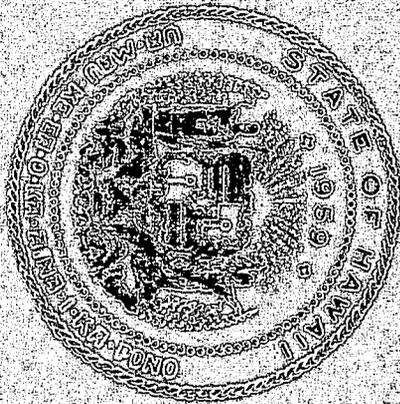


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HAWAII JUDICIAL SYSTEM MASTER PLAN



Volume III

Judicial System Space Standards and Design Guidelines

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HAWAII JUDICIAL SYSTEM MASTER PLAN

U.S. Department of Justice
National Institute of Justice

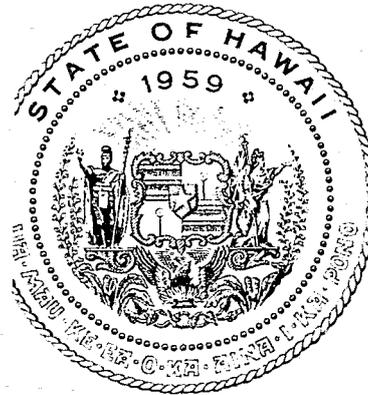
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ACQUISITIONS

Volume II

Judicial System Space Standards and Design Guidelines

Carter Goble Associates, Inc.
January 1989

ACKNOWLEDGMENTS

The Consultant wishes to gratefully acknowledge Chief Justice Herman T.F. Lum, Ms. Janice Wolf, Administrative Director of the Courts, the Judicial Facilities Task Force, and the many judges, clerks of court, administrative and court support personnel, and government officials whose excellent cooperation and thoughtful participation have contributed so substantially to the development of the Judicial System Master Plan.

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Special thanks are extended to Clyde Namuo and Liesje Cattaneo for the invaluable assistance which they provided in project liaison during the year-long planning effort.

Additional special thanks are extended to Cliff Terry, and to the architectural firm of TRB Hawaii, Ltd. for the fine assistance provided during the evaluation of existing judicial facilities.

MASTER PLAN INTRODUCTION

The Hawaii Judicial System Master Plan involves four major tasks documented in a four-volume final report consisting of:

Volume I - *Court Workload and Judgeship Forecasts.*

Volume II - *Judicial System Space Standards and Design Guidelines.*

Volume III - *Evaluation of Existing Judicial Facilities.*

Volume IV - *Executive Summary and Capital Improvements Plan.*

The Master Plan, which commenced in early 1988, and which concluded at the end of the year, was intended to provide a systematic analysis of the State's judicial facility needs through the turn of the century.

Volume I *lays the foundation for the development of a Capital Improvements Plan by analyzing the historic increases in population, court workloads, and judicial personnel. The broad - based forecasts which result allow the State to improve or construct judicial facilities in response to anticipated growth needs.*

Volume II *develops goals for the effective and efficient operation of the Judicial System, and offers facility space standards and design guidelines to support those goals. The standards and guidelines provide a yardstick against which existing facilities can be measured, and also provide consistent guidance for the future renovation or construction of judicial facilities.*

Volume III *evaluates the State's existing judicial facilities according to criteria of spatial, operational, and physical adequacy. The facility scores which result from the evaluation enable the State to systematically identify the facilities most in need of improvement.*

Volume IV *briefly summarizes the work of the first three volumes and blends the assessment of future growth and the evaluation of existing facilities into a cohesive plan for capital improvements. The plan provides for the strategic construction of new facilities, or for the improvement of existing facilities, according to the priority of needs.*

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INTRODUCTION, GOALS, AND GENERAL PLANNING GUIDELINES

1

INTRODUCTION, GOALS AND GENERAL PLANNING GUIDELINES

INTRODUCTION

The volume that follows is organized into four sections. The first section provides a goal-oriented planning framework within which to apply uniform space standards and design guidelines. The second section generates specific space standards. The third section supports the standards with guidelines for the design of judicial facilities. And the fourth section, the Appendix, illustrates recommended designs for a number of the courtrooms and court support spaces listed in the standards.

It is believed that the planning and development of judicial facilities should reflect the organizational, operational, and facility management goals of the Hawaii Judicial System. The uniform and consistent application of the space standards and design guidelines which follow will promote the effective and efficient operation of the State Judicial System.

GOALS OF AN EFFECTIVE JUDICIAL SYSTEM

- ***Provide Appropriate Service to the Public.***
Courts should be distributed in such a way that the citizens of Hawaii can be served by centrally and conveniently located judicial facilities.

- ***Provide an Appropriate Setting for the Administration of Justice.***
Courthouses should be designed to reflect an appropriate image of dignity. Space standards should be employed to ensure the appropriate judicial setting for existing and for new courthouses.

INTRODUCTION, GOALS AND GENERAL PLANNING GUIDELINES

- ***Provide for the Strategic Management of Growth.***
Capital expenditures with respect to renovation, expansion, and new construction of judicial facilities should reflect an awareness of system-wide growth and be a part of a comprehensive strategy for responding to that growth.

- ***Provide for the Timely Delivery of Judicial Resources.***
Judges, courtrooms, juries, information systems, and court management personnel and policies should maximize the ability of the judicial system to resolve disputes in a timely and expeditious manner.

- ***Provide for the Uniformity of Process and Procedure.***
Physical facilities, judicial and staff resources, and policies and procedures should promote the Statewide uniformity of process and procedures, thereby ensuring equity and consistency throughout the system.

GOALS OF AN EFFICIENT JUDICIAL SYSTEM

- ***Provide for the Flexible Use of Facility and Staff Resources.***
Judicial facilities, and court management and operations staff, should take maximum advantage of opportunities to collocate and to cross-train and co-utilize personnel. Space standards should be directed toward promotion of facility flexibility.

INTRODUCTION, GOALS AND GENERAL PLANNING GUIDELINES

- ***Provide for the Economical Use of Facility and Staff Resources.***
Facility and operations planning should recognize and take advantage of opportunities to economically combine facilities and personnel, and to share responsibilities and expenses.
- ***Provide for the Maintenance and Protection of Judicial Resources.***
Policies regarding property maintenance and inventory, and security procedures, should be developed and implemented. Physical facilities should be planned with security and property maintenance in mind.

GENERAL PLANNING GUIDELINES

- As physical facilities have a direct impact on the operation of the Judicial System, and as the effective and efficient operation of the Judicial System is among the primary concerns of the Chief Justice as head of the Unified Judicial System, it is recommended that the Office of the Administrative Director maintain supervisory involvement in all court facility planning and design projects. That direct involvement will help to ensure a consistent interpretation of the State's standards and guidelines, and will also help to provide an appropriate channel of communication for judges and other court personnel who need to have input with respect to a particular facility project.

Specific involvement in planning and design projects could include participation in the selection of planners and architects, coordination of task force or oversight committees, and planning and design review. While contract and project management may always be the proper purview of the Department of Accounting and General Services, the Judiciary is encouraged to consider itself

INTRODUCTION, GOALS AND GENERAL PLANNING GUIDELINES

the ultimate client on judicial projects. As Client, the Judiciary can delegate the day-to-day management of the project and yet retain final approval on issues affecting the appropriate operation of the Court.

- The space standards and design guidelines included in this report should be utilized in the necessary renovation and construction of any judicial facilities in Hawaii. Whenever possible, and in all cases of new construction, recommended standards should be employed, as those standards are intended to promote the Judicial System's optimum effectiveness. In existing facilities, where optimum standards cannot be met due to site or facility structural constraints, any renovation efforts should attempt to approach recommended standards as closely as possible in order to upgrade existing facilities to more serviceable operating levels.
- In order to provide opportunities for shared use, and in order to provide for the long-term flexible use of all judicial facilities, courtrooms, jury deliberation rooms, judges' chambers, and other court-support functions, should be planned to accommodate multiple-function judicial activities. The recommended Standard Courtroom is intended to provide generic judicial flexibility.
- The need to maintain Rural District Courthouses to provide convenient public access in geographically remote and sparsely populated areas will entail some duplication of courtrooms. Judges in population centers will still require facilities for the daily conduct of court even though they commute to satellite locations on an occasional basis. It is recommended that a one-to-one ratio of judges to courtrooms be utilized in all multiple-courtroom facilities. It is further recommended that all State courtrooms be formal litigation spaces, as illustrated in the Space Standards, and that all formal proceedings be conducted in a formal courtroom environment.

JUDICIAL FACILITY SPACE STANDARDS

2

JUDICIAL FACILITY SPACE STANDARDS**INTRODUCTION**

The space standards which follow are intended to provide specific information required for the development of an architectural space program. Recommended designs which illustrate the translation of the standards into workable concepts are featured in the Appendix located at the back of this volume.

It is believed that the courtroom type which will prove most generally useful is the Standard Trial Courtroom. Circuit and District Court facilities containing multiple courtrooms should be planned with these courtrooms of approximately 1,700 square feet in order to promote flexibility of operations.

Large facilities containing more than four courtrooms, and certainly large Honolulu facilities, may require at least one high-volume courtroom. The Large Trial Courtroom shown below is approximately 2,400 square feet in size and can accommodate a wide variety of high-volume functions. Only very large courthouses containing more than a dozen courtrooms should require more than one Large Trial Courtroom.

Rural courts should, ideally, be planned with the Prototype Rural Court Unit in mind. The courtroom in this unit has a slightly larger spectator area than is generally required in a Standard Trial Courtroom facility. This larger area is intended to accommodate traffic court/first appearance functions. Again, multiple-courtroom facilities will not typically need more than one such courtroom.

A mix that the State may find useful in programming new Circuit and District facilities is:

- One Courtroom--Prototype Rural Courtroom

JUDICIAL FACILITY SPACE STANDARDS

- Two to Four Courtrooms--One Prototype Rural Courtroom and the rest Standard Trial Courtrooms
- More than Four Courtrooms--One Large Courtroom and the rest Standard Trial Courtrooms

A Family Court Courtroom is shown in the standards. It is not recommended that courtrooms be planned to that standard under most circumstances. It is believed that the long-term interest of flexibility will outweigh the short-term issue of identifying a courtroom for the exclusive function of Family Court. Thus, courthouses containing multiple courtrooms are recommended to house mainly the general purpose Standard Trial Courtroom.

Due to the size of the facility, however, the interests of economy will probably make the use of smaller courtrooms prudent in the proposed Family Court Center to be located in Honolulu. Even in that instance, where a specialized Family Court has been in operation for many years, it is recommended that a minimum of two Standard Trial Courtrooms be provided to promote the long-term flexible use of the new facility.

A final courtroom variation which may prove useful to the State at some point in the future is the Small Trial Courtroom. This courtroom, shown at 1,400 square feet, is intended to support six-person jury trials. Hawaii currently uses twelve-person juries (plus alternates). If the District Court becomes a jury court, it is conceivable that it will utilize smaller juries. A number of states have gone to six rather than twelve-person juries, particularly for the courts of limited jurisdiction. In that event, a Small Trial Courtroom may be a useful standard.

It is not recommended that facilities be planned in anticipation of the small petit jury. Unless the smaller jury does become a reality, the Standard Trial Courtroom is considered the optimum planning model. A non-jury variation of the Standard Trial Courtroom, which can be easily converted to jury use, is shown in the Appendix. The same 1,700 square feet is, therefore, recommended for both Circuit and District Court.

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Supreme Court Courtroom (Purpose: en banc panels, ceremonial functions.)	2,400
 Spectator Area Seating/Circulation (100-130 public)	 1,000
 Well (Litigation Area)	 1,400
5 Justices	200
8 Attorneys	180
1 Court Reporter/Recorder	25
1 Courtroom Deputy Clerk	35
1 Bailiff	25
Well Circulation Space	935

JUDICIAL FACILITY SPACE STANDARDS

Judicial Component

Space Standard

Appellate Court Courtroom	1,800
(Purpose: en banc panels and hearings related to appeal.)	
<u>Spectator Area</u>	600
Seating/Circulation (60-80 public)	
<u>Well (Litigation Area)</u>	1,200
5 Judges*	200
6 Attorneys	120
1 Court Reporter/Recorder	25
1 Courtroom Deputy Clerk	35
1 Bailiff	25
Well Circulation Space	795

* Five judges are indicated for the Intermediate Court of Appeals in the event that the Court receives additional requested judges.

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Large Trial Courtroom	2,400
(Purpose: high volume or spectacular cases, en banc panels, ceremonial functions.)	
Spectator Area	1,000
Seating/Circulation (100-130 public)	
Well (Litigation Area)	1,400
1 Judge (potential for 3 judge panel)	120
6 Attorneys	120
6 Litigants	90
1 Witness	20
14 Jurors	150
1 Court Reporter/E.R. Monitor	25
1 Clerk (potential for 2)	35
Well Circulation Space*	840

* *The Well Circulation Space is the aggregate of space required to provide: non-encroachment space among parties for both privacy and security purposes; flexible seating in the well area for bailiff, additional court-related or special security personnel, or for additional parties; space for evidence and exhibit display; and space for the circulation of the various participants in the litigation area. The component spaces listed above are individually dedicated spaces or areas, such as the jury box which encompasses a total of 150 NSF in dimensions of approximately 7 1/2 feet by 20 feet.*

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Standard Trial Courtroom*	1,700
(Purpose: criminal or civil trials accommodating single or multiple defendants or litigants and up to 14 jurors.)	
<u>Spectator Area</u>	550
Seating/Circulation (55-70 public)	
<u>Well (Litigation Area)</u>	1,150
1 Judge	80
4 Attorneys	80
4 Litigants	60
1 Witness	20
14 Jurors	150
1 Court Reporter/E.R. Monitor	25
1 Clerk (potential for 2)	35
Well Circulation Space	700

* It is recommended that the Standard Trial Courtroom be used for both Circuit and District Court. Although the District Court does not currently have jury trials, good planning flexibility mandates the potential use of District courtrooms for that purpose at some time in the future. In the interim, any courtroom constructed to the space standards listed above, if designed with a corner judge's bench, can accommodate additional spectator seating (for traffic court or arraignment purposes) until such time as a jury box is needed. A District courtroom designed within this space standard would have a potential seating capacity of 80 to 90, with the flexibility to convert to a jury courtroom if necessary. An example of a non-jury variation of the Standard Trial Courtroom is shown in the Appendix.

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Small Trial Courtroom	1,400
(Purpose: criminal or civil trials accommodating single or multiple defendants or litigants and up to 7 jurors.)	
Spectator Area	400
Seating/Circulation (20-35 public)	
Well (Litigation Area)	1,000
1 Judge	80
3 Attorneys	60
3 Litigants	45
1 Witness	20
7 Jurors	80
1 Court Reporter/E.R. Monitor	25
1 Clerk (potential for 2)	35
Well Circulation Space	655

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Family Court Courtroom	1,000
(Purpose: family court functions, including bench trials, hearings, and any other low-volume non-jury proceedings.)	
<u>Spectator Area</u>	200
Seating/Circulation (15-25 public)	
<u>Well (Litigation Area)</u>	800
1 Judge	80
2 Attorneys	40
2 Litigants	30
1 Witness	20
1 Court Reporter/E.R. Monitor	25
1 Clerk (potential for 2)	35
Well Circulation Space	570

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Prototype Rural Courtroom*	1,900
(Purpose: Circuit Court jury trials, bench trials; District Court bench trials, arraignments, mass appearances for traffic court.)	
Spectator Area	750
Seating/Circulation (80-100 public)	
Well (Litigation Area)	1,150
1 Judge	80
4 Attorneys	80
4 Litigants	60
1 Witness	20
14 Jurors	150
1 Court Reporter/E.R. Monitor	25
1 Clerk (potential for 2)	35
Well Circulation Space	700

* A Prototype Rural Court Unit is shown on succeeding pages. The purpose of the Prototype Rural Courtroom is to permit a wide variety of litigation within a single flexible design. In a multiple-courtroom environment, jury trials would probably be held in one courtroom, and functions requiring higher volumes of public seating such as traffic court would be held in another.

Although very large courtrooms could be developed to accommodate even larger public volumes, the size shown is believed to optimize the elements of volume, control, and capital cost in facilities which are not used on a high-volume daily basis.

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
Prototype Rural Court Unit¹	
<u>Rural Courtroom</u>	1,900
Vestibule	80
Public Waiting Area (25-30 people)	300
Attorney/Witness Conference	120
Judge's Chamber	200
<u>Jury Deliberation²</u>	280
Vestibule/Restrooms	120
<u>Holding Unit³</u>	
Group Holding (8-10 detainees)	120
Individual Holding	40
Security Station	60
<u>Clerk Unit⁴</u>	
Public Access/Counter Area	150
Clerk Work Area	240
File Area	100
Copier/Storage Area	50
<hr/>	
Total Net Square Feet	3,760
Departmental Grossing Factor	1.4
<hr/>	
Total Departmental Gross Square Feet	5,260

¹The Prototype Rural Court Unit is listed as a single component which may be either a stand-alone structure or an element in a larger building. In either case, there are building support elements which would be required.

JUDICIAL FACILITY SPACE STANDARDS

Included would be elements such as a public lobby, public and staff restrooms, mechanical/equipment spaces, and so on. To develop an actual building, it is suggested that, following the above format, such spaces be individually listed and multiplied by a 1.2, or higher, Departmental Grossing Factor. Those spaces and this unit should then be multiplied by a 1.2 Building Grossing Factor to obtain the total building size. It should be noted that the prototype standards are not intended to take the place of an architectural space program, but, rather to provide definitive guidance in the development of such a program.

