# I. PLANNING & DESIGN GUIDES


The Institute put together this book to establish criteria for improving the physical environment of the judicial process. The premise of the book is that using established functions and emerging trends, new techniques for modernization of the court management system and appropriate facilities can be put into place anywhere in the United States. Dated; see also *Twenty Years of Courthouse Design Revisited.*

**Flango, Victor E. Assessing the Need for Judges and Court Support Staff.** Williamsburg, VA: National Center for State Courts, State Justice Institute, 1996. KF 8770.F57

This book has ten chapters dealing with assessment of needs from A to Z. The concepts discussed here are summarized into twelve guidelines for assessing the need for judges and court support staff. These guidelines along with other techniques present a usable method of measuring the needs of court facilities, court staff and judges that can be understood by all three branches of government.


This project was a combined effort of the National Center for State Courts, American Institute of Architects, American Bar Association, the National Center for Juvenile Justice and the Conference of State Court Administrators to develop court facility guidelines for local and state courts. This project covers both planning and design guidelines. Beginning with the courtroom and progressing through the entire building, each space is evaluated on design and image, environment, needs of persons with disabilities, adjacency and circulation, accessibility, security furnishings and other technical considerations. The writers state that court facilities should be efficient, comfortable and reflect the independence, dignity, and importance of our judicial system.
in their design. Citizens will have more respect for the courts, the law and for court personnel if the court facilities are housed in a setting that suits the community. This plan is a reference guide for use by those involved in court house renovation and new facilities planning.


This three-year project funded by the State Justice Institute contains the state-of-the-art design elements that have been recommended for court facilities. A jury panel of architects and court administrators judged these projects on the image of justice, efficient circulation, adequate court zoning, provision for the secure movement of prisoners and accommodation of general public use.


This research was based upon a review of materials from other states and organizations, a mail survey of all clerks, and site visits to selected courts throughout the state of Virginia. The guidelines developed by the project team were adopted by the Judicial Council of Virginia to be used in initiating improvements of their court facilities. The guidelines address several factors and needs for those involved in building a new facility or renovating an existing one.


The Guide results from a three-year study of all sizes of federal court operations in all regions of the United States, and addresses and provides solutions for current problems of space planning, security, acoustics, mechanical and electrical systems, and automation. It fulfills three main objectives: to provide information to be used as a planning tool for key judicial personnel who may be involved in the design of a judicial facility; to provide for an architecture/engineering team to plan, program and design a functional, cost effective and aesthetically appropriate judicial facility; and to serve as a guiding policy for the overall planning, programming and design of federal judicial facilities throughout the United States.


"Anthropometrics" is the study of human body measurements on a comparative basis. This book is the first reference on anthropometrically-based design standards for the physical planning and detailing of interiors. This reference tool is used by interior designers, furniture designers, builders, architects, and industrial designers. It shows in detail how adequate space for human movement in a room is measured and how to apply it to design.


This book provides architects and planners with a comprehensive and systemic approach to courthouse security planning that is relatively new. The definition of a courthouse security system is very precise and comprehensive. The three chapters combined present a method of planning, evaluating and comparing courthouse security. One source relied
upon is a publication by the National Sheriffs Association, *Court Security: A Manual of Guidelines and Procedures*.


This monograph is a study of court facility financing from the viewpoint of the court manager. It is divided into three parts. Part one discusses the managerial decision points in court facility financing. Part two examines each of the 28 states included in the study. Part three provides information on all the elements involved in court facility financing.

*Twenty Years of Courthouse Design Revisited - Supplement to "The American Courthouse."* Chicago: American Bar Association Judicial Administration Division, National Center for State Courts, State Justice Institute, 1993. NA 4471.T93

This supplement brings the reader the most recent court projects submitted by architects and chosen by the jury for this book. Of the original 125 projects submitted, 94 were chosen - 85 from the United States and 14 from Canada. The twelve chapters encompass: county and provincial courthouses with one-to-six courtrooms, county and provincial courthouse with seven-to-twelve courtrooms, county and provincial courthouses with more than twelve courtrooms, additions and renovations to county and provincial courthouses, municipal courthouses, regional and state courthouses, supreme and appellate state courthouses, federal courthouses, historic courthouse renovations and additions, moot courts and training centers, and supplemental projects. Floor plans, pictures, and descriptive paragraphs of each project site are included.


