

JUDICIAL COUNCIL OF GEORGIA

General Session

Wednesday, June 16, 2004

Jekyll Island Club Hotel

9:00 a.m.

Club Ballroom



Luncheon

12 Noon

Grand Dining Room

*371 Riverview Drive
Jekyll Island, GA 31527*

Judicial Council of Georgia
Jekyll Island Club Hotel
Jekyll Island, GA

Wednesday, June 16, 2004
9:00 a.m.

Continental Breakfast will be served beginning at 8:00 a.m.

1. **Introductions and Preliminary Remarks**
(Chief Justice Fletcher, Est. Time—5 Min.)
2. **Approval of December 4, 2003 Minutes** Tab 1
(Chief Justice Fletcher, Est. Time—3 Min.)
3. **Status of Judgeship Requests**
(Mr. Ratley, Est. Time—3 Min.)
4. **Juvenile Court Time Standards for Case Processing** Tab 2
(Mr. Arnold, Est. Time—5 Min.)
5. **Reports from Committees and Commissions:**
 - A. Nominating Committee
Vacancies on the Board of Court Reporting
(Judge Smith, Est. Time—5 Min.)
 - B. Committee on Court Reporting Matters Tab 3
(Judge Boyett, Est. Time—5 Min.)
 - C. Committee on Domestic Violence Tab 4
Revision of Grant Guidelines
(Ms. Clanton, Est. Time—5 Min.)
 - D. Commission on Access and Fairness in the Courts Tab 5
2003-2004 Summary of Projects
 - E. Commission on Interpreters—*Progress Report* Tab 6
 - F. Georgia Courts Automation Commission Tab 7
(Judge Pape, Est. Time—5 Min.)
6. **Records Retention Recommendations** Tab 8
(Dr. Arnold, Est. Time—10 Min.)

* * * * * **BREAK—15 Minutes** * * * * *

7. **Legislative Update**
(Ms. Nesbit, Est. Time—10 Min.)

8. **Budget Matters** Tab 9
(Judge Smith, Mr. Harris, Est. Time—10 Min.)
 - A. Final FY2004 Budget
 - B. FY2005 General Appropriations Budget

9. **Report from AOC Director**
(Mr. Ratley, Est. Time—10 Min.)

10. **Reports from Appellate Courts and Trial Court Councils**
 - A. Supreme Court
(Chief Justice Fletcher, Est. Time—5 Min.)

 - B. Court of Appeals
(Chief Judge J. D. Smith, Time—5 Min.)

 - C. Council of Superior Court Judges
(Judge H. Gibbs Flanders, Est. Time—5 Min.)

 - D. Council of State Court Judges
(Judge Edward E. Carriere, Jr., Est. Time—5 Min.)

 - E. Council of Juvenile Court Judges
(Judge Robin S. Nash, Est. Time—5 Min.)

 - F. Council of Probate Court Judges
(Judge Susan P. Tate, Est. Time—5 Min.)

 - G. Council of Magistrate Court Judges
(Judge Jerry Day, Est. Time—5 Min.)

 - H. Council of Municipal Court Judges
(Judge Charles L. Barrett, III, Est. Time—5 Min.)

11. **Written Reports from Various Judicial Agencies & Entities**
 - A. Board of Court Reporting—*Progress Report* Tab 10

 - B. County and Municipal Probation Advisory Council
Annual Report Tab 11

12. **Old/New Business**
(Chief Justice Fletcher, Est. Time—15 Min.)

New Business:

- A. Contract with The University of Georgia Tab 12
(Mr. Harris, Est. Time—5 Min.)
- B. Standard Code and Statute Table Proposal Tab 13
(Mr. Neuren, Est. Time—10 Min.)
- C. Creation of Court Fee Committee
(Ms. Nesbit, Est. Time—10 Min.)
- D. Creation of Judicial Council Standing Committee on Drug Courts
(Ms. Nesbit, Est. Time—10 Min.)
- E. Role of Standing Committee on Policy in Legislative Matters
(Ms. Nesbit, Est. Time—10 min.)
- F. **Date and Place of Next Regular Council Meeting**
Date: August 20, 2004
Place: Wyndham Hotel, Downtown Atlanta

13. **Concluding Remarks and Adjournment**
(Chief Justice Fletcher, Est. Time 5 Min.)

* * * * *

12 Noon
Lunch with Invited Guests
Served in
The Grand Dining Room

Judicial Council of Georgia

December 4, 2003
Four Seasons Hotel
Atlanta, Georgia

Members Present:

Chief Justice Norman S. Fletcher
Judge Fred A. Bishop
Judge Edward E. Carriere, Jr.
Judge A. Wallace Cato
Judge Martha C. Christian
Judge William H. Craig
Judge G. Bryant Culpepper
Judge Jerry Day
Judge H. Gibbs Flanders, Jr.
Judge W. Marion Guess, Jr.
Judge Linda Warren Hunter
Judge Michael L. Karpf
Judge George H. Kreeger
Judge Robin S. Nash
Judge John F. Salter, Sr.
Judge J. D. Smith
Judge Marvin W. Sorrells
Judge Hayes Henton Townsend
Judge Peggy H. Walker
Judge Phillip R. West

Justice Harris Hines (for Presiding Justice Sears)
Judge Dan Coursey (for Judge Long)

Members Absent:

Presiding Justice Leah Ward Sears
Judge John H. Ruffin, Jr.
Judge Susan Tate
Judge Elizabeth E. Long

Staff Present:

Mr. David L. Ratley
Dr. Greg Arnold
Mr. James Banks
Ms. Billie Bolton
Mr. Bob Bray
Ms. Stephanie Chambliss
Ms. Cynthia H. Clanton
Ms. Terry E. Cobb
Mr. Randy Dennis
Ms. Melissa Dorris
Ms. Ashley Garner
Mr. Vince Harris
Ms. Leslie Johnson
Mr. Rex McElrath
Ms. Philippa Maister
Ms. Jane Martin
Ms. Marla S. Moore
Ms. Debra Nesbit
Mr. George Nolan
Ms. Sharon Reiss
Ms. Angie Rivera
Ms. Ashley Stollar
Mr. Kevin Tolmich

Guests Present:

Mr. Frank Abbot, Clerk of Superior Court, Lamar County
Judge Charles Barrett, Council of Municipal Court Judges
Ms. Karen Baynes, Institute of Government
Mr. George Collins, Ninth District Court Administrator
Judge William M. Coolidge, III, Municipal Court of Suwanee
Mr. John Cowart, Second District Court Administrator
Mr. Danny DeLoach, First District Court Administrator
Ms. S. Lynn Epps, Board of Court Reporting
Mr. Aaron Estis, BearingPoint
Mr. Stephan Frank, Council of State Court Judges
Mr. Tom Gunnels, Tenth District Court Administrator
Ms. Sarah Haskin, Georgia Indigent Defense Commission
Mr. Bill Hewitt, Lamar County
Mr. Mike Holiman, Cornerstone Communications
Justice Carol W. Hunstein, Supreme Court of Georgia
Judge Joseph Iannazzone, State Court of Gwinnett County
Mr. Eric John, Council of Juvenile Court Judges

Mr. Greg Jones, Third District Court Administrator
Mr. Greg Laughlin, Commission on Family Violence
Mr. Tom Lawler, Clerk of Superior Court, Gwinnett County
Mr. Nolan Martin, Eighth District Court Administrator
Mr. William M. Martin, III, Clerk, Court of Appeals of Georgia
Mr. Tom Merriam, Council of Superior Court Judges
Mr. Steve Nevels, Court Administrator, Fulton Superior Court
Ms. Lois Oakley, State Office of Administrative Hearings
Ms. Jody Overcash, Seventh District Court Administrator
Judge Carlisle Overstreet, Augusta Judicial Circuit
Judge Tim Pape, Juvenile Court of Floyd County
Ms. Molly Perry, Council of Superior Court Judges
Judge Donnie Peppers, State Court of Walker County
Ms. Tina Petrig, Office of Dispute Resolution
Judge Tom Rawlins, Juvenile Courts of the Middle Judicial Circuit
Mr. Rich Reaves, Institute of Continuing Judicial Education
Mr. Fred Roney, Sixth District Court Administrator
Ms. Pam Rountree, Board of Court Reporting
Judge Richard A. Slaby, State Court of Richmond County
Judge Brenda S. Weaver, Appalachian Judicial Circuit
Ms. Sherie Welch, Clerk, Supreme Court of Georgia
Judge Duncan Wheale, Augusta Judicial Circuit
Judge John “Bo” Wood, Lookout Mtn. Judicial Circuit

Chief Justice Fletcher called the meeting to order at 9:35 a.m. and welcomed members of the Council and guests. He noted that Justice Hines is sitting in for Presiding Justice Sears and Judge Coursey is representing Judge Long. Judge Tate will not be present. The Chief Justice asked the members of the Council and others present to introduce themselves.

Approval of the Minutes

Chief Justice Fletcher called attention to the minutes of the Judicial Council meeting held on August 28, 2003. He noted typographical errors on pages 9 and 13 of the minutes. Judge Cato asked that a correction be made to the fourth sentence of page 3 to accurately reflect what had been said: “he asked *the* members of the Council to introduce *themselves*.” Hearing no other additions or corrections, the Chief Justice asked for a

motion to approve the minutes as corrected. Judge Cato moved approval. Judge Karpf seconded the motion. The minutes were approved unanimously.

ICJE Proposed Curriculum for 2004

Chief Justice Fletcher called on Mr. Reaves to review proposed educational curriculum for magistrate and municipal court judges. Mr. Reaves referred to material found in the agenda behind Tab 2 where course offerings are listed separately for magistrates and municipal court judges. Magistrate curriculum includes both basic and recertification courses for lawyer and non-lawyer magistrates. The Institute allows five hours of CE credit for attendance at quarterly meetings of the Council of Magistrate Court Judges. Mr. Reaves stated that there are 690 slots for recertification available for 2004.

The curriculum for municipal court judges includes specialty courses and basic courses for meeting certification requirements. A number of the specialty courses are open to judges of other courts. Judge Cato moved approval of the curricula as presented. Judge Bishop seconded. The motion carried.

Mr. Reaves announced that a specialty course will be offered in Atlanta on February 19 regarding Judicial Election Campaigning. The course, sponsored by ICJE and the Council of Superior Court Judges, will provide up-to-date information on recent case law and code revisions on judicial campaigning. Prof. Patrick Longan of Mercer Law School will cover recent US Supreme Court rulings on judicial elections and revision of Canon 7 of the Georgia Code of Judicial Conduct and JQC Rule 27. Mr. Mark Rountree of Landmark Communications, Ms. Cheryl Custer of the JQC, Mr. Teddy Lee of the Georgia Ethics Commission and Judge Wong of the State Court of Dekalb

County and Judge Davis, Magistrate Court of Gwinnett County, are also featured speakers. Mr. Reaves distributed the seminar agenda to the Council members.

