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16. Abstract Court monitoring is a planned approach to studying the handling of DWI offenders, from arrest through sentencing, either through actually observing court hearings or by reviewing case outcomes in court files. This booklet is designed to help groups interested in starting court monitoring programs or improving present programs. It provides guidelines for three planning tasks: review of available resources, examination of handling of DWI cases, and design of the court monitoring program within available resources. It provides suggestions for setting goals and objectives, collecting information, recruiting and training volunteers, and communicating with local officials and the public. The booklet provides examples of how existing court monitoring programs have handled various aspects of developing and maintaining a court monitoring program.			
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Introduction

The motto of the State of Nebraska reads: "The Salvation of the State is Watchfulness in the Citizen." Members of the public have both a right and a duty to ensure that government carries out the will of the people as it has been expressed in law. In recent years, instances of lenient treatment accorded to driving while intoxicated (DWI)* offenders have led many citizens groups to investigate how local court systems are handling DWI cases. Frequently these investigations have led to the establishment of court monitoring programs.

Ongoing observation of the handling of DWI cases in court both informs members of a citizens group about local procedures and places local officials on notice that citizens view DWI as a serious offense and support strict sanctions for offenders. Court monitoring, also known as court watch, is a planned approach to studying the manner in which DWI offenders are arrested, charged, tried and sentenced, either through actually observing court hearings or by reviewing case outcomes in court files. The purposes of court monitoring are to develop a fuller understanding of local adjudication procedures, to show public interest in these, and to recommend changes where appropriate. This booklet has been developed to help the many groups interested in starting court monitoring programs or improving their present programs.

This booklet is intended to help local civic group members accomplish three essential planning tasks:

- o Review the resources available to your group,
- o Examine the way DWI cases are handled in your area, and

*Laws defining the offense of driving while intoxicated may use different terms: driving while intoxicated, driving under the influence, driving while impaired, and so on. For convenience, the term driving while intoxicated, abbreviated DWI, is used in this booklet.

- o Design a court monitoring program that can provide useful community service within the limits of your resources.

Examples are provided to show how existing programs have handled different aspects of court monitoring, such as recruiting volunteers or collecting information on specific cases. Because the needs of local groups and the laws and procedures of states and municipalities differ considerably, these examples can only suggest different procedures that might be followed.

Chapter One:

Learning about DWI and What You Can Do

The need for planning

Court watch programs are frequently started in response to a local tragedy that abruptly focuses community attention on the issue of driving while intoxicated. In Oak Ridge, Tennessee, for example, the death of five family members in a crash caused by an intoxicated driver led community members to organize an anti-DWI group. With such compelling motivation, there is a temptation to go to court and do something at once, even before the nature of DWI law and the operations of the court are fully understood. Careful planning prior to beginning court watch, though it can consume a month or two, will pay off in a court monitoring program that is likely to meet your group's needs.

Before beginning a court watch program, first determine the type of program you will be able to mount. The resources available to your group are not unlimited. It would be foolish to plan a program that requires 15 court watch volunteers if a realistic assessment shows that fewer people are likely to be interested or available to participate. Next, understand the entire process through which a DWI case is handled, from time of arrest through any court-imposed punishment of offenders. Court watch volunteers will need to understand what they are watching, and program organizers will need to know when case results are fair and when they imply a possible problem.

How to assess your group's resources

Before finding out how your community handles DWI offenders, review the resources you will have available for conducting a court watch program. Even if your group is specifically dedicated to DWI issues, not all members

will have the time or the interest necessary for court watch activities. Look at the members already participating in your group and consider realistically the number of new members you will be able to recruit for the court monitoring program. Then form preliminary answers to these questions:

- o How many people will be available to help in court watch?
- o How often will each volunteer be able to help and what time of day will most volunteers be available?
- o Can any present group members recruit additional court monitors?
- o Do any volunteers have special skills or interests that could be helpful to a court watch program?

Assessment of your group's volunteer resources need not be complete before you begin to find out about the local court system. However, your exploration of the local court system will be more purposeful if you are equipped with a general idea of the size of program you will be planning.

What your organization needs to know about DWI

To plan an effective program, and to communicate with public officials, you need to understand how the legal system handles the DWI offender. This understanding is necessary for a host of reasons:

- o Most simply put, court watchers need to know what they are watching. Not all legal procedures are intuitively obvious to the outside observer.
- o In studying the process by which DWI offenses are adjudicated, your group may find procedures in use that actually make it difficult to prosecute DWI cases. Understanding, and if possible correcting, such

procedures may be more important in the long run than observing individual cases.

- o Judges and district attorneys, like other public officials, are sensitive to comments from the citizens they serve. Comments from citizens who are knowledgeable and courteous will inevitably carry more weight than rash or uninformed remarks.

The checklist provided here summarizes the information you will need. All of the information on this list is needed to understand DWI arrests, charges and case outcomes, and all of it can be obtained, understood and used by ordinary citizens.



Checklist: What Your Organization Needs to Know

- ___ Learn all state and local laws pertaining to DWI
- ___ Review local police procedures for apprehending, testing and arresting DWI offenders
- ___ Understand district attorney procedures for reviewing arrest evidence and placing a charge
- ___ Know the rights of the defendant, particularly those which may lead to dismissal or reduction of DWI charges
- ___ Understand court procedures for scheduling and hearing DWI cases, especially use of the court docket book
- ___ Explore sentencing options available to the judge
- ___ Find out when and how a case may be appealed



Learn all state laws defining DWI

Most citizens feel they know what driving while intoxicated is: drunk driving. However, the precise legal steps needed to define "drunk" and to arrest, charge and sentence an intoxicated driver are complex. The law itself may be complicated. For example, there may be several state laws pertaining to driving while intoxicated, and these laws may define more than one type of DWI offense. Topic areas likely to be addressed in state laws include definition of a DWI offense, legal evidence needed to establish that an offense has taken place, punishment for DWI offenders, procedures for identifying second offenders, circumstances in which DWI becomes a felony offense, and consequences of a suspect's refusal to take a breath or blood test to determine blood alcohol content. A brief introduction to these topics is offered here.

(1) Level of offense. Your state may have more than one type of alcohol-related driving offense. For example, some states classify offenses differently according to the amount of alcohol in a driver's blood. Driving while intoxicated may be set at a particular blood alcohol level, for example 0.10%*. Drivers with a significant amount of alcohol in their blood, but less than the DWI level, may be charged with a lesser alcohol offense. Intoxicated drivers involved in crashes that result in injury or death may be charged with a more serious offense than drivers who are apprehended without any damage. It is important to understand the different levels of offense in order to understand both charges and plea reductions.

(2) Legal evidence of offense. States vary in the evidence required to demonstrate intoxication. Most states have what is called per se legislation. In such states, driving with a blood alcohol level that exceeds a certain amount, generally 0.10%, is per se (Latin for "by itself") a violation of the law. The question of "drunkenness" is not raised. In other states, a blood alcohol reading over the legal limit creates a presumption of intoxication; the defendant is presumed to have violated

*The amount of alcohol in the body is generally measured in terms of the weight of the alcohol in a given volume of blood. At a BAC level of 0.10% there is approximately one drop of alcohol to every 1,000 drops of blood.

the law unless he or she can prove otherwise. The suspect can attempt to rebut the presumption of intoxication by presenting evidence that he or she was not impaired by alcohol and that other circumstances (a bumpy road, a sudden hazard, or other extenuating occurrence) gave the appearance of intoxication.