This report is intended to help state court administrators interested in promoting facility standards for its courthouses. The report shows the judicial and legislative process in the development of statewide standards for court facilities and maintenance operations in New York. The approved standards combine all aspects of the court facility in clear, structured terms, leaving no room for misinterpretation.

II. COURT FACILITY STUDIES


This study presents two plans, with two goals guiding the preparation of the material. The complete renovation plan gives a detailed account of what, where, how, and when each step takes place and what the costs are. Chapter two gives the estimates for courthouse space requirements to the year 2010. The Appendices follow, with photographic essay, national case trends and a record keeping modernization plan for the Prothonotary’s office. The project was conducted over a five-month period with the report done in the intervening months.
The selected facilities in this review are the administration building and courthouse complex. The building maintenance is the main problem along with security issues and asbestos exposure. It is recommended that further protections be given the judge by the following installations: an armor plate in the interior of the bench; “panic buttons” at the bench of the security officer’s desk to alert the sheriff’s bureau of an emergency; closed circuit cameras to monitor holding cells and transport vehicles in the basement; and a remote controlled electronic bolt at the inner entrance of the Civil Juvenile Probate Court. It is further suggested that the renovated courthouse be devoted exclusively to court and court support staff services with no county services sharing the space.


This study seems to focus on whether the current facility can be made into a modern court facility within generally accepted standards. The issues of structure, cost, and engineering were not covered and were to be addressed separately. The issues discussed include: presenting an image of justice; security problems; separation of staff and prisoners; public circulation patterns; handicapped access; and the adaptability to modern information technology. The Appendices give examples of space standards, a description of the NCSC services and qualifications, and some examples of recent projects.


At the time of this assessment there were insufficient numbers of jury deliberation rooms, and the existing deliberation rooms were too small. The building lacked holding cells for in-custody defendants with extreme overcrowding. Jurors, witnesses, defendants and the public all mingled together in waiting areas where jurors could overhear privileged conversations and intimidate the witnesses. This study looked at court organization and operations, caseload and workload analysis, and the space needs of areas and facilities along with space standards and cost estimates. Three alternative plans are shown that include the eventual construction of a new facility that will house all of the courts and their related offices, with each plan listing the advantages and disadvantages.


This project and its team used nationally recognized guidelines and standards with a range of alternative solutions to address each problem. The project’s goal was to meet the overall needs of community yet maintain flexibility for the future. Some important requirements for the renovation of Courtroom A were: the courtroom should stay the same size, and the use of the courtroom should fit into the overall development and be consistent with future plans. The courtroom should be considered and renovation coordinated with the rest of the major repairs of the building.


This final report presents an assessment of long term needs, evaluation of existing facilities, analysis of various construction options, development of probable cost estimates and development of an implementation plan. Interviews with court staff, judges
and city officials, and evaluations of facilities were conducted by National Center staff
and architects from the firm of Hanson Lind Meyer. The final chapter reveals the results
of the planning process through four alternative solutions to the courts' needs along with
estimated construction costs and implementation plan.

_Hennepin County Juvenile Justice Facilities Space Program and Site Studies: Final Report._ St. Paul, MN:
National Center for State Courts, 1978. (NCRO-011)

The contents of this review focus on the findings of the study team in relation to five
project objectives set by the County Board of Commissioners. The National Center
studied and evaluated three sites in the county for this project. It concludes with
recommendations regarding the capabilities of each site.


This review points out the space and facility needs and security issues of the county and
court. The review explains the initial temporary space recommendations as well as the
long-term temporary space recommendations for the current facilities. The final report
gives the findings and the recommendations for space needs for the present and in the
future.

_Planning Report on the Polk County Courthouse Facilities Project, Des Moines, Iowa._ St. Paul, MN:
National Center for State Courts, 1979. (NCRO-010)

The courthouse facility report was developed to meet the needs of the court system and to
supplement the local architect's understanding of the complex court operations by
providing diagrammatic forms and detailed solutions. The Polk County courthouse lacks
the space to house all county and court related agencies. Renovation of the Post Office
Building will provide adequate space to hold all the county agencies and administration
functions. All court agencies and court-related functions will be moved back into the
courthouse. This report goes into a detailed explanation of the project mandate and the
work plan, jurisdiction and responsibilities of the county court system, departmental
analysis, criminal courts, civil courts, juvenile courts, traffic court, small claims court,
referee-in-probate, clerk of court, court administration, county attorney, jury assembly,
law library, and the sheriff's department. The balance of the project discusses issues
related to anticipated changes, projections of court caseload and judicial officers,
planning approaches, evaluation of space use priorities, planning assumptions and design
concepts of the applications.

