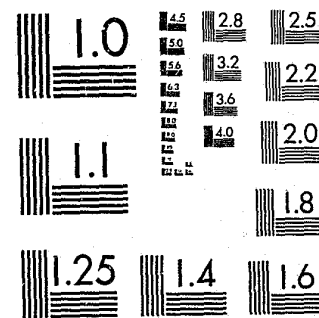


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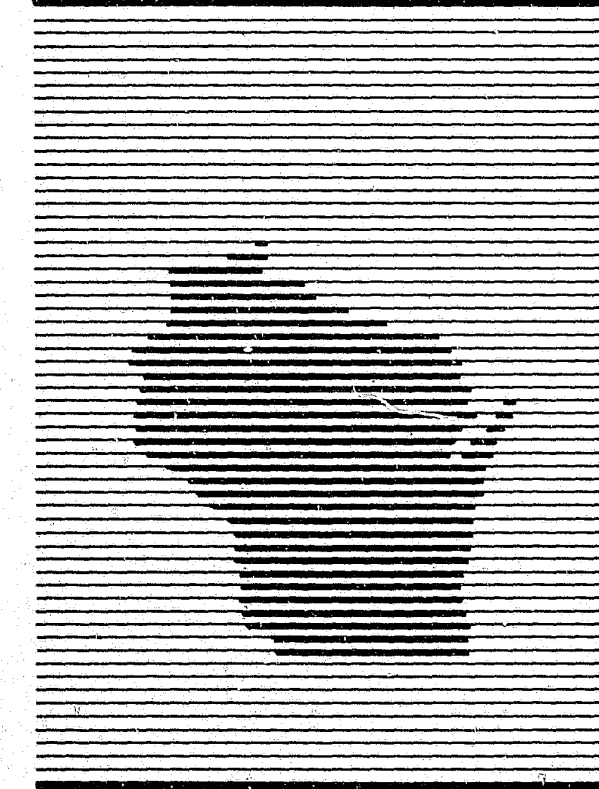
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12/7/83

**STATE OF WISCONSIN  
TRIAL COURT FACILITIES PROJECT**



**VOLUME ONE  
GUIDELINES FOR PHYSICAL FACILITIES**

**JUNE, 1981**

**DIRECTOR OF STATE COURTS  
OFFICE OF COURT OPERATIONS**

90151



# Supreme Court of Wisconsin

Director of State Courts

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June, 1981

This document, Volume I of the Final Report of the Wisconsin Trial Court Facilities Project, sets forth Guidelines to assist the county supervisors, judges, clerks of court, planners and architects who work together to design, build and allocate space within the courthouses of Wisconsin.

Somewhere between 10-20% of the courthouses in Wisconsin are undergoing major reconstruction or renovation at any one time. Properly planned and carried out, each of those projects can increase the efficiency, flexibility, security, privacy and economy of operation of those facilities.

This report argues that good planning for trial court facilities begins with a recognition that some judicially-related rooms and spaces ought to be seen as private areas: the jury deliberation room is an obvious example. Other spaces should be seen as public areas: the clerk of court's main office, for example. From that starting point and taking into account the need for special circulation patterns between private spaces and public spaces, the special operating procedures of our trial courts, and the differing needs of different-sized counties, the report provides recommendations as to staff and space requirements for all our courthouses, from the smallest to the largest.

At a time when use of the courts is growing while public funding is becoming more and more difficult to come by, the cost-effective approach to physical facilities planning contained in this report should be of major interest to all state and local elected officials.

ED MC CLAIN  
Deputy Director for Court Operations

EM:nc

U.S. Department of Justice  
National Institute of Justice

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# STATE OF WISCONSIN TRIAL COURT FACILITIES PROJECT

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# VOLUME ONE

---

## GUIDELINES FOR PHYSICAL FACILITIES

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# TABLE OF CONTENTS

	PAGE
A. INTRODUCTION	1
B. SECTORING	5
The Public Sector	6
The Public/Private Sector	6
The Private/Judicial-Juror Sector	6
The Private/Prisoner Sector	6
Arrangement	7
Weighted Separation of Participants	7
Prisoner Separation	7
Adult and Juvenile Separation	7
Juror Separation	7
Judge Separation	8
Flexibility	8
Functional Relationship Criteria Chart	9
C. PERFORMANCE PRESCRIPTION	11
1. Introduction	12
2. Performance Prescription:	
Facilities in the Public Sector	15
Information Center	15
Attorney/Client Conference Room	15
Witness Waiting Space	15
Public Waiting Area	16
Jury Assembly Space	16
Press Facilities	17
Juvenile Intake Officer	17
District Attorney's Office	18
Sheriff's Office	18
Probation and Parole Office	18
Staff/Space Analysis	18
Staff/Space Analysis Charts	19 -20
3. Performance Prescription:	
Facilities in the Public/Private Sector	
Courtroom/Hearing Room/Multi-Purpose	22
Hearing/Conference Room	23
Bailiff's Area	26
Control Point from the Public to the Private Sector	26
Graphic Illustrations	27
Courtroom Functional Criteria	28
Courtroom Audio-Visual/Acoustical Criteria	29
Courtroom Security Criteria	30
Options for a "Regular" Jury Courtroom	31
Floor Plan Showing Sectorized Arrangement of	32
Guideline Elements	32
District Court Administrator's Office	33
Clerk of Courts' Office	34
Law Library	42
Register in Probate's Office	44
Staff/Space Analysis	47
Staff/Space Analysis Charts	48-60

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ACQUISITIONS

# PAGE

4. Performance Prescription:	
Facilities in the Private/Judicial Juror Sector	
Chambers	62
Commissioner's Office	63
Judges' Conference/Library	63
Jury Deliberation Room	64
Sequestered Witness Room	64
Court Technician's Office	64
Judges' Parking Area	64
Staff/Space Analysis	64
Staff/Space Analysis Charts	65-66
5. Performance Prescription:	
Facilities in the Private/Prisoner Sector	67
Prisoner and Inmate Holding Spaces	68
Staff/Space Analysis	68
Staff/Space Analysis Charts	69
D. MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS	71
Clerks' Operations	72
Centralized Versus Decentralized Offices	72
Financial Accounting Systems	72
Bank Accounts	72
Cashier	72
Business and Statistical Systems	72
Case Record Storage and Retention	73
Security/Prisoner Holding	74
Relative Security Requirements	74
Approaches to Security	75
Weighted Importance to Separate Participants	75
Minimum Sectoring Requirements	76
Prisoner Handling	76
Confidentiality	77
Flexibility	78
County Classification	79
Guideline Variations by Classification	80
Charts of Facilities in Sectors by Class	
The Public Sector	81
The Public/Private Sector	81
The Private/Judicial-Juror Sector	81
The Private/Prisoner Sector	81
E. CODE REQUIREMENTS	83
Wisconsin Administrative Code	84
Life Safety Code, 1976	88
F. SUMMARY	91
Introduction	92
Charts: Summary of Staff and Space Guidelines by	
Courthouse Classification	93

## A. INTRODUCTION

This volume, GUIDELINES FOR PHYSICAL FACILITIES, is intended to provide users with an understanding of the Trial Court System, its functions and its needs. It is designed to assist judges, county supervisors, executives and planners with the information necessary to begin the planning process. However, it should not replace the specific expertise necessary in planning for a particular jurisdiction. The consultants realize the practical constraints inherent in any renovation or building effort. The GUIDELINES recognize that it may not be possible to upgrade existing structures to attain the goals of each of the recommendations. When jurisdictions contemplate remodeling or additions to their facilities the concepts, area allocations and relationships should be incorporated as closely as possible. New courthouses should employ these GUIDELINES.

INTRODUCTION

The State of Wisconsin Trial Court Facilities Project was instituted to provide a working tool and information base for the Supreme Court, Office Of The Director of State Courts and each County. These were needed to assist the management, planning and analysis of trial courts throughout the State. The objective of the study was to identify "what's out there," to develop criteria for facility planning and to set forth guidelines for the construction of new facilities and for additions to or remodeling of existing courthouses.

The project process included:

- Inventory of the trial court facilities in the 72 Wisconsin Counties. This inventory was accomplished through a mix of field inspections, interviews, questionnaires and references to the results of a study previously conducted by the Office of The Director of State Courts.
- Identify previous research and define National and State criteria for contemporary court planning.
- Research applicable building and access code requirements.
- Visit 12 jurisdictions in Wisconsin to address the diversity and similarities in the state wide court system. Meet with officials and users in each county and neighboring counties to develop an understanding of local practices and problems and to evolve a comprehensive view of the total court system. The counties were selected to represent the state wide range of operation, geography, economics, attitudes and size. Counties visited included:

Dane	12 Judges	Oconto	1 Judge
Eau Claire	3 Judges	Oneida	1 Judge
Grant	2 Judges	Outagamie	4 Judges
Jefferson	3 Judges	Racine	7 Judges
LaCrosse	3 Judges	Rusk	1 Judge
Marathon	4 Judges	Washington	3 Judges
- Develop criteria and guidelines for physical planning of new judicial facility construction and for additions to or renovation of existing courthouses. Bases for the recommendations include:
  - National and State criteria for court planning, life safety, barrier free access and communications.
  - Comprehensive understanding of the court system evolved through 12 "on-site" visits and other survey investigation.
  - Multi-disciplinary input from the Trial Court Facilities Advisory Committee.
  - Consultant's judgment based on a decade of judicial/legal experience, Wisconsin architectural/engineering practice and managerial expertise.
- Assess the inventory of existing courthouses against the developed guidelines for physical facilities.

INTRODUCTION (cont.)

The Trial Court Facilities Advisory Committee elected not to include Milwaukee County as a part of the guidelines or assessment of existing facilities. The decision was made because the scale and operation have unique characteristics which make this jurisdiction distinct from the 71 other counties. For future reference, an inventory of Milwaukee County trial court facilities is included in the Project Report.

The report is organized into two volumes:

- I. GUIDELINES FOR PHYSICAL FACILITIES
  - II. INVENTORY AND ASSESSMENT OF EXISTING COURTHOUSES.
- I. The GUIDELINES FOR PHYSICAL FACILITIES volume addresses basic planning concepts, specific recommendations, major factors affecting specific recommendations and provides a summary. The guidelines are organized into six sections:
- A. INTRODUCTION
  - B. SECTORING: An explanation of the functional, security and economic reasons to develop the following zones within the courthouse:

Public Sector	Private/Judicial-Juror Sector
Public/Private Sector	Private/Prisoner Sector
  - C. PERFORMANCE PRESCRIPTION: A description of WHY and IF the 30 spaces related to judicial needs in a typical courthouse are needed. An explanation of WHAT each one of these spaces should be within the various classifications of jurisdiction.
  - D. MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: A discussion of issues which may cause variations to the specifics developed in the Performance Prescription. These issues include:

Clerk's Operations	- Controlled versus decentralized offices, financial accounting systems, bank accounts, cashier, business and statistical systems, case record storage and retention.
Security and Prisoner Handling	- Relative security requirements, approaches to security, weighted importance to separate participants, minimum sectoring requirements for new construction, planning goals for remodeling/additions, observations on prisoner handling.
Confidentiality	- Separation of juveniles and mental patients from adult participants.
Flexibility	- Components to allow changing responses to the dynamic character of the judicial process.



## INTRODUCTION (cont.)

County Classification - "A" - 37 or more Judges through "F" - Less than one Judge

This section concludes with:

Guideline Variations - Analysis of facilities recommended for each of the Court-by Classification house Classifications.

E. CODE REQUIREMENTS: An outline of requirements related to life safety, barrier free access and acoustics together with a discussion of the factors which may influence application of codes.

F. SUMMARY: A compilation of staff/space analyses for each size of courthouse ranging from a high of 17 judges to a facility used by less than one full time judge.

II. The INVENTORY AND ASSESSMENT FOR EXISTING COURTHOUSES defines specific items for each Trial Court Facility.

The Inventory considers: Construction type and date, cost information, life safety, handicapped access, building systems for architectural, structural, electrical, heating, ventilation, air conditioning and plumbing disciplines, site information and analyses of all courtrooms, chambers, deliberation rooms, clerks' offices, law libraries, juvenile intake operations, registers' in probate offices, public corridors and restrooms.

The Assessment compares each space and courthouse against the appropriate Guidelines and identifies current problems.

## B. SECTORING

A basic organizational concept for courthouse programming and planning is to consider the judicial/legal operation as a four-sectored system which divides courthouse spaces into:

- I PUBLIC SECTOR
- II PUBLIC/PRIVATE SECTOR
- III PRIVATE/JUDICIAL-JUROR SECTOR
- IV PRIVATE/PRISONER SECTOR

This functional arrangement separates the "actors" in the judicial process and increases security, efficiency, flexibility, privacy and economy of operation.

The optimal courthouse arrangement provides for these four sectors which are served by three discrete circulations for participants in the judicial process:

- PUBLIC CIRCULATION
- PRIVATE/JUDICIAL - JUROR CIRCULATION
- PRIVATE/PRISONER CIRCULATION

These discrete circulations should be designed to allow users to enter courtrooms and hearing spaces (the Public/Private Sector) from their respective sectors (Public, Private/Judicial-Juror and Private/Prisoner) without encountering one another before meeting in the Public/Private sector.



SECTORING

THE PUBLIC SECTOR

This zone contains offices and support spaces which service the following participants:

Attorneys	Prospective jurors
Defendants not in custody	Probationers
Litigants	Media
Witnesses	General public

THE PUBLIC/PRIVATE SECTOR

This sector is the core of the judicial process. It contains those spaces in which public participants meet judicial participants and those in custody. It also contains offices which require access from two circulations. Optimally, all users should enter courtrooms from one of the circulations without crossing another sector.

Users of this sector include:

Attorneys	Judiciary
Defendants not in custody	Commissioners
Litigants	Court Reporters
Witnesses	Court Clerks
Prospective Jurors	Impaneled Jurors
Media	Sequestered Witnesses
General Public	Prisoners
District Attorney	

THE PRIVATE/JUDICIAL-JUROR SECTOR

This zone includes those spaces which separate judicial staff and identified users from the public and prisoners. This removal of possible prejudicial observations and actions enhances the security, dignity and efficiency of the judicial process.

Users of this sector include:

Judges	Jurors
Commissioners	Sequestered witnesses
Court reporters	Participants and public
Law clerks	admitted to the sector
Court Clerks	

THE PRIVATE/PRISONER SECTOR

This group of spaces contains areas used by prisoners. Absolute security is required when inmates are moved between detention and courtrooms. Generally, groups of prisoners are brought to courtrooms for such reasons as initial appearances, preliminary examinations, arraignments and sentencing hearings. Defendants in custody are normally brought singly to courtrooms for motions and trials.

Users of this sector include:

Prisoners	Lawyers admitted
Criminal Bailiffs	to this sector

SECTORING (cont.)

ARRANGEMENT

The FUNCTIONAL RELATIONSHIP CRITERIA chart which follows the end of this section organizes the judicial related elements into a sector arrangement.

The CRITERIA explain the optimal arrangements for courthouses. New construction should provide for this sector organization. These sectors require three circulation systems to serve them. The PUBLIC/PRIVATE SECTOR is the juncture of all three systems.

WEIGHTED SEPARATION OF PARTICIPANTS

Development of sectoring should be the goal when planning for remodeling of, or additions to, an existing courthouse. However, this goal may be tempered with other constraints. The weighting of importance for sectoring is:

First:	Prisoner Separation
Second:	Adult and Juvenile Separation
Third:	Juror Separation
Fourth:	Judge Separation

Courthouses with one common circulation system present serious security and expensive personnel problems. The mix of judges, jurors, prisoners, witnesses, litigants, attorneys and the public in one public hallway is dangerous, prejudicial, demeaning and inefficient. Separation of these participants is a rational method to increase security and to decrease the personnel cost of bailiffs needed to guard the safety of all users in the courthouse.

PRISONER SEPARATION

Prisoners brought to courtrooms for appearances, hearings, arraignments and trials should not be moved in public circulation for the reasons cited earlier. A minimum of one courtroom in each jurisdiction should be developed as a "secure" facility where a prisoner or a group of prisoners can be brought without encountering other participants. In small courthouses bailiffs can control timing and movement of judges and jurors sufficiently to allow separation of these persons from prisoners within a dual-use private circulation. In larger counties with a heavy criminal case load this control is not practical because of the number of participants involved; therefore, direct access between detention spaces and "secure" courtrooms is needed. Prisoners should not be moved on stairs because of the additional personnel needed to maintain security.

ADULT AND JUVENILE SEPARATION

The separation of juveniles and mental patients from adult participants should be a goal when planning new courthouses or renovating existing structures. Persons awaiting closed hearings need to be isolated to maintain their privacy and the confidentiality of juvenile and mental proceedings. Please refer to Chapter 48 of the state statutes which are frequently referred to as the Wisconsin Children's Code

JUROR SEPARATION

Prospective and impaneled jurors need to be separated from persons and circumstances that could be prejudicial and cause a mistrial. They should not see prisoners being moved in cuffs and irons. They should not observe the conflicts which frequently occur between the opposing

SECTORING (cont.)

JUROR SEPARATION (cont.)

parties. At smaller courthouses, which do not have a designated assembly room, prospective jurors generally gather in a large courtroom while they await voir dire (the jury selection process). Bailiffs should accompany these persons when they leave an assembly space or courtroom to use vending or toilet facilities. Once jurors are seated they must be separated from other participants during the trial and deliberations. A private circulation system provides an efficient and positive separation of jurors.

JUDGE SEPARATION

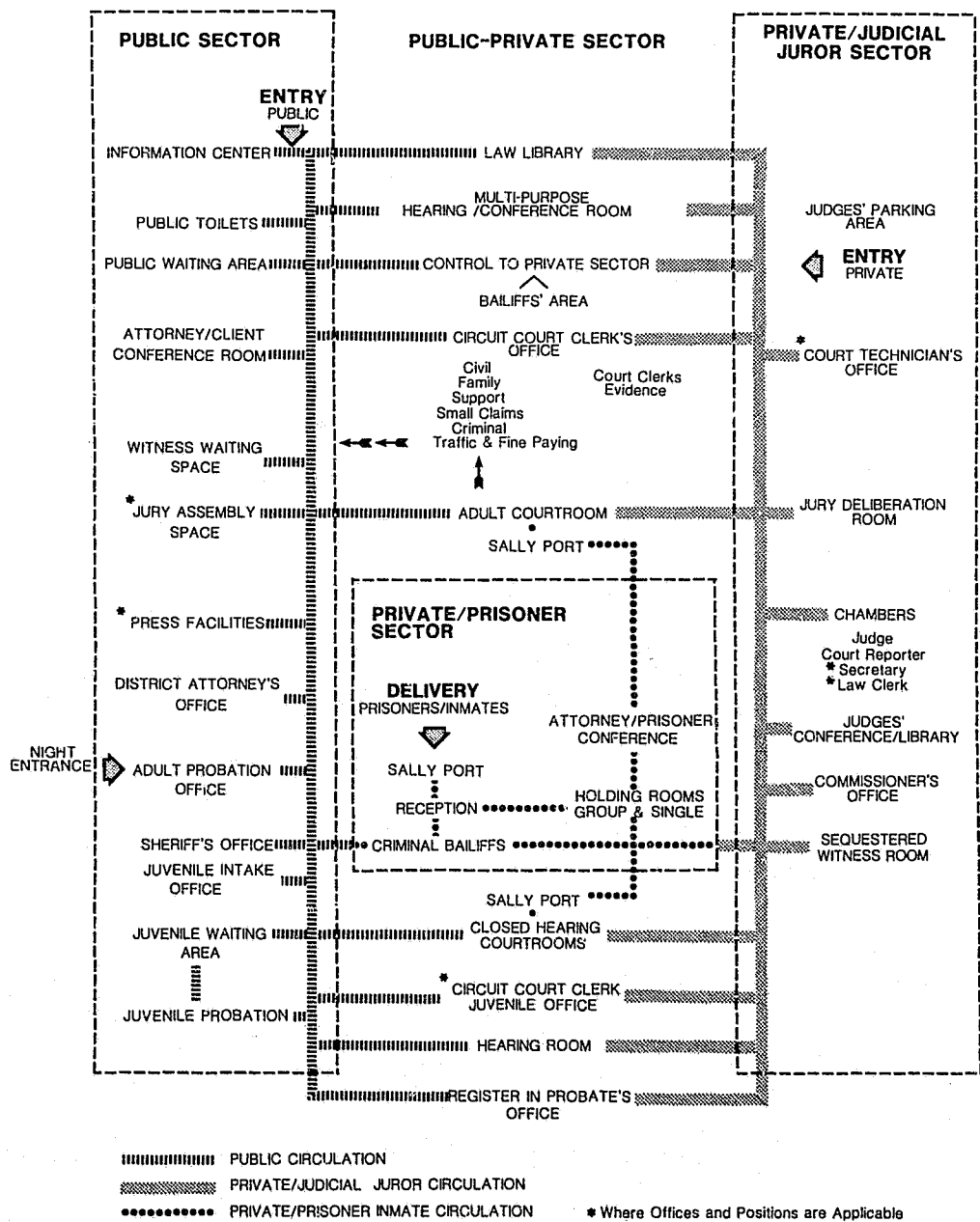
Judges should not mix with the public for security reasons. Protection of the judiciary from disgruntled persons places an expensive burden on counties when bailiffs must accompany judges through public hallways as they move from chambers to courtrooms.

FLEXIBILITY

The sectoring described allows for multiple assignment and use of courtrooms and jury deliberation spaces. This flexibility is desirable because the spaces can be designated for the nature of the proceedings rather than assigned to a specific judge. This feature is important to solve the needs of judge rotation among various types of cases assigned and the increasing use of parajudicial commissioners. As an example, when a judge is rotated from civil to criminal matters, common private access to all courtrooms allows the judge to use the "secure" courtroom without having to relocate chambers. Another instance would be commissioners or reserve judges who could easily get to any courtroom from their private offices. This flexibility increases the utilization of judicial spaces and decreases the "dark time" within a courtroom.

Integration of the concepts of sectoring and multiple circulation systems to serve the sectors increases security, decreases personnel costs, improves efficiency, enhances confidentiality and permits greater utilization of courthouse facilities.

