

GLOSSARY OF TERMS

ADA	Assistant District Attorney	e.g.,	For example,	OPSO	Orleans Parish Sheriff's Office
a.m.	Before noon	HH	2-digit hour	p.m.	After noon
b/c	Because	LSP	Louisiana State Police	SSI	Supplemental Security Income
Cont.	Continued	MM	2-digit month or minutes	State	Assistant District Attorney, prosecution
Court	The judge	NOPD	New Orleans Police Dept	YY	2-digit year
DD	2-digit day	OPD	Orleans Public Defenders		

INSTRUCTIONS: please fill everything out to the best of your ability. If you need to change a response such as a circle, please clearly mark the mistaken circle with an "X." All additional instructions for you are listed in italics.

SECTION A: GENERAL INFORMATION

A1	Court watcher (<i>last name, first name</i>)			
A2	Date (<i>MM/DD/YY</i>)	_ _ / _ _ / _ _		
A3	Court session observed (<i>time of day/week/or weekend/holiday</i>)			
A4	Observation time (<i>HH:MM - circle a.m. or p.m.</i>)	Entered the courthouse or Started Zoom _ _ : _ _ a.m./p.m.	Left the courthouse or Ended Zoom _ _ : _ _ a.m./p.m.	
A5	What time did court start? (<i>enter time or circle one</i>)	_ _ : _ _ a.m./p.m.	Court started <u>before</u> I arrived	Court was closed
A6-A8: COMPLETE IF COURT SESSION WAS CLOSED (<i>if court is open, skip to question A9</i>)				
A6	How long did you wait to observe the court session before you gave up? (<i>enter wait time in hours and minutes</i>)	_ _ : _ _		
A7	Explain what happened.			
A8	Whose courtroom were you assigned to observe? (<i>circle one</i>)	A. White	E. Goode-Douglas	I. Herman
		B. Davillier	F. Pittman	J. Derbigny
		C. Willard	G. Campbell	K. DeLarge
		D. Holmes	H. Buras	L. Harris
[if court was closed, end of survey]				
A9: COMPLETE IF COURT WAS OPEN				
A9	Whose courtroom did you observe? (<i>circle one</i>)	A. White	E. Goode-Douglas	I. Herman
		B. Davillier	F. Pittman	J. Derbigny
		C. Willard	G. Campbell	K. DeLarge
		D. Holmes	H. Buras	L. Harris

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A10-A11: COMPLETE IF COURT STARTED LATE (if court started on time, skip to A12)

A10	Did the Court explain or apologize for the delay? <i>(circle one)</i>	YES	NO
A11	If yes to A10, what did the Court say?		
A12: START & END OF COURT			
A12	Did you observe through to the end of the court session? <i>(circle one)</i>	YES	NO
A13-A20: COURT ACTORS IN THE SAME PHYSICAL LOCATION			
A13	Did all court actors who were physically in the courtroom appear to properly wear face masks or shields and observe social distancing? <i>(circle one)</i>	YES	NO
A14	Please describe your observations in A13.		
A15	Was anyone instructed to remove their face mask or shield by the Judge or another court actor? <i>(circle one)</i>	YES	NO
A16	If yes to A15, identify who made the instruction and explain what happened.		
A17	Was anyone instructed to properly wear their face mask or shield by the Judge or another court actor? <i>(circle one)</i>	YES	NO
A18	If yes to A17, identify who made the instruction and explain what happened.		
A19	Were cameras turned on for prosecutor(s)? <i>(circle one)</i>	ENTIRE COURT SESSION	SOMETIMES NO
A20	Were cameras turned on for defenders(s)? <i>(circle one)</i>	ENTIRE COURT SESSION	SOMETIMES NO

SECTION B: KEEP TRACK THROUGHOUT COURT

INSTRUCTIONS: Please keep track of Section B throughout your time in court.

