

**2018 Court Watch NOLA Municipal Court data sheet**

Glossary of Terms	Index		
City = City Attorney, prosecution	start of court	B1-4	fines/fees C18-21
Def = defense, including defendants and defense attorneys	dismissals after continuance requests	C2-4	unavailable interpreters C22-23
N/A = not applicable	sidebars	C5-12	victims in court D1-4
NOPD = New Orleans Police Department	defendants without attorneys	C13-17	testifying officers D5-11
OPD = Orleans Public Defenders			
OPSO = Orleans Parish Sheriff's Office			

**NOTE:** All white areas require a response UNLESS the questions instruct you to skip questions. If you did not observe something in court, answer “no,” “N/A,” or “0” where appropriate.

<b>Section A: General Information</b>			
A1	Court watcher ( <i>last name, first name</i> )		
A2	Date ( <i>MM/DD/YY</i> )	_ _ / _ _ / _ _	
A3	Time you entered the courthouse ( <i>circle AM or PM</i> )	_ _ : _ _  AM PM	
	Time you left the courthouse ( <i>circle AM or PM</i> )	_ _ : _ _  AM PM	
CLOSED COURTROOM			
A4	If your assigned courtroom was closed, explain what happened.		
A5	Did the Clerk of Court ( <i>room 108</i> ) or court staff have additional information on the status of the closed courtroom? If yes, what information?		
A6	What did you do after learning that your assigned courtroom was closed?	Left the courthouse <i>[end of survey]</i>	Observed another courtroom <i>[continue to next question]</i>
A7	Whose courtroom did you observe? ( <i>Cade, Early, Jones, Jupiter, Landry, Sens, or Shea</i> )		
A8	Were you able to pick up a docket from the Clerk of Court's office ( <i>room 108</i> ) or courtroom clerk? <i>(if not, text Jesse at 504.356.3577 immediately)</i>		
A9	Did the Clerk of Court's office give you trouble when you requested a docket? If yes, explain.		
A10	Was there a court docket posted somewhere inside or outside of the courtroom?		

<b>Section B: Start &amp; End of Court</b>			
START OF COURT			
B1	What time did OPD and the City each arrive and start to work? ( <i>circle AM or PM</i> ) <i>(If you didn't see them arrive, write 12:59 AM)</i>		OPD arrived  _ _ _ : _ _  AM PM
			City arrived  _ _ _ : _ _  AM PM
B2	Did the Judge start court on time? ( <i>10 am or 2 pm</i> )	Yes	No, court started early
B3	Did the Judge explain or apologize for any delay in starting? If yes, what s/he say?	Explanation/apology	
B4	How many testifying NOPD officers were waiting in the courtroom for the Judge to begin court? ( <i>do NOT count officers providing courtroom security</i> )	_ _  NOPD officers waiting to testify	
END OF COURT			

B5	If you observed the end of court, what time did it end? ( <i>circle AM or PM</i> )	_ : _ : _ : _  AM PM	N/A- didn't see end of court
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**Section C: Keep Track Throughout Court** (*if you do not observe something in court, write 0*)

C1	How many total cases did you observe during this court session? ( <i>include all cases listed on the docket and any off-docket cases mentioned, including payment status &amp; probation cases</i> )	_ _  total cases observed
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**CASES DISMISSED AFTER CONTINUANCE REQUESTS**

C2	How many cases did the Judge dismiss following the City's request for a continuance?	_ _  cases dismissed after a request for continuance
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C3	<i>For each case dismissed after a continuance request, answer these two questions.</i>	What were the defendant's charges?	What was the stated reason for the City's continuance request?
	1 <sup>st</sup> case		
	2 <sup>nd</sup> case		
	3 <sup>rd</sup> case		
	4 <sup>th</sup> case		
	5 <sup>th</sup> case		
	6 <sup>th</sup> case		
	7 <sup>th</sup> case		