PERFORMANCE PRESCRIPTION



## NOTES

## C. PERFORMANCE PRESCRIPTION

Courthouses typically contain 30 spaces related to judicial needs. This section explains WHY and IF each of these spaces is needed and WHAT each one should be. Each of these space components have been organized, for discussion of purposes, into the following courthouse sectors:

Public Sector  
Public/Private Sector

Private/Judicial-Juror Sector  
Private/Prisoner Sector

STATE OF WISCONSIN TRIAL COURT FACILITIES PROJECT  
VOLUME 1 — GUIDELINES FOR PHYSICAL FACILITIES

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-11-

## PERFORMANCE PRESCRIPTION INTRODUCTION

### PUBLIC SECTOR

INFORMATION CENTER  
ATTORNEY/CLIENT CONFERENCE ROOM  
WITNESS WAITING SPACE  
PUBLIC WAITING AREA  
JURY ASSEMBLY SPACE  
PRESS FACILITIES  
JUVENILE INTAKE OFFICE  
DISTRICT ATTORNEY'S OFFICE  
SHERIFF'S OFFICE  
PROBATION AND PAROLE OFFICE

### PUBLIC/PRIVATE SECTOR

COURTROOM  
HEARING ROOM  
MULTI-PURPOSE HEARING/CONFERENCE ROOM  
BAILIFF'S AREA

DISTRICT COURT ADMINISTRATOR'S OFFICE  
CLERK OF COURTS' OFFICE  
LAW LIBRARY  
REGISTER IN PROBATE'S OFFICE  
CONTROL POINT FROM THE PUBLIC TO  
THE PRIVATE SECTOR

### PRIVATE/JUDICIAL-JUROR SECTOR

CHAMBERS  
COMMISSIONER'S OFFICE  
JUDGES' CONFERENCE/LIBRARY  
JURY DELIBERATION ROOM  
SEQUESTERED WITNESS ROOM  
COURT TECHNICIAN'S OFFICE  
JUDGES' PARKING AREA

### PRIVATE/PRISONER SECTOR

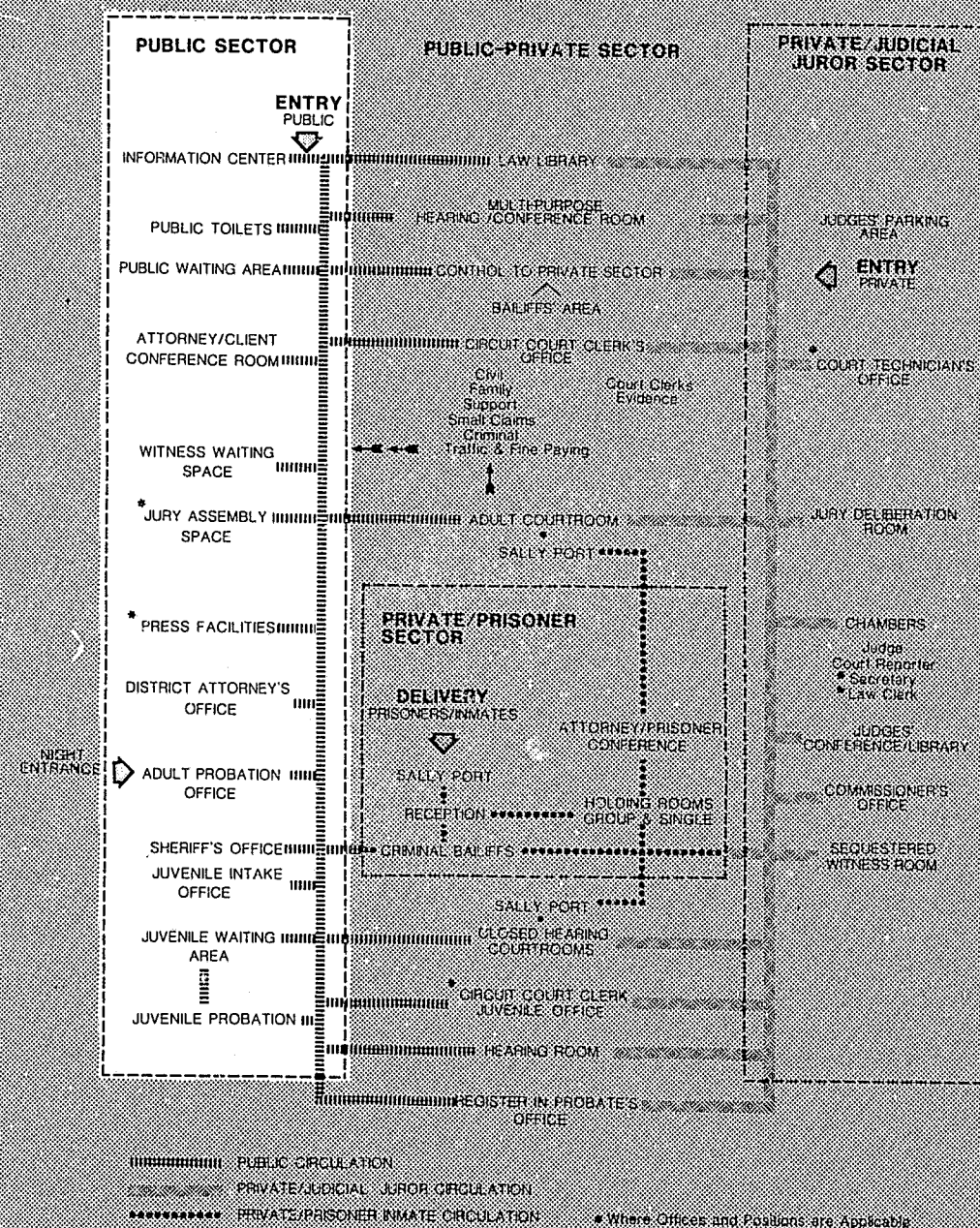
GROUP HOLDING ROOM AT COURTROOMS  
SINGLE HOLDING ROOM AT COURTROOMS  
ATTORNEY/PRISONER CONFERENCE ROOM  
SALLY PORT INTO EACH SECURE COURTROOM

## PERFORMANCE PRESCRIPTION INTRODUCTION (cont.)

The courts in Wisconsin have been organized into six classifications which reflect the present and anticipated number of judges in each jurisdiction. A Judge is defined as a person serving full time on the bench (regular or reserve). The section named COUNTY CLASSIFICATION details this organization. The PERFORMANCE PRESCRIPTION describes the scalar difference of space need by classification which includes:

Class A	-	37 or more Judges
Class B	-	10 to 36 Judges
Class C	-	7 to 9 Judges
Class D	-	3 to 6 Judges
Class E	-	1 to 2 Judges
Class F	-	less than 1 Judge

## PERFORMANCE PRESCRIPTION FACILITIES IN THE PUBLIC SECTOR



## PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC SECTOR

**INFORMATION CENTER** TO PROVIDE ORIENTATION AND GUIDANCE FOR LITIGANTS, WITNESSES, ATTORNEYS, PROSPECTIVE JURORS AND THE PUBLIC.

A central location at the principal entrance which illustrates floor plans, room numbers, building directory and docket/calendar posting for each branch. Depending on courthouse scale the center can be controlled by a guard/receptionist or rely on graphics for information.

Provide a range of areas, according to classification, between 150 and 50 net square feet.

### ATTORNEY/CLIENT CONFERENCE ROOM

TO PROVIDE SPACES FOR PRIVATE ATTORNEY/CLIENT, NEGOTIATION AND SETTLEMENT CONFERENCES IN THE COURTHOUSE.

Designated, private, areas adjacent to courtrooms and public circulation which are designed for multi-purpose use such as conference, witness waiting, hearings and depositions.

Provide a variety of spaces to accommodate various scaled needs; i.e., 150, 120, 100 and 80 net square feet.

The allocation of space depends on classification of the courthouse and diversification factors used for larger jurisdictions:

"B" a	-	14-17	Judges + full time Commissioners	-	12-13 rooms
"B" b	-	10-13	Judges + full time Commissioners	-	10-11 rooms
"C"	-	7-9	Judges + full time Commissioners	-	7-9 rooms
"D"	-	3-6	Judges + full time Commissioners	-	3-6 rooms
"E"	-	1-2	Judges + part time Commissioners	-	2-3 rooms
"F"	-		Less than 1 Judge	-	1 room

### WITNESS WAITING SPACE

TO PROVIDE WAITING AREA FOR WITNESSES WHO HAVE BEEN EXCLUDED FROM THE COURTROOM PRIOR TO THEIR TESTIMONY OR FOR SEQUESTERED WITNESSES. IT IS DESIRABLE TO SEPARATE WITNESSES FOR OPPOSING SIDES.

Designated areas in the courthouse where a witness can be assigned to wait in spaces segregated from opposing parties, the general public and jurors. Generally, the District Attorney keeps the prosecution's witnesses in the D.A.'s offices until they testify. Defense and civil witnesses need space to wait in areas off public circulation.

Provide 10 net square feet per defense or civil witness. The allocation is area for five witnesses per courtroom. This allocation assumes that witnesses who will testify in hearing rooms will also use this space.



PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC SECTOR (cont.)

PUBLIC  
WAITING  
AREA

TO PROVIDE AREA FOR LITIGANTS, DEFENDANTS AND PROFESSIONALS TO WAIT BEFORE THEIR COURT APPEARANCES. COURTS WITH HIGH VOLUME MATTERS (TRAFFIC, PRELIMINARY HEARINGS, SMALL CLAIMS) AND CLOSED HEARINGS (JUVENILE, ADOPTIONS, MENTALS) REQUIRE THE MOST WAITING SPACE.

For adults: seating areas off public circulation and near to high-volume courtrooms.

For juveniles: segregated seating areas off public circulation which have privacy and are adjacent to closed hearing courtrooms and intake offices.

Normally the area is supplemental to public circulation spaces which are considered part of gross area.

Provide 10 net square feet per person. The allocation is area for four waiting spaces per courtroom; however, this space should be clustered around high volume and closed hearing courtrooms.

JURY  
ASSEMBLY  
SPACE

TO PROVIDE WAITING SPACE FOR PROSPECTIVE JURORS PRIOR TO THE JURY SELECTION PROCESS (VOIR DIRE) FOR A TRIAL.

Designated and separated assembly space within the courthouse which is convenient to courtrooms. The separation is necessary to prevent prospective jurors from seeing or hearing an action which might prejudice their opinions. Small courthouses, generally, do not need a separate assembly room since prospective jurors assemble in a large courtroom. Large jurisdictions need a jury assembly room, which functions as a closed unit to maintain control. Therefore, toilets, coat space and vending areas are needed. Separate areas for smoking and non-smoking should be considered.

Jury selection procedures vary widely throughout the state. The assumption of these guidelines is that a jury assembly space will be provided in jurisdictions with five or more judges. A large group (venire) may be assembled at the beginning of each jury term for orientation. The orientation will take place either in a large courtroom or the jury assembly room which has been rearranged to accommodate a high density seating arrangement.

The normal use for the jury assembly room is to provide lounge, work and waiting space on a daily basis for a group of prospective jurors who are to be taken to various courtrooms for the jury selection process.

Provide 10 net square feet per person awaiting the jury selection process plus area for toilets, coats and vending.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC SECTOR (cont.)

JURY  
ASSEMBLY  
SPACE  
(cont.)

The assumptions of areas allowed for prospective jurors are:

"B"a	- 14-17 Judges:	11-14 jury courtrooms:	110-140 persons
"B"b	- 10-13 Judges:	9-10 jury courtrooms:	90-110 persons
"C"	- 7- 9 Judges:	6- 8 jury courtrooms:	60- 80 persons
"D"	- 5- 6 Judges:	5- 6 jury courtrooms:	50- 60 persons

When a larger panel is called, the assembly room will have a tighter situation.

PRESS  
FACILITIES

TO PROVIDE A WORKING AREA FOR MEDIA REPRESENTATIVES WHO ARE REPORTING FROM THE COURTHOUSE.

In small courthouses the facility is not needed except on an ad-hoc basis. In larger jurisdictions with permanent media assignment, a designated, private area with communications facilities for telephones, audio and television broadcast is necessary.

In courthouses with five or more judges provide a range of areas, according to classification, between 400 and 150 net square feet.

JUVENILE  
INTAKE  
OFFICE

TO PROVIDE CONFERENCE, INTERVIEW AND WORK AREA FOR OFFICERS RESPONSIBLE TO RECOMMEND ACTION ON PETITIONS FOR DELINQUENCY AND NOTICES OF JUVENILES IN NEED OF SUPERVISION, I.E., INITIATE PROSECUTION, DOWNGRADE/DIVERT OR NOT PURSUE THE MATTER.

Designated areas which may be either attached to the court operations or to the social services division. The relationship varies by county and the intake office may or may not be located in the courthouse. For space planning purposes the guidelines assume that the juvenile intake office is situated in the courthouse.

Provide 120 net square feet for each intake officer, 70 net square feet per clerical person and support file area.

The guidelines make the following assumptions for staff in each classification:

"B"a	- 14-17 Judges:	8-10 officers:	3 clerical
"B"b	- 10-13 Judges:	6- 8 officers:	2 clerical
"C"	- 7- 9 Judges:	5- 6 officers:	2 clerical
"D"	- 3- 6 Judges:	2- 5 officers:	1 clerical
"E"	- 1- 2 Judges:	1 officer:	0 clerical
"F"	Less than 1 Judge:	1/2 officer:	0 clerical

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC SECTOR (cont.)

DISTRICT ATTORNEY'S OFFICE

TO PROVIDE OFFICE SPACE FOR THE FUNCTIONS OF SCREENING POLICE REPORTS, DECIDING TO INITIATE PROSECUTION, FILING CRIMINAL COMPLAINTS OR PETITIONS FOR DELINQUENCY, PRESENTING EVIDENCE AT PRELIMINARY EXAMINATIONS, FILING INFORMATIONS, PRE-TRIAL PREPARATIONS FOR MOTIONS, DISCOVERY, INVESTIGATIONS AND BARGAINING, TRIAL WORK AND CERTAIN APPEALS.

The physical requirements of this office are not a part of these guidelines.

SHERIFF'S OFFICE

TO PROVIDE WORKING SPACE FOR THE SHERIFF AND STAFF RESPONSIBLE TO MAINTAIN COURTHOUSE SECURITY, DELIVER INMATES TO AND FROM COURTROOMS AND HOLDING FACILITIES, SERVICE WARRANTS AND PROCESS, APPREHEND CRIMINALS, MAINTAIN COMMUNICATIONS AND OTHER DUTIES.

These guidelines are concerned with maintaining security and movement of inmates from holding spaces to courtrooms. This portion of the Sheriff's operation is handled by criminal deputies and is discussed under the bailiff's area, public/private sector.

PROBATION AND PAROLE OFFICE

TO PROVIDE OFFICE AREA FOR THE STATE FUNDED OPERATION WHICH IS ORGANIZED INTO ADULT CRIMINAL AND JUVENILE DIVISIONS. SERVICES OF THE OFFICE INCLUDE INVESTIGATION, SUPERVISION, CONTROL AND JUVENILE COUNSELING TO CLIENTS.

The physical requirements of this office are not part of this study; however, it is important to note that this is often an "after-hours" operation. A night entrance should be provided. Where acceptable to the county this office should be in the courthouse.

STAFF/SPACE ANALYSIS

THE CHARTS WHICH FOLLOW OUTLINE RECOMMENDED ALLOCATIONS FOR PERSONNEL AND AREA IN THE PUBLIC SECTOR. THE RANGE OF ANALYSIS IS FOR COURTHOUSES WHICH HOUSE 17 JUDGES TO THOSE WITH LESS THAN ONE FULL TIME JUDGE. THESE RECOMMENDATIONS MAY HAVE VARIATIONS CAUSED BY LOCAL PRACTICES, EXISTING BUILDING CONFIGURATION, CLERKS' AND REGISTERS' PROCEDURES, SECURITY REQUIREMENTS AND AVAILABLE PLANNING FLEXIBILITY.

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "B" - 17 Judges				Need "B" - 16 Judges				Need "B" - 15 Judges				Need "B" - 14 Judges							
Open Area Semi-Private Private	UNIT PUBLIC SECTOR	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area				
	OFFICE COURTS																				
X	Information Center	2	1	150	150	2	1	150	150	2	1	150	150	2	1	150	150				
X	Attorney/Client	0	2	150	300	0	2	150	300	0	2	150	300	0	2	150	300				
	Conference rooms		3	120	360		3	120	360		3	120	360		3	120	360				
			4	100	400		4	100	400		4	100	400		4	100	400				
			4	80	320		4	80	320		3	80	240		3	80	240				
X	Witness Waiting Space	0	1	850	850	0	1	800	800	0	1	750	750	0	1	700	700				
X	Public Waiting Area	0	1	680	680	0	1	640	640	0	1	600	600	0	1	560	560				
X	Jury Assembly Space	0	1	1440	1400	0	1	1300	1300	0	1	1200	1200	0	1	11000	1100				
		Toilets/Vending	300	Toilets/Vending	300	Toilets/Vending	300	Toilets/Vending	300												
X	Press Facilities	0	1	400	400	0	1	400	400	0	1	400	400	0	1	400	400				
X	Juvenile Intake Office*	10	10	120	1200	9	9	120	1080	9	9	120	1080	8	8	120	960				
		3	3	70	210	3	3	70	210	3	3	70	210	3	3	70	210				
		Files	300	Files	270	Files	270	Files	270												
NET AREA		6870				6530				6170				5920							
Total Area Including A 20% Factor For Internal Circulation		15	8244				14	7836				14	7404				13	7104			

Space Type	Staff/Functional Description	Need "B" - 13 Judges				Need "B" - 12 Judges				Need "B" - 11 Judges				Need "B" - 10 Judges					
X	Information Center	1	1	100	100	1	1	100	100	1	1	100	100	1	1	100	100		
X	Attorney/Client Conference rooms	0	2	150	300	0	2	150	300	0	2	150	300	0	2	150	300		
			3	120	360		3	120	360		2	120	240		2	120	240		
			3	100	300		3	100	300		3	100	300		3	100	300		
			3	80	240		3	80	240		3	80	240		3	80	240		
X	Witness Waiting Space	0	1	650	650	0	1	600	600	0	1	550	550	0	1	500	500		
X	Public Waiting Area	0	1	520	520	0	1	480	480	0	1	440	440	0	1	400	400		
			0	1	1100	1100		0	1	1000	1000		0	1	900	900		0	1
X	Jury Assembly Space	Toilets/Vending			300	Toilets/Vending			300	Toilets/Vending			250	Toilets/Vending			250		
X	Press Facilities	0	1	300	300	0	1	300	300	0	1	300	300	0	1	300	300		
X	Juvenile Intake Office*	8	8	120	960	7	7	120	840	7	7	120	840	6	6	120	720		
		2	2	70	140	2	2	70	140	2	2	70	140	2	2	70	140		
		Files			240	Files			210	Files			210	Files			180		
NET AREA		5510				5170				4810				4570					
Total Area Including A 20% Factor For Internal Circulation		11	6612			10	6204			10	5772			9	5484				

Space Type	Staff/Functional Description	Need "C" - 9 Judges				Need "C" - 8 Judges				Need "C" - 7 Judges				Need "C" - 6 Judges			
		Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
X	Information Center	1	1	100	100	1	1	100	100	1	1	100	100				
	Attorney/Client Conference rooms	0	1	150	150	0	1	150	150	0	1	150	150				
			2	120	240		2	120	240		2	120	240				
			4	100	400		3	100	300		2	100	200				
			3	80	240		2	80	160		2	80	160				
X	Witness Waiting Space	0	1	450	450	0	1	400	400	0	1	350	350				
X	Public Waiting Area	0	1	360	360	0	1	320	320	0	1	280	280				
			0	1	800	800		0	1	700	700		0	1	600	600	
X	Jury Assembly Space			Toilets/Vending	250			Toilets/Vending	250			Toilets/Vending	250				
X	Press Facilities	0	1	200	200	0	1	200	200	0	1	200	200				
X	Juvenile Intake Office*	6	6	120	720	5	5	120	600	5	5	120	600				
		2	2	70	140	2	2	70	140	2	2	70	140				
			Files		180		Files		180		Files		150				
NET AREA					4230				3860				3420				
Total Area Including A 20% Factor For Internal Circulation		9			5076	9			4632	8			4104				

\*Juvenile Services may not be in the courthouse if it is attached to Social Services.



STAFF/SPACE ANALYSIS

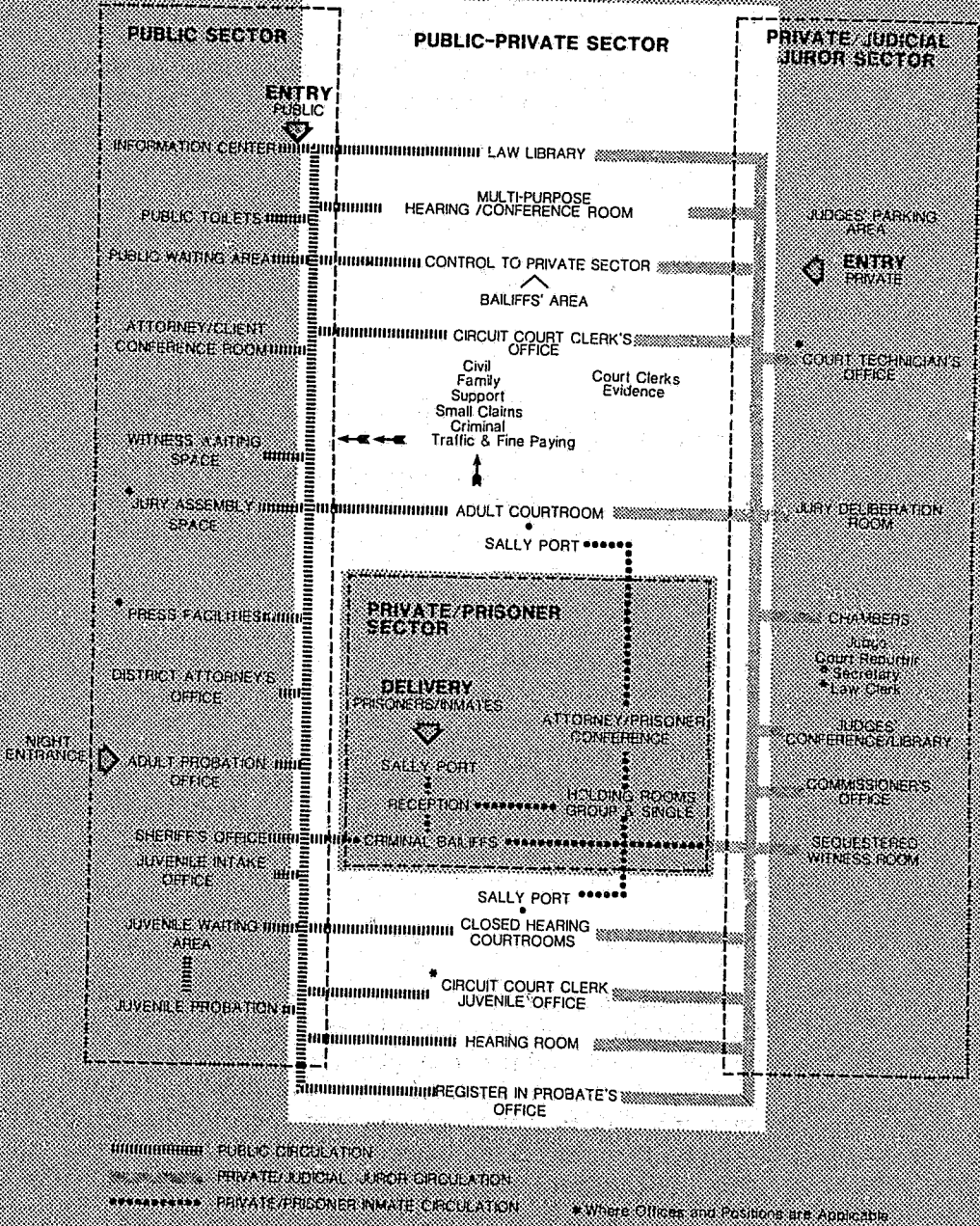
Space Type		Staff/Functional Description				Need "D" - 6 Judges				Need "D" - 5 Judges				Need "D" - 4 Judges				Need "D" - 3 Judges						
Open Area Semi-Private Private	UNIT	PUBLIC SECTOR				Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area							
	OFFICE	COURTS																						
X	Information Center	1	1	75	75	1	1	75	75	0	1	75	75	0	1	75	75							
X	Attorney/Client Conference rooms	0	1	150	150	0	1	150	150	0	1	150	150	0	1	150	150							
		2	2	120	240	2	2	120	240	2	2	120	240	2	2	120	240							
		1	1	100	100	1	1	100	100	1	1	100	100	1	1	100	100							
		2	2	80	160	1	1	80	80															
X	Witness Waiting Space	0	1	300	300	0	1	250	250	0	1	200	200	0	1	150	150							
X	Public Waiting Area	0	1	240	240	0	1	200	200	0	1	160	160	0	1	120	120							
X	Jury Assembly Space	0	1	600	600	0	1	500	500	Use Courtroom				Use Courtroom										
		Toilets/Vending				Toilets/Vending																		
X	Press Facilities	0	1	150	150	0	1	150	150	0			0	0			0							
X	Juvenile Intake Office*	5	5	120	600	4	4	120	480	3	3	120	360	2	2	120	240							
		1	1	70	70	1	1	70	70	1	1	70	70	1	1	70	70							
		Files				Files				Files				Files										
NET AREA					3085				2665				1445				1055							
Total Area Including A 20% Factor For Internal Circulation					7	3702				6	3198				4	1734				3	1266			

Space Type	Staff/Functional Description	Need "E" - 2 Judges				Need "E" - 1 Judge				Need "F" - Less than 1 Judge						
X	Information Center	0	1	50	50	0	1	50	50	0	1	50	50			
X	Attorney/Client Conference rooms	0	2	120	240	0				0						
		1	1	100	100	2	2	120	240		1	120	120			
X	Witness Waiting Space	1	1	100	100	1	1	50	50	0	1	50	50			
X	Public Waiting Area	Use Corridor				Use Corridor				Use Corridor						
X	Jury Assembly Space	Use Courtroom				Use Courtroom				Use Courtroom						
X	Press Facilities	0				0				0						
X	Juvenile Intake Office*	1	1	120	120	1	1	120	120	1/2	1	120	120			
NET AREA					610				460				340			
Total Area Including A 20% Factor For Internal Circulation					1	732				1	552				1/2	408

\*Juvenile Services may not be in the courthouse if it is attached to Social Services.

