

**DISTRICT OF COLUMBIA COURTS**  
**Summary Statement**  
**Fiscal Year 2005**

Comprised of the Court of Appeals, the Superior Court and the Court System, the District of Columbia Courts constitute the Judicial Branch of the District of Columbia government. The mission of the District of Columbia Courts is to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully, fairly and effectively in the Nation's Capital. To support the Courts' mission and goals in Fiscal Year 2005, the Courts request \$272,084,000 for Court operations and capital improvements. Of this amount, \$9,109,000 is requested for the Court of Appeals; \$88,714,000 is requested for the Superior Court; \$53,331,000 is requested for the Court System; and \$120,930,000 is requested for capital improvements for courthouse facilities. In addition, the Courts request \$50,500,000 for the Defender Services account.

The FY 2005 budget request represents an increase of \$104,319,000 and 66 full-time equivalent (FTE) positions over the FY 2004 enacted level. 82% of this increase, or \$85,333,000, is for the Courts' top priority, their capital account, to support critical space, security, and technology needs and to maintain the four buildings and 1.1 million gross square feet of space managed by the Courts. Four percent of the increase, or \$3,899,000 and 6 FTEs, finances an Information Technology (IT) initiative, providing IT infrastructure enhancements, operational upgrades, and implementation of the disciplined processes that the General Accounting Office (GAO) recommended for the IJIS project. The remaining \$15,087,000 and 60 FTEs will enable the Courts to undertake major operating initiatives, including human resources investments, strategic management, enhancing public safety, providing unrepresented litigant services, enhancing defender services program management, and investments in preparing trial records.

Chart 1 provides the organizational structure of the Courts and a summary table is provided at Table 1.

**Management Achievements**

As the Courts approach the seventh year of direct federal funding in FY 2005, we look forward to building on past reforms that enhanced our services to the community and demonstrated our commitment to fiscal responsibility. We are proud of the Courts' achievements in FY 2003 that include the following:

- implementation of the District of Columbia Family Court Act of FY 2001; to date, the Courts have implemented the one family one judge principle, created attorney panels for neglect and juvenile cases, developed attorney practice standards in neglect cases, established a Family Treatment Court, piloted a Self-Help Center with assistance from the bar, hired nine magistrate judges, invested one new Family Court Judge, opened the Mayor's Services Liaison Center in the courthouse, and transferred all required children's cases to Family Court judges;
- completion of the D.C. Courts' first Master Plan for Facilities that evaluates the Courts' space needs and provides a blueprint for space utilization, both short-term and long-term;

- submission to the National Capital Planning Commission of a draft Master Plan for Judiciary Square, providing a plan for revitalization and urban renewal of this historic area that dates to the original L'Enfant Plan for the Nation's Capital;
- completion and initial implementation of the Courts' five-year strategic plan, "Committed to Justice in the Nation's Capital," following nine months of extensive input from stakeholders, detailed analysis of community trends, and significant work by the Courts' Strategic Planning Leadership Council;
- implementation of the Integrated Justice Information System (IJIS) in Family Court (Wave 1) on time in August 2003 and Wave 2 in December 2003, as Phase I of IJIS implementation continues;
- implementation of community-based courts, such as the criminal Community Court and prostitution calendar, that seek to address recidivism through community-based sanctions and opportunities for treatment and social services to solve the underlying problems leading to the unlawful behavior;
- opening the Domestic Violence Satellite Center in Southeast, in cooperation with community-based advocacy groups and District agencies, to facilitate protection orders and services for large number of domestic violence victims who reside east of the Anacostia river;
- disposition of 1,782 cases and receipt of 1,461 filings in the Court of Appeals, and disposition of 164,429 and receipt of 142,517 filings in the Superior Court (FY 2002 statistics), continuing operation as one of the busiest courthouses in the nation. Superior Court judges hear more cases, on average, than judges in all but 5 states and case filings per capita in both the trial and appellate courts rank at or near the highest in all categories, as examined by the National Center for State Courts.