C4	Comments about cases dismissed after the City requested a continuance. If there were more than 8 dismissals, record them here.	
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**SIDEBARS**

C5	How many total sidebars ( <i>SB</i> ) did you observe?	_ _  total sidebars ( <i>SB</i> ) observed
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C6	Out of all SB you observed, how many times was the reason, result, subject, or confidential nature of the SB explained on record?	_ _  SB explained on record
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C7	List reasons, results, subjects, or confidential nature explained on the record for SB.	
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C8	How many 2-party SB involved each type of defense attorney?	_ _  2-party SB with OPD
		_ _  2-party SB with private defense attorneys

C9	Out of the 2-party SB you observed, how many were initiated by each party?	_ _  2-party SB initiated by the Judge
		_ _  2-party SB initiated by the City
		_ _  2-party SB initiated by OPD
		_ _  2-party SB initiated by private defense attorneys

C10	How many 1-party SB involved each party?	_ _  1-party SB with the City
		_ _  1-party SB with OPD
		_ _  1-party SB with private defense attorneys

C11	Out of the 1-party SB you observed, how many were initiated by each party?	_ _  1-party SB initiated by the Judge
		_ _  1-party SB initiated by the City
		_ _  1-party SB initiated by OPD
		_ _  1-party SB initiated by private defense attorneys

C12	Comments on sidebars		
<b>DEFENDANTS WITHOUT ATTORNEYS</b>			
C13	How many incarcerated and non-incarcerated defendants did the City speak to without the defendants' attorneys present? <i>(may occur in court or with the City leaving for a back room followed by the defendant without a defense attorney present)</i>	<input type="text"/> incarcerated unrepresented defendants with whom the City spoke <input type="text"/> non-incarcerated unrepresented defendants with whom the City spoke	
C14	How many defendants spoke on the record without a defense attorney?	<input type="text"/> unrepresented defendants who spoke on record	
C15	How many unrepresented defendants pled guilty?	<input type="text"/> unrepresented defendants pled guilty	
C16	<i>For each defendant who pled guilty without a defense attorney, answer these two questions.</i>	What were the defendant's charges?	What was the defendant's sentence?
	1 <sup>st</sup> unrepresented defendant		
	2 <sup>nd</sup> unrepresented defendant		
	3 <sup>rd</sup> unrepresented defendant		
	4 <sup>th</sup> unrepresented defendant		
	5 <sup>th</sup> unrepresented defendant		
	6 <sup>th</sup> unrepresented defendant		
	7 <sup>th</sup> unrepresented defendant		
	8 <sup>th</sup> unrepresented defendant		
	9 <sup>th</sup> unrepresented defendant		
	10 <sup>th</sup> unrepresented defendant		
C17	Comments about defendants pleading guilty without their attorneys present. If there were more than 10 unrepresented defs, record them here.		
<b>FINES &amp; FEES</b>			
C18	How many total defendants owed fines or fees?	<input type="text"/> total defendants who owed fines/fees	
C19	Out of the defendants who owed fines/fees, how many were unable to pay? Record what happened to each defendant who was unable to pay their fines/fees.	<input type="text"/> defendants unable to pay fines/fees <input type="text"/> Judge entered a civil judgment for the fines/fees <input type="text"/> Judge waived the fines/fees <input type="text"/> defendants jailed or kept in jail for failing to pay fines/fees <i>(a.k.a. attachment)</i>	
C20	Out of the defendants jailed for failing to pay a fine or fee, how many had no defense attorney present? How many were questioned on the record about their ability to pay the fines/fees?	<input type="text"/> defendants unrepresented when jailed for failing to pay fines/fees <input type="text"/> defendants questioned about their ability to pay fines/fees before incarcerated for failure to pay	
C21	If defendants were incarcerated for failing to pay a fine or fee, write their docket numbers and explain what happened.		
<b>UNAVAILABLE INTERPRETERS</b>			
C22	Was an interpreter was needed in court, but none was available? If yes, explain. <i>(include individuals needing American Sign Language interpreters)</i>		