²*It is assumed that the courtroom will be used, in rural court settings, to assemble jury panels. Because the jury deliberation room will be used on an infrequent basis, it is assumed that it can also serve as a conference room for ex parte conferences. With this in mind, the size of the judge's chamber has been reduced. It is recommended that the vestibule containing male and female toilets for the jurors also link to the judge's office to allow ease of access for the judge to both the toilet and to the dual purpose conference room.*

³*The Holding Unit should be a secure unit in close proximity to the courtroom. Ideally, the holding facilities would be accessed through a secure door or vestibule leading to a private or secured drop-off area. The ideal situation involves a secure sally port, but that solution may not be practical given the low volume of some of the rural courts. Both the group and individual holding cell should have toilet facilities.*

⁴*The Clerk Unit will be likely to vary more than any other component of the Prototype Rural Court. The other components are standard to all rural courts, but the size of the clerk unit may vary depending on the actual volume of cases with which a particular rural court is dealing. Consequently, minimum spaces have been assigned for purposes of creating a prototypical unit. The public access/counter area is intended to support 1 or 2 standing clerk employees with queuing space for 8 to 10 persons. A clerk work area of 240 NSF has been provided for 3 clerk employees at a space standard of 80 NSF per person. If additional clerks are likely to be needed, the necessary number should be multiplied by 80. Further file storage area should be added at a ratio of approximately 100 NSF per 3 clerk employees.*

JUDICIAL FACILITY SPACE STANDARDS

Judicial Component

Space Standard

Typical Trial Courtroom Suite

Standard Trial Courtroom	1,700
Vestibule	80
Public Waiting Area ¹	300
<u>Holding Unit</u> ¹	
1--Group Holding	120
2--Individual Holding Cells	80
Jury Deliberation Room ²	400
Attorney/Witness Conference ³	120
Judge's Chamber	280
Judicial Assistant	160
Court Reporter/Law Clerk	100

¹ *Recommended ratio = one per two courtrooms*

² *Recommended ratio = three per four trial courtrooms*

³ *Recommended ratio = one per courtroom*

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
General Court Support Elements	
<u>Courtroom Vestibule</u>	80
<u>Public Waiting Area (15-20 people)</u>	300
<u>Jury Deliberation Room</u>	400
1 Vestibule	40
2 Toilets	80
1 Deliberation Area (12 jurors)	280
<u>Jury Assembly Area</u> (Sized at approximately 10 NSF per juror)	
<u>Prisoner Holding Areas</u>	
Group Holding (8-10 prisoners)	120
Single Cell (Both include toilets)	40
<u>General Purpose Conference Room</u> (Accommodates 16-20 people)	320
<u>Supreme/Appellate Judge's Chamber</u>	320
Work Area	140
Visitor Area (8-10 people)	180

JUDICIAL FACILITY SPACE STANDARDS

<u>Judicial Component</u>	<u>Space Standard</u>
General Court Support Elements (Continued)	
<u>Judge's Chamber</u>	280
Work Area	120
Visitor Area (6-8 people)	160
<u>Judicial Toilet</u>	40
(Shared judicial toilets may be used)	
<u>Judicial Assistant/Secretary</u>	160
Work/File Area	100
Reception/Waiting Area	60
<u>Court Reporter/Law Clerk</u>	100
<u>Attorney/Witness Conference Room</u>	120
<u>Court Executive/Staff Attorney</u>	150
<u>Probation/Intake Office</u>	120
<u>Clerk of Court/Office Support</u>	
Division Administrator/Clerk of Court	150
Supervisor Office	120
Clerical Work Stations	
Open Landscape/Low Partition	65
Work Station	
Cashier/Counter Work Station	45

JUDICIAL FACILITY SPACE STANDARDS

Judicial Component

Space Standard

General Court Support Elements (Continued)

Clerk of Court/Office Support (Continued)

Miscellaneous Support Space

Bookcase	10
Cash Register	15
Copier	40
Copier/Collator	60
Docket Bookshelf	15
File/Film Cabinet	10
File, Lateral	10
Film Storage Carousel	20
Microfilm Reader/Printer	25
Microfilm Recorder	25
Printer	25
Public Counter (per workstation)	40
Safe	20
Storage Cabinet	20
Terminal	40

JUDICIAL FACILITY DESIGN GUIDELINES

JUDICIAL FACILITY DESIGN GUIDELINES

INTRODUCTION

The following court and support space design guidelines reflect optimal standards for court operation. The over-riding concern is to produce judicial facilities which contribute to the effective administration of justice, convey an appropriate sense of decorum, and are sufficiently flexible to accommodate future changes in growth, practice, and procedure.

GENERAL FACILITY CONSIDERATIONS

Guidelines for general considerations address such elements as location of the facility, parking, circulation patterns, handicapped access, signage, and security. The successful integration of these elements into the facility will make the building function properly, while the failure to incorporate them will quickly become apparent to facility users, and will weaken the overall impression of the courthouse.

- ***Location of the Facility.***
The site for a new facility should be in a location that is easily accessible to the public, close in proximity to other government offices with which the court interacts, and near to any cluster of professional offices or services that have frequent contact with the courts. A supporting infrastructure, such as the main business district, should be available to serve the users of the facility.

JUDICIAL FACILITY DESIGN GUIDELINES

The court facility may or may not be located in close proximity to the jail. Courts with direct access from the jail have reduced transportation problems and expense. However, the collocation of court and jail facilities pose philosophical difficulties as the distinction between those who determine guilt and those who keep the guilty becomes unclear. In addition, courts are usually located in an urban setting where land costs are at a premium. Court facilities are ideal in this setting due to their vertical design. Jails, on the other hand, need to expand horizontally, as housing unit modules are distributed around a central service core.

- **Architecture and Design.**

The architectural design of a new court facility should be dignified in appearance and maintain internal flexibility of spaces. The court facility should make maximum use of energy saving features which include proper placement on the site, selection of building materials, size and types of window, use of solar devices, and appropriate internal zoning of heating and air conditioning. Opportunities for dual uses of interior spaces should also be considered. For example, the jury assembly room may be used in the evenings for a civic meeting room, or unfinished, shelled-in courtrooms can be used for records storage or other purposes until full expansion is required.

- **Parking.**

Adequate parking should be available near all court facilities, with special provisions made for judge and juror parking. For security reasons, judges should be provided spaces in reserved, but unmarked areas near private entrances. Jurors should be provided with clearly marked reserved spaces as near to the facility as possible. Given site considerations, limited secure underground parking should also be considered for selected courthouse personnel.

JUDICIAL FACILITY DESIGN GUIDELINES

A rough guide for determining parking spaces at a court facility would be to plan 1 space for every 200-250 gross square feet of building. This standard produces a greater number of parking spaces than would an equivalent square footage of commercial office space, thereby reflecting the higher public volumes in a court facility.

- **Circulation Patterns.**

A new court facility should include three distinct circulation patterns:

- *Public circulation to be used by the general public, including attorneys, litigants, witnesses, and the press;*
- *Restricted or private circulation to be used by judges, jurors, court personnel, and attorneys and parties on a controlled basis; and*
- *Secure circulation to be used by prisoners and detention officers.*

For vertical transportation in the building, each type of circulation pattern should have separate elevators in order to maintain the distinctions and promote court security. Any compromise in the circulation patterns will detract from the smooth operation of the court and compromise the security of all courthouse users.

Public circulation corridors on court-floors should be a minimum of 12-15 feet wide to allow for a clear flow of public traffic, particularly near high volume courts such as traffic court or arraignment court. Private circulation corridors should be a minimum of six feet wide.

- **Handicapped Access.**

Handicapped citizens and court staff should have convenient access to all court facilities and internal areas. Among those areas requiring consideration are the following:

JUDICIAL FACILITY DESIGN GUIDELINES

- **Parking Spaces.** Designation of handicapped parking
- **Entrances to Buildings.** Use of ramps
- **Elevators.** Use of braille lettering and audio recordings for identification
- **Courtrooms and Public Seating.** Space for wheelchairs
- **Jury Box.** Seating for wheelchairs and use of a removable chair
- **Restrooms.** Design of lavatories and toilets
- **Drinking Fountains.** Lower height
- **Entrance Doors to All Offices.** Use of wide doors
- **Clerks Counters.** Counter height
- **Records Room.** Space between aisles and entrances
- **Public Telephone.** Wheelchair accessible

- **Signage.**

Prominent directional and informational signs should be used in the courthouse. The signs should complement the decor of the facility and should be uniform and professional in appearance.

Good signage will save staff time in answering redundant questions. A building directory should be located near each major public entrance featuring a diagram that lists all major components in the building.

In large busy courthouses, a staffed information desk or kiosk should also be considered. It should be located in a highly visible location near the main entrance, and clearly identified.

- **Building Codes.**

All state and local building, health, and safety codes should be followed in the construction or renovation of court facilities.

JUDICIAL FACILITY DESIGN GUIDELINES

- **Public Accommodations.**

Court facilities should include public waiting areas with access to pay telephones, drinking fountains, and restrooms. Food service and basic first aid services may also be made available.

Public seating areas should be provided, but should not be placed in public corridors so as to obstruct traffic patterns. In addition to the main lobby area, comfortable seating arrangements should be planned near courtrooms, with special consideration given to minimizing noise transmission from the waiting area to the courtroom. To be effective, waiting areas must be planned to accommodate the court's busiest days, as large numbers of people with no place to wait create confusion in the courthouse. Public restrooms, pay telephones, and water fountains should be conveniently located in or near these areas.

Public food service should be available to those using the courthouse. Depending on the court's size and level of activity, this need may be addressed by vending machines, a snack bar, or a cafeteria.

- **Public Address System.**

Courthouses may be equipped with public address systems reaching all public areas of the courthouse. Such systems should not operate in courtrooms or office areas. A public address system is useful in paging and locating parties, and in the event of emergencies, but may not be practical depending on the size of the courthouse.

- **Building Security.**

Courthouses should be designed to attain a high degree of security. The building's structure and internal space utilization patterns should be planned to maximize the security of judges, court staff, prisoners, and the public.

JUDICIAL FACILITY DESIGN GUIDELINES

Effective courthouse security is achieved through a combination of structural elements, traffic pattern control, security devices, and security staff assignments. Controlling access is a key to effective security. The use of metal detectors, x-ray equipment, and security personnel at the public entrances of the courthouse provides an initial control point to reduce security risks. Within the courthouse itself, separate circulation systems further reduce security risks. To ensure the integrity of these internal circulation systems, locked and/or monitored doorways should be installed between the public and restricted passages. Entrances may be controlled by a key, voice, or code system, but any such device should be assigned to system users with care.

Closed-circuit monitors may be considered for larger facilities. A central monitoring location reduces the number of security personnel needed in various locations. Used in connection with telephones or an intercom system located in view of the cameras, doors equipped with electronic locks can reduce the number of keys in circulation.

Special measures can be taken to provide security for judges. These include: a private parking area and entrance to the courthouse; a separate private access to the courtroom; conveniently placed distress alarms in the courtroom and in chambers; lining the bench with bullet absorptive material; and installing electric locks to control access to corridors serving judges' chambers.

Court employees need to feel free to move about the courthouse to conduct their business without constant exposure to the general public. "Staff Only" corridors, stairways, elevators, and restrooms address this concern. Courthouse planning should include secure working areas for staff members handling money, and these areas should also be equipped with a distress alarm to summon help in the event of an emergency.

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Defendants in custody pose a number of security concerns. The interests of the State require that the defendant remain in custody and not pose a threat to others. However, protection of the defendants' rights requires that potential bias or prejudice against them be avoided by not permitting witnesses, jurors, or the public to see the defendant entering the courthouse or courtroom in custody and/or in handcuffs. These conflicting interests may be alleviated by providing: separate, secure entrances to the courthouse such as a sally port; courtroom access through secure corridors, stairways, and elevators; holding cells adjacent to or near the courtrooms; and access to the courtroom through doors near the defense tables but at a distance from public seating and the jury box. Consideration should also be given to the use of closed circuit television between the jail and the courtroom for conducting arraignments, and bail and bond hearings.

Special care should be taken in implementing any security measures. It is important that the image of the courthouse not become one of a fortress, but that it maintain a dignified appearance and sense of openness that conforms to the traditional images of justice.

Courtroom Elements

JUDICIAL FACILITY DESIGN GUIDELINES**COURTROOM ELEMENTS**

Courtrooms have a symbolic as well as a functional character. The design of courtroom space should therefore speak to the dignity and importance of our judicial system, but must also promote efficient operations. The events that unfold in the courtroom are important both to the participants and to society, and should be afforded an appropriate setting that reflects this ideal. As the symbolic image of justice and the justice system, the design should be dignified and business-like in appearance. The message that should be conveyed is one of order, rationality, and fairness. In addition, as the ultimate arenas for conflict resolution, courtrooms must respond to issues of safety and security for all participants, a goal partly achieved through the designation of clear separate circulation patterns.

- ***Courtroom Image.***
The courtroom is the symbolic image of justice and of the justice system. Its design should reflect this ideal, while promoting functional efficiency and effectiveness. The importance of the appearance of the courtroom to the public should not be overlooked.
- ***Courtroom Design.***
In general, courtrooms should be designed to accommodate generalized types of litigation as opposed to specialized types of litigation. This generalization in courtroom design provides flexibility in meeting current courtroom requirements based on scheduling, and also meets future courtroom requirements based on unanticipated growth or changes in operational practices. In addition, courtrooms of similar design promote standardization and predictability for the

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courthouse users and may also provide efficient architectural designs with concomitant cost-savings.

- ***Courtroom Configuration.***

The traditional configuration of a courtroom is rectangular, although modern court design also includes round and square shapes. A consideration in deciding on the shape of the courtroom is the need for all participants to have clear lines of sight. This consideration should take into account the distance between each participant and the angle in degrees from the frontal position that a participant has to turn to view each of the other participants. Distance can affect acoustics and the ability to observe changes in facial expression or demeanor. Excessive sight angles interfere with concentration and cause physical fatigue and discomfort.

Optimum viewing conditions extend to 20 feet in front of the viewer. The normal human viewing angle is 30 degrees on either side of the head's frontal position. An easy head movement is limited to approximately 45 degrees on either side of the frontal position.

The zone of private hearing is a distance of 9 feet in front of the speaker and 6 feet on either side that defines the limit of clear hearing during speech in a low voice. The zone of clear hearing of a normal, unamplified speaking voice is a distance of 34 feet in front and 22 feet on either side of the speaker.

- ***Courtroom Size.***

Most courthouses will require at least one large courtroom, capable of holding 100-120 spectators, to accommodate ceremonial functions, motions, calendars, docket calls, celebrated cases, or public and civic meetings. Subsequent courtrooms may be smaller, depending upon their projected use, the size of the court's caseload, the types of cases, and the scheduling practices of the

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court. As stated in the standards section, it is recommended that the Standard Trial Courtroom be 1,700 square feet in size.

The size of the courtroom should be determined by the types of litigation to be heard. General jurisdiction courtrooms typically must handle both jury and non-jury cases involving all types of matters, including criminal, civil, and domestic. Limited jurisdiction courts handling civil, small claims, traffic, and misdemeanor cases, are generally high volume, non-jury courtrooms which require a larger public seating area. Whatever the type of litigation, the critical dimension in the design of courtroom space is the width. Without the proper width, activities within the well area become constrained and inefficient. It is recommended that the width of the Standard Trial Courtroom be 35-36 feet.

A major consideration in determining courtroom size is future flexibility. It is often advantageous to plan for courtrooms with jury trial capabilities should the practice and procedures of non-jury courts change in the future.

- ***Ceiling Heights.***

Floor-to-ceiling heights in a courtroom should be proportional to the room dimensions for symbolic and environmental factors. In courtrooms of 1,700 square feet or less, ceiling heights should be 12-14 feet. In larger courtrooms, ceiling heights should be 14-16 feet. Although it is possible to design courtrooms with a higher floor-to-ceiling height in the well area than over the spectator seating area, ideally there should be little, if any, variation between ceiling height from the well to the spectator area.

- ***Spectator Seating Area.***

The size of the spectator seating area in most courtrooms should be determined by the size of the jury panel. For a 14-person jury, this would usually be 40-60 persons, while for a seven-person jury, the panel may consist

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of 20-30 persons. In addition, 10-15 seats should be provided for the general public. Thus, total capacity in a 14-person jury courtroom is 55-70, and in a seven-person jury courtroom, 20-35. A useful ratio is 4 spectators for every 1 juror in 14-person jury courtrooms, and 5 to 1 spectators in 7-person jury courtrooms.

- ***Entrances.***

Entrances into the courtroom should be as limited as possible and carefully located near the appropriate areas for each courtroom participant. The public should enter through a single public vestibule to provide sight and sound separation from courtroom activities, as well as for security purposes. Prisoners should enter from the holding area through a passageway located near the defendant's attorney table. Jurors, the bailiff, the clerk, and the court reporter may have an entrance at the end of the jury box on the opposite side of spectator seating. The judge may have an entrance behind the judge's bench.

- ***Finishes.***

The appearance and ambience of the courtroom should be restrained and dignified. Finishes should express the solemnness of the proceedings, yet not be too dark and overbearing. A mixture of light and dark woods, along with fabric in the rear of the courtroom, has been found to be appropriate in many instances.

- ***Sight Lines and Lighting.***

Courtroom participants should be able to see the proceedings clearly. Careful attention should be paid to establishing appropriate sight lines. Adequate lighting should be provided, with greater intensification in the well area.

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Changes in lighting are needed for displaying evidence, showing films, or using overhead projectors. Court personnel should be able to make the necessary adjustments from their stations with a minimum of movement. It is generally recommended that a combination of fluorescent and incandescent lighting be used in the well area with spot illumination over key participants, such as the judge's bench. Dimmer illumination can be used in the spectator area.

- **Acoustics.**

Courtroom participants should be able to hear the proceedings clearly. Acoustics should be clear with no reverberations or echoes, and should be enhanced in the well area. This can be done through the use of reflective surfaces. Features such as soundproofing between courtrooms and surrounding spaces (particularly holding cells), double door vestibules from public corridors and holding areas, and carpeting help to reduce the extraneous noise within the courtroom. To protect the privacy of bench conferences in courtrooms with well-designed acoustics, "white noise" devices may be installed in the jury area. When activated, these devices produce sound patterns that prevent other courtroom sounds from reaching the jury.

- **Environmental Controls.**

Courtrooms should have adequate ventilation, heating, and cooling systems, with separate thermostatic controls for each courtroom. Maintaining suitable environmental conditions within the courtroom is important. A courtroom that is too hot or too cold can have adverse effects upon the participants. Court personnel should be able to make the necessary adjustments from their stations with a minimum of movement.