Reports from Judicial Council Committees

Case-count Methodology Committee. Dr. Arnold called attention to a memorandum reflecting case count methodology discussions held at the December, 2002, Judicial Council meeting. At that meeting, Judge Long, chair of the committee, put forward changes to the superior court case count methodology which were approved on a trial basis. This methodology was put into practice for the August 2002 case count. The AOC research staff is now recommending that the Judicial Council continue this policy.

Judge Christian stated that the superior court judges have formed a subcommittee to study case count methodology and make suggestions as time goes on. Chief Justice Fletcher asked for a motion on the proposal. Judge Flanders moved to approve continuation of the case count policy. Judge Cato seconded. The motion carried unanimously.

Chief Justice Fletcher noted that written reports were submitted by the Board of Court Reporting, the Committee on Domestic Violence and the Commission on Interpreters. He stated that no actions are required at today's meeting on behalf of these groups. Chief Justice Fletcher expressed appreciation to staff of these committees for their continued excellent work.

Georgia Courts Automation Commission. Judge Pape, interim chair of GCAC, stated that the commission is currently in a self-examination phase. They are reviewing their primary mission which, by statute, is to define, implement and administer a statewide court automation system, to coordinate statewide policies and plans, and to

develop statewide automation standards. Three superior court judges and one judge from each of the other classes of court serve on the commission. GCAC will develop both long and short-term strategic plans and will continue to support courts automation projects around the state. Current projects include: software installations, criminal dispositions extractions, e-filing for child support cases, traffic court software standards, electronic sentencing and an electronic transcript project for the Supreme Court of Georgia.

Jury Committee. Judge Overstreet reported that the committee had been formed as a follow-up to the Jury Summit held some months ago. Justice Thompson chairs the 10-member committee whose members are: Skip Chesshire, Dick Creswell, David Hutchinson, Teddy Morrell, Ben Studdard, Ed Tolley, Darthy Williams and Marla Moore. The committee is working on an automated, statistically-valid statewide prototype for a Georgia Jury Box for use by local jurisdictions. They have initiated a demographic study to test certain new procedures and will be working with the legislature regarding jury box issues.

Records Retention Update

Dr. Arnold reported that at Chief Justice Fletcher's request, a meeting composed of court administrators and record keepers was held to discuss records retention policy for court administration. The group will examine the unique administrative, nonjudicial records that are generated by the AOC and other court administrative offices to determine when certain records can be destroyed.

Budget Matters

Judge Smith reported that while the state budget shortfall is an ongoing concern, tax revenues have increased in recent months. The FY 2005 Judicial Council budget,

approved the Council's August meeting, includes cost-of-living increases, additional funds for juvenile court judgeships and an enhancement for the AOC budget totaling \$589,902. The increase for the AOC will enable the agency to handle additional responsibilities in connection with the new Georgia Public Defender Standards Council.

Report from AOC Director

Mr. Ratley expressed his appreciation to AOC staff members Marla Moore, Greg Arnold and Terry Cobb for their expertise and invaluable assistance.

Mr. Ratley noted that Ms. Sharon Reiss is now program manager for both the Board of Court Reporting and the Commission on Interpreters. Ms. Angie Rivera, who is now a project assistant with the Commission on Interpreters, was introduced to the group. Ms. Rivera, an AOC intern during the 2002 legislative session, is bilingual and earned her bachelor's degree from Georgia State University. Mr. Ratley also introduced Mr. Bob Bray, formerly court administrator for the City Court of Atlanta, who recently joined the AOC staff.

Mr. Ratley reported that a legislative subcommittee meeting was held recently to discuss HB 869, the court fee bill. Ms. Michelle NeSmith of Speaker Coleman's office gave a presentation as did Ms. Nesbit of the AOC. The agency has been actively involved in gathering information regarding court fee collections. He noted that sheriffs, clerks of superior court, staff of the Prosecuting Attorneys council and others also participated in this information-sharing session. Discussion and debate on the fee issue will be ongoing as this legislation moves through committee.

Mr. Ratley reported that the AOC municipal court fee study has been made available to members of the General Assembly. The agency will continue to provide

training for court personnel re assessment, collection and distribution of court fees. During the past year AOC staff has developed an on-line court fee calculator for use by municipal court personnel. Mr. Ratley asked that copies of the AOC fee report be distributed to the members of the Judicial Council.

Mr. Ratley reminded the Council members that Mr. Judson Bryant is available to assist local courts with ADA compliance issues and space management planning.

JQC Report on Judicial Elections Canon

Ms. Cheryl Custer, director of the JQC, reported on recent rulings on conducting campaigns for judicial office. She called attention to the Eleventh Circuit ruling in *Weaver v. Bonner*, a 1998 election case. The US Supreme Court has recently ruled on another election case, *Republican Party v. White*. In The Eleventh Circuit ruling Georgia's Canon 7 and JQC Rule 27, concerning campaign speech and advertising were struck down. The ruling also struck down certain limitations placed on judicial candidates regarding personal solicitation of campaign funds and endorsements.

Ms. Custer reported that the JQC is now working on a Canon that will pass constitutional muster. The proposed changes can be viewed on the JQC website. Judges running for office may explain their views, but should avoid making statements involving actual cases. She noted that a judge's duty is to uphold the law and the constitution, regardless of personal views.

As to revisions to Canon 7, the commentary explains that a candidate is responsible for information put out by one's own campaign committee, but not for information published by other groups. A candidate may personally solicit campaign

contributions, however, judicial candidates are strongly encouraged by the JQC to establish campaign committees.

Ms. Custer noted that a special Campaign Intervention Committee, made up of senior members of the JQC, responds quickly to complaints made in the course of judicial campaigns. The JQC itself can also issue a public statement if a candidate does not change prohibited behavior. Seminars on judicial campaigning will be presented in the coming months. The Chief Justice stated that the State Bar plans to issue “aspirational” guidelines regarding solicitation of campaign funds.

Reports from Appellate Courts and Trial Court Councils

Supreme Court Chief Justice Fletcher stated that he will soon be drafting the State of the Judiciary address and would consider requests from judges and judicial agencies regarding topics that should be brought to the attention of the General Assembly.

Court of Appeals Judge Smith reported that the Court is pleased with its new website. The deadline for decisions on cases from the April term of court has been met and all cases have been decided.

Superior Courts Judge Christian reviewed projects that superior court judges and council staff are working on. Their Courts Automation Committee provides Sidebar, a website that enables statewide communication for superior court judges. They also continue to make improvements to their trial court desktop and are replacing ageing computers and other equipment. The Information Sharing Collaborative Team is working on integrated criminal justice issues both locally and on the state level.

The Legislative Committee provides input on proposed legislation. The council recently obtained a federal grant to develop a benchbook section on Domestic Violence law and procedures. They are following the progress of the Public Defender Standards Council. In the budget request for the superior courts they are seeking funds for ten new law assistants for superior court judges.

New judges new serving on the superior court bench are Judge David Dickinson of the Bell-Forsyth Circuit and Judge Bryant Durham of the Rome Circuit. As Mr. Reaves announced their council is co-sponsoring a seminar on judicial campaigning that will be held in February. Judges from all classes of court are invited to participate. Their Drug Court Committee is working to develop standards and evaluations for drug courts.

State Courts Judge Carriere reported that Judge Clayton is representing their council in matters involving the Public Defender Standards Council with the help of Judge Newkirk of the State Court of Fulton County. The state court judges would like to see the parameters of the new public defender system expanded. They will continue their Judge of the Day program during the legislative session. Mr. Reaves is assisting their council with a mentoring program for new state court judges. Their benchbook committee is currently working with Marla Moore on making the book available on disc. The state court judges sponsor the Mock Trial Program for high school students and judges work with local high school teams.

Juvenile Courts Judge Walker reported that they are concerned with budget shortfalls both on the federal and state level. She noted that proposed cuts in Medicaid benefits on the state level (\$16M) would discontinue certain psychological services for children. The juvenile court judges have held discussions with federal officials regarding

prevention and early intervention programs for juveniles. Their council continues to sponsor cross-training with DFCS and the Jane Fonda Foundation.

Through the Child Support Registry they are working to make data available to all juvenile court judges in the state. They are promoting greater information-sharing among all courts dealing with children's issues. Justice Hines is involved with their work on child support issues.

Mr. Truett Cathey has established group homes for children which now qualify as permanency options. They continue to work on the following issues: legislation, supervision fees, COLA increases for juvenile court judges, and notice and opportunity for children to be heard at deprivation hearings.

Probate Courts Judge Guess reported their number one priority is for statewide authorization of nonpartisan election for probate judges. A Senate Resolution to this effect is pending and will be considered this session. Currently there are fifty nonpartisan probate judges authorized by local legislation. The probate judges would appreciate support for this legislation from other councils and the Chief Justice. They are also working with legislators on a total revision of the guardianship code.

Magistrate Courts Judge Day reported their benchbook is now available on CD. They are seeking legislation to create a retirement system for Chief Magistrates. A bill, sponsored by Speaker Pro Tem Dubose Porter, is pending. They would also appreciate support from other groups. They will have a Judge of the Day program during the session and are interested in nonpartisan election for all magistrates.

Municipal Courts Judge Barrett called attention to the council's written report in the Judicial Council agenda. He noted that municipal court judges would like to see

decriminalization of certain minor offenses and have adopted a resolution of support. He expressed appreciation on behalf of all municipal court judges for the invitation to today's meeting.

Written reports were submitted by the Institute of Continuing Judicial Education, the Office of Dispute Resolution and the Child Fatality Review Panel.

Old/New Business

Chief Justice Fletcher reported that letters have gone out to council presidents requesting nominations for judges to serve on the Supreme Court Committee on Court Technology. Mr. Bill Ide will serve as chair, Judge Pape as co-chair. The Chief Justice said the committee would begin its work in the next few months.

Chief Justice Fletcher asked if there were any old business to discuss. He recognized Judge Nash who presented the following motion:

If the BearingPoint Study of court automation in Georgia is utilized, considered and/or disseminated by the Supreme Court Committee on Court Technology, the Judicial Council or the AOC, it shall not be so utilized, considered or disseminated without the written reviews of the BearingPoint study done by IT Decisions, dated November 13, 2003 and Fitzgerald/Thornburg, dated November 19, 2003. Further, copies of those reviews shall be made part of this motion and appended to the minutes of this meeting.

Judge Nash stated that the reviews referred to in the motion had been commissioned by the Council of Superior Court Judges. Judge Christian seconded the motion.

