

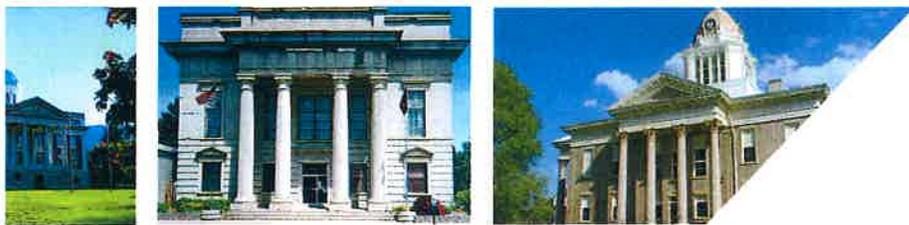
NOTICE OF COMMENT PERIOD

The Nebraska Supreme Court invites interested persons to comment on the proposed 2016 update to the Nebraska Courts Facility Planning Guidelines & Standards. The 2016 update to the Nebraska Courts Facility Planning Guidelines & Standards was submitted to the Supreme Court for consideration on June 2, 2016, by Corey Steel, State Court Administrator.

Anyone desiring to comment on the 2016 update to the Nebraska Courts Facility Planning Guidelines & Standards should do so in writing to the office of the Clerk of the Supreme Court and Court of Appeals, P.O. Box 98910, Lincoln, Nebraska 68509-8910, or via e-mail to jill.machacek@nebraska.gov no later than August 1, 2016.

A copy of the 2016 update to the Nebraska Courts Facility Planning Guidelines & Standards is available for review below, or a hard copy may be reviewed in the office of the Clerk of the Supreme Court and Court of Appeals upon request.

NEBRASKA COURTS FACILITY PLANNING



GUIDELINES & STANDARDS

ACKNOWLEDGEMENTS

The Nebraska Supreme Court is indebted to several volunteers for the service and assistance they have provided to the courts of Nebraska for the past 20 years in the development of this document.

In 1987, the late Dr. Ernest Moore worked with a committee of judges and staff of the AOC to draft and write the original Nebraska Courts: Standards and Facility Planning Guidelines. In 1996, the guidelines were revised and the University Of Nebraska College Of Architecture again provided assistance. Nate Krug, A.I.A., Associate Professor at that time, spent many hours rewriting and updating this document. The University Of Nebraska College Of Architecture has continued to be most generous in working with a number of Nebraska judges and county officials to assist in courthouse renovation projects. Again beginning in 2015, Nate Krug, Emeritus Associate Professor in the College of Architecture provided his guidance in the current update.

Other assistance has been provided by the firm of Berggren Architects including Jerry L. Berggren, A.I.A. and Steven Severson, an Intern Architect with Berggren Architects.

District Court Judge Paul Korslund and County Court Judge Tami Schendt provided assistance representing the viewpoints of judges. From the Nebraska AOC, assistance was received from Jennifer Rasmussen, Deputy State Court Administrator for Technology, Judy Beutler, Deputy State Court Administrator for Court Programs and Services, and Sheryl Connolly, Trial Court Services Director.

2016

NEBRASKA SUPREME COURT

MICHAEL G. HEAVICAN
CHIEF JUSTICE



P.O. BOX 98910
STATE CAPITOL BUILDING
LINCOLN, NEBRASKA 68509
(402) 471-3738

The statutes of the State of Nebraska require each county to provide appropriate court facilities in each of the 93 county seats. Many of the original courthouses in this State are still in use today. Their design and central location in the community reflect the importance of the law and our system of justice to all Nebraska citizens.

The courts continue to have increased demands and access to justice for our citizens needs to be a priority. We must also be aware of security for those using the courts, including judges and staff. It is vital that the courts be allowed to serve the public in buildings that are efficient, appropriate, dignified, and safe.

The following are guidelines and standards for county and court officials in the planning of new courthouses or renovation of existing courthouses. The Nebraska Supreme Court is grateful to the volunteers and staff who updated this document.

A handwritten signature in black ink, appearing to read "Michael G. Heavican", written in a cursive style.

Michael G. Heavican
Chief Justice

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RESOURCES

INTRODUCTION

The judicial functions required by the Constitution of the State of Nebraska take place in a wide variety of settings. Today, Nebraska judges, court support staff, and lawyers must deal with all kinds of cases not dreamed of when this state was first established. As society looks more and more to the courts for resolution of conflicts, it becomes essential to provide proper facilities and processes to deal with these changes as well as those that are to come.

The Constitution of the State of Nebraska distributes the judicial power for this state among the Nebraska Supreme Court, Court of Appeals, District Courts, County Courts, and several other courts created by the state legislature including the Workers Compensation Court and the Separate Juvenile Courts. The Constitution provides that general administrative authority over all courts in the state shall be vested in the Nebraska Supreme Court and exercised by the Chief Justice.

Nebraska Statute 24-515 states: “Each county shall be responsible for all costs involved in establishing, furnishing, and maintaining appropriate courtroom and office facilities for the county court at the county seat. The Nebraska Supreme Court may establish standards by class of county, based on population, caseload, and other pertinent factors.” Where this statute refers specifically to county court, Nebraska Statute 23-120 provides that “all courts who desire such accommodation shall be suitably housed in the courthouse.”

This publication has been developed by the Nebraska Supreme Court to assist counties and municipalities in planning and providing facilities in which the courts may operate effectively and efficiently. It is designed to be a resource for judges, county officials, and architects who are anticipating renovation of existing facilities as well as those who plan to construct new courtrooms or courthouses. The procedures outlined should help to provide facilities for courts which are flexible while also reflecting the importance of the judiciary and the courts in each community.

The Nebraska Supreme Court recognizes the wide range of needs in courts throughout the state of Nebraska. Population density, resources, caseloads, and case profiles vary across the state. It is not the intent of the Nebraska Supreme Court to require a uniform size in courtrooms or support facilities. Not all counties will have, or need, each type of space described in these standards. However, when a particular space is being designed, the Nebraska Supreme Court standards should be used.

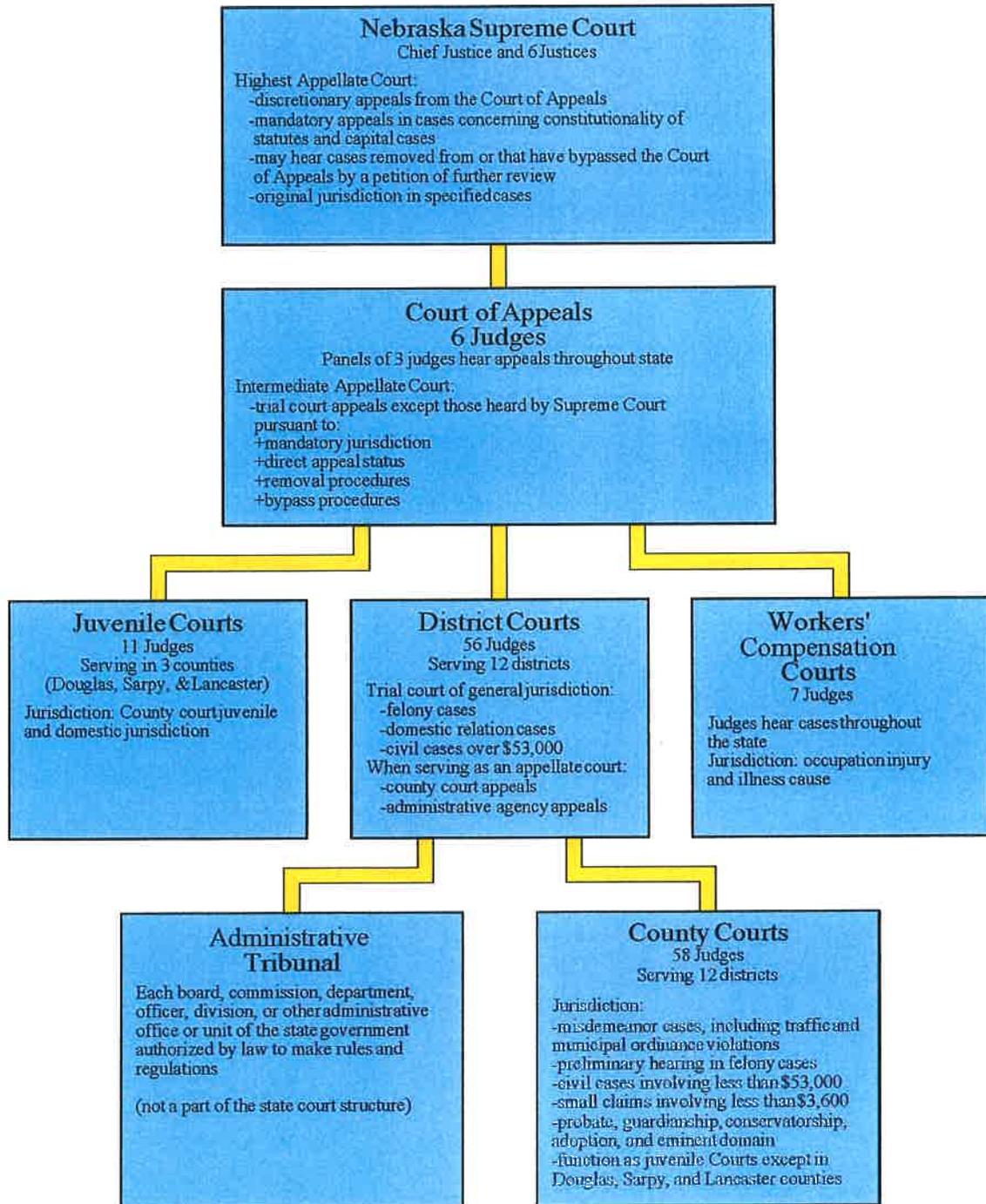
There may be situations when facilities, including courtrooms, can be shared by more than one court. Effective planning and time management can eliminate the need for duplication of space (s) in many instances, and result in a more efficient use of resources. This must be done, however, preserving the dignity of the courts is a priority whenever facilities are shared. It may not be appropriate to design court facilities as part of a law enforcement or jail complex. Even a symbolic combining of the court system with law enforcement in a joint facility can be questionable.

Experience has taught that starting the planning process as early as possible and involving all the necessary parties as soon as possible makes the project proceed much smoother and helps avoid

problems and delays. Judges, court staff, county board members and law enforcement should be consulted and informed as soon as possible. County and state building code authorities should also be consulted early on.

It is necessary for anyone planning to undertake either major remodeling or the building of a new courthouse to obtain approval from the Nebraska Supreme Court throughout the process upon completion of the plans and prior to any construction.

Nebraska Court Structure

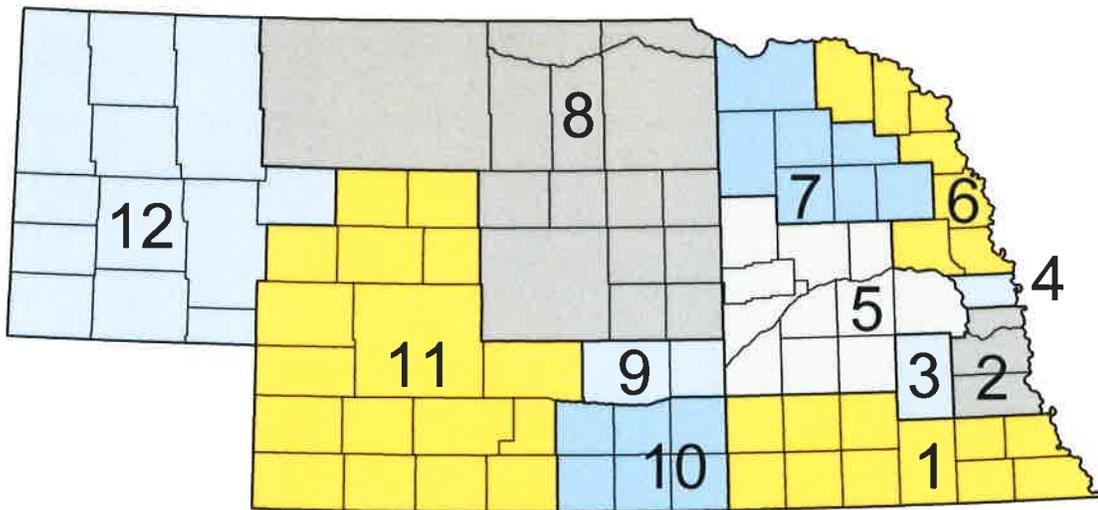


District Court Facilities:

District courts have the responsibility of hearing the more serious cases involving felony class crimes and civil cases over \$53,000. The actual number of cases heard will be far less than the county court; however, the cases are typically of longer duration, of more public and media interest, and potentially attract more spectators.

There is a general trend for more trials heard by juries in the district court. This fact suggests very careful attention to jury hearing room location, construction accommodations, and security. Also, there are more cases heard which involve dangerous criminals. The need for secure holding rooms and traffic paths for managing prisoner contacts with court officials and the public is crucial.

More than half of the total district court caseload involves domestic relations matters, including dissolution of marriage, child support, and child custody issues. District Court also handles protection orders and mental health hearings, which may necessitate increased security.



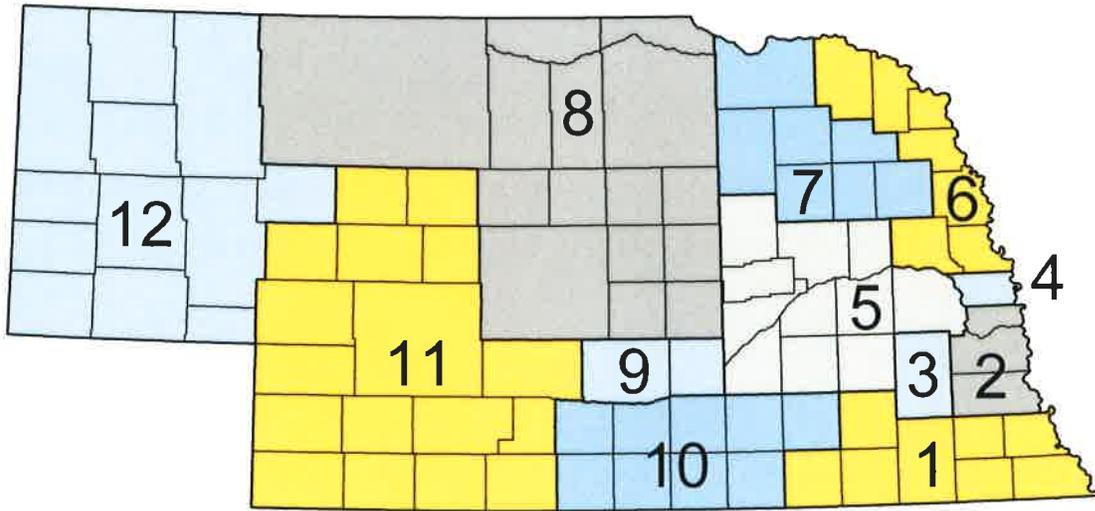
District Court Judicial Districts

Cases heard by district courts will tend to be conducted over longer segments of time. This implies longer hours of sitting in the courtroom for judges, court staff, attorneys, litigants, the jury and the public. It is extremely important to have a comfortable environment with minimal disturbances to the proceedings.

It would be advantageous to locate district courts further from public lobbies, and areas where the general public may congregate. This can substantially reduce noise in and around the courtroom. It will also assist in making court security easier to manage.

County Court Facilities:

County courts generally have the highest volume of public contact of all courts. It is in this court that preliminary hearings are held to determine whether there is probable cause to believe a felony crime has been committed before the case is bound over to the district court. Virtually all misdemeanor and traffic cases are heard in county courts as well as small claims, civil cases involving less than \$53,000, and probate matters.