(3) Punishment recommended for first, second and multiple offenders. DWI legislation may recommend penalties for different types of DWI offense. Sentencing practices of local judges must be viewed in light of these state-wide requirements.

(4) Standard of proof for determining first versus second offense. When the laws call for stiff penalties for second or subsequent DWI offenses, the district attorney may be required to prove both that an individual is guilty of DWI and that the present offense constitutes the person's second (or higher) offense. This process may be as simple as pulling a previous record from the court files, or may entail contacts with other jurisdictions, review of the first case to see that the defendant's rights were appropriately protected, and so on.

(5) Differences between misdemeanor and felony DWI. DWI offenses resulting in injury or death, or cases involving repeat offenders, may be considered felonies rather than misdemeanors. The nature of these offenses and the courts empowered to rule on such cases will vary from state to state.

(6) Consequences of refusal to submit to evidentiary breath/blood testing. In some states, when a suspect refuses a breath or blood test certain penalties are imposed, including fines levied by the court or administrative action taken by the state driver licensing agency, such as revocation of the drivers license. States vary in whether or not the suspect's refusal to take the test may be introduced as evidence in a trial.

Review local police procedures

The arresting officer is responsible for detecting and apprehending the DWI offender. In most cases, the arresting officer must justify stopping a particular driver by noting on the arrest record that the car was seen to operate in an unsafe or erratic manner. Once the driver has been stopped, the arresting officer may administer various tests of sobriety, such as requiring the suspect to walk a straight line, and record any signs of intoxication. These signs of intoxication establish "probable cause" and allow the officer to require the suspect to take a breath or blood test for alcohol. Either the arresting officer or a second police officer specializing in operating testing equipment will be responsible for administering a formal breath test that will be used as evidence in court. Your group will need a general knowledge of the arrest process so that you can understand the occasional cases that are dismissed for lack of appropriate evidence.

Try to find out whether a ticket, or citation, control system is used by the your jurisdiction. Where such systems are in effect, forms used for traffic and other arrests are sequentially numbered to prevent police officers, or individuals later in the process, from arbitrarily deciding not to follow up on certain arrests. If an accounting system is not used locally, you may wish to consider monitoring arrests for a while in order to determine whether processing of offenders is prompt and complete.

Understand district attorney procedures

The fact that an individual is arrested and charged with a certain offense does not mean that he or she will eventually appear before a judge charged with the same offense. The district attorney may change the charges after reviewing the evidence.

- o Determination of multiple offenses and increased charges. Different procedures are used to determine if an individual has been convicted of DWI more than once. In some cases, police officers access state computer systems at the time of arrest; in others, this

responsibility rests with the district attorney. In states where first and second offenses are considered different violations, charges may be increased between the time the citation is written and the time final charges are placed, from simple driving while intoxicated to DWI, second or third offense. Similarly, if DWI is considered a different offense when it results in death, charges brought against a defendant may become more severe if a person dies subsequent to a crash.

- o Plea Reductions. When the defendant pleads "not guilty" to a violation, the state must prove that he or she is guilty as charged. This proof requires evidence: valid arrest records, BAC test results, and so on. If evidence is lacking, the district attorney may decide that charges must be reduced or dismissed. For example, if the individual was driving erratically but his or her BAC was less than the legal limit used in defining DWI, the district attorney may decide that the evidence—the observed erratic driving—will only support a charge of reckless driving. Similarly, if evidence has been poorly recorded—for example, if the BAC test results have been lost—the district attorney may decide that no charge could be supported in court and dismiss the case entirely.

In large communities, the district attorney's office will be staffed by a number of lawyers. To provide for uniform treatment of offenders, some district attorneys develop written guidelines for handling all DWI cases. Your group may wish to see such guidelines in order to develop a better understanding of the system. In some communities, citizens groups have participated directly in the development of these guidelines.

A MADD group in Pennington, SD participated in discussions that set cut off points for plea bargaining in DWI cases. The district attorney credits the new guidelines with an increase in guilty pleas.

Pennington County MADD

In studying district attorney procedures, remember that not all defendants can be convicted on the original arrest charge. Mistakes occur in any process. There will always be some cases in which a charge is brought at a very low BAC level or in which the chain of evidence is broken in some way (for example, the defendant's BAC test results could be lost). While plea reductions may stem from the district attorney's approach to prosecution, they may also stem from poor police procedures or inadequate record keeping at the court.

Know the rights of the defendant

The American legal system always assumes that an individual is innocent until he or she admits guilt or guilt is proved in court. The defendant may quite honestly believe that he or she was not intoxicated, that the police officer was in error, that the BAC testing machine provided a false reading. The defendant is entitled to the services of an attorney and may examine and challenge the evidence presented by the state. The use of gaps in the chain of evidence, such as a missing test result, may seem to "get the defendant off." However, such procedures also serve to protect innocent people wrongly accused.

Examine the formal procedures in effect in your jurisdiction to safeguard defendant rights. Such formal procedures are essential for effective enforcement of DWI laws as well as for protection of the innocent. In their absence, DWI convictions can be overturned at a later date, leaving the courts unable to punish multiple offenders. For example, a defendant may waive various rights when he or she pleads guilty to a DWI offense: the right to a trial by jury, the right to an attorney, and so on. If this waiver of rights is done verbally and not documented by the defendant's signature, an individual arrested a second time for DWI may argue successfully that he or she did not understand the previous waiver, did not actually provide it, and so on.

Understand court procedures

People talk about "going to court," as if there were only one court and one way of handling cases. In fact, there are generally several different types of courts within a jurisdiction, each empowered to hear different sorts of cases. You will need to understand the structure of the local court system and the procedures followed by different courts in order to decide what cases your group can monitor.

(1) Courts empowered to hear different cases. DWI cases will probably be divided among at least two different levels of court, based on the severity of the offense. First offense DWI cases are considered misdemeanors in most states and are heard by a lower court. DWI cases involving injury or death are considered felonies in many states and are heard by a second level court. Higher courts can also review DWI cases, either when an individual dissatisfied with the verdict rendered by a lower court appeals his or her case, or when an automatic appeal process is in effect because of the severity of penalties. Information on the procedures in your locality may be obtained from the state judicial authority, as well as through interviews with local officials.

(2) Bench versus jury trials. A "trial" does not necessarily mean trial by jury. Judges may also hear cases and determine a verdict; such trials are called bench trials.

(3) Rights of appeal. Defendants are entitled to appeal their case to a higher court if they feel that significant errors took place during their trial. While relatively few cases will involve appeals, it is a good idea to know how appeals take place.

(4) Scheduling DWI cases. On a day to day basis, the single aspect of court room procedure that most directly affects the monitoring process is the scheduling of DWI cases. If DWI cases are heard on the same day every week, or if the schedule of DWI cases is drawn up by court personnel in advance, it is considerably easier to arrange for court watch volunteers. Information on scheduling, court records availability, and many other matters of court procedure is available from the court clerk.

Active court monitoring programs stress the importance of establishing good relationships with the court clerk in order to ease the monitors' task.