C23	If an interpreter was unavailable, list what the Judge ruled on in the interpreter's absence.	
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**Section D: Victims & Testifying NOPD**

**VICTIMS**

D1	How many total victims did you see in court?	_____	total victims seen in court		
D2	<i>For each victim seen in court, answer these four questions by entering the codes defined below.</i>	What were the defendant's charges?	Why did the victim come to court? (see codes below)	Victim's gender (see codes below)	Victim's ethnicity (see codes below)
	1 <sup>st</sup> victim				
	2 <sup>nd</sup> victim				
	3 <sup>rd</sup> victim				
	4 <sup>th</sup> victim				
	5 <sup>th</sup> victim				

<i>Codes for reasons why victims came to court</i>	<i>Codes for gender</i>	<i>Codes for ethnicity</i>
000 = to eliminate a stay-away order 111 = to support a stay-away order 222 = to testify as prosecution witnesses 555 = more than one listed reason 999 = for unknown or unlisted reasons	000 = female 111 = male 222 = transgender 999 = unknown or unlisted gender	000 = African American 111 = Asian/Pacific Islander 222 = Caucasian 333 = Hispanic 555 = bi- or multi-racial victims 999 = unknown or unlisted ethnicity

D3	Did the Judge act respectfully toward all known victims? Explain your answer.	
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D4	Comments about victims seen in court. If there were more than 5 victims, record them here.	
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**POLICE**

D5	How many total NOPD officers testified as witnesses?	_____	NOPD officers testified
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D6	How many officers were late for their testimony?	_____	officers were late
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D7	How many officers appeared not to be entirely truthful in their testimony? (e.g. were facts provided in one officer's testimony consistent with facts provided in another officer's testimony in the same case? did the officer contradict his/her own testimony?)	_____	officers appeared to be untruthful
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D8	How often was the officers' testimony unclear or difficult to understand?	_____	officers' testimony was unclear
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D9	How many officers did not completely or straightforwardly answer questions to the best of their knowledge?	_____	officers' answers were incomplete
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D10	Rate officers' overall demeanor to all parties. (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)	_____	NOPD officers' rating
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D11	If you determined NOPD testifying officers were late, untruthful, unclear, incomplete or otherwise rated low, explain.	
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<b>Section E: General Impressions</b>					
<i>Write "yes" or "no" for each party below. If a question does not apply to a party, it is grayed out.</i>		City	OPD	private defense	Judge
E1	Were they prepared to present or speak about each case as it was called?				
E2	Did they appear to be knowledgeable of specific laws that applied to each case?				
E3	Did they present each case in a clear and complete manner?				
E4	Rate each party's overall demeanor to everyone. (e.g. Judge, City, def, witnesses, public) (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)				
E5	Did the Judge appear to pay attention to all proceedings?				
E6	Did the Judge avoid showing favor towards the City or defense?				
E7	Did the Judge maintain control of the court?				
E8	Rate the Judge's respect towards defendants. (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)				
E9	Rate the Judge's respect towards attorneys. (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)				
<i>Write "yes" or "no" for OPSO and NOPD below.</i>		<i>OPSO (in charge of courthouse entrance &amp; inmates)</i>		<i>NOPD (in charge of courtroom security)</i>	
E10	Did officers stay alert and pay attention during court?				
E11	Did officers maintain control of inmates and the courtroom, respectively?				
E12	Rate officers' overall demeanor to everyone. (e.g. Judge, City, def, witnesses, public) (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)				
E13	Were all court actors well-organized, and did they minimize disruptions to the flow of court?				
E14	Was it your perception that anyone was treated inappropriately or differently based on gender, race, ethnicity, religion, age, disability status, sexual orientation, economic status, etc.? If yes, explain.				

E15	Write about your day in court, including any compliments, criticisms, suggestions, recommendations, or concerns you may have.	
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