B1-B2: TOTAL DEFENDANTS

B1	How many total defendants did you observe make a case appearance during this court session? <i>(include all cases listed on the docket and any off-docket cases mentioned, including probation, payments, and appeals)</i>	____ # of total case appearances
B2	How many defendants were incarcerated/not incarcerated and appeared in person, and not incarcerated and appeared on Zoom?	A. ____ # of incarcerated defendants
		B. ____ # of non-incarcerated defendants that appeared on Zoom
		C. ____ # of non-incarcerated defendants that appeared in person
		D. ____ # of defendants I was unsure of whether they were incarcerated or whether they appeared in person

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B3-B7: CONTINUANCES

B3	Please list how many cases were continued by the <u>Judge</u> for each reason provided:	A. # cases cont. b/c of the pandemic
		B. # cases cont. b/c a court-appointed interpreter was unavailable
		C. # cases cont. by the Court for another reason
B4	Please list how many cases were continued by the <u>prosecutor</u> for each reason provided:	A. # cases cont. b/c the State was unavailable
		B. # cases cont. b/c the State was unprepared
		C. # cases cont. b/c the State's law enforcement witness was unavailable or not present
		D. # cases cont. b/c the State's civilian witness was unavailable
		E. # cases cont. b/c the State owed discovery to the defense
		F. # cases cont. by the State for another reason
B5	Please list how many cases were continued by the <u>defense</u> for each reason provided:	A. # cases cont. b/c the defendant had been released and did not return to court
		B. #cases cont. b/c the defense attorney was unavailable
		C. #cases cont. b/c the defense attorney was unprepared
		D. #cases cont. b/c of a change in defense attorney
		E. #cases cont. b/c the defense's witness was unavailable
		F. #cases cont. b/c the defense owed discovery to the State
		G. #cases cont. by the defense for another reason
B6	How many cases were continued by joint continuance?	# of cases continued jointly
B7	How many cases were continued, and you did not hear a reason provided on the record?	# of cases continued for unknown reasons

SECTION C: DEFENDANTS

C1-C7: UNREPRESENTED DEFENDANTS

C1	How many defendants represented themselves?	# of defendants represented themselves	
C2	How many unrepresented defendants were appointed a public defender during your court session?	# of unrepresented defendants were appointed a public defender during your court session?	
C3	How many defendants were represented by counsel, but the defense attorney was not present in the court session?	A. # of defendants were represented by private counsel, but the defense attorney was not present in the court session	
		B. # of defendants were represented by OPD, but the defense attorney was not present in the court session	
C4	If the Judge issued a ruling in an unrepresented defendant's case, write what the Judge ruled or ordered along with the case number.	RULING OR ORDER	CASE NUMBER
C5	Please list how many times a Judge ordered a defendant to hire a private attorney for each of the reasons provided:	A. # of defendants ordered to hire a private attorney b/c they'd successfully posted bond	
		B. # of defendants ordered to hire a private attorney for other or unstated reasons	

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C6	How many times did the Judge threaten defendants with jail for failing to hire private counsel?	_____ # of defendants threatened w/ jail for failing to hire private counsel		
C7	Write the names and case numbers of all defendants jailed for failing to hire private defense attorneys.	DEFENDANT NAME	CASE NUMBER	
C8-C9: CONTEMPT				
C8	Did the Judge hold a defendant in contempt for anything other than failure to appear?	YES	NO	
C9	<i>If yes to C8, please list the names, case numbers, and reason (other than failure to appear) for contempt:</i>	NAME	CASE NUMBER	REASON
C10-C12: INTERPRETERS				
C10	Was there ever a time when you perceived that a defendant was not understanding the proceedings <u>and did not</u> have an interpreter? (<i>circle one</i>)	YES	NO	
C11	How many defendants were provided an interpreter of any kind? (<i>write number</i>)	_____ # defendants provided an interpreter		
C12	How many defendants were provided court-appointed interpreters? (<i>exclude interpreters brought by the State or defense</i>)	_____ # of defendants provided court-appointed interpreter		
C13-C14: GUILTY PLEAS				
C13	Please list the number of defendants that were either incarcerated or not incarcerated at the time of their plea (<i>if known</i>):	A. _____ # of incarcerated defendants who pled guilty		
		B. _____ # of non-incarcerated defendants who pled guilty		
		C. _____ # of defendants who pled guilty and you were unsure if they were incarcerated or not		
C14	Please list the name and case numbers of any defendants that plead guilty <i>and</i> were unrepresented by counsel at the time of their plea:	DEFENDANT NAME	CASE NUMBER	
C15: DEFENDANT IDENTITY				
C15	Record name(s) and case number(s) for any defendants that requested, through counsel or by themselves, to be referred to by a <u>name</u> , <u>gender</u> , or <u>ethnicity</u> that differed from the docket:	DEFENDANT NAME(S)	CASE NUMBER(S)	
C16: DEFENDANT LAW ENFORCEMENT				
C16	If the defendant was a police officer or prosecutor, did a prosecutor (<i>not an Orleans Parish Assistant District Attorney</i>) make a case appearance on the case? (<i>circle one</i>)	YES	NO	