(5) Sentencing options. You will need to understand the options available to the judge in order to evaluate his or her treatment of DWI offenders. The range of fines, probation periods, times of license suspension and jail terms will probably be set by state law. Variations within that range will be affected by local conditions such as the availability of in-hospital and outpatient alcohol treatment programs, the potential for community service, and even the amount of jail space.

(6) Driver licensing actions taken against DWI offenders. Actions taken to suspend or revoke an offender's driving privilege vary from state to state. In some states, the courts take the offender's license and send it to the Department of Motor Vehicles. In others, the court is required to notify the Department of Motor Vehicles when an individual is convicted of DWI, so that the Department can revoke the license. The court monitors will need to know when to expect such action in court and when it will be handled administratively.

Learn to use a Court Docket

Each court system will have a docket maintained by the court clerk. This docket is used for maintaining a summary record of action on each case, as well as for scheduling cases to be heard. The docket is an invaluable resource for finding out what has happened on DWI cases. Check to find out when volunteers can check the docket without interfering with court personnel.

How to find out about the local judicial system

Visit the library

An easy first stop is the community library. The librarians there may already have available information published by the state judicial

authority on the court system, copies of state laws, and so on. If the local library does not have these materials, the staff can direct you to larger libraries and to the appropriate organizations. Knowing a little bit about the court system in advance will help you in the second and most important step, which is visiting the people responsible for handling DWI offenders.

Visit local officials

Talk to everyone having a significant role in the court system. Local officials such as police, district attorneys, court officials and judges are usually more than willing to explain their jobs to interested citizens. Keep in mind that at this point you are learning about the local system. It would be inappropriate to present critical comments or to argue with officials during these visits. The learning period is your first contact with members of the judicial system and it should ideally be used to win friends.

Meet with each of these local officials:

- o District attorney
- o Court administrator or court clerk
- o Judge(s)
- o Chief of police
- o Local defense attorney, if possible
- o Probation or alcohol agency in community

Each of these people has a different perspective on handling DWI offenders. Only by talking to all of them will you obtain a complete picture of the local situation.

In all contacts with local officials, you will be serving as the representative of your organization. For this reason, all contacts, both written and in person, should be as professional as possible. Some points to remember include the following:

- o In calling local officials, identify yourself and the group you represent. Schedule interviews in advance; it is unfair to drop in on working people and expect them to set their business aside immediately.
- o All correspondence, including thank you notes, should be on organization stationary.
- o In discussing DWI issues with judges and district attorneys, remember that lawyers are accustomed to arguing different points of view. They are trained to believe that individuals may disagree on specific issues without losing mutual respect. If you show similar restraint, it will reflect well on your group.

In the long run, the quality of your relationship with the court administrator or court clerk will have a significant effect on monitoring activities. This individual is responsible for scheduling cases and for maintaining all court files. He or she can help in many ways to make courtroom observation and file searching easier.

Contact with pertinent professional organizations

Many states have state-wide organizations of judges, district attorneys, court administrators, police officials, and so on. These organizations may publish guidebooks explaining court procedures to the interested citizen. They may also have professional papers on DWI that they can make available.

Monitor a few cases

Let local officials know that you would like to sit in the court in order to get a feeling for what goes on. Viewing actual cases will help the general information obtained during interviews fall into place. Record the information you believe is most pertinent about each case, then check to

Checklist: Finding Things Out

- Visit the library
- Visit all local officials:
 - District attorney
 - Court administrator or court clerk
 - Judge(s)
 - Probation or alcohol agency in community
 - Chief of police
 - Local defense attorney
- Contact professional organizations
- Monitor a few cases

see what aspects are still unclear. If necessary, talk to local officials again to be sure you understand what has happened in court.

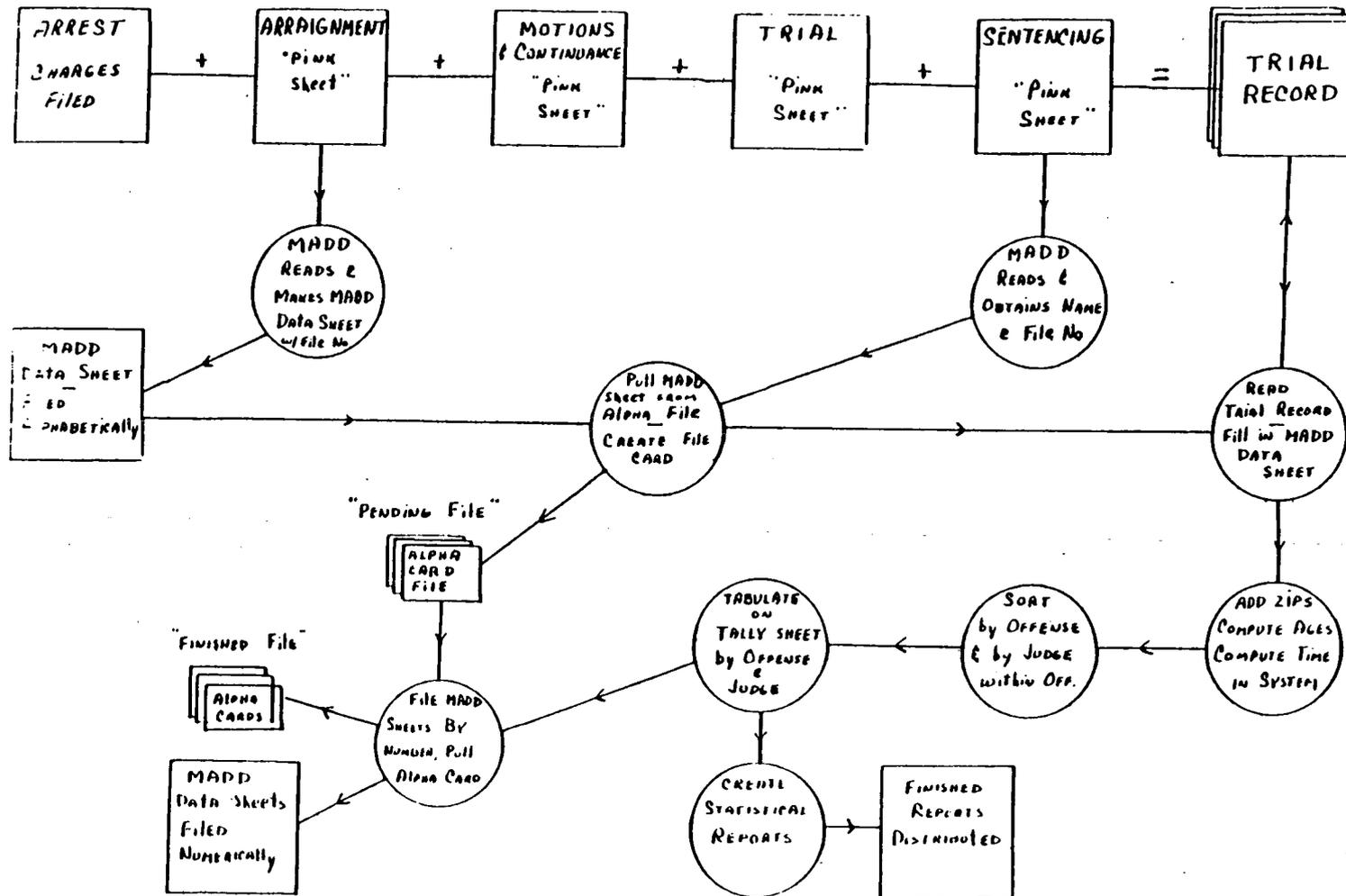
How to know if you have learned enough

You know enough about the system to develop a good court monitoring plan if you can:

- o Identify all officials involved in DWI handling.
- o Draw a chart illustrating how typical misdemeanor and felony DWI cases are handled. A chart tracks the process of a sample case from arrest through completion of any court-ordered penalty. A sample chart prepared by one citizens group is shown on the next page.

