 1980 the National Legal Aid and Defender Association will disseminate its first issue of the Defender Brief Bank, an automated listing of all important briefs filed by appellate defenders in the United States. At present ADDP staff is working with data processing personnel to develop the appropriate data base and procedures for automating the brief bank listing previously used by defenders in the state of California. The brief bank will be available on a subscription basis to any office desiring a regular printout of the briefs. ADDP staff will be available in Washington to retrieve and duplicate briefs that are desired by the field.
3. Management Training Workshop: As part of the ADDP grant a management training workshop will be held in the winter of 1981. This workshop will include virtually every appellate defender in the United States and will concentrate on such "bread and butter" issues as appropriate management information systems for appellate defender offices, managing transition from trial to appellate courts, working with appellate courts to develop internal procedures for dealing with criminal cases in a timely and appropriate manner, and dealing with pro se inmate petitions. It is hoped that the experience gained through the establishment of the three appellate defender offices through this grant will be of significant value in the procedures to be followed.

#### Request Procedure

There is no formal application procedure for technical assistance under the ADDP grant to local jurisdictions. A jurisdiction requesting such assistance should set out in detail the problem to be addressed through technical assistance, and send such request to the director of the project at NLADA. Particularly important is information regarding the types of cases handled by the office, the caseload, the staffing, the geographical area covered, the courts in which the office provides representation, and specific information regarding the problem to be addressed. The request should be accompanied by copies of the agency's annual budget, legislation, operating contracts, and/or grant awards as are relevant.

Technical assistance is available on short notice and will be approved by the project director after consultation with the project monitor at LEAA. Local State Planning Agency approval is generally not required for the provision of technical assistance under this project.

#### Criteria for Accepting Technical Assistance Requests

It should be made clear that the technical assistance available through ADDP is limited and is not intended to supplant the federal technical assistance available through the Criminal Defense Technical Assistance Project contract. The technical assistance available through ADDP is that assistance which is uniquely related to appellate representation and is amenable to site visitation by one or two people for one or two days. It is unlikely that the project can provide more extensive technical assistance, even in the area of appellate representation.

It is hoped that the criteria for accepting technical assistance requests can remain flexible, although several guidelines will be followed: (1) the agency requesting technical assistance is actually providing appellate representation either through an organized defender office or an assigned counsel system. The latter may include an appellate court; (2) the office is in need of technical assistance which it can readily specify and which is amenable to assistance by one or two expert consultants in one or two days on-site; (3) the agency is desirous of meeting the newly established national standards for the provision of appellate defender services, and is willing to work toward those goals as part of the provision of technical assistance; (4) the technical assistance is to be provided for the purposes of enhancing the quality of representation provided, and not for the purpose of evaluating the office or of impressing funding sources of the need for additional staffing. Requests for technical assistance will be considered in the following order of priority: state-wide systems; regional systems; metropolitan offices; newly created offices will be given priority over established offices, except where there is a clearly pressing need from a more established office.

## APPELLATE JUSTICE IMPROVEMENT PROJECT

National Center for State Courts  
Northeastern Regional Office  
723 Osgood Street  
North Andover, Massachusetts 01845  
(617) 687-0111

Project Director: Michael Hudson  
Government Project Monitor: Nick Demos  
Adjudication Division, OCJP  
(202) 724-7685

- Principle Objectives:
1. Investigate the problems of volume and delay in state appellate courts and to obtain empirical information on these problems and on some proposed solution;
  2. Promote a wide exchange of information on appellate procedures aimed at alleviating delay through publications and regional workshops;
  3. Provide on-site technical assistance in case management to state appellate courts.

Eligible Recipients: State appellate courts.

---

### T/A Services Provided

The Appellate Justice Improvement Project offers technical assistance to state appellate courts in the following areas:

1. On-Site Consultant Services: Short-term on-site consultant services are provided to appellate courts which are considering substantial systemic changes in their appellate procedures or preparing to implement specific methods to reduce delay. A short summary report is prepared.
2. Dissemination of Materials on Appellate Justice: Project staff will aid interested appellate courts by providing appropriate literature on appellate problems and procedures. When possible these materials will be furnished free of charge. Beginning in mid-1980 they will include independent evaluations of five appellate demonstration programs conducted by the Project: an oral decision docket, an accelerated docket, a special dismissal docket, and two pre-submission appellate settlement conferences.
3. Regional Workshops: Beginning in 1980 five regional problem-solving workshops will be held by Project staff throughout the country. These workshops will focus on specific problems facing specific appellate courts represented at the workshops.

### Request Procedure

There is no formal procedure for requesting technical assistance. Requests may be addressed either to the project director or to the directors of the National Center's regional offices.

### Criteria for Accepting T/A Requests

In order to coordinate technical assistance with the other efforts of the Project, certain criteria for selecting assignments are essential, although none are automatically determinative. These criteria are: 1) whether the assistance desired is of an appropriate size; neither so small as to be economically inadvisable in view of travel and staff expenditures, nor so large as to be appropriate for a long-range, in-depth project (assuming such an effort would otherwise be feasible); 2) whether the effort could be conducted in such a way as to increase the available knowledge in the area of appellate justice, such as by establishing empirical monitoring and evaluation devices to measure the effects and the effectiveness of new procedures; and 3) whether the desired technical assistance effort is directed towards systemic improvement.



## CAREER CRIMINAL TECHNICAL ASSISTANCE PROJECT

Institute for Law and Social Research  
1125 15th Street, N.W.  
Suite 600  
Washington, D.C. 20005  
(202) 828-8600

Project Director: James McMullin  
Government Project Monitor: Ben Shapiro  
Adjudication Division, OCJP  
(202) 724-7681

- Principle Objectives:
1. Provide technical assistance to jurisdictions in some stage of career criminal program implementation;
  2. Function as administrative liaison on behalf of LEAA.

Eligible Recipients: District attorneys in jurisdictions operating, or seeking to operate, programs designed to incapacitate serious, violent, highly recidivistic offenders; the attorneys managing such programs; the management analyst or data analyst associated with the program; other cooperating criminal justice system personnel including police officials, planning officers, court administrators, judges, defense counsels, etc.

---

### T/A Services Provided

The Career Criminal Technical Assistance Project (CCTAP) provides the following services to eligible criminal justice agencies:

1. Provision of Technical Services: The Project's staff and consultants are available to provide direct technical services by telephone, mail, or on-site visit to prosecutors or planning officials on all phases of career criminal program operation. This ranges from the establishment/implementation of a new program and handling the problems associated with becoming operational to trouble-shooting for existing operational programs.
2. Dissemination of Technical Information and Documents: The CCTAP staff disseminates career criminal program documents and information to appropriate agencies on both regular and request bases. This includes the in-house produced career criminal briefing paper series and the quarterly Career Criminal Newsletter and also any additional documents and research publications relevant to career criminal prosecution.
3. Statistical Reports: The CCTAP staff provides quarterly statistical feedback reports to all jurisdictions reporting program data to LEAA via the Quarterly Defendant Processing Summary reporting system. These reports contain summary performance data on each individual jurisdiction's activity during the quarter and comparative performance measures across jurisdictions.

4. Conferences and Workshops: Periodic conferences and workshops are held to increase awareness and knowledge of issues relevant to career criminal prosecution and to promote communication among program personnel from participating jurisdictions. These workshops address specific issues such as program management, data collection and reporting, and grant administration as well as general conceptual and research issues pertaining to career criminal programs.
5. Research on Relevant Issues: The organization of which the CCTAP is a part is actively engaged in many research projects bearing on criminal prosecution such as plea negotiation and sentencing. The findings of these studies are made available to interested parties and put into practical application where appropriate.

#### Request Procedure

Requests for technical assistance may be directed to either the LEAA government project monitor or to the CCTAP staff.