PERFORMANCE PRESCRIPTION

FACILITIES IN THE PUBLIC/PRIVATE SECTOR



FUNCTIONAL RELATIONSHIP CRITERIA

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

COURTROOM/  
HEARING  
ROOM/MULTI-  
PURPOSE  
HEARING/  
CONFERENCE  
ROOM

TO PROVIDE SPACES FOR JURY AND BENCH TRIALS, MOTIONS, HEARINGS AND CONFERENCES.

An acoustically isolated room which provides for functional and ceremonial requirements. The participants include the judge, attorneys, clerks, reporters, jurors, witnesses, bailiffs and spectators. Their interaction is the result of historical and emerging patterns of judicial procedure which in turn develop operational requirements. Courtrooms and hearing rooms should satisfy the following criteria:

A. Sightlines

Courtroom elements must be arranged so that all participants can see each other's face during proceedings. It is desirable that participants can also observe the witness' hands during testimony.

B. Acoustics

Courtrooms must be designed so that all participants can understand each other during proceedings, preferably, without the use of sound reinforcement systems. Acoustical isolation from other spaces is requisite. Generally a combination of hard (reflect) and soft (absorb) material is used to provide good acoustical quality.

C. Technology

Courtrooms should be designed to accommodate technological equipment. Components include the capacity to:

- Record and playback sound and televised procedures and tapes
- Provide sound reinforcement systems
- Access a computer from the bench and clerk's station
- Project slides, movies, X-rays and overheads
- Utilize chalk and tack boards

D. Security

Emphasis should be on the deterrence of problems and the safety of individuals. Proper circulation/sectoring systems contribute to security and reduce the personnel required to maintain security. Devices to enhance security include closed circuit television, alarm systems tied to a master security console, detection units and bullet resistant liners in benches. "Secure" courtrooms are defined as those with direct access to private/prisoner circulation. The

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

COURTROOM/  
HEARING  
ROOM/MULTI-  
PURPOSE  
HEARING/  
CONFERENCE  
ROOM (cont.)

D. Security (continued)

minimum number of "secure" courtrooms for each grade of classification is defined in the detailed space/staff summary. The range of "secure" courtrooms by classification is:

"B"a:	14-17	Judges:	1 large secure jury courtroom 1-2 regular secure jury courtroom 1 large secure non-jury courtroom
"B"b:	10-13	Judges:	1 large secure jury courtroom 1 regular secure jury courtroom 1 large secure non-jury courtroom (12-13 Judges)
"C":	7-9	Judges:	1 large secure jury courtroom 1 regular secure jury courtroom
"D":	3-6	Judges:	1 large secure jury courtroom
"E":	1-2	Judges:	1 intermediate secure jury courtroom
"F":	Less than 1	Judge:	1 intermediate secure jury courtroom

Holding facilities at secure courtrooms should have access, through private circulation, to other courtrooms. This will permit occasional use of those courtrooms, when required, for a criminal matter involving a prisoner.

Juveniles in custody and mental patients are also brought to the courthouse. The private/prisoner sector should be developed to allow these persons to be brought into courtrooms through private circulation without meeting prisoners.

E. Flexible assignment and rearrangement

Courtrooms, jury deliberation rooms and conference spaces are best designed with flexible assignment on need rather than designation to a specific judge. This will permit greater utilization of facilities and fewer "dark hours" since every space is available to each participant.

Courtroom elements should be designed for flexible rearrangement which will accommodate the needs of a particular trial or hearing.

F. Barrier free access

Provision is necessary in at least one courtroom for access of the handicapped to the bench, clerk's station, witness stand and jury box. This can be accomplished with ramps or lifts. Please refer to current national and state standards.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

COURTROOM/  
HEARING  
ROOM/MULTI-  
PURPOSE  
HEARING/  
CONFERENCE  
ROOM (cont.)

G. Working Space Within the Bar

The "well" of the courtroom is the area in front of spectator seating which contains the bench, court clerk's station, witness stand, court reporters' station, jury box, attorneys' tables, lectern and bailiff's station. Each of these units have specific needs in addition to the general criteria related to sightlines, acoustics, technology and security.

The BENCH should be bullet resistant, have emergency call capacity to the security console, contain shelves for 20-30 law books, have drawer and file units, contain a foot rest, have a durable facing, be designed with a 3" raised lip to hide papers on the desk top, have a microphone and speaker and be raised three steps above the floor.

The COURT CLERK'S STATION should be close enough to the bench to allow easy and quiet transfer of files and verbal communication. The station should be up one or two risers. The clerk takes, marks, and keeps exhibits; therefore, secure storage is required for short-term keeping. Bullet resistant lining should be considered for certain locations.

The WITNESS STAND should have a ledge for papers, an inconspicuous but effective microphone and be raised two steps above the floor. Certain jurisdictions frequently require the use of interpreters for witnesses. At those locations consider the provision of an interpreter's station within or adjacent to the witness box.

The COURT REPORTER'S STATION must be located to allow maximum visibility and hearing of all participants. The location should not interfere with actions in the "well." Provide a cabinet for the reporter's supplies, notes and equipment.

The JURY BOX should be raised one and two levels above the floor. The box should be designed in portable units to provide additional area when needed for multi-defendant bench matters or six person juries.

ATTORNEY'S TABLES should each seat a minimum of three. They should be movable and be equipped with microphones.

The LECTERN should be portable and adjustable. It should be equipped with a microphone and a clock.

The BAILIFF'S STATION should be adjacent to the prisoner entrance to the court room. The unit should be located to provide complete surveillance of the courtroom and have emergency call capacity.

G. WORKING SPACE WITHIN BAR

THE COMPONENTS OF EACH TYPE OF COURTROOM ARE OUTLINED BELOW:

Courtroom Type	Large Jury	Intermediate Jury	Regular Jury	Large Non-Jury	Regular Non-Jury	Hearing Room	Hearing Conference
Courtroom Net Area	2400	1800	1450	1600	1150	500	200
Bench for 3 Judges	yes	no	no	no	no	no	no
Bench for 1 Judge	no	yes	yes	yes	yes	yes	informal
Witness stand	yes	yes	yes	yes	yes	yes	informal
Jury box	for 14	for 14	for 14	no	no	no	no
Attorney's tables	4	4	2	2	2	2	2
Portable lectern	yes	yes	yes	yes	yes	no	no
Seating for additional lawyer/participants	yes	yes	yes	yes	yes	yes	no
Court clerk's table	yes	yes	yes	yes	yes	yes	yes
Future computer at bench and clerk	yes	yes	yes	yes	yes	no	no
Bailiff's station	yes	yes	yes	yes	yes	yes	yes
Court reporter's station	yes	yes	yes	yes	yes	yes	yes
Provision for future multi-track sound and T.V. recording	yes	yes	yes	yes	yes	yes	yes
Provision for projection of slides, T.V., X-rays, movies, chalk/tack board	yes	yes	yes	yes	yes	yes	yes
Area of "well"	1200	1200	1000	900	900	400	informal
Spectator seating outside the "well"	140-160	70-90	40-60	80-100	20-30	10	informal

**PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)**

**COURTROOM/  
HEARING  
ROOM/MULTI-  
PURPOSE  
HEARING/  
CONFERENCE  
ROOM (cont.)**

The functional and ceremonial arrangements within the courtroom are based on tradition, continuing evolution, the role of authority vested in the judge and the code of ethics followed by attorneys. The inherent dignity of the judicial process can be enhanced by designing courtrooms which have well proportioned spaces with adequate ceiling height, introduction of natural daylight, provision of durable materials and installation of accessories such as flags, seals and historic memorabilia.

**BAILIFFS'  
AREA**

TO PROVIDE A WAITING AREA FOR CIVIL AND CRIMINAL BAILIFFS WHEN THEY ARE NOT ENGAGED WITH ASSIGNED DUTIES.

An area convenient to courtrooms, chambers, deliberation rooms, jury assembly, control to the private sector and secure holding areas.

Provide a range of areas, according to classification, between 250 and 100 net square feet.

**CONTROL  
POINT FROM  
THE PUBLIC  
TO THE  
PRIVATE  
SECTOR**

TO PROVIDE A RECEPTION AND WAITING AREA FOR VISITORS TO THE PRIVATE SECTOR.

Ideally there should be one interface between public and private/judicial-juror circulation to maintain security. In jurisdictions with three or more judges a control point which could be staffed by a secretary or bailiff should be provided. Visitor's waiting space is needed.

Provide a range of areas, according to classification, between 150 and 100 net square feet.

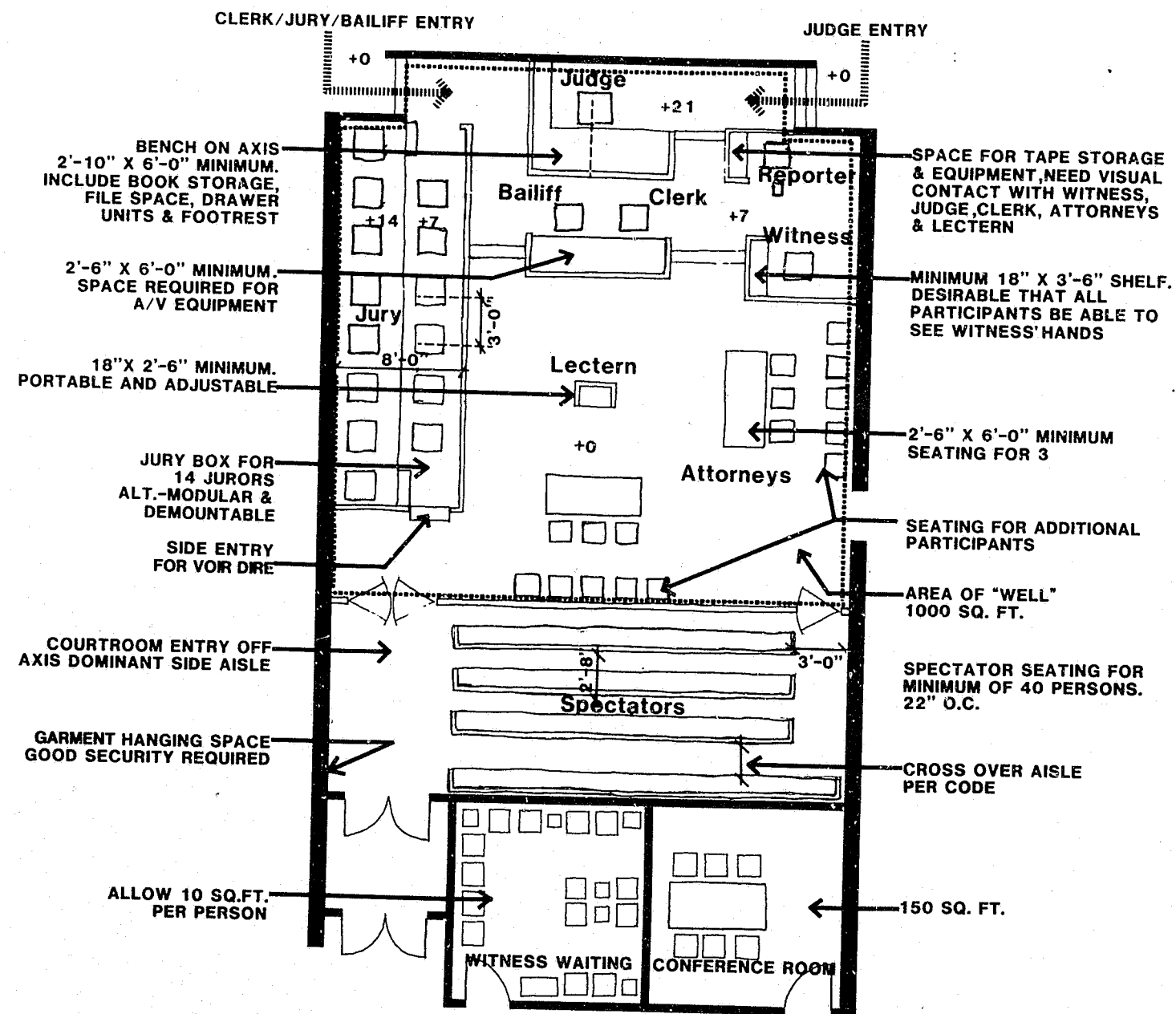
**PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)**

**GRAPHIC  
ILLUSTRATIONS**

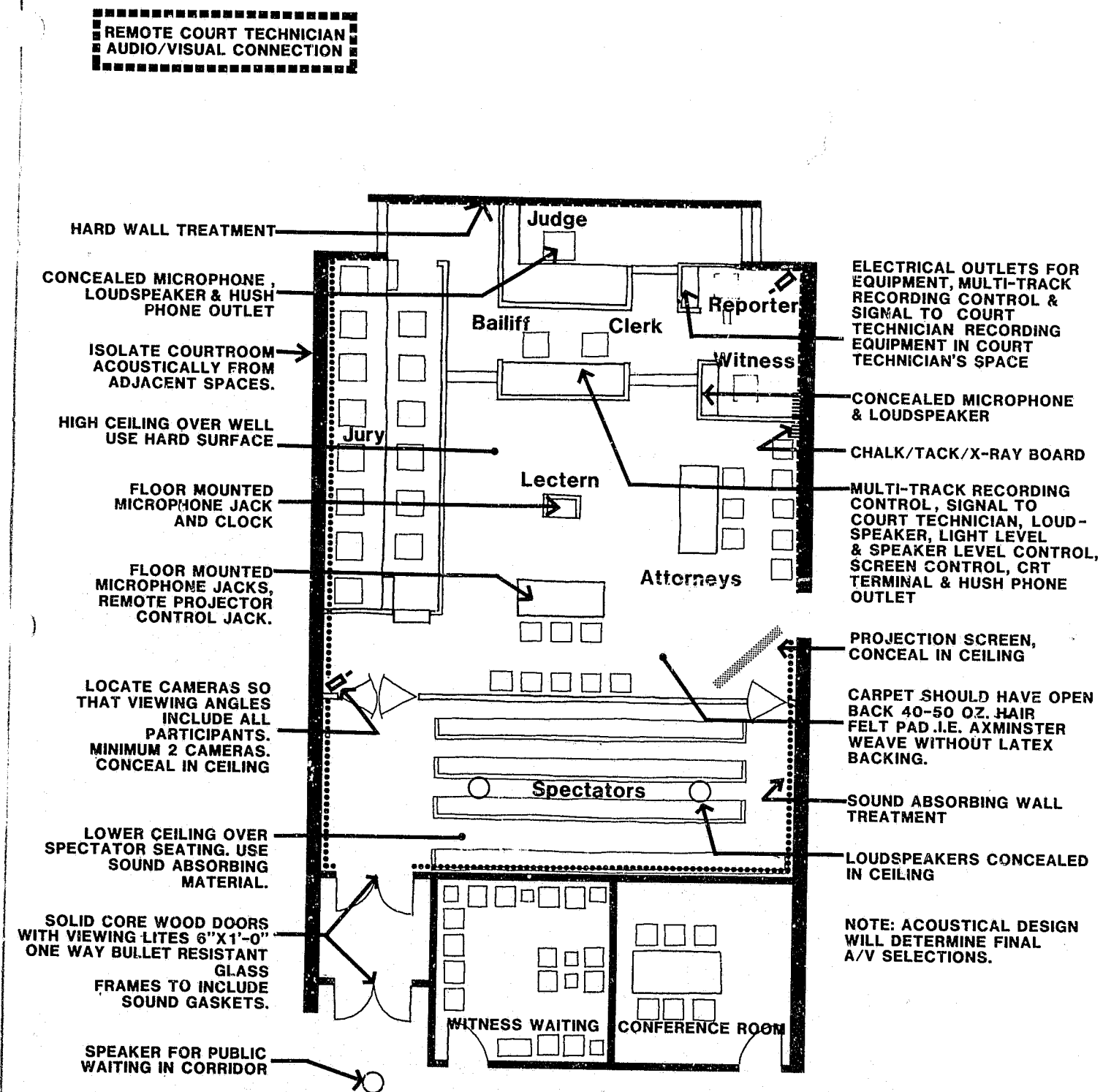
THE FOLLOWING DRAWINGS AND CHARTS WERE DEVELOPED AS GUIDELINES FOR COURTROOM AND COURTHOUSE DESIGN. THESE ILLUSTRATIONS ARE INTENDED AS CRITERIA FOR LAYOUT; HOWEVER THE PRINCIPLES ESTABLISHED CAN BE EXTENDED TO A SERIES OF ROOM AND BUILDING CONFIGURATIONS.

Courtroom Functional Criteria  
Courtroom Audio-visual/Acoustical Criteria  
Courtroom Security Criteria  
Options for a "Regular" jury courtroom  
Floor plan showing sectorized arrangement of guideline elements.



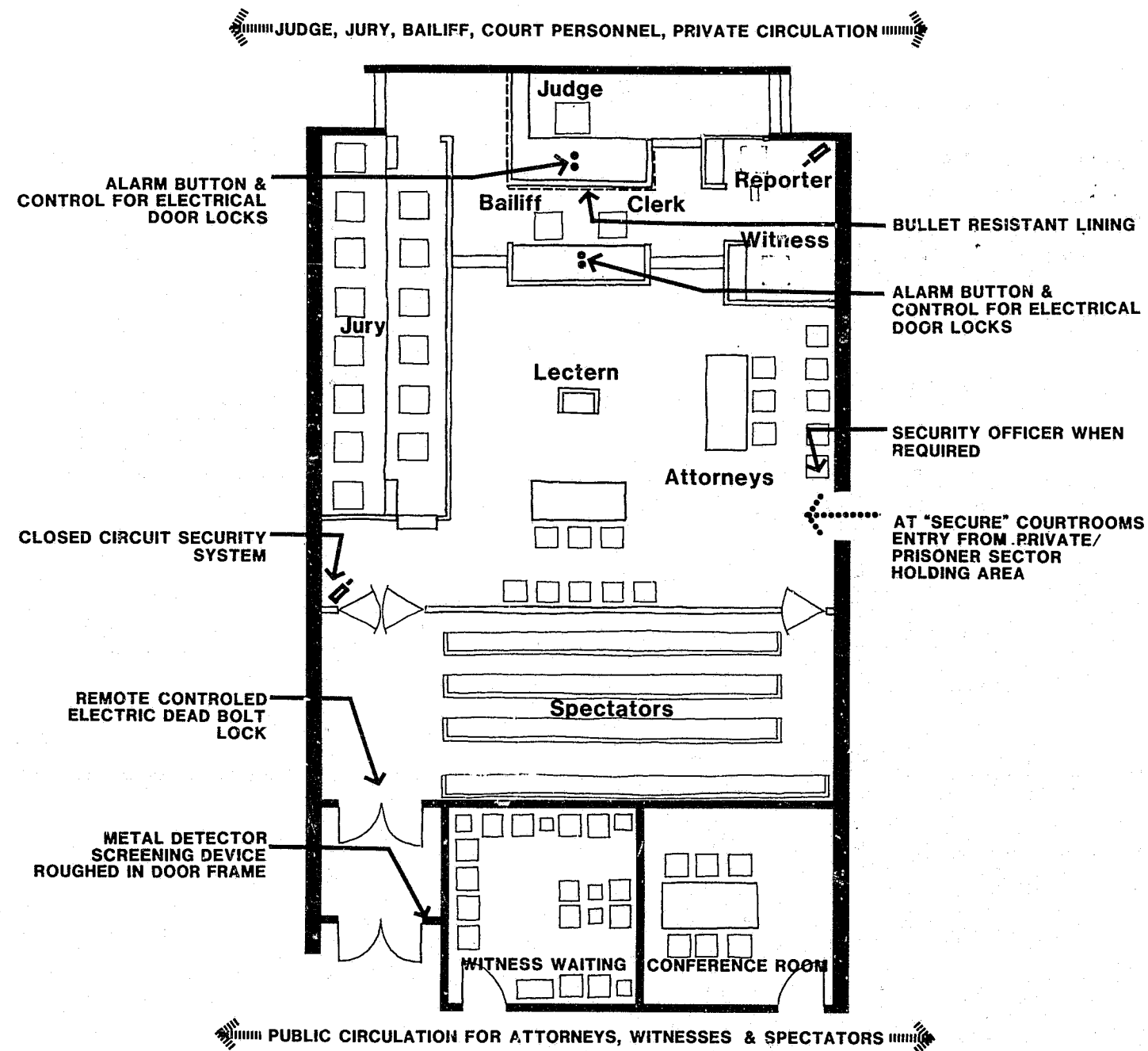


## COURTROOM FUNCTIONAL CRITERIA



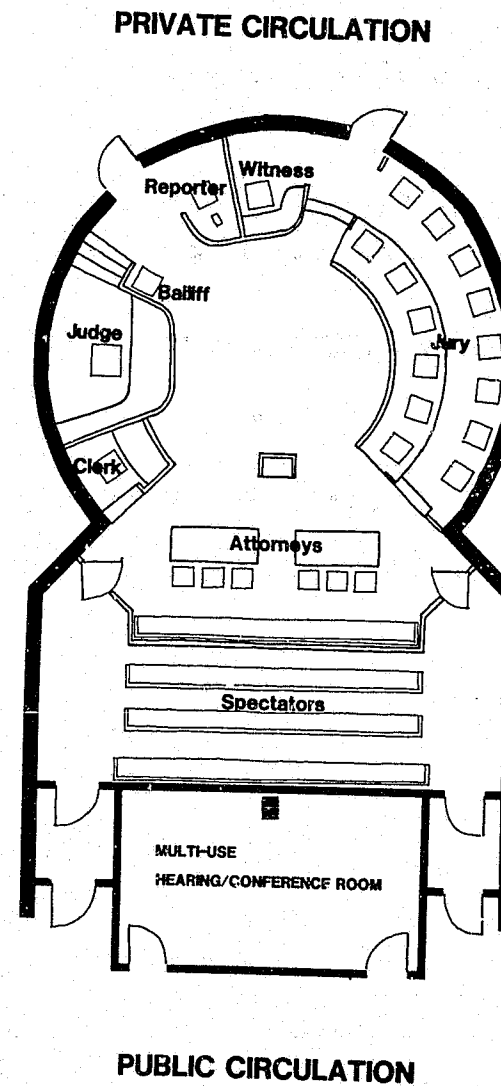
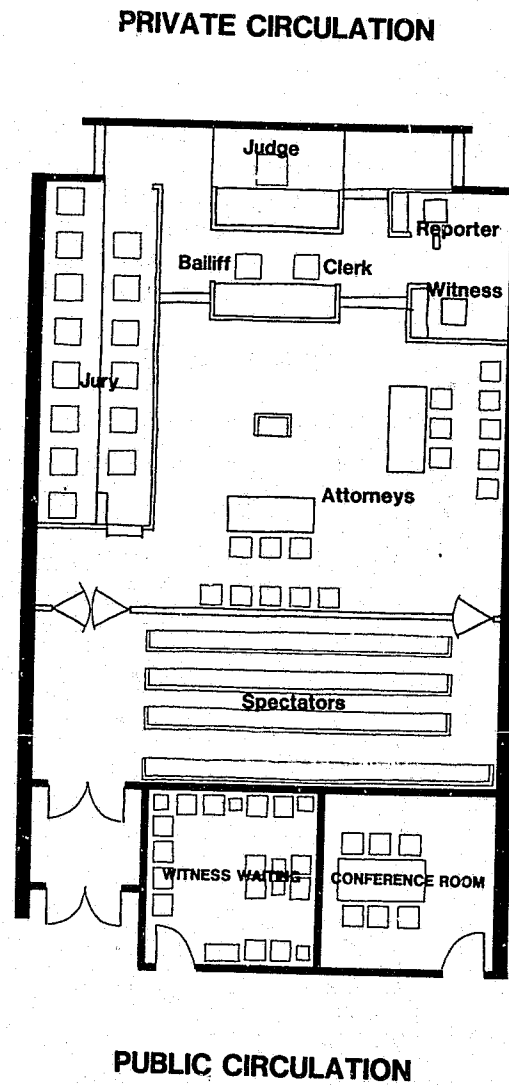
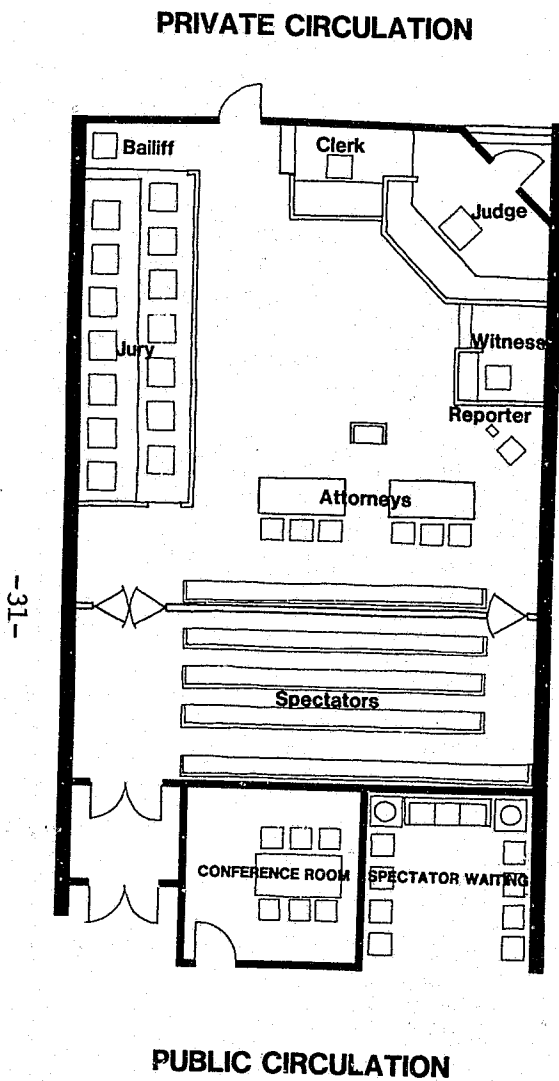
## COURTROOM AUDIO-VISUAL/ACOUSTICAL CRITERIA

REMOTE MASTER SECURITY  
CONSOLE CONTROL FOR  
ALL COURTROOMS

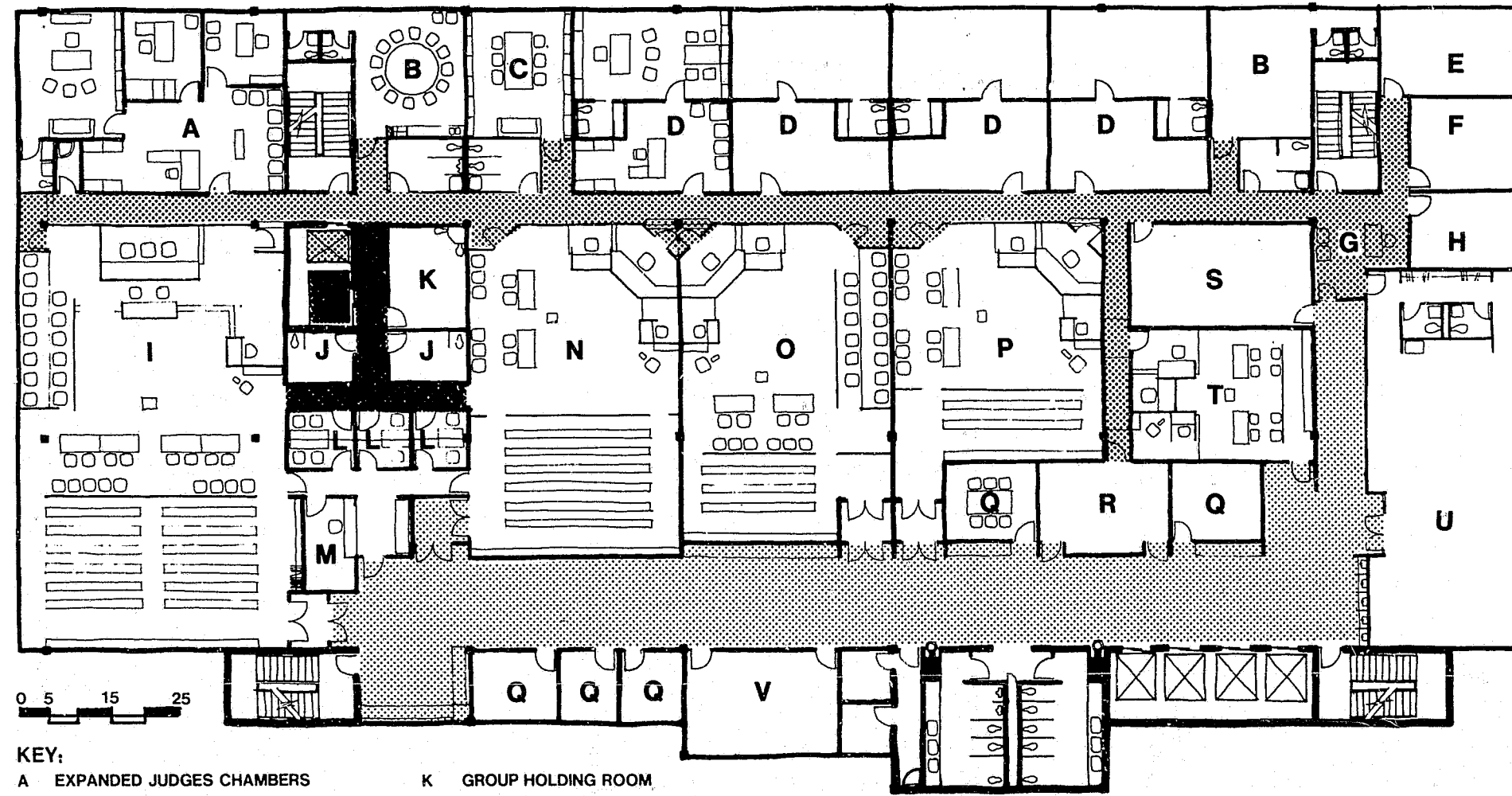


## COURTROOM SECURITY CRITERIA








## OPTIONS FOR A "REGULAR" JURY COURTROOM



**KEY:**

- A EXPANDED JUDGES CHAMBERS
- B JURY DELIBERATION ROOM
- C JUDGES' CONFERENCE / LIBRARY
- D JUDGES CHAMBERS
- E COMMISSIONER'S OFFICE
- F SEQUESTERED WITNESS ROOM
- G CONTROL POINT FROM THE PUBLIC TO THE PRIVATE SECTOR
- H BAILIFF'S AREA
- I LARGE JURY COURTROOM
- J SINGLE HOLDING ROOM

- K GROUP HOLDING ROOM
- L ATTORNEY / PRISONER CONFERENCE ROOM
- M FINE PAYING STATION
- N LARGE NON - JURY COURTROOM
- O REGULAR JURY COURTROOM
- P REGULAR NON - JURY COURTROOM
- Q ATTORNEY / CLIENT CONFERENCE / WITNESS WAITING SPACE
- R MULTI - PURPOSE HEARING / CONFERENCE ROOM
- S COURT TECHNICIAN'S OFFICE
- T HEARING ROOM
- U JURY ASSEMBLY
- V PRESS ROOM

-  PUBLIC CIRCULATION
-  PRIVATE / JUDICIAL JUROR CIRCULATION
-  PRIVATE / PRISONER INMATE CIRCULATION

**FLOOR PLAN SHOWING SECTORED ARRANGEMENT OF GUIDELINE ELEMENTS**

**PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)**

**DISTRICT  
COURT  
ADMINIS-  
TRATOR'S  
OFFICE**

TO PROVIDE SPACE FOR WORK, RECEPTION AND RECORD RETENTION FOR THE COURT ADMINISTRATIVE FUNCTION IN EACH OF THE 10 JUDICIAL DISTRICTS OF WISCONSIN. THE ADMINISTRATORS ASSIST THE CHIEF JUDGE OF EACH DISTRICT WITH OPERATIONS RELATED TO THE MANAGEMENT OF:

Personnel  
Budget  
Caseloads  
Space and equipment allocations  
Record keeping systems

Provide areas which provide for the following functions:

**1. RECEPTION**

Small scale waiting area is required for public and professionals.  
Provide 15 square feet per person.

**2. ADMINISTRATIVE**

The private office for the administrator should be 180 net square feet.

**3. CLERICAL**

Working, filing and storage area is needed for clerical staff and floating court reporters and law clerks.

Provide the following unit space allocations:

Clerical work station	70 sq. ft.
Work table	50 sq. ft.
Floating court reporter's office (with storage)	150 sq. ft.
Floating law clerk's office	120 sq. ft.
Computer terminal	50 sq. ft.
6 or 7 high open shelf units, 3'-0" wide	10 sq. ft.
Storage unit	10 sq. ft.

Staffing assumptions for administrative functions in the guidelines are for each district:

District Court Administrator/Assistant Administrator	1
Clerical	1
Floating court reporters	as required
Floating law clerks	as required

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

CLERK OF  
COURTS'  
OFFICE

TO PROVIDE WORK, RECEPTION AND RECORD RETENTION SPACE FOR THE CLERK OF THE CIRCUIT COURT AND THE STAFF. THE OPERATION PROVIDES A RANGE OF SUPPORT TO THE JUDICIARY. SPECIFIC RESPONSIBILITIES INCLUDE MATTERS RELATED TO:

Criminal and Traffic	Court Clerks
Civil and Family	Civil Bailiffs
Support	Evidence Storage
Small Claims	Law Library
Juvenile	Jury Management

Provide areas for the nine generic functions in the clerks operation. Each of these functions have a different scale of requirements for the various classifications of courthouses. However, the specific unit needs, common to all classifications, are listed below.

Definition of activities and specific needs for the nine generic functions include:

Public Service	Evidence Storage
Financial	Law Library
Case File Maintenance	Jury Management
Record Retention	Administration
Direct Judicial Support	

1. PUBLIC SERVICE

Receive and retrieve original and subsequent filings.

A counter is needed to separate attorneys, searchers and the public from the office operation. This service counter contains reference materials and forms used to receive and retrieve original and subsequent filings. The recommended allocation is 22 square feet of area for each running foot of counter. Thus, a 10'-0" long counter requires 220 square feet of floor area. This allocation provides 14'-0" to 16'-0" of public space to wait, research and queue, 2'-6" for the counter and 5'-6" to 3'-6" work space to service the counter.

2. FINANCIAL

Receive, disburse and account for fees, fines, costs, bail and support payments generated by the courts.

The clerk is responsible for large sums of money and the requirements for security, control, accountability and efficiency suggest organization of a centralized system to receive and record cash payments. A system can be established so that cash payments required at various locations

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

2. FINANCIAL (cont.)

in the courthouse can be directed to the central cashier station and proof of payment given to the payor to present to the administrative officer as a basis for completing the court transaction. This system can provide separation of court and county monies.

CLERK OF  
COURTS'  
OFFICE  
(cont.)

Recommended space allocations include:

Secure cashier's station (5'-0" length at 22 sq. ft.)	110 sq. ft.
Area for a safe	25 sq. ft.
Technological equipment (bookkeeping machines and terminal, each)	50 sq. ft.
Clerical work station	70 sq. ft.
Supervisor's work station	100 sq. ft.
Work table	50 sq. ft.
Bookkeeper's office	120 sq. ft.

3. CASE FILE MAINTENANCE

Index, docket and maintain original case filings, informations, subsequent filings and orders. Enter judgments and satisfactions of judgments.

The methods for indexing, docketing, maintaining and notating orders for cases and for entering judgments and satisfactions generally have become standardized with the introduction of state-wide procedures for judicial information management. Normally, civil, small claims, criminal and traffic, family, support and juvenile matters are processed separately within the clerk's operation.

Recommended space allocations include:

Technological equipment (terminals, reader/printers, reproduction, each)	25 or 50 sq. ft.
Clerical work station	70 sq. ft.
Supervisor's work station	100 sq. ft.
Work table	50 sq. ft.

The guidelines assume a ratio of four clerks per judge in jurisdictions with three or more judges and three and one half clerks per judge in jurisdictions with two or fewer judges (where juvenile matters are handled by the register in probate).

The guideline assumptions for staff are based on the following premises:

The clerk's operation is centralized; it has a unified money handling/accounting procedure; there is automated case management program; the office space available to the clerk is functional, flexible and contiguous; and other possible factors.

The ratio of clerks to judges may increase at jurisdictions with less efficient operations than those described above.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

4. RECORD RETENTION

CLERK OF  
COURTS'  
OFFICE  
(cont.)

Maintain and retrieve active and closed case files in accordance with established retention policies and statutory limitations.

The "paper problem" is real at most courthouses. Space required to maintain files of closed cases on original paper is increasing because of expanding case load. Record retention policies are presently inconsistent throughout Wisconsin. Some counties have orderly archives which contain files from case No. 1 on original paper. Other counties have a disorganized mix of active records kept in the clerk's office and older files kept in any available space. Certain counties have moved into a system of micrographics to miniaturize older records and dispose of the original paper after 10 years. The implication of inefficient file arrangement on operating cost is considerable because of the personnel time required to store and retrieve records and because of the filing area required.

The present statute requires that filings for civil, criminal and family matters must be kept on hard copy for 10 years after filing. After that time the hard copy may be filmed and the original then destroyed; or to files must be maintained "forever" on hard copy. These retention requirements do not extend to traffic, small claims and miscellaneous matter which can be destroyed without filming. Other state court studies are now actively investigating record retention statutes.

These guidelines recognize that one method to maintain archives of older and closed records is on original paper, provided that fire proof and environmentally controlled space is available, and that use of that area for archival purposes can be economically justified. If archives are to be useful the material must be preserved, must be controlled and must be easily retrieved.

Alternates to maintaining hard copy archives of closed records "in-house" or remotely (in courthouse archives or warehouses) are a mixture which:

Make and maintain miniaturized film copies of all closed cases.

Terminate case files at age 10 years through destruction or transfer of files to the State Historical society in accordance with State statutes.

These guidelines assume that technology will become an integral part of the retention system by 1990. The implications of this assumption are:

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR

4. RECORD RETENTION (cont.)

CLERK OF  
COURTS'  
OFFICE  
(cont.)

Indexing, docketing and order notations will be entered, stored and retrieved on a computer system.

Case filings, other than traffic and small claims, will be miniaturized by a micrographic system when they are entered with the clerk.

Case filings will be kept on original paper until the matter is closed and the appeal period has expired.

Depending on the classification of the jurisdiction, original paper will be kept 10 years after filing, either "in-house" or remotely, in accordance with permissible destruction time defined by statute.

Storage units for files kept on original paper will be on six high open shelf units, 3'-0" wide and 1'-6" deep.

Micrographic copies of closed cases, other than traffic and small claims will be kept "in-house" as a permanent record.

Judgments, liens, delinquent income tax sales and satisfactions will be entered, stored and retrieved on a computer system.

Hard copy of micrographic files can be produced as required on reader-printers.

The guidelines recognize, however, that some jurisdictions will not retain records in accordance with that assumption listed above. Instead they may choose to continue to keep older cases on hard copy and may elect to use other types of filing equipment. Therefore, the following information is provided to define a range of storage capacity for various filing units.

A. The average number of case files, by type, which can be kept in one foot of file space is:

Criminal:	85 Case Files per ft.
Traffic:	250 Case Files per ft.
Civil:	30 Case Files per ft.
Family:	30 Case Files per ft.
Small Claims:	170 Case Files per ft.
Juvenile:	45 Case Files per ft.

B. The storage capacity of various types of filing units is:

4 drawer legal/letter file	8 lin. ft.
5 drawer legal/letter file	10 lin. ft.
6 high, 3'-0" wide, open shelf file (fixed or movable)	18 lin. ft.
7 high, 3'-0" wide, open shelf file (fixed or movable)	21 lin. ft.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

4. RECORD RETENTION

CLERK OF  
COURTS'  
OFFICE  
(cont.)

C. The resultant capacity of each type of filing unit by category of case kept on original paper is:

	Number of Case Files Per Filing Unit			
	4 Drawer	5 Drawer	6 H.O.S.*	7 H.O.S.*
Criminal	680	850	1,530	1,785
Traffic	2,000	2,500	4,500	5,250
Civil	240	250	540	630
Family	240	250	540	630
Small Claims	1,360	1,700	3,060	3,570
Juvenile	360	450	810	945

\*(H.O.S. refers to six and seven High Open Shelf Units)

D. Older index, docket and judgement records are generally kept in large books, which are stored on roller shelf units. Normally, the current arrangement is to maintain this information on index cards which are stored in drawer units. Some jurisdictions have transferred the historic information from the larger books to the index card system; other courthouses maintain a mixed reference system.

E. Recommended space allocations for various types of filing equipment and other units are:

4 or 5 drawer vertical file, legal or letter	8 sq. ft.
6 or 7 high, 3'-0" width, open single unit, legal or letter	10 sq. ft.
Movable 2 deep, 6 or 7 high, 3'-0" width, open shelf units	14 sq. ft.
Movable 3 deep, 6 or 7 high, 3'-0" width, open shelf units	18 sq. ft.
Mechanized dense file unit	Varies
Micrographic storage unit	10 sq. ft.
Technological equipment (terminals, reader/printers, reproduction, each)	25 or 50 sq. ft.
Work table/sorting rack	50 sq. ft.
Camera unit (note need for ceiling clearances)	50 sq. ft.
Splicer, jacket feeder, processor/duplicator	25 sq. ft.
Darkroom/supply storage	100 sq. ft.

As an example, assume that courthouse "X" and courthouse "Y" have the same historic case load and that the storage requirements of each are 2,000 linear feet. Each courthouse chooses different filing systems. The resultant unit and area need for each is:

Courthouse "X"	Courthouse "Y"
6 High open shelf units, 3'-0" x 1'-6"	5 drawer legal files
18 Linear feet per unit	10 Linear feet per unit
111 Units required	200 Units required
(2,000 lin. ft. ÷ 18)	(2,000 lin. ft. ÷ 10)
1,110 Square feet required	1,600 Square feet required
(111 units x 10 sq. ft. per unit)	(200 units x 8 sq. ft. per unit)

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

4. RECORD RETENTION (cont.)

CLERK OF  
COURTS'  
OFFICE  
(cont.)

Record storage units available range from shuck type document files to mechanized file units which quadruple the amount of paper that can be stored on an equivalent floor area. A caution for installation of mechanized file units is that they have floor load requirements which often exceed 200 pounds per square foot. Many older buildings as well as new structures do not have that loading capacity. A normal floor loading, per code, for office use is 100 pounds per square foot.

The old style shuck files, which were originally designed to accommodate files folded 3 ways in order to fit in a circuit riding judge's saddlebag, are common in many courthouses. They can be converted to more dense filing capacity by removing the small docket drawers and placing case file jackets in the sub-frame.

Many jurisdictions can transfer old index, docket, judgement, lien and tax sales books to the local University of Wisconsin archives. The University has been designated as the repository for court records.

Whenever space permits, the intake/filing/record retention function should be organized into a single operation for all categories.

When considering business and statistical systems, one should examine the assets and liabilities of an "in-house" minicomputer which can be programmed in English, rather than in a sophisticated language. This may afford the clerk greater control and less retrieval time than what may be available on a large and shared system.

5. DIRECT JUDICIAL SUPPORT

Furnish court clerks and civil bailiffs who attend each court session. Judge's secretaries and law clerks are provided in some jurisdictions by county supervisors.

Practices vary in the state for location of court clerk's and civil bailiff's "home base." Some jurisdictions provide for these persons within a judge's chambers; however, the majority of counties allocate space for them within the clerk's office. Court clerks should have immediate access to filing, evidence storage areas and computer terminals (when available).

The guidelines make the assumption that court clerks will have "home base" in the clerk's office and that bailiffs will have a separate area not in the clerk's office.

Recommended space allocations include:

Clerical work station	70 sq. ft.
Bailiff's area is described in a separate section	

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

CLERK OF  
COURTS'  
OFFICE  
(cont.)

6. EVIDENCE STORAGE

Receive, mark and keep evidence entered during trials.

The clerk is responsible for maintaining evidence received during a trial. Much of this evidence, such as weapons and drugs, is of a sensitive nature which requires very secure storage.

Currently, the statute requires the clerk to keep criminal evidence for the length of the sentence. This requirement suggests the need for two types of storage: an "in-house" vault for evidence related to active cases and to sensitive material such as controlled substances and weapons; an archival evidence vault which can be remote from the courthouse.

Recommended space allocations by classification of courthouse are:

Class	No. of Judges	Active Vault	Archival Vault
"B"	10 - 17	150 sq. ft.	300 sq. ft.
"C"	7 - 9	125 sq. ft.	275 sq. ft.
"D"	3 - 6	100 sq. ft.	200 sq. ft.
"E"	1 - 2	100 sq. ft.	100 sq. ft.
"F"	Less than 1	50 sq. ft.	100 sq. ft.

7. LAW LIBRARY

Responsible to maintain library operation.

The Law Library function is discussed separately under the Public/Private Sector Facilities statement.

8. JURY MANAGEMENT

Prepare summonses for duty, screen prospective jurors and handle requests for excuse or reassignment, note times of jury service, prepare venire and panel lists, notify jurors when to report, supervise prospective jurors and, through civil bailiffs, manage impaneled jurors.

Waiting and assembly space for prospective jurors is discussed under the Facilities in The Public Sector.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

9. ADMINISTRATION

Responsible to oversee the total clerk's operation. Larger jurisdictions provide department supervisors for each of the enumerated support services. Typically, a smaller jurisdiction assigns responsibility for several of the support services to one clerk's staff member.

The scale of administrative requirements varies with courthouse classification. The small circuit clerk's operation needs access to a private conference space. Larger jurisdictions require private offices for the clerk of courts and deputy clerks. Staff facilities should include brown bag lunch space, lounge and toilets.

See the detailed staff/space summary for a listing of assumptions made in the guidelines for the number of administrative personnel in various classifications.

Recommended space allocations include:

Clerk of court's office	180-120 sq. ft.
Deputy clerk's office/work area	120-100 sq. ft.
Conference room	200-150 sq. ft.
Staffroom/lounge/toilet	300-150 sq. ft.



PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

LAW LIBRARY TO PROVIDE AND MAINTAIN LEGAL REFERENCE MATERIAL FOR USE BY JUDGES, LAW CLERKS, DISTRICT ATTORNEY AND STAFF, PRIVATE ATTORNEYS AND THE PUBLIC.

The basic law library collection should contain the following:

- Complete West Reporting System
  - Southwest Reporter
  - Northeast Reporter
  - Southern Reporter
  - New York Supplement
  - California Reporter
  - Federal Supplement
- Southeast Reporter
- Northwest Reporter
- Atlantic Reporter
- Pacific Reporter
- Federal Reporter
- U.S. Supreme Court Reports
- American Jurisprudence, Second Series
- American Jurisprudence Proof of Facts
- Corpus Juris Secundum Series
- Wisconsin Reports
- Wisconsin Statutes Annotated
- Wisconsin Key Number Digest
- ALR Reports, 1st, 2nd, 3rd Series
- U.S. Code Annotated
- Federal Practice and Procedure Series
- Federal Practice Digest Supplement

This collection currently consists of approximately 12,500 volumes and will expand as the various systems grow.

Consideration should be given to addition of reviews published by the various law schools in order to provide background of the current thinking in the legal profession.

The absolute minimum collection for any law library should contain the following:

- West Reporting System
  - Northwest Reporter
  - Federal Supplement
- Federal Reporter
- U.S. Supreme Court Reports
- Corpus Juris Secundum Series or
- American Jurisprudence, Second Series
- Wisconsin Reports
- Wisconsin Statutes Annotated
- Wisconsin Key Number Digest
- U.S. Code Annotated
- Federal Practice and Procedure Series
- Federal Practice Digest Supplement

This collection currently contains approximately 2500 volumes and will expand as the various systems grow. This "bare bones" grouping is inadequate for in-depth legal research. There should be supplementary access to a shared or co-operatively used library which has the basic collection and is available within the county.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

LAW LIBRARY (cont.)

Growth space for the library collection and periodicals is needed and should be a minimum of 20% occupied shelf space. Electronic and micro-graphic collections will probably be generally available after 1990; therefore, expansion area requirements for hard copy books will diminish after that date.

Individual study areas should each provide four to five linear feet of table space to allow the researcher to "spread out." Research can be done at table and/or carrels. Sound isolated areas should be provided for audio/video listening/viewing and for typing.

Space should be provided for an electronic library facility and for reproduction and micro-graphic readers. In jurisdictions with three or more judges provision is needed for a technical services space, librarian's work area and a charging desk.

The minimum collection (with expanded area) and individual study areas for law libraries, by classification of courthouse, should be:

Class	No. of Judges	Collection	Study Areas
"B"a	14 - 17	18,000	24
"B"b	10 - 13	15,000	18
"C"	7 - 9	12,000	14
"D"	3 - 6	9,000	8 - 10
"E"	1 - 2	6,000	6
"F"	Less than 1	3,000	4

Recommended space allocations include:

Single face, 7 high, book shelf unit (capacity for 105 - 125 volumes)	10 sq. ft.
4 place reading table	150 sq. ft.
1 place study carrel	30 sq. ft.
Librarian's office	120 sq. ft.
Technical services area	varies
Counter/card catalogue	varies
Audio-visual/electronic library	varies
Readers	25 sq. ft.
Reproduction area	50 sq. ft.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

REGISTER  
IN PROBATES'  
OFFICE

TO PROVIDE WORK, RECEPTION AND RECORD RETENTION SPACE FOR THE REGISTER AND STAFF. THE OPERATION PROVIDES SUPPORT SERVICES TO THE JUDICIARY FOR MATTERS RELATED TO:

Estates of Decedents : Formal Probate  
Informal Probate

Guardianships  
Incompetencies : Mental  
Alcoholic  
Drug Addiction

THE GUIDELINES ASSUME THAT THE REGISTER IN PROBATE WILL BE RESPONSIBLE FOR JUVENILE MATTERS IN JURISDICTIONS WITH TWO JUDGES OR LESS.

Provide areas for the six generic functions in the Register's operations which include:

Public Service	Record Retention
Financial	Direct Judicial Support
Case File Maintenance	Administration

1. PUBLIC SERVICE

Receive and retrieve documents related to probate matters. Assist the public with the informal probate process.

A counter is needed to separate attorneys, the public and searchers/genealogists from the office operation. This service counter contains the multitude of forms used in the probate operation. The recommended allocation is 22 square feet of area for each running foot of counter. Since the probate process is often an emotional experience a private conference area should be provided.

2. FINANCIAL

Receive, disburse and account for fees. Audit and pass on an accounting and schedule for each estate.

Whenever feasible, it is desirable to integrate money handling functions with a centralized financial operation located in circuit court clerk's office. The auditing function requires privacy.

Recommended space allocations include:

Cashier's station (in centralized operation, or if not feasible as part of the counter in the register's office)	
Safe	In counter
Clerical work station	70 sq. ft.
Auditing/accounting office	120 sq. ft.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)

3. CASE FILE MAINTENANCE

REGISTER  
IN PROBATES'  
OFFICE  
(cont.)

Index, docket, maintain and prepare required documents for probate matters.

The methods to index, docket, maintain and notate court orders have become somewhat standardized with the introduction of state-wide procedures for judicial information management. The specific procedures for processing probate matters has variation among the jurisdictions.

Recommended space allocations include:

Technological equipment (terminals, reader/printers, reproduction, each)	25 or 50 sq. ft.
Clerical work station	70 sq. ft.
Supervisor's work station	100 sq. ft.
Work table	50 sq. ft.

The guidelines assume the following staffing for various classifications of courthouse.

Class	No. of Judges	Commissioner	Registrar	Register	Clerical
"B" a	14 - 17	1	1	1	4 - 6
"B" b	10 - 13	0 - 1	1	1	3 - 4
"C"	7 - 9	0	1	1	2 - 3
"D"	3 - 6	0	0 - 1	1	1
"E"	1 - 2	0	0	1	1/2
"F"	Less than 1	0	0	1	1/2

4. RECORD RETENTION

Maintain and retrieve active and adjudicated probate case files in accordance with established retention policies and statutory limitations.

Receive, maintain and retrieve juvenile case files in jurisdictions with two judges or less.

Records in the probate operations are permanent. The wills and estate files are open to the public and are in constant demand by abstractors and genealogists. Records related to guardianship, incompetency and juveniles are closed to the public. There is need for searching space when the record retention area is made available to the public. Some jurisdictions have transferred their older will and estate records to local historical societies for safekeeping and research.

**PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)**

**REGISTER  
IN PROBATES'  
OFFICE  
(cont.)**

**4. RECORD RETENTION (cont.)**

Issues of record retention and miniaturization have been discussed at length in the section on the clerk of courts. These items and the recommended space allocations have mutual applicability to the register's operation. Please refer to that section for information.

**5. DIRECT JUDICIAL SUPPORT**

Furnish court clerk assistance for Probate Court sessions.

In larger jurisdictions a court clerk attends Probate Court matters. At smaller courthouses the register acts as court clerk.

Recommended space allocations include:

Clerical work station	70 sq. ft.
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**6. ADMINISTRATION**

Responsible to oversee the register's operation.

The scale of administrative operations varies with courthouse classification. Each probate office needs access to a private conference space. Larger jurisdictions require private office space for the register, registrar and probate commissioners (who may maintain full time offices within the probate operation).

Staff facilities can be shared with the circuit court clerk.

Recommended space allocations include:

Probate Court Commissioner's Office	180 sq. ft.
Registrar's Office	150 sq. ft.
Register's Office or Work Area	120 sq. ft.

The guidelines assume that a registrar will be located in the probate office in courthouses with five or more judges and that a probate commissioner will have an office in courthouses with twelve or more judges.

**PERFORMANCE PRESCRIPTION: FACILITIES IN THE PUBLIC/PRIVATE SECTOR (cont.)**

**STAFF/SPACE  
ANALYSIS**

THE CHARTS WHICH FOLLOW OUTLINE RECOMMENDED ALLOCATIONS FOR PERSONNEL AND AREA IN THE PUBLIC/PRIVATE SECTOR. THE RANGE OF ANALYSIS IS FOR COURTHOUSES WHICH HOUSE 17 JUDGES TO THOSE WITH LESS THAN ONE FULL TIME JUDGE. THESE RECOMMENDATIONS MAY HAVE VARIATIONS CAUSED BY LOCAL PRACTICES, EXISTING BUILDING CONFIGURATION, CLERKS' AND REGISTERS' PROCEDURES, SECURITY REQUIREMENTS AND AVAILABLE PLANNING FLEXIBILITY.

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "B"-17 Judges				Need "B"-16 Judges				Need "B"-15 Judges				Need "B"-14 Judges										
Open Area Semi-Private Private	UNIT	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area							
	PUBLIC/PRIVATE																							
	SECTOR																							
	OFFICE COURTS																							
X	Large Jury Courtroom - Secure	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400							
X	Intermediate Jury Courtroom - Secure	0																						
X	Regular Jury Courtrooms	0	11	1450	15950	0	11	1450	15950	0	10	1450	14500	0	9	1450	13050							
X	Regular Jury Courtrooms - Secure	0	2	1450	2900	0	1	1450	1450	0	1	1450	1450	0	1	1450	1450							
X	Large Non-Jury Courtrooms - Secure	0	1	1600	1600	0	1	1600	1600	0	1	1600	1600	0	1	1600	1600							
X	Large Non-Jury Courtrooms	0	2	1150	2300	0	2	1150	2300	0	2	1150	2300	0	2	1150	2300							
X	Hearing Rooms	0	3	500	1500	0	3	500	1500	0	3	500	1500	0	2	500	1000							
X	Multi-Purpose Hearing/Conference Rooms	0	5	200	1000	1	4	200	800	0	4	200	800	0	4	200	800							
X	Bailiff's Area	0	1	250	250	0	1	250	250	0	1	250	250	0	1	250	250							
X	Control Point Between Public and Private Sectors	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150							
NET AREA					28050	26400					24950					23000								
Total Area Including A 20% Factor For Internal Circulation					1	33660	1					31680	1					29940	1					27600
Space Type	Staff/Functional Description	Need "B"-13 Judges				Need "B"-12 Judges				Need "B"-11 Judges				Need "B"-10 Judges										
X	Large Jury Courtroom - Secure	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400							
X	Intermediate Jury Courtroom - Secure																							
X	Regular Jury Courtrooms	0	9	1450	13050	0	8	1450	11600	0	8	1450	11600	0	7	1450	10150							
X	Regular Jury Courtrooms - Secure	0	1	1450	1450	0	1	1450	1450	0	1	1450	1450	0	1	1450	1450							
X	Large Non-Jury Courtrooms - Secure	0	1	1600	1600	0	1	1600	1600															
X	Large Non-Jury Courtrooms	0	1	1150	1150	0	1	1150	1150	0	1	1150	1150	0	1	1150	1150							
X	Hearing Rooms	0	2	500	1000	0	2	500	1000	0	2	500	1000	0	1	500	500							
X	Multi-Purpose Hearing/Conference Rooms	0	4	200	800	0	3	200	600	0	3	200	600	0	3	200	600							
X	Bailiff's Area	0	1	250	250	0	1	250	250	0	1	250	250	0	1	250	250							
X	Control Point Between Public and Private Sectors	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150							
NET AREA					21850	20200					18600					16650								
Total Area Including A 20% Factor For Internal Circulation					1	26220	1					24240	1					22320	1					19980
Space Type	Staff/Functional Description	Need "C"-9 Judges				Need "C"-8 Judges				Need "C"-7 Judges				Need										
X	Large Jury Courtroom - Secure	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400											
X	Intermediate Jury Courtroom - Secure																							
X	Regular Jury Courtrooms	0	6	1450	8700	0	5	1450	7250	0	4	1450	5800											
X	Regular Jury Courtrooms - Secure	0	1	1450	1450	0	1	1450	1450	0	1	1450	1450											
X	Large Non-Jury Courtrooms - Secure																							
X	Large Non-Jury Courtrooms	0	1	1150	1150	0	1	1150	1150	0	1	1150	1150											
X	Hearing Rooms	0	1	500	500	0	1	500	500	0	1	500	500											
X	Multi-Purpose Hearing/Conference Rooms	0	3	200	600	0	2	200	400	0	2	200	400											
X	Bailiff's Area	0	1	200	200	0	1	200	200	0	1	200	200											
X	Control Point Between Public and Private Sectors	1	1	100	100	1	1	100	100	1	1	100	100											
NET AREA					15100	13450					12000													
Total Area Including A 20% Factor For Internal Circulation					1	18120	1					16140	1					14400						

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "D"-6 Judges				Need "D"-5 Judges				Need "D"-4 Judges				Need "D"-3 Judges			
Open Area Semi-Private Private	UNIT	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	PUBLIC/PRIVATE																
	SECTOR																
	OFFICE COURTS																
X	Large Jury Courtroom - Secure	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400	0	1	2400	2400
X	Intermediate Jury Courtroom - Secure																
X	Regular Jury Courtrooms	0	5	1450	7250	0	4	1450	5800	0	3	1450	4350	0	2	1450	2900
X	Regular Jury Courtrooms - Secure																
X	Large Non-Jury Courtrooms - Secure																
X	Large Non-Jury Courtrooms																
X	Hearing Rooms	0	1	500	500	0	1	500	500	0	1	500	500	0	1	500	500
X	Multi-Purpose Hearing/Conference Rooms	0	1	200	200	0	1	200	200								
X	Bailiff's Area	0	1	150	150	0	1	150	150	0	1	100	100	0	1	100	100
X	Control Point Between Public and Private Sectors	0	1	100	100	0	1	100	100	0	1	100	100	0	1	100	100
NET AREA					10600				9150				7550				6000
Total Area Including A 20% Factor For Internal Circulation		0			12720	0			10980	0			9060	0			7200

Space Type	Staff/Functional Description	Need "E"-2 Judges				Need "E"-1 Judge				Need "F"-Less than 1 Judge							
X	Large Jury Courtroom - Secure																
X	Intermediate Jury Courtroom - Secure	0	1	1800	1800	0	1	1800	1800	0	1	1800	1800				
X	Regular Jury Courtrooms	0	1	1450	1450												
X	Regular Jury Courtrooms - Secure																
X	Large Non-Jury Courtrooms - Secure																
X	Large Non-Jury Courtrooms																
X	Hearing Rooms	0	1	500	500	0	1	500	500								
X	Multi-Purpose Hearing/Conference Rooms																
X	Bailiff's Area																
X	Control Point Between Public and Private Sectors																
NET AREA					3750				2300				1800				
Total Area Including A 20% Factor For Internal Circulation		0			4500	0			2760	0			2160				



### STAFF/SPACE ANALYSIS

Space Type		Staff/Functional Description	Need "C"-9 Judges				Need "C"-8 Judges				Need "C"-7 Judges				Need			
Open Area Semi-Private Private	UNIT	PUBLIC/PRIVATE	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	SECTOR																	
	OFFICE	CLERK OF COURTS																
	X	Clerk of Courts' Office	1	1	180	180	1	1	180	180	1	1	180	180				
	X	Deputy Clerks' Offices	2	2	120	240	2	2	120	240	2	2	120	240				
X		Clerical Work Area NOTE: Space in this area should be divided into the following uses:	30			3479	26			3199	22			2919				
X		Clerical/Supervisor Desk Space	(30)	30	70/100	(2250)	(26)	26	70/100	(1970)	(22)	22	70/100	(1690)				
X		Public Counter with The Following Length	0		32 Feet	(704)	0		32 Feet	(704)	0		32 Feet	(704)				
X		Safe	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X		Computer Terminals	0	3	50	(150)	0	3	50	(150)	0	3	50	(150)				
X		Reader/Printers	0	3	50	(150)	0	3	50	(150)	0	3	50	(150)				
X		Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X		Work Tables	0	3	50	(150)	0	3	50	(150)	0	3	50	(150)				
X		Record Storage Area NOTE: Space in this area should be divided into the following uses:	0			1970	0			1730	0			1460				
X		5 Drawer Files	0	10	8	(80)	0	10	8	(80)	0	10	8	(80)				
X		6 High, 3'-0" Wide, Open Shelf Files*	0	166	10	(1660)	0	142	10	(1420)	0	115	10	(1150)				
X		Microfilm Files	0	3	10	(30)	0	3	10	(30)	0	3	10	(30)				
X		Camera Units	0	2	50	(100)	0	2	50	(100)	0	2	50	(100)				
X		Splicer	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X		Jacket Feeder	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X		Processor	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X		Duplicator	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
	X	Vault Area: Active Evidence	0	1	125	125	0	1	125	125	0	1	125	125				
	X	Vault Area: Archival Evidence	0	1	275	275	0	1	275	275	0	1	275	275				
	X	Conference Room	0	1	150	150	0	1	150	150	0	1	150	150				
	X	Staff Room/Toilet	0	1	250	250	0	1	250	250	0	1	250	250				
	X	Dark Room	0	1	100	100	0	1	100	100	0	1	100	100				
	X	Cashier's Station	2	2	110	220	2	2	110	220	2	2	110	220				
NET AREA						6989				6469				5919				
Total Area Including A 20% Factor For Internal Circulation			35			8387	31			7763	27			7103				

\*Assume 10 years "in-house" on original paper. Older records on micrographic copy.

### STAFF/SPACE ANALYSIS

Space Type		Staff/Functional Description	Need	"D"-6 Judges				Need	"D"-5 Judges				Need	"D"-4 Judges				Need	"D"-3 Judges			
Open Area	Semi-Private Private	UNIT	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area				
		PUBLIC/PRIVATE																				
		SECTOR																				
		OFFICE																				
		CLERK OF COURTS																				
	X	Clerk of Courts' Office	1	1	180	180	1	1	180	180	1	1	150	150	1	1	150	150				
	X	Deputy Clerks' Offices	1	1	120	120	1	1	120	120	1	1	120	120	1	1	120	120				
X		Clerical Work Area	21			2373	17			2093	13			1577	9			1297				
		NOTE: Space in this area should be divided into the following uses:																				
X		Clerical/Supervisor Desk Space	(21)	21	70/100	(1620)	(17)	17	70/100	(1340)	(13)	13	70/100	(1000)	(9)	9	70/100	(720)				
X		Public Counter with The Following Length	0		24 Feet	(528)	0		24 Feet	(528)	0		16 Feet	(352)	0		16 Feet	(352)				
X		Safe	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X		Computer Terminals	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X		Reader/Printers	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X		Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X		Work Tables	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X		Record Storage Area	0			1074	0			834	0			468	0			348				
		NOTE: Space in this area should be divided into the following uses:																				
X		5 Drawer Files	0	8	8	(64)	0	8	8	(64)	0	6	8	(48)	0	6	8	(48)				
X		6 High, 3'-0" Wide, Open Shelf Files*	0	89	10	(890)	0	65	10	(650)	0	41	10	(410)	0	29	10	(290)				
X		Microfilm Files	0	2	10	(20)	0	2	10	(20)	0	1	10	(10)	0	1	10	(10)				
X		Camera Units	0	1	50	(50)	0	1	50	(50)												
X		Splicer	0	1	25	(25)	0	1	25	(25)												
X		Jacket Feeder	0	1	25	(25)	0	1	25	(25)												
X		Processor	0	1	25	(25)	0	1	25	(25)												
X		Duplicator	0	1	25	(25)	0	1	25	(25)												
	X	Vault Area: Active Evidence	0	1	100	100	0	1	100	100	0	1	100	100	0	1	100	100				
	X	Vault Area: Archival Evidence	0	1	200	200	0	1	200	200	0	1	200	200	0	1	200	200				
	X	Conference Room	0	1	150	150	0	1	150	150												
	X	Staff Room/Toilet	0	1	200	200	0	1	200	200	0	1	200	200	0	1	200	200				
	X	Dark Room	0	1	100	100	0	1	100	100												
	X	Cashier's Station	1	1	110	110	1	1	110	110	1	1	110	110	1	1	110	110				

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### STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need	"E"-2 Judges			Need	"E"-1 Judges			Need	"F"-Less than 1 Judge						
Open Area Semi-Private Private	UNIT	PUBLIC/PRIVATE															
		SECTOR															
	OFFICE	CLERK OF COURTS															
		Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	X Clerk of Courts' Office	1	1	120	120	1	1	120	120	1	1	120	120				
	X Deputy Clerks' Offices	1	1	100	100	1	1	100	100	1/2	1	100	100				
X	Clerical Work Area NOTE: Space in this area should be divided into the following uses:	4 1/2			655	1 1/2			585	0							401
X	Clerical/Supervisor Desk Space	(4 1/2)	5	70	(210)	(1 1/2)	2	70	(140)								
X	Public Counter with The Following Length	0		10 Feet	(220)	0		10 Feet	(220)	0		8 Feet	(176)				
X	Safe	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X	Computer Terminals	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Reader/Printers	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Work Tables	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Record Storage Area NOTE: Space in this area should be divided into the following uses:	0			348	0			222	0							106
X	5 Drawer Files	0	6	8	(48)	0	4	8	(32)	0	2	8	(16)				
X	6 High, 3'-0" Wide, Open Shelf Files*	0	29	10	(290)	0	18	10	(180)	0	8	10	(80)				
X	Microfilm Files	0	1	10	(10)	0	1	10	(10)	0	1	10	(10)				
X	Camera Units																
X	Splicer																
X	Jacket Feeder																
X	Processor																
X	Duplicator																
	X Vault Area: Active Evidence	0	1	100	100	0	1	100	100	0	1	50	50				
	X Vault Area: Archival Evidence	0	1	100	100	0	1	100	100	0	1	100	100				
	X Conference Room																
	X Staff Room/Toilet	0	1	150	150	0	1	150	150	0	1	150	150				
	X Dark Room																
	X Cashier's Station								Built into Public Counter								

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### STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need	"B"-17 Judges				Need	"B"-16 Judges				Need	"B"-15 Judges				Need	"B"-14 Judges			
Open Area Semi-Private Private	UNIT	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area				
	PUBLIC/PRIVATE																				
	SECTOR																				
	OFFICE	LAW LIBRARY																			
X	Librarian's Office	1	1	120	120	1	1	120	120	1	1	120	120	1	1	120	120				
X	Private Work Area	½	1	70	70	½	1	70	70	½	1	70	70	½	1	70	70				
X	Technical Services Room	0	1	150	150	0	1	150	150	0	1	150	150	0	1	150	150				
X	Audio Visual/Electronic Library Room	0	1	400	400	0	1	400	400	0	1	400	400	0	1	400	400				
X	Public Reading/Study Area NOTE: Space in this area should be divided into the following uses:	0			2840	0			2840	0			2840	0			2840				
X	Linear Feet of Single Face Book Shelves	0	3444 Feet	(1640)		0	3444 Feet	(1640)		0	3444 Feet	(1640)		0	3444 Feet	(1640)					
X	Reading Tables	0	2	150	(300)	0	2	150	(300)	0	2	150	(300)	0	2	150	(300)				
X	Individual Study Carrels	0	16	30	(480)	0	16	30	(480)	0	16	30	(480)	0	16	30	(480)				
X	Readers/Printers	0	6	25	(150)	0	6	25	(150)	0	6	25	(150)	0	6	25	(150)				
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Counter/Cataloguing Area	0	1	220	(220)	0	1	220	(220)	0	1	220	(220)	0	1	220	(220)				



STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "C"-9 Judges				Need "C"-8 Judges				Need "C"-7 Judges				Need "C"-6 Judges			
Open Area Semi-Private Private	UNIT	PUBLIC/PRIVATE				PUBLIC/PRIVATE				PUBLIC/PRIVATE				PUBLIC/PRIVATE			
	SECTOR	PUBLIC/PRIVATE				PUBLIC/PRIVATE				PUBLIC/PRIVATE				PUBLIC/PRIVATE			
	OFFICE	LAW LIBRARY				LAW LIBRARY				LAW LIBRARY				LAW LIBRARY			
	Law Library	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
X	Librarian's Office	1	1	120	120	1	1	120	120	1	1	120	120	1	1	120	120
X	Private Work Area																
X	Technical Services Room	0	1	100	100	0	1	100	100	0	1	100	100	0	1	100	100
X	Audio Visual/Electronic Library Room	0	1	200	200	0	1	200	200	0	1	200	200	0	1	200	200
X	Public Reading/Study Area NOTE: Space in this area should be divided into the following uses:	0			1810	0			1810	0			1810	0			1810
X	Linear Feet of Single Face Book Shelves	0	2310 Feet	(1100)		0	2310 Feet	(1100)		0	2310 Feet	(1100)		0	2310 Feet	(1100)	
X	Reading Tables	0	1	150	(150)	0	1	150	(150)	0	1	150	(150)	0	1	150	(150)
X	Individual Study Carrels	0	10	30	(300)	0	10	30	(300)	0	10	30	(300)	0	10	30	(300)
X	Readers/Printers	0	4	25	(100)	0	4	25	(100)	0	4	25	(100)	0	4	25	(100)
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Counter/Cataloguing Area	0	1	110	(110)	0	1	110	(110)	0	1	110	(110)	0	1	110	(110)
NET AREA					2230				2230				2230				2230
Total Area Including A 20% Factor For Internal Circulation		1			2676	1			2676	1			2676	1			2676

Space Type	Staff/Functional Description	Need "D"-6 Judges				Need "D"-5 Judges				Need "D"-4 Judges				Need "D"-3 Judges			
X	Librarian's Office	1/2	1	70	70	1/2	1	70	70	1/2	1	70	70	1/2	1	70	70
X	Private Work Area																
X	Technical Services Room	0	1	100	100	0	1	100	100	0	1	100	100	0	1	100	100
X	Audio Visual/Electronic Library Room	0	1	150	150	0	1	150	150	0	1	150	150	0	1	150	150
X	Public Reading/Study Area NOTE: Space in this area should be divided into the following uses:	0			1385	0			1385	0			1300	0			1300
X	Linear Feet of Single Face Book Shelves	0	1722 Feet	(820)		0	1722 Feet	(820)		0	1722 Feet	(820)		0	1722 Feet	(820)	
X	Reading Tables	0	1	150	(150)	0	1	150	(150)	0	1	150	(150)	0	1	150	(150)
X	Individual Study Carrels	0	6	30	(180)	0	6	30	(180)	0	4	30	(120)	0	4	30	(120)
X	Readers/Printers	0	3	25	(75)	0	3	25	(75)	0	2	25	(50)	0	2	25	(50)
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Counter/Cataloguing Area	0	1	110	(110)	0	1	110	(110)	0	1	110	(110)	0	1	110	(110)
NET AREA					1705				1705				1620				1620
Total Area Including A 20% Factor For Internal Circulation		1/2			2046	1/2			2046	1/2			1944	1/2			1944

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "E"-2 Judges				Need "E"-1 Judge				Need "F"- Less than 1 Judge			
Open Area Semi-Private Private	UNIT	PUBLIC/PRIVATE				PUBLIC/PRIVATE				PUBLIC/PRIVATE			
	SECTOR	PUBLIC/PRIVATE				PUBLIC/PRIVATE				PUBLIC/PRIVATE			
	OFFICE	LAW LIBRARY				LAW LIBRARY				LAW LIBRARY			
	Law Library	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
X	Librarian's Office	1/2			0	1/2			0				
X	Private Work Area												
X	Technical Services Room												
X	Audio Visual/Electronic Library Room	0	1	100	100	0	1	100	100				
X	Public Reading/Study Area NOTE: Space in this area should be divided into the following uses:	0			860	0			860	0			505
X	Linear Feet of Single Face Book Shelves	0	1155 Feet	(550)		0	1155 Feet	(550)		0	558 Feet	(280)	
X	Reading Tables	0	1	150	(150)	0	1	150	(150)	0	1	150	(150)
X	Individual Study Carrels	0	2	30	(60)	0	2	30	(60)				
X	Readers/Printers	0	1	25	(25)	0	1	25	(25)				
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Counter/Cataloguing Area	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)
NET AREA					960				960				505
Total Area Including A 20% Factor For Internal Circulation		1/2			1152	1/2			1152	1/2			606

## STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "B"-17 Judges				Need "B"-16 Judges				Need "B"-15 Judges				Need "B"-14 Judges			
Open Area Semi-Private Private	UNIT PUBLIC/PRIVATE	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	SECTOR																
	OFFICE REGISTER IN PROBATE																
X	Probate Court Commissioner's Office	1	1	180	180	1	1	180	180	1	1	180	180	1	1	180	180
X	Registrar's Office	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150
X	Register's Work Area NOTE: Space in this area should be divided into the following uses:	7			1535	7			1535	7			1535	5			1295
X	Register/Supervisor/ Clerical Desk Space	(7)	7	70/120	(570)	(7)	7	70/120	(570)	(7)	7	70/120	(570)	(5)	5	70/120	(430)
X	Public Counter with the Following Length	0		20 Feet	(440)	0		20 Feet	(440)	0		20 Feet	(440)	0		20 Feet	(440)
X	Safe	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)
X	Computer Terminals	0	3	50	(150)	0	3	50	(150)	0	3	50	(150)	0	2	50	(100)
X	Reader/Printers	0	4	50	(200)	0	4	50	(200)	0	4	50	(200)	0	3	50	(150)
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Work Tables	0	2	50	(100)	0	2	50	(100)	0	2	50	(100)	0	2	50	(100)
X	Record Storage Area NOTE: Space in this area should be divided into the following uses:	0			1008	0			958	0			898	0			848
X	5 Drawer Files	0	6	8	(48)	0	6	8	(48)	0	6	8	(48)	0	6	8	(48)
X	6 High, 3'-0" Wide, Open Shelf Units*	0	80	10	(800)	0	75	10	(750)	0	70	10	(700)	0	65	10	(650)
X	Microfilm Files	0	4	1	(40)	0	4	1	(40)	0	4	1	(40)	0	4	1	(40)
X	Roller Shelves	0	12	10	(120)	0	12	10	(120)	0	11	10	(110)	0	11	10	(110)
X	Conference Room	0	2	120	240	0	2	120	240	0	2	120	240	0	2	120	240
NET AREA					3113				3063				3003				2713
Total Area Including A 20% Factor For Internal Circulation					9				3736	9			3676	9			3256

Space Type	Staff/Functional Description	Need "B"-13 Judges				Need "B"-12 Judges				Need "B"-11 Judges				Need "B"-10 Judges			
X	Probate Court Commissioner's Office	1	1	180	180	1	1	180	180								
X	Registrar's Office	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150
X	Register's Work Area NOTE: Space in this area should be divided into the following uses:	5			1474	5			1251	4			1031	4			1031
X	Register/Supervisor/ Clerical Desk Space	(5)	5	70/120	(430)	(5)	5	70/120	(430)	(4)	4	70/120	(360)	(4)	4	70/120	(360)
X	Public Counter with the Following Length	0		18 Feet	(396)	0		18 Feet	(396)	0		18 Feet	(396)	0		18 Feet	(396)
X	Safe	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)
X	Computer Terminals	0	2	50	(100)	0	2	50	(100)	0	1	50	(50)	0	1	50	(50)
X	Reader/Printers	0	3	50	(150)	0	3	50	(150)	0	2	50	(100)	0	2	50	(100)
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Work Tables	0	2	50	(100)	0	2	50	(100)	0	1	50	(50)	0	1	50	(50)
X	Record Storage Area NOTE: Space in this area should be divided into the following uses:	0			762	0			712	0			652	0			602
X	5 Drawer Files	0	4	8	(32)	0	4	8	(32)	0	4	8	(32)	0	4	8	(32)
X	6 High, 3'-0" Wide, Open Shelf Units*	0	60	10	(600)	0	55	10	(550)	0	50	10	(500)	0	45	10	(450)
X	Microfilm Files	0	3	10	(30)	0	3	10	(30)	0	3	10	(30)	0	3	10	(30)
X	Roller Shelves	0	10	10	(100)	0	10	10	(100)	0	9	10	(90)	0	9	10	(90)
X	Conference Room	0	1	120	120	0	1	120	120	0	1	120	120	0	1	120	120
NET AREA					2463				2413				1953				1903
Total Area Including A 20% Factor For Internal Circulation					7				2956	7			2896	5			2284

\*Assume 10 years "in-house" on original paper. Older records on micrographic copy.

## STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "C"-9 Judges				Need "C"-8 Judges				Need "C"-7 Judges				Need "C"-6 Judges			
Open Area Semi-Private Private	UNIT PUBLIC/PRIVATE	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	SECTOR																
	OFFICE REGISTER IN PROBATE																
X	Probate Court Commissioner's Office																
X	Registrar's Office	1	1	150	150	1	1	150	150	1	1	150	150				
X	Register's Work Area NOTE: Space in this area should be divided into the following uses:	4			965	3			845	3			845				
X	Register/Supervisor/ Clerical Desk Space	(4)	4	70/120	(360)	(3)	3	70/120	(290)	(3)	3	70/120	(290)				
X	Public Counter with the Following Length	0		15 Feet	(330)	0		15 Feet	(330)	0		15 Feet	(330)				
X	Safe	0	1	25	(25)	0	1	25	(25)	0	1	25	(25)				
X	Computer Terminals	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Reader/Printers	0	2	50	(100)	0	1	50	(50)	0	1	50	(50)				
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Work Tables	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)				
X	Record Storage Area NOTE: Space in this area should be divided into the following uses:	0			524	0			474	0			414				
X	5 Drawer Files	0	3	8	(24)	0	3	8	(24)	0	3	8	(24)				
X	6 High, 3'-0" Wide, Open Shelf Units*	0	40	10	(400)	0	35	10	(350)	0	30	10	(300)				
X	Microfilm Files	0	2	10	(20)	0	2	10	(20)	0	2	10	(20)				
X	Roller Shelves	0	8	10	(80)	0	8	10	(80)	0	7	10	(70)				
X	Conference Room	0	1	120	120	0	1	120	120	0	1	120	120				
NET AREA					1759				1589				1529				
Total Area Including A 20% Factor For Internal Circulation					5				2111	4			1907	4			1835

Space Type	Staff/Functional Description	Need "D"-6 Judges				Need "D"-5 Judges				Need "D"-4 Judges				Need "D"-3 Judges			
X	Probate Court Commissioner's Office																
X	Registrar's Office	1	1	150	150	1	1	150	150								
X	Register's Work Area NOTE: Space in this area should be divided into the following uses:	2			610	2			610	2			610	2			610
X	Register/Supervisor/ Clerical Desk Space	(2)	2	70/120	(190)	(2)	2	70/120	(190)	2	2	70/120	(190)	(2)	2	70/120	(190)
X	Public Counter with the Following Length	0		10 Feet	(220)	0		10 Feet	(220)	0		10 Feet	(220)	0		10 Feet	(220)
X	Safe			In Counter				In Counter				In counter				In Counter	
X	Computer Terminals	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Reader/Printers	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Reproduction Machines	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Work Tables	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)	0	1	50	(50)
X	Record Storage Area NOTE: Space in this area should be divided into the following uses:	0			356	0			296	0			246	0			196
X	5 Drawer Files	0	2	8	(16)	0	2	8	(16)	0	2	8	(16)	0	2	8	(16)
X	6 High, 3'-0" Wide, Open Shelf Units*	0	25	10	(250)	0	20	10	(200)	0	16	10	(160)	0	12	10	(120)
X	Microfilm Files	0	2	10	(20)	0	2	10	(20)	0	1	10	(10)	0	1	10	(10)
X	Roller Shelves	0	7	10	(70)	0	6	10	(60)	0	6	10	(60)	0	5	10	(50)
X	Conference Room	0	1	120	120	0	1	120	120	0	1	120	120	0	1	120	120
NET AREA					1236				1176				976				926
Total Area Including A 20% Factor For Internal Circulation					3				1483	3			1411	2			1111

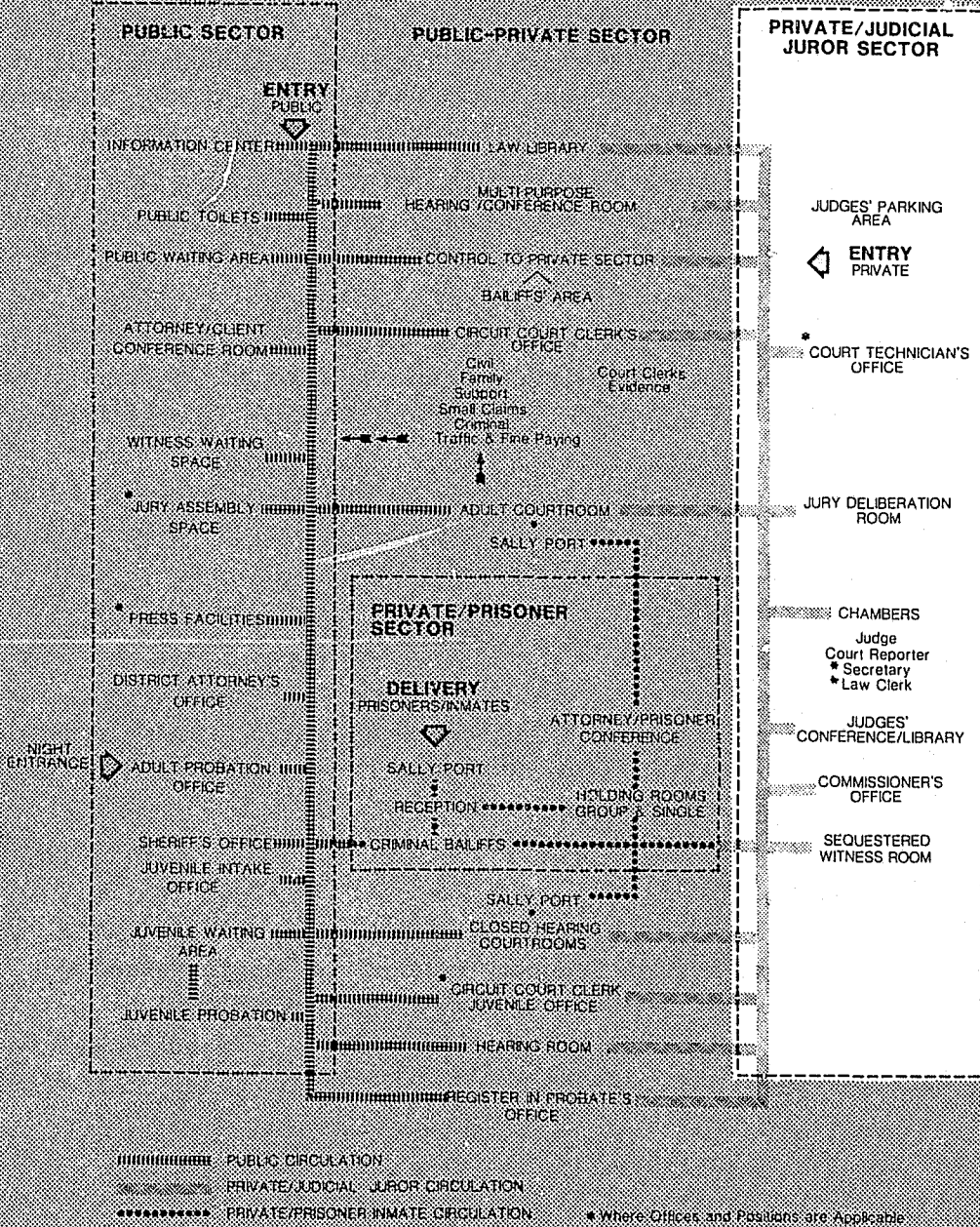
\*Assume 10 years "in-house" on original paper. Older records on micrographic copy.

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "E"-2 Judges				Need "E"-1 Judge				Need "F"-Less than one Judge			
Open Area Semi-Private Private	UNIT PUBLIC/PRIVATE	Total Personnel Number of Spaces Area per Space	Total Area	Total Personnel Number of Spaces Area per Space	Total Area	Total Personnel Number of Spaces Area per Space	Total Area	Total Personnel Number of Spaces Area per Space	Total Area	Total Personnel Number of Spaces Area per Space	Total Area	Total Personnel Number of Spaces Area per Space	Total Area
	SECTOR												
	OFFICE REGISTER IN PROBATE												
X	Probate Court Commissioner's Office												
X	Registrar's Office												
X	Register's Work Area NOTE: Space in this area should be divided into the following uses:	1½	496	1½	496	1½	496						
X	Register/Supervisor/ Clerical Desk Space	(1½) 1	120 (120)	(1½) 1	120 (120)	(1½) 1	120 (120)						
X	Public Counter with the Following Length	0	8 Feet (176)	0	8 Feet (176)	0	8 Feet (176)						
X	Safe	In Counter		In Counter		In Counter		In Counter		In Counter		In Counter	
X	Computer Terminals	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)
X	Reader/Printers	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)
X	Reproduction Machines	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)
X	Work Tables	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)	0 1	50 (50)
X	Record Storage Area NOTE: Space in this area should be divided into the following uses:	0	220 0	0	180 0	0	130						
X	5 Drawer Files	0 5	8 (40)	0 5	8 (40)	0 5	8 (40)						
X	6 High, 3'-0" Wide, Open Shelf Units*	0 12	10 (120)	0 9	10 (90)	0 5	10 (50)						
X	Microfilm Files	0 1	10 (10)	0 1	10 (10)	0 1	10 (10)						
X	Roller Shelves	0 5	10 (50)	0 4	10 (40)	0 3	10 (30)						
X	Conference Room	0 1	120 120	0 1	120 120	0 1	120 120						
NET AREA			836		796		746						
Total Area Including A 20% Factor For Internal Circulation		1.5	1003	1.5	955	1.5	895						

\*Assume 10 years "in-house" on original paper. Older records on micrographic copy.

PERFORMANCE PRESCRIPTION  
FACILITIES IN THE PRIVATE/JUDICIAL JUROR SECTOR



FUNCTIONAL RELATIONSHIP CRITERIA

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PRIVATE/JUDICIAL/JUROR (cont.)  
SECTOR

**CHAMBERS** TO PROVIDE PRIVATE WORK, RESEARCH AND CONFERENCE AREAS FOR EACH JUDGE AND HIS OR HER SUPPORT STAFF.

A suite of offices to accommodate the judiciary.

Chambers are the judges' private offices and generally have permanent assignment. This situation is unlike other court spaces which should be designed with the capacity for flexible assignment and use. A judge should be able to get to chambers from a private entrance and to walk to any courtroom through private circulation.

Each chamber should have a judges' office, designed for study and conference. There should be shelf space for 1,000 books, private toilet and robing space. Sound isolation is requisite. Daylight should be provided.

Each judge is assigned a full time, and state funded, court reporter. Some counties also fund a secretary and law clerk to assist each judge. The custom in certain jurisdictions is to have a court clerk work from the judges' chamber rather than the circuit clerk's office.

The minimum judge's chamber should contain:

1 Judge's office	300 sq. ft.
1 Private toilet/robing space	50 sq. ft.
1 Court reporter's work/storage area	150 sq. ft.
Filing area	40 sq. ft.
Reception area for four	60 sq. ft.
	600 sq. ft.

When the county furnishes secretarial, law clerk and "in-house" law clerk support, the minimum area should be increased by these increments:

Secretary's work area	100 sq. ft.
Law clerk's office	120 sq. ft.
Court clerk's work area	70 sq. ft.

The staff/space summary assumes the following space allocations for support to judiciary in the various classifications:

Class	No. of Judges	No. of Reporters	Space for Secretaries	Space for Law Clerks
"B"a	17 - 14	17 - 14	8 - 6	8 - 6
"B"b	13 - 10	13 - 10	6 - 4	6 - 4
"C"	9 - 7	9 - 7	4 - 3	4 - 3
"D"	6 - 3	6 - 3	2 - 1	2 - 1
"E"	1 - 2	2 - 1	0	0
"F"	Less than 1	Less than 1	0	0

When planning for a specific jurisdiction the local practice, current and anticipated, should be examined to designate space for secretaries and law clerks. Where applicable, consider grouping secretaries around a common reception space.

PERFORMANCE PRESCRIPTION: FACILITIES IN THE PRIVATE/JUDICIAL-JUROR  
SECTOR (cont.)

**COMMISSIONER'S OFFICE**

TO PROVIDE A PRIVATE WORK, RESEARCH AND CONFERENCE SPACE FOR FULL TIME COMMISSIONERS AND RESERVE JUDGES WHO ARE ASSIGNED TO THE COURTHOUSE.

Note that parajudicial commissioners are appointed by the judiciary as required, are fee paid by the county and may be full time or part-time. Reserve judges are appointed and paid by the state to work as replacements or as supplements.

An office for a full time commissioner or reserve judge should contain approximately 180 square feet and have shelf space for 1,000 books. Toilet and robing areas are generally shared with other parajudiciary. Daylight should be provided.

The space requirements for full time court commissioners varies with the practices in each county. When planning for a specific jurisdiction, local uses of full time commissioners must be investigated.

The staff/space summary assumes the following space allocation for full-time court commissioners on each classification:

Class	No. of Judges	Space for Full-Time Commissioners
"B"a	17 - 14	8 - 6
"B"b	13 - 10	6 - 4
"C"	9 - 7	4 - 3
"D"	6 - 3	2 - 1
"E"	2 - 1	0
"F"	Less than 1	0

**JUDGES' CONFERENCE/ LIBRARY**

TO PROVIDE A MULTI-PURPOSE ROOM WHICH CAN BE USED FOR RESEARCH, HEARINGS, ORGANIZATIONAL MEETINGS AND "SPARE" CHAMBERS FOR PART-TIME RESERVE JUDGES, COMMISSIONERS AND VISITING JUDGES.

A library off private/judicial-juror circulation which consists of 300 sq. ft. and has capacity for 1,000 books. Note that this space has been suggested only for courthouses with seven or more judges. The private judicial corridor can be used for law books, thus freeing the multi-purpose room for other activities.



PERFORMANCE PRESCRIPTION: FACILITIES IN THE PRIVATE/JUDICIAL-JUROR SECTOR (cont.)

JURY DELIBERATION ROOM

TO PROVIDE A ROOM WITH SERVICE FACILITIES FOR THE USE OF IMPANELED JURORS DURING TRIALS AND DELIBERATION.

Deliberation areas should be convenient to courtrooms, but not integral with them, to permit "swing" use. Each room should have a table for 12, extra seats for two alternates, coat space, cork and chalk board, coffee bar, drinking fountain and audio-visual capacity. Private toilets, with screened access, should be provided for both sexes. Care should be taken to provide effective ventilation. A call light should be provided to summon a bailiff when the jury is deliberating. Natural daylight should be provided in deliberation rooms whenever possible.

The area of a deliberation room, with toilets, should be 350 square feet.

SEQUESTERED WITNESS ROOM

TO PROVIDE A MULTI-PURPOSE PRIVATE WAITING ROOM FOR WITNESSES WHO ARE SEQUESTERED FROM THE PUBLIC DURING A TRIAL. THIS SPACE CAN ALSO BE USED FOR OTHER PURPOSES SUCH AS CONFERENCE, SPARE CHAMBERS AND SMALL SCALE HEARINGS.

A room off private circulation which has access to toilet facilities and contains 200 square feet. The guidelines recommend this facility for courthouses with seven or more judges.

COURT TECHNICIAN'S SPACE

TO PROVIDE WORK AREAS FOR JURISDICTIONS WHICH HAVE CENTRALIZED FACILITIES TO MONITOR, RECORD, MAINTAIN AND RETRIEVE AUDIO-VISUAL AND VIDEO SEGMENTS OF COURT PROCEEDINGS.

A central workroom which is tied to courtrooms that, at the minimum, are roughed-in for multi-track audio-visual and television capacity. The technical area should contain a range of areas, depending on classification, between 500 and 200 net square feet in courthouses with three or more judges.

JUDGES' PARKING AREA

TO PROVIDE DESIGNATED PARKING SPACES FOR JUDGES WHICH IDEALLY HAVE IMMEDIATE ACCESS TO PRIVATE/JUDICIAL-JUROR CIRCULATION THROUGH A PRIVATE ENTRANCE.

STAFF/SPACE ANALYSIS

THE CHARTS WHICH FOLLOW OUTLINE RECOMMENDED ALLOCATIONS FOR PERSONNEL AND AREA IN THE PRIVATE/JUDICIAL-JUROR SECTOR. THE RANGE OF ANALYSIS IS FOR COURTHOUSES WHICH HOUSE 17 JUDGES TO THOSE WITH LESS THAN ONE FULL TIME JUDGE. THESE RECOMMENDATIONS MAY HAVE VARIATIONS CAUSED BY LOCAL PRACTICES, EXISTING BUILDING CONFIGURATION, CLERKS' AND REGISTERS' PROCEDURES, SECURITY REQUIREMENTS AND AVAILABLE PLANNING FLEXIBILITY.

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "B"-17 Judges				Need "B"-16 Judges				Need "B"-15 Judges				Need "B"-14 Judges			
Open Area	UNIT PRIVATE/JUDICIAL-JUROR SECTOR	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
X	Judge's Chambers*	34	17	600	10200	32	16	600	9600	30	15	600	9000	28	14	600	8400
X	Judge's Secretary Areas	8	8	100	800	7	7	100	700	7	7	100	700	6	6	100	600
X	Judge's Law Clerk's Offices	8	8	120	960	7	7	120	840	7	7	120	840	6	6	120	720
X	Commissioner's Offices	8	8	180	1440	7	7	180	1260	7	7	180	1260	6	6	180	1080
X	Judges' Conference/Library Space	0	1	300	300	0	1	300	300	0	1	300	300	0	1	300	300
X	Jury Deliberation Rooms	0	11	350	3850	0	10	350	3500	0	10	350	3500	0	9	350	3150
X	Sequestered Witness Room	0	1	200	200	0	1	200	200	0	1	200	200	0	1	200	200
X	Court Technician's Office	2	1	500	500	2	1	500	500	2	1	500	500	2	1	500	500

NET AREA		18250		16950		16300		14950	
Total Area Including A 20% Factor For Internal Circulation		60	21900	55	20280	53	19560	48	17940

Space Type	Staff/Functional Description	Need "B"-13 Judges				Need "B"-12 Judges				Need "B"-11 Judges				Need "B"-10 Judges			
X	Judge's Chambers*	26	13	600	7800	24	12	600	7200	22	11	600	6600	20	10	600	6000
X	Judge's Secretary Areas	6	6	100	600	5	5	100	500	5	5	100	500	4	4	100	400
X	Judge's Law Clerk's Offices	6	6	120	720	5	5	120	600	5	5	120	600	4	4	120	480
X	Commissioner's Offices	6	6	180	1080	5	5	180	900	5	5	180	900	4	4	180	720
X	Judges' Conference/Library Space	0	1	300	300	0	1	300	300	0	1	300	300	0	1	300	300
X	Jury Deliberation Rooms	0	9	350	3150	0	8	350	2800	0	8	350	2800	0	7	350	2450
X	Sequestered Witness Room	0	1	200	200	0	1	200	200	0	1	200	200	0	1	200	200
X	Court Technician's Office	1	1	400	400	1	1	400	400	1	1	400	400	1	1	400	400

NET AREA		14250		12900		12300		10950	
Total Area Including A 20% Factor For Internal Circulation		45	17100	40	15480	38	14760	33	12140

Space Type	Staff/Functional Description	Need "C"-9-Judges				Need "C"-8 Judges				Need "C"-7 Judges			
X	Judge's Chambers*	18	9	600	5400	16	8	600	4800	14	7	600	4200
X	Judge's Secretary Areas	4	4	100	400	3	3	100	300	3	3	100	300
X	Judge's Law Clerk's Offices	4	4	120	480	3	3	120	360	3	3	120	360
X	Commissioner's Offices	4	4	180	720	3	3	180	540	3	3	180	540
X	Judges' Conference/Library Space	0	1	300	300	0	1	300	300	0	1	300	300
X	Jury Deliberation Rooms	0	7	350	2450	0	6	350	2100	0	6	350	2100
X	Sequestered Witness Room	0	1	200	200	0	1	200	200	0	1	200	200
X	Court Technician's Office	1	1	300	300	1	1	300	300	1	1	300	300

NET AREA		10250		8900		8300	
Total Area Including A 20% Factor For Internal Circulation		31	12300	26	10680	24	9960

\*Each Judge's Chamber has the following space allocations:

Judge's Office	300 sq. ft.
Private Toilet/Robing Room	50 sq. ft.
Court Reporter's Office	150 sq. ft.
Filing/Reception Area	100 sq. ft.
Total	600 sq. ft.