_Popp, William H. Courtroom Needs Assessment and Court Space Review in Rockingham County, New

The Rockingham County court facility had inadequate superior and probate courtrooms
and hearing rooms. National Center recommended the facility be equipped with four jury
courtrooms, four hearing rooms for superior court and one courtroom for probate court in
order to meet the current level of litigation. The main floor lobby should be updated and
made to welcome and orient the visitors to the facility. The current renovation should
provide unfinished space to superior court with additional facilities large enough to hold
two more jury courtrooms, two hearing rooms or one jury courtroom, three hearing
rooms and a support office. This extra required space will meet the needs of the court to
the year 2000.

This final report depicts the estimated space needs of the civil courthouse and the required number of judges. In chapter one it discusses the case analysis and projections of the future with regard to casino gambling and the demographic and economic impact of casino gambling, legal community, case trends, and the Atlantic County historical case statistics. Chapter two contains the space projections for the judicial workload, required number of judges, number of full time staff to be housed within the civil courthouse facility in 1990 and 2000. It reviews the current use of space and 1990 space needs. The appendices show the detailed case projections and list of those people interviewed.


This study provides general observations of the present facilities, in three main parts. The main focus is on facility observations and space analysis and analysis of operational adequacy. Section A of part two discusses the circulation systems, functional space adjacency and zoning relationships, and space adequacy. Section B of part two describes the court complex security, juvenile court and traffic court (division R). Part three shows the alternatives and limitations, improvement priorities, solutions and implementation, renovation addition space summary with unit costs and the occupancy plan.

*Space Use Plan for the Berkshire County-Court Complex, Pittsfield, MA*. Williamsburg, VA: National Center for State Courts, 1980. (R-131)

This plan shows how the Berkshire County Court Complex developed from two buildings into three. The renovated empty third building was once used as the city=s athenaeum or library until 1975. The assignment of space was limited to the units already housed in the two buildings. The law library was definitely moving to the added building. The plan takes into consideration population caseload of all three courts estimated to the year 2000. The courts space needs will be less if they adopt the developing information technology products of computers, microfilm and record storage equipment.


This study examined two issues. First, it considered whether an additional judge should be added to the court. Secondly, it looked at what changes should be made in the manner in which domestic relations cases are heard. The project director conducted interviews with a number of people familiar with court process and procedures in order to gather information for this study. A telephone survey was taken of court officials in other selected Ohio counties for additional input. The study concluded that the ultimate measure of improvement is improved service to the citizens through the court=s organization and operations. The principles behind the improvement include access to justice, expedition and timeliness, equality, fairness and integrity, independence, accountability, and public trust and confidence.


This study is an evaluation of the conditions of the facilities then in use, with greater attention to the Administration building, and facilities needs for the future. Chapter 1 discusses the functional assessment and suitability of the Administration Building in
terms of current space needs and future workloads through the year 2000, and gives an
assessment of the adequacy of predicted future space needs. The last chapter summarizes
the building and funding options and gives alternatives involving existing buildings, the
use of the 1890 courthouse, and new courthouse construction, and discusses cost
estimates and the funding process.


This master plan places Boston's most visible building, the Courthouse, on the Fan Pier.
Once completed, the project will create a gateway from downtown to the Inner Harbor
and integrate transportation, recreation, and cultural tourism for the first time. In order
to implement this plan's major elements, the Steering Committee organized itself into four
subgroups to initiate creation of specific projects and ensure they are managed
collectively for maximum public benefit.

Stott, Keith E.. *Rural Courts: The Effect of Space and Distance on the Administration of Justice.*
Denver, CO: National Center for State Courts, 1977. (R0032)

This project report is based on the outcome of workshops used as the means to study rural
courts. The workshops were held in Mandan, North Dakota, Billings Montana and
Denver, Colorado. This report reminds us that differences of geography and life styles
should always be considered in developing policies and programs for improving state
court systems. Chapter one tells of how technology is moving into rural areas and
attracting urban dwellers. Chapter two through eight examine the effects of being a small
community, lack of social services, absence of serious crime, lower tax base and some
geographical isolation. Chapter nine suggests to planners and policy makers to keep in
mind the unusual potential that rural courts have. The conclusion of this report provides
the research and historical information and the administration of justice to rural areas.


