

2018 Court Watch NOLA Municipal Court first appearances data sheet

Glossary of Terms		Index
City = City Attorney, prosecution	NOPD = New Orleans Police Department	start of court A9-11
Def = defense, including defendants and defense attorneys	OPD = Orleans Public Defenders	sidebars B2-4
N/A = not applicable	OPSO = Orleans Parish Sheriff's Office	interpreters B5-6

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.

Section A: General Information				
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		
A4	If first appearances were closed to you, explain what happened.	<i>[end of survey]</i>		
A5	Whose courtroom did you observe? (<i>Cade, Early, Jones, Jupiter, Landry, Sens, or Shea</i>)			
A6	Were you able to pick up a first appearance sheet 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>			
A7	Did the Clerk of Court's office give you trouble when you requested a first appearance sheet? If yes, explain.			
A8	Was there a first appearance sheet posted somewhere inside or outside of the courtroom?			
START OF COURT				
A9	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		
A10	Did the Judge start court on time (<i>11 am</i>)?	Yes	No, court started early	No, court started _ _ minutes late
A11	Did the Judge explain or apologize for any delay in starting? If yes, what s/he say?	Explanation/apology		N/A- no delay occurred

Section B: Keep Track Throughout Court (<i>if you do not observe something in court, write 0</i>)				
B1	How many total first appearances did you observe during this court session? (<i>include all cases listed on the first appearance sheet and any off-sheet first appearances mentioned, including extradition cases</i>)	_ _ _ total first appearances observed		
SIDEBARS				
B2	How many 1-party sidebars (<i>SB</i>) involved each party?	_ _ _ 1-party sidebars (<i>SB</i>) with City _ _ _ 1-party SB with OPD _ _ _ 1-party SB with private defense attorneys		
B3	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		
B4	Comments on sidebars			

INTERPRETERS

B5	Did you observe any cases where an interpreter was needed, but none was available? If yes, explain. <i>(include defendants needing American Sign Language interpreters)</i>	
B6	If a defendant's interpreter was unavailable, list what the Judge ruled on in the interpreter's absence.	

Section C: General Impressions

<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
C1	Were they prepared to present or speak about each case as it was called?				
C2	Did they appear to be knowledgeable of specific laws that applied to each case?				
C3	Did they present each case in a clear and complete manner?				
C4	Rate each party's overall demeanor to everyone. <i>(e.g. Judge, City, def, witnesses, public) (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)</i>				
C5	Did the Judge appear to pay attention to all proceedings?				
C6	Did the Judge avoid showing favor towards the City or defense?				
C7	Did the Judge maintain control of the court?				
C8	Rate the Judge's respect towards defendants. <i>(rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)</i>				
C9	Rate the Judge's respect towards attorneys. <i>(rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)</i>				
<i>Write "yes" or "no" for OPSO and NOPD below.</i>		OPSO <i>(in charge of courthouse entrance & inmates)</i>	NOPD <i>(in charge of courtroom security)</i>		
C10	Did officers stay alert and pay attention during court?				
C11	Did officers maintain control of inmates and the courtroom, respectively?				
C12	Rate officers' overall demeanor to everyone. <i>(e.g. Judge, City, def, witnesses, public) (rating of 1 = rude, disrespectful, unprofessional; rating of 5 = polite, respectful, professional)</i>				
C13	Were all court actors well-organized, and did they minimize disruptions to the flow of court?				

C14	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.	
C15	Write about your day in court, including any compliments, criticisms, suggestions, recommendation, or concerns you may have.	

Section D: First Appearances (using this index, fill out this chart on the next page for each defendant. Do not guess- all info should be on the first appearance sheet or heard in court.)

D1	Name	What is the defendant's name (last name, first name)?		
D2	Case	What is the defendant's case number? (see the first appearance sheet)		
D3	Offense	What are the defendant's criminal charges?		
D4	Present	Was the defendant present in court for his or her first appearance?		
D5	Ethnicity	What is the defendant's ethnicity?		
D6	Gender	What is the defendant's gender?		
FINES, FEES, & ATTACHMENTS				
D7	Attachment	Was the defendant incarcerated because of an attachment?		
D8	Fine	What was the total amount of the defendant's fines and fees?		
D9	No fee	Did the Judge enter a civil judgement for or waive the fine/fee?	Judge entered a civil judgement for the fine/fee	Judge waived the fine/fee
D10	Pay or stay	If the defendant was given the pay or stay option, what did s/he decide?	Def chose to pay the fine/fee and be released	Def chose to stay in jail and receive a jail sentence N/A- def wasn't given pay or stay option
D11	Held	Did the Judge keep the defendant incarcerated because s/he was unable to pay the fines/fees?		
VICTIM SEEN IN COURT				
D12	Vic ethn	If you saw a victim in court for the defendant's case, what is the victim's ethnicity?		
D13	Vic gndr	What is the victim's gender?		
D14	Victim said	If the victim verbally participated in the court proceeding, what did s/he say?		
D15	Other cases	Does the defendant have another open criminal case, capias, or hold?		
D16	No bail	Was the defendant ordered to remain in jail with no bail set? If yes, explain.		
D17	ROR	Did the Judge order the defendant to be released?		
D18	Amount	How much total cash bail amount did the Judge set for all of the defendant's charges? (write \$0 if the Judge released the defendant without ordering bail)		
D19	Plea	Did the defendant plead guilty?		
D20	Sentence	If the defendant pled guilty, what was the defendant's sentence?		
D21	Comments	Write any comments about this defendant.		

