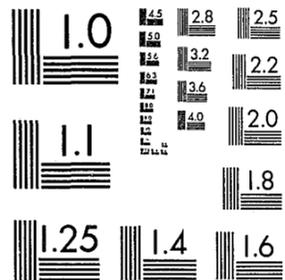


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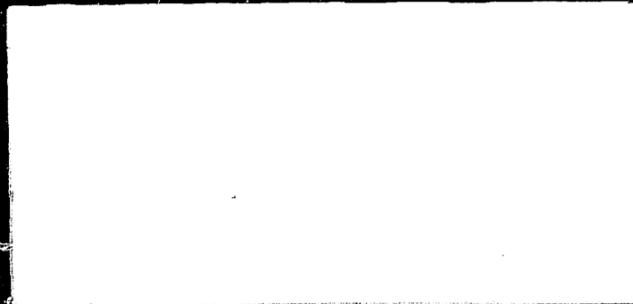
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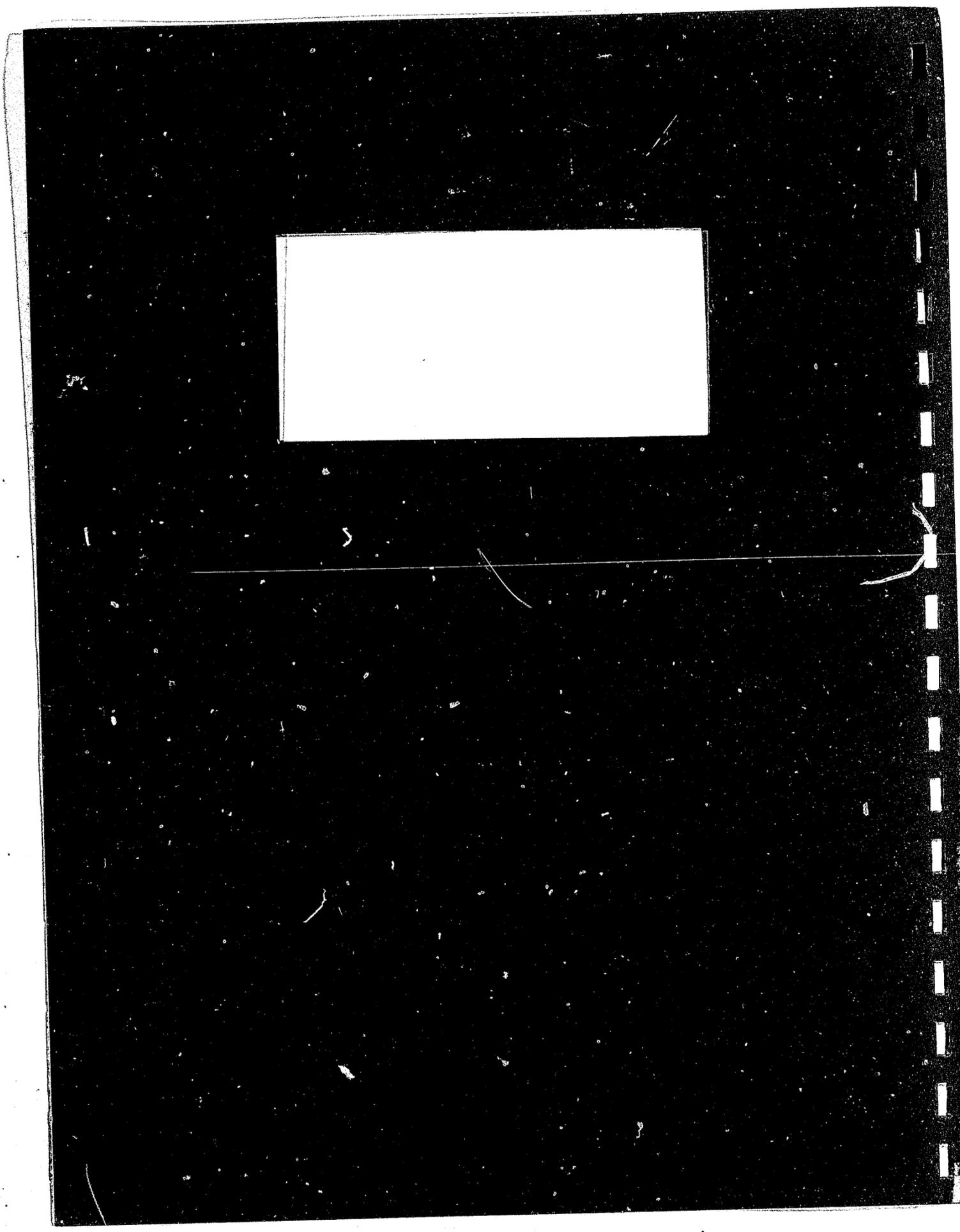
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ANALYSIS OF THE CASE
ASSIGNMENT SYSTEM IN THE
RURAL FIFTEEN COUNTIES OF
IOWA'S FIFTH JUDICIAL DISTRICT

July 1980

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I. INTRODUCTION

In February 1980, LEAA's Criminal Courts Technical Assistance Project at the American University received a request for assistance from Robert L. Bernard, Assistant District Court Administrator for the Fifth Judicial District of Iowa, to review the District's procedures for case scheduling and docketing and to recommend possible ways to streamline the process. One of the major problems with the District's central case assignment system which Mr. Bernard noted was the considerable amount of time spent by court staff in the case assignment process. Of particular concern was the staff telephone time required to talk to counsel and judges regarding cases, and time required to look for possible trial dates that don't conflict with other matters assigned to the attorney.

The Fifth Judicial District is composed of sixteen counties. The major population center for the District is Polk County (Des Moines). The remaining fifteen counties in the District, which are primarily rural, are: Adair, Adams, Clarke, Dallas, Decatur, Guthrie, Jasper, Lucas, Madison, Mariou, Ringgold, Taylor, Union, Warren and Wayne. The District is served by twenty judges, 13 of whom serve Polk County. The remaining seven judges rotate among the other 15 counties.

The CCTAP assigned three consultants to address the problems outlined by Mr. Bernard: Dennis Howard, District Court Administrator in Bemidji, Minnesota for a multi-county judicial district; Burton Butler, District Court Administrator in Ashville, North Carolina who also serves a multi-county judicial district, and Todd Barton, a private consultant and formerly court administrator in St. Joseph, Michigan. The consultants conducted a three day site visit on May 7-9, 1980, at which time they met with the following officials involved in the case assignment process: Chief Judge Harry Perkins; District Court Judge Thomas S. Bown; District Court Judge James W. Brown; District Court Judge Robert O. Frederick; District Court

Judge Van Wifvat; Fifth District Court Administrator D.S. Haxton; Assistant Fifth District Court Administrator Robert L. Bernard; Assistant Fifth District Court Administrator Ron Branam; Clerical Support Staff Member, Mrs. Vicki Warrick; the clerks of the District Court Offices in Dallas, Decatur and Warren Counties; and representatives of the County Attorney's Offices in Dallas, Warren and Decatur Counties.

During the course of the site study, it was decided that the focus of assistance should be upon the central assignment system used in the rural fifteen counties in the District and to exclude Polk County from the study because it uses a different case assignment system.

Prior to the site visit, Mr. Bernard compiled a set of background materials for the consultants which included copies of the Rules of Practice for the District, pertinent sections of the Iowa Statewide Rules of Criminal and Civil Procedure and statistics summarizing trial activity in each of the District Court locations.

The report which follows documents the consultants' analysis of these materials and the results of their site study. A draft of the report had been sent to Mr. Bernard for review and his comments are included in this final copy. Limited additional technical assistance is available to assist the District in implementing the recommendations presented.

II. BACKGROUND

The state of Iowa is divided into eight judicial districts. The fifth is the most urban, having within it Polk County (Des Moines). The Fifth Judicial District's population is five hundred twenty-six thousand nine hundred (526,900 - 1976 estimate).¹ Slightly over one-half the judicial district's population resides in Polk County.

Each judicial district has a chief judge, appointed by the Iowa Supreme Court, who is responsible for overall judicial administration in the respective judicial districts. At the option of each chief judge, all eight judicial districts may have district court administrators.² The Fifth Judicial District has a district court administrator and several support staff. A reading of the Administrative Services Division Chart³ of the Fifth Judicial District will indicate Mr. Robert L. Bernard's position and title and other administrative actors in this judicial district.

As noted above, the court of general jurisdiction, the Iowa District Court, has twenty judges in the Fifth Judicial District. (Iowa district court judges are appointed and retained under the modified Missouri Plan. For these purposes, the Fifth Judicial District is divided into two election districts, 5A: Polk County and 5B: the rural fifteen counties.) Thirteen serve Polk County and seven serve the rural fifteen counties. The court of limited jurisdiction, the Magistrate Court, has twenty-eight magistrates in the Fifth Judicial District. The magistrate court case assignments are not the responsibility of Mr. Bernard so they are not an object of this report. Each county has an elected clerk of district court who is responsible for official court record keeping for all district and magistrate courts.

1. See Appendix A
2. See Appendix B
3. See Appendix C

The rural fifteen counties of the Fifth Judicial District are divided, for assignment purposes, into the following divisions:⁴

Division 1:

Dallas
Jasper
Marion
Warren

Division 2:

Guthrie
Madison
Adair
Adams
Taylor
Ringgold
Clarke
Decatur
Lucas
Wayne
Union

Division 3:

On-call Judge

A reading of the attached judicial assignment chart⁴ indicates that the district court judges rotate four times a year in the rural fifteen counties. During each rotation, two rural judges and two urban judges rotate into and out of Polk County respectively. Routinely, thirteen judges serve in Polk County and seven judges serve in the rural fifteen counties. The on-call judge performs most of the trial work within the rural fifteen counties with occasional assistance from the court service judges. Court service judges handle court service and motion day matters. These matters are usually brief in nature and require little judicial time.

The Iowa Supreme Court has directed that each county shall receive at least one-half day a week of court service and motion day service. The Iowa Supreme Court

4. See Appendix D

has also directed that each county shall receive the services of at least four different district court judges every calendar year. The attached judicial assignment chart⁵ is the response of the Fifth Judicial District to these two Iowa Supreme Court directives.

Mr. Bernard's duties are divided into three major areas of responsibility, each consuming different amounts of time in the typical work week:

<u>Responsibility</u>	<u>Time Consumption</u>
1. rural district court case assignments	30 hours
2. Polk County jury commissioner	10 hours
3. court statistics	negligible

Mr. Bernard's concern is that the rural district court case assignment process consumes more time than desirable in relation to his two other areas of responsibility. (Although the estimated weekly time consumption figures total the traditional forty hour work week, almost routinely Mr. Bernard spends in excess of forty hours at work.) His one and only clerical support staff, Mrs. Vicki Warrick, also spends approximately 30 hours and 10 hours per week on rural district court case assignments and Polk County jury commissioner matters respectively.

The rural district court case assignment system deals almost exclusively with jury and non-jury cases requesting trial. Mr. Bernard's case assignment responsibility revolves around jury and non-jury cases requesting trial. Court service and motion day matters are usually scheduled by either the attorneys, clerks, or judges. The assignment office will schedule court service matters as requested.

5. See Appendix D

III. ANALYSIS OF EXISTING SITUATION

A. Diagram of the Civil and Criminal Caseflow

A discussion of the general flow of the essential elements in the rural district court case assignment system is as follows:

1. Civil Cases

Trial Certificate⁶ filed - Trial Certificate held for the statutory fourteen days plus three for mailing purposes - totals seventeen days to allow for objections to the Trial Certificate → objections, if any ruled on → case, if ready for trial, assigned for a pre-trial conference via notice,⁷ (if requested by party or counsel or ordered by the court) → recorded in the assignment book → after pre-trial information obtained, if applicable, case assigned for trial via utilization of the assignment book → notice of trial setting mailed to clerk for appropriate notification procedures → if necessary, the case or hearing continued and rescheduled via notice⁹ mailed to clerk for appropriate notification procedures → case assignment calendar prepared¹⁰ quarterly for each rural trial division → mailed to clerk for appropriate notification procedures → completion of assignment communicated to central assignment office via letter or telephone by clerk or judge or information secured via telephone from central assignment office.

6. See Appendix E

7. See Appendix F

8. The assignment books are three large bound books containing approximately two hundred fifty pages each. Each page is lined in similar fashion to a standard legal writing pad. The pages are 10" by 14". Each of the three assignment divisions has a book. The days available for assignments are handwritten in each book. When a matter is assigned, the appropriate assignment division book is consulted and the matter set for assignment is annotated in the appropriate time and date area of the book.

These books serve as the only unified and accurate listing of all matters set for trial in the three trial divisions of the rural counties in the Fifth Judicial District.

9. See Appendix G

10. See Appendix H

2. Criminal Cases

Arraignment in district court → if a plea of not guilty entered, county attorney notifies central assignment office¹¹ of the criminal case ready to be assigned for trial → case assigned via assignment book → notice of trial setting mailed to clerk for appropriate notification procedures → if necessary, the case or hearing continued and rescheduled via notice mailed to clerk for appropriate notification procedures → case assignment calendar prepared¹² quarterly for each rural trial division → mailed to clerk for appropriate notification procedures → completion of assignment communicated to the central assignment office via letter or telephone by clerk or judge or information secured via telephone from central assignment office.

This district court case assignment system can be termed a central assignment system, staffed by Mr. Bernard and Ms. Warrick. The central assignment office is located in a very small office (8' x 10') in the Polk County Courthouse. The office, formerly a rest room, contains one desk, one typewriter stand, four chairs, and some small filing equipment. The conditions under which the central office functions are quite small and crowded.

B. Discussion

1. Civil Cases

A civil case ready for trial first comes to the attention of the central assignment office via the receipt of a Trial Certificate.¹³ This document is filed with the clerk of district court in the venue county by one party of a case. The clerk mails a copy of the Trial Certificate to the central assignment office. Iowa Rules of Civil Procedure require the filing of a Trial Certificate as the first official step in the trial process.

11. See Appendix I
12. See Appendix H
13. See Appendix E

Upon receipt of the Trial Certificate, it is filed in a suspense file dated seventeen days from the date of receipt of the Trial Certificate. Iowa Rules of Civil Procedure allow a fourteen day waiting period from the date of the Trial Certificate filing to allow for objections to the Trial Certificate. The central assignment office adds another three days to this time frame for mailing purposes, thus, the seventeen day suspense file.

If any objections to the Trial Certificate are filed within the seventeen day time frame, they are ruled on by the court service judge for the respective county. These objections also are mailed to the central assignment office by the respective clerk. If a formal hearing is required to rule on the objections, it is scheduled by the central assignment office via notice.¹⁴ This notice is mailed to the clerk of the respective county for appropriate notification to all appropriate parties.

After the ruling on the objections to the Trial Certificate is filed and complied with, if applicable, the central assignment schedules, via notice,¹⁵ the case for a pre-trial conference, if necessary. Cases are only scheduled for a pre-trial conference if requested by a party, counsel, or ordered by the court. The pre-trial conference is set by the central assignment office and the notice is mailed to the clerk of the respective county for notification of all appropriate parties.

To determine the next available date for setting all matters, such as pre-trial conferences and cases ready for trial, two procedures are followed. First, the central assignment office refers to an assignment book. There are three assignment books, one for each of the three trial divisions of the rural fifteen counties. These books contain all available work days for each county, pursuant to the annual judicial assignment chart.¹⁶ The central assignment office records all hearing and

14. See Appendix J
15. See Appendix F
16. See Appendix D

trial settings in the appropriate assignment book. These assignment books are, in effect, the hearing and trial schedules for the rural fifteen counties.

Once an available date for an assignment is located in the appropriate assignment book, the counsel are contacted via telephone by the central assignment office as to their availability for the instant matter. Once an acceptable date is decided upon, the central assignment office officially, via notice,¹⁷ sets the matter for court action.

In addition to pre-trial conference hearings, Trial Certificate objection hearings, and actual case assignments, the central assignment office assigns magistrate appeals and juvenile matters via the central assignment system utilizing the usual notice.¹⁸

When matters are set by the central assignment office, usually more than one matter is set for a given date and time. As cases settle, the "stand-by" cases are expected to proceed or also settle. If a matter is not settled or reached by the court, it is rescheduled by the central assignment office in the usual manner.

After the results of the pre-trial conference are obtained from the court's ruling, via mailing from the appropriate clerk to the central assignment office, the case is scheduled for trial. The appropriate assignment book is consulted for the next available trial date. Counsel are then contacted via telephone as to their availability for the trial. Once a date has been agreed upon by all concerned, the central assignment office sets the case for trial by the issuance of a notice.¹⁹ The notice is mailed to the respective clerk for official notification to all appropriate parties.

17. See Appendices F and G
18. See Appendix G
19. Ibid

Approximately two weeks prior to the commencement of the four quarterly trial sessions in each of the four rural trial divisions, a trial calendar of case assignments²⁰ is prepared by the central assignment office. This trial calendar is a quarterly compilation of the matters set for court action via the assignment book for the respective trial division. The trial calendar is mailed to the appropriate clerks for distribution to all attorneys and for parties scheduled for court during the instant trial session.

Changes are made frequently to the case assignment dates. The assignment books are altered accordingly, but the published quarterly trial calendar of case assignments is not altered. The central assignment office publishes the quarterly trial calendar of case assignments as a service to the court system actors. This is the only unified document listing all case assignments for an entire trial session. Prior to and after its publication, the only notices court system actors receive of case assignments are the case assignment notices²¹ issued by the central assignment office.

In addition to case assignments, the published quarterly trial calendar of case assignments contains court service days and days reserved for rulings. (The Fifth Judicial District attempts to allow each judge occasional days to work on matters under submission to the court.) This publication is a complete daily schedule of judicial activity in a respective trial division.

Once a case has been tried, settled, or otherwise disposed of, it is crossed off the assignment book. The central assignment office takes no other official action on such cases.

20. See Appendix H
21. See Appendix G

2. Criminal Cases

Criminal cases, unlike civil cases, do not require the filing of a Trial Certificate for the central assignment office to schedule a criminal case for trial. Once a defendant has been formally charged via county attorney information or grand jury indictment, the county attorney has ninety days within which to try the defendant.²² If a defendant pleads not guilty, the county attorney notifies the central assignment office either by written notice²³ or via telephone of the necessity of a trial date.

Upon receipt of a request for a criminal trial date, the central assignment office consults the appropriate assignment book for the next available date. (If a speedy trial is waived, there is more flexibility in selecting a trial date.)²⁴ A trial notice is then mailed to the respective clerk for official notification to all appropriate parties.

If it becomes necessary to continue the case, either by the central assignment office or the court, a new date is determined by the assignment office and notice²⁵ is again mailed to the respective clerk for official notification to all appropriate parties.

As with civil cases, criminal cases are included in the published quarterly trial calendar of case assignments, the same procedure followed in civil cases to accomplish this publication is followed in criminal cases.

As with civil cases, once a criminal case is disposed of it is crossed off the appropriate assignment book. The central assignment office takes no other official action on such cases.

22. Iowa Rules of Criminal Procedure establish speedy trial provisions which require a county attorney to try a defendant within ninety days from the date of the formal charging in district court - unless waived by the defendant. Prior to this ninety day period, the county attorney has forty-five days within which to file formal information or to secure a grand jury indictment charging a defendant. If these two time frames, forty-five and ninety days, are not followed, the charges are subject to dismissal.
(footnotes continued on next page)

IV. ANALYSIS OF THE CENTRAL CASE ASSIGNMENT SYSTEM IN THE RURAL FIFTEEN COUNTIES

The central assignment system for the fifteen rural counties in the Fifth Judicial District of Iowa was analyzed by the consultants from primarily two perspectives:

1. The effectiveness and responsiveness of the system to the caseflow problems in the counties, and
2. The day-to-day process and mechanics of scheduling the court cases in the counties. Is too much time being spent by staff to effectuate and coordinate trial assignments? Could the present procedure be streamlined and personnel time saved in the case assignment process?

In light of the technical assistance needs generating this study, the second perspective received primary attention. However, the consultants felt it important to determine if the central assignment system was effective before considering possible recommendations for its improvement.

In addition, in the course of analyzing the case assignment system, many tangential issues surfaced, such as the rotation of judges every three months and the weekly court service day in each county, which impact directly on the central assignment system. Although specific analysis of these issues was beyond the scope of the study, they were taken into account as key elements the central assignment system must be responsive to and incorporate.

A. Effectiveness and Responsiveness of the Central Assignment System

The data base to indicate whether or not the central assignment system has been effective is presently not available. Summary statistics on case filings and dispositions for the fifteen counties provide little information as to the status

(footnotes continued from preceding page)

23. See Appendix I
24. See Appendix G
25. Ibid.

of the caseload before and after central assignment went into effect. Pending caseload or case backlog is inadequately defined - for example, there is no data which indicates how many cases over a year old are "active" and how many are "inactive" and need to be dismissed. The lack of an adequate data base on case-loads is an important weakness in the central assignment system, but this problem also existed under the old system of judge assignment of cases.

Current status and history information on each case and the caseload as a whole for each county is particularly important in a flexible system in which judges can be rotated to meet the varying and fluctuating caseload demands of the fifteen counties. However, there presently is no data available on whether the central assignment system is resulting in effective use of available judge manhours. The court administrative staff is aware of this lack of data, but there simply has not been sufficient staff time to collect and analyze the necessary data.

Despite the lack of objective data to indicate whether central assignment has been effective, the consultants found considerable subjective evidence that the central assignment system has been effective and responsive to the caseflow needs of the fifteen rural counties. Discussions with rural judges, clerks, and county attorneys revealed that most actors in the system are generally satisfied with the central assignment of cases, and many felt it is a vast improvement over the old system. Some of the benefits verbalized included:

1. There has been a large savings in judge time compared to the old system where the judge assigned cases.
2. Central coordination and assignment has resulted in a reduction of attorney conflicts, or fewer attorneys scheduled before two judges at the same time.
3. Central assignment has resulted in more flexibility in adjusting judicial resources and increased use of available judge time. When cases settle or plead guilty, substitute cases are scheduled or a judge is asked to rotate to a county where he can be better utilized.

Based on this overall favorable response from individuals in the system and the consultants' familiarity with difficulties inherent in scheduling cases in multi-county judicial districts, it is felt that the new central assignment system instituted in the Fifth Judicial District has been effective and responsive, and is a system well worth maintaining and improving. In particular, a data base needs to be generated that will provide daily or weekly information on the status of the caseload in each county in order to assist in the management of judicial resources to these counties. Too much of the allocation of judicial personnel and rotation is based on guess work or intuition.

B. Day-To-Day Mechanics of Case Scheduling

The analysis of the day-to-day activities of scheduling cases for the fifteen rural counties revealed that the system involves minimal paperwork and typing. A great deal of time is spent on the phone with attorneys scheduling conflict-free dates for trial and maintaining contact with attorneys, judges, and clerks to check on the status of cases. A step-by-step analysis of the case-scheduling process and problems identified are indicated below.

1. Trial Certificate

As mentioned in the description of the present system, the scheduling of all matters for trial is keyed off the trial certificate. The ninety-day speedy trial in criminal cases forces the county attorneys to process criminal cases in an expeditious manner. However, in the civil arena, there are no case processing time standards. The trial certificate results in counsel, rather than the court, determining whether a case will be processed and, if so, at what speed. Thus, the court is not responsible for case progress until the attorneys indicate readiness for trial; what happens (or does not happen) between the time of filing and the time (if ever) that counsel requests trial is not the concern of the court.

If a court accepts the premise that it has a responsibility to the public and litigants to ensure that the case progresses at a reasonable speed and in an orderly manner toward disposition, then a certificate of readiness would be unnecessary.

The consultants accept the premise that at this time the court desires that attorneys retain responsibility for case progress with little judicial monitoring. If the court decides to actively monitor the status of caseflow from filing to termination, a substantially different system of case monitoring and scheduling will be necessary than presently exists.