Career criminal technical assistance may be administered by dissemination of program materials and documents to jurisdictions requiring informative materials only and by direct provision of technical services when appropriate. During the initial contact with the jurisdiction a determination of the form of assistance needed is made, and technical assistance is provided in accordance with the following procedures.

1. Information requests - The CCTAP staff will mail a generalized information package for jurisdictions requesting information concerning career criminal programs. This package will include the following documents:

- Overview of Career Criminal Program
- Establishing and Operating a Career Criminal Program
- Career Criminal Self-Assessment Package
- Directory of Career Criminal Programs
- Statement of Available Technical Assistance Services
- Current Newsletter

Additionally, if it were determined that more specific information or documents would be helpful, these would also be sent. For example, a jurisdiction may be interested in a particular aspect of CCP operation (e.g., police relations) which has been addressed in the briefing paper series, research publications, or other publications in the field.

2. Technical services requests - All requests involving the provision of technical services and travel must be approved by the national LEAA project monitor. If the initial contact with the requesting jurisdiction results in a determination that direct technical assistance is needed, a memorandum transmitting a technical assistance site-visit request and seeking authorization to perform technical assistance will be forwarded to the LEAA/GPM as soon as possible after receiving the request. This memorandum will contain a copy of the CCP-TA request form, relevant correspondence or other brief documentation (if any), and a form listing the project staff individual(s)

involved, proposed date(s) of TA, and purpose of TA. If this request is approved, the CCTAP staff will contact the requesting agency to establish a date(s) to provide the TA. Jurisdictions denied technical assistance will be notified via telephone followed by a letter detailing why technical assistance was denied.

#### Criteria for Accepting T/A Requests

Under this contract all prosecutor's offices operating career criminal programs, i.e., priority prosecution for serious, repeat offenders, and related agencies such as SPAs or courts are eligible to receive technical assistance from CCTAP staff. However, the following are priorities based on type of funding and status of program development have been established by LEAA officials:

1. Identifying and developing potential multi-jurisdiction national priority programs.
2. Identifying and developing potential discretionary funded projects.
3. Assisting newly funded DF and incentive projects in implementation and becoming operational.
4. Assisting operational jurisdictions in project management and operation as necessary.
5. Providing assistance to other requesting jurisdictions as considered appropriate by the GPM.

## CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT

American University Law Institute  
4900 Massachusetts Avenue, N.W.\*  
Third Floor  
Washington, D.C. 20016  
(202) 686-3803

Project Director: Joseph A. Trotter, Jr.  
Government Project Monitor: Gregory Brady  
Adjudication Division. OCJP  
(202) 724-7685

- Principle Objectives:
1. Provide short-term on-site consultant services to state courts and related agencies to address operational, management and planning needs;
  2. Assist LEAA's Adjudication Division/OCJP staff in developing discretionary programs and in staying abreast of needs, concerns and trends among state and local court agencies;
  3. Promote a wide exchange of information on adjudication system-related problems, innovations and improvement/reform efforts.

Eligible Recipients: State Supreme and Appellate Courts, State Court Administrative Offices, courts of general, limited and special jurisdiction, state legislatures, state regional and local justice system planning units and other state and local court-related agencies.

---

### T/A Services Provided

The Criminal Courts Technical Assistance Project (CCTAP) offers an array of services to eligible agencies:

1. Short-term Consultant Services: Short-term on-site consultant services are provided by staff and consultants to identify problems, assess the feasibility of proposed solutions, evaluate existing programs, assist with innovation transfer among jurisdictions, and to provide guidance for larger short- and long-term self-help efforts.
2. In-house Staff Research: CCTAP staff will conduct research on issues/developments affecting court administration and operations where existing literature on the topic does not adequately address the requestor's information needs.
3. Dissemination of Technical Assistance Reports and Monographs: All of the CCTAP publications are available to state and local court system and state planning agency staff upon request. Generally, these materials are distributed free of charge. Available publications include technical assistance assignment reports, special reports, background papers, monographs, and the project's quarterly newsletter.
4. Conduct of Training Programs for State and Local Court Agency Staff: Workshops to assist state and local court agencies in enhancing their capabilities to provide and manage technical assistance resources are conducted periodically by CCTAP staff. Written and videotape materials developed for these workshops are available on loan to interested court systems.

\*After 6/1/80:  
5530 Wisconsin Avenue, N.W. - Suite 1130  
Washington, D.C. 20015  
(202) 686-3803

5. Information Exchange and Clearinghouse Services: The project handles a considerable volume of written and telephone requests for information pertaining to judicial administration topics. CCTAP staff respond to these inquiries by suggesting individuals and/or jurisdictions whose experiences or operations may be relevant to the inquirer, by making available appropriate technical assistance publications, and by lending materials from the CCTAP reference collection which appear to respond to the inquirer's concerns.

#### Request Procedure

There are no formal requirements to obtain informational services from the project. That is, inquiries for information or materials or requests for limited staff research can be made by letter or by phone directly to the CCTAP. However, formal requests for the on-site services of project staff or consultants and for substantial staff research efforts must be approved by the appropriate SPA and the National LEAA office before services can be provided. Some states have very specific requirements for technical assistance requests -- e.g., special technical assistance request forms. Potential requestors are encouraged to initially contact the state or local criminal justice planning or National LEAA office or the CCTAP office to determine whether the assistance contemplated can be handled under the CCTAP contract and whether local resources might not be available to address the T/A need. Often this initial contact saves considerable time in the request approval process.

Where the desired assistance is deemed appropriate for response through the LEAA technical assistance program, the requesting agency should submit a letter of request to the Courts Specialist or Technical Assistance Coordinator in the State Planning Agency. The letter of request should describe the problem which the desired technical assistance would address, provide background information which might be helpful to the SPA, LEAA or CCTAP in considering the request, and include names of individuals who can provide additional information.

#### Criteria for Accepting T/A Requests

Because the CCTAP serves all of the state and territorial court systems, certain criteria for selecting assignments are essential. At the state level, requests are screened to determine whether: (1) the requested assistance can be provided through state and local resources, and (2) the requested assistance is compatible, although not necessarily identical, with state court system operations and development plans. At the national level, LEAA's Adjudication Division considers those requests which: (1) are generally consistent with LEAA priority programs, (2) have potential value to other jurisdictions, (3) are not addressed by the work of other court organizations or programs, and (4) are appropriate for response by a limited technical assistance effort in view of the probable scope of work involved. For those requests approved at the state and national level, the CCTAP staff will first determine whether prior T/A assignment reports may substitute for all or part of on-site work. To the degree that prior assignment reports cannot address the T/A need, project staff work with the requesting agency to define more specifically the problems which should be addressed, the tasks involved, relevant background material which might be of value, and an appropriate site schedule and consultant team to conduct the field study.

## CRIMINAL DEFENSE TECHNICAL ASSISTANCE PROJECT

ABT Associates, Inc.  
55 Wheeler Street  
Cambridge, Massachusetts 02138  
(617) 492-7100, ext. 329

Project Director: Robert L. Spangenberg  
Government Project Monitor: Dennis Murphy  
Adjudication Division, OCJP  
(202) 724-7685

- Principle Objectives:
1. Provide expert, professional services to state and local agencies or groups in response to requests for assistance which clearly seek to improve the quality of legal representation for indigent defendants;
  2. Assist with the development and implementation of national discretionary programs supported by LEAA's Adjudication Division as they relate to the improvement of legal defense delivery system improvement;
  3. Develop materials with a national focus.

Eligible Recipients: Representatives of local defense agencies, planning entities, bar groups and others interested in indigent defense delivery system improvement.