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- ***Sound and Video Recording.***
Microphones for sound amplification and sound recording equipment should be planned for and conduit run to pre-planned areas through the floors or walls. Video or closed circuit television should also be planned for and incorporated in the design. In many current courtrooms, cables that run over carpeted floors are not only unsightly, but create a potential hazard as well.

- ***Electrical Outlets.***
The courtroom should have an adequate number of electrical outlets located near anticipated power equipment such as video tape recorders, television monitors, sound recording equipment, projectors, x-ray viewers, and computer terminals.

- ***Court-Floor Location.***
Courtrooms in multi-story buildings should be located on upper floors which provide quieter and more secure spaces. Courts that generate a high volume of traffic should be located on lower court floors, and have the necessary support offices nearby. Night courts should be located near a major public entrance, with the rest of the court facility being made inaccessible.

- ***Interior Zones.***
Courtrooms should be located in the interior zones of a facility, insulated from distractions caused by noise, light, and other factors.

- ***Ratio of Courtrooms to Judges.***
Generally, a one-to-one ratio of courtrooms to judges is recommended. The national average for case dispositions reveals that 90 percent of all cases are settled without a trial. Jurisdictions with greater than 10 percent of their

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caseload going to trial tend to become backlogged, resulting in substantial investments of time, money, and human resources. A firm and unavoidable trial date is the single most effective means of stimulating lawyers to prepare their cases, which in the vast majority of instances leads to pretrial settlements. To make a trial date viable, lawyers must believe that the court will have a judge and courtroom available when the case is ordered to trial. The one-to-one ratio of judges to courtrooms puts pressure on parties to plea or settle through the ready availability of trial courtrooms.

- **Clustering.** Courtrooms should be clustered on a court-floor in groups of two, four, six, or eight. A prisoner detention area and/or prisoner elevator may be located between each pair of courtrooms.

The Judge's Bench

The judge is the symbolic image of the administration of justice. The design of the judge's bench should therefore be constructed to impart an appropriate sense of dignity to the judicial office. The judge's professional capacity requires the ability to view and hear all courtroom participants; to exercise a protective influence over witnesses; to loudly address all persons in the courtroom or to speak softly during side-bar conferences with the attorneys or with the clerk; and to easily pass documents and exhibits to attorneys, the court clerk, and the court reporter.

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- **Orientation.**
The bench should be situated either in a corner orientation or centered at one end as has been traditional in many courts. The corner orientation will, particularly in smaller courtrooms, such as the 1,700 square foot Standard Trial Courtroom, utilize available space more efficiently than centered benches, and will provide better sight-lines to all courtroom participants.
- **Elevation of the Bench.**
The height of the bench should reflect the role of the judge and dignity of the court, and provide a clear view of all parties in the courtroom. The bench should be elevated at least three risers (21-22 inches in a 1,700 square foot Standard Trial Courtroom; 24-26 inches in a 2,400 square foot Large Trial Courtroom), or so the judge's eye level is slightly higher than a standing attorney who approaches the bench.
- **Height of Bench Front.**
The front of the Standard Trial bench should be 52 to 56 inches in height. This includes 21 to 22 inches for riser height, 29 to 30 inches for the work surface, and 3 to 4 inches for the privacy shelf. Large Trial and Appellate benches would add 3 to 4 inches for the additional riser height.
- **Bench Shelf.**
The front of the bench may be surrounded by a chest high shelf, approximately 10-12 inches deep. This will allow attorneys to refer to files and documents during a bench conference, prevent the attorneys from seeing documents on the judge's desk, and also prevent attorneys from resting their arms and elbows on the top of the bench, a posture many judges find unseemly and an encroachment upon their work space.

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- **Bench Sides.**
The sides of the judge's bench should be symmetrically lowered to facilitate the transfer of documents and verbal communication with the court clerk and court reporter, as well as clear lines of sight to the witness.

- **Work Surface.**
The judge's bench should be proportional with the size of the courtroom. In Standard Trial Courtrooms, the judge's desk top should be six to eight feet in length by two to two and a half feet in depth. In Large Trial Courtrooms, the length may extend to 10 feet. Several drawers should be provided for forms, supplies and personal items, as well as adequate shelving for volumes of the code of laws.

- **Microphone.**
The judge's bench may be equipped with a microphone for sound reinforcement which should be controlled by the judge and the court clerk. In a Small or Standard Trial Courtroom, sound reinforcement may not be required. In Large Trial Courtrooms it will be. With reflective wall surfaces in the well, liveliness of the smaller space may be such as to require the use of white noise generators, unless careful attention is given to acoustics.

- **Duress Alarm.**
The judge's bench should have a concealed, silent duress alarm for foot or knee activation that will directly alert the courthouse security station, or an employee station that is staffed without interruption by personnel trained in emergency notification procedures. While care should be taken to avoid placement of the alarm where it could be accidentally activated, the alarm should be within easy reach of the judge, to make its activation as inconspicuous as possible.

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- ***Bench Security.***
The front panel of the judge's desk should be made of bullet-absorptive materials. Care should be taken not to use steel-plated, bullet-resistant materials, as this may cause bullets to ricochet throughout the courtroom. A number of glass and fiberglass compounds are available for this purpose.
- ***Distance Between the Bench and Back Wall.***
It is recommended that the space between the judge's desk and the opposing wall be at least five feet in order to allow the judge to move his chair for sidebar conferences, to reach for reference books, and to move in a dignified fashion to and from the bench.

The Court Clerk's Station

The court clerk assists in the efficient operation of all court proceedings through a variety of tasks. The court clerk checks case files and records appropriate case determinations. In this capacity, the clerk frequently passes the files to and from the judge, and therefore requires immediate physical and communicative proximity to the judge. Either the court clerk or court reporter is responsible for marking trial evidence, and the court clerk is responsible for the custody of all exhibits. The clerk may also call prospective jurors to the jury box and swear in impaneled jurors for jury duty.

- ***Location.***
The court clerk's station should be located on the opposite side of the judge from the court reporter to provide functional proximity to the judge and balance

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to the room. The station should adjoin the judge's bench for ease of communication and the passing of files and documents.

- **Work Space.**
The court clerk's work surface should be at least four and one half feet in length. The desk area must be able to accommodate a large volume of case files in addition to other documents, exhibits, and perhaps sound recording or computer equipment. For clerk stations requiring two clerks, this space should expand to accommodate a minimum length of seven feet with some sharing of work surface.
- **Work Station Shelf.**
The court clerk's station may include a 12 inch wide shelf for the signing of documents and to prevent attorneys from seeing documents on the work surface.
- **Elevation of Work Station.**
The clerk's station should be floor level, but care should be taken that the court clerk has a clear view of all courtroom participants, as the clerk frequently takes notes during the proceedings and must be able to see and hear all participants clearly.
- **Distance From Wall.**
The court clerk's station should be positioned a minimum of four feet from the opposing wall to allow for ease of access.

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- **Duress Alarm/Intercom System.**
The court clerk's station may have the same duress alarm/intercom system as the judge, providing direct linkage with central security through a foot or knee activated button under the work surface.
- **Cable/Electrical Outlets.**
The court clerk's station should be made cable-ready for in-courtroom computer terminals and have multiple electrical outlets.

The Court Reporter's Station

The court reporter or electronic recording monitor is responsible for recording court proceedings by shorthand, stenographic machine, or automatic sound recording device. As such, the court reporter must have an unobstructed view of the entire well area. This field of vision should include the judge, witness box, jury box, and attorney's tables, all within a 180 degree arc. This will allow for rapid head and eye movement necessary to identify exchanges between speakers and accurate transcription of verbal and non-verbal (e.g. head nods, facial expressions, hand gestures) communication. The court reporter should be as inconspicuous as possible, particularly to the witness who should not be made to feel that every word being uttered is being recorded in evidence, and to the jurors who should not be distracted to the extent that testimony is missed or ignored.

- **Location.**
It is recommended that the court reporter be placed between the judge's bench and the witness box. This will allow for private communication between the

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reporter and the judge, and close proximity to witnesses, whose testimony may often be too difficult to hear or understand. When side-bar exchanges occur between the judge and attorneys, the reporter is in a position to hear and record the remarks. This location also gives the court reporter full visual command of the well area, and a seating position that enables the judge, jurors, and attorneys to hear the reporter equally well when the judge requests that parts of the transcript be read.

- ***Work Space.***

The court reporter should have a desk space of at least four feet and adequate drawer space for steno paper, tapes, and other necessary supplies. The distance from the desk to the back wall should be at least four feet, to accommodate (if necessary) a stenotype machine on a stand, various seating angles, and easy access.

- ***Distance to the Witness Box.***

The reporter should be separated from the witness box by a distance of 1-2 feet. If the two areas are immediately next to one another, a barrier approximately 3 feet high and 1 foot wide should be provided between the witness box and the court reporter.

- ***Elevation of the Work Station.***

The court reporter station should be floor-level in order to not obstruct the judge's view of the witness. In this position, care should be taken that the court reporter have a clear view of all participants, with the exception of the clerk, and particular attention should be given to the reporter's view of both attorney tables, as these sight lines are often overlooked.

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- **Court Reporting Equipment.**

Although the equipment used by the court reporter will be determined by the method of court reporting, the space described above would accommodate the following methods:

- **Stenotype.** Requires a moveable chair, space for the stenotype machine, and adequate electrical outlets.
- **Electronic Recording.** Requires a permanent workstation that will accommodate recording equipment and space for note-taking, as well as wiring for the sound recording equipment.
- **Video-Taping.** Requires appropriate camera locations, a permanent workstation that will accommodate any in-court monitoring equipment, and conduits for the necessary wiring.

- **Cable/Electrical Outlets.**

The court reporter station should have multiple electrical outlets and space for electronic recording equipment and sound reinforcement equipment. The station should also be made cable-ready for computer terminals and video technology.

- **Interpreter.**

In those instances that require an interpreter, the interpreter should be located to one side of the witness, and be easily seen and heard by the court reporter, judge, jurors, and attorneys.

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The Witness Box

The witness plays a crucial role in the judicial process, and following the judge, should be the focal point of all courtroom proceedings. As the witness provides testimony before the court, it is critical that all verbal and non-verbal communication be clearly conveyed to the other courtroom participants. In addition, since many witnesses testify at a personal sacrifice of time, money, and the risk of being harmed, they deserve the courtesy and protection of the court.

- **Location.**
The witness box should be located between the jury and the judge, and adjacent to the court reporter's station. This location provides the proximity necessary for the aforementioned parties to clearly see and hear the testimony of the witness. In a corner-orientation courtroom, this positioning of the witness box also promotes more of a frontal than a profile view of the witness from the judge's perspective. In non-jury trials, this factor is particularly important to judges as witnesses respond to questions from attorneys.
- **Size.**
The front width of the witness box should be at least 3'6" and approximately four feet deep to allow for ease of entry and exit.
- **Railing.**
The railing surrounding three sides of the witness box should be approximately 3 feet high to shield the witness from the waist down so that all non-verbal gestures can be easily viewed.

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- **Desk Area and Shelf.**
A desk area should be provided for the witness and a shelf should extend from the front of the box for attorneys to rest files or evidence as witnesses must frequently receive, examine, and return exhibits. This shelf area also ensures an adequate non-encroachment distance between the witness and attorneys. The bottom of the desk surface should be between 2'4" and 2'6" from the floor of the witness box to permit ease of entry and exit.
- **Elevation.**
The witness box should be elevated one 6 inch riser, and be in clear view of the judge, jury, court reporter, attorney's tables, and spectators.
- **Distance to Jury Box.**
The witness box should be stationed no closer than four to five feet from the jury box, so that the nearest juror is seven to eight feet away from the seated witness. This distance will lessen any feelings of intimidation jurors may have due to their proximity to a criminal defendant or other witness. This distance also facilitates the large volume of movement that must pass between the witness box and jury box, and is particularly important for handicapped jurors in wheelchairs.
- **Distance to Wall.**
The witness box should be located four to five feet from the wall, and should be enclosed on all sides for privacy and security considerations.

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- **Microphone.**
A movable microphone should be mounted unobtrusively in the witness box, and be able to clearly receive the testimony of children and soft-spoken witnesses. The microphone may also be connected to an amplifier controlled by the judge or the clerk. The microphone should be placed 18-24 inches from the mouth of the speaker, and should have the capability of extending to the side of the witness box for testimony of handicapped witnesses in wheelchairs.
- **Witness Chair.**
The witness chair should be stationary to prevent witnesses from backing away from the microphone. Chairs with swivel seats should be of a quality to prevent squeaking and other distracting sounds.
- **Victim/Witness Rooms.**
When not testifying, witnesses in controversial or emotional trials may be isolated in victim/witness rooms located adjacent to the courtroom. In addition to providing safety and protection to the witness from violence or intimidation, these rooms should help to calm the emotional strain of the witness through an atmosphere that is cheerful and comfortable.

The Jury Box

Jurors are temporary "officers of the court" and should be afforded the comfort and courtesies appropriate to their important role in the trial process. Although jury service is a civic duty required of all eligible citizens, many jurors serve at great personal

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sacrifice of wages and time. Further, many are completely unfamiliar with the judicial process and find it intimidating, confusing, and mentally taxing. The prominent position of a well-appointed jury box in a courtroom should serve to facilitate their understanding of the court proceedings.

- **Location.**
The jury box should be situated so that the attorney's tables, witness box, judge and audio-visual area are in full view. The jurors themselves should be in view of the court as well as the spectators to ensure the perception of an open and public trial. The jury box should be located on the same side of the judge as the witness.
- **Size.**
The standard jury box should accommodate 14 jurors in order to provide maximum flexibility for present and future trial courts. Fewer than 12 seats would limit courts that need a full jury. Seating placement can vary, but a two-tiered seven and seven configuration is usually most efficient. Space should also be provided for a handicapped juror, either with an open space on the end of the first row, or by removing the first juror chair.
- **Dimensions.**
The jury box should allow 12-14 square feet per juror. A 14-person jury box would typically be seven to eight feet deep by 20-21 feet long. The first tier should be elevated one riser, and the second tier should be elevated two risers. The distance from the first row to the front railing should be approximately 1'6" to allow for adequate leg room. This modesty railing should be approximately 3 feet high, and should shield the lower level of jurors from the mid-chest down.

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- **Jury Box Shelf.**
Since jurors must receive, examine, and return exhibits, a shelf may be designed as part of the jury box for examining documents and exhibits, and to ensure a non-encroachment distance between the jurors and attorneys. The shelf should be 10-12 inches in width.
- **Relation to Attorney Tables.**
The jury box should not extend past either the witness box or the attorney's tables. This affords at least a 90 degree view of all participants. All jurors should be able to see witnesses and attorneys as close to full face as possible.
- **Distance to Spectator Area.**
The jury box should be sufficiently distanced from the spectator area to inhibit any physical or verbal contact. Seven feet from the center of the first juror's chair to the rail separating spectators from the litigation area is adequate, as this leaves an additional 2-3 feet from the edge of the rail to the center of the nearest spectator's seat. A bailiff's station may be located between the jurors and the spectators to prevent any communication.
- **Distance to Attorney Tables.**
Jurors should be adequately distanced from the attorney's tables to prevent overhearing any private conversations. This distance should be a minimum of four feet to the table and six feet to the nearest attorney's chair.
- **Juror Chairs.**
Jury seats should be stationary but swivel, and should not be placed closer than eight inches apart side-by-side, nor closer than 3'6" back-to-back.

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Chairs should be designed with armrests and be constructed to lessen juror fatigue during long periods of use, with adequate back support and legroom.

- ***Writing Surfaces.***
Writing surfaces may be included for each juror.

- ***Entrance to Jury Box.***
The entrance to the jury box should be opposite to the spectator seating and near the exit to the jury deliberation rooms.

The Attorney Tables

A variable number of attorneys may appear before the court, but typically, provision should be made for three to four attorneys and parties for each side in a dispute. Litigation often requires a great deal of space for large legal books, documents, notes, and evidence. The work surface for attorneys should be sufficient to handle this volume, while allowing for comfortable seating and movement of the parties at the tables. Attorneys and litigants should be able to confer in private at their tables without being heard by opposing attorneys or litigants, jurors, or spectators. Attorneys should be able to move easily in the well area; to approach a lectern; or any participant in the courtroom.

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- **Location.**
The attorney tables and their placement should enhance the attorney's in-courtroom work and movement throughout the well. The tables' positioning should insure that litigants are in full view of the judge, court reporter, witness, and jury.

- **Number of Tables.**
Each courtroom should have separate tables for both the defense and plaintiff (or prosecution). The tables should be in no way connected in order to facilitate private client/attorney communications and to decrease the potential of violence between the parties.

- **Dimensions.**
The attorney tables should be at least six feet in length, and eight to ten feet if multiple litigants or attorneys are common. The width of the table top should be three to four feet in order to accommodate the necessary work materials.

- **Drawers and Recesses.**
For security reasons, the tables should not have drawers or a recess underneath the table where a weapon or bomb may be placed.

- **Distance Between Attorney Tables.**
A distance of four to five feet is required between attorney tables to prevent overhearing private conversations or viewing of opposing counsel notes.

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- ***Distance to Jurors and Spectators.***
Approximately eight feet from the nearest juror or spectator is required to prevent private conversations from being overheard or documents from being read. Therefore, the minimum distance from the corner of the jury box to the nearest attorney table should be four feet.

- ***Distance to Judge.***
A distance of 15-18 feet is required from the front of the judge's bench to the center of the attorney tables to provide physical and visual separation from the judge to the litigants. This distance creates the symbolic image of judicial objectivity and dignity, while simultaneously creating a functional well area within which attorneys can move freely and one that will accommodate additional attorney tables if necessary.

- ***Relation to the Jury Box.***
The back edge of the attorney table may be even, but not ahead of the end of the jury box. In this position, no juror is located out of the attorney's field of vision, a posture that is important during the questioning of witnesses.

- ***Distance to Spectator Area.***
The distance between the back of the attorney chairs and the spectator railing should be approximately five to six feet to comfortably accommodate an additional row of chairs or bench type seating along the railing for staff, paralegals, or other involved parties, and to allow for a pathway behind the attorney tables.