2. Case Scheduling Coordination

Mr. Bernard indicated that a substantial part of his work week is spent on scheduling conflict-free trial dates for the fifteen rural counties upon receipt of the trial certificate and making appropriate adjustments when cases settle or a guilty plea is entered. The consultants conclude that this time spent on the case scheduling system cannot be reduced. The constant day-to-day coordination on the phone is the key central element of the assignment system. No central assignment system can stay on track without continuous supervision of cases and attention to detail.

3. Case Assignment Record-Keeping Procedures

The primary problem with the record-keeping procedures is that the present system is too personalized. In particular, the penciled abbreviations of case assignments in the calendar book, and procedures for reassignment of continued or not reached cases can only be interpreted by Mr. Bernard and his secretary. This personalization can result in great difficulty if the court administrator desires to delegate the case assignment system to another staff person. A more structured system of recording case assignments needs to be developed. If the assistant court

administrator or secretary departed, the status of assignments would be a puzzle for any successor.

The consultants were somewhat concerned by the lack of a "locator card" or cross reference in order to locate the status of individual cases in the assignment system. However, Mr. Bernard and the secretary indicated that retrieval of a case's status in the assignment system posed no time problem with the assignment orders categorized in the file drawer by the individual county and next action date.

The typing of the three-month case-assignment calendars for each of the fifteen counties is minimal. Even though there was a general consensus that the court calendar was out-of-date a week or two after being typed, there was no indication that calendars published more often under this manual system would be more useful. It appeared that the case-assignment orders mailed by the court administrator to the judge, clerk, and attorneys provided them with the necessary information concerning the scheduled cases for trial or hearing in each county.

Overall, the consultants conclude the record-keeping system and generation of notices and calendars is minimal with no unnecessary paperwork or duplication. The actual case assignment and coordination by phone cannot and should not be reduced. The output of the system (notices, calendars, logging of court dates) can be made more systematic and structured, thus making the assignment system more delegable to staff persons and increasing available time to the assistant court administrator to work on other problems in the fifteen rural counties or other duties assigned by the court administrator or chief judge.

V. RECOMMENDATIONS AND CONCLUSION

A. General

The consultants have noted that there exist three major areas of concern and many causal factors that relate to these areas. These problems are (1) lack of space, (2) lack of staff and (3) lack of time to perform duties unrelated to the assignment system. The problem of (1) lack of space is attributed to (a) funds, (b) a small-confined office, and (c) paper filing and book storage; (2) lack of adequate staff can be attributed to (a) funds, and (b) space; and (3) lack of time for other assigned duties and responsibilities is attributed to the time required for (a) generation of documents, i.e., typing of notices^{26,27,28} and envelopes,²⁹ (b) typing of assignment calendar, (c) assignment book logging, (d) phone coordination and verification, and (e) the filing of notices.

Most of these problems could be eliminated if the right conditions were to exist. However, more office space is a condition that cannot be remedied at this time. As a result, additional staff cannot be recommended as a solution. More efficient ways, however, can be sought to handle the problems of time and space efficiency.

Based upon a review of available options, the consultants recommend that the District Court review various automated word processing systems and their applications (also known as text-editing systems). A case-control system and also adjustments in form designs, can be automatically integrated into the text editing system for maximum efficiency.

Presently, the case control system used by central assignment consists of three books wherein dates are sought for case settings. The system is utilized by the two office personnel and is not time efficient due to simultaneous access needs by both assignment clerks. As a phone call comes in for a date, an assessment is

26. See Appendix F
27. See Appendix G
28. See Appendix J
29. See Appendix H

made of one of the appropriate assignment books. If two calls come in simultaneously from the same division, the simultaneous access problem occurs. Time is lost while one employee is waiting for the other to finish using the book.

A method that would alleviate this problem is the use of 3 x 5 index cards and a desk top file cabinet. The cards would list all of the necessary case information needed to calendar. This would include: names of parties, attorneys, judges, type of hearing, request for continuance and dates, change of venue, request for jury, disposition, etc. The file itself would be cyclical in nature and divided up by 12 months, each having the prescribed number of court business days. As a call comes in requesting a date, a check could be made of the file to ascertain if an opening exists on that date. If not, another date could be selected. Case information would be recorded onto the card which would then be filed into that date slot. By not having the duplicate access problem, the employees can work out of the same file drawer at the same time.

Cases disposed of could be put into a closed file for statistical purposes, such as determining the number of cases heard by a judge, types of dispositions, number of continuances, etc. This information could be assimilated for beneficial statistical uses.

The use of pre-treated carbon forms could, in the long run, save costs in records administration vis-a-vis typing time, photocopying, and mailing costs. Combination of some forms presently in use can also save added time and money. By combining the forms and notices included in Appendices E, F, G and J, the assignment office could reduce mailing costs directly, and make more efficient use of employee time. Further studies may be warranted for the application of a case control system and forms redesign.

B. Word Processing

The problems of filing, record storage, calendar production, and lack of additional help, can be addressed by the installation of a text editing system with memory, two-disk capabilities, logic (for statistical purposes), and video-display with printer and peripheral access for future expansion. The consultants' decision to select a text editing system as the optimal way to treat the problem of time consumption was based upon exploring the following questions:

- What are the intended applications and what are possible future applications?
- What is to be stored?
- Document length?
- How will the document be revised or updated?
- How often will the information be accessed?
- How long must the information be stored?
- Number of times the information is to be generated and reproduced?
- How often will the information be accessed for verification?

Text editing systems are capable of performing not only the functions of a normal typewriter, but that of a memory computer. Cost is definitely a factor, but when looking at the capabilities of such a system and then comparing it to the monies needed to salary a secretary/clerk, the cost per foot for additional office space, and the cost of additional office equipment, i.e., typewriter, desk, chair, and phone, one tends to see that the text editing system can provide to be quite cost-beneficial. (See tables 1.1 and 1.2)*

* Statistics derived from Publication No. R0030g, National Center for State Courts, Grant No. 76TA-99-0013

Table 1.1

Performance	Productivity		Cost		Break-point ^a
	Pages/day ^b	Improvement	Cost/page	Savings	
Standard electric typewriter	23	-	\$1.45	-	1
Text editing system					
Limited	75-115	230%-405%	\$.35-\$.50	65%-75%	7-8
Typewriter-based	75-115	230%-405%	\$.45-\$.70	50%-70%	14-16
Video display	160-215	590%-840%	\$.30-\$.40	70%-80%	22-23

^aIn pages per day. Minimum daily production for this equipment to be cost-justified when dedicated for this application.

^b200 words per page.

Table 1.2

Media Comparison Chart	Capacity ^a		Cost ^b	
	Characters	Pages	Cost/Unit	Cost/Page
Card	5,000-10,000	1-5	\$.35-\$1.00	\$.25-\$1.00
Cassette tape	35,000-120,000	14-40	\$4.50-\$9.00	\$.11-\$.60
Random access cartridge	250,000	125-150	\$110	\$.73-\$.88
Floppy disk ^c	200,000-300,000	60-230	\$8-\$25	\$.07-\$.25

^aMedia capacity varies according to the text editing system used.

^bMedia costs vary according to quantity purchased.

^cThe floppy disk price is often higher when preprogrammed.

C. Central Assignment Text Editing Applications

1. Calendar Generation

One of the greatest problems that central assignment confronts is working with a quarterly calendar that becomes out of date while it is being typed and circulated. It is recommended that this calendar be published more frequently, possibly once a month or even every two weeks. The text editing system can record and store all the assignments of dates and their updating. Calendars can be generated at a moments notice. Attorney, judge, date, and case status, can also be updated instantaneously.

2. Notice Generation

Present pretrial, hearing, and trial notices, can be generated on their present forms by pre-recording the information as case number, attorney name, plaintiff/defendant name, judge, case status, and dates; this procedure is done by code and programmed into the system. Addresses of the parties involved and the clerk's office at each courthouse can be output generated onto either address labels or the envelopes themselves.

3. Logging Book

The procedure of logging case information into a book can be eliminated if the information is immediately recorded onto a floppy disk as soon as the information is received by phone or mail.

4. Filing of Notices

The standard floppy disk has a storage capacity of 200,000 to 300,000 characters or 60 to 230 pages. This would eliminate the need for the three desk-top calendar/log books. They would be replaced by no more than three* floppy disks. Notices need no longer be desk-topped nor filed in a desk drawer; this procedure could result in a loss of storage room and also a loss of security. If desirable, a duplicate copy of the recorded diskette can be made for security purposes.

5. Statistical Information

A text editing system with memory and logic can provide the court with the following information:

- Numbers of cases assigned to individual judges.
- Types of cases assigned.
- Number of continuances.
- Which attorneys are abusing continuances.

* This would be dependant upon whether or not the disk will be used just to record calendar information only.

- Number of cases pending.
- Number of cases disposed.
- Length of time between filing and disposition.

6. Additional Capabilities

A text editing system can also provide the court with jury instructions, juror notification, minute orders, rules of the court, and many other documents.

VI. SUMMARY

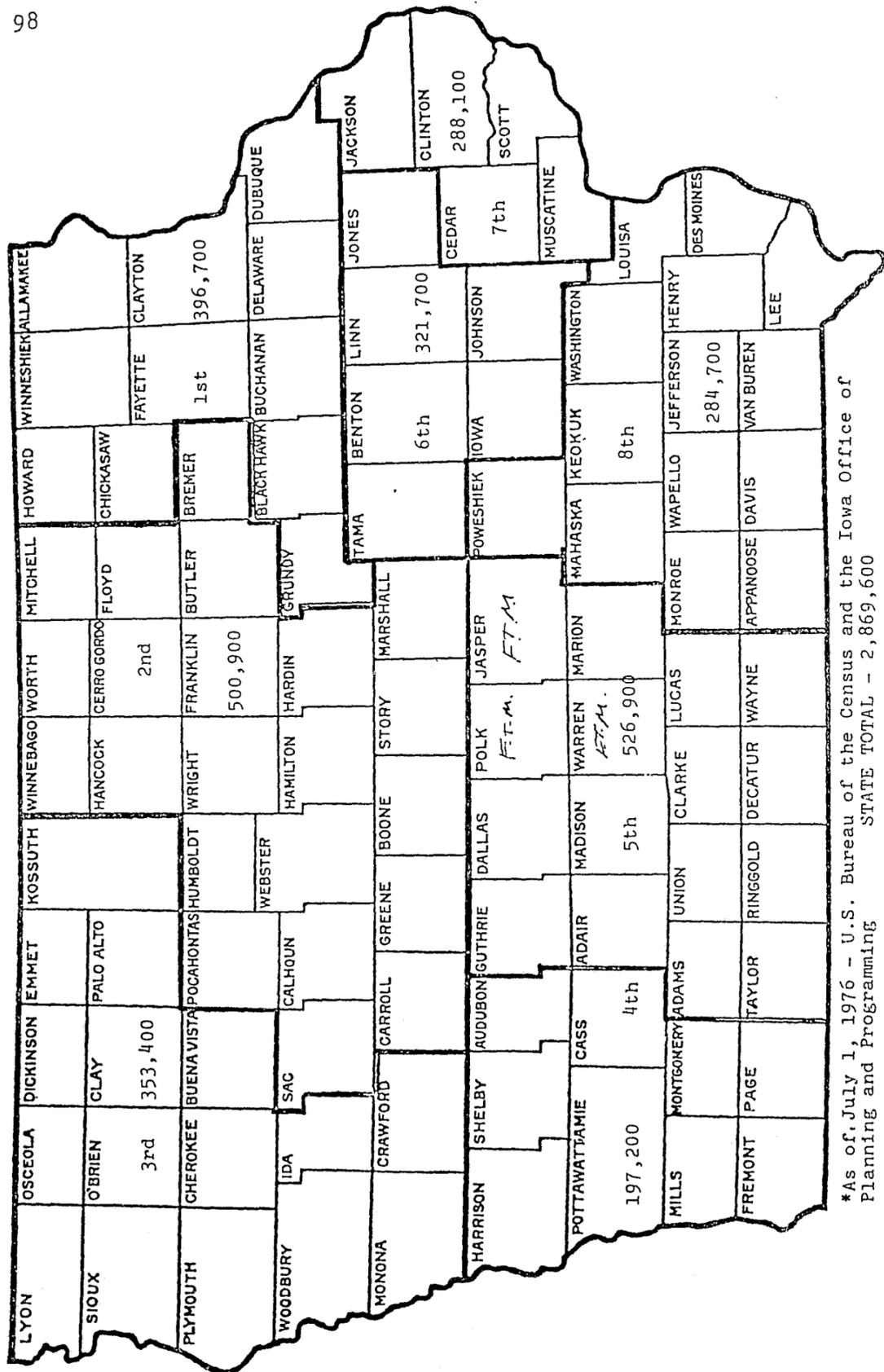
The lack of time and constant filing of cases in this central assignment system have caused many pressures resulting in overtime worked by the staff. The pressures cannot be totally eliminated, for they are the symptoms of the type of work and procedures that are characteristic of any central assignment office. What can be done is to implement new procedures and some technology to make the office and the work involved, more effective, more efficient, and more enjoyable.

The consultants believe that the implementation of a text editing system is a step in the right direction. Although such a system will be a treatment for many symptoms, further attention should be given to other problems such as better rotation of judges, better jury management, better caseload documentation, additional case control procedures, and a unified central assignment system for all sixteen counties of the Fifth Judicial District.

VI. APPENDICES

- A. Map of Iowa's Judicial Districts and Estimated Population
- B. Legislation Establishing District Court Administrators
- C. Fifth Judicial District Administrative Services Division Chart
- D. Fifth Judicial District Court Schedule; First - Fourth Sessions, 1980
- E. Trial Certificate
- F. Pre-Trial Conference Notice
- G. Notice of Trial Date
- H. Case Assignments; Guthrie, Madison, Adams, Adair, Taylor and Ringold Counties; April, May and June 1980
- I. Request for Trial Case Setting
- J. Notice of Hearing

IOWA'S 8 JUDICIAL DISTRICTS - ESTIMATED POPULATION*



*As of July 1, 1976 - U.S. Bureau of the Census and the Iowa Office of Planning and Programming
STATE TOTAL - 2,869,600

However, the maximum compensation for one-day attendance at court shall not exceed the per diem. Payments shall be made at least once each month.
Approved June 23, 1976.

DISTRICT COURT ADMINISTRATORS

House File 1465

An Act to establish district court administrators and to provide the funds therefor.

Be it enacted by the General Assembly of the State of Iowa:

Section 1. Chapter six hundred five (605), Code 1975, is amended by adding the following new section:

NEW SECTION

District court administrator—district court administrative fund

A district court administrator for each judicial district may be appointed to perform such duties as may be assigned by the chief judge of the district, at a salary to be fixed by order of that chief judge. District court administrators shall cooperate with the court administrator of the judicial department in developing necessary statewide district court administration policies, and the court administrator of the judicial department shall, from time to time, call conferences of the district court administrators. The chief judge of a judicial district in which an administrator has been appointed may provide for the establishment of a district court administrative fund, in which shall be deposited all appropriated funds received from the court administrator of the judicial department for district court use, and out of which all expenses of the district court administrator's office and any other district wide expenses may be paid. Expenses not covered by funds appropriated for district court use shall be assessed to and paid by the counties in the judicial district in the same manner that expenses of shorthand reporters are assessed to and paid by the counties pursuant to section six hundred five point nine (605.9) of the Code. The district court administrator shall report to the court administrator of the judicial department, at the request of the latter, all information respecting the district court administrative fund.

Approved June 23, 1976.

PERMANENT PROFESSIONAL TEACHERS' CERTIFICATE—REQUIREMENTS

House File 1472

An Act to change the requirements for awarding a permanent professional teachers' certificate.

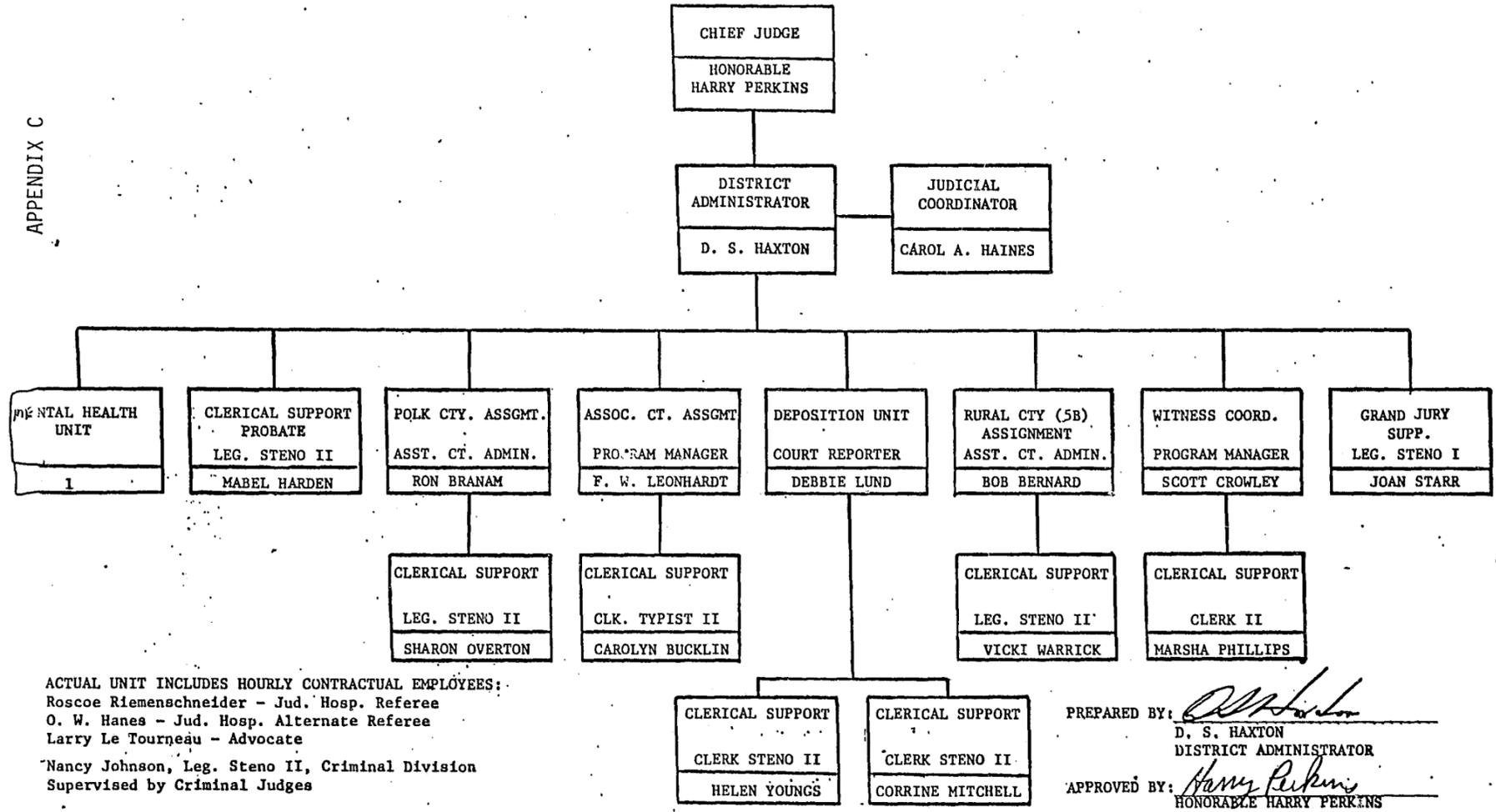
Be it enacted by the General Assembly of the State of Iowa:

Section 1. Section two hundred fifty-seven point ten (257.10), subsection eleven (11), Code 1975, is amended to read as follows:

11. Constitute the board for the certification of administrative, supervisory and instructional personnel for the public school systems of the state; prescribe types and classes of certificates to be issued, the subjects and fields and positions which such certificates shall cover and determine the requirements for certificates; establish standards for the acceptance of degrees,

APPENDIX C

FIFTH JUDICIAL DISTRICT
ADMINISTRATIVE SERVICES DIVISION



ACTUAL UNIT INCLUDES HOURLY CONTRACTUAL EMPLOYEES:
 Roscoe Riemenschneider - Jud. Hosp. Referee
 O. W. Hanes - Jud. Hosp. Alternate Referee
 Larry Le Tourneau - Advocate
 Nancy Johnson, Leg. Steno II, Criminal Division
 Supervised by Criminal Judges

PREPARED BY: *D. S. Haxton*
 D. S. HAXTON
 DISTRICT ADMINISTRATOR
 APPROVED BY: *Harry Perkins*
 HONORABLE HARRY PERKINS
 CHIEF JUDGE

APPENDIX D

IN THE DISTRICT COURT OF THE STATE OF IOWA, FIFTH JUDICIAL DISTRICT

The Court House in the County-Seat of each County is designated as the place of holding District Court in each of the Counties within the Fifth Judicial District.

NOTE: Court schedules will be modified when caseloads demand change.

The Courts in the Fifth Judicial District will be closed on all Saturdays, Sundays and Legal Holidays.

This printed schedule is for the First, Second, Third and Fourth Sessions of Court - 1980:

First Session: January 2 - March 28 Third Session: June 30 - September 26
 Second Session: March 31 - June 27 Fourth Session: September 29 - December 24

COUNTY	FIRST SESSION	SECOND SESSION	THIRD SESSION	FOURTH SESSION
DALLAS	Wifvat	Frederick	Brown	Hughes
JASPER	Denato	Hanrahan	Lavorato	Novak
MARION	Hass	Herrick	Hayden	Frederick
WARREN	Hayden	Bown	Critelli	Herrick
GUTHRIE	Frederick	Fenton	Herrick	Brown
MADISON	Frederick	Fenton	Herrick	Brown
ADAIR	Frederick	Fenton	Herrick	Brown
ADAMS	Frederick	Fenton	Herrick	Brown
TAYLOR	Frederick	Fenton	Herrick	Brown
RINGGOLD	Frederick	Fenton	Herrick	Brown
CLARKE	Bown	Hass	Hass	Bown
DECATUR	Bown	Hass	Hass	Bown
LUCAS	Bown	Hass	Hass	Bown
WAYNE	Bown	Hass	Hass	Bown
UNION	Bown	Hass	Hass	Bown
ON-CALL*	Brown	Hayden	Bown	Hass
POLK	Missildine	Missildine	Missildine	Missildine
	Ryan	Ryan	Ryan	Ryan
	Fenton	Brown	Fenton	Fenton
	Lavorato	Lavorato	Frederick	Lavorato
	Strickler	Strickler	Strickler	Strickler
	Glanton	Glanton	Glanton	Glanton
	Hughes	Hughes	Hughes	Hayden
	Critelli	Critelli	Wifvat	Critelli
	Herrick	Denato	Denato	Denato
	Hanrahan	Wifvat	Hanrahan	Hanrahan
	Miller	Miller	Miller	Miller
	Novak	Novak	Novak	Wifvat
	Perkins	Perkins	Perkins	Perkins

*ON-CALL Judge assigned to trial work within eleven Counties listed above on-call Judges name.

NOTE: Court Service for all Counties will be serviced by the assigned Judge in each of the respective Counties pursuant to the above schedule.

(This amendment reflects the change in assignment between Judges Hass and Fenton during the Second Quarter.)

COURT SERVICE DAYS

Court Service and Motion Days in the Fifth Judicial District shall be as follows:

COUNTY	DAY OF WEEK	TIME
DALLAS	Monday	9:30 A.M.
JASPER	Monday	9:30 A.M.
MARION	Friday	9:30 A.M.
WARREN	Friday	9:30 A.M.
GUTHRIE	Monday	9:30 A.M.
MADISON	Monday	1:30 P.M.
ADAMS	Tuesday	9:30 A.M.
ADAIR	Tuesday	1:30 P.M.
TAYLOR	Wednesday	9:30 A.M.
RINGGOLD	Wednesday	1:30 P.M.
CLARKE	Wednesday	9:30 A.M.
DECATUR	Wednesday	1:30 P.M.
LUCAS	Thursday	9:30 A.M.
WAYNE	Thursday	1:30 P.M.
UNION	Friday	9:30 A.M.
POLK	Friday	1:00 P.M.
Domestic Relations	Monday	9:00 A.M.

ALL COUNTIES: Judge assigned to that County to preside on Court Service Days scheduled.

APPENDIX E

THE IOWA DISTRICT COURT
JASPER COUNTY

DALLAS CAP & EMBLEM MFG., INC.,

Plaintiff(s),

vs.

THE VERNON COMPANY,

Defendant(s).

LAW
EQUITY No. 92-64
PROBATE
Filed by Plaintiff
(Party)

TRIAL CERTIFICATE

- The above party believes the issues are joined and states that such party (a) is ready for trial, or (b) will be ready for trial by _____ (date)
- Discovery has been completed except as follows:
- Pretrial conference (a) is, or (b) is not requested.
- Assignment for trial (a) by jury, or (b) by the court, is requested.
- Names, addresses and telephone numbers of other attorneys and parties appearing pro se: SELBY, UPDEGRAFF & SMITH, 101 1st Ave. W., Newton, Iowa
NOTE: Out of state witnesses will be called. Please assign as first case up on the docket.

Dated this 6th day of May, 19 80.

P.O. Address 109 W. 2nd St. S.
Newton, Iowa 50208

Telephone No. 515-792-3595

WALKER, NEIGHBOR & FEUERWELM

By Charles G. Neighbor

Attorney(s) for PROSE OF SERVICE

The undersigned member of the Bar of Iowa hereby certifies that the foregoing instrument was served upon all parties to this action who are not in default by delivery of a copy thereof to said party or his attorney or by leaving it at the office of said party's attorney with the Clerk or other person in charge of said office on 5-6 19 80

Serve and show proof of service as required by Rule 82

TRIAL CERTIFICATE

IOWA STATE BAR ASSOCIATION
Official Form No. 175.1
(Trade-Mark Registered, State of Iowa, 1967)

Paul Bernard

APPENDIX F

IN THE IOWA DISTRICT COURT IN AND FOR _____ COUNTY

NO.

Plaintiff/Petitioner,

Counsel

vs.

PRE-TRIAL CONFERENCE

Defendant/Respondent.

Counsel

A Pre-Trial Conference is hereby scheduled in this case for

19 , commencing at the hour of , at the Courthouse
in , Iowa.

The Clerk shall notify counsel of record of the time herein fixed by mailing a copy hereof to each.

Counsel are expected to communicate between themselves and the Court Administrator's Office regarding this assignment.

Dated this day of , 19 .

Assistant District Court Administrator
FIFTH JUDICIAL DISTRICT OF IOWA

APPENDIX G

IN THE IOWA DISTRICT COURT IN AND FOR _____ COUNTY

* NO. _____
 *
 * Plaintiff/Petitioner, _____
 * TRIAL DATE _____
 * REASSIGNMENT, FROM _____
 * Counsel _____
 * CONTINUANCE, FROM _____
 *
 * vs. _____
 * JURY _____
 * NON-JURY _____
 * Defendant/Respondent, _____
 * COURT SERVICE _____
 *
 * Counsel _____
 *

The above-entitled case is hereby (Continued), (Reassigned), and Set for Trial on the _____ day of _____, 19____, at the hour of _____, at the Courthouse in _____, Iowa.

The Clerk shall notify counsel of record of the time herein fixed by mailing a copy hereof to each.

Dated this _____ day of _____, 19____.

Assistant District Court Administrator
FIFTH JUDICIAL DISTRICT OF IOWA

APPENDIX H

CASE ASSIGNMENTS
GUTHRIE, MADISON, ADAMS, ADAIR, TAYLOR AND RINGGOLD COUNTIES
APRIL, MAY, AND JUNE, 1980
RAY A. FENTON, DISTRICT COURT JUDGE

March 31 9:30 a.m. - Guthrie - COURT SERVICE
 1:30 p.m. - Madison - COURT SERVICE
 April 1 9:30 a.m. - Adams - COURT SERVICE
 1:30 p.m. - Adair - COURT SERVICE
 April 2 9:30 a.m. - Taylor - COURT SERVICE
 1:30 p.m. - Ringgold - COURT SERVICE
 April 3 9:30 a.m. - Adams - Jury
 CR 865 State of Iowa vs. Ken Smart
 W. Olesen H. DeKay
 CR 862 & 863 State of Iowa vs. Edward Carpenter
 W. Olesen L. Leonard
 9:30 - Adams - To the Court - Magistrate Appeals
 CR 794 State of Iowa vs. Leo Rolfe
 J. Millhollin H. DeKay
 CR 906 State of Iowa vs. Ron Smith
 J. Millhollin H. DeKay
 CR 907 State of Iowa vs. Ward Thomas Heally
 J. Millhollin H. DeKay
 CR 925 State of Iowa vs. Walter S. Brown
 J. Millhollin H. DeKay
 CR 922-924 State of Iowa vs. Ronald Dimmler
 J. Millhollin H. DeKay
 9:30 - Madison - Jury - To follow Adams County Criminal Cases
 CR 1545 State of Iowa vs. Dennis Collins and Rodney L. Light
 J. Casper S. Walters S. Braland
 CR 1548 State of Iowa vs. Donald D. Payton, II
 J. Casper N. Krpan
 CR 1550 State of Iowa vs. Joseph Dullard
 J. Casper T. Reilly
 April 4 9:30 - Guthrie - To the Court - Magistrate Appeals
 CR 3342 State of Iowa vs. Ben Gollither
 T. Miller L. Rodenburg
 CR 3314-3315 State of Iowa vs. Jeffrey Rosacker & David A. Gleason
 CR 3311 State of Iowa vs. John A. Havens
 CR 3333 State of Iowa vs. Robert A. Esterbrook
 April 7 9:30 - Guthrie - COURT SERVICE
 1:30 - Madison - COURT SERVICE

April 8 9:30 - Adams - COURT SERVICE
 1:30 - Adair - COURT SERVICE

April 9 9:30 - Taylor - COURT SERVICE
 1:30 - Ringgold - COURT SERVICE

April 10 9:30 - Guthrie - To the Court
 L-17910 Exira Farm Supply vs. R. Harris
 R. Nelson D. Ferree

9:30 - Taylor - To the Court
 L-5869 Professional Evaluation v. L. Heater
 M. James R. R. Jones

9:30 - Guthrie - To the Court
 L-17946 Hall (Minor) Wetzel vs. Peterson
 J. Richardson R. E. Feilmeyer

April 11 9:30 - Adams - To the Court
 E-10610 Reed vs. Reed
 A. Nielsen R. Hermann

April 14 9:30 - Guthrie - COURT SERVICE
 1:30 - Madison - COURT SERVICE

April 15 9:30 - Adams - COURT SERVICE
 1:30 - Adair - COURT SERVICE

April 16 9:30 - Taylor - COURT SERVICE
 1:30 - Ringgold - COURT SERVICE

April 17 9:30 - Madison - Jury
 L-21545 Baker vs. Stevenson
 L. Flander

April 17 9:30 - Adair - To the Court
 14429 A. Franz vs. Casey's General Store, et al
 R. Magulies R. Nyemaster

9:30 - Madison - To the Court
 E 2-417 R. Lattig vs. S. Lattig
 J. Oliver J. Casper

April 18 9:30 - Adair - To the Court
 DM 2-34 N. Chasten vs. D. Chasten
 J. Wietzke W. Olesen
 DM 3-8 K. Zimmerman vs. A. Zimmerman
 J. Wietzke Taylor, Taylor, Feilmeyer Firm

April 21 9:30 - Guthrie - Court Service

1:30 - Madison - COURT SERVICE
 9:30 - Adair - Jury - To Be Heard by Judge James E. Hughes

April 22 9:30 - Adams - COURT SERVICE 14266 Adair Co. vs. Twombly
 J. Howe C. W. Carlberg
 14653 State of Iowa vs. Douglas Christense
 W. Olesen S. Jensen

1:30 - Adair - COURT SERVICE 14643 State of Iowa vs. Jay Horton
 W. Olesen

April 23 9:30 - Taylor - COURT SERVICE

1:30 - Ringgold - COURT SERVICE

9:30 - Adair - Jury - Judge James E. Hughes to Hear
 14272 Adair County vs. Schweers
 J. Howa C. W. Carlberg

9:30 - Ringgold - Jury - To follow Adair County Case
 L-2891 Carlisle vs. Grose
 J. Boehlert P. Horvath

April 24 9:30 - Guthrie - Jury
 CR 3321 State of Iowa vs. Richard Rote
 T. Miller P. Spellman

9:30 - Guthrie - To the Court - Magistrate Appeals
 CR 3309 State of Iowa vs. Ivan Kenny

1:30 - Guthrie - To the Court - Magistrate Appeals
 CR 3317 State of Iowa vs. Kenneth Buttler
 T. Miller R. Taylor

April 24 9:30 - Guthrie - Child Support Hearings
 Twilla Eastman vs. Roger Farley
 Patricia Hatfield vs. Thomas Hatfield
 Evelyn Moore vs. Charles Moore

April 25 Reserved for Rulings

April 28 9:30 - Guthrie - COURT SERVICE
 1:30 - Madison - COURT SERVICE

April 29 9:30 - Adams - COURT SERVICE
 1:30 - Adair - COURT SERVICE

April 30 9:30 - Taylor - COURT SERVICE
 1:30 - Ringgold - COURT SERVICE

May 1 - 2 9:30 - Guthrie - Jury
 CR 3320 State of Iowa vs. Richard Edwards
 T. Miller J. Golden
 CR 3338 State of Iowa vs. Marvin Cohenous, Jr.
 T. Miller L. Nopoulos

May 5 9:30 - Guthrie - COURT SERVICE
 1:30 - Madison - COURT SERVICE

May 5 - 6 9:30 - Adair - Jury - To Be Heard by James E. Hughes
 14265 Adair County vs. Kirlin
 J. Howe C. W. Carlberg
 14579 Christensen vs. Carl & Sackett
 D. Jungmen J. Wietzke, R. McConville
 14654 State of Iowa vs. Ralph P. McMurray
 W. Olesen L. Fusco

9:30 - Ringgold - To the Court - To Follow Adair County Cases
 E 2895 Reasoner vs. Reasoner
 J. Reynoldson H. DeKay

May 6 9:30 - Adams - COURT SERVICE
 1:30 - Adair - COURT SERVICE

May 7 9:30 - Taylor - COURT SERVICE
 1:30 - Ringgold - COURT SERVICE

May 7 - 8 9:30 - Adair - Jury - To Be Heard By Judge James E. Hughes
 14260 Adair County vs. Fust
 J. Howe C. W. Carlberg

9:30 - Adair - To the Court
 L-14592 Watts & O'Brian vs. J. Anderson
 C. O. Couch R. E. Feilmeyer

9:30 - Union - Jury - To Follow Adair County Cases
 CL 7901 Sporrer vs. R. Myers
 G. McMinimee T. Mullin

May 8 9:30 - Guthrie - To the Court
 DM 330 Luckinbill vs. Luckinbill
 S. Nelson T. Miller

May 9 9:30 - Guthrie - To the Court - Magistrate Appeal
 CR 3341 State of Iowa vs. Dennis Schreck
 T. Miller R. E. Feilmeyer

May 12 9:30 - Guthrie - COURT SERVICE
 1:30 - Madison COURT SERVICE

May 13 9:30 - Adams - COURT SERVICE
 1:30 - Adair - COURT SERVICE

May 14 9:30 - Taylor - COURT SERVICE
 1:30 - Ringgold - COURT SERVICE

May 15-16 9:30 - Taylor - Jury
 CR 1626 State of Iowa vs. Alfred Ryder
 R. Jones S. Phipps
 CR 1635 State of Iowa vs. Michael S. Case
 R. Jones S. Nielsen

May 19 9:30 - Guthrie COURT SERVICE
 1:30 - Madison - COURT SERVICE

May 20 9:30 - Adams - COURT SERVICE
 1:30 - Adair - COURT SERVICE

May 21 9:30 - Taylor - COURT SERVICE
 1:30 - Ringgold - COURT SERVICE

May 22 Reserved for Civil Cases

May 23 Reserved for Rulings

May 26 Holiday

May 27 9:30 - Adams - COURT SERVICE

1:30 - Adair - COURT SERVICE

May 28 9:30 - Taylor - COURT SERVICE

1:30 - Ringgold - COURT SERVICE

May 29-30 9:30 - Madison - Jury
CR 1533 State of Iowa vs. Philip Brommel
J. Casper R. Clogg
CR 1555 State of Iowa vs. Donald R. Mitchell
J. Casper S. Walters

June 2 9:30 - Guthrie - COURT SERVICE

1:30 - Madison - COURT SERVICE

June 3 9:30 - Adams - COURT SERVICE

1:30 - Adair - COURT SERVICE

June 4 9:30 - Taylor - COURT SERVICE

1:30 - Ringgold - COURT SERVICE

June 5 Reserved for Rulings

June 6 Reserved for Civil Cases

June 9 9:30 - Guthrie - COURT SERVICE

1:30 - Madison - COURT SERVICE

June 10 9:30 - Adams - COURT SERVICE

1:30 - Adair - COURT SERVICE

June 11 9:30 - Taylor - COURT SERVICE

1:30 - Ringgold - COURT SERVICE

June 12 Reserved for Civil Cases

June 13 Reserved for Rulings

June 16 9:30 - Guthrie - COURT SERVICE

1:30 - Madison - COURT SERVICE

June 17 9:30 - Adams - COURT SERVICE

1:30 - Adair - COURT SERVICE

June 18-20 State-wide Judicial Conference

June 23 9:30 - Guthrie - COURT SERVICE

1:30 - Madison - COURT SERVICE

June 24 9:30 - Adams - COURT SERVICE

1:30 - Adair - COURT SERVICE

June 25 9:30 - Taylor - COURT SERVICE

1:30 - Ringgold - COURT SERVICE

June 26-27 Reserved for Criminal Cases

*Note - Four counties with
a full-time judge
and judge assigned to
'on-call' have more
ruling time than this
judge.*

TERRY L. WILSON
County Attorney
301 E. Main St
Knoxville, Iowa 50138
515-842-5414

APPENDIX I
OFFICE OF THE
MARION COUNTY ATTORNEY

May 2, 1980

JAMES V. HICKS
301 E. Main St
Knoxville, Iowa 50138
515-842-2197

Robert Bernard
Assistant District Court
Administrator
Polk County Court House
6th & Mulberry
Des Moines, Iowa 50309

Dear Bob:

Please set the following criminal case for trial:

Defendant: Chris Schakel

Court #: 6025

Charge: OMVUI

Defendant's Attorney: Boyd Boeklje

Estimated Trial Time: 2 days

Speedy Trial Deadline: waived

Note: _____

Very truly,

Terry

Terry L. Wilson

MARION COUNTY ATTORNEY

May 19
9:30

IN THE IOWA DISTRICT COURT FOR CLARKE COUNTY

STATE OF IOWA,

Plaintiff

vs.

SCOTT WAYNE CARTER,

Defendant

Criminal No. 2070

REQUEST FOR TRIAL DATE

Comes now Gary G. Kimes, Clarke County Attorney, and requests the Court Administrator to set a trial date in the above captioned case.

Defendant's Attorney James Cothern

Defendant has waived the right to speedy trial.

Defendant has not waived the right to speedy trial and this matter must be set prior to June 20, 1980.

Estimated time for trial is 2 days.

Dated this 26th day of March, 1980.

Gary G. Kimes
Gary G. Kimes
Clarke County Attorney

Assistant District Court Administrator

END