County Court Judicial Districts

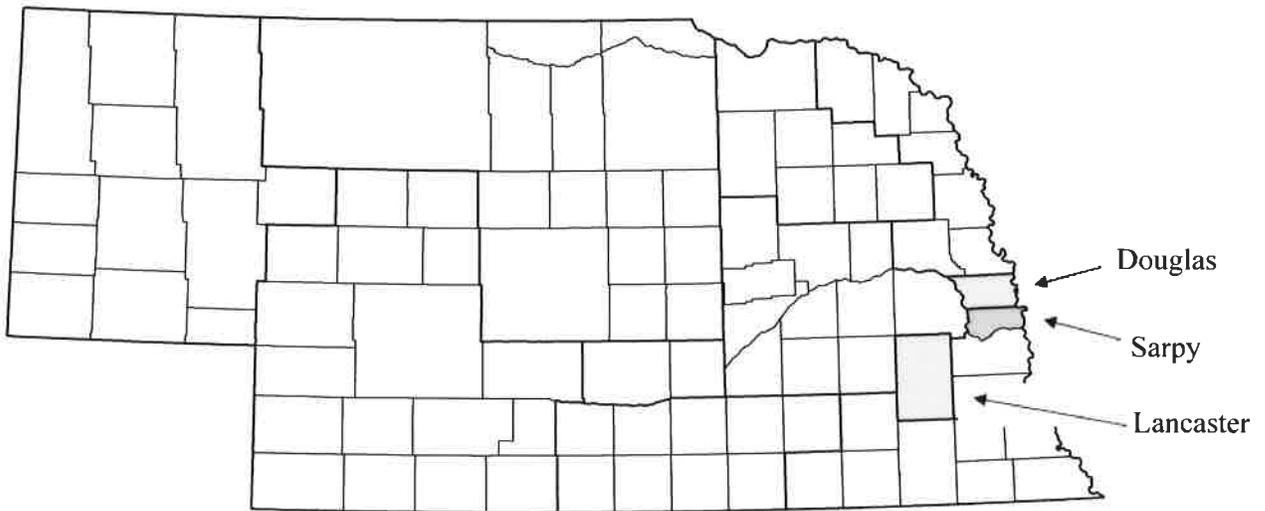
The heavy caseloads translate into high levels of pedestrian traffic to the county court offices where cases are filed, pleas are taken, fines are paid, and inquiries are made. The implication of this traffic is to locate county court offices in a position within a court building where the public traffic is easily accommodated. This will keep unwanted noise and confusion to a minimum in areas of the building which require a quieter environment.

There is also heavy pedestrian traffic to and from the county courtrooms due to the functions assigned to this court. It is therefore advised to locate the county courtrooms in an area that will keep this traffic away from other offices and functions that require minimum traffic and noise. It is not uncommon to find county court traffic and noise interfering with district court functions due to poorly arranged circulation paths and proximities.

As in all courts, security in the county court is an important issue. It is here that the first encounter and sometime the only encounter frequently occurs for most people. It is also the place where people are called to appear who may be relatively unknown and their behavior unpredictable. Proximity of spaces, visual control, and appropriate separation of pedestrian traffic are extremely important.

Separate Juvenile Courts:

Nebraska has three separate juvenile courts located in Douglas, Lancaster, and Sarpy Counties. In the remaining counties, juvenile matters are heard in the county courts. Separate juvenile courts are courts of record and handle matters involving neglected, dependent, and delinquent children. The court also has jurisdiction in domestic relations cases where the care, support, or custody of minor children is an issue. The three separate juvenile courts have the same jurisdiction and employ the same procedures as the county courts acting as juvenile courts.



Separate Juvenile Courts

NEED FOR STANDARDS

Since the founding of the Republic and the State of Nebraska, the judicial system, as manifest by the courthouse, has stood to create a community symbol of impartial and equal justice for all. In addition, the design of the courthouse needs to reflect the separate and constitutionally independent status of the judiciary; a separate and equal branch of government.

Communities have and continue to separate the courthouse from most other building types as a unique and important statement about the importance of governing in a fair and just manner. The courthouse should have a dignified appearance befitting its function and role as the image of justice in the community. Court buildings shall represent the dignity of the law, the importance of the activities within the courthouse, and the stability of the judicial system, while accommodating both short- and long-term space needs. Court buildings also contribute to the effective administration of justice by providing physical facilities that are appropriate for current practices that can flexibly accommodate changes in procedures.

What does not change, however, are the expectations of a diverse user group.

- DEFENDANTS, whether imprisoned or free, are innocent until proven guilty and are entitled to be treated with dignity.
- JUDGES are entitled to safely move about their chambers and courtroom without unnecessary confrontations with litigants, their relatives, friends, and attorneys.
- VICTIMS and WITNESSES are entitled to dignified and humane treatment in secure surroundings.
- JUVENILES and THEIR FAMILIES are entitled to safe surroundings which facilitate communication with the judge, attorneys, counselors, support workers and each other.
- PERSONS WITH ALLEGED INCAPACITIES, THEIR FAMILIES AND SUPPORT WORKERS are entitled to accommodations which allow safe and comfortable access to needed legal processes.
- JURORS are entitled to security, privacy, and comfort during the time they devote to the judicial process.
- LAWYERS are entitled to a secure, professional and dignified setting in which to represent their clients' interests.
- CLERKS, COURT REPORTERS, RECORD KEEPERS, and other SUPPORT PERSONNEL are entitled to efficient and secure working conditions.
- The PUBLIC is entitled to safe, accessible, efficient, and economical courthouses.

Needs and advancements in the areas of security and accessibility have been developed and become necessary in buildings that do not adequately address these areas of concern. The above needs shall be the forefront of design goals for courthouses throughout Nebraska in order to ensure efficiency, convenience, and respect for the justice system.

FACILITY PLANNING GUIDELINES

HOW TO USE THESE GUIDELINES

The following facility planning guidelines are intended to assist with the renovation of existing court facilities as well as the construction of new courthouses. These guidelines are proposed for use by judges and county boards in determining if and to what extent capital improvements may be necessary and by design professionals (architects, interior designers, engineers, etc.) as a programmatic outline highlighting spatial needs, their specific requirements, and functional relationships. Uniform sizes and definitive spatial needs are not established in these guidelines; although design standards for the various types of space needed by each court can be found beginning on page 13, allowing for the wide range of needs in court facilities throughout the state of Nebraska. As caseloads, resources, and future projections vary, each renovation and/or new construction project can be individualized within its own context with these guidelines providing common resources for consideration.

Modern courthouses should have the best possible design for use of technology, accommodation of visitors and staff with disabilities, and security. These guidelines offer recommendations for achieving the highest standard in these areas. Each jurisdiction has its own challenges and limitations, and actual implementations will vary.

GETTING STARTED

At some point in the life of a courthouse, those who work in the court system will identify problems arising in their daily work routine caused by limitations of space or access to technology. Acoustical problems and outdated heating or cooling equipment may interfere with court proceedings. Security for judges, defendants, and the public may be lacking. Equal access to all citizens as specified in the Americans with Disabilities Act may require imaginative, not to mention costly, improvements. However, before the decision to renovate, add-on, or construct new facilities is made it is imperative to consider that at least a short term solution might be administrative in nature (space re-allocation, scheduling, sharing of facilities, etc.). Capital expenditures especially for construction are expensive and, if not properly planned, considering both immediate problems and long-term goals, they may result in perhaps an immediate satisfaction but short-term obsolescence.

Human beings are a very adaptable species, however, in the effort to adapt a price must be paid in many instances. It is not infrequent that we see court personnel adapting to very adverse conditions while still carrying out their assigned duties to the best of their ability. Such conditions may result in inefficiencies and diminish employee morale. In order to carry out required functions many innovative, but time-consuming strategies may be adopted. The consequences of these adaptive actions frequently lead to postponing any remedial action until a crisis appears. Such delays can easily result in very expensive corrective steps. It is analogous

to postponing repair of a leaky roof until the water has severely damaged the interior and contents of the building

Before a solution can be proposed, problems should be investigated fully through a process called “**facilities programming.**” This process involves collecting as much information as possible about a given situation, and analyzing the data collected before proposing any action. Finding a solution before the problem is identified can result in tax money being spent on measures that will be more costly in the long run. If a job is worth doing, it is worth doing right. The design professionals may be responsible for “**facilities programming**” in consultation with a planning committee.

This committee should be given the authority to gather all relevant information about the problem, analyze the data and suggest a solution. The committee should include:

1. Representatives from the county board
2. Judges
3. Members of the court staff
4. Members of the local bar
5. Public users of the court(i.e. law enforcement officers and former jurors)

Some problems are evident only to those who work daily in a courthouse, but many of the courts’ problems are evident to the public who come to the courthouse for any one of a number of services. The involvement of representatives of the public in the planning process is crucial. People who clearly understand and can articulate the functions of the court should be appointed to serve on a planning committee.

The county board should provide leadership in selecting the planning committee, appointing a chairperson, and providing support to the committee in its task. The committee should be given the authority to make planning decisions after the data is gathered and analyzed, and should report directly to the county board and the local judges. The ultimate goal of the committee is to present their summary of the problem and one or more suggested solutions. The county board, in consultation with the judges, and the Administrative Office of the Court can then set about solving the identified problems.

PROCEDURES FOR PLANNING COMMITTEE

One of the first orders of business for the planning committee is to develop a consensus of the goals to be achieved and write these goals into the planning document. At the goal-setting stage the committee should review the role of the judicial branch of government in the state and in the specific area in which the committee sits. Over time, tradition and local practice sometimes cloud the underlying role, as well as the function and importance of our courts. After consensus on the goal statements is reached, the committee should move directly to gathering data that is related to perceived or impending problems. Some examples of information to gather are:

1. Identify those individuals who have reported a problem(s) so they can be consulted as to their concerns and descriptions of what seems to be wrong.
2. Identify the other functions, persons, procedures, etc., that are or may be affected by the reported problem.
3. Inventory court personnel, their duties, their work stations and their functional relationships to one another.
4. Determine if the problem appears to be primarily of a management nature or a space and relationships nature. The committee may wish to temporarily concentrate on either management or on space matters to see specifically how the issues that may be interrelated.
5. Statistical information should be gathered on issues that might be related to the perceived problem. Examples of helpful data might include some of the following:
 - a. Numbers of people assigned to various activities or functions of the court;
 - b. Hours per day people are able to spend at their assigned task in a productive manner;
 - c. Number of cases, personal contacts, forms to file, and trips between various locations per day, etc.;
 - d. Adequacy of space for functions assigned and people assigned to the space;
 - e. Accessibility of all areas of court facilities for court users.
 - f. Environmental conditions; such as sound levels, echoes, sound transmission between spaces, temperatures over yearly season, light levels, attractiveness of the occupied space, adequacy of toilets, privacy(where needed), security, and traffic patterns through available circulation space.
 - g. Availability of technology for use in courtrooms and court offices, including internet speeds/reliability, wiring (or lack of), number and placement of ports for data and telephone and any audiovisual equipment.
 - h. Potential savings regarding maintenance and life cycle costs.
6. Long-range and short-range plans for county facility uses including transition plans.
7. An inventory of potentially available spaces.
8. Detailed description of current court procedures as to time, people, activity, proximity relationship, frequency of perceived problem occurrence, etc.
9. Maintenance problems, if any, of court occupied space.

The objective of the data gathering is to pinpoint details of potential issues contributing to the perceived problem. It is far better to gather too much information than not enough. To gather this data the committee should utilize resources available through contact with the AOC. One tool to assess the current court facility is the **Courthouse Facilities Checklist** in Appendix B. Associated with each space to be assessed are nine evaluation criteria: Design and image, space allocation, environment, handicapped access, adjacency and circulation, accessibility, security, furnishings, and technical consideration.

If the problem appears to be one of management rather than a facility problem, the committee should immediately consult with the AOC. A review of procedures, personnel and policy will be made and any relationships to physical facilities can be evaluated. After the management problems are analyzed and the court undertakes to solve them, the remaining facility problems can then be studied by the committee in consultation with the court. Because most problems involve both management and facilities, close coordination and consultation are necessary among the committee, the local court and the AOC.

If an existing structure is involved, it is usually vital that the planning committee have at their disposal a good set of floor plans of the entire building in which the courts and their support spaces are housed. If none exist then arrangements should be made to have a measured drawing developed from actual dimensions taken on site. In addition, it is frequently important to have a comprehensive site drawing which shows all building locations, utilities, easements (if any), topography, and major landscaping such as trees, fencing, walks, etc.

When the committee has analyzed the data, it should become evident what the real problems are. From that point on the committee should “brainstorm” to develop several possible solutions to solve the problem. From these, one solution should be selected which appears most feasible, efficient and suitable, and have acceptance by consensus of the committee. Avoid settling on the first solution that is presented until realistic alternatives have been explored.

Regardless of the solution chosen or problems identified, the committee should consult with the county board and the AOC when they have reached a consensus **before** undertaking the implementation of a solution. Since the county board is statutorily charged with the responsibility of providing facilities in which the court is to function it is their obligation to review the court’s needs and respond according to the county’s ability to meet those needs. At the same time, it is the county’s responsibility to conform to the statues of the state relative to meeting standards set forth by the Nebraska Supreme Court.

It is required that the Nebraska Supreme Court, through the AOC, review and approve the committee’s planning work in at least three critical stages:

1. When the facilities analysis is complete;
2. When schematic designs are developed; and
3. After final designs are converted to construction drawings; and before final designs go to bid.

Electronic copies should be sent to the State Court Administrator, corey.steel@nebraska.gov.

These guidelines represent a general format from which to direct a planning effort. Each project is unique and all the suggestions may not apply in every case. It is recommended that available resources and professional talent be employed early in the process. The AOC and the College of Architecture at the University of Nebraska are available as resources for any county planning courthouse construction or remodeling. Engaging an architect during the predesign study should

help to avoid most common court facility problems, as well as to insure a facility tailored to the needs and users of the court. When the committee decides it needs an architect or consultant, the AOC can provide assistance in this selection.

These guidelines promote long-term value to the judiciary, to the courthouse occupants, to the community in which they reside, and to the taxpayers of Nebraska. They attempt to maximize value to the State of Nebraska by balancing the aesthetic, functional and security requirements of courthouse design with the budget realities of the initial and long-term life cycle cost of owning and operating institutional buildings.

DESIGN STANDARDS

STANDARDS FOR COURTHOUSES: *courthouses and their functional criteria*

The courthouse design and interior furnishing shall convey dignity and respect for the law. Efficiency and economic viability shall be important design considerations. At all times public convenience and barrier free access shall exist throughout the interior and exterior of the courthouse.

Courthouses shall be constructed with the following minimum spaces:

1. Appropriate courtroom space for each court sitting in the county with the needs of each court accommodated equally if courtroom space is to be shared;
2. A judge's chambers for each court sitting in the courthouse;
3. Offices for the clerk of the court, court reporting personnel, bailiff, secretary, and other court staff;
4. A jury deliberation room for each court sitting in the courthouse;
5. Prisoner holding facilities;

It is more efficient to house the county and the district courts in one building than in separate buildings. Although the local population will dictate courthouse space needs, the above spaces normally will be needed for both county and district courts. The county attorney, public defender, and other offices having frequent court contact should be located in the courthouse when possible. Although those offices are not included in this study, they should be included in the planning process.

Courtrooms shall be symbolically separate from jails, even if part of the same building. Security of all participants in the judicial process shall be an important design consideration. For security purposes, the public shall be separated from detainees. Ample space shall be provided for separation of opposing parties when courts involve dispute resolution. In addition, ease of maintenance shall be a design consideration and the anticipated caseload shall be considered in determining spatial needs.

Improvements in access, security, installation of electronic communication, and presentation equipment are necessary for the continued use of our existing court facilities. These Design Standards shall be considered the goals for any renovations undertaken to improve Nebraska's existing court facilities. Compromise is inevitable and in that regard the AOC is available to assist with establishing appropriate priorities. In all cases, whether a completely new structure is planned or improvements to existing facilities, final architectural decisions shall be made in cooperation and in communication with the Nebraska Supreme Court.

STANDARDS FOR COURTHOUSES: *courthouses and their information technology (IT) criteria*

Courthouses must all have adequate access to the Internet. The amount of broadband connectivity required at the courthouse is directly related to the size and number of staff; however courthouses will be utilizing video streaming so this will need to be taken into consideration. The state contracts with local service providers to establish network connectivity to the courthouse for all office work stations, courtroom devices, or public access terminals that are used for statewide trial court data management or access. The state does not provide wireless capabilities within the courthouse. The county will also provide network connectivity to the courthouse, for county offices, and public Wi-Fi. Courthouses should always have a designated and appropriately designed computer network room. Direct network connections should be available to all work areas throughout the building, including the courtrooms. Conduit for easy cable connections should be part of the building design. Raised access flooring is best for wiring, as it allows conduit and/or cabling under the floor of offices and courtrooms in order to provide appropriately placed outlets, phone jacks, and data connections. Coordination with the State's Office of the Chief Information Officer (OCIO) is vital when planning new construction or courthouse remodeling projects.

STANDARDS FOR COURTHOUSES: *courthouses and their security criteria*

Introduction

A comprehensive and balanced court security facility plan integrates design, well-planned technology, strategic policies and procedures and carefully trained staff to provide a flexible level of security sufficient to meet both the present needs and future contingencies. It is important that these elements are coordinated early in the project planning phases.

A courts' security plan for any given facility is a multi-faceted effort that involves a logical and calculated list of design and operational elements that reflect the levels of security within the capabilities of the court jurisdiction that the facility is located within. The capabilities are reflective of the budgetary resources available to each jurisdiction.

Although specific areas in the courthouse have specific security considerations, the following are courthouse security measures that should be in place in every courthouse:

- 1) Point-of-Entry Screening (magnetometer and fluoroscope)
- 2) Controlled-Access (single point of public access)
- 3) Secured Prisoner Circulation (i.e. holding cells, corridors, stairs/elevators and doors)
- 4) Secured Judicial Officer Circulation (i.e. chambers, corridors and entrances/exits)

- 5) Law Enforcement and/or Security Staffing
- 6) Physical Security Systems (e.g. duress alarms, CCTVs, IDS, etc.)
- 7) Security Command and Control Operations Center
- 8) Mail and Delivery Screening

A security plan that is customized for each court jurisdiction is a combination of basic and enhanced physical elements that are to be incorporated into the facility as well as operational procedures that enhance or compensate for the physical security elements available to each court facility.

This guide, by reference, incorporates the recommendations and procedures from the latest version of the *National Center for State Courts Guideline for Implementing Best Practices in Court Building Security* for determining the best security plan for each facility. The *Guideline* suggests a holistic approach to creating a *Best Practices* plan for the highest level of security possible while recognizing resource limitations for that court jurisdiction. The plan will be developed and implemented with the oversight of the presiding judge for each jurisdiction. Not every plan will be the same throughout the state as they will each be customized to the specific needs and funding limitations of each jurisdiction.

Security Features

Design

Design includes architectural elements and engineering systems, including space planning, adjacencies, user group zoning, passive physical protection, doors, locks, site perimeter barriers, exterior lighting, egress and circulation systems, and all building systems relating to building evacuation.

Other design oriented security measures include the need for secure parking for judges, surveillance cameras appropriately placed and consistently monitored, and a public address system.

The *NCSC Guidelines for Implementing Best Practices in Court Building Security, Steps to Best Practices for Court Building Security* is the preferred resource for systematically defining the steps, phases, topics and categories to be met by the security plan. This process is defined as an “assessment” and once a court facility’s security needs and capabilities are assessed, the security plan’s needs to be met through the building’s design will be defined and can thereby guide the design team’s efforts.

Technology

Technology includes electronic security systems and equipment such as automated access controls, alarm monitoring, duress alarms, remote door and gate controls, closed-circuit television (CCTV) and cameras.

The security plan's technological features will be determined by the needs and financial capabilities of each jurisdiction. As stated in the *NCSC Guidelines for Implementing Best Practices in Court Building Security's Steps to Best Practices for Court Building Security*, a basic fundamental technological element will include a Command and Control Center to monitor all devices on the system and to enable the rapid response from law enforcement for any emergency. The technological features of the security plan will be determined by a Security Committee working with the county sheriff and the presiding judge from the jurisdiction.

Operations

Operations refer to policies and procedures for the court facility and those applied for security program management, security staff, and employee training.

A cornerstone for any effective security program is a comprehensive and cohesive set of standard operating procedures. There are two crucial factors to consider with respect to court building policies and procedures for security. The first factor is that such policies and procedures exist, including that those in authority have given these matters proper thought using concepts of best practices. The second factor is how such policies and procedures become a living reality and is practiced inside the court building, including a rigorous training regimen and ongoing communication efforts.

Education of staff and judges to know how to react in times of emergency are critical to survival in a time of extreme conditions; whether those conditions are created by an act of assault by human or from nature. The courthouse design must recognize the need for directing people toward quick evacuation to a safe environment and be clearly laid out with easy to follow signage to direct people to safety.

It is often difficult to ascertain who has ultimate responsibility for security in and around a courthouse. State statutes are specific in assigning responsibility for courthouse security to the county sheriff. But the fact of the matter is that courthouse security is the responsibility of everyone who has an official connection to the courthouse - judges, court administrators, court personnel, law enforcement officials, county officials - everyone.

STANDARDS FOR COURTHOUSES: *courthouses and accessibility*

Courthouses present a special problem of access for people with disabilities. Courthouses have been designed and built with an image of strength and dignity. Reverence for the law is often

reflected in large columns, heavy doors, grand staircases and other features that impede accessibility. Even those individuals without disabilities may be frustrated by courthouses with a circuitous floorplan or without sufficient signage. Barriers restricting access may be different for people with different disabilities: Persons with “sensory disabilities” are blind, deaf, or have partial impairment of sight or hearing. Persons with “manipulatory disabilities” have difficulty using one or both hands or arms. Those with “locomotor disabilities” may be either ambulatory (perhaps using a cane, brace or walker), or in wheelchairs.

Of paramount concern to the Nebraska Supreme Court and the AOC is the issue of accommodation. This concern centers around, but is not limited to convenience and accommodations for all participants, including those persons unfamiliar with the court facility and process and those with disabilities;

a. Adequate parking for court users

In new construction and in alterations, accessible parking must be provided whenever public parking is provided.

b. Accessible routes, entrances, and facilities

All court facilities must provide accessible routes between parking spaces and accessible entrances. In preexisting facilities, an access plan and signage must be provided to ensure the public access to all court services.

Exterior steps should have handrails, and their slope should permit grading for a ramp.

Accessible entrances must be provided. Persons with disabilities should not have to use the courthouse’s service entrance.

Heavy, narrow doors are often a problem for people with disabilities; revolving doors and turnstiles are particularly difficult. At least one entrance should have a wide door that is easily opened, and door handles should be easy to grip.

The security gate in the lobby entrance should be wide enough to accommodate a wheelchair, or alternative provisions should be made for persons with disabilities at the main entrance.

Interior stairs create challenges for court users. Some older courthouses may need to add elevators, making offices accessible wheelchairs or persons with mobility issues.

No slippery materials should be used for floor finishes. Floors should be level, and carpeting flush with adjoining surfaces.

Restrooms that are accessible to persons with disabilities should be placed on all floors. Restrooms should not have interior steps and should be sized for wheelchair use. All restroom facilities should have grab bars available.

Adequate signs and notices directing participants to courtrooms, clerk's offices, etc. In existing buildings which are not fully accessible, signage must explain how the public, including those with disabilities can access court programs and services.

In communities with limited English proficient populations, these signs must be in languages other than English. Making sure people can find the location of court events would go along with making sure that those events are physically accessible or that accommodations are made for people with disabilities. This is especially necessary in older courthouses.

If the courthouse has not been constructed, altered, or added onto since May 1, 1988, and is not accessible, physical barriers do not have to be removed, provided court services can be made accessible by relocating them to an accessible site or offering them in an alternate way that is reasonable and accessible. Signage and information must be available to ensure that the person with disabilities is able to communicate their needs to the court in a way that will enable the court to respond appropriately and in a timely fashion. For court proceedings, this must include a location that is appropriate to the dignity of the court, and provides access to technology to allow for taking the record.

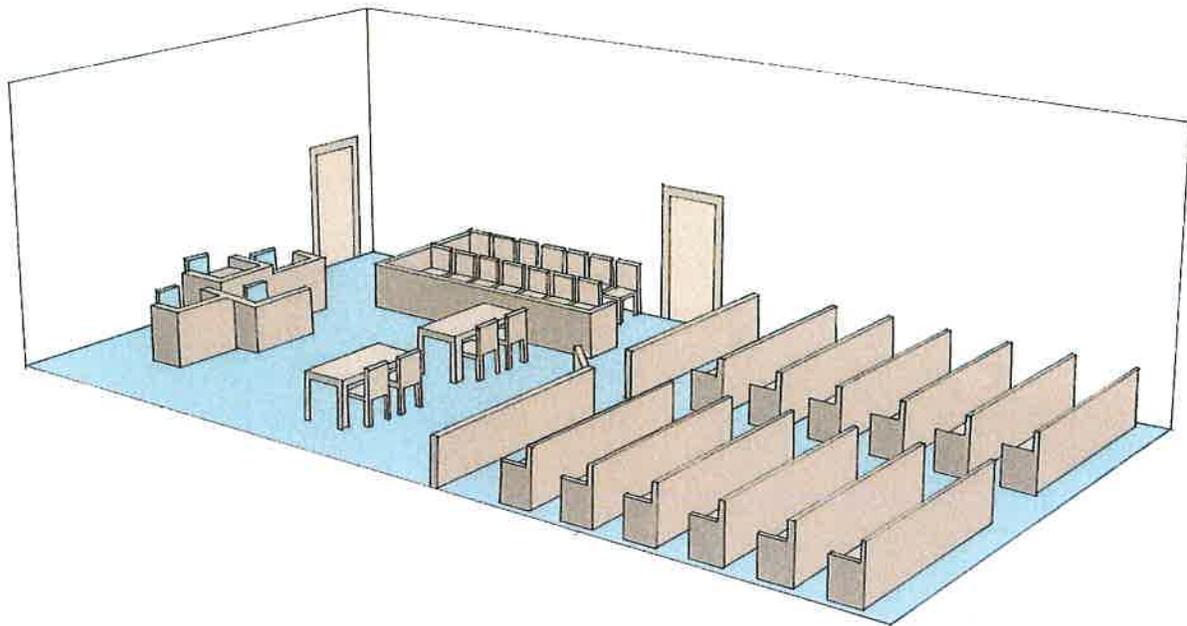
Facilities built before January 26, 1992 are referred to as "pre-ADA" facilities. A public entity must ensure that individuals with disabilities are not excluded from any services, programs and activities because existing buildings are inaccessible. If pre-ADA structures have accessibility problems, the Act provides state and local government with two options: (1) remove the barriers or (2) make the program, service or activity accessible by providing program access. Program access allows the court to move the program to an accessible location or use some way other than making all architectural changes in order to make the program, service or activity readily accessible to and usable by individuals with disabilities. If a court service or program is provided in an older facility that is not yet fully accessible, the court must provide program accessibility. In doing so, priority must be given to the method that results in the most integrated setting. Methods of achieving program accessibility may include aids, equipment or relocation. For example, if the public information counter is too high for persons who use a wheelchair, a court staff person could go out into the public access area and speak with the individual. If a jury box is not accessible to a person who uses a wheelchair, the court may seat the entire first row of jurors in front of the jury box. Another example of program accessibility is that the court could move a proceeding to another facility that is accessible, when necessary.

The American with Disabilities Act (PL 101-36) represents an unprecedented opportunity to eliminate the barriers to independence and productivity to 43 million citizens with disabilities. The ADA is modeled after the Civil Rights Act and Title V of the Rehabilitation Act of 1973. Its purpose is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in the private sector and in state and local governments, public accommodations, and services, including transportation, provided by public

and private entities. Where federal, state, or local requirements conflict, the ADA states that the most restrictive requirements should apply.

STANDARDS FOR COURTROOMS: *courtrooms and their functional criteria*

The design objective for courtrooms is to provide a dignified, efficient environment in which to conduct the administration of justice in an orderly and safe manner. As the presiding official, and functioning symbol of justice, the judge should occupy a place of prominence in the courtroom. The defense and prosecution, being equal adversaries, should be assigned equal spaces on the floor of the litigation area. Jurors should be positioned so they have a clear view and hearing of the judge, witnesses and attorneys and monitors for video use. The witness should be placed in a position where there is a clear view and hearing to the complaining and responding parties and their attorneys. The court reporting personnel and/or clerk should be located where there is a clear view to all proceedings. The security and bailiff stations should be placed to afford a clear view of the entire courtroom and all occupants including the spectator area. Provisions shall be made for demonstrative evidence to be easily viewed by all participants and particularly the jury.



Consideration should be given to ensuring access to individuals with differing physical needs and abilities. For example, traditional raised benches and jury and witness boxes will require accommodation for judges, witnesses, and jurors with physical limitations.

Of paramount importance is unobstructed vision and voice transmission among all participants in the litigation arena. The entire proceedings are dependent upon clear communication between all parties. Anything that hinders this communication must be avoided or corrected if it currently

exists. Acoustical design shall assure adequate hearing of all parties in the litigation area speaking in a normal voice with or without electric amplification. Amplification equipment shall be available to accommodate people with speaking or hearing impairment. Lighting, temperature and ventilation shall be adjustable and comfortable for all occupants regardless of time or season. Mechanical equipment used for environmental control shall not disrupt nor distract from the proceedings.

Microphones shall be included at counsel tables, the bench, and witness stand for all courtrooms. Microphones may be a part of an integrated sound amplification system, but shall be capable of being connected to a digital recording system. Wiring and outlets shall be provided for electronic recording equipment and for voice amplification where needed.

At least two data connections shall be available on the bench and at the location for the court reporting personnel and/or courtroom clerk's desk. Data connections should also exist at or between counsel tables. Telephone line connections and electrical shall be included wherever data drops are installed.

Video display screens are an important part of courtroom technology. All screens shall be installed with unobstructed line-of-site for the intended viewer, and shall be large enough to provide the viewer with an ability to see proper detail from the distance they will be seated from the display. Separate displays shall be provided for the judge, from those designated for the jury and the public. Activation of these monitors shall be handled by the judge at the bench, or by a courtroom clerk at his or her desk. Display screens shall be appropriately wired to facilitate the different uses of video conferencing for parties appearing remotely, as well as video evidence presented by attorneys. At least one camera focused on the courtroom is required for two-way video conferencing. This camera(s) shall be separate from any cameras in use for security purposes.

In some settings it is appropriate to have an audio/visual equipment closet built into the courtroom, or nearby. These spaces may be used for racks to house networking devices for more sophisticated A/V systems and to keep other computer equipment out of sight while not in use. Location of the space shall be secure.

Public observation of court proceedings is required. However, it is necessary that the public observers be separated from the litigation arena and that they not be allowed to disrupt the proceedings. This should be accomplished by employing the traditional and symbolic bar in a manner that controls the movement of the public to and from the litigation area. Appropriate space shall be provided for the news media to view and hear the proceedings without disrupting the same.

Security is a major consideration in all courtrooms. Due to the nature of certain criminal trials and the emotions of the people involved, there is the potential for acts of violence and/or disruption to occur. Proper separation of all parties occupying the courtroom can assist in improving court room security. Providing private secure access to and from the courtroom for prisoners, judges, and jurors is a priority issue. In addition, an emergency communication device connected to the security offices of a law enforcement agency shall be provided at the bench. Where possible, the bench shall have direct access to the judge's chambers or individual entrance/exit for the judge.