JUDICIAL FACILITY DESIGN GUIDELINES**The Bailiff's or Court Officer's Station**

The bailiff or court officer is responsible for the security of the courtroom and the safety of all participants. The bailiff or court officer maintains order in the courtroom and removes disruptive persons from the court area. Additional responsibilities include announcing the entry of the judge, escorting witnesses to and from the jury box, escorting jurors to and from the jury box, handling heavy or hazardous evidence, and running errands for the judge during the trial.

- ***Location.***
The bailiff or court officer should be able to see all the participants and the public. Space should be provided by the jury box entrance when defendants in custody are testifying. Otherwise, a chair can be provided near the defendant's table in criminal trials, or by the jury box nearest to spectator seating. In non-jury trials where defendant security is not a concern, the bailiff or court officer may be stationed by the court clerk or near the spectator rail.
- ***Workstation.***
The bailiff's or court officer's station may consist of a moveable, swivel chair which provides the support and comfort required for long periods of courtroom duty.
- ***Surrounding Area.***
The area surrounding the bailiff's or court officer's station should be free of obstacles or obstructions should it become necessary to respond to an emergency situation.

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Spectator Seating

As a general rule, trials must be open and public. Persons who wish to view trials and hearings, whether they be press or ordinary citizens, have a right to both see and hear the proceedings. Seating for spectators in particularly notorious criminal trials usually overwhelm even the largest courtrooms. Generally, the size of the juror impanelments should determine the minimum number of spectator seats in a standard courtroom. All prospective jurors should be able to be seated in the spectator area, without overflow into the jury box or other areas.

A Large Trial Courtroom of approximately 2,400 square feet can be used to accommodate unusual spectator demand. This courtroom can also be designed for high security trials and be equipped with audio-visual and news media features not normally required for most trials. This courtroom could also have a judge's bench designed for three-judge appellate panels.

- ***Seating Capacity.***
The size of the spectator seating area in most courtrooms should usually be determined by the size of juror impanelments as described above.
- ***Type of Seating.***
Seating may be either bench type or theatre type. Movable or stacking chairs rarely contribute to a sense of decorum or order in the courtroom. Usually bench seating with comfortable padding is preferred over theatre seats because benches can accommodate more people within the same area. Bench seating is also comparatively easy to maintain, shows wear less quickly, and offers a dignified appearance.

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- **Spacing Between Rows.**
Spacing between the rows of seating should be a minimum of three feet from the back of one row to the back of the next row.

- **Fire Code Regulations.**
One person's seating capacity should be based on a two-foot by 18 inches basis. Rows that have a capacity of eight or more people require two aisles to meet fire code specifications. The distance between the first row of seating and railing of the well area should be a minimum of three feet, three inches, to meet code regulations and also provide a sufficient separation between spectators and participants.

- **Spectator Aisles.**
Aisles in the courtroom should be a minimum 3-6 feet in width.

- **Handicapped Seating and Access.**
The spectator seating area should allow for handicapped seating and accessibility to the well area. Spaces should be provided at one to two percent of the total seating area.

- **Distance to Front Railing.**
The front row of seats should be distanced a minimum of three feet from the rail for physical and sound separation from the attorney tables.

- **Public Vestibule.**
Public entry into the courtroom should be through a vestibule of approximately 60 to 80 square feet for noise control and security. The inner set of doors

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should have sufficient glass panels to permit visual identification of courtroom activities and participants without physical intrusion into the courtroom. The vestibule entry may also include space for a coat closet and umbrella stand.

- ***Entry Orientation.***
For reasons of security, a single public entrance is best in that only one entry point needs to be monitored. In traditional courtrooms, this entrance should be along the same axis as the judge's bench. In corner-orientation courtrooms, the entrance should be off-angle from the judge's bench, and not along the same side of the courtroom.
- ***Jury Box Conversion.***
In non-jury courtrooms, the area designated for the jury box may be converted to bench-type spectator seating in order to increase the capacity of the courtroom.

Other Courtroom Components

There are other courtroom components necessary for the efficient completion of a trial or hearing. These components include the use of charts and exhibits, the location of electrical outlets, and the storage of evidence and supplies.

- ***Charts and Displays.***
Charts and displays are best presented either between the witness box and the jury box, so the witness may point to them, or across from the jury box if their detail is large enough to be seen at a distance.

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- ***Evidence Display.***
After exhibits are introduced into evidence and marked by the court clerk or court reporter, they should be displayed on a shelf or table in full view of the court. Hazardous exhibits, such as firearms, drugs, toxic substances, and objects that could be used as weapons should be placed away from the witness, jury box, and defendant's table. Usually, the clerk station or an adjacent bailiff's or court officer's station is the most suitable location.

- ***Evidence Storage.***
It is recommended that each courtroom have an evidence storage box or locker where items may be secured by the clerk during recesses. The location of the locker should be out of any traffic patterns and inconspicuous. The locker should be able to accommodate a variety of documents in shelving to maintain their order, and have several small compartments to safeguard weapons or drugs.

- ***Electrical Outlets.***
Electrical outlets should be provided in anticipated locations for projectors, video cassette players, television monitors, and sound recording equipment. A portable screen or video cassette recorder should be available for use in these spaces.

- ***X-Ray Viewer.***
It is recommended that a portable view box be used due to the 8-1/2" x 11" size of standard x-rays.

- ***Clock.***
A wall clock should be located on the wall opposing the judge's bench.

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- **Storage Area.**
A storage space of 40 square feet should be provided for storage of such items as projectors, television monitors, chart boards, easel pads, tripods, chalk and markers, cleaning cloths, pins and tape, and pointers.

Courtroom Security

The proper design of courtrooms and their surrounding space can greatly add to the environmental safety of courtroom participants. Security should be a major consideration in planning courtroom sets, particularly for courtrooms that may be used for criminal, juvenile, or domestic relations cases.

Central to the issue of courtroom security are public and private circulation areas. Judges and other court personnel should be able to access courtrooms, chambers, jury deliberation rooms and staff offices without interacting with the public. Separate circulation areas alleviate much of the potential for hostile confrontation. While members of the bar and public should have access to judges, prosecutors, and court staff, such access should be controlled through checkpoints where visitors can be identified and screened.

The same principle of separate circulation applies to prisoner movement. Defendants in custody should be transported from their place of confinement to their court destination without passing through any public areas. Separate corridors in the court facility can achieve this goal. Once in the courthouse, detainees should be kept in secure areas, such as group or individual holding cells, until their appearance in the courtroom is required. The detainee should then be transported by means of a secure elevator to holding areas located between pairs of courtrooms. Such holding areas must comply with all life-safety requirements, should be sound-proofed against prisoner disruptions,

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and should have a secure space for attorney/client meetings, either at the central holding area or between the pairs of courtrooms.

The principle of separate circulation areas can best be expressed in terms of "zones", which are described as follows:

- **Public Zone.**
This includes jury assembly areas, public corridors, food service areas, as well as spectator seating in courtrooms and waiting areas.
- **Private Zone.**
This include's judge's chambers, access to judicial parking areas and the courtroom, jury deliberation rooms, staff offices, copier/work rooms, conference rooms, and libraries.
- **Prisoner Zone.**
The prisoner zone requires holding areas proximate or adjacent to the courtroom, attorney/detainee conference areas, prisoner circulation to and from the jail or central holding area, and security officer support areas.
- **Interface Zone.**
The principle interface zones are courtrooms. These zones also include those spaces where attorneys and the public meet (e.g. public corridor conference rooms), and space where court staff and the public interact. In general, this zone requires two different kinds of circulation patterns.

JUDICIAL FACILITY DESIGN GUIDELINES**Designing for Courtroom Security**

Courtrooms should have a single public entry area from a public circulation corridor. The area should accommodate a security check point for spectator identification and metal detection, as necessary.

Entrances for the judge should be adjacent to the bench. If jurors have a separate entrance, this should be adjacent to the jury box. Prisoner entrances from holding cells should be directly into the courtroom well near the attorney tables or witness box. Any other access to the courtroom should be designed to inhibit unauthorized entry or exit. These include maintenance access, windows, and skylights.

The courtroom design should reflect a clear separation between the spectator area and the well area. No spectator should be able to make physical contact with an attorney, defendant, or juror from this area. This separation should also be sufficient to permit private conversations between attorneys and their clients.

It has long been recognized that judges are at risk while sitting on the bench during open court. They are the most likely targets of hostility as they symbolize the justice system and have primary involvement in the punishment phase of the judicial process. For these reasons, judges should be afforded greater protection than other courtroom participants.

This protection should commence with a bench of a size and height adequate to deter physical attack from defendants. The bench should also be bullet resistant to handguns, but should not incorporate any type of plating material that might cause bullets to ricochet throughout the courtroom.

Each judge's bench should be equipped with a silent duress alarm connected to an outside security station or a staff office of trained personnel. Duress alarms may also

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be installed in judge's chambers and the clerical stations where the collection of fees and fines occurs.

Throughout the courtroom, furniture should be designed without hidden recesses. This will make the placement of explosive devices or weapons more difficult during periods when the courtroom is unattended. It will also contribute to the observation of suspicious packages or objects in the courtroom and enable speedy searches in response to bomb threats.

Court Support Elements

JUDICIAL FACILITY DESIGN GUIDELINES**COURT SUPPORT ELEMENTS**

A courtroom cannot operate in the most timely and expeditious manner without appropriate and appropriately located support areas. These spaces perform a variety of functions and are directed at the needs of various courtroom participants. The support areas include judges' chambers, jury deliberation rooms, victim/witness rooms, attorney/client conference rooms, public waiting areas, prisoner detention facilities, jury assembly/orientation room, grand jury room, law library, press room, court reporter's office, attorney lounge, law enforcement officer's workroom, bailiff's area/workroom, informal hearing/meeting/conference rooms, security control unit and security stations.

Judges' Chambers

The judge should have an ample office area as time not spent on the bench is usually spent in the chamber area. The chambers must be conducive to efficient work practices. In this area, the judge will receive visitors, conduct legal research, hold conferences, work on pending cases, handle correspondence and private telephone conversations, and relax. Active cases are often discussed and decided in chambers, and therefore adequate space should be provided to comfortably accommodate several visitors.

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- ***The Chamber Set.***
The Chamber set may include the judge's chamber, judge's robing room and restroom, secretary's office and reception area, and law clerk or judicial assistant's office.

- ***Chamber Size.***
It is recommended that the size of a judge's chamber be 280 square feet, which would include space for a large desk, credenza, bookshelves, file cabinet, and a visitor seating and conferencing area. This would allow sufficient space for study, case preparation, a small personal library, and an informal conference area between the judge and attorneys, court staff, or visitors. If needed, larger conference space may be located outside the judge's chambers and shared with other judges in the court.

- ***Robing Room and Restroom.***
For security reasons and as a convenience to the judge, judicial restroom facilities should remain separated from the public. The judge's chamber may include a robing room and restroom of approximately 40 square feet. Common restroom and robing facilities shared between judges may be designed as an alternative which may result in space savings and be operationally more cost-effective than individual facilities.

- ***Environment.***
The judge's chambers should be soundproofed, adequately heated, cooled, and ventilated, and well-lighted. The chambers should have windows for natural lighting and visual relief, but should not be able to be viewed directly from the building's exterior. The office should also be soundproof and relatively quiet as conversations with attorneys and litigants regarding pending cases should

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be confidential. Environmental controls for the office should be located within the chambers.

- **Security.**
The chambers should be equipped with a silent duress alarm, as in the courtroom, to be placed inconspicuously by the desk, that will alert a central security control station of an emergency.
- **Double Entry to Chambers.**
The chambers may directly adjoin the secretary's and law clerk's offices, but should have an alternate access that enables the judge to enter the private corridor without passing through the secretary's office. This dual access permits the judge an escape route in case of an emergency.
- **Secretarial Offices.**
The judicial secretary's office should be at least 100-120 square feet, to accommodate a desk with typing stand, one or two lateral filing cabinets, and bookshelves. Provision should also be made to accommodate word processing or computer equipment, including a video terminal, keyboard, and printer.
- **Reception/Public Waiting Area.**
The judge's secretary also has a need to screen visitors and provide a waiting area for those persons wishing to see the judge. An adjoining reception/public waiting area of approximately 40-60 square feet should be located directly outside the judge's private office. It should have adequate space for seating two to four guests, and be furnished with comfortable chairs. When several

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judges share one or more secretaries, a central clerical/reception area may be used.

- ***Law Clerk's Office.***
A law clerk performs legal research and reviews case files for the judge. The law clerk or assistant's office should be approximately 100-120 square feet to include a desk, filing cabinet, bookshelves, and visitor chairs. The office should also have ease of access to the law library.
- ***Proximity to the Courtroom.***
The judge's chamber should be located adjacent to or near the courtroom. If it enters directly upon the courtroom, it should definitely be soundproof. If on a corridor, the area should not be directly accessible by the public, but should be convenient to secretaries and law clerks. This proximity will allow the judge to quickly retire to his or her office during recesses or other breaks to handle other matters, and also to hold private conferences with attorneys should the need present itself during a trial. There are distinct flexibility advantages in placing chambers in proximity to, but not physically connected with, individual courtrooms.

Jury Deliberation Rooms

Upon the completion of a jury trial, the judge instructs the jury as to the requirements of the law and to their duty to decide the case. The jury will then be escorted by the bailiff or court officer from the courtroom to the jury deliberation room. There, the jury will begin deliberations as to the guilt or innocence of the accused. These deliberations

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may last only a few minutes to many days, and therefore an effort should be made to insure that the room is comfortable and well-ventilated. The jury deliberation room must protect the privacy of the jurors and their deliberations from outside detection. It should be free from distractions and outside interference.

- **Location.**
The jury deliberation room should be directly accessible from the jury box. The room may adjoin the courtroom or be located across the private corridor. Again, optimum flexibility is achieved through physical separation.
- **Ratio to Courtrooms.**
Traditionally, jury deliberation rooms are provided on a 1:1 ratio with courtrooms. However, in larger facilities, a 3:4 ratio is sufficient, as it is unlikely that each court would have a jury trial in deliberation at the same time.
- **Size and Components.**
The jury deliberation room should comfortably accommodate 12 to 14 jurors, preferably at an oval-shaped table to encourage participation of all jurors. The room should be at least 280 square feet, with a minimum width of 14 feet. In addition to seating, this footage will allow sufficient space for a blackboard, charts, exhibits, and video monitors.
- **Jury Room Vestibule.**
Jurors should enter the deliberation room through a vestibule of approximately 40 square feet. The vestibule will facilitate the movement of jurors from the courtroom to the jury deliberation room, while also providing noise control and security. Jurors may also leave coats and store personal belongings in this area, prior to moving into the main deliberation room.

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- ***Restrooms.***
To minimize contacts with outside persons, the jury room should be designed to eliminate the need for persons to leave the room. Toilet facilities of approximately 40 square feet each should be provided for men and women, and may be located off the entrance vestibule. These should be soundproofed and acoustically separate from the room so that they may be used without embarrassment. The doors should not open directly into the main jury room to preclude jurors having a direct view of the toilet facilities. Restrooms should also be designed for use by the handicapped.

- ***Drinking Fountain.***
A drinking fountain should be provided in every jury deliberation room.

- ***Kitchenette.***
A small kitchenette may also be provided that could include such features as a coffee machine, a sink, small refrigerator, and toaster oven.

- ***Telephones.***
Although telephones are not allowed in jury deliberation rooms, a telephone jack and electrical outlets should be installed to permit flexible use of the room during periods when the room is not in use by jurors.

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- **Windows.**
Long and sometimes emotional deliberations can increase feelings of claustrophobia and general unease, thereby interfering with the decision-making process. Windows may be provided for visual and psychological relief, but should not allow the jurors to see or hear the public, as this may be grounds for a mistrial. If the jury deliberation room is located on the ground floor of the courthouse, it should not have windows, unless they are high and should not be opened as this prevents a person outside from seeing or hearing the deliberations.

- **Environment.**
The jury deliberation room should be sound-proofed to prevent people in adjacent areas from hearing the deliberations. The room should not adjoin attorney conference or witness waiting rooms because of the possibility of jurors being overheard or overhearing conversations of others. The room should be well-lighted, well-ventilated, and air-conditioned.

- **Security Station.**
There may be a security station outside the jury deliberation room, or outside a cluster of jury deliberation rooms, for use by a bailiff or other court staff person to supervise the jury. There should also be a signaling system so jurors are able to notify the bailiff of any special needs.

JUDICIAL FACILITY DESIGN GUIDELINES**Victim/Witness Waiting Rooms**

With the advent of victims' rights movements nationwide, there is now general consensus in the criminal justice system that victims of violent crime and witnesses in criminal trials deserve sensitive and compassionate treatment. One of the most traumatic aspects of the court process for victims and witnesses is the numerous and prolonged appearances necessary in many cases. These proceedings normally require that all parties appear at the courthouse at the same time and congregate in the same public areas. This often results in victims having to physically associate with their alleged assailants and the defendant's family. The intermingling of defendants and witnesses for prosecution always has the potential for intimidation and conflict. The opportunity for a mistrial due to improper communication is also increased.

- ***Victim/Witness Waiting Rooms.***
In view of the recognized rights of victims and witnesses to be shielded from further intimidation and trauma, it is recommended that victim/witness waiting areas be provided for their use while awaiting trial.
- ***Location.***
Victim/witness waiting rooms should provide sight and sound separation from public waiting areas and should be adjacent to the courtroom through the courtroom vestibule or in a non-public zone such as the judicial staff corridor.
- ***Size.***
It is recommended that individual victim/witness waiting rooms be a minimum of 120 square feet to hold up to four persons, and larger for group and long-term waiting.

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- **Number of Victim/Witness Waiting Rooms.**
Each courtroom should have at least one such room, depending on clustering considerations.
- **Environment.**
Since victims and witnesses may be highly emotional before testifying, the rooms should be comfortably and attractively furnished, with access to nearby restroom facilities and drinking water. The rooms should be well-ventilated and well-lighted.
- **Security.**
Victim/witness waiting rooms may require some control of access to keep its occupants safe and free from intimidation from opposing parties.

