

COMPTROLLER FILE NO. 292774

REPORT OF COMMITTEE

Honorable President: Public Safety and Health Committee

Your 12-7-83. file. to which was referred the within would respectfully report that we have considered the same and respectfully recommend that

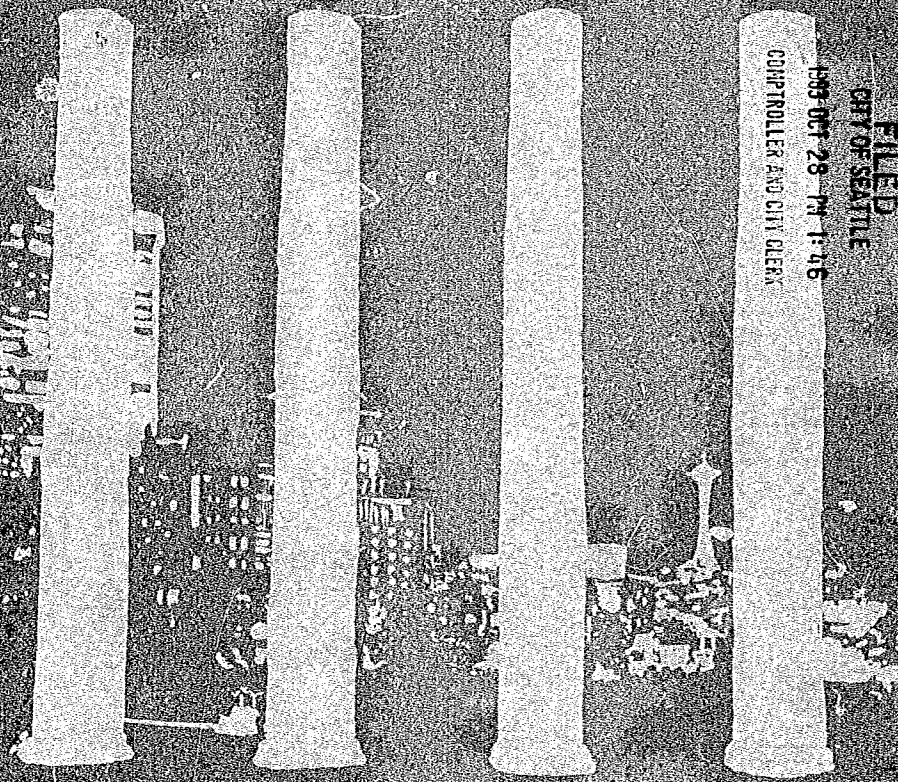
1982 ANNUAL REPORT of the MUNICIPAL COURT of Seattle

Filed Tim Hill, City Comptroller

By _____ Deputy

ACTION OF THE COUNCIL	
Referred	To _____
Referred	To _____
Referred	To _____
Reported	Disposition <u>UNFILED</u>
Re-referred	To _____
Reported	Disposition _____

Jack N. Richards
Chairman



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CITY OF SEATTLE
1983-OCT-29 PM 1:46
COMPTROLLER AND CIV. CLERK

Municipal Court of Seattle Annual Report

1982

20274

1982

Letter Of Transmittal

June 28, 1983

To the Mayor, City Councilmembers and Citizens of Seattle: As required by the City Charter, I submit the Seattle Municipal Court's Annual Report for 1982.

Following on the heels of the drastic changes legislated by the state and implemented in 1981, the court faced and met many challenges throughout 1982. During the first nine months, jury trial demands continued to increase, and everyday trial departments were triple set with jury cases. Finally, to relieve the court and the City's prosecutors of this burden, the chief criminal deputy city attorney (now judge) Pat Aitken proposed a pre-trial hearing for each jury case. This new process focused on settlement before setting a trial date and was adopted by the court in September with the support of the Mayor and the creation by the City Council of a part-time sixth judicial department. The positive results were immediate. Through the extraordinary generosity of Leroy McCullough, the City's Chief Hearing Examiner, who donated his time and that of his staff, Margaret Klockars, Hearing Examiner, and Cindi Keller, Administrative Assistant, the municipal court quickly reduced its backlog of cases set for jury trial and eliminated the need for triple settings.

Just following the success of the new pre-trial hearing calendar process, however, the State Supreme Court issued an opinion involving the timeliness of jury trial waivers. The decision, unfortunately, gave little guidance to the lower courts. Our present procedure that permits defendants 10 days after arraignment to request a jury trial still appears to be prudent, but its viability is currently in the hands of the appellate courts.

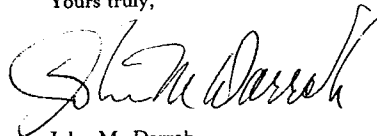
Another area of major change was the Seattle Municipal Court's Alcohol Information School. State Legislation enacted earlier in the year caused the school, a leader in its field since the 1960's, to go out of business in September.

Throughout 1982, mental health, drug and other defendant-oriented programs suffered from lack of funding and greatly reduced the court's sentencing options. More and more defendants in borderline cases were sentenced to jail because there were no community services available.

As noted last year, despite the severe budget crunch, both the executive and legislative branch of the City of Seattle have supported the court's past requests for funding improvements in its arraignment system. In 1982, however, the Seattle-King County Bar Association published a critique of our arraignment procedure and indigent criminal defense services that suggested solutions involving yet further expenditures in both the arraignment and defense areas.

On behalf of Seattle Municipal Court, thank you for your faith in the City's judicial system and your past support of our efforts. With your assistance we are looking forward to 1983 as a year of stability and improved performance.

Yours truly,



John M. Darrah
Presiding Judge

THE MUNICIPAL COURT OF SEATTLE

Table of Contents

	Page
Letter of Transmittal	—
The Judges of the Municipal Court	1
Court Structure	2
Highlights of 1982	3
The Departments of the Court	7
Presiding Judge Department	7
Overall Administration	7
Judicial Departments	7
Personnel Section	9
Finance and Administrative Division	9
Magisterial Hearings Department	10
Ordinance Violations Department	12
Court Services Division	12
Data Processing and DISCS	15
Revenue Citations Division	15
Fine Payments	17
Warrant Service	17
Municipal Probation Department	17
In-Custody Services	18
Pre-Trial Release	18
Sentencing and Jail Services	18
Out-of-Custody Services	18
Pre-Trial Diversion	18
Pre-Sentence, Probation Supervision, and Case Monitoring	18
Community Service Hours	19
Alcohol Information School	19

Acknowledgements

This report was prepared with the assistance of *Jana E. Coburn*, a work study student from the University of Washington. All photographs were taken by *Carol Pederson*, an employee of the Municipal Court.

The Judges Of The Municipal Court

Barbara T. Yanick



Appointed to Department 4 in 1973, Barbara Yanick is the senior member on the bench. She grew up in Balto, Maryland, graduated from Bryn Mawr College in Pennsylvania and worked as a systems engineer for IBM for five years. After graduating from the University of Washington School of Law in 1966, she worked for the Prosecuting Attorney's office and then in private practice until she was appointed to the municipal court. Judge Yanick was appointed to the Board of Governors of the Washington State Magistrates Association in January, 1980, and was elected to the Board of Governors of the American Judges Association in October of that year.

Stephen R. Schaefer



Judge Schaefer was appointed to Department 1 in 1977 and elected to office in 1978. He is a graduate of the University of Washington School of Law and New York University School of Law where he studied taxation. Judge Schaefer served in the U.S. Army from 1958-1964 and joined the King County Prosecuting Attorney's office in 1965. He was in private practice from 1967 until appointed to the court. He is a member of the Board of Directors of Housing Development, a non-profit corporation engaged in obtaining financing for low-income and senior citizen housing, and he is also a member of the Mayor's Sister City Committee.

John M. Darrah



Elected to Department 2 in 1978, John Darrah attended both college and law school at Yale in New Haven, Conn. He came to Seattle in 1960 as a half-time ACLU executive secretary and also worked in private practice. In 1964, he joined the firm of Vance, Davies, Roberts and Bettis in labor law practice. Two years later, he became Assistant United States Attorney. In 1969, Judge Darrah started the first public defender program, initially in the Seattle Municipal Court, and later in the county courts. He resigned in 1974 to resume private practice until 1978 when he was elected to the municipal court.

George W. Holifield



Appointed to Department 5 in 1980, George Holifield was born and raised in Seattle and graduated from Garfield High School. He attended Whitman College and received his Juris Doctorate from American University in Washington, D.C. He was a trial attorney for eleven years and was appointed by Governor Dan Evans to the Washington State Personnel Board and served for 5½ years as Member of the Board, Vice-Chairman, and Chairman. Judge Holifield served as a staff assistant to Senator Warren G. Magnuson in Washington, D.C., and as Personnel Director of the Department of Social and Health Services in Washington State. He is a member of the American Trial Lawyers Association.

Ron A. Mamiya



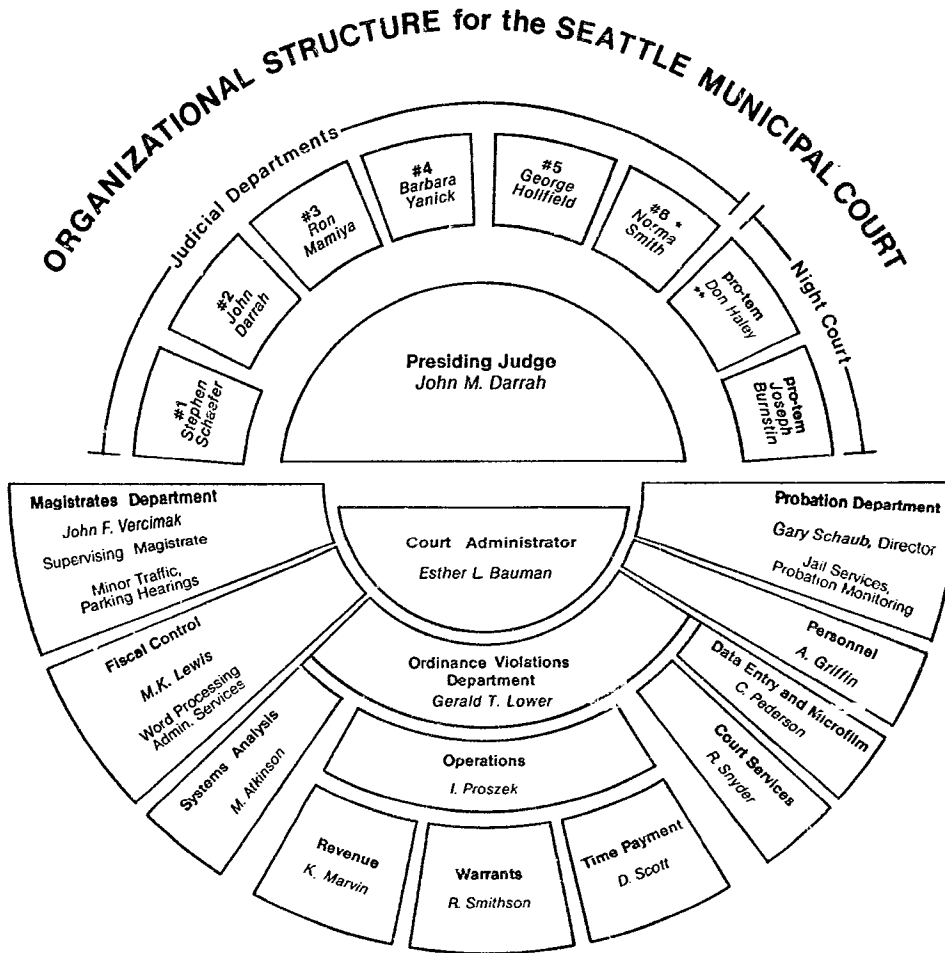
Born and raised in Seattle, Ron Mamiya was appointed to Department 3 in 1980. He is a graduate of Franklin High School and attended the University of Washington, where he received an undergraduate degree in Psychology. In 1975, he received his Juris Doctorate from Gonzaga University in Spokane. While in law school, he worked with the Spokane City Prosecutor's office. Judge Mamiya worked in private practice with emphasis on criminal and trial law until appointed to the court in 1980. He maintains an active interest in numerous community and local concerns.

Norma Smith



Appointed to Department 6 in 1983, Norma Smith was raised in Akron, Ohio where she received an undergraduate degree in Nursing. She also has a bachelors degree in History and Political Science from the University of Arkansas at Pine Bluff. In 1978, she graduated from the University of Arkansas School of Law at Little Rock. Judge Smith served as a public defender for the Associated Counsel for the Accused from 1979 to 1980 when she became a staff attorney for the Department of Health and Human Services. In 1981, she returned to the Associated Counsel for the Accused until she was appointed to the municipal court.

Court Structure



* Judicial Department #8 established January, 1983

** Judson Todd appointed pro-tem December, 1982

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Court Reorgan

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* A sixth judge was estab...

Highlights Of 1982

The Municipal Court of Seattle, which is established under state law, has exclusive original jurisdiction over violations on all city ordinances. The court is comprised of several closely related departments and divisions. The presiding judge department encompasses the six elected judges* and their respective departments, the court administrator, and other courtwide administrative staff. The presiding judge department is responsible for the overall administration and policy of the court and its various components. The magistrate hearings department provides informal non-trial adjudication for mainly minor traffic offenses and code violations. The ordinance violations department (OVD) supports courtroom and magistrates hearing operations, prepares and maintains court records, collects fines and forfeitures, and enforces warrants. The probation department provides services to the court and defendants at all stages of the criminal justice process.

Court Reorganization

Through reorganization, in 1982 the court streamlined operations, increased efficiency and accountability, and balanced staff work load without adding more employees. The court transferred the administration - budget, accounting, payroll, procurement, mail and facilities management - and fiscal control responsibilities from the ordinance violations department to the presiding judge department, where they are supervised directly by the court administrator. Within the ordinance violations department, the chief clerk position was elevated to operations manager with responsibility for revenue collection, time payments and warrant service. A separate data processing section was created and expanded to include micrographics. In February, the probation department merged two sections and changed the method for assigning and monitoring cases. In March, the court consolidated the scheduling/appointment system of the magistrates department with that operated for other judicial hearings in the ordinance violations department. Later in the year, the court also combined the magistrates' clerical staff with the OVD courtroom support personnel to allow for better flexibility and coverage in both departments.

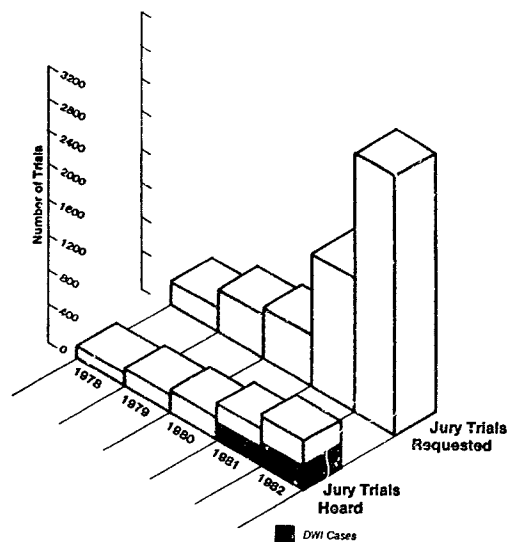
*A sixth judge was established effective January 1, 1983.

Rising Number and Length of Jury Trials

As in 1981, 1982 brought more challenges and unprecedented demands on the court and its resources. In particular, on January 1, 1981, the court converted to a court on the record, as mandated by the Washington State Legislature and Supreme Court Rule. The new law and rules required that the court make a tape recording of trial proceedings to be used on appeal to the superior court. The appeal process allowing defendants a new trial in the superior court was discontinued and replaced by a more limited appeal process whereby an error in law must be demonstrated on the taped record. Consequently, many defendants who no longer had the opportunity for a new trial in superior court requested jury trials in the municipal court.

For example, in 1982 the court heard an average of 39 jury trials a month. In comparison, the court averaged 17 jury trials per month in 1980 and 33 in 1981. An

Jury Trials
1978 - 1982



MUNICIPAL COURT
Night Court
Probation Department
Schaub, Director
Jail Services, Probation Monitoring
Personnel
A. Griffin
Microfilm
appointed pro-tem
1982

even more dramatic jump occurred in jury trial requests. In 1981, the court received 1,459 requests for a jury trial compared to 546 in 1980. This equates to a 167% increase. Between 1981 and 1982, the requests doubled again to 3,497. Taking the two years together, jury trial requests increased by 540% between 1980 and 1982, while the court's fees paid to jurors increased over 200%. Thanks to the efforts of the city prosecutor and the court, however, it is anticipated that this trend will start to level out in 1983.

Other state legislation also contributed to the increase in and the length of jury trials. In 1975, the legislature imposed a mandatory jail sentence for DWI offenses. As a percentage of the total number of traffic filings, DWI cases have historically fallen in the range of 2 to 3%. In 1981, 3,263 DWI cases were filed with the Seattle Municipal Court, which represented 3% of the total traffic filings for the year. In 1982, 3,795 DWI cases were filed, an increase of 16% over 1981.

Although the numbers are small in comparison to total traffic filings, DWI cases far outweigh all other categories for jury trials heard. In 1981, DWI filings resulted in 151 jury trials or 39% of the total cases heard before a jury. In 1982, the court held 190 jury trials on DWI offenses, 41% of the total heard. Assuming all other things were equal, DWI cases accounted for over 50% of the 73 more jury trials heard in 1982 than 1981.

Also, in June, 1980, legislation required that jury paneling procedures in courts of limited jurisdiction be similar to that in superior court, resulting in a much longer juror selection process and the need to call in a larger number of prospective jurors.

Since 12 or more bench trials can be set in the same length of time as one jury trial, even a small increase in the number of jury trials can have a dramatic effect on the court's overall work load and schedule. The chart illustrates the different kinds of court proceedings in 1980, 1981, and 1982 and the proportion of time scheduled to hear those proceedings in December of each year.

FORMAL COURT SCHEDULED HOURS

	1980	1981	1982	Change From 1981 to 1982	
Total hours used per week	148	163	185	22	+ 13%
Jury Trials (% of total)	16 (11)	42 (26)	*65 *(35)	23	+ 55%
Non-Jury Trials (% of total)	107 (72)	98 (60)	94 (51)	[4]	(- 4%)
Arraignments (% of total)	25 (17)	23 (14)	26 (14)	3	+ 13%

*Includes 15 hours a week for pre-jury trial hearings, accounting for 8% of the court's schedule.

Pre-Jury Trial Hearings

In order to meet the growing pressures caused by the increasing number of jury trial requests, the court has been very responsive to the procedure for setting jury trials. With the addition of a part-time sixth department in September, the court gained some flexibility to improve the pre-jury process. The new half-time court took over the presiding judge's morning schedule of jury trials and sentencings. The presiding judge, therefore, was freed to hear all pre-jury trial hearings. A special prosecutor from the Law Department was appointed to assist in expediting the process. The last quarter statistics for 1982 indicate that these hearings were very successful in reducing scheduled jury trials.



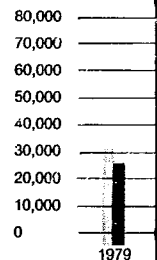
Presiding Judge Darrah improved the pre-jury trial settlement process in 1982. The presiding judge conducted pre-jury trial hearings every morning.

Arraignment

The number high of 45,306. To handle this work about the quality increased the time 67%. This was a and two addition March. The Saturday custody arraignment amount of time during and arraignment and Thursday devoted to out-of additions proved number of defendant city's jail costs, and more jury trials

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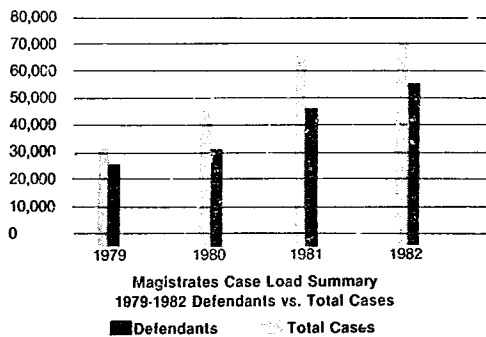
ial settlement process in 1982. arings every morning.

Arraignment Proceedings

The number of arraignments grew in 1982 to a high of 45,306. To provide more adequate court time to handle this work load and to meet the growing concerns about the quality of its arraignment process, the court increased the time available to conduct arraignments by 67%. This was accomplished by adding one Saturday and two additional evening arraignment sessions in March. The Saturday court was added to handle in-custody arraignments with a goal of reducing the amount of time defendants have to wait between book- ing and arraignment over the weekend. The Wednesday and Thursday evening arraignment calendars were devoted to out-of-custody arraignments. Both of these additions proved to be cost effective by reducing the number of defendants heard on Mondays, curtailing the city's jail costs, and freeing weekday courtroom time for more jury trials.

Increased Magistrate Hearings and Higher Penalties

In 1981, revisions of state law had a near catastrophic effect on the operations of the magisterial hearings department. On January 1, 1981, state legisla- tion decriminalized all but the most serious traffic viola- tions. Under the new law, minor traffic violations were defined as civil infractions rather than criminal offenses. In place of a criminal fine or jail sentence, the state substituted a much higher penalty structure and added more state assessments.



The number of people requesting magisterial hear- ings continued to increase in 1982 by 20%. In 1982, the magistrates surpassed the 1981 all-time high average for defendants seen in a month. Between 1981 and 1982, the monthly average climbed from 3,975 to 4,816, an in- crease of 21%. Each of the four magistrates, therefore, saw approximately eight defendants every hour throughout the year.

Jail Population Reduction

Over the past year, the court continued to work with other city departments to reduce the overcrowding in the jail. More probation counselors were assigned to the jail to work on personal recognizance releases and probation staff availability was extended to 17 hours a day to provide a multitude of jail services. The court continued to assure 24-hours, 7-days-a-week coverage in its warrant office. It also added another holding room so more defendants can contact friends or relatives before being booked into jail and possibly get released on bail or bond. Thus, the city avoids the \$60 average booking fee on each such defendant.

The Saturday arraignment is another way the Seattle Municipal Court helped to reduce the number of individuals held in jail. Approximately 45% of the defendants arraigned on Saturdays were released either pending trial or after being sentenced.

Improved Case Processing and Management Information

The court continued throughout 1982 to work with the State Court Administrator's office to develop the District Court Information System (DISCIS), a com- puterized case management system that can meet the growing automation needs of the Seattle Municipal Court as well as the smaller courts throughout the state. The target date for automating the Seattle cashing system was extended by the state from December, 1981, to late 1983 due to software and design problems. The anticipated changeover will replace the 1973 vintage cashing system and automate the court's time pay- ment process. The time payment enhancement alone will reduce a cumbersome, three-step payment process to one step and will allow the court to enforce its judgments more rapidly.

SEATTLE MUNICIPAL COURT
1980/1982 Comparative Statistical Overview

Intake: Filings and Citations

Year	Criminal	Traffic ^a	Parking	Total
1980	32,998	124,898	472,334	630,230
1981	28,274	127,242	391,730	547,246
1982	31,625	132,498	403,433	567,556
Change (80-81)	-14.3%	+1.9%	-17.1%	-13.2%
Change (81-82)	+11.9%	+4.1%	+3%	+3.7%
Change (80-82)	-4.2%	+6.1%	-14.6%	-9.9%

Court Proceedings and Hearings

Year	Arraignment	Jury	Trials Heard	Non-Jury Trials		Magistrate Hearings	
		Requests		Set	Heard	Defendants	Cases
1980	41,848	546	201 ^b	30,329	33,515
1981	44,208	1,459	392	21,009	7,278	47,700	53,107
1982	45,306	3,497	465	17,694	5,127	57,802	69,438
Change (80-81)	+5.6%	+167.2%	+95.0%	—	—	+57.2%	+58.5%
Change (81-82)	+2.5%	140%	+18.6%	-15.8%	-29.6%	+21.2%	+30.8%
Change (80-82)	+8.3%	+540%	+131.3%	—	—	+90.6%	+107.2%

Cash Receipts

Year	Criminal	Traffic	Parking	Assessment Paid to State	Total to City
1980	\$740,360	\$3,532,774	\$3,275,952	(\$1,148,768)	\$6,400,318
1981	769,456	4,365,514	4,426,121	(1,546,596)	8,014,497
1982	826,251	4,761,371	4,069,515	(1,929,574)	7,727,563
Change (80-81)	+3.9%	+23.6%	+35.1%	+34.6%	+25.2%
Change (81-82)	+7.4%	+9.1%	-8.1%	+24.8%	-3.6%
Change (80-82)	+11.6%	+34.8%	+24.2%	+68%	+20.7%

Notes: a. Includes 3,295 DWI filings in 1980, 3,263 in 1981, and 3,735 in 1982. Although comprising less than 3% of traffic filings in 1981, DWI filings resulted in 151 jury trials or 38% of all jury trials heard that year. In 1982, DWI filings accounted for 190 jury trials or 41% of all jury trials heard.

b. Each trial requires the same amount of time as at least 12 bench (non-jury) trials.

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*A sixth elected judge

The Departments Of The Court

Presiding Judge Department

Overall Administration

The presiding judge department consists of the five elected judges* and their respective departments and staff, the court administrator, the personnel section and the newly formed finance and administration division. The presiding judge category serves as an umbrella department for overall administration and policy setting for the entire court.

The presiding judge is selected annually by his/her fellow judges and is responsible for the efficient administration of the court, including the judicial support functions of magistrate adjudication and probation services. The court administrator reports to the presiding judge and has responsibility for all nonjudicial court operations, budget, and personnel.



Court administrator, Esther L. Bauman has responsibility for all non-judicial court operations.

One of the most significant administrative accomplishments in 1982 was the successful development and implementation of a reorganization plan. Several management and support staff were transferred to improve internal monitoring, budget control, and planning throughout the court. To accommodate the reorganization, in midyear the court established a new fiscal control officer position to supervise financial and general administrative functions. The chief clerk position was elevated to an operations manager and given responsibility for line functions including revenue, time

payments and warrant service. A separate data processing section was created and expanded to include micrographics as well as the operation of the parking system on the city's computer, the case management system on the King County computer and the proposed DISCIS system on a state-owned microcomputer. All of these changes increased the efficiency of the court and did not require additional personnel positions.

Another important change occurred in mid-1982 when the court requested and the city council approved a new half-time sixth daytime court. This court was staffed temporarily with personnel from the City of Seattle Hearing Examiner's Office. The presiding judge conducted jury trial hearings every morning while the new court staff handled his regular jury trial schedule. By extending the time for these hearings and making available special prosecutorial services, the court hoped to reduce jury trial settings and last minute settlements on the day of trial. Based on the last quarter of 1982, the program was successful.

Judicial Departments

Each elected judge has his or her own "judicial department" and courtroom where trials are held primarily on major traffic and criminal offenses. At the beginning of the year, the five judicial departments operated as daytime courts. Also, one department ran full-time and another, starting in March, operated part-time in the evening.

Department #1 is dedicated exclusively to criminal cases. Each morning is devoted to in- and out-of-custody arraignments, with the afternoon reserved for out-of-custody arraignments and non-jury trials. At arraignment, defendants plead guilty or not guilty to the charges filed against them. If a defendant pleads guilty, he or she can be sentenced at the time of arraignment. If a not guilty plea is entered, the defendant may request a jury trial or trial before a judge.

Department #1 acts as a funnel for the court and siphons off some of the trial work load. Arraignment is the first step in the trial process and it can be the last. As demonstrated by the next chart, in approximately 50% of the cases heard by Department #1, only one court ap-

*A sixth elected judge was created by the City Council for 1983.

Total
630,230
547,246
567,556
- 13.2%
+ 3.7%
- 9.9%

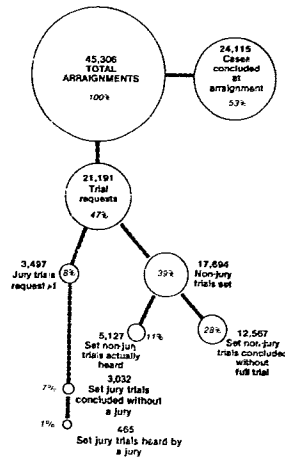
Magistrate Hearings	Cases
329	33,515
700	53,107
802	69,438
2%	+ 58.5%
2%	+ 30.8%
6%	+ 107.2%

Total to City
\$6,400,318
8,014,497
7,727,563
+ 25.2%
- 3.6%
+ 20.7%

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pearance is needed. That is, the case is concluded at the time of arraignment.

The Arraignment-to-Trial Flow by Number of Cases 1982



Departments #2, #3, #4, and #5 hear both jury and non-jury trials. Jury trials are scheduled most weekday mornings while the afternoons are reserved for non-jury trials. In order to make the most effective use of courtroom resources, the judicial departments work as backups to one another. When necessary, cases are transferred between courts.

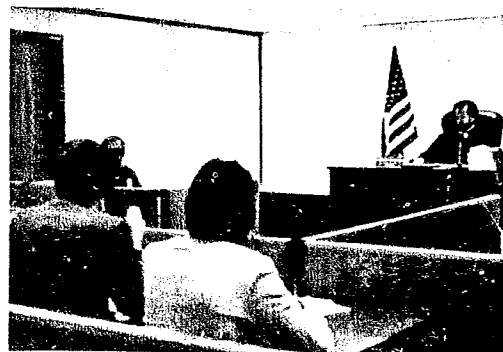
In March, 1982, the court started its second evening court on a part-time basis. Two nights a week, this court hears traffic cases and out-of-custody arraignments. It also serves as a backup to the full-time night court when their cases run longer than scheduled. With the additional evening hours, the municipal court can accommodate more jury trials during the day and minimize police overtime for court appearances of late shift officers.

On Saturdays, the new court hears in-custody arraignments for persons held in the jail. The court initiated the Saturday schedule to reduce the amount of time defendants have to wait between booking and arraignment. Prior to March, defendants booked after midnight Thursday remained in jail until Monday morning arraignment, unless they were released on bail,

bond or personal recognizance. Now, individuals booked before midnight Friday may be arraigned on Saturday. Approximately 45 percent of all defendants seen at Saturday arraignment are released. Consequently, the weekend arraignment court has shortened jail time for some individuals, reduced jail overcrowding, alleviated some of the work load for Monday morning in-custody arraignments where previously 75-100 defendants often appeared, and decreased the city's jail expenses.

Prior to September 1982, the court assigned a jury trial hearing date at the time of request. Scheduling staff then set the pre-jury trial hearing three weeks in advance of the assigned trial date. Since discovery and motions are concluded at the pre-trial hearing, many defendants waived the jury trial at that time. At that late date, however, the court could not re-assign the vacated jury trial slot.

In September, Department #6 was created as an emergency measure to improve this pre-jury trial settlement process. Under the new procedure, pre-jury trial hearings are held approximately three weeks after arraignment. The court waits until the hearing is concluded to assign a jury trial date. For the last three months of the year, 645 defendants, or 39% of those seen, waived a jury trial at the conclusion of the pre-trial hearing. By making optimum use of the trial schedule, the court has stopped triple setting jury cases and avoided continuances from overcrowding.



Judge George Holtsfield presides over a pre-jury trial hearing in Department #6. Until a permanent courtroom is constructed, Department #6 operates out of temporary facilities in the basement of the Municipal Building.

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Now, individuals booked are arraigned on Saturday morning in-custody. Consequently, the shortened jail time for overcrowding, alleviated by 75-100 defendants often pay their jail expenses.

The court assigned a jury request. Scheduling staff three weeks in advance for discovery and motions hearing, many defendants time. At that late date, assign the vacated jury

Department #6 was created as an pre-jury trial settlement procedure, pre-jury trial three weeks after arrival the hearing is concluded the last three months of those seen, waived the pre-trial hearing. By schedule, the court has avoided conti-



Jury trial hearing in Department #6. Department #6 operates out of Municipal Building.

The mayor appointed a judge to this new department in March of 1983. Until a permanent courtroom is constructed, Department #6 operates out of temporary facilities in the basement of the Municipal Building.

Personnel Section

The personnel section is responsible for the recruitment and selection process of all court employees. In addition to permanent employees, the section secures pro tempore judges and magistrates, temporary, and work study personnel. This section also serves as liaison with the city's Personnel Department and since 1981, gained the labor relations function. Approximately 75% of the court's work force belong to a union, involving three separate contracts. The personnel section assists managers in interpreting and following these labor union contracts and in dealing with employee issues that arise from them.

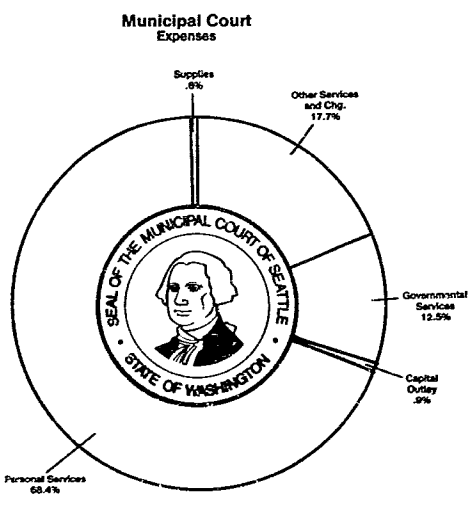
In 1982, the section arranged various training programs for career and mid-management development. These programs were geared, in part, to enhancing the attendee's communication and supervisory skills as well as improving their opportunities for promotion. In addition, employee related policies, procedures and forms were developed and written. In-house training was provided to all supervisors before the procedures were implemented. The section also researched, compiled, and wrote an interviewing handbook that will be used by court supervisory staff.

Finance and Administration Division

In mid-1982, the court centralized general administrative and support services into one cohesive division. The court moved two existing units from the ordinance violations department to form the new division, which reports directly to the court administrator. By providing increased and closer supervision of certain courtwide functions, the reorganization was designed to improve fiscal accountability and control throughout the court and enable the ordinance violations director to devote more time to the court's data processing needs. The new fiscal control officer was hired in late December.

Administrative Services Unit

The administrative services unit serves as the centralized, support group for the entire court. It prepares and monitors the court's annual budget and produces monthly status reports on budget expenditures.



The court pays jurors and witnesses for their services and this unit writes the checks and supporting documentation for these payments. Staff time devoted to this function has grown considerably, along with expenditures, because more people have been requesting jury trials. As mentioned above, between 1980 and 1982, the number of jury trials heard jumped from 201 to 465, causing over a 200% increase in the court's juror expenses. In dollar terms, the court paid jurors \$40,647 in 1980 compared to \$123,823 in 1982.

The administrative services unit often works in conjunction with other city departments on payroll matters, purchasing contracts, equipment maintenance and acquisition, facilities and records management. To ensure a smooth flow between the court and these agencies and to project future needs better, in mid-1982 the section developed new standardized forms for purchasing, supply and facility requests. Court personnel now fill out these request forms and forward them to the unit for ordering and processing. With this permanent record,

the unit can expedite follow-up orders and establish an inventory of on-going supply requirements.

In late 1982, the payroll staff started a new timekeeping system. The court's four, broad program departments - presiding judge, probation, magisterial hearings, and ordinance violations - were broken out into fifteen separate payroll units. These fifteen units follow closely functional areas of the court, such as personnel, time payments, warrant serving, data processing and courtroom and non-courtroom services. The new timesheets provide a better audit trail and allow more accurate reporting to court managers on personnel expenditures. In particular, the Administrative services unit now can produce monthly overtime reports by function, which has assisted greatly in tracking this expenditure.

Word Processing Unit

In December of 1979, the court purchased some advanced word processing equipment and established a typing center for the entire court. Since that time, the work load of the center has continued to grow although the number of staff has remained the same.

The center generally serves as an operational support to the court's various departments. For example, in 1982 it typed 1,070 presentence reports for the probation department, 6,340 letters to people issued parking tickets for recently bought and rented cars, and 960 subpoenas. It typed correspondence to defendants relating to scheduled court dates and notices to appear in court. The center also maintained the court's monthly statistical reports and personnel records and tracked data processing change requests.

For an overall comparison, in 1980 center personnel completed 4,400 assignments, or "jobs" for court employees. In 1982, the center's work load increased to 6,700 jobs, which represented a 52% increase in two years.

Faced with a constant and expanding work load, the center initiated a backup training program in the last quarter of 1982. The supervisor trained an employee from the administrative services unit to cover for vacations, illnesses and other short-term absences of regular operators. Along with adding some flexibility and increasing training opportunities, an in-house, back-up operator reduces expenditures for temporary employees.

Magisterial Hearings Department

OVERVIEW

The court established the magisterial hearings department in May, 1973, to arrange for informal judicial hearings. At a magistrate hearing, the defendant and judicial officer meet in a one-to-one setting to discuss the circumstances that led to a specific violation or citation. The public and the court benefit from the program in many ways: defendants can make appointments easily and quickly for any day of the work week; most hearings take less than fifteen minutes and witnesses and attorneys need not be present; and, in the majority of the cases, matters are resolved with only one appearance.



Magistrate Debbie Hankins meets with a defendant. The magistrate hearings department provides informal non-trial adjudication for mainly minor traffic offenses and code violations.

The number and complexity of magistrate cases has changed dramatically over the past nine years. In its infant years, the program was known as S.A.F.E. (special adjudication for enforcement). The U.S. Department of Transportation and the Washington State Department of Licensing funded and sponsored S.A.F.E. for two years to handle traffic cases. Federal funding ended in 1976 and the court once again assumed responsibility for operating the program. The Judicial Committee converted the program to a department of the court and over time expanded the types of cases for magistrate hearings. In addition to traffic charges, magistrates hear ordinance violations (which involve harbor, animal control and liquor offenses), parking citations, and civil impound cases.

Traffic Laws

The magistrate department was established in 1976 and subsequent years. The program remained the same until January 1, 1981, when a major restructuring took place. The most serious minor traffic violations, such as driving without a license or jail sentence, were moved to the criminal division. The penalty structure for minor traffic violations was changed. For instance, if cited for a stop sign, a person could be fined \$25.00 or receive a suspension of driving privileges for 30 days. The new structure, including state assessments, was implemented in July 1981.

The 1981 restructuring resulted in a significant increase in the number of magistrate hearings. In 1982, a total of 30,329 hearings were conducted, compared to 15,000 in 1981, an increase of twice that of 1981.

Another important change relates to the timing of hearings. In 1982, magistrates saw 100,000 cases, an increase of 50% over the summer in 1981. The average time from the time of a hearing to the time of a decision was reduced to 10 days from the 15 days in 1981.

Court Adaptations

The magistrate department responded to the changes in the spring of 1981, when the Judicial Committee passed an ordinance that consolidated the magistrate department and other judicial hearing units. The new structure included the magistrate department and other judicial hearing units. The new structure included the magistrate department and other judicial hearing units.

Traffic Laws Changed

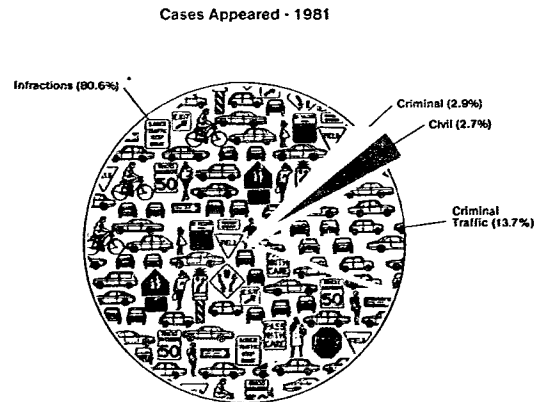
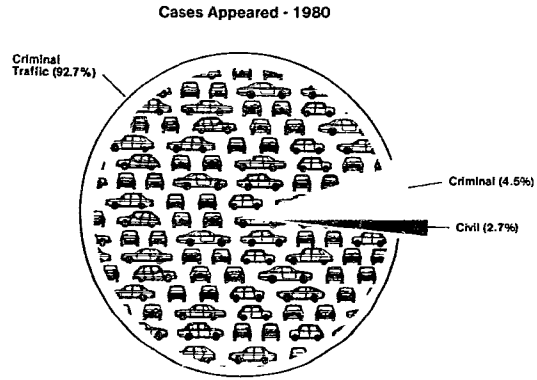
The magistrates department adapted easily to the 1976 and subsequent court changes and the staffing level remained the same. In 1981, revisions of state law had a drastic impact on the operations of the department. On January 1, 1981, state legislation decriminalized all but the most serious traffic violations. Under the new law, minor traffic violations were defined as civil infractions rather than criminal offenses. In place of a criminal fine or jail sentence, the state substituted a much higher penalty structure and added more state assessments. For instance, if cited for a moving traffic violation of running a stop sign, a person may forfeit bail, totalling \$37.00 including state assessments, or request a magistrates hearing within seven days. If a defendant does not respond at all or appear at the requested hearing, an additional \$25.00 would be added to the original penalty. With state assessments, the additional penalty climbs to \$42.00.

The 1981 law change produced sizable monetary penalties and many more individuals have requested a magistrate hearing. For example, although traffic filings increased by only 6% between 1980 and 1982, in 1980, a total of 30,329 defendants appeared for a magistrate hearing compared to 57,802 defendants in 1982 - almost twice that of 1980.

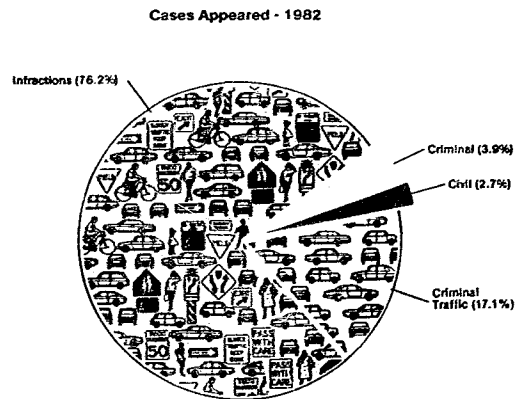
Another indicator of the magnitude of the 1981 change relates to the waiting time between a request for a hearing and the appointment date. In 1980, magistrates saw defendants approximately seven to ten days after a hearing was requested. By the end of the summer in 1982, the majority of the cases were heard 85 days from the time requested.

Court Adapts to Change

The magistrates department, and the overall court, responded to these requirements in several ways. In the spring of 1981, the court asked the city council for additional personnel in the magistrates department. The council passed an emergency ordinance adding one new clerk and fourth magistrate. In March, 1982, the court consolidated the scheduling/appointment system with that operated by the ordinance violations department for other judicial hearings. By late 1982, the court combined the magistrates' clerical staff with other support personnel in the court. Centralized control and supervision



*After January 1, 1981, minor traffic violations were defined as civil infractions



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of similar administrative functions allowed the court to schedule appointments, assemble case materials, and train employees more effectively.

In an effort to accommodate more jury trial requests, in 1982 the Judicial Committee continued to assign civil and code violation cases to the magistrates department. One day each week, the Supervising Magistrate conducts pre-trial settlement conferences on building, zoning, fire code, and license violations filed in the court. Through this pre-trial session, the court attempts to resolve these ordinance violations immediately and avoid a formal, longer trial. In 1982, the Supervising Magistrate held 814 conferences, which was a 41% increase over 1981. After this initial hearing, more than half of the cases were resolved.

**Magisterial Hearing Work Load
1980-1982**

	1980	1981	1982
Cases Appeared	46,940	65,514	70,262
Concluded by Magistrates	44,352	63,240	68,719
Referred to Court	2,588	2,274	1,543
% of Cases Concluded by Magistrates	94%	96.6%	97.8%

Although the magistrates' caseload increased dramatically in the past two years, appeals to formal court declined. In 1980, approximately 6% of the cases were referred to court after a magistrate hearing. For 1982, the referral rate dropped to 2% of the cases heard.

In 1983, the number of magistrates will increase to five in order to handle the increasing caseload. With this additional position, the court can schedule hearings closer to the request date, reducing the time length to around 45 days or less.

Another high priority for the court is to expand the public waiting area in the magistrates department. The court hoped to enlarge this area in 1982 when the judicial offices moved to the eleventh floor of the Public Safety Building. Difficulty in relocating a section of the Health Department delayed the move and subsequent expansion in the magistrates area until mid-1983.

**Ordinance Violations
Department**

OVERVIEW

The ordinance violations department is the largest department in the court and it reports directly to the court administrator. It provides services to the five full-time and one part-time judicial departments, the two night courts and Saturday arraignment schedule, the magisterial hearings department, and probation services. The department provides operational support in the areas of records retrieval, courtroom support, collection of revenue, data processing, and warrant preparation and service. The department is composed of the director, the operations manager/chief clerk, senior management systems analyst, and four divisional areas—court services, data processing, revenue and citations, and warrants.

Court Services Division

The court services division provides support services and personnel for the eight formal court departments and for the magisterial hearings department. The division is comprised of 3 sections: scheduling/case preparation, records and case information and courtroom/magistrate support.

As in previous years, the court services division continued to expand. During 1982, two half-time court departments were added and the clerical staff of the magisterial hearings department was transferred to court services. In the past four years the number of personnel assigned to this division has increased almost 100 percent to a present total of fifty employees. As additional increases are expected in 1983 or 1984, plans are underway to divide court services into two separate divisions. A reorganization would allow for two managers who could provide close control over work areas and thus, ensure maximum efficiency. Two managers would also allow for an even distribution of responsibility, comparable to that of other court divisions.

Scheduling and Case Preparation

The arraignment/scheduling staff prepares and monitors the daily court schedules for eight court depart-

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ments and maintains office schedules for daily court availability. There were approximately 97,300 cases scheduled during 1982. In September of 1982 a new pre-jury trial hearing scheduling process was initiated transferring scheduling from the jury clerk to this unit.



Scheduling staff manually prepare and monitor the daily court schedules for eight courts and the magisterial hearings department.

The following figures indicate the distribution of cases scheduled (jury trials not included) during the past five years.

Year	Arraignments	% Change Over Previous Year	Bench Trials & Sentencing	% Change Over Previous Year	Ratio
1978	40,839	2.1	57,365	8.2	1:1.4
1979	39,742	-2.7	59,215	3.2	1:1.5
1980	41,848	5.3	57,055	-3.7	1:1.4
1981	44,208	5.6	48,089	-15.7	1:1.1
1982	45,365	2.6	51,928	7.9	1:1.9

The case preparation staff is responsible for retrieving and compiling all documents necessary for court. Approximately 100 documents are processed daily for arraignment and 200 each day for formal court calendars. The case preparation staff also subpoenas witnesses for all cases except certain criminal cases and cases where a defendant is booked in jail. In November, 1982, the case preparation personnel of the magisterial hearing department were merged into this unit. The expanded work load now includes the preparation of magistrate hearing dockets and 11 other types of

documents used in the approximately 300 daily magistrate hearings.

Pre-trial Settlement Conference — Dept. #8 —
This program is designed to handle all building, zoning, fire code, business and license violations filed in Seattle Municipal Court. These informal hearings are held once a week before the Supervising Magistrate, with a representative from the appropriate department in attendance. The goal of the hearing is to resolve the problem without going to trial. Of the 814 hearings in 1982, 303 cases were resolved. Only 6 cases went on to trial. This shows a significant increase over the 579 hearings held in 1981, 187 of which were resolved that year. Only 3 of those cases went on to trial. This program has been very successful in adjudicating these ordinance violations without using valuable court time.

Records and Case Information Section

Docket Control Unit: During 1982 this unit handled documents for 98,000 arraignment and trial cases scheduled in formal court and over 70,000 cases scheduled for magistrate hearings. There were approximately 542,750 docket filing actions as well as additional filing of attachments. Telephone inquiries were received on approximately one-half of the total number of cases.

In-person counter requests increased in 1982. At least fifty percent of the total number of cases scheduled now result in in-person requests for service or information. This was due, in part, to public disclosure laws, outside agency requests and electronic tape requests.

Summons/Impound Unit: This unit processes and complies documents for all summons and civil impound cases. There were 2,028 summons filings in 1982 compared to 2,132 in 1981. All of these filings were scheduled for arraignment in formal court. 2,355 impound cases were filed in 1982 compared to 2,202 cases filed in 1981. This represents a 7% increase in 1982. Only 34 of these impound cases were scheduled for formal court. The remainder were scheduled for magistrate hearings.

Jury Unit — This unit schedules all jury trial dates, and summons all jurors for jury duty. Seattle Municipal Court received 3,497 jury trial requests in 1982. A total of 907 cases were resolved on the day of the jury trial. Of

these cases, 442, a little less than half, were disposed of either through plea bargaining, guilty plea, no witness or submittals. The other 465 cases were actually tried to the jury.

The continued effects of the new laws resulted in a 140% increase in the number of jury trial requests in 1982 over 1981. Changes in court procedures, however, were able to contain the effects of these numerous jury trial requests and kept the increase in the number of jury trials heard to only 19%.

	Jury Trial Requests	% Increase	Jury Trials Heard	% Increase
1980	546	201		
1981	1459	+ 167%	392	+ 95%
1982	3497	+ 140%	465	+ 19%

Courtroom and Magistrate Support Section

This section consists of 21 full-time and 2 part-time employees specially trained to provide clerical and support assistance to the judges, city attorneys, defense attorneys, victims, defendants and other members of the general public who appear in Seattle Municipal Court.

During 1982 there were 652,000 defendants, formally charged with 116,797 violations of city ordinances, who appeared in court for arraignment, bench trial or jury trial. To keep abreast of the steady increase of jury trial requests, it was necessary to add two new courtrooms. In March of 1982 a part-time courtroom began operation on Wednesday and Thursday evening, and on Saturday. In September a half-time courtroom was established in the basement of the Municipal Building.

The different units within this section performed a variety of duties for the court.

Tape Library — This unit was established in 1981 when Seattle Municipal Court assumed "court on the record" status. It is responsible for all of the electronic recordings produced by the court. During 1982, the library processed approximately 9,000 ninety minute tape cassettes (approximately the same as in 1981).

Since its inception, the tape library has become one of the most vital units of the entire court. The tape recordings of actual courtroom proceedings have replaced the

hand written transcript or docket as the legal record of each case.

Approximately 2,500 copies of tapes were provided to different agencies during 1982. Tapes were provided to Superior Court judges for appellate review, others to the city attorneys office, various public defender groups, other private attorneys, and to the general public.

Appeal — Remand Unit — Since Seattle Municipal Court became a "court on the record" in 1981, the method for appellate review to Superior Court has changed and caused an increase in this unit's work load. Operating in conjunction with the tape library, the appeal clerk is responsible for assembling the record of proceedings heard in Seattle Municipal Court and transferring them to Superior Court. The process involves obtaining originals or copies of all clerks papers, exhibits, briefs and tapes and filing them with the Superior Court Clerk. During 1982, there were 246 appeals taken to Superior Court, an average of 20.5 per month.

The rules of appeal for courts of limited jurisdiction (RALJ's) also changed procedures for remanded cases. The new rules mandated that each case sent to Superior Court for review must be returned to Seattle Municipal Court for final disposition, i.e., new trial, dismissal, and reimposition of sentence.

During 1982, as the procedures for appellate review became defined, the cases began to return to Seattle Municipal Court on a fairly regular and routine basis. The court implemented audit procedures in 1982 to better track cases sent to Superior Court and eliminated the potential for cases getting lost in the system.

Statistics maintained for the last half of 1982 indicate these remanded cases were returning to Seattle Municipal Court at a rate of about 20 per month. Since the number of remanded cases just about equals the number of cases appealed the work load in this unit increased over 1981.

Courtrooms — This unit continued to grow in 1982. Additional personnel were added to staff the two new part-time courtrooms. Even with added personnel, the court clerk section was understaffed. The section used staff from the Office of the Hearing Examiner and borrowed personnel from other sections of the court ser-

vices division departments.

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Overtime for court support employees increased throughout the year. The majority of the overtime was due to late court sessions. In April of 1982, personnel in this section worked approximately 84 hours of overtime. In May it was 96 hours, in June they worked 98 hours of overtime. By December, the amount of overtime increased to 106 hours. (Early 1983 figures indicate this overtime will continue to accrue at a high rate, e.g., from January 22, 1983 through February 18, 1983, this section worked 168 hours of overtime).

Data Processing Operations

The data processing operations division is responsible for the data entry and record maintenance of traffic, ordinance and parking tickets and the dispositions of summons and dockets. The division provides programming support for court terminals and microfilms all ticket and cancellation forms.

Data processing operations is comprised of three sections: traffic ordinance data entry, parking data entry and the micrographics center.

The eight operators in traffic ordinance data entry entered 2.34 million transactions during 1982. These transactions include: moving citations, ordinance violations, court dispositions and bookings. Failure to pay and failure to appear updates are also entered into the computer.



Each citation and charge must be processed through the court's computer system. Operators in this section enter approximately 6,000 traffic and ordinance transactions per day.

The parking data entry section entered 1.5 million transactions during 1982. These operators are responsible for entering parking tickets, payments, court clearances and cancellations.

The micrographics center consists of a computer-assisted retrieval system (C.A.R.) which employs a rotary camera for the daily microfilming of new tickets and cancellations. The two data entry operators enter parking tickets into the C.A.R. system by ticket number and then cross reference by license number. Traffic and ordinance are entered by ticket number and cross-referenced by the court's case number. The film image of a ticket or cancellation can be obtained quickly by either the ticket number or by the cross-reference key. In 1982, there were over 850,000 records indexed in this manner.

District and Municipal Court Information System (DISCIS)

During 1979, the court entered into a plan with the state for integration of the court's main computerized case processing system with that of a to-be-developed statewide system for all district and municipal courts.

When completed, the state intends that DISCIS will provide complete data processing for all Washington State courts. This includes all court functions from entry of citation through support of judges with dockets and criminal histories. The state will recover costs for DISCIS from the Judicial Information Systems (JIS) assessments on traffic and criminal violations. During 1982, state data processing personnel have been resident in the municipal court working on a portion of the system. In addition, the court's senior management systems analyst continued to provide analytical and staff support to the project.

Although DISCIS implementation in Seattle was scheduled for late 1981, it was delayed pending the selection of new computer hardware. The state set a new date of December, 1982 for full DISCIS implementation into Seattle, but problems with designing and implementing one system for multiple courts of greatly divergent size and need have again postponed the date. It is now hoped at least the cashing and time payment portions of the system can be implemented in 1983.

The goal has been that when DISCIS can provide the Seattle Municipal Court with all of the functions on its present computer systems, the court can phase out outside data processing services, which cost in excess of half a million dollars a year. Serious questions have surfaced, however, to whether the DISCIS system can be upgraded to meet the needs of Seattle. In 1983 the court will continue to work with the Administrator for the Courts on the DISCIS system but will also work on indentifying other options.

Revenue/Citations Division

To improve the accountability and efficiency between the divisions of the ordinance violations department, the revenue division was merged with the parking and input/output control section to create the revenue/citations division. This new division is responsible for the collections and accounting for all court cash receipts, as well as setting hearing dates and processing warrants.

The revenue/citation division is responsible for sending the state assessment money to the state. 19.9% of all the money collected by the court is sent to fund the six state assessments which include: traffic safety education, motor vehicle intoxication, criminal justice training, judicial information system, judicial education account and a new 1982 assessment, the crime victims compensation. During 1982, the revenue section sent \$1,929,657.09 to the state assessment fund and left a balance of \$7,727,563.77 with the city treasurer. The revenue section also deposited \$974,912 to the bank and trust account.

Parking Section

During 1982, the number of hearing requests for parking infractions increased 19.9% over 1981. To decrease the number of hearing requests for parking infractions the court implemented a courtesy notice system informing defendants of outstanding parking infractions. This courtesy notice allows defendants one month to pay the original bail without being assessed a default penalty, which helps to reduce magistrate hearings for parking infractions.

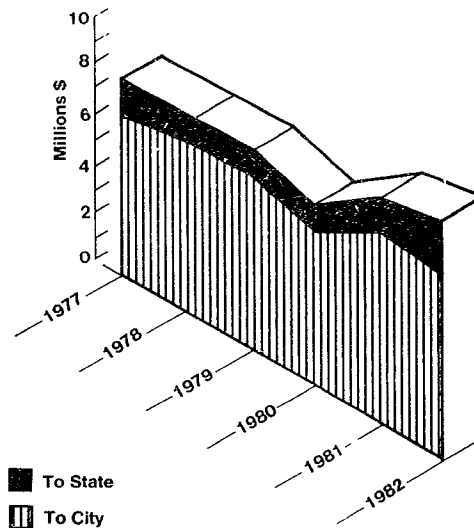
Cashiering Section

In 1982, the cashiers processed over 400,000 transactions. Since the addition of the sixth state assessment — the crime victims compensation fund — the court cashiers are now manually accounting for three state assessments which are not integrated into the computer system. This added assessment also increased the responsibilities of the accounting supervisor who processes over 100 restitution payments monthly.



At the ordinance violations cashiers' windows, payments are collected from 7 a.m. to midnight every day of the week on fines, penalties, and other court costs.

Distribution of Revenue



Jail Bookings

During 1982, the number of jail bookings was 16,193, up 37% from 1981.

I/O Control

This section processed 15,107 citations, a 5.0% decrease from 1981.

Time Payments

The high volume of increased court payment accounts in 1982, \$438,057.66, jumped to \$680,000 in 1981. Time payment accounts during 1982 were \$1,929,657.09.

Accounts receivable in payment of this letter does not need and reminding these first steps issued. No response warrant issued failure to pay notices we defendants either pay.

Two part assigned to time calls and mailed 1,385 defendant warrants, \$13,800 due and in most cases.

Warrant Disposition

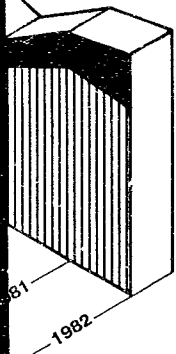
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Revenue



Jail Bookings

During 1982 there was an increase in the number of jail bookings. The total number of bookings was 16,193, up 37% from 1981.

I/O Control

This section processed 132,498 moving citations and 15,107 ordinance citations in 1982. This represented a 4.1% increase in moving citations and a 5.0% decrease in ordinance citations from 1981.

Time Payment Section

The high unemployment rate, poor economy and increased court fines had a drastic effect on time payment accounts during 1982. At the end of 1981 the time payment section had 4,342 active accounts with \$438,057.66 outstanding. During 1982, the amount of accounts increased 45% to 6,333. Accounts receivable jumped to \$687,714.31, a 56% increase over 1981. Time payment screeners interviewed over 13,000 defendants during 1982; this resulted in almost 11,000 new accounts.

Accounts are constantly monitored and those delinquent in payment are notified by mail immediately. If this letter does not produce results, the individual is called and reminded of the overdue payment. Following these first steps, an order to appear or an order to pay is issued. No response to these orders results in a bench warrant issued for the defendant's arrest. In 1982, 1,941 failure to pay notices were issued and 1,365 order to appear notices were mailed. These resulted in 858 defendants either paying in full or appearing in court.

Two part-time administrative support assistants, assigned to time payment, made over 1,500 telephone calls and mailed over 1,674 collection letters resulting in 1,385 defendants being contacted. As a result of these efforts, \$13,800 was collected on accounts that were past due and in most cases might not have been paid.

Warrant Division

During 1982, the Warrant Division received 55,041 warrants, 44,216 of which were cleared. Consequently, the division met a clearance rate goal of 80%.

In order to reduce employee overtime, three part-time warrant servers were hired to work on weekend shifts. In 1983, this will result in a reduction of approximately 150 staff days of overtime.

Late in 1982, warrants issued as a result of DWI cases were given special emphasis. At the end of the year, more than 100 of these warrants had been cleared. This program will continue in 1983.

Municipal Probation Department

The probation department serves the court and defendants in many ways at all stages of the criminal justice process, from the time of initial intervention by arrest or citation, through disposition and completion of sentencing conditions imposed by the court.

OVERVIEW

In most cases, police officers write a citation and serve it on the defendant in person, in lieu of an arrest. The court reviews selected citation charges and determines if the defendant is eligible for the pre-trial diversion program. In certain first offense cases, the probation department can place individuals immediately on pre-trial diversion and screen them out from the trial process. If an arrest is made, probation staff assigned to the jail work with the defendant to gain an early release before arraignment. The probation department also provides continued assistance during the trial stage by conducting pre- or post-sentence investigations. The counselor's pre-sentence reports provide guidance to the judges in determining the need for and length of a jail sentence or various rehabilitative programs. Post-sentence investigations serve as a follow-up to sentencing decisions and supply information for alternative placements outside the jail. The probation cycle and case monitoring ends when the jurisdiction ends and when probation is revoked and the case is sent back to court for further action.

The probation department has adopted an organizational structure which reflects these participation points. Approximately 50% of the staff are assigned to provide in-custody services, including pre-trial release and jail sentencing reports. The remaining counselors

form the out-of-custody section. Staff from this section develop rehabilitation programs for and monitor the cases of defendants placed on probation by the court.

In Custody Services

Pre-Trial Release

In late 1981, the probation department expanded staff coverage in the jail to 17 hours a day, including weekends and holidays. The pre-trial release staff interview defendants in the jail to obtain up-to-date, verified information for the court. Based on court guidelines, some defendants may be eligible for release on personal recognizance. In 1982, probation staff interviewed 11,198 court defendants, which represented an increase of approximately 40% over 1981.

One indicator of a successful pre-trial release program is found in the return to court rate. A personal recognizance release is granted based on the individual's promise to appear in court at a later date. Of those individuals released on personal recognizance in 1982, over 90% appeared for their court date. 1982 records also indicate that jail staff saw an increased number of individuals who had previously served time, making early release more difficult.

Jail Services

To gather information for the court process, the judges ask probation counselors to prepare pre- or post-sentence reports and mental evaluations. Pre-sentences and mental evaluations are conducted with defendants both in and out of jail while post-sentences are handled primarily in jail.

Working with the jail population, probation staff prepared evaluations on 449 defendants who had exhibited noticeable mental or behavioral problems. In relation to other judicial referrals, in 1982 mental evaluations comprised 74% of the total, which is a slight increase over 1981. Counselors also provided 569 pre- and post-sentence reports.

Throughout 1982, probation counselors found it increasingly difficult to locate available community resources for the mentally ill and public assistance cases.

With the state of the economy and federal and state budgetary cutbacks, the job of placing individuals back into the community grows harder and more time consuming.

Out of Custody Services

Pre-Trial Diversion

The pre-trial diversion program provides a considerable savings in court time by reducing the number of cases on the arraignment, trial and sentencing calendars. The department assigns one counselor to interview first offenders of non-violent crimes, primarily shoplifters. In 1982, this staff member interviewed 1,502 persons for the program. Of those interviewed, 1,382, or 92%, were placed on the program and diverted from court proceedings. Along with the savings of court time, reoffense and noncompliance rates also are very low. Only 8% of the total participating in 1982 failed to complete pre-trial diversion. By the end of the year, 3,100 hours had been contributed to community organizations and \$48,075 paid in court costs. At present, growth is limited by the shortage of counselor time.



A probation counselor listens to a probationer to determine the type of necessary supervision.

Pre-Sentence, Probation Supervisor, and Case Monitoring

In February, 1982, the agency underwent a major reorganization. Two sections, one for pre-sentence investigations and other evaluations, and the other for

case monitoring. Previously, the department consisted of counseling, case management, and case monitoring. Following a merger, each section is responsible for the sentencing recommendations and supervision.

By placing a probation counselor in the jail, the department has increased its ability to monitor defendants. The new organizational structure has allowed for individualized case management and a changeover to a more efficient system for a 17% increase in staff.

In 1982, the department's custody in the jail, along with the evaluation of defendants.

The department's new case management system has two other components: direct referrals (5%) and sentencing recommendations. The time for both is based on defendant's approved sentence. The department completes original case management.

Community

The department's hours of operation are the probation department from traffic supervision to probation to private supervision to greater supervision.

federal and state individuals back and more time

case monitoring and probation supervision, were merged. Previously, the department assigned different teams of counselors to these two functional areas. Under the merger, each counselor carries a caseload and is responsible for the whole probation cycle — from the pre-sentence report and original evaluation to case monitoring and supervision of defendants.

By placing total responsibility for a case with one counselor, the department expects to increase accountability and provide more job enrichment. Under the new organization, counselors can provide more individualized treatment to their client. Since the changeover, the average monthly caseload per counselor rose from 174 in April, 1982, to 203 in December, 1982, for a 17% increase.

In 1982, probation staff provided 1,297 out-of-custody investigations and evaluations for the court, along with 1,221 pre-sentence reports and 76 mental evaluations. This level of activity is consistent with 1981.

The department, however, saw a 34% increase in new case referrals for supervision and monitoring. The two other areas showing growth over 1981 were direct referrals (57%), and deferred prosecution (101%). With direct referrals, the court can bypass one step in the sentencing process, the pre-sentence report. This saves time for both the court and defendant. Defendants placed on deferred prosecution enter a treatment program approved by the court. If the defendant successfully completes the program, the court may dismiss the original charges after two years.

Community Service Hours

The court refers defendants with more than 25 hours of community service to perform in lieu of fines to the probation department. Most of these referrals result from traffic sentences or as a condition of probation supervision. During 1982, the 200 defendants referred to probation contributed a total of 10,771 hours of work to private, non-profit and governmental agencies in the greater Seattle area.

Alcohol Information School

For several years, the Seattle Municipal Court ran its own alcohol information courses. In 1982, however, the legislature passed a bill (HB 600) requiring all first-time DWI offenders to have an alcohol assessment completed by a state certified alcohol facility. Since the change in law and budget restraints prevented the court from pursuing certification, the court's school ended in September. Referrals to the school through August totalled 2,320.

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