The judge's bench should be made accessible to persons with a disability, should the need arise. This may require a ramp or lift.

The jury box should include chairs that are supportive and comfortable for older or physically frail jurors. The entrance to the jury box should permit a wheelchair to enter, and the jury box should allow room for a wheelchair to be placed *within* the box. If the jury box is raised above the floor level, a ramp or lift should be installed.

The witness stand, counsel tables, court reporting personnel work station, and clerk's stations should be floor level and large enough to accommodate wheelchairs.

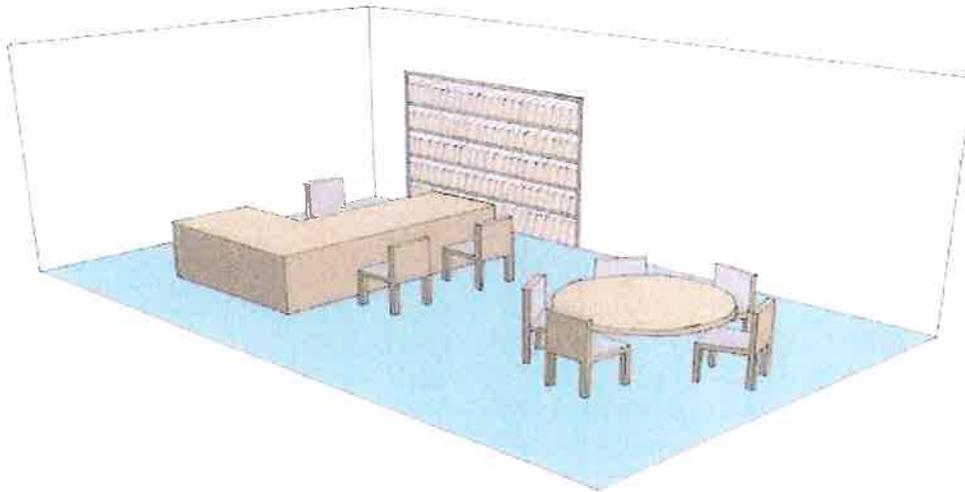
Public seating in the courtroom should include space for wheelchairs.

Courts must be able to accommodate those with hearing or speech disabilities, or who speak little or no English, so they can understand the proceedings through interpreters or by means of other accommodation. Traditional courtroom features like high ceilings, polished marble and hardwood features make hearing difficult for people with hearing impairments. Sound buffers and public address systems can be helpful. Courtroom design may allow people to be closer to the participants in the courtroom or provide space for a speech output device or interpreter.

Participants and observers who need assistive listening devices should be accommodated by the Court. Court personnel can contact the AOC or the Nebraska Commission for the Deaf and Hard of Hearing for assistance in accommodation.

STANDARDS FOR JUDGES CHAMBERS: *judge's chambers and their functional criteria*

Judges are the chief administrators of the law and the court systems. A private chambers shall be provided for each courtroom, affording the judge a secure and acoustically private place for research, meetings and office work. It is appropriate that the design and furnishings of the judge's chambers should reflect symbolically as well as functionally the position as head of the court. When judges are not presiding in the courtroom their work involves the study and review of the law, preparing for upcoming trials, meeting with attorneys and court personnel, and general court administrative duties. The judge's chambers also is a place of retirement during court recesses and between trials.

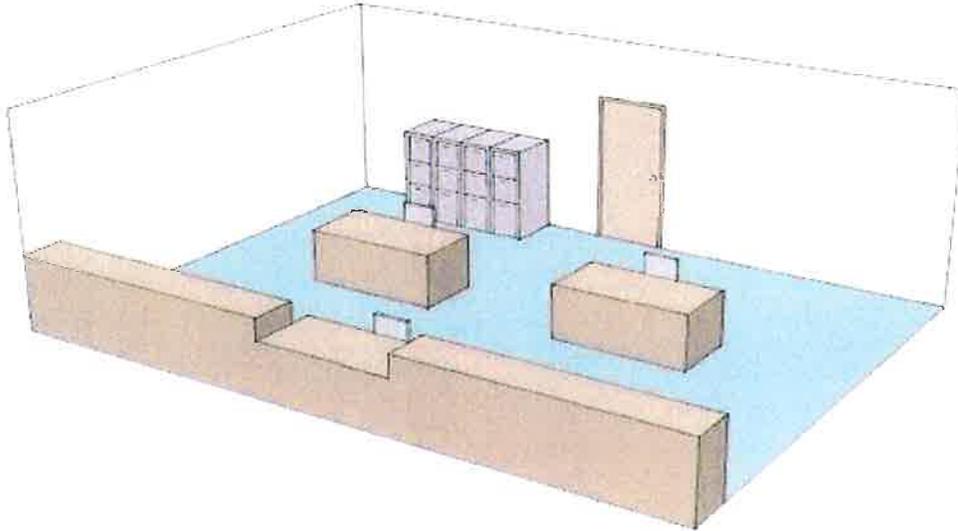


Judges chambers should provide the necessary privacy to reduce unnecessary contact with public, jurors, litigants, etc. Restroom facilities and space to change into judicial robes should be included. Secretarial or clerical control of visitors to the judge's chambers should be arranged in the design. A secure pathway between chambers and courtroom should be provided to prevent undesired contact with the public and litigants.

The chambers should be large enough to accommodate a 6-8 person conference, and shelving space should be provided for reference materials. Judge's chambers shall be wired and equipped with all necessary technology including phone, computer and printer. The location of judge's chambers should be near the clerical office and have easy access to the courtroom.

STANDARDS FOR COURT CLERKS OFFICES: *clerks offices and their functional criteria*

While a multitude of functions are handled by the clerk of the court's office, one of the most important is record keeping. The creation and maintenance of court case files and records along with the security and distribution of these files is a high priority. All scheduling and coordination of activities and spaces to be utilized are done by the court clerk. Requests for jurors and monitoring of jurors are also handled by this office. Managing of the courts' fiscal matters, budget, receipt of payments of fines and fees are additional functions carried out by the clerk of the court. At least one court clerk's office shall be provided for all courts in a county. The number of the clerk's offices shall be determined by the Nebraska Supreme Court after reviewing caseload and other needs.



There is a close working relationship between the clerical office and the judges of each court. This implies close proximity between the clerical offices, courtrooms and judge's chambers. A desirable arrangement is to have the judge's chambers near or adjacent to the court clerk's office. The staff serving the judge(s) will have considerable contact with the clerical office and can also control visitor access to the judge. In smaller courts the court clerk may serve as the judge's administrative assistant in addition to the clerical office manager.

County court clerks may also be magistrates charged with certain authority in matters of a non-contested nature. Such duties may be conducted in this office. The clerk or clerk/magistrate should have a private office which is in a location that allows good visual supervision of the office area and public counter. This office shall have acoustical and visual privacy.

It is important to recognize the public's relationship to the clerk of the court's office. It is here that the public's interaction with the court begins and the office should be easily accessible to the public. Documents are filed, fees, and fines are paid and requests for information are made. Court clerk's offices are increasingly used by self-represented litigants, members of the press, and others who are seeking assistance or information regarding legal cases or processes. Office space must include tables or counters where the public and court users can prepare filings and use public access terminals.

Areas where staff and the public interact must have access to telephones or videoconferencing to allow for support by remote sign or language interpreters.

Adequate counter space is needed and good separation between public and clerical space must be maintained. Adequate public waiting space must be provided.

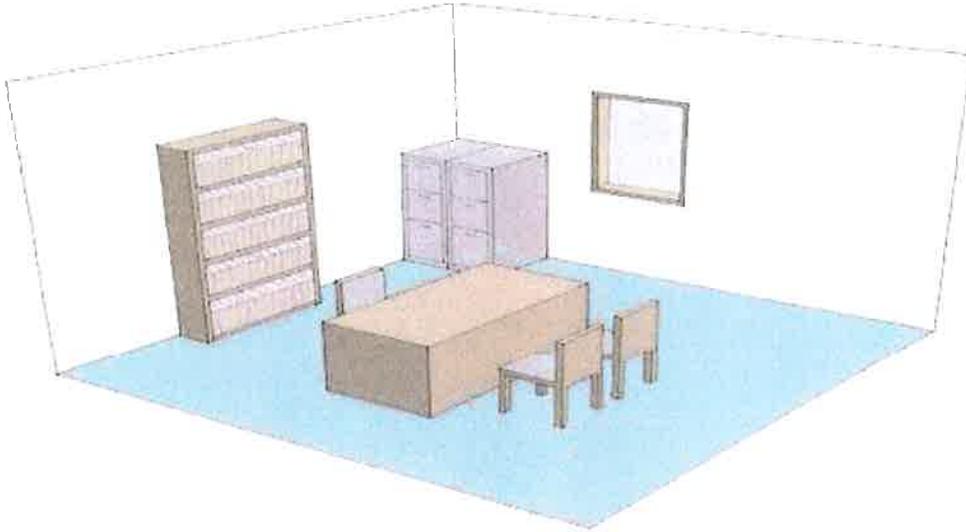
Due to the multitude of clerical functions conducted in the court clerk's office, an open plan may prove to be the most efficient. Copying, filing, scanning data entry, all require space for equipment that may need rearranging over time. An open type plan allows the greatest flexibility for such rearrangement. It also allows better visual control and security of the office. Interior corridors should be brightly lit and free of filing cabinets, boxes and other clutter. Grab bars should be placed at strategic locations.

It is essential that individual workstations within the office be fully capable of being equipped with a personal computer, dual monitor, keyboard, mouse and telephone. Printers may be located at individual work stations as well, so there should be a minimum of two data jacks at each location. Telephone line connections and electrical should be included wherever data drops are installed. The AOC publishes a list of minimum standards for equipment in the clerk's office which can be used as a reference, see *Courthouse Technology Standards* in Appendix D.

Protection against fire, theft, or other damage for all court records and case evidence is paramount. Since money is paid into the court office, security of such funds is also vital. It is important that the total security of the court clerk's office be thoroughly accommodated. Adequate storage space shall be provided for both open and closed files, including room for future expansion. Space for storing closed files may be provided outside the courthouse. A secure space shall be provided for storing evidence.

STANDARDS FOR COURT REPORTING PERSONNEL: *Offices for court reporting personnel and their functional criteria*

A quiet, efficiently arranged private office should be provided for the court reporting personnel for district court since they prepare transcripts of court proceedings which go into the case files or near the clerk's area and as close to the judge's chambers as possible. These offices shall have acoustical privacy and adequate electrical outlets. Adequate and secure storage space shall be provided for supplies, tapes, transcriptions, and evidence.



The office shall be appropriately furnished with a suitable work desk, chair and two visitors' chairs. The county court reporting personnel offices shall be located in the court clerk's office.

STANDARDS FOR BAILIFF'S ROOM: *Bailiffs provide support within the courtroom and provide communication between the jury and judge during jury deliberations.*

A comfortable space adjacent to the jury room provides the optimum location for the bailiff to carry out his/her duties. Acoustical separation from the jury deliberation room is essential. Direct communication with the judge's chambers and/or his or her administrative support staff are also essential. The ability to communicate with outside law enforcement shall be available. Comfortable, durable seating shall be provided.

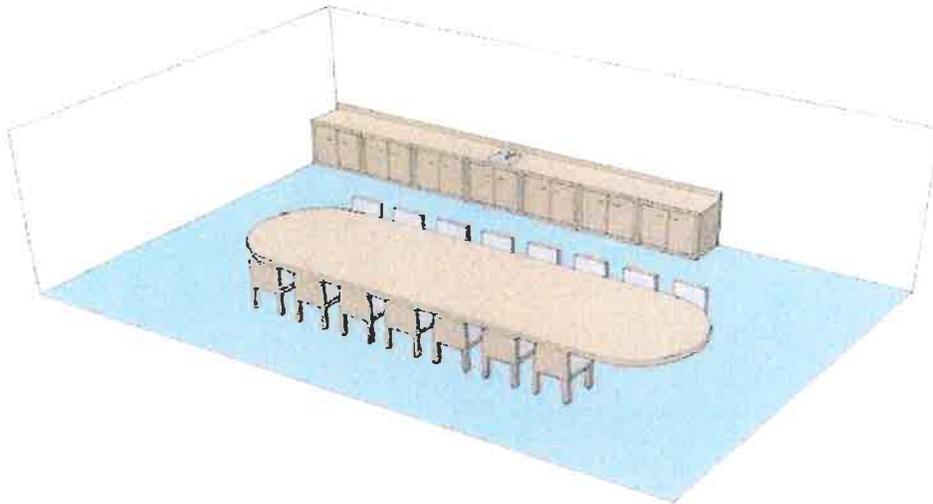
STANDARDS FOR PROBATION OFFICES: *Probation offices and their functional criteria*
The probation office should be located in the courthouse, if possible. The probation offices should be located near a building entry and should include:

- A. Reception and waiting area;
- B. File space which can be secured;
- C. Acoustically private interview and staff office space; and
- D. Acoustically private conference space for six to eight persons.

It is essential that individual workstations within the office accommodate a personal computer, dual monitor, keyboard, mouse and telephone. Printers may be located at individual workstations as well, so there shall be a minimum of two data jacks at each location. Telephone line connections and electrical should be included wherever data drops are installed.

STANDARDS FOR JURY DELIBERATION ROOMS: *Jury deliberation rooms and their functional criteria*

A jury room which will accommodate 15 people in a conference setting shall be provided for each court. The jury's function of conferring in an attempt to reach a verdict requires an environment that is safe, comfortable and totally private. Jury rooms must protect the personal privacy of the jurors as well as the legality of their proceedings. Acoustical and visual privacy of the jury is paramount. It is common for jury deliberations to take considerable time; in fact, jurors sometimes take several days to reach a verdict. The comfort of seating, appropriate facilities to review case evidence, (reviewing physical and demonstrative evidence, viewing videotapes and listening to recordings), private toilets, good lighting, and access to beverages such as tea, coffee or water are important environmental issues to be addressed in the design. Jurors must not have to leave the jury room during deliberations or have the opportunity to come in contact with the public or litigants until a verdict is reached.



The jury room also serves as a place for jurors to wait and rest at times when the court has called for a recess. Personal belongings should be able to be secured in the jury room when jurors are on duty.

Security for jurors implies a private and secure passageway between the courtroom and the deliberation room which will prevent litigants and public from contact with jurors during the judicial process. The accompanying sketches illustrate some successful jury room arrangements.

STANDARDS FOR PRISONER HOLDING FACILITIES: *Holding facilities and their functional criteria*

Holding rooms are required for most courts in order to have a place for individuals to wait until they are scheduled to appear in the courtroom proper. A wide variety of persons may need to be accommodated. There may be a mix of men, women, juveniles, persons for mental health hearings, violent individuals, and dangerous persons. It is therefore necessary to provide holding facilities to accommodate this range of persons.

Holding facilities should be designed to allow for secure holding and supervision of designated people while not violating their rights and dignity. The conditions under which they are held should not adversely affect the outcome of the court proceeding. Holding rooms shall be isolated acoustically from the remainder of the courthouse. No more than one person shall occupy each room. Furnishings shall be suitable for short-term secure holding facilities.

Every aspect of the movement of the restrained person should be strictly controlled including arrival and exiting procedures from the building. Prisoners must not be moved through public corridors or brought into contact with judges, jurors, attorneys, or witnesses from the time they arrive at the building until they appear in the courtroom. Juveniles must not be brought into contact with adult prisoners or persons for mental health hearings. Persons for mental health hearings must be protected from public scrutiny and provided the same safety and privacy as other restrained persons. Private and secure paths from the holding facility to the courtroom must be provided to protect the safety and privacy of both the public and the restrained individual.

Holding facilities must be equipped with secure but private toilet facilities since waiting times may extend over several hours; however, holding facilities must not be considered for housing occupants overnight. Provisions should be made for private conferences between the restrained person and their attorney. This should be easily visually supervised but have complete speech privacy. Good supervision of the facility by a security officer should be provided in all holding facilities in order to provide personal and public safety. Lighting, temperature, and ventilation controls should be unavailable to persons in custody. A communication system shall be provided between the holding area and the courtroom.

A private waiting area shall be provided for persons for mental health hearings and/or juveniles. This area shall be away from the public and shall be capable of being secured for safety reasons. Construction shall be damage resistant. A jail-like appearance should be avoided. Private restroom facilities shall be provided within the secure area. A supervisory station and private

interview space shall be provided within the holding area. Furnishings shall be comfortable, durable and designed to minimize their use as weapons. Lighting, temperature, and ventilation controls shall not be available to occupants.

STANDARDS FOR PUBLIC WAITING AREAS AND/OR JURY ASSEMBLY ROOMS:

public waiting areas and their functional criteria

Court caseloads require a space where the public can wait to transact court business and jurors who have been called for duty but not assigned to a court. Waiting in courtrooms should be minimized to the extent that it disrupts proceedings. Comfortable seating should be provided for the public waiting to transact business. The area should have a floor and wall surface easily maintained to accommodate heavy public traffic and of materials to absorb sound. This area should be near restrooms and the food service or vending area. Secure lockers should be provided for personal effects for jurors if necessary.

Data and electrical connections are necessary in waiting areas, or in highly visible, high traffic public spaces in the courthouse. These are to be used for mounted display screens for courthouse information such as hearing schedules or room directory information, as well as self-service kiosks for accessing case information, making payments, and other available services.

STANDARDS FOR MULTIPURPOSE ROOMS:

Rooms in various sizes to accommodate informal hearings, jury assembly, problem solving courts, attorney client conference rooms, witness, juvenile and mental patient waiting rooms, news media, etc. will provide the county and the court with the best use of both space and tax dollars. Considerations should include:

Informal Hearing Rooms:

A hearing room for informal proceedings with minimal public spectator seating may be provided in the courthouse. Hearing rooms can be utilized to both speed up the litigation process as well as reduce space requirements for a court. Many of the preliminary hearings, trials for minor infractions, some juvenile hearings and proceedings requiring less formal settings and procedure than a regular courtroom can be easily accommodated in a more modest hearing room. Flexible furniture arrangements such as movable tables and seating will allow variations of configurations to suit specific needs. Acoustical and visual conditions equal to those needed in a regular court room should prevail. Hearing rooms should be located near court clerical offices and easily reached by the public.

As with the formal courtroom, attention must be paid to having the necessary wiring and access to electrical and data ports to be able to record proceedings. Providing audio visual equipment

access, including mounted video displays, in informal hearing rooms can also make these flexible spaces usable for meetings and staff education purposes.

Conference-Style Rooms:

Rooms may serve as waiting rooms for witnesses, juveniles, mental health patients, and news media or for consultation between attorneys and clients, etc. Acoustical and visual privacy should be provided to ensure confidentiality of discussions. Furnishing shall include a table and four to six comfortable chairs. Each room should be able to provide a telephone or videoconferencing connection to access remote participants or interpreters. Rooms should be provided in close proximity to each courtroom. It shall have restricted access for security. Doors shall be lockable and equipped with alarms if possible and where necessary.

Law Library: *Law libraries and their functional criteria*

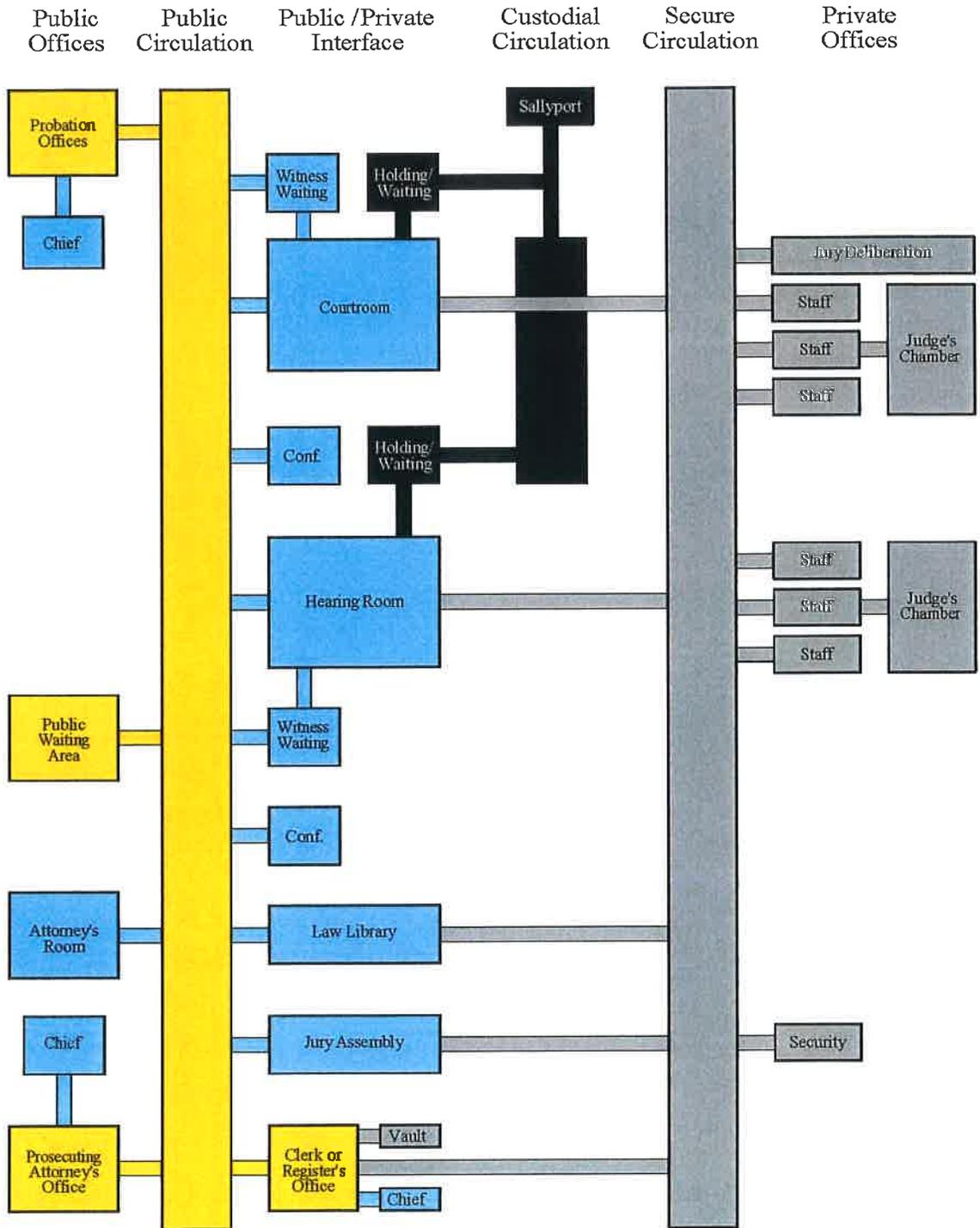
Law libraries are changing with increased availability of legal research materials online. In addition to housing legal books and journals and computer(s) to access materials, the library space may serve as conference room, meeting room, etc. depending upon the needs of the court and community.

The size and collection of references will obviously vary by region, district, and court. Control of the collection should be well organized. It is not unusual to have the court clerical staff oversee the library in smaller courts. Organization of resource materials, tables, chairs, etc. must accommodate library users who are unable to lift heavy resource materials, stand for long periods of time or whose comfort is dependent upon wheelchairs or adaptive devices. The planning committee should carefully consider the needs of the court and community when discussing plans for the law library.

SUMMARY

These guidelines have been prepared primarily to assist county officials and courts to analyze and solve court facility problems. While the principal intent was not focused on helping architects plan court facilities, they may find these guidelines valuable in programmatic development. The included annotated bibliography should provide additional information sources. The judge, county board member, and/or architect who may become involved with the final designing of facilities should now have a clearer understanding of the process and data utilized in defining the problem. This should help in the development of the most suitable, feasible, and elegant solution.

Courthouse Circulation



Check List for Analyzing Problems

When the committee identifies a perceived problem(s) a formalized approach to analyzing the problem will be helpful. The following generic check list is offered to assist in the analysis.

- Who has reported the problem and what direct or indirect relationship do they have to the issue.
- Describe the problem as reported (in writing).
- Visit the location of the problem(s) and observe the sequence and context in which the event occurs. It may be advisable to observe the situations over time to see if the frequency and time are both involved.
- Determine as early as possible if the problem is spatially related or management related. Most problems involve both space and management; therefore, endeavor to divide the appropriate portion of the problem to each category.
- If spatial issues seem to dominate the problem, investigate the following questions:
 - 1) Physical size of space adequate?
 - 2) Environmental control (heating/cooling, lighting, acoustics) adequate?
 - 3) Circulation and proximity of spaces inappropriate?
 - 4) Security of persons or property inadequate? If so, does security involve personal safety, privacy and confidentiality, escape of detainee, or safety of property and records?
 - 5) Is a needed functional space available?
- If management issues seem to dominate the problem, investigate the following questions: *
 - 1) Who does what?
 - 2) When do they do it?
 - 3) How do they do it?
 - 4) Why do they do it?
 - 5) Where is it done?
 - 6) Is the correct equipment or furnishings available for the tasks required?
 - 7) Is the task or function necessary?
 - 8) Are proper personnel policy and procedures being followed?

*These situations should be referred to the staff of the Administrative Office of the Courts.

Check List for Evaluation of Available Spaces

1. Location of space:
 - a. floor level _____
 - b. room number _____
 - c. building location _____
2. Current use of room:
 - a. functions and/or agency currently occupying space
3. Accessibility:
 - a. handicapped barrier free
 - b. visibility to public
 - c. security
4. Size of space:
 - a. length
 - b. width
 - c. ceiling height
 - d. compare to space now being used
5. Condition of space:
 - a. structures (what material are they made of and how is it finished?)
 - b. surfaces (what condition are the surfaces in?)
 - c. electrical system condition (is it adequate?)
 - d. heating, ventilation, and air condition systems
 - e. security
 - f. adaptability to new use
6. Time issues:
 - a. when will space be available?
 - b. hours when space is available?
 - c. how long will space be available?
 - d. seasonal effects on the space
7. Estimated cost for space/availability
 - a. short term purchase
 - b. rental of space
 - c. cost to remodel
 - d. cost to refurnish existing surfaces
 - e. cost to maintain the space (compared to other spaces)
 - f. who controls the space
8. Ambience and symbolism
 - a. is the space inviting to the public (or could it be?)
 - b. is there some inherent beauty and stability to this space?
 - c. does it look like a court facility?

APPENDIX

Appendix A

Design Standards

Nebraska Courts: Standards and Facility Planning Guidelines

Spaces	Environment	HVAC	Ambient Light Control	Light source	Power	Display Monitors	Surveillance	Visibility	Acoustics	Adjacent Spaces
A	Courtroom									
A.1	Litigate	1	8	4	11	14	16	21	22	B.1, C,D.2, E.1, G.1, I, K, N & P
A.2	Gallery	1	9	6	10	14	15	21	22	O
A.3	Press Room/Area	1	8	5	11	14	N/A	17	22	O
A.4	Control Room/Area	1	8	6 & 7	11	14	N/A	17	22	D.2 & P
B	Judges Chambers									
B.1	Chambers	1	8	5	11	N/A	N/A	19 & 20	22	A.1, C, D.2 & P
B.2	Reception	1	8	5	11	N/A	N/A	19 & 20	N/A	D.2 & P
B.3	Toilet	2	8	6	10	N/A	N/A	19	22	A.1
C	Bailiff	1	8	5	11	14	N/A	17 & 20	N/A	A.1 & B.1
D	Court Clerks									
D.1	Private Office	1	8	5	11	N/A	N/A	17 & 20	22	P
D.2	Workspace	1	8	5	11	13	N/A	17 & 20	N/A	P
D.3	Service Counter	2	8	5 or 6 & 7	11	13	15	17 & 20	N/A	O
D.4	Short Term Records and Cash Storage	1	8	5 or 6 & 7	10	N/A	15	21	N/A	D.2
D.5	Long Term Records Storage	3	8	6 & 7	10	N/A	15	21	N/A	P
D.6	Secure Evidence Storage	3	8	6 & 7	10	N/A	15	N/A	N/A	D.2 &/or P
E	Court Reporter, Stenographer									
E.1	Office	1		5	11	N/A	N/A	19 & 20	22	A.1 & P
F	Hearing Room									
F.1	Litigate	1	8	4	11	14	16	21	22	B.1, C,D.2, E.1, G.1, I, K, N & P
F.2	Gallery	1	9	6	10	14	15	21	22	O
F.3	Press Room	1	8	5	11	14	N/A	17	22	O
F.4	Control Rm.	1	8	6 & 7	11	14	N/A	17	22	D.2 & P
G	Jury Deliberation									
G.1	Conference Space	1	8	5	10	14	N/A	19 & 20	22	A.1, C & P
G.2	Restroom	2	8	6	10	N/A	N/A	19	22	G.1

G.3	Refreshment Space	1	8	5 or 6 & 7	11	N/A	N/A	19	22	G.1
H	Jury Assembly Room	1 or 2	8 or 9	5	10	13	15	19 & 20	N/A	O & P
I	Attorney Rooms	1	8	5	11	13	N/A	19 & 20	22	A & O
J	Law Library	1 or 2	8 or 9	5 or 6 & 7	11	N/A	15	20	N/A	O & P
K	Witness Waiting Room	1	8 or 9	5	10	13	15	18 & 20	22	A.1, F.1 & O
L	Public Waiting Area	2	9	5	10	13	15	18 & 20	N/A	A.2, F.2 & O
M	Probation Office									
M.1	Reception Space	1	8	5	11	N/A	15	17 & 20	N/A	O, M.2, M.3, M.4 & M.5
M.2	Waiting Space	2	9	5	10	13	15	18 & 20	N/A	O, M.1, M.3, M.4 & M.5
M.3	Private Office	1	8	5	11	N/A	15	17 & 20	22	M.1
M.4	Conference Room	1	8	5	10	N/A	16	18 & 20	22	M.1 & M.2
M.5	Restroom	2	8	6	10	N/A	N/A	19	22	M.1 & M.2
N	Detainee Holding Facility									
N.1	Holding rooms	2	9	6	10	N/A	15	18	N/A	N.3
N.2	Conference room	2	9	5	10	N/A	15	18	22	N.3
N.3	Supervision room	1	8	5	11	13	15	17	N/A	N.1, N.2, N.4 & P
N.4	Mental patient - Juveniles Holding room	2	9	6	10	N/A	15	18	N/A	N.3
O	Public Corridors	2	9	6	10	13	15	18 & 20	N/A	A.2, D.3, F.2, H, I, J, K, L, M.1 & Q
P	Secure Corridors	2	9	6	10	13	15	18	N/A	A.1, B.1, C, D.2, E.1, F.1, G, H, J, N.3 & Q
Q	Security Office	1	8	5	11	14	16	17	N/A	O&P

KEY NOTES

- 1 Provide comfortable heating, air conditioning & ventilation controlled within the space.
- 2 Provide comfortable heating, air conditioning & ventilation controlled outside the space.
- 3 Provide archival document storage conditions within the space

- 4 Provide lighting adequate to discern facial expression - dimmable for projected images
- 5 Provide lighting adequate for clerical work on desk surfaces
- 6 Provide lighting adequate for navigation throughout the space
- 7 Provide task lighting
- 8 Control lighting within the space
- 9 Control lighting outside the space
- 10 Provide power for general maintenance of the space
- 11 Provide power for office equipment at work stations
- 12 Provide power for office equipment at production spaces
- 13 Display video only
- 14 Display audio/video
- 15 Collect video information (cameras)
- 16 Collect audio/video information (cameras and microphones)
- 17 Provide direct visual supervision/observation to adjacent space
- 18 Provide direct visual supervision/observation from an adjacent space
- 19 Provide visual privacy
- 20 Provide access to daylight
- 21 Prevent natural light and/or visible distractions
- 22 Provide acoustical privacy

Appendix B

Courthouse Facility Checklist

The Courthouse – A Planning Design Guide for Court Facilities, by
Don Hardenbergh with Robert Tobin, Sr. and Chang-Ming Yeh

Introduction and User's Guide

One of the critical steps in preparing for the renovation or construction of a new courthouse is an assessment of the court's current facility resources. Such an evaluation is a key element in building public support for improvement of facility resources. A thorough evaluation of existing facilities should consider both the quantity and quality of space. It should address such questions as: Are there sufficient courtrooms? Are they configured properly? Do they have appropriate support spaces? Can appropriate public and private circulation and building security be achieved? Is the building environmentally effective and efficient? Does it meet modern life-safety requirements? Is it accessible to person with physical impairments?

The checklist was designed to help court administrators, judges, other court professionals, and facility management personnel answer these questions. It is meant to be used in conjunction with the *Planning and Design Guide for Court Facilities*. The order in which each courthouse space is listed in the checklist follows the order used in the guidelines. Associated with each space are nine evaluation criteria: design and image, space allocation, environment, handicapped access, adjacency and circulation, accessibility, security, furnishings, and technical considerations. The checklist may be used to assess each space in the courthouse on these nine criteria. The choice of scale is left up to the evaluator, but the use of + for acceptable and – for not acceptable is probably sufficient.

The following definitions may be used for the nine criteria.

Design and Image. This relates to the appropriateness of the physical structure and environment created within the space. Consideration should be given to the overall design implications conveyed through the space, environment, and furnishings and how they enhance the decorum and dignity of the court. The design of the courthouse is the underlying theme that governs its functions. The image is how the scheme is perceived and the behavior it provokes in the people that use the courthouse. Questions that might be asked at this stage include: Does the design fit the site and the setting? Does the organization of spaces and functions clearly respond to and promote the intended uses? Is there a sense of place and a reflection of the importance of the judicial process? Does the image reflect the values of the community and the judicial system?

Space Allocation. This covers the adequacy of the space provided for individual elements of the design. Consideration should be given to the amount of space needed to accommodate the activity, the requirements for circulation, equipment, and storage. Space requirements may be found in the guidelines under each courthouse element.

Environment. This refers to the adequacy of the heating, cooling, and ventilation, the lighting and acoustics; and how they affect the performance of all who use the facility.

Handicapped Access. Essential to the free and open access to justice are court facilities that are free of physical barriers that prohibit persons who are impaired from getting to, entering, or using the services provided in the building. Citizens and staff who are mobility impaired, physically weak, or who have a sight, hearing, manipulation, or other disability must be able to navigate freely from the parking lot, bus station, or taxi stand into the courthouse and to each public space within the building.

Adjacency and Circulation. This refers to two aspects of the design. Adjacency refers to the association of space with functions to most efficiently transact business. For example, are the high-volume activities housed near the entrance? Are the jury deliberation rooms conveniently located near the courtrooms? Each space requires sufficient circulation in order for work to progress efficiently. Is there sufficient space for people to move about without interfering with the work of others?

Accessibility. This refers to the convenience with which court employees are able to accomplish their work and the ease with which the public can reach their destination and receive service. Consideration should be given to the adequacy of the space for circulation, the location of services relative to the entrances, the use of clearly visible and understandable signs, the presence of public information and instructional materials, and the use of public address systems.

Security. The design of a building can enhance or diminish its security and safety. Covered under security is the extent to which architectural solutions and the deployment and use of security devices such as magnetometers, x-ray machines, CCTV systems, and alarm buttons enhance the safety of employees, witnesses, jurors, litigants, and others who use the courthouse.

Furnishings. This covers the appropriateness, quality, durability, and comfort of decorations, furniture, floor and wall coverings, and accessories.

Technical Consideration. One of the important features of new facilities is the extent to which their operation, and the operation of offices within the building, now rely on the benefits of modern electronic technologies. From the use of computers for docketing, indexing, and calendaring of cases to the use of computer-assisted transcription to take the official record, today's courts rely heavily on new technologies. This assessment is concerned with how well such technology is integrated into the design of the facility and how well the facility design promotes the adoption of new technologies.

Courthouse Facilities Checklist

	COURT SUPPORT ELEMENTS	DESIGN & IMAGE	SPACE	ENVIRONMENTS	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL CONSIDERATIONS
1.	Trial judge's chambers									
	A. Judge's private office									
	B. Judicial staff and chamber support									
	(1) Receptionist/secretarial area									
	(2) Law clerk area									
	(3) Minute and scheduling clerk area									
	(4) Bailiff or court officer									
	(5) Judicial toilets and robing areas									
	(6) Judicial libraries and conference rooms									
	(7) Judicial lounge									
2.	Appellate judges chambers									
	A. Judge's private office									
	B. Judicial staff and chamber support									
	(1) Receptionist/secretarial area									
	(2) Law clerk area									
	(3) Bailiff or court officer									
	(4) Judicial toilets and robing area									
	(5) Judicial libraries and conference rooms									
	(6) Judicial lounge									
3.	Court reporter office									

Rating Scale: 0 = Not Applicable + = Acceptable - = Not Acceptable

Courthouse Facilities Checklist

COURT SUPPORT ELEMENTS (CONTINUED)	DESIGN & IMAGE	SPACE	ENVIRONMENTS	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL CONSIDERATIONS
4. Jury operations									
A. Jury assembly/orientation									
B. Jury deliberation rooms									
C. Grand jury operations									
5. Security and prisoner detention									
A. Bailiff's central workroom									
B. Sheriff and process servers									
C. Central security control and security stations									
D. Central prisoner holding and transport									
E. Court floor holding areas									
6. General court facility support elements									
A. Public waiting areas									
B. Victim/witness waiting room									
c. Attorney/client conference rooms									
D. Law library									
E. Attorney lounge									
F. Press accommodations									
G. Law enforcement officers' waiting/workroom.									
H. Centralized audio/video control room									

Rating Scale: 0 = Not Applicable + = Acceptable - = Not Acceptable

Courthouse Facilities Checklist

	ADMINISTRATION AND CLERK OF COURT	DESIGN & IMAGE	SPACE	ENVIRONMENTS	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL CONSIDERATIONS
1.	Court administration									
2.	Clerk of court's office									
	A. General features									
	B. Public queuing and waiting area									
	C. Counter work stations									
	D. Cashier workstations									
	E. Public viewing/records review area									
	F. Active records storage area									
	G. Inactive records storage area									
	H. Evidence storage area									
	I. Microfilm room									
	J. Clerk's work stations									
	K. Supervisor's offices									
	L. Computer facilities									
	M. Supply/storage/equipment									
	N. Non-court activities									
	O. Staff support areas									
3.	Appellate court clerk									
	A. General features									
	B. Public queuing and waiting area									

Rating Scale: 0 = Not Applicable

+ = Acceptable

- = Not Acceptable

Appendix C

Court Facility Accessibility Reference Guide

National Center for State Courts

COURT FACILITY ACCESSIBILITY REFERENCE GUIDE

Chang-Ming Yeh
Staff Associate
National Center for State Courts

Part II is a facility accessibility checklist to assist courts in identifying the existing facility barriers and make its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. Should structural changes to facilities be necessary to achieve program accessibility, such changes should be made as expeditiously as possible but no later than January 26, 1995. A transition plan depicting the steps necessary to complete the changes must be developed by July 26, 1992, for courts that employ 50 or more persons. New construction and renovation or alteration to existing facilities commenced after January 26, 1992, should be constructed in conformance with ADA Accessibility Guidelines in a manner that the portions of the new construction or alteration are readily accessible to and useable by individuals with disabilities.

PART II COURT FACILITY ACCESSIBILITY REFERENCE GUIDE IS DIVIDED INTO THREE SECTIONS:

- Section A addresses facility accessibility.
- Section B addresses facility site accessibility.
- Section C addresses general building elements accessibility.

Why Is Court Facility Accessibility Required?

There is **no requirement** that all existing court facilities be made accessible. Instead, courts must ensure that the services, programs, and activities they conduct are readily accessible to and useable by individuals with disabilities. In many cases, removal of architectural barriers in existing facilities will be the best method of providing program access, but removal of physical barriers is not required if other methods of providing program access are effective.

Even though facility access is not required, it is necessary to identify architectural barriers in existing facilities in order to determine where modifications may be required to ensure that the programs offered in those facilities are accessible.

Although Title II does not require that existing buildings be made accessible, it does establish strict accessibility requirements for new construction and alterations. Making a facility accessible is relatively simple and inexpensive when accessibility requirements are incorporated in the design of the facility. (While it may be difficult and costly to remove an existing barrier, it is not difficult to avoid building it in the first place.) Title II therefore requires that newly constructed facilities, and alterations to existing facilities, conform to strict accessibility standards.

Public entities, including courts and courthouses, may choose from two design standards for new construction and alterations. They can choose either the Uniform Federal Accessibility Standards (UFAS) or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG), which is the standard that must be used for public accommodations and commercial facilities under Title III of the ADA. If ADAAG is chosen, however, public entities are not entitled to the elevator exemption (which permits certain buildings under three stories or under 3,000 square feet per floor to be constructed without an elevator). The Federal Architectural and Transportation Barriers Compliance Board (the Access Board) is drafting architectural accessibility guidelines for state and local government buildings and facilities that will include specific requirements for court facilities.

This Guide uses ADAAG as the basis for identifying courthouse architectural barriers. (It should not, however, be used as a substitute for ADAAG in designing new facilities or planning alterations. Elements of existing facilities that do not conform to ADAAG may restrict access to services, programs, or activities offered in those facilities. Where such nonconforming elements are identified through this survey, the court should determine whether they restrict program access and, if so, determine how program access can be provided. Methods of providing program access that should be considered include making structural changes, or using nonstructural methods such as acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate accessible sites. (Note that carrying an individual with a disability is not an acceptable method of providing program access except in exceptional cases.)

What Is The Court Facility Accessibility Reference Guide?

The Court Facility Accessibility Reference Guide is a specific interpretation of ADAAG based on applicable regulations set forth in the Act and on the National Center for State Courts' technical experience in courthouse planning and design. Accessibility requirements of the major architectural elements and functional space most commonly found in court buildings are specified, in terms of the dimensional building design elements and ADAAG code references and are presented in tabular form. The Accessibility Reference Guide contains sections on Court Facility Accessibility, Site Accessibility, and the Accessibility of Common Use Building Elements.

How Should The Reference Guide Be Used?

The Court Facility Reference Guide is designed for use by court employees in conducting the required ADA self-evaluation of court facilities, and for use by courthouse design professionals. Because of the variation in individual courts and the associated accessibility requirements for individuals with disabilities, actual accessibility needs may vary from those included in the Reference Guide, which contains only the ADA-required accessibility features and National Center for State Courts recommendations. Variations of specific regulations with proven equivalent access to the facility are permitted by the ADA. During the assessment process, it is important to have input from persons with disabilities or groups that represent persons with disabilities in order to broaden the accessibility of courthouse utilization by these groups.

The reference guide should be used along with ADAAG to identify courthouse access barriers. The survey results of the identified access barriers can then be used in determining the compliance strategies as required in the Transition Plan for existing facilities. The reference space standard and the accessible installation specifications can also serve as the basis for accessible courthouse design or in achieving access for individuals with disabilities using the courts. Due to the complexity of local building codes and building life safety regulation requirements, any architectural changes involving, but not limited to, the alteration of the existing building circulation system (such as corridors, stairs, and other emergency egress systems) and the installation of accessible public restroom stalls should be coordinated with local building code officials.

The court shall identify the existing facility barriers and make each of its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. In the event that structural changes to facilities will be taken to achieve program accessibility, such changes shall be made as expeditiously as possible but no later than January 26, 1995, and a transition plan depicting the steps necessary to complete the changes shall be developed by July 26, 1992, for courts that employ 50 or more persons. New construction and renovation or alteration of existing facilities commenced after January 26, 1992, shall be constructed in conformance to ADA Accessibility Guidelines or UFAS in such manner that the new construction or the alteration are readily accessible to and usable by individuals with disabilities.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Courtroom Entrance	Signage 4.1.3(16)(a)	<p>Signs designating courtrooms should meet the requirements:</p> <p>4.30.4 <i>Raised and Braille Characters</i>: Letters and numerals shall be raised 1/32", upper case, a serif or simple serif type and be accompanied with Grade 2 Braille. Raised character heights shall be 5/8" to 2".</p> <p>4.30.5 <i>Finish and Contrast</i>: Non-glare finish on the sign and contrast the characters with their background.</p> <p>4.30 <i>Mounting Locations and Height</i>: Signs should be installed on the nearest adjacent wall to double leaf doors, or on the wall adjacent to the latch side of the door at mounting height 60" above the finished floor.</p>	Signs should be mounted so that a person may approach within 3" of sign without encountering protruding objects or standing within the swing of a door.
	Accessible Door Width	4.13.5 <i>Clear Width</i> : Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	<p>Front approach:</p> <p>Hinge side approach: ADAAG Fig. 25</p> <p>Latch side approach:</p>	
	Thresholds at Doorways 4.13.8	Height no more than 1/2" with beveled slope no greater than 1:2.	
	Door Hardware	<p>Easy to grasp with one hand and does not require twisting of wrist to operate.</p> <p>Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.</p>	
	Door Opening Force 4.13.11	Interior hinged doors: 5lbf	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Entrance Vestibule	Space Width for Wheelchair Passing 4.2.2 and A4.2(3)	Full two-way circulation: Minimum 60", 64" optimal width for two wheelchairs passing. Partial two-way circulation: 54" for one able-bodied individual to walk alongside or pass by wheelchair.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:	
	Two Doors in Series 4.13.7	The minimum space between two doors in series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors ADAAG Fig. 26.	Applied to courtroom with double door sound lock at the entrance. Vestibule minimum space: Two doors in alignment: 7' deep by 4.5' wide. Two doors at right angles: 7' deep by 5' wide.
	Viewing Window on Door	The bottom frame should not exceed wheelchair eye level, 43" . 40" high optimal.	A4.2 ADAAG Fig. A3. Eye level dimensions of adult wheelchair user.
	Door Width, Hardware, Opening Force, and Doorway Thresholds	See Courtroom Entrance section.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment								
Public Seating Area	Main Aisle Width	Main aisle width should meet the building code requirements of the emergency egress width based on the rated space occupancy and shall allow traffic to pass in opposite directions.	Circulation space reference: Space for wheelchair passage or use of walking aids: 32" A4.2.1(1), A4.2.1(2), 48" minimum passage width for one wheelchair and one ambulatory person. A4.2.1(3) ADAAG Fig. A1, and should check with local and state building life safety code of required emergency egress width.								
	Number of Required Wheelchair Locations in Assembly Area 4.1.3(19)	<p>In an assembly area with fixed seating, accessible wheelchair locations shall comply with 4.33.2, 4.33.3, and 4.33.4 and be provided consistent with the following table:</p> <table border="1" data-bbox="711 606 885 1283"> <thead> <tr> <th><u>Seating Capacity</u></th> <th><u>Number of Locations Required</u></th> </tr> </thead> <tbody> <tr> <td>4 to 25</td> <td>1</td> </tr> <tr> <td>26 to 50</td> <td>2</td> </tr> <tr> <td>51 to 300</td> <td>4</td> </tr> </tbody> </table> <p>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each such seat shall be identified by a sign or marker.</p>	<u>Seating Capacity</u>	<u>Number of Locations Required</u>	4 to 25	1	26 to 50	2	51 to 300	4	<p>Discussion: Courtrooms do not meet the definition of Assembly Area in ADAAG and it may be arguable employing the formula set for assembly areas to derive the number of accessible wheelchair locations required. However, persons using wheelchairs do participate in courtroom activities and the seating should be accessible.</p> <p>The formula for wheelchair locations in the assembly area does not apply to movable, non-fixed seatings.</p>
<u>Seating Capacity</u>	<u>Number of Locations Required</u>										
4 to 25	1										
26 to 50	2										
51 to 300	4										

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	<p>Placement of Wheelchair Locations 4.33.3, A4.33.2</p>	<p>If fixed seating is provided, wheelchair areas shall be an integral part of the fixed seating plan. Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users. At least one companion fixed seat shall be provided next to each wheelchair seating area. Adequate turn-around space should be provided to allow wheelchair maneuvering into seating area from the main aisle. Wheelchair space should be located next to the main aisle and should not interfere with public traffic into the seating area</p>	
	<p>Wheelchair Seat Floor Surface 4.33.4</p>	<p>The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (Ground and Floor Surfaces).</p>	
	<p>Installation of Assistive Listening System (ALS) 4.1.3(19)(b)</p>	<p>A permanently installed ALS is required if: (1) the courtroom seats no less than 50 persons, or has an audio-amplification system, and (2) has fixed seating. If courtrooms do not meet (1) and (2) above, a permanently installed ALS, an adequate number of electrical outlets, or other supplementary wiring necessary to support a portable ALS, shall be provided. Signage should be provided to notify patrons of the availability of a listening system.</p>	<p>It is recommended that permanent ALS be installed at public seats for ease of management.</p>
	<p>Placement of Listening Systems 4.33.6</p>	<p>Individual fixed seats provided with permanent listening system shall be located within a 50 foot viewing distance of the witness stand, judge's bench and other courtroom activities in the litigation well area.</p>	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Jury Box	Number of Required Wheelchair Locations 4.1.3(19)(b)	One wheelchair seat/space should be provided.	Jurors in wheelchairs may be placed at the end of the first row of juror seats within the jury box. Removable seats may be used in wheelchair spaces when the space is not required for a wheelchair user.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (Ground and Floor Surfaces).	Proper floor elevation at the wheelchair seating location is necessary to maintain proper sight line relationships between jurors in wheelchairs and other parties in the trial proceedings.
	Clear Floor Space for Wheelchair Seat A4.2.4 Access to the Wheelchair Seat	48" deep by 30" wide per chair, plus sufficient space allowance for maneuvering. The front/side panel of the jury box at the wheelchair seat should be movable or folding. An access ramp or a mechanical chairlift device should be provided if there is a change in elevation between the wheelchair floor and the adjacent access floor area.	Circulation patterns should include considerations of traffic from the public seating area through the litigation well in the jury selection process and the movement of traffic between the jury deliberation room and the jury box throughout court proceedings.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	The Minimum Number of ALS Receivers 4.1.3(19)(b)	The number of ALS should be determined by the actual needs of jurors and managed by the jury commissioner of the court.	Hearing impaired jurors should be made aware of the availability of ALS upon contact with the jury commissioner. Portable ALS should be checked out to jurors before jury orientation begins for use in the courtroom and jury deliberation room, and returned when they are released from jury duty.
Witness Stand	Clear Floor Space for Wheelchairs A4.2.4	<p>4.8.3, 4.8.4(1), 4.8.4(2): If a ramp is installed to access the elevated witness stand, the space requirement for the witness stand should comply with the ramp landing requirement, which is 60" deep and 36" wide minimum clear floor space.</p> <p>4.2.4.2: If the stand is equipped with a removable platform, a minimum 36" wide by 48" deep clear floor space, including the required additional maneuvering clearance of 6" width shall be provided within the witness stand alcove.</p>	Most of the existing facilities do not accommodate witnesses using wheelchairs giving testimony on the enclosed and elevated witness stand. This forces witnesses using wheelchairs either to give testimony outside the stand in the litigation well area or to painfully move from the wheelchair to the higher stand, and both are very uncomfortable for the witness. If ramp is used, landings at both ends of the ramp and handrails are required.
	Wheelchair Access	Access ramp to the one step (7") high witness stand should have slope no greater than 1:12. The front panel of the witness box should remain and the back panel should be eliminated to allow rear access to the stand.	Refer to the slope requirement of the ramp section. Alternatives: Movable stand or stand with removable platform may be considered for witnesses who do not have a disability and witnesses with disabilities may testify at the same witness stand with the platform removed.
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	A permanently installed ALS should be provided as an integral part of the courtroom recording and amplifying system.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney Tables	<p>Minimum Number 4.32.1</p> <p>Seating 4.32.2 and 4.2.4</p> <p>Knee Clearance 4.32.3</p>	<p>All attorney tables should be wheelchair accessible.</p> <p>Clear floor space 48" deep and 30" wide with less than 19" overlap knee space under table.</p> <p>Knee space minimum 27" high, 30" wide, and 19" deep.</p>	<p>Defense and prosecuting parties have tables opposite each other at pre-set locations in the courtrooms. It is unrealistic to expect attorneys to share one accessible table and switch seating locations when there is an attorney using a wheelchair.</p> <p>29" from table edge plus necessary circulation allowance.</p> <p>Regular tables may be raised to provide knee space as required, by inserting wood blocks at the table legs.</p>
Judge's Bench	<p>Height of Tables 4.32.4</p> <p>Minimum Number of Handicapped Accessible Benches</p>	<p>28" to 34" above the finished floor.</p> <p>None. Designed based on individual user's need. 4.1.1(3).</p>	<p>The bench is a judge's primary workstation, and it should be designed/equipped to permit the judge to approach it and to maneuver within. ADAAG does not require the bench to be constructed or equipped to be accessible. <u>However, in new construction and alterations, the bench should be adaptable.</u></p>
	<p>Wheelchair Access to the Elevated Bench Platform</p>	<p>If wheelchair access is provided, accessibility to the elevated judge's bench should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.</p>	<p>Refer to the requirement sections for ramp slope 4.8, handrail 4.8.5, and chair lift 4.11.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	<p>Bench Furniture Requirements</p> <p>Installation of Assistive Listening System (ALS)</p>	<p>The bench work surface should be 28" to 34" above the finished floor with knee space minimum of 27" high, 30" wide, and 19" deep.</p>	<p>Depending on the needs of individual users of the bench, installation of an assistive listening device may be necessary. The ALS may be an integral part of the courtroom recording/reporting system. The system switch may be centrally controlled by the courtroom clerk, but the volume/picture display adjustment should be available at individual receiver stations.</p>
Courtroom Clerk Station	Minimum Number of Handicapped Accessible Clerk Stations	None. Designed based on individual user's need 4.1.1(3).	<p>In new construction and alterations, the workstation should be adaptable. If provided, installation of the accessible device should be an integral part of the design of the access system serving judge's bench, clerk's station, witness stand, and jury box. Efficient use of a system that serves multiple parties, instead of individual installations, is more cost effective.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Clear Floor Space	If accessibility to and within the workstation is provided, a 60" diameter space is required.	Additional circulation clearance behind the bench should be considered, where traffic passing neighboring stations, such as to an adjacent judge's bench from a private courtroom entrance.
	Furniture Requirements	The work surface should be 28" to 34" above the finished floor with knee space minimum 27" high, 30" wide, and 19" deep.	
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	None. Designed based on individual user's need 4.1.1(3).	If ALS is provided, the volume/picture display adjustment should be available at individual receiver stations.
Courtroom Ancillary Space			
Attorney-Client Conference Rooms	Number of Required Wheelchair Accessible Spaces	All the attorney-client conference rooms should be accessible.	At least one on each courtroom floor, adjacent to courtrooms on an accessible route, in existing facility.
	Signage	Signage requirements for permanent rooms should comply with 4.30.1, 4.30.4, 4.30.5, and 4.30.6. Accessible conference room should be designated by International Symbol of Accessibility.	Refer to the section on courtroom entrance signage.
	Door Width	4.13.6 Clear Width: Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach. Hinge side approach: ADAAG Fig. 25. Latch side approach.	
	Thresholds at Doorways 4.13.8	Height no more than ½" with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5 lbf	

	Wheelchair Maneuvering Clearance Within	Wheelchair passage width 4.2.1—32" at a point and 36" continuously. 36" between table edge and wall. Wheelchair turn around space 4.2.3 – 60" diameter.	Adequate clearance in front of doors so the door swing will not hit the person inside.
	Seating and Table	4.32.2: 19", knee space overlap. Knee clearance 27" high x 30" wide x 19" deep. 4.32.4 <i>Table Height</i> . The top of the accessible tables should be from 28" to 34" above finished floor.	Regular tables may be replaced with wall mounted overhanging writing surfaces to accommodate the required wheelchair maneuvering space.
Jury Deliberation Facilities			
Vestibule at Restroom Entrance	Door Width	4.13.5 <i>Clear Width</i> : Clear opening 32" . Minimum with door open 90 degrees.	It is recommended that all the jury deliberation facilities be accessible.
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:	
	Two Doors in Series 4.13.7	The minimum space between two doors in series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors. ADAAG Fig. 26.	Vestibule minimum clear space: Two doors in alignment: 7' deep by 4.5' wide. Two doors at right angles: 7' deep by 5' wide. Additional space will be needed if lavatory sink, water fountain, or coat closet is provided in the space.
	Thresholds at Doorways 4.13.8	Height no more than ½" with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Drinking Fountain/Water Bottle	If provided, installation should be accessible to wheelchair jurors and jurors with difficulties bending or stooping 4.13.10(a).	<p>Refer to:</p> <p>4.15.2: Spout height should be no higher than 36".</p> <p>4.15.5 <i>Clearance</i>: 30" by 48" floor space for wheelchair approach.</p> <p>27" high, 30" wide, and 17" to 19" deep knee space for the forward reach cantilevered units.</p> <p>4.15.4 <i>Controls</i>: Unit controls shall be front mounted or side mounted near the front edge. It shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Maximum force is 5 lbf.</p>
Restrooms/Water Closets in Jury Room	Minimum Number of Accessible Units Required	The restroom facility in the jury deliberation room should be wheelchair accessible.	A pair of single-user restrooms, comprised of a water closet and a lavatory in each unit, is recommended for each jury deliberation facility.
	Clear Floor Space	If a single-user toilet room is adopted, the clear floor space of the water closet, not in the stall, shall comply with 4.16.2, ADAAG Fig. 28. <i>Diagonal Transfer</i> – 48" wide by 66" deep front access, and 48" wide by 56" deep side access. <i>Side Transfer</i> – 60" wide by 56" deep for either side or front access. The space adjacent to the water closet must remain clear of obstruction for 42" from the center line of the toilet and the lavatory.	<p>Refer to:</p> <p>4.17.3, ADAAG Fig. 30, and public restroom water closet section for the requirements of standard stall installation. Refer to accessible urinal section in the public restroom for detail requirements. Refer to accessible lavatories and mirrors in public restroom section, or 4.19 and 4.18, if provided.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Grab Bar	4.16.4, 4.26, and ADAAG Fig. 29. Bar length at rear wall – 36" minimum with 6" maximum distance away from side wall, side wall – 40", and 42" for the alternate stall, with 12" maximum distance away from the rear wall, 33" to 36" height.	
	Flush Control	4.16.6: Should be hand operated or automatic and comply with 4.27.4 (less than 5 lbf operation force). Height – 44" above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36" from the rear wall. Dispensers that control delivery, or that do not permit continuous paper flow, shall not be used.	
	Door Width, Hardware, Opening Force, and Clearance of Stall Approach	4.13 Door Width: 32" minimum 4.13.8 Thresholds: ½" height, beveled slope less than 1:2. 4.13.9. Door handle should be easy to grasp and operate. Door latch mounted height should be less than 48" above finished floor. 4.17.5. 48" toilet stall approach width in general. 42" for latch side approach.	
Jury Meeting Space	Wheelchair Maneuvering Clearance	Minimum 60" (54") clearance between meeting table and wall at one side. The space would allow passage of wheelchair between jurors seated along the table and the surrounding wall.	Wheelchair circulation patterns in the room include movements from door to the meeting table, the meeting table to toilet facility, and turn-around within the room. Additional seat for an interpreter may be needed.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Witness Waiting Room	<p>Installation of Assistive Listening System (ALS) 4.1.3(19)(b)</p> <p>Location</p>	<p>Portable ALS should be made available to jurors with hearing impairments.</p> <p>Should be adjacent to the accessible path of travel.</p>	<p>Due to the confidentiality of jury deliberation, the ALS adopted for use should maintain the confidentiality of the proceeding.</p> <p>The witness waiting facility should be accessible and located in a controlled private area.</p>
	Door	<p>4.13.5 <i>Clear Width</i>: Clear opening 32" minimum with door open 90 degrees.</p> <p>4.13.9 and 4.13.11: Easy to grasp door hardware and maximum 5 lbf door opening force.</p>	<p>Refer to: Maneuvering clearance at doors 4.13 and ADAAG Fig. 25 for various approach methods.</p>
	<p>Wheelchair Maneuvering Space</p> <p>Conference Seating and Table</p>	<p>Adequate clear floor space for witness using a wheelchair to move within the room.</p> <p><i>Table Height</i> 4.32.4 – If tables are provided, the top of the accessible tables should be from 28" to 34".</p>	<p>Minimum 60" by 60" floor space for wheelchair turn around.</p>
Prisoner Lockup Cells	<p>Communication Device</p> <p>Number of Accessible Facilities Required</p>	<p>If a telephone is provided, it should be equipped with volume control device.</p> <p>If prisoner holding cells are provided, it is suggested that at least one of the cells should be equipped with wheelchair accessible features.</p>	<p>Discussion: Consideration should be given for accommodation for male/female and adult/juvenile prisoners with disabilities. If an accessible cell is designated to be used by all prisoners with disabilities in the courthouse, segregation among male/female and adult/juvenile should be maintained in using the facility. Circulations to the cell among different prisoner groups should also be separated. Physical and visual contacts between different prisoner groups should be avoided.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Water Closet	<p>If provided, a security grade installation shall meet the accessibility requirements:</p> <ul style="list-style-type: none"> 4.16.2 – Clear Floor Space, 4.16.3 – Heights, 4.16.5 – Flush Control, and 4.16.6 – Dispensers. 	<p>Regular grab bars, which may be used as weapons or to cause self-infliction, should not be installed at holding cell toilet facility. Security grade construction should be used and no removable parts should be used at the toilet installation.</p>
Segregated Prisoner/Attorney Interview Facility	Corridor Passage Width	Corridor width should be no less than 36" and 32" minimum, at door allowing the passage of a wheelchair.	The interview facility and the passages leading to it should be controlled but accessible.
	Accessible Clearance	<p>Minimum 60" diameter turn around space should be provided in the interview booth, or a 30" wide by 48" deep minimum clear floor seating space in the reading carrel type seating.</p>	
	Knee Clearance and Height of Table	<p>4.32.3: Knee clearance at tables should be at least 47" high, 30" wide, and 19" deep. 4.32.4: If a paper pass-over counter is provided, the top of the counter shall be from 28" to 34" above the finished floor.</p>	
	Communication	4.31.5: Intercoms or closed circuit telephones used by the in-custody personnel and attorneys should be equipped with volume control or be hearing aid compatible.	Allow space for an interpreter at the attorney-client interview in one of the interview booths.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment								
Jury Assembly Lounge	Wheelchair Seating Requirements	<p>There should be adequate floor space for jurors using wheelchairs dispersed around jury assembly and waiting area. If fixed seating arrangements are used in the jury assembly space for all the jurors, the accessible wheelchair seating locations shall comply with 4.33.2, 4.33.3, and 4.33.4 and be provided consistent with the following table.</p> <table border="1" data-bbox="492 678 670 1272"> <thead> <tr> <th><u>Capacity of Seating Required</u></th> <th><u>Number of Locations</u></th> </tr> </thead> <tbody> <tr> <td>4 to 25</td> <td>1</td> </tr> <tr> <td>26 to 50</td> <td>2</td> </tr> <tr> <td>51 to 300</td> <td>4</td> </tr> </tbody> </table> <p>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each of these seats shall be identified by a sign or marker.</p>	<u>Capacity of Seating Required</u>	<u>Number of Locations</u>	4 to 25	1	26 to 50	2	51 to 300	4	Refer to the requirement section of the courtroom public seating for wheelchair seating and passage aisle arrangements.
<u>Capacity of Seating Required</u>	<u>Number of Locations</u>										
4 to 25	1										
26 to 50	2										
51 to 300	4										
	Accessible Tables and Reading Carrels	<p>If reading carrels or tables are provided to jurors, they should be accessible for use by jurors using wheelchairs.</p>	<p>4.32.3: Knee clearance at table should be at least 27" high, 30" wide, and 19" deep. <i>Table Height</i> 4.32.4 – If tables are provided, the top of the accessible tables should be from 28" to 34" .</p>								

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Juror Restrooms	Need for Accessible Restrooms	If restroom facilities are provided, accessible restrooms should be available to jurors with disabilities.	Refer to General Use Building Elements, Public/Common Use Restrooms section of the reference guide for requirement detail.
Telephone/Communication	Installation of Assistive Listening Systems	<p>Permanently installed ALS is required if: (1) <i>it seats no less than 50 persons, or if there are audio-amplification systems, and</i> (2) <i>there are fixed seating.</i></p> <p>For those jury assembly facilities that do not meet (1) and (2), a permanently installed ALS, an adequate number of electrical outlets, or other supplementary wiring necessary to support a portable ALS shall be provided. Signage should be provided to notify patrons of the availability of a listening system.</p>	
	Minimum Number of ALS Receivers 4.1.3(19)(b)	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
	Public Telephone	If public telephones are provided, requirements for accessible telephones in the facility shall apply and at least one of the telephones installed in the jury assembly facility should be equipped with a volume control device.	Refer to General Use Building Elements, public telephone section of the reference guide for requirement detail. Discussion: A jury commissioner who handles jury administrations may have more contact with individuals with hearing disabilities. Arrangements to provide TDD to jurors with hearing impairments should be available.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
<p>Clerk's Office</p> <p>Public Counter</p>	<p>Minimum Number of Accessible Counters</p>	<p>At least one counter of each cluster/group of counters should be designed for wheelchair access. The accessible counter should be adjacent to, or connected with, an accessible route.</p>	<p>Alternate arrangements should be made in an existing facility to accommodate individuals with disabilities. The individual with a disability could be received personally by a clerk in an adjacent office or in a barrier-free area, or a clerk may step out from the counter workstation to process business for or provide services to the individual.</p>
	<p>Corridor/Waiting Aisle Space Clearance Before Counter</p>	<p>The waiting space in front of the accessible counters should meet the following requirements: Clear floor space 48" deep by 30" wide for one wheelchair, Turn around space of 60" diameter, and clear wheelchair passage space with minimum width 36" behind the standing waiting line.</p>	<p>The required waiting space should be provided based on the average peak volume of traffic at the facility, but should be no less than the minimum accommodation for wheelchair maneuvering space and line waiting space. Depth of the waiting line for a wheelchair and a person standing should be no less than 72". The waiting line should not interfere with the corridor traffic passing by.</p>
	<p>Accessible Counter Clearance</p>	<p>4.32.4: Height of the counter top should be between 28" to 34" above finished floor. 4.32.3: If the counter protrudes into the approach area, the bottom of the protruding portion should have a 27" knee clearance.</p>	
	<p>Service Call</p>	<p>A device to call for assistance at the accessible counter should be provided if counters are not continuously attended by staff, and if the sight lines between a person using a wheelchair at the counter and staff stations supporting the front counter are obstructed.</p>	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Height of Counter	4.32.4: Accessible counters shall be from 28" to 34" above the finished floor/platform on the employee side.	
	Ramp to the Elevated Regular Counter Station	A ramp is needed to access the elevated workstation platform with a 1:12 slope.	The regular height of the counter is usually 42" above the floor and requires a raised platform for employees in wheelchairs to work at the counter within the maximum allowable 34" work surface height requirement.
	Accessible Counter Space Allowance	4.2.3: Adequate clear floor space for wheelchair turn around and maneuvering of no less than 60" by 60".	
	Reach Range Over Counter	4.2.5: No more than 25" for forward reach with knee space under counter, 24" maximum for side reach.	
	Workstation Storage Shelves Reach Limits	4.25.3: 48" maximum height. 4.25.3: 9" minimum side approach. 4.5.3: 15" low forward reach.	
Public File Review and Writing Surface	Minimum Number of Accessible Seating or Tables Required	4.1.3(18): If public file review is built-in or fixed seating areas or tables are provided, no less than one or at least 5% shall be accessible and comply with 4.32.	
	Accessible Fixed Seating and Tables, Including Study Carrels	4.2.4: Clear floor space 30" by 48", adjacent to an accessible route, clear and level floor surface. 4.32.3: Knee spaces at least 27" high, 30" wide, and 19" deep. 4.32.4: Accessible table height 28" to 34".	Requirements also apply to public use microfilm reader/printer stations.
	Self-service Record/Book Storage	4.1.3(12)(b): Self-service shelves or displays shall be located on an accessible route complying with 4.3. Forward reach – high 48" maximum and low 15" minimum. Side reach – high 54" maximum and low 9" minimum.	Discussion: Exemption of the wheelchair reach limits 54" in ADAAG is for mercantile display in private commercial facility and may not be applicable to the clerk's facility. In existing facilities, assistance by a clerk in retrieving items will provide program access.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney Mail Drop/Boxes	Accessible Reach Range	Public mail drop/boxes should be available within reach range of 15" to 38" height, along with accessible route.	
Record Storage Stack Area	Stack Height and Aisle Width 8.5	Accessibility of an employee using a wheelchair to the stack area should be provided based on individual employee's needs. 8.5, 4.2 Stack Aisle Width: 36" for single wheelchair passing, 42" preferable, and T-shape aisle turning space should be applicable, if needed. Shelf height in stack areas is unrestricted.	Stack aisle width and length should also meet local fire egress code requirement.

Appendix D

Courthouse Technology Standards

Nebraska Supreme Court

Courthouse Technology Standards

Goal: To standardize technology equipment in the courtroom so all courts can conduct business at a reasonable and expeditious level.

Contact: Administrative Office of the Courts, IT Division 1-888-704-9382 option 3, or nsc.it@nebraska.gov

Public Area:

- **Kiosk** – Thin clients are provided by the state and should be placed in high traffic, easily accessible areas for everyone. The user-friendly kiosk software should be installed on the thin client, which should also be connected to a printer. This can be a network printer in the court office which has been provided by the state, or it can be connected to a dedicated printer that must be provided by the county.
 - Counties with a population of 35,000 or less will have one kiosk unless the county and district courts are in different buildings. Counties with a population of 35,000 – 80,000 will have two kiosks and 100,000 + will be provided kiosks on a court by court basis.
- **Scrolling Justice Calendar** – The state does not provide equipment for this purpose. Monitors, PC's, and PCCOM software must be purchased through the county and connected to a state network.
- **Wi-Fi** - It is best practice for the courthouse to offer free wireless internet access for the public. This cannot be obtained through the state, but would be a county expense. It is recommended that the court offices coordinate offering wireless internet with the other offices in the courthouse and work with the county board to provide.

Court Office:

- **Check Printers** – Only courts that print 300 or more checks a month will be provided with a check printer by the state upon request.
- **Laser Printers** –
 - Court office- one network printer will be provided by the state for every 3 employees.
 - Cashier counter- courts with a dedicated counter cashier spaces can have one printer per space.
 - Managers who oversee 3 or more employees can have a printer provided by the state upon request.
- **Zebra Printers** – These are state owned and serviced by the state. The labels they print are pre-made and cannot be altered. They are provided for courts with 500 cases per month or more.
- **Scanners** – All stationary scanners and or hand barcode scanners are provided and paid for by the county. There needs to be a sufficient scanning equipment supplied in

order that office staff is able to scan all documents at the time the entry is made in JUSTICE. Documents must be viewable on the case within 24 hours of filing.

- **Desktops** – Individual PC's will be provided for full-time employees requiring access to JUSTICE, except for those who are required to provide their own equipment or if the employee is eligible for a Laptop. This will include a monitor, keyboard and mouse along with Justice Software. Needs for equipment for part-time employees will be evaluated on a case-by-case basis.
- **Laptops** – Clerk Magistrates or staff members whose job description requires them to work in multiple counties will be given a laptop. Docking stations will be provided in the counties where the employee regularly travels too.
- **Monitors** – Dual monitors are recommended and will be provided upon request for all state PCs and Laptops.
- **Phone System** – Each courthouse, as your provider allows, needs to have a phone system that will allow for hold, transfer, voicemails, conference calling and call forwarding. This would include a phone for each employee. If voicemail is not an option then an answering machine needs to be put in place. Phone messages need to include which county and court is being called, and if a person is gone what is needed if a message is left. If only one person works in the court office, a cordless phone that can be worn around office with a headset would be preferable. Phones will be provided and paid for by the county.
- **Fax Machine** - Each courthouse is required to have a fax machine by Supreme Court Rule § 6-601. Fax machines will be provided and paid for by the county.
- **Microfilm Reader** - If records are kept at the courthouse on microfilm, the county should provide a reader which can be used by staff and the public.

Judge's Chambers:

- **Judge's Laptop** – A judge will receive a laptop, monitor, carrying case, keyboard and mouse.
- **Printers**- All Judges will have one state provided printer.
- **Phone** - A judge's office phone should allow for call forwarding, transfer and speaker phone. Phones will be provided and paid for by the county.

Courtroom:

- **Judge's Laptop** – A docking station, monitor and a dual monitor upon request will be located at the judge's bench. The state issued judges laptop will be used both in the courtroom and judge's chambers.
- **Laptop/PC/Thin Client (Second Device)**-
 - For one employee courts doing digital recording, the second device in the courtroom will be a laptop with an external monitor, keyboard and mouse. This will include a second monitor upon request.

- For multiple employee courts doing digital recording, the second device in the courtroom will be a PC with monitor, keyboard and mouse. This will include a second monitor upon request.
 - Courts not running a digital recorder will receive a thin client upon request.
- **Printers-** One printer per courtroom running the JUSTICE Docket application, upon request.
- **Digital recording-**
 - **Mixer** – Provided by the state. The standard is a 4 channel mixer.
 - **Microphones** – A portable microphone system will be provided by the state unless the courtroom uses a hard wired sound system. The state will also provide microphones that can plug into a wired sound system, but cannot provide any wiring services.
 - **Recording hardware** – See above Courtroom | Laptop/PC/Thin Client (Second Device).
 - **Digital recording software-** Liberty software is provide by the state.
- **Video Conferencing** – The state will provide the software and accounts necessary for video conferencing. Cisco Jabber is the state’s selected technology for video conferencing. Video conferencing can be used in the courtroom on either the judge’s laptop or the Laptop/PC/Thin Client (Second Device). Courts regularly holding (one or more times a week) remote appearances for interpreters, incarcerated persons, witnesses, etc. can benefit from a dedicated camera, codec and monitor systems for video conferencing. These costs are not covered by the state. The state can provide access to discounted pricing for these systems through the OCIO and can coordinate an onsite visit to assess what could work best along with a cost estimate.
- **Projectors** – Projectors for court room evidence will be provided by the county.
- **Closed Captioned TV systems (CCTV)** – All costs required for hardware, setup and upkeep will be provided by the county.
- **Phone System-** At minimum each courtroom should have a speaker phone for teleconference purposes. Phones are provided and paid for by the county.

Other things to consider:

- **Cameras** - Personal web cameras for video conferencing should be available for use by court staff and judges. State issued laptops will include a camera, and the state will provide one portable camera with USB cable connection. If the court wishes to have more cameras on hand, these should be purchased by the county.
- **Equipment for education** - Each court should have a location designated for staff continuing education, with access to a computer with speakers and/or headset and camera.
- **Metal Detectors** - Security equipment is the responsibility of the county, and metal detectors can be acquired through the county sheriff’s department.

RESOURCES

RESOURCES:

Access to Courts: A Resource Guide to Providing Reasonable Accommodations for People with Disabilities for Judicial Officers, Probation and Court Staff. (2004). Colorado Judicial Department. This guide provides judicial officers, probation, and court staff with a resource that defines when and how accommodation is to be made for people with disabilities and information concerning proper disability etiquette.

The Americans with Disabilities Act: Title 11 Technical Assistance Manual. (1992). Washington, D.C.: U.S. Department of Justice, Civil Rights Division, Office on the Americans with Disabilities Act. “ This technical assistance manual addresses the requirements of Title 11 of the Americans with Disabilities Act, which applies to the operations of state and local governments” - -Intro. The 1994 supplement contains answers to common questions to promote a clearer understanding of the requirements.

California Trial Court Facilities Standards (draft). (2011). San Francisco: Judicial Council of California. The California Administrative Office of the Courts has the responsibility for design, construction, and management of court facilities, and they have determined that it is prudent to develop standard reflecting the best practices and successful solutions for basic components of the trial court building. The (draft) standards listed in this resource will apply to the design and construction of court facilities.

Court Facility Accessibility Reference Guide. Yeh, Chang-Ming. (1992). This brief excerpt from the “The Americans with Disabilities Act: Title 11: Self –Evaluation” focuses on three areas: facility accessibility, facility site accessibility, and general building elements accessibility.

Guidelines for New York State Court Facilities. (2009). New York State Unified Court System. The New York Unified Court System provides this resource of rules for the Chief Judge which outlines the basic guidelines for New York State Court facilities.

Kentucky Court Facilities Design Guide. (May 2007). Frankfort: Kentucky Administrative Office of the Courts. “This resource sets forth design guidance (requirements) to be used in the development of a design for Court Facilities, Court Support Facilities and Administrative Facilities within the Commonwealth of Kentucky, which are supportable, totally or in part, with Commonwealth of Kentucky Administrative Office of the Courts funds. It is applicable to all construction projects, including additions, alterations, adaptations, rehabilitations, and conversions.” - - Web site.

Opening the Bench & Bar to People with Disabilities: Manual for Court Disability Coordinators, (2005). Office of the Illinois Attorney General Court Disability Coordinators (CDCs) have been established in each Illinois Judicial Circuit to assist people with disabilities in the legal system. CDCs are appointed by the Chief Judge of their Circuit Court and have access to a vast array of resources, people and agencies that can assist in ensuring program accessibility for people with disabilities in a judicial setting. Training and technical assistance for CDCs are provided by the Illinois Attorney General's Office. This manual is intended to assist them in opening the courthouse doors to people with disabilities.

Steps to Best Practices for Court Building Security. Fautsko, Timm et al. (2013). A list and explanation of the categories and topics related to court security. Document is divided in Fundamental, Critical, Essential, and important items, tasks, and procedures.

Violence in the Workplace: Risk Factors and Prevention Strategies. (July, 1996). Current Intelligence Bulletin 57. This document reviews current knowledge of fatal and nonfatal violence in the workplace. It also summarizes issues to be addressed when dealing with workplace violence in settings such as offices, factories, warehouses, hospitals, convenience stores, and taxicabs.