Attorney/Client Conference Rooms

Attorney/client conference rooms serve the purpose of providing a private space that attorneys can use to confer with their clients, or as a small conferencing area to be used by anyone having business with the court. In the overcrowded conditions of most courthouses, attorneys can be seen meeting with their clients in public waiting areas, the cafeteria, the law library, in the back of courtrooms, in telephone booths, or any place that is available. The surrounding noise and confusion hardly contribute to a meaningful exchange between client and attorney. In this situation, clients are often reluctant to discuss personal matters that directly relate to a case in such an open atmosphere. The viewing and signing of documents for trial also becomes strained as no work area exists for their review and completion.

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- **Location.**
Attorney/client conference rooms should be located near the courtroom, either adjacent to a courtroom vestibule and victim/witness room, or off the public corridor.

- **Size.**
The attorney/client conference room should be a minimum of 120 square feet, and should comfortably accommodate a table with six chairs. Often these attorney/client conferences involve multiple litigants, witnesses, or family members.

- **Number of Attorney/Client Conference Rooms.**
These rooms are virtually interchangeable in nature with the victim/witness rooms listed above, but are listed separately for clarity of function. One such room serving both functions should be sufficient to support each courtroom if courtrooms are clustered.

- **Soundproof.**
The attorney/client conference room should be sound-proofed to maintain the privacy of conversations, particularly if it is located adjacent to a courtroom or the public corridor.

- **Flexibility with Victim/Witness Areas.**
Attorney/client conference rooms and victim/witness waiting areas may be designed so that they can be used interchangeably.

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- **Viewing Panel.**
A viewing panel in the door should be provided so that potential users can see if the room is occupied prior to entering.

Public Waiting Areas

It is important that the traffic patterns of the general public and persons having business before the court not be overlooked. When the court is in session, persons will typically congregate in hallways by the courtroom entrances while waiting for their cases to be called. These persons include defendants and their families, the private bar, law enforcement officers, witnesses, the press, and members of the general public. Many courts provide no waiting for these persons, forcing them to mill-about in congested corridors or compete for limited seating.

- **Provision of Public Waiting Areas.**
The problem of traffic congestion in narrow corridors, the noise it generates, and the debris which accumulates can be remedied by providing a public waiting area off the hallways. Waiting areas provide seating to draw this traffic out of the hallway and into a semi-closed area or alcove.
- **Ratio to Courtrooms.**
It is recommended that at least one waiting area be provided for every four courtrooms in large jurisdictions. If courtrooms are in clusters of less than four and are on different floors, one waiting area should be paired with each cluster.

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- **Size.**
The waiting areas should be between 250 and 500 net square feet in area, and if possible, should be located in sight of the courtrooms they serve.
- **Environment.**
The waiting areas should be carpeted and consist of acoustically-deadened walls, ceilings, and furniture.

Prisoner Detention Facilities

Prisoner detention facilities increase the efficiency of the courts by allowing the detainee to be located in close proximity to the courtroom at the scheduled time of appearance. On the court-floors, these facilities are usually located between pairs of courtrooms and serviced by a designated inmate elevator that transports the detainees to and from a central holding facility in the courthouse or nearby jail. When a detainee's case comes before the court, a bailiff or court officer escorts the inmate from the holding area to the defendant's table. In those cases that result in continued detention, the inmate is returned to the holding area to await transport to the central holding facility or jail.

- **Prisoner Detention Facilities.**
Court facilities in which criminal trials are held should have prisoner detention facilities for male and female prisoners. Prisoners awaiting a hearing or trial should always be kept apart from the court staff and public in the court facility and courtrooms. There should be a secure holding facility within the courthouse in which to temporarily hold prisoners before their appearance in court.

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- **Sally Port.**
In those instances where prisoners must be transported from the jail to the courthouse by vehicle, there should be a secure sally port for the delivery of prisoners. Sally ports range in size, but in order to incorporate a large van, one bay area should be at least 800 to 1,000 square feet.
- **Separation of Male and Female Prisoners.**
There should be separate holding facilities for men and women. If these holding areas are collocated, there should be sight and sound separation between the sexes. If juveniles must be held with adults, additional sight and sound separation is required.
- **Size of Holding Cells.**
Group holding cells should accommodate 12-15 square feet per inmate. A minimum group cell of 100 to 120 square feet is recommended. Individual cells, used for segregation of prisoners, should be a minimum of 40 square feet.
- **Toilet Facilities and Drains.**
Every cell should have its own toilet facility. This will eliminate the need for staff persons to transport inmates to and from toilet facilities. These facilities may be combined wash basin and toilet units constructed of either stainless steel or porcelain. Toilets and drains should be installed along a wall on the corridor side of the holding facility or along an accessible service duct so that repairs can be made from outside the holding facility. Drains are necessary in any cell in which toilets are provided.

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- ***Environment.***
The cells should be well-ventilated, well-lighted, and well-maintained. Lighting fixtures and ventilation shafts should be secured in place to prevent their removal and use as weapons. The cells should be equipped with vandal-resistant furniture, such as a bench that extends around the interior wall. The holding area should be well-soundproofed. The general atmosphere should be cheerful, with interesting color contrasts to offset the tension of the proceedings.

- ***State Correctional Standards.***
Temporary holding cells for prisoners awaiting court appearances should conform to State correctional standards for lighting, ventilation, heating, and cooling.

- ***Security Station and Control Room.***
If more than one holding cell is present, there should be space provided for a guard station with a security alarm system. The security station should be a minimum of 40 to 60 square feet.

- ***Attorney/Client Conferencing Booths.***
Attorney/client conferencing booths may be provided at either the central holding facility or on the court-floors. These booths should be approximately 60 square feet, and should be non-contact through the use of plexiglass or a wire mesh to separate the parties. A small contact conference area of 80-100 square feet may also be provided to allow for the review and signing of documents.

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- **Secure Corridor.**
All passage of prisoners to and from the holding cell and the courtroom should be by a secure corridor, that is completely separate from the circulation routes of judges, court staff, and the public. Distance of movement should be as direct as possible.
- **Court-Floor Holding Areas.**
Temporary holding areas for detainees scheduled to appear before the court should be located adjacent to and between pairs of courtrooms to enable the area to service two courtrooms. These temporary holding areas on the court-floors facilitate greater efficiency in the courts, while promoting increased security and control.

Jury Assembly/Orientation

Jury duty is a public service performed by thousands of Americans each year. In many instances, jury duty is the only exposure many of these Americans will have with the justice system. It is therefore imperative that jury assembly areas be designed as comfortable places for potential jurors to wait while at the courthouse, and where they receive orientation to jury service.

- **Signage System.**
A clearly displayed directional signage system should be devised to guide jurors to the jury assembly area, especially if the area is located away from the main public entrance.

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- **Location.**

Jury assembly areas may be located on the main floor of the courthouse, or on higher floors near the courtrooms. The major advantages of assembly areas located on the main floor are: ease of accessibility from the public entrance, and a reduction in the volume of people using elevators and escalators to reach the court-floors. The primary disadvantage is the need to transport jurors back and forth through the public circulation routes between the courtrooms and assembly area.

The primary advantage of the jury assembly area on the court-floor is the ease of movement of jurors to and from the courtroom. The primary disadvantages are difficulty in locating the jury assembly area upon initial entrance into the courthouse, and the placement of a large volume of people up on the court-floors.

- **Juror Assembly Areas.**

The juror impaneling room may consist of three distinct spaces: the jury assembly/orientation room for prospective jurors; a waiting area and lounge for selected jurors; and the voir dire area for jurors being questioned by the judge and attorneys. Often voir dire occurs in the courtroom, therefore a separate area is not required.

- **Size.**

The space required for the jury assembly/orientation area will depend on the number of jurors commonly called for court. The space required is approximately 8-12 square feet per juror.

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- **Reception/Jury Clerk Area.**
An initial reception area should be provided for jurors to check in, receive badges, and store personal belongings. The adjacent workstation for each jury clerk of approximately 80 square feet, should be sufficient for clerks to call jury panels, prepare jury lists, and arrange payment to jurors.
- **Environment.**
Because jurors may wait long periods before being called, there should be enough chairs for each juror to have a seat. The room should be spacious, and furnished for such activities as reading, writing, and watching television.
- **Smoking and Non-Smoking Areas.**
Separate smoking and non-smoking lounge areas should be furnished in the larger assembly rooms.
- **Work Carrels.**
Some jurors may wish do to personal or business work during their wait, and should be provided with work carrels or booths consisting of desk, chair, and telephone in a quiet environment.
- **Vending Area.**
A vending area providing snacks, soft drinks, and coffee should be furnished in each juror area, in addition to a drinking fountain.
- **Restrooms.**
Each jury assembly area should have a set of male and female restrooms, sized proportionally to the jury assembly area.

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- **Cafeteria.**
In courthouses that furnish cafeteria services, impaneled jurors may use a separate, enclosed area from the general public.

Grand Jury Room

The primary function of the grand jury is to determine whether the prosecuting attorney has sufficient evidence to prosecute a suspect. Present in the grand jury room are the jurors, the prosecuting attorney, the witness, a court reporter, and possibly a bailiff. Grand jurors listen to the prosecuting attorney present evidence and question witnesses. After deliberation, the grand jury may return a "true bill" verdict which enables the prosecuting attorney to prosecute the suspect, or a "no bill" verdict which prohibits the prosecuting attorney from further action until sufficient evidence is present. The true bill indictments are then presented to the judge, who issues the appropriate court orders.

- **Grand Jury Set.**
The grand jury area should consist, at a minimum of a grand jury hearing room, entry vestibule, sequestered witness waiting area, a reception/waiting room, two restrooms and an interview room.
- **Size.**
The size of the grand jury hearing room should be approximately 750-1,000 square feet. It may be calculated as 30-40 square feet per person. The entry vestibule should be a minimum 40-80 square feet. The sequestered witness waiting area may range in size from 100-240 square feet. The reception/waiting room should be approximately 150 square feet, with two 40

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square foot restrooms. The interview room should be approximately 100 square feet.

- **Location.**
The grand jury room should be a private, secure space, located near a secure corridor. The spaces should not be accessible to anyone other than the jurors, attorneys, summoned witnesses, court reporters, interpreters, and bailiffs, each of whom will use the private circulation corridor.
- **Environment.**
Grand jury room spaces should be soundproof, properly ventilated, air-conditioned, and well-lighted. Furnishings should be comfortable for long periods of use. Writing surfaces should also be provided for the jurors to take notes during presentations.
- **Windows.**
The grand jury spaces may be provided windows for the visual relief, unless they are located on the ground floor where the public could see or hear the proceedings. Ground level jury spaces should be internal, acoustically private settings.
- **Seating Arrangement.**
Grand jurors' seating is frequently in a tiered arc, with the attorneys, court reporter, interpreter, and grand jury foreman located near the center of the arc, and the witness either directly across or off to one side. A variation is an oval or rectangular table with a witness stand at one end. Horseshoe-shaped seating arrangements are also very workable.

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Law Library

The law library is used primarily for research by judges and attorneys, although courts also permit the general public to access the law library. While each judge normally has his or her own set of reference materials located in chambers or in a judicial conference room, an extensive central library collection is required in order to thoroughly research a particular issue.

- **Availability.**
A law library should be available and conveniently located to all users, particularly judges, law clerks, and attorneys.

- **Size.**
The size of the law library will depend upon the current collection of books and periodicals, as well as future expansion space required. Space should be allocated for a public counter, catalog area, duplication area, reading and research space with desks and carrels, open and closed stack shelving and storage, microfilm processing and storage, and staff spaces including offices, conference space, and supply areas.

- **Location.**
The law library should be convenient to all users. If the library is intended for after hours use, the library should be located low in the courthouse, possibly with its own separate entrance, in order to minimize the traffic and security risks of other areas in the court facility. In addition, due to the weight of the books and other materials, consideration should be given to locating the library on lower floors, especially when renovating older court facilities or in the construction of large court facilities with a large law library.

JUDICIAL FACILITY DESIGN GUIDELINES

- ***Environment.***
The law library should have a quiet atmosphere. It should not be too hot and stuffy, nor too cool and drafty. The library should have natural lighting, especially in the work areas. Since much research requires the use of numerous legal texts, adequate work surfaces should be provided such as large tables, in addition to the smaller carrels.
- ***Bookstacks.***
Free-standing bookstacks provide the maximum flexibility. Space between the bookstacks should be a minimum 36 inches.

Attorney Lounge

The attorney lounge is an area for use by attorneys while waiting for trials to begin or during recesses. The area should be used for group meetings, conferences with colleagues, making telephone calls, and for reading or writing. The benefit of an attorney lounge is that attorneys are more likely to remain in the courthouse between hearings or during recesses, where they are readily available when needed in court. It also deters attorneys from waiting in clerical or other areas where they may interrupt the work of the court and its staff.

- ***Availability.***
In larger courthouses, consideration should be given to providing a lounge for the exclusive use of trial attorneys.

JUDICIAL FACILITY DESIGN GUIDELINES

- **Size.**
The size of the attorney lounge may vary from 200-1,000 square feet, depending on the size of the jurisdiction it serves.
- **Location.**
The location of the attorney lounge is flexible although consideration should be given to placing it near the courtrooms and judges' chambers, as well as being accessible to the law library.
- **Environment.**
The lounge should be furnished with sofas and chairs, as well as work tables and at least one telephone. The room should have natural lighting if possible, and be well-ventilated and air-conditioned.

Press Room

All court proceedings, with the exception of some juvenile and domestic matters, are open to the public and press. In larger courthouses with very active trial schedules, there may be a large number of reporters at any one time, particularly during especially celebrated trials. The press room would be designated space in which reporters can conduct interviews, prepare notes, and make telephone calls, out of the mainstream public circulation routes. The impact would be to relieve congestion in the corridors, and make the courthouse less crowded and noisy.

JUDICIAL FACILITY DESIGN GUIDELINES

- **Availability.**
A separate press room should be made available in most courthouses for the activities of the press. In larger courthouses, there may be a need for two press rooms: one for the print media, and one for the television media.

- **Size.**
The size of the press room should range between 200-400 square feet.

- **Location.**
The location of the press room can be very flexible. It should be convenient to the courtrooms and the external exists to the building, but should not require the passage through restricted or secure areas of the building.

- **Environment.**
The press room should be equipped with telephone jacks, tables and chairs, and storage and work space for audio equipment, photographic equipment, typewriters, and television video equipment. There should be adequate acoustical insulation to provide a quiet environment in which to work, as well as to insulate adjacent offices or courtrooms from any typing noise or conversations.

Court Reporter's Office

The court reporters require an office area in which the proceedings of the trial can be transcribed from their tapes and notes into typewritten form. The work of the court

JUDICIAL FACILITY DESIGN GUIDELINES

reporter is exacting, and this necessitates an environment that is conducive to sustained concentration with minimum interruption. Ideally, each reporter should have his or her own office, although some jurisdictions group all reporters into a common, shared area.

- **Availability.**
Each court reporter should have a separate, private office in which to transcribe court proceedings and to store equipment.
- **Size.**
The court reporter's office should be approximately 100-120 square feet.
- **Location.**
The offices should be located near the judges' chambers and the courtrooms, in order that the reporter can quickly move back and forth as required. This location also facilitates interaction with the judges as the need arises.
- **Environment.**
Because a court reporter's work requires intense concentration, the office should be soundproof and provide a comfortable work environment. Space should be allocated for a desk, typewriter or small word processor and printer, sound recording devices, and storage cabinets for tape recorders, sound recorders, tapes, records, and notes. Lighting should be relatively high in intensity.

JUDICIAL FACILITY DESIGN GUIDELINES**Law Enforcement Officer's Workroom**

The law enforcement officer's workroom is an area in which law enforcement officers can complete reports, review testimony, make phone calls, converse, and relax prior to court or during recesses. It serves much the same purpose as the attorney lounge, in that it enables officers to have a designated area outside the public corridors, where they are readily available once court begins, rather than waiting in other court offices or the well area of a courtroom.

- **Availability.**
In larger courthouses, consideration should be given to providing a workroom for the exclusive use of law enforcement officers.
- **Size.**
The size of the law enforcement workroom may vary from 200-400 square feet.
- **Location.**
The location of the law enforcement workroom is flexible, although consideration should be given to placing it near the courtrooms, as this is where the officers will be required to be while at the courthouse.
- **Environment.**
The workroom should be furnished similar to the attorney lounge, with sofas and chairs, as well as work tables and at least one telephone. The room should have natural lighting if possible, and be well-ventilated and air-conditioned.

JUDICIAL FACILITY DESIGN GUIDELINES**Bailiff's Area/Workroom**

The Bailiff's Area provides a centralized location for bailiff assembly and coordination. The area may include office space for a chief bailiff and assistant, a workstation for a clerical assistant, a locker area, and an assembly area. Bailiffs will assemble in the workroom prior to court and during recesses, and this will be an area to complete reports, conference with other bailiffs, and relax. As with the other specially designated rooms, the bailiff's work area will help to reduce overall congestion within the courthouse.

- **Availability.**
In larger courthouses, consideration should be given to providing a centralized assembly area and workroom for the exclusive use of bailiffs.
- **Size.**
The size of the bailiff's workroom and assembly area will vary depending upon the size of the court facility and number of bailiffs required. Small individual lockers may be provided in the bailiff's workroom.
- **Location.**
Although the location of the bailiff's workroom is flexible, it should be located near the courtrooms and also near the central courthouse security station. At this location, bailiffs can quickly respond to any emergency in the court facility.

JUDICIAL FACILITY DESIGN GUIDELINES

- **Environment.**
The workroom should be furnished with comfortable seating and work carrels. A telephone should be included for use in an emergency. The room should be well-ventilated and air-conditioned.

Informal Hearing/Meeting/Conference Rooms

Small meeting rooms should be provided for hearing minor infractions or hearings of a more private nature. Private conferences may occur between parties in child custody, neglect, or other types of sensitive cases. These areas are also well-suited for alternative dispute resolution proceedings such as mediation and arbitration. The areas should be large enough to accommodate ten to twenty persons, yet small enough to foster an informal, non-threatening atmosphere.