Chief Justice Fletcher remarked that the actions of the Supreme Court Committee would not be bound by any motion of the Judicial Council. However, the committee is seeking input from all sources and Mr. Ide is aware of these reports. The Supreme

Court's goal in appointing the committee is to bring judges together to devise the best structure for courts automation efforts. The Chief Justice asked for any discussion.

Judge Smith stated that he did not understand all the reasons for the motion, but he cannot vote in favor because he was only handed the studies today and has not had opportunity to review the material. Judge Salter asked whether any endorsement of these reports by the Council was implicit in the motion. Judge Nash stated that the studies are for informational purposes only. Chief Justice Fletcher called for vote. The motion carried with one opposed.

The Chief Justice recognized Judge Flanders who presented a motion as follows:

Due to the complexities of the Judicial Council budget, a time be designated at least annually, separate and apart from the regular meetings of the Judicial Council, for the members of the Judicial Council to meet with representatives of the Administrative Office of the Courts for a detailed explanation of the budget.

Judge Craig seconded. The Chief Justice asked for discussion on the proposal.

Judge Smith, chair of the Judicial Council Budget Committee, stated that while the idea is a good one, he would not want these discussions to hold up the budget process. He believes any such session should be considered a workshop with no vote to be taken.

Chief Justice Fletcher asked Judge Flanders about the intent of the motion. Judge Flanders stated the intent was for information and opportunity to discuss. Judge Carriere asked if the proposed meeting would be a meeting of the Judicial Council. Judge Flanders stated that all members would be invited, but it would not be a formal meeting. He noted that Mr. Ratley has made presentations to their council and they felt it would be helpful and more efficient to explore the budget issues with other judges groups. Chief Justice Fletcher called for a vote. The motion carried unanimously.

Justice Hines reported that a meeting took place between himself, Judge Christian, Judge Walker, Ms. Jane Martin, Ms. Debra Nesbit and Ms. Molly Perry to discuss formation of a working group on common issues involving children, families and the courts.

There was no other old or new business.

Adjournment

The Chief Justice announced that the next regular Judicial Council meeting will be held on June 19, 2004, at the Jekyll Island Club. He presented certificates to Council members whose terms are expiring before the June meeting: Judge Christian, Judge Karpf, Judge Walker, and Judge Guess.

The Chief Justice thanked everyone for their attendance and participation. He noted that invited legislators were arriving for lunch and asked the judges to make them welcome.

The meeting was adjourned at 12:15 p.m.

Respectfully submitted:

Billie Bolton, Asst. Director for Communications

The above and fore-going minutes were approved at the meeting held on _____ day of _____, 200_.

JUDICIAL COUNCIL OF GEORGIA

Chief Justice Norman S. Fletcher
Chairperson
Supreme Court of Georgia
507 State Judicial Building
Atlanta, GA 30334
404-656-3477/FAX 657-4211

Presiding Justice Leah Ward Sears
Vice Chairperson
Supreme Court of Georgia
501 State Judicial Building
Atlanta, GA 30334
404-656-3474/FAX 657-6997

Judge Fred A. Bishop
Superior Court
Gwinnett Judicial Circuit
Gwinnett Justice &
Administrative Center
75 Langley Drive
Lawrenceville, GA 30045-6900
770-822-8650/FAX 822-8641

Judge Mike Bracewell
Probate Court of Morgan County
P. O. Box 857
Madison, GA 30650-0857
706-343-6500/FAX 343-6465

Judge Edward E. Carriere, Jr.
State Court of DeKalb County
DeKalb County Courthouse
556 North McDonough Street
Decatur, GA 30030
404-687-7130/FAX 687-7156

Judge A. Wallace Cato
Superior Courts
South Georgia Judicial Circuit
P. O. Box 65
Bainbridge, GA 39818-0065
229-246-1111/FAX 246-5265

Judge Daniel M. Coursey, Jr.
Superior Court
Stone Mountain Judicial Circuit
900 DeKalb County Courthouse
556 N. McDonough Street
Decatur, GA 30030
404-371-4710/FAX 371-2993

Judge William H. Craig
Superior Court
Flint Judicial Circuit
Henry County Courthouse
1 Courthouse Square, 2nd Floor
McDonough, GA 30253-3293
770-954-2107/FAX 954-2083

Judge G. Bryant Culpepper
Superior Courts
Macon Judicial Circuit
310 Bibb County Courthouse
Macon, GA 31201
478-621-6575/ FAX 621-6582

Judge Jerry Day
Magistrate Court of Walker County
102 Napier Street
LaFayette, GA 30728-2914
706-638-1217/ FAX 638-1218

Judge Doris L. Downs
Superior Court
Atlanta Judicial Circuit
T-7995 Justice Center Tower
185 Central Avenue, S. W.
Atlanta, GA 30303
404-730-4991/FAX 335-2828

Judge H. Gibbs Flanders, Jr.
Superior Courts
Dublin Judicial Circuit
P. O. Box 2100
Dublin, GA 31040-2100
478-272-0061/FAX 275-9180

Judge Linda Warren Hunter
Superior Court
Stone Mountain Judicial Circuit
505 DeKalb County Courthouse
556 N. McDonough Street
Decatur, GA 30030
404-371-2525/FAX 371-4754

Judge George H. Kreeger
Superior Court
Cobb Judicial Circuit
30 Waddell Street
Marietta, GA 30090
770-528-1837/FAX 528-1842

Judge James E. McDonald, Jr.
Juvenile Court of the
Western Judicial Circuit
325 E. Washington Street, Room 115
Athens, GA 30601
706-613-3300/FAX 613-3306

Judge Robin S. Nash
Juvenile Court of the
Stone Mountain Judicial Circuit
3631 Camp Circle
Decatur, GA 30032
404-294-2753/FAX 294-2956

Judge F. Gates Peed
Superior Courts
Ogeechee Judicial Circuit
P. O. Box 967
Statesboro, GA 30459
912-764-6095/FAX 489-3148

Presiding Judge John H. Ruffin, Jr.
Court of Appeals of Georgia
334 State Judicial Building
Atlanta, GA 30334
404-656-3458/FAX 651-8139

Judge John F. Salter, Sr.
State Court of Dougherty County
P. O. Box 1827
Albany, GA 31702-1827
229-431-2152/FAX 431-3282

Chief Judge J. D. Smith
Court of Appeals of Georgia
334 State Judicial Building
Atlanta, GA 30334
404-656-3453/FAX 651-8139

Judge Marvin W. Sorrells
Superior Courts
Alcovy Judicial Circuit
P. O. Box 805
Monroe, GA 30655-0805
770-267-1339/FAX 267-1396

Judge Susan P. Tate
Probate Court of Clarke County
325 E. East Washington Street, Room 215
Athens, GA 30601
706-613-3320/FAX 613-3323

Judge Haynes Henton Townsend
Magistrate Court of Whitfield County
210 N. Thornton Avenue
P. O. Box 386
Dalton, GA 30720-4272
706-278-5052/FAX 278-8810

Judge Phillip R. West
Superior Courts
Oconee Judicial Circuit
P. O. Box 1058
Eastman, GA 31023-1058
478-374-7731/FAX 374-0344

Judicial Council of Georgia

Jekyll Island Club Hotel

Jekyll Island, GA

June 16, 2004

NEW JUDICIAL COUNCIL MEMBERS WHO HAVE JOINED SINCE THE DECEMBER 4, 2003 MEETING

1. Judge Mike Bracewell, President-Elect, Council of Probate Court Judges
2. Judge Daniel M. Coursey, Jr., President-Elect, Council of Superior Court Judges
3. Judge Doris L. Downs, Administrative Judge, 5th Judicial Administrative District
4. Judge James E. McDonald, Jr., President-Elect, Council of Juvenile Court Judges
5. Judge F. Gates Peed, Administrative Judge, 1st Judicial Administrative District

MEMBERS WHO HAVE LEFT **OR** ARE KNOWN TO BE LEAVING PRIOR TO THE AUGUST 2004 MEETING

1. Judge Fred A. Bishop, Administrative Judge, 9th Judicial Administrative District
2. Judge G. Bryant Culpepper, Administrative Judge, 3rd Judicial Administrative District
3. Judge Jerry Day, Magistrate Court of Walker County
4. Judge George H. Kreeger, Administrative Judge, 7th Judicial Administrative District
5. Judge Elizabeth E. Long, Administrative Judge, 5th Judicial Administrative District
6. Judge Marvin W. Sorrells, Administrative Judge, 10th Judicial Administrative District



Judicial Council of Georgia
Administrative Office of the Courts

David L. Ratley
Director

Reply to:
Research

MEMORANDUM

TO: Each Judicial Council Member

FROM: Gregory W. Arnold *GWA*
Assistant Director/Research

DATE: May 25, 2004

RE: Juvenile Court Case Weights

1. The Assistant Director of Research met representatives to discuss the current case-weights on May 5, 2004. The Juvenile Court Judges requested that the AOC undertake a new case-weight study using the methodology from the National Center for State Courts.
2. Mr. Ratley agreed to the proposal. Pre-planning is underway and it is expected that the study will be completed by the end of 2004.

TAB 3

**REPORT FROM
THE COMMITTEE ON COURT REPORTING MATTERS**

WAS NOT AVAILABLE AT THE TIME OF AGENDA MAILING

THIS ITEM WILL BE PRESENTED AS A HANDOUT AT THE MEETING.

Judicial Council Committee on Domestic Violence
Report to the Judicial Council of Georgia
June 16, 2004

The Georgia General Assembly appropriated to the Judicial Council of Georgia \$2.2 million for fiscal year 2004. This money was managed by the Administrative Office of the Courts of Georgia and disbursed to non-profit agencies that provide victims of domestic violence with civil legal services.

The Domestic Violence Committee of the Judicial Council of Georgia reviewed applications for grant funds from around the state in a competitive process. Grant recipients were required to be non-profit agencies with at least two years of experience in providing civil legal services to victims. Funds were awarded to the agencies for legal services in the areas of child custody, contested temporary protective orders, family support, housing and employment. Assistance was also provided for victims who experienced problems with access to education and healthcare. Services eligible for state funds did not include divorce, juvenile delinquency, or obtaining an initial temporary protective order.

