

GLOSSARY OF TERMS			
a.m.	Before noon	MM	2-digit month or minutes
City	Assistant City Attorney, prosecution	n/a	Not applicable
Court	The judge	OPD	Orleans Public Defenders
DD	2-digit date	p.m.	After noon
e.g.	For example	State	Assistant District Attorney, prosecution
HH	2-digit hour	YY	2-digit year

Section A: General Information

A1	Court watcher (<i>last name, first name</i>)		
A2	Date (<i>MM/DD/YY</i>)		
A3	Observation time (<i>HH:MM - circle a.m. or p.m.</i>)	Entered courthouse _ _ _ _ : _ _ _ _ a.m./p.m.	Left courthouse _ _ _ _ : _ _ _ _ a.m./p.m.
CLOSED COURTROOM			
A4	If your assigned courtroom was closed to you, explain what happened.		
A5	Whose courtroom were you assigned to observe? (<i>circle one</i>)	A. Sens B. Jones C. Larche-Mason D. Shea	E. Early F. Landry G. Jupiter not listed or don't know
A6	What did you do after finding your assigned courtroom closed to you?	Left courthouse, or observed Municipal Court first appearances, Criminal District Court, or Magistrate Court [<i>end of survey</i>]	Observed another Municipal Court regular docket courtroom [<i>continue to next question</i>]
OBSERVED JUDGE AND DOCKET			
A7	Whose courtroom did you observe? (<i>circle one</i>)	A. Sens B. Jones C. Larche-Mason D. Shea	E. Early F. Landry G. Jupiter not listed or don't know
A8	Were you able to pick up today's docket from the courtroom clerk? (<i>if not, text Jesse at 504.356.3577</i>)		
	If no, what issues did you encounter when requesting the docket?		
A9	Was today's docket posted outside of the courtroom?		
START & END OF COURT			
A10	Did you observe through to the end of the court session?		
A11	Did court start on time?		
COURT STARTED LATE			
A12	How late did the court session start? (<i>enter length of delay in hours and minutes</i>)		_ _ _ _ : _ _ _ _
A13	Did the Judge explain or apologize for the delay?		
	If yes, what did the Court say?		

ATTORNEY CONTEMPT		
A14	Did the Court hold a defense counsel or prosecutor in contempt?	
	If yes, explain what happened.	

Section B: Keep Track Throughout Court		
B1	How many total defendants spoke about their case from the podium? Of those defendants,	_____ total defendants observed speaking from the podium
	a. How many were represented by an attorney?	_____ defendants represented by an attorney
	b. How many were unrepresented?	_____ unrepresented defendants
B2	If you observed unrepresented defendants speaking about their case from the podium, please record the defendant's name and case number. <i>(Write n/a if the case number is not on the docket.)</i>	
B3	How many unrepresented defendants were called to a back room? Of those defendants,	_____ total unrepresented defendants called to a back room
	a. How many were called to the back room by the City Attorney?	_____ unrepresented defendants called to a back room by the City
	b. How many were called to the back room by court staff?	_____ unrepresented defendants called to a back room by court staff
B4	How many total defendants did the City speak to during this court session? Of those defendants,	_____ total defendants observed speaking to the City Attorney
	a. How many were represented by an attorney?	_____ defendants represented by an attorney
	b. How many were unrepresented?	_____ unrepresented defendants
B5	If you observed defendants represented by private attorneys, please record the defendant's name and case number. <i>(Write n/a if the case number is not on the docket.)</i>	
B6	How many total defendants needed a language interpreter? Of those defendants,	_____ total defendants needed an interpreter
	a. How many received court-appointed interpreters during your observation?	_____ defendants received court-appointed interpreters during your observation
	b. How many did not receive court-appointed interpreters during your observation?	_____ defendants did NOT receive court-appointed interpreters during your observation
B7	How many defendants' cases involving domestic violence were on the docket? <i>(charges 54-526, 54-530, 14:34, 14:35, or 14:79)</i>	_____ <i>(write '99' if the docket does not list charges)</i>
B8	How many defendants' domestic violence cases were dismissed?	_____ defendants' domestic violence cases were dismissed

Section C: Victims in Court			
C1	In how many defendants' cases did you observe a victim or a victim's family in court?	_____ defendants' cases in which victims or victims' family appeared in court	
C2	<i>For each victim, answer these 2 questions.</i>	What were the defendant's charges? (may write not on docket or heard in court)	Why did the victim come to court? (see codes below)
	1 st victim		
	2 nd victim		
	3 rd victim		
Codes for why victims came to court			
1 = to eliminate a stay-away order 3 = to support a stay-away order 5 = to testify as a prosecution witness		7 = more than one listed reason 9 = for unknown or unlisted reasons	
C3	Did you observe any interaction, verbal or nonverbal, between the defendants and victims? If yes, explain. (e.g., defendant looked directly at the victim, smirking, making gestures, rolling eyes)		
C4	Did the Judge act respectfully toward all known victims?		
	Explain.		
C5	Comments on victims seen in court. If there were more than 3 victims, record them here.		

Section D: Pleas & Sentencing		
D1	How many total defendants pled guilty or no-contest? Of those defendants, a. How many were represented by an attorney? b. How many were unrepresented?	_____ total defendants pled guilty or no-contest
		_____ defendants represented by an attorney
		_____ unrepresented defendants
D2	How many defendants pled after the State said they would charge the defendants with more serious crimes?	_____ defendants pled after the State said they would charge the defendants with more serious crimes
D3	How many total defendants owed or were sentenced to fines and fees? Of those defendants, a. How many did the Judge ask whether they could afford the fines and fees? b. How many were not asked whether they could afford the fines and fees?	_____ total defendants owed or sentenced to fines and fees
		_____ defendants asked whether they could afford the fines & fees
		_____ defendants NOT asked whether they could afford the fines & fees
D4	How many defendants had their fines and fees waived with no other condition like payment plans, community service, or jail time? (<i>Judge may say, "I'm Beardening all fines and fees and find you indigent."</i>)	_____ defendants had their fines and fees waived with no other conditions
D5	How many defendants were sentenced to community service instead of the fines and fees they owed? (<i>exclude defendants sentenced to both fines & fees and community service</i>)	_____ defendants sentenced to community service instead of the fines and fees they owed

D6	<i>For each defendant sentenced to community service instead of fines & fees, answer these 2 questions.</i>	a) How many hours of community service were ordered for the defendant?	b) How much were the defendant's total fines & fees?
	1 st defendant		
	2 nd defendant		
	3 rd defendant		
	4 th defendant		
	5 th defendant		
D7	Comments on defendants who received community service instead of fines & fees. If there were more than 5 defendants, record them here.		

Section E: General Impressions		State	City	OPD	private defense counsel	Judge
E1	On a scale of 1 to 5, rate each party's overall demeanor to everyone (<i>e.g., Judge, City, def, victims, witnesses, public</i>). <i>1-rating: disrespectful, unprofessional, unprepared, tardy</i> <i>5-rating: respectful, professional, prepared, punctual</i>					
E2	Did court staff, prosecutors, or defense counsel use inappropriate or unprofessional language? If yes, what was said, and who said it?					
E3	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.					
E4	Write about your day in court, including any compliments, criticisms, suggestions, recommendation, or concerns you may have.					