### **FY 2005 Goal Summary**

The D.C. Courts recently completed a major strategic planning process that involved input from the community, justice system agencies, and individuals served by the Courts, including litigants, family members, victims, witnesses, attorneys, jurors and others, to assess their needs, views and expectations of the Courts. Through surveys, focus groups and other means, the Courts gathered systematic input from diverse groups of court participants that informed a long-range strategic plan to guide the Courts' activities over the next five years. The FY 2005 budget request incorporates the Courts' strategic issues and includes performance projections for all core functions. Listed below are the Courts' strategic issues and the additional operating budget resources requested to help attain them in FY 2005:

- Strategic Issue 1: Enhancing the administration of justice (+\$5.6 million and 34 FTEs)

- Strategic Issue 2: Broadening access to justice and service to the public (+\$2.5 million and 15 FTEs)
- Strategic Issue 3: Promoting competence, professionalism and civility (+\$1.2 million)
- Strategic Issue 4: Improving Court facilities and technology (+\$5.4 million and 14 FTEs)
- Strategic Issue 5: Building trust and confidence (+\$0.2 million and 3 FTEs)

The District of Columbia Courts are committed to carrying out the mission of administering justice in a fair, accessible, and cost-efficient manner. The additional resources in the FY 2005 budget request will ensure that the Courts continue to perform this essential mission with quality, professionalism, efficiency, and fiscal integrity.

### **Request Summary**

To build on past accomplishments and to support the Courts' commitment to serve the public in the District of Columbia, additional resources are essential in FY 2005. The demands on the Courts require investments in capital infrastructure, security, and technology; strategic management; self-representation services; trial records; enhanced and more timely service; financial, materiel, and facilities management; and human resources. Without remediation, the Courts' information technology will fail; without additional security, the courthouse and the public are at risk; and without additional capital resources, the courthouse and the District's historic buildings will continue to deteriorate. Without targeted investments in these critical areas, the quality of justice will be compromised. The FY 2005 request addresses these requirements by:

- Investing in Infrastructure. The FY 2005 capital request reflects the significant research and planning incorporated in the D.C. Courts' first-ever Master Plan for Facilities, completed in December 2002. In the master plan process, GSA analyzed the Courts' current and future space needs, particularly in light of the significantly increased space needs of the Family Court, and established a 134,000 occupiable square feet shortfall over the next ten years. The Master Plan recommended a three-part approach to meeting the Courts' space needs: (1) restoration of the Old Courthouse at 451 Indiana Avenue to house the D.C. Court of Appeals and to make additional space available in the Moultrie Courthouse to accommodate the Family Court and other Superior Court operations; (2) an addition to the Moultrie Courthouse to accommodate fully consolidated and state-of-the art Family Court facilities; and (3) acquisition of Building C, adjacent to the Old Courthouse and currently occupied by the District government. To ensure the health, safety, and quality of court facilities and begin to address court space needs, the FY 2005 capital request includes \$120,930,000.

Included in the total is \$63,000,000 for the construction phase of the Old Courthouse restoration project, which will free space in the main courthouse to meet the critical space needs of the Superior Court and Family Court. Built from 1820 through 1881, the Old Courthouse is an architectural jewel that has been the site of many historic events. The structure is uninhabitable in its present condition and requires extensive work to ensure that it meets health and safety building codes. Design of the project began in June 2003 and construction of the accompanying garage is to begin during fiscal year 2004. Continued delay to fund the construction to restore the Old Courthouse will only increase costs, which

have *more than tripled* since a 1993 study estimated the total at \$26 million. The current total cost estimate is \$81 million. Restoring this historic landmark to meet the urgent space needs of the Courts and preserving it for future generations are critical priorities for the District of Columbia Courts.

Also included in the total is \$13,900,000 to begin work on the Moultrie Courthouse expansion, as delineated in the Master Plan. This amount includes \$6,000,000 for the design phase of the C Street Expansion, an addition planned for the south side of the Moultrie Courthouse. This addition will complete the facilities enhancements for the Family Court, providing, for example, a new family-friendly entrance for the Family Court, child protection mediation space, increased Child Care Center space, and safe and comfortable family waiting areas. The addition will permit the Family Court's co-location with the Social Services Division, the District's juvenile probation operation, as well as the District government's social service agencies that provide needed services to families and children in crisis. Furthermore, a portion of the addition will meet critical space needs for Superior Court operations. The total also includes (1) \$3,900,000 to renovate space in the Moultrie Building Annex for the juvenile holding area, which will free space for Family Court offices and (2) \$4,000,000 for the first phase of the renovation and reorganization of the Moultrie Courthouse, to make optimal use of existing space as envisioned in the Master Plan.