---

### T/A Services Provided

The Criminal Defense Technical Assistance Project (CDTAP) offers an array of services to eligible recipients:

1. Evaluation of existing programs in the areas of budget, training, staffing, general management and caseload.
2. Assistance in the development of legislation to provide for a new type of delivery system.
3. Development of staffing patterns and budgets for new programs.
4. Evaluation of the different types and costs of criminal defense services with emphasis on quality of services provided.
5. Dissemination of information to the defender community in the form of a newsletter, monographs, and library information.

### Request Procedure

Requests for assistance should be initiated by the appropriate SPA, and at or about the same time, the request should be forwarded to the Government Project Monitor and the Project Director. In most cases applicants will be expected to provide extensive information regarding the problems described in the request.

### Criteria for Accepting T/A Requests

Because of the limited project funds, technical assistance resources will be selectively allocated. The primary criteria upon which decisions will be made include the following:

1. Potential impact on the quality of legal representation - Assistance which directly bears on improving the quality of representation and which support efforts to conform to standards for defense services developed by national organization will be given the highest priority.
2. Extent of the problem and its potential for resolution by T/A - Problems which can be alleviated or improved by short-term technical assistance will be of greater priority than problems which are highly complex or require long-term assistance or a major research effort.
3. Geographical impact - Requests involving statewide or multi-county defense services will normally receive priority over local requests.
4. Replicability - Problems which are recurring and the resolution of which may be transferable to other jurisdictions are considered priority for assistance.
5. Support for T/A - Assistance will be provided only in jurisdictions in which there is support for the T/A by persons in a position to facilitate the T/A team's activities and to implement recommendations where appropriate.

The above criteria are intended as general guidelines for the allocation of limited project resources. However, any group, agency, or individual concerned about the quality of representation of indigent defendants in any jurisdiction is encouraged to contact the project. While these contacts may not result in the provision of technical assistance, every effort will be made to assist in the referral to other appropriate resources.

## CRIMINAL PROSECUTION TECHNICAL ASSISTANCE PROJECT

Bureau of Social Science Research  
1990 M Street, N.W.  
Suite 700  
Washington, D.C. 20036  
(202) 223-4300

Project Director: Leonard R. Mellon  
Government Project Monitors: Charles Hollis  
and Karl Stehmer, Adjudica-  
tion Division, OCJP  
(202) 724-7681

Principle Objectives:

1. Provide expert consultant services to state Attorneys General, local prosecutors and other relevant agencies in response to requests for technical assistance;
2. Prepare written and other materials selected by the Government Project Monitor (GPM), for use by state and local prosecutors, planning entities and others.

Eligible Recipients:

The primary potential recipients of technical assistance during this project include: (1) newly elected prosecutors in need of assistance, and more experienced ones who want to take advantage of special program funding, but lack direction as to how to proceed toward funding this goal; (2) attorneys general and prosecutors who want to institute new programs such as white-collar crime enforcement, or make procedural or policy changes, and who are without the expertise to accomplish this goal. It is anticipated that a number of state prosecuting attorney associations will request programmatic technical assistance for training and orientation seminars conducted by these associations at their annual meetings.

---

### T/A Services Provided

Technical assistance will be available to individual prosecutor's offices, and with the cooperation of the State Criminal Justice Council (CJC, formerly SPA) and the state prosecutors association, to a representative group of prosecution offices within a state. The services provided can include, if necessary, on-site visits which will be short-term in nature, usually not exceeding 3-5 days, to address one or more of the operations, management and planning of the office depending on the problem at hand. They may focus on specific areas such as case screening techniques, the development of pretrial diversion programs, or they may address the more generalized areas of improved case processing procedures, organization, and budgetary planning requirements. Excluded from the technical assistance project are any requests for assistance with individual criminal cases (e.g., trial strategy, legal arguments, etc.). Top priority will be given to those requests that consider the systemic nature of criminal prosecution and major administrative improvements.



### Request Procedure

To obtain technical assistance the following procedure has been established. The authorized representative of a State Attorney General, local prosecutor, state planning agency, state association of prosecutors, or other relevant agency should request technical assistance from the State Criminal Justice Council, and submit a copy of the request to the Adjudication Division of the Law Enforcement Assistance Administration where it will be reviewed according to established criteria for eligibility. If eligible, the request will be forwarded to the CPTAP staff who will then contact the requesting agency directly to ascertain the exact nature of the problem, its relevance to this project, and, if appropriate, to schedule the provision of technical assistance. Application should not be made directly to the staff of the Bureau of Social Science Research because they are not authorized to provide technical assistance until government approval has been obtained. However, early communication with the CPTAP staff is encouraged so that, when appropriate, background materials or telephone advice can be provided.

### Criteria for Accepting T/A Requests

The areas covered by this technical assistance project are broad. Assistance may be awarded for specific problems in specific areas (e.g. case screening), or for more general problems in the areas of operations, administration or planning. Generally, criteria for acceptance will be based on:

1. The ability of the CPTAP staff and consultants to accomplish the task quickly and competently;
2. The magnitude of the problem posed and its amenability to solution by expert consultation;
3. The geographic basis for the problem, with priority being given to statewide or multi-county assignments;
4. Assignments which consider the systemic nature of prosecution work and the major structural or administrative improvements in the coordinated delivery of such services.

## ECONOMIC CRIME PROJECT

National District Attorneys Association  
Suite 1432  
666 North Lake Shore Drive  
Chicago, Illinois 60611  
(312) 944-4610

Project Director: Arthur L. Del Negro, Jr.  
Government Project Monitor: Charles Hollis  
Adjudication Division, OCJP  
(202) 724-7681

- Principle Objectives:
1. Improve the capability of local district attorneys to detect, investigate and prosecute white-collar crime; to increase public awareness and to promote public cooperation.
  2. Maintain and promote liaison with related federal-state-local law enforcement and prosecution agencies for training and other cooperative efforts;
  3. Provide technical assistance for prosecutors and investigators involved in the economic crime area;
  4. Provide a national clearinghouse service on fraud schemes and economic crime statistics;
  5. Maintain the national economic crime reporting system for the 70 participating offices;
  6. Assist in the establishment of new economic crime prosecution units in local district attorneys offices;
  7. Conduct periodic unit chiefs' conferences;
  8. Coordinate a speakers bureau;
  9. Publish a periodical, the Economic Crime Digest, as well as training manuals and consumer protection brochures.

Eligible Recipients: All Economic Crime Project Units; district attorneys; local, state and federal investigative, regulatory and prosecutive agencies.

---

### T/A Services Provided

1. Publications - Five Manuals on the specific areas of Business Opportunity and Investment Fraud, Antitrust, Insurance Fraud, Official Corruption and Procurement Fraud and Auto Repair Fraud free of charge to law enforcement personnel.
  - a. The Antitrust Manual focuses on local level prosecution of price-fixing and bid-rigging and other unfair trade practices.
  - b. The Business Opportunity and Investment Fraud Manual deals with investigating fraudulent commercial opportunities, maintaining a clearinghouse of information on these schemes and protecting consumers through short-term and long-term techniques.
  - c. The Insurance Fraud Manual concerns the growing national problem of fraudulent insurance claims with special emphasis on arson-for-profit.

- d. The Official Corruption and Procurement Fraud Manual concerns fraud by government officials involving crimes such as bribery, kickbacks and conflict of interest.
  - e. Auto Repair Fraud Manual which discusses the detection, investigation and prosecution of auto repair fraud and sophisticated programs for screening and resolving complaints.
2. Information Exchange and Clearinghouse Services - The project responds to written and telephone inquiries from law enforcement and prosecution agencies for information pertaining to economic crime. ECP staff respond to these inquiries by suggesting individuals and/or jurisdictions whose experiences or operations may be relevant to the inquirer, by making available appropriate technical assistance publications, and by lending materials from the ECP reference collection which appear to respond to the inquirer's concerns.
  3. Contractual Support Services - Investigative accountants serve as consultants to local units involved in financial investigations on a contract basis.

#### Request Procedure

There are no formal requirements to obtain informational services from the project. That is, inquiries for information or materials or requests for limited staff research can be made by letter or by phone directly to the ECP. However, formal requests for the on-site services of project staff or consultants and for substantial staff research efforts must be approved by the Project Director and LEAA before services can be provided.

#### Criteria for Accepting T/A Requests

Two primary factors are weighed in deciding whether to accept a request. First, the requesting unit must be a law enforcement agency. Second, the requestor must show a genuine commitment to the investigation and prosecution of economic crime.

## IMPLEMENTATION OF STANDARDS OF JUDICIAL ADMINISTRATION

American Bar Association  
1155 East 60th Street  
Chicago, Illinois 60637  
(312) 947-3829

Project Director: Judge Orm W. Ketchum  
Government Project Monitor: James Swain  
Adjudication Division, OCJP  
(202) 724-7681

### Staff:

National Center for State Courts  
2030 M Street, N.W., #401  
Washington, D.C. 20036  
(202) 833-3270

- Principle Objectives:
1. To disseminate information about the American Bar Association Standards of Judicial Administration and to insure that states either adopt them, or consider and reject them for good cause;
  2. To complete and maintain comprehensive profiles of the structure and operation of each state and territorial court system and evaluate the extent to which each state approximates the Standards;
  3. To compile and circulate information about patterns of approximation to the Standards and about strategies for adoption of the Standards.

Eligible Recipients: State Appellate Courts, State Court Administrative Offices, legislative bodies/commission, other court-related agencies and legal and civic groups.

---

### T/A Services Provided

The Implementation of the Standards of Judicial Administration Project provides modest technical assistance services to the state courts:

1. In-house staff research - ISJA staff respond to special requests for information that relate to implementing recommendations of the Standards. Information about state variations is compiled to serve as a basis for answering requests.
2. Dissemination of the Judicial Administration Standards and State Court Organization Profiles - The 3-volume set of Judicial Administration Standards are widely disseminated in response to information requests, and state profiles of each state court organization are provided free to judicial and legislative leaders in the state and sold to others for \$5.00 each.
3. On-Site Visits - Emphasis is being placed on encouraging action in those state court systems that rank lowest in approximation to the Standards. Round-table discussions by Committee members and the staff with state leaders will initiate an effort within a state, and return visits and staff research will help maintain continued in-state activity.

4. Presentations about the Standards - The Committee and the staff are available to explain the Standards to governmental, legal and civic groups. Through a close affiliation with the Young Lawyers' Division of the ABA, outreach programs can be conducted.

#### Request Procedure

There are no formal requirements to obtain services from the Committee or staff. Directly calling the staff at the National Center for State Courts is the best way to discuss whether the Standards are relevant to a particular court problem or question. Resources with which to do research or make visits to states are limited, but such assistance is often possible if the problem is Standards-related.

The staff handle all necessary clearances for on-site assistance, except for receiving agency approval for travel.

#### Criteria for Accepting Technical Assistance Requests

Technical assistance will be provided, as available, where the request relates to the Judicial Administration Standards and the state is interested in applying the recommendations of the Standards to a court need. Where the need can be served better by another LEAA technical assistance project, a referral will be made.

## JAIL OVERCROWDING/PRETRIAL DETAINEE PROGRAM

American Justice Institute  
National Program Coordinator  
1007 7th Street, 4th floor  
Sacramento, California 95814  
(916) 444-3096

Project Director: Walter H. Busher  
Government Project Monitor: Nick Demos  
Adjudication Division, OCJP  
(202) 724-7685

- Principle Objectives:
1. Provide guidance and coordination to the various jurisdictions selected by LEAA for participation in the Jail Overcrowding program;
  2. Monitor progress and compliance with program objectives among the participating jurisdictions and provide feedback to LEAA;
  3. Provide short-term, on-site technical assistance services to the participating jurisdictions regarding statistical analysis, project organization, alternatives to jail programming, and, specifically, citation release and central intake. Emphasis is placed on the role of local project staff in catalyzing change through mobilization of community support and effective engagement of public policy-makers.
  4. Provide input to LEAA regarding future initiatives in the pretrial/alternatives to incarceration field.

Eligible Recipients: Jurisdictions participating in the LEAA funded "Jail Overcrowding and Pretrial Detainee Program".

---

### T/A Services Provided

The Jail Overcrowding and Pretrial Detainee Program employs a two-phased approach. During Phase I, selected jurisdictions analyze the causes and complexion of jail overcrowding, and plan appropriate remedial measures to alleviate overcrowding. The American Justice Institute supplies information and assistance, data analysis and planning. Phase II is reserved for a limited number of Phase I sites to implement their respective plans to reduce jail overcrowding.

The specific activities of the American Justice Institute, acting as the National Program Coordinator for this program, are as follows:

1. Conduct pre-selection site visits to applicant jurisdictions.
2. Host a "Cluster Conference" at the initiation of the Phase I process for all selected jurisdictions.
3. Review data collection plans for each of the participating sites.

4. Make site visits to address specific needs of each site and the needs for technical assistance beyond the scope of the American Justice Institute's particular expertise.
5. Provide recommendations that assist with the development of comprehensive plans to reduce jail overcrowding. Models of successfully operating alternative programs are presented and planning toward the "Central Intake" concept is encouraged.
6. Brokers the technical assistance services of other organizations in the areas of pretrial screening for release, diversion, classification within the jail, medical screening, presentence investigation reports, court docketing and case management techniques, computer applications, and community social service mobilization.

#### Request Procedure

Project directors in jurisdictions participating in the LEAA Jail Overcrowding/ Pretrial Detainee Project can contact AJI staff directly to obtain technical assistance. Information/materials requests can also be made directly.

#### Criteria for Accepting T/A Requests

The major limitation on receiving extensive or on-site assistance is that the requestor be a jurisdiction which is participating in the Jail Overcrowding/ Pretrial Detainee Project. Non-participants can obtain limited assistance such as provision of information and materials.

JUVENILE JUSTICE AND DELINQUENCY PREVENTION OFFICE  
TECHNICAL ASSISTANCE

Arthur D. Little, Inc.  
735 I Street, N.W., Suite 513  
Washington, D.C. 20006

Project Director: Pamela Fenrich

Westinghouse National Issues Center  
2341 Jefferson Davis Highway, Suite 1111  
Arlington, Virginia 22202

Project Director: Jeanne Weaver

National Office of Social Responsibility  
RCA Building  
1901 N. Moore Street  
Arlington, Virginia 22209

President: Robert Gemignani

Community Research Foundation  
University of Illinois at Urbana-Champaign  
505 East Street, Suite 210  
Champaign, Illinois 61820

Project Director: James Brown

- Principle Objectives:
1. To improve the practice of delinquency prevention to reduce the commission of delinquent and status offenses by juveniles;
  2. To alter traditional responses to juveniles who are dependent or neglected;
  3. To establish programs which offer alternative responses to delinquent behavior and which reduce the commission of delinquent acts;
  4. To improve the administration of justice to juveniles.

Eligible Recipients: All organizations serving youth are eligible to receive technical assistance.

---

T/A Services Provided

Technical assistance is funded by the Office of Juvenile Justice and Delinquency Prevention, and so comes free of charge to the recipient. However, while the recipients are not asked to pay for T/A, they are asked to commit staff time and effort.

The office solicits written requests for technical assistance every six months through the SPA. Requests are reviewed according to the criteria below. If approved, requests are assigned to a T/A Contractor for follow-up. Works plans are then developed by the T/A Contractor outlining the purpose of the assistance and how it will be provided.

There are four basis criteria that must be met for approval by the Office: the assistance will help the recipient achieve one or more objectives of the JJDP Act; the assistance will have a positive impact on juvenile justice and youth serving systems; the OJJDP contractors are the most qualified and appropriate to provide assistance; and, the recipient is committed to working with the contractor for positive change.



NATIONAL CLEARINGHOUSE FOR CRIMINAL JUSTICE  
INFORMATION SYSTEMS

SEARCH Group, Inc.  
1620 35th Avenue  
Sacramento, California 95822  
(916) 392-2550

Project Director: Patty Cook  
Government Project Monitor: Al Ash,  
Systems Development Division,  
Bureau of Justice Statistics,  
(202) 492-9063

Many criminal justice agencies across the United States seeking to improve their manual and automated information processing lack the technical resources to undertake such an endeavor without assistance.

The National Clearinghouse for Criminal Justice Information Systems was conceived to provide technical support to such agencies. A wide range of services which encourage the transfer of successful CJIS software and improve the quality of criminal justice information processing nationwide are available from the Clearinghouse.

Requirements Evaluation

- Examine efficiency and documentation of manual procedures
- Analyze workflow and form utilization
- Assess usage of existing hardware and determine potential for functional expansion

Cost/Benefit Analysis

- Lease vs Purchase
- Shared vs Dedicated
- Micro/Mini vs Mainframe

System Specifications

- Project anticipated transaction volumes
- Determine data elements and required reports
- Identify system interfaces
- Establish plan for system security

Transfer Assistance

- Utilize Automated CJIS Index to identify candidate systems for transfer
- Assist in development of transfer plan
- Review system documentation and user manuals
- Advise on issues pertaining to terminal security, user charges, system responsibility and control
- Support transfer activities
- Participate in transfer project evaluation

If you have any questions concerning the services provided by the Clearinghouse or would like to request technical assistance, write or call SEARCH Group, Inc. at (916) 392-2550. All requests will be evaluated within the constraints of time and available Clearinghouse resources.

The National Clearinghouse for Criminal Justice Information Systems is supported by a grant from the System Development Division, National Criminal Justice Information and Statistics Service, Bureau of Justice Statistics. This enables SEARCH Group, Inc., to offer Clearinghouse services to any agency with criminal justice responsibilities at no charge.

## NATIONAL COURT STATISTICS PROJECT

National Center for State Courts  
300 Newport Avenue  
Williamsburg, Virginia 23185  
(804) 253-2000

Project Director: Francis J. Taillefer  
Government Project Monitor: Sue Lindgren  
Bureau of Justice Statistics  
(202) 492-9070

Principle Objectives: Assist state courts in:

1. Development, evaluation, improvement, and implementation of operational statistical reporting systems;
2. Development of more effective statistical techniques for assessing their existing operations and data needs;
3. Development of more effective ways to project future organizational needs, and to avoid some of the potential problems and failures commonly associated with statistical analysis and reporting system development efforts. This is accomplished through the State Court Caseload Statistics annual report statistical series to assist the state court systems in improving their capability to collect and report reliable state court caseload statistics, and through the Survey of State Court Organizations which is a basic source document of organizational statistics to be used by administrative personnel for reference, comparative analysis and specific research purposes;
4. Develop effective techniques for representing and analyzing state court data and demonstrate effective techniques for data utilization and projection through the State Court Model Annual Report;
5. Develop recommended definitions that, if adopted, will lead to commonality in usage by the state courts through the companion volume, State Court Model Statistical Dictionary;
6. Encourage the adoption of established techniques for improving the collection, reporting, and use of state court caseload and organizational statistics through information transfer, statistical analysis, and technical assistance.

Eligible Recipients:

The NCSP is a national scope project of the National Center for State Courts (NCSC) and the Conference of State Court Administrators (COSCA). All courts within each state, territory, and the District of Columbia are eligible for technical assistance services.

## T/A Services Provided

The NCSP offers an array of services to state courts.

1. Technical Assistance - Technical assistance will be provided in response to requests received from state court administrators, local court administrators, local court clerks, or other court administrative personnel.
  - a. On-site assistance: The project staff will provide assistance of limited duration on an as-requested basis to further encourage and to facilitate the progress of state court caseload data reporting and the use of statistical analysis techniques.
  - b. In-house assistance at NCSC: The project staff responds to many letters and telephone requests for limited scope research services. These research activities are usually less than two days in duration.

The NCSP is designed to provide the maximum benefit to the greatest number of courts nation-wide. For this reason, technical assistance will necessarily be limited in duration and scope. It is not intended to replace project-sized efforts or to be so extensive that the T/A assumes mini-project proportion.

## Request Procedures

Requests for technical assistance requiring more than a one half-day effort should be sent in writing to the project director. Requests should contain a brief written description of the problems and the type of technical assistance required. The project staff will then review the problem with the inquiring agency or persons, determine the type and duration of technical assistance required, and seek funding approval from the LEAA project monitor for on-site assistance.

For requests requiring less than one half-day of effort, or for a clarification of services available, please telephone project staff at 804/253-2000, extension 312 or 327.

## Criteria for Accepting T/A Requests

The NCSP is capable of responding to all requests for assistance and information which it receives, within the general limitation that the request be within the project's area of activity. In responding to technical assistance requests, priority is given to those from state and local courts and related agencies.

## PRETRIAL SERVICES RESOURCE CENTER

918 F Street, N.W.  
Suite 500  
Washington, D.C. 20004  
(202) 638-3080

Project Director: Madeleine Crohn  
Government Project Monitor: Dennis Murphy  
Adjudication Division, OCJP  
(202) 724-7685

- Principle Objectives:
1. Assist in the compilation and analysis of information available on pretrial release programs and alternatives to adjudication;
  2. Analyze and review developments, trends, research, written materials that bear upon this topic;
  3. Disseminate information through published materials;
  4. Provide technical assistance by phone, letter and site visitation;
  5. Provide training and educational seminars.

Eligible Recipients: No restrictions. As a national clearinghouse the Resource Center responds to any request for information or assistance that deals with pretrial alternatives and related issues. Approximately 50 percent of the requests come from administrative staff of pretrial programs; the remainder is divided between criminal justice officials, representatives of local governments, planners, academicians, other national and local organizations, and miscellaneous persons interested in developing or supporting pretrial alternatives.

---

### T/A Services Provided

The Pretrial Services Resource Center was established by LEAA in 1976 to be the National Clearinghouse of pretrial alternatives. An array of services are provided:

1. Publication of Pretrial Issues: Issues bridges the gap between newsletter format, which is topical, and bulletins, which are in-depth treatises on specific topics.
2. State and regional training efforts will be formalized and lead to the development of mini-institutes that will be conducted throughout the country.
3. Building upon a successful workshop on pretrial alternatives that was developed in conjunction with the National Judicial College, the Center will be exploring a similar format with state and other national colleges that train various members of the criminal justice system.
4. The Center will be working with selected states towards the possible development of statewide pretrial systems. Also, a preliminary analysis of the possibility of accreditation of pretrial programs will be undertaken.

### Request Procedures

No formal requirements. No request for information or assistance is refused unless it does not fall within the boundaries of the Center's expertise and mandate. In such instances, and whenever possible, the Center directs the requestor to the appropriate agency.

In many instances a request can be handled by mail or phone. If the request is unclear, the persons will be contacted by one of the Center professionals. If simple, the request will be addressed by letter, accompanied by packets of information developed by the Center on that particular topic, written materials and names of other individuals that are familiar with that particular issues.

In some instances a request which originally was limited may lead to the development of a larger project. This is addressed in two ways: either an ongoing and exchange of correspondence and phone calls takes place, or an on-site technical assistance visit is scheduled.

### Criteria for Accepting T/A Requests

Since the primary purpose of the Center is not to provide on-site technical assistance (on-site work is one of several activities), screening for on-site assistance is fairly rigorous. Criteria used are:

1. Will the development of this topic/project provide significant results or experience that can aid other jurisdictions (or have repercussions on other jurisdictions), or
2. Can this project have possible statewide implications?

On-site technical assistance activities are separated from on-site "visits". In the latter case, when a request for assistance has been ongoing but could not justify the investment of on-site assistance, Center staff or consultants are encouraged to make a detour on an already scheduled trip to visit with that person/agency/jurisdiction.

It should be noted here that a process of elimination is utilized in prioritizing our activities. In other words, a publication, training event, an on-site visit will not take place if this has already been done or could be done better by another agency.

In the area of training, curricula for National Symposium and regional seminars are developed in conjunction with practitioners in the field and observers of pretrial alternatives. Enrollment is discretionary, and there are currently no restrictions on attendance to those training events. On the other hand, when seminars are developed in conjunction with other agencies and directed at their primary audiences, the Center complies with procedures and policies of that agency.

## PROMIS TRANSFER TECHNICAL ASSISTANCE

Institute for Law and Social Research  
1125 15th Street, N.W.  
Suite 600  
Washington, D.C. 20005  
(202) 828-8600

Project Director: Dean C. Merrill  
Government Project Monitor: Al Ash  
Systems Development Division,  
Bureau of Justice Statistics  
~~(202)~~ 492-9063  
301

- Principle Objectives:
1. Provide PROMIS\* software, on-site technical assistance, and technical support to public law agencies (courts, prosecutors, attorney generals) implementing PROMIS as a case management system.
  2. Develop enhancements and improvements to the PROMIS system.
  3. Disseminate information concerning PROMIS use and development.

Eligible Recipients: State and local public law agencies as approved by the government project monitor.

---

### T/A Services Provided

1. Services are provided through all stages of planning and implementation of PROMIS, including cost/benefit analysis, personnel qualifications statements and job descriptions, software tailoring, hardware procurement, forms design and procedures analysis and system support.
2. Distribution of the PROMIS Newsletter and other INSLAW publications to users.
3. A PROMIS Users Group meeting is held in a user jurisdiction twice annually.

Technical assistance is provided entirely by INSLAW staff members, including systems analysts, programmers, management analysts, and attorneys. Assistance ranges from answering telephone inquiries to on-site implementation assistance.

### Request Procedure

Requests for assistance can be directed to INSLAW. Depending upon the level of assistance requested, written authorization from the government project monitor may be required.

---

\*PROMIS (Prosecutor's Management Information System), a computer-based management information system, enables civil and criminal justice agencies to control their work loads. Three versions of PROMIS are available: computerized (for both large-scale and minicomputers); semiautomated, and manual. PROMIS provides justice agencies with information to manage cases and to give more attention to those cases that deserve it, to identify problem areas, and to identify litigants whose cases present special problems. PROMIS also provides management reports for those responsible for planning and evaluating agency activities.

#### Criteria for Accepting T/A Requests

Requests are prioritized according to a hierarchy which places operational PROMIS jurisdictions with operating difficulties highest and ranges downward to jurisdictions in the planning stages. All technical assistance must be directed toward implementing an INSLAW supported version of PROMIS.



## REDUCING TRIAL COURT DELAY PROJECT

National Center for State Courts  
720 Sacramento Street  
San Francisco, California 94104  
(415) 557-1515

Project Director: Larry L. Sipes  
Government Project Monitor: Nick Demos  
Adjudication Division, OCJP  
(202) 724-7685

- Principle Objectives:
1. Develop and implement demonstration projects to test techniques that reduce civil and criminal delay in trial courts;
  2. Provide information on delay reduction management techniques and statistical data collection;
  3. Advise and assist jurisdictions around the country in developing and implementing techniques to measure case processing and to implement delay reduction techniques on the trial court level.

Eligible Recipients: State Supreme and Appellate Court, State Court Administrative Offices, courts of general, limited and special jurisdiction, state legislatures, state regional and local justice system planning units and other state and local court-related agencies.

---

### T/A Services Provided

The Reducing Trial Court Delay Project (RTCDP) offers the following services to eligible recipients:

1. Dissemination of publications and manuals developed by the staff: The pretrial delay staff has written and developed a number of publications and training manuals as a result of their first grant which studied case processing in 21 jurisdictions. A monograph, Pretrial Delay: A Review and Bibliography, surveys and assesses the current level of research in the area of court delay. The final report produced as a result of the first phase, Justice Delayed: The Pace of Litigation in the Urban Trial Courts, documents civil and criminal case processing times in 21 trial court jurisdictions around the country, and poses several hypotheses to explain the wide variations in civil and criminal case processing times between courts. The staff makes certain recommendations to reduce delay.  
  
In addition, the staff has developed a manual, Measuring the Pace of Litigation, which provides courts with collection techniques to analyze their own courts.
2. Technical Assistance: At the request of the court, National Center staff can monitor and supervise an individual court's effort to implement the manual, Measuring the Pace of Litigation, and assist the court in developing data gathering forms tailored especially to the needs and concerns of the individual court. The pretrial delay staff will then process the data collected by the court. The staff will assist the court in preparing an analysis of case processing in that court.

Staff will provide information on case processing techniques being implemented in the previous demonstration projects. It is also prepared to advise and assist courts wishing to implement administrative, judicial, and organizational ideas to reduce delay of criminal or civil cases.

3. Experimental Projects: The pretrial delay staff conducted experiments in seven courts around the country to test the effectiveness of certain case management techniques in decreasing case processing times and impacting court delay. Some jurisdictions involved were: Phoenix, Arizona (Civil); Cleveland, Ohio (Civil); Portland, Oregon (Civil); and Cambridge, Massachusetts (Criminal).

#### Request Procedure

There are no formal requirements for obtaining information. Telephone requests and written inquiries constitute the major form of information solicitation. Staff members also have spoken at conferences of judges, court administrators and other court groups around the country describing the project's techniques and conclusions.

#### Criteria for Accepting T/A Requests

No set requirements. Each request is reviewed on its own particular merits.

## STATE COURT FINANCING PROJECT

National Center for State Courts  
2030 M Street, N.W.  
Suite 401  
Washington, D.C. 20036  
(202) 833-3270

Project Director: Robert W. Tobin  
Government Project Monitor: Gregory Brady  
Adjudication Division, OCJP  
(202) 724-7685

Principle Objectives: To help state courts address the major, continuing problem of obtaining adequate funds to operate effectively and account for these funds fairly and accurately.

1. Subgrants to selected states to initiate discrete cost studies or system improvement efforts;
2. Technical Assistance provided by expert consultants and staff, of a more limited duration than subgrants to expedite improved fiscal operations;
3. Research to produce monographs on major issues in court finance;
4. Training of court and government leaders in financing policy issues of court managers in fiscal skills;
5. Clearinghouse response to requests for court fiscal information and preparation of short papers on frequently suggested topics; and
6. Liaison with other projects, organizations, and individuals interested in court finance.

Eligible Recipients: State Supreme and Appellate Courts, State Court Administrative Offices, Courts of general, limited and special jurisdiction, state legislatures, state, regional, and local justice system planning units and other state and local court-related agencies.

---

### T/A Services Provided

The State Court Financing Project offers short-term technical assistance services involving restructuring the financial system and administrative procedures of state courts. This assistance includes efforts to develop or improve the budgeting process, accounting systems and auditing capabilities. Efforts are made to analyze relationships between court-generated revenue and court costs to insure that they are consistent with the evolving policies of state and local governments. The project also provides information on the financial management of individual state court systems as well as general information on court financing and fiscal management.

