

First Judicial District 2003 Annual Report



2003 Supreme Court of Pennsylvania



Standing, left to right: Justice Sandra Schultz Newman, Justice Thomas G. Saylor, Justice J. Michael Eakin, and Justice William H. Lamb.

Seated, left to right: Justice Ronald Castille, Chief Justice Ralph J. Cappy, and Justice Russell M. Nigro.

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Themis – Lady Justice

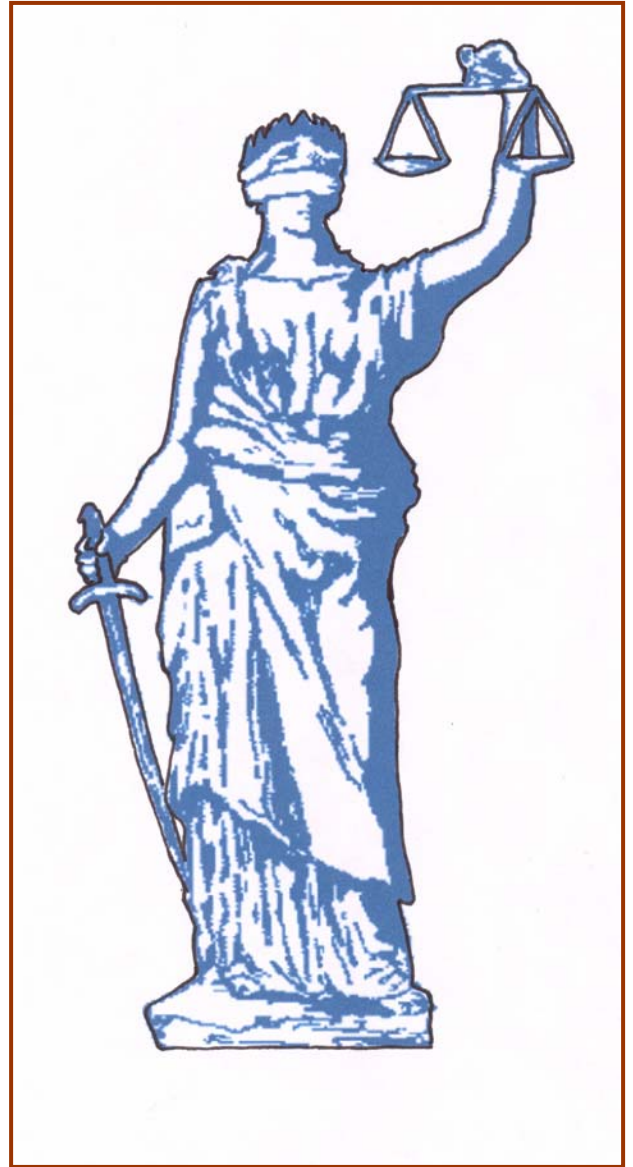
Western depictions of the Lady of Justice, are representations of Themis, a Greek mythological Titan and the goddess of justice, who also imposed order on the assemblies and affairs of the people. She later became the Roman goddess Justitia.

Themis protected the just and punished the guilty. In her name and according to her advice, judges gave their verdicts.

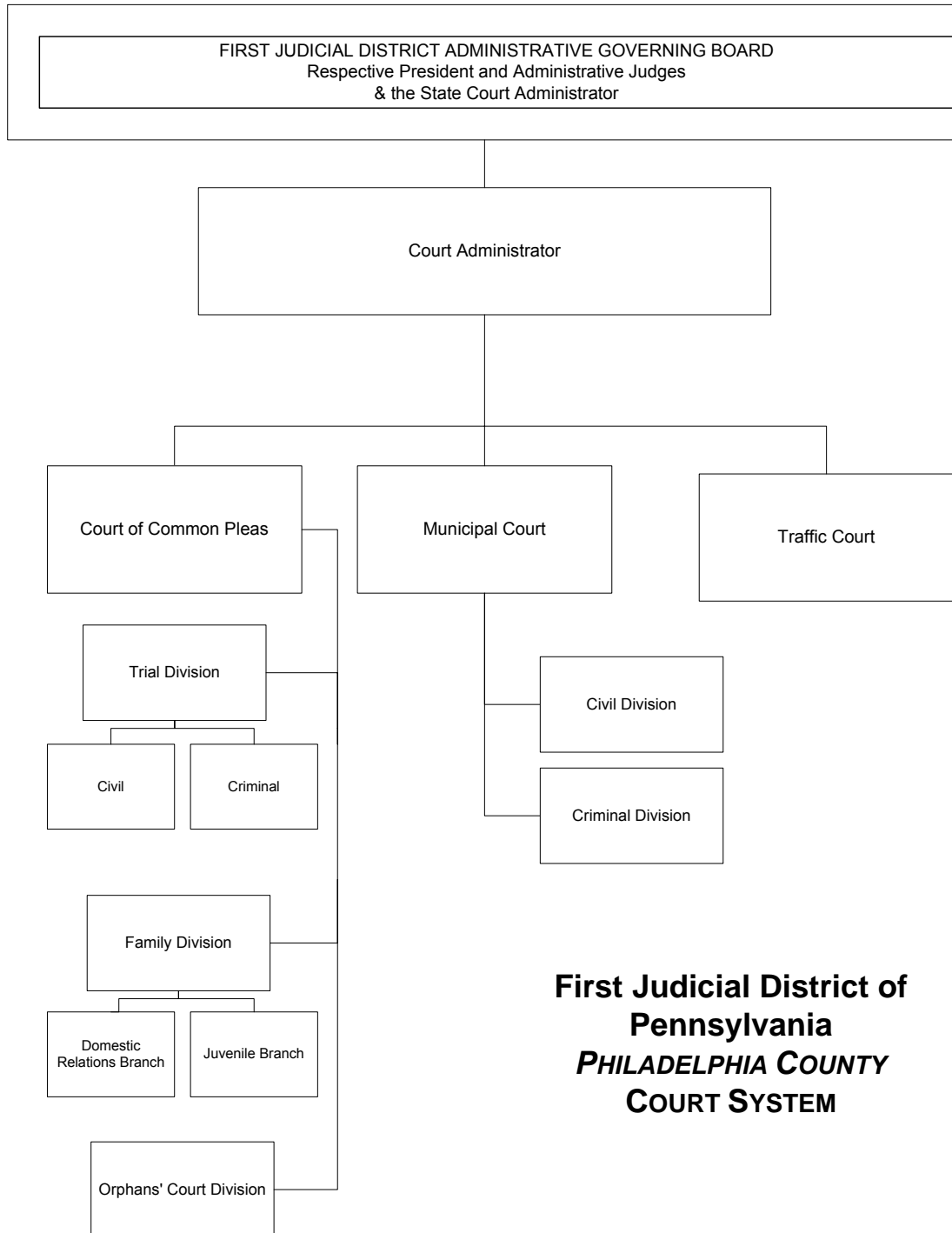
Originally pictured without the blindfold, it is believed to have been added sometime in the sixteenth century in order to accentuate her lack of prejudice.

The scales of justice in her left hand represent fairness and balance; the sword and chain in her right hand are symbols of enforced justice.

Almost always clad in flowing robes, mature but not old, she symbolizes the fair and equal administration of the law, without corruption, avarice, prejudice, or favor.



First Judicial District Organization



**First Judicial District of
Pennsylvania
PHILADELPHIA COUNTY
COURT SYSTEM**

Greetings from the Chair of the Administrative Governing Board

Created by the Supreme Court of Pennsylvania in 1996, the Administrative Governing Board (AGB) establishes policy to administer the three courts of the First Judicial District (FJD) and the myriad functions conducted in their respective jurisdictions. In each of the courts, 2003 was a year marked by significant achievements. Many of these were instituted as a result of the deliberations of the AGB. As the Chair of the AGB, I have viewed the past year with pride and a sense of accomplishment.



One of the advantages of the AGB structure is that our entire District is represented and reports at monthly Board meetings. While individual courts and their constituent divisions and departments are often geared to serve different client bases and varying case types, (Criminal and Civil cases, Juvenile, Domestic Relations, Probate, Traffic), the Board is able to manage operations so that the individual courts run cooperatively as important parts of the larger FJD organization. Each Court and each Division is linked with a common cause. The result is that the District is seen as a well-run enterprise with complex but attainable goals: to provide all people with means to solve their problems fairly, on time and with precision, through the application of thoughtful deliberations by independent jurists. That these endeavors are undertaken within the context of a business-like organization is a testament to the AGB commitment to administer the courts responsibly and within rigorous budgetary limits familiar to most branches of government today.

These accomplishments included substantial work to align the entire criminal case management systems of both the Common Pleas and Municipal Courts including post deliberative probation and other services. The Criminal Case Management System, (CCMS) was brought on line with the help of technology coupled with the concerted efforts of in-house FJD developers and users.

During its first year of operation, the FJD Information Center opened wider the doors of access to justice. The Information Center is located on the first floor of City Hall, and with experienced and bi-lingual staff, responds to more than 500 inquiries per month raised by individuals having business with the courts on a wide range of topics such as Landlord/Tenant and Small Claims actions, Housing Court, domestic relations and custody procedures, and filing *In*

Forma Pauperis Petitions. In 2003, the Center continued to develop and expand its base of knowledge to better serve its growing and varied customer base.

The first-ever FJD Volunteer Appreciation Day celebrated the employees who have donated their time and talent to the betterment of others in our community. Hundreds of FJD judges and employees were lauded for their generosity of spirit. The people who make up our workforce are indeed our greatest asset.

First Judicial District judges participated in the work to promote Racial, Ethnic, and Gender Fairness by partnering with the Philadelphia Bar Association to examine, report, and recommend improvements on this particularly important front in the cause of justice. We are also working with the Police Commissioner, the Women's Law Project, and the Mayor's Office to address domestic violence. To assist people with limited English proficiency, FJD investments in foreign and sign language interpreters, and the dedication of time and effort in training for judges and employees were greater in 2003 than ever before.

Other initiatives included an Order from this office which established a protocol for the appointment of mitigation specialists for capital case trials. The Mitigation Protocol Manual developed in this effort adds another important tool to enhance access to justice in Philadelphia - particularly in these very important cases that carry life and death consequences. These ideas and enterprises do not mark an end but a beginning of long term commitments to the delivery of judicial services for those who need them.

In 2003, the First Judicial District of Pennsylvania forged ahead on many new frontiers. From technology to training, Juvenile Court anti-violence initiatives to multi-case Mass Tort protocols, from electronic traffic citations to fully automated courtrooms for complex civil cases, the faces of the cause of justice are many. The endless variety of cases reflects a diverse clientele to whom the First Judicial District is dedicated, and that alone remains the same. An unswerving dedication to justice for the citizens of Philadelphia – all the people of Philadelphia – this is the pledge of the First Judicial District of Pennsylvania.

Honorable Frederica A. Massiah-Jackson
Chair, Administrative Governing Board
President Judge, Court of Common Pleas
First Judicial District of Pennsylvania

Greetings from the Court Administrator

The “Trial Court Performance Standards”¹ are widely viewed as invaluable tools for 21st Century trial court systems striving to achieve excellence in the quality of justice offered to the communities we serve. The First Judicial District (‘FJD’ or ‘District’) finds broad relevance in these national guidance Standards to our entire system of justice in Philadelphia County. The Standards articulate central goals and enumerate the means to measure progress towards achievement of those goals in each of five performance areas: 1) Access to Justice; 2) Expedition and Timeliness; 3) Equality, Fairness, and Integrity; 4) Independence and Accountability; and 5) Public Trust and Confidence. All five performance categories are critical to the continued vitality of our system of justice, with the public’s trust and confidence dependent in large measure on the District’s successful performance in the remaining four target areas.



As these next pages demonstrate, 2003 was an extremely productive year for the First Judicial District when measured against the national guidance Standards: one in which the District remained independent but accountable, working responsibly within stringent budgetary constraints to deliver fair and equal justice, in a timely and efficient manner, with the utmost of integrity, and under circumstances where access to justice was broadened.

In large measure, based on intense research, planning, and design efforts of prior years, Calendar Year 2003 ended as one of the FJD’s most prolific in terms of projects completed. This was the year of technology systems implementation and facilities upgrades. Each project served to improve the District’s delivery of service through increased public accessibility, heightened communication, and better operational efficiency. Human Resources policy development also was completed within this year, with an eye towards the enhancement of employee career opportunities.

In 2003, for the first time in their histories, the entire criminal court operations of Common Pleas and Municipal Courts achieved total coordination through the newly installed Criminal Case Management System (CCMS). The Juvenile Automated Case Management System (JACS) also was rolled out in 2003. As of April 2003, notes of testimony became accessible on-line to judges, the District Attorney’s Office, and the Philadelphia Defenders’ Association, through the on-line Court Reporter Transcript System (CRS). Orphans’ Court, in existence for more than 300 years,

¹ Trial Court Performance Standards with Commentary developed by the Commission on Trial Court Performance Standards, a joint project of the National Center for State Courts and the Bureau of Justice Assistance, United States Department of Justice.

began planning and programming for e-filing capabilities. And finally, a vast computer operating system migration project for 3,000 desktops in 11 locations throughout the FJD was accomplished this year. Much thanks and appreciation for the implementation of these several vital technology improvements goes to the District's Data Processing and Management Information Systems employees.

Facilities upgrades were also evident during 2003. For Family Court's Juvenile Branch, a major and long-overdue telephone upgrade was completed. A new senior judges' complex in City Hall also was completed. As part of a series of new courtroom startups constructed within City Hall, our showcase state-of-the-art high-tech Common Pleas Courtroom 625 was opened in 2003. This truly 21st Century courtroom boasts underground cabling to accommodate multi-party and complex litigation; an array of monitors placed at the jury box, counsel tables, and the bench; technological capabilities for the presentation of evidence in almost any format, to be displayed on large screens viewable from any vantage point in the room; real-time transcription is featured; and, among other technological wizardry, video-conference witness testimony is available for the convenience of litigants. Again, much thanks and appreciation for the completion of these several and vital facilities upgrades goes to the District's own employees; in this case the District's Space and Facilities staff, under the auspices of the FJD Administrative Services Department.

All of these projects were accomplished with the District's own fiscal savings, and each serves to minimize time to disposition, reduce future costs, and underscores the importance attributed to timeliness and accountability by the District's Administrative Governing Board (AGB) and other FJD judicial and administrative leaders.

With respect to policy innovations, 2003 was notable for the retooling of personnel and other guidelines to provide opportunities for employees to more fully realize their potential. The greatest asset of any organization is its workforce and their leaders. Current planning and investment in this area will greatly serve the FJD in future years. In 2003, professional development strategies were created and implemented to help employees with talent and experience become tomorrow's leaders. It is anticipated that the benefits of this AGB-designed Management Development policy will multiply and become more evident over time. In addition, Court employees and the public gained significantly through the implementation of Emergency Procedures with new 'Shelter in Place' guidelines. 'Shelter in Place' survival kits were placed in 116 locations throughout the District to further ensure employee and public safety under emergency conditions.

Calendar Year 2003 marked my first anniversary as Court Administrator for the First Judicial District and I am grateful to the employees of our District for all their hard work and efforts in making this one of the most prolific for the FJD in terms of project completion. I believe as well

that there is much underlying promise to be reaped from the new systems and tools inaugurated during the year. Now is the time to explore the capabilities of the new programs and facilities to their fullest extent and, thereby, enable these changes to fulfill the vision of improved access, timeliness, quality, accountability, and the public's continued faith and belief in the integrity and fairness of the courts of the First Judicial District.

Joseph A. Cairone
Court Administrator
First Judicial District of Pennsylvania

First Judicial District

The First Judicial District (FJD) of Pennsylvania is composed of the three courts which make up the Philadelphia County Court System: the Court of Common Pleas; Municipal Court; and Traffic Court. The operations of the First Judicial District of Pennsylvania are controlled by an Administrative Governing Board which consists of the President and Administrative Judges of the three courts and the State Court Administrator of Pennsylvania. The Chairperson of the Board is appointed annually by the Pennsylvania Supreme Court.

The COURT OF COMMON PLEAS is a general trial jurisdiction court with a complement of ninety-three full-time judges assisted by senior judges. The Court of Common Pleas is headed by a President Judge elected by their peers and is organized into three divisions based on case types, each led by an Administrative Judge appointed by the Supreme Court of Pennsylvania. The Trial Division is responsible for most felony criminal and major civil cases where the contested amount exceeds \$10,000; the Family Division is responsible for Domestic Relations Branch matters (divorce, paternity, custody, child support and domestic violence) and Juvenile Branch cases (delinquency, dependency, and adoptions); the Orphans' Court Division conducts proceedings involving estates, wills and trusts.

The twenty-five judge MUNICIPAL COURT is a limited jurisdiction court of record. The Municipal Court is led by a President Judge and is organized into Criminal and Civil Divisions. The Criminal Division is responsible for trying adult criminal cases carrying a maximum sentence of incarceration of five years or less. Municipal Court also has initial jurisdiction in processing every criminal arrest in Philadelphia and conducts misdemeanor trials and preliminary hearings for all felony cases. The Civil Division shares jurisdiction with the Court of Common Pleas, but in Municipal Court, civil jurisdiction is limited to those cases where the amount in controversy is \$10,000 or less. All landlord-tenant disputes, certain code enforcement cases, and real estate and school tax cases of \$15,000 or less are heard here. Because defendants do not have the right to a jury trial in Municipal Court, cases may be appealed to the Court of Common Pleas for a trial *de novo*.

The seven judge TRAFFIC COURT is led by the President Judge and adjudicates all cases originating in Philadelphia involving moving traffic violations. Like Municipal Court, all adjudications in Traffic Court are directly appealable to the Court of Common Pleas.

2003 Administrative Governing Board

The First Judicial District (FJD) Administrative Governing Board (AGB) is the Philadelphia Court version of a Board of Directors. The membership comprises the President Judges of the three courts that constitute the District, and the three Administrative Judges that lead the divisions of the Common Pleas Court of Philadelphia: the Trial Division; the Family Division; and the Orphans' Court Division. The State Court Administrator is the only non-FJD member of the AGB. Together, they work with the FJD Court Administrator to conceive, develop, and carry out the operation of the First Judicial District.

Honorable Frederica A. Massiah-Jackson **Chair, Administrative Governing Board**

The Honorable Frederica A. Massiah-Jackson is the President Judge of the Court of Common Pleas of Philadelphia. She was appointed by the Pennsylvania Supreme Court to serve as Chair of the Administrative Governing Board of the First Judicial District of Pennsylvania. Judge Massiah-Jackson was elected to the Philadelphia Court of Common Pleas in 1983. She served in the Trial Division Civil Court and in the Major Felony Program of the Criminal Court. She was the Secretary of the Board of Common Pleas Judges for six years. A graduate of Chestnut Hill College (A.B. 1971) and the University of Pennsylvania Law School (J.D. 1974), she practiced corporate and civil litigation with the law firm of Blank, Rome, Comisky & McCauley before advancing to the bench. She also worked with the Pennsylvania Senate as Chief Counsel of the Senate Insurance and Business Committee. Judge Massiah-Jackson has been a Lecturer at the Wharton School of the University of Pennsylvania since 1992. Judge Massiah-Jackson sits on the Board of the Center For Literacy. She is a member of the Pennsylvania Conference of State Trial Judges. She was appointed to the American Bar Association's Special Committee on Youth Education from 1988-1991. Judge Massiah-Jackson has been a member of the American Inns of Court, the Board of Managers of the University of Pennsylvania Law Alumni Society, the Board of Directors of Chestnut Hill College, the Board of Governors of the Philadelphia Bar Association, and the National Catholic Educational Association. She has been active in the civic, educational, and professional communities and is the recipient of numerous awards and recognitions of service.



Honorable Louis J. Presentza
President Judge Philadelphia Municipal Court

Louis J. Presentza has been a Judge of the Philadelphia Municipal Court since 1982. He was retained for office in 1989, 1995, and 2001 with a better than ninety-five percent approval rating from plebiscites conducted by the Philadelphia Bar Association. In May 1996 and 1997, he was appointed by the then Municipal Court President Judge as the first Supervising Judge of the Criminal Division of Municipal Court. During his tenure, he formulated and chaired the Philadelphia Treatment Court Planning and Implementation Committee in December 1995 and, in April 1997, established the first drug treatment court in the Commonwealth of Pennsylvania. In January 1999, his colleagues elected him President Judge of the Philadelphia Municipal Court and in January 2004 he was unanimously re-elected to a second term as President Judge.



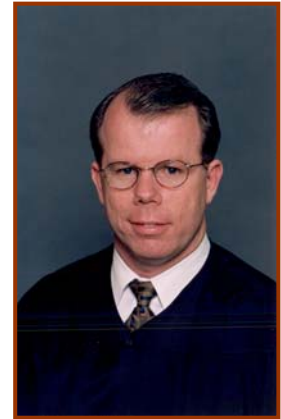
During his twenty-two years on the bench, Judge Presentza has either chaired or co-chaired many committees, panels, commissions, and boards addressing issues such as preliminary arraignment, prison population management, and alternatives to incarceration. He has lectured on criminal justice topics to audiences at all academic levels and has participated in panel discussions on Driving under the Influence, Violation of the Uniform Firearms Act, and Domestic Violence. He has lectured at Continuing Legal Education seminars on Municipal Court practices and procedures and has been a guest speaker at many national symposiums addressing drug court policies and initiatives. Judge Presentza has served as a peer reviewer for the United States Department of Justice Office of Justice Programs and Caliber Associates. He has also served as a faculty member for the Justice Management Institute and provided technical assistance for The American University Clearinghouse and Technical Assistance Project. He presently serves as a faculty member for the United States Department of Justice and the National Drug Court Institute for workshops and training programs for drug court professionals. Judge Presentza is currently serving his second term as President of the Pennsylvania Association of Drug Court Professionals and in June 2004 was elected Chair of the Board of Directors of the National Association of Drug Court Professionals.