This report presents an assessment of present and future space needs for court related
functions. The needs are based on staff projections, using caseload trends, county
population growth and comparison of similar sized counties in Pennsylvania. The
chapters go into the existing and projected space needs for court related and county
functions, the recommended short and long term options, and the phasing plan and
diagrams. The Appendices of this report show the forecasting methodology used by the
National Center to determine current and future space needs.

**III. STANDARDS RELATING TO COURT FACILITIES & SPACE MANAGEMENT**

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Evolution of probate courts in the United States has occurred differently within every
state. The result is variation between the states in the handling of probate matters. This
variation brought out the need for adequate standards relevant to all probate courts. This
two year project produced a management and planning tool for self assessment and improvement of courts exercising probate jurisdiction.


This volume is a revision of the 1974 standards for implementation and adoption by state court systems (but is applicable to federal court systems also). There are seven standards discussed with commentary on each. There are two standards that relate to court space organization: Section 1.41, Court Administrative Offices; and Section 1.50, Court System Financing and Budgeting.


This volume identifies how efficient court administration and management can preserve the jury system and enhance the decision making process. The standards identify and present procedures and processes that have proven successful in improving jury service, suitable in all United States courts.


This publication identifies performance standards for trial courts. The standards identify and present a philosophy and conception of optimum trial court performance. There are twenty two standards for assessing and improving state trial courts. The standards also include a comprehensive measurement system. Those standards applicable to court space are Standard 1.2 (Safety, Accessibility, and Convenience), Standard 1.5 (Affordable Costs of Access), and Standard 5.1 (Accessibility).

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**IV. ARTICLES**


A population influx caused Circuit Court and county officers to expand the modern structure built in 1968, which had replaced a then-too-small 19th century facility. This growth could force the 12th judicial circuit officials to expand jurisdiction to the circuits'current branch facilities, presently handling only traffic and local ordinance violation cases. A proposal for a 16 million dollar juvenile justice system was the first of many more needed to expand the court system.


Ten new Cook County courtrooms were completed on May 1st 1997. Another 10 were planned to be finished in two months. A committee was appointed to study the future needs of the circuit courts by County Board President at the same time the new budget was
introduced. The main focus was on finding a replacement site for the traditional court building close to public transportation and with ample parking.


This article tells of the new home of the justice of Division 6 of the 2nd District Court of Appeals. On August 29, 1994 the court facilities opened for business in downtown Ventura after five years of planning. The new building has a twenty year lease plus space for two more justices. The space not used by the court is leased to attorneys. It is hoped that new business will be started in the downtown area.

Boxwell, Charles E. "Technologies & Courthouse Design: Challenges for Today and Tomorrow." 12 Court Manager 7 (Summer 1997).

Mr. Boxwell's article discusses two challenges faced by judicial leaders relating to courthouse facilities and design: the challenge to design better courthouses and the challenge to explore new court physical designs to fit tomorrow's needs. The facilities of today can not support current technologies. New facilities need to accomodate the office and support spaces necessary to accomodate change over time and new technologies.


This article discusses New York's 1976 Court Budget Act and Court Facilities Act of 1987. These two acts enabled the different counties of New York to plan and construct court facilities as needed.


Jackman's article presents the Judicial Conference of the United States plan of attack on rising courthouse rents. Congress has criticized the judiciary for unnecessary extravagance in planning new courthouses. The plan includes capping the amount of space each circuit can occupy, rehashing all projects to determine if they are truly necessary, and analyzing the way General Services Administration determines market rates.


This press release is about the federal judiciary's court space and facilities needs and its efforts to prioritize and economize. Two witnesses, one the chairman of the Judicial Conference's Security, Space and Facilities Committee, the second, Director of the Administrative Office of the U.S. Courts, testified before the Senate Environmental and Public Works Subcommittee on Transportation and Infrastructure. They requested that Congress not place a moratorium on building new courthouses, and asked Congress to move forward with authorization of fiscal year 1996 projects.

Mac Lachlan, Claudia. GAO: Court Overbuilding a Peril; Judges' Planning Faulty." 16 National Law Journal 3 (October 25, 1993).
This is an article about the 1993 General Accounting Office report on space and staffing issues. The report concludes that many federal courthouses are over-staffed and the judiciary's methods of predicting space needs are so inaccurate the taxpayers could end up paying for unneeded courthouse space in the next decade.

Martin, Chrys A. "What Will the Trial Court Room Of the Year 2000 Look Like?" 36 For the Defense 12 (January 1994).

The courtroom of the future may not look much different on the outside as it does today. The differences will show in the equipment, security, court clerk, court reporting and jury facilities on the inside. The court clerk will have computer link-ups between law offices that will facilitate the filing of documents. High technology security will be implemented to screen all entrants to the courthouse. Attorney work areas next to courtrooms will be equipped with computer hookups, telephones and electronic telecommunications. The jury facilities will be larger and accommodate more jurors for lengthy trials. The courtroom will also contain new technology and improved acoustics for more efficient use of judicial time.


This article is about the increased pressure on the judicial system and the use of strategic planning methods to reach solutions. Strategic planning is one way to produce fundamental decisions and actions that will help to address the issues. This article outlines an eight-step planning approach with examples of the products developed during each planning period.


Mrozek attended the County Board of Supervisors meeting to bring the latest news on the eight needed courtrooms. On a unanimous vote, without discussion, the board voted to spend more than $48,000 a month for space on the sixth and seventh floors in the Home Savings Tower. That replaced a plan to construct nine courtrooms in the El Cortez Convention Center, after the owner was unable to meet obligations to make improvements to the building.


Murchie points out the good aspects of preserving and renovating the historic courthouse building. The courthouse was and to most still is an expression of prosperity, confidence, and stature in the county. The decision to renovate or rebuild can be reached through a combination of a comprehensive survey of assets and liabilities and an imagination for combining old space with new uses.

Philippidis, Alex. "County Seeks New Court Space (Michigan)." 35 Westchester County Business Journal 8 (April 22, 1996).

This story describes the County's formal request for proposals (RFP) for court space in an attempt to comply with a decade-old statewide mandate to improve court facilities and accommodations for employees and other users. Westchester County officials hoped that by using an RFP they would reduce the risk of showing favoritism.

In San Francisco, after more than a year of discussion, the judges decided to abandon the plan to merge the Municipal and the Superior courts. Santa Clara County judges wanted to create one court governed by a single policy making body, but the Superior Court had six more judges than the Municipal Court, which created an unequal balance of power not acceptable to the Municipal Court.


This article discusses how Cook County officials were criticized for developing plans for a new Juvenile Court without seeking the input of the general public. A citizens committee lobbied for a space study to analyze the necessity of the Juvenile Court and a temporary juvenile detention center. The new court facility and parking garage would have been completed in 1995.


This article describes the new United States Courthouse in Minneapolis, Minnesota. The finished structure was to be completed in 1997, with a fifteen story center tower housing the courtrooms, a two story structure to the east for a public cafeteria and a six story office building on the west for the administrative offices of the court and the United States Attorney's Office. This courthouse is described as the first to utilize every type of current court technology.


A master plan approved in 1989 was put on hold in 1991. The city of New York requested the plan be scaled back and the construction of courtrooms be eliminated for the next five years. This amended plan, if approved, would have left 142 judges with no courtrooms by the turn of the century.


This article discusses a General Services Administration program to construct new federal courthouses. The building of a courthouse requires approval from the Office of Management and Budget and from Congress, which could take seven to eight years to complete the process. A temporary solution is to remodel old buildings, but this does not always provide enough space.


The judiciary unveiled a proposal to merge New York's nine trial-level courts into two and to create a fifth Judicial Department to help balance the caseloads in the Appellate Division and create space. A proposed constitutional amendment would accomplish a goal of court reformers by merging Family Court into an expanded Supreme Court along
with the Court of Claims, County Court and Surrogate's Court. The four lower courts on Long Island would be combined into the new statewide District Court of limited jurisdiction and the New York Housing Court would become the housing division of the District Court in the city.

NOTE

Most of the materials listed in this bibliography are available in the Law Library. In sections I, II, and III, book titles are followed by a Library call number (e.g., KF8732 .A87 1990); titles available as part of the National Center for State Courts microform collection are followed by the NCSC document number (e.g., SERO-029, R-131, etc.) in parentheses.