In September of 2003, the Domestic Violence Committee awarded \$1,584,000 to four non-profit agencies located in Georgia. These agencies had a statewide focus on assisting family violence victims. The agencies receiving grant funds under the current fiscal year disbursement were:

- *Amity House* \$ 7,500
- *Atlanta Legal Aid Society* \$ 449,504
- *Georgia Mountain Women's Center d/b/a Circle of Hope* \$ 44,448
- *Georgia Legal Services Program* \$1,082,548

In January of 2004, the Domestic Violence Committee awarded \$475,200 (\$528,000 before the 2% State Budget cut) to six non-profit agencies located in Georgia. These agencies assisted family violence victims in special need areas or populations, like homeless victims. The agencies receiving grant funds under the current fiscal year disbursement were:

- *Cherokee Family Violence Center* \$ 6,652.80
- *Circle of Hope* \$ 49,420.80
- *Gateway House* \$ 45,144.00
- *Georgia Law Center for the Homeless* \$ 31,363.20
- *Georgia Legal Services* \$338,342.40
- *Halcyon Homes, Inc.* \$ 4,276.80

The Georgia General Assembly recently appropriated \$2,145,000 to the Judicial Council for FY 2005. The application deadline for grants was May 21, 2004 and \$2,059,200 was available to fund agencies that proposed direct legal service programs for victims throughout Georgia (\$2,145,000 minus a 4% administrative fee). The Committee meeting to award these grant funds is scheduled for June 25.

In anticipation of the appropriation, the Committee adopted revised grant guidelines. The new guidelines simplified the grant process for applicants and allowed for improved administration and monitoring of the grant funds. The new guidelines are attached for your information.

The Domestic Violence Committee is committed to ensuring that the FY 2005 state funds are awarded appropriately and the recipient agencies are accountable for the funds. The Committee members are:

Judge William T. Boyett, Chairperson
Judge Anne E. Barnes
Judge William P. Bartles
Dr. Louise Bill
Rebecca Bukant
Judge Melodie Clayton
Judge Divida Gude
Judge Cliff Jolliff
Linda A. Klein
Judge Edward D. Lukemire
Nolan Martin
Judge J. Carlisle Overstreet
Judge Barrett Whittemore

Respectfully submitted,

The Honorable William T. Boyett
Chairperson

Attachments

ATTENTION!

**PROVIDERS OF LEGAL SERVICES
TO VICTIMS OF FAMILY VIOLENCE**

Funding for FY 2005

Funds to be distributed: \$2,059,200.00
Application Deadline: May 21, 2004

During the Second Session of the 2003-2004 term, the Georgia General Assembly appropriated to the Judicial Council of Georgia \$2,059,200 to provide civil legal services to victims of family violence. The Judicial Council has adopted general guidelines to govern the granting of these moneys. It has also delegated to its Committee on Domestic Violence the duty of accepting and evaluating grant applications and awarding these grants.

Instead of splitting the grant money into two rounds, the Domestic Violence Committee plans to award these funds by July 1 of each year. Seventy-five percent of the grant money will be awarded pursuant to the poverty population guidelines (this number will be based on the most current estimates from the U.S. Census) and twenty-five percent of the grant money will be awarded to special needs areas. Grant proposals will be considered from non-profit providers of legal services to victims of family violence in Georgia. Providers may apply for funds from both categories.

The poverty population guidelines and guidelines for these grants are attached and we urge you to read them before applying. Applications should include the following:

1. Cover page: The cover page for your application should include the title of the program, the name and address of the agency submitting the application, the name and address of the program contact person, and the amount requested.
2. Introduction: A description of the agency and the establishment of eligibility for applying for and carrying out the grant.
3. Program Narrative: The applicant must describe exactly how the program will be implemented and address specific program requirements, e.g. partnerships, providing legal assistance to the targeted areas, etc. The program narrative (including the introduction and evaluation) should be no more than 8 double-spaced pages with one-inch margins. Pages should be numbered. The type-size must be at least 12 point.
4. Evaluation: The application should describe exactly how it will monitor and measure the activity and effectiveness of the program and how it will report results. No grant will be made unless the Committee has approved the evaluation process.

5. Budget: The application should include a budget and budget narrative. The budget should list the amount requested, the category (i.e., personnel, supplies), how the budget will be managed, any in-kind contributions to the program, and define direct and indirect costs. The budget narrative should explain each line item of the budget. If applicant previously received a grant from the Committee, any outstanding balance should be indicated.
6. Letters of Support: The applicant must submit letters of support and cooperation with the application. These letters may be from local programs, which provide services for victims of domestic violence to battered women, children, and the elderly. Letters from judges and members of the General Assembly are also helpful.
7. Non-profit Status: Applicants must attach a copy of the IRS letter indicating non-profit status. Also, applicants must enclose a statement indicating that they are registered and in good standing with the State of Georgia.

Applications should be mailed to: The Administrative Office of the Courts of Georgia, Cynthia H. Clanton, General Counsel, 244 Washington Street, SW, Suite 300, Atlanta, GA 30334-5900. Please mail the original application, attachments, and two copies. Faxed applications will not be considered.

Applications must be received or postmarked no later than **May 21, 2004**. Award announcements will be made on or about July 1, 2004. Award funds will be disbursed as soon as possible thereafter.

Please note: As grant funds are appropriated from the State of Georgia, award amounts may be subject to change, without prior notice, based on budget cuts.

**DESCRIPTION OF GRANT PROGRAM
OFFICIAL COMPILATION OF THE RULES AND REGULATIONS
OF THE STATE OF GEORGIA
OFFICE OF THE SECRETARY OF STATE**

I. Name of Grant Program: Legal Assistance to Families Victimized by Domestic Violence Project (Short name: Legal Assistance Project).

II. Legal Authority: O.C.G.A. §15-5-24 and Supreme Court of Georgia Order of January 15, 1981 relating to the duties of the Administrative Office of the Courts.

III. Definition: This is a statewide project designed to provide civil legal services to all persons, adults, and children, victimized by or under the direct threat of domestic violence.

IV. Scope: Domestic violence is endemic throughout the nation and in Georgia. Up to 49,946 instances occurred in 2002. Domestic Violence shelters refer more than 10,000 victims of domestic violence to legal service agencies each year. Other legal resources are inadequate to meet the serious needs of these families. This project provides a framework under which Georgia's non-profit legal services programs can serve approximately 4,000 victims of domestic violence per year.

V. Purpose: The purpose of this program is to provide legal assistance to persons victimized or threatened by domestic violence with related legal programs. Such legal assistance helps with immediate needs through protective orders or orders for custody and child support, and also includes legal assistance with such issues as access to credit and bank accounts, housing, public benefits, employment and other consumer and financial problems that must be resolved to achieve safety, stability and economic security.

A. Eligible Services

This project focuses on providing services in three major areas of need by:

1. Providing legal services related to domestic violence, child custody and family support;
2. Providing legal services related to the family's economic security and stability, including housing issues, job related problems, problems with access to education, and health care;
3. Providing training for volunteer attorneys and other professionals on legal issues faced by victims of domestic violence.

B. Excluded Services

Certain services are specifically excluded from this program. Excluded services are:

1. Class action suits;
2. Criminal defense;
3. Deportation proceedings;
4. Divorce proceedings;
5. Initial Temporary Protective Orders;
6. Juvenile delinquency;
7. Matters to be adjudicated in courts outside of Georgia; or
8. Other client-initiated proceedings not related to the safety, stability, or economic security of the victim or the victim's family.

C. Eligible Clients

Victims or persons under the threat of domestic violence who have no reasonable access to resources that may be used for legal services are eligible. Evidence of violence or the threat of violence shall be reasonably demonstrated, but may also be shown by the following:

1. A protective order issued by a court of competent jurisdiction;
2. A referral from domestic violence programs and programs for children and the elderly; or,
3. A warrant or police report indicating an incident involving domestic violence.

D. Eligible Grantees

1. Eligible grantees for these funds are non-profit corporations registered and in good standing with the State of Georgia with at least two years experience providing civil legal services in the State.
2. Recipients must also demonstrate that they have the personnel and the expertise necessary to deliver the services required, that their service delivery structure can adequately provide coverage throughout the geographical area for which the services are proposed, and that they have sufficient administrative record keeping capabilities to fulfill reporting requirements necessary for the evaluation of these projects.

3. Community partnerships are critical to achieving success with this program. The applicants must show community support and the support and cooperation of local domestic violence programs. Letters of support or other evidence establishing this relationship should accompany applications.

VI. General Terms and Conditions: Grants will be awarded for a one-year term. Each of Georgia's forty-nine circuits will be included. The amount available for distribution to grantees may change each year based on the amount appropriated to the Administrative Office of the Courts/Judicial Council and the cost of the administrative oversight of these funds. The grant awards are generally announced in July.

VII. Criteria for the Award of Grants: The total poverty population resident in each county served by the grant recipient will be considered. This number is based on the most current estimates from the U. S. Census Bureau. In no event shall Grantee provide free legal services to a client whose income exceeds 200% of the federal poverty guidelines.

VIII. Directions and Deadlines for Application: Applications for grant funds must be mailed to the Administrative Office of the Courts, Cynthia Hinrichs Clanton, General Counsel, 244 Washington Street, Suite 300, Atlanta, Georgia 30334. The application deadline is May 15, 2004.

Comments may be submitted to the Administrative Office of the Courts, attention Cynthia Hinrichs Clanton, 404-656-6692, clantonc@gaaoc.us.

LEGAL SERVICES TO VICTIMS OF DOMESTIC VIOLENCE
GRANT (ROUND ONE)

FORMULA TO CALCULATE GRANTS

Total poverty population in county(ies) served by grant applicant ÷
Total persons in poverty in Georgia (see poverty population chart) =
% of persons in poverty in the county(ies)

Grant amount x % of persons in poverty in the county(ies) =
Amount allowed under grant formula

Example: Non-profit shelter serves Glynn and McIntosh counties

Glynn county poverty population = 9,511

McIntosh county poverty population = 2,114

Total poverty population in county(ies)

served by grant applicant: 11,625

11,625 ÷ 1,006,379 (total persons in poverty in GA) = .0115513

.0115513 × approx. \$2,000,000 (available grant amt) =
approx. \$23,103 (rounded)