Judge Presentza has been a recipient of many awards presented by organizations that include the Philadelphia Coalition for Victim Advocacy, Pennsylvania Conference of State Trial Judges, the Philadelphia Bar Association, the Justinian Society, and the Lawyers' Club of Philadelphia.

He is a graduate of St. Joseph's University and Villanova University School of Law.

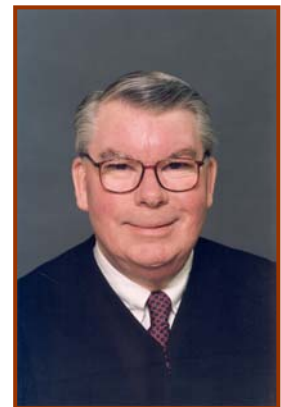
Honorable Francis E. Kelly
President Judge Philadelphia Traffic Court

Traffic Court President Judge Francis E. Kelly was born in June, 1962, the son of Edward and Eileen Kelly and one of ten children. He is married to Michelle Kelly, and they have one child, Thomas. The judge is a graduate of North Catholic High School, where he achieved four years as an honor student. He graduated *summa cum laude* from Temple University with a degree in Criminal Justice, and was on the Dean's List. President Judge Kelly was previously employed as Chief of Staff for State Representative Taylor, and served as liaison with Philadelphia Delegation and House Majority Leader John Perzel. He was appointed as Judge of Philadelphia Traffic Court by Governor Thomas Ridge in October, 1996, and successfully ran for city-wide election as Traffic Court Judge in May, 1997. He was appointed by Governor Ridge to serve as President Judge of the Philadelphia Traffic Court, in August, 2001, and as such is a Member of the FJD Administrative Governing Board. He was certified and trained at Wilson College, is a Member of the Special Court Judges Association of Pennsylvania, presently serving on the Association's Vehicle Code Committee, and a Member of the Ancient Order of Hibernians. President Judge Kelly is an avid sports fan and golfer.



Honorable James J. Fitzgerald, III
Administrative Judge, Common Pleas Court Trial Division

James J. Fitzgerald, III was born June 4, 1939 in Boston, Massachusetts. He graduated from the University of Pennsylvania (B.A.) in 1962, and from Villanova University School of Law (J.D.) in 1966. He was Executive Vice President of the Greater Philadelphia Chamber of Commerce from 1986 to 1989, and Chief Counsel for the Pennsylvania Liquor Control Board in 1980 and 1981. He was a City Controller candidate in 1979, and an Assistant District Attorney from 1967 to 1979. Administrative Judge Fitzgerald is a member of the Philadelphia Bar Association, the St. Thomas More Society, and the Brehon Law Society. He received the University of Pennsylvania Alumni Merit Award in 1989. He was elected judge of the Court of Common Pleas in November, 1989. The judge is married to Carol Fitzgerald; and they have three grown children — Melissa, James J., IV, and Craig, and one grandchild, James V. James J. Fitzgerald, III has been a judge for the past fifteen years. He has served seven years in the Major Criminal Trial Program, four of



which were spent in the Homicide Division. He most recently served as supervisor of the Major Criminal Case Calendar Program. He was appointed Administrative Judge of the Common Pleas Court Trial Division by the Pennsylvania Supreme Court in February, 2002.

Honorable Myrna Field

Administrative Judge, Common Pleas Court Family Division

The Honorable Myrna Field was appointed Administrative Judge of Family Court in February, 2002 by the Pennsylvania Supreme Court.

Prior to that, she had been a judge of the Court of Common Pleas of Philadelphia County since January, 1992, with experience sitting in Criminal, Civil, and Family Court Divisions. The Administrative Judge has been a practitioner, lecturer and television commentator on issues of family law. She has additional experience as President of the Mid-Atlantic Legal Foundation and the Founder and Executive Director of the Mayor's Office of Consumer Services. She was District Counsel to the Equal Employment Opportunity Commission, and an Assistant District Attorney. In addition, Administrative Judge Field counts among her notable professional associations: her membership in the Society Hill Historic Certification Task Force; her membership and Executive Committee standing with the Family Law Section of the Philadelphia Bar Association; and her role as the editor of the Executive Committee Newsletter. Additionally, the judge has experience as a Board Member of the Towne Pride Works; Treasurer of the Fairmount Park Advisory Council; Board Member of the Old Pine Community Center; President of the Society Hill Civic Association; and Co-Chair of Civil Conversations Committee of Court of Common Pleas. In addition, Administrative Judge Field is a member of the boards of Safe and Sound, and Bread of the University of Pennsylvania.



Honorable Joseph D. O'Keefe

Administrative Judge, Common Pleas Court Orphans' Court Division

The Supreme Court of Pennsylvania appointed Judge Joseph D. O'Keefe as Administrative Judge of the Orphans' Court Division in December, 2000. He was elected to the Court of Common Pleas in November, 1983 and re-elected for a second ten-year term in November, 1993 and a third ten-year term in 2003. Judge O'Keefe previously served as Supervising Judge of the Complex Litigation Center from January, 1999 to December, 2000 overseeing all Mass Tort programs, Asbestos, Major



Non-Jury, Arbitration Appeals, Landlord Tenant Appeals and the Penn-DOT Appeal cases. Judge O'Keefe was the Team Leader of the Day Forward 1995 Program from January, 1997 to December, 1998. Judge O'Keefe has also served as the Civil Motion Judge for a three year period and spent ten years in the Criminal Section of the Trial Division. As Administrative Judge of the Orphans' Court Division, Judge O'Keefe worked to modernize court processes through technology and the Internet. He implemented a new case management and docketing system and improved access to the court through the addition of forms, materials and references to the Orphans' Court website. The Judge has sought out the assistance of, and improved relations between, the Probate Bar and the court. Judge O'Keefe received his B.S. from St. Joseph's University in 1966 and his J.D. from Duquesne University in 1973. The Judge currently sits on the Pennsylvania Supreme Court Orphans' Court Rules Committee and has been a regular participant in continuing legal education seminars.

Zygmunt A. Pines, Esquire
Court Administrator of Pennsylvania

Zygmunt A. Pines was appointed Court Administrator of Pennsylvania on October 18, 2000; Acting Court Administrator of Pennsylvania, January - October, 2000. Chief Legal Counsel, Administrative Office of Pennsylvania Courts, 1991-99; Assistant Chief Attorney, Superior Court of Pennsylvania, 1978-91; Chief Legal Counsel to Governor's Commission on Judicial Reform, 1987-88; Adjunct professor, University of Pennsylvania, 1986-91; Adjunct professor Villanova Law School, 1984-85; Private practice, 1975-78. Mr. Pines is the author of various publications on criminal justice, appellate procedures and ethics. Member: Judicial Council of Pennsylvania; Pennsylvania Commission on Crime and Delinquency, Pennsylvania Association of Court Management, Administrative Governing Board of Pennsylvania's First Judicial District (Philadelphia), Pennsylvania's Investment Advisory Board, Department of Justice-Sponsored National Advisory Board/Judicial Education Project, Pennsylvania Judicial Council Committee on Court Security. Member of: Department of Justice-sponsored national advisory board on victims' rights; task force of a joint conference of state court administrators and chief justices on court security; Pennsylvania Judicial Council's committee on court security; and Unified Judicial System's Investment Advisory Board. Education: B.A., Wilkes College, 1970; J.D., Cleveland State University College of Law, 1974 (cum laude); LL.M., University of Pennsylvania Law School, 1978.

Notable District-Wide Achievements for 2003

Following are highlights of on-going and new activities geared towards the improved administration of justice throughout the courts of the First Judicial District of Pennsylvania (FJD). In the attachments that follow this section, achievements are categorized according to the area they impact – those that chiefly affect the Common Pleas, Municipal, and Traffic Courts individually. However, certain linkages foster cross-court communications to further guarantee the benefits of enhanced judicial administration and access to justice for the people of the City of Philadelphia.

- Management Development Program** – Due, in large part, to the popularity of the Deferred Retirement Option Plan Program (DROP), the District will be faced with the loss of many senior managers over the next several years. In recognition of this, the Administrative Governing Board, in 2003, established a Management Development Policy which is geared towards the identification and training of persons who will move into middle and senior level management positions. The program encompasses several approaches, including formal training sessions, informal “round table” discussions in which topics relevant to judicial administration are discussed, and various Internet-based professional education opportunities.

Court Technology:
Thanks for the Computer — But Can I Have My Index Cards Back?
 (A Non-Technical Discussion of Technical Issues)

ROUND TABLE DISCUSSION
MARCH 15, 2004

Registration Form

Name	Mr./Ms.
Company/Agency	Office/Division
Phone Number	Area #/Number
Signature of Registrant: _____ Date: _____	

Management Development Roundtable Discussion Flyer

- IT Strategic Plan** – The planned arrival of a statewide criminal case management system prompted a re-examination of the District’s IT Strategic Plan. The goal of this endeavor is to provide a framework within which decisions will be made concerning technology and its application for the next three to five years.

- Introduction of Digital Recording** – In 2003 the use of digital recording devices was introduced to courtrooms in the District. Prompted by difficulty in recruiting a sufficient number of qualified court reporters, the District was compelled to examine alternate means of producing the court record. Initial reactions to this approach have been positive, and expansion in the coming year is anticipated.

- Internet Award** – In 2003, the First Judicial District Website was honored with a third place finish in the Eighth National Court Technology Conference (CTC) judging to name the ten best court websites in the world. Sponsored by the National Center for State Courts, the CTC is the world’s largest conference dedicated exclusively to court technology.

Many courts across the country and throughout the world entered the competition. Entries were evaluated by a panel of judges and technology professionals for utility, design, and other established standards. The FJD site was chosen from the final selection pool of more than 30 entrants. This is the latest in a growing line of awards that the site has justifiably been earning over the last several years.

- **New Senior Judge Complex (143 City Hall)** – Under the direction of the Administrative Services Department, in-house FJD maintenance employees completed the conversion of room 143 City Hall into a Common Pleas Court Senior Judge office complex. The renovation involved demolition, construction, electrical and lighting work, cabling, and painting. Telecommunication-related activities included providing new service throughout the room 143 complex.

- **Limit Court-Related Police Overtime** – Both Common Pleas and Municipal Courts devote substantial resources to scheduling cases in a manner that is consistent with the day shift schedules of the involved officers. This practice, known as assigning "squad dates," is designed to schedule cases to avoid overtime payments.

- **Improvements in Jury Management** – Following previous initiatives that improved juror response, an interactive voice response system has been installed so that jurors can verify the need for their services the day prior to their service date.



- **Better Returns for Leases** – The movement of the remainder of the Civil Arbitration center from 1601 Market Street to 1880 JFK Blvd. provided larger space at a reduced cost.

- **Greater Collections** – As noted in greater detail under specific courts, collection of mandatory fines, costs, fees and restitution continue to increase each year.

- **Broad Internet Access** – The FJD website <http://courts.phila.gov> continued to improve and grow with expanded capabilities for access to court schedules, civil dockets, and more downloadable forms. Civil Docket and Criminal case schedules are available through the



FJD Web Page

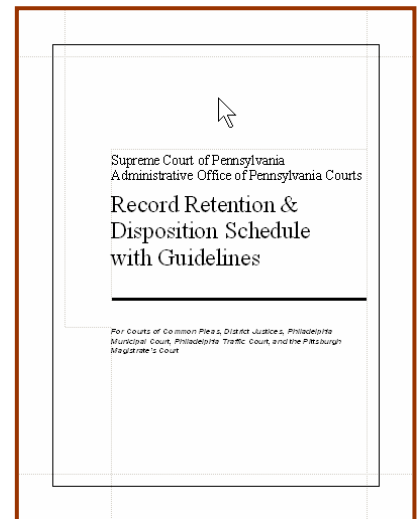
Internet. The site also includes a wealth of information concerning the FJD and its various Courts, Divisions, and Departments, including the Jury System. This access has recently been expanded to include public wireless access, thus further enhancing access to the Courts.

- **Accessible Juvenile Probation Offices** – Neighborhood Juvenile Probation Offices and those established in the public schools continue to provide improved, faster and more reliable services at points city-wide where they are needed the most.

- **Upgraded Customer Services** – The Information Center described in detail later in this section opened during the summer of 2002.

- **Analysis of Court Performance** – Time to disposition evaluations and other projects continuously look further into the conduct of the business of the courts. The FJD leadership and employees are committed to quality improvement.

- **Development of a Court Record Retention Schedule** – Based on the efforts of District personnel, the Supreme Court of Pennsylvania promulgated, for the first time, a statewide Record Retention Schedule governing records management practices for all courts in Pennsylvania.



- **Reorganization of Sound Personnel Regulations** – The entire body of FJD personnel regulations continues to be revised to comply with federal and state regulations.

- **Enhanced Employee Communication** – The FJD Newsletter, The Courterly, was redesigned to produce a sleek, graphically rich, employee publication. In 2004, the District opened a web-based Intranet homepage application which, among other uses, will allow employees to conduct various Human Resource transactions, thus reducing delay and paperwork and address frequently asked questions.

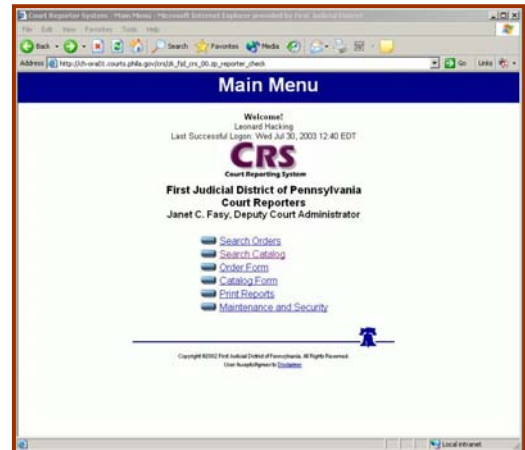
- **Advent of E-Filing** – An automated Municipal Court civil case management system has been implemented. The primary beneficiary of this system is the City of Philadelphia which files over 60,000 cases annually.

- **Computerized Notes of Testimony** – Notes of Testimony are now produced and archived electronically. Shortly, these notes will be reproduced and distributed electronically, thereby reducing costs associated with this function.

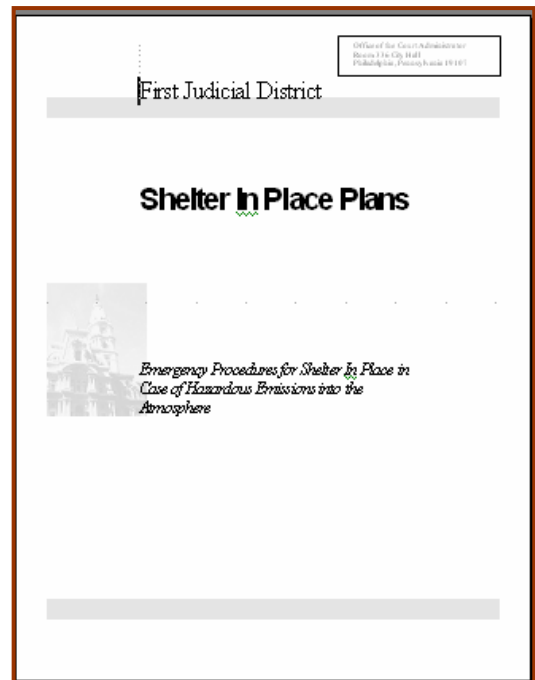
- **Focused Training Programs** – All District personnel are required to attend mandatory anti-harassment training. Additionally, professional continuing education programs and training in job specific skills such as customer service and computer applications is on-going.

- **Improved Space Utility** – The FJD continually seeks ways to enhance the functionality, access and security of the facilities it occupies.

- **Emergency Procedures, Shelter-In-Place** – Court employees and the public gained significantly through the implementation of Emergency Procedures with new ‘Shelter-In-Place’ guidelines. ‘Shelter-In-Place’ survival kits were placed in 116 locations throughout the District to further ensure employee and public safety under emergency conditions.



Log-in screen for the CRS Court Reporter transcripts on-line



Office of the Court Administrator

The Court Administrator is the highest non-judicial leadership position within the First Judicial District of Pennsylvania (FJD). When the Administrative Governing Board (AGB) was created by the Pennsylvania Supreme Court in 1996, the Court Administrator position also was created to complement the AGB structure and manage the operations of the Philadelphia Courts. This is an office that responds to AGB direction and recommendations, proposes to the Board both solutions to problems as well as innovative new ideas for improvements, and oversees the day-to-day administrative operations of the entire FJD.

The services provided through the Court Administrator impact the entire Philadelphia Court System. For example, the FJD Office of Human Resources is within the umbrella authority of the Court Administrator because human resources services affect all the employees of the District. The other District-wide service centers are Financial Services, Legal Services, and Court Reporter and Interpreter Services. A Deputy Court Administrator (DCA) or a Director, who in-turn reports to the FJD Court Administrator, heads each. Directors also head the Data Processing Department, Management Information Services (MIS), and Administrative Services (including the Space and Facilities Unit).

The Court Administrator also oversees another group of Deputies assigned to administer Divisions of the courts that constitute the FJD. In the Trial Division of the Court of Common Pleas, one DCA is situated in the Trial Division Civil section and one oversees the Trial Division's Criminal section. In the Court of Common Pleas Family Division, two DCAs are located in the Juvenile Branch and one runs the Domestic Relations Branch. In Municipal Court, the Criminal and Civil Divisions are each served by a DCA. The DCA in Traffic Court rounds out the total complement of 12 Deputy Court Administrators.

One level up, the Chief Deputy Court Administrator works very closely with the Court Administrator in an office whose responsibilities also span the FJD. The Jury Commissioner reports to the Administrative Judge of the Common Pleas Court Trial Division where jury trial proceedings are conducted. The Jury Commissioner also works closely with the Court Administrator to coordinate operations that span both the Civil and Criminal Components of the Trial Division.

While the DCAs who are spread throughout the courts report to the Court Administrator, they also must work very closely and respond to the direction of their respective President and Administrative Judges. This dual organizational scheme guarantees individual courts and divisions the benefits of the services of a Deputy Court Administrator and, at the same time, ensures that their operations are coordinated as key components of the centralized FJD management structure.

Finally, the FJD Court Administrator has two Senior Staff Advisors with responsibility for the evaluation of statistics, programs, and large systems of the courts. Assignments include management analysis, administration of the Emergency Notification System, publication of the Biennial and Annual Reports, and the FJD newsletter, the Courterly. They are also available for ad-hoc assignments as project managers and were involved in that capacity in 2003 with aspects of the design and implementation of the Criminal Case Management System (CCMS) and the on-line provision of notes of testimony through the Court Reporter System (CRS).

Summary of the Accomplishments for 2003

Court Reporters and Interpreter Services

Following several years of planning and development, Court Reporter and Interpreter Administration opened the Court Reporter Transcript System (CRS) in 2003. The CRS is an archival database system for the electronic storage of notes of testimony. The CRS can be accessed from within CityNet and the FJD Network by judges, judicial secretaries, law clerks, defenders, and assistant district attorneys. Via CRS, authorized users may retrieve transcripts, download, print, read, copy, and paste text for use in opinions and briefs. The CRS is an Oracle-based program created entirely in-house by Data Processing staff in consultation with Court Reporter administration representatives. CRS is a unique program that saves time and effort (with instant access and features like word search to locate specific sections of lengthy transcripts), while saving the District costs for printing, paper and distribution.



Court Reporter Mary Swallow and coworkers help in the fight against cancer by joining the Race for the Cure.

With regard to Court Interpreter Services, in 2003 the FJD serviced a broad cross-section of the citizenry providing fifty-one languages and over \$500,000 in costs associated with language and sign interpreters. In May of 2003, an Interpreter Orientation Seminar was conducted for contract interpreters working in Family Court dependency cases in order to enhance the quality of our services. The day-long seminar reviewed our Code of Ethics for Interpreters, and delved into terminology and forms utilized by Family Division Dependency Court. Other items on the agenda included a review of a list of agencies associated with Family Court, FJD organizational charts, maps, and directions. Representatives from the Support Center for Child Advocates, Community Legal Services, the Defenders' Association of Philadelphia, DHS, and the City of Philadelphia Law Department staged a mock trial to help interpreters identify the cast of participants in a typical dependency proceeding.

Management Information Systems (MIS)

Years of planning culminated in the migration during 2003 of the entire FJD network from one operating system to another, largely through the efforts of MIS. This huge endeavor included the design, engineering, and rollout to all FJD locations, representing approximately 3,000 desktops in eleven locations. The entire network infrastructure also was replaced and/or upgraded to the new operating systems, e-mail, and desktop applications. MIS assumed responsibility, together with the assistance of the FJD Human Resources Department, for the on-site training of all affected FJD staff and the judiciary in the use of these new applications. This mammoth task was accomplished with no interruption whatsoever to the Court's delivery of services to the public.