DWI Handling Chart Prepared by Mothers Against Drunk Driving, Omaha, NB

"MADD COURT MONITORING SYSTEM"



- o Define the information you will need when court monitoring: type of offense, type of trial, sanctions, etc.
- o Monitor a few cases to completion without having to ask questions in the process.
- o Pull together a short looseleaf book of what you've gathered and learned.

In addition, you should be able to name those people in your organization who will be able to help you plan and implement the court monitoring program. With both internal (your group) and external (the court system) information in hand, you are ready to start designing your program.

Chapter Two

Designing Your Court Monitoring Program

To design a court monitoring program, you will need to analyze the way DWI cases are heard by your courts, consider the resources your group can bring to bear, and work out a program of activities that can be accomplished successfully. It is useful to ask yourself four key questions as you develop your plan:

- o What are the overall objectives for the monitoring program? How will court monitoring contribute to meeting them?
- o How many cases will be monitored? Most groups cannot monitor every single DWI case. How should your monitoring program be organized?
- o What information will be collected on each DWI case? Collecting data on DWI cases is essential to form an overall picture of case handling—average fines, other penalties, and so on—and to see if your organization is effective in changing any aspects of DWI adjudication.
- o What kinds of volunteers will work in the program? To plan the instruction you offer volunteers, and to plan ways for recruiting additional volunteers, you will need to know the type of person likely to participate.

Setting Goals and Objectives

Before taking any other action, decide on goals for your court monitoring program, the things you hope to accomplish. Your goals should state the long term purpose of your court watch effort. Stated goals can be used to communicate the purpose of the court watch program to outsiders. Goals also serve as a yardstick against which you can measure the effectiveness of court monitoring once it is underway.

Goals can focus on the judicial system: increased knowledge about the system (itself a prelude to further, more specific goals), increased conviction rates, increased fines, increased jail terms, more referrals to treatment/education, and so on. Here are the goals of the RID court watch program in Chesterfield, MO:

- 1) To determine if judges and prosecuting attorneys enforce the current laws of the State of Missouri and the local municipalities in the prosecution and sentencing of those persons accused of drunk driving.
- 2) To identify prosecuting attorneys and judges who try the lenient approach to drunk driving cases, show that they are insensitive to the serious threat these unlawful acts impose on the lives of potential victims and the financial burden to these victims and to society as a whole.
- 3) To report such disregard of the law to responsible superiors and to appropriate higher officials and to the news media.

"Court Monitoring Instruction Packet," RID-MO, a Citizens' Project to Remove Intoxicated Drivers, Chesterfield, MO

Goals can also focus on the community or the state, such as changing legislation, increasing public awareness of the DWI problem, or decreasing

DWI-related crashes. The following statement of court watch goals was prepared by Rochester Against Intoxicated Driving, Rochester, NY:

- become more informed in the court process
- evaluate the present DWI laws and the way they are enforced to see if any changes need to be made so as to increase the courts' ability to cut down on the tragedy of injury and death taking place on our highways
- inform people of the community of what we have seen, so that they can become better informed voters.

"Guidebook on Court Watching,"
Rochester Against Intoxicated Driving,
Rochester, NY

Deciding how many cases to monitor

If all DWI cases are scheduled for processing at a particular time, such as one day or one evening each week, your group may be able to observe every case. However, in many communities DWI cases will be mixed with other traffic offenses and will be heard at different times during the normal work week. Under such circumstances, very few organizations will be able to monitor every DWI case heard in their community.

It is helpful to remember that "monitoring" does not just mean courtroom observation. You can also find out what happens in a case by checking court records. Thus, your group could follow all DWI cases, even if volunteers are not available for every case in court, by mixing courtroom observation with review of court records. The best mix of in-person representation and examination of records depends on the local situation and what your group can handle.

Taking into consideration the manner in which cases are processed and the number of volunteers available, decide how many cases you can monitor.

Options include:

- o All DWI cases, both felony and misdemeanor
- o All misdemeanor cases only
- o All cases with damage or injury
- o All first offenders
- o All multiple offenders
- o A sample of cases (anything less than all cases)

A court monitoring program does not have to view every DWI case in order to make its presence in the system known, or in order to obtain all the information needed for a careful review of the treatment accorded to DWI offenders. Sampling (using less than all the cases) is a perfectly valid way of studying DWI case handling.

The important thing to remember when you cannot monitor all cases is to use a clear, uniform procedure for choosing the cases that will be monitored. A simple system, such as monitoring all cases appearing on a specific day each week, or a certain number of cases from each judge, will generally be best. A program in Illinois, for example, managed year-long monitoring of an extensive municipal court system by dividing the judges into four groups and monitoring each group for three months. Similarly, a program in Ohio which cannot monitor DWI cases all the time only monitors during the two 3-month periods each year when most accidents occur. The most important consideration is that you chose a system that provides an even cross section of all DWI cases heard.

Collecting information on DWI cases

An effective court watch program does not simply "watch;" program organizers also study and understand what takes place in the courtroom. Your group will probably wish to examine a number of DWI cases in order to form a valid picture of local procedures and of penalties typically associated with DWI offenses. Information on DWI cases is necessary to give you a basis from which to set your objectives for change, and it may also bring to light otherwise hidden problems, such as the possible

tendency of judges to treat certain types of DWI offenders leniently. Two of the areas of greatest significance for your study of local courts are deciding what information you will need and how it will be recorded.

Decide what information will be collected

The information you will need will flow from the goals and objectives of your court watch program. As a first step, draw up a list of the elements of a DWI case that your group considers most important. This list could include:

- o Defendant's name (for checking files), age, sex and previous driving offenses;
- o Date of arrest, arrest charge, and BAC of the defendant;
- o District attorney handling the case;
- o Scheduled trial date and continuances (postponements of the date of trial or sentencing);
- o Final alcohol-related charge and other charges associated with the incident;
- o Plea (guilty/not guilty) submitted by the defendant;
- o Name of the presiding judge, date of trial, and verdict;
- o Fine amount and other penalties.

Specific items of information needed for each case will vary from state to state and in accordance with the goals and objectives of your group. For example, in some states more than one judge participates in a DWI case: one judge is responsible for determining guilt or innocence, while a second judge is responsible for sentencing. In this case, it would be necessary to record both judges' names. The important consideration is that the information you collect be sufficient to answer any questions your group

has concerning the way in which local DWI cases are prosecuted, adjudicated and sentenced.

Prepare forms

Your program will need to obtain consistent information on the DWI cases studied, whether they are observed by volunteers in court or extracted from public files. Most court watch programs use trained volunteers, not professionals, to get information on DWI cases. Volunteers need to be told what to look for and record. To make sure that all volunteers approach each case in the same way, it is a good idea to have a simple form that they can use for recording information. Forms must be clear, easy to understand, and contain sufficient room for entering observations. If you can, include definitions for terms that volunteers may not be familiar with. Several examples of forms used by court monitoring programs are provided in the Appendix.