- **Availability.**
Larger courthouses should have at least one hearing room in which informal hearings and alternative dispute resolutions may be conducted by judges or special justices.
- **Size.**
The smaller hearing rooms should accommodate ten to twenty people, and require approximately 400-540 square feet.

JUDICIAL FACILITY DESIGN GUIDELINES

- ***Location.***
The hearing room should generally be located on the court-floor, to allow access by the judge from the private corridor, with public and litigant access through a separate public entrance.

- ***Environment.***
The environment for the hearing room should be the same as that for a regular trial courtroom. It should be well-lighted, with appropriate thermostatic controls, and free from exterior noise, and distractions. The rooms should be soundproofed to prevent private conversations from being heard from adjacent areas.

- ***Furnishings.***
The hearing room should be furnished to achieve its designated function. Some informal hearings, such as mediation, require only a large conference table, in which the parties jointly work toward a solution. Other types, such as arbitration and juvenile hearings, may require a more formal setting, utilizing a slightly elevated judge's bench, witness stand, clerk's station, bailiff's station, work tables for each of the parties, and a small area for public seating. Therefore, consideration should be given to using moveable furniture in the hearing rooms.

Security Control Unit and Security Stations

The security control unit serves as the central core of court security operations. This unit is a centralized area within the courthouse from which all security zones and safety

JUDICIAL FACILITY DESIGN GUIDELINES

alarm system are monitored, and assistance dispatched. The security control unit must be manned constantly, as it is there that all duress signals are received and acted upon. From this unit, the courthouse is monitored through the use of closed circuit television systems. Security stations are control points on the court-floors and should be located so as to monitor public elevators and courtroom entry ways, and to control private circulation access.

- **Availability.**
All courthouses should provide space for a centralized security control unit from which all security systems are monitored and assistance dispersed. There should also be a decentralized security station on each court-floor to provide control, information, and aid in an emergency.
- **Location.**
The security control unit should be centrally located low in the court facility, near the main public entrance. It is also recommended that the unit be located near the bailiff's workroom, as this ensures that the unit will speed assistance in the event of an emergency. Security stations should be located on the court-floors, near the public circulation areas.
- **Size.**
The size of the security control unit will vary with the size of the court facility. A minimum of 100 square feet should be provided, with larger units being 400-500 square feet. The security stations are smaller workstations of 60-80 square feet.

JUDICIAL FACILITY DESIGN GUIDELINES

- ***Environment.***
The security control unit should have proper thermostatic and ventilation conditions, as this improves the concentration of the officers on duty. Lighting should be of a high density, but not too high that it creates a glare on the television monitors.
- ***Furnishings.***
The security control unit contains a combination desk and control panel, a lockable file cabinet, and a storage locker. The security stations are open workstations consisting of a desk and chair.

APPENDIX: RECOMMENDED DESIGN CONCEPTS

APPENDIX: RECOMMENDED DESIGN CONCEPTS

INTRODUCTION

The illustrations which follow are intended to translate the space standards and design guidelines into workable visual concepts. They are not intended to limit architectural imagination or creativity. The individual expression of spaces, on any given project, will undoubtedly be a function of the knowledge, experience, and insights of the design team and of the facility users.

It is important to note, however, that courtroom design in particular, is a very specialized effort. Optimizing sightlines, security, acoustics, the movement of documents, the display of exhibits, and the circulation of participants is an exacting process. The space standards which are used are intended to permit an appropriate operational design. And the courtroom designs which are shown represent the current "state-of-the-art" in terms of flexibility and function. It is recommended that great care be taken in deviating from the recommended courtroom designs to ensure that none of the inherent operational advantages are sacrificed through innovation.

Many of the court support elements are equally susceptible to creative interpretation. Frequently, however, spaces become constrained or inappropriately configured if sufficient care is not taken to identify functional requirements. The dimensions shown in the illustrations are by no means absolute. But they do represent workable configurations. Alternative dimensions should be employed only in conjunction with careful consideration of furniture and equipment requirements.

Courtroom Design Concepts

APPENDIX: RECOMMENDED DESIGN CONCEPTS**COURTROOM DESIGN CONCEPTS**

The courtroom designs which follow are, with the exception of the two appellate courtrooms, configured with a corner orientation for the judge's bench. Appellate panels work best in the traditional center-bench orientation, in part because sightlines, exhibits, and circulation paths are less complicated than in a trial setting.

The corner courtroom is an inherently efficient design which has gained widespread acceptance in Hawaii as in other parts of the Country. This is largely due to the opportunity to maximize sightlines among key participants, and to maximize well exhibit and circulation space without leaving wasted or unused space at the periphery of the litigation area.

Unfortunately, as with any design, physical dimensions, angles, and sizes and placement of elements critically affect function. It is very easy to undersize a corner courtroom, particularly in width, and to eliminate some of the inherent design advantages.

The courtrooms which follow are intended to optimize both dignity and function. The appellate courtrooms are traditional in nature. The functions and the design of appellate courtrooms have changed very little during the past several hundred years. The various types of trial courtrooms, on the other hand, represent exhaustive research and planning consensus as to the optimum trial courtroom environments. It is believed that, in conjunction with the space standards and design guidelines, the illustrated design concepts will assist the State in developing both functional and flexible courtrooms.

APPENDIX: RECOMMENDED DESIGN CONCEPTS**Supreme Court Courtroom - 2,400 square feet**

The Supreme Court is the highest Court in the State of Hawaii. The five justices who sit on the Court may hear both appellate and certain original jurisdiction cases. The courtroom should reflect a dignity appropriate to the visual symbol of the Hawaii Justice System. The courtroom scheme depicted in the layout offers a traditional arrangement with a generous litigation area, both for functional purposes, and in order to convey the appropriate sense of dignity and decorum associated with this Court. The spectator seating area is large enough to accommodate 100-130 persons, sufficient for most reviews and ceremonies.

Appellate Court Courtroom - 1,800 square feet

The Intermediate Court of Appeals is the second highest Court in the State. The Court currently consists of a Chief Judge and two Associate Judges. The conceptual diagram depicts seating for at least five judges in the event the Court receives additional requested judgeships. As with the Supreme Court, the layout and design of this courtroom is intended to visually reflect an appropriate dignity while affording a functional environment within which to operate.

Large Trial Courtroom - 2,400 square feet

The Large Trial Courtroom is designed to accommodate high volume or spectacular cases, en banc panels, and a variety of ceremonial functions. The large well area allows for flexibility and movement, while not exceeding parameters for proper sightlines and acoustics. The spectator seating area can adequately accommodate 130 persons, which is considered close to a practical maximum for secure and controlled trial court operations.

APPENDIX: RECOMMENDED DESIGN CONCEPTS**Standard Trial Courtroom - 1,700 square feet**

The Standard Trial Courtroom is the most frequently utilized courtroom. Designed for criminal or civil trials, the courtroom can accommodate single or multiple defendants or litigants, and up to 14 petit jurors. The well area has been designed to promote flexibility of operations, thereby allowing this courtroom to function in a wide variety of trial settings. The seating area will accommodate 55 to 70 persons, sufficient for typical jury empanelments, witnesses, and spectators.

Standard Non-Jury Courtroom - 1,700 square feet

The Standard Non-Jury Courtroom is a derivative of the Standard Trial Courtroom. The only variation in the design is that the jury box has been replaced by spectator seating. This design has a potential seating capacity of 80 to 90 persons, a good capacity for high-volume District Court functions. At the same time, the layout provides the flexibility to later add the jury box in the event that District Courts become jury Courts, or for flexible use by the Circuit Court.

Small Trial Courtroom - 1,400 square feet

The Small Trial Courtroom is presented as an example of a seven-person jury courtroom in case the Hawaii Judicial System begins to utilize these juries in the District Courts. A number of jurisdictions around the country utilize smaller jury panels with no adverse consequences, and with some cost savings. It is not recommended that facilities be planned with these courtrooms until and unless smaller juries become a reality in Hawaii.

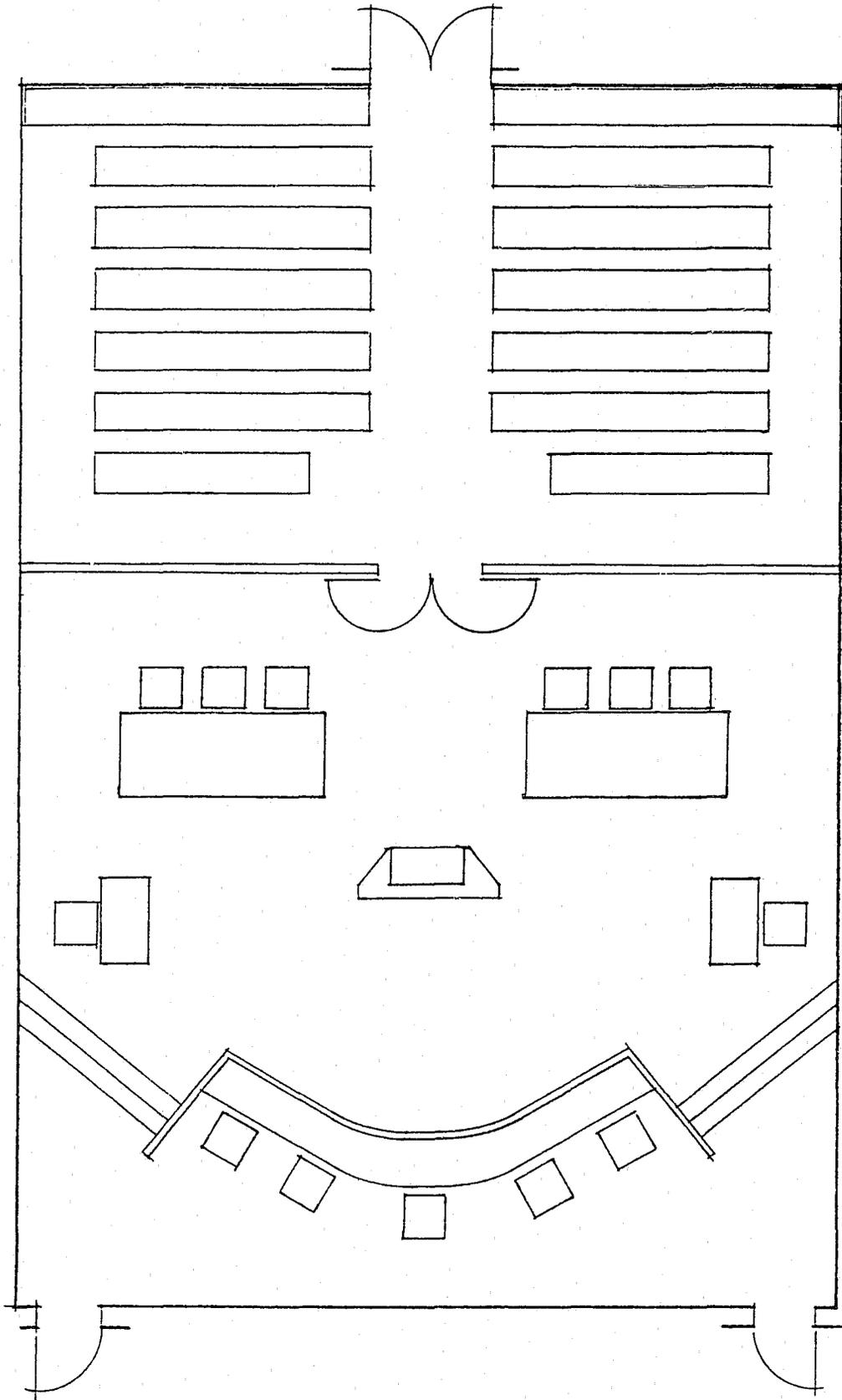
APPENDIX: RECOMMENDED DESIGN CONCEPTS**Family Court Courtroom - 1,000 square feet**

The Family Court Courtroom is specifically designed to accommodate Family Court functions and any other low-volume, non-jury proceedings. Both the well area and the spectator area are smaller, but are functional for Family Court cases. However, in the interest of flexibility, it is recommended that most courtrooms be designed as Standard Trial Courtrooms rather than as smaller, non-jury courtrooms.

Prototype Rural Courtroom - 1,900 square feet

The Prototype Rural Courtroom has been designed for sparsely populated, remote areas of a county. The layout of courtroom components is identical to that of the Standard Trial Courtroom, with the exception of a slightly larger spectator seating area. This larger area is intended to accommodate mass appearances for Traffic Court and first appearance/arraignment functions. The courtroom has the flexibility to handle Circuit Court jury trials and bench trials, Family Court bench trials, and District Court bench trials.

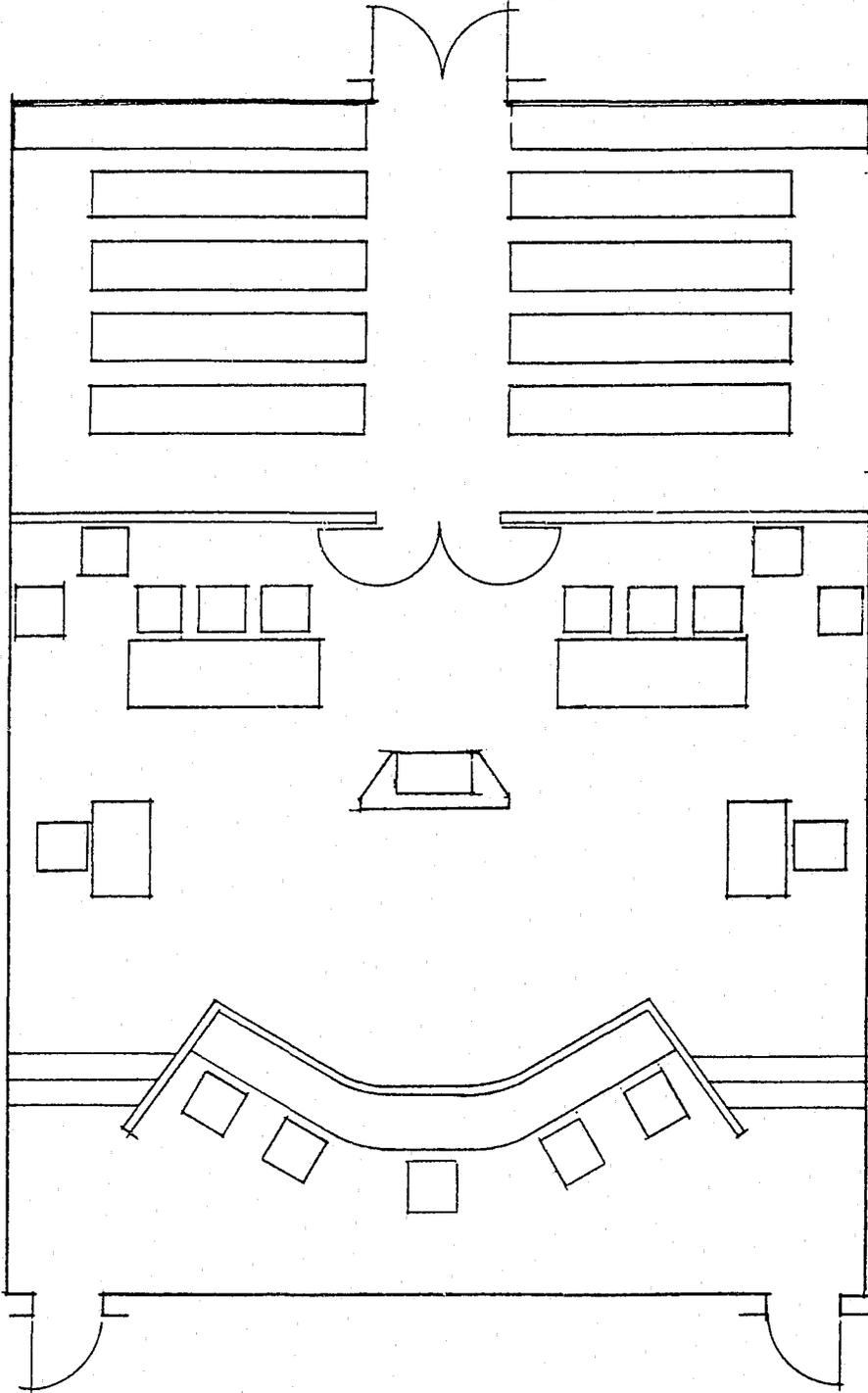
SUPREME COURT COURTROOM



1/8" = 1'-0"

2,400 NSF

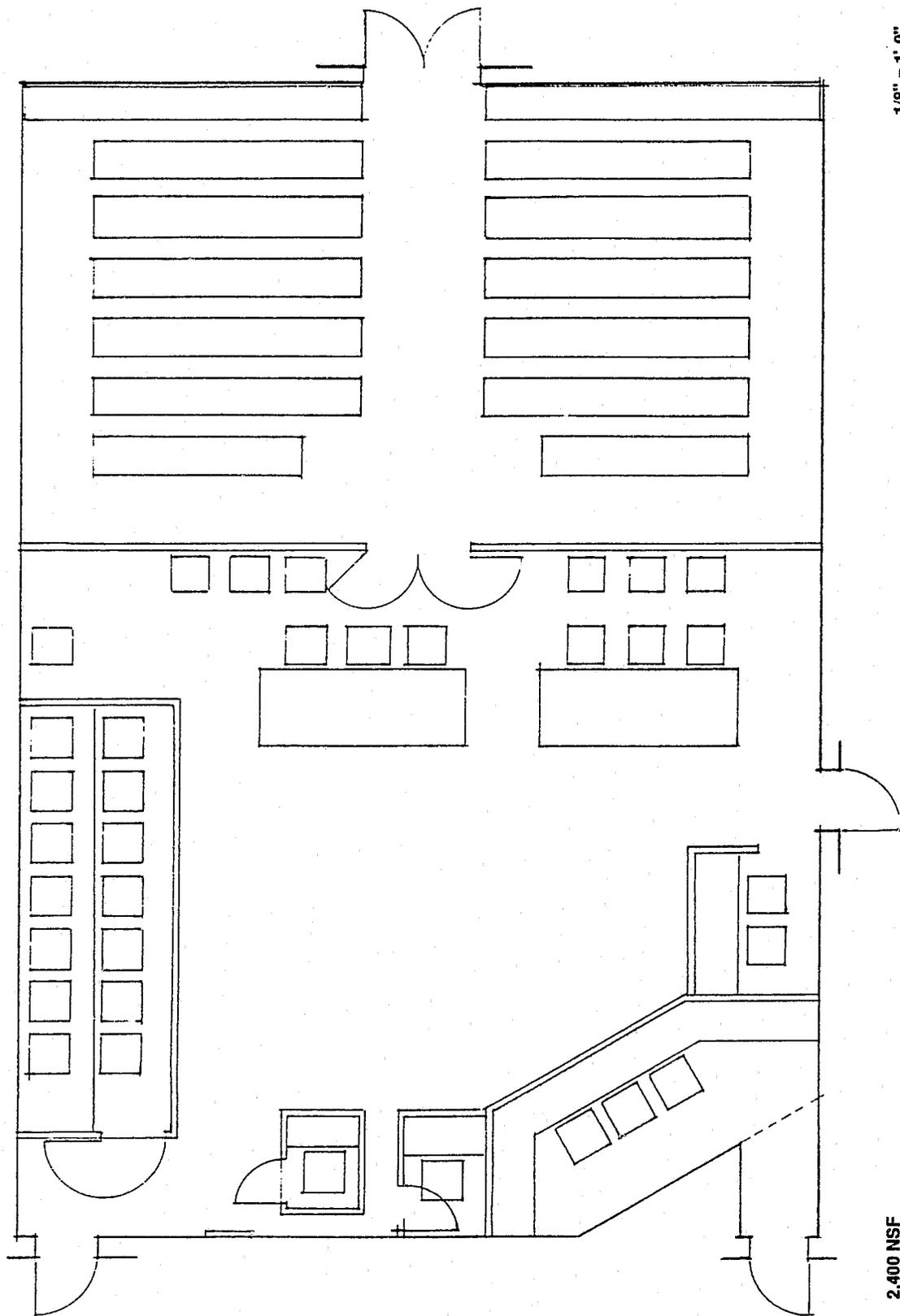
APPELLATE COURT COURTROOM



1/8" = 1'-0"

1,800 NSF

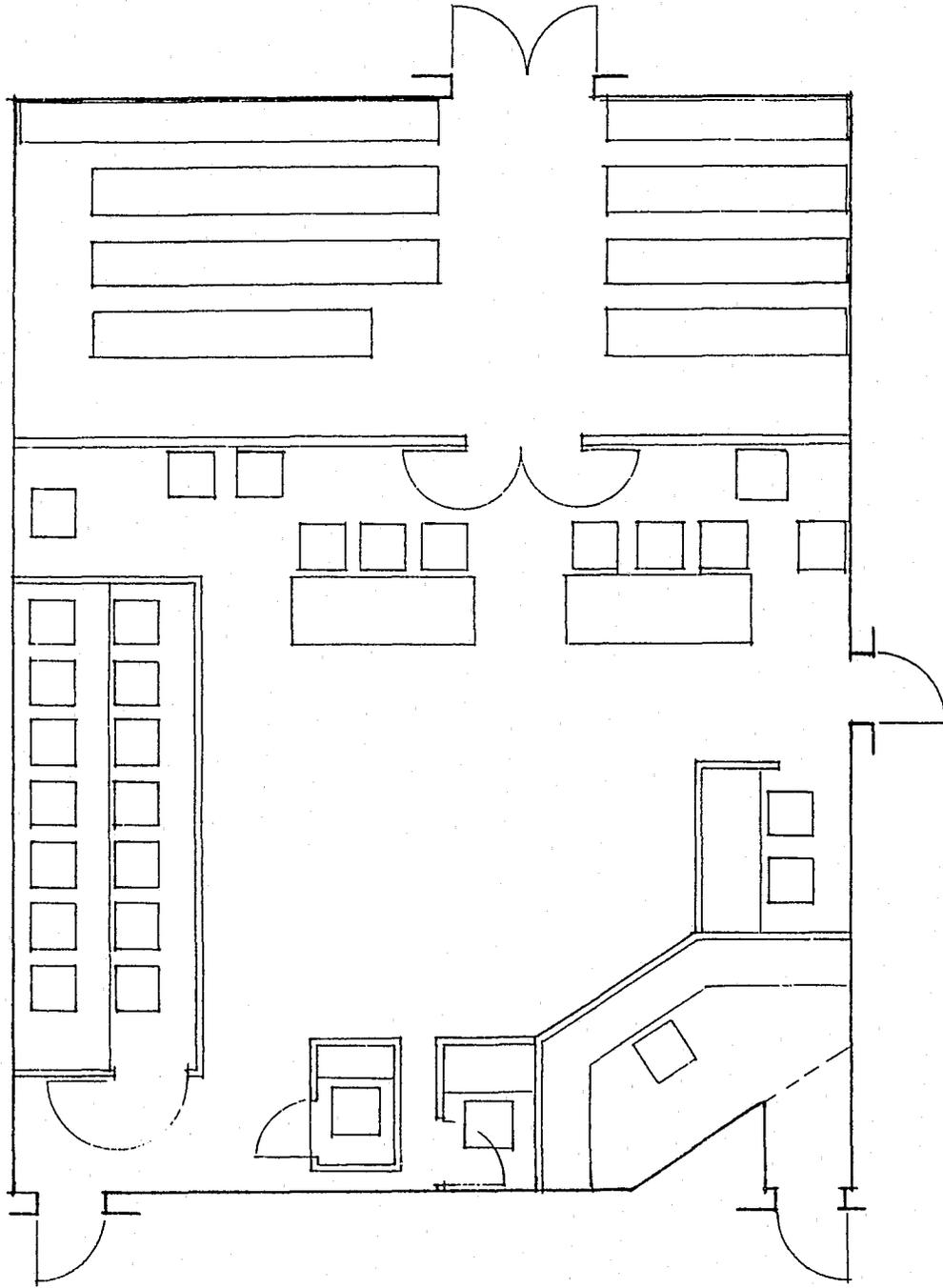
LARGE TRIAL COURTROOM



2,400 NSF

1/8" = 1'-0"

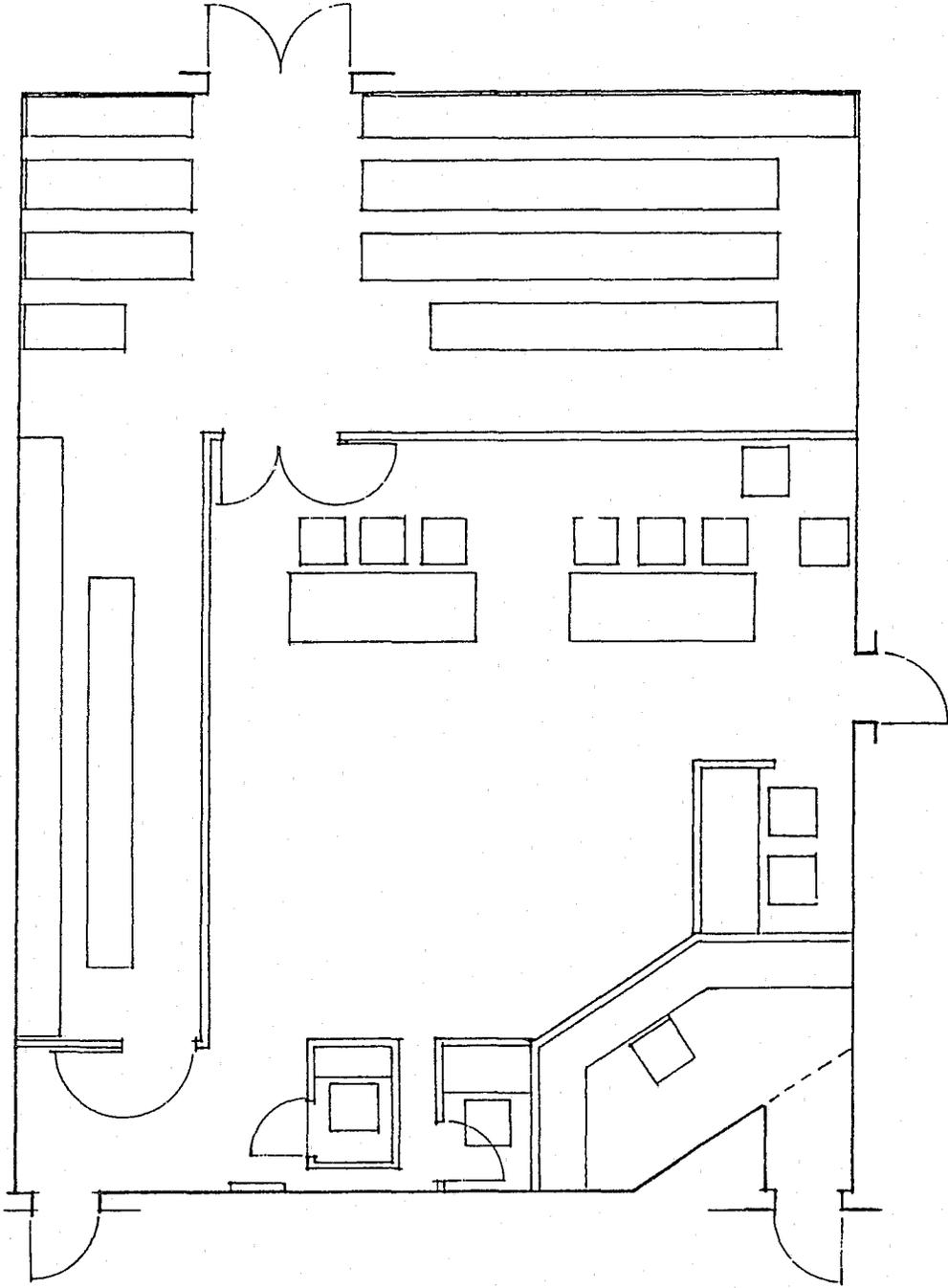
STANDARD TRIAL COURTROOM



1,700 NSF

1/8" = 1'-0"

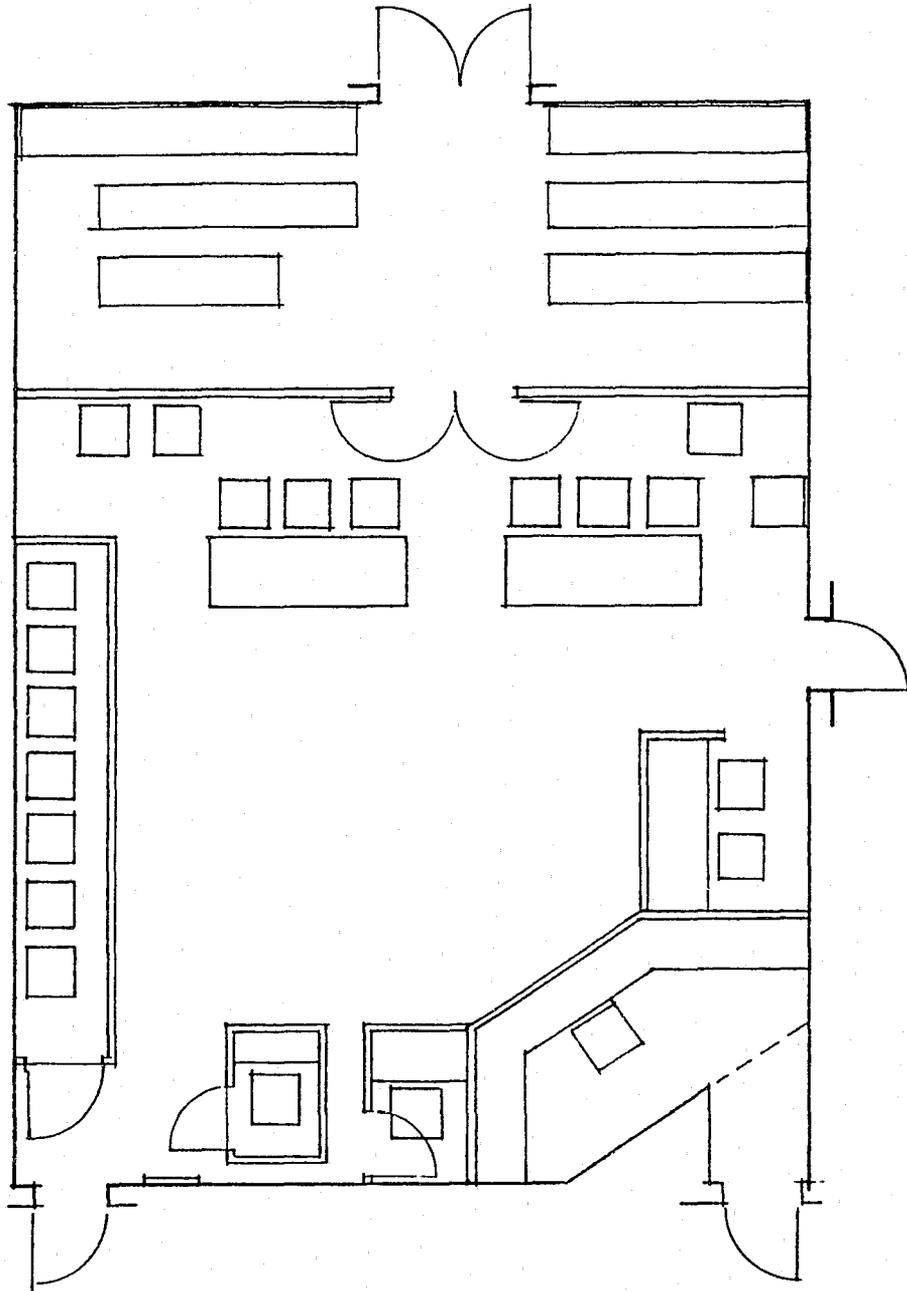
STANDARD NON-JURY COURTROOM



1,700 NSF

1/8" = 1'-0"

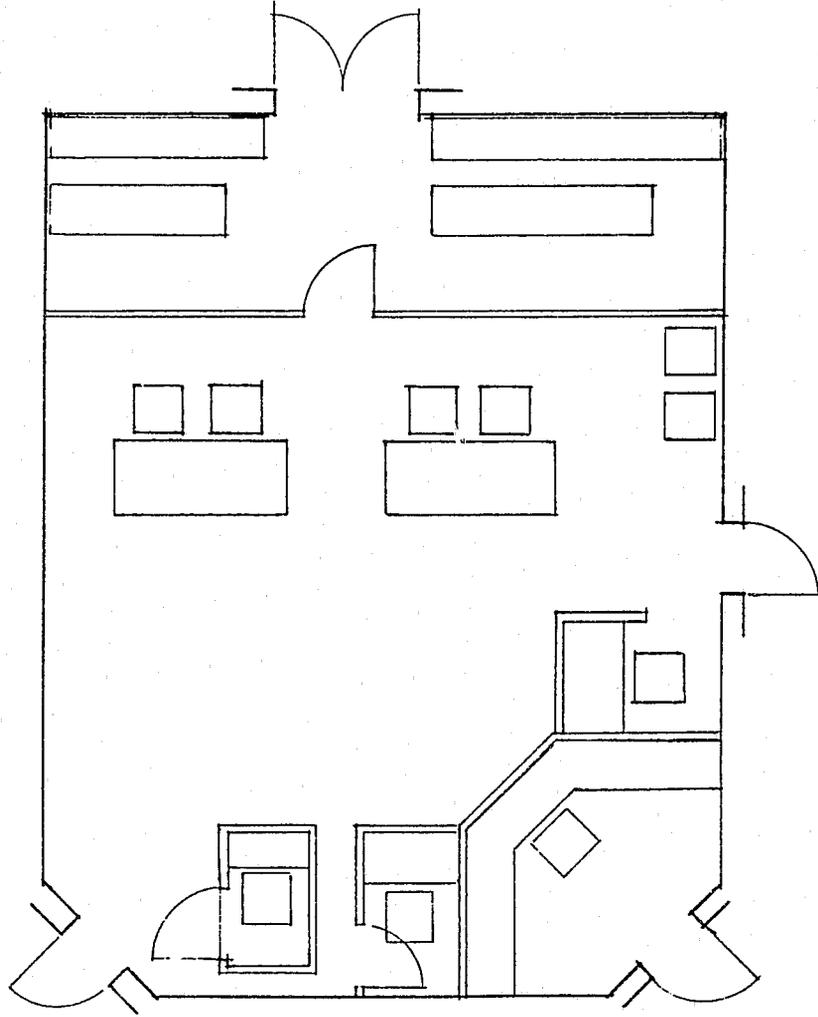
SMALL TRIAL COURTROOM



1,400 NSF

1/8" = 1'-0"

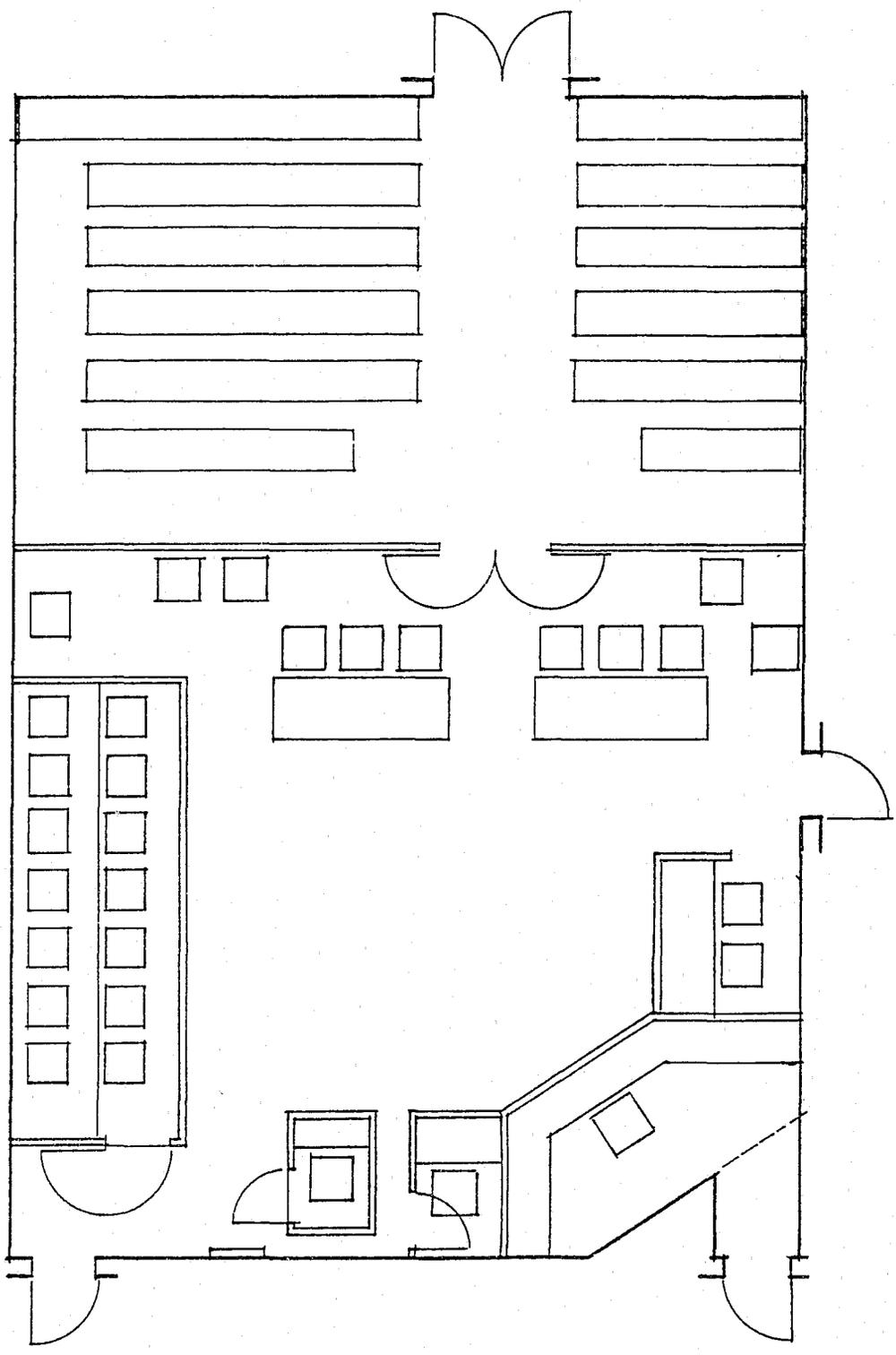
FAMILY COURT COURTROOM



1,000 NSF

1/8" = 1'-0"

PROTOTYPE RURAL COURTROOM



1,900 NSF

1/8" = 1'-0"

Court Support Design Concepts

APPENDIX: RECOMMENDED DESIGN CONCEPTS**COURT SUPPORT DESIGN CONCEPTS**

The Courts must have the appropriate court support elements if they are to operate in a timely and efficient manner. The conceptual diagrams which follow illustrate potential configurations of these elements. While design innovation, and adaptability to specific jurisdictional practice is expected, care should be taken in apportioning the critical dimensions. Numerous examples may be found of jury rooms and offices which are spatially adequate, but disproportionately configured. The examples shown are intended to illustrate some of the configurations which experience has shown to be workable.

Appellate Judge's Chamber - 320 square feet

The conceptual design of an Appellate Judge's Chamber divides the space into two areas: a work area for the judge, and a visitor area which can accommodate 8 to 10 people. The office is larger than that of a trial judge, reflecting the appropriate image of the Court. The furniture layout which is presented is only an example and may be rearranged to suit individual preferences. A small toilet and robing area is also shown.

Typical Judge's Chamber - 280 square feet

As with the Appellate Judge's Chamber, the Typical Judge's Chamber contains a work area, and a visitor area that can accommodate 6 to 8 people. A small toilet and robing area is shown attached to the chamber, although private restrooms may also be combined and centrally located for the dedicated use of a number of judges.

APPENDIX: RECOMMENDED DESIGN CONCEPTS

Jury Deliberation Room - 400 square feet

The jury deliberation rooms shown are designed to accommodate a twelve-person jury. A minimum room width of 14 feet is critical to allow sufficient room for the table, chairs, and circulation. The oval table may be replaced by a rectangular one, approximately 5 feet by 10 feet in dimension.

Attorney/Client Conference Room - 120 square feet

The attorney/client conference room can accommodate up to six people for short duration conferences near a courtroom. This room can be used as a general sequestration room, or as a victim/witness waiting area, to allow for privacy and separation of victims from defendants in a court trial.

Deposition Rooms - 144 and 120 square feet

Two sizes of deposition rooms are depicted. The larger 144 square foot room can accommodate up to eight people, while the smaller 120 square foot room can comfortably seat up to six persons for short periods of time.

Conference Room - 320 square feet

The standards present a general purpose conference room of 320 square feet that can accommodate 16 to 20 persons. Jury deliberation rooms of 280 square feet may also be flexibly used as multi-purpose conference spaces for 12 to 14 persons.

APPENDIX: RECOMMENDED DESIGN CONCEPTS

Grand Jury Room - 1,000 square feet

The Grand Jury Room is divided into a hearing room area of approximately 1,000 square feet, plus support elements including: an entry vestibule, a reception/waiting area, a sequestered witness waiting area, an interview/conference room, and toilets for the grand jurors. The layout presented shows tiered seating for 23 jurors, although other seating arrangements are also acceptable. Variations include rectangular or horseshoe-shaped table arrangements.

Executive/Attorney's Office - 150 square feet

This is a standard office arrangement for nearly any executive function. The office can accommodate a standard desk and credenza, file cabinet, bookshelf, and seating for 2 to 4 persons.

Supervisor/Administrative Assistant's Office - 120 square feet

This office also represents a widely-used size and layout. The office can accommodate a desk and credenza, file cabinet, and seating for 2 persons.

Secretary's Workstation - 80 square feet

The Secretary's Workstation can accommodate a desk and typing or computer return, a lateral file cabinet, and seating for 1 visitor.

APPENDIX: RECOMMENDED DESIGN CONCEPTS

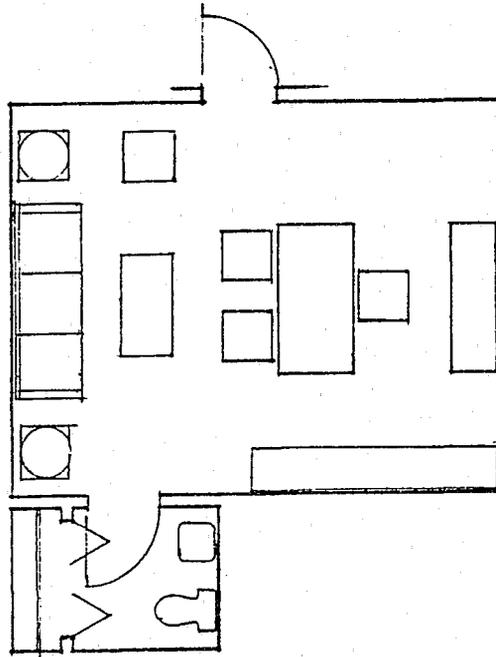
Clerical Workstation - 64 square feet

The Clerical Workstation will accommodate a desk and side table work area, plus a lateral file or storage area.

Counter Workstation - 42 square feet

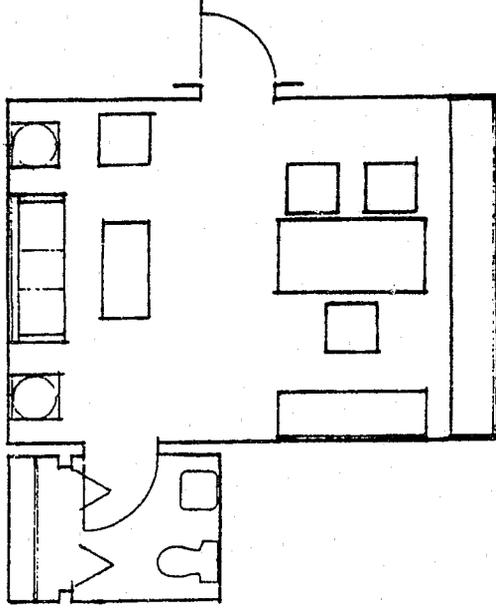
The Counter Workstation is a permanent station at the counter, either at floor level with the counter top above, or elevated with the counter at mid-level. The station includes a work surface and typing or computer return, plus adequate file and form storage areas.

JUDGE'S CHAMBERS



APPELLATE JUDGE'S CHAMBER

320 SQUARE FEET

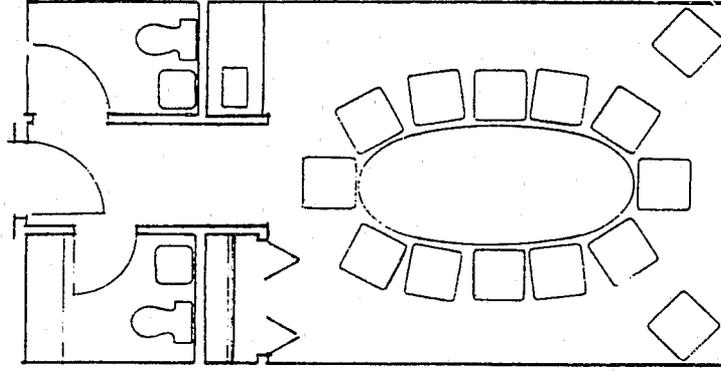


TYPICAL JUDGE'S CHAMBER

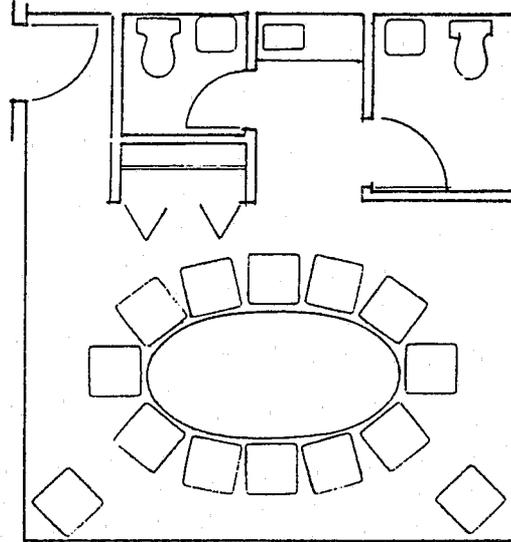
200 SQUARE FEET

1/8" = 1'-0"

JURY DELIBERATION ROOMS

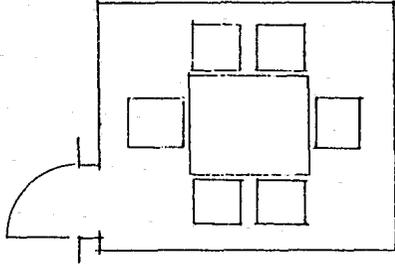


1/8" = 1'-0"



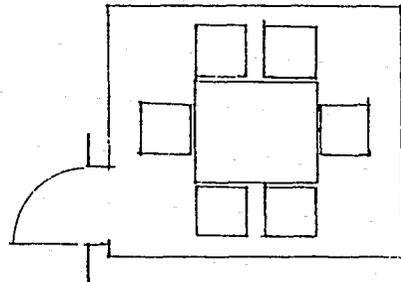
280 NSF

CONFERENCE ROOMS



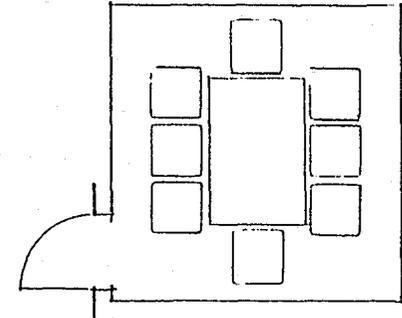
**ATTORNEY / CLIENT
CONFERENCE**

120 SQUARE FEET



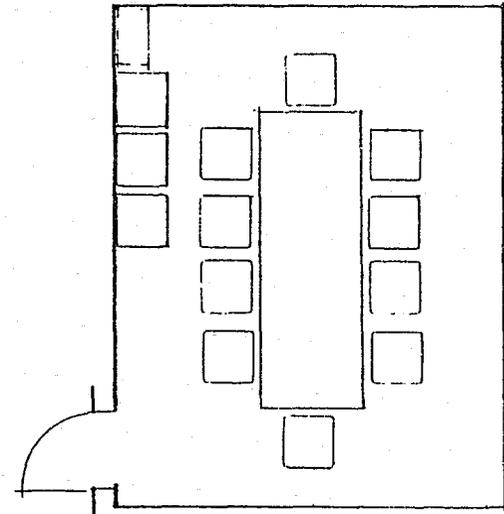
DEPOSITION ROOM

120 SQUARE FEET



DEPOSITION ROOM

144 SQUARE FEET

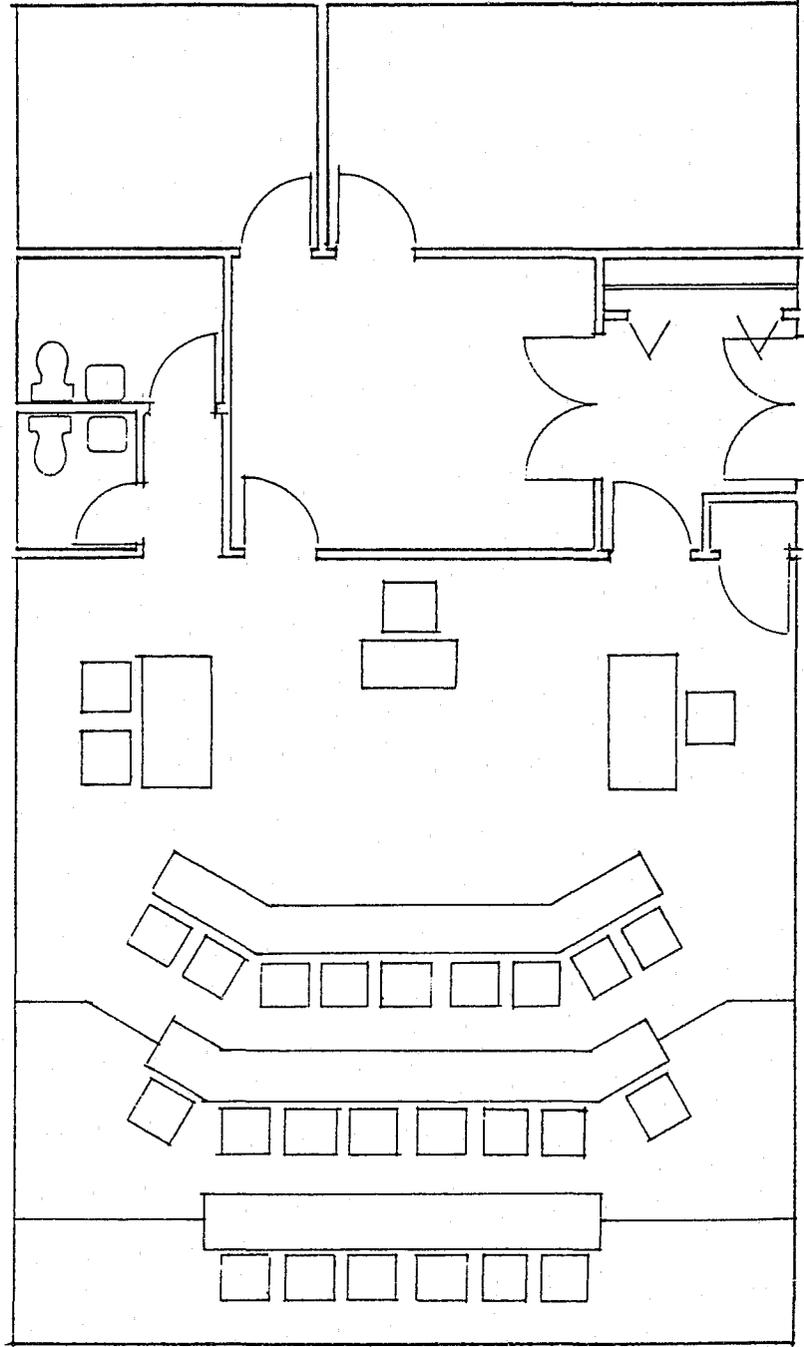


CONFERENCE ROOM

320 SQUARE FEET

1/8" = 1'-0"

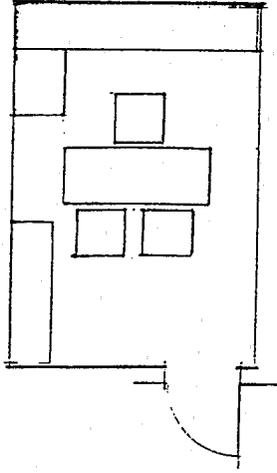
GRAND JURY ROOM



1,000 NSF

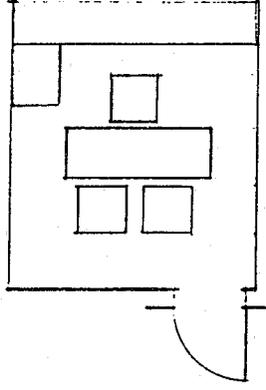
1/8" = 1'-0"

OFFICES



EXECUTIVE/ATTORNEY

120 SQUARE FEET

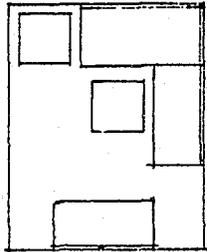


**SUPERVISOR/
ADMINISTRATIVE ASSISTANT**

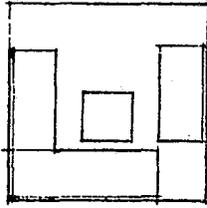
150 SQUARE FEET

1/8" = 1'-0"

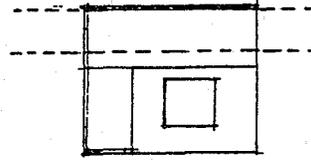
WORKSTATIONS



SECRETARY
80 SQUARE FEET



CLERICAL
64 SQUARE FEET



COUNTER
42 SQUARE FEET

1/8" = 1'-0"