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SECTION D: VICTIMS & WITNESSES**D1-D4: VICTIM MENTIONS**

D1	How many times was a victim mentioned by the Judge or the prosecution?	A. _____ # times the Judge mentioned victim(s)	
		B. _____ # times the ADA mentioned victim(s)	
D2	What did the Judge or ADA say about victims? <i>(if more space is needed, use notes)</i>		
D3	Was a victim impact statement submitted into the record? <i>(circle one)</i>	YES	NO
D4	<i>If yes to D3, explain whether the statement was read aloud, and by whom.</i>		

D5-D7: AT-RISK VICTIMS or WITNESSES TESTIMONY*(child witnesses, witnesses with disabilities, or other at-risk situations)*

D5	How many at-risk victims or witnesses testified during your court observation?	A. _____ # of at-risk victim(s) testified			
		B. _____ # of at-risk witness(es) testified			
D6	<i>For each victim or fragile witness, answer these three questions.</i>	A. What made the witness or victim appear at-risk? <i>(age, ability, other risk factor: specify)</i>	B. Write the defendant's criminal charges from the docket.	C. Did the witness testify in a confidential space (not the public courtroom) or via closed-circuit television? <i>(circle one)</i>	
	<i>1st witness</i>			YES	NO
	<i>2nd witness</i>			YES	NO
	<i>3rd witness</i>			YES	NO
D7	Please record any additional at-risk witness/victim testimony observations here:				

D8-D11: LAW ENFORCEMENT TESTIMONY

D8	How many total New Orleans Police Department (NOPD) and Louisiana State Police (LSP) officers testified as witnesses?	A. _____ # total NOPD officers testified	
		B. _____ # total LSP officers testified	
D9	How many times did you notice an officers' testimony was inconsistent with other facts presented in the case? <i>(e.g. facts provided in one officer's testimony inconsistent with facts provided in another officer's testimony in the same case; officer contradict their own testimony etc.)</i>	A. _____ # total NOPD officers testified inconsistently	
		B. _____ # total LSP officers testified inconsistently	

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D10	On a scale of 1 to 5, rate each party's overall demeanor to everyone (e.g., NOPD, LSP, OPSO, Federal LE)	<u>1-rating:</u> disrespectful, unprofessional, unprepared, tardy <u>5-rating:</u> respectful, professional, prepared, punctual (circle one number for each party)				
	A. NOPD	1	2	3	4	5
	B. LSP	1	2	3	4	5
	C. OPSO (if applicable)	1	2	3	4	5
	D. FBI (if applicable)	1	2	3	4	5
	E. HSI (if applicable)	1	2	3	4	5
D11	If any party in D10 received a 1 rating, please list their name(s), defendant's name, case number from docket, and brief explanation.					

SECTION E: EVIDENCE, SENTENCING, PROBATION, PAROLE							
E1-E13: CONTEMPT FOR ILLEGAL DRUGS							
E1	How many defendants were held in contempt after the judge asked about illegal drug use?	# of defendants held in contempt after the Judge asked about illegal drug use					
E2	If any defendants were fined after the judge asked about illegal drug use, please record the fine amount(s).	FINE AMOUNTS					
		\$		\$			
		\$		\$			
		\$		\$			
E3	If any defendants were sentenced to jail time after the judge asked about illegal drug use, please record the amount of jail time.	JAIL TIME					
E4	If a defendant declined to plead guilty, did the Judge order a drug test for them? (circle one)					YES	NO
E5	If yes to E4, please record the defendant's name and case number from docket for each defendant	DEFENDANT NAME			CASE NUMBER		
E6	Did the ADA ever say they would have to check with their supervisor or the District Attorney before offering a certain plea deal? (circle one)					YES	NO
E7	If yes to E6, please record the defendant's name and case number from docket for each defendant	DEFENDANT NAME			CASE NUMBER		