Test your forms in court to make sure that they are clear and convenient before giving them to volunteers. In addition, try preparing a report summarizing some cases using only information from the forms. If the form is convenient and gives you all the information you need to write this test report, your design is a success.

Assessing available volunteers

To keep your court monitoring program operating, you will need to recruit and train volunteers. Many of these individuals will come from within your group. If a committee is designing the court monitoring program, the committee members will probably become the first court monitoring volunteers.

Once your court monitoring program has been designed, you can recruit people for the specific tasks that your program requires. Even during the design stage, however, you should keep the nature of your probable volunteers in mind. The next chapter discusses the crucial issues of locating and training court monitors.

Chapter Three

Getting Volunteers and Getting Set

Recruiting volunteers

Court watch programs live or die based on the availability of volunteers to observe cases and carry out data collection. A typical volunteer stays with the court watch program for six months to a year. Volunteers principally come from two groups: persons who have personal involvement with a DWI crash, and interested citizens who believe that participating in court watch is a valuable effort. For a strong, ongoing program, you must recruit volunteers when you are starting up and must continue to recruit them in order to fill gaps that will occur with time. This section contains advice provided by existing court watch programs on recruiting volunteers for court monitoring.

Recruit. recruit. recruit

You can't have too many volunteers: if you don't need all of them immediately for court watching, keep them as backup for days when regularly scheduled volunteers are suddenly unavailable. Individuals who do not have enough free time for regular participation in court monitoring may be able to help out on an as-needed basis.

-
- o Keep an active list of volunteers, so that you have people to call on when you need them.

MADD, Clark Co., WA

Use volunteers to recruit more volunteers

Existing volunteers can help recruit other court watch personnel. Some programs ask each volunteer to bring a friend for company when serving as a courtroom observer. This procedure has two advantages: it educates the friend about DWI case handling, and the friend may be sufficiently interested to become another volunteer.

-
- o Some people don't know they can go to sit in and watch. You should take a friend to court with you to make it more interesting.

MADD, Terrebonne
Parish, LA

Recruit at every public contact

Speaking engagements at local civic and public service groups offer an opportunity to stress the civic value of court watch and to recruit volunteers. Prepare forms or flyers as hand-outs to accompany your presentation when your group is invited to speak. Members of Parent-Teacher organizations, homeowners groups, professional organizations, student groups, senior citizen organizations, and so on have a high level of civic consciousness and are thus good candidates for further volunteer work.

A number of programs recruit new members through ads in local papers. Even the bulletin board of the local cable TV can be used to reach interested volunteers.

Do not demand extensive time commitments from all volunteers

Your program need not ask for an extensive commitment of time from all volunteers. The Oak Ridge RID chapter, for example, makes a point of only asking for a small commitment to court watch when addressing outside

groups. They ask potential volunteers to serve one day of court watch duty before deciding on whether to make a larger commitment; their experience is that volunteers generally get interested in the courtroom and sign up for additional days of service.

Have different types of tasks available

A number of different tasks are involved in a successful court monitoring program. Not all volunteers have to observe court proceedings to contribute to the program. Volunteers can examine the docket, be responsible for scheduling other volunteers, or tabulate court monitoring results for analysis. Volunteers skilled at using a personal computer could help analyze verdicts, average fines, sentences, and so on.

Rochester Against Intoxicated Driving has two sets of workers involved in monitoring the judiciary, each with a distinct set of responsibilities:

- Court Observers who go into court and observe the process in action
- Court Research Workers who gather data from the court records

"Guidebook on Court Watching",
Rochester Against Intoxicated
Driving, Rochester, NY

Training volunteers for court monitoring

The training you offer court monitoring volunteers will depend on the size of your organization and the complexity of the monitoring program. In some court monitoring programs, leaders give groups of volunteers a formal classroom presentation including talks by local officials. In

others, an experienced monitor accompanies new recruits to court and explains procedures to them. Some programs have developed guidebooks.

Regardless of whether they have received formal classroom training or on-site instruction, volunteers can benefit from written materials for continuing reference. The written materials do not need to be extensive. A small booklet or even just a few stapled pages, together with a sample completed monitoring report, will help the monitor understand the task and feel more confident.

Your training program should cover at least the following items:

- o Overview of local DWI handling system.
- o What to do at court: where to go, when to get there, where to park, where to sit, what to take with you, what the judges' and district attorneys' names are, where the bathrooms are
- o Information to be recorded in court or obtained from the files for each case.
- o How and where to turn in data forms
- o Courtroom decorum

It is essential that all volunteers exhibit respect for the law and for the court. Volunteers need to be reminded at the outset that they represent the organization in addition to themselves; professional deportment is essential at all times. Your program will be dealing with volunteers from different backgrounds, including persons whose grief as a result of a DWI crash may still be fresh. The coordinator will need to be sensitive to those individuals who may react emotionally in court, and direct them to other activities within your organization.

The Mothers Against Drunk Driving chapter in Milwaukee, WI provides volunteers with general guidelines on courtroom behavior:

IN THE COURTROOM

Be as unobtrusive as possible in appearance and demeanor. The less attention you attract to yourself, the less likely you are to disturb or distract the court from its business.

Never interrupt court proceedings.

Always be courteous despite any provocation.

REMAIN NEUTRAL. Do not betray your personal feelings by facial expressions or remarks . . .

Never argue with any court personnel. . .

Don't talk, don't read, don't eat, don't be noisy in the courtroom while it is in session.

OUTSIDE THE COURTROOM

NEVER talk with any juror about a case on which the juror is sitting. . .

Remember, you are not a lawyer—Don't give advice.

If you need an answer to something general, first try your CM manual, then ask a more experienced court monitor, then ask the CM director. If all else fails, ask the court personnel, BUT ONLY WHEN YOU DO NOT INTERFERE WITH THEIR WORK.

"Court Monitoring Manual,"
Mothers Against Drunk Driving,
Milwaukee, WI

Some judges feel that the display of anti-DWI insignia, buttons or similar items is inappropriate in court, particularly during jury trials, while others do not object to their use. Prior to starting regular court monitoring, ask local judges and the court clerk what procedures should be followed in your jurisdiction.

Getting your operations started

Once everything has been planned and the volunteers lined up, your next step will be to begin actual court monitoring. This will inevitably be an unpredictable, learn-as-you-go process. Two pointers are helpful here:

- o Remember to start at a slow pace. If problems crop up, resolve them and keep going. Make notes on any difficulties volunteers experience, so that new volunteers can avoid them.
- o Be considerate of those who work at the court. When checking records, for example, you may be using the same files that court personnel need for daily recordkeeping. Expect to plan your activities around theirs. A system that allows your group to obtain the information it needs without unduly inconveniencing court personnel is the best kind.

... as a matter of courtesy the court personnel should not only be informed you are coming, but also consulted as to what is most convenient for them. Most people have a natural aversion to being listened in on during transaction of business or to having their files disturbed.

"Guidebook on Court Monitoring,"
Rochester Against Intoxicated
Driving, Rochester, NY

Chapter Four

Using Court Monitoring Information

After your group has been monitoring DWI cases for a while, you may wish to begin studying what you have observed. Studying DWI cases in your community helps your group in two ways, by developing better understanding of the way DWI offenders are handled and by recording your group's effect on that handling.