Human Resources

The Office of Human Resources administers personnel activities relating to the 2,468 full-time and 144 part-time employees of the First Judicial District. The Office of Human Resources has a great deal of contact with the public, and the work of this department is important in building and maintaining public trust and confidence. Even after hiring, the effort continues as employees evolve from external to internal customers whose needs must be met. Unit functions include: employee and labor relations; recruitment, applicant processing and testing; appointments, transfers, and reclassifications; payroll administration; benefits coordination and processing; review and tracking of leave usage and service connected injuries; maintenance of personnel files; performance appraisal management; training and development; Title VII investigations; review of disciplinary appeals; monitoring compliance with employment laws; and maintenance of an automated Human Resource Information System.

Special Human Resource projects in 2003 included:

- reaching out to the public through the expansion of recruitment efforts, including annual attendance at job fairs promoting job candidate diversity;
- improving employee relations through completion of a legal and procedural review of personnel policies and presentation of proposed policy revisions to the Administrative Governing Board;
- participation in the establishment of a Management Development policy and initiative to enhance employee knowledge of the courts and to improve managerial and supervisory skills;
- provision of training sessions for supervisors in the application of personnel policies;

- assumption of responsibility for the centralized processing of all FMLA requests and notices;
- coordination of welfare-to-work and work study programs;
- contribution of staff to the computer network migration training program; and
- cooperation with the Pension Board in facilitating and expediting the retirement process for 79 employees retiring under the D.R.O.P. program in the fourth quarter of 2003.

2003 Personnel Transactions

Transactions	Occurrences
Applications	2,803
Qualifying tests administered	1,939
New Appointments	214
Promotions/Reclassifications	110
Transfers within Divisions	61
Transfers between Divisions	25
Pay Increments Processed	1,015
Longevities Processed	418
Separations	282
Total	6,867

FJD Internet Administration

In 2003, the First Judicial District was selected as third in the ten best court websites. This prestigious award was given in conjunction with the Eighth National Court Technology Conference held in Kansas City, MO. The conference, sponsored by the National Center for State Courts, brings together many judges, court administrators, and technologists for training at the world's largest conference dedicated exclusively to court technology.

Many courts in the United States and the world entered the competition. All entries were evaluated by a panel of judges and technology professionals for utility, designs, and other established standards. The final selection was made from more than 30 entrants. This is just the latest in a line of awards that the site has garnered over the last several years.

The Internet has become more and more useful as a tool for accessing justice. Millions of docket entries are contained in the Civil Docket program, which maps civil cases from start to finish. Also, all criminal case notes of testimony are now available on-line for judges, the District Attorney's Office, and the Defenders' Association of Philadelphia through the FJD Intranet access.

Procurement

Procurement Unit cost savings were relied on during 2003 to fund on-going technology enhancements, training, and space improvements throughout the FJD. In addition, Procurement Unit staff served as active members of various project management teams for each of the following 2003 FJD projects:

- Enterprise Infrastructure (new FJD computer network)
- Criminal Case Management System
- Juvenile Automated Case Management System
- Purchase of new Mainframe Computer (in order to consolidate criminal and juvenile systems)
- New Civil CCP Trial Division courtrooms (including the Trial Division's new state-of-the-art high tech courtroom, 625 City Hall)
- New Senior Judge Complex (143 City Hall)
- Security Shelter-In Place

Administrative Services

Administrative Services provides a variety of support services throughout the First Judicial District, including the coordination of maintenance, renovation, construction, and cleaning service activities for all FJD occupied facilities. Complete electrical, carpentry, air conditioning, painting, millshop, moving, and drapery/upholstery services are provided by Administrative Service's Space and Facilities Unit staff.

Administrative Services also provides planning, requisition preparation, and liaison services with the City Communications Department for the telecommunications requirements of the FJD. In addition to the installation and maintenance of telephone equipment, administration is provided for the 2,000 telephone voice-mail boxes now assigned to the FJD.

Administrative Services also processes and provides routing documentation for purchase requisitions submitted by the Office of the President Judge, the Trial Division, and the units under the Court Administrator. The Microfilm Unit under Administrative Services provides complete filming, developing, and computerized access for court records.

Several major special projects were completed under the direction of Administrative Services during 2003. These included the conversion of room 143 City Hall into a Common Pleas Court Senior Judge chambers complex. The renovation involved substantial demolition, construction, electrical and lighting work, cabling, and painting by FJD maintenance employees. In conjunction with the City Capital Programs project at 1801 Vine Street, FJD maintenance workers

painted sizeable portions of that building. During 2003, responsibility for voice and data cabling in FJD occupied space was delegated to the FJD Maintenance Unit. Telecommunications activities included new service throughout the room 143 complex and the continuing conversion at 1801 Vine Street from the former Merlin system to the newer NEC telephone system.

Data Processing

In 2003, the Data Processing Department completed several projects and continued planning the future of information technology in the First Judicial District. The massive Criminal Case Management System (CCMS) was placed into operation in July, 2003. CCMS includes numerous enhancements to criminal case processing, thereby enabling court staff to maintain greater control over ever-increasing caseloads. A data exchange project also was completed that allows for the daily transfer of criminal case information to the District Attorney's Office in order to ensure efficiency in that Office's generation of witness subpoenas for up-coming trials.

The Court Reporting Transcript System (CRS) – mentioned above under the Court Reporter heading – improved the level of service for accessing and handling notes of testimony. Careful planning and consultation were rewarded with the production of a system that has been praised by law clerks, judges, defense counsel and representatives from the District Attorney's Office.

The Network Migration Project drove staff efforts toward a major review, testing and corrections regimen similar in scope to the Year Two Thousand Project. The Traffic Citation System was finished but was still in system testing by the end of 2003. This system imports information from the Traffic Court Computer System making the information available through the Internet and interfaces with the payment process.

Office of Financial Services

The mission of the First Judicial District Office of Financial Services is: 1) to accurately and efficiently maintain and report FJD financial activity; 2) to develop and implement financial systems; 3) to track and process financial activity; and 4) to prepare, implement and monitor the FJD operating budget. The office provides budgetary, grant and fiscal oversight and management to the courts and divisions of the District.

Organizationally, the office reports to and collaborates with the FJD Court Administrator and the members of the Administrative Governing Board to implement, analyze, and develop financial policies and systems. The office interacts with FJD judicial leaders, the Court Administrator, the Deputy Court Administrators, and the operating and functional units within the District, including Human Resources, Data Processing, Procurement, and the administrative offices of each division of the three FJD Courts: Common Pleas; Municipal; and Traffic.

Budget activities include the preparation, implementation, and monitoring of the \$150 million operating budget, as well as the periodic distribution of macro and micro level financial reports for review and responsive action by court and divisional managers. Other duties include development of financial systems to gather, analyze and forecast data for FJD financial requirements. Through use of financial tools, the office prepares impact and variance analyses of staffing and procurement requests against operating resources.

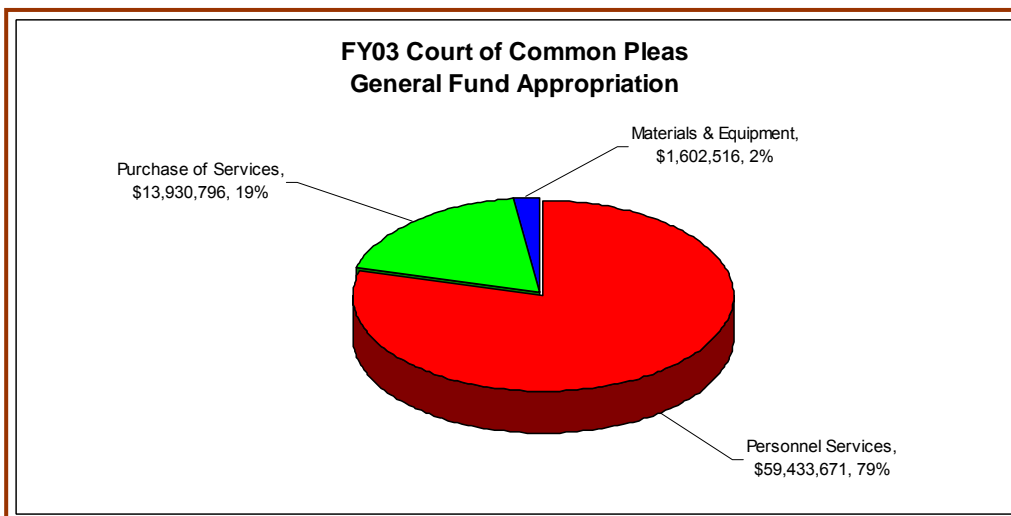
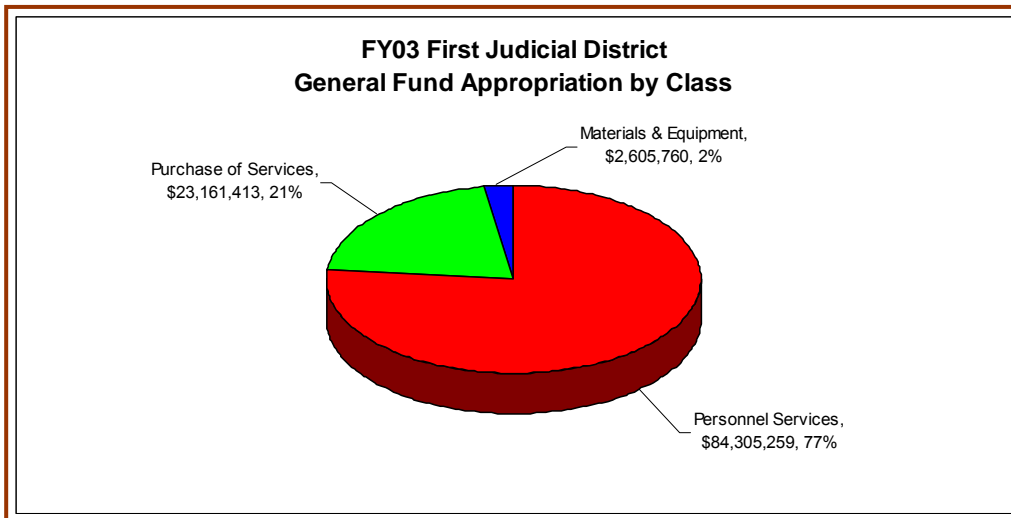
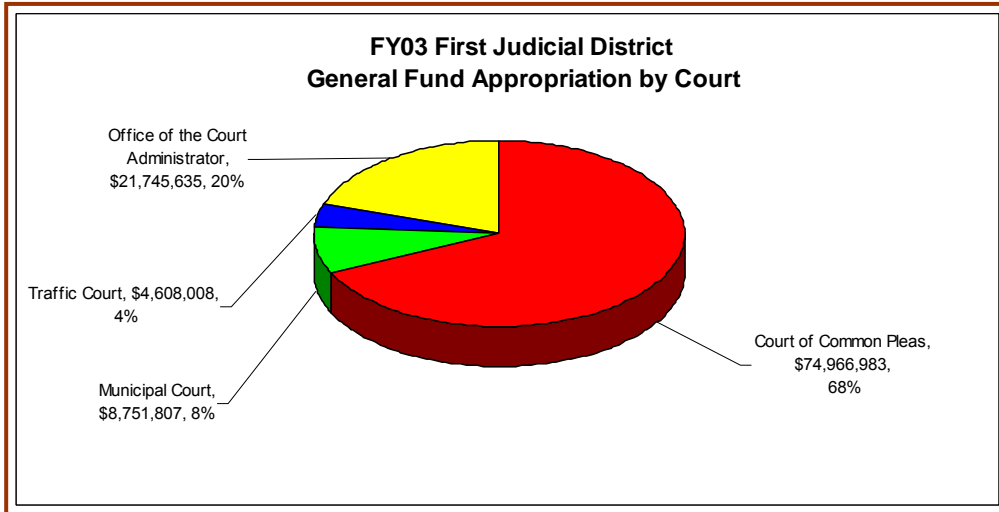
Grant responsibilities include appropriating, monitoring, and reporting for all FJD grants. Appropriating grants means ensuring that all grant requests are included in the operating budget and making certain that all purchasing and match requirements are met. Grants monitoring requires expenditure tracking, review of applications and awards, and adherence to grant guidelines and funding constraints. Grant expense reporting is provided to the FJD judicial and administrative leadership, along with federal, state and local funding agencies.

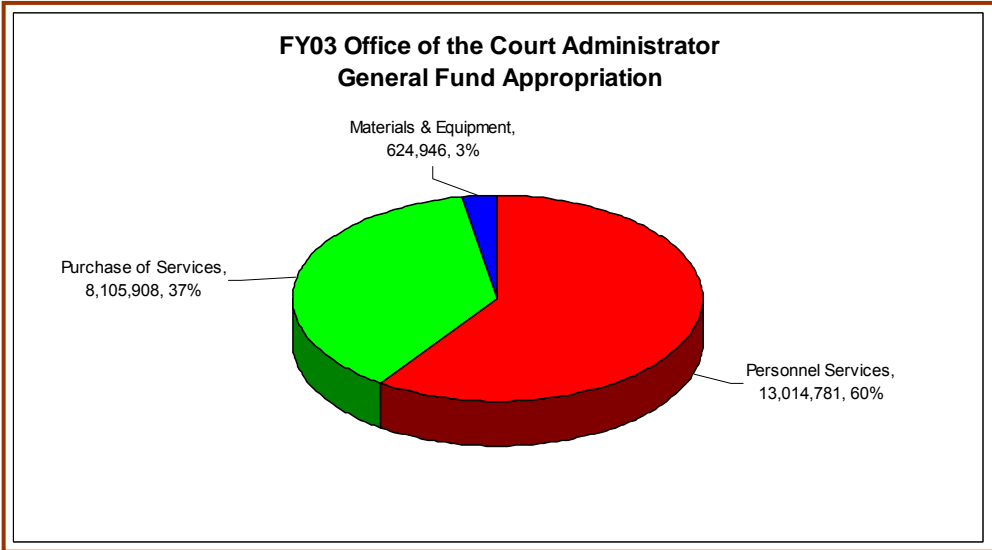
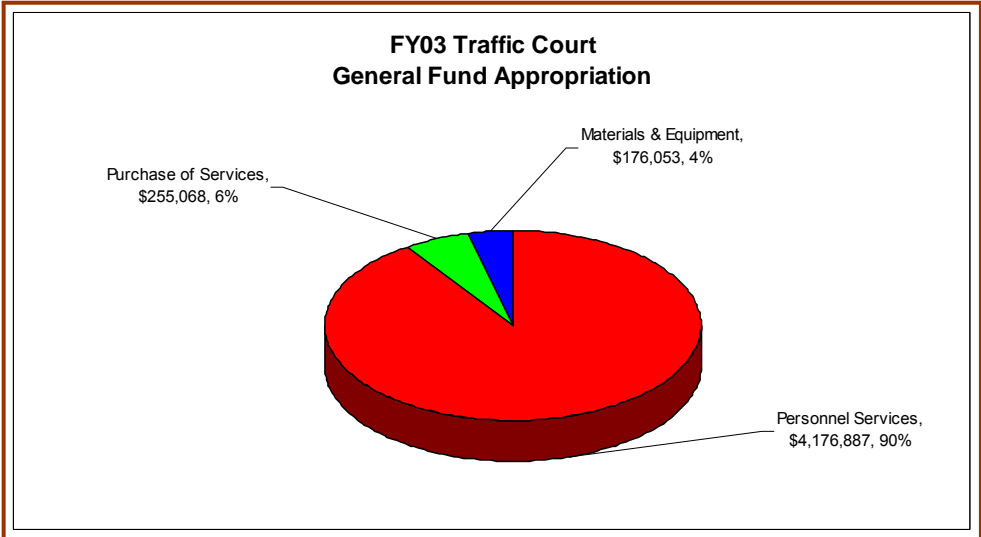
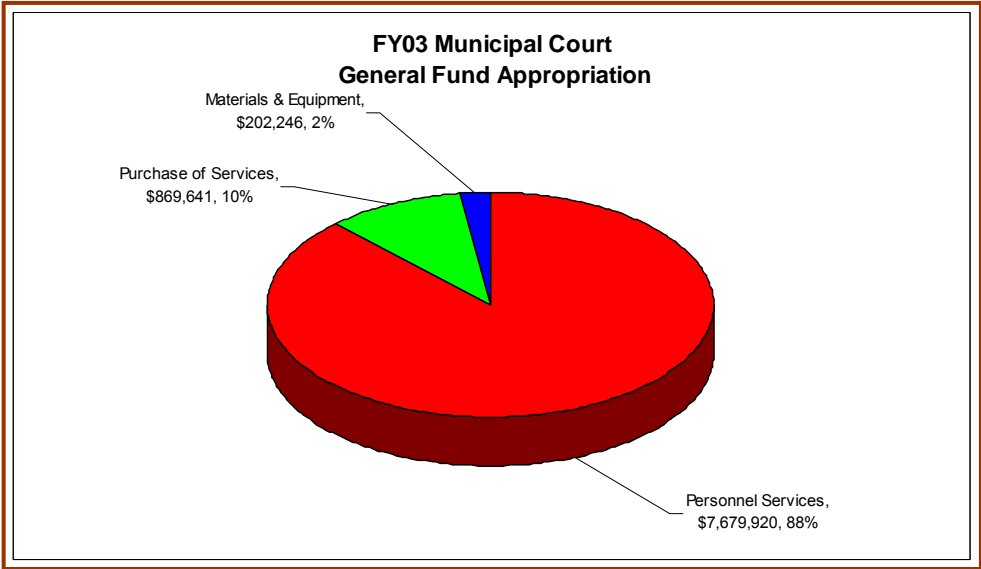
Fiscal responsibilities include the guarantee that sound accounting and financial controls exist throughout the District, annual budget appropriation, expenditure payment and review, and coordinating expense transfers with other agencies. This requires interaction with the Administrative Office of Pennsylvania Courts, the City of Philadelphia, and many local governmental agencies.

The Office of Financial Services uses desktop and mainframe applications to manage and report financial resources for the District. Desktop and mainframe applications include the use of MS Office and other applications from the FJD Data Processing and Human Resources offices, the City of Philadelphia, and the Administrative Office of Pennsylvania Courts. Also, as part of the FJD Criminal Case Management System (CCMS) upgrade, the Office of Financial Services helped to upgrade the counsel fee tracking and payment application.

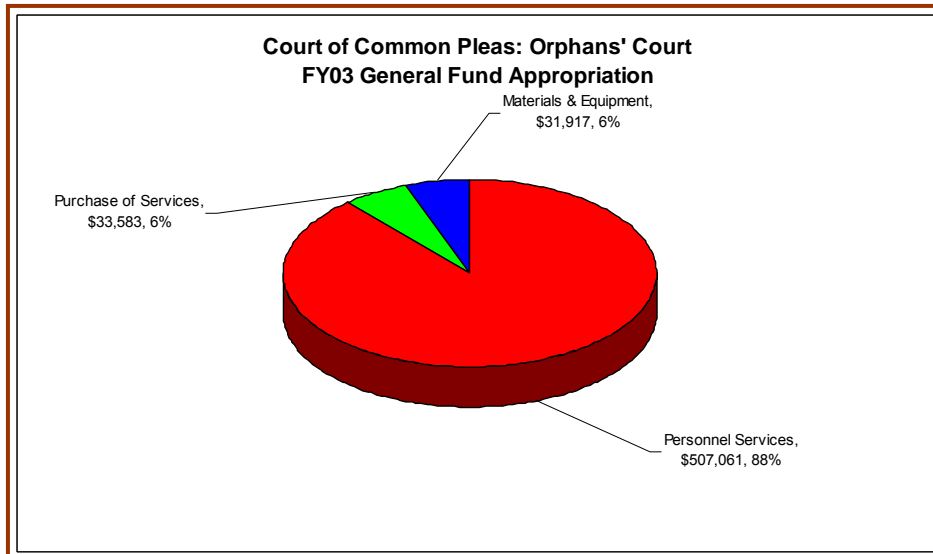
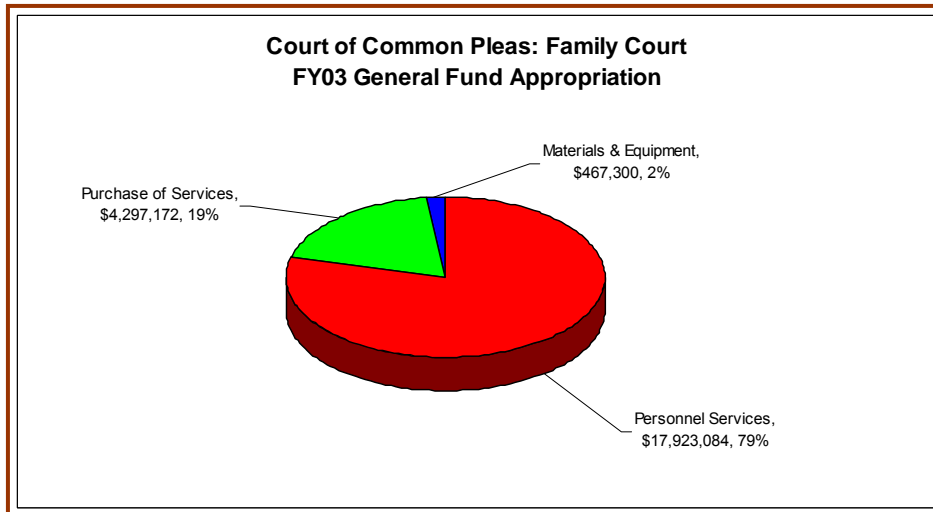
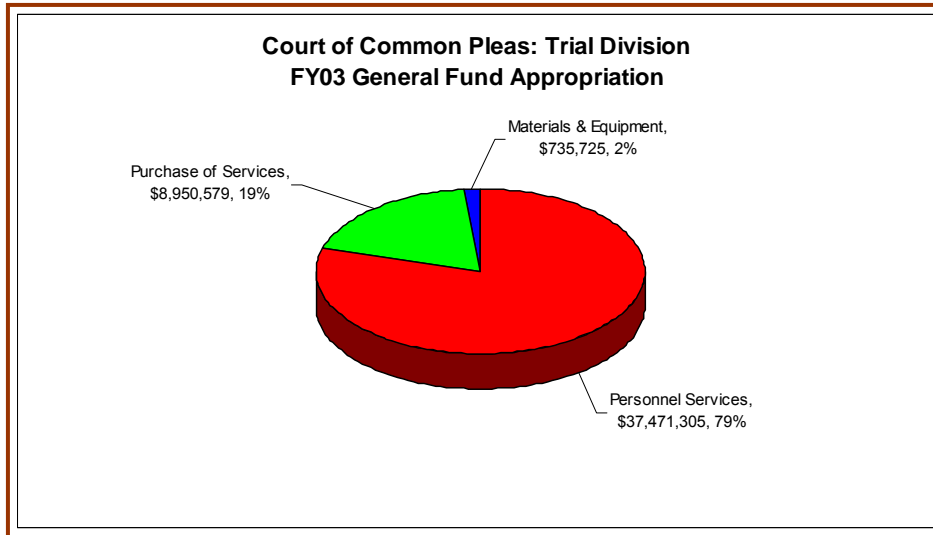
First Judicial District Budget

District-Wide Budget Charts





Common Pleas Court Divisions



Court of Common Pleas

The Courts of Common Pleas are Pennsylvania's courts of general trial jurisdiction. They have existed since the colonial charter of Pennsylvania, and are incorporated in the Pennsylvania Constitution of 1776. The Court of Common Pleas of Philadelphia County presently consists of 93 full-time judges and 15 senior judges. Full-time judges are currently assigned to the Trial Division (68), Family Division (23), and Orphans' Court Division (2). Senior Judges are assigned as follows: Trial Division (11), Family Division (3), and Orphans' Court Division (1).