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E8	Did an ADA ever refer to a defendant as a multiple offender, single, double, or triple? <i>(circle one)</i>	YES	NO		
E9	If yes to E8, please record the defendant's name, case number, and what the ADA said about the defendant(s) being multiple offender(s):	DEFENDANT NAME	CASE NUMBER	WHAT WAS SAID	
E10	Did the ADA ever request a bond increase? <i>(circle one)</i>	YES	NO		
E11	If yes to E10, please record the defendant's name and case number from docket for each defendant:	DEFENDANT NAME	CASE NUMBER		
E12	Did the ADA say that jail time would increase, or that there would be jail time instead of probation if the defendant decided to go to trial? <i>(circle one)</i>	YES	NO		
E13	If yes to E12, please record the defendant's name and case number from docket for each defendant:	DEFENDANT NAME	CASE NUMBER		
E14-E16: FINES OR FEES					
E14	If a defendant was sentenced to pay fines or fees, please record the total of the fines and fees, and whether the Judge asked whether the defendant could afford them?	CASE NUMBER	TOTAL FINES/FEES AMOUNT	DID JUDGE ASK ABOUT AFFORDABILITY?	
			\$	YES	NO
			\$	YES	NO
			\$	YES	NO
E15	Did the Judge offer an option of community service instead of fines and fees? <i>(circle one)</i>		YES	NO	
E16	If yes to E15, how many combined hours of community service were offered?	_____ # of total community service offered by Judge.			
E17-21: PROBATION OR PAROLE STATUS HEARING					
E17	What was the basis of the probation or parole violation?				
E18	Did the prosecutor recommend release of the defendant? <i>(circle one)</i>		YES	NO	
E19	If yes to E18, please record the defendant's name and case number from docket for each defendant:	DEFENDANT NAME	CASE NUMBER		
E20	Did the Judge ever extend probation to collect fines, fees, or restitution? <i>(circle one)</i>		YES	NO	
E21	If a probationer was unable to pay outstanding court debt, did the Judge ever threaten to revoke probation? <i>(circle one)</i>		YES	NO	

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SECTION F: GENERAL IMPRESSIONS

F1	Were you able to hear and understand all court actors? <i>(circle one)</i>	YES	NO																		
F2	If no to F1, please explain.																				
F3	Did all court actors who were physically in the courtroom appear to properly wear face masks or shields and observe social distancing? <i>(circle one)</i>	YES	NO																		
F4	Please explain your observations for F3																				
F5	On a scale of 1 to 5, rate each party's overall demeanor to everyone (e.g., Court, ADA, defense, witnesses, public).	<i>1-rating: disrespectful, unprofessional, unprepared, tardy</i> <i>5-rating: respectful, professional, prepared, punctual</i> <i>(circle one number to rate each party)</i>																			
	A. ADA	1	2																		
	B. OPD	1	2																		
	C. Private Defense	1	2																		
	D. Court	1	2																		
	E. Deputy Sheriff	1	2																		
F6	If any party in F5 received a 1 rating, please list their name(s), defendant's name, case number(s) from the docket, and a brief explanation.																				
F7	Did any parties listed in F5 above use inappropriate or unprofessional language? <i>(circle one)</i>	YES	NO																		
F8	If yes to F7, please describe who and what was said.																				
F9	Please check all that apply if you perceived or observed that anyone was treated inappropriately or differently for any reason and explain in the space provided what happened. If possible, please also list their name(s), defendant's name, and magistrate case number(s) from the first appearance sheet.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">A. Gender</td><td>☐</td></tr> <tr><td style="text-align: right;">B. Race/ethnicity</td><td>☐</td></tr> <tr><td style="text-align: right;">C. Religion</td><td>☐</td></tr> <tr><td style="text-align: right;">D. Age</td><td>☐</td></tr> <tr><td style="text-align: right;">E. Disability status</td><td>☐</td></tr> <tr><td style="text-align: right;">F. Sexual orientation</td><td>☐</td></tr> <tr><td style="text-align: right;">G. Economic status</td><td>☐</td></tr> <tr><td style="text-align: right;">H. Language</td><td>☐</td></tr> <tr><td style="text-align: right;">I. Other <i>(please explain):</i></td><td></td></tr> </table>		A. Gender	☐	B. Race/ethnicity	☐	C. Religion	☐	D. Age	☐	E. Disability status	☐	F. Sexual orientation	☐	G. Economic status	☐	H. Language	☐	I. Other <i>(please explain):</i>	
A. Gender	☐																				
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G. Economic status	☐																				
H. Language	☐																				
I. Other <i>(please explain):</i>																					

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F10

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

END OF SURVEY. THANK YOU! AND PLEASE REMEMBER TO UPLOAD ALL DATA AS SOON AS POSSIBLE.