- o Understanding the way DWI offenders are handled. Analysis forces you to think about the cases you have observed or recorded. When you look past individual cases and discover underlying patterns, you are better equipped to identify necessary change. For example, feeling that "the prosecutor is too lenient" is not as useful as knowing that the prosecutor's office is likely to reduce charges against young offenders. Analysis identifies the problems you wish to fix.
- o Recording your group's influence. Repeated study of DWI cases enables you to see the results of your own efforts. Changes that are imperceptible on a day to day basis can become clear when you look at a number of cases at once. Your program may have set precise objectives: increased fines for multiple offenders, changes in handling for specific types of cases, or other desired improvements in your local system. As your monitoring continues, you can see how effective your group has been in bringing about these changes.

Once you have studied local DWI cases, you will probably wish to communicate what you have found out. There are a number of possible

audiences for your information, including the members of your own group, local officials, and the community itself.

This chapter deals with two key aspects of using the information your court monitoring program will produce: studying and analyzing local DWI handling, and communicating your findings.

Preparing reports using information on DWI cases

Analysis of court watch data is not a complex assignment that requires a statistician or some other expert. Excellent studies can be prepared using only simple statistics such as averages. Regardless of how simple or complex your approach, however, you **must** heed three key principles:

- o understand how DWI cases are handled;
- o don't abuse data; and
- o make sure key facts are right.

A personal computer, if your group has one available, can make data analysis more flexible and more interesting. However, a computer is never essential. Hand counting, ledger sheets and a calculator will handle all the statistics discussed here.

Rule One: Understand how DWI cases are handled

Your program may rely completely on information collected by your monitors, or it may supplement this information with statistics provided by local officials. If your program understands local procedures well enough to meet the criteria presented earlier (design monitoring forms, chart the progress of a typical case, and so on), you know enough to design a good analysis.

Some statistics that could be useful to a court monitoring program include:

- o Disposition of all persons arrested on DWI charges:
 - percent convicted on original charge,
 - percent convicted on a less serious charge,
 - percent found not guilty,
 - percent charges dropped,
 - percent given probation before judgement or some similar waiver for first offenders, and so on

- o BAC levels of arrested individuals. In general, the lower the average BAC among DWI suspects, the more effective local DWI enforcement is at detecting and apprehending intoxicated drivers.

- o Average fine imposed on DWI offenders for first offense, second offense, and so on. If enough cases are available, average fines and other penalties imposed can be tallied for each judge.

- o Percentage of offenders sentenced to jail and average jail term imposed for first offense, second offense, and so on.

- o Percentage of offenders placed on probation and average period of probation for first offense, second offense, and so on.

Sometimes local officials will share some of the statistics used in their offices with your group. For example, many district attorneys tell local organizations their conviction rate for DWI offenders. Because official statistics are kept for specific purposes, such as office management, they may not be precisely what your group needs. Before you use information compiled by someone else, be sure that you understand enough about the arrest-trial-penalties process to interpret the information.

Rule Two: Don't abuse data

Accurate use of data is not simply a matter of making sure that all sums are correctly totalled. You must also be sure that the totals make sense; that the data are used, not abused. Two rules can help ensure that the information obtained by court watch personnel is correctly tabulated: (1) make sure that all comparisons involve similar things, and (2) make sure that you are analyzing enough cases.

Make sure that apples are compared to apples

A court monitoring group might find, at the end of the month, that they have observed 150 DWI cases. They can't simply total up all those cases and come up with average fines, usual treatment, or whatever, because all cases are not the same. Some drivers will be first offenders, others multiple offenders, some drivers will have committed other offenses at the same time (speeding, eluding arrest) while others have not, and so on. There are many different ways to group cases for analysis. As a first consideration, group different levels of DWI offense together—DWI first offense, second offense, and so on—when compiling statistics.

Make sure that enough cases are analyzed

An average is an average whether it is based on 2 cases or 200 cases. However, the larger number is more likely to contain a fair sample of the types of cases seen in your jurisdiction. As a rule of thumb, if you have records for fewer than 15 cases for some category, you do not have enough cases for useful analysis. When you have only a few cases of the type you wish to study, do not analyze them at all, group them together in an "other" category, or observe more cases.

As an example, problems stemming from small numbers of observations may arise when an organization prepares an analysis of sentences by judge. Frequently two or three judges handle most DWI cases in a community, with the remaining judges having only a few cases each. The 150 cases mentioned earlier, for example, could have been distributed as follows:

Judge A:	60 cases
Judge B:	53 cases
Judge C:	20 cases
Judge D:	7 cases
Judge E:	4 cases
Judges F through K:	1 case each

The four cases seen by Judge E are not likely to provide a true picture of how that judge handles offenders. In this example, the group studying these judges should place Judges D through K in a group by themselves.

Rule Three: Get key facts straight

Volunteers can mishear or misunderstand what takes place in court. In addition, both arithmetic errors and typographic errors can creep into any report. It is therefore a good idea to check and double check judges' names, district attorneys' names and data tabulations. An error, even if it seems small, may discredit your findings and weaken the influence your group can bring to bear. The importance of accuracy in any materials that will be released to the public cannot be overstated.

Communicating information to your members, local officials, and the public

Once you have obtained information on DWI case handling, you can use it in a number of ways. Some of the approaches you may wish to take in communicating court monitoring information are listed here.

Communication with your members

The members of your group will be interested in learning about court monitoring. In addition, court watch volunteers will appreciate having their work acknowledged. For both reasons, it is important to communicate your efforts and your findings to the members of your group. Your group probably already has avenues in place for getting information to

the members. Meetings and newsletters, for example, are ready made vehicles for describing what you have accomplished. (See the sample reports on the next page.) Reports do not need to be detailed or complex. Some types of information that could be highlighted include:

- o Activity summaries. A simple summary of your program's activities is easy to prepare yet communicates your volunteers' efforts. Report on what you have done: the number of days spent in court, the number of cases observed or records examined, the number of volunteers who participated, and so on.
- o Reports on key cases. Your members may be interested in brief summaries of cases observed by the court monitors. These cases could be chosen to illustrate attitudes which your group wishes to change: cases dropped inappropriately, lenient sentencing, and so on. Highlighting positive aspects of local DWI activity can also be effective. Thus, you might also report on a strict sentence applied in a particular DWI case.
- o Analysis of the performance of local officials. Written or oral reports can focus on officials in the local system. If enough cases are analyzed, it is possible to form a good picture of official attitudes toward DWI offenders by using measures such as average fines, the frequency of plea reductions, and so on.
- o Reports of good things brought about by your program. Court watch programs can be effective at increasing average fines and other penalties assessed against DWI offenders. When this sort of change takes place your members, particularly the court watch volunteers, will want to know.

Sample Newsletters

ROCHESTER AGAINST INTOXICATED DRIVING, INC.

RAID
 Chapter of RID-USA 710-420-0270 P.O. Box 24021 Rochester, NY 14024

RAID, INC. 1984 ANNUAL REPORT

NEW GUIDEBOOK WILL EXPAND RAID'S COURT WATCHING PROGRAM

Sit in one of the 19 town courts in Monroe County
 night, and you'll see an average of 10
 cases come before the judge.