Office of the President Judge

The Court of Common Pleas is supervised by a President Judge, elected for a five year term by the Board of Judges (Judges of the Court of Common Pleas).

Honorable Frederica A. Massiah-Jackson was elected as the President Judge of the Court of Common Pleas of Philadelphia for a term which commenced on January 10, 2001, and will expire on January 10, 2006. She has also been appointed by the Pennsylvania Supreme Court to serve as Chair of the Administrative Governing Board (AGB) of the First Judicial District of Pennsylvania. The AGB is the coordinating board for the three courts of the First Judicial District with a total of 125 judges in the Court of Common Pleas, Municipal Court and Traffic Court.

The President Judge has varied authority and responsibilities.

The President Judge:

- initially assigns all newly appointed or elected Judges to one of the divisions of the court, and may request from the Supreme Court the assignment of Senior Judges to help dispose of Philadelphia County's case-inventory, and the appointment of out-of-county Judges to assist the Court in conflict cases;
- directs space allocation within the Court of Common Pleas and assigns judicial chambers;
- is responsible for the implementation of local rules as adopted by the Board of Judges, and for the initiation of administrative orders, directives, or general court regulations as may be mandated or authorized by various court rules and directives, as well as legislative enactments;

- is responsible for preparing an Emergency Judge Schedule assigning a Court of Common Pleas Judge to act during off-Court hours on emergency matters, as well as ensuring that Election Court, with numerous satellite locations, is judicially staffed during the primary and general elections in order to enable all citizens to exercise their right to vote;
- supervises the Office of the Prothonotary, the Library of the Court (all locations), and the Court Messenger Service;
- supervises Mental Health Review Officers who act on behalf of the Court in hearings pursuant to the Mental Health Procedures Act of 1976, as amended;
- entertains all petitions which seek to modify monetary judgments issued against defendants accused of criminal offences, and their sureties, when defendants violate the terms of their bail and fail to appear for court hearings; and
- maintains a Disbarment Docket of local attorneys who are suspended or disbarred by the Supreme Court.

Office of the President Judge Notable Achievements for 2003

- **Domestic Violence Task Force** – In the fall of 2003, Mayor John F. Street appointed President Judge Frederica A. Massiah-Jackson to a task force to address the increase in the incidence of domestic violence. The task force is composed of advocates, service providers, domestic violence victims, academics and government officials and is co-chaired by the Police Commissioner, Sylvester Johnson and the Director of the Women’s Law Project, Carol Tracy.
- **Committee of Racial, Ethnic and Gender Fairness** – The Chancellor of the Philadelphia Bar Association appointed President Judge Frederica A. Massiah-Jackson to this *Ad Hoc* Committee. The goal of the committee is to promote racial, ethnic and gender fairness and to increase minority and womens’ representation in Philadelphia Law Firms and Legal Departments.
- **Mitigation Protocol** – In December, 2002 President Judge Frederica A. Massiah-Jackson issued an Administrative Order adopting an institutional mechanism for the appointment of Mitigation Counsel in capital cases. Moreover, the President Judge issued a ***Mitigation Protocol Manual*** which was developed with the assistance of the Criminal Justice Section

of the Philadelphia Bar Association. The Order provides that lead counsel is responsible for filing a petition to appoint mitigation counsel, in appropriate cases, and the latter is responsible to conduct a complete mitigation investigation commencing upon appointment and continuing through sentencing.

- **The First Judicial District Information Center** – Navigation through the justice system can be a daunting and frustrating experience for the average citizen. Common Pleas versus Municipal Court, Child Support versus Child Dependency proceedings, and civil versus criminal cases are questions that cause frustration and intimidation to those who seek services. A major step to address this problem was initiated in September, 2002, with the opening of the First Judicial District's Public Information Center located in the east portal of City Hall. Easily accessible to the public, the Information Center staff provides basic information, forms and educational materials to those seeking information on all aspects of the justice system. Constructed and staffed using internal funding, the Information Center has proven highly successful in assisting hundreds of citizens obtaining needed services and information.



FJD Information Center personnel

- **City of Philadelphia's Technology Conference** - Held on October 17, 2002, the First Judicial District participated and showcased, among other products, the District's innovative wireless technology that permits wireless access to much of the data available through the District's Website, the Traffic Court Citation Online Payment System, and the upcoming Electronic Traffic Citation issuance program. These innovations allow the Philadelphia Police Department to issue traffic citations with wireless hand-held devices that transmit violator data to the case management system electronically. This improves performance efficiency and data accuracy for collection of applicable fees, fines and costs.

Civil Mental Health Program

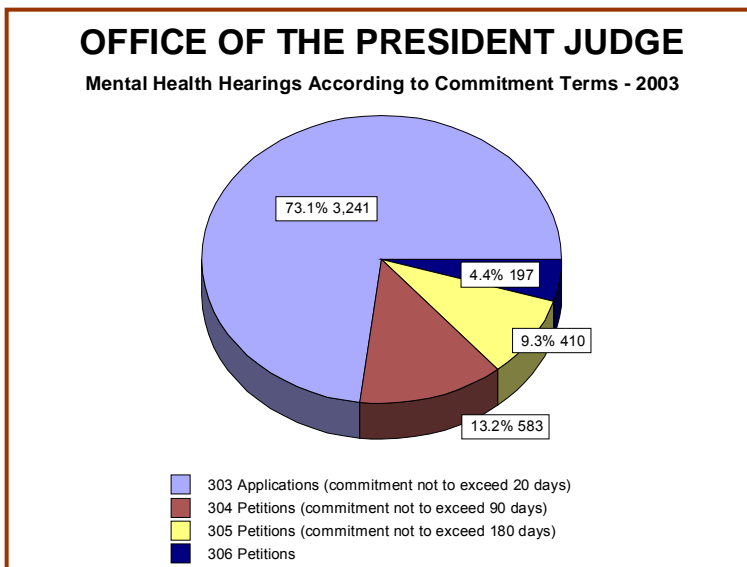
The Office of the Court of Common Pleas President Judge oversees the Civil Mental Health Program. State law requires the President Judge to appoint Mental Health Review Officers who

hear civil petitions involving involuntary civil commitments. The hearings are held for the purpose of rendering mental health treatment to individuals determined to suffer from mental illness and who pose a clear and imminent danger to themselves or others. All Mental Health Review Officers are required to be lawyers with experience in Mental Health matters. President Judge Frederica A. Massiah-Jackson has appointed one Mental Health Review Officer (who is assisted by five Assistant Mental Health Review Officers) to conduct mental health hearings.

The Mental Health Procedures Act of 1973, as amended, provides that individuals who have been involuntarily committed (without court order) under Section 302 of the Act must be released within 120 hours unless a petition is filed with the Prothonotary and heard by a Mental Health Review Officer before the expiration of the 120 hour period. Ordinarily, petitions must be filed, scheduled, and heard within a 24 hour period.

The Office of the President Judge, with the support of the Prothonotary and Court Administrator, developed and implemented the innovative FJD web-based **Civil Mental Health Electronic Filing Program** and Case Management System to assist in the filing, scheduling and disposition of mental health petitions. Fully implemented in Calendar Year 2002, the Civil Mental Health Electronic Filing Program provides for the secure filing of all mental health petitions through the Internet by more than thirty mental health providers throughout the Philadelphia area. To ensure that only authorized users can access the web-based system, a digital certificate must be installed on each computer that accesses the system. In addition, a First Judicial District issued user name and password must be utilized by every authorized user. Different user profiles have been created, and each profile has differing access rights to the data stored within the System.

Counsel for the parties and the Mental Health Review Officers are now able to view petitions on-line, on a real-time basis. Moreover, any one of the Mental Health Review Officers will be able to log-on and access their assigned daily list, as well as all pleadings filed in each case. As each case is heard, an appropriate order is prepared on-line, submitted to the Prothonotary on-line and an e-mail is sent to the interested parties thereby complying with the notice requirements of Pa. R.C.P. No. 236. All parties are thus able to meet the time-sensitive requirements of the Mental Health Act



and provide mental health services to the citizens of Philadelphia County as required. All Civil Mental Health participants have benefited from this very important initiative completed by the Offices of the President Judge and the Court Administrator.

In Calendar Year 2003, a total of 4,431 mental health petitions were filed by thirty medical treatment facilities, and heard at seven hearing locations throughout Philadelphia County, and at SCI Waymart. A total of 3,241 cases involved involuntary treatment for up to 20 days; 583 cases involved involuntary treatment for up to 90 days; and 410 cases involved involuntary treatment for up to 180 days. The balance, 197 cases, involved hearings to determine whether the patient could be subjected to treatment involving greater restraint (i.e. from outpatient to inpatient treatment, or to a more restrictive facility).

Office of the Prothonotary

The Office of the Prothonotary, the civil clerk of the court, has been characterized as being a progressive enterprise at the forefront of the technical revolution. Despite its ancient origins and claim to the title of being the oldest continuously occupied elected office in the Western Hemisphere, the FJD Prothonotary's Office continues in its place as the forefront of innovations in the Philadelphia Courts. The FJD Prothonotary is Joseph Evers.

- **Quality Assurance Unit** - with significant input from the Prothonotary, the Quality Assurance Unit was formed to monitor day-to-day operations and ensure the accuracy and integrity of all civil filings.
- **Enhanced Work Environment** - The Prothonotary's Office obtained ergonomically designed work stations and enhanced the work environment for safer and more comfortable conditions while preserving the historic design and structure of City Hall.
- **Updated Cash Register Equipment** - The Prothonotary Finance Unit has updated its register equipment to state-of-the-art technologies. In addition, the office instituted wire transfers (ACH deposits) to the city, state and other agencies for monthly disbursements.
- **E-filing Program** - The first true working e-filing program was organized for the FJD Mental Health system.

- **Opened United States Passport Office** - A United States Passport office was opened within the purview of the Prothonotary.
- **Electronic Divorce Decree System** - The office built an electronic Divorce Decree system that eliminated 10,000 paper records stored on-site.
- **Record Destruction Program** -The Prothonotary honed its business process and adopted an aggressive record destruction program that reduces off-site storage and costs. To date, nearly 500,000 records have been purged.
- **FJD Website and Public Access Computers** - With the FJD website and the public access computers provided at the Prothonotary's Office, the time and cost of servicing customers has been reduced.
- **Assisted in Opening FJD Information Center** - The Prothonotary also had a major hand in helping to open the FJD Information Center which provides a central location to access information about all facets of the FJD courts and operations.

Trial Division of the Court of Common Pleas

The Trial Division is one of three divisions of the Philadelphia Court of Common Pleas. The Trial Division of the Court of Common Pleas has general jurisdiction in civil and criminal cases, excluding Family Division or Orphans' Court matters.

The Court of Common Pleas - Trial Division is composed of sixty-eight commissioned judges. The judges in commission are supplemented by the services of senior judges. The Division is divided into two sections - Civil and Criminal. Forty-one commissioned judges are assigned to the criminal programs and twenty-nine are assigned to civil programs. There are approximately one-thousand employees in the many separate departments throughout the Trial Division.

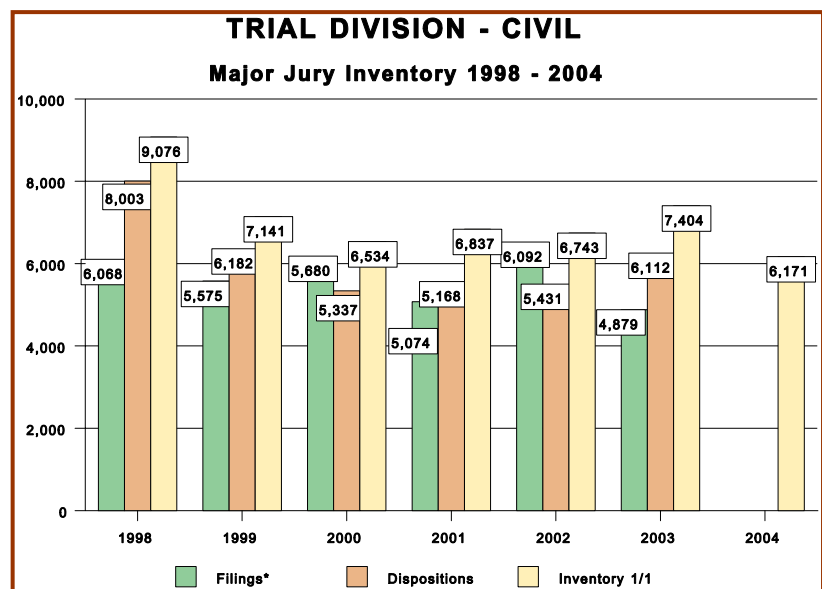
Office of the Administrative Judge

The Trial Division is led by an Administrative Judge, who is appointed by the Supreme Court of Pennsylvania and serves at the pleasure of the Supreme Court. On February 12, 2002, Judge James J. Fitzgerald, III was appointed Administrative Judge for a three year term.

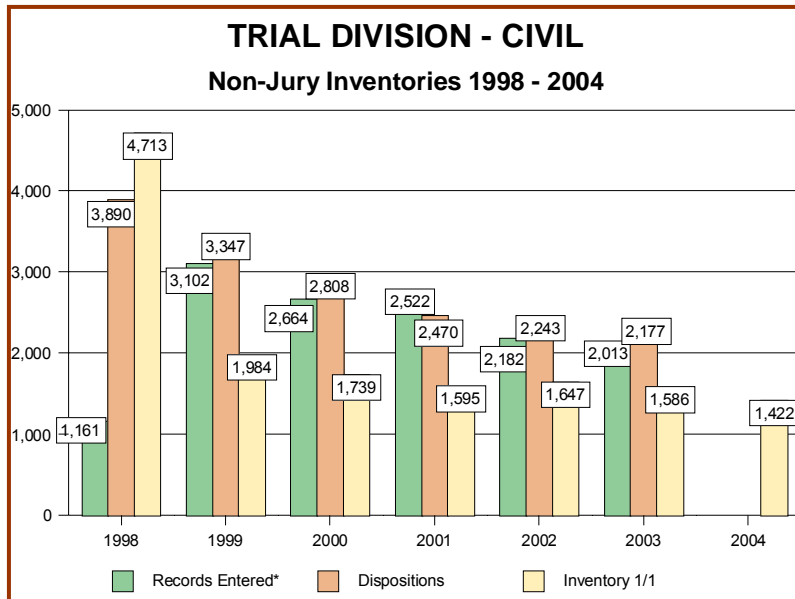
Trial Division – Civil

Trial Division-Civil judges and employees are committed to assuring that justice in Philadelphia is administered in an efficient and economical manner, while maintaining the highest standards of equality, fairness, and integrity for the public. That dedication to providing broad access to justice is evidenced by the implementation of innovative and progressive case-flow management systems,

continued education for support staff, the creation of appropriate pretrial forums, supported by the installation of technological advances.



*Filings include re-opened, net deferred, and net transferred records.



*Records Entered include re-opened, net deferred, and net transferred records.

Civil Case Time to Disposition Reduced – The Philadelphia story of eradicating a backlog of major civil jury cases is now a part of many civil delay reduction strategy seminars across the nation. With justifiable pride, the Philadelphia Civil Bar and the First Judicial District (FJD) can look back at the last few years and relish the achievements that are now almost

taken for granted. As recently as

1994, Philadelphia litigants had to wait an average of five to six years for a trial and the court struggled with a 28,000 case backlog. Relying on a vigorous application of judicial resources the once massive civil case inventory was brought under control and current by 1998.

Trial Division-Civil cases are categorized and placed into case management programs specifically tailored for effective handling and prompt and precise disposition. These programs include the Complex Litigation Center, the Day Forward Major Jury Programs, the Commerce Case Management Program, and the Arbitration Program (compulsory for cases where the amount in controversy is \$50,000 or less). Cases in the Day Forward Major Jury and Commerce Programs are further channeled into separate tracks for expedited, standard, and complex case types through early intervention evaluation.

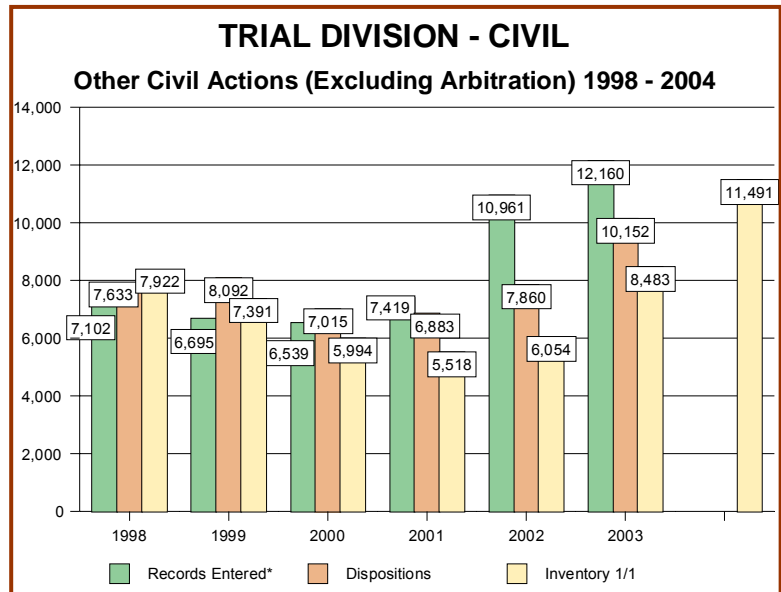
Today, the average times until trial are: for expedited cases – a mere 13 months after filing suit; for standard cases – 19 months; and for even the most complex major jury matters – 25 months.

In calendar year 2002, Judges and staff assigned to Trial Division–Civil disposed of 33,020 cases. In calendar year 2003, they disposed of 38,263 cases, a difference of 5,243 cases which represent a remarkable 15.8% increase in dispositions.

Commerce Case Management Program – With the support of the Administrative Governing Board, and bolstered by the leadership of the Philadelphia Bar Association, the Commerce Case Management Program was launched on January 1, 2000. The Commerce Program is an extension of the Day Forward Major Jury Program, adopting additional features and alternative dispute

resolution provisions that have proven helpful in managing commercial litigation in other jurisdictions. The Commerce Case Management Program has been extremely successful and well-received by the Bar and litigants. This success can be attributed in part to early intervention, mediation measures, and the close monitoring of the cases by volunteer Judges *Pro Tempore* and Commerce Program Judges.

During calendar year 2003, the judges and staff assigned to the Commerce Program disposed of a record 715 major commerce cases.



*Records Entered include re-opened, net deferred, and net transferred records.