# STAFF/SPACE ANALYSIS

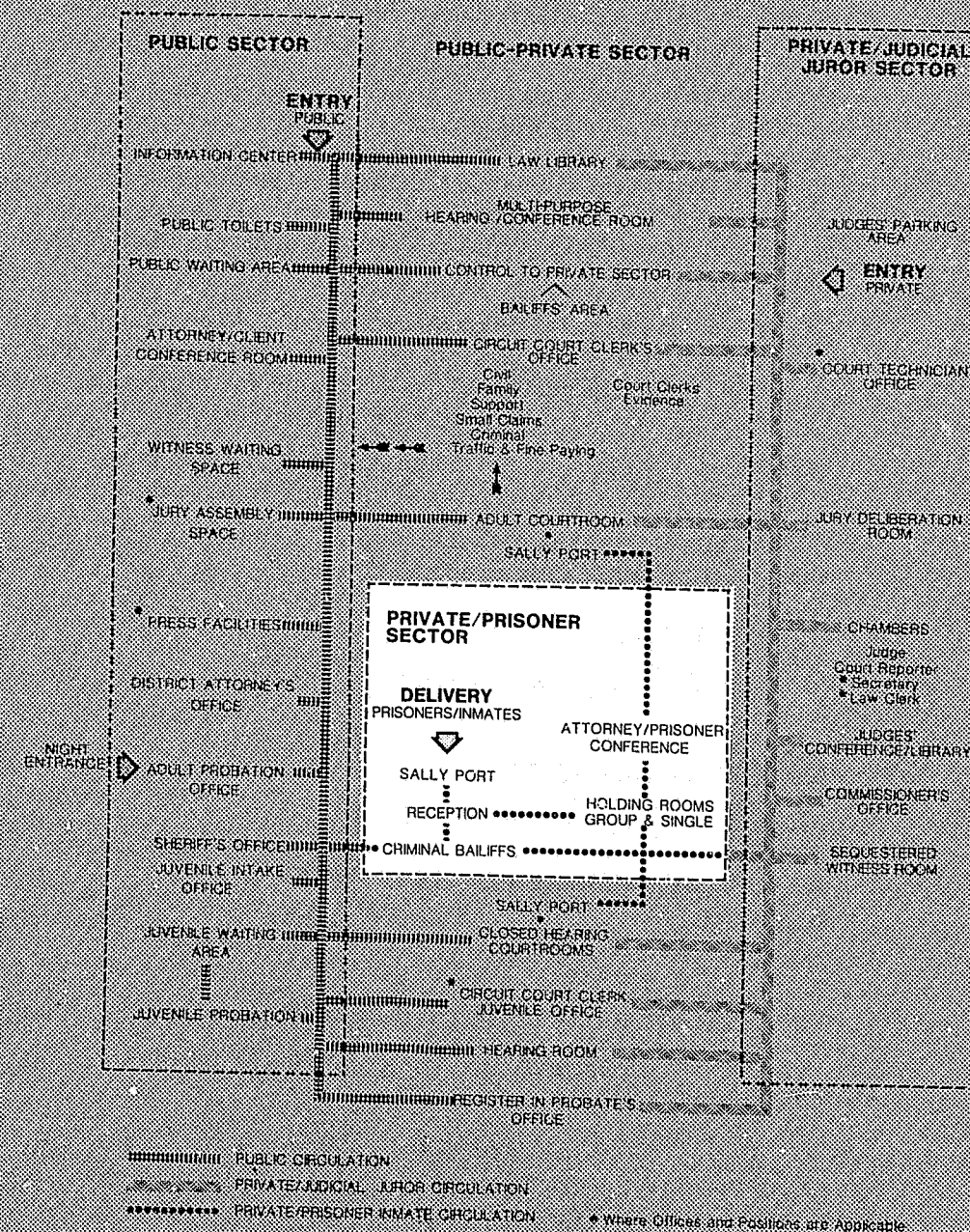
Space Type	Staff/Functional Description	Need "D"-6 Judges				Need "D"-5 Judges				Need "D"-4 Judges				Need "D"-3 Judges			
Open Area Semi-Private Private	UNIT PRIVATE/JUDICIAL-	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	JUROR SECTOR																
	OFFICE COURTS																
X	Judge's Chambers*	12	6	600	3600	10	5	600	3000	8	4	600	2400	6	3	600	1800
X	Judge's Secretary Areas	2	2	100	200	2	2	100	200	1	1	100	100	1	1	100	100
X	Judge's Law Clerk's Offices	2	2	120	240	2	2	120	240	1	1	120	120	1	1	120	120
X	Commissioner's Offices	2	2	180	360	2	2	180	360	1	1	180	180	1	1	180	180
X	Judges' Conference/Library Space																
X	Jury Deliberation Rooms	0	6	350	2100	0	5	350	1750	0	4	350	1400	0	3	350	1050
X	Sequestered Witness Room																
X	Court Technician's office	1	1	200	200	1	1	200	200	1	1	200	200	1	1	200	200
NET AREA					6700	5750				4400				3450			
Total Area Including A 20% Factor For Internal Circulation					19	8040	17	6900	12	5280	10	4140					

Space Type	Staff/Functional Description	Need	"E"-2 Judges				Need	"E"-1 Judge				Need	"F"-Less than 1 Judge			
X	Judge's Chambers*	4	2	600	1200	2	1	600	600	2	1	600	600			
X	Judge's Secretary Areas	0	1	100	100	0	1	100	100							
X	Judge's Law Clerk's Offices															
X	Commissioner's Offices															
X	Judges' Conference/Library Space															
X	Jury Deliberation Rooms	0	2	350	700	0	1	350	350	0	1	350	350			
X	Sequestered Witness Room															
X	Court Technician's Office															
NET AREA					2000				1050				950			
Total Area Including A 20% Factor For Internal Circulation		4			2400	2			1260	2			1140			

\*Each Judge's Chamber has the following space allocations:

Judge's Office	300 sq. ft.
Private Toilet/Robing Room	50 sq. ft.
Court Reporter's Office	150 sq. ft.
Filing/Reception Area	100 sq. ft.
Total	600 sq. ft.

## PERFORMANCE PRESCRIPTION FACILITIES IN THE PRIVATE/PRISONER SECTOR



### FUNCTIONAL RELATIONSHIP CRITERIA



PERFORMANCE PRESCRIPTION: FACILITIES IN THE PRIVATE/PRISONER SECTOR (cont.)

PRISONER AND INMATE HOLDING SPACE

TO PROVIDE PRIVATE AND DISCRETE MOVEMENT OF PRISONERS AND INMATES BETWEEN DETENTION FACILITIES AND "SECURE" COURTROOMS. PERSONS BROUGHT TO COURTROOMS IN CUSTODY INCLUDE ADULT PRISONERS, JUVENILES IN CUSTODY AND MENTAL PATIENTS.

Holding spaces and conference rooms adjacent to "secure" courtrooms when detention facilities are not conveniently located within the courthouse complex.

Clear definition of prisoner circulation is requisite between the detention facility and holding spaces at "secure" courtrooms. There should be no mix of prisoners with the public, jurors and judges until they meet in the courtroom. Security is imperative. Prisoners should not be moved on stairs. The minimum count of secure courtrooms which require direct access from private/prisoner circulation is described in the public/private sector guidelines.

Facilities at secure courtrooms should have access, through private/judicial-juror circulation, to other courtrooms. This will permit occasional use of those other courtrooms for a criminal matter involving a prisoner or for a hearing involving an inmate.

Courthouses which do not have integral jails require a sally port and receiving area for prisoners brought from remote detention facilities.

The scale and number of holding facilities needed at secure courtrooms varies with the classification of the courthouse.

1. GROUP HOLDING ROOM

Provide 250 - 150 net square feet in courthouses with more than three judges.

2. SINGLE HOLDING ROOM

Provide 4 to 1 spaces @ 60 net square feet.

3. ATTORNEY/PRISONER CONFERENCE ROOM

Provide 6 to 1 spaces @ 60 net square feet in courthouses with more than three judges.

4. SALLY PORT AT SECURE COURTROOMS

Provide an acoustical and security vestibule between each "secure" courtroom and the adjacent holding area.

STAFF/SPACE ANALYSIS

Space Type	Staff/Functional Description	Need "B"-17 Judges				Need "B"-16 Judges				Need "B"-15 Judges				Need "B"-14 Judges			
Open Area Semi-Private Private	UNIT	PRIVATE/PRISONER															
		SECTOR															
	OFFICE	COURTS															
		Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area	Total Personnel	Number of Spaces	Area per Space	Total Area
	X Group Holding Room	0	1	250	250	0	1	250	250	0	1	250	250	0	1	250	250
	X Single Holding Rooms	0	4	60	240	0	3	60	180	0	3	60	180	0	3	60	180
	X Attorney/Prisoner Conference Rooms	0	6	60	360	0	5	60	300	0	5	60	300	0	5	60	300
	NET AREA				850				730				730				730
	Total Area Including A 20% Factor For Internal Circulation	0			1,020	0			876	0			876	0			876

Space Type	Staff/Functional Description	Need "B"-13 Judges				Need "B"-12 Judges				Need "B"-11 Judges				Need "B"-10 Judges			
	X Group Holding Room	0	1	200	200	0	1	200	200	0	1	200	200	0	1	200	200
	X Single Holding Rooms	0	2	60	120	0	2	60	120	0	2	60	120	0	2	60	120
	X Attorney/Prisoner Conference Rooms	0	3	60	180	0	3	60	180	0	3	60	180	0	3	60	180
	NET AREA				500				500				500				500
	Total Area Including A 20% Factor For Internal Circulation	0			600	0			600	0			600	0			600

Space Type	Staff/Functional Description	Need "C"-9 Judges				Need "C"-8 Judges				Need "C"-7 Judges			
	X Group Holding Room	0	1	150	150	0	1	150	150	0	1	150	150
	X Single Holding Rooms	0	2	60	120	0	2	60	120	0	2	60	120
	X Attorney/Prisoner Conference Rooms	0	2	60	120	0	2	60	120	0	2	60	120
	NET AREA				390				390				390
	Total Area Including A 20% Factor For Internal Circulation	0			468	0			468	0			468

Space Type	Staff/Functional Description	Need "D"-6 Judges				Need "D"-5 Judges				Need "D"-4 Judges				Need "D"-3 Judges			
	X Group Holding Room	0	1	150	150	0	1	150	150	0	1	150	150	0	1	150	150
	X Single Holding Room	0	1	60	60	0	1	60	60	0	1	60	60	0	1	60	60
	X Attorney/Prisoner Conference Room	0	1	60	60	0	1	60	60	0	1	60	60	0	1	60	60
	NET AREA				270				270				270				270
	Total Area Including A 20% Factor For Internal Circulation	0			324	0			324	0			324	0			324

Space Type	Staff/Functional Description	Need "E"-2 Judges				Need "E"-1 Judge				Need "F"-Less than 1 Judge			
	Group Holding Room												
	X Single Holding Room	0	1	60	60	0	1	60	60	0	1	60	60
	Attorney/Prisoner Conference Room												
	NET AREA				60				60				60
	Total Area Including A 20% Factor For Internal Circulation	0			72	0			72	0			72

NOTE: Courthouses which do not have integral jails require a sally port and receiving area for prisoners brought from remote detention facilities.

STAFF/SPACE ANALYSIS

THE CHARTS WHICH FOLLOW OUTLINE RECOMMENDED ALLOCATIONS FOR PERSONNEL AND AREA IN THE PRIVATE/PRISONER SECTOR. THE RANGE OF ANALYSIS IS FOR COURTHOUSES WHICH HOUSE 17 JUDGES TO THOSE WITH LESS THAN ONE FULL TIME JUDGE. THESE RECOMMENDATIONS MAY HAVE VARIATIONS CAUSED BY LOCAL PRACTICES, EXISTING BUILDING CONFIGURATION, CLERKS' AND REGISTERS' PROCEDURES, SECURITY REQUIREMENTS AND AVAILABLE PLANNING FLEXIBILITY.

## NOTES

## D. MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS

ISSUES WHICH MAY CAUSE VARIATIONS TO THE SPECIFICS DEVELOPED IN THE PERFORMANCE PRESCRIPTIONS INCLUDE THE FOLLOWING:

- Clerk's Operations - Controlled versus decentralized offices, financial accounting systems, bank accounts, cashier, business and statistical systems, case record storage and retention.
- Security and Prisoner Handling - Relative security requirements, approaches to security, weighted importance to separate participants, minimum sectoring requirements for new construction, planning goals for remodeling/additions, observation on prisoner handling.
- Confidentiality - Separation of juveniles and mental patients from adult participants.
- Flexibility - Components to allow response to the dynamic character of the judicial process.
- County Classification - "A" - 37 or more judges through "F" - Less than one judge.

This section concludes with:

- Guideline Variations by Classification - Analysis of facilities recommended for each of the Courthouse Classifications.

STATE OF WISCONSIN TRIAL COURT FACILITIES PROJECT  
VOLUME 1 — GUIDELINES FOR PHYSICAL FACILITIES

**MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: CLERK OPERATIONS**

**CENTRALIZED  
VERSUS  
DECENTRALIZED  
OFFICES**

These guidelines recommend the centralization of the clerk of courts' operation in new courthouses and whenever possible within the limitations of existing structures. This arrangement optimizes control of the clerk's responsibilities for staff, records, evidence and money handling. The clerk of courts' office should be organized with:

- One Intake/Filing Section For All Categories of Cases
- One Record Section For All Categories of Case
- One Finance Section For All Personnel
- One Vault For All Active Evidence
- One Vault For All Archival Evidence
- Court Clerks "Home Base" in the Clerk's Office

An exception to the recommendation for centralization is the juvenile clerk in counties having two or less judges. Traditionally, the register in probate has been responsible for juvenile matters in these jurisdictions. The guidelines assume that this practice will continue at those locations.

**FINANCIAL  
ACCOUNTING  
SYSTEMS**

Financial accounting systems should provide the capability of segregating fund and other operating accounts without resorting to the use of multiple bank accounts for accomplishing the purpose of separation. Accounting records are the device for separating fund and various operational accounts. Resorting to the use of multiple bank accounts to accomplish segregation usually indicates weaknesses in the accounting system. Clerk of court offices should upgrade financial accounting systems to provide fund and operational accounting capability.

**BANK  
ACCOUNTS**

The clerk of court's office should aim to have a single consolidated bank account to handle all monies under the administration. In order to do this, the clerk of courts' financial accounting system must provide the capability of segregating fund and operating accounts. A single bank account provides increased flexibility in managing cash and taking advantage of short term interest payments currently provided by most banks.

**CASHIER**

A single central cashier station should be provided to increase control of receiving and recording cash payments. A system can be established so that cash payments required at various locations of the court facility can be directed to the central cashier station and proof of payment given to the payor to give to the administrative officer as a basis for completing the court transaction. Staffing of the central cashier station should be based on the transaction volume.

**BUSINESS AND  
STATISTICAL  
SYSTEMS**

Clerk of courts' offices should consider moving in the direction of having financial accounting, financial reporting, and operations statistical reporting handled on automated data processing equipment. A well-designed and well operating system provides system integrity, quick report turnaround time, and useful management information needed for managing finance and court operations. The mode selected for a given clerk of court's office would be determined on the basis of size, volume and frequency of activity, and relation to other county entities.

**MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: CLERK OPERATIONS  
(cont.)**

**BUSINESS AND  
STATISTICAL  
SYSTEMS  
(cont.)**

Options to consider include:

- In-house free standing mini computer.
- Inclusion in a county administrator data processing system.
- Inclusion in a central or regional state operated system.
- Service bureaus.
- Time sharing.

Selection of a system should be based on a careful study of clerk of courts' needs and requirements.

**CASE RECORD  
STORAGE AND  
RETENTION**

Management of case records should be targeted at providing needed access to the hard copy open cases and holding on site storage facilities down to a reasonable size. This can be accomplished through the following:

- Storing hard copy closed cases in well organized and controlled remote storage facilities.
- Making and maintaining miniaturized film copies of all closed files.
- Terminating case files at age 10 years through destruction or transfer to the State Historical Society in accordance with State statutes.

The selection of the miniaturizing equipment or services should be based on a careful study of volume, needs, and requirements. The size and available resources of the jurisdiction are also factors to consider for record management policies.

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: SECURITY/PRISONER HOLDING

RELATIVE SECURITY REQUIREMENTS

Each participant in the judicial process requires security whose emphasis should be on deterrence of problems and the safety of individuals. Discrete circulation systems and sectorized organization of courthouse elements contribute to building security.

The range of security sought for each space in the courthouse is:

Very High	Secure Courtrooms* used for initial appearances, preliminary hearings, arraignments. Prisoner holding and movement Evidence Storage Jury Deliberation Rooms Armory Communications Unit
High	Secure Courtrooms* Courtrooms used for matrimonial matters and mental hearings Judges' Chambers, Commissioners' Offices and their parking. Sequestered Witness Rooms District Attorney's Office Sheriff's Office
Intermediate	Courtrooms Clerk of Courts' (Money Handling) Operation Court Clerks Work Area Court Reporters/Technician Offices Jury Assembly Room Juvenile Waiting Areas Entrances
Moderate	Clerk of Courts' Office Register in Probate's Office Law Library Attorney/Client Conference Rooms Witness Waiting Areas General Waiting Areas Probation and Parole Office

\*Secure courtrooms are defined as those with direct access to Private/Prisoner circulation.

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: SECURITY/PRISONER HOLDING (cont.)

APPROACHES TO SECURITY

Approaches to security can be organized into three overlapping categories:

1. Architectural
  2. Technological
  3. Operational
1. Architectural considerations include separation and control of courthouse users through sectoring; minimizing the number of public entrances; provision of bullet resistant benches in courtrooms; separate and controlled access for judges, commissioners, prisoner vans and service vehicles; secure evidence vaults.
  2. Technological approaches include closed circuit television for courtroom and money handling areas, silent alarm systems, telephones in courtrooms, screening and communication equipment, smoke and fire detectors, monitors of critical areas and systems. These monitor locations include building roofs, air intakes, emergency stairs and exits, mechanical rooms and systems such as telephone, computer, audio-visual, television, emergency lighting and alarm. All monitoring systems should be tied into a master security console located in the communications center.
  3. Operational procedures for security include provision of adequate and qualified bailiffs in courtrooms; specific emergency, inspection and locking procedures; use of secure and concealed holsters for weapons; plans for the control of unruly or recalcitrant defendants; arrangements for keeping sensitive evidence.

Provision of architectural, technological and operational security features reduces the staff and resultant expense required to maintain safety within the courthouse. Concurrent with security questions are considerations for ease of public access, openness of government operations and service to the public.

The degree of security required varies with the classification of the courthouse. Each jurisdiction should consider the minimum security recommendations included in the "Final Report, November, 1980" which was prepared by the Committee on Courtroom Security of the Administrative Committee of Courts.

WEIGHTED IMPORTANCE TO SEPARATE PARTICIPANTS

The SECTORING portion of these guidelines describes the basic planning concepts of discrete circulations which service the public, public/private, private/judicial-juror and private/prisoner sectors. New construction should integrate these planning concepts. Remodeling or additions to existing courthouses should incorporate sectorized arrangements whenever possible. The weighted importance to separate participants within the courthouse are:

- First: Prisoner Separation  
Second: Adult and Juvenile Separation  
Third: Juror Separation  
Fourth: Judge Separation

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: SECURITY/PRISONER  
HOLDING (cont.)

MINIMUM  
SECTORING  
REQUIRE-  
MENTS

The minimum sectoring requirements for new construction and planning goals for remodeling or adding to existing courthouses should be:

Classification	"A"	"B"	"C"	"D"	"E"	"F"
Judges	37+	36-10	9-7	6-3	2-1	-1
Circulation						
1. Public	Yes	Yes	Yes	Yes	Yes	Yes
2. Private mixed/Judges, Juror/Prisoner	No	No	No	Yes*	No	No
3. Private/Prisoner	Yes	Yes	Yes	No	Yes	Yes
4. Private/Judge, Juror	Yes	Yes	Yes	No	No	No

\*Note: Building configuration and trial scheduling normally permit bailiffs to keep private corridors free of judges and jurors while prisoners are being moved in the "D" class courthouses.

PRISONER  
HANDLING

Prisoners should be moved by trained and qualified officers from detention facilities to "secure" courtrooms in private and discrete circulation. They should not mix with the public, jurors or judges until they meet in the courtroom. Holding spaces and attorney/prisoner conference rooms adjacent to "secure" courtrooms should be provided if detention facilities are not conveniently located within the courthouse. Sally ports and reception areas are required when detention facilities are not connected to the courthouse. Prisoners should not be moved on stairs. Holding facilities at secure courtrooms should have access, through private circulation, to other courtrooms. This will permit occasional use of those courtrooms when required for a criminal matter involving a prisoner.

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: CONFIDENTIALITY

CONFIDEN-  
TIALITY

Juveniles in custody and mental patients are also brought to the courthouse. The private/prisoner sector should be developed to allow these persons to be brought into the courtrooms through private circulation without meeting prisoners.

Juveniles and mental patients require privacy and separation from adults while they are waiting in the courthouse for intake or closed hearings. In small jurisdictions this separation can be accomplished through timing. In larger communities this confidentiality is generally accomplished by a public separation of closed hearing waiting and trial spaces from other court areas. Private circulation systems should connect closed hearing rooms to regular courtrooms in order to allow multiple assignment and use by the judiciary.

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: FLEXIBILITY (cont.)

FLEXIBILITY

The judicial process is dynamic and facilities are built for the long range. Courtrooms and courthouses must be flexibly planned to respond easily to diverse and changing need.

Components which provide flexibility include the capacity for the multiple accessibility, assignments and use of courtrooms and deliberation spaces; the ability to simply rearrange elements in the structure; the availability of technological/environmental support systems.

Courtrooms, chambers, jury deliberation rooms, holding spaces and vaults require permanent construction for acoustical, security and hierarchical reasons. Other spaces for the clerk of courts, register in probate and law library should be designed for simple future rearrangement as required. Elements within the courtroom should be movable to permit rearrangement to suit the requirements of the type of trial.

THE FUNCTIONAL RELATIONSHIP CRITERIA CHART, which is a part of the SECTORING SECTION of these guidelines, delineates a planning organizational concept basic to courthouse design. A collateral benefit of sectorized courthouse organization is the flexibility available for multiple assignment and use of courtrooms and jury deliberation rooms. This feature allows spaces to be designated for the nature of the proceedings rather than assigned to a specific judge. The arrangements solve the needs of judge rotation among various types of cases assigned and the increasing use of parajudicial commissioners. As an example, when a judge is rotated from civil to criminal matters, common private access to all courtrooms allows the judge to use the "secure" courtroom without having to relocate chambers. Another instance would be commissioners or reserve judges who could easily get to any courtroom, hearing room, or multi-purpose hearing/conference room from their private offices. This flexibility increases the utilization of judicial spaces and decreases the "dark time" within a courtroom.

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS: COUNTY CLASSIFICATION

COUNTY CLASSIFICATION

The 72 counties of Wisconsin have different scales of need which are the result of case load, local practice and population. In order to define the size and quantity of spaces which are described in the PERFORMANCE PRESCRIPTION, the counties have been organized into various classifications which reflect the present or anticipated number of judges serving these jurisdictions.

CLASS A - (37 or more Judges)

Milwaukee

CLASS B - (36 to 10 Judges)

Dane Waukesha

CLASS C - (9 thru 7 Judges)

Brown Kenosha Racine Rock

CLASS D - (6 thru 3 Judges)

Dodge La Crosse Outagamie Walworth  
Eau Claire Manitowoc Ozaukee Washington  
Fond du Lac Marathon Sheboygan Winnebago  
Jefferson

CLASS E - (2 or 1 Judges)

Adams Dunn Marinette Sauk  
Ashland Grant Marquette Sawyer  
Barron Green Monroe  
Bayfield Green Lake Shawano/Menominee  
Oconto Taylor  
Burnett Iowa Oneida Trempealeau  
Calumet Iron Pierce Vernon  
Chippewa Jackson Polk Vilas  
Clark Juneau Portage Washburn  
Columbia Kewaunee Price Waupaca  
Crawford Lafayette Richland Waushara  
Door Langlade Rusk Wood  
Douglas Lincoln St. Croix

CLASS F - (less than 1 Judge)

Buffalo Florence Forest Pepin



**CONTINUED**

**1 OF 2**

MAJOR FACTORS AFFECTING SPECIFIC RECOMMENDATIONS:  
GUIDELINE VARIATIONS BY CLASSIFICATION

GUIDELINE  
VARIATIONS  
BY  
CLASSIFI-  
CATION

THE PERFORMANCE PRESCRIPTION DESCRIBES WHY AND IF EACH SPACE IS NEEDED IN THE COURTHOUSE AND WHAT THAT SPACE SHOULD BE. THE SIZE AND QUANTITY OF SPACES NEEDED ARE A FUNCTION OF THE CLASSIFICATION OF EACH COUNTY AND THE NUMBER OF JUDGES SERVING WITHIN EACH CLASSIFICATION. SPECIFIC VARIATIONS OF THE PERFORMANCE PRESCRIPTION GUIDELINES BY CLASSIFICATION ARE LISTED BELOW.

FACILITIES IN THE VARIOUS SECTORS BY COUNTY CLASSIFICATION

1. PUBLIC SECTOR

CLASS	"B"	"B"	"C"	"D"	"E"	"F"
JUDGES	17-14	13-10	9-7	6-3	2-1	-1
INFORMATION CENTER						
Space	1	1	1	1	1	1
Net Area	150	100	100	75	50	50
ATTORNEY/CLIENT CONFERENCE						
Space	13-12	11-10	9-7	6-3	2-3	1
Net Area	1380-1300	1200-1080	1030-750	650-340	340-240	120
WITNESS WAITING						
Persons	85-70	65-50	45-25	30-15	10-5	5
Net Area	850-700	650-500	450-350	300-150	100-50	10
GENERAL WAITING						
Persons	68-56	52-40	36-28	24-12	Use	Use
Net Area	680-560	520-400	360-280	240-120	Corridor	Corridor
JURY ASSEMBLY						
Persons	140-110	110-90	80-60	60-50	Use	Use
Net Area	1700-1400	1400-1150	1050-850	850-750	Ct. Rm.	Ct. Rm.
				#4-3		
				Use		
				Ct. Rm.		
PRESS FACILITIES						
Space	1	1	1	#6-5	0	0
Net Area	400	300	200	150	0	0
				#4-3		
				0		
				0		
JUVENILE INTAKE						
Staff	13-11	10-8	8-7	6-3	1	1/2
Net Area	1710-1410	1340-1040	1040-890	820-370	120	120

3. PRIVATE/JUDICIAL-JUROR SECTOR

CLASS	"B"	"B"	"C"	"D"	"E"	"F"
JUDGES	17-14	13-10	9-7	6-3	2-1	-1
CHAMBERS						
Suite	17-14	13-10	9-7	6-3	2-1	1
Net Area	10200-8400	7800-6000	5400-4200	3600-1800	1200-600	600
SPACE FOR SECRETARY						
Space	8-6	6-4	4-3	2-1	1	0
Net Area	800-600	600-400	400-300	200-100	100	0
SPACE FOR LAW CLERK						
Space	8-6	6-4	4-3	2-1	0	0
Net Area	960-720	720-480	480-360	240-120	0	0
COMMISSIONER'S OFFICE						
Space	8-6	6-4	4-3	2-1	0	0
Net Area	1440-1080	1080-720	720-540	360-180	0	0
JUDGE'S CONFERENCE/LIBRARY						
Space	1	1	1	0	0	0
Net Area	300	300	300	0	0	0
JURY DELIBERATION SPACE						
Space	11-9	9-7	7-6	6-3	2-1	1
Net Area	3850-3150	3150-2450	2450-2100	2100-1050	700-350	350
SEQUESTERED WITNESS ROOM						
Space	1	1	1	Multi-	Multi-	Multi-
Net Area	200	200	200	Purpose	Purpose	Purpose
COURT TECHNICIAN SPACE						
Space	1	1	1	0	0	0
Net Area	500	400	300	200	0	0

2. PUBLIC/PRIVATE SECTOR

CLASS	"B"	"B"	"C"	"D"	"E"	"F"
JUDGES	17-14	13-10	9-7	6-3	2-1	-1
LARGE JURY COURTROOM - SECURE						
Space	1	1	1	1	0	0
Net Area	2400	2400	2400	2400	0	0
INTERMEDIATE JURY COURTROOM - SECURE						
Space	0	0	0	0	1	1
Net Area	0	0	0	0	1800	1800
REGULAR JURY COURTROOM						
Space	11-9	9-7	6-4	5-2	1-0	0
Net Area	15950-13050	13050-10150	8700-5800	7250-2900	1450-0	0
REGULAR JURY COURTROOM - SECURE						
Space	2-1	1	1	0	0	0
Net Area	2900-1450	1450	1450	0	0	0
LARGE NON-JURY COURTROOM - SECURE						
Space	1	1-0	0	0	0	0
Net Area	1600	1600-0	0	0	0	0
REGULAR NON-JURY COURTROOM						
Space	2	1	1	0	0	0
Net Area	2300	1150	1150	0	0	0
HEARING ROOM						
Space	3-2	2-1	1	1	1	0
Net Area	1500-1000	1000-500	500	500	500	0
MULTI-PURPOSE HEARING/CONFERENCE						
Space	5-4	4-3	3-2	1-0	0	0
Net Area	1000-800	800-600	600-400	200-0	0	0
BAILIFFS AREA						
Space	1	1	1	1	0	0
Net Area	250	250	200	150-100	0	0
CONTROL TO THE PRIVATE SECTOR						
Space	1	1	1	1	0	0
Net Area	150	150	100	100	0	0
CLERK OF COURTS						
Staff	66.5-54.5	51.5-39	35-27	24-12	6.5-3.5	1.5
Total Net	14610-	11754-	8387-	5528-	1888-	1232
Area	12570	9786	7103	3030	1652	
Includes						
Juvenile						
Clerk	Yes	Yes	Yes	Yes	No	No
LAW LIBRARY						
Staff	1.5	1	1	0.5	0.5	0
Volumes	18,000	15,000	12,000	9,000	6,000	3,000
Total Net	4296	3470	2676	2046-	1152	606
Area				1944		
REGISTER IN PROBATE						
Staff	8-7	7-5	5-4	3-2	1.5	1.5
Total Net	3736-	2956-	2112-	1483-	1003-	895
Area	3256	2284	1835	1111	955	
Includes						
Juvenile						
Clerk	No	No	No	No	Yes	Yes

4. PRIVATE/PRISONER SECTOR

CLASS	"B"	"B"	"C"	"D"	"E"	"F"
JUDGES	17-14	13-10	9-7	6-3	2-1	-1
GROUP HOLDING						
Space	1	1	1	1	0	0
Net Area	250	200	150	150	0	0
SINGLE HOLDING						
Space	4-3	2	2	1	1	1
Net Area	240-180	120	120	60	60	60
ATTORNEY/PRISONER CONFERENCE						
Space	6-5	3	2	1	0	0
Net Area	360-300	180	120	60	0	0

Note: Courthouses which do not have integral jails require a sally port and receiving area for prisoners brought from remote holding areas.

Provide sally ports between holding areas and secure courtrooms.

## NOTES

## E. CODE REQUIREMENTS

New courthouses and those being renovated or remodeled should, of course, meet the requirements of the applicable safety codes.

This section summarizes pertinent portions of the Wisconsin Administrative Code, and the Life Safety Code, 1976.

The Wisconsin Administrative Code permits some deviation from the requirements of later codes for courthouses erected prior to October 9, 1914. These guidelines recommend that all courthouses, regardless of construction date, be brought into conformity with the Life Safety Code, latest edition.

Some of the Life Safety Code requirements include stairway enclosures, exit travel doors, free passage through exit doors, exit signs, emergency lighting, fire alarm systems and the credits given for automatic sprinkler systems or fire detection systems.

It should also be noted here that Wisconsin statutes (AT 59.68 (4)) contain the following relevant provision:

"The construction of any courthouse shall be in accordance with plans and specifications accompanied by the certificate of the Circuit Judge, in whose circuit the building is to be erected, to the effect that after consultation with competent experts he has advised and believes that the courtrooms provided for will possess proper acoustical properties. The fee for this advice shall be paid by the County upon the Judge's certificate."

STATE OF WISCONSIN TRIAL COURT FACILITIES PROJECT  
VOLUME 1 — GUIDELINES FOR PHYSICAL FACILITIES

## CODE REQUIREMENTS

### WISCONSIN ADMINIS- TRATIVE CODE

Courthouses are included in the classification of Factories, Offices, and Merchantile Buildings. Thus new courtrooms and adjunct spaces must meet the requirements of Chapter Ind 54, Wisconsin Administrative Code.

Chapter Ind 54 states that places where not more than 100 persons assemble for recreation, entertainment, worship or dining purposes are included in this chapter. The Department of Industry, Labor and Human Relations has ruled that courtrooms seating more than 100 persons will be governed by this section rather than Chapter Ind 55 which deals with assembly halls.

Courthouses erected prior to October 9, 1914 shall comply with Chapter Ind 161 which covers existing buildings. This chapter allows some deviation from the requirements of the later codes such as allowing a fire escape as one of two required means of exit.

Courthouses constructed after October 9, 1914 shall comply with the code in effect at the time of construction. Therefore, the sections of the 1980 Administrative Code extracted below are useful for comparative purposes only. Other chapters of the Code will be referenced for general requirements.

#### Ind 54.01 - Construction, Height and Allowable Area

See table 54.01 appended to this section. The floor area of any building shall not exceed that permitted for the corresponding type of construction and number of stories shown.

When the entire building is protected by an approved automatic sprinkler system the area of a one story building may be increased by 150% and the area may be increased by 75% if more than one story.

#### Ind 54.02 - Number and Location of Exits

Every floor shall have at least two exits.

One exit from an office suite of not more than 1800 square feet is acceptable providing there are two directions for exiting from the entrance door to the suite.

Additional exits shall be provided so that no part of a room will be more than 100 feet distant from an exit. Where approved automatic sprinklers are provided throughout the building an increase in exit distance to 150 feet will be permitted.

#### Ind 54.03 - Types of Exits

At least one half of the exits shall be stairways or standard exits to grade. Other exits shall be either stairways, standard exits (see Ind 51.15), horizontal exits, or fire escapes.

#### Ind 54.05 - Capacity of Buildings

The capacity of the building shall be based on 75 square feet per person.

## CODE REQUIREMENTS (cont.)

### WISCONSIN ADMINIS- TRATIVE CODE (cont.)

#### Ind 54.06 - Exit Doors

Every exit door shall be not less than 3'-0" wide by 6'-4" high.

Exit doors serving rooms or suites accommodating 25 or less persons need not swing in the direction of egress.

Exit doors serving spaces accommodating 10 or less persons may be reduced in width to 2'-8" and need not swing in direction of egress.

Illuminated exit signs shall be provided at every exit doorway from each floor except the principal entrance on the first floor.

#### Ind 54.07 - Passageways

Direct egress must be provided to outside exit doors by a safe and continuous passageway with the required width maintained clear and unobstructed at all times.

#### Ind 54.08 - Enclosure of Stairways and Shafts

Stairways and shafts in buildings of three or more levels shall be enclosed with a fire rated enclosure, except with a building of not more than two stories the upper two levels may be left open provided all stairways leading to the lowest level are separated with fire resistive construction. An open stairway is permitted between the first story and floor level immediately below provided all stairways are enclosed.

#### Ind 54.11 - Lighting

All stairways, fire escapes and exits and the passageways leading to them shall be properly illuminated to not less than 2.5 foot candles.

#### Ind 54.14 - Isolation of Hazards

All hazards such as boiler rooms, fuel rooms, storage vaults for combustibles, etc. shall be isolated from the rest of the building by at least a two hour fire-resistive enclosure. In buildings not more than two stories in height and floor area not more than 3,000 square feet, a one hour fire-resistive enclosure shall be provided.

#### Ind 54.15 - Standpipes

Fire department standpipes in all buildings exceeding 60' in height.

First aid standpipes in all buildings three stories or more in height unless an approved automatic sprinkler is installed.

#### Ind. 51.15 - Standard Exit

A standard exit shall swing outward or toward the natural means of egress. Doorway shall not be less than 3'-0" wide by 6'-4" high. Illuminated exit signs shall be provided at each exit doorway from each floor.

#### Exit Width

Type 1 through 4 construction unsprinklered 40" per 100 persons.

Type 5 through 8 construction unsprinklered 50" per 100 persons.

Type 1 through 4 construction sprinklered 30" per 100 persons.

Type 5 through 8 construction sprinklered 40" per 100 persons.

CODE REQUIREMENTS (cont.)

WISCONSIN  
ADMINIS-  
TRATIVE  
CODE  
(cont.)

Ind 52.01 - Sprinkler System

Buildings more than 60' in height shall have a sprinkler system if initial construction was started after July 2, 1974.

Ind 52.04 - Requirements for Barrier-Free Environments

A means of access shall be provided from a parking facility, street, or alley to the building.

Accessible parking spaces shall be identified and provided at the rate of 2% of the total number, with a minimum of one.

Provide access to the primary floor with interior circulation to all public use areas of the Building. Ramps shall have a slope of not more than one foot in twelve feet of run.

Accessible toilet facilities shall be provided on a primary floor or accessible from a primary floor. Toilet rooms and toilet compartments shall be sized to provide ease of access, usability and uninterrupted mobility.

Where coin telephones are provided for public use, a minimum of one telephone shall be accessible.

Water fountains shall be accessible and installed at a usable height.

Ind 53.11 - Live Loads

All buildings shall be designed and constructed to support the superimposed live loads.

Offices	50 PSF
Offices with heavy machines, heavy files, book stacks	100 PSF
Courtrooms, fixed seats	60 PSF
Courtrooms, movable seats	100 PSF

Ind 64.06 - Mechanical Ventilation Systems

Requires a supply of outside air and an equal amount of exhaust ventilation at the rate of 5 CFM per person and a minimum air movement of 6 air changes per hour. Air movement less than 6 air changes per hour will be permitted where air conditioning is provided.

Ind 67.07 - Natural Ventilation System

Outdoor openings used for natural ventilation shall be within 100 feet, or 5 times the least dimensional width of the occupied area, whichever is least. Area of openings shall equal 3% of floor area.

TABLE 54.01  
 ALLOWABLE FLOOR AREAS (Square Feet)  
 (Maximum gross floor area per floor)

Class of Construction	Building Frontage Street Exposure	Number of Stories								
		1	2	3	4	5	6	7	8	Over 8
1. Fire-Resistive Type A -----	1	NO RESTRICTION								
	2									
	3									
2. Fire-Resistive Type B -----	1	NO RE-	20,000	17,000	14,000	11,000	9,000	7,000	6,000	N.P.
	2	STRIC-	25,000	22,000	18,500	15,500	13,000	11,000	10,000	
	3	TION	31,000	27,000	23,000	20,000	17,000	15,000	14,000	
3. Metal Frame Protected -----	1	21,000	18,000	15,000	12,000	N.P.				
	2	26,500	23,000	19,500	16,000					
	3	32,000	28,000	24,000	20,000					
4. Heavy Timber -----	1	17,000	14,000	11,000	9,000	N.P.				
	2	22,000	19,000	16,000	13,500					
	3	27,000	24,000	21,000	18,000					
5. Exterior Masonry -----	1	14,000	11,500	9,000	7,000	N.P.				
	2	18,000	15,000	12,500	10,000					
	3	22,000	19,000	16,000	13,000					
6. Metal Frame Unprotected -----	1	14,000	11,500	9,000	N.P.					
	2	18,000	15,000	12,500						
	3	22,000	19,000	16,000						
7. Wood Frame Protected -----	1	12,500	7,500	N.P.						
	2	16,000	10,000							
	3	19,000	12,000							
8. Wood Frame Unprotected -----	1	10,000	5,000	N.P.						
	2	12,000	6,000							
	3	14,000	7,000							

Note: N.P. means "not permitted."



# CODE REQUIREMENTS (cont.)

## LIFE SAFETY CODE, 1976

- 1-4.1.1 Code covers new and existing construction
- 1-4.2.2 Specific requirements for existing buildings may be verified by authority having jurisdiction to allow alternative arrangements
- 5-1.3.1 Stairway enclosures - 1 hour fire rating for three connected stories or less  
- 2 hour fire rating for four or more connected stories
- 5-29 Fire escape shall not be used for more than 50% of required exit capacity
- 13-2.6 Maximum exit travel shall be 200', or 300' if building is completely sprinkled
- 13-2.5.1 Maximum distance from an exit to end of corridor is 50'
- 13-3.1.1 Every stairway, elevator shaft, escalator opening, and other vertical opening shall be protected with labeled fire doors
- 13-3.5.1 Storage, boiler or furnace rooms, fuel storage, janitor closets maintenance shops and kitchens shall have self-closing 1 hour doors, unless protected by sprinklers
- 5-2.1.1.A.1 Exit doors shall swing in direction of exit travel
- 5-2.1.2.1.1 Locks shall not require use of key for operation from inside of the building
- 5-10.3 Illuminated signs required for means of egress
- 5-10.A.1.1 Directional signs required where direction of travel is not immediately apparent
- 13-2.9.1 Emergency lighting is required where building is two or more stories above level of exit discharge, occupancy is subject to 100 or more occupants above or below level of exit discharge, or occupancy is subject to 1,000 or more total occupants

# CODE REQUIREMENTS (cont.)

## LIFE SAFETY CODE, 1976 (cont.)

- 5-9 Emergency lighting may be provided by generator or battery operated lights
- 13-3.2 Manual fire alarm system is required when building is two or more stories above level of exit discharge, subject to 100 or more occupants above or below level of exit discharge, or subject to 1,000 or more total occupants unless sprinkled or fire detection system
- 13-5.2.1 All buildings over 75' in height shall be provided with sprinkler or equivalent life safety

## NOTES

## F. SUMMARY

The guidelines provide assistance to county supervisors, executives, judiciary and planners in preliminary design and space allocation for new courthouse construction and additions to or remodeling of existing facilities. Guideline criteria explain the concepts of sectoring within the courthouse; describe the elements needed in the structure, their size and their arrangement; discuss major factors which may affect specific recommendations; outline code requirements.

This summary compiles the staff/space analyses which are located at the end of each sector described in the Performance Prescription. Courthouses considered range from structures with 17 judges to those with less than one full time judge.

STATE OF WISCONSIN TRIAL COURT FACILITIES PROJECT  
VOLUME 1 — GUIDELINES FOR PHYSICAL FACILITIES

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SUMMARY

**INTRODUCTION** The range of staff and area recommendations for various sizes of court-houses is listed below.

County Classification	Full Time Judges	Staff*	Net Area With A 20% Factor for Internal Circulation
"B" a	17	135	87,466 sq. ft.
"B" a	16	126	82,510 sq. ft.
"B" a	15	122	78,874 sq. ft.
"B" a	14	111	73,642 sq. ft.
"B" b	13	104	68,712 sq. ft.
"B" b	12	94	63,876 sq. ft.
"B" b	11	87	59,688 sq. ft.
"B" b	10	78	53,744 sq. ft.
"C"	9	73	49,139 sq. ft.
"C"	8	64	44,266 sq. ft.
"C"	7	58	40,546 sq. ft.
"D"	6	48.5	33,843 sq. ft.
"D"	5	42.5	29,764 sq. ft.
"D"	4	31.5	23,028 sq. ft.
"D"	3	25.5	19,015 sq. ft.
"E"	2	11.5	10,847 sq. ft.
"E"	1	7.5	7,503 sq. ft.
"F"	Less than 1	5.5	6,093 sq. ft.

\*Staff includes commissioners, judicial support persons, and personnel in the offices of the clerk of court, register in probate, juvenile intake and law library.

Net area is considered those assignable spaces identified in the performance prescription for each court related area. A factor of 20% for internal circulation within assignable spaces is included in net area. Dimensions are taken to the center lines of internal partitions.

Gross area is considered the total square footage of the structure and includes total net area plus non-assignable spaces such as corridors, stairwells, elevators, mechanical rooms and risers, toilets and exterior walls. The range of net to gross area is a function of planning efficiency, new versus remodeled areas and arrangement of spaces.

SUMMARY OF STAFF AND SPACE GUIDELINES BY COURTHOUSE CLASSIFICATION

CLASSIFICATION	CLASS "B" 17 JUDGES		CLASS "B" 16 JUDGES		CLASS "B" 15 JUDGES		CLASS "B" 14 JUDGES		CLASS "B" 13 JUDGES		CLASS "B" 12 JUDGES		CLASS "B" 11 JUDGES		CLASS "B" 10 JUDGES		CLASS "C" 9 JUDGES	
COURTS:																		
PUBLIC SECTOR	15	8,244	14	7,836	14	7,404	13	7,104	11	6,612	10	6,204	10	5,772	9	5,484	9	5,076
PUBLIC/PRIVATE SECTOR	1	33,660	1	31,680	1	29,940	1	27,600	1	26,220	1	24,240	1	22,320	1	19,980	1	18,120
PRIVATE/JUDICIAL-JUROR SECTOR	60	21,900	55	20,280	53	19,560	48	17,940	45	17,100	40	15,480	38	14,760	33	12,140	31	12,300
PRIVATE/PRISONER SECTOR	0	1,020	0	876	0	876	0	876	0	600	0	600	0	600	0	600	0	468
CLERK OF COURTS	66.5	14,610	62.5	13,866	58.5	13,194	54.5	12,570	51.5	11,754	47	10,986	43	10,422	39	9,786	35	8,387
LAW LIBRARY	1.5	4,296	1.5	4,296	1.5	4,296	1.5	4,296	1.5	3,470	1	3,470	1	3,470	1	3,470	1	2,676
REGISTER IN PROBATE	8	3,736	8	3,676	9	3,604	7	3,256	7	2,956	7	2,896	5	2,344	5	2,284	5	2,112
TOTAL JUDGES AND STAFF	152		142		137		125		117		106		98		88		82	
TOTAL NET AREA WITH A 20% FACTOR ADDED FOR INTERNAL CIRCULATION		87,466		82,510		78,874		73,642		68,712		63,876		59,688		53,744		49,139
NET AREA PER JUDGE		5,145		5,157		5,258		5,260		5,285		5,323		5,426		5,374		5,460

CLASSIFICATION	CLASS "C" 8 JUDGES		CLASS "C" 7 JUDGES		CLASS "D" 6 JUDGES		CLASS "D" 5 JUDGES		CLASS "D" 4 JUDGES		CLASS "D" 3 JUDGES		CLASS "E" 2 JUDGES		CLASS "E" 1 JUDGE		CLASS "F" -1 JUDGE	
COURTS:																		
PUBLIC SECTOR	9	4,632	8	4,104	7	3,702	6	3,198	4	1,734	3	1,266	1	732	1	552	.5	4
PUBLIC/PRIVATE SECTOR	1	16,140	1	14,400	1	12,720	1	10,980	1	9,060	1	7,200	0	3,720	0	1,980	0	1,7
PRIVATE/JUDICIAL-JUROR SECTOR	26	10,680	24	9,960	19	8,040	17	6,900	12	5,280	10	4,140	4	2,280	2	1,140	2	1,1
PRIVATE/PRISONER SECTOR	0	468	0	468	0	324	0	324	0	324	0	324	0	72	0	72	0	
CLERK OF COURTS	31	7,763	27	7,103	24	5,528	20	4,905	16	3,510	12	3,030	6.5	1,888	3.5	1,652	1.5	1,2
LAW LIBRARY	1	2,676	1	2,676	0.5	2,046	0.5	2,046	0.5	1,944	0.5	1,944	0.5	1,152	0.5	1,152	0	6
REGISTER IN PROBATE	4	1,907	4	1,835	3	1,483	3	1,411	2	1,171	2	1,111	1.5	1,003	1.5	955	1.5	8
TOTAL JUDGES AND STAFF	72		65		54.5		47.5		35.5		28.5		13.5		8.5		5.5	
TOTAL NET AREA WITH A 20% FACTOR ADDED FOR INTERNAL CIRCULATION		44,266		40,546		33,843		29,764		23,028		19,015		10,847		7,503		6,0
NET AREA PER JUDGE		5,533		5,792		5,640		5,952		5,756		6,338		5,424		7,503		6,0

**END**