In addition, the total includes \$34,300,000 to maintain the Courts' existing infrastructure, preserving the health and safety of courthouse facilities for the public and the integrity of historic buildings for the community. Over the course of many years, limited resources have forced the Courts to defer routine maintenance of their facilities, leading to increased risk of system failures that threaten public health and safety in the Courthouse. For example, the \$15,000,000 requested for HVAC, Electrical and Plumbing Upgrades will replace drinking fountains that have been disconnected due to lead contamination and 21 failing air handling units necessary for adequate ventilation in the Moultrie Courthouse. In addition, deferred maintenance has resulted in the deterioration of historic court buildings on Judiciary Square. Buildings A and B were funded by Congress and constructed in the 1930's and require ongoing maintenance, such as the replacement of doors and windows included in the FY 05 General Repair Projects request.

- Enhancing Public Security. To protect the 10,000 daily visitors to the courthouse and meet the increased security threat post September 11, 2001, the Courts request \$6,956,000, including \$956,000 to finance additional operational security measures, specifically, additional contractual security officers, and \$6,000,000 to finance capital security improvements recommended by a U.S. Marshal Service Physical Security Survey and a GSA Preliminary Engineering Report, including design, construction, and installation of a new security system, as well as additional security cameras, duress alarms and upgrades.
- Investing in Information Technology (IT). To achieve the Courts' strategic goal of improving court technology, including providing a case management system that provides accurate, reliable case data across every operating area and of making available appropriate data to the judiciary, the District's child welfare and criminal justice communities and the public, the Courts request \$6,729,000 and 6 FTEs in FY 2005. This amount includes

\$3,899,000 in the operating budget for infrastructure enhancements, upgrade of IT operations and implementation of the disciplined processes GAO recommends for the Integrated Justice Information System (IJIS) project. In addition, the Courts' capital budget request includes \$2,830,000 to finance FY 2005 procurement of IJIS, which the Court launched in FY 1999. As noted above, implementation of IJIS is well underway, with Wave 1 of the Family Court module operational in August 2003.

- Strategic Planning and Management. To support long-range strategic planning and continuing organizational performance measurement and assessment, \$571,000 is requested for an Office of Strategic Management. This request would build on the Courts current strategic planning effort by coordinating enterprise-wide projects and enhancing the Courts' performance measurement capability. The request would finance performance management software, training, and staff to establish and analyze performance data and perform strategic planning and coordination function.
- Serving the Self-Represented. To enhance equal access to justice for the more than 50,000 litigants without lawyers who come to the Courts each year, especially in the Family Court, Civil Division, and Court of Appeals, \$2,093,000 and 13 FTEs are requested for staff and facilities for a self-representation service center, including \$212,000 and 3 FTEs to assume responsibility for operation of a part-time Family Court self-help center currently operated by volunteer attorneys and the D.C. Bar. This initiative would utilize best practices and build on informational kiosks being implemented in FY 2003 and very limited *pro bono* services currently available.
- Investing to Ensure Accurate and Complete Trial Records. The Courts' FY 2005 request includes \$1,636,000 and 12 FTEs to improve the production of the court record. Accurate and complete records of court proceedings are critical to ensure a fair trial and to preserve a record for appeal. The request includes \$880,000 to enhance the Courts' digital recording capabilities and \$750,000 for additional court reporters.
- Enhanced and More Timely Public Service. To enhance and provide more timely services to the public, the Courts' FY 2005 request includes \$2,198,000 and 15 FTEs. Included in the total is \$339,000 and 3 FTEs to provide enhanced services in the Family Court, Probate Division, and Superior Court Library; \$1,000,000 to make Probate Division land records available more quickly; and \$859,000 and 12 FTEs to provide more timely service in the Probate Division, Crime Victims Compensation Program, Landlord and Tenant Branch, Office of Court Interpreting Services, and Jurors' Office.
- Financial, Materiel and Facilities Management. To enhance financial, materiel, and facilities management, \$2,267,000 and 17 FTEs are requested. Included in the total is \$623,000 and 8 FTEs to enhance financial and program management, including a new internal audit team; \$898,000 and 1 FTE for materiel management, including warehouse space, equipment, and staff; and \$746,000 and 8 FTEs to enhance facilities management, including building engineers and capital project management staff.