GEORGIA POVERTY POPULATION IN 2003 BY COUNTY

APPLING	2,834	EVANS	2,297	NEWTON	6,887
ATKINSON	1,663	FANNIN	2,843	OCONEE	1,730
BACON	1,807	FAYETTE	3,576	OGLETHORPE	1,547
BAKER	963	FLOYD	11,670	PAULDING	5,143
BALDWIN	6,303	FORSYTH	4,786	PEACH	4,324
BANKS	1,810	FRANKLIN	2,796	PICKENS	2,402
BARROW	4,563	FULTON	110,482	PIERCE	2,756
BARTOW	7,494	GILMER	3,185	PIKE	1,404
BEN HILL	3,262	GLASCOCK	362	POLK	5,226
BERRIEN	2,762	GLYNN	9,511	PULASKI	1,509
BIBB	25,587	GORDON	5,006	PUTNAM	2,581
BLECKLEY	1,698	GRADY	4,484	QUITMAN	591
BRANTLEY	2,418	GREENE	2,516	RABUN	1,766
BROOKS	3,614	GWINNETT	34,972	RANDOLPH	1,826
BRYAN	2,373	HABERSHAM	3,982	RICHMOND	35,543
BULLOCH	9,996	HALL	15,238	ROCKDALE	6,030
BURKE	4,755	HANCOCK	2,240	SCHLEY	701
BUTTS	2,389	HARALSON	3,802	SCREVEN	2,777
CALHOUN	1,364	HARRIS	2,152	SEMINOLE	2,030
CAMDEN	4,171	HART	2,970	SPALDING	8,484
CANDLER	2,021	HEARD	1,644	STEPHENS	3,566
CARROLL	10,803	HENRY	6,946	STEWART	1,101
CATOOSA	5,219	HOUSTON	11,185	SUMTER	6,458
CHARLTON	1,776	IRWIN	1,733	TALBOT	1,217
CHATHAM	33,422	JACKSON	5,101	TALIAFERRO	440
CHATTAHOOCHEE	1,334	JASPER	1,620	TATNALL	4,460
CHATTOOGA	3,464	JEFF DAVIS	2,222	TAYLOR	1,903
CHEROKEE	8,088	JEFFERSON	3,411	TELFAIR	2,517
CLARKE	16,595	JENKINS	1,998	TERRELL	2,509
CLAY	954	JOHNSON	1,822	THOMAS	7,208
CLAYTON	29,072	JONES	2,330	TIFT	6,861
CLINCH	1,422	LAMAR	2,298	TOOMBS	5,591
COBB	44,572	LANIER	1,348	TOWNS	1,123
COFFEE	7,225	LAURENS	7,516	TREUTLEN	1,568
COLQUITT	8,085	LEE	2,443	TROUP	8,046
COLUMBIA	5,833	LIBERTY	8,661	TURNER	2,231
COOK	2,979	LINCOLN	1,356	TWIGGS	1,899
COWETA	7,586	LONG	2,029	UNION	2,262
CRAWFORD	1,814	LOWNDES	14,378	UPSON	4,192
CRISP	5,162	LUMPKIN	2,583	WALKER	7,339
DADE	1,733	MACON	3,270	WALTON	6,598
DAWSON	1,592	MADISON	3,219	WARE	6,665
DECATUR	5,800	MARION	1,376	WARREN	1,254
DEKALB	73,097	MCDUFFIE	3,571	WASHINGTON	3,977
DODGE	3,289	MCINTOSH	2,114	WAYNE	4,608
DOOLY	2,335	MERIWETHER	3,693	WEBSTER	402
DOUGHERTY	19,457	MILLER	1,230	WHEELER	1,396
DOUGLAS	7,868	MITCHELL	5,084	WHITE	2,395
EARLY	2,927	MONROE	2,551	WHITFIELD	8,796
ECHOLS	795	MONTGOMERY	1,557	WILCOX	3,834
EFFINGHAM	3,647	MORGAN	1,892	WILKES	1,685
ELBERT	3,121	MURRAY	4,228	WILKINSON	1,578
EMANUEL	4,952	MUSCOGEE	28,628	WORTH	3,834
				TOTALS	1,008,542

FY 2005 Analysis

Amount the General Assembly appropriated	\$2,145,000.00
Minus 4% Administrative Fee	\$ <u>85,800.00</u>
Total amount funds available for FY 2004-2005	\$2,059,200.00

75% of \$2,059,200.00 for Poverty Population Guidelines	\$1,544,400.00
25% of \$2,059,200.00 for Special Needs Area	\$ <u>514,800.00</u>
Total	\$2,059,200.00



GEORGIA COMMISSION ON ACCESS AND FAIRNESS IN THE COURTS

Administrative Office of the Courts

244 Washington Street, SW., Suite 300

Atlanta, GA 30334

2003-2004 Summary of Projects

Prepared for the Judicial Council of Georgia

THE GEORGIA COMMISSION ON ACCESS AND FAIRNESS IN THE COURTS

The Georgia Supreme Court Commission on Equality changes its name

On January 8, 2004, the Supreme Court of Georgia Commission on Equality changed its name to the Georgia Commission on Access and Fairness in the Courts (GCAFC). The name change reflects the mandate of the Commission, which was created in 1995 to address issues of racial, ethnic and gender bias in the courts. Recently, the Commission's role expanded to address broader issues of fairness and accessibility, including access for individuals with various forms of disabilities. For the past 15 years this Commission and its predecessors have remained in the forefront of providing services that promote access and fairness among Georgia's judiciary. Some of the projects have received national recognition.

The Georgia Justice System's Treatment of Adult Victims of Sexual Violence: Some Problems and Some Proposed Solutions

For sometime, there has been a disparity in the actual number of sexual violence cases versus those prosecuted. As a result of this indifference, victims, prosecutors, victim advocates and law enforcement have remained baffled by the outcomes. Disturbed by the reported numbers, members of the Georgia Supreme Court Commission on Equality set out to examine the reasons why so many sexual violence cases were not prosecuted. On July 26, 2002, a Roundtable discussion group, facilitated by law professor, Andrea Curcio, of Georgia State University School of Law, was held to discuss viewpoints from judges, prosecutors, and defense attorneys, members of academia, victims and victim advocates. The forum not only successfully generated ideas, but participants were able to outline problems they had encountered as well as offer some plausible solutions. The information derived from this meeting was compiled to create The Georgia Justice System's Report on the Treatment of Adult Victims of Sexual Violence: Some Problems and Proposed Solutions. The Report was published in February 2003 and distributed to the entire 2003 Georgia General Assembly, victim advocacy groups, Superior Court judges and public defenders throughout the state. Recently, the report was published in the Georgia State University Law Review.

THE GEORGIA COMMISSION ON ACCESS AND FAIRNESS IN THE COURTS

Registry for Sign Language Interpreters

In an effort to make the courts more accessible to court-users who are deaf or hard of hearing, the Commission has created a registry of qualified sign language service providers and freelance sign interpreters. Judges and court staff can contact the program manager to obtain information on experienced, courtroom sign language interpreters. Information for the services or interpreter will be provided to the court official, who in turn, will be responsible for making arrangements to secure services.

The Accessibility Guide for Georgia Courts and Supplement

The Commission is collaborating with the Georgia State Finance and Investment Commission to create *The Accessibility Guide for Georgia Courts and Supplement*. The purpose of the project is to better acquaint judges and court staff on the Americans with Disabilities Act (ADA) and introduce ways of identifying and removing common access barriers in Georgia courts. Additionally, a supplement containing selected case law on the ADA and resource material from the U.S. Department of Justice will be included with efforts being made to provide on-going technical support services to the courts.

As common access barriers are prevalent in every class of court, an advisory team was formed consisting of Commission members, representatives from each level of court, scholars, and persons with various disabilities. The team hones in on specific accessibility issues and then makes appropriate recommendations to the Commission for incorporation into the guide.

Ultimately, the Commission hopes that by providing the resource materials, judges and court personnel will become more adept in handling access barriers in the courtrooms. The guide and supplement are scheduled to be completed in July 2004.

Interacting with Persons with Disabilities

“Interacting with Persons with Disabilities” is a brochure created by the Commission and its Accessibility Advisory Team to educate court personnel on general etiquette and considerations when interacting with persons with disabilities. The pamphlet offers

THE GEORGIA COMMISSION ON ACCESS AND FAIRNESS IN THE COURTS

suggestions in assisting persons with mobility, blind or visual impairments, those who are deaf or hard of hearing, and people with speech disabilities. Also, included in the brochure is a segment that encourages court personnel to be proactive in providing assistance to court-users who may have a hidden disability; e.g., if someone appears to have a problem hearing, seeing or understanding, inquire if any assistance is needed. Submitted to print in May 2004, the brochure will be distributed to all levels of court throughout the state to promote sensitivity among court staff.

Padres del Divorcio

Padres del Divorcio is a 1 hour and 45 minutes Spanish language video with Spanish subtitles, which was created to address language barriers that exist among divorcing parents in many Hispanic and Latino communities in Georgia superior courts. The video complies with Superior Court Uniform Rule 24.8, which mandates all divorcing parents complete an educational seminar prior to the granting of a divorce. This production incorporates various cultural aspects specific to its targeted audience.

The video was produced by ROG Communications, LLC with grant funds awarded from the Georgia Bar Foundation, Inc. The video has been distributed to all 159 superior courts throughout the state, as well as other minority bar and service organizations. Most recently, the video was converted to CD-Rom and is available for viewing on the Commission's website at www.georgiacourts.org/gcafc. Georgia courts now have a resource that uniformly increases awareness and the responsibilities of divorcing parents.

Gender Bias Task Force Meeting

In October 2003, representatives of the Commission traveled to Washington, D.C. to attend the Gender Bias Task Force Meeting. The states comprising the Task Force submitted reports describing the many efforts that had been made to promote gender fairness in their courts.

THE GEORGIA COMMISSION ON ACCESS AND FAIRNESS IN THE COURTS

15th Anniversary of the Supreme Court Commission on Gender Bias in the Judicial System

On February 19, 2004, the Commission held a reception in the Judicial Conference Room of the State Judicial Building to commemorate the 15th Anniversary of the Commission on Gender Bias. Guests in attendance included state legislators, judges, past Commission members and staff. Speakers for the event included Justice Carol Hunstein, Ms. Linda Klein, managing partner of Gambrell & Stolz, LLP and Ms. Marla Moore, Associate Director for Court Services who talked about the history, accomplishments and goals of the Commission.

National Consortium on Racial and Ethnic Fairness in the Courts

In April 2004, representatives of the Georgia Commission on Access and Fairness in the Courts along with Georgia Court of Appeals Judge John Ruffin traveled to Washington, D.C. for the National Consortium on Racial and Ethnic Fairness in the Courts. The theme of the conference was *50 Years After Brown: A National Dialogue on Racial and Ethnic Fairness in the Courts*. The workshop and plenary session covered several topics such as *Consequences of Arrest and Incarceration of the Underrepresented*, *Managing Diversity in the Judicial Workforce* and *Immigration Issues in the Courts*. Upon return from the Conference, Justice Hunstein was informed that the Commission had been selected to host the 17th National Consortium on Racial and Ethnic Fairness in the Courts conference in April 2005. The Consortium is a division of the National Center for State Courts.

Other Projects

In the coming months the Commission will continue its efforts to implement projects resulting from the recommendations set forth in the Gender Bias Report. A juvenile justice project, diversity training and an ombudsperson position are some projects currently in the pipeline.