Complex Litigation Center

The Complex Litigation Center (CLC) was the first courthouse in the United States designed exclusively for complex, multi-filed Mass Tort cases when it opened in 1992. Since 1992, the Mass Tort, Asbestos, Major Non-Jury and Arbitration Appeals Programs have been managed within the CLC.

The long-term goal of consolidating all civil trials in one facility has been achieved. Renovations enabled the Court to move the Complex Litigation Center from the Wanamaker Building to room 622 City Hall. This "change of venue" fosters greater efficiencies in case-flow management. Also, the proximity to judicial chambers and other courtrooms improves the ability to quickly identify and direct judicial resources to areas in need. Additionally, savings have been realized through related reductions in lease costs.

The Mass Tort section of the Complex Litigation Center has become the focal point of major drug company litigation. Recently, Trial Division-Civil experienced a major increase in filings in the Baycol and Phen-Fen Mass Tort Programs alone. The fact that these inventories remained at manageable levels is confirmation of the success of case management programs that were employed by the hard-working and dedicated judges and staff assigned to this department.

Trial Division-Civil leaders are proud to report that fifteen Mass Tort Programs have been fully completed since the date of the program's inception.

During calendar year 2003, judges and staff assigned to the Complex Litigation Center received a total of 10,859 new filings which includes the Arbitration Appeals inventory.

In calendar year 2002, the Judges and staff assigned to the Complex Litigation Center disposed of 5,818 cases. In calendar year 2003, they disposed of 8,482 cases. This extraordinary 45.7% increase in dispositions represents 2,664 cases.

Compulsory Arbitration Program

The Compulsory Arbitration Program in Philadelphia County is one of the most successful programs of its kind in the nation. All civil actions filed in the Court of Common Pleas with an amount in controversy of \$50,000 or less, excluding equitable actions and claims to real estate, must first proceed to a compulsory arbitration hearing before a panel of three attorneys who have been certified by the Court to serve as arbitrators.

Ten to thirteen panels of Arbitrators hear approximately 30 cases per day at a cost of \$600.00 per panel. Arbitration cases are scheduled for hearings eight months from the date of commencement. During calendar year 2003, the court spent approximately \$1.47 million on Arbitrators.

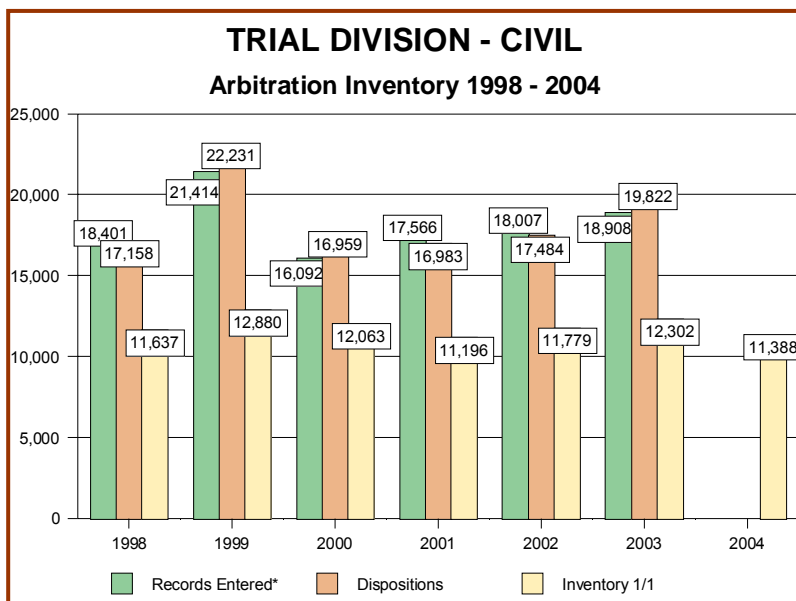
During calendar year 2002, exactly 17,484 cases were concluded at the Arbitration level. During calendar year 2003, 19,822 Arbitration cases were concluded. The increase of 2,338 cases translates into a 13.3% rise in dispositions.

Effective Monday, May 3, 2004, all Compulsory Arbitration Hearings will be held at the First Judicial District's new Arbitration Center located at 1880 John F. Kennedy Boulevard, Philadelphia, PA. Here again, additional savings have been realized through related lease reductions.

*Records Entered include re-opened, net deferred, and net transferred records.

Implementation of Automated Scheduling and Notification Process for Arbitrators

The Trial Division-Civil Arbitration Program automated the process by which arbitrators are selected, scheduled and notified of arbitration hearing dates. The migration from using the old court mainframe to



the improved Banner Courts system for scheduling and notifying arbitrators has been an overwhelming success.

Dispute Resolution Center

The Dispute Resolution Center, located on the sixth floor of City Hall, in room 691, provides a centralized location for mandatory settlement conferences. This arrangement encourages uniform procedures for these conferences while offering litigants comfortable, modernized facilities for the disposition of civil cases within historic City Hall.

Mandatory settlement conferences are conducted in every major jury case after the close of discovery. Settlement conferences are scheduled in accordance with case management orders issued in all major jury cases approximately ninety days after commencement of the action. All counsel and unrepresented parties are directed to file settlement memoranda at least ten days before the mandatory settlement conference, and when they appear, they must be prepared with full settlement authority.

Trial Division-Civil leaders recruit Judges *Pro Tempore* (JPTs) to preside over mandatory conferences in the Dispute Resolution Center. The JPTs are experienced members of the Major Jury Bar. In preparation for conferences, JPTs review case files in order to be able to effectively discuss all issues with the parties. In the event a case does not settle at the conference, the JPT is available by telephone or for follow-up conferences. However, these follow-up conferences and calls will not delay the court's schedule for the case. At the conclusion of each settlement conference, the JPT must complete a settlement conference report. The reports are provided to the trial judges along with the case files in preparation for the next scheduled event – the final pretrial conference.

The FJD has made a substantial investment of funds, facility space, and personnel to establish the Dispute Resolution Center in order to drive this process.

Civil Courtroom Construction and Technology Enhancements

To address the shortage of civil courtrooms, new courtrooms were constructed on the sixth floor of City Hall (Courtrooms 612, 616, 625, 630 and 636). These high-tech courtrooms were constructed to create a more technologically advanced user environment for civil litigation programs. Trial Division – Civil goals are to use state-of-the-art technology to enhance the ability of jurors to better understand complex medical and engineering



Courtroom 625 jury box with monitors.

evidence, reduce costs to litigants, and shorten the length of trials in complex cases.

In May 2003, the first big step in changing the way Trial Division-Civil cases are tried was taken with the unveiling of the High Technology Courtroom, in room 625 City Hall. The response from the judiciary and the bar has been overwhelmingly positive. Courtroom 625 is a very high-end technologically-enhanced courtroom modeled after the Courtroom 21 Project McGlothlin Courtroom in Williamsburg, Virginia. Special courtroom features include:

- A video evidence presentation system with distributed monitors, interactive plasma display, and touch-screen annotation at the podium and witness positions.
- An interactive display that is a Smart Overlay mounted on a plasma screen allowing the easy marking of digital evidence by a witness without changing the exhibit.
- Touch screens at the witness stand and the podium that allow witnesses and attorneys to easily mark digitally displayed evidence for all in the courtroom to see.
- Document cameras, at both the podium and witness locations, that allow the display of physical evidence such as documents, pictures, x-rays, slides, etc.
- A video player at the podium which provides the capability to display video tape and DVD evidence.
- Computer input connections at the podium, attorney tables, and judge's bench to display computer generated and scanned materials to the courtroom.
- A video printer makes a picture size representation of the displayed evidence for creating a record of all annotated materials. This does not change the original material, but preserves the markings of that material.
- A teleconference system that allows clear audio telephone communications for remote audio testimony.

- A videoconferencing system that provides remote witness appearances from anywhere in the world. Multiple TV cameras automatically switch to the speaker at various locations within the room and do not require any operator control.
- A court record capability allowing stenographic court reporter real-time transcription and digital audio recording for a comprehensive instantaneous record of the proceedings.
- Foreign language interpretation transmissions through an infrared emitter system providing translation for foreign speaking participants in a trial.
- A sophisticated control system providing effortless user operation with a minimum of training.

Courtrooms 612, 616, 630 and 636, have been completely wired for future technological enhancements, and equipped with basic evidence presentation systems.

Wireless Internet Services

In order to meet the full network needs of the public, attorneys, court reporters, and others doing business in civil courtrooms, the Court will provide access to Internet services over a Wi-Fi network. The primary user group is expected to be the Civil Bar. The public Wi-Fi network will provide for high-end Internet access as well as other network services to meet the rising demands of the public and the Bar including real-time transcripts; audio/video presentation graphics; network printing; on-site support; the top level security standards; and other data services specifically customized for Philadelphia's City Hall. These services are very important for the public, attorneys and others working on critical and sensitive civil matters in the courthouse.

First Judicial District's Website Useful in Making Justice More Accessible

Public Access to Civil Docket Information via the Internet

Civil docket information, notices, attorney activity reports, hearing and trial lists, and Commerce Program opinions can be accessed through the Court's website (<http://courts.phila.gov>). The civil docket access display has burgeoned to include nearly 17.5 million docket entries for over 1.7 million civil cases.

Wireless Applications

The Trial Division-Civil court dockets, attorney activity reports, hearing lists, civil rules, fee schedules, court holidays, hours of operation, and maps can all be accessed and downloaded through a wireless hand-held computer.



High-Tech Courtroom 625

Trial Division – Criminal Court of Common Pleas, Trial Division, Criminal

In 2003, the Criminal Trial Division continued to reduce felony inventories despite a record number of jury trials.

Pretrial Services

- **Revised Detention Review** - The Pretrial Unit of the Criminal Division revised the procedure for detention review, eliminating the weekly hearings before bail masters.

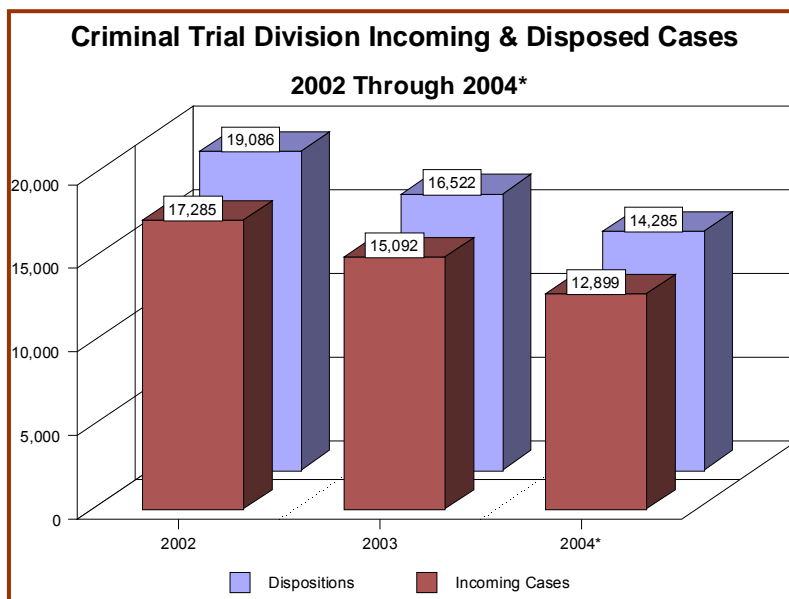
Conditional release matters are now presented daily before the Common Pleas Court Judge assigned to hear motions. The Court collaborated with the District Attorney's Office and the Defenders' Association, to develop criteria for conditional release and formalize the process. The end result is a process that is far more thorough and mindful of public safety.

Criminal Listings

- **Criminal Case Listings Were Made Available On The Court Web Page** - In July, all active criminal case listings were made available on the court web page. Previously, only six days of listings were available. Witnesses and defendants can now check court dates, justice agencies can view courtroom lists, and attorneys can view their entire criminal inventories and more. Cases are searchable by case number, courtroom and date, case name or attorney identification number. Information provided includes next court date, room and time, case number, case name, case type and attorney.

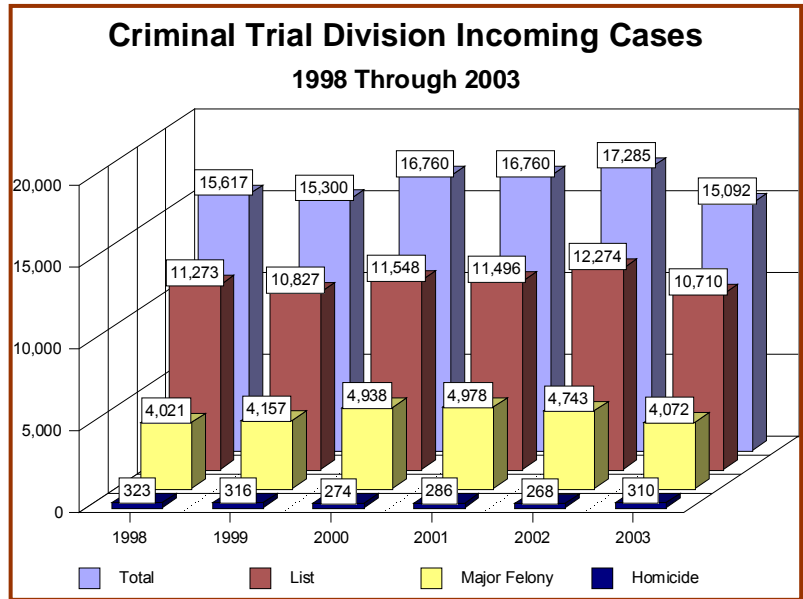
Courtroom Operations

- **Increased Use of Videoconferencing** - Videoconferencing within detention facilities saw a 300% increase in usage compared to the early quarters of 2002. Thus far, the FJD videoconferences have produced a savings of \$100,000 in transportation costs alone to the Sheriff's Department. Over 95% of scheduled videoconferences culminate in a finality of judicial action, saving the District



Attorney, Defenders' Association and Private Bar the expense of preparing for, and appearing at, the previously fruitless listings that resulted in transportation delays. Added benefits include facilitating the housing of state inmates in county facilities, reduction in paperwork by the Clerk of Quarter Sessions and the Criminal Listings Unit, and enhanced economy. Although difficult to measure,

perhaps one of the most important benefits stemming from use of videoconferencing is the reduced risk to public safety by eliminating the need to transport defendants from secure facilities to the court.



Active Criminal Records

- **Bar Coding Tracking System** - Active Criminal Records began using the bar coding system to track files. Courtroom Operations is training in the utility of the automated Criminal Case Management System (CCMS) for conflict checking of case scheduling.

Adult Probation & Parole

- **100% Compliance Rating** - The Adult Probation and Parole Department (APPD) of the FJD supervises over 52,000 offenders involved in a total of 60,000 cases. For the third consecutive year, the APPD received a 100% compliance rating from the State Board of Probation and Parole for meeting all applicable state standards. Meeting the State Board's prescribed standards qualifies the Department for State Grants-in-Aid, which totaled over **\$5.1 million** in FY 04.

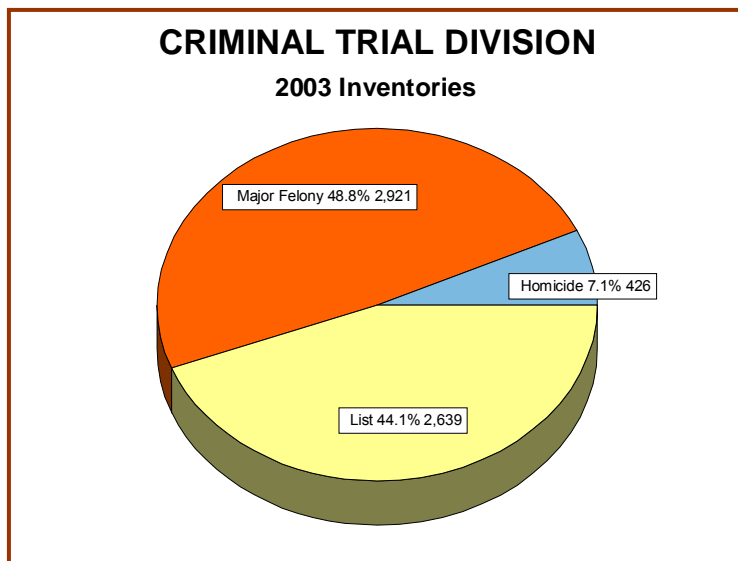


Trial Division Criminal Probation Officers gathered for Probation Officer Appreciation Week 2003.

• **Retinal Optical Scanning System** - In May of 2003, APPD began testing offenders for drug usage with a new high tech device called Passpoint which is a retinal optical scanning system. With the cost of standard drug detection through urinalysis increasing, APPD sought a less expensive and more efficient way to identify offender drug usage.

• **Regional Alignment** - Continuing with APPD regional alignment that corresponds to Philadelphia Police Districts, a new Central 1 Unit was started. This unit handles offenders that reside in the 22nd

Police District, one of the City's highest crime neighborhoods.



• **Increased Collections** - Court ordered collections increased \$240,000 from the previous year, and total \$7,276,375.

• **Increased Drug Testing** - Drug testing of offenders on probation is random and is performed: 1) when there is reason to believe a probationer may have been involved in illegal drug use;

and 2) as a deterrent. The APPD drug detection center reported a 16% increase in urinalysis, with a total of 43,862 probationers tested.

• **Established Firearms Surrender Policy** - As a preventative measure, the APPD developed new policies regarding the possession and surrender of firearms by probationers. After three years of development, a new firearms surrender policy went into effect in September 2002, identifying at least three methods for probationers to legally divest themselves of weapons. To date, 111 weapons have been collected from offenders.

• **Probation Case Management System** - Preparing RFP for state-of-the-art probation case management system, which will include kiosks for certain reporting functions and restitution payments thereby reducing operational costs and improving supervision.

- **Real Time Data Entry** - Same day, current, updated information entered into court databases making the data available to courts and justice partners, leading to more certainty, fewer continuances.

- **Statewide Criminal Case Management System** - Continued preparation for implementation of statewide criminal justice system involving redefining work rules, database migration planning, and logistics. This state mandated initiative requires training over and above responsibilities relating to current operations.

- **Training** - Training of judges, courts, attorneys on the Criminal Case Management System resulted in increased efficiencies in the courts. The re-engineered coding unit with intra-unit cross training and stretch assignments increases system responsiveness.

- **Internet** - Entire criminal hearing lists are now available to the public and justice partners on the Internet.

- **Public Access** - Increased number of personnel in the customer service areas on the second floor of the CJC making public information more accessible. In conjunction with the Sheriff, staff assist in lobby management to ensure less waiting in lines for entry into the CJC.

- **Criminal Listings** - Through initiatives with the Police Commissioner and his staff, the Office of Criminal Listings, was able to reach an agreement with the police department to assign a liaison officer to each felony waiver courtroom in the List Program. This allowed for greater continuity and accuracy in scheduling police officers required to testify in cases and, in turn, resulted in cost savings in police overtime, less continuances and more meaningful listings.

- Successful implementation of the Court Appointment and CP Scheduling and Calendaring modules of the Common Pleas Court Management System (CCMS).

- The appointment system has transitioned from a manual process to a fully automated process which now provides its users with the capability to more rapidly and efficiently process court appointments. It also created a link with the fiscal unit which, heretofore did not exist, by providing a tracking mechanism of appointments from initial processing stage through payment.

- The CP Scheduling and Calendaring system has enhanced Criminal Listing's ability to more closely monitor case inventories by reviewing, on-line, any scheduled court listing or attorney inventory. It also allows the office to make any necessary or subsequent adjustments in scheduling thereby improving case flow management practices.
- Revamped the internal statistical reporting process for Criminal Division by adding or modifying on-line program applications which account for more specific and greater detailed analysis of case inventories.
- **Electronic Monitoring** - Increased number of units to 800 and continue to provide 24/7 monitoring of offenders on EM, which helps reduce prison population.
- **Parole Petitions** - Upgrading FJD application - Release Information Network (RIN) - which allows a small number of staff to monitor release eligible dates and prepare parole petitions, so offenders are released on time.
- **Bench Warrant Hearings** - Provided over 13,000 same-day bench warrant hearings to defendants who surrender on failure to appear warrants, eliminating the need to send defendants to prison before a hearing is scheduled.
- **Warrant Unit** - Cleared over 11,000 warrants, thereby improving the chance of timely disposition of criminal cases.

Family Division of the Court of Common Pleas

Domestic Relations Branch of the Family Division

Child Support Amnesty Program

In 2003, the Child Support Amnesty Program ran from June 16th through July 3rd. Parents were able to take advantage of this program by appearing in court and resolving outstanding support arrears and bench warrants. The Amnesty Program resulted in the collection of over \$366,000 in past-due child support payments and 520 new wage attachments which will bring in an anticipated \$750,000 in increased

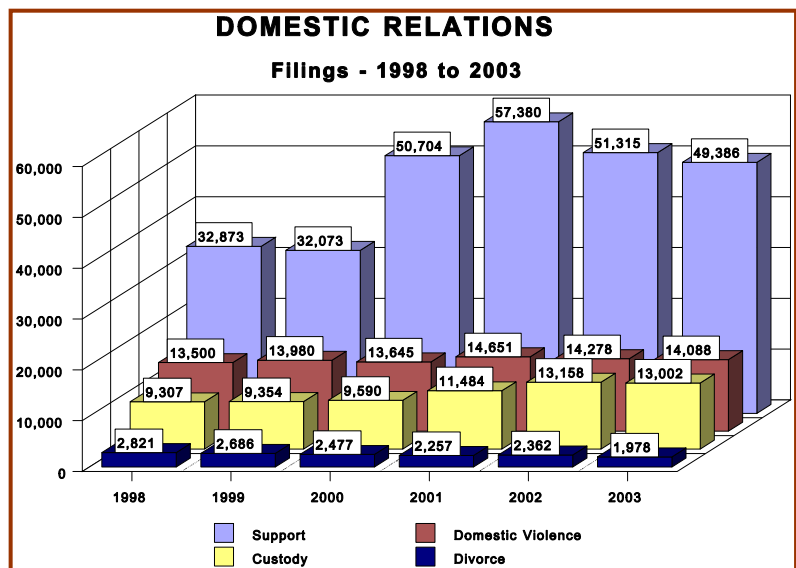


William McMonagle, Joseph Kamnik, Jr., and Roy Chambers III announce the Child Support Amnesty Program.

collections over the next 12 months. In addition, 1,030 outstanding bench warrants were closed and over 200 unemployed defendants were engaged in the job placement program affiliated with the courts in order to enable them to better meet their child support obligations.

Program follow-up is now focusing on efforts to encourage defendants to appear at the Court Enforcement Unit to pay off delinquent accounts, and to surrender to the Bench Warrant Unit to clear up outstanding warrants. A variety of enforcement tools is utilized to gain compliance from those who have unfortunately chosen to ignore their child support responsibilities. These include publishing names and pictures of delinquent payers in newspapers, suspending professional and other drivers' licenses, denying passports, intercepting state and federal income tax refunds, credit bureau reporting, and lodging judgments against them.

The public is encouraged to assist the children and families of Philadelphia by reporting helpful information regarding the whereabouts of parents who neglect to pay their child support. They can do this by calling the Bench Warrant Unit Tip Line at 215-686-2977. Because of the Domestic Relations



2003 Child Support Amnesty Program, many children of Philadelphia are now receiving the child support they have long deserved.

Court Room 12

During 2003, Court Room 12 (which is primarily set up to handle enforcement contempt conferences) was a real boon for the Amnesty Program. Staff assigned to Court Room 12 process 60 contempt conferences every working day. Their focus during these conferences is to “globally” address all facets of the case and not just contempt issues. In addition, cases that are part of special projects for improving performance measures are assigned to this courtroom for disposition. Court Room 12 goals are expedited case processing and complete case management.

Staff Development

The Training Unit initiated an ongoing Staff Development Program through a series of workshops and mini-seminars. The program goal is to cross-train employees in unit-specific areas. A Staff Development Course Catalogue was developed and sent to each employee for registration. Actual presentations are given by Unit Supervisors with direction and training materials developed by the Training Unit. This ongoing training opportunity allows for increased staff performance, and an opportunity for employees to be better informed and to stay on top of continually evolving Domestic Relations case processing procedures.

Classes are scheduled to afford maximum attendance and minimal interference with employees’ daily work schedules. Workshops are conducted on a quarterly basis and open to new and existing employees.

Working Well

In an effort to educate employees in areas that can enrich their work day, the Domestic Relations Training Unit is presenting a series of Health Seminars in conjunction with Fox Chase Cancer Center, Thomas Jefferson University Hospital, Weight Watchers, and the Philadelphia Department of Health. Topics include healthy life styles, stress management, weight reduction, breast cancer, smoking cessation, relaxation, and nutrition.

The September, 2003 kickoff featured a Health Fair, Weight Watchers at Work, and the First Lunch Time Lecture Series on Breast Cancer and Prostate Cancer. Mindful that information can be the best medicine, the DR Training Unit goal is to have these events scheduled throughout every year.

Night Court

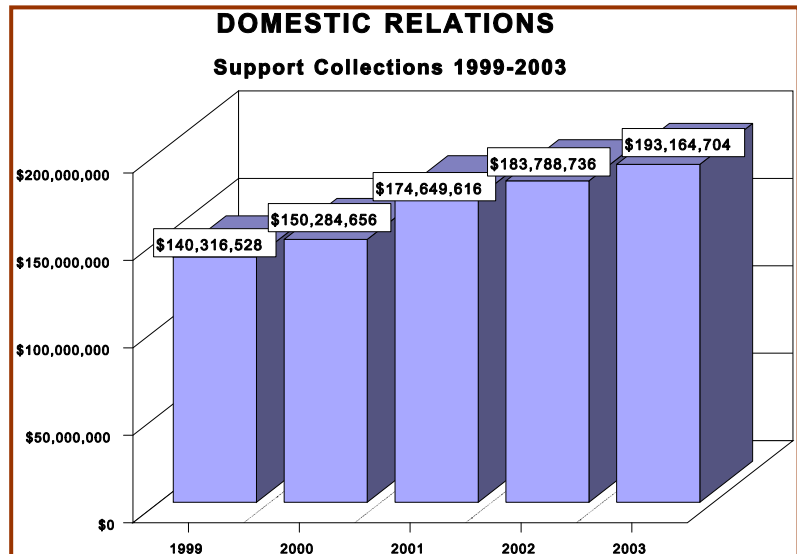
Development for Domestic Relations Night Court started in the fall of 2003. The Domestic Relations Branch intends to conduct scheduled and walk-in conferences to process more cases by establishing paternity, setting support obligations, and enforcing delinquent support orders. There will also be procedures in place for the public to file complaints for support and to handle outstanding bench warrants. Workers will be working on a “flex” schedule from noon until 8:00 PM. When Night Court opens, the Domestic Relations Branch will send out a Press Release to notify the public.

Enhanced Security

New metal detectors were installed to improve Domestic Relations Branch security. Visitors must sign in with the security desk where they receive visitors’ badges to wear during their stay at court. Security officers are strategically stationed on each floor of the building to ensure safety. In addition, this year has seen the installation of the WAVE Security System throughout the court house, including judicial chambers. At the push of a button, the WAVE system takes wireless transmissions and converts them to voice messages sent directly to security officers and pinpoints trouble spots.

Support Collections

The year-to-date Domestic Relations Support Collections for 2003 is \$100,182,470. The year to date collections for calendar year 2002 was \$94,106,369. Collections are up by 6.5%.

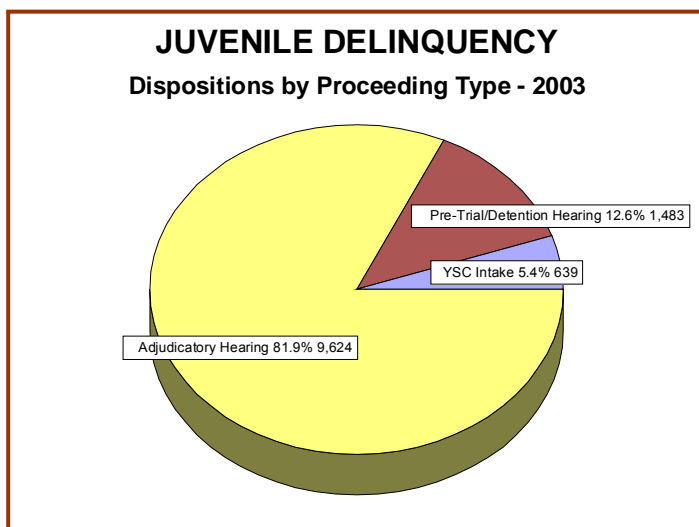
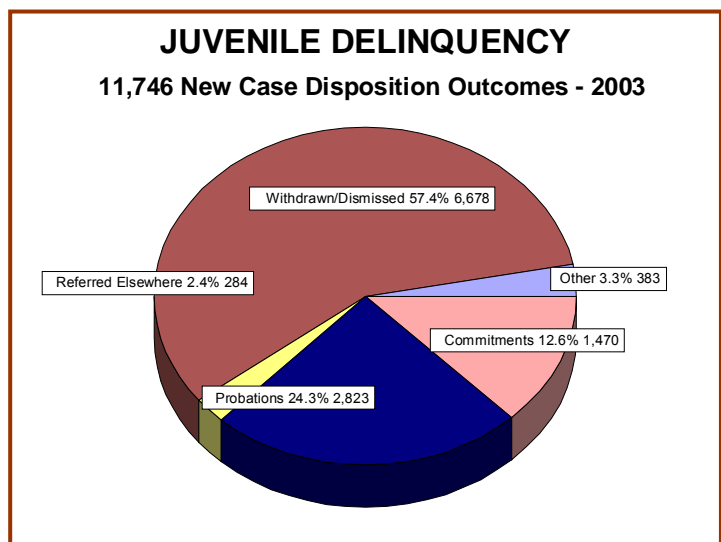


**Juvenile Branch of the Family Division
Juvenile Probation**

In 2003, total delinquency case dispositions numbered 11,746 compared with 9,457 for all of 2002. Juvenile Court is launching a special supervision program for female probationers of ages 10 to 15. Girls in the program will receive gender-specific and intensive services. The backgrounds of newly-arrested juveniles are now reviewed to determine whether they and their families are receiving placement or other child welfare services through DHS. Probation Officers and DHS social workers share information to better plan and make recommendations to the court.

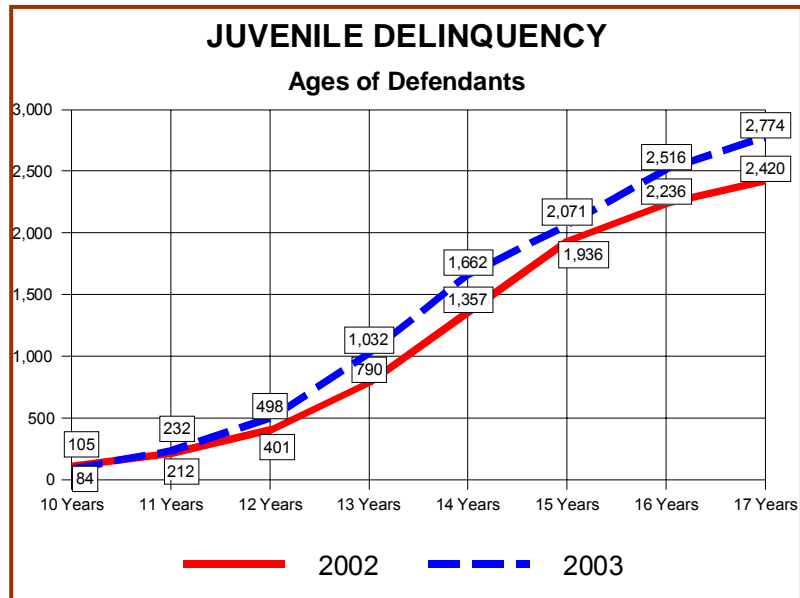
• Restitution and Community Service

Unit - In 2003, the Restitution and Community Service Unit performed over 75,000 hours of community service in Philadelphia. The work was completed by juveniles assigned by the court under the supervision of the probation department. At \$5.00 per hour that equates to \$375,000.00 worth of services free of charge to the community. The Unit also collected \$349,273.65 in restitution that was forwarded to victims of juvenile crimes. Nearly 80% of all ordered restitution was awarded to victims in 2003.



• Strategic Planning Model - The Family Court Juvenile Division started a departmental Strategic Planning Model that will set the vision for Probation Services over the next five years. The model entails a review and restructuring process for the department with the assistance of administrators, supervisors and probation officers as integral members of the planning teams.

- **Girls Unit for Comprehensive Intervention Services** – This unit was formed to provide comprehensive services to girls who are first time offenders on probation, consent decree or interim probation, between 10-15 years old. The Saturday Workshop Enrichment Program is unique from the other juvenile probation districts. This unit provides a holistic approach by assigning a monthly domain such as, Emotional, Physical, Spiritual, Relational, Intellectual and Sexual. There are workshops developed to address each theme centered on the girls needs. The Saturday programs take place on the campus of Temple University, between 9:00 A.M. and 12:00 P.M. The girls are exposed to a wide range of programs and instruction on gender specific target issues.



These additional workshops are facilitated each Saturday at Temple University under the direction of Deputy Chief Denise Ray.

- **Case Closing Report Card** - Under new State mandates for data collection on juvenile offenders, a Case Closing Report Card is being completed for all Counties in Pennsylvania starting January, 2004. The most significant statistics for Philadelphia Juvenile Probation was an 80% successful non-recidivism rate for the first quarter of 2004.

- **Parent Orientation Program (POP)** - This program provides an introduction for all parents whose children have been placed on probation. The program outlines expectations and responsibilities of the youth, family, the Court and Juvenile Probation, while providing a supportive forum for parents of delinquent youth.

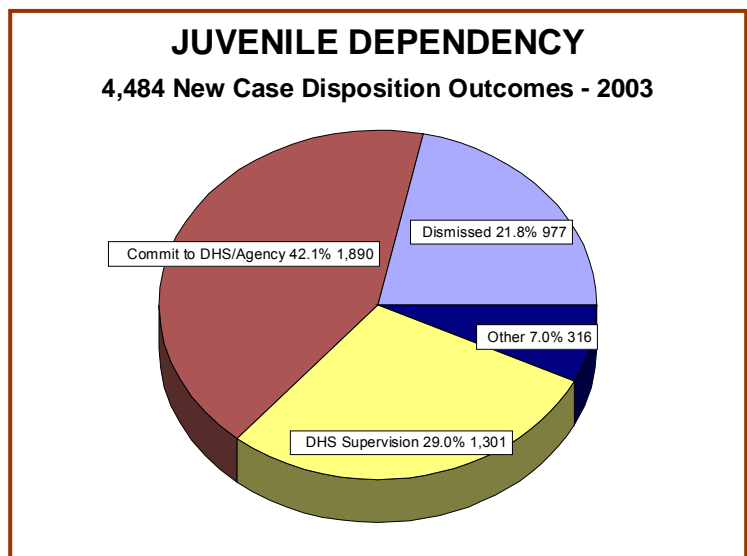
- **Juvenile Automated Computer System** - In November of 2002 the Juvenile Automated Computer System (JACS) went “live”. JACS continues to grow to meet the demands of the user groups. The system currently runs over 37 daily programs, 32 weekly programs, and 27 monthly programs. The JACS programmers have been able to respond to a variety of special requests to

improve efficiency. Extracts are communicated electronically to DHS, JCJC, and the Police on a regular basis. Since the start of 2004, JACS has added screens geared to give details involving drug arrests, which not only meets State charging mandates, but has enabled the JACS programmers to design a report regarding Juvenile Marijuana arrests; new screens have been created to enable the DA and Court to more clearly reflect charges of Conspiracy and Solicitation; the FSUM and CHIS screens were designed and now provide the basis for a Social Inquiry; a report was developed to reflect Outcome Measures for Juvenile Probation and most recently screens have been developed to reflect Attorney attendance and suspension histories due to repeated histories of Failure to Appear for assigned hearings. The JACS programmers continue to work closely with JCJC on the JNET and JTS projects. The JACS team continues to provide training to users and responds to daily calls for assistance with the use of the JACS software. MIS now provides the technical desktop support for JACS and the JACS team.

Dependency Operations

- **Case Flow Coordinator** - Under the watchful eye of the Case Flow Coordinator, Dependent Court Operations has been able to review individual judicial caseloads and case flow. The assessment and oversight this provides allows for a distribution of cases in the dependency courtrooms which has significantly reduced judicial caseloads. It allows for judges to dedicate quality time on the specific issues of each case in the adjudicatory, reunification, permanency, and termination of parental rights stages of dependency proceedings. Additionally, two specialized review courtrooms operate. A judge has been designated to oversee cases in the Kinship/Long Term Care/Aging Out Review Courtroom. A Master in the Accelerated Adoption Review Courtroom works to facilitate adoption matters.

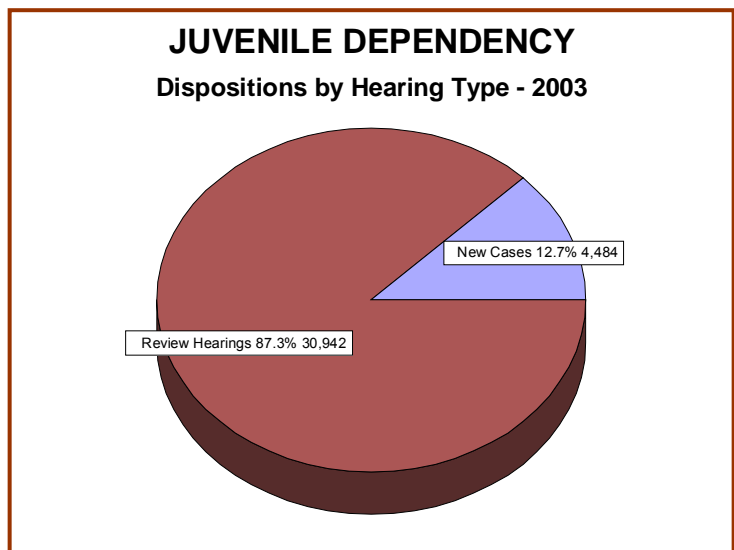
- **Pre-Hearing Conferences** - To better serve all of the dependency courtrooms, Family Court utilizes two full-time Pre-Hearing Conference Rooms. In the Philadelphia Frontloaded Dependency Court Model, every court case begins with a Pre-Hearing Conference that involves all parties and is moderated by a facilitator. An assessment of the problems causing the child abuse or neglect is



made. Expectations of the court are explained and responsibilities are delineated. A representative from Behavioral Health is present to assess MH/DA needs. In many cases, agreements are reached and the facilitator submits recommendations to the Court on placements, visitation, behavioral health evaluations, and services. Addressing these problems at the outset holds out hope for family preservation or reunification. The Pre-Hearing Conference Coordinator assures that conferences are scheduled in a timely manner, that counsel is appointed for all relevant parties, and that conference cases are distributed evenly to the courtrooms. The Coordinator also notifies Behavioral Health of upcoming listings so that they are able to prepare for each case. Besides the parents, legal guardians and witnesses, conference participants include representatives from the DHS, the Office of the City Solicitor, the Defender Association Child Advocate Unit or Court Appointed Private Counsel for Children, Private or Court Appointed Counsel for parents, legal guardians, Behavioral Health Professionals, and a Good Shepherd Mediation Facilitator.

- **Frontloaded Dependency Court Process** - Philadelphia's Dependency Court has successfully implemented the elements of the Frontloaded Model of Case Processing. Prior to the initial hearing all attorneys are appointed, all parties are provided with a copy of the petition through timely notice, and the parents and children are contacted by their counsel. Immediately prior to the initial hearing, the aforementioned Pre-Hearing Conference is conducted. As a result, many cases arrive at the first adjudicatory hearing as agreements, thus cutting down on court time. Additionally, by front-loading services, children proceed towards permanency at a faster rate.

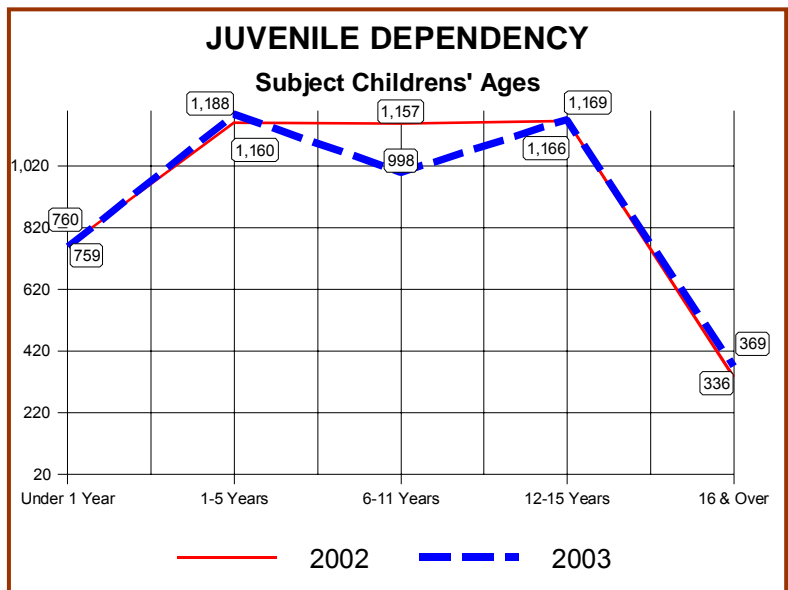
- **On-Site Dependency Behavioral Health Services** - Behavioral Health and Drug and Alcohol services serve all dependency courtrooms. Master's level clinicians, from the Behavioral Health System Family Court Unit, staff the Pre-Hearing Conferences. Prior to the conference, they research the treatment histories of family members named in the Dependent Petition. At the Pre-Hearing Conference, they are then able to identify behavioral health needs, arrange for evaluations and treatment for family members and make informed recommendations to the Court, avoiding unnecessary duplication of



services. Clinicians provided 766 substance abuse assessments and arranged for 800 psychological evaluations during 2003. They are currently monitoring approximately 980 clients who are receiving mental health services.

- **On-Site Clinical Evaluation Unit** - Through the support of the City’s Behavioral Health System, Dependency Court has an on-site Clinical Evaluation Unit to assess family members for drug and alcohol problems, refer them to treatment, and provide the Court with progress reports for subsequent hearings. Currently, the Unit manages the cases of over 1,000 people in drug treatment. Although early intervention is always preferable, referrals for evaluation and treatment also come from judges later in the process and the Behavioral Health and Clinical Evaluation Units respond accordingly. The integration of behavioral health services into Dependency Court proceedings in Philadelphia has drawn the praise of national child welfare experts. At a child welfare conference in Washington in June, 2003, several speakers cited the Philadelphia Court Model that provides early access to treatment services as one of the most promising programs in the field.

- **Dependency Court Special Programs and Projects** - To expedite adoption finalization, Dependency Court has special court programs for teens and young adults growing too old for foster care and for children free for adoption. The court has also begun to concentrate efforts on children who have been in placement for at least 15 months of any 22 month period. For those children, there is a special need to proceed expeditiously with either Termination of Parental Rights or Permanent Legal Custody. The Court works closely with DHS to develop programs responsive to identified needs. The Court also invites collaboration from provider social service agencies, legal service agencies and private court-appointed attorneys to raise standards and improve practices for the representation of children and parents in Dependency Court. Additionally, “best practices” training



is provided to other Pennsylvania Dependency Courts under the federal Court Improvement Project.

- **Dependency Petition Filings** - Dependency Petition filings have slightly but steadily increased each year. For 2003, 4,080 petitions were filed, compared with 3,927 for 2002 and 3,733 for 2001.

Children and Youth Services

- **Adoptions Branch** - The Adoptions Branch staff is responsible for filing, processing and listing termination of parental rights and adoption finalization matters. Final Adoption decrees are also issued by the Adoptions Branch. The Adoptions Branch staff processes Registrations of Foreign Birth and Gestational Carrier cases. Searches are conducted for adoptees seeking to locate their biological parents. From January 1 to December 31, 2003, 535 Petitions for Adoption were granted and 546 children were adopted.

- **Accelerated Adoption Review Court (AARC)** -This is a specialized courtroom dedicated to examining cases where parental rights have been terminated but adoption has not yet been finalized. To further accelerate the adoption process, Adoptions Branch personnel use a system of aggressive case management designed to assist in expediting cases to finalization. By having all parties in attendance at hearings, impediments that delay adoption finalization are resolved more expeditiously.

- **Court Nursery** - In April 2000, new procedures and regulations were implemented to enhance the reporting component of Supervised Visitation. Each family has a folder with their court order, sign-in sheet and incident report. The Nursery Request Form was developed to ensure that presiding judges receive nursery reports prior to the next scheduled court date. Those involved with the program are pleased with this reporting mechanism. An innovative component of Sunday visitation is the collaboration between Creative Arts Therapists, The Please Touch Museum, The DHS and Family Court to provide art, music and dance movement therapy to families involved in supervised visitation.

- **Reasonable Efforts in Assessment, Access and Prevention (REAAP) Unit** - The REAAP Unit is a component of the Children and Youth Division of Family Court and serves as a prevention program which services families and children who voluntarily access the court for assistance. Involvement in REAAP is initiated by contact from a parent or guardian requesting assistance. An

assessment of what is causing problematic behavior (i.e., truancy and incorrigibility) is conducted by REAAP Social Workers. Appropriate service is provided by DHS funded programs and linked to the family and child. Provider agencies include Big Sisters, CAACY, Crime Prevention Association, Congreso de Latino Unidos, Inc., CORA, and George Junior Republic.

- **Functional Family Therapy** - In April 2001, a dynamic new component was added to the REAAP Unit intervention. Pursuant to the award of a Pennsylvania Commission on Crime and Delinquency (PCCD) grant, the Blueprint for Violence Prevention Program was implemented to augment REAAP intervention. Family Court has collaborated with the Temple University School of Psychiatry to deliver a specific therapeutic intervention in the homes of REAAP clients.

- **Parent Project** - In conjunction with DHS, the Court initiated a 10 to 16-week parent training program designed specifically for parents of belligerent or uncontrollable adolescent children. The curriculum teaches identification, prevention, and intervention strategies for the most destructive of adolescent behaviors (poor school attendance and performance, alcohol and substance abuse, gang activity, runaway behavior, and violence). Parents attend in a classroom setting and learn to manage teen behavior problems at home. An activity-based 180-page workbook titled "*A Parent's Guide to Destructive Adolescent Behavior*," is available only to program participants. Parents meet in two to three hours per sessions once a week, for 10 to 16 weeks. Parent support groups are formed using the UCLA, self-help support group model. The program is oriented toward behavior modification.

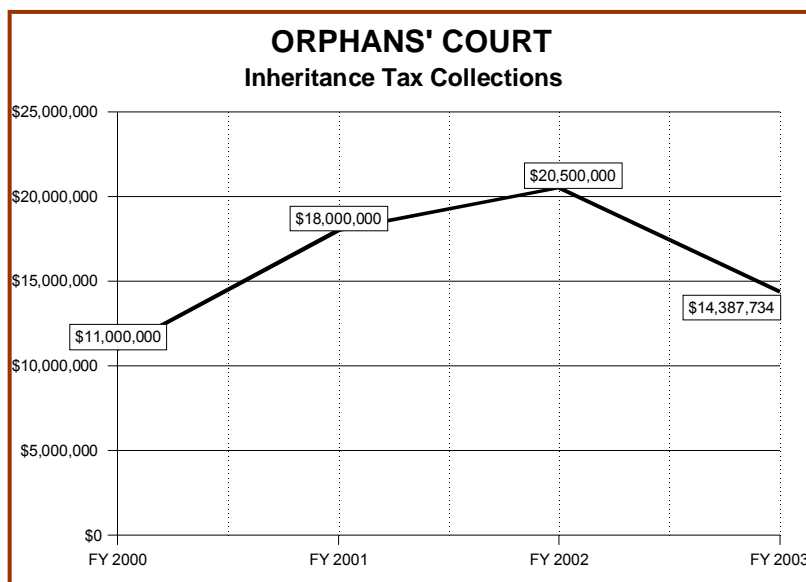
- **Project START (Stop Truancy and Recommend Treatment)** - Truancy Court in the community has expanded to service the entire School District. Children ten years of age and younger have the best success, and accordingly, they're given priority listings. In addition, Family Court personnel and representatives from DHS and the School District meet monthly to assess the project's operation. Students from 15 ½ to 16 ½ years old are prescreened. Family Court and DHS have developed a "*Provider Assessment Report and Recommendation to the Master*" utilized by DHS contracted agencies to ensure that Masters have assessments with appropriate recommendations prior to the conduct of the hearings.

- **Home Visits** - Home Visits by the provider agencies are made to families prior to court hearings. Truancy case statistics indicate that the number of cases has declined significantly. The reduction was the result of hard work through thousands of hearings. From September, 2002 to March 31,

2003, 725 hearings were held at 1801 Vine Street. From September, 2003 to March 31, 2004, 1,844 hearings were conducted. This represents an increase of 1,119 hearings during that time period. This is a remarkable increase of 154%. In addition, staff have addressed an additional 1,294 cases in a Courtroom designated to address truancy Police "sweep" cases, the overflow of Project START cases, and those involving non-compliant youth. Project START dealt with a total of 3,121 families and 3,930 students during the school year from September, 2002 to March, 2003. These were held at 1801 Vine Street and Regional Courts. During the 2003-2004 school year, Project START addressed 4,311 families and provided intervention to 4,986 students as of March 31, 2004. These represented rises in the number of families (1,190) and in the number of students (1,056). The figures translate into increases of 38% and 26% respectively. The number of truancy hearings for the entire 2003-2004 school year was projected at 15,000.

Orphans' Court Division of the Court of Common Pleas

Three judges are currently assigned to the Orphans' Court Division of the Court of Common Pleas: Administrative Judge Joseph D. O'Keefe, Judge Anne E. Lazarus, and Judge John W. Herron. These judges adjudicate matters concerning: the administration



and distribution of property of decedents, minors and incapacitated persons; the administration and distribution of property in trusts, both testamentary and *inter vivos* (transactions made while the parties are living and not upon death as in the case of inheritance); the settlement of accounts of executors, administrators, guardians and trustees; appeals from Decrees of the Register of Wills, including will contests; the administration and proper application of property committed to charitable purposes and held or controlled by a non-profit corporation; and inheritance and estate tax matters.

Unlike civil and criminal cases which have specific beginning and end points, matters filed in the Orphans' Court Division need not necessarily have a specific terminus. For example, the case of the *Estate of Stephen Girard* commenced in 1885 and is still being administered by the Orphans' Court Division.

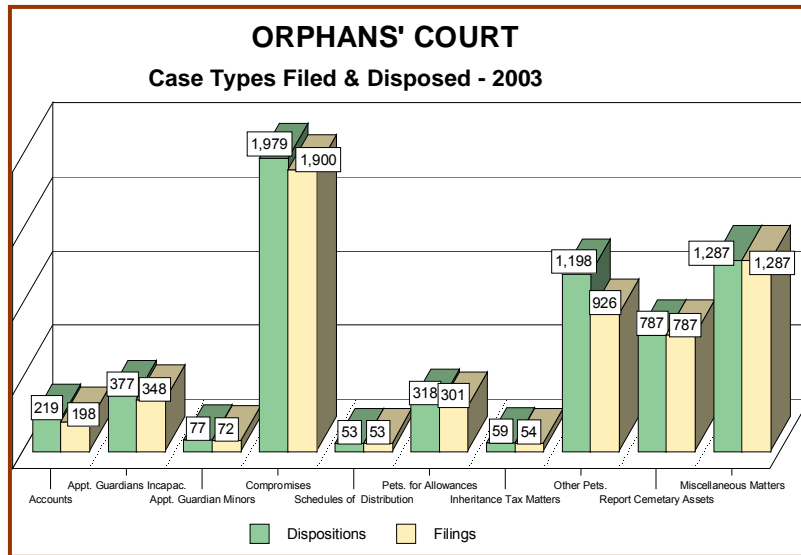
Pleadings or requests may be made in any given year in cases which, in the previous year, had no activity. The inability to predict the precise number of cases within the court's inventory that will require judicial intervention in a given year magnifies the importance of efficiencies in case load management.

In addition to routine pleadings or matters which are filed in the Orphans' Court Division, the core active inventory comprises four case types: 1) decedent's estates, which involve the eventual distribution of the decedent's funds to certain beneficiaries or certain purposes; 2) *inter vivos* trusts, which are established by individuals ("settlers") during their lifetimes for the benefit of other individuals or for specific purposes; 3) incapacitated person estates, which require a court-appointed guardian to manage the incapacitated person's estate or person until the incapacitated person is either declared competent or expires; and 4) minors estates, where funds of the minors

are either placed in restricted accounts until the minor's majority (age 18) or a guardian manages the funds until the age of majority, at which time the funds are paid over to the former minor.

Under the active leadership of Administrative Judge Joseph D. O'Keefe, several important initiatives have been implemented and maintained in Calendar Year 2003.

- Orphans' Court Case Management System** – Modeled after the system used by the Prothonotary's office for civil cases filed in the Court of Common Pleas, the Orphans' Court Case Management System was implemented in 2001 and its functionality was increased through 2003. The Case Management System is shared by the Clerk of the Orphans' Court (which receives, reviews, and accepts pleadings filed by the parties) and by the Orphans' Court Division



Judges (who schedule and dispose the various case types and matters). The system enables both the Clerk of the Orphans' Court and the Court to manage cases and resources more efficiently.

- Web-Based Docket Entries** - Orphans' Court docket entries are now available on the web through the First Judicial District's website <http://fjd.courts.phila.gov>. Docket entries provide detailed histories of cases, containing the dates on which various pleadings are filed and the dates that orders or decrees are issued. Orphans' Court Division dockets are now accessible to everyone via the Internet, and also through the Clerk of the Orphans' Court in City Hall.
- Search Capabilities** - Parties may search and view scheduling information according to list type (Audit List, Conference, Hearing, Petition Assigned, Rule Returnable Hearing, Status Conference, Incompetency hearing, Schedule of Distribution Assigned, and Exceptions Assigned), scheduled date, and judge.
- On-line Orphans' Court Opinions** - Beginning in 2003, Orphans' Court opinions have been published on the First Judicial District website <http://courts.phila.gov>. Each entry

identifies the judicial author and contains the case name with a link to the opinion, the date issued, and a brief topic statement with appropriate updates that reflect dispositions through the Pennsylvania Courts. Each of the three immediately preceding initiatives were completely designed, planned, and implemented in-house by First Judicial District employees.

The Orphans' Court Division processed the following during calendar year 2003:

Type of Filing	Carry-Over from 2002	New Filings in 2003	Total Disposed in CY 2003
Accounts (for all case types)	155	198	219
Exceptions to Adjudications	5	28	17
Schedule of Distribution	6	53	53
Appeal from Register of Wills	15	10	15
Petitions to Appoint Guardians for Incapacitated Persons	92	348	377
Petitions to Appoint Guardians for Minors	9	72	77
Orphans' Court Compromises (Minors, Wrongful Death/ Survivor Actions)	60	529	566
Civil Division Compromises (Minors, Wrongful Death/Survivor Actions)	66	1,371	1,413
Petitions for Allowances (Minor & Incapacitated Persons)	45	301	318
Other Decrees Signed	NA	2,739	NA
Inheritance Tax Matters	115	54	59
Citations	NA	628	NA
"Other" Petitions	602	926	1,198
Report of Exam of Trust Assets	NA	10	NA
Notices of Appeal Filed	NA	27	NA
Opinions Filed	NA	11	NA
Report of Cemetery Assets	NA	787	787
Miscellaneous Matters	NA	1,287	1,287
TOTAL	1,170	9,379	6,386

Total Inheritance Tax Collections

Fiscal Year	Collection Amount
2000	\$11,000,000
2001	18,000,000
2002	20,500,000
2003	14,387,734
2004 (first six months)	5,807,107

Philadelphia Municipal Court

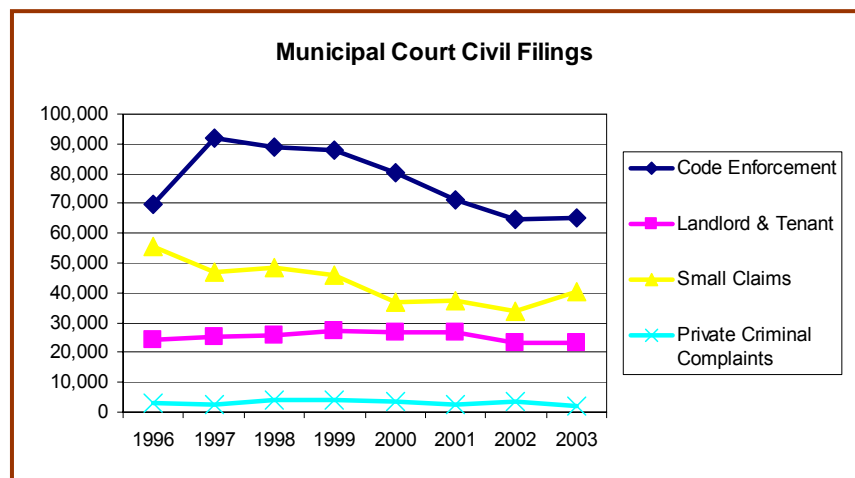
The Philadelphia Municipal Court is a court of limited jurisdiction with 25 law-trained Judges, and as such is responsible for trying criminal offenses carrying maximum sentences of incarceration of five years or less, civil cases where the amount in controversy is \$10,000 or less for small claims; unlimited dollar amounts in landlord and tenant cases; and \$15,000 in real estate and school tax cases. Municipal Court has initial jurisdiction in processing every adult criminal arrest in Philadelphia, and conducts preliminary hearings for most adult felony cases. Because, by statute, an individual does not have the right to a jury trial in Municipal Court, cases may be appealed to the Court of Common Pleas for a trial *de novo*. The current appeal rate averages approximately 3% or less. The Philadelphia Municipal Court has experienced many changes since its inception. The Court continues its steady progress towards its goal of excellence in providing timely and equal justice to all persons who have contact with the Court.

The Municipal Court is headed by President Judge Louis J. Presentza. In addition to the President Judge, Municipal Court has two Supervising Judges. Judge James M. DeLeon has been appointed to supervise the Criminal Division and Judge Robert S. Blasi has been appointed to handle all matters related to supervision of the Civil Division.

Civil Division of the Philadelphia Municipal Court

Municipal Court Civil Division 2003 Initiatives

Wage Attachments in Landlord Tenant Matters – Section 8127 of Title 42 of the Consolidated Pennsylvania Statutes was amended on December 9, 2002, allowing wage attachments for Landlord Tenant Cases. The court developed a process to implement the procedure for Municipal Court staff. On April 22, 2003, the first wage attachment was filed and processed. Between then and the end of 2003, the Court filed approximately 33 *praecipes* (orders to execute judgments) for attorneys



and *pro-se* litigants, collecting and dispersing a total of \$7,548.

Reinstatements – In an effort to modernize and streamline procedures for reinstating claims (formally called “relistments”) in the Municipal Court Civil Division, Court Administration and Central Legal Staff revamped the entire process. The court held meetings with bulk filing attorneys and published the new procedure in the “Legal Intelligencer”. In October, 2002, the court had an inventory of approximately 1,700 reinstatements. As a result of these new improved procedures, the court has maintained a zero inventory since June, 2003.

Conference Center – On June 26, 2003, the Municipal Court officially opened a new conference center that has a seating capacity for approximately 60 individuals. The center will be utilized for in-house training for employees and law students from the University of Pennsylvania, Temple University and Widener University Law Schools for the Municipal Court Dispute Resolution Program. It is also utilized for conferences, a reception area for visitors, and to accommodate large group functions for the District such as speaking engagements for the Bar Association and/or community groups. The Center is equipped with a wall mounted TV, DVD, VCR combo for training purposes. The facility is equipped with a drop down screen and a projector for Power Point or slides presentations.



CP President Judge Massiah-Jackson and MC President Judge Presentza cut the ribbon opening the new MC Conference and Training Center.

Utilization of the FJD Record Retention Schedule – The new record retention schedule has allowed the court to begin disposing of some of the many Municipal Court Civil records that have been stored in the City Archives since 1969. Recently, the court authorized the destruction of records dating from 1969 through 1985. In addition, court personnel were able to prepare 465 boxes of records, representing approximately 111,000 transcripts, for transfer to the City Archives for storage.

Upgraded Customer Service – The court designated two areas for customers and attorneys to access civil dockets in “view only” mode. These areas will help to cut down the need to involve clerks for simple tasks like checking hearing dates or case status.

Video Library – Procedural and informational tapes for the public to view in our centralized waiting area are being developed. The library will be located in the rear of the Municipal Court Conference Center.

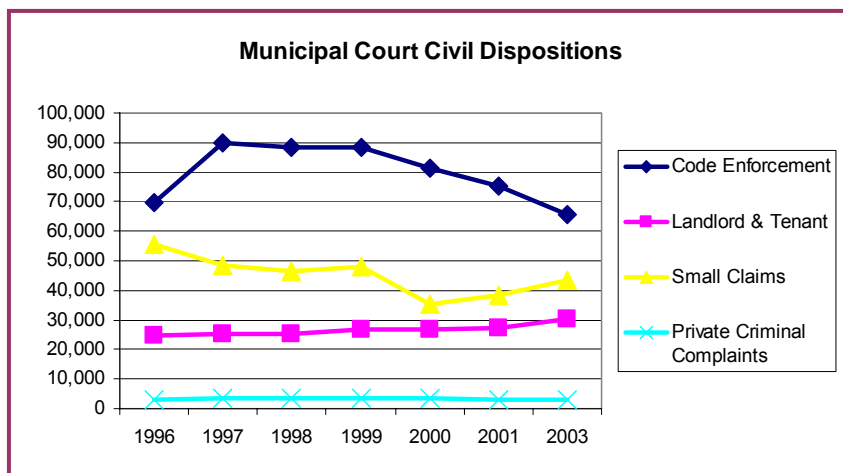
Forms Revision – The civil division tackled the cumbersome task of reviewing and updating all forms currently used by the court. The project helped to identify outdated forms and assisted in developing forms consistent with the Pennsylvania Civil Rules of Civil Procedure.

Civil Litigation Automated Internet Municipal Court System (CLAIMS) – The electronic filing project underwent continuing enhancements in 2003. During 2003, the system was upgraded in the areas of walk-in filings, attorney participation, and outside agency filings. The civil division developed an extensive training program with designated leaders who will educate the employees on the system capabilities and tools.



Municipal Court worker DeLonce Hines serving in Bosnia in 2003.

Judicial Orientation Package – This package was created to assist new judges with an overview of the civil division. It includes an organizational chart of the division, civil case flow charts for civil courtrooms, departmental overviews, courtroom schedules and emergency procedures.



Shelter in Place – Two areas have been designated as “Shelter In Place” locations for Municipal Court Civil employees to use when emergency evacuation is not an option: the fifth floor Conference Center and Courtroom #4-B located on

the fourth floor. These areas have independent hearing and cooling systems, no windows and bottled water. The court developed a needs assessment list and was supplied with first aid kits, radios, and other temporary survival tools in case of a call for Shelter In Place.

Network Migration – The civil division was successfully migrated over to the new network on May 19, 2003. All the employees received a two day training session and, in large part due to good planning, problems were held to a minimum.