- Investing in Human Resources. To help the Courts attract, develop, and retain highly qualified employees and address the risks of high retirement eligibility, \$1,167,000 is requested, including \$1,130,000 for succession planning, leadership development, tuition assistance, and enhanced benefits and \$37,000 for specialized training for court personnel. Currently, 27% of the Courts' non-judicial employees, of whom 16% are in top management positions, are eligible to retire in the next five years, representing a potential for tremendous loss of experience and talent that the Courts must plan *now* to address.
- Built-In Increases. The FY 2005 request also includes \$3,349,000 for a COLA increase, \$512,000 for non-pay inflationary cost increases, and \$244,000 for within-grade increases. The Courts' request includes within-grade increases for employees because unlike the typical agency, which funds these increases through cost savings realized during normal turnover, the Courts now have a very low turnover rate (4% in FY 2003).
- Strengthening Defender Services. In recent years, the Courts have devoted particular attention to improving the financial management and reforming the administration of the Defender Services programs. For example, the Courts have significantly revised the Criminal Justice Act (CJA) Plan for representation of indigent defendants and issued Administrative Orders to ensure that CJA claims are accompanied by adequate documentation and that highly qualified attorneys participate in the program. To assist in enhancing the financial management of the Defender Services programs, the Courts have assumed responsibility for issuing vouchers from the Public Defender Service (PDS). Consolidation of responsibility for all financial management aspects of the Defender Services programs will enable the Courts to more accurately estimate program obligations throughout the voucher processing cycle. To build on these initiatives and more comprehensively exert greater management control over Defender Services programs from a programmatic, rather than a financial perspective, the Courts request \$91,000 and 1 FTE in the FY 2005 operating budget.

In the Defender Services account, the FY 2005 budget request represents a net increase of \$18,500,000 over the FY 2004 Enacted of \$32,000,000. Of the total, \$9,500,000 provides appropriated funding for the March 2002 rate increase for attorneys and investigators who provide services in the Defender Services programs. This increase, enacted in the D.C. Appropriations Act, 2002, has been funded to date through a reserve in the account. The reserve is now depleted. In addition, the Courts request \$9,000,000 for an increase in the hourly compensation rates for attorneys from \$65 to \$90, to keep pace with the rate paid court-appointed attorneys at the Federal courthouse across the street from the D.C. Courts.

### **Appropriations Language Changes**

The Courts request several language provisions to enhance their ability to serve the public in the Nation's Capital.

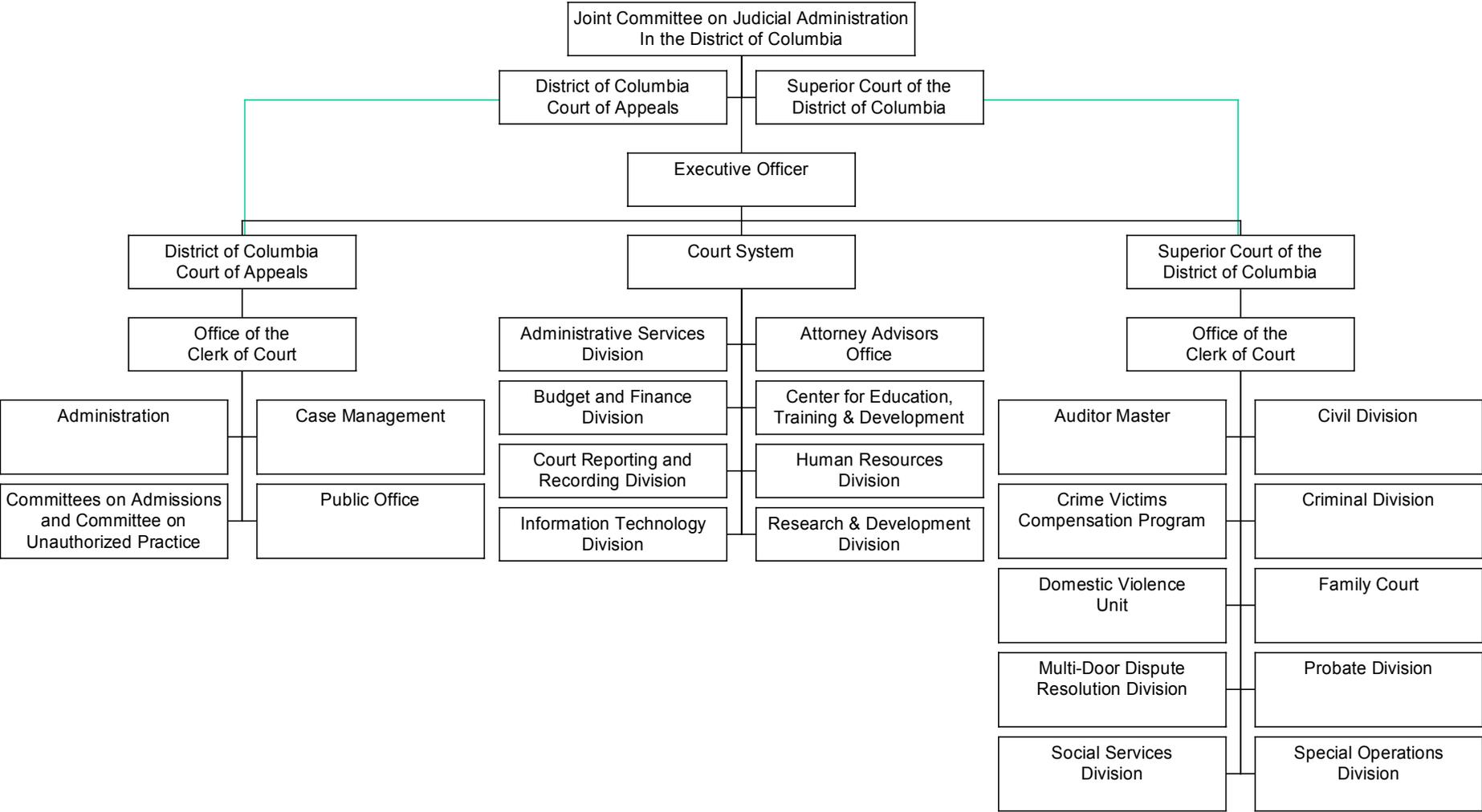
First, the Courts request limited authority to transfer funds among our four appropriations to enhance financial management of the Federal Payment appropriation. This language is similar

to the provision in the D.C. Appropriations Act, 2004, Sec. 408(b) authorizing the District government to transfer local funds.

Second, the request includes language that eliminates the statutory requirement for bonding of court officers, thereby bringing the D.C. Courts in line with the elimination of surety bonds for Federal employees and for District of Columbia government employees, and establishes a self-insurance program for the Courts' fidelity losses by permitting the Courts to charge their appropriations for such losses.

Third, the request includes language to permit the Courts to participate in the GSA-negotiated federal supply schedule rates for official travel, which will allow the Courts to take advantage of the economies provided by the City-Pairs program of discounted air fares, available to other federally-funded agencies.

# Chart 1 District of Columbia Courts Organization Chart



**DISTRICT OF COLUMBIA COURTS**  
**FY 2005 Budget Justification**  
 Summary Table

**District of Columbia Court of Appeals**

	<u>Request Amount</u>	<u>FTE</u>
FY 2004 Enacted	8,775,000	94
Less Non-Recurring FY 2004 Budget Items	-	-
<b>Adjusted FY 2004 Budget Base</b>	<b>8,775,000</b>	<b>94</b>
Requested Base Adjustments:		
<i>A. Strategic Issue 3: Promoting Competence, Professionalism and Civility:</i>		
1. Investing in Human Resources (Initiatives)	22,000	-
<i>Subtotal</i>	<i>22,000</i>	-
<i>B. Built-In Cost Increases:</i>		
1. COLA, FY 2005	270,000	-
2. Within-Grade Increases	30,000	-
3. Non-pay built-in cost increases	12,000	-
<i>Subtotal</i>	<i>312,000</i>	-
<b>FY 2005 Budget Request, Court of Appeals</b>	<b>9,109,000</b>	<b>94</b>

**Superior Court of the District of Columbia**

	<u>Request Amount</u>	<u>FTE</u>
FY 2004 Enacted	83,387,000	940
Less Non-Recurring FY 2004 Budget Items	-	-
Adjusted FY 2004 Budget Base	<u>83,387,000</u>	<u>940</u>
Requested Base Adjustments:		
<i>A. Strategic Issue 1: Enhancing the Administration of Justice</i>		
1. Reproducing Probate Records (Probate Division)	1,000,000	
2. Probate Case-Processing Staff (Probate Division)	471,000	7
3. Enhancing Timely Compensation of Crime Victims (Crime Victims Compensation)	116,000	2
4. Books for Library (Special Operations Division)	106,000	-
5. Enhancing Customer Service in the Landlord & Tenant Branch (Civil Division)	64,000	1
6. Chief, Centralized Intake Center (Family Court)	90,000	1
7. Family Treatment Court Coordinator (Family Court)	90,000	1
8. Social Worker (Probate Division)	<u>53,000</u>	<u>1</u>
<i>Subtotal</i>	<i>1,990,000</i>	<i>13</i>
<i>B. Strategic Issue 2: Broadening Access to Justice and Service to the Public</i>		
1. Family Court Self-Help Center Staff (Family Court)	212,000	3
2. Interpreters (Special Operations Division)	<u>153,000</u>	<u>2</u>
<i>Subtotal</i>	<i>365,000</i>	<i>5</i>
<i>C. Strategic Issue 3: Promoting Competence, Professionalism and Civility:</i>		
1. Investing in Human Resources (Initiatives)	<u>178,000</u>	<u>-</u>
<i>Subtotal</i>	<i>178,000</i>	<i>-</i>
<i>D. Strategic Issue 4: Improving Court Facilities and Technology</i>		
1. Electronic Document Storage Filing System (Special Operations Division)	<u>55,000</u>	<u>-</u>
<i>Subtotal</i>	<i>55,000</i>	<i>-</i>
<i>E. Built-In Cost Increases:</i>		
1. COLA, FY 2005	2,357,000	-
2. Within-Grade Increases	168,000	-
3. Non-pay built-in cost increases	<u>214,000</u>	<u>-</u>
<i>Subtotal</i>	<i>2,739,000</i>	<i>-</i>
<b>FY 2005 Budget Request, Superior Court</b>	<b>88,714,000</b>	<b>958</b>

**District of Columbia Court System**

	<u>Request Amount</u>	<u>FTE</u>
FY 2004 Enacted	40,006,000	261
Less Non-Recurring FY 2004 Budget Items	-	-
Adjusted FY 2004 Budget Base	<u>40,006,000</u>	<u>261</u>
Requested Base Adjustments:		
<i>A. Strategic Issue 1: Enhancing the Administration of Justice</i>		
1. Improve Production of Court Record (Court Reporting Division)	1,636,000	12
2. Strategic Planning and Management (Initiatives)	571,000	2
3. Warehouse Space (Administrative Services Division)	525,000	-
4. Accountant (Budget & Finance Division)	228,000	3
5. Transportation Replacement (Administrative Services Division)	195,000	-
6. Budget Analysts (Budget & Finance Division)	152,000	2
7. Equipment (Administrative Services Division)	115,000	-
8. Defender Services Program Manager (Budget & Finance Division)	91,000	1
9. Materiel Management Function (Administrative Services Division)	<u>63,000</u>	<u>1</u>
<i>Subtotal</i>	<i>3,576,000</i>	<i>21</i>
<i>B. Strategic Issue 2: Broadening Access to Justice and Service to the Public</i>		
1. Self-Representation Service Center (Initiatives)	1,884,000	10
2. New Space for Northwest Field Unit (Administrative Services Division)	<u>252,000</u>	<u>-</u>
<i>Subtotal</i>	<i>2,136,000</i>	<i>10</i>
<i>C. Strategic Issue 3: Promoting Competence, Professionalism and Civility:</i>		
1. Investing in Human Resources (Initiatives)	930,000	-
2. Specialized Training for Criminal Division Staff (Center for Education, Training and Development)	25,000	-
3. Attorney Advisors Division Training (Center for Education, Training and Development)	<u>12,000</u>	<u>-</u>
<i>Subtotal</i>	<i>967,000</i>	<i>-</i>
<i>D. Strategic Issue 4: Improving Court Facilities and Technology</i>		
1. Investing in Information Technology (Initiatives)	3,899,000	6
2. Enhancing Public Security (Initiatives)	956,000	-
3. Engineering/Mechanic Support (Administrative Services Division)	312,000	6
4. Project Manager--Facilities Upgrades (Administrative Services Division)	91,000	1
5. Project Manager--Old Courthouse Restoration (Administrative Services Division)	<u>91,000</u>	<u>1</u>
<i>Subtotal</i>	<i>5,349,000</i>	<i>14</i>
<i>E. Strategic Issue 5: Building Trust and Confidence</i>		
1. Internal Audit Team (Executive Office)	<u>243,000</u>	<u>3</u>
<i>Subtotal</i>	<i>243,000</i>	<i>3</i>
<i>F. Built-In Cost Increases:</i>		
1. COLA, FY 2004	722,000	-
2. Within-Grade Increases	46,000	-
3. Non-pay built-in cost increases	<u>286,000</u>	<u>-</u>
<i>Subtotal</i>	<i>1,054,000</i>	<i>-</i>
<b>FY 2005 Budget Request, Court System</b>	<b>53,331,000</b>	<b>309</b>

**District of Columbia Courts  
Capital Improvements  
FY 2005 Budget Justification  
Summary Table**

	<u>Request Amount</u>
District of Columbia Courts Ongoing Projects	
1. HVAC Electrical and Plumbing Upgrades	15,000,000
2. Restroom Improvements	1,500,000
3. Elevator and Escalator Repairs and Replacement	200,000
4. Fire and Security Alarm Systems	6,000,000
5. Courtrooms and Judges' Chambers	2,600,000
6. General Repair Projects	9,000,000
7. Integrated Justice Information System	2,830,000
<i>Subtotal, Ongoing Projects</i>	<i>37,130,000</i>
Renovations, Improvements & Expansions	
1. Restoration of Old Courthouse	63,000,000
2. H. Carl Moultrie I Courthouse Annex Renovation for Juvenile Holding C Street Expansion Renovation & Reorganization Indiana Avenue Expansion (future year project)	3,900,000 6,000,000 4,000,000 -
3. Building A Modernization	4,500,000
4. Building B Modernization (future year project)	-
5. Building C Modernization (future year project)	400,000
6. Campus Wayfinding Signage and Building Lighting	2,000,000
7. Campus Perimeter Security (future year project)	-
8. East Garage - New Construction (future year project)	-
<i>Subtotal, New Projects</i>	<i>83,800,000</i>
<b>FY 2005 Budget Request, Capital Improvements</b>	<b>120,930,000</b>

**District of Columbia Courts  
Defender Services  
FY 2005 Budget Justification  
Summary Table**

	<u>Request Amount</u>
FY 2004 Enacted	32,000,000
Less Non-Recurring FY 2004 Budget Items	-
<i>Adjusted FY 2004 Budget Base</i>	<i>32,000,000</i>
<i>A. Mandatory Defender Services</i>	
1. Criminal Justice Act (CJA) Program--Continue to phase in current hourly rate of \$65	6,600,000
2. Counsel for Child Abuse and Neglect (CCAN)--Continue to phase in current hourly rate of \$65	2,600,000
3. Guardianship Program--Increased caseload	300,000
<i>Subtotal</i>	<i>9,500,000</i>
<i>B. Increase Hourly Rate to \$90</i>	
1. CJA Attorneys	7,100,000
2. CCAN Attorneys	1,800,000
3. Guardianship Program Attorneys	100,000
<i>Subtotal</i>	<i>9,000,000</i>
<b>FY 2005 Budget Request, Defender Services</b>	<b>50,500,000</b>