### Request Procedure

Requests for information may be made by calling the Project. Technical assistance services can be arranged by application to the Project Director. A letter should be written requesting technical assistance services and should contain a brief description of the problem to be addressed as well as any background information concerning the problem that might be helpful. In addition, the requestor should state what he or she expects to be accomplished by the technical assistance.

This letter will be reviewed to determine if the problem can be effectively dealt with by the Project and the requestor will be contacted. Although SPA endorsement of the technical assistance services is not necessary, the Project will inform the appropriate SPA of any activity by the Project going on in that state. The Project must obtain approval from LEAA to deliver services but this is an informal procedure and is not time consuming.

### Criteria for Accepting T/A Requests

Technical assistance requests should meet two requirements: (1) the duration of the assignment must be fairly short (approximately two to three days), and (2) the subject area of the request must be consistent with project objectives to expedite improved fiscal operations in state court systems.

## STATE JUDICIAL INFORMATION SYSTEMS PROJECT

National Center for State Courts  
300 Newport Avenue  
Williamsburg, Virginia 23185  
(804) 253-2000

Project Director: Lynn A. Jensen  
Government Project Monitor: Al Ash  
Systems Development Division,  
Bureau of Justice Statistics  
(202) 492-9063

Principle Objectives: 1. Assist state courts in the development and implementation of statewide judicial information systems.

Eligible Recipients: All courts within each state, territory, and the District of Columbia

---

### T/A Services Provided

The State Judicial Information Systems Project (SJIS) offers an array of technical assistance services to state courts:

1. Technical Assistance: Short-term on-site consultant services are provided in response to requests received from State Court Administrators and their designated representatives. Examples of the areas in which technical assistance services are provided to states are:
  - Planning
  - Requirements Analysis
  - Cost-Benefit Analysis
  - General and Detail Systems Design
  - Operations and Procedural Analysis
  - Computer Hardware and Software Procurement
  - Data Requirements and Data Base Design
  - Form Analysis and Design
  - Documentations
  - Training
  - Security and Privacy
2. In-House Staff Research: The project responds to letters and telephone requests for limited scope research services. These research requests are usually less than two days duration.
3. Dissemination: The project disseminates project reports and monographs dealing with guidelines for the transfer of systems between states and selected automated systems that may be transferred among states.
4. Funding: A limited number of individual states receive funds to develop state level information systems.

### Request Procedure

Requests for technical assistance requiring more than one half-day of effort should be sent in writing from the State Court Administrator to the Project Director. Requests should contain a brief written description of the situation in which technical assistance is needed and the type of assistance desired. The SJIS staff will then review the request, contact the state court administrator to discuss the type and duration of the desired assistance, estimate resources required to provide the assistance, and such funding approved from the LEAA project monitor as necessary.

For requests requiring less than one half-day of effort, or for a clarification of services available, please call the project office.

### Criteria for Accepting T/A Requests

The SJIS Project is capable of responding to all requests for assistance and information which it receives, within the general limitation that the request be within the project's area of activity. In responding to technical assistance requests, priority is given to state court administrative offices and state courts.

## TECHNICAL ASSISTANCE IN JUROR USAGE AND MANAGEMENT

Center for Jury Studies  
6723 Whittier Avenue  
McLean, Virginia 22101  
(703) 893-4111

Project Director: G. Thomas Munsterman  
Government Project Monitor: John Gregrich  
Adjudication Division, OCJP  
(202) 724-7681

### Principle Objectives:

The purpose of this project is to bring about permanent improvements in jury systems throughout the country through:

1. The provision of on-site technical assistance upon request;
2. Support to states and courts participating in the LEAA Juror Usage and Management Incentive Program;
3. Development of skills and knowledge among individuals throughout the country who can serve as resources to others needing assistance in jury management;
4. Provision of a national focus for activities and ideas in juror usage and management.

### Eligible Recipients:

Courts using juries; State Court Administrative Offices and others administering programs for courts using juries; state legislatures; state, regional and local justice system planning units; other state and local court-related agencies concerned with jury systems.

---

### T/A Services Provided

The Center for Jury Studies will assist recipients in:

1. The development of plans for jury system improvement;
2. Source lists;
3. Qualification and summoning of jurors;
4. Excuses, exemptions and postponements;
5. Orientation;
6. Term of service;
7. Juror utilization;
8. Standard panel sizes;
9. Calendar coordination;
10. Standby jurors;

11. The effect of voir dire on jury management;
12. Monitoring and control of the jury system.

This assistance is available in the following forms:

1. On-site assistance by either the Center's staff or resource people who have been identified.
2. Information supplied upon request by the Center from its collection of resource materials.
3. Two-day working conferences for court teams (judges, clerks, court administrators, and jury clerks) to meet at the Center and avail themselves of its staff and other resources.
4. A one-week residency program for those who are potential resource persons and who would benefit from intensive training in data analysis while "analysts in residence" at the Center.

#### Request Procedure

Inquiries for information, materials or technical assistance can be made by letter or telephone to the Center for Jury Studies. Approval of requests by LEAA for all technical assistance assignments is required and is handled by the Center based on the initial assessment of the request. States or courts wishing to participate in the LEAA Incentive Program should contact the Government Project Monitor.

#### Criteria for Accepting T/A Requests

Requests to the Center for Jury Studies are accepted based upon the resources available and the following priorities:

1. Assistance to state-level agencies in a state participating or considered by LEAA to be potential Incentive Program participant.
2. Assistance to individual courts or other agencies in a state participating or considered by LEAA to be a potential Incentive Program participant where the assistance would move one or more court systems toward their demonstrated objectives of improvement of JUM as defined by the LEAA Incentive Program.
3. Assistance to state or local courts or agencies committed to establishing an improved jury system such as an one-day/one-trial term of service.
4. Assistance to state or local courts or agencies which have demonstrated an interest in jury system improvement by previously using technical assistance productively or by initiating improvement efforts on their own, where the assistance would contribute to a permanent improvement in an important aspect of jury utilization and management.



5. Assistance to a state or local agency or court which has not previously demonstrated an interest in jury system improvement, but where the assistance would contribute to a permanent improvement in an important aspect of juror utilization and management.
6. Other requests for approval of technical assistance projects may be granted if there is adequate Center time available and the devotion of attention to such lower priority items would not detract from other efforts.

APPENDIX  
Criminal Justice Councils

#### ALABAMA

Alabama Law Enforcement Planning Agency  
2863 Fairlane Drive, Executive Park  
Building F, Suite 49  
Montgomery, Alabama 36116  
(205) 277-5440

#### ALASKA

Criminal Justice Planning Agency  
Pouch AJ  
Juneau, Alaska 99811  
(907) 465-3591

#### ARIZONA

Arizona State Justice Planning Agency  
Professional Plaza, Suite 400  
4820 North Black Canyon  
Phoenix, Arizona 85017  
(602) 255-5466

#### ARKANSAS

Arkansas Crime Commission  
1515 Building, Suite 700  
Little Rock, Arkansas 72202  
(501) 371-1305

#### CALIFORNIA

Office of Criminal Justice Planning  
7171 Bowling Drive  
Sacramento, California 95823  
(916) 445-9156

#### COLORADO

Division of Criminal Justice  
419 Centennial Building  
1313 Sherman Street  
Denver, Colorado 80203  
(303) 839-3331

#### CONNECTICUT

Connecticut Justice Commission  
75 Elm Street  
Hartford, Connecticut 06115  
(203) 566-3020

#### DELAWARE

Delaware Criminal Justice Planning  
Commission  
Wilmington State Office Building  
820 North French Street  
Wilmington, Delaware 19801  
(302) 571-3430

#### DISTRICT OF COLUMBIA

Office of Criminal Justice Plans  
and Analysis  
421 8th Street, N.W. - 2nd floor  
Washington, D.C. 20004  
(202) 727-6537

#### FLORIDA

Bureau of Criminal Justice Planning  
and Assistance  
Carlton Building, 135  
Tallahassee, Florida 32304  
(904) 488-6001

#### GEORGIA

State Crime Commission, Suite 625  
3400 Peachtree Road, N.E.  
Atlanta, Georgia 30326  
(404) 894-4410

#### HAWAII

State Law Enforcement Planning Agency  
1010 Richards Street  
Kamamalu Building, Room 412  
Honolulu, Hawaii 96813  
(808) 548-3800

### IDAHO

Law Enforcement Planning Commission  
700 West State Street  
Boise, Idaho 83720  
(208) 334-2364

### ILLINOIS

Illinois Law Enforcement Commission  
120 South Riverside Plaza, 10th Floor  
Chicago, Illinois 60606  
(312) 454-1560

### INDIANA

Indiana Criminal Justice Planning Agency  
215 North Senate  
4th Floor, Graphic Arts Building  
Indianapolis, Indiana 46202  
(317) 232-1233

### IOWA

Iowa Crime Commission  
Lucas State Office Building  
Des Moines, Iowa 50319  
(515) 281-3241

### KANSAS

Governor's Committee on Criminal Administration  
503 Kansas Avenue, Room 212  
Topeka, Kansas 66603  
(913) 296-3066

### KENTUCKY

Executive Office of Staff Services  
Department of Justice  
State Office Building Annex, 2nd Floor  
Frankfort, Kentucky 40601  
(502) 564-3251

### LOUISIANA

Louisiana Commission on Law  
Enforcement and Administration  
of Criminal Justice  
1885 Wooddale Boulevard, Room 615  
Baton Rouge, Louisiana 70806  
(505) 925-4436

### MAINE

Maine Criminal Justice Planning  
and Assistance Agency  
11 Parkwood Drive  
Augusta, Maine 04330  
(207) 289-3361

### MARYLAND

Governor's Commission on Law  
Enforcement and Administration  
of Justice  
One Investment Place, Suite 700  
Towson, Maryland 21204  
(301) 321-3636

### MASSACHUSETTS

Committee on Criminal Justice  
110 Tremont Street, 4th Floor  
Boston, Massachusetts 02108  
(617) 727-6300

### MICHIGAN

Office of Criminal Justice  
Lewis Cass Building, Second Floor  
P.O. Box 30026  
Lansing, Michigan 48909  
(517) 373-6655

### MINNESOTA

Crime Control Planning Board  
444 Lafayette Road, 6th Floor  
St. Paul, Minnesota 55101  
(612) 296-3052

## MISSISSIPPI

Mississippi Criminal Justice Planning  
Commission  
Office of the Governor  
723 North President Street, Suite 400  
Jackson, Mississippi 39202  
(601) 354-4111

## MISSOURI

Missouri Council on Criminal Justice  
621 East Capitol  
P.O. Box 1041  
Jefferson City, Missouri 65101  
(314) 751-3432

## MONTANA

Board of Crime Control  
303 South Roberts  
Helena, Montana 59601  
(406) 449-3604

## NEBRASKA

Nebraska Commission on Law Enforcement  
and Criminal Justice  
301 Centennial Mall South  
P.O. Box 94946  
Lincoln, Nebraska 68509  
(402) 471-2194

## NEVADA

Department of Law Enforcement Assistance  
Capitol Complex  
430 Jeanell Drive  
Carson City, Nevada 89710  
(702) 885-4405

## NEW HAMPSHIRE

New Hampshire Crime Commission  
169 Manchester Street  
Concord, New Hampshire 03301  
(603) 271-3601

## NEW JERSEY

Law Enforcement Planning Agency  
3535 Quaker Bridge Road  
Trenton, New Jersey 08625  
(609) 292-3741

## NEW MEXICO

Department of Criminal Justice  
113 Washington Avenue  
Santa Fe, New Mexico 87501  
(505) 827-5222

## NEW YORK

Office of Planning and Program  
Assistance  
Division of Criminal Justice Services  
80 Centre Street, 4th Floor  
New York, New York 10013  
(212) 488-3896

## NORTH CAROLINA

Division of Crime Control and  
Public Safety  
P.O. Box 27687  
Raleigh, North Carolina 27611  
(919) 733-4000

## NORTH DAKOTA

North Dakota Combined Law  
Enforcement Council  
Box B  
Bismarck, North Dakota 58505  
(701) 224-2594

## OHIO

Department of Economics and  
Community Development  
30 East Broad Street, 25th Floor  
Columbus, Ohio 43215  
Mailing Address:  
P.O. Box 1001  
Columbus, Ohio 43216  
(614) 466-7610

OKLAHOMA

Oklahoma Crime Commission  
3033 N. Walnut  
Oklahoma City, Oklahoma 73105  
(405) 521-2821

OREGON

Executive Department  
Law Enforcement Council  
2001 Front Street, N.E.  
Salem, Oregon 97310  
(503) 378-4347

PENNSYLVANIA

Pa. Commission on Crime and Delinquency  
Department of Justice  
P.O. Box 1167, Federal Square Station  
Harrisburg, Pennsylvania 17108  
(717) 787-2042

RHODE ISLAND

Governor's Justice Commission  
110 Eddy Street  
Providence, Rhode Island 02903  
(401) 277-2620

SOUTH CAROLINA

Division of Public Safety Programs  
Edgar A. Brown Building  
1205 Pendleton Street  
Columbia, South Carolina 29201  
(803) 758-3573

SOUTH DAKOTA

South Dakota State Criminal Justice  
Commission  
Division of Law Enforcement Assistance  
200 West Pleasant Drive  
Pierre, South Dakota 57501  
(605) 773-3665

TENNESSEE

Tennessee Law Enforcement Planning  
Agency  
Browning-Scott Building  
4950 Linbar Drive  
Nashville, Tennessee 37211  
(615) 741-3521

TEXAS

Criminal Justice Division  
Office of the Governor  
411 W. 13th Street  
Austin, Texas 78701  
(512) 475-4444

UTAH

Utah Council on Criminal Justice  
Administration  
255 South Third East  
Salt Lake City, Utah 84111  
(801) 533-5731

VERMONT

Vermont Commission on the  
Administration of Justice  
149 State Street  
Montpelier, Vermont 05602  
(802) 828-2351

VIRGINIA

Division of Justice and Crime  
Prevention  
8501 Mayland Drive, Parham Park  
Richmond, Virginia 23229  
(804) 281-9276

WASHINGTON

Office of Financial Manager  
Division of Criminal Justice  
102 North Quince, M.S. GF-01  
Olympia, Washington 98504  
(206) 753-2235

#### WEST VIRGINIA

Criminal Justice and Highway Safety  
Division  
Suite 321, Morris Square  
1212 Lewis Street  
Charleston, West Virginia 25301  
(304) 348-8820

#### WISCONSIN

Wisconsin Council on Criminal Justice  
122 West Washington Avenue  
Madison, Wisconsin 53702  
(608) 266-3323

#### WYOMING

Attorney General's Planning Committee  
on Criminal Administration  
Barrett Building, 4th Floor  
Cheyenne, Wyoming 82002  
(307) 777-7716

#### AMERICAN SOMOA

American Samoa Criminal Justice  
Planning Agency  
P.O. Box 3760  
Pago Pago, American Samoa 96799  
Pago Pago 633-5222 (overseas operator)

#### GUAM

Guam Criminal Justice Planning Agency  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Guam 472-8557

#### PUERTO RICO

Puerto Rico Crime Commission  
G.P.O. Box 1256  
San Juan, Puerto Rico 00936  
(809) 783-0398

#### VIRGIN ISLANDS

Virgin Islands Law Enforcement  
Planning Commission  
P.O. Box 280  
Charlotte Amalie  
St. Thomas, Virgin Islands 00801  
(809) 774-6400

**END**