Civil Fee Bill – The Municipal Court Civil Division worked in conjunction with several Common Pleas Court representatives in developing proposed legislation to replace the civil fee bill. The proposed bill consolidates fees collected in both courts.

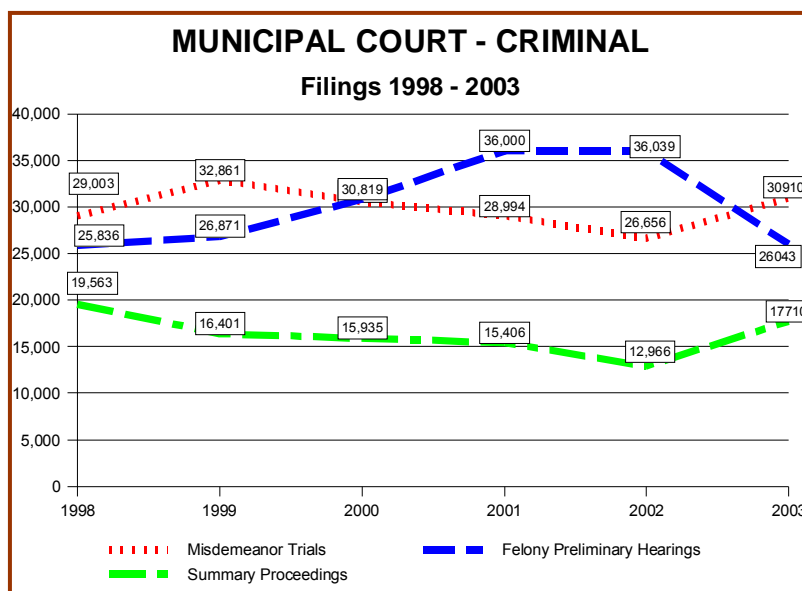
Criminal Division of the Philadelphia Municipal Court

Municipal Court Criminal 2003 Accomplishments

Administrative Duties Returned to President Judge – As with its Civil counterpart, the Criminal Division of the Philadelphia Municipal Court, under the centralized guidance of President Judge Louis J. Presentza, institutes new programs to enhance case processing and increase efficiency. At the same time, this court has made significant contributions toward addressing the underlying causes for crime, promoting public safety and tangibly improving the quality of life in the City of Philadelphia.

Orientation Information - The Civil and Criminal Divisions compiled orientation packets outlining division-specific information. Documents provide an overview of the court's departments, organizational structure, and caseflow management systems. The information benefits new judges, employees and others with an interest in Municipal Court.

Enhanced Emergency Protocols – Municipal Court contributed to the First Judicial District initiative in updating various emergency, evacuation and "Shelter In Place" procedures. These documents will be utilized by Municipal Court judges and employees to ensure that all appropriate measures are in place for the safety of customers and employees.



Domestic Violence "DO IT" Program

The Criminal Division partnered with the Coordinating Office of Drug and Alcohol Programs (CODAAP), the District Attorney, and the Defenders' Association to enhance Domestic Violence Court by providing immediate clinical assessments for misdemeanor domestic violence offenders. The "DO IT" (*Diverting Offenders into*

Treatment) program includes recommendations and referrals for anger management, drug and alcohol treatment and other ancillary appropriate services. Defendants approved for the program

will have their cases held under advisement while they attend treatment. Levels of care will be determined after confidential assessments by certified CODAAP evaluators. Currently, CODAAP provides evaluators via grant funds. In light of the elimination of treatment services contained in the state budget, funding for services may be a critical obstacle.

Treatment Court - Evidence supports the underlying theory of the Drug Court movement. That is, treating the underlying cause of criminal behavior (i.e., drug addiction) not only protects society, but serves as a viable alternative to incarceration. Instead of recycling drug-addicted criminals, criminal behavior patterns are removed via intensive drug-counseling, along with vocational, employment, and life-skills training programs. Hence, individuals return to society as sober, productive, law-abiding citizens.

- **Mentor Court** - Philadelphia Treatment Court continues to serve as a Mentor Court for the United States Department of Justice Drug Courts Program and the National Association of Drug Court Professionals. As such, the court hosted a national conference in Philadelphia for jurisdictions interested in implementing drug courts. Sponsored by the National Drug Court Institute, the conference was conducted in August, 2003.
- **University of Pennsylvania Treatment Research Institute (TRI) Evaluations** - While the success of the Philadelphia Treatment Court – the first in the Commonwealth – has been well documented, Municipal Court has also partnered with the Treatment Research Institute of the University of Pennsylvania to perform two constructive evaluations of our program. Drug treatment courts provide sanctions for infractions and rewards for clients' accomplishments. However, no study has ever identified their specific effects on outcomes. TRI is currently studying the effects of sanctions and rewards. Second, few studies have evaluated outcomes for drug court clients following graduation or termination from the program. TRI will actually follow drug court participants and complete longer-term, post-treatment follow-up assessments. The results of this research will shed light on the post-treatment outcomes of drug offenders receiving services through the court allowing for adjustments where necessary.
- **Treatment Court Savings in Police Overtime Court Costs** - Since its inception, the Treatment Court has accepted 1,343 program participants, while disposing of 1,552 cases. Thousands of court listings for Treatment Court cases have resulted in significant savings for the Philadelphia Police Department budget. Police Officers are not required to appear for a

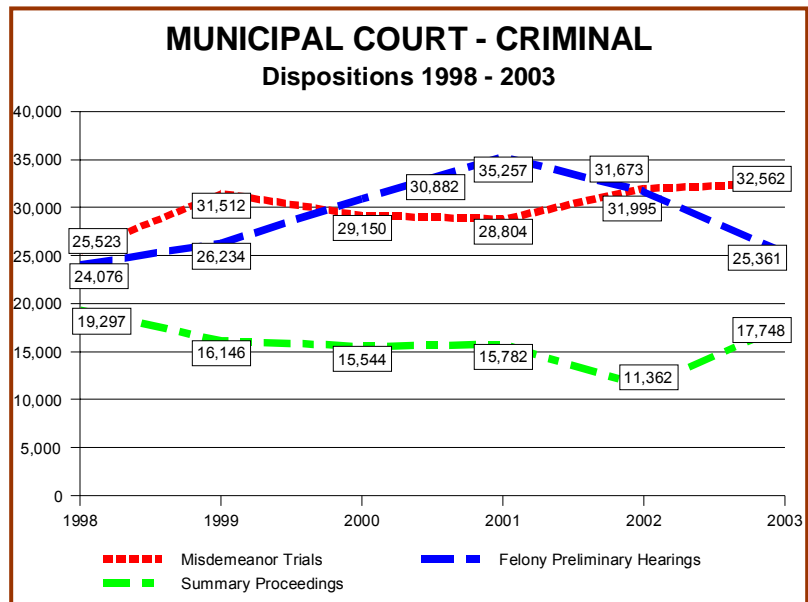
single court hearing in Treatment Court. The unique Treatment Court case processing systems have resulted in substantial achievements for the Police Department and the community it serves. Cost reductions have resulted from: minimizing the use of overnight subpoenas, lower overtime expenses for officers required to testify during non-traditional weekday tours of duty, and the added benefits of keeping more officers on the street serving our citizens. These are directly attributable to Treatment Court case processing standards.

Summary Diversion Program - After only one year of operation, the Philadelphia Municipal Court Summary Diversion program collected over \$240,000 generated for the City of Philadelphia. The Court conducts behavior classes to divert offenders from repeating “quality of life” crimes in the City of Philadelphia.

Criminal Case Management Initiative - The First Judicial District partnered with Computer Associates to develop the automated Criminal Case Management System (CCMS). All legacy systems were upgraded. Many manual operations were integrated into sub-systems which were rewritten in a fourth generation relational database. Caseload management initiatives have been enhanced to provide more efficient and accessible operations for the 65,000 criminal cases handled in Municipal Court each year.

Enhanced Discovery in Misdemeanor Criminal Cases –

Municipal Court leaders are mindful of continuing efforts to ensure that the District Attorney produces timely discovery materials in criminal matters. After numerous meetings, consensus building is on the threshold of success in changing the “way we do business” in Philadelphia. Utilizing an automated



transfer of data from arrest through preliminary arraignment, productive, high-level meetings have been conducted between all stakeholders (First Judicial District, Philadelphia Police, the District Attorney and the Defenders’ Association). Municipal Court began a pilot program that electronically produces documents for defense counsel, in accordance with the Pennsylvania Rules of Criminal

Procedure, as they relate to discovery. Progress at the misdemeanor level has produced extremely positive results and spawned discussions to expand the process for felony drug cases at the Court of Common Pleas level. Productive dialogue between all involved agencies continues.

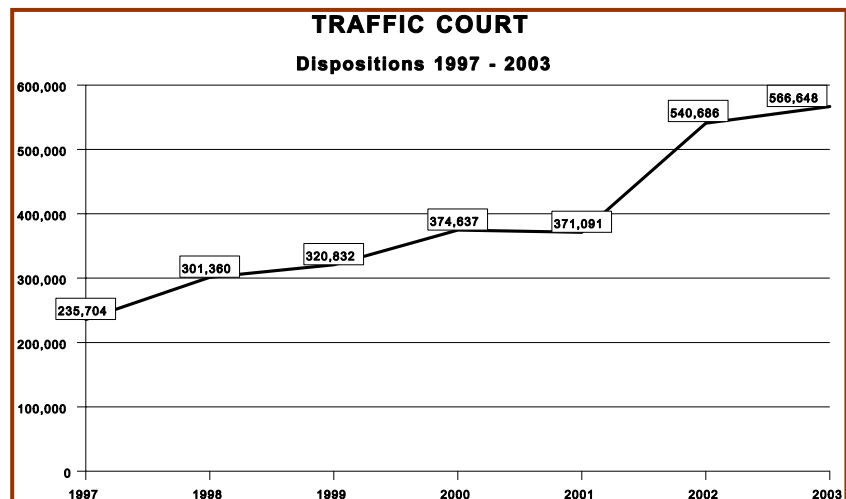
Philadelphia Traffic Court

Philadelphia Traffic Court is a summary court of limited jurisdiction. Seven elected judges sit as the Traffic Court Board of Judges, headed by the President Judge of Traffic Court. They are trained by the Commonwealth specifically to preside over and adjudicate citations for moving violations issued within the County and City of Philadelphia, as provided in the Title 75 Vehicle Code, set by the Legislature of the Commonwealth of Pennsylvania. The original police officer that issues citations is not required to be present at the Philadelphia Traffic Court trial of the defendant. However, a liaison officer from the same police department or division represents issuing officers and prosecutes in the due process of the trial. Upon appeal, the original officer will be summoned to appear at the appeal process.

Traffic Court is responsible for the collection of fines resulting from the issuance of citations by the Philadelphia Police Department and other various law enforcement agencies. This court schedules hearings for these citations and fairly adjudicates cases according to Title 75 of the Pennsylvania Motor Vehicle Code. Traffic Court can issue warrants for unpaid citations and arrest scofflaws with at least one outstanding violation on record at Philadelphia Traffic Court. Individuals may appeal all Traffic Court cases and receive a trial *de novo* in the Court of Common Pleas.

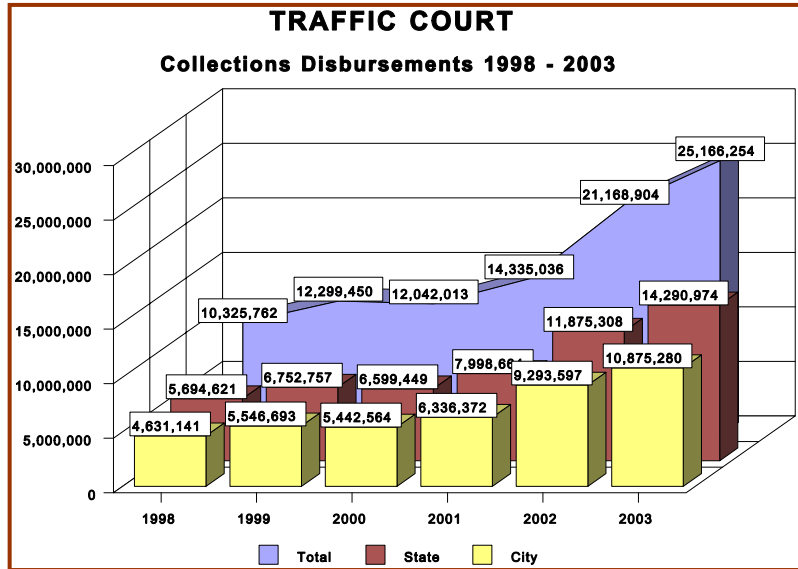
Traffic Court 2003 Accomplishments

Traffic Court judges and employees continued to work diligently under the authority of President Judge Francis E. Kelly during calendar year 2003, when a total of 292,578 motor vehicle citations were written and issued by fourteen different law enforcement agencies. In 2003, defendants responded



to a total of 566,648 citations, either by pleading guilty and paying the fines and costs (70,335); or by pleading not guilty and requesting a trial (481,820). Some citations were administratively withdrawn as provided in The Pennsylvania Motor Vehicle Code. Of those scheduled for trial, a total of 361,997, or 90 %, resulted in "guilty dispositions." Monetarily, hard work produced a

banner year. The gross income for Fiscal Year 2003 was \$32 million, as compared to \$25 million in Fiscal Year 2002. This \$7 million increase represented a 28% rise in collections. As a result, 2003 disbursements exceeded 2002 disbursements to the City of Philadelphia and Commonwealth of Pennsylvania by \$4 million. Traffic Court could be called the only self-supporting



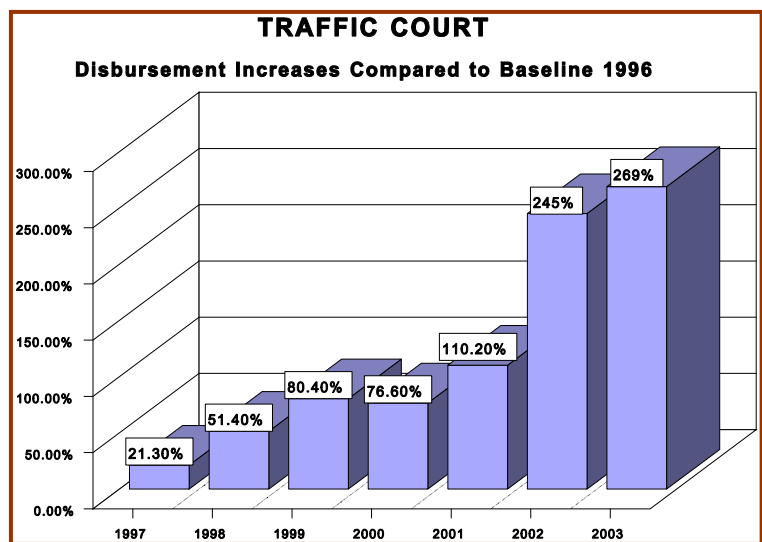
Court. The revenue generated there could more than pay for the entire Traffic Court operating budget.

Electronic Citations – With the execution of an Administrative Order signed in November, 2003, police officers are now equipped to print electronic citations directly from hand-held devices. This collaborative effort among the Court, the police, and the ticket-processing vendor, ACS, will have a positive effect on ticket issuance and response for the coming year.



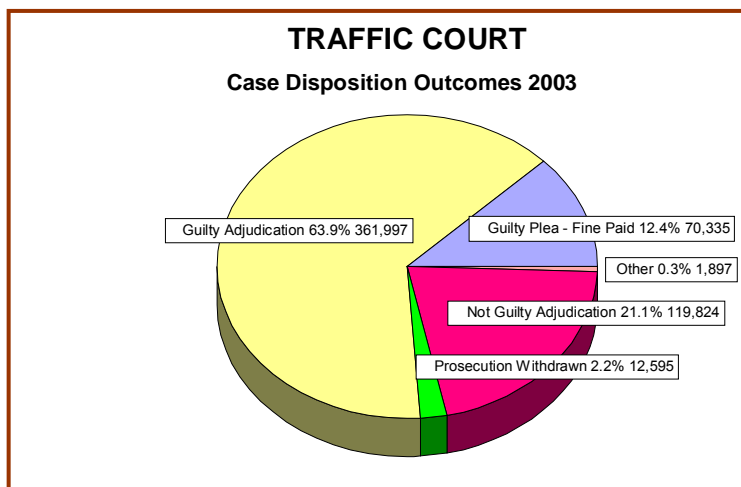
New hand-held citation device.

Records Management – The court also issued an Administrative Order to terminate all citations issued between 1993 and 1997 for which no response had been received, as allowed in PA Court Rules of Judicial Administration, Rule 1901. This is significantly reducing the number of citations marked as “uncollectible” and bringing accounting into line with actual inventory. Also, the Court was



able to dispose of old, resolved files in accordance with the Record Retention Schedule first developed by FJD personnel.

Efficient Technology – At the direction of the Court, ACS, the Traffic Court vendor for data services, has been working diligently to effectuate many other projects, including: 1) sending monthly Revenue Distribution Reports to the Commonwealth of Pennsylvania via a File Transfer Protocol (FTP); 2) processing out-of-state driving records with an FTP, rather than through a



manual, paper process; 3) revamping the boot and tow sub-system with the Parking Authority (facilitating data transfer between the Authority and the Court); 4) fine-tuning the lien process; and 5) coordinating electronic suspensions with the Pennsylvania Department of Transportation. This last initiative resulted in the suspension of 4,726 licenses due to non-payment of fees, fines, and costs; and the reinstatement of another 2,587 licenses as a result of the cooperative payment of fees, fines, and costs.

Warrant Revenues – A total of 8,019 warrants were issued in 2003, generating \$463,083 in revenue. (Figures are approximate based upon the last notice sent to the defendant.)

Public Safety: Boot & Tow – A total of 14,217 vehicles were immobilized under the impoundment law, representing a tremendous feat in terms of public safety through the removal of unregistered cars and unlicensed drivers from the streets of Philadelphia. Only 7,599 impounded vehicles were released, and then, only in strict accordance with the rules.

Sick Time Reduced – Under the leadership of President Judge Kelly, the Court significantly reduced the use of sick time. Judge Kelly advocates a positive feedback system of reward and acknowledgment by sponsoring several projects that boosted morale and increased employee productivity. Among these is the random award of a \$100 American Express Gift Certificate each month to one employee among those who did not utilize any sick time.

New Training Center Opened – Another productive venture pursued by the Court in 2003 was the construction and establishment of an on-site training facility. This center has twelve computer stations to be utilized for extensive procedural and extra curriculum training for employees. Sessions began in the early part of 2004.



New Traffic Court Training Room

Website Upgrades – In the area of technology, the website was strengthened to allow for personal inspection of hearing lists, reducing the need to visit the courthouse or make telephone calls to ascertain the date and time of one's trial. In the near future, the public will be able to access all open citations that are registered under their individual driver license numbers.

Swipe Card Security – Security has been a pivotal concern of the administration and prompted the construction of a gate providing ingress to and egress from the facility for employees utilizing swipe card technology. The entire courthouse is protected via the swipe-card system, and only authorized personnel may enter sensitive areas such as cashiering stations, courtrooms, and record departments.

Streamlined Appellate Procedure – A considerable amount of time has been devoted toward streamlining operations and managing case flow. For some time, President Judge Kelly has suggested modifications to the appeals process in order to facilitate access by individuals seeking appellate relief at the Court of Common Pleas as a result of Traffic Court convictions. After months of deliberation, the Court was successful in its endeavors and, effective January 5, 2004, all appellants and attorneys are filing their petitions at Traffic Court. This new process also serves to enhance the exchange of information between the two courts and automates the processing of the DL21 form (which serves as confirmation of the verdict). The Traffic Court is also now responsible for collecting and remitting appellate filing fees to the Clerk of Quarter Sessions on a monthly basis.

Improved Internal Controls – A significant drive was focused on tightening controls and strengthening lines of communication. Traffic Court leaders created a logistical inventory process to track the supply of motor vehicle citations distributed to police districts. At any given time, the court can now account for the number of citations on the street, the number sitting in district warehouses,

and the number that remain undistributed. This internal control assists Traffic Court in accurately determining the numbers of motor vehicle citations to order and prevents bureaucratic waste. At the same time, a form was developed to identify and correct computer deficiencies that arise in the ticket-processing system. Traffic Court works closely with ACS and the Office of Administrative Review to remedy technological glitches and enhance overall operations. It was for this reason that the Court began an intense inspection of each citation (before it is keyed into the system) to maintain quality control. Thus far, the efforts have been fruitful.

Open Communication – Perhaps of greater significance is the scheduling of regular weekly meetings held with the Directors and the President Judge/Deputy Court Administrator. The directors in turn meet with their respective supervisors on a weekly basis. Communication is the key to success!

The Court is embracing the new year with enthusiasm and a drive towards continued automation and enhanced enforcement initiatives.

Acknowledgements

The following individuals are gratefully acknowledged:



The First Judicial District Administrative Governing Board

Common Pleas Court President Judge Frederica A. Massiah-Jackson, *Chair*

Municipal Court President Judge Louis J. Presentza

Traffic Court President Judge Francis E. Kelly

Common Pleas Court Trial Division Administrative Judge James J. Fitzgerald, III

Common Pleas Court Family Division Administrative Judge Myrna P. Field

Common Pleas Court Orphans' Court Division Administrative Judge Joseph D. O'Keefe

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