THE GEORGIA COMMISSION ON ACCESS AND
FAIRNESS IN THE COURTS

Commission Members

Justice Carol W. Hunstein, Chair
Linda Klein, Esq., Vice-Chair
Marjorie Girth, Secretary
Carrie Baker, Ph. D.
Judge James F. Bass
Albert Bolet, Esq.
Lisa Chang, Esq.
Judge Kathlene F. Gosselin
Judge Steve Jones
Solicitor-General Gwendolyn R. Keyes
Allegra J. Lawrence, Esq.
Judge Willie Lockett
State Representative Barbara Mobley
Judge Wayne M. Purdom
Judge Nina Radakovich
Judge Constance Russell
R. Gary Spencer, Esq.
Judge Brenda Weaver
Judge Nelly Withers
Robert “Bobby” Woo, Jr., Esq.
Judge Cynthia Wright

For more information on any publications or projects contained within this report, please contact Stephanie Chambliss, Program Manager, Court Services Division, AOC at:

The Georgia Commission on Access and Fairness in the Courts

**Administrative Office of the Courts
244 Washington Street, SW, Suite 300
Atlanta, GA 30334
404.463.3927**

www.georgiacourts.org/agencies/gcafc

**Georgia Commission on Interpreters
Report to the Judicial Council of Georgia
Submitted by: Sharon Reiss, Program Manager
Court Services Division of the AOC**

Since the last report in December, the Commission has held two written exams, one oral certification exam, and invited the staff of the National Center for State Court's Consortium for State Court Interpreters to present information about state court interpreter programs at one of our meetings. The goals for the rest of the year include adopting a disciplinary procedure, working with the Commission on Access and Fairness to ensure that immigrant populations have certified or registered interpreters available, and providing interpreter assistance for the G8 conference.

Projects completed since the Annual Report in December

The commission drafted a letter explaining the Supreme Court Rule on Interpreters and included copies of the rule, the new Code of Professional Responsibility and a list of all current certified and registered interpreters. In April, this packet was mailed to all judges and court administrators from all levels of court. The response from the bench has been overwhelmingly positive and many courts called to ask how to get a local interpreter from their district registered or certified.

In March, the commission adopted a rule on reciprocity, established provider standards, and changed the standard for grading written exams. Reciprocity will allow certified interpreters from other states or the federal system to practice in our state without having to go through the entire program and this will hopefully increase the numbers of certified or registered interpreters available to Georgia courts.

Currently, the commission has approved several instructors who hold orientation programs for individuals interested in beginning the certification process. These instructors have been trained by federally certified interpreters and follow the National Center for State Court's Consortium for State Court Interpreter Certification guidelines for these sessions. However, these standards were developed as a tool for the commission to evaluate all present and possible future instructors.

The commission also adopted a new grading rule with respect to the written exam. The written exam consists of three sections and previously an applicant was only required to pass the entire exam with 70% correct answers. However, the written exam is an early screening tool and staff reported that many applicants were passing the entire exam, but performing very poorly on the English vocabulary section. Members corrected this problem by passing a rule which now requires applicants to pass each section of the exam with 70% correct.

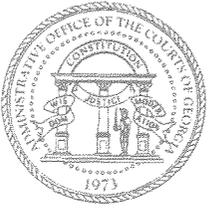
Finally, the commission received an extension of time on FY 04 Bar Foundation Grant. This grant will continue through FY 05 and allowed the staff to develop a contract with several instructors who will conduct the skill building classes over the next year. These classes have been designed to better prepare the registered interpreter for the Oral Certification Exam. Currently, two classes have been set for June 2004.

TAB 7

**REPORT FROM
GEORGIA COURTS AUTOMATION COMMISSION**

WAS NOT AVAILABLE AT THE TIME OF AGENDA MAILING

THIS ITEM WILL BE PRESENTED AS A HANDOUT AT THE MEETING.



Judicial Council of Georgia
Administrative Office of the Courts

David L. Ratley
Director

Reply to:
Research

MEMORANDUM

TO: Each Judicial Council Member

FROM: Gregory W. Arnold 
Assistant Director/Research

DATE: May 25, 2004

RE: Judicial Branch Administrative Record Retention Schedules

1. The Research Division of the Administrative Office of the Courts met with the *ad hoc* Advisory Committee. Mr. Arnold explained and re-emphasized that the proposed records retention schedules were to cover administrative records used in the judicial system. These proposed schedules do not and are not intended to cover any records created, maintained, or retained by a judge.
2. The Advisory Committee completed a record-by-record review of existing executive branch records retention schedules. (These records have been completely reviewed by the executive branch and approved by the State Records Committee.) The Advisory Committee will present its recommendations to the Records Committee of the Judicial Council during the August meeting.
3. These recommendations do not propose any review or editing of existing Court Records Retention Schedules.
4. The Advisory committee recommends that the Records Committee address the problems associated with retention and disposal of "physical evidence."
5. The Board of Court Reporting has submitted a retention schedule dealing with records maintained during the candidate testing and processing.

**JUDICIAL BRANCH
FY2004 FINAL APPROPRIATIONS**

	FY2004 GENERAL APPROPRIATIONS	FY2004 SUPPLEMENTAL APPROPRIATIONS	TOTAL FY2004 APPROPRIATIONS	PERCENTAGE CHANGE
Supreme Court	\$ 7,521,463	\$ (150,000)	\$ 7,371,463	-1.99%
Court of Appeals	\$ 11,685,833	\$ 13,800	\$ 11,699,633	0.12%
Superior Court - Judges	\$ 48,190,598	\$ 899,033	\$ 49,089,631	1.87%
Superior Court - District Attorneys	\$ 43,900,666	\$ (48,119)	\$ 43,852,547	-0.11%
Council of Juvenile Court Judges	\$ 1,382,402	\$ 2,499	\$ 1,384,901	0.18%
Institute of Continuing Judicial Education	\$ 1,048,305	\$ -	\$ 1,048,305	0.00%
Judicial Council	\$ 16,248,727	\$ (329,773)	\$ 15,918,954	-2.03%
AOC - Operations	\$ 6,610,859	\$ (171,601)	\$ 6,439,258	
Ga. Commission on Access and Fairness in the Courts	\$ 89,356	\$ (2,234)	\$ 87,122	
Victims of Domestic Violence	\$ 2,200,000	\$ -	\$ 2,200,000	
Statewide Drug Court Programs	\$ 149,600	\$ (8,500)	\$ 141,100	
Children, Family and the Courts	\$ 215,000	\$ (12,000)	\$ 203,000	
Juvenile Court Judges	\$ 4,713,214	\$ (87,302)	\$ 4,625,912	
Ga. Law School Consort Fellowship Program	\$ 190,000	\$ (4,750)	\$ 185,250	
Statewide Judicial Technology Services	\$ 495,375	\$ (25,000)	\$ 470,375	
Georgia Council of Court Administrators	\$ 5,000	\$ -	\$ 5,000	
Council of Magistrate Court Judges	\$ 63,441	\$ (1,586)	\$ 61,855	
Council of Probate Court Judges	\$ 63,150	\$ (1,579)	\$ 61,571	
Council of State Court Judges	\$ 274,583	\$ (6,865)	\$ 267,718	
Appellate Resource Center	\$ 800,000	\$ -	\$ 800,000	
Council of Superior Court Clerks	\$ 44,925	\$ -	\$ 44,925	
Georgia Courts Automation Commission	\$ 334,224	\$ (8,356)	\$ 325,868	
Judicial Qualifications Commission	\$ 250,642	\$ -	\$ 250,642	0.00%
Georgia Public Defender Standards Council	\$ 9,539,145	\$ (235,000)	\$ 9,304,145	-2.46%
Grants to Counties	\$ 8,391,393	\$ (235,000)	\$ 8,156,393	
Office of the Capitol Defender	\$ 1,147,752	\$ -	\$ 1,147,752	
Office of Dispute Resolution	\$ 348,186	\$ -	\$ 348,186	0.00%
TOTALS FOR THE JUDICIAL BRANCH	\$ 140,115,967	\$ 152,440	\$ 140,268,407	0.11%

**JUDICIAL BRANCH
FY2005 GENERAL APPROPRIATIONS**

	FY2005 GENERAL APPROPRIATIONS				FY2005 TOTAL
	REQUEST	ADJUSTMENTS	PAYROLL SHIFT	ENHANCEMENTS	APPROPRIATIONS
Supreme Court	\$ 7,653,905	\$ (78,012)	\$ (247,188)	\$ -	\$ 7,328,705
Court of Appeals	\$ 12,109,242	\$ (161,799)	\$ (426,422)	\$ -	\$ 11,521,021
Superior Court - Judges	\$ 51,382,381	\$ (1,080,471)	\$ (3,220,038)	\$ 1,050,000	\$ 48,131,872
Superior Court - District Attorneys	\$ 46,565,836	\$ (69,027)	\$ (3,382,408)	\$ -	\$ 43,114,401
Council of Juvenile Court Judges	\$ 1,414,819	\$ (1,620)	\$ (41,103)	\$ -	\$ 1,372,096
Institute of Continuing Judicial Education	\$ 1,079,754	\$ (1,572)	\$ -	\$ -	\$ 1,078,182
Judicial Council	\$ 53,047,920	\$ (357,182)	\$ (226,329)	\$ 22,345,075	\$ 38,287,311
AOC - Operations	\$ 6,781,430	\$ (67,348)	\$ (222,230)	\$ 300,000	\$ 6,791,852
Ga. Commission on Access and Fairness in the Courts	\$ 89,356	\$ (2,234)	\$ -	\$ -	\$ 87,122
Victims of Domestic Violence	\$ 2,200,000	\$ (55,000)	\$ -	\$ -	\$ 2,145,000
Statewide Drug Court Programs	\$ 149,600	\$ (49,600)	\$ -	\$ -	\$ 100,000
Children, Family and the Courts	\$ 215,000	\$ (20,000)	\$ -	\$ -	\$ 195,000
Juvenile Court Judges	\$ 4,799,942	\$ (86,000)	\$ -	\$ -	\$ 4,713,942
Ga. Law School Consort Fellowship Program	\$ 190,000	\$ (4,750)	\$ -	\$ -	\$ 185,250
Statewide Judicial Technology Services	\$ 495,375	\$ (45,375)	\$ -	\$ -	\$ 450,000
Georgia Council of Court Administrators	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Council of Magistrate Court Judges	\$ 63,441	\$ (1,586)	\$ -	\$ -	\$ 61,855
Council of Probate Court Judges	\$ 63,150	\$ (1,579)	\$ -	\$ -	\$ 61,571
Council of State Court Judges	\$ 277,593	\$ (6,939)	\$ (4,099)	\$ -	\$ 266,555
Appellate Resource Center	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
Council of Superior Court Clerks	\$ 44,925	\$ -	\$ -	\$ (44,925)	\$ -
Georgia Courts Automation Commission	\$ 350,935	\$ (16,771)	\$ -	\$ -	\$ 334,164
Georgia Public Defender Standards Council	\$ 36,522,173	\$ -	\$ -	\$ 22,090,000	\$ 22,090,000
Judicial Qualifications Commission	\$ 254,304	\$ (183)	\$ (6,984)	\$ -	\$ 247,137
Office of Dispute Resolution	\$ 354,342	\$ (307)	\$ (9,979)	\$ -	\$ 344,056
Council of Superior Court Clerks	\$ -	\$ 44,925	\$ -	\$ 100,000	\$ 144,925
TOTALS FOR THE JUDICIAL BRANCH	\$ 173,862,503	\$ (1,705,248)	\$ (7,560,451)	\$ 23,495,075	\$ 151,569,706

**Board of Court Reporting
Report to the Judicial Council of Georgia
Submitted by Sharon Reiss, Program Manager**

The Board of Court Reporting has been very active since the last report in December. The Handbook has been revised, published and mailed to all currently Certified Court Reporters, one statewide exam has been administered, three hearings held, and several rules have been revised.

Testing:

In April, the Board held its spring exam for 85 applicants. The exam was held in a new venue, The Cobb Galleria, with favorable results. The Board was pleased that several new faces volunteered to be exam monitors at this exam, as it is continually seeking to increase diversity in its leadership.

The testing committee will meet again this summer to discuss completely revising the dictation portion of the exam. Many Board members are concerned about the quality of court reporting in the future and want to review the exam to verify that it accurately tests an applicant's ability to take down material.

Complaints:

Since December, the Board has received seven complaints so far this year, and complaint #2004-01 resulted in a hearing. However, the Board held two hearings on complaints filed at the end of last year. The Board properly notified both court reporters but neither answered the complaints or attended the hearings. The Board heard testimony from each complainant and issued an order that revoked each of the licenses of the respective reporters.

One of the revoked reporters had been on probation at the time of the hearing and this was the fourth complaint against her. Furthermore, the Board received another complaint against her after the filing of this complaint. Of the remaining complaints, #2004-02, #2004-03 and #2004-05 were successfully resolved, #2004-04 will be a hearing at the next Board meeting and #2004-07 is still pending.

CRTC:

The Court Reporter's Training Council is currently reviewing its Continuing Education Manual. There have been several concerns expressed by court reporters about the quality of continuing education that is being approved by this Council. The Board oversees the Council and has asked to have a Board member attend their future meetings. The Council, along with several Board members will be revising the CE Manual to better reflect the professionalism in the court reporting profession.

Judicial Council of Georgia
Administrative Office of the Courts

David L. Ratley
Director

Reply to:
*County and Municipal
Probation Advisory Council*

May 27, 2004

TO: Each Member of the Judicial Council

FROM: Judge John M. Ott, Chair
County and Municipal Probation Advisory Council

SUBJECT: Annual Report of Activities

The attached report is to keep the council apprised of the activities of the probation advisory council and of the status of private probation in the state. The council is appreciative of the assistance provided by the Administrative Office of the Courts in staffing and supporting our efforts.

The other judicial members of the council are the Vice Chair, Judge Jim Burton representing the probate courts; Judge Jim Thurman representing the magistrate courts; Judge William F. Todd, Jr., representing the state courts, and Judge Frost Ward representing the municipal courts. Other members include Mayor Carl Camon of Ray City; Sheriff Stanley Tuggle of Clayton County; Commissioner Marion Stevens, Sr., of Liberty County; Ms. Chiquiti Dean representing public probation officers; Mr. Michael Nail of the Department of Corrections; and Mr. Steve Page representing private probation companies.

Please do not hesitate to contact me or other members of the council if you have any questions or concerns.

COUNTY AND MUNICIPAL PROBATION ADVISORY COUNCIL

Annual Report for fiscal year 2004

BACKGROUND

The County and Municipal Probation Advisory Council (OCGA §§ 42-8-100 through 108) was created in 1991 and reconstituted in 1996. Its mission is to insure that uniform professional and contract standards are maintained by private companies that render general misdemeanor probation supervision, counseling and collection services to the courts. All private probation companies contracted to courts submit quarterly activity reports to the council for aggregate data purposes. The council has also developed a model contract for use by the courts when considering implementation of private probation supervision.

The council's responsibilities include:

- providing for administration of the council;
- reviewing uniform professional standards and uniform contract standards and reporting to the General Assembly;
- establishing a 40-hour program of orientation for new private probation officers and a 20-hour program of annual continuing education;
- promulgating rules and regulations regarding enforcement and noncompliance;
- promulgating rules and regulations for the registration of all private service providers;
- producing an annual report;
- promulgating rules and regulations requiring criminal records checks of all private probation officers and office staff.

Eleven voting members comprise the council: a representative from each of the superior, state, probate, magistrate, and municipal courts, each representing a judicial circuit, county or municipality contracting with a private probation company; a sheriff; a mayor or member of a municipal governing authority; a county commissioner; a public probation officer; a private probation officer or individual with expertise in the field; and the commissioner of corrections or a designee.

The council's uniform standards include regulations governing professionalism of private probation officers, contract terms for probation services, conflicts of interest, confidentiality, registration and training. The council is also responsible for sanctions against private probation entities where violations of rules and regulations occur. Staff monitors the quarterly reporting and conducts site visits to ensure that professional standards and uniform contract standards are being upheld.

QUARTERLY MEETINGS

During fiscal year 2004, the council held quarterly meetings and approved the registration of two new private probation providers. The council also revoked the registration of one company whose owner pled guilty to felony charges. Staff reported on successful site visits to all but two of the probation entities during 2003. Minor violations of CMPAC rules were identified and corrected. One area of concern is the identification of a few courts that are using private probation entities without a contract for services having been negotiated.

The council staff is also working with the Department of Corrections to facilitate training for private probation about the Family Violence Intervention Program. Several private probation

companies have expressed an interest in providing this service, and have taken the training by DOC. A link to the certified FVIP sites has also been added to the council's web page.

Personnel changes were made within the Administrative Office of the Courts which staffs the council, and there is a renewed emphasis on accurate data collection and enhanced communication between the council and the private providers. The Staff Director for CMPAC is Ms. Leslie Johnson, the Compliance Analyst is Ms. Ashley Garner, and the Administrative Assistant is Ms. Tequania Hunt, all members of the Court Services Division of the AOC.

QUARTERLY REPORTING

The Administrative Office of the Courts helped develop and still maintains a database for the private probation companies to submit quarterly reports on the following information: number and types of courts served, number of probationers under supervision, cases closed, active warrants, hours of community service, and amounts collected for restitution, fines, and the crime victims' fund. There are currently 36 registered companies, 4 of whom hold no active contracts. As shown in the chart below, the other 32 companies contracted with 634 courts, supervised over 235,000 offenders and reported collections of close to 74 million dollars during 2003.

Chart #1: Private Probation Services, Calendar years 2002 and 2003

Probationers supervised ¹	4 th Qtr. 2002	4 th Qtr. 2003 ²
Superior	16,536	19,028
State	80,980	83,794
Probate	14,289	16,477
Magistrate	5,808	6,672
Municipal	53,571	77,296
Recorders	7,078	12,504
Traffic	<u>6,637</u>	<u>23,538</u>
Total	184,899	239,309

Number of Courts Served by Private Probation	4 th Qtr. 2002	4 th Qtr. 2003
Superior	119	122
State	57	60
Probate	74	75
Magistrate	67	68
Municipal	284	294
Recorders ³	13	13
Traffic	<u>2</u>	<u>2</u>
Total	616	634

Total Court Collections

2002	\$ 82,403,629
2003	\$ 72,160,947

¹ Note that these numbers do not include municipalities or counties which supervise their own probationers

² Corrections of how warrants are recorded resulted in higher numbers for supervised probationers

³ Nine municipal courts are incorrectly reporting as Recorder's courts, which will be changed with 2004 data

The numbers indicate that more courts are opting for the assistance of private probation companies which speaks well for the success of the council and the companies that have been at the forefront of Georgia's private probation endeavors. There are also some indications that the data collected is not entirely accurate due to changes in reporting procedures and definitions of terms, inattention to detail, and uncollected data at the satellite office level. The CMPAC and staff are working with the probation companies to correct these problems.

LEGISLATIVE NEEDS

A growing trend is for counties and municipalities to operate their own probation supervision services. There is no umbrella under which these local probation services fall, probation officers may not meet minimum standards, and no data is available on the number of probationers that are under supervision. As a result, the data the state provides to the Bureau of Justice Statistics has not been accurate.

The Council is concerned that all probation officers should be held to similar standards, participate in continuing education, and that service providers are monitored to comply with standards. For instance, there are obvious conflicts of interest when the local sheriff's department or police department also acts as the probation officer.

During the 2004 legislative session, the Administrative Office of the Courts and the Probation Advisory Council attempted to bring the probation services operated by local governing authorities under the council's oversight through HB 1567. It did not pass this session.

The County and Municipal Probation Advisory Council appreciates the opportunity to inform the Judicial Council of the work being done in the private probation arena. We will be happy to respond to any questions members of the Judicial Council may have.



Judicial Council of Georgia
Administrative Office of the Courts

David L. Ratley
Director

May 28, 2004

MEMORANDUM

TO: Each Member of the Judicial Council

FROM: Vince Harris *VH*
Associate Director for Administration

RE: UGA-ICJE Overhead Cost

The Judicial Council of Georgia contracts with the University of Georgia Law School for the operation of the Institute of Continuing Judicial Education(ICJE). The total appropriation for the ICJE is \$1,078,182—of which approximately \$450,000 is used to contract with The University of Georgia. This contract covers the cost of salaries, fringes, and some operating costs of the ICJE. The balance of the funds are used for costs associated with the many conferences and classes that the ICJE provides.

It has come to my attention that UGA is considering a 10% overhead cost to be charged to the ICJE. This overhead cost would reduce the amount of funds available by \$45,000 which is used for funding conferences.

If the UGA does follow through in charging an overhead cost, the Judicial Council may wish to consider alternative plans of action. Possible options include, bringing the judicial training function in-house as an operation of the Judicial Council, contracting with a different law school, or contracting with an independent vendor.

The ICJE has experienced two years of significant budget reductions which have drastically affected the services that can be provided. An overhead charge will further reduce those services.

Judicial Council of Georgia
Administrative Office of the Courts

David L. Ratley
Director

May 28, 2004

MEMORANDUM

TO: Each Member of the Judicial Council

FROM: Vince Harris, George Nolan, Michael Neuren
Staff, Administrative Office of the Courts

RE: **Proposal for a Standard Code and Statute Table Committee**

The criminal justice system of Georgia does not currently have a uniform standard statute table for use in arrests, charging, prosecution, adjudication, and recording dispositions. Each law enforcement entity, courts, and other justice agencies have disparate statute tables. Prosecutors, District Attorneys and Solicitors General, and Public Defenders use tables that lack the level of subsection/subparagraph detail necessary for accurate charging and defense. The criminal and traffic data repositories, the Georgia Crime Information Center (GCIC) and the Department of Motor Vehicle Safety (DMVS), each use their own statute tables.

A standard statute table should include both short and long descriptions of each statute and would eliminate duplicate entry as well as increase the consistency and usability of the information. A standard statute table will ensure accurate and uniform charging on criminal complaints and promote uniform and accurate recording of statute numbers by all criminal justice agencies. The use of a standard computerized statute table will reduce the incidence of error when entering charge information into the system (i.e. transposing of numbers, invalid or repealed statutes). Users would select the appropriate statute number from the computerized statute table rather than entering charge information free-form. The statute table would recognize only valid statute numbers and would notify a user if an invalid or repealed statute number had been entered.

Prosecutors would benefit from the use of a statewide standard statute table when preparing criminal complaints and petitions. This would ensure that accurate statute numbers are selected before the complaint is filed with the courts. The use of a table will improve the integrity of the data that is sent to agencies such as the GCIC and DMVS and would reduce error reporting and correction between agencies. This information would be incorporated into all user training documentation and modules. All recommended case management software should be configured to use the standard statute table.

Field Descriptions

Each listing in the statute table should contain:

1. The Georgia Statute Number (OCGA).
2. The Georgia Statute Subsection (if any).
3. The appropriate four digit AFIS/GCIC uniform offense numeric code.
4. The Level (Misdemeanor/Felony) of the offense.
5. A Juvenile indicator code. J -- A juvenile who is charged with one of these offenses must be fingerprinted and the fingerprints sent to GCIC. These offenses include all felonies and a number of misdemeanors specified by the Georgia Code. N -- This identifies those misdemeanors for which a juvenile may be fingerprinted. These fingerprints may be forwarded to GCIC and become part of the Computerized Criminal History database but will only be disseminated for criminal justice purposes.
6. The AFIS/GCIC standard charge description.
7. An expanded description of the statute offense.

In addition to a standard statute table, it would be of great assistance to all state and local agencies involved to use other standard code tables which have been developed such as Case Category and Case Disposition Types. Some software programs now in use allow for either the entry of free-form text or entries of "other" or "miscellaneous" in these fields. This leads to inaccuracies or failure to report the information.

Currently there is no mechanism to facilitate the needed cooperation of all the state and local constitutional officers, judicial officers, and agencies. Therefore, the Administrative Office of the Courts proposes that the Judicial Council set up a Standard Code and Statute Table Committee of judges from the various levels of courts and include representatives from CJCC, PAC, GPDSC, GCIC, and DMVS. Representatives from the Attorney General's Office and the Office of the Legislative Counsel should also be asked to participate.

The Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)/National Governors' Association (NGA) Justice Information Technology Integration Implementation Project have made grants to Wisconsin and other states for creation of standard statute tables. Additionally, Florida, Alaska, Minnesota and Nevada have created standard tables for use throughout their criminal justice information systems.

Attachment

Case Categories					Case Disposition Types			
Code	Description	CASE CATEGORY	CDR-DTS	TORT SUBTYPE	Code	Description	CDR-DTS	
121110	Dom Rel-Divorce/Annul	DR	DIVANN		121110	Dismissed: Without Prejudice	DISWOP	
121115	Dom Rel-Div & Fam Viol	DR	FAMVIO		121120	Dism Without Prej: Judge's Order	DISWOP	
121130	Dom Rel-Family Violence	DR	FAMVIO		121210	Dismissed: With Prejudice	DISWP	
121140	Dom Rel-Alimony	DR	CONA		121220	Dism With Prejudice: Judge's Order	DISWP	
121150	Dom Rel-Support/URESAs	DR	SUPPOR		121310	Dismissed: Admin Termination/Judge	DISWP	
121151	Dom Rel-Income Deduction	DR	SUPPOR		122110	Judgment: Consent; For Plaintiff	SETTLE	
121160	Dom Rel-Custody	DR	MODCUV		122120	Judgment: Consent; For Defendant	SETTLE	
121170	Dom Rel-Modification	DR	MODA		122130	Final Judgment and Decree: Consent	SETTLE	
121180	Dom Rel-Patrnty/Legtmztn	DR	PATLEG		122210	Judgment/Order: Default	DEFJUD	
121190	Dom Rel-Contempt	DR	CON		122230	Final Judgment and Decree: Default	DEFJUD	
121191	Dom Rel: Separation/Other	DR	SEPMNT		122310	Judg/Ord: The Pleadings; For Plf.	JUDPLE	
122110	Contract/Account	GC	CONACC		122320	Judg/Ord: The Pleadings; For Def.	JUDPLE	
122210	Tort/Negl: (See Memo)	GC	TORT	OTHT	122330	Final Judg and Decree: On Pleading	JUDPLE	
122211	Tort/Negl:Defamation:Slander/Libel	GC	TORT	OTHT	122410	Judg/Ord: Summary; For Plaintiff	SUMJUD	
122212	Tort/Negl: Automobile Accident	GC	TORT	AUTOT	122420	Judg/Ord: Summary; For Def.	SUMJUD	
122213	Tort/Negl: Medical Malpractice	GC	TORT	MEDMLT	122430	Final Judgment and Decree: Summary	SUMJUD	
122214	Tort/Negl: Legal Malpractice	GC	TORT	OTPRNT	122510	Judg/Ord: NWS Verdict; For Plf.	JTDVER	
122215	Tort/Negl: Other Prof. Malpractice	GC	TORT	OTPRNT	122520	Judg/Ord: NWS Verdict; For Def.	JTDVER	
122216	Tort/Negl: Product Liability	GC	TORT	PRODLT	122610	Judg/Ord: On Verdict; For Plf.	JTJVER	
122217	Tort/Negl: Premises Liability	GC	TORT	PRODLT	122620	Judg/Ord: On Verdict; For Def.	JTJVER	
122220	Tort: Intentional	GC	TORT	OTHT	122630	Final Judgment and Decree: Verdict	JTJVER	
122310	Habeas Corpus	GC	HABCOR		122710	Judg/Ord: Direct Verdict; For Plf.	JTDVER	
122410	Appeals-Tax	GC	APPREV		122720	Judg/Ord: Direct Verdict; For Def.	JTDVER	
122420	Appeals-Worker's Comp	GC	APPREV		123110	Transferred	TRNCON	
122430	Appeals-From Lower Court	GC	APPREV		123210	Release of Garnishment	DISMIS	
122510	Condemn-Title/Real Estate	GC	RLPRO		221110	Dismissed: Without Prejudice	DISWOP	
122520	Condemn-Forecl Prs Prop	GC	PERPRO		221120	Dism Without Prej: Judge's Order	DISWOP	
122521	Condemn-Law Enfrc Seizure	GC	PERPRO		221210	Dismissed: With Prejudice	DISWP	
122610	Garnish/Attach-One Time	GC	PJGARN		221220	Dism With Prejudice: Judge's Order	DISWP	
122620	Garnish/Attach-Continuing	GC	PJGARN		221310	Dismissed: Admin Term By Judge	DISWP	
122710	Dispossess/Dstrss Wrrnts	GC	DISDIS		222110	Judg/Ord: Consent; For Plaintiff	SETTLE	
122810	Non-Domestic Contempt	GC	NDOMCO		222120	Judg/Ord: Consent; For Defendant	SETTLE	
122910	Declaratory Judgment	GC	EQUITY		222210	Judgment/Order: Default	DEFJUD	
122920	Name Change	GC	OTHGC		222310	Judg/Ord: The Pleadings; For Plf.	JUDPLE	
122930	Post-Judgment Discovery	GC	PJGARN		222320	Judg/Ord: the Pleadings; For Def.	JUDPLE	
122940	Mandamus	GC	EQUITY		222410	Judg/Ord: Summary; For Plaintiff	SUMJUD	
122950	Domesticate Foreign Judg	GC	APPREV		222420	Judg/Ord: Summary; For Defendant	SUMJUD	
122960	Registration of Lands	GC	RLPRO		222510	Judg/Ord: NWS Verdict; For Plf.	JTDVER	
122961	Statutory Partition	GC	EQUITY		222520	Judg/Ord: NWS Verdict; For Def.	JTDVER	
122962	Confirmation of Sale	GC	RLPRO		222610	Judg/Ord: On Verdict; For Plf.	JTJVER	
122970	Bond Validation	GC	OTHGC		222620	Judg/Ord: On Verdict; For Def.	JTJVER	
122980	Set Aside Judgment	GC	APPREV		222710	Judg/Ord: Direct Verdict; For Plf.	JTDVER	
122990	Injunctive Relief	GC	EQUITY		222720	Judg/Ord: Direct Verdict; For Def.	JTDVER	
222110	Contract/Account	GC	CONACC		223110	Transferred	TRNCON	
222210	Tort/Negl: (See Memo)	GC	TORT	OTHT	223210	Release of Garnishment	DISMIS	
222211	Tort/Negl:Defamation:Slander/Libel	GC	TORT	OTHT				
222212	Tort/Negl: Automobile Accident	GC	TORT	AUTO				
222213	Tort/Negl: Medical Malpractice	GC	TORT	MEDMLT				
222214	Tort/Negl: Legal Malpractice	GC	TORT	OTPRNT				
222215	Tort/Negl: Other Prof. Malpractice	GC	TORT	OTPRNT				
222216	Tort/Negl: Product Liability	GC	TORT	PRODLT				
222217	Tort/Negl: Premises Liability	GC	TORT	PREMLT				
222220	Tort: Intentional	GC	TORT	OTHT				
222310	Habeas Corpus	GC	HABCOR					
222430	Appeal From Lower Court	GC	APPREV					
222520	Condemn/Frcs Pers Prop	GC	PERPRO					
222521	Condemn/Law Enf Seizure	GC	PERPRO					
222530	Writ of Possession	GC	PERPRO					
222610	Garnish/Attach-One Time	GC	PJGARN					
222620	Garnish/Attach-Continue	GC	PJGARN					
222710	Dispossess/Dist Warrant	GC	DISDIS					
222810	Contempt	GC	NDOMCO					
222930	Post-Judgment Discovery	GC	PJGARN					