Mothers Against Drunk Driving
 NORTHERN VIRGINIA
 JUNE, 1985

NEWSLETTER



TO
 COURT
 MONITOR
 CALL: 323-8378

JUSTICE ???

Judge Perry dismissed a DUI charge against a young woman with a BAC of .13 because her last drink was a straight shot...
 Paulie McFarland was found not guilty of involuntary manslaughter in the death of her 17-year-old daughter in the death of her daughter...
 Three DUI cases were dismissed because the officer who made the arrests left the car for his 2nd and 3rd DUI arrests...

Although JUDGE TOMAROCK laughingly agreed to a plea bargain...
 On June 28, 1985, a plea bargain was entered...
 Judge also overruled an out-of-control...
 U.S. District Court Judge Riche...
 Judge also overruled an out-of-control...
 since the 1981 crash.

POSITIVE NOTES
 U.S. District Court Judge Riche...
 Judge also overruled an out-of-control...
 since the 1981 crash.

And the problem goes on...

Again Clarence Busch is charged with drunk driving and again the victim's name is CARRIE...
 Lee T. Keys, Loudoun County's longtime commissioner of revenue, retired June 30 due to his age, poor health, and a pending drunk-driving charge.

SUBSTITUTE JUDGES

MADD

Mothers Against Drunk Driving
 Marc Ethan Crowell Memorial Chapter
 - Serving Delaware County -

GOOD NEWS

The holiday battle against drunken drivers was a huge success. Between 6 p.m. New Year's eve and 9 a.m. New Year's day there were no drunk driving fatalities reported in even suburban areas or in the City of Philadelphia.

"The Public" is fed up with the drunk driver. The anti-drunken driving blitz through the T.V., radio, newspapers, billboards, public speakers, brochures, and road blocks heightened public awareness of the dangers of drinking and driving during the holidays.

In New Jersey, one of the biggest problem states, reports say that State Troopers stopped 20,226 cars over the Christmas and New Year's holiday, but only 85 were charged with drunken driving offenses.



NC - AID
 North Carolina Against Intoxicated Drivers, Inc.
 www.nc-aid.org
 1-800-979-7680

12 Veterans Square
 P.O. Box 699
 Media, Pennsylvania 19063
 (215) 365-2664
 (215) 789-MADD - Hotline

DELAWARE COUNTY

In 1984 a total of 1,751 alcohol-related arrests were made by police officers from 46 municipalities and Pennsylvania State Police.

CHAPTER NEWS

We wish to acknowledge our outgoing officers Regina Schreier, our Treasurer, and Eva Callini, our Vice-President. Thank you for your years of dedicated service and for staying in your positions until we were able to get replacements. We look forward to seeing you at our monthly meetings.

FUND RAISING

We held our 2nd annual banquet and fashion show at Samberger's, which was once again a huge success. Thank you Linda Lerman for a job well done. Also thank you to our many supporters for your generous donations.

Communication with judges and district attorneys

Observation and analysis may identify case decisions or even general procedures that your group considers inappropriate. These issues can be brought to the attention of local officials through letters or discussions. Whether specific cases or broader issues are discussed, remember that the individual responsible for the communication will be acting as a representative of the entire group.

Many groups meet periodically with district attorneys and judges to review case dispositions with which they disagree. These meetings give both sides an opportunity to explain their positions. In discussing cases, keep in mind that officials will not be able to discuss a case that has not yet been heard or that is currently in progress. If your group still disagrees with a decision even after the district attorney or judge involved has explained the rationale behind his or her decision, your group can express its continuing disagreement via a letter on organization letterhead.

Tips for talking to judges and district attorneys:

- o Do not talk to judge about a case before it has been heard.

MADD, Delaware County, PA

- o Remain respectful. Start with neutral questions so you don't make the judge and district attorney feel uncomfortable.

MADD, Connecticut

Your analysis of DWI cases may reveal a systematic problem in the way all cases are handled. When your group believes that it has identified such a problem, you can meet with appropriate officials to explain the situation. As the example below shows, when a group in Alabama informed local officials of a gap in the way DWI convictions were reported, a solution to

the problem was quickly found. While procedural problems will not be encountered everywhere, efforts to correct such problems when found can be particularly important. Changes will have an across the board effect rather than an individual one.

In Blount County, Alabama, the Mothers Against Drunk Driving chapter found that DWI convictions were not reported to the state until any fine imposed had been completely paid, which could take up to a year. If drivers were arrested again before their fines were paid, their cases would not be identified as second or third offenses. When this problem was brought to the attention of local officials, the presiding judge arranged to notify the state immediately of DWI convictions.

Mothers Against Drunk Driving,
Blount County, Alabama

Communicating with the media

In today's society, good relations with local communications media are essential for any group that wishes to get its message to the public. Virtually all court watch groups stress the importance of remaining on good terms with local newspaper, television and radio personnel. The media can help inform people of your court monitoring findings, provide a means of communicating educational messages, and help notify the public of your meetings, your need for volunteers, and other activities.

The gamut of issues involved in obtaining access to the media is far too extensive to be covered in this booklet. As a beginning, make sure you plan your approach to the media thoroughly and that you report both good and bad findings about local DWI handling. Here are a few pointers to use while you explore the subject in more depth.

Plan your approach to the media thoroughly

First, identify all local media. There are probably more communications outlets in your community than you would at first realize. Your area may be served by several newspapers, such as daily papers, weekly neighborhood papers, and special shopping or TV papers. Your first step should be to compile a list of all possible outlets for your group's messages.

Next, make a list of pertinent information about each media outlet. This list should include:

- o Deadlines and other requirements. Every media outlet will have deadlines for inclusion of articles or announcements. Most will prefer that news items be provided in a written press release and that the name of an individual who can be contacted for further information be included. While some outlets will wish to attend your meetings, others may prefer to develop their stories based on the news release alone. Keep a list of the requirements of each outlet.
- o Special features. Some outlets may be able to help you in ways other than reporting your news. For example, many newspapers and television and radio stations offer a "community bulletin board" that can be used to announce meetings or recruit volunteers.
- o Names of contact persons. At every paper or station, specific individuals will be responsible for certain types of news. For example, the reporter assigned to the court house may also cover DWI issues. Features such as a bulletin board will have a coordinator. Find out the person responsible for any media service you may need.

The checklist on the next page summarizes the information you should have to plan your approach to the media.

Checklist: Media Contacts

- Identify all media outlets
- _____ List information for each outlet:
 - Deadlines and other requirements
 - Special features
 - Names of news and public service personnel

Decide when to contact the media

Your group will generally have two main reasons for contacting the media: to communicate messages and to report findings. From the perspective of your group as a whole, you are likely to have general educational messages concerning drinking and driving that you wish to emphasize. The court monitoring program will also have its specific messages, for example, that you are seeking volunteers to help your efforts, or that you will be presenting your findings at a meeting of your group at a particular date and time. The "special features" offered by local media, such as listings of community events, are a good avenue for publicizing meetings and communicating your need for volunteers.

When reporting what has been discovered by your court monitoring program, remember to be thorough in your reporting and to provide followup information as it becomes available. Many groups report only the problems that they find in DWI prosecution or adjudication, without giving equal emphasis to the efforts they are making to resolve those problems. This can communicate inappropriate messages to the community and to potential DWI offenders. For example, if your first news release focuses on lenient treatment for DWI offenders, follow up with a story showing

more severe handling after your group is in operation, if possible. Even before you have any results, report the efforts your group will be making to increase the penalties for intoxicated driving. If your news releases focus only on lenient cases and ignore efforts to correct this problem, you may suggest to potential DWI offenders that they are not likely to be punished for their offense.

Chapter Five

Planning for the Future

It's hard work and you must stick to it to get any results. It takes a long time to see the difference it makes.

MADD, Northern Virginia

Be prepared to continue court monitoring over the long term. Court watch efforts are a sort of teaching program aimed at judges, district attorneys and other participants in DWI adjudication. Teaching a new point of view inevitably takes time. In addition, lessons learned will fade if the teachers disappear.

There are no simple tips that tell an organization how to keep going. You just continue with your efforts: keep on recruiting personnel, training them, collecting information, studying it, and communicating results to members and the public. Three points, however, seem particularly important to long term survival.

(1) Plan to continue. Even before you begin court monitoring, keep in mind that you are designing a continuing program rather than a one-time effort. As you set up your program, think of the future. Make sure that the program you are setting up will still be feasible one or two years later.

(2) Recruit, recruit, recruit. Very few people will stay with an organization over a period of years. After a while court monitors will feel that they have made their contribution, and turn to other tasks. You must be prepared to replace them.

(3) Share responsibility and concern. Unfortunately, many community groups stop court monitoring after the person who organized the monitoring program quits. Existing programs that have continued court monitoring for an extended period of time have one characteristic in common: they have managed to survive the departure of the program's original organizer. One possible way to avoid a leadership gap is to make sure that several people feel equally responsible for the court monitoring program. People who are participating in a program because they have helped shape it are more likely to work to keep it going than people who see themselves only as casual volunteers. To foster a feeling of shared responsibility, try to have several people participate in key decisions and handle key tasks.

RESOURCES

"Citizens' Court Projects Manual," available from:

Fund for Modern Courts, Inc.
36 West 44th Street
New York, NY 10036

"Drunk Driving Public Information Program Strategies and Planning Guide"
(Report No. DOT HS 806 680)

"Idea Sampler to Promote Observance of National Drunk & Drugged Driver
Awareness Week" (No report number)

"Who'll Call the First Meeting?"

Above publications available from:
National Highway Traffic Safety Administration
U.S. Department of Transportation
400 D Street, S.W.
Washington, D. C. 20590

Sample Court Monitoring Forms

M A D D

MOTHERS AGAINST DRUNK DRIVERS

COURT MONITORING

DATE _____
TIME _____

City _____ County _____
Court _____ Judge _____

CASE:

Name _____
Arresting Officer _____
Charge _____ Plea _____
Breathalyzer Reading (if alcohol related) _____
Other Evidence _____

Date of Arrest _____
Prior Convictions _____
Property Damage _____
Injuries _____
After Injuries _____
Pros. Attorney _____ Public Defender _____

JUDGEMENT:

Fine _____ Suspended _____
Jail Time _____ Suspended _____
License Suspended (how long?) _____ Revoked? _____
Work Furlough _____
Other Action _____

TREATMENT:

Alcohol Information School _____ SB 38 _____
Alcohol Inpatient Treatment _____
Probation? _____ Follow-up _____
Charge Reduced? _____ To What Charge? _____
Were you able to understand the Judge? _____ Pros. Atty. _____ Other _____

Reporter _____
Address _____
Telephone _____

Comments: _____

M A D D

MOTHERS AGAINST DRUNK DRIVERS

P.O. BOX 17469
MILWAUKEE, WI 53217
(414) 351-1916



A CITIZENS' PROJECT TO REMOVE INTOXICATED DRIVERS

DATE _____
TIME _____

City _____ County _____
Court _____ Judge _____

CASE:

Name _____
Arresting Officer _____
Charge _____ Plea _____
Breathalyzer Reading (if alcohol related) _____
Other Evidence _____

Date of Arrest _____
Prior Convictions _____
Property Damage _____
Injuries _____
After Injuries _____
Pros. Attorney _____ Public Defender _____

JUDGEMENT:

Fine _____ Suspended _____
Jail Time _____ Suspended _____
License Suspended (how long?) _____ Revoked? _____
Work Furlough _____
Other Action _____

TREATMENT:

Alcohol Information School _____ SB 38 _____
Alcohol Inpatient Treatment _____
Probation? _____ Follow-up _____
Charge Reduced? _____ To What Charge? _____
Were you able to understand the Judge? _____ Pros. Atty. _____ Other _____

Reporter _____
Address _____
Telephone _____

Comments: _____

NOTE: Rid buttons should not be worn at jury trials since it may cause a mistrial.

Name _____ Date of Birth _____ Town _____

Sex: M F Address _____

Date of Arrest _____ Day of Week _____ Time _____

Arrest Made By: <input type="checkbox"/> State Police <input type="checkbox"/> Sheriff's Patrol <input type="checkbox"/> Town Police <input type="checkbox"/> Other	Blood Alcohol Test <input type="checkbox"/> Not taken <input type="checkbox"/> Taken '(<input type="checkbox"/> %) <input type="checkbox"/> Refuse--Was license taken by police? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there an accident? <input type="checkbox"/> No <input type="checkbox"/> Yes	ARRAIGNMENT: Date _____ Bail? <input type="checkbox"/> No <input type="checkbox"/> Yes (\$ _____) Was license suspended pending trial? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of arraiging judge: _____
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CHARGES & DISPOSITION										NOTES
Charge	Plea	Dismissed?	Fine? \$	DDP?	Lic. Susp. or Rev.? How Long?	PTD?	CD?	Prison? How Long?		
1192/1	_____	_____	_____	_____	_____	_____	_____	_____	_____	
1192/2	_____	_____	_____	_____	_____	_____	_____	_____	_____	
1192/3	_____	_____	_____	_____	_____	_____	_____	_____	_____	
1192/5	_____	_____	_____	_____	_____	_____	_____	_____	_____	
511/2	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	

Was there a trial? No Yes Bench Jury

Name of judge hearing case _____
 Name of prosecutor (usually the assistant DA) _____
 Name of defense counsel _____ Public Defender Private Counsel

If any charges were reduced, list: _____

SOURCES OF INFORMATION Court watch _____ Original docket _____ Arrest ticket _____ Summary of disposed cases _____ File _____ Other _____	COURT APPEARANCES Date For Proceedings _____ _____ _____ _____ _____ _____	Waived to Grand Jury _____ Date of Final Disposition _____
-------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

COURT RECORD

DISTRICT _____ COUNTY _____ MUNICIPAL _____

Personal Data:

First Name _____ Middle _____ Last _____

Street _____ File No. _____ T - _____

City _____ State _____ Docket No. _____ T - _____

Zip _____ Date of Birth _____ Age _____ Sex _____

Offense Data:

Offense Date _____ Charge Date _____ Charge _____

Offense Place _____ Zip _____

Arraignment Date _____ Plea _____ Judge _____

Continuances _____

Trial Date _____ Plea _____ Judge _____

Defense Attorney _____

Sentence Date _____ Judge _____

Days In System Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 / / / / / / / / / / / /

Sentencing Data:

Jail _____ days Conditions _____

Fine \$ _____ Conditions _____

License Suspension _____ days Conditions _____

Probation _____ days Terms _____

Notes:

