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**COURTHOUSE REORGANIZATION AND
RENOVATION PROGRAM - NEW YORK**

**FINAL REPORT
APPENDIX A**

**SUPREME
COURT
BUILDING
60 CENTRE STREET
NEW YORK**

17045

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APPENDIX A: SUPREME COURT BUILDING, NEW YORK COUNTY

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SUMMARY OF MAJOR RECOMMENDATIONS AND FINDINGS

RECOMMENDATIONS

- . Consolidate on the ground floor jury qualification, assembly and impaneling facilities, presently located on the first and fourth floors, to provide private access exclusively for jurors.
- . Consolidate clerical functions, including law-and-equity and docket sections, on the ground floor.
- . Relocate to the city archives or to other city-owned buildings inactive court records and records not related directly to court operations.
- . Relocate functions unrelated to court operations, including notary, passport and licensing units, to space outside the court building to free space for court expansion.
- . Move to lower floors Special Term parts, in particular those handling motions involving little time for each case, but large numbers of attorneys and clients; locate at or near the entrance level to reduce traffic load on elevators, primarily during peak traffic hours.
- . Reorganize on the first floor (public entrance level) major clerical functions, including the County Clerk's Office and clerical offices of Special Term parts, to retain on that level most of the public not participating in or observing trials or hearings.
- . Relocate part of the county clerk's operation to the adjoining State Office Building, after its proposed renovation for court use.
- . Relocate law assistant's offices on highest floors, in proximity to the law library and judges' chambers, and court reporters' offices in similar spaces on lower floors.
- . Provide in vacated spaces on the ground, first and fourth floors, after relocating existing functions, several additional courtrooms and ancillary facilities. Construct two additional courtrooms and several special referees' hearings rooms and offices in fourth-floor spaces vacated by moving jury facilities to the ground floor.
- . Increase the number of judges' chambers by using vacated spaces on the fifth and sixth floors, by reducing the number of three-room suites and by constructing new chambers, if necessary, on setbacks above fourth-floor courtrooms.

FINDINGS

- No major structural changes are required to this official historical monument to meet court needs over the next 30 years.
- Supreme Court Civil Term caseload is projected to decrease by 34.5% by year 2000, taking into account the anticipated increase in Civil Court monetary jurisdiction from \$10,000 to \$20,000 (by 1975), and the transfer of approximately 40% of Supreme Court Civil Term cases to the Civil Court.
- A 11.6% increase in matrimonial caseload is projected from 1970-2000 (assuming the Supreme Court continues to exercise jurisdiction over such cases).
- An increase is projected in Supreme Court Civil Term personnel, excluding the County Clerk's function, from 423 to 435, or 2.8% over the next 30 years. It is expected that County Clerk's personnel will increase from 110 to 141, a rise of 28.2% over the same period.
- Net useable floor space in the Supreme Court Building -- 268,338 sq. ft. -- should remain unchanged.
- Thirty-five court parts are projected by year 2000, an increase of three.
- Total net area required by year 2000 is 229,363 sq. ft. which could be accommodated within the existing building with a net area of 268,338 sq. ft.
- Space standards for each additional Supreme Court Civil Term part include a 1,000-1,200-sq.-ft courtroom (for a six-man jury), 875-1,375 sq. ft. adjoining ancillary facilities (nearly the same as courtroom area) and 1,595-1,904 sq. ft. of related supporting facilities (about one-and-a-half times courtroom area). Total recommended space requirement for each additional part is 3,486-4,479 sq. ft. (about three-and-a-half times courtroom area).
- Each existing courtroom with ancillary and supporting facilities, including common and shared facilities, occupies 8,386 sq. ft. net. With a projected increase in number of parts within the existing structure from 32 to 35, this figure would decline to 7,667 sq. ft. net.
- Estimated renovation cost for the Supreme Court Building is \$1,548,295 (January, 1972, prices).

SUPREME COURT, CIVIL TERM

The Civil Term of the Supreme Court in New York County is invested, under the New York State Constitution, with unlimited general jurisdiction over all causes of action arising in law and equity. With the Civil Court of New York County having jurisdiction over cases up to \$10,000, the Civil Term of the Supreme Court restricts the cases it handles to those in which the amount sought to be recovered is in excess of \$10,000. In view of the speed with which the Civil Court is disposing of its caseload, and of the assignment of several Civil Court judges to handle civil cases in the Supreme Court, it is likely that the monetary jurisdiction of the Civil Court will be increased to \$20,000 or \$25,000 in the near future. Such a jurisdictional change would relieve the Supreme Court of some of its extensive civil caseload that has been delaying disposition of many cases inordinately. The Supreme Court also maintains jurisdiction over all marital matters in connection with separation, annulment, divorce and dissolution.

Caseload of the Civil Term of the Supreme Court, as reported in the Judicial Conference Annual Reports, increased 19%, from 7,943 cases in 1966 to 9,450 cases in 1970. Little relationship existed between the total New York County population, which declined over the same five-year period, and Supreme Court civil caseload. A stronger correlation was established, however, between recent inflationary trends and cases filed.

The Civil Term of the Supreme Court can be divided into 19 functional units:

1. Office of the Administrative Judge
2. Office of the General Clerk
3. Jury Clerk's Office
4. Impartial Medical Panel Office

5. Conciliation Bureau
6. Family Counselling Unit
7. Law Library
8. Law Department
9. Special Referees and the Special Assignment Clerk's Office
10. Interpreters
11. Law Stenographers
12. Court Reporters
13. Senior Court Officers
14. Confidential Clerk's Office
15. Calendar Clerk's Office
16. Current Part Structure
17. Special Term Parts II and III
18. Special Term Part XII
19. Special Term Parts V-X

SUPREME COURT BUILDING

The Supreme Court Building was completed for occupancy in 1927. The building has a fireproofed steel frame, resting on piles, with exterior finished in granite, and interiors of brick and plaster. Travertine walls and floors characterize the main entrance vestibule and lobby. The rotunda has marble floors and walls with free-standing marble columns supporting a domed, frescoed ceiling. Public corridors and lobbies on floors other than the main entrance have terrazzo floors and marble wainscots. Courtrooms have wood wainscots with painted plaster walls and ceilings and cork tile floors. Offices are finished with painted plaster walls and ceilings.

The building plan is hexagonal. From a central rotunda and service core corridors radiate, like the spokes of a wheel, to a periphery area containing, for the most part, two-story-high courtrooms and single-story ancillary facilities. Between the central rotunda/service core and the periphery hexagonal area are six light courts,

separated by the radiating corridors, and rising the full height of the building from sub-basement to roof. Each light court is approximately 2,000 sq. ft. in area. Above the central rotunda, within the central service core, from the fourth floor mezzanine to the roof level, is another central circular light court about 60 ft. in diameter.

An earlier survey of this building¹ revealed that gross building area is 517,000 sq. ft. and that net useable area is 201,000 sq. ft., or only 39% of gross area. The same survey estimated that the Civil Term of the Supreme Court was occupying 165,000 sq. ft., with 32 courtrooms and 38 judges' chambers, and that the County Clerk's Office was occupying 35,000 sq. ft. on the lower floors. The American Legion and Family Counselling Office occupied approximately 1,500 sq. ft. of useable space, according to the survey.

Most mechanical and electrical equipment dates from building construction. The heating system is a low-pressure, two-pipe, vacuum-return steam system; steam normally is purchased from the Consolidated Edison Company. However, the building has four well-maintained boilers, each rated at 350 boiler horsepower, and in good working condition. When Consolidated Edison is unable to supply adequate steam during a power shortage (approximately 80 days a year), the boilers are activated. Steam generated by two of the four boilers is adequate to meet the building's heating requirements.

The ventilating system, installed to ventilate courtrooms, toilets and basement spaces, is operating in large part on direct current. Exhaust blowers for ventilating courtrooms are used sparingly and at reduced speed to conserve DC power, which is inadequate to accommodate all blowers operating simultaneously at full speed. Some blowers have been converted to alternating current drive to conserve DC power.

¹ Smith, Smith, Haines, Lundberg & Wachler. "New York County: New Supreme Court Building. The Supreme Court of the State of New York", May 28, 1965, p. 24.

The Supreme Court Building is not air-conditioned. Judges' chambers are cooled in summer by window units, and an ever-increasing number of these units has resulted in a power shortage during summer months. Plans are being completed to install a 100-ton central chilled-water system with an electrically-driven centrifugal compressor and fan coil to air-condition the County Clerk's spaces on the ground and first floors. Two small cooling towers would be located in the southeast light court.

The building, serviced originally with direct current, was partially converted to alternating current in 1956. AC drives are being installed in place of DC equipment. The existing 4,000-amp AC service, with 15 spare breakers and a total capacity of 1,600 amps, will be inadequate to meet expanded power requirements over the next 30 years. Proposed air-conditioning services would require more power than the capacity of the spare breakers. An additional 4,000-amp service with a new switchboard located near the existing board is recommended.

The Manhattan Civil Defense Emergency Center and the Mayor's Emergency Control Board operate emergency broadcasting and monitoring equipment in the basement, using power from a 200-amp breaker on the AC panel. A 120/208 volt, 60-cycle, three-phase generator can be used to supply emergency power. A DC buzzer system used by jurors to signal court clerks from jury deliberation rooms is also provided.

Lighting in the Supreme Court, primarily of the incandescent down-light type, has deteriorated to the extent that fixtures have been removed to install high wattage exposed bulbs to increase the light level. In actuality, this system produces annoying glare and "visual adaption" problems. The courtrooms have antiquated, decorative incandescent light fixtures which do not contribute substantially to courtroom lighting, predominantly through windows. On overcast days, light level in most courtrooms is grossly inadequate for courtroom tasks.

The building has eight public and two private elevators, one book elevator, one freight elevator and one ash hoist. The book elevator and the ash hoist, in poor operating condition and requiring major overhaul, service only the ground and basement floors. The

judges' private elevators and the freight elevator service the entire building above the ground floor, including the mezzanine levels. Three of the eight passenger elevators service all major floors (including the fourth floor mezzanine level) up to the sixth floor. The remaining five passenger elevators service only the major floors from ground to the fifth floor, with one of the five making stops at the fourth floor mezzanine level.

Originally the building had 18 manually-operated, DC-powered public elevators which, in 1968, were reduced to nine (eight public and one freight) and converted into automatic AC elevators. Each public passenger elevator has 3,000-lbs. capacity and operates at 350 fpm while the two private elevators, still manually-driven and DC-powered, have 1,500-lbs. capacity. The ash hoist is used daily to transport garbage from the basement to the ground floor.

A central, DC-driven vacuum cleaning system consists of two 25-hp vacuum pumps and a network of piping linking the judges' chambers on the fifth and sixth floors.

The house water system is a downfeed distribution system drawing on two 11,000-gal.-capacity house tanks. A natural convective circulating system supplies hot water from two thermostatically-controlled, steam-heated, hot-water heaters. Chilled drinking water is supplied from a central system consisting of two 10-ton water chillers, each with a water-cooled condenser, and a cooling tower located in the basement. Filtered drinking water is supplied from a 200-gal. storage tank. Supplementing this central system is a small number of self-contained water coolers tied into the water line located in spaces not serviced by the central system.

Waste is removed by four AC-controlled ejectors operated by compressed air. Five sump pumps are either DC-or AC-driven. One of the larger AC-driven pumps is connected to the emergency generator circuit to protect the building from flooding during power black-outs or loss of electrical power.

EXISTING SPACE USE

A summary of existing space use in the Supreme Court Building is illustrated in the diagrammatic building section, Dwg.No.14, and in the existing space use plans included with this report.

The Supreme Court Building has a basement, ground floor and seven upper floors, with a mezzanine floor between every two main floors from ground to the fourth floor (a total of five mezzanine floors). No direct external access is provided to the basement containing building equipment and services and civil-defense functions. The ground floor to the first-floor mezzanine accommodate the County Clerk's Offices and records, the Calendar Clerk's Office, Special Term Part I (Litigated Motions) and the calendaring courtrooms. The second floor to the fourth-floor mezzanine are allocated to courtrooms with ancillary and supporting facilities. The fifth and the sixth floors are occupied by judges' chambers and supporting offices. The seventh floor houses the administrative judge's chambers and the Office of the General Clerk of the Supreme Court.

Structurally, the peripheral area on each floor consists of six distinct areas, designated here as north, northeast, southeast, south, southwest and northwest. Corridors radiating from the central service core and rotunda are similarly designated. Spaces on the points of the hexagonal building between the six major areas, are referred to as "corner spaces."

FLOOR-BY-FLOOR SPACE USE

BASEMENT

The basement, having no direct external access, can be reached only by one of four staircases from the ground-floor central core. All elevators, excluding the book lift and the ash hoist, terminate on the ground floor. The Manhattan Civil Defense Emergency Center occupies three of the six basement areas, (north, northwest and southwest), using two areas for supplies and storage and one for a seldom-used classroom. While these spaces are not suitable for offices, they could be used for records or general storage, if permitted in spaces not designated for civil-defense purposes. The northeast and southeast areas contain fuel tanks and boilers; the area on the south is a county clerk's storage space. The north and northwest radiating corridors are used for an electrician's shop and a custodian's store. The southwest areas on lower floors are larger and different in shape from the other areas. The four corner spaces between the other five areas presently are used as fan rooms and access stairs. Basement spaces are well maintained.

GROUND FLOOR

The ground floor, with direct external access from Baxter Street, is not being utilized efficiently, most of the spaces being occupied by records functions that have little or no relationship to court operations. The entire north area and more than half of the northwest area are taken up with business records, which are under the county clerk's responsibility, but unrelated to the court. The docket section of the County Clerk's Office now occupies space in the northwest area, but is closely related to the law-and-equity section located in the south area on this floor. The County Clerk's Office occupies both the south and the large southwest areas. The south area also contains the county clerk's notarial, passport, census, veteran and peddler's license sections, all unrelated to court

operations. The entire southwest area is the record and micro-filming space of the County Clerk's Office.

The northeast area contains the Baxter Street entrance, the court officers' locker room, the custodian's office, the chief court officer's private office, toilets and a room used for storing garbage pails. The Baxter Street entrance is several feet higher than the central core area, and a flight of steps in the radiating corridor bridges the two levels. The Baxter Street entrance normally is used as the service entrance. The southeast area is the upper part of the boiler room on the basement floor.

With the exception of the corridor radiating to the Baxter Street entrance, all radiating corridors on this floor are used for records and general storage -- four for the County Clerk's Office and one for the custodian. The circular space in the central core below the rotunda is being used as well for storing the county clerk's marriage license records and custodian's supplies.

The ground floor is easily accessible from all upper floors; all elevators terminate at and all stairs lead to this floor.

GROUND-FLOOR MEZZANINE

The two major spaces on the ground-floor mezzanine are accessible directly from the first floor, the main public entrance from Centre Street into the building. A flight of stairs bridges the distance of several feet between the two levels. Access to the corner rooms between major areas is by enclosed staircase from either the ground or first floor. The mezzanine level in the southwest wing above the county clerk's record and microfilming space is accessible by the two corner staircases, one on each side of the space. The space is also used for records storage.

The two major spaces are used as courtrooms for Special Term Part I (Litigated Motions) in the north area and Trial Term Part I (Calendaring) in the southeast area. Each courtroom contains 3,200 sq. ft. Small

rooms (260 to 375 sq. ft.) are provided at both ends of each courtroom. In the Special Term Part, these rooms are used as robing, clerk's lockers and storerooms. One room being used by the county clerk's counsel. In the calendaring courtroom, one of the rooms (Room 145) is occupied by the Medical Report Office. The remaining spaces are used as robing, clerk's, lunch and female court officers' rooms. Access to these rooms is from either the courtrooms or corner stairs.

FIRST FLOOR

The first floor -- the main public entrance level -- presently houses part of the County Clerk's Office, part of the Calendar Clerk's Office, the Clerk's Office of Special Term Part I, the County Clerk's Jury Qualifying Office, and spaces occupied by programmers of the New York City Judicial Data Processing Center.

The entrance to the Supreme Court Building is impressive. A high flight of granite steps wraps around the entire southwest portion of the building to lead a visitor to the columned portico entrance. The grandeur of the architecture continues from the portico through a high-ceiling lobby, down a sloping passage way to an impressive rotunda at the center of the circular building core. From the single-story space around its perimeter, used as circulation and waiting space, the rotunda soars to the fourth floor, resting on free-standing marble columns of circular and rectangular shape.

The north and southeast areas contain the upper levels of the two large courtrooms on the ground-floor mezzanine, as well as the upper levels of the small rooms around the courtrooms. The high ceilings in these small rooms create poorly proportioned, shaft-like spaces. The northwest area adjoining the main entrance contains the Clerk's Office of Special Term Part I, as well as an unused courtroom. General public access to this area is through the central rotunda and radiating corridor. The northeast area is occupied by county clerk jury clerks and by data-processing programmers. The south area contains

the County Clerk's and the Calendar Clerk's Offices. Both the north-east and the south areas are accessible through the rotunda and the radiating corridors. A small circulation corridor along each of these areas provides access to various departments, as does a corner staircase at either end of the six major areas on each floor.

Small rooms surrounding the entrance lobby are allocated to the press. A public telephone room and an information booth are located to one side of the lobby. With reduction in the number of elevators from 18 to 13, new floors were constructed in the vacated shafts on each floor. Those on this floor are used by the custodian's office.

The original design of the 16 elevators -- in four banks, each with four elevators, and symmetrically planned around the periphery of the central core or rotunda -- is extremely inefficient. After reducing to eight the number of public elevators, only two adjoining banks are being used. Even with this arrangement, passengers frequently run to "catch" the elevator located in the "wrong" bank, the elevator doors invariably closing before the person reaches it.

FIRST-FLOOR MEZZANINE

The first-floor mezzanine houses the remaining parts of the County Clerk's Office, the Calendar's Clerk's Office and Clerk's Office of Special Term Part I. With major areas on the ground floor two stories high, the only spaces available are in the four corner areas between major spaces. The room between the northeast and south areas is used as the office of the chief clerk of the Calendar Clerk's Office. From this office, access to the Calendar Clerk's Office on the first floor is by an adjoining enclosed staircase. The room between the northeast and the southeast area is occupied by the county clerk's administrator. He is located some distance away from the County Clerk's Office on the first floor. The two rooms in the corner space between the north and northeast areas previously were used as the county clerk's bindery, which has since been relocated to the seventh floor of the Hall of Records (Surrogate's Court Building), 31 Chambers Street. One of the

rooms presently is used as a lunch room for the county clerk's staff. The room between the north and northwest areas is occupied by the chief clerk of Special Term Part I Clerks' Office on the first floor, accessible by the enclosed staircase adjoining the Chief Clerk's Office. Each of the four spaces on the mezzanine floor has a private toilet.

TYPICAL COURTROOM FLOORS

The original design of the building must have been influenced to a large extent by the concept of a symmetrical layout of courtrooms on upper floors. There are three main floors of two-story courtrooms -- second, third and fourth -- with ancillary facilities located in the corner spaces and between courtrooms at both the main and the mezzanine levels.

With the exception of the southwest area, which varies in space use, the five remaining major areas are planned in the same manner: each has two 1,750-sq. ft. courtrooms, symmetrically placed on each side of the radiating corridor. Public, attorneys and litigants can move from the corridor into courtrooms to either side. The third side of this lobby, which, in fact, is an enclosed extension of the corridor, contains a large one-story room of 330 sq. ft. and a separate staircase for access to the mezzanine floors. The room is 330 sq. ft. in area. The rooms are used primarily by law assistants and court reporters, but are not assigned on any systematic or functional basis.

Each corner area between courtrooms on the major floors contains an enclosed access staircase and two rooms of similar shape, each with a separate toilet and two entrances, one off a stair landing permitting a judge to enter the room from his chambers upstairs, and the other from the robing room into the courtroom.

The central core on major floors consists of eight public elevators and one freight elevator, four peripheral enclosed fire staircases and offices created in previously-used elevator shafts, occupied

by law assistants (third and fourth floors) and by a custodian (second floor).

On the mezzanine floors, available spaces are the corner rooms above the judges' robing rooms, accessible by the corner stairs, and those above the court reporters' and law assistants' rooms at the end of the radiating corridors, accessible by a private staircase at each location. The corner rooms are accessible directly from the stair landing and generally have been assigned as jury deliberation rooms, court reporters' rooms and examination rooms. Spaces between court-rooms are used by court reporters and law assistants.

The central core on the second- and third-floor mezzanines has low ceiling height -- 4 ft. 9 in. and 5 ft. 9 in., respectively. These spaces presently are vacant or are used for general storage. Radiating corridors at these levels have similar ceiling heights and are used as pipe-and-duct spaces for mechanical, electrical and plumbing systems. On the fourth-floor mezzanine, ceiling height is normal (more than nine feet) and the circular area surrounding the central light court is subdivided into small offices to accommodate court reporters.

In general, light level in courtrooms on most days is sub-standard. Incandescent lights are grossly inadequate to supplement daylight from windows in side walls. Many courtrooms have an average light level below 15 ft.-candles. Because courtrooms are not air-conditioned and mechanical ventilation is inadequate during the summer months, windows are opened, creating excessively high background noise from the heavy outside traffic. Air-conditioning obviously would minimize such problems. Finally, this old building on the whole is drab, and a new coat of paint in suitable colors would greatly improve its appearance.

VARIATIONS ON TYPICAL COURTROOM FLOORS

Variations on typical courtroom floors occur in the southwest area of the building. On the second floor, the entrance lobby and main passage-way into the rotunda area on the first floor extend up to the second-floor mezzanine. Consequently, very little useable space is available on the second floor and the second-floor mezzanine. Available spaces on the second floor, accessible through a long corridor, house toilets. Corner spaces at the ends of this southwest area are used for robing rooms and storage. On the second-floor mezzanine, spaces on the level above the toilets are not easily accessible and are used by the American Legion and by the elevator operators as a rest room. Corner spaces at this level are used as jury deliberation rooms, court reporter's rooms and general storage and rest rooms.

On the third floor, the southwest wing, accessible from the central core by a radiating corridor, contains the Special Term Part XII (Matrimonial) courtroom, with a robing room at one end and the office of the chief law assistant at the other. This courtroom (3,525 sq. ft.) is considerably larger than typical courtrooms on three typical courtroom floors. The clerk's office in Part XII is located in one of the courtroom spaces adjoining the Special Term courtroom in the northwest area. The chief clerk of this Special Term occupies the space normally assigned as a robing room. Other minor variations on the third floor include spaces for court interpreters between courtrooms in the south area and a prisoner holding facility between courtrooms in the north area. By removing narcotics cases from the Supreme Court and placing them under jurisdiction of a specially created narcotics court, the holding facility will no longer be required. Very little security attends transfer of occasional detained defendants to and from this holding facility, and eliminating it would provide an additional office for a court-related function.

Presently, one courtroom (Room 321) in the north area of this floor is used for Special Term Part II in handling ex parte motions. The

adjoining courtroom space (Room 315) in the northwest wing has been assigned as the clerk's office, and the corner space adjoining this office is occupied by the chief clerk of this Special Term.

The two-story height of the Special Term Part XII courtroom limits available space on the third-floor mezzanine level. Adjoining the upper level of the courtroom on the north side are special referee's hearing rooms and offices. On the south side are located a jury deliberation room and offices housing confidential accounts related to incompetency hearings. Other deviations from typical space use are corner spaces between the north and northwest areas which are used for naturalization records and statistics. The remaining corner spaces and rooms between courtrooms are used as jury deliberation rooms, court reporters' offices and examination rooms.

Both the south and southwest areas of the fourth floor depart from typical space use. The south wing, while similar in size and general layout to other typical courtroom areas, is used for jury assembly. The room normally located between courtrooms has been eliminated to connect the two large spaces by a one-story space used as jury assembly room control. The jury clerk occupies an adjoining office on one side of the jury assembly room (similar to a judge's robing room). The southwest area, adjoining the jury assembly room, accommodates three jury impaneling rooms and the Conciliation Bureau. The radiating corridor to this area is sub-divided to provide three small rooms for the Family Counselling Unit and an additional room for the Conciliation Bureau. Consequently, the width of this corridor is smaller than the other corridors on this floor.

From the office of the Conciliation Bureau, entry is possible to a roof space above the columned portico. This space, in addition to housing two small fan rooms, is used for storing library books that can not be accommodated in the law library. The roof over this space leaks and some books have been water-damaged.

The two-story-high jury impaneling rooms and part of the Conciliation Bureau limits the space available in the southeast area on the fourth-floor mezzanine. The space has been combined with corridor space to provide offices for law stenographers. The circular space adjoining the central light court has been sub-divided into a series of small rooms (65 sq.ft. each) for court reporters. Spaces at the four corners are used as jury deliberation rooms and for a female juror's lounge. The spaces between courtrooms are used as court reporters' offices, locker rooms and a toilet.

FIFTH AND SIXTH FLOORS

The fifth and sixth floors contain judges' chambers, law library and two Special Term courtrooms (Parts V and VI). The width of the perimeter building area has been reduced substantially to accommodate two rows of private rooms with a private access corridor. The corner staircases protrude into the light courts, which are much larger here than on lower levels. Judges' chambers are either two or three-room suites. In two-room suites, a judge is located in one room, the law secretary and confidential clerks in the other. In three-room suites, the law secretary and the confidential clerk may each have a room, or they may be placed in one room, leaving the third room as a private library/conference room. Judges' chambers are assigned according to seniority, the more senior judges occupying the larger three-room suites.

The two-story-high law library is located in the southwest area, on these two floors. The library has a small balcony which presently is used ineffectively as stack and general storage space. Due to the shortage of library spaces, the corridor from the central core to the library proper on the fifth floor is filled with book shelves and library books; many hundreds of books are stored in a very poor location above the entrance portico, as described previously. The librarian occupies an office to the south of the main library on the fifth floor.

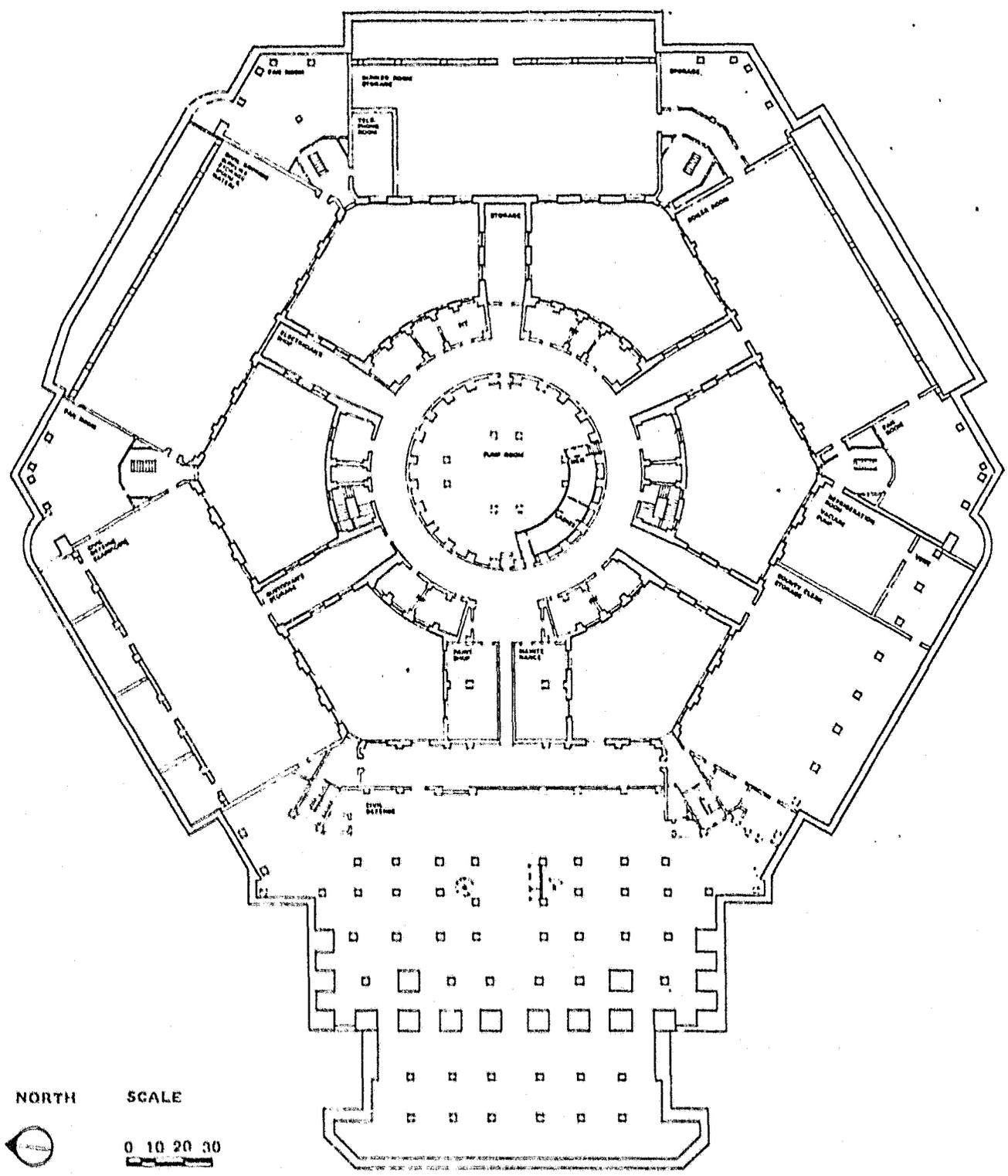
The two two-story Special Term courtrooms located in the north-east area of the fifth floor only recently have been renovated. The space between these two courtrooms is occupied by court officers. A room on the other side of each courtroom on both floors is assigned as a special referee's hearing room (a total of five, the fifth being between the courtrooms on the sixth floor).

On the sixth floor, the circular space in the central core has been sub-divided and converted into two groups of L-shaped judges' chambers. Only two corridors radiate from the central core to the northeast and southwest areas of the fifth and sixth floors.

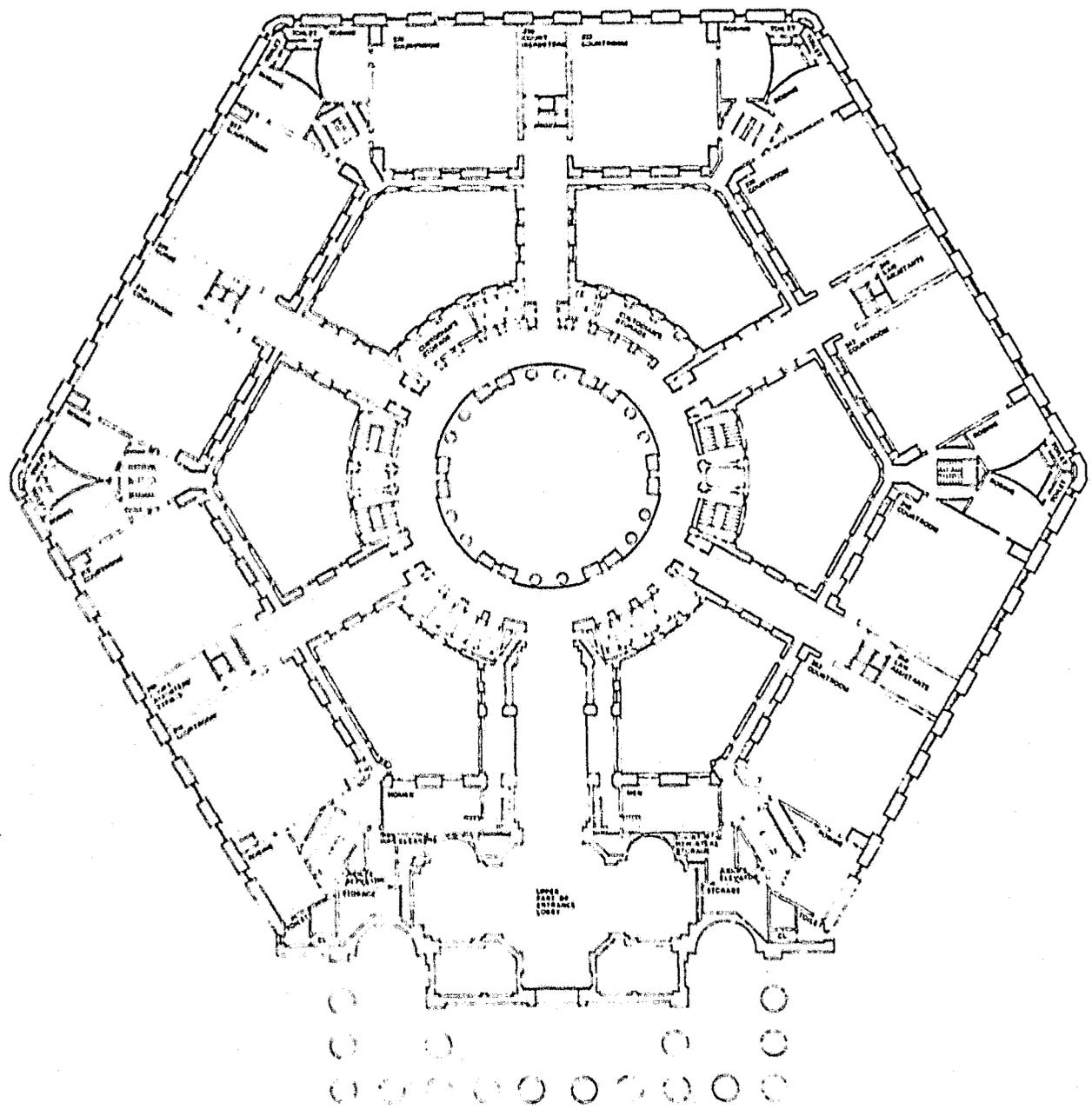
SEVENTH FLOOR

The only space available on the seventh floor -- on the southwest -- is accessible by both judges' private elevators and by two corner staircases, one at each end. This space is occupied by the administrative judge and by the general clerk of the Supreme Court.

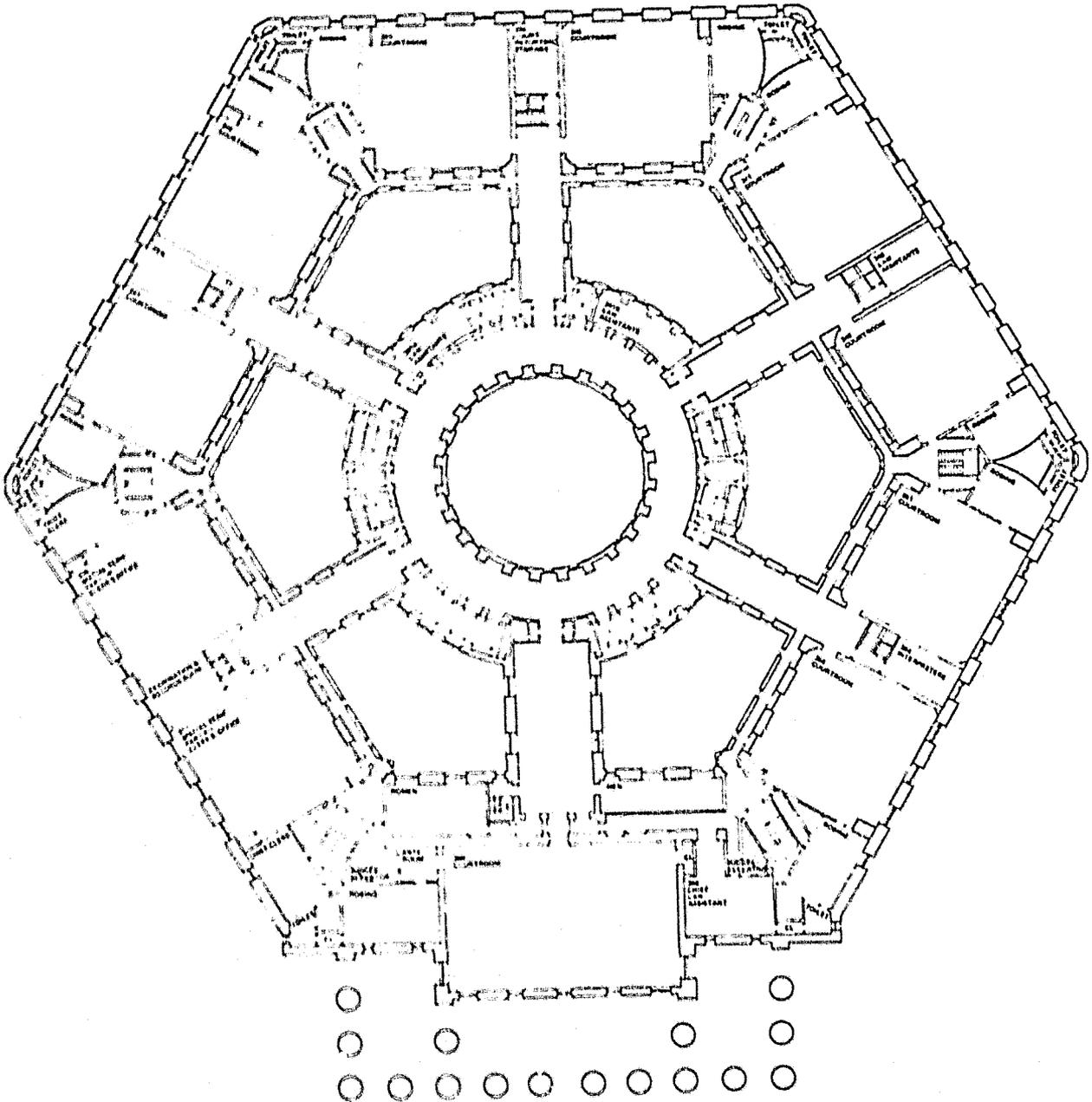
Ventilation system fan rooms are located at each of the six corners. Two elevator machine rooms are located in the central core on this floor.



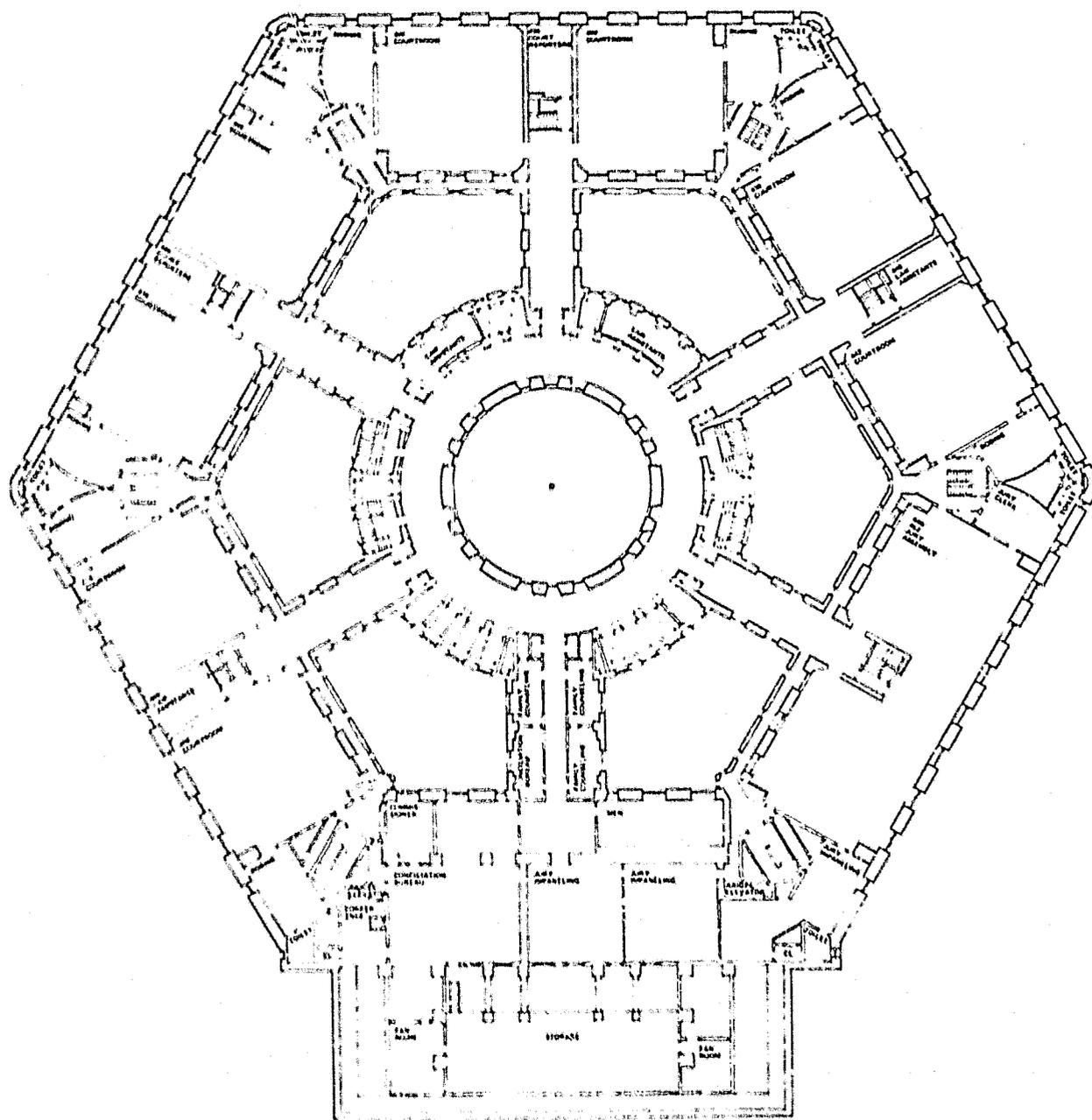
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS</p>	<p>DWG. NO. 1</p>	<p>FLOOR B</p>
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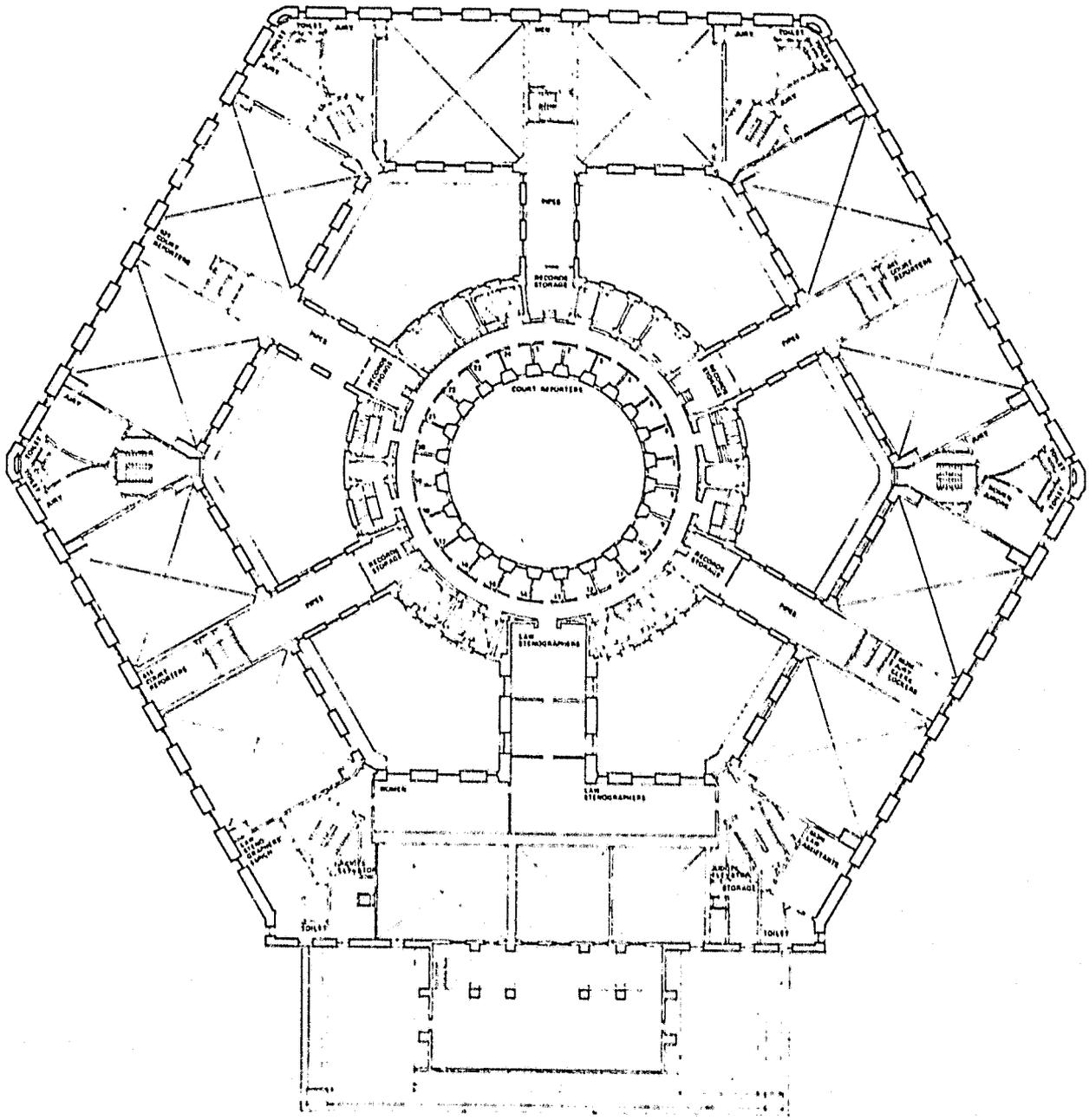
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS</p>	<p>DWG. NO. 5</p>	<p>FLOOR 2</p>
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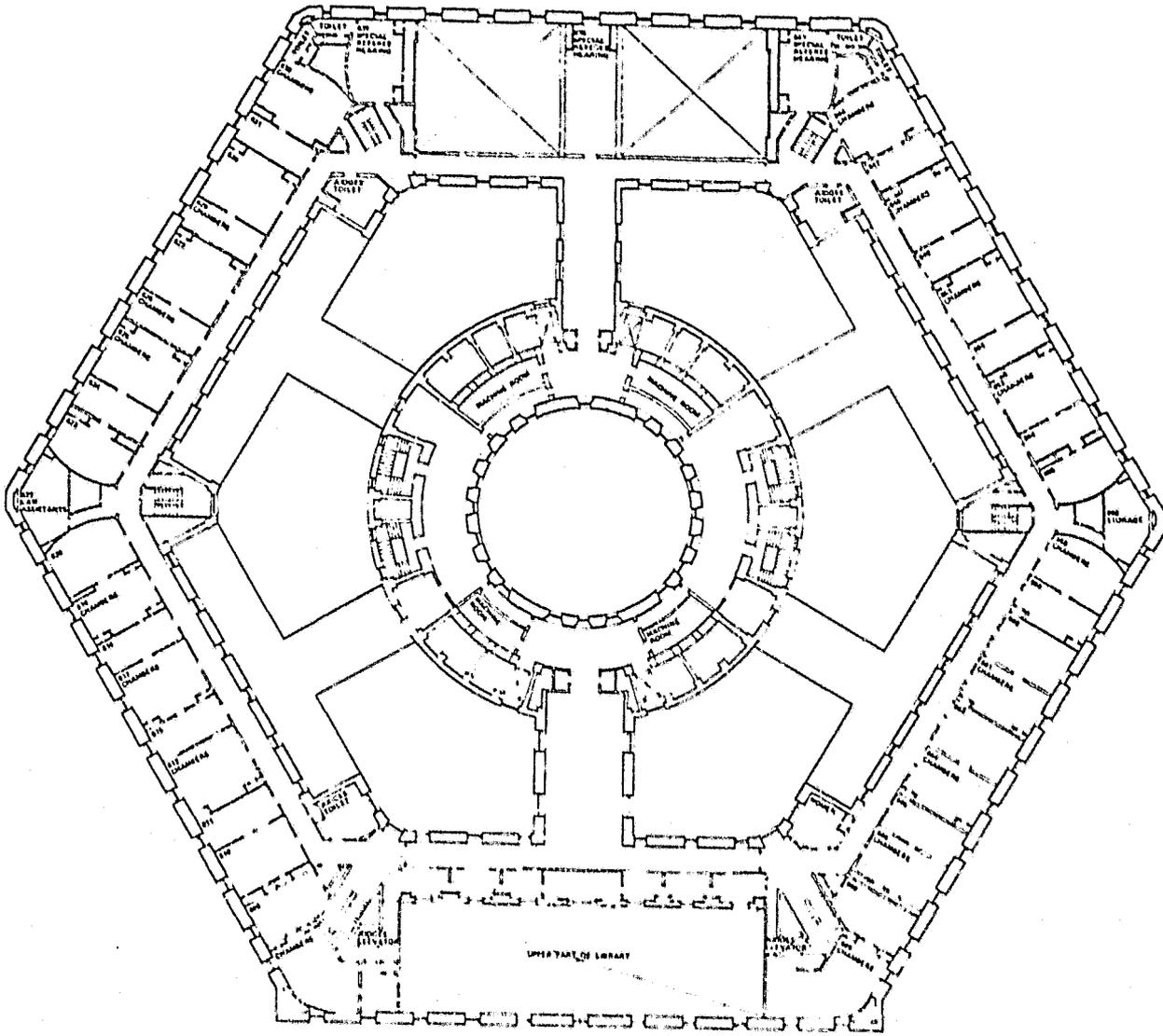
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS</p>	<p>DWG. NO. 7</p>	<p>FLOOR 3</p>
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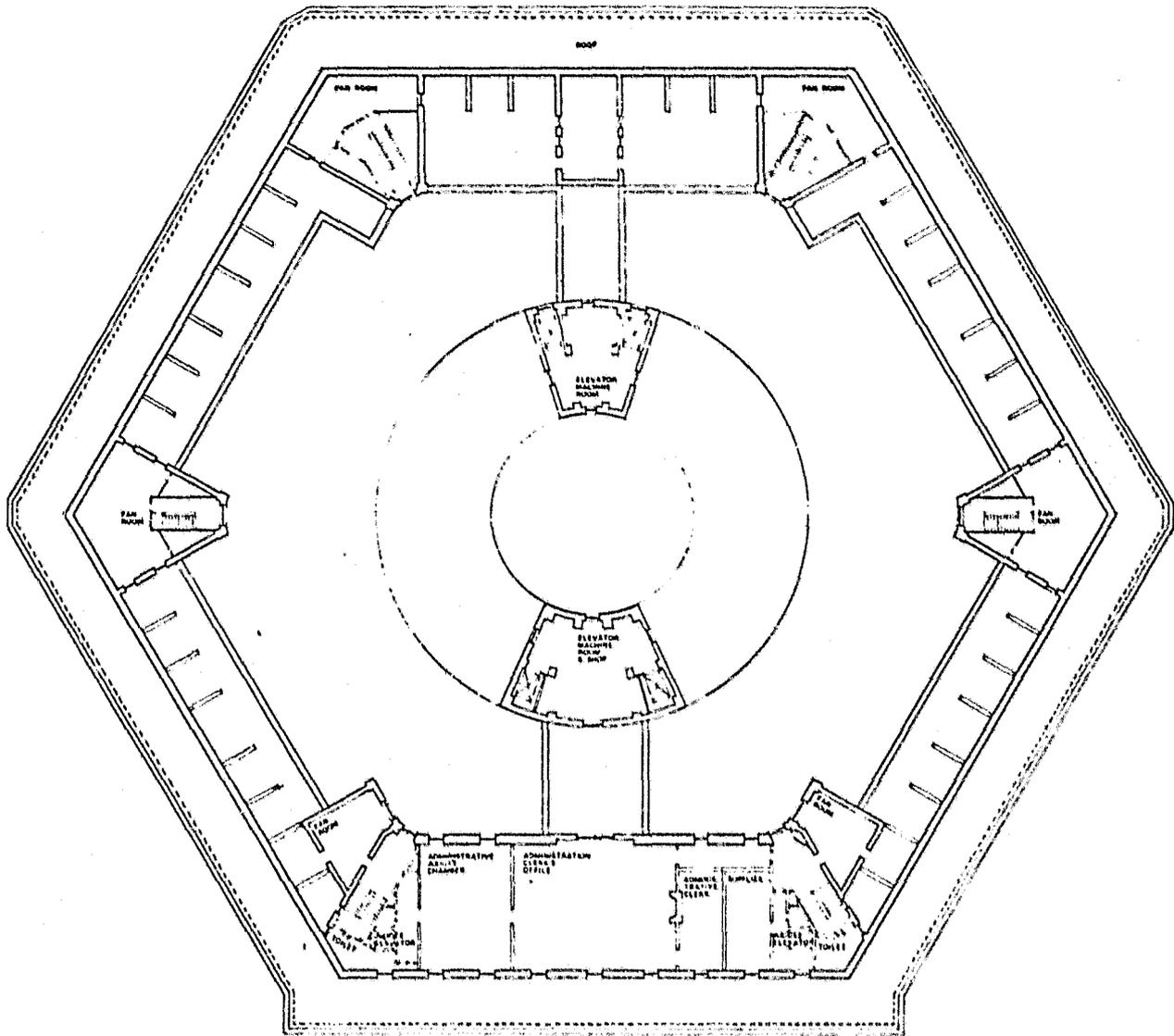
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS</p>	<p>DWG. NO. 9</p>	<p>FLOOR 4</p>
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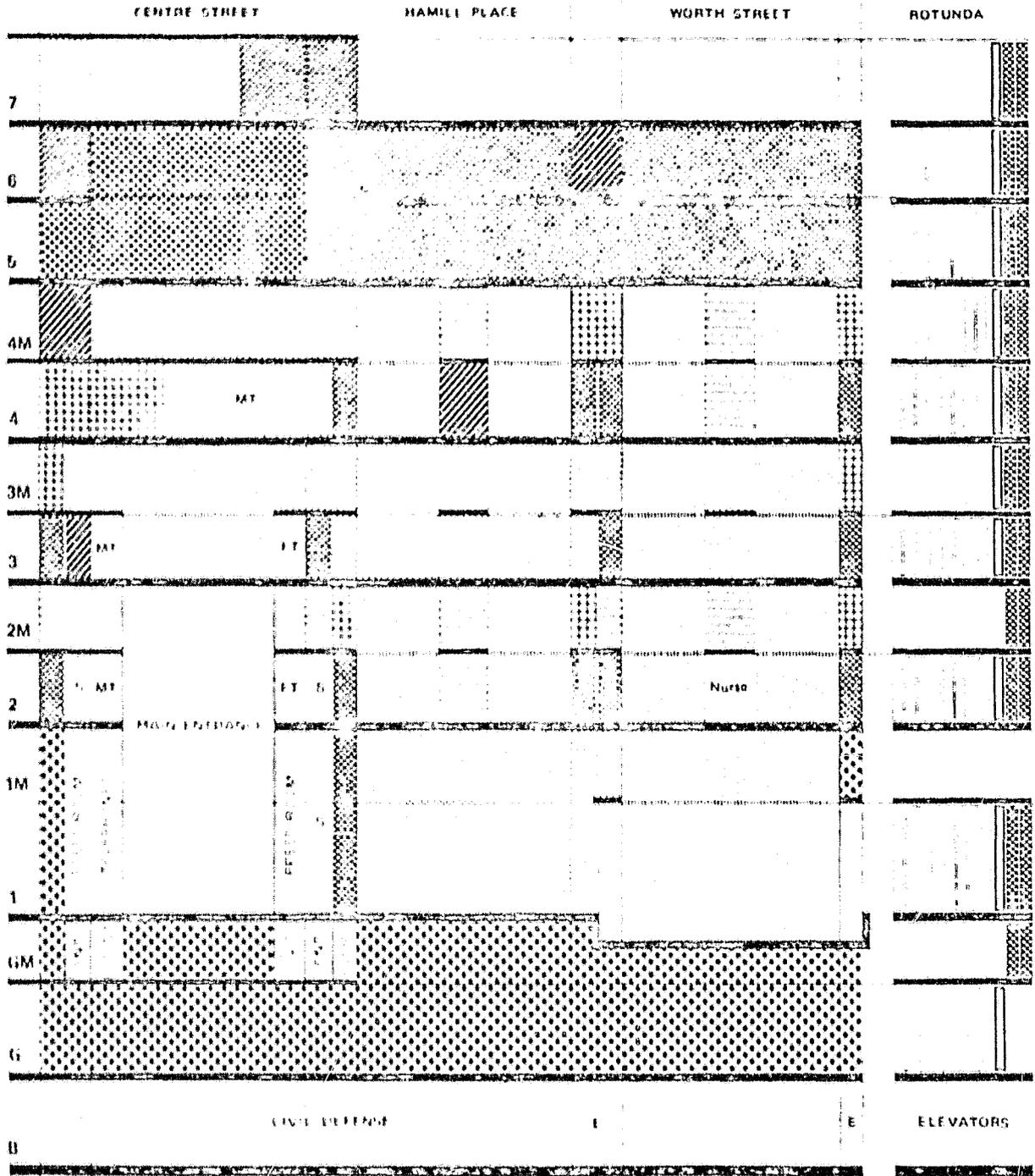
COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013	SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS	DWG. NO. 10	FLOOR 4-M
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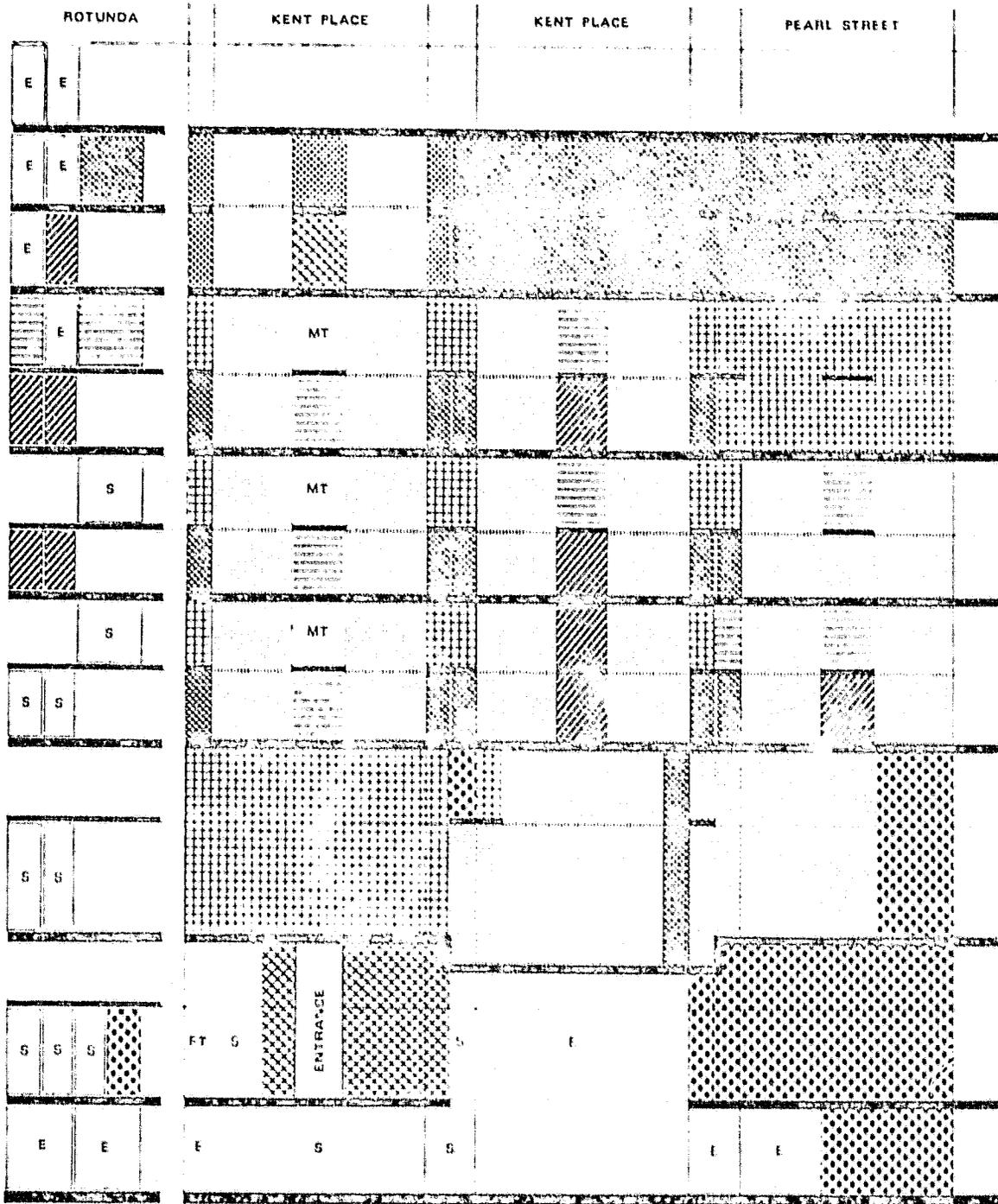
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS</p>	<p>DWG. NO. 12</p>	<p>FLOOR 6</p>
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 EXISTING SPACE USE PLANS</p>	<p>DWG. NO. 13</p>	<p>FLOOR 7</p>
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MT MALE TOILETS
 FT FEMALE TOILETS
 E EQUIPMENT ROOMS
 S STORES
 ENT ENTRANCE



- | | | | |
|--|--------------------------------|--|------------------------------------|
| | JUDGES' CHAMBERS, ROBING ROOMS | | JURY ASSEMBLY & DELIBERATION ROOMS |
| | SPECIAL REFEREES | | COURT REPORTERS |
| | LAW ASSISTANTS | | CLERICAL OFFICES |
| | LAW LIBRARY | | COUNTY CLERK |
| | COURTROOMS | | |

EXISTING AREA ANALYSIS BY FLOOR

Floor	Net Area (sq. ft.)	% Total Net	% Total Gross
Basement	43,308	16.13	8.30
Ground	37,683	14.00	7.20
Ground Mezzanine	18,676	7.00	3.60
First	14,646	5.50	2.80
1 Mezzanine	4,106	1.50	0.80
Second	24,276	9.00	4.60
2 Mezzanine	6,984	2.60	1.30
Third	28,676	10.70	5.40
3 Mezzanine	8,066	3.00	1.50
Fourth	29,030	10.80	5.40
4 Mezzanine	8,065	3.00	1.50
Fifth	22,383	8.30	4.20
Sixth	16,575	6.20	3.10
Seventh	7,284	2.30	1.20
Total Net Area	268,338	100.00	48.60
Total Gross Area	522,778		

EXISTING AREA ANALYSIS BY FUNCTION

SPACE	LOCATION BY FLOOR	NO. PER FLOOR	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	TOTAL NET AREA	% OF TOTAL NET
Courtroom	5	2		2,278	56,460	26.75
	4	8		13,440		
	3	9		17,012		
	2	10		16,800		
	1	3		6,930		
Robing Room	4	8		3,466	12,992	6.15
	3	9		4,066		
	2	10		4,404		
	1	3	30	1,056		
Jury Deliberation Room	4M	7		2,996	9,392	4.45
	3M	7		3,038		
	2M	7		3,058		
	GM	1	22	300		
Examination Room	3M	2		504	756	.36
	3	1	3	252		
Prisoner Holding Space	3	1	1	252	252	.12
Hearing Room (Special Referees)	6	3		1,245	2,385	1.13
	5	2		720		
	3M	1	6	420		
Special Referee's Room	-	-	-	-	-	-
Special Referee's Office	3M	1	1	1,166	1,166	.55
Judge's Chambers	7	1		455	25,602	12.13
	6	19		13,334		
	5	17	37	10,813		
Law Library	5,6	1	1	7,303	7,303	3.46
Law Assistant's Office	2 to 6	14	14	4,816	4,816	2.28
Law Stenographer's Office	4M	1	1	2,828	2,828	1.34

SPACE	LOCATION BY FLOOR	NO. PER FLOOR	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	TOTAL NET AREA	% OF TOTAL NET
Jury Assembly Space	4M	1	1			
Jury Impaneling Space	4	3		8,118	8,118	3.85
Jury Clerk's Office	4,4M	1	6			
Calendar Clerk's Office	1,1M	1	1	3,518		
Medical Report Office	1	1	1	630		
Special Term Part I Office	1,1M	1	1	4,388		
Special Term Part II Office	3,3M	1	1	3,216		
Special Term Part V & VI Office	5	1	1	442		
Special Term Part XII Office	3	1	1	2,070		
General Clerk's Office	7	1	1	2,369	16,633	7.88
County Clerk's Office Executive Offices	GM, 1, 1M	1	3	3,322		
Jury Division	1	1	1	3,620		
Court Related Spaces	G	1	1	5,687		
Records Storage	G, GM	1	2	21,589		
Non-Related Areas	B, G	1	2	15,770	49,928	23.66
Conciliation Bureau	4	1		2,158		

SPACE	LOCATION BY FLOOR	NO. PER FLOOR	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	TOTAL NET AREA (sq. ft.)	% OF TOTAL NET
Family Counseling Office	4	3		540		
Court Reporter's Office	2 to 4M	40		6,194		
Senior Court Officer's Unit	1,5	2		3,011		
Interpreter's Office	3	1		252		
Nurse's Office	2	1		252		
Female Staff Room	-	-	-	-	12,508	5.88
					211,038	
Press Room	1	3	3	1,440		
Public Toilet			9	2,636		
Telephone	1		1	140	4,216	
Custodian's Space Mechanical Area Civil Defense Space American Legion Post Police Incompetancy Account's Office					53,084	
					268,338	

SPACE USE PROBLEMS AND CONSIDERATIONS

Detailed operational and facility analysis of the Supreme Court Building by the program staff has revealed several space use problems:

FRAGMENTATION OF RELATED FUNCTIONS AND SPACES

The absence of a coordinated system for evaluating space needs and for assigning space is a problem common not only to the Supreme Court Building, but also to all other court buildings studied in the Foley Square court complex. This deficiency, in fact, may have relevance for most court buildings throughout the U.S.

Even casual investigation in the Supreme Court Building reveals the problem: the Calendar Clerk's Office is separate from the general office of the calendar clerk; the county clerk administrator's and counsel's offices are removed from each other and from the County Clerk's Office; and court reporters and law assistants are widely scattered throughout the building.

Relocating functions and spaces may improve existing operations and, at the same time, provide adequate space to accommodate existing needs. However, it is equally important for space management to provide for future expansion with minimum renovation and at least cost and disruption to courts. A typical solution for dispersed operations could be to locate related functions contiguously, permitting spatial expansion laterally and vertically into similar spaces with minimum renovation. Mixing vastly different functions and spaces tends to limit such flexibility, and may require high-cost structural changes.

INEFFICIENT USE OF EXISTING SPACES

At a time when most large cities are experiencing severe financial crises, the allocation and use of existing spaces -- and more importantly, new spaces -- should be carefully re-evaluated to ensure that spaces are no larger than needed, are as flexible as possible in design and construction, are designed for multiple-use purposes when

functions are not performed simultaneously, and conform to a realistically and practically determined ratio of ancillary facilities to major courthouse components.

An example of grossly inefficient space use in many U.S. courthouses is the poor design of jury assembly areas. In almost all jurisdictions, this space invariably has been evaluated and planned for the single function of jury assembly. A cursory analysis reveals that about 70% of jury assembly space is used only a few hours on the morning that persons are called to serve jury duty. In large metropolitan courts, the jury assembly space typically is as large as 5,000 to 10,000 sq. ft. Construction cost for an area this size to accommodate several hundred jurors for several hours each week ranges from \$250,000 to \$500,000. A more sensitive planning approach could allocate 70% of a large jury assembly space to multiple use for easy conversion to uses other than jury assembly. By applying this basic concept to overall facility programming and planning, optimum space use can be achieved.

The assumption that every courtroom in a courthouse requires a jury deliberation room is mistaken. Depending on the court's case assignment system and the kinds of cases it handles, the ratio of ancillary facilities to major courthouse components can vary considerably. The design concept and structural system selected for the building also may influence this ratio. For example, adopting the "courtroom unit concept," in which each courtroom would have a standard number and kind of ancillary spaces, self-determines the ratio of courtroom to ancillary spaces. On the other hand, clustering ancillary spaces which several courtrooms would share might produce a more realistic ratio. Only a remote probability exists that jury deliberation and conference rooms and other ancillary facilities would be used simultaneously. For civil court facilities, the ratio of jury deliberation rooms to trial courtrooms established by the Courthouse Reorganization and Renovation Program is approximately

1:2, while that of conference rooms to trial courtrooms may vary between 1:2 and 1:1, depending on the type of case assignment and disposition system. For criminal court facilities, ratios can be slightly higher.

In the Supreme Court Building, space is used inefficiently to accommodate functions and records not related to court operations. For example, business records, marriage licenses, peddler's licenses and other non-court records, presently occupy a major part of the ground floor. Fragmentation of the custodian's storage area has restricted better utilization of prime space on several floors of the building. Inactive or seldom-requested records should be relocated, microfilmed or destroyed so that the vacated space can be used more efficiently for much-needed court expansion. Another function that should be housed elsewhere is that of the programmers of the Judicial Data Processing Center. It is hoped that their offices, now widely scattered, could be consolidated and housed in the renovated 346 Broadway building by March, 1972.

DESIGN AND STRUCTURAL CONSTRAINTS

The rigidity of Supreme Court Building design limits, to a large extent, changing existing space use for greater flexibility. For example, the major areas on typical courtroom floors between the second floor and fourth-floor mezzanine are designed structurally as two-story courtrooms and ancillary spaces. It is essential that as many of these spaces as possible be retained as courtrooms. To utilize these spaces for other court functions requiring single-story space would be to grossly under-utilize courtroom spaces. In fact, two-story spaces presently used as clerk's offices should be more fully utilized as courtrooms by relocating the office to a single-story space, preferably on a lower floor more easily accessible to the public, or on a mezzanine level, constructed, if economically feasible, for more effective space use.

Structural constraints placed upon courtrooms in the rigidly planned hexagonal building plan limit the size and location of ancillary spaces between courtrooms and limit their range of alternative uses. Similarly, the rotunda, central core and six radiating corridors lack flexibility or expansion potential.

LACK OF PROPER ADAPTATION BETWEEN SPACE AND EXISTING OPERATIONS

Analyses of operations and spaces housed in the Supreme Court Building shows that spaces have been assigned despite established functional and spatial relationships. Beyond fragmenting similar spaces, haphazard, piecemeal space planning, based primarily on spatial availability and random requests, has created inefficient movement of persons and documents. An increased volume of inter-departmental and inter-floor movement invariably places an additional traffic load on elevators and staircases.

An example of this problem is the haphazard location of law assistants', court reporters', examination and storage spaces between courtrooms on typical courtroom floors. An analysis of functional relationships reveals that the law assistants' relationship to the law library is "stronger" than is the relationship of court reporters to courtrooms. This occurs because court reporters in the Supreme Court are not assigned to courtrooms, but to court parts which may be designated as different courtrooms every month. Consequently, a court reporter, regardless of location, has to move to a different courtroom every month, generally located remote from the office.

Creating a court reporter's office adjoining a particular courtroom in which the reporter works permanently, or even for a long period of time, does not apply to the Supreme Court. It is more important that law assistants be located in offices between courtrooms and in the corner spaces on the fourth floor and on the third- and fourth-floor mezzanines which are in closer proximity to the law library on the fifth floor than the same spaces on the lower floors, which then could be used for court reporters' offices, witness examination, interview and conference rooms.

Other examples of inefficient space use include the poor spatial relationships between the Special Referee's Office and its hearing rooms, which are inadequate to handle caseload, isolating the county clerk administrator and counsel from the County Clerk's Office, and separating jury qualification and jury assembly and impaneling spaces. Various court reporters' spaces suffer from uncoordinated allocation.

PROVIDING PUBLIC ACCESSIBILITY TO DEPARTMENTS ON OR IN CLOSE PROXIMITY TO THE MAIN PUBLIC ENTRANCE

While this condition to an extent has been ameliorated by locating the County Clerk's, Calendar Clerk's, jury qualifying clerk's and several other clerk's offices of Special Term Parts on the ground floor to first-floor mezzanine, the main jury assembly area still is located in the south area on the fourth floor. Under the present jury reporting procedure, more than 600 persons report for jury duty every Monday morning. After being assembled, about 400 are sent to the Criminal Courts Building at 100 Centre Street, while the remainder go to the Civil Court Building at 111 Centre Street, and, on request, to the Surrogate's Court at 31 Chambers Street. In other words, jury clerk's offices and jury assembly facilities in the Supreme Court Building exercise central control and distribution of jurors. With this volume of people entering the building every Monday, and with a smaller volume on subsequent mornings, traffic load on public elevators during peak periods is unnecessarily high. Spaces for this type of high public volume should be located at a public entrance level or at a level contiguous to the entrance so jurors do not have to use the elevators.

LACK OF ADEQUATE SECURITY PRECAUTIONS

While the need for security precautions in the Supreme Court Building is not so critical as in the Criminal Courts Building, certain necessary security precautions can be implemented through space management, without involving significant renovation costs. With the present

building layout, judges moving between their chambers on the fifth and sixth floors, and robing rooms and courtrooms on the second to fourth floors, use either one of the six enclosed corner staircases or one of the two private judges' elevators located at each end of the southwest area adjoining the main portico entrance to the building. By walking up and down several flights of corner stairs, judges are able to reach the robing room in relative privacy. However, stair landings open into the courtroom, robing room and public circulation corridor. In addition, while there are doors leading to the robing room and the courtroom, no doors open to the public corridor and the public has completely free access to the judges' private spaces behind the courtrooms, as well as to chambers on the upper floors. It is important that judges, even those handling civil cases, enjoy a certain degree of security and privacy. Therefore, it is recommended that all access to the corner staircases used by judges be equipped with a door and lock.

Another security problem in the courthouse is the lack of a central security office on the main entrance floor (first floor), so that court officers can be deployed expeditiously to courtrooms or chambers, when necessary. Under the plan to coordinate security manpower use in the Foley Square court complex, a central security office in each court building, with telephone communication or a more sophisticated intercom system, would enable court officers to be deployed effectively during emergencies.

FUNCTIONAL AND SPATIAL ANALYSIS

Detailed analyses of court functions follow in two distinct sections: overview and departmental analysis. The overview involves analysis of a court system housed in one or more buildings. Departmental analysis concerns individual departments within the particular court system. A detailed description of analysis methodology is contained in Chapter II of the handbook, "Space Management and the Courts," to be published by the U.S. Government Printing Office for distribution by LEAA, and in Monograph No. 2 in the series, "Reorganization and Renovation of Courthouses and Related Law Enforcement Facilities," published in October, 1971, by the Courthouse Reorganization and Renovation Program.

Overview analysis of the court system consists of:

- Organization Chart
- Major Work Units, Functions and Facilities
- Major Functions and Facilities in Sequence of Case Flow
- Sequence of Operations
- Significance of Functional Relationships
- Functional Relationships
- Spatial Relationships

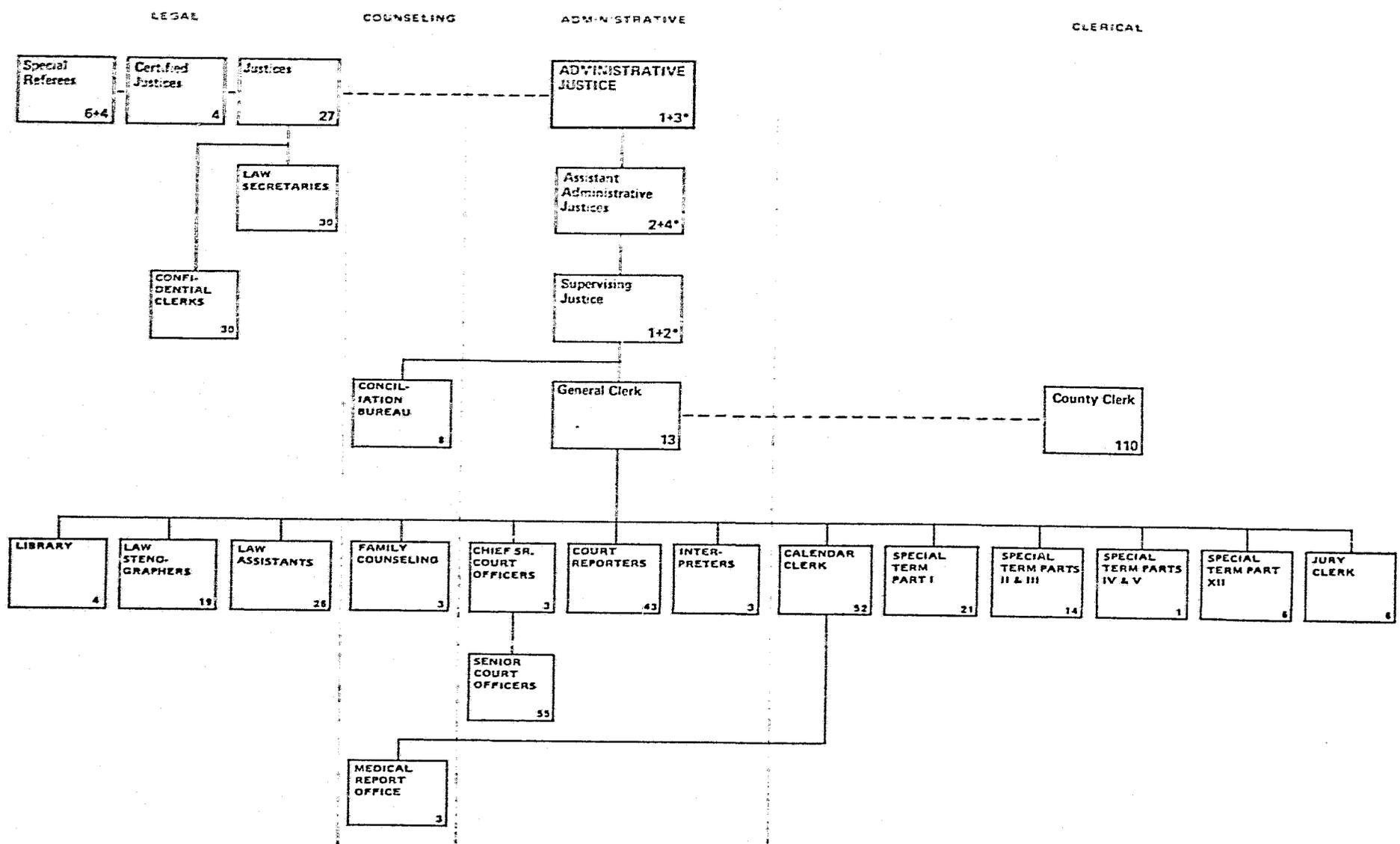
Departmental analyses follow a similar process, except that certain steps are not applicable for some departments and therefore are excluded. In general, the analysis of each department is represented by:

- Organization Chart
- Functions and Facilities in Sequence of Case Flow
- Sequence of Operations
- Functional Relationships

The departments analyzed are:

- Special Referees' Offices
- Law Library

Law Assistants' Offices
Law Stenographers' Office
Jury Clerk's Office
Calendar Clerk's Office
Medical Report Office
Special Term Part I Office
Special Term Parts II & III Office
Special Term Parts V & VI Office
Special Term Parts XII Office
General Clerk's Office
County Clerk's Office
Conciliation Bureau
Court Reporters' Office
Senior Court Officers' Unit



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>		<p>SUPREME COURT BUILDING—NEW YORK COUNTY ORGANIZATION CHART</p>	<p>FIGURE 1</p>
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MAJOR WORK UNITS	FUNCTIONS	PEOPLE	SPACES	DOCUMENT/EQUIPMENT
BY DEPARTMENTS				
SPECIAL TERM PART I	Process Litigated Motions	Special Term Clerks, Attorneys, Litigants Public, Court Personnel	Special Term Part I Office	motions paper, forms, Index and docket books, calendar sheets
SPECIAL TERM PART II	Process Ex-Parte Motions	Special Term Clerks, Attorneys, Litigants, Public, Court Personnel	Special Term Part II Office	motions paper, forms, Index and docket books, calendar sheets
SPECIAL TERM PARTS V & VI	Process Condemnation Cases	Special Term Clerks, Attorneys, Litigants, Public, Court Personnel	Special Term Part V & VI Office	motions paper, forms, Index and docket books, calendar sheets, petitions, case files, summonses, court orders, legal documents
SPECIAL TERM PART XII	Process Matrimonial Cases	Special Term Clerks, Attorneys, Litigants, Public, Court Personnel	Special Term Part XII Office	motions paper, forms, Index and docket books, calendar sheets, petitions, case files, summonses, court orders, legal documents
CALENDAR CLERK'S OFFICE	Calendar and Update Cases	Calendar Clerks, Attorneys, Litigants; Public, Court Personnel	Calendar Clerk's Office	calendar sheets, forms, notices
JURY CLERK'S OFFICES	Jury Qualification, Selection, Assembly and Impaneling	Jury Clerks, Prospective Jurors, Jurors, Attorneys	Jury Clerk's Offices	Jury lists, Jury ballots, payroll forms, jury certificates/ballot rolls
GENERAL CLERK'S OFFICE	Administrative and Clerical Supervision	Clerks, Court Personnel; Attorneys, Judges	General Clerk's Office	case files, calendar sheets, forms, payroll, schedules, administrative orders
COUNTY CLERK'S OFFICE	County-wide Clerical and Records Supervision	Clerks, Court Personnel; Public	County Clerk's Office	administrative orders, docket and index books, summonses, affidavits, forms, case files
MEDICAL PANEL OFFICE	Make Appointments for Medical Examination	Clerks, Litigants, Attorneys	Medical Panel Office	forms, list of physicians, work sheets
FAMILY COUNSELING UNIT	Investigate Case In Adoption Cases	Social Workers, Litigants, Attorneys	Family Counseling Office	forms, work sheets
CONCILIATION BUREAU	Affect Conciliation In Divorce Suits	Commissioners, Clerks, Litigants, Attorneys	Conciliation Bureau	forms, work sheets
BY PEOPLE				
JUDGE	Private Judicial	Judges, Secretaries; Confidential Assistants; Attorneys, Parties, Court Personnel	Judge's Chambers	legal documents, reference materials, case files, reports/secretarial supplies and equipment

MAJOR WORK UNITS

FUNCTIONS

PEOPLE

SPACES

DOCUMENT/EQUIPMENT

LAW SECRETARY

Legal Research

Law Secretaries, Judge, Secretary, Confidential Assistant, Court Personnel

Judge's Chambers

legal documents, reference materials case files, reports/secretarial supplies and equipment

SPECIAL REFEREE

Conduct Hearings

Special Referee, Secretaries, Clerks, Attorneys, Parties, Court Personnel

Special Referee's Office and Hearing Room

legal documents, reference materials, case files, reports/secretarial supplies and equipment

LAW ASSISTANT

Legal Assistance

Law Assistants; Secretary, Attorneys, Court Personnel, Library Staff, Judges

Law Assistant's Office

legal documents, reference materials, case file, reports

COURT REPORTER

Record and Transcribe Proceedings

Court Reporter; Court Personnel, Attorneys, Litigants

Court Reporter's Office, Courtroom

stenotapes, notebooks/stenographic and recording equipment

COURT OFFICER

Court Security and Decorum

Court Offices; Judges, Clerks, Court Personnel

Court Officer's Space, Courtroom, Court Space

legal documents, case files, instruction sheets

INTERPRETER

Interpreting

Interpreter, Judges, Clerks, Court Personnel, Attorneys, Witnesses

Interpreter's Office, Courtroom

notebooks

PUBLIC

External Participants

Public, Attorneys, Witnesses, Litigants, Press, Prospective Jurors

External Spaces, Court Space

legal documents, case files/ evidence, exhibits

BY SPACES

COURTROOM

Conduct Trials and Hearings, Process Motions

Judge, Court Clerk, Court Reporter, Jurors, Attorneys, Witnesses, Litigants, Public Press, Court Personnel

Courtroom and Hearing Room

case files, records, reports, stenotapes, reference materials, evidence, exhibits/visual aid devices, sound record, stenographic equipment, information retrieval, videotape equipment*, Jury ballot rolls

HEARING ROOM

Conduct Hearings, Process Motions

Judge or Referee, Court Clerk, Court Reporter, Attorneys, Witnesses, Litigants, Court Personnel, Public, Press

Hearing Room

case files, records, reports, stenotapes, reference materials, evidence, exhibits/visual aid devices, sound recordings, stenographic equipment, information retrieval, videotape equipment*

ANCILLARY FACILITIES

Jury Deliberation, Private Conference, Judge's Robing, and Other Ancillary Functions

Judges, Court Reporters, Jurors, Attorneys, Witnesses, Litigants

Ancillary Spaces: Jury Deliberation Room Robing Room Conference Room, etc.

case files, records, reports, stenotapes/stenographic equipment

JURY SPACES

Jury Assembly and Impaneling

Jury Clerks, Jurors, Attorneys, Judges

Jury Assembly and Impaneling Spaces

jury ballots, reading materials/ ballot rolls, television set, recreation equipment, work booth equipment*

* Proposed equipment

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM
111 CENTRE ST. NEW YORK N.Y.10013

SUPREME COURT BUILDING-NEW YORK COUNTY

MAJOR WORK UNITS, FUNCTIONS AND FACILITIES

TABLE

3 CONT'D.

MAJOR WORK UNITS**FUNCTIONS****PEOPLE****SPACES****DOCUMENT/EQUIPMENT**

LAW LIBRARY

Legal Research

Librarian, Law Assistants,
Judges, Attorneys

Law Library

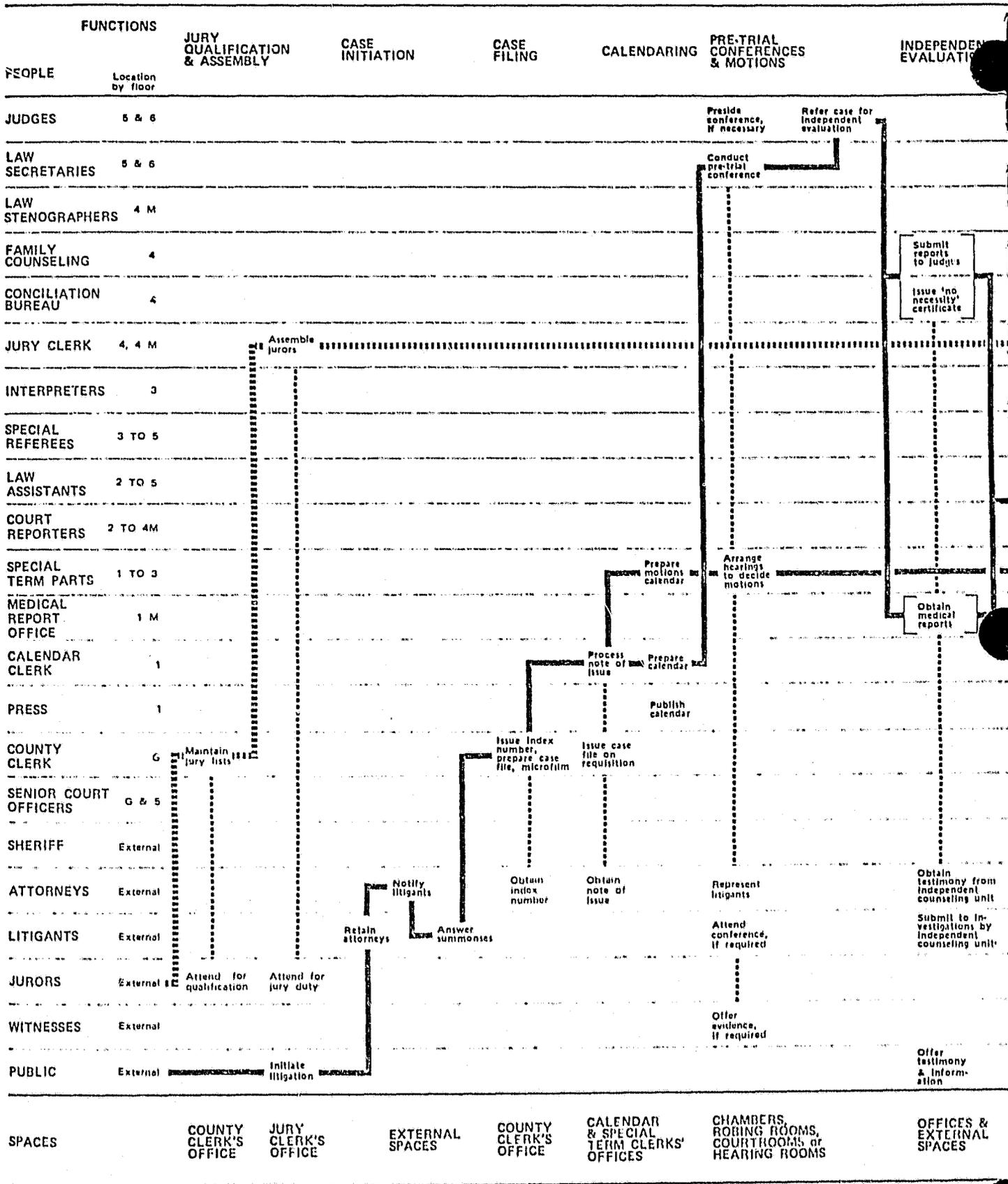
statutes, legal documents,
reference materials/work
booths

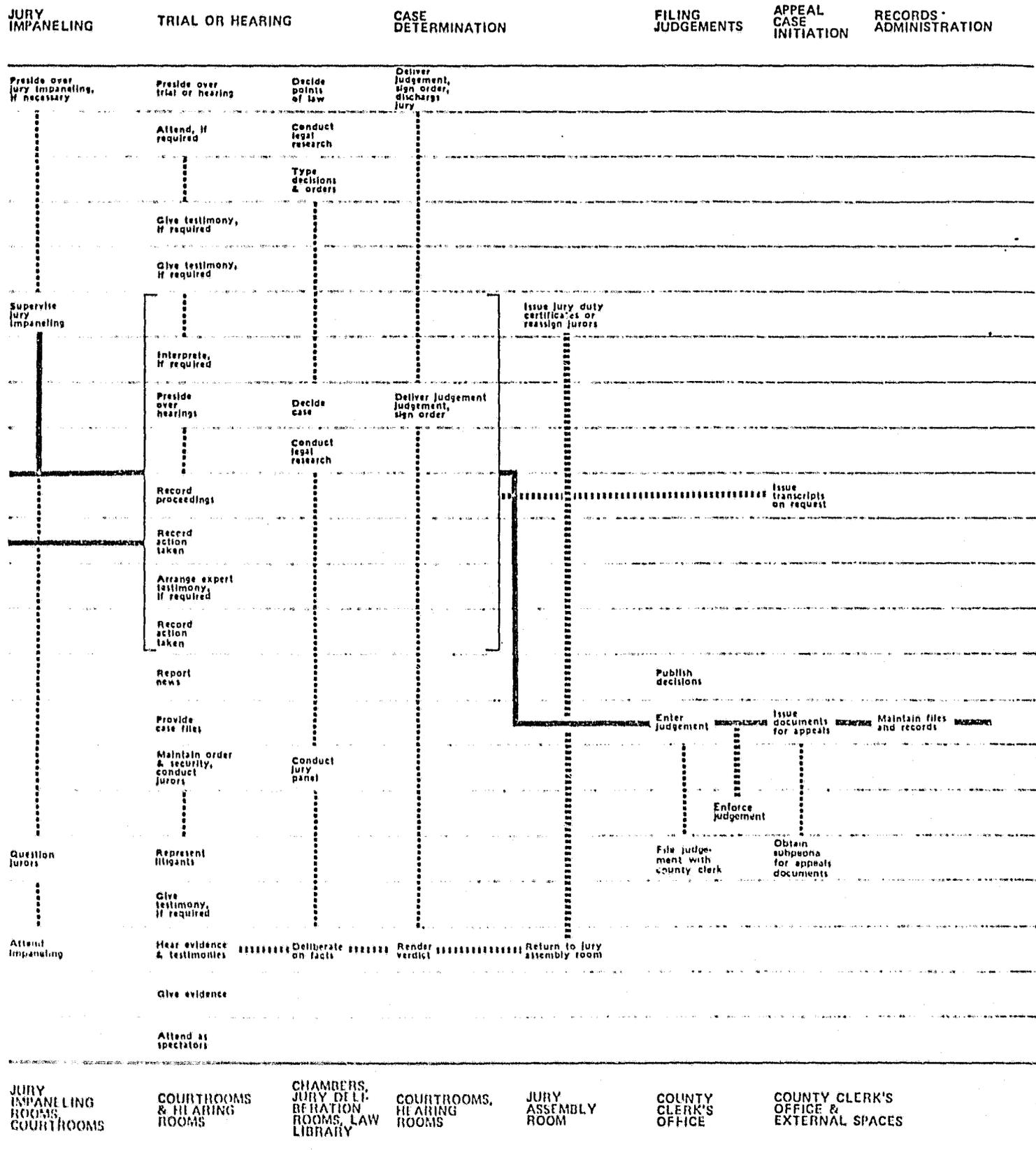
CONFERENCE/EXAMINATION ROOM

Private and Public
ConferenceAttorneys, Litigants, Judges,
Court Reporters, Court PersonnelConference/Examination
Roomcase files, reports, records,
stenotapes/stenographic equipment

MAJOR FUNCTIONS AND FACILITIES IN SEQUENCE OF CASE FLOW

FUNCTIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	TIME
ISSUE INDEX NUMBER	County Clerk's Staff, Cashiers; Attorneys, Litigants	County Clerk's Office	affidavits, summons, Index number form	5 minutes
PREPARE CASE FILE	County Clerk's Staff	County Clerk's Office	file jacket with Index number	1 day
MICROFILM RECORDS	County Clerk's Staff	County Clerk's Office	case file/cameras, microfilm equipment and storage units	2 to 4 days
QUALIFY JURORS	Jury Clerk's Staff; Judge, Prospective Jurors	County Clerk's Office	summons, ballots/ballot roll	10 minutes to 1 hour
ISSUE FILES AND DOCUMENTS	County Clerk's Staff; Court Personnel, Attorneys, Litigants	County Clerk's Office	requisition, casefile/copying equipment	10 minutes to ½ hour
PROCESS NOTE OF ISSUE	Calendar Clerk's Staff; Cashier, Attorneys, Litigants	Calendar Clerk's Office	case files, departmental records	5 to 10 minutes
CALENDAR CASES	Calendar Clerk's Staff, Special Term Clerks' Staff; Press	Calendar Clerk's Office Special Term Clerks' Offices	case files, departmental records, calendar sheets	10 minutes
ASSIGN CASES	Judge; Calendar Clerk's Staff, Court Officer, Attorneys, Litigants, Press	Courtroom	case files, work sheets, calendar sheets	2 minutes
TRIAL AND HEARING	Judges, Special Referees, Court Clerks, Court Reporters, Senior Court Officers, Jurors, Attorneys, Witnesses, Litigants, Interpreters, Press, Public	Courtrooms	case files, testimonies, evidence, exhibits, legal documents	Varies
INDEPENDENT COUNSELING	Social Workers, Psychologists, Clerks; Attorneys, Litigants, Related Public	Family Counselling Office, Conciliation Bureau, Medical Report Office	case files, reports, forms	Varies
GIVE DECISIONS	Judges, Special Referees, Jurors; Law Secretaries, Law Assistants, Law Stenographers	Chambers Courtrooms, Law Library	Judgement or court order, case file	Varies
FILE JUDGEMENT	County Clerk's Staff, Attorneys	County Clerk's Office	judgement copies, docket books, minute books, warrants	Varies
ENFORCE JUDGEMENT	Deputy Sheriffs, Attorneys, Litigants	Sheriff's Office	warrants	Varies
ADMINISTRATION	Administrative Judge, General Clerk's Staff	Administrative Judge's Chambers, General Clerk's Office	administrative forms, records	All the time



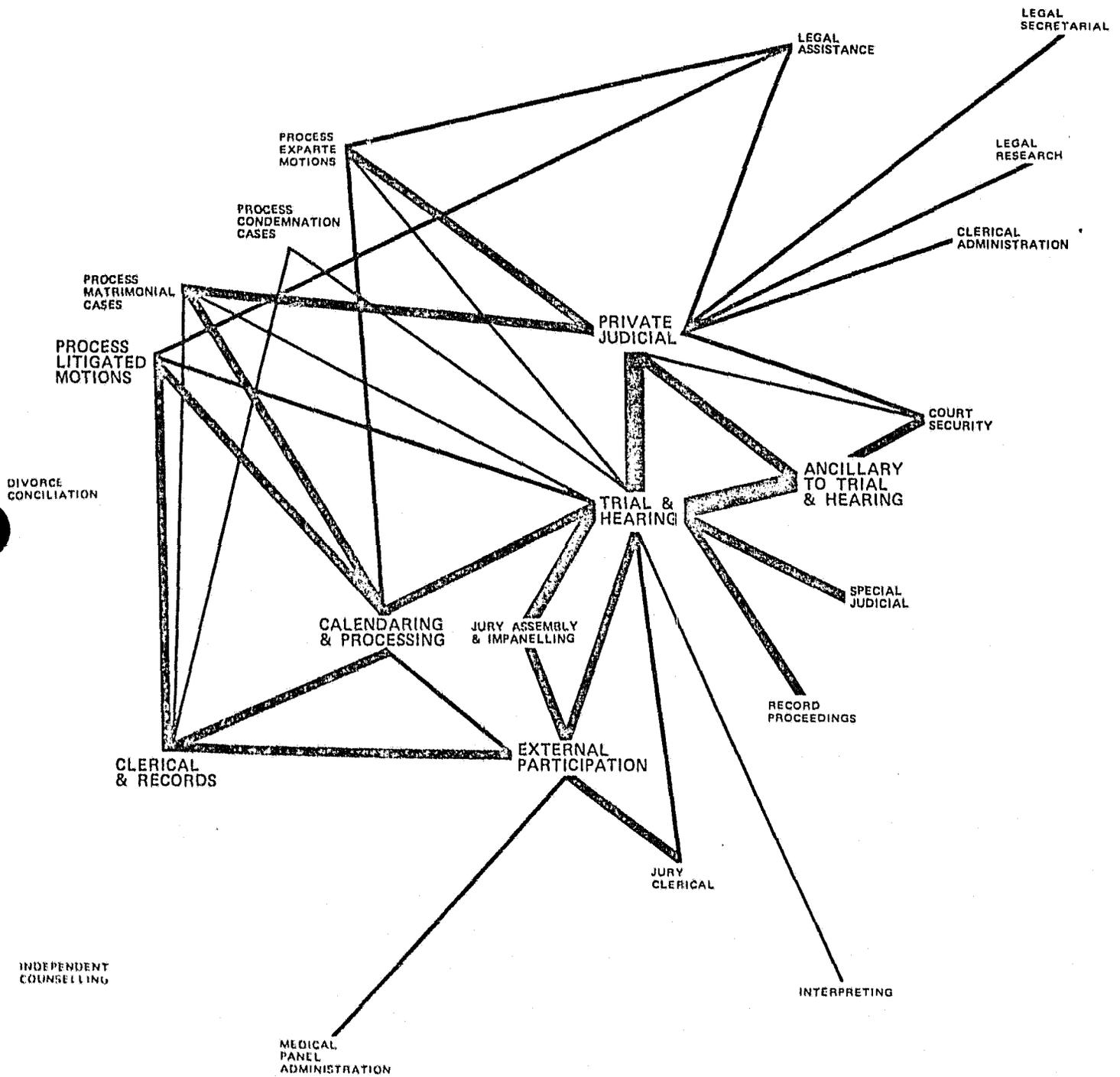


COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013	SUPREME COURT BUILDING-NEW YORK COUNTY SEQUENCE OF OPERATIONS	FIGURE 2
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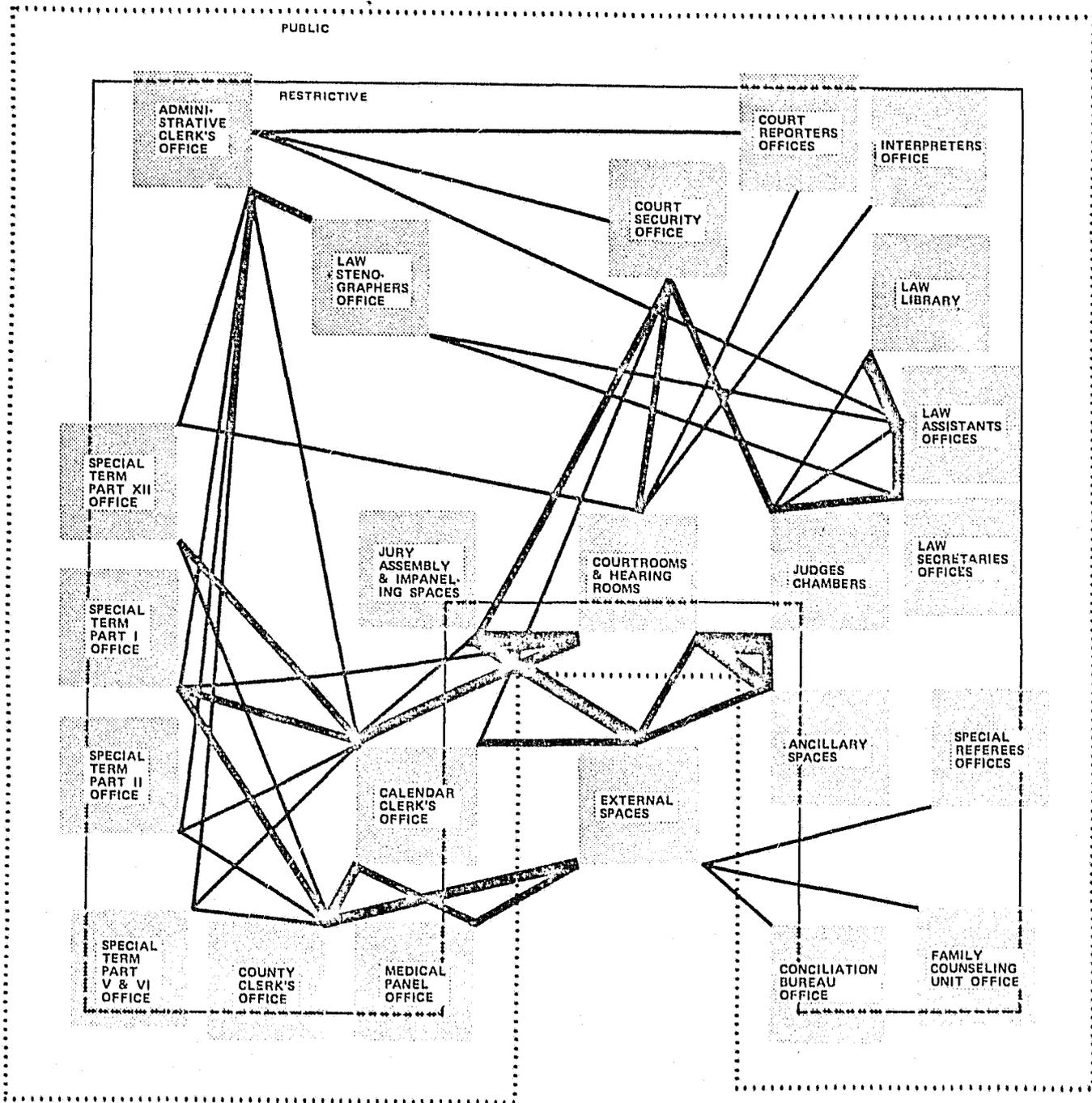
FUNCTION	DIVORCE CONCILIATION	INDEPENDENT COUNSELLING	MEDICAL PANEL ADMINISTRATION	CALENDARING AND PROCESSING	PROCESSING LITIGATED MOTIONS	PROCESSING EXPARTE MOTIONS	PROCESSING CONDEMNATION CASES	PROCESSING MATRIMONIAL CASES	JURY CLERICAL	CLERICAL AND RECORDS	CLERICAL ADMINISTRATION	PRIVATE JUDICIAL	SPECIAL JUDICIAL	LEGAL ASSISTANCE	RECORD PROCEEDINGS	COURT SECURITY	LEGAL SECRETARIAL	INTERPRETING	EXTERNAL PARTICIPATION	TRIAL AND HEARING	ANCILLARY TO TRIAL AND HEARING	JURY ASSEMBLY AND IMPANELLING	LEGAL RESEARCH
DIVORCE CONCILIATION	1																						
INDEPENDENT COUNSELLING		1																	1				
MEDICAL PANEL ADMINISTRATION			1						1	1									2				
CALENDARING AND PROCESSING	1	1	3	4	2	2	3		5	2					2	1	1	1	3	5	2		
PROCESSING LITIGATED MOTIONS				4	4				4	2	3			4	1				3	4	3		
PROCESSING EXPARTE MOTIONS				2	2				2	1	5								1	2			
PROCESSING CONDEMNATION CASES				2					2	1	2			4					1	5			
PROCESSING MATRIMONIAL CASES	2	3		5					2	1	5								2	5	4		
JURY CLERICAL																2				5		5	
CLERICAL AND RECORDS	1	1	2	5	5	2	2	3	2										3				
CLERICAL ADMINISTRATION			1	1	1	1	1	1	1	1		3	1	1	1							1	1
PRIVATE JUDICIAL																		1		5	4	1	
SPECIAL JUDICIAL										2					1		2		5			2	
LEGAL ASSISTANCE				1	3					1	1						3		1			5	
RECORD PROCEEDINGS										1	1	1	1							5	3		
COURT SECURITY			1	1			1	1	1	1	4	1					1			5	5	5	
LEGAL SECRETARIAL										1	1												
INTERPRETING				2																3	1		
EXTERNAL PARTICIPATION	2	2	4	5	5	2	2	4	5		2	1	2	2						5	4	5	
TRIAL AND HEARING		1	1	3	2	1	1	2		2	5	5	1	5	5			3	5		5	4	
ANCILLARY TO TRIAL AND HEARING				1	1	1	1	1		1	4									3	5		
JURY ASSEMBLY AND IMPANELLING																				5	5	4	
LEGAL RESEARCH											1	2	5							1	1		

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST, NEW YORK N.Y.10013	SUPREME COURT BUILDING-NEW YORK COUNTY RELATIVE VOLUME OF MOVEMENT	TABLE 5
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FUNCTION	FUNCTION																							
	DIVORCE CONCILIATION	INDEPENDENT COUNSELLING	MEDICAL PANEL ADMINISTRATION	CALENDARING AND PROCESSING	PROCESSING LITIGATED MOTIONS	PROCESSING EXPARTE MOTIONS	PROCESSING CONDEMNATION CASES	PROCESSING MATRIMONIAL CASES	JURY CLERICAL	CLERICAL AND RECORDS	CLERICAL ADMINISTRATION	PRIVATE JUDICIAL	SPECIAL JUDICIAL	LEGAL ASSISTANCE	RECORD PROCEEDINGS	COURT SECURITY	LEGAL SECRETARIAL	INTERPRETING	EXTERNAL PARTICIPATION	TRIAL AND HEARING	ANCILLARY TO TRIAL AND HEARING	JURY ASSEMBLY AND IMPANELLING	LEGAL RESEARCH	
DIVORCE CONCILIATION	1																							
INDEPENDENT COUNSELLING		1																						
MEDICAL PANEL ADMINISTRATION			1																					
CALENDARING AND PROCESSING	1	1	4	7	3	3	5	7	3						3	1	1	1	3	10	5			
PROCESSING LITIGATED MOTIONS			6	6	3					6	3	7		7	2				3	7	5			
PROCESSING EXPARTE MOTIONS			5	5						4	2	10							1	6				
PROCESSING CONDEMNATION CASES			3	3						3	2	5		8					1	8				
PROCESSING MATRIMONIAL CASES	3	4	8							3	2	10							2	10	8			
JURY CLERICAL												1					3			10		10		
CLERICAL AND RECORDS	1	1	2	7	6	3	3	4	3								1		5					
CLERICAL ADMINISTRATION	1	1	1	1	1	1	1	1	1	1	7	2	2	2	2	1	1	1					2	1
PRIVATE JUDICIAL	1	1	1	2	2	2	1	2	1	1	3			4	1	3	3			10	9		5	
SPECIAL JUDICIAL										3					2	2	4			10			6	
LEGAL ASSISTANCE			5	4		7				2	6						5			3			10	
RECORD PROCEEDINGS										2	3	3	2							8	6			
COURT SECURITY			2	2			2	2	2	2	8	2						2		9	9	10		
LEGAL SECRETARIAL										2	2													
INTERPRETING			3																					
EXTERNAL PARTICIPATION	4	5	7	8	8	5	4	7	7		5	3	3	3						10	7	9		
TRIAL AND HEARING		2	2	4	3	2	2	3		3	9	7	3	7	5			3	5		9	8		
ANCILLARY TO TRIAL AND HEARING			2	2	2	2	2		2										3	10				
JURY ASSEMBLY AND IMPANELLING																			5	10	9			
LEGAL RESEARCH											2	3	7							3	3			

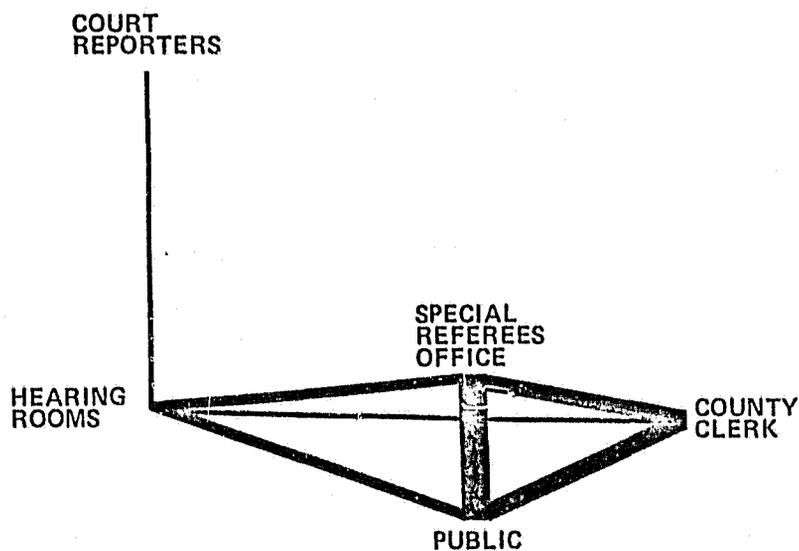
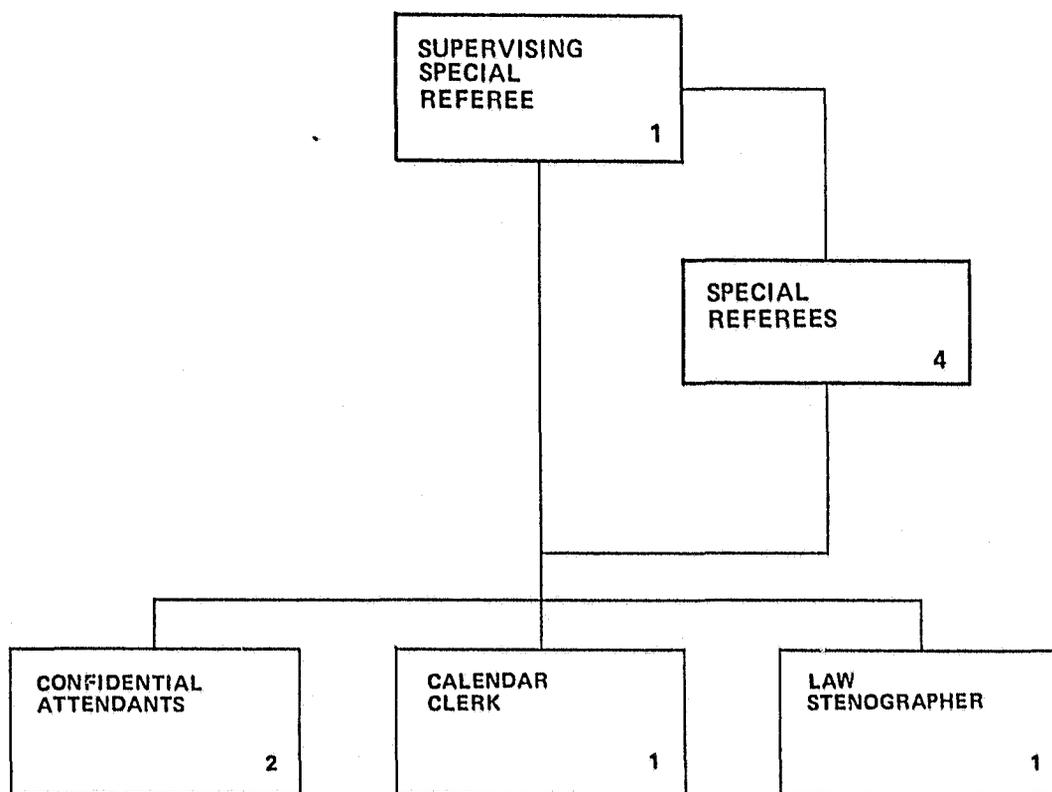


<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURE 3</p>
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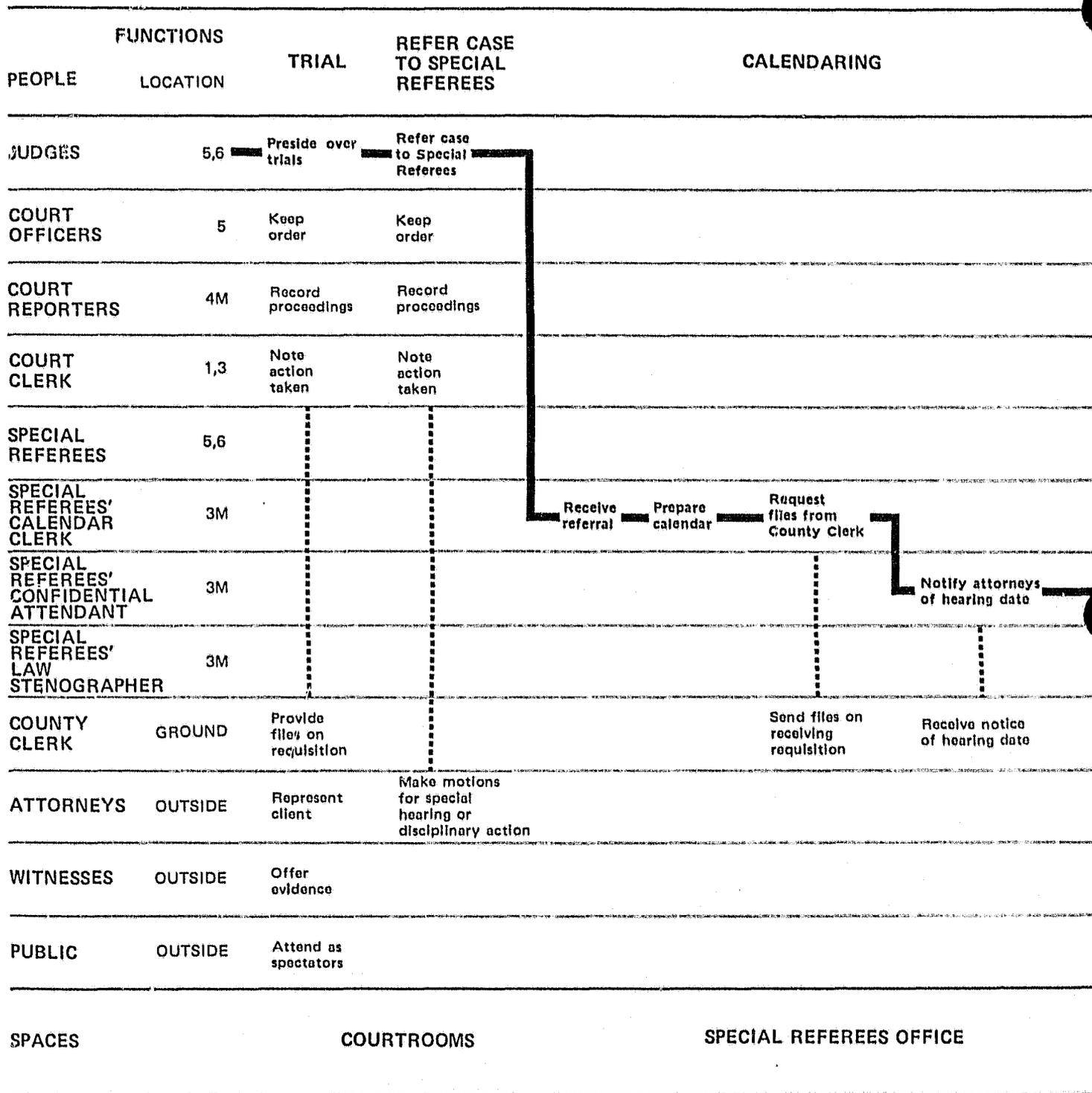
COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013	SUPREME COURT BUILDING—NEW YORK COUNTY SPATIAL RELATIONSHIPS	FIGURE 4
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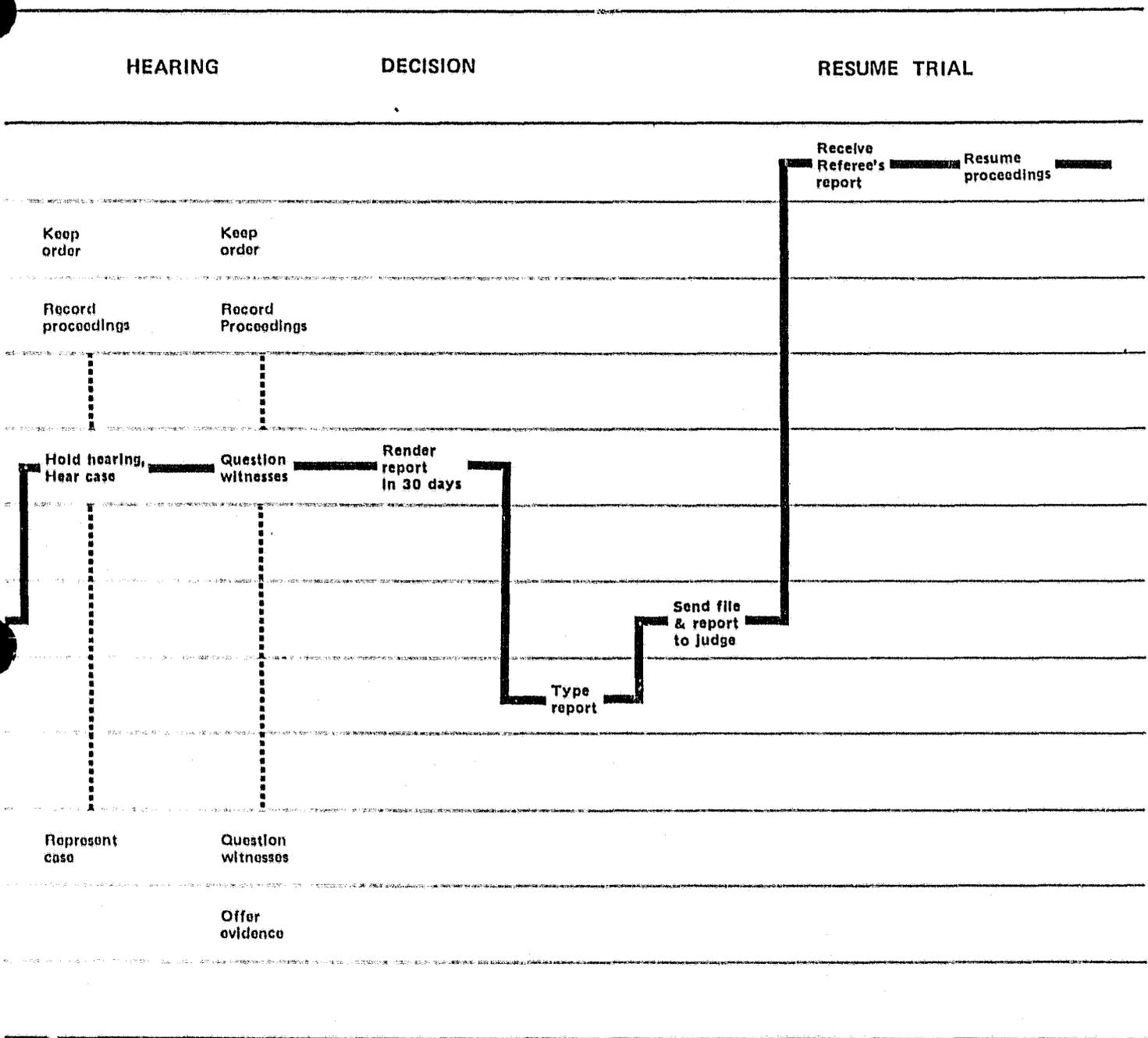
DEPARTMENTAL ANALYSIS



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING--NEW YORK COUNTY SPECIAL REFEREES' OFFICES ORGANIZATION CHART , FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 5 , 6</p>
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OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
Receive Case from Judge	Calendar Clerk (Special Referee) Attorney	Referee Clerk's Office	order of reference, county clerk file	5 min.-1 hr.
Case Goes to Calendar Clerk (Referee)	Calendar Clerk, Typist	Referee Clerk's Office	post card, letters	5 min.-1 hr.
Assign Date for Hearing	Calendar Clerk	Referee Clerk's Office	calendar, index card	5 min.-1 hr.
Request File from Calendar Clerk	Messenger, Clerk	Referee Clerk's Office	clerk's memorandum	5 min.-1 hr.
Receives File	Referee; Clerk	Referee Clerk's Office	case file	Varies
Send Notice of Hearing to Attorneys	Clerk	Referee Clerk's Office	post card, letters	Varies
Conduct Hearing	Referee; Court Reporter, Attorneys Witnesses	Hearing Room Referee's Office	case file	1 hr.-1'wk.
Prepare Report Within 30 Days	Referee; Law Stenographer	Hearing Room Referee's Office	report	1-8 hrs.
Type Report, Send Copy to Attorney	Clerk	Referee's Office	report	5 min.
Send Report and File to Judge	Clerk	Referee Clerk's Office, Chambers	report, case file	5 min.

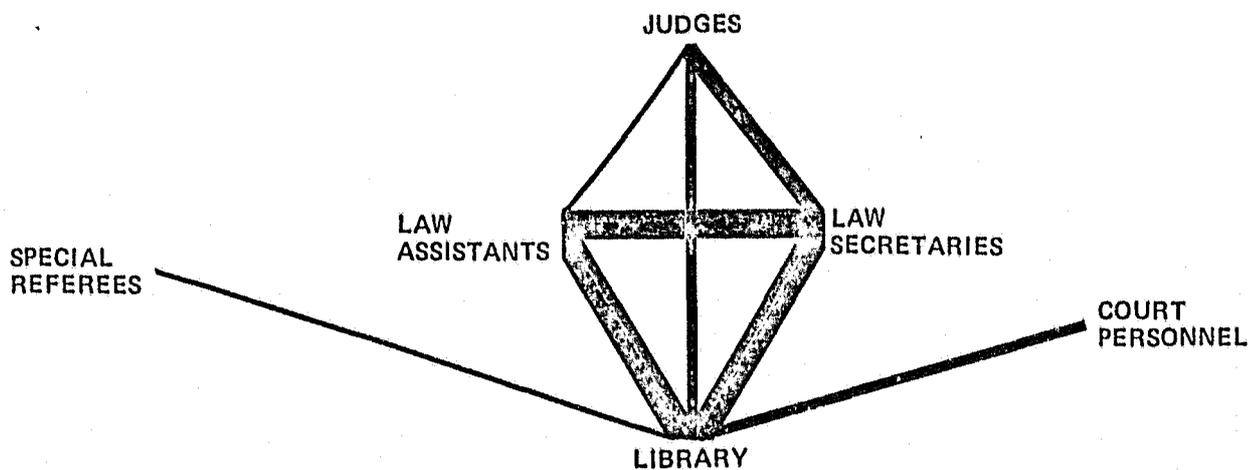
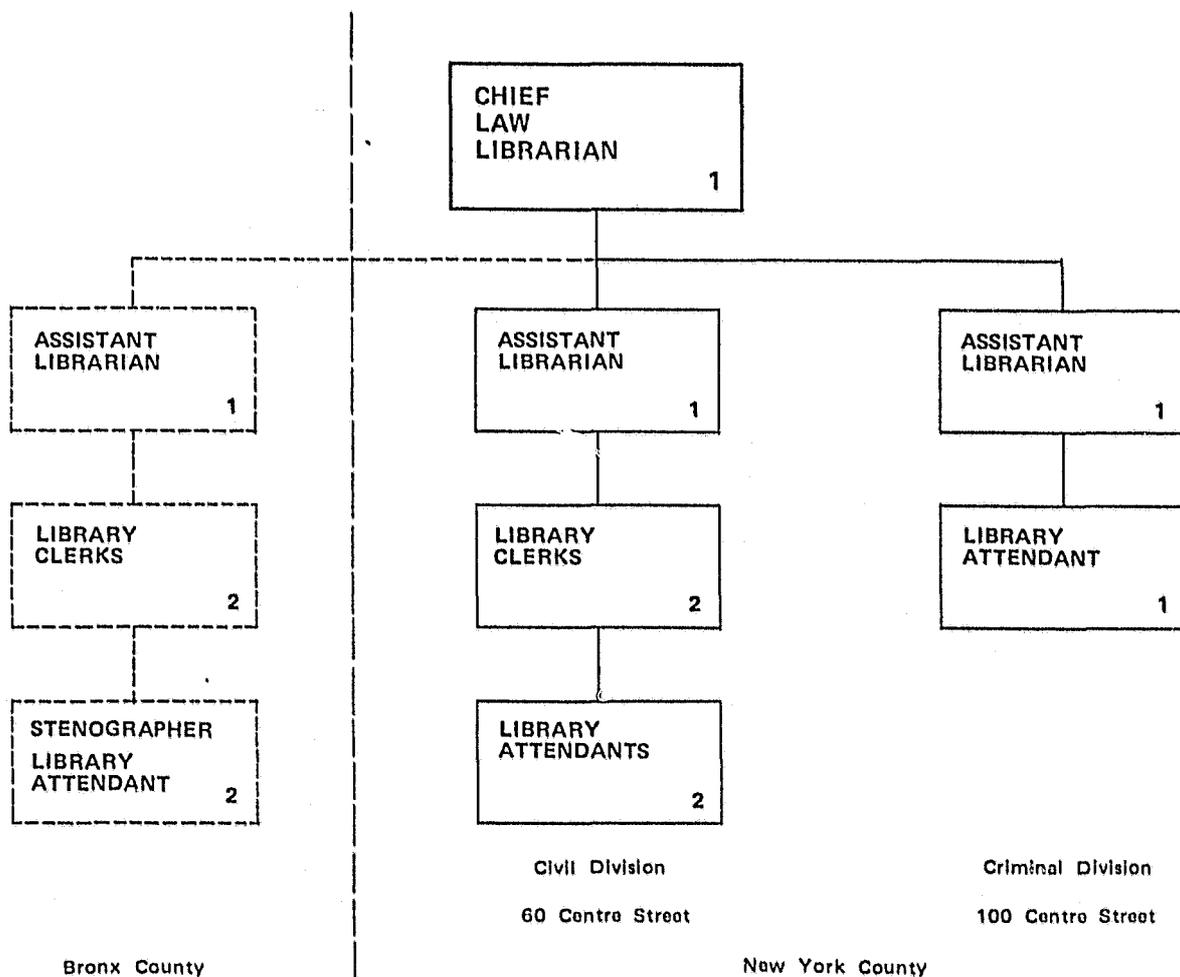




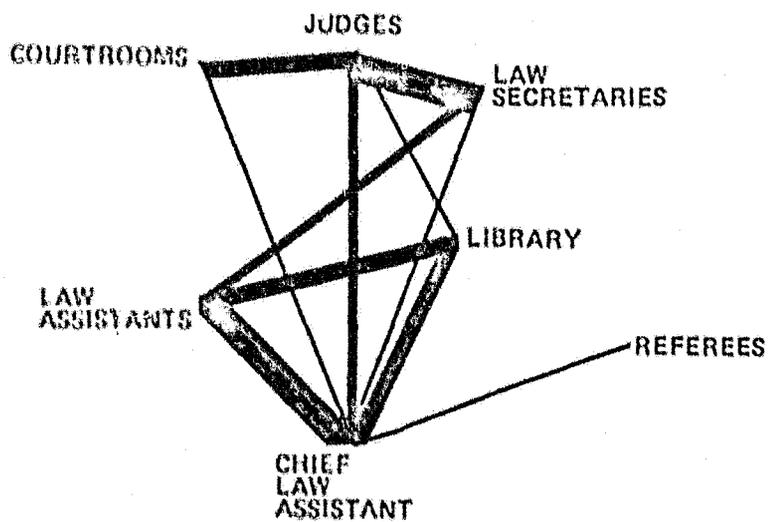
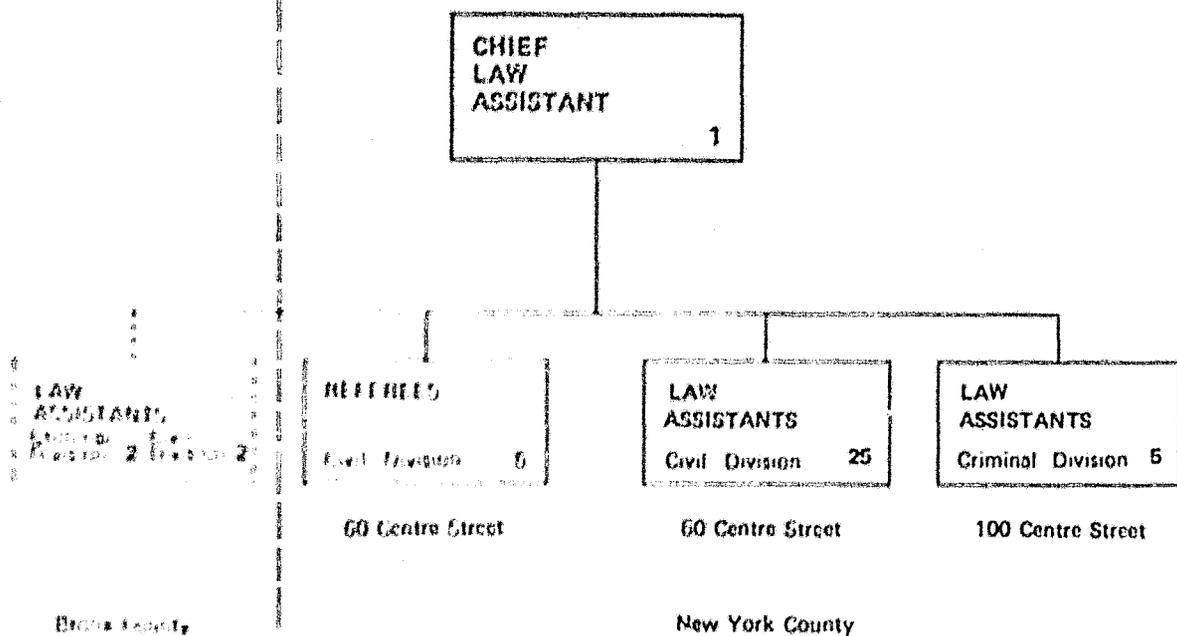
HEARING ROOMS

SPECIAL REFEREES OFFICE

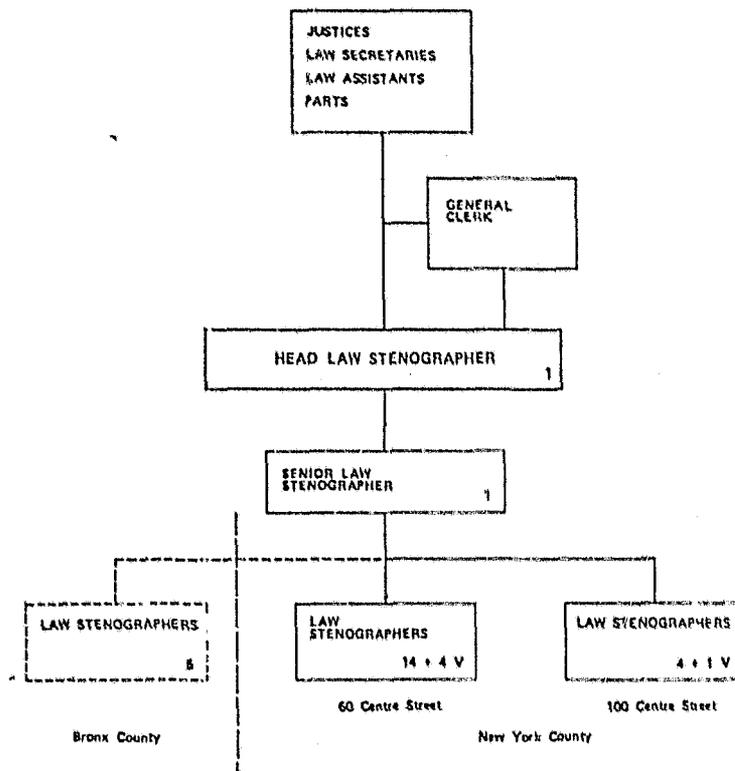
COURTROOMS



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY LAW LIBRARY ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 8, 9</p>
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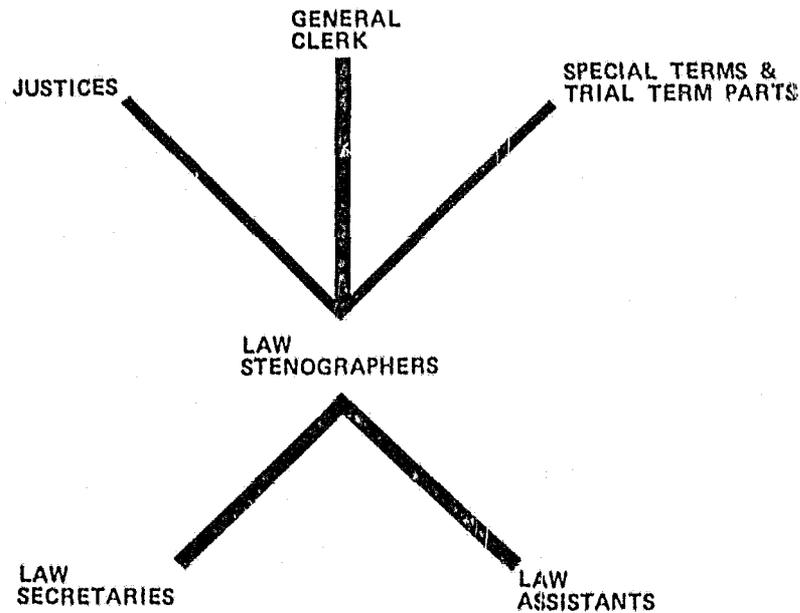


<p>COURTROOM REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY LAW ASSISTANTS' OFFICES ORGANIZATION CHART. FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 10,11</p>
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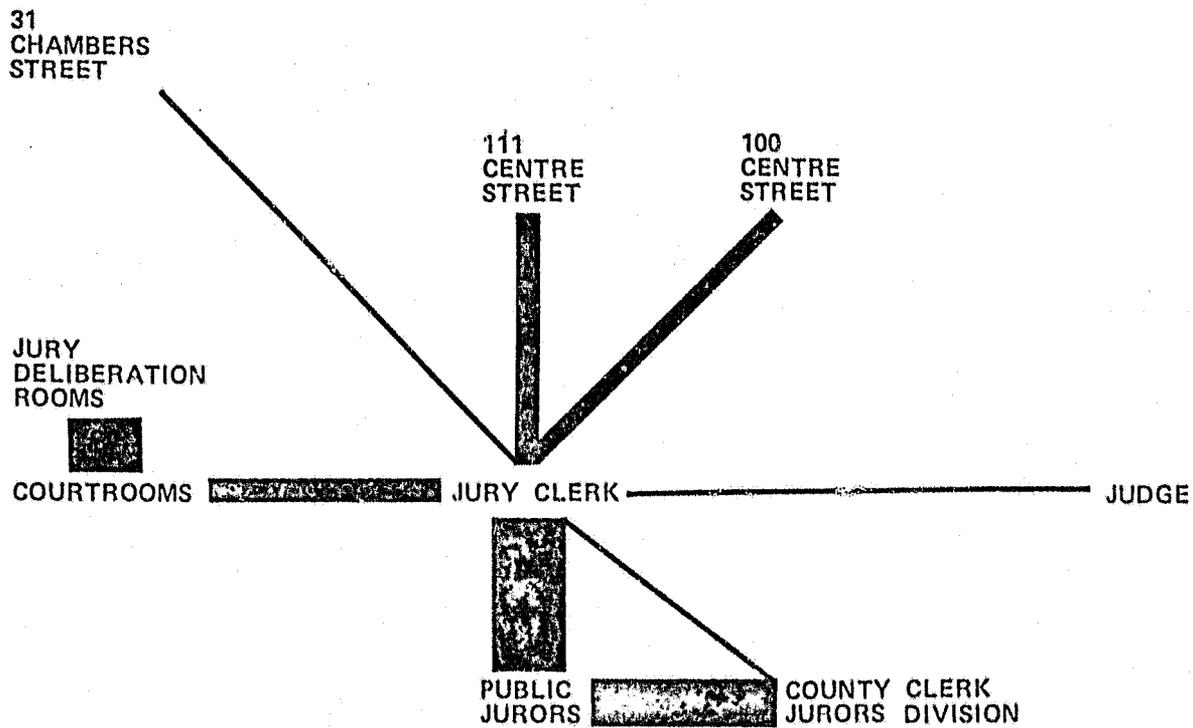
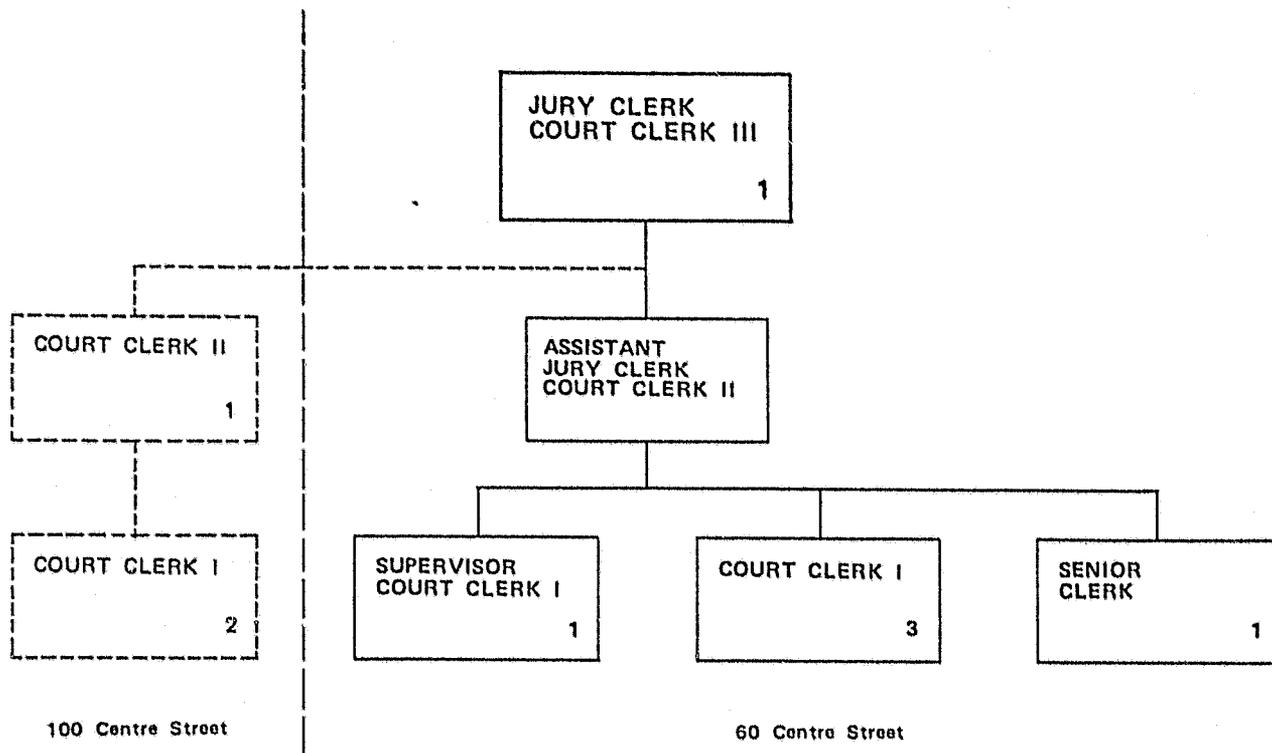


2 Confidential attendants share time to run the printing machine.

V = Vacancies



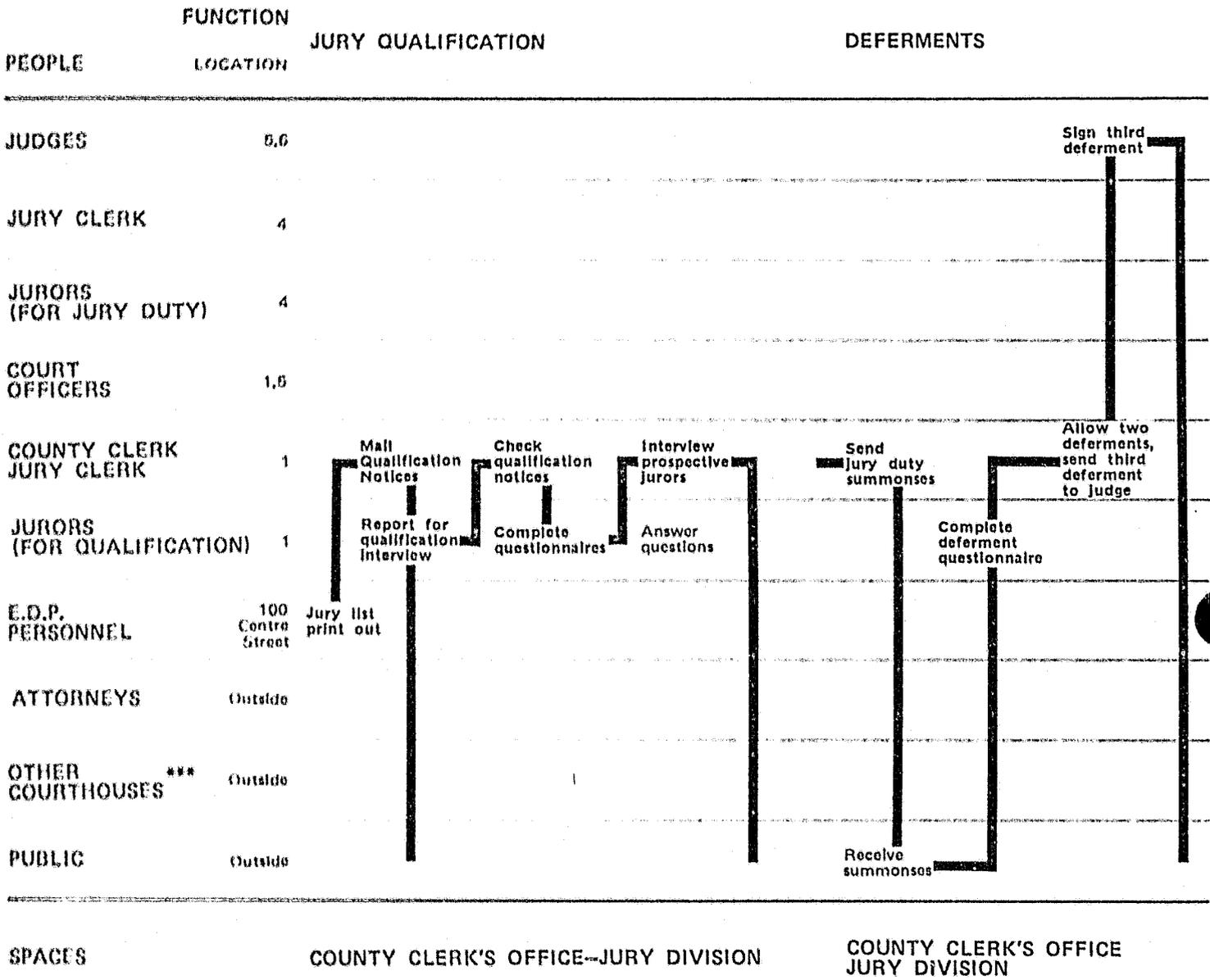
OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
Receive work for Typing	Head Law Stenographer; Law Secretaries, Law Assistants, Courtroom Staff	Law Stenographers' Office	manuscripts of decisions and memoranda	1 min.
Assign Work to Law Stenographers	Head Law Stenographer; Stenographers	Law Stenographers' Office	manuscripts of decisions and memoranda	5 min.
Type Legal Documents	Law Stenographers	Law Stenographers' Office	manuscripts of decisions and memoranda, typewriters	Varies
Proofread Work	Law Stenographers	Law Stenographers' Office	manuscript, typed documents	Varies
Notifies Job Completion	Stenographers; Law Secretaries, Law Assistants, Courtroom Staff	Law Stenographers' Office	telephone	1 min.
Return Completed Work	Stenographer; Law Secretaries, Law Assistants, Courtroom Staff	Law Stenographers' Office	manuscript, typed documents	1 min.



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY JURY CLERK'S OFFICE ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 14, 15</p>
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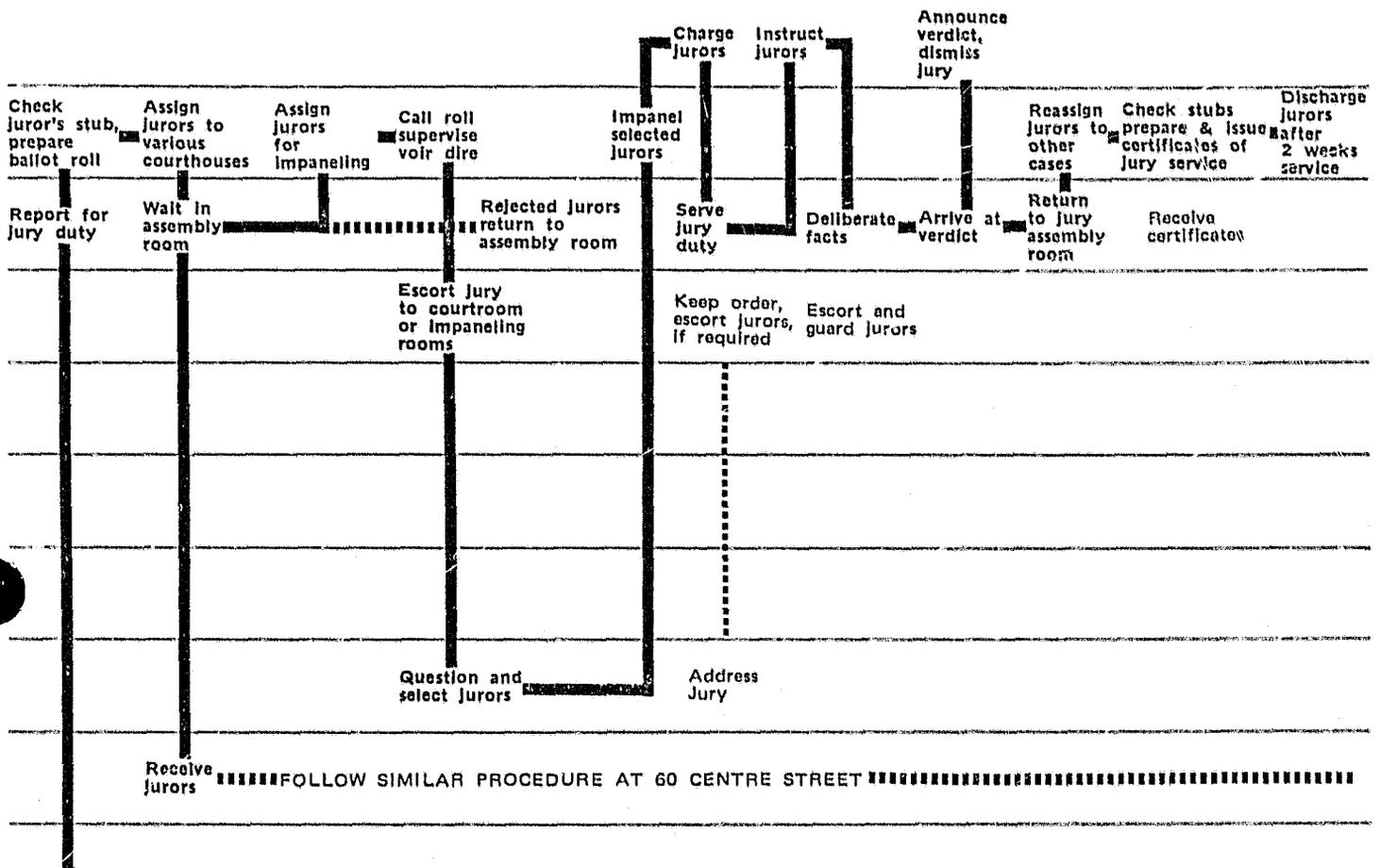
OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
JURORS ASSEMBLY				
Line Up Jurors When They Arrive	Jury Clerks, Jurors	Public Hall	summonses	1 hr.
Reception-Check Jurors' Summonses	Jurors, Jury Clerks, Court Officer	Doorway	summonses	1 hr.
Pull Card-Match Jurors' Summonses with IBM cards	Jury Clerks	Jury Clerk Counter	summonses, IBM cards	30 sec. each
Pull Ballots-Match Summonses with Ballots	Jury Clerks	Jury Clerk Counter	summonses, ballots ballot wheel	20 sec. each
Assemble Jurors	Jury Clerks, Jurors	Jury Assembly Spaces	--	Varies
JURY DUTY				
Escort Jurors to Separate Space	Court Officer or Jury Clerk; Jurors	Jury Clerk Counter Jury Assembly Spaces	summonses, ballots, ballot wheel	20 min.
Call Roll, Instruct Jurors, Send Ballots	Jury Clerk; Jurors	Jury Clerk Counter Jury Assembly Spaces	summonses, ballots, ballot wheel	20 min.
Assign and Direct Jury Panels	Jury Clerks, Court Officers, Jurors	Jury Clerk Counter	roll call ballots, paneling sheets impaneling books, call sheets	1 day
Conduct Voir Dire and Impanel Jurors	Clerks, Attorneys, Jurors	Jury Impaneling Rooms	impaneling sheets, ballots, impaneling books	20 min.- 1 day

OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
JURY ADMINISTRATION				
Prepare Pay Roll	Clerks	Jury Clerk's Office	summonses, payroll book	2 days
Discharge Jurors, Prepare Certificates of Service	Clerk	Jury Clerk's Office, Front Desk	summons stubs, certificates of service	3 min. per juror



*** JURORS ARE SENT TO
 CIVIL COURT BUILDING AT 111 CENTRE STREET.
 CRIMINAL COURTS BUILDING AT 100 CENTRE STREET.
 SUBROGATE COURT BUILDING AT 31 CHAMBERS STREET

JURY SERVICE

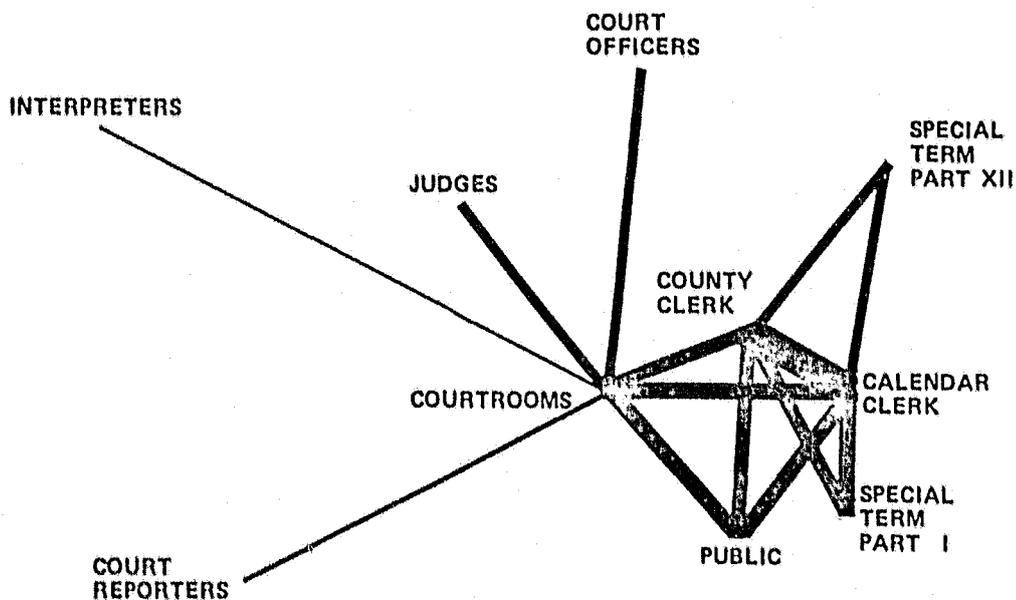
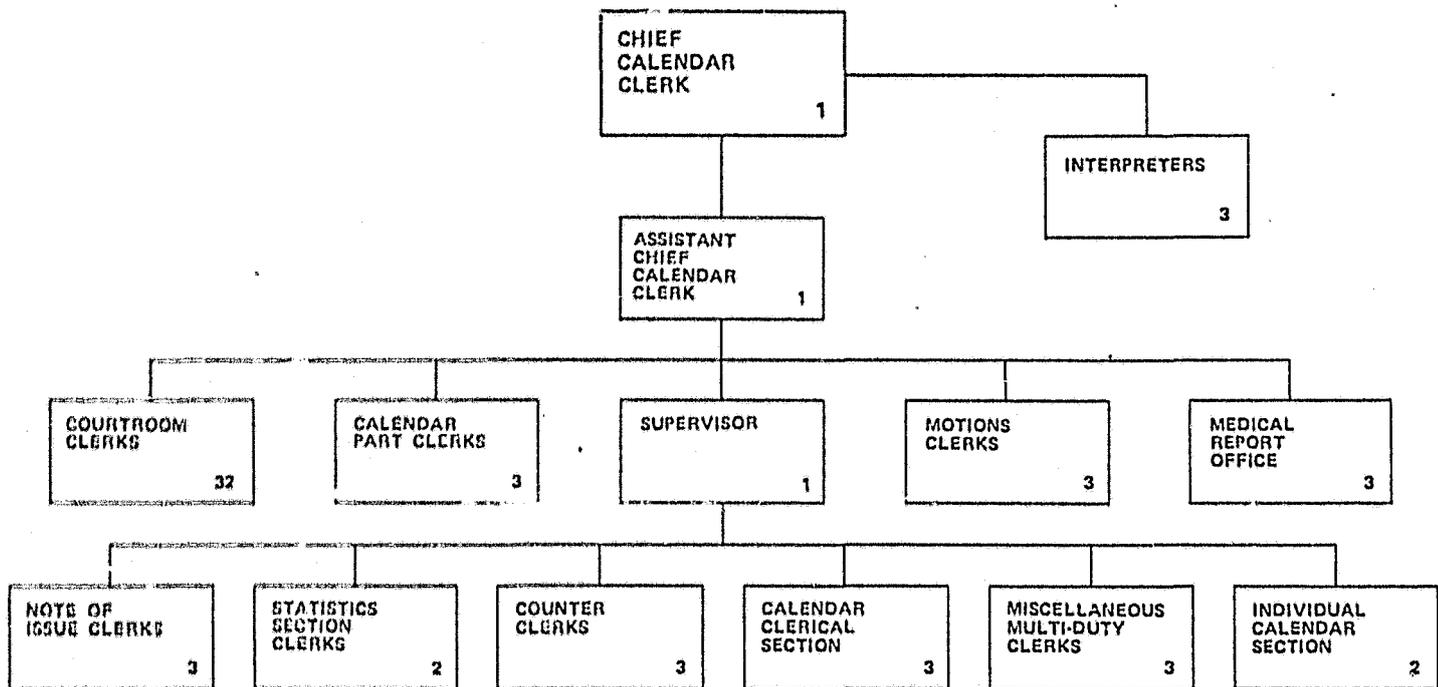


JURY ASSEMBLY ROOM

IMANELING ROOM OR COURTROOMS

COURTROOMS

JURY ASSEMBLY ROOM



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY CALENDAR CLERK'S OFFICE ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 17, 18</p>
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OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
NOTE OF ISSUE				
Complete Note of Issue	Attorney	External Space	three copies- note of issue	Varies
Receive Note of Issue	Counter Clerk or Cashier; Attorney	Public Counter	note of issue, preference paper	5 min.
Check Papers, Place Case on Calendar, If Ready	Counter Clerk or Cashier	Public Counter	note of issue preference	5 min.
Clear Papers for Filing; Collect Fee	Cashier; Attorney	Public Counter Cashier	note of issue, preference paper, receipt for fee paid	2 min.
File Three Copies- Note of Issue	Messenger, Cashier Attorney	Note of Issue Office	note of issue	5 min.
Complete Record Card	Clerk	Note of Issue Office	record card	2 min.
Complete Index Card	Clerk	Note of Issue Office	index card	1 min.
Enter on Master Sheet	Clerk	Note of Issue Office	master sheet	1 min.
Type Case on Permanent Sheet	Clerk	Note of Issue Office	permanent sheet, index card	1 min.

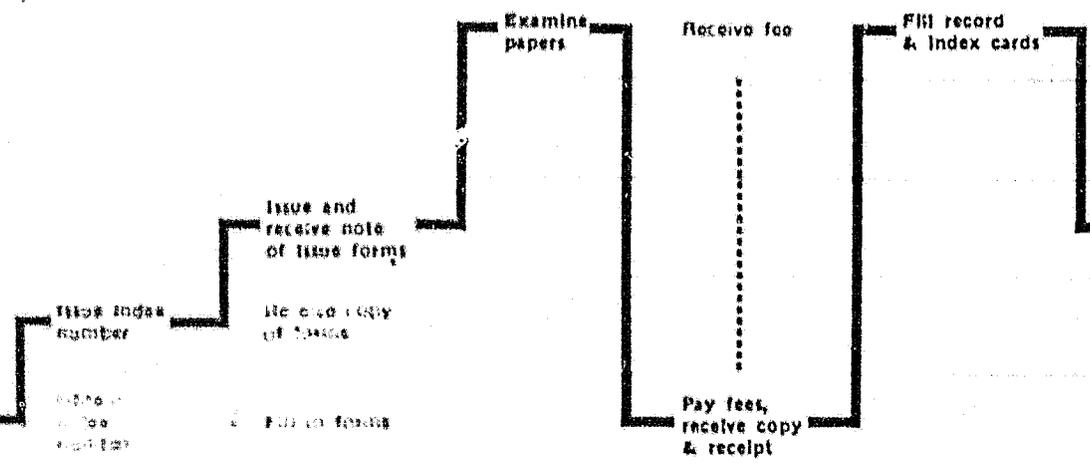
OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
Separate and Enter Individual Calendar Cases	Clerk	Note of Issue Office	individual calendar sheet	1 min.
Make Duplicate Individual Calendar Cards	Clerk	Note of Issue Office	individual calendar cards	1 min.
Type Case Information on County Clerk's Sheet	Clerk	Note of Issue Office	county clerk's sheet	1 min.
Type Case Information on Index Books	Clerk	Note of Issue Office	index books	1 min.
MAKE CALENDAR				
Type Calendar	Clerk	Note of Issue Office	calendar sheets, cards	1 min.
Enter Statistics	2 Clerks	Note of Issue Office	various books	1 min.
CALENDAR PART				
Call Case	Court Clerks; Judge, Attorneys	Calendar Courtroom	calendar	10 sec.
Conduct Conference of Ready Cases	Judge, Attorneys, Court Clerk	Courtroom or Robing Room	case files, legal documents	Varies
Transfer Case to Trial Parts	Judge, Attorneys, Court Clerk	Calendar Courtroom	assignment slip	1 min.

OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
Conduct Trial and Hearings	Judge, Court Clerk, Witnesses, Jurors, Court Reporter, Court Officer, Attorneys, Litigants, Public, Press	Courtroom	case files, legal documents	Varies
Make Determination	Judge, Court Clerk, Court Officer, Jurors, Witnesses, Court Reporter, Attorneys, Litigants, Public, Press	Courtroom	case file, legal documents, judgement, court order	Varies
Record Case Information	Clerk	County Clerk's & Calendar Clerk's Office	case file, judgement	10 min.
MOTION SECTION				
Receive Motion Papers	Messenger, Calendar Clerk, Attorney	Calendar Clerk's Office	motion papers	Varies
Organize Case History Papers	Calendar Clerk	Calendar Clerk's Office	motion papers, case history papers	Varies
Prepares Folder, Assigns Index Number	Calendar Clerk	Calendar Clerk's Office	motion papers, folder card, typewriter	Varies
File Card	Calendar Clerk	Calendar Clerk's Office	motion papers, card	Varies
Completes and Organizes Form	Calendar Clerk	Calendar Clerk's Office	motion papers, card, form	Varies

OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
Check Motion Papers for Proper Legal Procedure	Calendar Clerk	Calendar Clerk's Office	motion papers	Varies
Check Motions	Chief Clerk	Calendar Clerk's Office	motion papers	Varies
Send Motions to Judge	Messenger, Judge	Courtroom or Chambers	motion papers	Varies
Review Judgement Order	Judge	Chambers	motion papers	Varies
Receive Motions from Judge	Messenger	Calendar Clerk's Office	motion papers	Varies
File Card	Calendar Clerk	Calendar Clerk's Office	card, motion papers	Varies
Publish Decisions on Motions (<u>New York Law Journal</u>)	Calendar Clerk	Calendar Clerk's Office	releases	Varies
Prepare Resume of Decision	Calendar Clerk	Calendar Clerk's Office	resume card	Varies
Send Case Files and Motions	Messenger	County Clerk's Office	case file, motion papers	Varies
IMPARTIAL MEDICAL PANEL				
Receive Personal Liability Case from Judge	Medical clerk; Judge, Attorney, Court Clerk	Courtroom	court form	5 min.

OPERATIONS	PEOPLE	SPACE	DOCUMENTS/EQUIPMENT	TIME
Confer with Attorney	Medical Clerk; Attorney	Conference Room	case file, papers from attorney	Varies
Refer Case to Specialist (Chosen from Panel List)	Medical Clerk	Medical Report Office	medical panel list	5 min.
Sign Form	Judge; Medical Clerk	Chambers	court form	1 min.
Subpoena Hospital Records	Medical Clerk, Attorney	Outside	subpoena	Varies
Phone for Medical Examination Appointment	Medical Clerk	Medical Report Office	form, telephone	5 min.
Send Letter to Physician with Explanation	Medical Clerk	Medical Report Office	form, letter, typewriter	10-15 min.
Send Letter to Attorney	Medical Clerk Attorney	Medical Report Office	form letter	10 min.
Follow Case Regularly	Medical Clerk	Medical Report Office	diary of case	5 min.
Receive Medical Report	Medical Clerk, Physician	Medical Report Office	medical report	1 min.
Send Copies to Attorneys	Medical Clerk	Medical Report Office	medical report	5 min.
Testify During Trial	Medical Clerk, Physician	Courtroom	case files, legal document, reports	Varies

FUNCTIONS	INDEX NUMBER	NOTE OF ISSUE
RECORDS	00	
COUNTY OFFICERS	0	
COUNTY REPORTING	0 400	
COUNTY CLERK	0	
CALENDAR CLERK	0	
NOTE OF ISSUE CLERK	0	
STATISTICS CLERK	0	
COUNTY CLERK	0	
COUNTY CLERK	0	
ATTORNEYS	0	

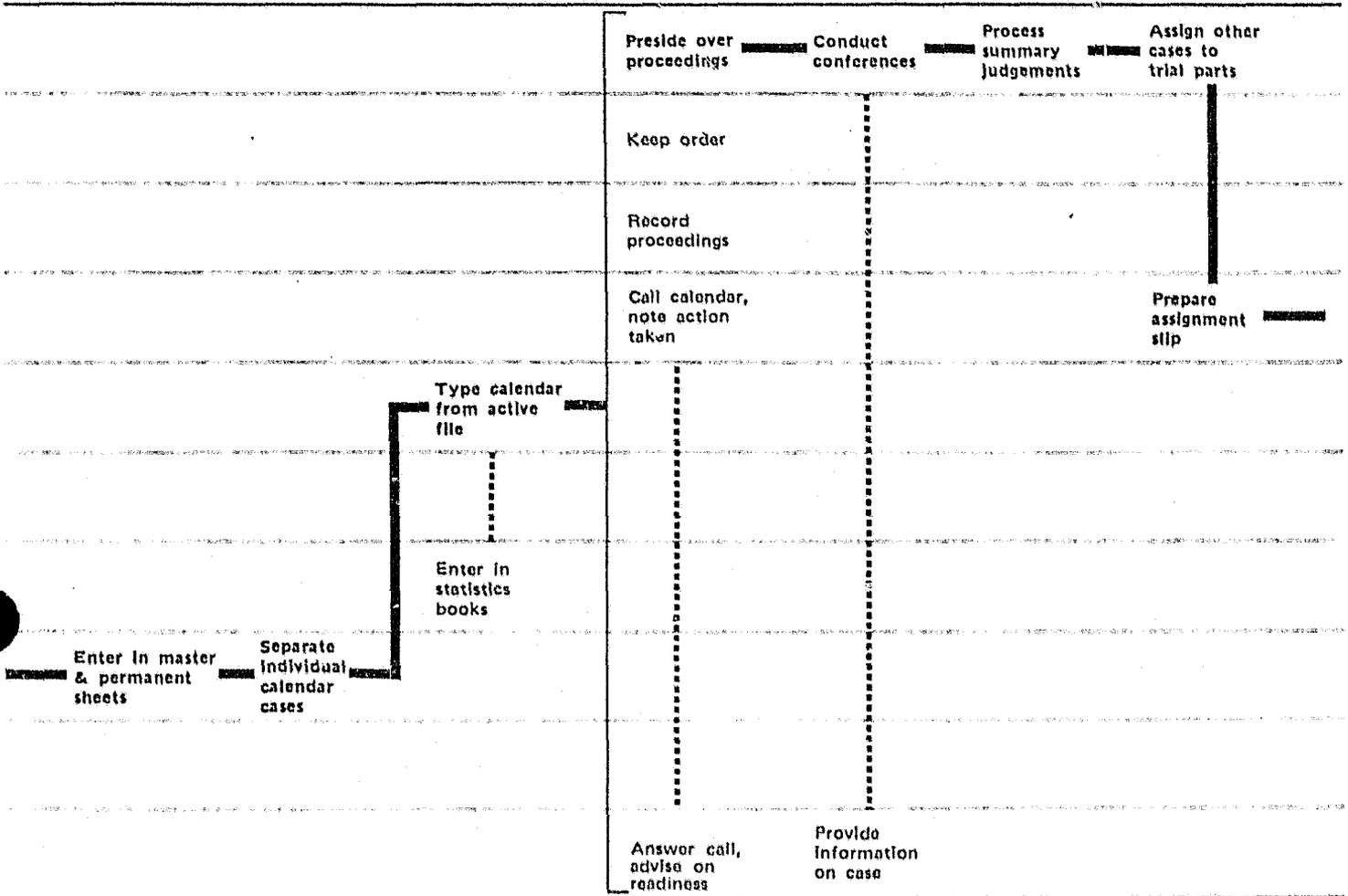


SPACES COUNTY CLERK'S OFFICE CALENDAR CLERK'S OFFICE

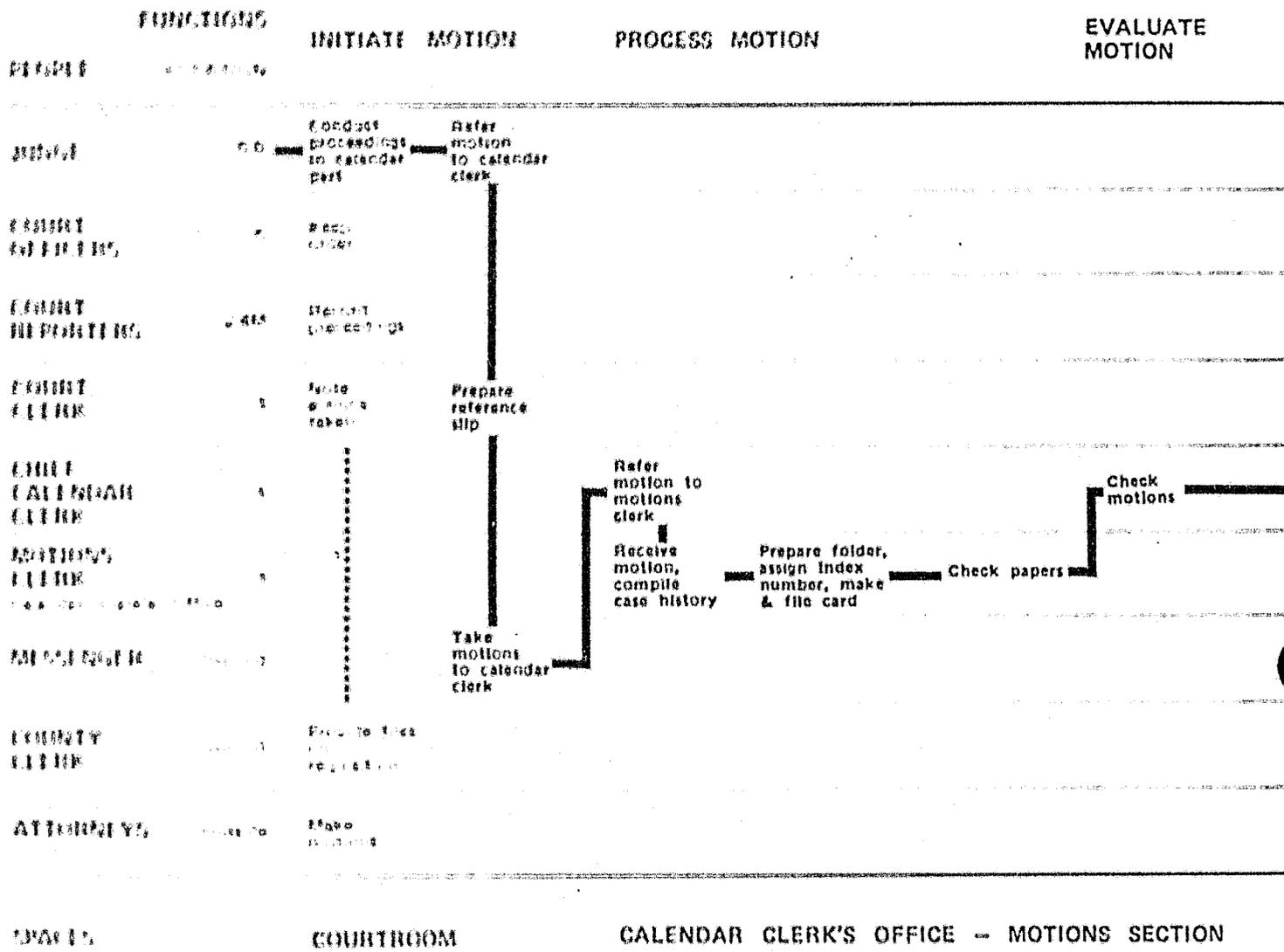
CALENDARING

CALL CALENDAR

ASSIGN CASES



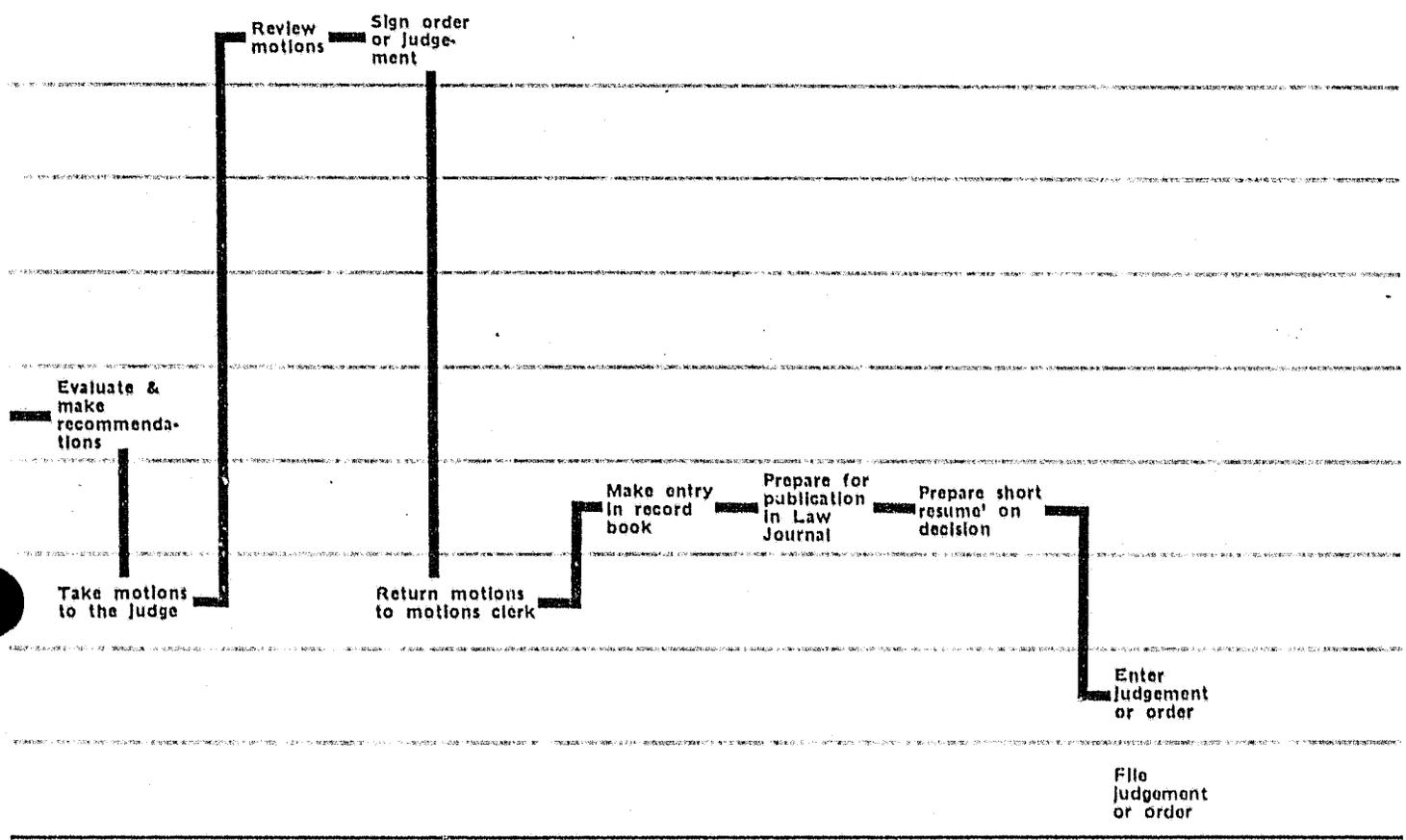
CALENDAR COURTROOM



MAKE DECISION

RECORD DECISION

FILE JUDGEMENT

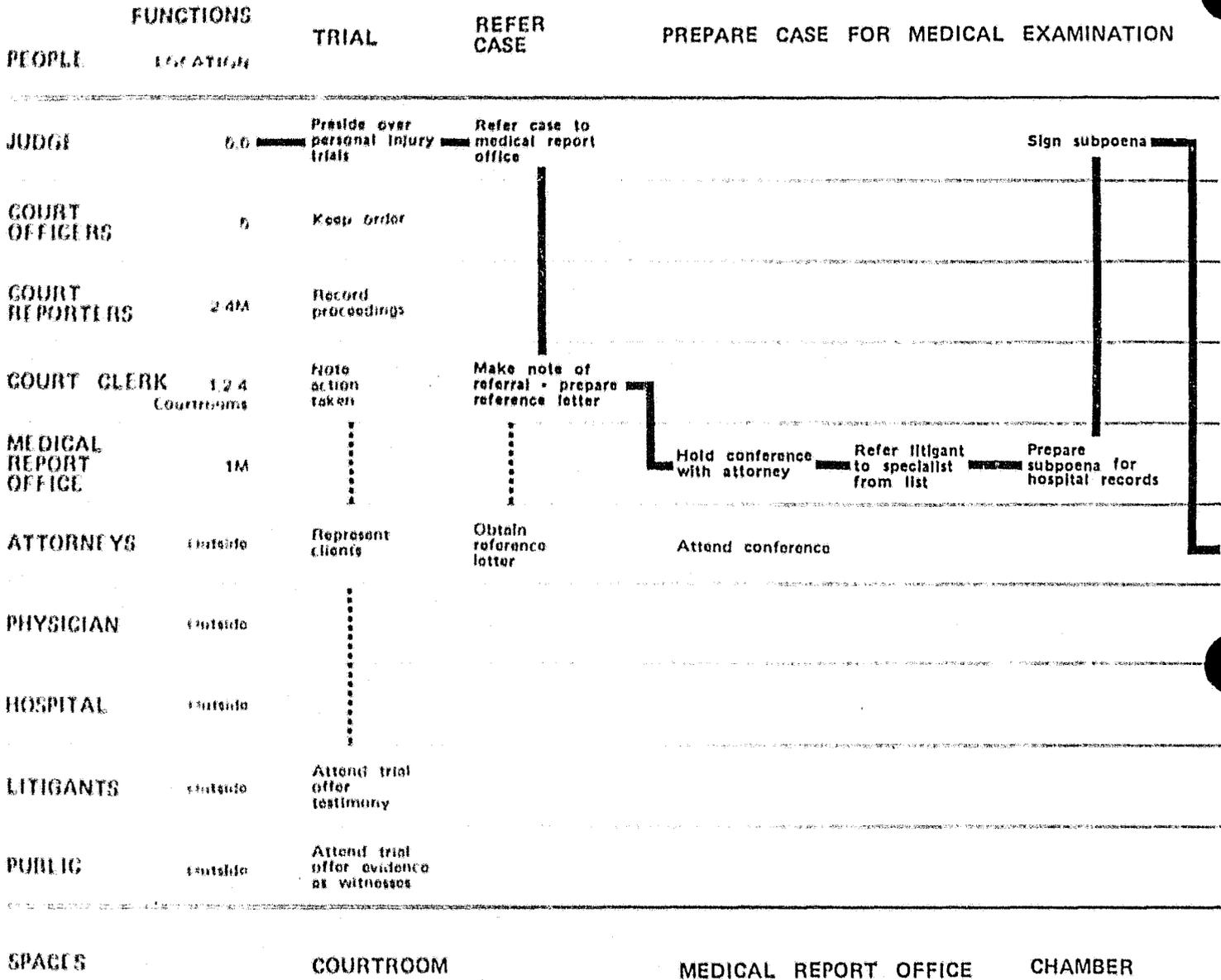


CHAMBERS

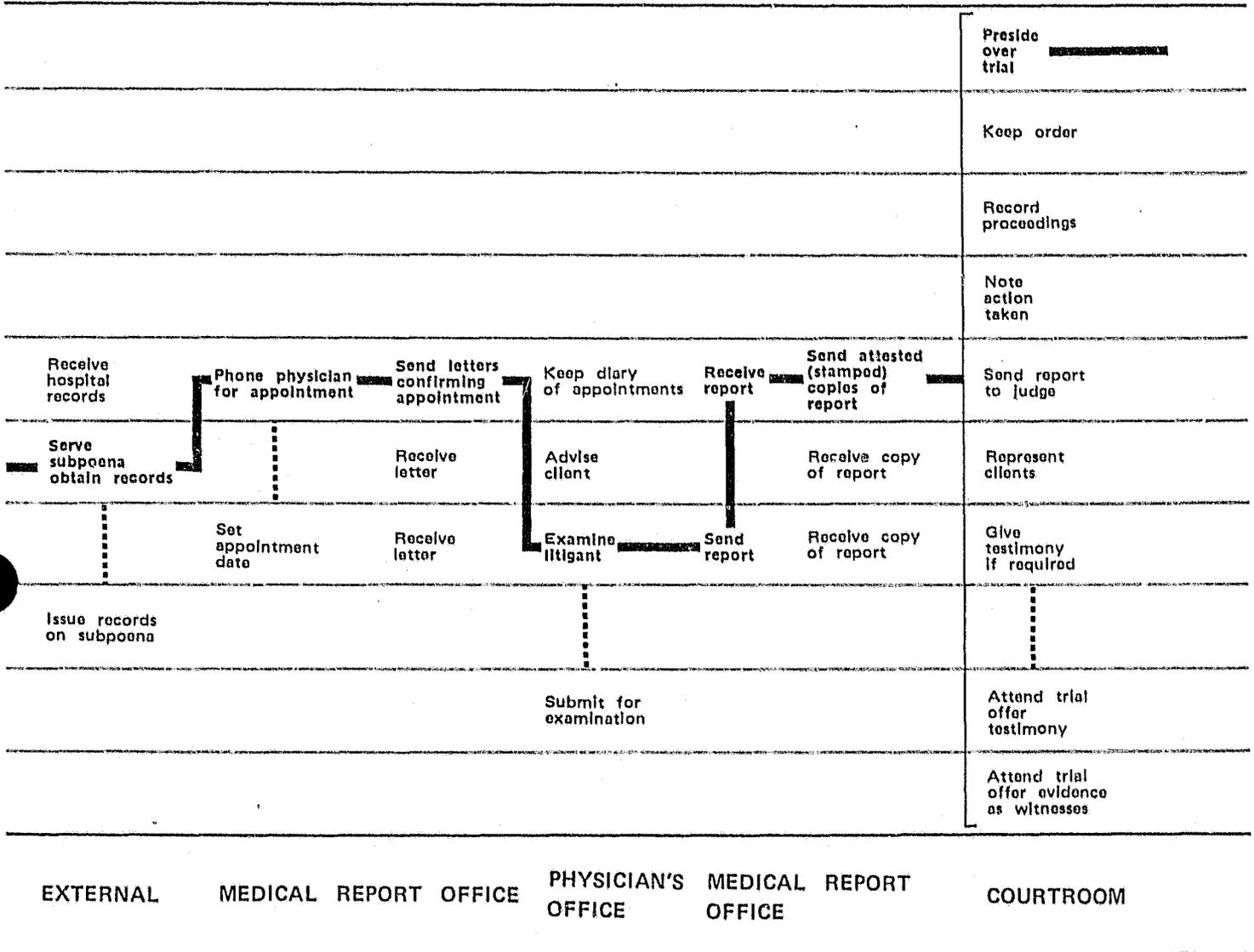
**CALENDAR CLERK'S OFFICE
MOTION SECTION**

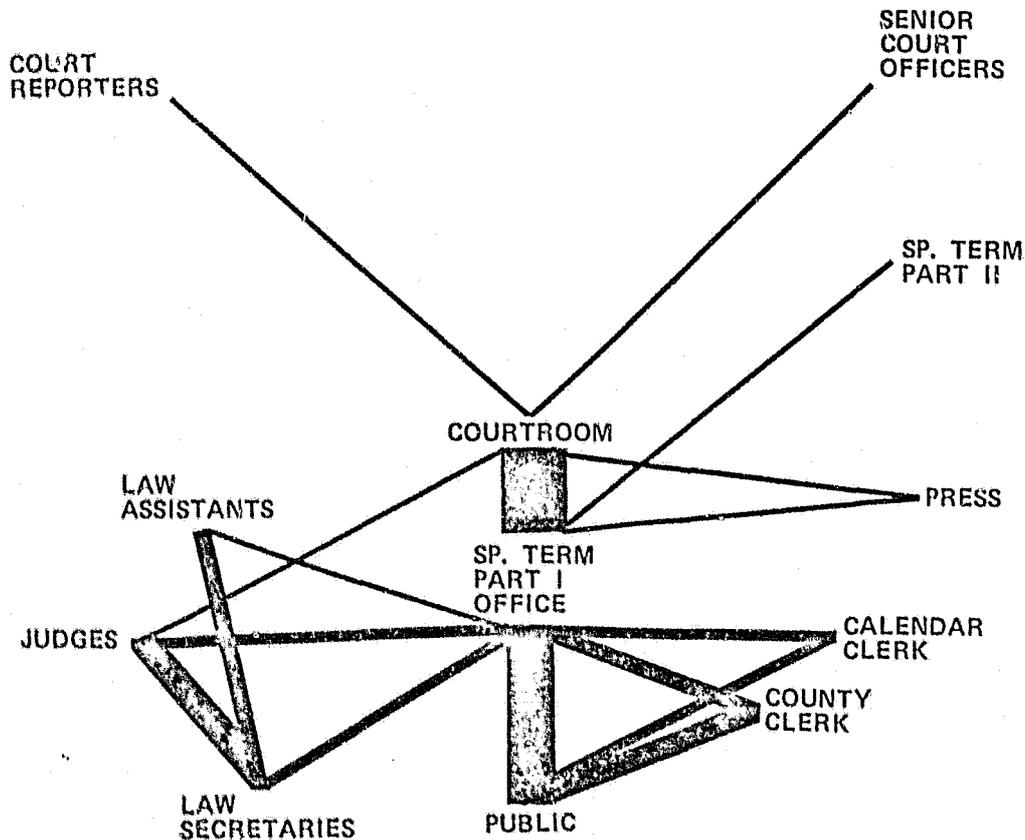
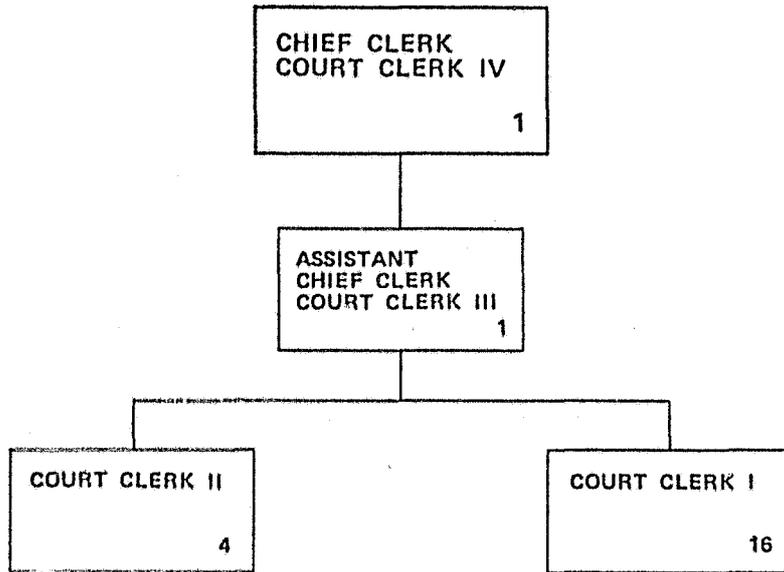
COUNTY CLERK'S OFFICE

<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING--NEW YORK COUNTY CALENDAR CLERK'S OFFICE SEQUENCE OF OPERATIONS</p>	<p>FIGURE 20</p>
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EXAMINE LITIGANT PROCESS MEDICAL REPORT RESUME TRIAL





<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY SPECIAL TERM PART I OFFICE ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 22, 23</p>
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OPERATIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	TIME
Assign Index Number	County Clerks; Attorneys, Litigants	County Clerk's Office	index number	5-10 min.
Process Note of Issue	Calendar Clerks, Cashier; Attorneys, Litigants	Calendar Clerk's Office	note of issue	5-10 min.
Receive Notice of Motion	Special Term Clerks; Attorneys	Special Term Office	notice of motion, index number, note of issue	15 min.
Prepare Calendar	Special Term Clerks	Special Term Office	calendar sheets	15 min.
Conduct Hearings	Judge; Attorneys, Litigants, Public, Court Clerk, Sr. Court Officer, Law Secretary	Courtroom	motion file	2 hours
Conduct Legal and Accounts Research	Chief Clerk; Accounts Clerks, Law Secretary, Law Assistants	Special Term Offices, Library, Law Assistants' Offices, Chambers	case file, accounts	All Day
Issue Interim Decisions	Judge	Courtroom, Chambers	court order, case file	All Day
File Orders	Attorneys; Orders Clerks	Special Term Office	court orders, case file	10 min.
Sign Orders	Judge	Chambers	court orders, case file	5 min.
Publish Decisions	Publications Clerk, Press	Special Term Office	--	10 min.
File Judgements	Attorneys; County Clerks	County Clerk's Office	judgement	5-10 min.

OPERATIONS

PEOPLE

SPACES

DOCUMENTS/EQUIPMENT

TIME

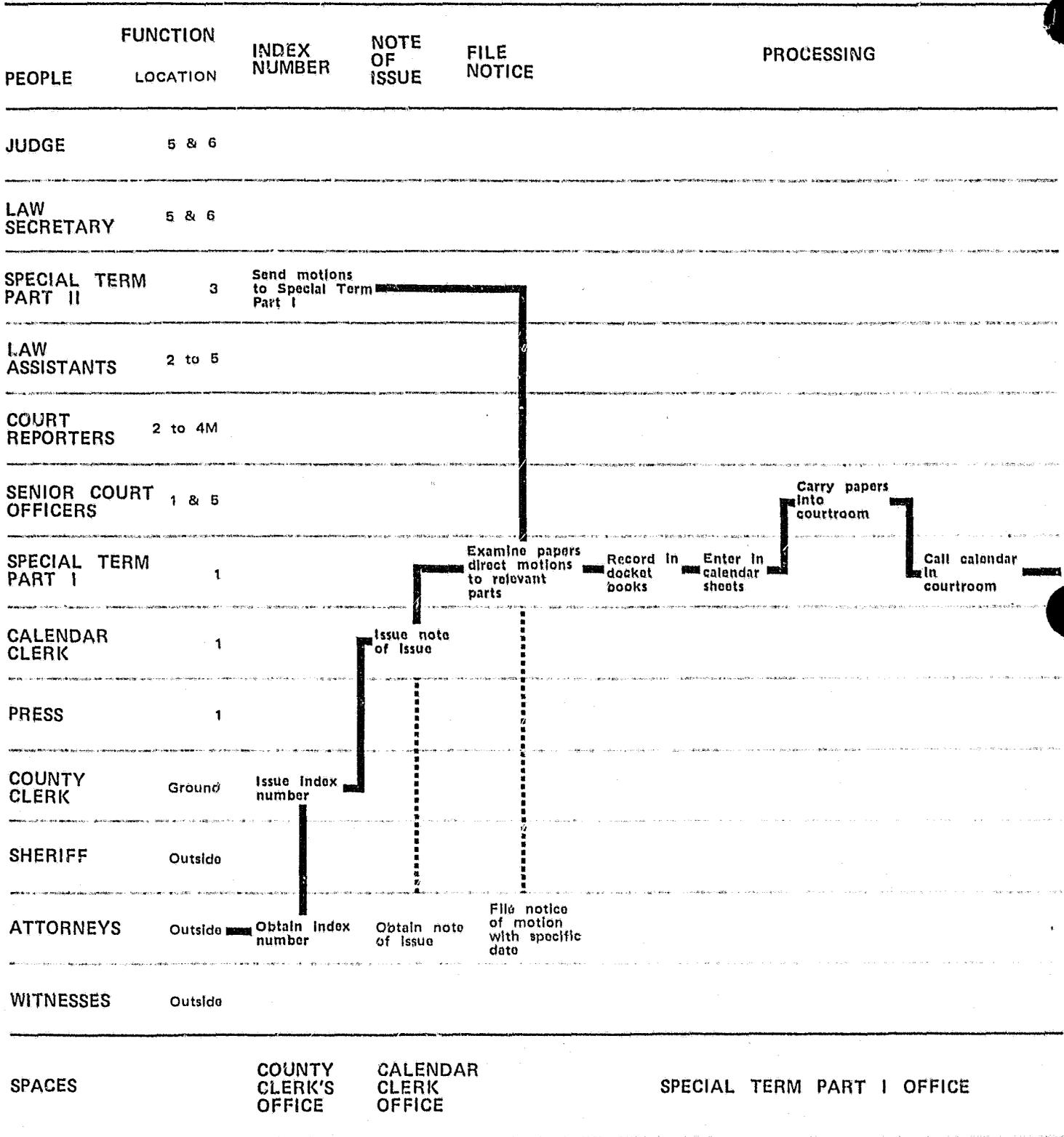
Enforce Orders

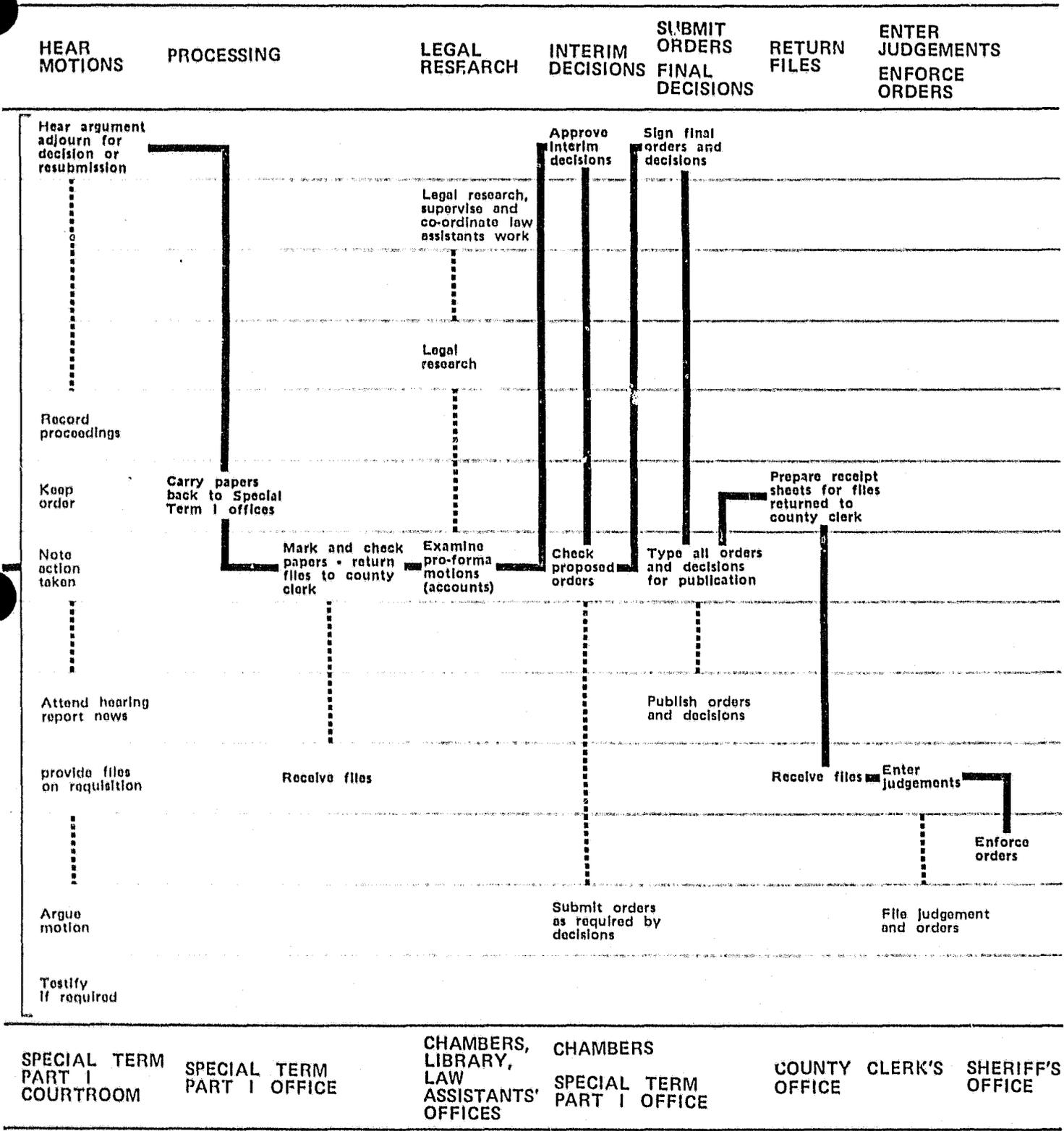
Sheriff's Deputies;
Attorneys

Sheriff's Office

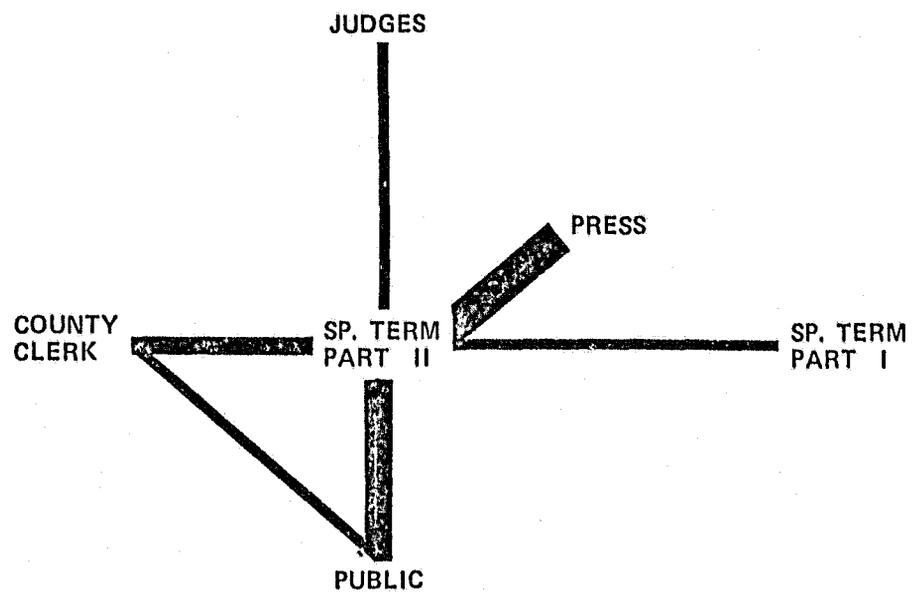
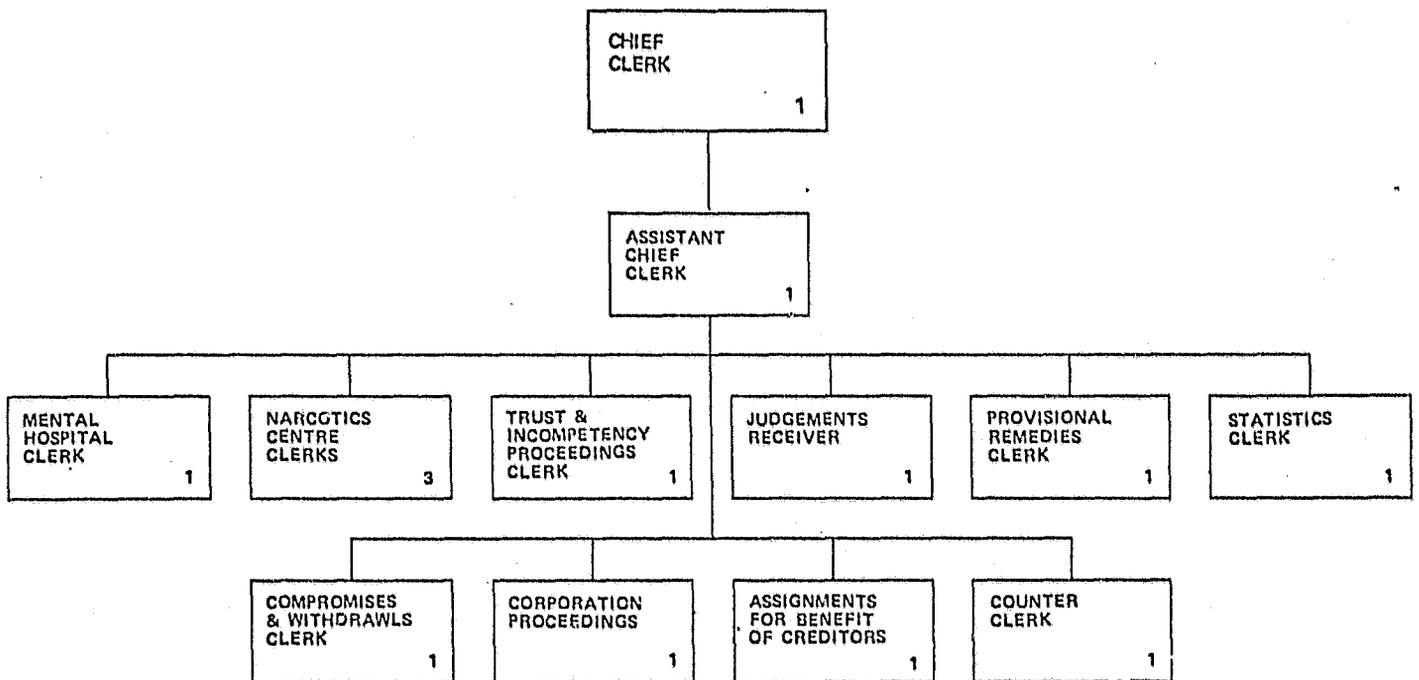
court order

Varies





COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013	SUPREME COURT BUILDING-NEW YORK COUNTY SPECIAL TERM PART I OFFICE SEQUENCE OF OPERATIONS	FIGURE 24
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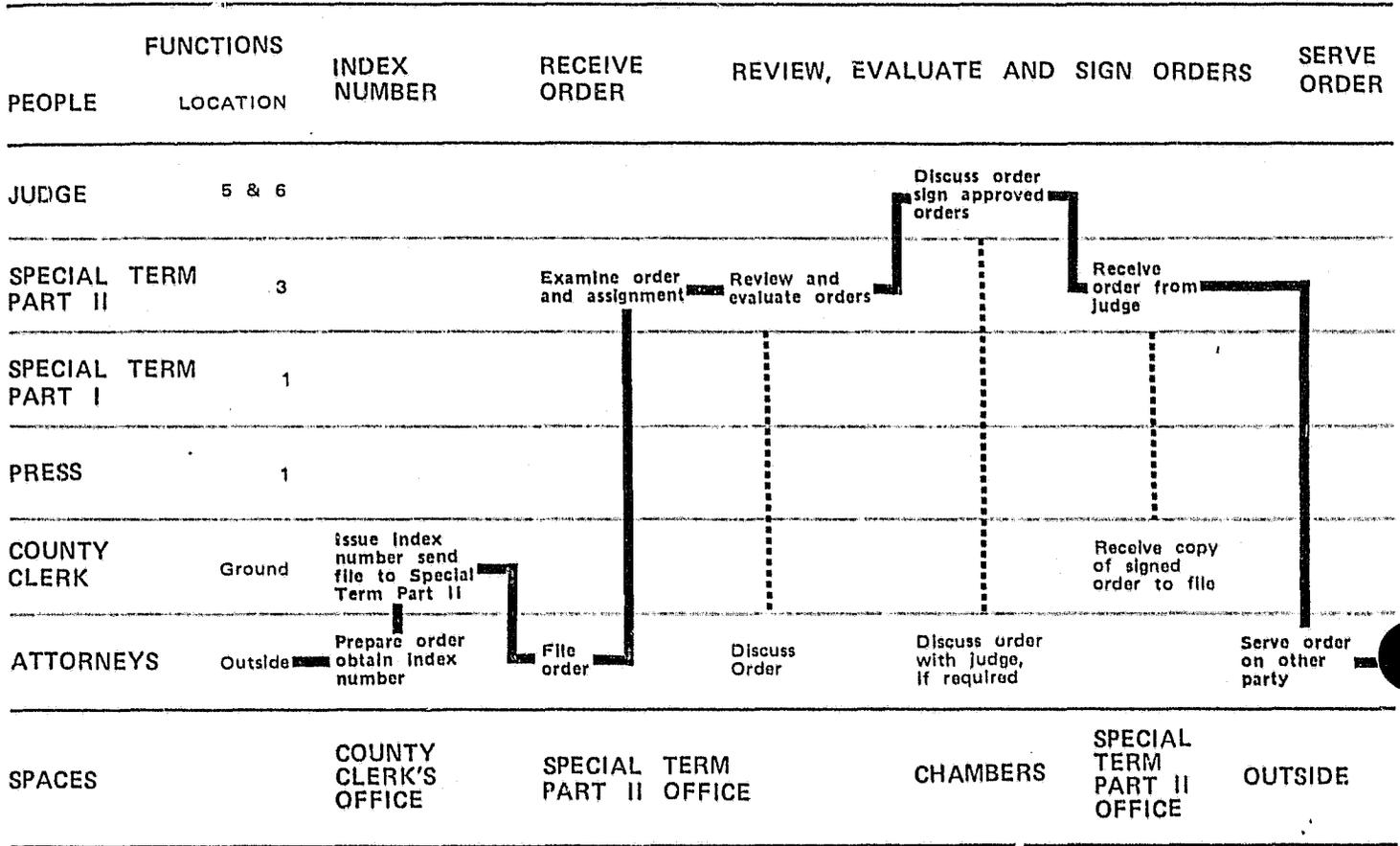


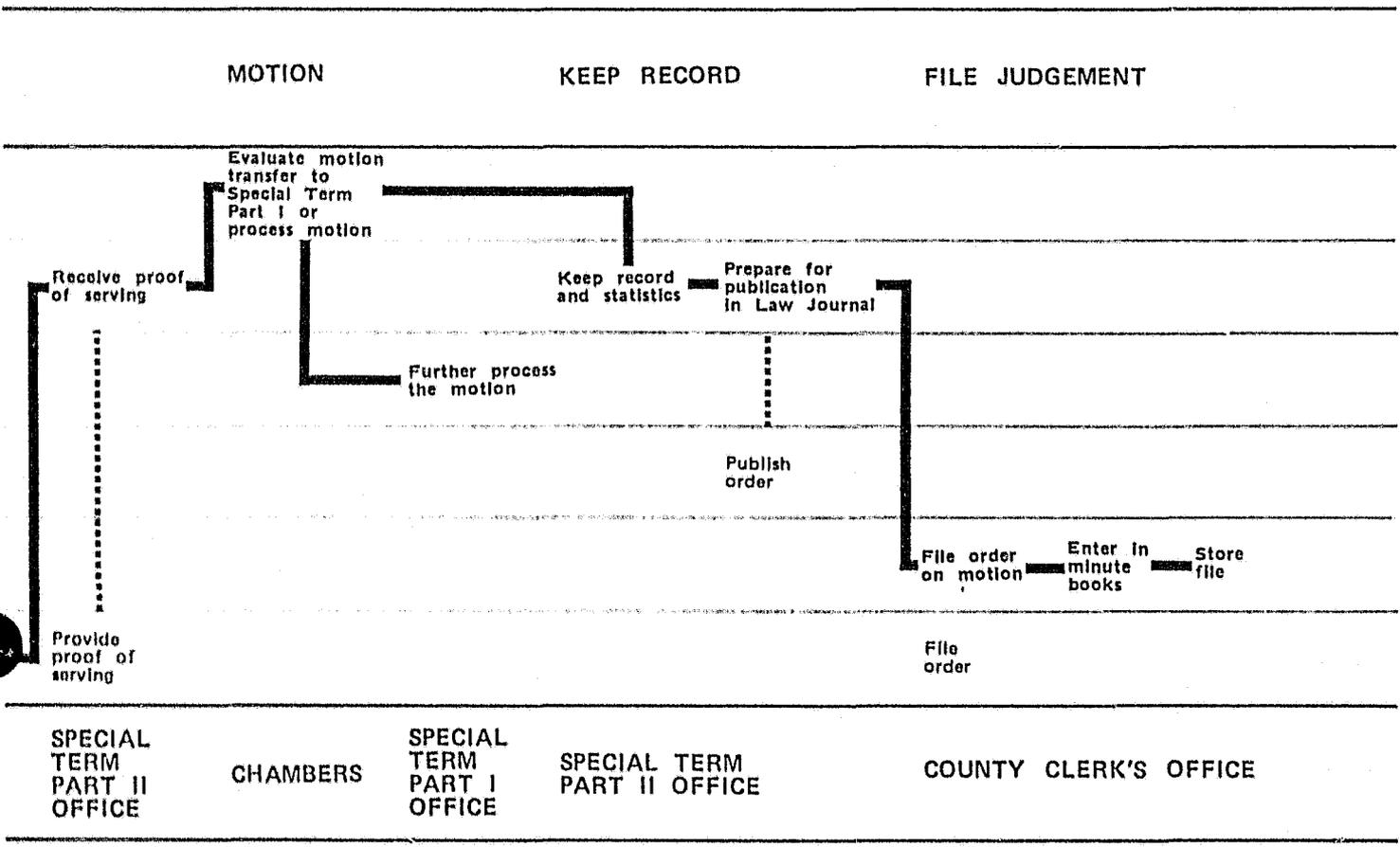
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING--NEW YORK COUNTY SPECIAL TERM PART II & III OFFICE ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 25, 26</p>
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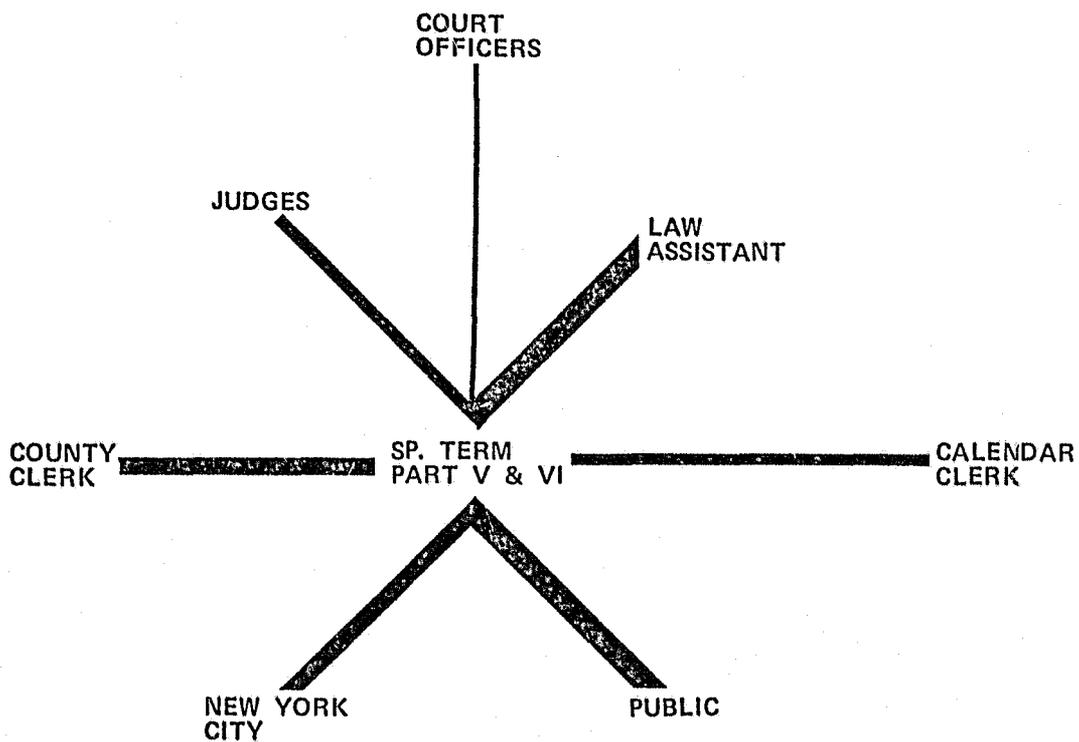
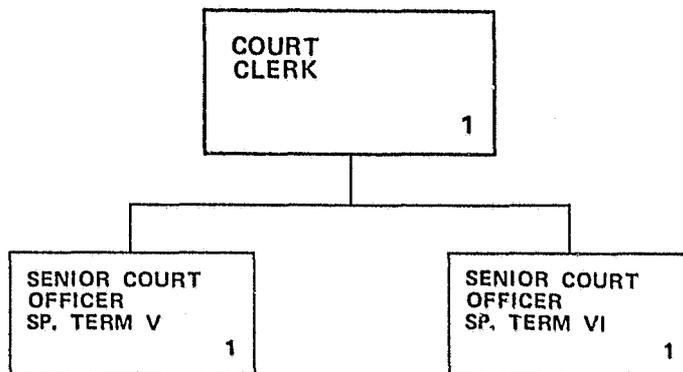
1 OF 3

OPERATIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	SPACES
Send File With Index Number	County Clerks;	County Clerk's Office, Special Term Public Counter	file, index number	5 min.
Examine Orders and Assignment	Counter Clerk I	Special Term Public Counter	note of instruction: to Attorney, Chief Clerk, Judge	2 hrs.
Review and Evaluate Case	Chief Clerk IV	Chief Clerk's Office	case file	Varies
Assist Attorney	Chief Clerk; Attorneys	Chief Clerk's Office	case file, legal documents	Varies
Discuss Case and Sign Order	Judge; Chief Clerk; Law Assistant	Chambers	case file, court order	Varies
Tally For Statistics	Clerk	Special Term Office	case file, court order, daily tally sheet	Varies
Publish In <u>Law Journal</u>	Clerk	Special Term Office.	publication sheet/ typewriter	Varies
Send Receipt For Signed Order	Clerk; Count Clerk Staff	Special Term Office	receipt	Varies
Enter In Minute Book	Clerk	Special Term Office	minute book	Varies
Send File To County Clerk	Messenger	County Clerk Record Room	case file	Varies





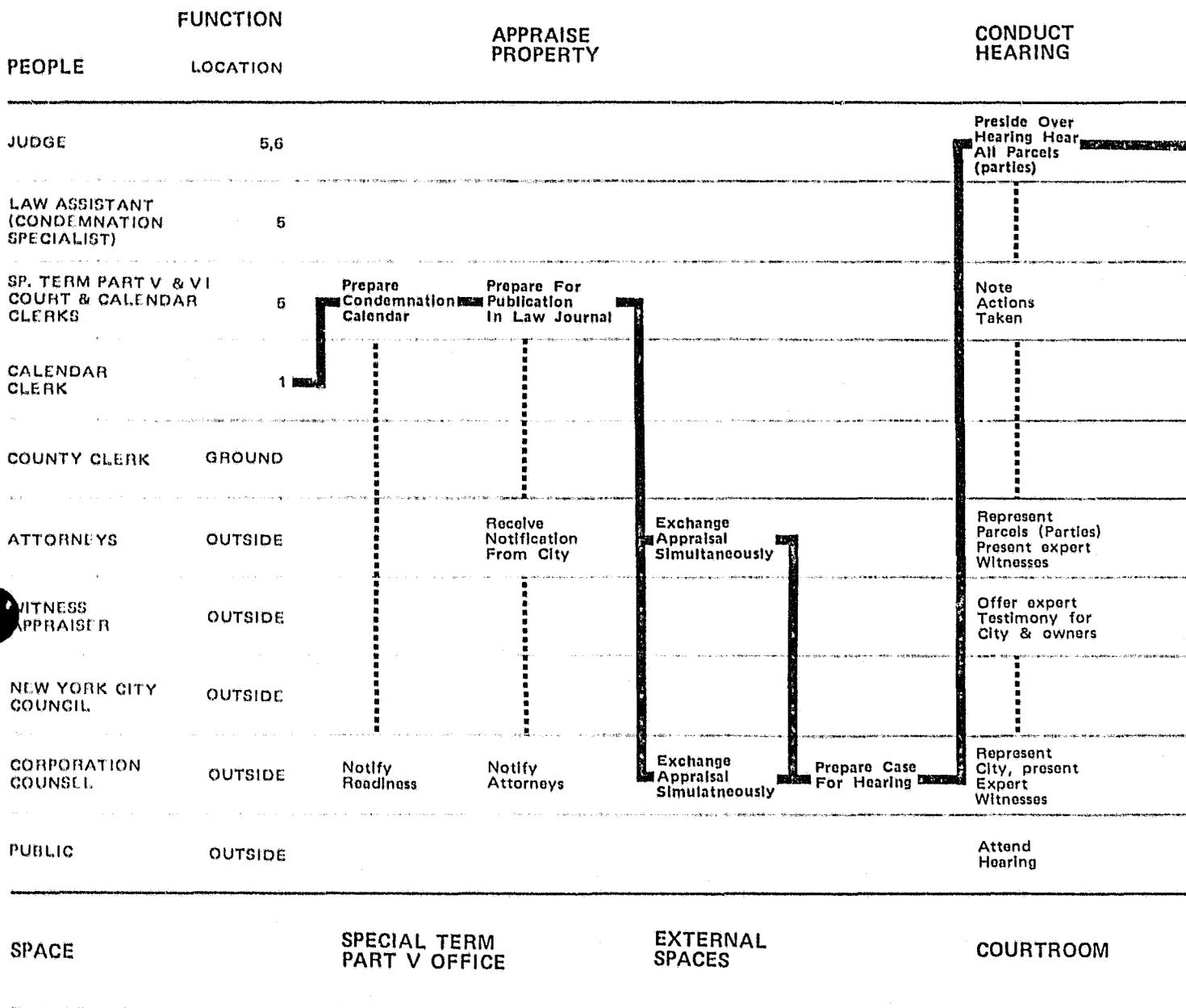
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY SPECIAL TERM PART II & III OFFICE SEQUENCE OF OPERATIONS</p>	<p>FIGURE 27</p>
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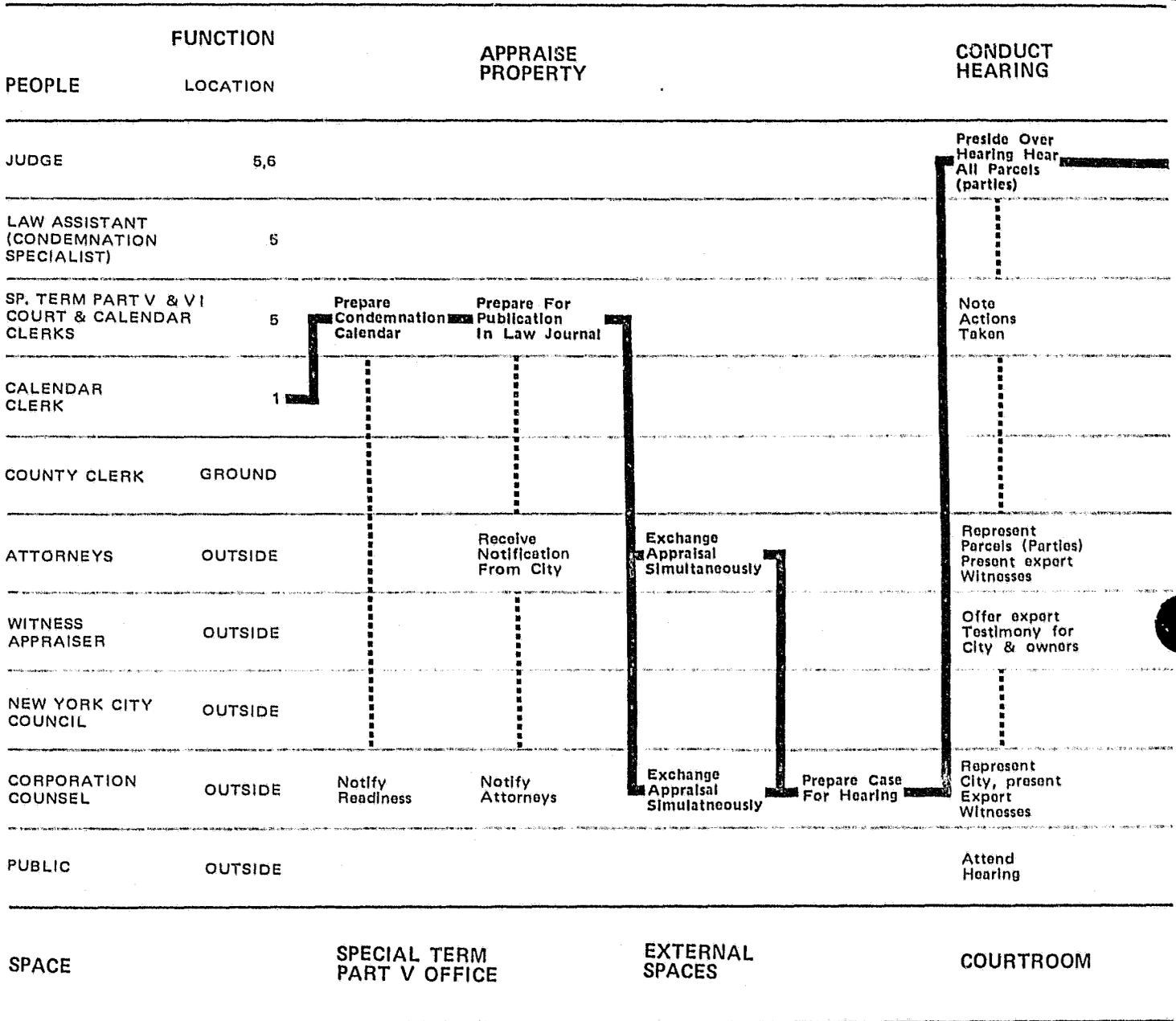
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY SPECIAL TERM PART V & VI OFFICE ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 28, 29</p>
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PEOPLE	FUNCTION	ESTIMATE COST	PREPARE CONDEMNATION PAPERS
	LOCATION		
JUDGE		5,6	
LAW ASSISTANT (CONDEMNATION SPECIALIST)		5	
SP. T. PART V & VI COURT & CALENDAR CLERKS		5	
CALENDAR CLERK		1	
COUNTY CLERK	GROUND		
ATTORNEYS	OUTSIDE		
WITNESS APPRAISER	OUTSIDE		
NEW YORK CITY COUNCIL	OUTSIDE	Take Decision On Construction Of New Building	Conduct Public Hearing On Project Transfer Project Process To Corporation Counsel Prepare Papers For Condemnation Of Existing Property
CORPORATION COUNSEL	OUTSIDE		
PUBLIC	OUTSIDE		
SPACE		BOARD OF ESTIMATE OFFICE	EXTERNAL SPACES

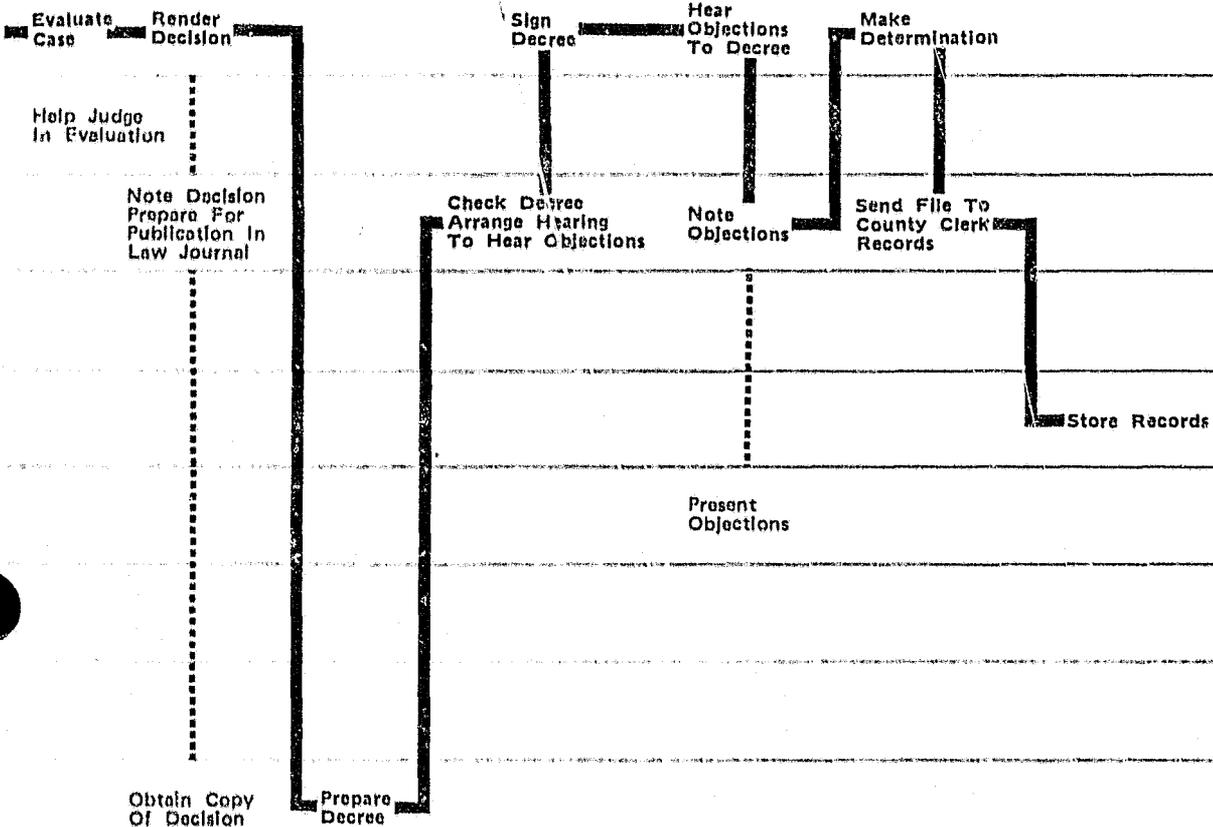
Continued . . .



Continued . . .



EVALUATE CASE RENDER DECISION PREPARE & SIGN DECREE CONDUCT HEARINGS ON OBJECTIONS RENDER DECISION STORE RECORDS



CHAMBERS

EXTERNAL SPACES

CHAMBERS

COURTROOM

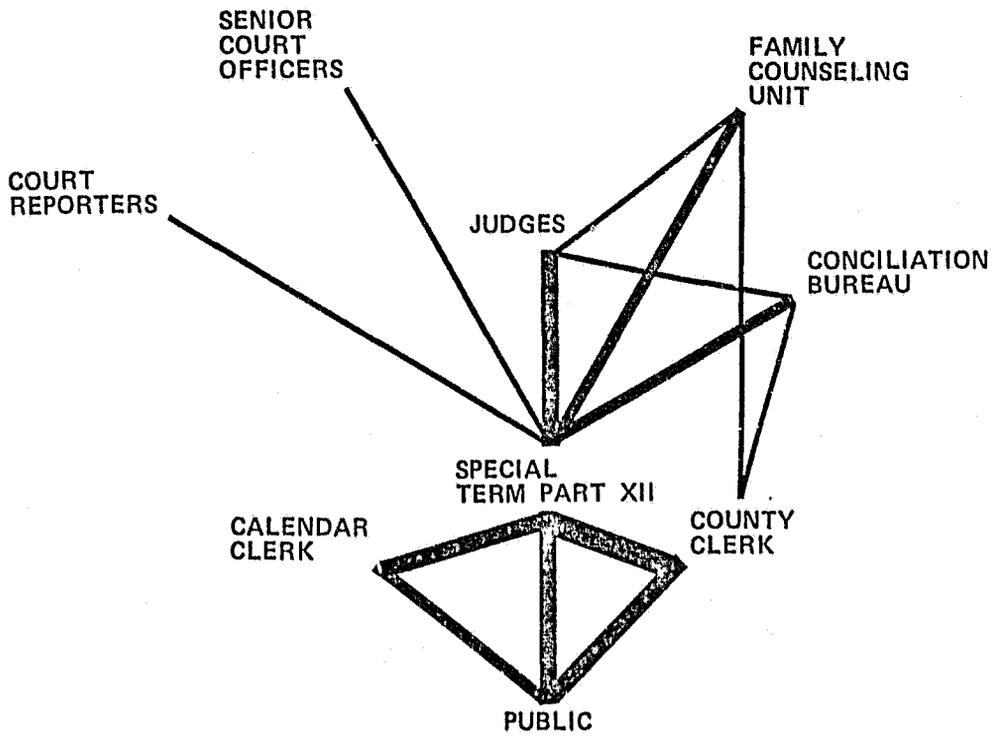
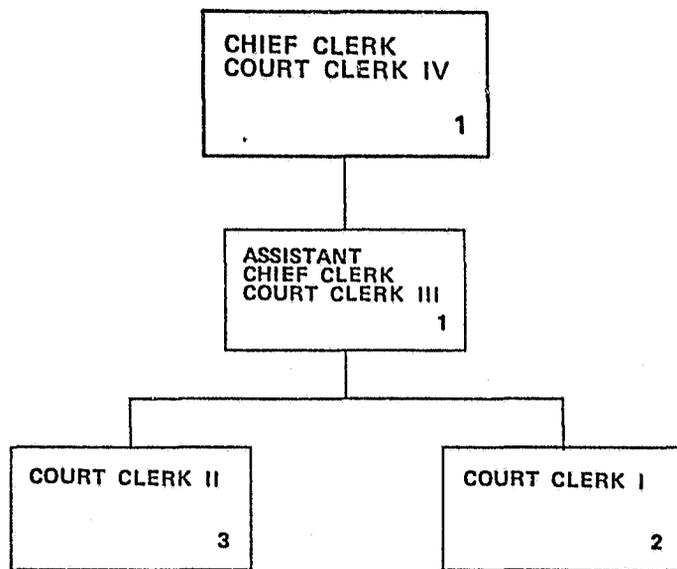
SPECIAL TERM PART V OFFICE

HALL OF RECORDS

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM
111 CENTRE ST. NEW YORK N.Y. 10013

SUPREME COURT BUILDING—NEW YORK COUNTY
SPECIAL TERM PART V & VI OFFICE
SEQUENCE OF OPERATIONS

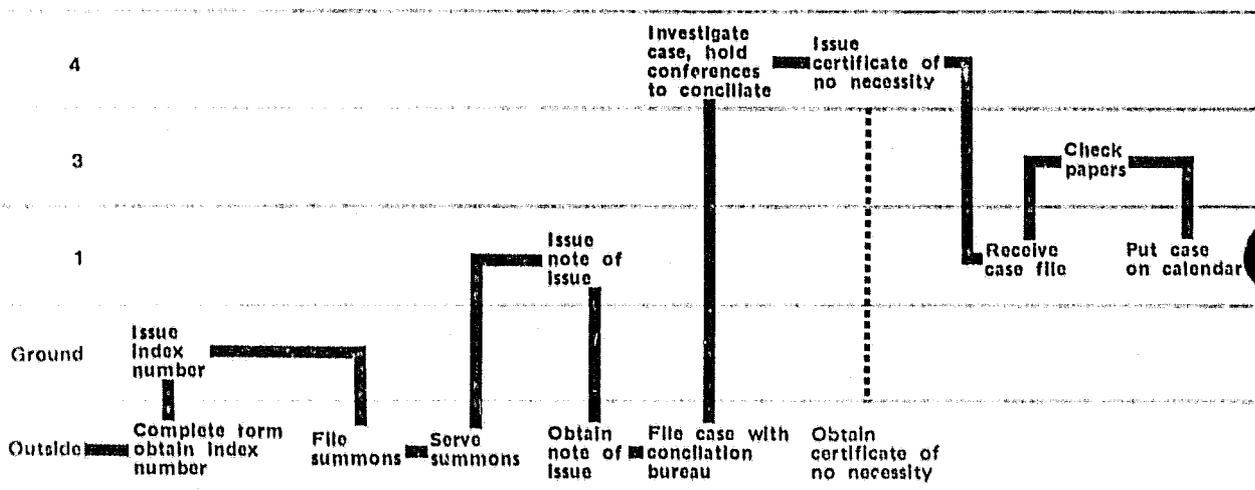
FIGURE
30 CONT'D.

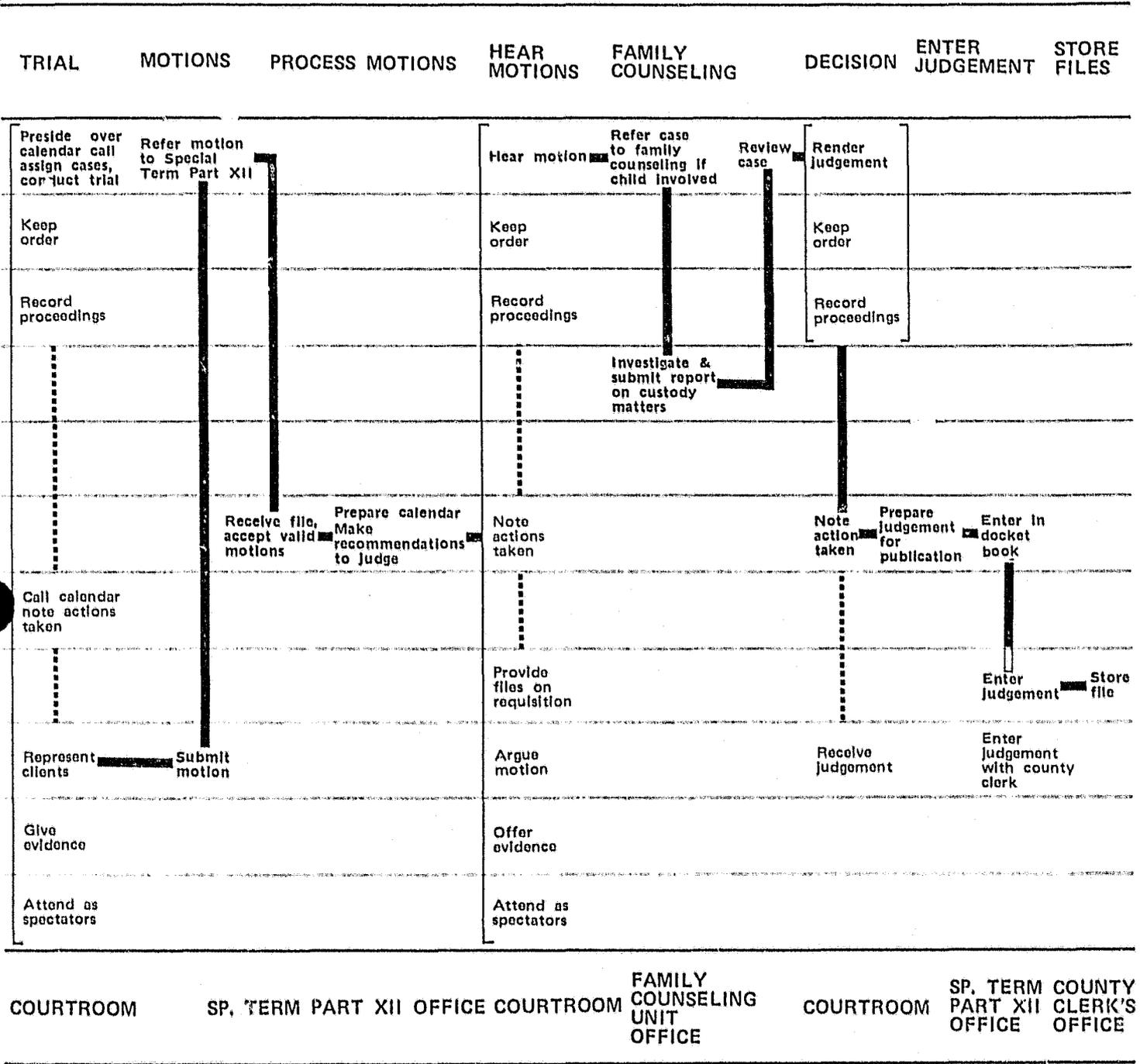


OPERATIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	SPACES
MOTIONS				
File Note Of Issue	Attorney; Clerk I	Special Term Information Desk	form, index card	5 min.
Prepare Calendar	Clerk I	Special Term Office	motions calendar	1 min.
Call Calendar and Receive Papers	Clerk II, Courtroom Clerk	Courtroom	calendar papers, motions, answering papers	¼ min.
Process Motion Papers	Clerk III	Clerk's Office	motions papers, answering papers	10 min.
Enter Decision	Judge; Clerk I	Courtroom or Chamber	judgment or order docket books, cards	5 min.
Publish Order or Decision	Clerk I	Special Term Office	judgment or order	5 min.
Decree Final Order	Clerk I	Special Term Office	judgment or order all motion papers	5 min.
CONTESTED				
File Summons	Attorney; Clerk	Special Term Information Desk	summons and proof of service	5 min.
File Note of Issue	Attorney; Clerk III	Special Term Office	copy of summons, affidavit of regularity, certificate pf necessity, note of issues	10 min.

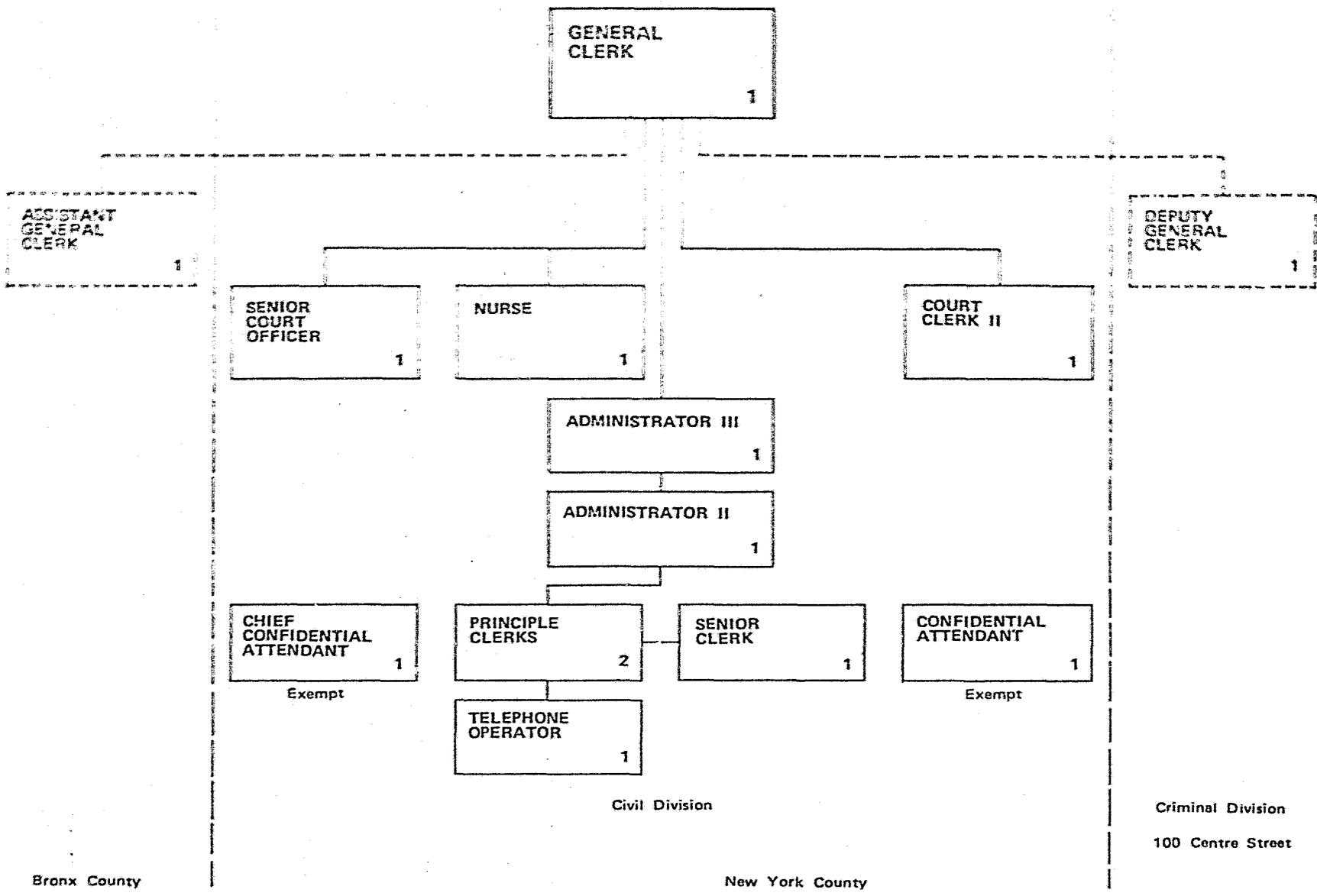
OPERATIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	TIME
Assign Trial Date	Clerk III	Special Term Office	copy of summons, affidavit of regularity, certificate of necessity, note of issues	2-3 min.
Conduct Trial	Judge, Court Clerk, Court Officer, Court Reporter, Attorneys, Witnesses	Courtroom	copy of summons, affidavit of regularity, certificate of necessity, note of issues	15 min.
Present Judgment and Decision	Clerk III	Special Term Office	judgment or order	15 min.
File Case	County Clerks	County Clerk Record Room	case file	5 min.

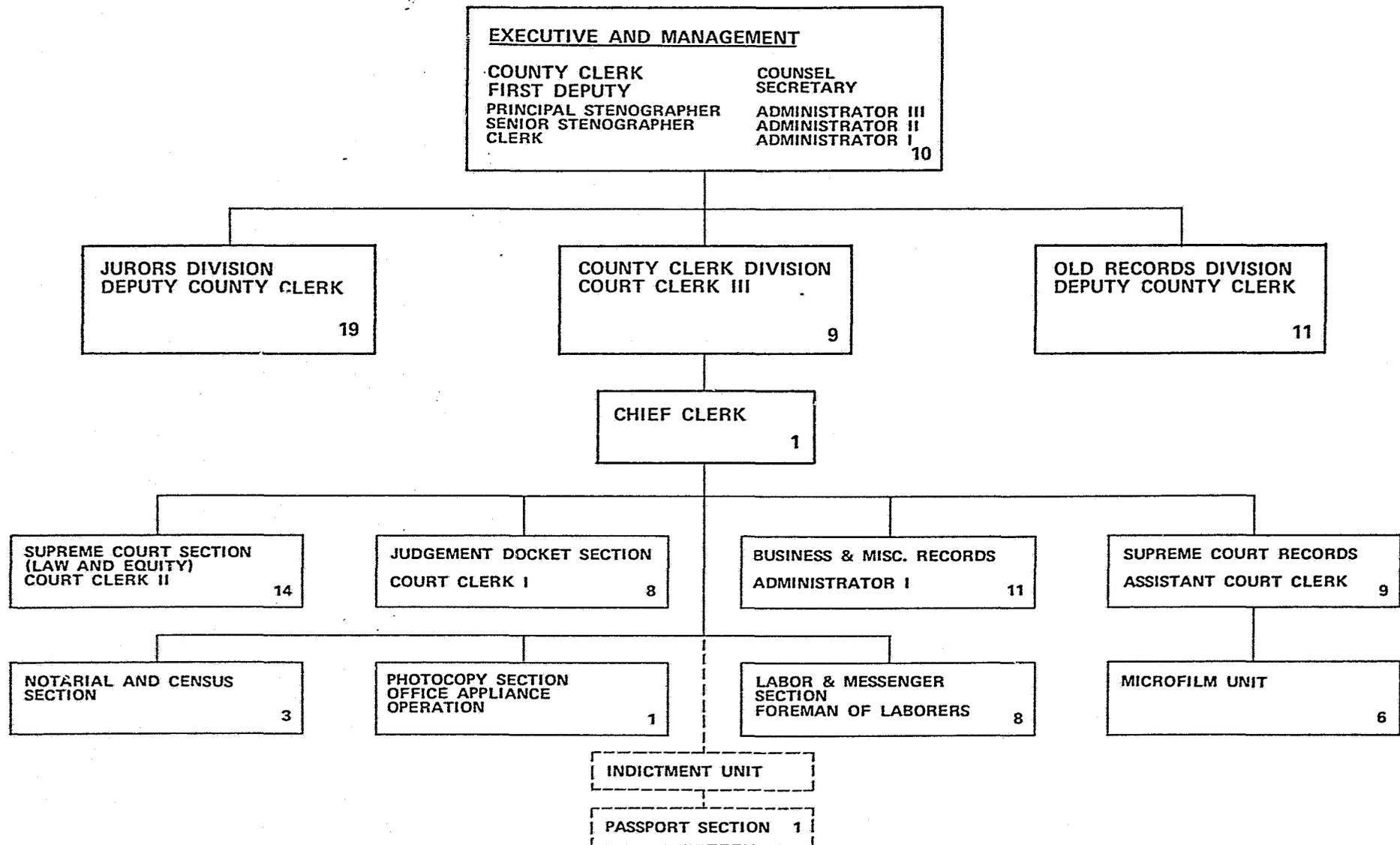
PEOPLE	FUNCTIONS LOCATION	INDEX NUMBER	SUMMONSES	NOTE OF ISSUE	CONCILIATION	PROCESSING	
JUDGE		5,6					
SR. COURT OFFICERS		5,1					
COURT REPORTERS		2 4M					
FAMILY COUNSELING		4					
CONCILIATION BUREAU		4			Investigate case, hold conferences to conciliate	Issue certificate of no necessity	
SPECIAL TERM PART XII		3				Check papers	
CALENDAR CLERK		1		Issue note of issue		Receive case file Put case on calendar	
COUNTY CLERK	Ground						
ATTORNEYS	Outside						
WITNESSES	Outside						
PUBLIC	Outside						
SPACES		COUNTY CLERK'S OFFICE	EXTERNAL	CALENDAR CLERK'S OFFICE	CONCILIATION BUREAU OFFICE	CALENDAR CLERK'S OFFICE	SP. TERM PART XII OFFICE

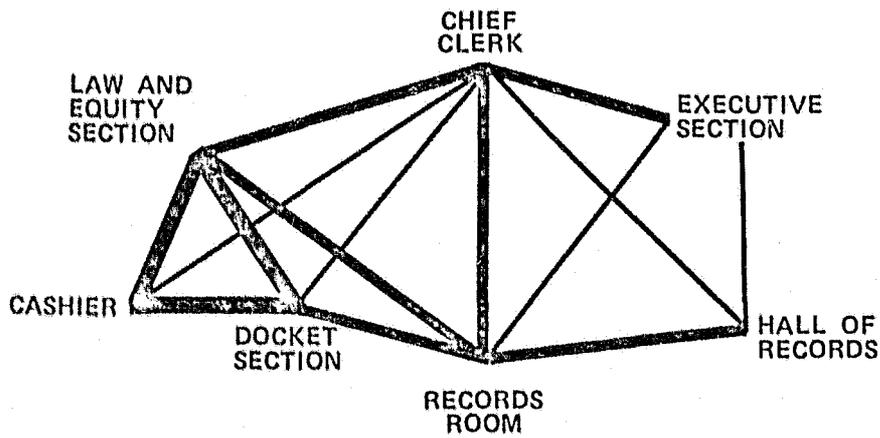
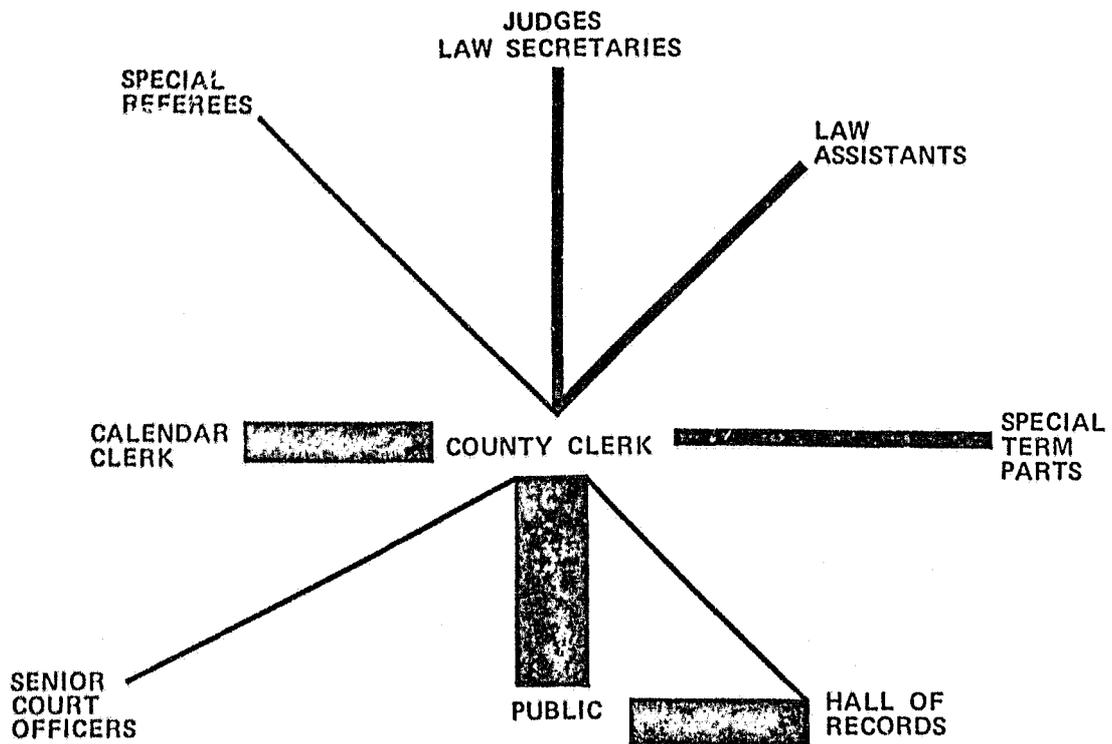




COURTROOM	SP. TERM PART XII OFFICE	COURTROOM	FAMILY COUNSELING UNIT OFFICE	COURTROOM	SP. TERM PART XII OFFICE	COUNTY CLERK'S OFFICE
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY COUNTY CLERK'S OFFICE FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 36, 37</p>
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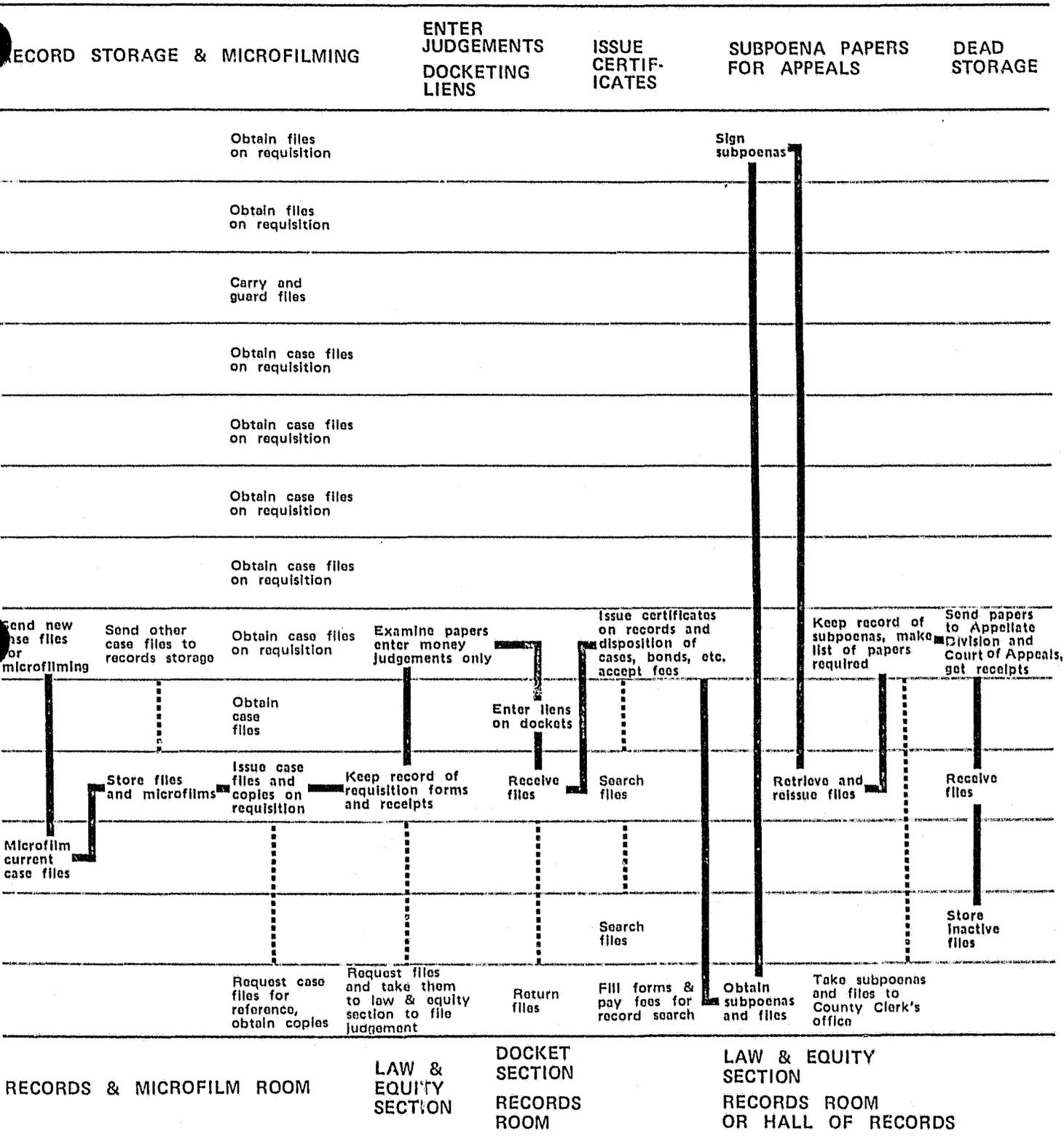
OPERATIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	TIME
Issue Index Numbers	Law & Equity Unit Staff, Cashier; Litigants, Attorneys	County Clerk's Office	application form, index number	5 min.
Receive Summonses Affidavits, Make Entries in Minute Books	Law & Equity Unit Staff, Litigants, Attorneys	County Clerk's Office	summonses, legal papers minute books	5 min.
Retrieve Case Files	Record Clerks	Records Storage	case files, receipts	Varies
Issue Files and Copies	Record Clerks; Attorneys, Litigants	Records Storage	case files, requisitions, receipts	5 min.
File Judgements	Law & Equity Unit Staff; Attorneys	County Clerk's Office	case file, papers	Varies
Docket Liens (Only Money Judgements)	Docketing Unit Staff; Attorneys	Docket Clerk's Office	docket books, case file	5 minutes
Subpoena Appeals Papers	County Clerk's Staff; Attorneys	County Clerk's Office	case files	Varies
Operate Microfilming	County Clerk's Staff	Records Storage	case files, storage units, 2-4 days microfilming equipments	

For Jury Qualification See Jury Clerk Department

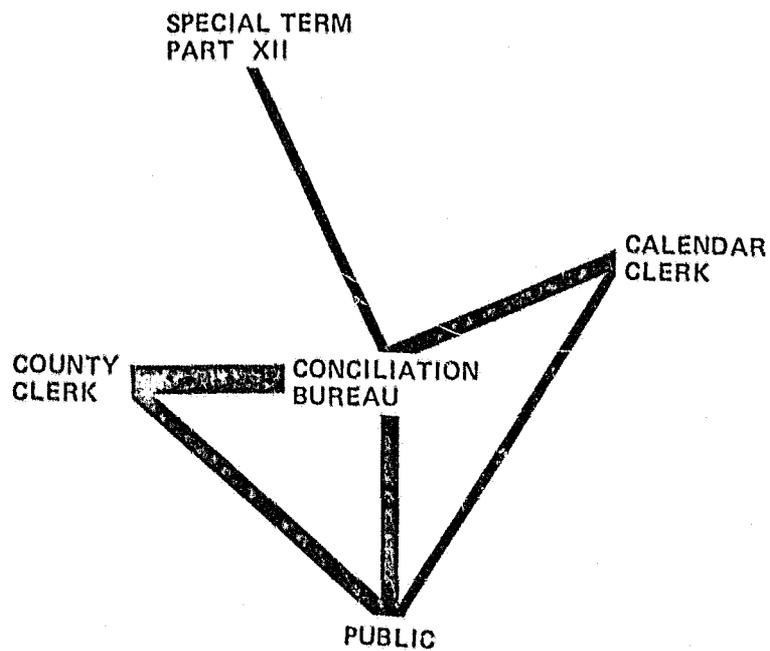
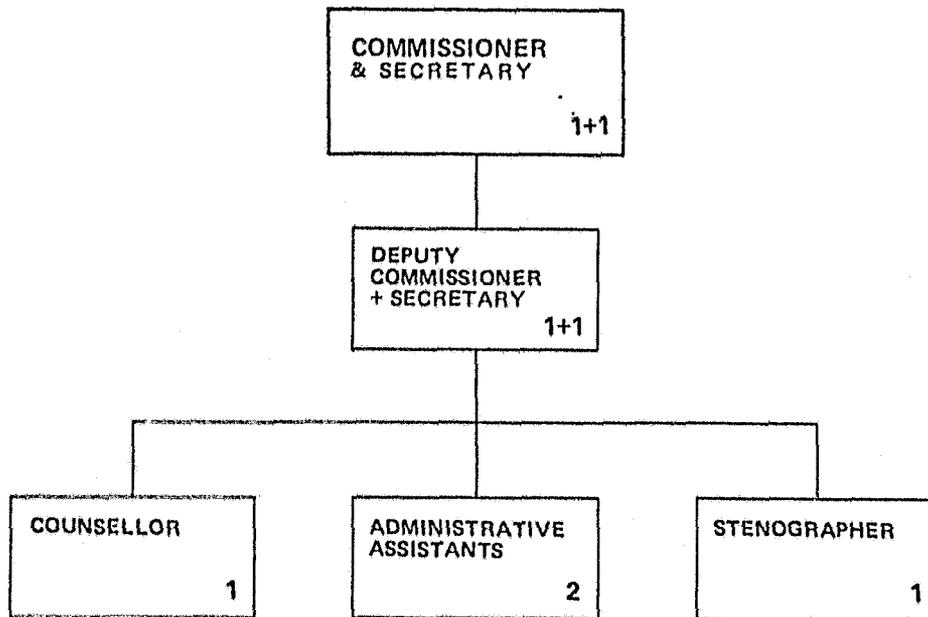
PEOPLE	LOCATION	FUNCTION	INDEX NUMBERS	FILING PAPERS	PROCESSING	FEES		
JUDGES	5 & 6							
LAW SECRETARIES	5 & 6							
COURT OFFICERS	5, 6							
LAW ASSISTANTS	2 to 4M							
SPECIAL REFEREES	3M 5							
CALENDAR CLERK	1 to 4				Receive 2 copies index number forms - Issue note of issue	Send collected fees to cashier		
SPECIAL TERM CLERKS	1 to 4							
LAW AND EQUITY CLERKS	Ground County Clerk's Office	Provide forms	Examine forms	Issue Index number collect fees	Accept papers for filing	Issue 2 copies of index number form	Receive and deposit collected fees	Separate filled papers, provide jackets to new case papers
DOCKET CLERKS	Ground County Clerk's Office							
RECORDS CLERKS	Ground County Clerk's Office							
MICROFILMING CLERKS	Ground County Clerk's Office							
RECORDS CLERKS	51 Chambers Street County Clerk's Office							
ATTORNEYS AND PUBLIC	Outside	Fill in forms	Pay fees	File papers		Take 2 copies of index number forms to calendar clerk		

SPACE

COUNTY CLERK'S OFFICE - LAW & EQUITY SECTION

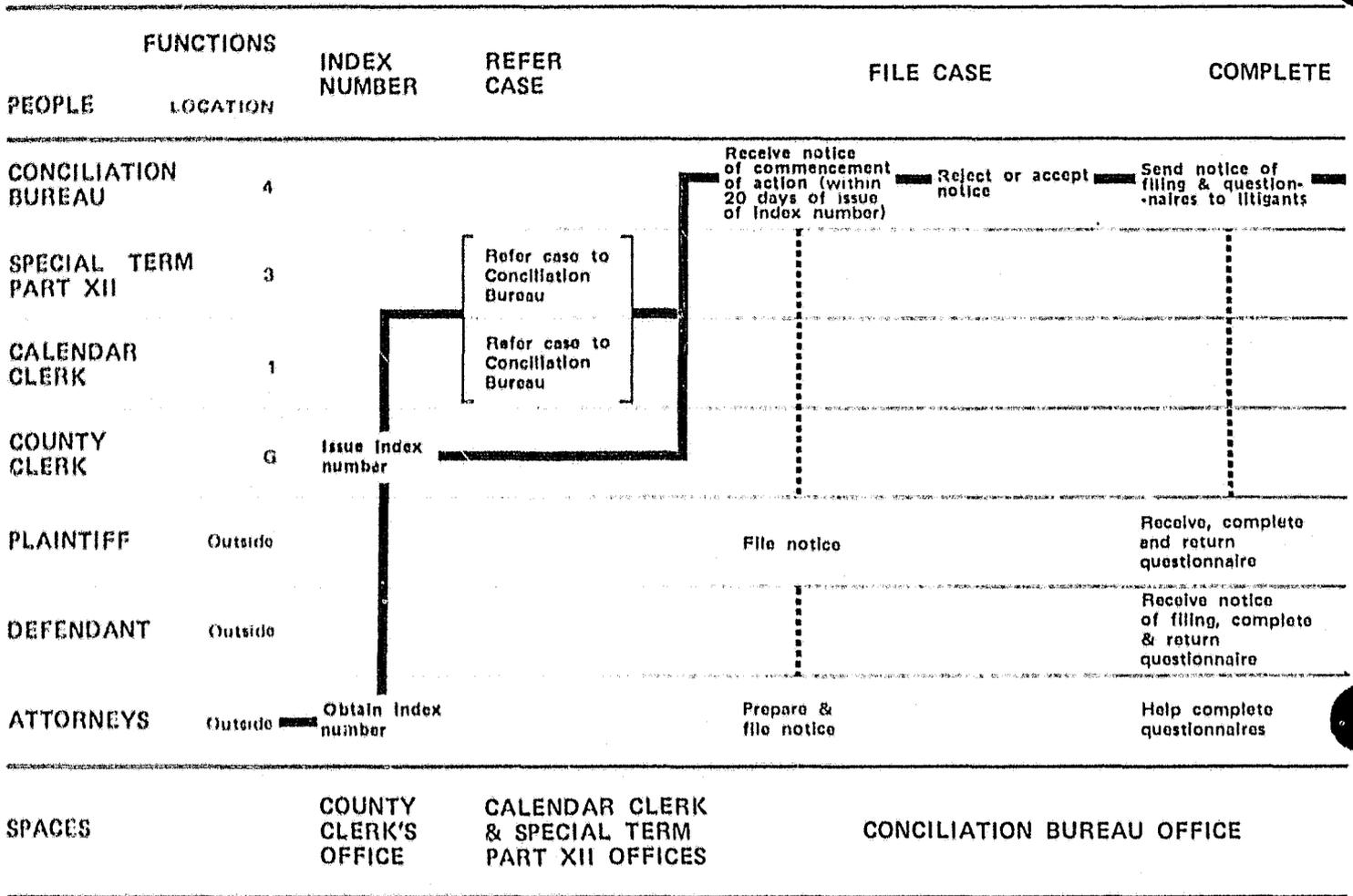


COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013	SUPREME COURT BUILDING—NEW YORK COUNTY COUNTY CLERK'S OFFICE SEQUENCE OF OPERATIONS	FIGURE 38
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY CONCILIATION BUREAU ORGANIZATION CHART, FUNCTIONAL RELATIONSHIPS</p>	<p>FIGURES 39, 40</p>
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OPERATIONS	PEOPLE	SPACES	DOCUMENTS/EQUIPMENT	TIME
Receive Case File	Conciliation Bureau Staff; Plaintiff, Attorneys	--	case file, notice of commencement of action (JC 860i)	Varies
Notifies Defendant, Send Questionnaire	Conciliation Bureau Staff	--	notice, questionnaire JC 861, JC 862-1)	Varies
Hold Meetings	Litigants, Attorneys, Conciliation Bureau Staff	Conference Room	case file	Varies
Issue Certificate of No Necessity (After 120 Days)	Conciliation Bureau Staff	--	form (JC 863)	Varies

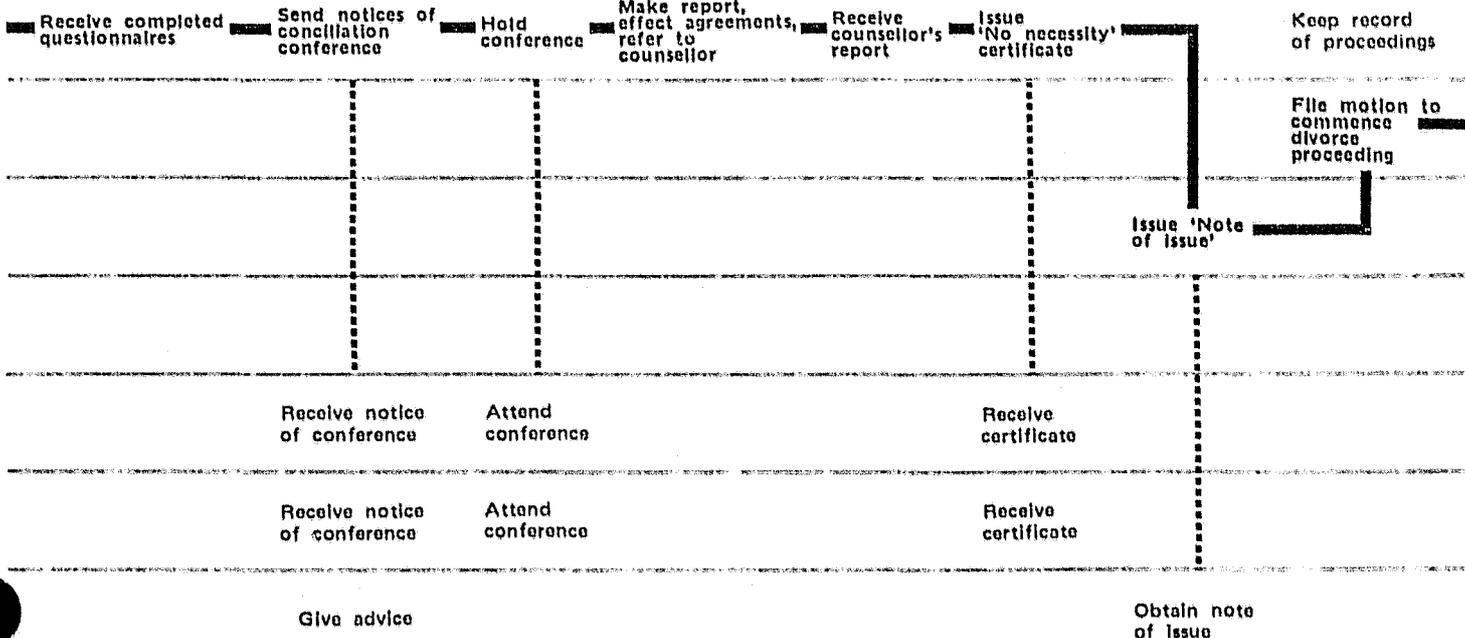


QUESTIONNAIRE

CONFERENCE

ISSUE
CERTIFICATE

DISPOSE
CASE



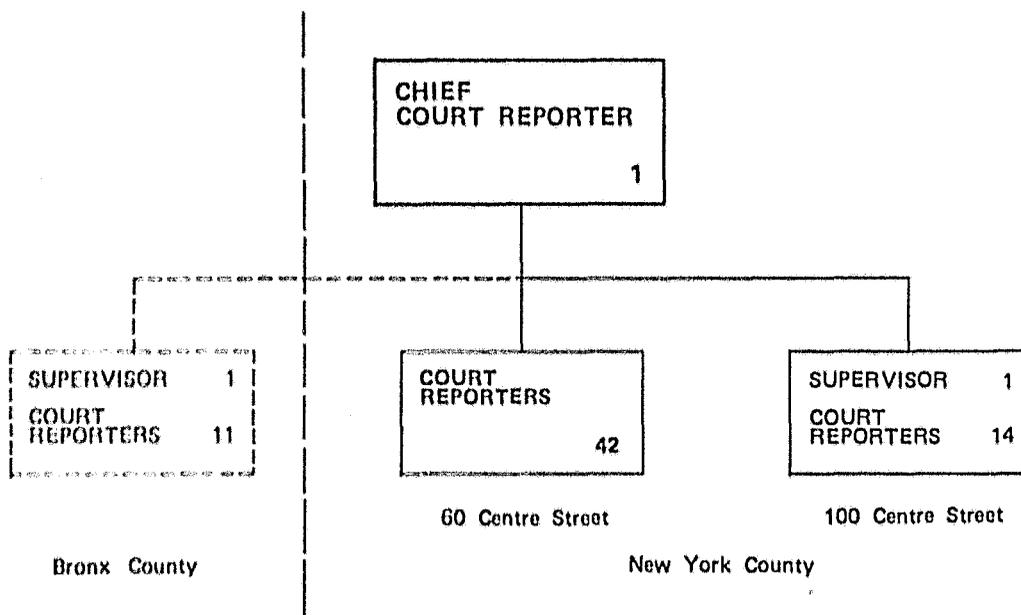
CONCILIATION BUREAU OFFICE

CALENDAR SPECIAL TERM
CLERK'S PART XII
OFFICE OFFICE

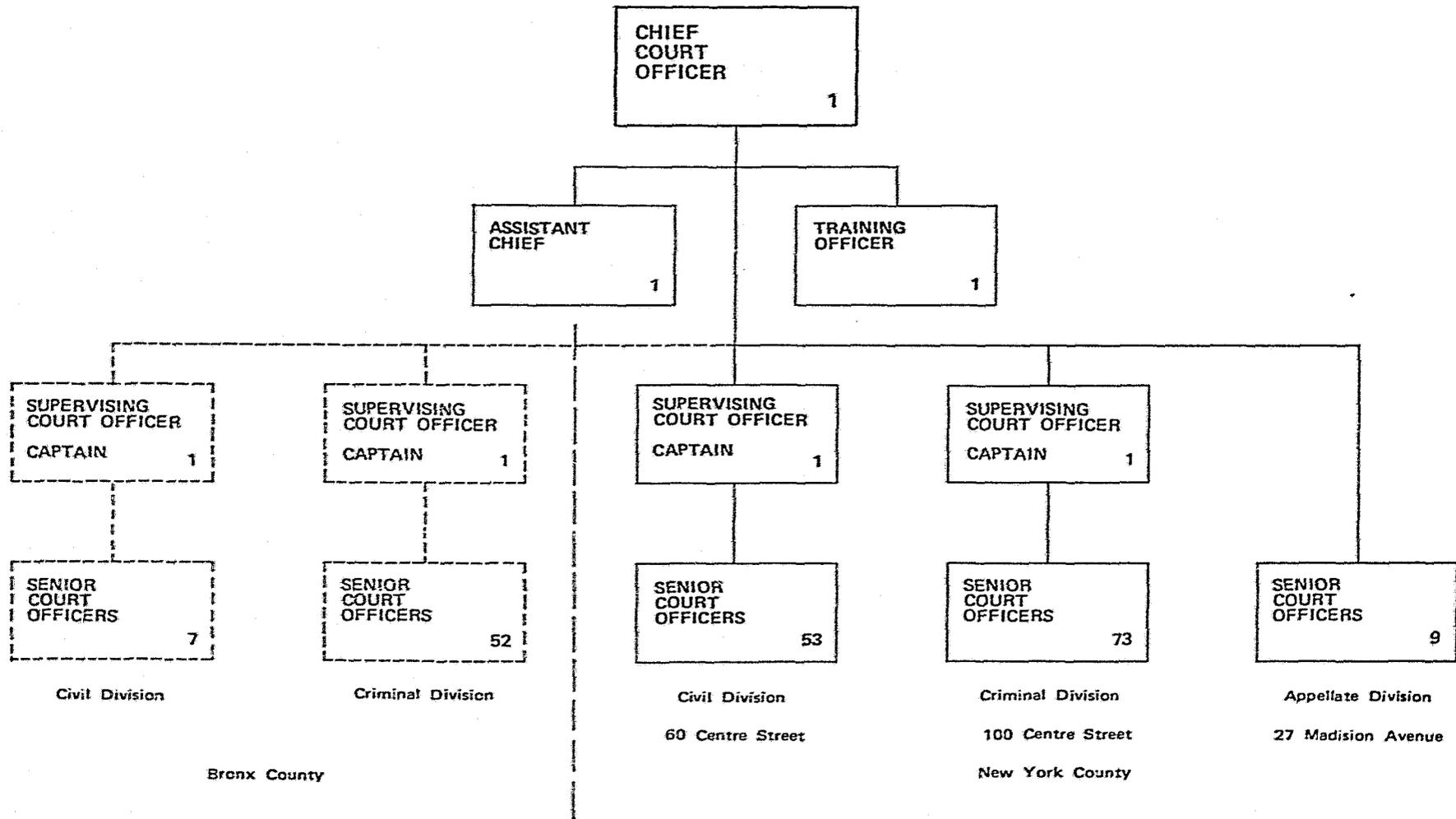
COURTHOUSE REORGANIZATION
AND RENOVATION PROGRAM
111 CENTRE ST. NEW YORK N.Y.10013

SUPREME COURT BUILDING--NEW YORK COUNTY
CONCILIATION BUREAU
SEQUENCE OF OPERATIONS

FIGURE
41



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY COURT REPORTERS' OFFICES ORGANIZATION CHART</p>	<p>FIGURE 42</p>
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST., NEW YORK N.Y. 10013		SUPREME COURT BUILDING—NEW YORK COUNTY SENIOR COURT OFFICERS' UNIT ORGANIZATION CHART	FIGURE 43
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MANPOWER ANALYSIS AND PROJECTIONS

BACKGROUND INFORMATION

The Civil Term of the Supreme Court in New York County is invested, under the New York State Constitution, with unlimited general jurisdiction over all causes of action arising in law and equity. As a practical matter, however, the Court restricts the kinds of cases it entertains to those in which the amount sought to be recovered is in excess of \$10,000. The Supreme Court also maintains jurisdiction over all marital matters in connection with separation, annulment, divorce and dissolution.

Caseload of the Civil Term of the Supreme Court, as reported in the Judicial Conference Annual Reports, increased 19% from 1966 when cases numbered 7,943, to 1970 when cases reached 9,450. An earlier analysis of the population trends¹ noted that total New York County population was decreasing during this five-year period, indicating little relationship between this factor and the Court's caseload. Consequently, the study turned to economic factors to explain the rise in Court workload, and a correlation was determined between the recent inflationary trends and the number of civil actions filed. Based on this analysis, projected caseload for this term of the Court was found to depend upon the following two factors:

1. Expanding Civil Court jurisdiction, probably by 1975, from \$10,000 to \$20,000, thereby transferring about 4,000 cases presently tried in the Supreme Court (about 40% of the total) to the Civil Court.
2. Increasing caseload, commensurate with a 3.3% population increase by the year 2000, reversing a 10% population decrease during the decade, 1960-70.

These factors should combine to immediately reduce Court intake, followed by a gradual caseload increase. The following table shows changes estimated in Supreme Court Civil Term caseload in five-year intervals:

1. Courthouse Reorganization and Renovation Program, Phase Two Report: Manhattan Criminal Court Building Vol. 1, New York, March, 1971.

<u>Year</u>	<u>Caseload*</u>
7/65-6/66	7,943
7/66-6/67	7,985
7/67-6/68	8,373
7/68-6/69	8,928
7/69-6/70	9,450
1975	5,700
1980	5,800
1985	5,900
1990	6,000
1995	6,100
2000	6,200

DEPARTMENTAL ANALYSIS

The Civil Term of the Supreme Court can be divided into 19 units:

OFFICE OF ADMINISTRATIVE JUDGE

The administrative judge, appointed by the Appellate Division, is responsible for orderly administration and operation of civil justice in the Supreme Court, and, as such, is subject to the direction and supervision of the Appellate Division, First and Second Departments or their presiding justices.

The staff of the Administrative Judge's Office consists of a clerk to justice, a confidential attendant, a law secretary and a secretary. In view of projected caseload reduction, no additions to current staff should be needed:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Administrative Judge	1	1	1	1	1	1	1
Clerk to Justice	1	1	1	1	1	1	1

* Figures through 1970 are actual, based on Judicial Conference Annual Reports; figures for 1975-2000 are estimated.

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Confidential Attendant	1	1	1	1	1	1	1
Law Secretary	1	1	1	1	1	1	1
Secretary	<u>1</u>						
Total	5	5	5	5	5	5	5

OFFICE OF GENERAL CLERK

The general clerk reports directly to the administrative judge and is responsible for carrying out established policies, rules and regulations as they relate to non-judicial personnel. All matters relating to budget, payroll, pension and personnel are the responsibility of this office. In effect, the general clerk is the administrator of the Supreme Court, and his obligations are similar to those of the chief clerk in the Civil Court.

Although the general clerk wants to reorganize his staff, it appears that current operating levels are adequate for anticipated workload:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
General Clerk	1	1	1	1	1	1	1
Deputy Clerk	1	1	1	1	1	1	1
Chief Confidential Attendant to Board of Judges	1	1	1	1	1	1	1
Confidential Attendant	4	4	4	4	4	4	4
Principal Clerk	2	2	2	2	2	2	2
Administrator III	1	1	1	1	1	1	1
Administrator II	1	1	1	1	1	1	1
Administrator I	1	1	1	1	1	1	1
Telephone Operator	2	2	2	2	2	2	2
Elevator Operator	3	3	3	3	3	3	3
Senior Clerk	1	1	1	1	1	1	1
Court Clerk II	1	1	1	1	1	1	1

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Law Stenographer	1	1	1	1	1	1	1
Nurse	<u>1</u>						
Total	21	21	21	21	21	21	21

JURY CLERK'S OFFICE

In New York County, jurors who serve in the Civil and Criminal Terms of the Supreme Court, as well as those who serve in the Civil Court and the Surrogate's Court, are processed and dispatched from a central pool in the Supreme Court Building.

The Jury Clerk's Office coordinates jury requirements of the above courts and submits data to the county clerk for his action. Jury clerks also impanel prospective jurors, assess applications of those seeking postponements, and prepare reserve jury lists, county clerk reports and juror payrolls. Measured in terms of the number of jurors handled annually, workload has not fluctuated greatly in recent years: 461 juries were impaneled in 1966, 457 in 1970.

Three administrative changes related to staffing of this unit are:

1. Eliminating the practice of having each court qualify its own reserve of jurors (which has reduced clerks on the staff from 13 to 7).
2. A proposal to reduce jury size from 12 to six members (implemented in the Civil Court and optional in the Criminal Court).
3. The anticipated adoption within the next five years of jury qualification by mail, similar to the system used by the Federal Court. These modifications should preclude increments in the jury clerk's staff:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Clerk III	1	1	1	1	1	1	1
Court Clerk II	1	1	1	1	1	1	1
Court Clerk I	4	4	4	4	4	4	4
Senior Clerk	<u>1</u>						
Total	7	7	7	7	7	7	7

IMPARTIAL MEDICAL PANEL OFFICE

This unit is called upon in personal injury actions requiring impartial medical testimony to assess the extent of injury. The unit maintains a file of various medical specialists who are available for consultation, based on recommendations of the American Medical Association and other organizations. Because the medical office arranges appointments between injured party and physician, the unit's workload is related directly to the number of personal injury cases filed in the Supreme Court. This figure is not expected to exceed current levels which average about 2,000 claims a year. Therefore, no additions in staff are envisioned:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Clerk	<u>3</u>						
Total	3	3	3	3	3	3	3

CONCILIATION BUREAU

The Conciliation Bureau was created in 1969 under the revised Domestic Relations Law of the state. The intent of this legislation was to effect wherever possible a reconciliation of the parties to a divorce or separation action by: 1) Referring to this unit all such actions immediately upon the filing of a suit, and 2) Imposing a six-month waiting period during which the Court takes no action and the Bureau explores with the parties a conciliation. The unit reviews all

matrimonial cases, except actions brought to declare a marriage null and void, to annul a marriage on the grounds of incurable insanity or to dissolve a marriage on the grounds of absence.

The Legislative Commission on Expenditure Review in 1970 performed an audit of the Bureau's operations and recommended its abolition. The appraisal was based largely on the finding that, of nearly 12,000 cases reviewed since the unit's inception, not one reconciliation has resulted. Although the committee's recommendation was not adopted in the 1971 legislative session, it is anticipated that the performance of the unit will not change to the extent that its continuation will be warranted. Taking into account recent budgetary limitations, the argument is sound to abolish this unit by 1975:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Commissioner	1	-	-	-	-	-	-
Deputy Commissioner	1	-	-	-	-	-	-
Administrative Assistant	2	-	-	-	-	-	-
Secretary	2	-	-	-	-	-	-
Stenographer	1	-	-	-	-	-	-
Counsellor	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	8	-	-	-	-	-	-

FAMILY COUNSELLING UNIT

When the Court so orders, this unit examines family background of parties to a matrimonial action to provide the judge with professional evaluation of problems which have precipitated the action. The unit makes recommendations for the resolution of custody and visitation issues, in addition to examining other marital problems. Workload consists of cases referred from Special Term VII -- the matrimonial part in Manhattan -- and Special Term II -- the matrimonial part in the Bronx. Disposition rate for the five years through 1970 has

slightly exceeded intake, but a backlog of approximately one year (some 90 referrals) persists. To reduce this backlog, another senior social worker is required immediately. Manpower requirements to enable the unit to decrease its backlog and absorb future increases in caseload are detailed below:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Supervising Social Worker	1	1	1	1	1	1	1
Senior Social Worker	1	2	2	2	2	2	2
Principal Stenographer	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total	3	5	5	5	5	5	5

LIBRARY

Library facilities are maintained for the justices of the Court and the Law Department. The library provides legal research, drafts legal reports for judicial staff, and recommends acquisition of publications which it feels would be of value to the Court. Located in the Supreme Court Building, the library serves as administrative headquarters for branches maintained in the Criminal Courts Building and in Bronx County Court.

Library workload never has been quantified in terms of the number of references handled or legal documents prepared. In the absence of such measures, staffing requirements must be predicated on the basis of the size of both the judicial and law department staffs, the major beneficiaries of its services. Consideration also must be given to administration of the satellite libraries:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Librarian	1	1	1	1	1	1	1
Assistant Librarian	1	1	1	1	1	1	1
Library Clerk	1	2	2	2	2	2	2
Library Attendant	2	3	3	3	3	3	3
Law Stenographer	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total	6	9	9	9	9	9	9

LAW DEPARTMENT

Upon judicial referral, law department staff performs legal research and prepares reports on substantial matters and procedural questions, among them, motions, Appellate Term research and trust interpretation. The major portion of referrals originate in Special Term I, which handles all litigated motions and special proceedings. The chief law assistant, in addition to preparing reports on complex legal questions also assigns, supervises and reviews the work of 20 persons with the rank of Law Assistant II. When required, the chief law assistant also serves as a special referee.

The department does not maintain specific statistics on the number of researches performed yearly, but estimates of its magnitude range from 75 to 100 cases a week. The unit has been able to handle this workload, but the chief law assistant maintains that additional staff is required. The number of cases handled by this unit is directly related to the Court's caseload, and based on this rationale, the study makes the following projections:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Chief Law Assistant	1	1	1	1	1	1	1
Law Assistant	<u>29</u>						
Total	30	30	30	30	30	30	30

SPECIAL REFEREES AND THE SPECIAL ASSIGNMENT CLERK'S OFFICE

Special referees (Law Assistant II rank) are assigned to hear and report on matters referred to them by the trial and special terms and the Appellate Division of the Supreme Court. The work involves determining the facts in an action, as opposed to deciding questions of law, which remain the sole province of the judges.

The number of referrals has grown since 1966 by some 26%, from a total of 368 matters to 464 in 1970. At the same time, overall Supreme Court intake was growing by only 19%. Nevertheless, productivity of the special referees has not kept pace with this growth,

and the result is a cumulative backlog of 259 referrals. Caseload appears to have peaked at the 1969 level, and any future increase in work would be directly related to a growth in general Court caseload, qualified by staff availability. Although Supreme Court caseload is not expected to exceed current levels, the study perceives a need to reduce this unit's backlog. Projected manpower requirements for this department are based on a manageable caseload per law assistant of some 100 matters annually. In calculating this caseload, no caseload has been assigned to a supervising special referee who should devote the major portion of his time to supervising and administering the unit:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Supervising Special Referee	1	1	1	1	1	1	1
Special Referee	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
Total	5	6	6	6	6	6	6

The Special Assignment Clerk's Office functions as an administrative adjunct to the special referees, maintaining their records and calendars in addition to the calendars of the coordinating committee of the Bar Association. In this capacity, the staffing requirement of the unit is closely related to the number of special referees. Predicated upon the projected growth in this category, the following increments are projected:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Confidential Attendant	1	1	1	1	1	1	1
Senior Court Officer	1	1	1	1	1	1	1
Law Stenographer	1	2	2	2	2	2	2
Typewriter Operator	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total	4	6	6	6	6	6	6

INTERPRETERS

This unit translates foreign language testimony at court proceedings, hearings, interviews, depositions and conferences. The Supreme Court Civil Term is authorized four interpreters, although one position has been vacant and will remain so until a municipal job freeze is lifted. To supplement this staff, and in cases where services of a person proficient in an unusual language are required, the Court draws on outside organizations. Current staff can cope adequately with its workload. However, projected changes in population characteristics² should warrant the addition of another interpreter:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Interpreter	3	4	4	4	4	4	4

LAW STENOGRAPHERS

The Court maintains legal stenographic pools in the Criminal Courts and Supreme Court buildings and in the Bronx Courthouse. The pools provide expert stenographic and typing services for the judicial staff, their law secretaries, law assistants in the Law Department and the Special Referee's Office. In addition, the chief law stenographer, assisted by two part-time staff members, operates an offset printing machine used for duplicating legal documents and reports. No records are extant of the unit's typing productivity, nor its workload standard. The unit, however, has no backlog even though two of 20 authorized staff persons are on extended leave and four positions are vacant and remain unfilled due to the job freeze. Given that the unit is maintaining at the time of this report an up-to-date operation with only 79% authorized strength, and based on projected staffs for the Law, Special Referee and Judicial departments, no addition in authorized staff is found to be required:

2. Ibid.

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Chief Law Stenographer	1	1	1	1	1	1	1
Senior Law Stenographer	1	1	1	1	1	1	1
Law Stenographer	20	20	20	20	20	20	20
Confidential Attendant	<u>1*</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	23	23	23	23	23	23	23

* Actually, two part-time positions.

COURT REPORTERS

As with the Civil Court reporters, it is the responsibility of this staff to transcribe verbatim proceedings of the trial and motions terms. Transcriptions of these stenographic notes then are made available to the Court and to litigants' attorneys, a fee being charged in the latter case because the court reporters do not transcribe their own notes but instead employ at their own expense outside typists.

Workload cannot be expressed in terms of the number of proceedings covered or transcriptions made. Staffing levels are predicated solely on the number of courtrooms to be manned, the ratio being one reporter per courtroom:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Chief Court Reporter	1	1	1	1	1	1	1
Court Reporter	<u>43</u>						
Total	44	44	44	44	44	44	44

SENIOR COURT OFFICERS

This unit is responsible for maintaining courthouse order and security, particularly in the courtroom. Security responsibilities in the relatively calm atmosphere of civil proceedings, in contrast to the

more contentious atmosphere of the Criminal Court, are to some extent displaced by clerical duties such as swearing-in witnesses, overseeing jurors, handling exhibits and transmitting documents.

The Office of the Chief Supervising Court Officer in the Supreme Court Building is headquarters for senior court officers serving its own facility, the Criminal Courts Building and court buildings in the Bronx.

Because of the tense atmosphere of late concerning courtroom security and decorum -- resulting in large part from the shooting in the Marin County (California) Courthouse, trials of the so-called "Chicago Seven" and the "Black Panther" trials in the New York County Supreme Court and elsewhere -- the supervising court officer has re-evaluated Supreme Court Civil Term security requirements. His recommended estimated requirement is 12 officers above the current level of 47, or a net of four authorized positions. The additional personnel are intended to afford greater security in public corridors and administrative offices. The study concludes that the increments are justified and will be achieved by 1975:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Chief Supervising Court Officer	1	1	1	1	1	1	1
Supervising Court Officer	1	1	1	1	1	1	1
Chief Court Attendant	1	1	1	1	1	1	1
Senior Court Officer	<u>55*</u>	<u>59</u>	<u>59</u>	<u>59</u>	<u>59</u>	<u>59</u>	<u>59</u>
Total	58	62	62	62	62	62	62

* Authorized strength. There were eight vacancies at the time of the study.

CONFIDENTIAL CLERK'S OFFICE

This function is closely related to that of the Appellate Term Clerk's Office. The Supreme Court office is a one-man operation, the incumbent's title being Law Assistant II. Principal duties involve reviewing

motions, circulating justices' opinions and processing orders and motions relating to appeals. This position in large measure owes its existence to the competence of the incumbent. The study projects that, upon his retirement, this function will be assimilated by another unit:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Confidential Clerk	1	1	-	-	-	-	-

CALENDAR CLERK'S OFFICE

This unit controls caseflow of actions filed in the Supreme Court Civil Term. Litigants' attorneys must file case papers in this office to initiate an action. Papers are reviewed by unit staff to determine format and procedure compliance. After papers have been examined and approved, a \$25 fee is collected and a calendar number is assigned, after which the case is entered on the Court calendars. The particular calendar to which the case will be posted depends on the nature of the claim. Nine categories of actions fall under two broad designations of law and equity. Assignment of cases to parts then is made on the basis of classification (matrimonial actions, for example, would go to Special Term XII). Presently, the first five civil cases out of every 29 automatically are assigned to the individual calendar parts, regardless of type. This number was increased to 9 in September 1971 when the individual calendar concept was expanded.

The calendar clerk's workload has expanded by almost 20% over the past five years, a growth identical to Court intake. Unit staffing, however, is geared primarily to the number of parts supervised. Projected complete individual calendar implementation by 1975 should simplify the calendaring operation and shift some of the burden of control to individual court parts. Based on these assumptions, together with the possibility that some automation will be introduced in calendaring, the following projections are made:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Administration</u>							
Chief Calendar Clerk	1	1	1	1	1	1	1
Assistant Chief Calendar Clerk	1	1	1	1	1	1	1
Supervisor	1	1	1	1	1	1	1
<u>Trial and Special Terms</u>							
Court Clerk II	32	-	-	-	-	-	-
<u>Calendar Part</u>							
Court Clerk II	1	1	1	1	1	1	1
Court Clerk I	2	2	2	2	2	2	2
<u>Motion Section</u>							
Court Clerk II	1	1	1	1	1	1	1
Court Clerk I	2	2	2	2	2	2	2
<u>Note of Issue Section</u>							
Court Clerk I	3	3	3	3	3	3	3
<u>Statistics Section</u>							
Court Clerk II	1	1	1	1	1	1	1
Court Clerk I	1	1	1	1	1	1	1
<u>Counter Section</u>							
Court Clerk I	3	3	3	3	3	3	3
<u>Calendar Clerical Section</u>							
Court Clerk II	3	3	3	3	3	3	3
<u>General Duties</u>							
Court Clerk I	3	3	3	3	3	3	3
<u>Individual Calendar Parts</u>							
Court Clerk II	1	33	33	33	33	33	33
Court Clerk I	<u>1</u>						
Total	57	57	57	57	57	57	57

Note: Both the Interpreter's Unit and the Independent Medical Panel are treated separately in this report although organizationally they fall within the Calendar Clerk's Office.

CURRENT PART STRUCTURE OF CIVIL TERM, SUPREME COURT

The Supreme Court Building houses 29 trial terms, supplemented by six Civil Court parts, located in the Civil Court Building but on assignment to the Supreme Court. In addition to the trial terms, eight special terms in the Supreme Court handle aspects of cases requiring special legal expertise.

TRIAL TERM PART I, THE CALENDAR PART

All cases except those assigned to the individual calendar parts are processed through this term. Each day the court is in full session, the calendar is called in this part by the clerk of the court. A litigant responds when his case is called and the Court is informed of case status. If the case is ready to proceed, and the matter is not lengthy, this part may dispose of it, or it may be assigned to one of the regular trial terms or "road block" parts, which are explained in a subsequent section. Assignments to trial terms are made according to which parts are free. To keep up with progress in various parts, the court clerk in the Calendar Part telephones the trial terms five times daily. No change is projected in the number of calendar parts required in the Civil Term through the year 2000.

'INDIVIDUAL CALENDAR' PARTS

Begun experimentally in January, 1971, the individual calendar system of case control is now used in Trial Terms 2-6. Cases assigned to these parts are handled by the same judge from inception to disposition. Each judge working in an individual calendar part has a tenure of one year, in contrast to one-month assignments in regular trial terms or two months in "road block" terms.

Cases are selected at random for the individual calendar parts, as described in the section dealing with the Calendar Clerk's Office (see, p. 13). In September, 1971, five additional trial terms were designated individual calendar parts, bringing the total to 10. The

study projects an estimated 20% increase in judicial productivity resulting from this system and its full implementation by 1975.

'ROAD BLOCK' PARTS

This concept of case assignment, an experiment in five parts, is a modified version of the individual calendar system. Under this approach, each term receives at the start of each month between 40 to 60 actions of all types which are expected to be disposed of within that month. If a part disposes of its caseload before month's end, the Calendar Part will refer additional cases. Judges serve two months in these terms. This system is regarded by those familiar with it as only a halfway measure, better than the regular trial term, but less effective than the individual calendar system.

TRIAL TERM PARTS 7-10, 17, 21-26 AND 29

These 12 parts process all types of cases, jury and non-jury. Assignments and transfers of matters are arranged through the Calendar Part which monitors workload by phone five times daily. Judicial assignments in these terms are one month. Individual calendar parts are expected to replace these terms by 1975.

TRIAL TERM PARTS 61-66

On special assignment from the Civil Court, these parts handle regular Supreme Court matters employing the conference and assignment system in the Civil Court. Judicial and clerical support staffs are Civil Court employees on temporary assignment.

Courtroom staff of the trial, calendar, individual calendar and "road block" parts is as follows:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Judge	23	23	23	23	23	23	23
Senior Court Officer	23*	23	23	23	23	23	23
Court Reporter	23*	23	23	23	23	23	23
Court Clerk I	<u>23</u>						
Total	92	92	92	92	92	92	92

* On assignment from Senior Court Officer and Court Reporter Units, respectively.

SPECIAL TERMS

Special aspects of civil law and procedure -- certain pre-trial matters, motions and special actions -- are handled in eight special terms. Cases can be referred to these parts by the attorneys or by judges. Clerks in these terms are expert in particular aspects of the law and assume responsibilities beyond typical clerical roles. After a decision has been made on a motion, the case reverts to the trial term of its origin. The study projects that special terms will continue to be required to handle these issues even after the Court implements the individual calendar system. However, it is anticipated that workload will be reduced and can be consolidated into fewer special term parts.

SPECIAL TERM I

This part hears and disposes of all litigated motions and special proceedings, except where otherwise provided by rule or statute.

The workload of this part has increased by only some 5% since 1966, compared to a 19% increase in overall Court caseload. This part has no backlog nor any significant delays. No caseload standards are available and the number of litigated motions is not expected to surpass the current high mark of 21,229, especially after Civil Court jurisdiction expands. Present staffing is adequate to handle future caseload and no additions are projected:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>2000</u>
<u>Clerical Unit</u>						
Court Clerk IV	1	1	1	1	1	1
Court Clerk III	1	1	1	1	1	1
Court Clerk II	4	4	4	4	4	4
Court Clerk I	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>
Total	22	22	22	22	22	22

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Courtroom Staff</u>							
Judge	1	1	1	1	1	1	1
Senior Court Officer	1	1	1	1	1	1	1
Court Reporter	1	1	1	1	1	1	1
Court Clerk I	<u>1</u>						
Total	4	4	4	4	4	4	4

SPECIAL TERM PARTS II AND III

All ex parte motions are handled in these two parts. Included in the workload are hearings held under provisions of the state mental hygiene law and the narcotics commitment statutes. Hearings take place at the psychopathic divisions in Bellevue Hospital, Manhattan State Hospital, and the Edgecombe Reception Center.

Total caseload of these two terms has fluctuated considerably over the past 10 years, motions handled in 1970 being nearly the same as those processed in 1961 -- about 53,000. Projected Court workload indicates that caseload for these terms should increase substantially, although the number of narcotics commitment proceedings also should rise. This last factor comprises only a small portion of the workload of these terms, and no staff additions are projected. The newly created narcotics court will handle narcotics cases presently handled by Special Term Part III.

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Clerical Unit</u>							
Court Clerk IV	1	1	1	1	1	1	1
Court Clerk III	1	1	1	1	1	1	1
Court Clerk II	6	6	6	6	6	6	6
Court Clerk I	<u>6</u>						
Total	14	14	14	14	14	14	14

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Courtroom Staff</u>							
Judge	2	2	2	2	2	2	2
Senior Court Officer	2	2	2	2	2	2	2
Court Reporter	2	2	2	2	2	2	2
Court Clerk I	<u>2</u>						
Total	8	8	8	8	8	8	8

SPECIAL TERM XII

This term, assisted by Supreme Court Parts 22 and 29, is designated for call, consideration and determination of all divorce, separation, annulment and declaratory judgments. Litigation involving the custody and support of minors also is heard. Special Term XII also supervises tax certiorari cases and occasionally sits in matters concerning title and mortgage guarantees and trust mortgages.

Over the past five years, matrimonial actions have risen by more than 150% from 1,069 to 2,714. This sharp increase can be attributed to the state law passed in 1969 liberalizing divorce proceedings. The number of divorce actions alone rose from 388 in 1966 to 2,300 in 1970, and currently represents 85% of all matrimonial proceedings in the Supreme Court. However, no further dramatic increase in divorce case workload is expected because the number of couples wishing to take advantage of the new law is decreasing and expected to stabilize. This contention is supported by statistics showing that, during the first year after passage of the law, divorce actions rose by 62%, whereas in the second year actions increased by only 18%. During the first year, cases numbered 876 compared to 421 in the second year.

Tax certiorari cases have decreased by 5% since 1966. Consequently, future manpower requirements of this term and its clerical unit are predicted on the projected increase in matrimonial cases --- expected to stabilize at approximately 3,000 cases yearly.

The Matrimonial Clerk's Office does not have a backlog. Staff, presently 30% under authorized strength, appears to be elastic enough to absorb a projected 11% increase in caseload:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Clerical Unit</u>							
Court Clerk IV	1	1	1	1	1	1	1
Court Clerk III	1	1	1	1	1	1	1
Court Clerk II	3*	3	3	3	3	3	3
Court Clerk I	<u>2*</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total	7	7	7	7	7	7	7

* Each of these categories currently has one vacancy.

<u>Courtroom Staff</u>							
Judge	1	1	1	1	1	1	1
Senior Court Officer	1	1	1	1	1	1	1
Court Reporter	1	1	1	1	1	1	1
Court Clerk I	<u>1</u>						
Total	4	4	4	4	4	4	4

SPECIAL TERM PARTS V-VIII, IX AND X

These six parts are responsible for the disposition of all eminent domain proceedings, motions made with respect to those proceedings, and all applications for payment of awards to unknown landowners in terminated proceedings in New York County. Although six special terms are designated to sit on these actions, only two of the parts ever are in session at any time. No workload statistics are kept for this part but the number of condemnation projects in New York City has more than doubled since 1967, rising from 15 to 38. The clerical unit, a court clerk assisted by two court attendants, is felt to be adequate to current workload. However, as housing in the county, especially in the poorer sections of the city, continues to

age and deteriorate, the number of condemnation projects also can be expected to increase. The increase should be of a magnitude to warrant implementing an additional term. As a result, clerical unit staffing would be doubled:

SPECIAL CONDEMNATION TERMS, CLERICAL UNIT

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Clerk	1	2	2	2	2	2	2
Court Attendant	<u>2</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total	3	6	6	6	6	6	6

SPECIAL TERMS V AND VI, COURTROOM STAFFING

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Judge	2	3	3	3	3	3	3
Senior Court Officer	2	3	3	3	3	3	3
Court Reporter	2	3	3	3	3	3	3
Court Clerk I	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total	8	12	12	12	12	12	12

SUMMARY STAFFING: AUTHORIZED POSITIONS
SUPREME COURT, CIVIL TERM

	1970	1975	1980	1985	1990	1995	2000
Administrative Judge	1	1	1	1	1	1	1
Judge	29	30	30	30	30	30	30
Clerk to Justice	1	1	1	1	1	1	1
Chief Confidential Attendant to Board of Judges	1	1	1	1	1	1	1
Confidential Attendant	7	7	7	7	7	7	7
Law Secretary	30 *	31	31	31	31	31	31
General Clerk	1	1	1	1	1	1	1
Deputy Clerk	1	1	1	1	1	1	1
Commissioner	1	--	--	--	--	--	--
Deputy Commissioner	1	--	--	--	--	--	--
Administrator III	1	1	1	1	1	1	1
Administrator II	1	1	1	1	1	1	1
Administrator I	1	1	1	1	1	1	1
Chief Law Assistant	1	1	1	1	1	1	1
Law Assistant	29	29	29	29	29	29	29
Supervising Special Referee	1	1	1	1	1	1	1
Special Referee	4	5	5	5	5	5	5
Chief Supervising Court Officer	1	1	1	1	1	1	1
Supervising Court Officer	1	1	1	1	1	1	1
Senior Court Officer	62	67	67	67	67	67	67
Chief Court Attendant	1	1	1	1	1	1	1
Chief Calendar Clerk	1	1	1	1	1	1	1
Assistant Chief Calendar Clerk	1	1	1	1	1	1	1
Court Clerk IV	3	3	3	3	3	3	3
Court Clerk III	4	4	4	4	4	4	4

* Each judge has a law secretary as part of his personal staff. Statistics on this category do not appear elsewhere in the report, except for the law secretary to the administrative judge.

	1970	1975	1980	1985	1990	1995	2000
Court Clerk II	54	54	54	54	54	54	54
Court Clerk I	73	75	75	75	75	75	75
Senior Clerk	2	2	2	2	2	2	2
Principal Clerk	2	2	2	2	2	2	2
Clerk	3	3	3	3	3	3	3
Librarian	1	1	1	1	1	1	1
Assistant Librarian	1	1	1	1	1	1	1
Library Clerk	1	2	2	2	2	2	2
Library Attendant	2	3	3	3	3	3	3
Administrative Assistant	2	--	--	--	--	--	--
Counsellor	1	--	--	--	--	--	--
Confidential Clerk	1	1	--	--	--	--	--
Supervisor	1	1	1	1	1	1	1
Supervising Social Worker	1	1	1	1	1	1	1
Senior Social Worker	1	2	2	2	2	2	2
Chief Court Reporter	1	1	1	1	1	1	1
Court Attendant	2	4	4	4	4	4	4
Court Reporter	49	50	50	50	50	50	50
Interpreter	3	4	4	4	4	4	4
Chief Law Stenographer	1	1	1	1	1	1	1
Senior Law Stenographer	1	1	1	1	1	1	1
Law Stenographer	23	25	25	25	25	25	25
Principal Stenographer	1	2	2	2	2	2	2
Stenographer	1	--	--	--	--	--	--
Secretary	3	1	1	1	1	1	1
Nurse	1	1	1	1	1	1	1
Telephone Operator	2	2	2	2	2	2	2
Typewriter Operator	1	2	2	2	2	2	2
Elevator Operator	3	3	3	3	3	3	3
TOTAL	423	436	435	435	435	435	435

COURTHOUSE REORGANIZATION
AND RENOVATION PROGRAM
111 CENTRE ST. NEW YORK N.Y. 10013

SUPREME COURT BUILDING--NEW YORK COUNTY
SUMMARY STAFFING--AUTHORIZED POSITIONS

TABLE
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SUMMARY STAFFING: DEPARTMENTS
SUPREME COURT, CIVIL TERM

	1970	1975	1980	1985	1990	1995	2000
Office of Administrative Judge	5	5	5	5	5	5	5
Office of General Clerk	21	21	21	21	21	21	21
Jury Clerk's Office	7	7	7	7	7	7	7
Impartial Medical Panel Office	3	3	3	3	3	3	3
Conciliation Bureau	8	--	--	--	--	--	--
Family Counselling Unit	3	5	5	5	5	5	5
Library	6	9	9	9	9	9	9
Law Department	30	30	30	30	30	30	30
Special Referees and the Special Assignment Clerk's Office	9	12	12	12	12	12	12
Interpreters	3	4	4	4	4	4	4
Law Stenographers	23	23	23	23	23	23	23
Court Reporters	44	44	44	44	44	44	44
Senior Court Officers	58	62	62	62	62	62	62
Confidential Clerk's Office	1	1	--	--	--	--	--
Calendar Clerk's Office	57	57	57	57	57	57	57
Trial Term Parts	92	92	92	92	92	92	92
Special Term I:							
Clerical Unit	22	22	22	22	22	22	22
Courtroom Staffing	4	4	4	4	4	4	4
Special Terms Parts II and III:							
Clerical Unit	14	14	14	14	14	14	14
Courtroom Staffing	8	8	8	8	8	8	8
Special Term XII:							
Clerical Unit	7	7	7	7	7	7	7
Courtroom Staffing	4	4	4	4	4	4	4

	1970	1975	1980	1985	1990	1995	2000
Special Condemnation Terms, Clerical Unit	3	6	6	6	6	6	6
Special Terms V and VI: Courtroom Staffing	8	12	12	12	12	12	12
TOTAL	440	452	451	451	451	451	451

Note: 1. Totals only; see text for vacancies.

2. "Department" grand totals are higher than "Position" grand totals because some positions appear as staff in their own departments as well as in departments to which they have been assigned.

COUNTY CLERK'S OFFICE

The New York State Constitution stipulates that a New York City County Clerk is subject to appointment and removal by the Appellate Division of the Supreme Court in the appropriate judicial department.

Responsibilities of the county clerk, defined by the State Constitution, are to serve as Supreme Court clerk, to select, draw, summon, and impanel grand and petit jurors, and to carry out other powers and duties, as prescribed by the City of New York.

As clerk to the Supreme Court, the county clerk issues index numbers to those wishing to initiate an action in that Court. (The plaintiff must submit a bill of particulars to the county clerk giving the nature of the complaint and names of parties to the action.)

The County Clerk's Office maintains ledgers of all issued index numbers and official case files for all court proceedings. When a case has been decided, the county clerk records the final judgment in the office's docket books.

The County Clerk's Office coordinates juror requirements for the Civil, Criminal and Surrogate's courts, as well as for the Supreme Court's Civil and Criminal Terms. To provide an adequate pool of jurors to these courts, the Jury Division of the County Clerk's Office each day draws from Board of Election records, the names of some 700 prospective jurors who receive a subpoena to qualify for jury service. Those unqualified are excused; those qualified are processed and channeled to the several courts.

A myriad of non-Court-related functions -- accounting for considerable staff time -- has been assigned to the county clerk as a result of the vague stipulation that the county clerk can perform other duties as directed by New York City. Some of the more significant of these are qualifying notaries, processing passport applications, issuing peddler's licenses and maintaining census records -- citizenship papers, military discharges, election registrations -- and miscellaneous official records.

DEPARTMENTAL ANALYSIS

The operations of the County Clerk's Office are performed by 12 units. The following is a unit-by-unit analysis with projected staffing requirements:

EXECUTIVE AND ADMINISTRATIVE SECTION

Encompassing two separate functions, this unit is responsible for general management and administration of the County Clerk's Office and operation of the Office of the Administrator.

The county clerk heads this unit which makes policy decisions and issues overall directives for the department. The unit also handles personnel administration and policies, prepares the departmental budget, administers appropriations and controls departmental accounting and revenue auditing.

The Office of the Administrator, serving as an adjunct to the management unit, was created to deal with staff, administrative and supply needs in relatively new departmental functions, such as the "Mosler" records retrieval unit, the data processing unit, the Business Section and the Passport Division.

Staff training, particularly for supervisory personnel, is conducted under auspices of this section -- a responsibility that is assuming added importance as staff turnover rate increases, especially

in key positions. This unit also designs records-keeping systems and procedures and maintains the statistics of the County Clerk's Office.

Staffing in the Executive Management Section is considered adequate, but the county clerk estimates that an additional administrator and clerk are needed to deal adequately with clerical detail associated with the Office of the Administrator. Allocating these two positions should satisfy this unit's manpower requirements over the next 30 years:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
County Clerk	1	1	1	1	1	1	1
First Deputy County Clerk	1	1	1	1	1	1	1
Counsel	1	1	1	1	1	1	1
Secretary	1	1	1	1	1	1	1
Principal Stenographer	1	1	1	1	1	1	1
Clerk	1	1	2	2	2	2	2
<u>Office of Administrator</u>							
Administrator III	1	1	1	1	1	1	1
Administrator II	1	1	1	1	1	1	1
Administrator I	1	2	2	2	2	2	2
Principal Clerk	-	1	1	1	1	1	1
Senior Stenographer	<u>1</u>						
Total	10	12	13	13	13	13	13

CHIEF CLERK'S OFFICE

The chief clerk is responsible for overall supervision, administration and operation of the County Clerk Division. This unit, containing about 64% of the entire county clerk's staff, oversees operations of the Supreme Court Section, Records and Microfilm Unit, and Notarial and Census, Judgment Docket, Business and Miscellaneous Records, Photocopy, Passport and "Laborer" and Messenger sections.

As administrative hub for the County Clerk Division, this unit's workload is related directly to sections immediately under its supervision. The study has projected a 38% increase in the staffs of sections in the County Clerk Division. Consequently, a commensurate increase in the staff of the Chief Clerk's Section is warranted. The summary chart reflects an increase of three positions in the clerical/typist category:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Clerk III	1	1	1	1	1	1	1
Assistant Court Clerk	2	2	2	2	2	2	2
Principal Clerk	1	2	2	2	2	2	2
Senior Clerk	2	2	2	2	2	2	2
Senior Stenographer	1	1	1	1	1	1	1
Stenographer	1	2	2	2	2	2	2
Typist	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total	9	12	12	12	12	12	12

SUPREME COURT SECTION

All documents and papers including minutes and judgments related to Supreme Court proceedings are indexed, entered and filed by this unit, which also microfilms judgments and other case papers.

The unit provides expert advice to attorneys regarding proper procedures for pleading and general practice regarding judgments and appeals. Legal papers to be filed are reviewed for appropriate form and sufficient content. The unit also assists in preparing appeals to the Appellate Division of the Supreme Court and State Court of Appeals.

Average annual caseload of the Supreme Court Section has been approximately 40,000 actions and proceedings -- a figure that should be significantly affected under the individual calendar case control concept requiring an attorney to formally file with this office summonses and complaints within five days of a person being served. Of

40,000 actions commenced each year, about 32,000 are started by serving a summons or complaint, but there is no way now of knowing how many of these are processed by an attorney. Based on experience to date with the new procedures, it is reasonable to assume a one-third increase in unit workload. To cope with this increase, the county clerk has determined that eight more persons will be required:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Clerk II	1	1	1	1	1	1	1
Court Clerk I	3	3	3	3	3	3	3
Senior Clerk	4	7	7	7	7	7	7
Clerk	4	5	5	5	5	5	5
Typist	1	2	2	2	2	2	2
Laborer	1	1	1	1	1	1	1
Assistant Court Clerk	-	1	1	1	1	1	1
Court Assistant	<u>-</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total	14	22	22	22	22	22	22

SUPREME COURT RECORDS SECTION

This section maintains about 1.2 million current official files on all actions and proceedings dating back to 1941. New files are micro-filmed for permanent retention and use in the information retrieval system.

Upon request, this unit makes its files available to courts and public. Upon subpoena, record retrievals are handled for the Appellate Division.

While no formal records are kept of the number of annual requests, the unit experienced a marked increase in filing, research and general paperwork beginning in 1968 when the number of Supreme Court judgeships was increased. To cope with additional work, regular staff from time to time has been supplemented with "laborer" category personnel and staff from other units. The county clerk estimates that three additional clerks will be required to maintain present demand for files. Future

staff requirements will depend on Supreme Court caseload -- a figure projected to decrease by about 40% before 1975 as Civil Court jurisdiction increases from \$10,000 to \$20,000. After an initial caseload decrease, caseload is expected to increase gradually again but reach current levels around the year 2000. Consequently, immediate addition of three clerks should suffice over the next thirty years:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Supreme Court Records Unit</u>							
Assistant Court Clerk	1	1	1	1	1	1	1
Senior Clerk	1	2	2	2	2	2	2
Clerk	6	8	8	8	8	8	8
Laborer	1	1	1	1	1	1	1
<u>Microfilm Unit</u>							
Principal Clerk	1	1	1	1	1	1	1
Senior Clerk	1	1	1	1	1	1	1
Clerk	<u>4</u>						
Total	15	18	18	18	18	18	18

JUDGMENT DOCKET SECTION

The bulk of Judgment Docket Section workload is related to the work of the Supreme Court. Transcripts of judgments by the Law and Equity Section are filed in this unit and docketed in alphabetical and block indices. Extracts of these judgments also are issued. This section also records judgments and orders of courts in other jurisdictions that are to take effect in New York County.

This unit serves as repository of mechanics liens (a claim to secure priority of payment for work performed and materials furnished in repairing and erecting buildings and other structures) and lis pendens (control by the court over property involved in a pending suit until final judgment), sidewalk complaints, building loans, and orders on property owners. "Certificates of Disposition" -- attestments to the court's order having been duly executed -- also emanate from this unit.

The following five-year analysis of Docket Section workload reveals a slight decrease since 1966:

	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>
Transcripts Filed	23,152	25,248	25,679	21,076	22,533
Transcripts Issued	9,719	10,152	10,206	8,438	8,095
Building Loan Contracts Filed	186	134	215	244	210
<u>Lis Pendens</u>	582	768	693	735	621
Mechanics Liens Filed	1,099	1,052	1,204	1,089	995
Certificates Issued	3,058	2,886	3,252	3,292	2,089
Searches Made	14	17	25	14	10

The following staff projections have been made for the judgment docket section:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Clerk I	1	1	1	1	1	1	1
Assistant Court Clerk	1	1	1	1	1	1	1
Senior Clerk	6	7	7	7	7	7	7
Court Assistant	<u>-</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	8	10	10	10	10	10	10

PHOTOCOPY SECTION

An office appliance operator processes photocopies of various official documents such as marriage licenses, military discharge papers and other legal papers. Photocopy workload has been steadily decreasing over the past five years, as indicated:

	<u>65-66</u>	<u>66-67</u>	<u>67-68</u>	<u>68-69</u>	<u>69-70</u>
<u>Photocopy Work Processed</u>					
a) Pages Xeroxed	17,782	18,500	16,785	16,340	15,660
b) Pages Docustated	821	548	597	380	299

Assuming that this trend continues -- or even stabilizes -- no additional personnel is projected:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Office Appliance Operator	1	1	1	1	1	1	1

LABORER AND MESSENGER SECTION

This unit supplies messengers who transport case files, in response to subpoenas, to courts in other New York counties and sometimes to courts outside the city. Messengers deliver documents to the Appellate Division, Municipal Building, Court of Appeals and Office of the Judicial Conference.

Because of the age of the records and their location in the basement of the Supreme Court Building, a large portion of unit staff time is devoted to general maintenance and housekeeping chores. Heavy lifting and moving jobs and receipt of bulky shipments are handled by this department. Minor repairs to the County Clerk's Office and equipment sometimes are accomplished through this office. When the need was critical "laborers" have served as clerks.

Unit staffing has been static over the past 25 years, during which time only one "laborer" position was lost. While it is difficult to measure the workload, the county clerk contends that present workload warrants adding three "laborers" to the currently authorized complement of seven. This increment probably would not be required if other units were staffed adequately and thereby did not require occasional assistance. Microfilming of new records will eliminate much current housekeeping required with older records. Therefore, no increases in staff are projected:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Laborer Foreman	1	1	1	1	1	1	1
Laborer	<u>7</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Total	8	11	11	11	11	11	11

JUROR'S DIVISION

The clerk of the Supreme Court, in addition to serving as secretary to the County Jury Board, selects, draws, summons and impanels grand

and petit jurors. To provide an acceptable population cross-section in sufficient numbers from which the Civil, Criminal and Supreme courts can draw, this unit subpoenas by mail 700 qualified voters daily. While a recent trend has been to reduce the 12-man jury panel to six members, as in the Civil and Criminal courts, projected caseloads of these courts can be expected to offset this reduction in demand. Even the introduction of data-processing, which has facilitated the unit's operation, has not diminished the need for two more court assistants:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Deputy County Clerk	1	1	1	1	1	1	1
Court Clerk I	1	1	1	1	1	1	1
Administrator I	1	1	1	1	1	1	1
Court Assistant	4	6	6	6	6	6	6
Senior Clerk	1	1	1	1	1	1	1
Investigator	1	1	1	1	1	1	1
Stenographer	1	1	1	1	1	1	1
Typist	1	1	1	1	1	1	1
Clerk	5	5	5	5	5	5	5
Supervising Tab Operator	1	1	1	1	1	1	1
Senior Tab Operator	1	1	1	1	1	1	1
Assistant Court Clerk	<u>1</u>						
Total	19	21	21	21	21	21	21

FUNCTIONS UNRELATED TO DAILY COURT OPERATION

The following departments are not related directly to on-going Court operations and, under program staff recommendations, would be relocated outside the building to free space for more essential work of the Court.

PASSPORT DIVISION

In May, 1970, the county clerk, upon request of the U.S. State Department and the Appellate Division, began receiving and processing

passport applications for the Passport Office. A \$2.50 fee for each application is collected and added to revenue of the County Clerk's Office.

Since the inception of this operation, this division has processed from 40-60 applications a day, except from March through August when tourism is high and more than 100 applications are processed daily.

Projecting passport workload is difficult, based only on short experience. However, the King's County Clerk's Office, which has handled passports for 17 years, offers some basis for estimating growth in this activity. With a population more than 50% higher than that of New York, a King's County staff of four headed by an assistant court clerk handles in excess of 10,000 applications yearly.

The current staff of the New York County Clerk's Passport Division consists of only a senior clerk. One person handling this activity is inadequate and additional staff has been requested -- an assistant court clerk to head the unit assisted by the senior clerk and a typist. However, a municipal "job freeze" makes it unlikely that each position will be filled in the near future. Nevertheless, it is expected that, by 1975, staff will have to be augmented:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Senior Clerk	1	2	2	2	2	2	2
Assistant Court Clerk	-	1	1	1	1	1	1
Typist	<u>-</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	1	4	4	4	4	4	4

NOTARIAL AND CENSUS SECTION

Every year, approximately 10-15,000 notaries are requalified on the basis of a test administered and reviewed by the New York Secretary of State. A list of the successful candidates is forwarded to the county clerk who sends out notices to those who qualify (including out-of-state attorneys who practice in New York County).

This section maintains two sets of files on notaries' signatures -- one for those who reside in the county and the other for those who practice or have business here but reside elsewhere. These records are used to verify legal papers signed by notaries before verification by the County Clerk's Office.

The county clerk also qualifies "Commissioners of Deeds" -- persons empowered by a state to reside in another state to acknowledge deeds and other related papers to be used in evidence or entered upon the record of the former state.

The unit also issues census authenticity and certificates used to prove citizenship and residency. Ledgers of county population are maintained by electoral and assembly district.

Unit workload has been relatively stable and projection of future county population trends indicates that it will remain at about the same level. Nevertheless, with a staff consisting of only a principal clerk and two senior clerks, it is difficult for the unit to cope effectively with its workload. Consequently, an additional senior clerk position is projected:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Principal Clerk	1	1	1	1	1	1	1
Senior Clerk	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total	3	4	4	4	4	4	4

BUSINESS AND MISCELLANEOUS RECORDS SECTION

This unit is the depository of business registrations, corporation and partnership papers and business name certificates. Filed here too are military discharge records, marriage certificates, oaths of office, wage assignments and surrenders for adoption. Traditionally, the State Legislature has turned to the court clerk, specifically, the Miscellaneous Records Section, for safekeeping of various non-court-related documents.

This records-keeping function entails making careful entries

in voluminous ledgers and maintaining a vast card-index file. Since 1965, the unit has been converting its index file to computer punch cards; estimated completion date is still four to five years hence.

In recent years, the unit has recorded more than 100,000 annual searches, a figure expected to diminish considerably upon completion of the automated file system. Nevertheless, a request for three additional positions has been processed to the Appellate Division -- a figure the study considers to be adequate for the future manpower needs of the section:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Administrator I	1	1	1	1	1	1	1
Court Assistant	1	1	1	1	1	1	1
Senior Clerk	2	3	3	3	3	3	3
Clerk	5	7	7	7	7	7	7
Typist	<u>2</u>						
Total	11	14	14	14	14	14	14

OLD RECORDS DIVISION

This unit serves the same function as the Supreme Court Records Section, the distinction here being that it handles Court files dating from 1940 back to the Seventeenth Century. The unit also maintains current records of the Supreme Court's condemnation proceedings.

All these files are bound and stored at the Surrogate's Court, 31 Chambers Street. It has been the practice to open these files to the public five days a week; however, because the unit's authorized strength has been cut nearly in half, the files are opened to the public only on Tuesdays and Thursdays when the records room is staffed by two clerks instead of the previous five.

A portion of the staff binds old records and some Supreme Court judges' records.

Authorized unit staffing is adequate to assist the public in

researching old files, for binding and maintaining condemnation files. Consequently, no additions to the present staffing levels are projected:

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Deputy County Clerk	1	1	1	1	1	1	1
Assistant Court Clerk	1	1	1	1	1	1	1
Principal Clerk	1	1	1	1	1	1	1
Senior Clerk	3	3	3	3	3	3	3
Supervising Bookbinder	1	1	1	1	1	1	1
Bookbinder	1	1	1	1	1	1	1
Laborer	<u>3</u>						
Total	11	11	11	11	11	11	11

**SUMMARY STAFFING: AUTHORIZED POSITIONS
COUNTY CLERK'S OFFICE**

	1970	1975	1980	1985	1990	1995	2000
County Clerk	1	1	1	1	1	1	1
First Deputy County Clerk	1	1	1	1	1	1	1
Deputy County Clerk	2	2	2	2	2	2	2
Counsel	1	1	1	1	1	1	1
Administrator III	1	1	1	1	1	1	1
Administrator II	1	1	1	1	1	1	1
Administrator I	3	4	4	4	4	4	4
Court Assistant	5	10	10	10	10	10	10
Assistant Court Clerk	6	8	8	8	8	8	8
Court Clerk III	1	1	1	1	1	1	1
Court Clerk II	1	1	1	1	1	1	1
Court Clerk I	5	5	5	5	5	5	5
Senior Clerk	23	31	31	31	31	31	31
Principal Clerk	4	6	6	6	6	6	6
Clerk	25	30	31	31	31	31	31
Investigator	1	1	1	1	1	1	1
Senior Stenographer	2	2	2	2	2	2	2
Principal Stenographer	1	1	1	1	1	1	1
Stenographer	2	3	3	3	3	3	3
Secretary	1	1	1	1	1	1	1
Supervising Bookbinder	1	1	1	1	1	1	1
Bookbinder	1	1	1	1	1	1	1
Supervising Tab Operator	1	1	1	1	1	1	1
Senior Tab Operator	1	1	1	1	1	1	1
Typist	5	8	8	8	8	8	8
Office Appliance Operator	1	1	1	1	1	1	1
Foreman	1	1	1	1	1	1	1
Laborer	12	15	15	15	15	15	15
TOTAL	110	140	141	141	141	141	141

COURTHOUSE REORGANIZATION
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111 CENTRE ST. NEW YORK N.Y.10013

SUPREME COURT BUILDING—NEW YORK COUNTY
COUNTY CLERK'S OFFICE
SUMMARY STAFFING—AUTHORIZED POSITIONS

TABLE
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SUMMARY STAFFING: DEPARTMENTS
COUNTY CLERK'S OFFICE

	1970	1975	1980	1985	1990	1995	2000
Executive and Administration	10	12	13	13	13	13	13
Chief Clerk's Office	9	12	12	12	12	12	12
Supreme Court Section	14	22	22	22	22	22	22
Supreme Court Records Section and Microfilm Unit	15	18	18	18	18	18	18
Judgment Docket Section	8	10	10	10	10	10	10
Photocopy Section	1	1	1	1	1	1	1
Laborer and Messenger Section	8	11	11	11	11	11	11
Juror's Section	19	21	21	21	21	21	21

DEPARTMENTS UNRELATED TO DAILY COURT OPERATION

Passport Section	1	4	4	4	4	4	4
Notarial and Census Section	3	4	4	4	4	4	4
Business and Miscellaneous Records Section	11	14	14	14	14	14	14
Old Records Division	11	11	11	11	11	11	11
TOTAL	110	140	141	141	141	141	141

PROJECTED SPACE NEEDS

PROJECTED SPACE NEEDS - OFFICE SPACE

POSITION	MANPOWER PROJECTION		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)
	1970	2000		
Administrative Judge	1	1	600	600
Judge	29	30	500	15,000
Clerk to Justice	1	1	120	120
Chief Confidential Attendant	1	1	100	100
Confidential Attendant	7	7	70	490
Law Secretary	30	31	120	3,720
General Clerk	1	1	250	250
Deputy Clerk	1	1	150	150
Commissioner	1	-	-	-
Deputy Commissioner	1	-	-	-
Administrator III	1	1	150	150
Administrator II	1	1	120	120
Administrator I	1	1	100	100
Chief Law Assistant	1	1	250	250
Law Assistant	29	29	150	4,350
Supervising Special Referee	1	1	250	250
Special Referee	4	5	200	1,000
Chief Supervising Court Officer	1	1	150	150
Supervising Court Officer	1	1	120	120
Senior Court Officer	62	67	30	2,010
Chief Court Attendant	1	1	100	100
Chief Calendar Clerk	1	1	150	150
Assistant Chief Calendar Clerk	1	1	120	120
Court Clerk V	3	3	120	360
Court Clerk III	4	4	100	400
Court Clerk II	54	54	80	4,320

POSITION	MANPOWER PROJECTION		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)
	1970	2000		
Court Clerk I	73	75	70	5,250
Senior Clerk	2	2	100	200
Principal Clerk	2	2	100	200
Clerk	3	3	80	240
Librarian	1	1	150	150
Assistant Librarian	1	1	120	120
Library Clerk	1	2	100	200
Library Attendant	2	3	70	210
Administrative Assistant	2	-	100	-
Counsellor	1	-	100	-
Confidential Clerk	1	-	100	-
Supervisor	1	1	120	120
Supervising Social Worker	1	1	120	120
Senior Social Worker	1	2	100	200
Chief Court Reporter	1	1	120	120
Court Attendant	2	4	70	280
Court Reporter	49	50	80	4,000
Interpreter	3	4	70	280
Chief Law Stenographer	1	1	120	120
Principal Stenographer	1	1	100	120
Stenographer	1	-	80	-
Secretary	3	1	100	100
Nurse	1	1	150	150
Telephone Operator	2	2	100	200
Typewriter Operator	1	2	70	140
Elevator Operator	3	3	60	180
Sub-Totals	423	435		47,080
Circulation (25% sub-total)				11,770
				58,850

PROJECTED SPACE NEEDS - DEPARTMENTAL SPACE

DEPARTMENT	SPACE	ASSIGNED AREA
Office of the Administrative Judge	conference room	600
Judges' Chambers	lounge & lunch room	600
Law Department	conference room	600
	law library	8,000
	storage space	1,000
General Clerk's Office	storage space	400
Jury Clerk's Office	jury qualification public space	800
	jury assembly space	8,000
	jury impaneling rooms	1,800
	public space	800
Calendar Clerk's Office	public space	500
	conference room	200
	storage space	200
Special Assignment Clerk's Office	public space	200
	storage space	120
Special Term Part I Office	public space	500
	conference room	250
	storage space	200
Special Term Parts II & IV Office	public space	300
	conference room	150
	storage space	150
Special Term Parts V & VI Office	public space	300
	storage space	250
Special Term Part XII Office	public space	300
	conference room	150
	storage space	150
	child's room	120
Impartial Medical Panel Office	storage space	120

DEPARTMENT	SPACE	ASSIGNED AREA
Family Counseling Unit	public space	150
	interview rooms	240
	storage space	100
Law Stenographers' Office	storage space	150
Court Reporters' Offices	storage space	500
	lockers & lunch room	500
Senior Court Officers Unit	locker & lunch room	1,000
Sub-total		29,500
Circulation (25% sub-total)		7,625
		37,125

PROJECTED SPACE NEEDS - COURTROOMS & ANCILLARY SPACES

Projected Space Needs: Courtrooms & Ancillary Spaces		
30 courtrooms and ancillary spaces		80,250
5 referees' hearing rooms and ancillary spaces		3,500
		83,750

COUNTY CLERK'S OFFICE
PROJECTED SPACE NEEDS - OFFICE SPACE

POSITION	MANPOWER PROJECTION		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)
	1970	2000		
County Clerk	1	1	250	250
First Deputy County Clerk	1	1	200	200
Deputy County Clerk	2	2	150	300
Counsel	1	1	150	150
Administrator III	1	1	150	150
Administrator II	1	1	120	120
Administrator I	3	4	100	400
Court Assistant	5	10	100	1,000
Assistant Court Clerk	6	8	80	640
Court Clerk III	1	1	100	100
Court Clerk II	1	1	80	80
Court Clerk I	5	5	70	350
Senior Clerk	23	31	100	3,100
Principal Clerk	4	6	100	600
Clerk	25	31	80	2,480
Investigator	1	1	100	100
Senior Stenographer	2	2	100	200
Principal Stenographer	1	1	120	120
Stenographer	2	3	80	240
Secretary	1	1	100	100
Supervising Bookbinder	1	1	120	120
Bookbinder	1	1	100	100
Supervising Tab Operator	1	1	100	100
Senior Tab Operator	1	1	120	120
Typist	5	8	70	560
Office Appliance Operator	1	1	100	100
Foreman	1	1	80	80

POSITION	MANPOWER PROJECTION		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)
	1970	2000		
Laborer	12	15	30	450
Sub-Totals	110	141		12,310
Circulation (25% sub-total)				3,078
				15,388

PROJECTED SPACE NEEDS - DEPARTMENTAL SPACE

DEPARTMENT	SPACE	ASSIGNED AREA
Executive and Administration	conference room	300
	storage space	200
	supply room	600
Supreme Court Section	public space	400
	storage space	200
Supreme Court Records Section	public space	1,000
	reading room	500
	records storage space	22,000
	microfilm space	800
Judgement Docket Section	public space	600
	storage space	400
Photocopy Section	equipment space	300
	storage space	100
Sub-total		27,400
Circulation (25% sub-total)		6,850
		34,250

SUMMARY

Projected Space Needs:	Supreme Court Office Spaces	58,850	(25.7% total net)
Projected Space Needs:	County Clerk Office Spaces	15,388	(6.7% total net)
Projected Space Needs:	Supreme Court Departmental Spaces	37,125	(16.2% total net)
Projected Space Needs:	County Clerk Departmental Spaces	34,250	(14.9% total net)
Projected Space Needs:	Courtrooms & Ancillary Spaces	83,750	(36.5% total net)
Total Space Needs in Year 2000		229,363	sq. ft.
Total Net Area in Existing Building		268,338	sq. ft.
Total Proposed Net Area in Existing Building		268,338	sq. ft.

RECOMMENDED SPACE REQUIREMENT FOR EACH ADDITIONAL
SUPREME COURT CIVIL TERM COURTROOM

SPACE	PERSONS PER COURTROOM	UNIT AREA (sq.ft.)	ASSIGNED AREA (sq.ft.)	PER CENT TOTAL
COURTROOM	participants 10-15 spectators 20-30		1000-1300	
ADJOINING SPACES				
Robing room	1-5		120-150	
Jury deliberation room with toilet	6 or 12		200-400	
Conference room	2-5		80-100	
Court personnel offices	1-4		100-150	
Public waiting space	15-20		200-300	
Circulation space (25% adjoining space)			175-275	
Sub-total			875-1375	
RELATED SPACES				
Administrative and clerical staff	0.3 administrative 4.0 clerical	150-180 70-80	45-54 280-320	
Senior Court Officer	2.1	30-50	63-105	
Court Clerk	1.0	70-80	70-80	
Interpreter	0.1	65-75	7-8	
Judge	1.0	350-400	350-400	
Law Secretary	1.0	120-150	120-150	
Secretary	1.0	100-120	100-120	
Law Assistant	1.0	120-150	120-150	
Court Reporter	1.7	70-80	119-136	
Circulation space (25% related spaces)			319-381	
Sub-total			1593-1904	
SUMMARY				
COURTROOM			1000-1200	28.8-26.8
ADJOINING SPACES			875-1375	25.2-30.7
RELATED SPACES			1593-1904	45.9-42.5
TOTAL SPACE PER COURTROOM			3468-4479	

PROPOSED SPACE USE

Design and structural constraints can dictate the function that will occupy a particular space. For example, two-story courtrooms on the second, third, and fourth floors in the Supreme Court Building would remain as courtrooms. Assigning such spaces to other court functions would under-utilize the space; constructing another floor above the courtroom floor would be costly and disruptive to court operation.

Despite such constraints, and regardless of deficiencies in building services, the Supreme Court Building stands as a structurally complicated, impressive building, and, in fact, has been designated an historical landmark. Although building's structure is considered sound, it would be unwise to add substantial structural load on existing foundation supports which rest on what had been known as "Court Pond." Consequently, the approach taken by the program staff was to minimize renovations while recommending improvements to environmental conditions in the existing spaces.

The proposed space use plans for the Supreme Court Building are based on the following criteria:

1. Functional and spatial relationships established from a systematic and comprehensive analysis of operations and personnel and document movement patterns.
2. Spaces with strong functional and spatial relationships, or those under supervision and direction of one person or unit, should be located in close proximity to each other to minimize distance of personnel and document movement.
3. Spaces such as clerical and jury facilities should be located on or close to the public entrance level to reduce elevator traffic load.
4. Adequate space should be provided for present and projected needs of each department.

5. Proposed improvements of functional and spatial relationships should be accomplished at minimum renovation or construction cost, and with minimum disruption to court operations.

6. Adequate consideration should be given to providing improved security precautions at minimum cost through space management techniques.

7. Optimum use of space should be made with special consideration given to multi-purpose functions.

8. Soundproofing of adjoining spaces for privacy should be given prime consideration.

9. Consideration should be given to establishing an effective information communication system for the Supreme Court Building as an integral part of the Foley Square court complex.

BASEMENT

No space use changes are being recommended for the basement. The two-story-high boiler room and the fuel tank room are permanent building equipment spaces. There is more than adequate space in the basement, however, for storage of furniture, equipment and records, if necessary. While it is assumed that spaces assigned for civil-defense purposes should not be used for other functions, the Department of Civil Defense seems to be occupying more space than is necessary. Due to the very restrictive access to this level, it is not recommended that any space be used for offices staffed with full-time personnel. It would be preferable to consolidate all custodian and building supplies, as well as other general storage, in the basement, so that more easily accessible spaces can be made available on the upper floors to house court-related functions.

GROUND FLOOR

The major proposed space use change on the ground floor is consolidation of all jury qualification, assembly, and impaneling space. The

ground floor has a separate direct access from Baxter Street which would be ideal for entry of jurors to jury spaces without needing to use the general public entrance on the first floor.

To accomplish this, the county clerk's business records, unrelated to the court, should be moved out of the building to the city archives or to the unused city building at 52 Chambers Street. Similarly, the notarial, passport, census and licensing sections of the County Clerk's Office, also unrelated to the court, should be removed from the building. The docket section presently occupying part of the northwest area then could be combined with the law-and-equity section and be located in the south area adjoining the county clerk's records and microfilming section.

The space in the northeast area where the Baxter Street entrance is located is poorly utilized. One side of the space is occupied by the court officers' lockers and toilets, the other side by the custodian's office, chief court officer's office, toilets, and a room for storing garbage pails. The custodian's office can be moved to an available space along the periphery of the central core. With an additional central security office provided for court officers on the first floor, adequate space should be available in the existing court officers' locker room to accommodate the chief court officer's office; otherwise, the room containing the garbage pails could be used. (In any case, garbage pails should be located outside the building.)

By relocating records and personnel, the space on the northern side of the entrance in the northeast area, the north area and the northwest area would be available to accommodate all jury functions. In addition to the entrance from Baxter Street, another entrance is available for jurors on the northwest side of the building. A flight of steps down from Centre Street would lead jurors to this entrance on the basement level. It is anticipated that jurors would use this entrance exclusively when reporting for jury duty. The corner room between the north and the northwest wings would be used as a jury

impaneling room. Room 109 in the northwest area would become the major permanent jury assembly space, with new toilet facilities installed in the space adjoining the corner staircase adjacent to the county clerk's record and microfilming space.

Space in the north wing, on the other hand, also would be used for jury assembly. Rooms vacated by the custodian, chief court officer and by removing garbage pails would be adapted for use as jury impaneling rooms. Under this arrangement, either the north or the northwest areas could be converted to other uses--courtrooms, for instance--after an initial few hours of jury selection on Monday morning. With anticipated relocation of the jury function to a central location in the State Office Building at 80 Centre Street within the next few years, space required for the jury function in the Supreme Court Building can be reduced substantially, and some of its allocated spaces then renovated into courtroom or other court-related facilities. Also, replacing the personal interview system for selecting prospective jurors with a mailed questionnaire in the next few years would reduce the need for interview spaces.

A considerable amount of space is available in the central core storage area. All general and records storage in the building could be consolidated and located in this space which could be slabbed over with a mezzanine floor to provide even additional storage area. If possible, the court officers' lockers could be moved to the basement, and the existing court officers' locker space adjoining the Baxter Street entrance can be devoted to jury or court functions.

GROUND-FLOOR MEZZANINE

The ground-floor mezzanine now contains two large courtrooms, with several small ancillary spaces. The space in the north wing houses the Special Term Part I (Litigated Motions) courtroom, while space in the southeast wing accommodates the Trial Term Part I (Calendar) courtroom. Both these courtrooms are used only part of the day, and it is the program's recommendation that the two parts use the same

courtroom at different times of the day. The courtroom in the north area then could be subdivided into two smaller courtrooms suitable for handling cases presently assigned to Special Terms Part V and VI on the sixth floor. The operative concept is to allocate as many as possible Special Term parts to the main entrance levels so that the larger number of cases (mainly motions), with a correspondingly larger number of persons, can be contained on the lower floors, thus further reducing elevator traffic load. Furthermore, as most of these Special Term Parts are not in session all day, and as further implementation of the "individual calendaring (IC)" parts will reduce the work load of special term parts, the close physical proximity of these parts will enable their being combined to share and more effectively use courtrooms.

Small ancillary spaces adjoining both large courtrooms would remain as robing room, clerk's office and conference room. The Medical Report Office could be moved to the corner space between the south and the southeast wings on the first-floor mezzanine.

FIRST FLOOR

Several alternatives exist for first floor space use. Excluding the main public entrance from Centre Street in the southwest area, this floor has only three useable areas: northeast, southwest, and northwest wings. The northeast wing presently houses jury qualification functions which have been planned to be relocated to the ground floor; the southwest wing contains part of the Calendar Clerk's Office and part of the County Clerk's Office, and the northwest wing accommodates the clerk's office of Special Term Part I (Litigated Motions) and a small unused courtroom and robing room.

The first alternative consists of only minor alterations. After relocating the jury qualification function to the ground floor and the data processing programmers to the 346 Broadway building, the clerk's office of Special Term Part I would move from the northwest wing to this area. In its place, Special Term Part II (ex parte

motions) operations would be moved from the third floor to the northwest area. The reason for this move is that this Special Term does not require a large courtroom and the existing unused courtroom could be used for that purpose. More than adequate office space also exists here to accommodate clerical operations. Under this scheme, however, the calendar clerk's and the county clerk's operations would remain in the south wing, and their related spaces on the first-floor mezzanine and on the ground floor would remain separate, due to a lack of additional space on the first floor.

A second--and preferred-- alternative would involve locating the Special Term Part II Clerk's Office and the County Clerk's Office in the northwest wing, leaving the entire south wing for the Calendar Clerk's Office. Under this arrangement, the Special Term Part II Clerk's Office would be slightly smaller than its present size and the county clerk's administrator and counsel would have to occupy corner rooms on the ground and first-floor mezzanine. This alternative is preferred because the proposed space use plans show an adequate number of courtrooms in the Supreme Court Building to accommodate projected needs through the year 2000.

Still a third alternative would retain at their present locations on the third floor the Special Term Part II Clerk's Office and courtroom, consolidate the County Clerk's Office, including the administrator and counsel, in the northwest wing and leave the entire south wing for the Calendar Clerk's Office. The unused courtroom in the northwest wing could be used as an individual calendaring part.

The small spaces located around the entrance lobby would continue to be used as press rooms. However, the room behind the information booth has been assigned as the central security office for the building. An information communication system would be controlled from a redesigned information booth and from this central security office.

FIRST-FLOOR MEZZANINE

If the first alternative scheme is adopted, only two of four corner spaces would be replanned: the vacant space between the north and northeast wings and that between the north and northwest wings, presently occupied by the chief clerk of the Special Term Part I, are planned to be consolidated with Special Term Part I Clerk's Office and relocated to the northeast wing on the first floor. The other two corner spaces, occupied by the county clerk's administrator and the calendar clerk, would be retained, as there is no space on the first floor where they could be contiguous with their respective offices.

If the second scheme were adopted, the corner space between the north and northwest wing would be occupied by the county clerk's administrator, the space between the south and southeast wing by the Medical Report Office, the space between the north and northeast wing by the court staff as their lounge and lunchroom, and the remaining space between the northeast and southeast wings by a nurse and court interpreter.

If the third scheme were adopted, all four corner spaces would be available. The court staff's lunch and lounge room could occupy the corner space between the north and northeast wings, the space presently occupied by the Calendar Clerk's Office could be assigned to the Medical Report Office, and the other two spaces could be used for conference rooms, examination rooms and nurse's and interpreters' offices.

TYPICAL COURTROOM FLOORS

The two-story courtrooms on the second, third and fourth floors would remain as now. The corner rooms adjoining enclosed stairs on these floors also could remain as robing rooms with direct access to courtrooms. Rooms between courtrooms at the end of radiating corridors on the main courtroom floors and on the mezzanine levels have been assigned

as court reporters' or law assistants' offices, and court reporters typists' rooms or examination rooms. Because a strong functional relationship exists between law assistants and the law library, spaces on the upper courtroom floors (third and fourth and fourth-floor mezzanine) in closer proximity to the law library have been assigned to law assistants. Court reporters' offices and examination rooms would be located on lower floors. Court reporters are not assigned to courtrooms but to parts, the location of which may change each month.

On mezzanine levels, the corner rooms above the robing rooms located on the main courtroom floors have been assigned primarily as jury deliberation rooms, at a ratio to courtrooms of approximately 3:5, regularly spaced to service the courtrooms. At least one jury deliberation room would be located in each corner space (two large rooms, each equipped with a private toilet) so that each pair of courtrooms on the main courtroom floors would have access to at least one and, at some locations, two jury deliberation rooms. When jury deliberation rooms are not used for jury functions, they could serve as private conference and witness examination rooms.

The second floor and second-floor mezzanine contain 10 two-story courtrooms, 10 robing rooms, 11 court reporters' offices (each 330 sq. ft. -- large enough to accommodate two court reporters), seven jury deliberation rooms, one jury deliberation/examination room, one toilet and several other ancillary spaces.

The third floor potentially can accommodate 11 courtrooms; 10 normal size courtrooms and one large courtroom in the southwest area which handles matrimonial cases (Special Term Part XII). However, one of the courtrooms in the northwest area is used as the clerk's office for this Special Term. At present, Special Term Part II also is accommodated on this floor, with its clerical office occupying another courtroom. Consequently, nine courtrooms operate on the third floor, which also has nine robing rooms. If Special Term Part II is moved to the first floor, then the floor could contain one more courtroom and robing room,

two court reporters' offices and three examination rooms between court-rooms.

The third-floor mezzanine would house eight jury deliberation rooms, five law assistants' offices and several special referees' stenographic offices. The accounts department for incompetency procedures would be reduced in size but continue to function on this floor. Part of this space has been assigned to the Family Counselling Unit which would be moved from the fourth floor.

At present, eight courtrooms exist on the fourth floor, with eight robing rooms. The jury assembly and impaneling space on this floor would be moved to consolidated space on the ground floor, thus freeing this space for conversion into two additional courtrooms, two robing rooms and several special referees' hearing rooms and offices. The jury assembly space is identical to the typical courtroom wings and could be converted into two similar courtrooms with only minor renovation. Spaces in the southwest wing would require some renovation work for conversion into special referees' hearing rooms and offices.

The Conciliation Bureau now occupies approximately 1,800 sq. ft. adjoining the jury impaneling rooms in the southwest area. Bureau elimination being anticipated by 1975, the space has been planned for future conversion into another courtroom or a number of special referees' hearing rooms and offices. The plan is to consolidate all special referees' hearing rooms and offices in the southwest area of the third-floor mezzanine and fourth floor. The present referees' rooms on the fifth and sixth floors then could be converted into judges' chambers and reception offices.

The Family Counselling Unit, now in three small rooms along the radiating corridor leading to the southwest wing, would be relocated to the space adjoining the Special Term Part XII (Matrimonial) courtroom on the third floor. The vacated rooms then can be used as special referees' private offices.

The fourth-floor mezzanine would house eight jury deliberation rooms, five law assistants' offices, one jury deliberation/examination room, law stenographers' offices and 24 small court reporters' offices circling the central light court. Additional space can be created by constructing a floor over the proposed special referees' hearing rooms planned for the southwest wing on the fourth floor. This space would accommodate expansion for law stenographers and judges' chambers, if necessary.

FIFTH AND SIXTH FLOORS

Both the fifth and sixth floors are predominately judges' chambers and their reception offices. Each judge has a secretary and a confidential clerk who occupy one or two rooms, depending on the number of rooms in the suite, and on how the judge prefers to use the space. There are two- and three-room suites, assigned to judges according to seniority -- 12 two-room suites and five three-room suites. In addition, there are two two-story courtrooms, each of 1,360 sq. ft. in the northeast area on each floor. The room between the courtrooms on the fifth floor would remain as the court officers' captain's room. The room above on the sixth floor and two rooms flanking the courtrooms on each floor are special referees' hearing rooms (a total of five hearing rooms). It is anticipated that special referee's hearing rooms will be consolidated on the third-floor mezzanine and fourth floor, so that the space on the fifth and sixth floors can be converted into much-needed judges' chambers.

On the sixth floor in addition to 12 two-room suites and five three-room suites, there is a law assistant's office and a storage room which could be relocated on the lower floor, thus providing additional space for judges' chambers. By replanning these suites on both the fifth and sixth floors and by reducing four three-room

suites into two-room suites to accommodate additional available rooms, seven additional suites can be added for future needs, with only minor renovation.

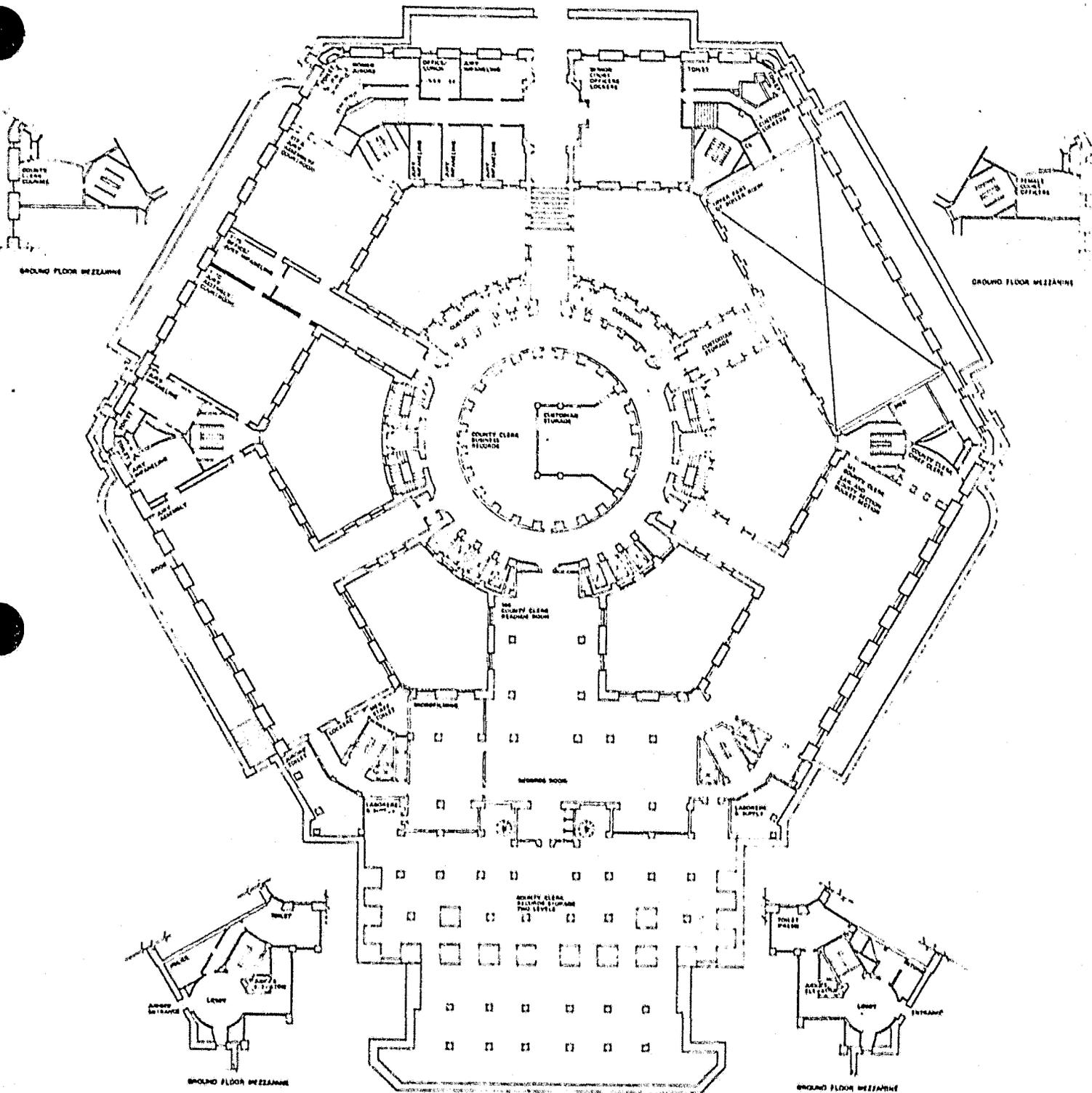
On the sixth floor, circular space in the central core has been converted into two two-room suites for judges, a procedure that can be done on the fifth floor, although the rooms thus created would be somewhat smaller.

The law library remains unchanged. However, it is recommended that seldom-used books and publications be relocated and stored in the low-ceiling space in the center core on the third-floor mezzanine, instead of under the leaking roof above the entrance portico at the fourth-floor level. The balcony level of the law library should be designed as work booths and book stacks. Lighting of this space also should be improved.

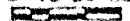
Another method of increasing the number of judges' chambers on the fifth and sixth floors is to construct additional rooms on the other side of the private corridor. Additional rooms could be constructed above the structure of the courtroom floors below, thus eliminating a setback around light courts on the two upper floors. An additional 16 two- and three-room suites could be provided on the fifth and sixth floors. Preliminary on-site investigation by program staff indicates that there would not be any structural problems. Before implementing this plan, however, a more detailed structural analysis would have to be conducted.

SIXTH FLOOR

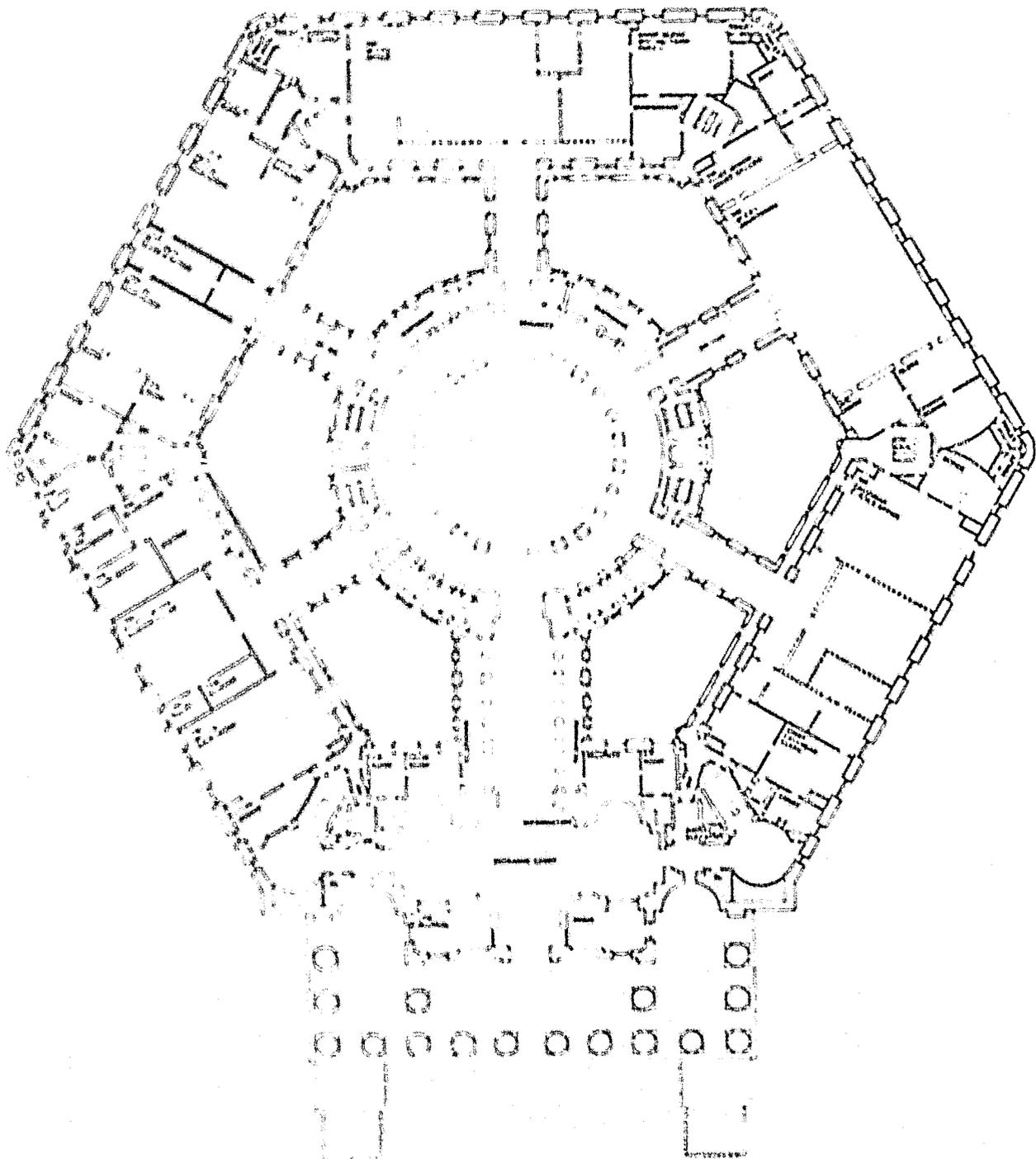
The administrative judge and the General Clerk's Office of the Supreme Court would continue to be located on this floor. The internal layout of the General Clerk's Office should be reorganized to improve the working environmental condition of that space.



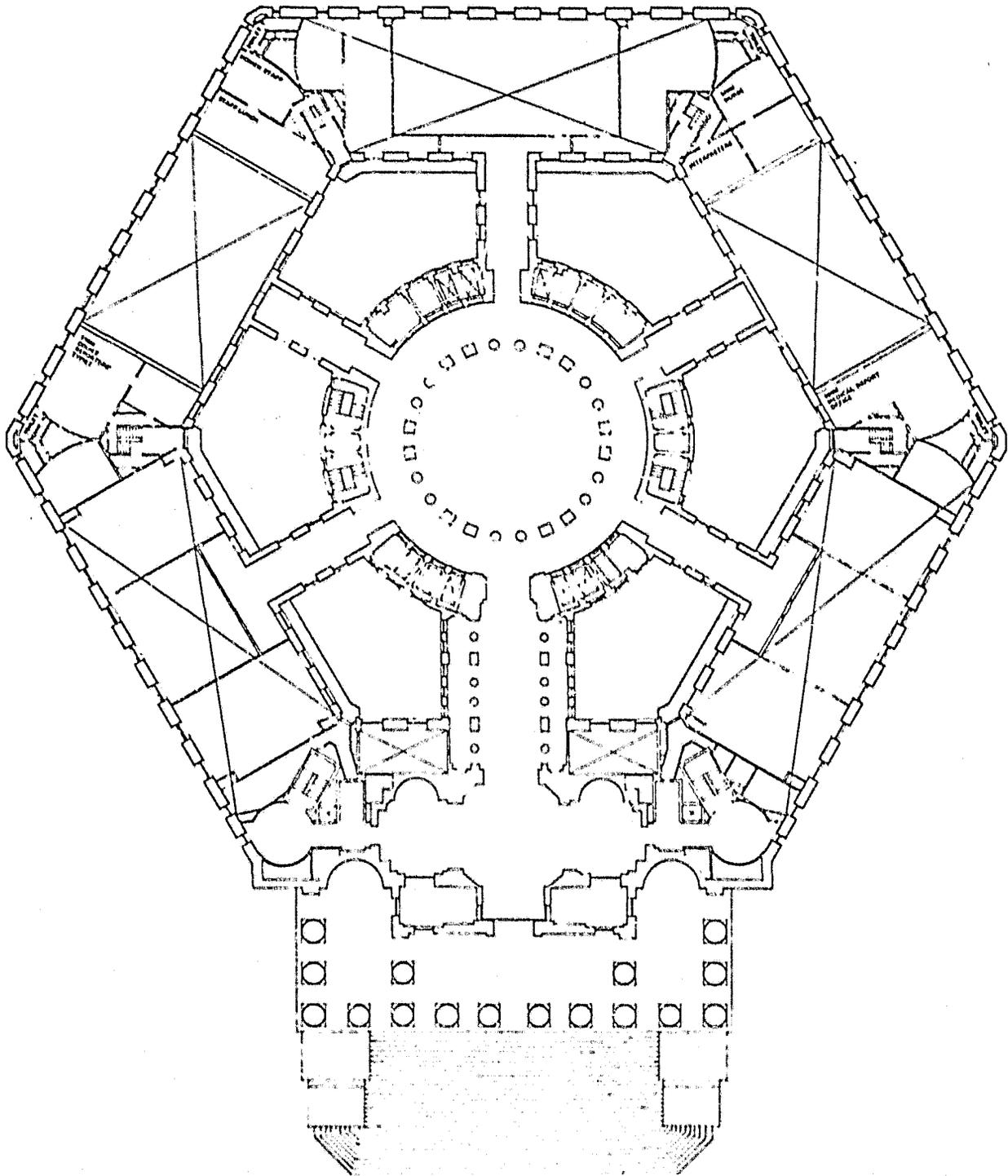
NORTH

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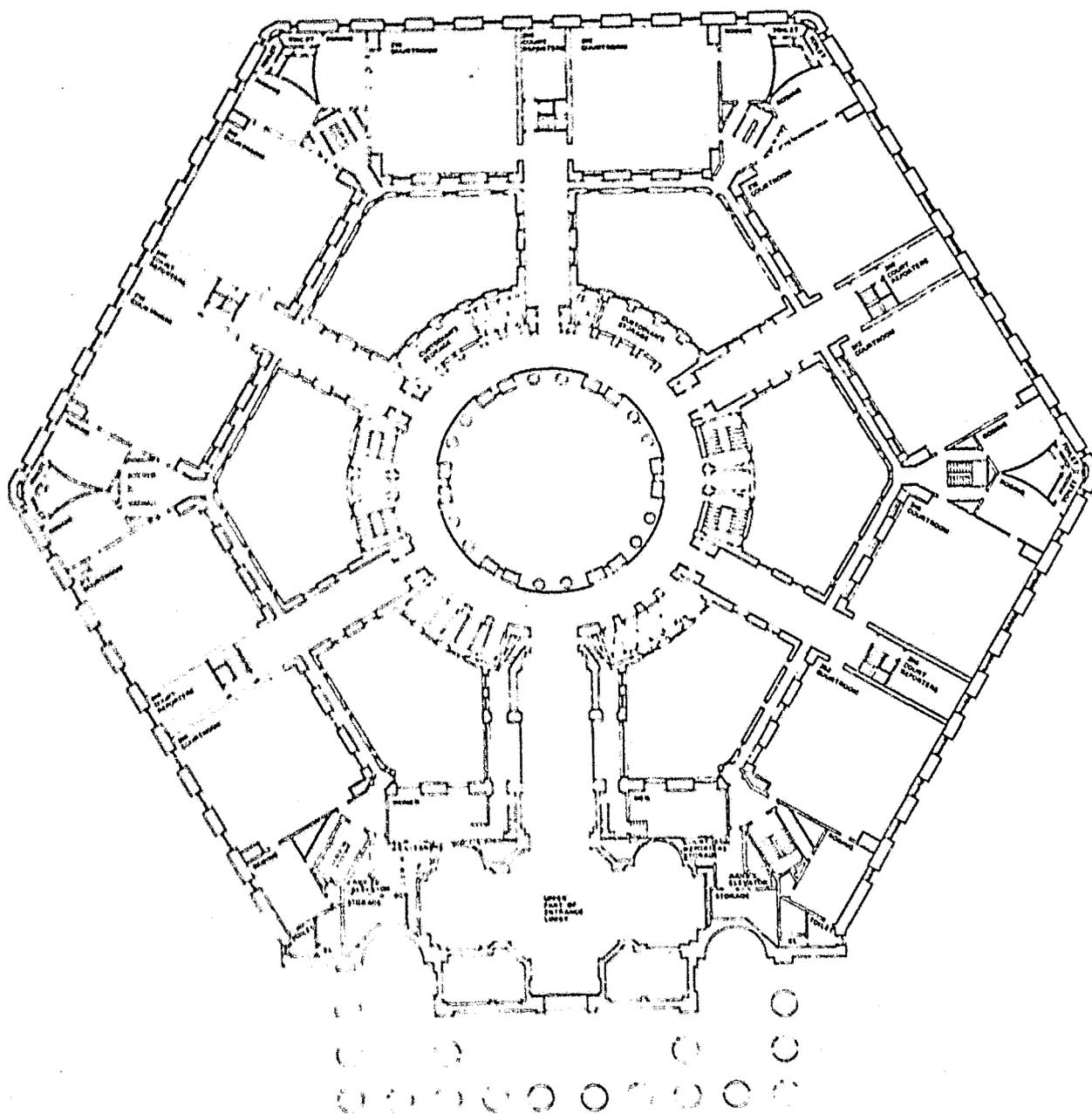
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING--NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 15</p>	<p>FLOOR G</p>
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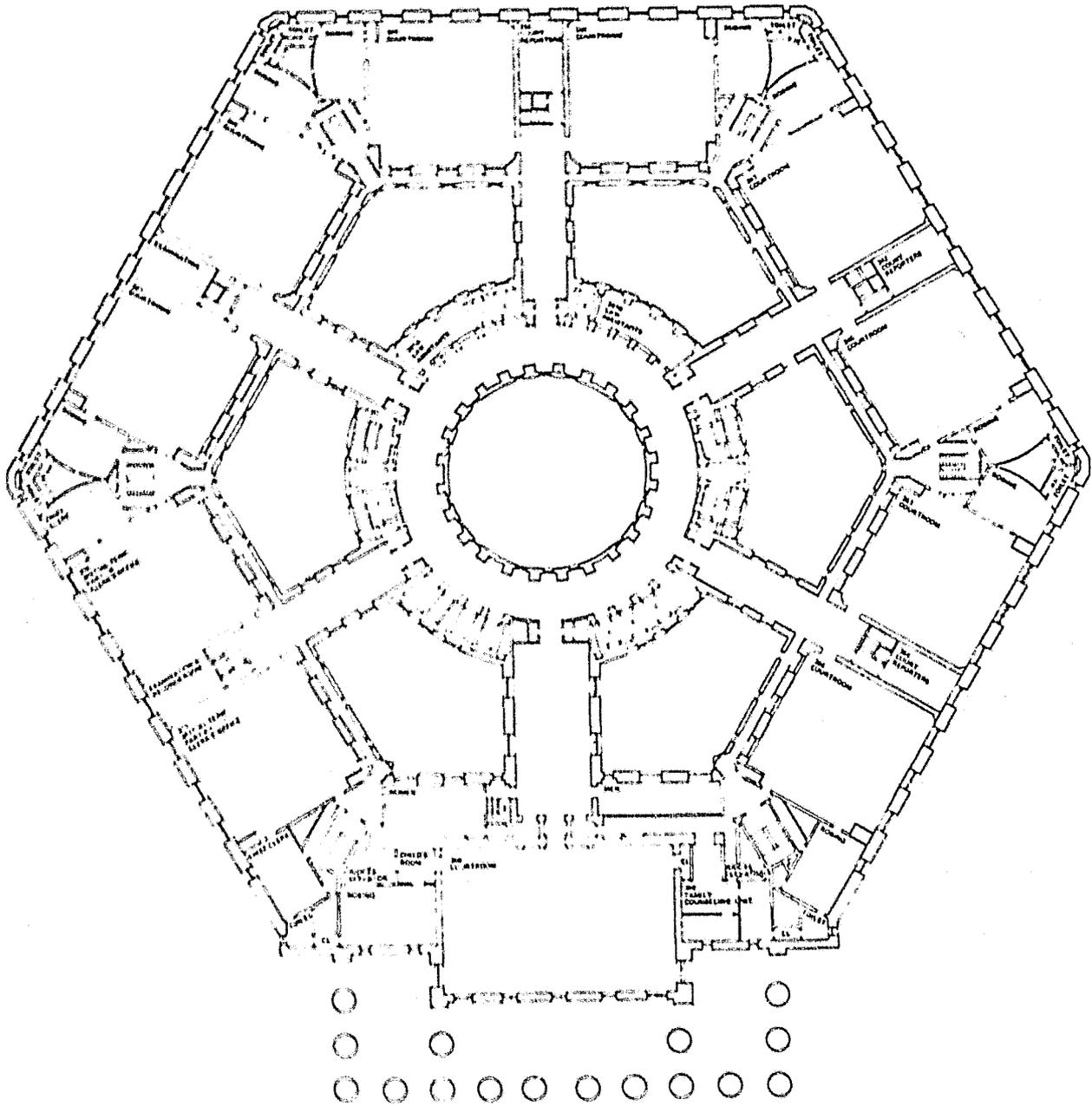
CONDITIONS REORGANIZATION AND RENOVATION PROGRAM REOPENING OF NEW YORK COUNTY	SUPREME COURT BUILDING-NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS	DWG. NO. 16	FLOOR 1
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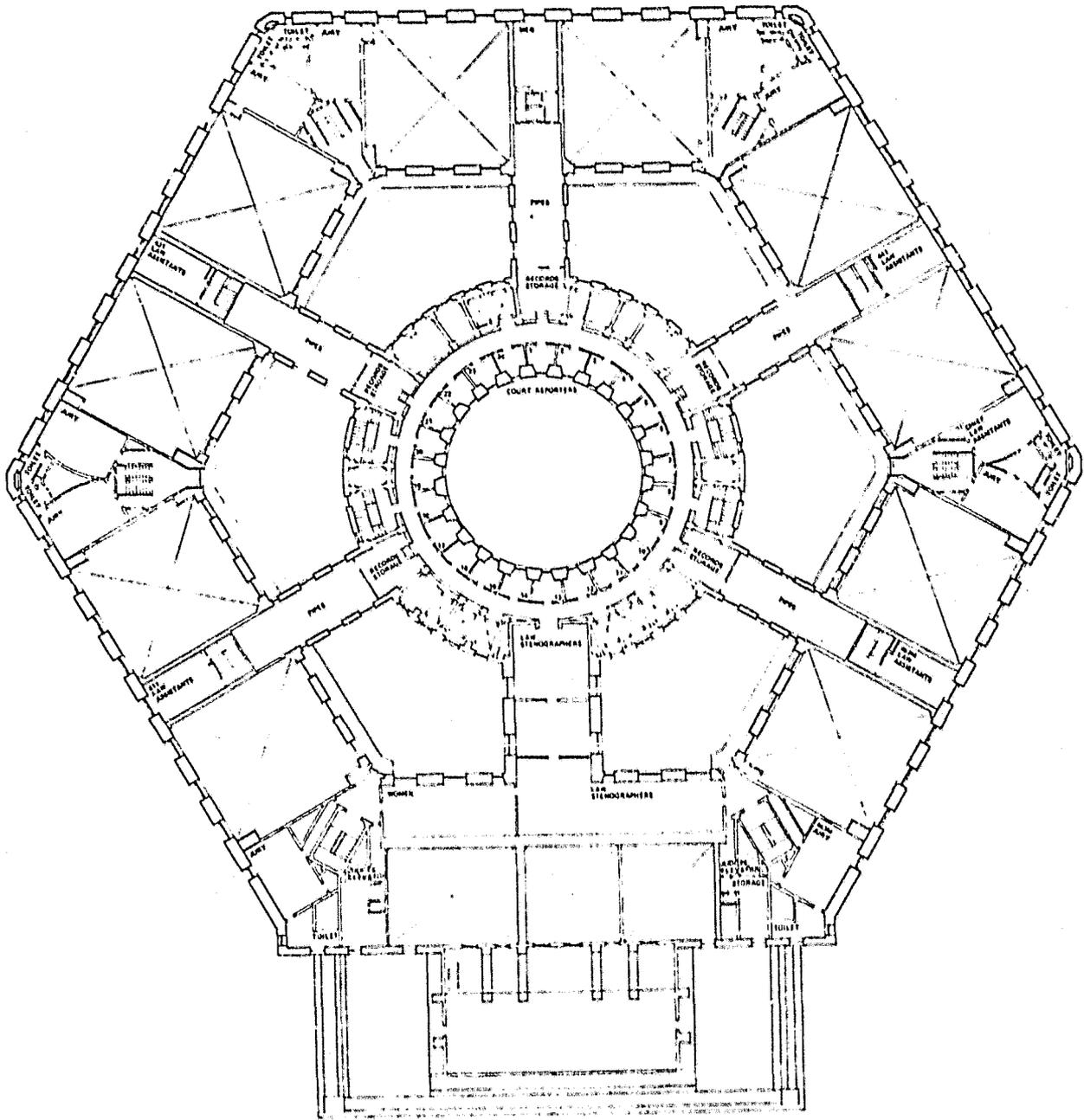
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 17</p>	<p>FLOOR 1-M</p>
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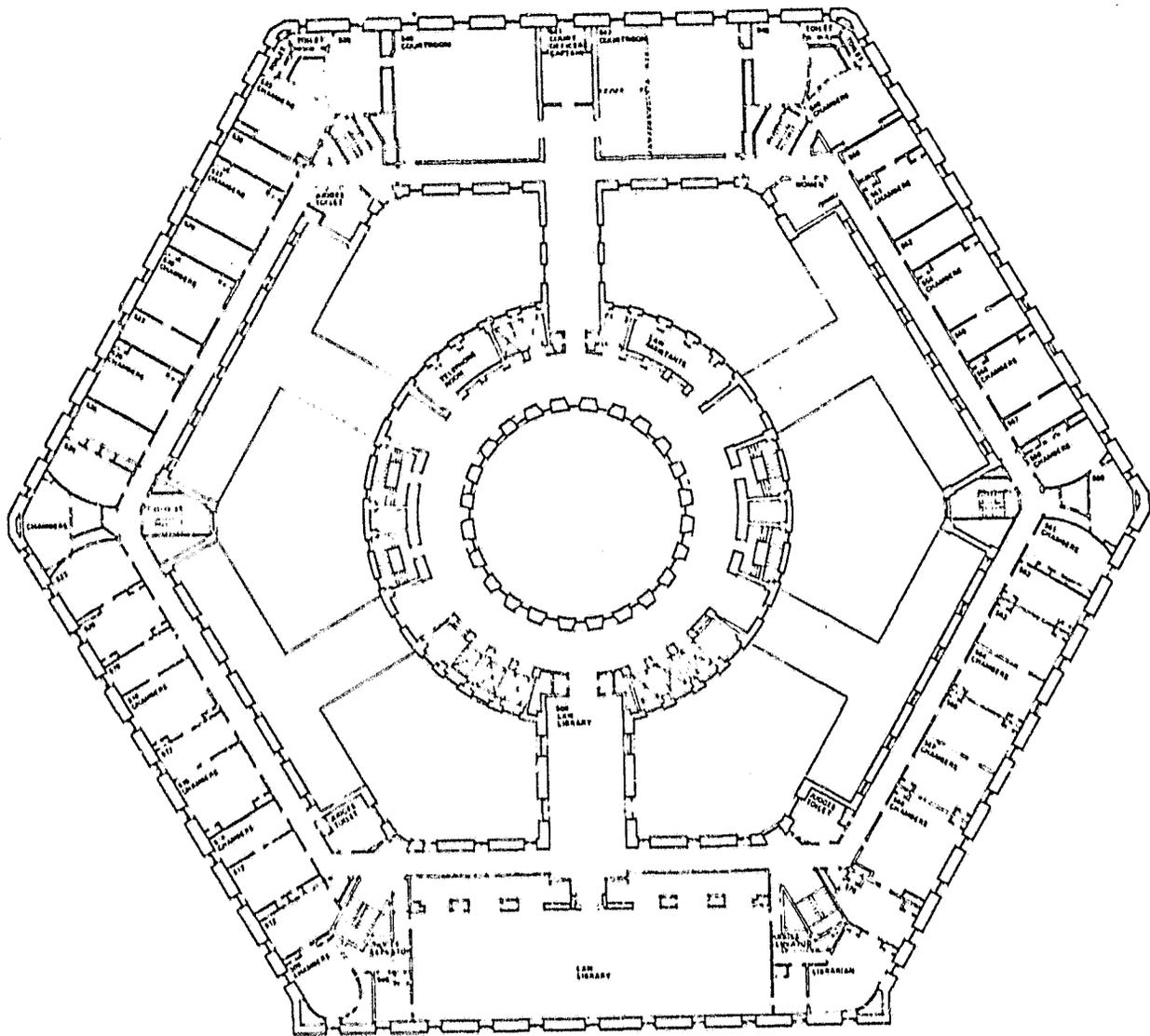
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 18</p>	<p>FLOOR 2</p>
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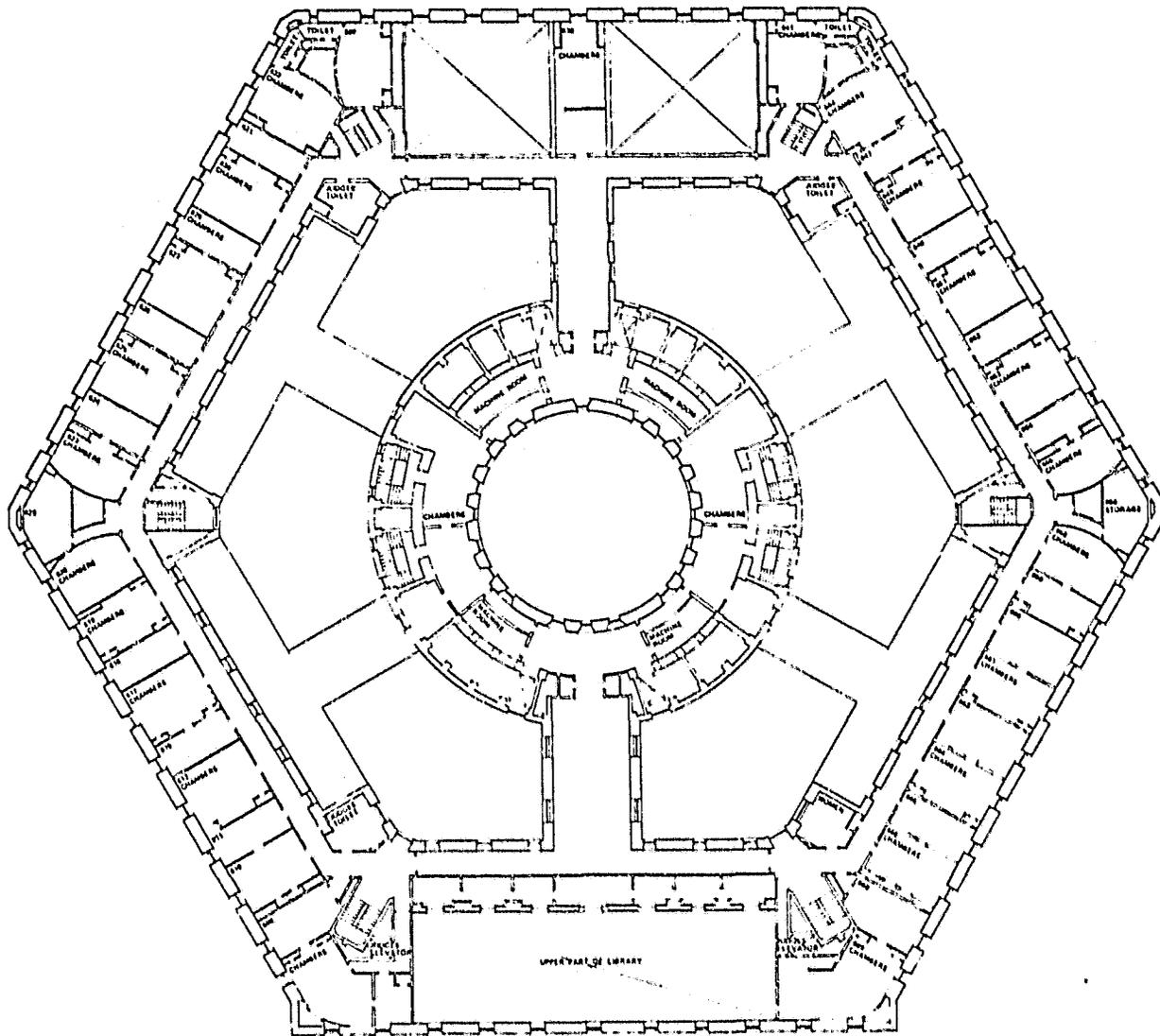
COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013	SUPREME COURT BUILDING--NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS	DWG. NO. 20	FLOOR 3
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 23</p>	<p>FLOOR 4-M</p>
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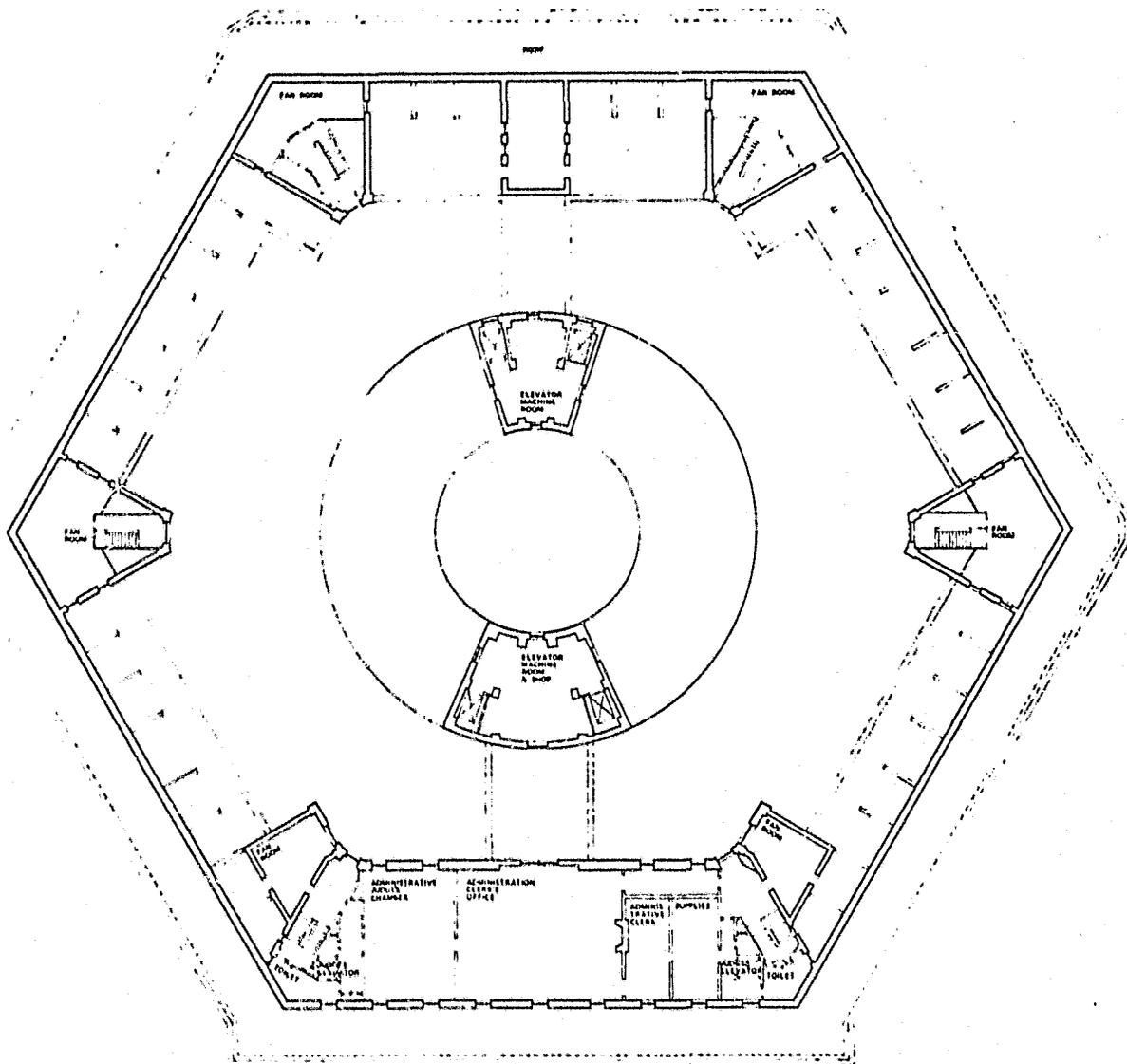
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST, NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 24</p>	<p>FLOOR 5</p>
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 25</p>	<p>FLOOR 6</p>
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2 OF 3



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y.10013</p>	<p>SUPREME COURT BUILDING—NEW YORK COUNTY 60 CENTRE STREET, NEW YORK, NEW YORK 10007 PROPOSED SPACE USE PLANS</p>	<p>DWG. NO. 26</p>	<p>FLOOR 7</p>
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PROPOSED AREA ANALYSIS BY FUNCTION

SPACE	LOCATION BY FLOOR	NO. PER FLOOR	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	TOTAL NET AREA (sq. ft.)	% OF TOTAL NET
Courtroom	5	2		2,720		
	4	10		16,800		
	3	9		17,012		
	2	10		16,800		
	1	4	35	6,454	58,786	27.11
Robing Room	4	10		3,938		
	3	9		4,066		
	2	10		3,936		
	1	4	33	1,340	13,280	6.12
Jury Deliberation Room	4M	9		3,936		
	3M	7		3,038		
	2M	6		3,508		
	1	1	23	463	10,945	5.05
	3	2	2	504	504	.23
Prisoner Holding Space	-	-	-	-	-	-
Hearing Room (Special Referees)	4	6	6	3,130		
Special Referee's Room	4	7	7	1,560	4,690	2.16
Special Referee's Office	3M	1	1	1,636	1,636	.75
Judge's Chambers	7	1		1,455		
	6	23		15,451		
	5	19	43	12,205	29,111	13.42
Law Library	5,6	1	1	7,303	7,303	3.37
Law Assistant's Office	3 to 5	19	19	5,004	5,004	2.31

SPACE	LOCATION BY FLOOR	NO. PER FLOOR	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	TOTAL NET AREA (sq. ft.)	% OF TOTAL NET
Law Stenographer's Office	4M	1	1	2,828	2,828	1.30
Jury Assembly Space	G	3		11,330		
Jury Impaneling Space	G	7		2,276		
Jury Clerk's Office	G	4	14	840	14,446	6.66
Calendar Clerk's Office	1	1	1	4,814		
Medical Report Office	1M	1	1	1,030		
Special Term Part I Office	1	1	1	5,242		
Special Term Part II Office	3,3M	1	1	2,964		
Special Term Part V & VI Office	1	1	1	996		
Special Term Part XII Office	3	1	1	2,070		
General Clerk's Office	7	1	1	2,369	19,485	8.98
County Clerk's Office Executive Offices	GM, 1	2		3,426		
Jury Division	-	-		-		
Court Related Spaces	G	-		5,687		
Records Storage	G, GM			19,149		
Non-Related Areas	B, G			6,243	34,505	15.91

SPACE	LOCATION BY FLOOR	NO. PER FLOOR	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	TOTAL NET AREA (sq. ft.)	% OF TOTAL NET
Conciliation Bureau						
Family Counseling Office	3M	2		558		
	3	2		606		
Court Reporter's Office	1M to 4M	42		7,162		
Senior Court Officer's Unit	G, 1, 5	3		3,907		
Interpreter's Office	1M	2		630		
Nurse's Office	1M	1		428		
Female Staff Room	1M	2		1,058	14,349	6.62
					216,872	
Press Room	1	3	3	1,244		
Public Toilet			9	2,636		
Telephone	1		1	140	4,020	
Custodian's Space						
Mechanical Area						
Civil Defense Space						
American Legion Post						
Police						
Incompetency						
Account's Office					47,446	
					268,338	

SUMMARY OF EXISTING AND PROPOSED AREA ANALYSES

SPACE	EXISTING			PROPOSED		
	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	% OF TOTAL NET AREA	TOTAL NO. OF SPACES	NET AREA (sq. ft.)	% OF TOTAL NET AREA
Courtroom	32	56,460	26.75	35	58,786	27.11
Robing Room	30	12,992	6.15	33	13,280	6.12
Jury Deliberation Room	22	9,392	4.45	23	10,945	5.05
Examination Room	3	756	.36	2	504	.23
Prisoner Holding Facility	1	252	.12	-	-	-
Special Referee's Hearing Room	6	2,385	1.13	13	4,690	2.16
Special Referee's Office	1	1,166	.55	1	1,636	.75
Judge's Chambers	37	25,602	12.13	43	29,111	13.42
Law Library	1	7,303	3.46	1	7,303	3.37
Law Assistant's Office	14	4,816	2.28	19	5,004	2.31
Law Stenographer's Office	1	2,828	1.34	1	2,828	1.30
Jury Facilities	-	8,118	3.85	-	14,446	6.66
Clerk's Office	-	16,633	7.88	-	19,485	8.98
County Clerk's Office	-	49,928	23.66	-	34,505	15.91
Court Reporter's Office	40	6,194	2.94	42	7,162	3.30
Court Officers' Unit	-	3,011	1.43	-	3,907	1.80
Related Spaces	-	3,202	1.52	-	3,280	1.51
Totals		211,038			216,872	

IMPLEMENTATION PROCESS

Plans proposed to improve the Supreme Court Building can be implemented in three phases, summarized as follows:

1. Remove Records and Renovate Vacated Space.
2. Relocate Functions and Renovate Vacated Space.
3. Relocate Functions to Space Renovated in Phase II, and Renovate Vacated Space.

PHASE I: REMOVE RECORDS AND RENOVATE VACATED SPACE

The first step in implementing the proposed plan is to remove business records from the north and northwest wings on the ground floor and relocate them in the city archives, the unused 52 Chambers Street Courthouse or other city-owned buildings. The notarial, passport and licensing sections of the County Clerk's Office also should be moved out of the Supreme Court Building to permit moving the docket section into the south area with the law-and-equity section. By clearing the north and northwest areas, renovation for jury qualification, jury assembly and impaneling spaces could be implemented. The jury qualification space on the first floor and the jury assembly and impaneling spaces on the fourth floor then could be relocated to the ground floor.

During Phase I, several other recommendations could be implemented. Custodian's storage could be consolidated and relocated on the basement and ground floors. A large section of the circular space in the central core on the ground floor could be made available for such storage. The chief court officers would be moved out of their present spaces (trash pails, too) which then would be renovated as part of the jury spaces.

The vacant corner space planned for the nurse and female court officers could be used immediately.

Changing space use for the second, third and fourth floors to relocate court reporters and law assistants could be implemented at any time, but preferably during Phase I operation.

Sharing of the large courtroom in the southeast area of the ground-floor mezzanine by the Calendar Part and Special Term Part I (Litigated Motions), would permit subdividing the large courtroom in the north wing and renovating it into two courtrooms for the two Special Terms (Parts V and VI) presently located on the fifth floor. The room occupied by the female court officers could be used as an examination/conference room.

PHASE II: RELOCATE FUNCTIONS AND RENOVATE VACATED SPACES

After relocating the jury qualification space on the first floor and the jury assembly and impaneling spaces on the fourth floor to the ground floor, the vacated spaces would be renovated -- the first floor space into offices to accommodate the Special Term Part I Clerk's Office and the County Clerk's Office, and the fourth floor spaces into two courtrooms and several special referees' hearing rooms and offices. The data processing programmers, presently occupying space adjoining the jury qualification spaces on the first floor, would have been moved to the 346 Broadway building, where renovation work is expected to be completed by April, 1972.

**PHASE III: RELOCATE FUNCTIONS INTO SPACES RENOVATED
IN PHASE II, AND RENOVATE VACATED SPACES**

The clerk's office of Special Term Part I, including the Chief Clerk's Office, presently located on the first-floor mezzanine, would move into the renovated area in the northeast wing on the first floor. The vacated space would be occupied either by the clerk's office of Special Term Part II (ex parte motions) with only minor renovation work required, and by the County Clerk's Office, which presently is scattered over several locations: the county clerk and his deputy in the first floor south wing, the county clerk's counsel on the ground-floor mezzanine. The County Clerk's administrative staff could be accommodated in part of the clerical space of Special Term Part II and adjoining spaces, leaving the remaining portion of the northwest wing for the clerk's office and courtroom of Special Term Part II. To accommodate the County Clerk's Office, the existing space would require partitioning of private offices.

By relocating the County Clerk's Office, the entire south wing could be assigned to the Calendar Clerk's Office. The calendar clerk has a private office on the first-floor mezzanine which could be relocated to the expanded space on the first floor. The spaces on the first-floor mezzanine then could be renovated for an Interpreter's Office, a staff lounge, a nurse's room, and Medical Report Office.

After relocating Special Term Parts V and VI to the ground-floor mezzanine, the vacated courtrooms on the fifth floor could continue to be used as individual calendar courtrooms or be converted into additional chambers. Consolidating the special referees' hearing room and offices on the lower floors would enable their existing spaces (Rooms 538, 548, 637, 639 and 641) to be renovated into judges' chambers and reception offices. The approach is to confine all judges' chambers and the law library on the fifth and sixth floors. Projection studies indicate that an additional five or six two-room judges' chamber suites will be needed over the next 30 years. These suites could be accommodated on the fifth and sixth floors by using the existing special referees' rooms, by moving law assistants and storage to a lower floor and changing their spaces to chamber spaces, by utilizing the central core space on the fifth floor as on the sixth floor, and by reducing several three-room suites into two-room suites, if necessary.

ENGINEERING STUDIES AND RECOMMENDATIONS

EXISTING SYSTEMS

HEATING, VENTILATION AND AIR-CONDITIONING

HEATING

The Supreme Court Building contains a low-pressure, two-pipe, vacuum-return steam system. Normally, steam is purchased from Consolidated Edison, the only local generating utility. However, upon Con Edison's request, the building will generate its own steam through four existing Heine boilers, each rated at 350 boiler-hp and in good working condition. (Two alone are capable of meeting the building's heating requirements.) Recently, tubes were replaced on one boiler; all are periodically cleaned and maintained. The boilers were designed for high-pressure operation with No. 6 fuel, pre-heated before burning, but heaters and pumps for No. 6 oil are inoperative. The boilers still can be operated at high pressure, but the system has no pressure relief safety valve, which has resulted in downgrading to low-pressure operation (15 psig maximum). The boilers presently use No. 4 low-sulfur-content fuel oil, requiring no pre-heating.

VENTILATION

The building's ventilating system was designed as a forced-air supply-and-return system, with a number of direct current (DC)-driven blowers used as air movers (see equipment schedule). These units are located in the basement, on the second, third and fourth-floor mezzanines, and on the seventh floor. Units on the mezzanines are for supply, and, although inoperative for many years, presumably could be activated.

Seventh floor units provide exhaust for toilets and courtrooms. The toilet exhausts operate constantly but draw only limited current. In the larger courtrooms, exhaust blowers can be used only sparingly in the summer because DC service cannot accommodate all blowers running simultaneously at full speed. Normally, these units are not used, and courtrooms, jury rooms and office spaces rely on windows along exterior walls for natural cross-ventilation and lighting. A number of interior spaces, including the boiler room, civil defense spaces and the county clerk's offices, are ventilated by exhaust blowers located in the basement. Supply blowers for these areas, also in the basement, are used during the winter in conjunction with steam coils to provide heat to these spaces. One of the larger supply blowers, used almost continuously throughout the year, has been converted to alternating current (AC) drive, presumably to conserve DC power.

An unknown number of small AC exhaust fans exist in jury and chambers toilet spaces.

AIR-CONDITIONING

The building was designed without central air-conditioning, and none has been installed. An increasing number of window units has been added, however, producing a steadily increasing electricity shortage in the building.

The city's Department of Public Works plans to install a 100-ton central air-conditioning unit to cool county clerk's offices (Rooms 117, 109, 103, 141) on the ground floor and on the first floor (Room 139). The proposal calls for a central chilled-water system, with an electrically-driven centrifugal compressor. Five fan-coil units with no re-heat coils would be used to supply conditioned air to these spaces. Condenser water would be cooled in two cooling towers located in the southeast light court. Two towers are required because large equipment access to the building is restricted.

ELECTRICAL

POWER

The Supreme Court Building originally was designed with DC service which no longer is supplied. In 1956, partial conversion was made to AC service, with fan motors, house pumps and some elevators remaining on DC service (see "Vertical Transportation" section). Policy has been to replace all worn equipment with AC drives. In fact, three DC-driven house pumps soon may be replaced by two AC-driven pumps. AC is being stepped up in a Westinghouse transformer and rectified in a selenium full-wave rectifier to 250 VDC. This service, rated at only 200 amps (50 kW), seems sufficient because most DC equipment is operated intermittently, or at reduced output. A small number of fans also has been converted to AC drives. The AC distribution panel presently has 15 spare breakers with a total capacity of 1,600 amps (one-100; two-150; two-250 and 10-70). But AC service is inadequate (4,000 amps) to meet the building's modernization requirements over the next 30 years. Proposed air-conditioning services will take up a large portion on these spares, leaving the building with relatively little electrical expansion potential. An additional 4,000-amp service will have to be supplied by Con Edison to a new switchboard recommended to be installed in the basement near the existing board.

The building presently houses the Manhattan Civil Defense Emergency Center and the Mayor's Emergency Control Board, functions using emergency broadcasting and monitoring equipment supplied from a 200-amp breaker on the AC panel. An emergency, diesel-driven, Onan generator located in a "channel" adjacent to the building on Pearl and Kent streets, is used to supply emergency power. The generator supplies 120/208 volt, 60-cycle, three-phase power rated on continuous operation at 75 kw, 95 kva, and 260 amps, and on standby at 85 kw, 106 kva and 295 amps.

A DC buzzer system, provided for jurors to signal court clerks, consists of two Electrosig selenium rectifiers (Model C750B), each with an output of 750 watts.

PLUMBING AND DRAINAGE

WATER

Water is supplied through a downfeed distribution system from two house tanks, above the top floor, each having 11,000-gal. capacity. The tanks are supplied by three house pumps from an old suction tank in the basement which is in poor condition and can maintain only a low reserve.

Hot water is obtained through a naturally convective circulating system, supplied from two thermostatically-controlled, steam-heated hot water heaters.

DRINKING WATER

Chilled drinking water is supplied from a central system in good operating condition. Two 10-ton Carrier water chillers, each with minimum design capacity, can cool 309 gph of water from 80° to 40° F. Each chiller has a water-cooled condenser which rejects heat in a basement cooling tower with minimum design capacity of 10 tons. Drinking water is supplied from a 200-gal. storage tank by two pumps driven by two 3-hp Marathon AC motors. Water is filtered through four Filtrine filters (Style "B"). Supplementing this central system is a small number of self-contained water coolers tied into the drinking water lines and located in spaces not serviced by the central system.

WASTE REMOVAL

Waste removal is achieved through four DC-controlled sewer ejectors operated by compressed air. Five sump pumps also are provided, one still driven by DC (emergency use only), another being a small 115-volt emergency standby unit. One of the larger AC-driven pumps is connected to the emergency generator circuit to protect the building from flooding (in the event of a power blackout) or local loss of electrical power.

LIGHTING

Primarily AC incandescent, the building's lighting system has deteriorated because of poor maintenance. In many cases, lamp covers have been removed to give additional lighting. In some corridors 150-watt exposed bulbs have been installed to increase light level. Irregular and indiscriminate increases in light intensity have resulted in annoying glare conditions and visual adaptation problems. Courtrooms are lit by old incandescent fixtures, supplementing daylight from side walls on clear days; however, on cloudy days average light intensity of between 10 and 20 ft. candles in most courtrooms appears to be inadequate for court operation.

VERTICAL TRANSPORTATION

ELEVATORS

The Supreme Court Building has 13 elevators -- eight public, two judges', one to move books, one for freight and an ash hoist. The building originally was provided with 18 manually-operated, DC-powered public elevators, but a modernization program completed in 1968 converted nine of these (eight public and one service) to automatic operation, each with AC service and 3,000-lbs. capacity. Each judges' elevator of 1,500-lbs. capacity, as well as the book lift and ash hoist, remain manually-driven and DC-powered. Judges' elevators are in fair operating condition. The book lift, and especially the ash hoist which is used daily to remove garbage from the basement to ground level, are in poor operating condition and require major overhaul.

MISCELLANEOUS

VACUUM CLEANING

A central vacuum-cleaning system used in the Supreme Court Building consists of two 25-hp vacuum pumps and a network of piping linking

judge's chambers, where carpeting is cleaned periodically. The system, old but in good operating condition, still is driven by DC service, and is used only intermittently and so has not greatly drained power.

PROPOSED SYSTEMS

HEATING, VENTILATION AND AIR-CONDITIONING

HEATING

No proposed changes.

VENTILATION

No proposed changes.

AIR-CONDITIONING

Air-conditioning modifications proposed for the Supreme Court Building incorporate central air-conditioning for courtrooms and court-related spaces. The following are the air-conditioning requirements:

Air-Conditioning Capacity	720 Tons
Refrigeration Machine	Absorption
Cooling Tower	Induced Draft Cross-Flow

A constant volume, fan-coil system has been selected because of limited mechanical and electrical services, and in consideration of Department of Public Works' plans to build a central chilled-water plant under the park adjacent to the Civil Court Building. All calculations and pricing in this report are based on installing a refrigeration machine within the Supreme Court Building. (Plans for the central plant still are being formulated. Such a plant could produce cost savings and free space within the Supreme Court Building for other functions.)

Chilled water would be supplied either from the central chilled-water plant or from an absorption-refrigeration machine in the base-

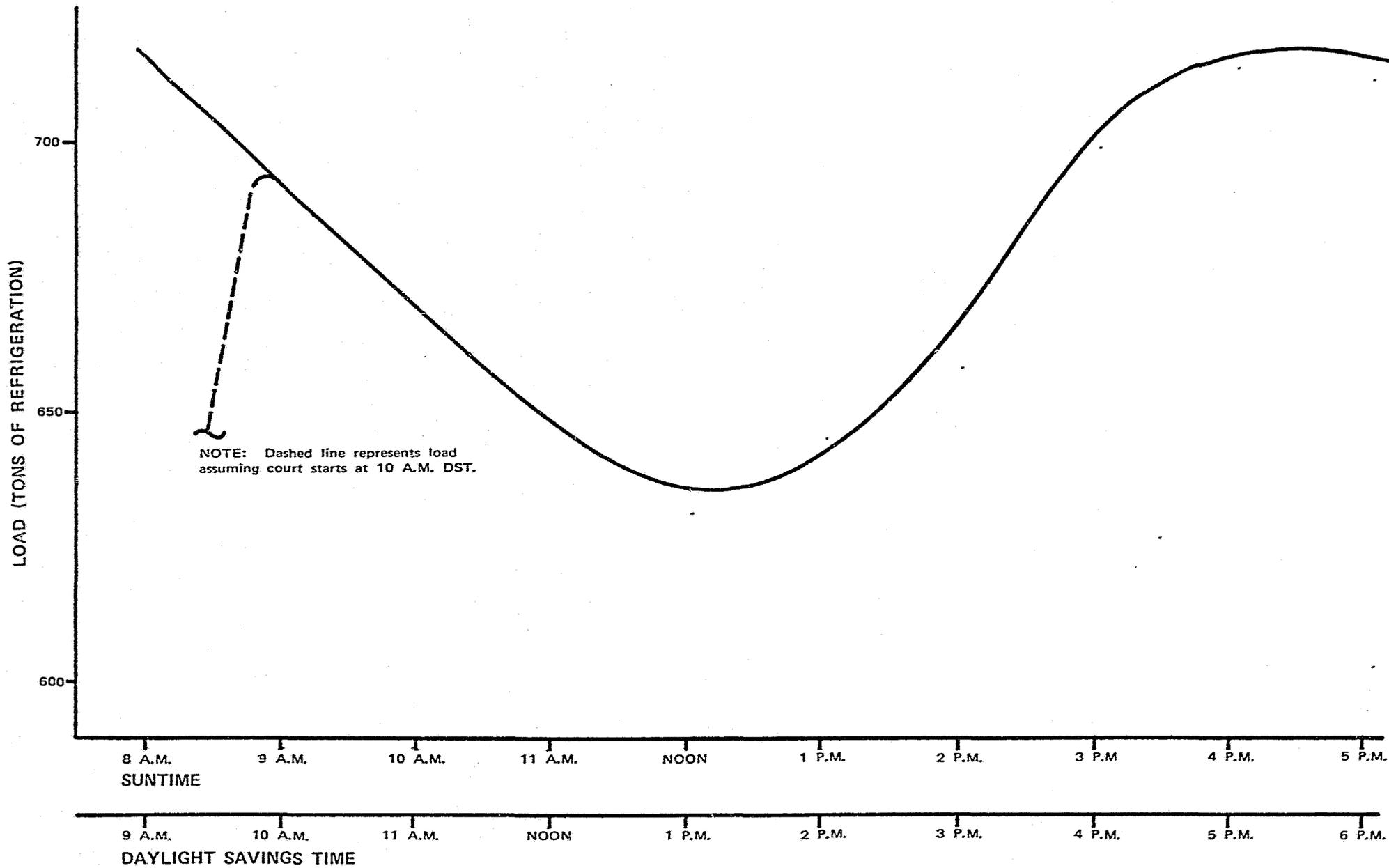
ment of the Supreme Court Building. Water would circulate through air-terminal unit coils adjacent to each air-conditioned space; each space would be equipped with a room thermostat.

An absorption-refrigeration machine would provide optimum benefits within desired capacity at existing service levels. An electrically-driven rotating machine has been ruled out because existing electrical capacity is inadequate for the additional load the machine would impose. A steam-driven rotating machine, also rejected, is not economical at the small capacity the building requires. An absorption machine, lacking heavy moving parts, all but eliminates vibration and minimizes noise. Existing low-pressure heating boilers, unused during the cooling season, offer a cheap energy source for the system.

The only available space large enough to accommodate refrigeration machines, water pumps and associated controls is the existing basement bunker room used solely now for a small shop located in one corner. The space, however, presents a problem common throughout the building: access from street level, is constricted and insufficient for transporting large equipment and, in some cases, even small air-handling equipment. Adequate access could be provided by excavating a 10 x 20-ft. storeroom abutting the east boiler room wall and under a "channel" adjacent to the building. The space could be converted into a shaft for lowering large equipment to the basement; alternately, a permanent ramp could be constructed into the basement to receive large equipment.

Thermal load analysis is based on data contained in the Carrier's "System Design Manual,"¹ Table 26 of this report presents peak loads for each space analyzed and time of the peak loading. Table 27 presents load in each space at the time of total peak load (4 p.m.). Fig. 44 plots load-versus-time, showing peak loading time. The analysis is based on the following conditions:

¹ The manual also is published in book form: "Handbook of Air Conditioning System Design." McGraw Hill Book Company, New York, 1971.



COURTHOUSE REORGANIZATION
AND RENOVATION PROGRAM
111 CENTRE ST. NEW YORK N.Y.10013

SUPREME COURT BUILDING—NEW YORK COUNTY
COOLING LOAD IN COURTHOUSE

FIGURE
44

ROOM NO.	PEAK LOAD TIME	PEAK COOLING REQUIREMENTS							AIR QUANTITIES		
		AREA (SQ.FT.)	VOLUME (CU.FT.)	NUMBER OF PEOPLE	LIGHTS (WATTS)	SENSIBLE HEAT BTU/HR.	LATENT HEAT BTU/HR.	OUTDOOR AIR HEAT BTU/HR.	TOTAL HEAT BTU/HR.	TOTAL CFM	TOTAL FRESH AIR
212 & 203	5 PM	1,750	31,500	80	5,292	153,397	20,193	47,260	220,850	14,360	2,400
315 & 311	5 PM	1,750	31,500	80	5,292	153,397	20,193	47,260	220,850	14,360	2,400
412 & 408	5 PM	1,750	31,500	80	5,292	153,397	20,193	47,260	220,850	14,360	2,400
218 & 222	8 AM	1,750	31,500	80	5,292	143,079	20,193	47,260	210,532	13,400	2,400
325 & 321	8 AM	1,750	31,500	80	5,292	143,079	20,193	47,260	210,532	13,400	2,400
422 & 418	8 AM	1,750	31,500	80	5,292	143,079	20,193	47,260	210,532	13,400	2,400
228 & 232	8 AM	1,750	31,500	80	5,292	167,876	20,193	47,260	235,329	15,700	2,400
331 & 335	8 AM	1,750	31,500	80	5,292	167,876	20,193	47,260	235,329	15,700	2,400
428 & 432	8 AM	1,750	31,500	80	5,292	167,876	20,193	47,260	235,329	15,700	2,400
238 & 242	8 AM	1,750	31,500	80	5,292	148,884	20,193	47,260	216,337	13,920	2,400
341 & 345	8 AM	1,750	31,500	80	5,292	148,884	20,193	47,260	216,337	13,920	2,400
438 & 442	8 AM	1,750	31,500	80	5,292	148,884	20,193	47,260	216,337	13,920	2,400
248 & 252	3 PM	1,750	31,500	80	5,292	152,998	20,193	47,260	220,451	14,280	2,400
351 & 355	3 PM	1,750	31,500	80	5,292	152,998	20,193	47,260	220,451	14,280	2,400
448 & 452	3 PM	1,750	31,500	80	5,292	152,998	20,193	47,260	220,451	14,280	2,400
540 & 543	8 AM	1,360	30,600	80	4,080	125,010	20,193	47,260	192,463	11,700	2,400
300	5 PM	3,572	62,510	160	10,716	168,658	40,386	94,517	303,561	7,230	2,400
LIBRARY	5 PM	3,960	89,100	70	7,920	141,913	17,670	41,351	200,934	6,640	1,050
148	5 PM	2,860	55,055	180	8,580	239,728	45,434	106,332	391,494	10,700	2,700

ROOM NO.	PEAK LOAD TIME	PEAK COOLING REQUIREMENTS							AIR QUANTITIES		
		AREA (SQ.FT.)	VOLUME (CU.FT.)	NUMBER OF PEOPLE	LIGHTS (WATTS)	SENSIBLE HEAT BTU/HR.	LATENT HEAT BTU/HR.	OUTDOOR AIR HEAT BTU/HR.	TOTAL HEAT BTU/HR.	TOTAL CFM	TOTAL FRESH AIR
130	3 PM	2,860	55,055	180	8,580	238,924	45,434	106,332	390,690	10,700	2,700
119 CENTRE		1,216	16,416	16	7,296	103,706	3,786	6,208	113,700		
119	5 PM	1,216	16,380	16	7,560	94,353	3,786	6,208	104,347	13,580	1,050
116		1,260	16,380	40	3,780	81,284	10,096	23,729	115,009		
158 LARGE		1,260	17,010	12	7,560	92,895	3,029	7,088	103,012		
158 SMALL	3 PM	368	4,968	3	2,208	34,281	758	1,773	36,812	10,020	345
160		800	10,800	8	4,800	73,190	2,020	4,726	79,936		
451 & 452	5 PM	1,680	30,240	80	10,080	119,329	20,193	47,260	186,782	6,000	1,200

ROOM NO.

COOLING REQUIREMENT AT PEAK LOAD 4 PM SUNTIME (5 PM DAYLIGHT SAVINGS)

ROOM NO.	AREA (SQ.FT.)	VOLUME (CU.FT.)	NUMBER OF PEOPLE	LIGHTS (WATTS)	SENSIBLE HEAT BTU/HR.	LATENT HEAT BTU/HR.	OUTDOOR AIR HEAT BTU/HR.	TOTAL HEAT BTU/HR.
212 & 208	1,750	31,500	80	5,292	144,534	20,193	47,260	211,987
315 & 311	1,750	31,500	80	5,292	144,534	20,193	47,260	211,987
412 & 401	1,750	31,500	80	5,292	144,534	20,193	47,260	211,987
218 & 222	1,750	31,500	80	5,292	134,323	20,193	47,260	201,776
325 & 321	1,750	31,500	80	5,292	134,323	20,193	47,260	201,776
422 & 418	1,750	31,500	80	5,292	134,323	20,193	47,260	201,776
228 & 232	1,750	31,500	80	5,292	146,678	20,193	47,260	214,131
331 & 335	1,750	31,500	80	5,292	146,678	20,193	47,260	214,131
428 & 432	1,750	31,500	80	5,292	146,678	20,193	47,260	214,131
238 & 242	1,750	31,500	80	5,292	131,316	20,193	47,260	198,769
341 & 345	1,750	31,500	80	5,292	131,316	20,193	47,260	198,769
438 & 442	1,750	31,500	80	5,292	131,316	20,193	47,260	198,769
248 & 252	1,750	31,500	80	5,292	150,424	20,193	47,260	217,877
351 & 355	1,750	31,500	80	5,292	150,424	20,193	47,260	217,877
448 & 452	1,750	31,500	80	5,292	150,424	20,193	47,260	217,877
540 & 543	1,360	30,600	80	4,080	87,667	20,193	47,260	155,120
300	3,572	62,510	160	10,716	167,716	40,386	94,517	302,714
LIBRARY	3,960	89,100	70	7,920	140,422	17,670	41,351	199,443
148	2,860	55,055	180	8,580	227,841	45,434	106,332	379,607
130	2,860	55,055	180	8,580	234,796	45,434	106,332	386,562

ROOM NO.

COOLING REQUIREMENT AT PEAK LOAD 4 PM SUNTIME (5 PM DAYLIGHT SAVINGS)

ROOM NO.	AREA (SQ.FT.)	VOLUME (CU.FT.)	NUMBER OF PEOPLE	LIGHTS (WATTS)	SENSIBLE HEAT BTU/HR.	LATENT HEAT BTU/HR.	OUTDOOR AIR BTU/HR.	TOTAL HEAT BTU/HR.
119 CENTRE	1,216	16,416	16	7,296	97,325	3,786	6,208	107,319
119	1,216	16,380	16	7,560	89,885	3,786	6,208	99,879
116	1,216	16,380	40	3,780	76,816	10,096	23,729	110,541
158 LARGE	1,260	17,010	12	7,560	91,791	3,029	7,088	101,908
158 SMALL	368	4,968	3	2,208	33,905	758	1,773	36,436
160	800	10,800	8	4,800	72,215	2,020	4,726	78,961
451 & 452	1,680	30,240	80	10,080	118,655	20,193	47,260	186,108
PEAK LOAD							TONS OF REFRIGERATION	714
							BTU/HR.	8,566,958

EQUIPMENT	MANUFACTURER/ MODEL NUMBER	OVERALL DIMENSIONS LENGTH WIDTH HEIGHT	SHIPPING WEIGHT (LBS.)	OPERATING WEIGHT (LBS.)	REMARKS
COOLING TOWER (TWO REQUIRED)	MARLEY 8603	7'-10 1/4" 16'-7 5/8" 9'-11 3/8"	7,340	12,590	<ol style="list-style-type: none"> 1. Absbestos Fill 2. Two-Speed Fan 3. Steel Ladder and Handrail 4. External Oil Fill Line 5. Vibration Isolation 6. Control Valves
REFRIGERATION MACHINE (TWO REQUIRED)	CARRIER 16JB035	16'-11 7/8" 6'-3" 10'-1 1/2"	20,000	25,530	Additional 14'-2" Required To Length for Servicing
FAN COIL UNITS (22 REQUIRED)	TO BE DETERMINED AFTER DESIGN AND DRAWINGS FIRMED.				<ol style="list-style-type: none"> 1. Various Sizes and Models Required 2. Forward Curved, Double- Width, Double Inlet Centrifugal Fans
CHILLED WATER PUMP (TWO REQUIRED)	TO BE DETERMINED AFTER DESIGN AND DRAWINGS FIRMED.				
CONDENSER WATER PUMP (TWO REQUIRED)	TO BE DETERMINED AFTER DESIGN AND DRAWINGS FIRMED.				

Condition	Dry Bulb Temperature*	Wet Bulb Temperature	% Relative Humidity	Dew Point	Grains Moisture Per Lb. Dry Air
Outdoor	95°	75°	40%	67	99
Room	78°	65°	50%	57.5	71

* All temperatures shown in degrees Fahrenheit.

The refrigeration machine and cooling towers were selected on the basis of load analysis. Load was divided between two small machines, rather than using one large unit, to provide a reserve if one unit fails or needs servicing. For these reasons, two chilled-water pumps and two condenser-water pumps were selected. Table 29 lists prime required equipment. Pumps have not been specified because their selection would depend on a detailed piping analysis, which is beyond the scope of this report. When a piping plan has been laid out, appropriate pressure heads can be determined and pumps selected. Required flows are indicated in Fig. 47.

ELECTRICAL

POWER

The existing electrical switchboard has 4,000-amps. capacity. The distribution panel has 15 spare breakers with a total capacity of 1,600-amps.

The proposed 720 tons of refrigeration, and an additional 200 kw required for improved lighting, would result in the following electrical switchboard capacity:

Air Conditioning	1,000 amps
Fans, Pumps, Motors	200 amps
Lighting and Outlets	1,000 amps
Spare Capacity	2,800 amps
TOTAL	4,000 amps

LIGHTING

This proposal is limited to general lighting updating requirements and to the approximate electrical costs estimated for installation.

A comprehensive lighting study should be made for precise departmental requirements. Some updating of lighting probably will take place prior to implementing proposals suggested under this renovation program.

Proposed new fluorescent lighting in courtrooms and jury rooms will be serviced by rewiring existing panels and spare circuit breakers located in electrical closets on each floor.

VERTICAL TRANSPORTATION**ELEVATORS**

No proposed changes.

PLUMBING AND DRAINAGE**WATER**

No proposed changes.

DRINKING WATER

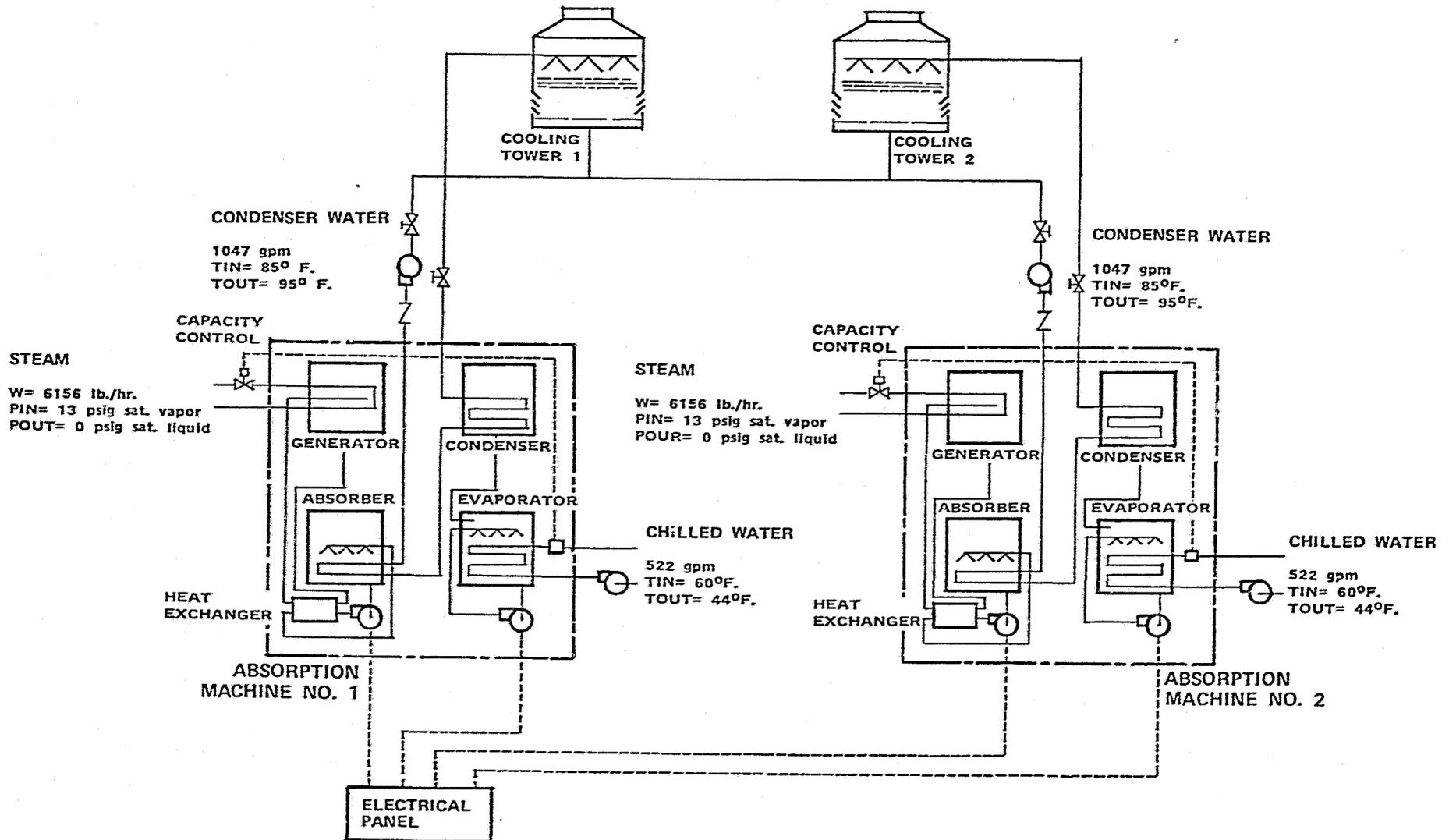
No proposed changes.

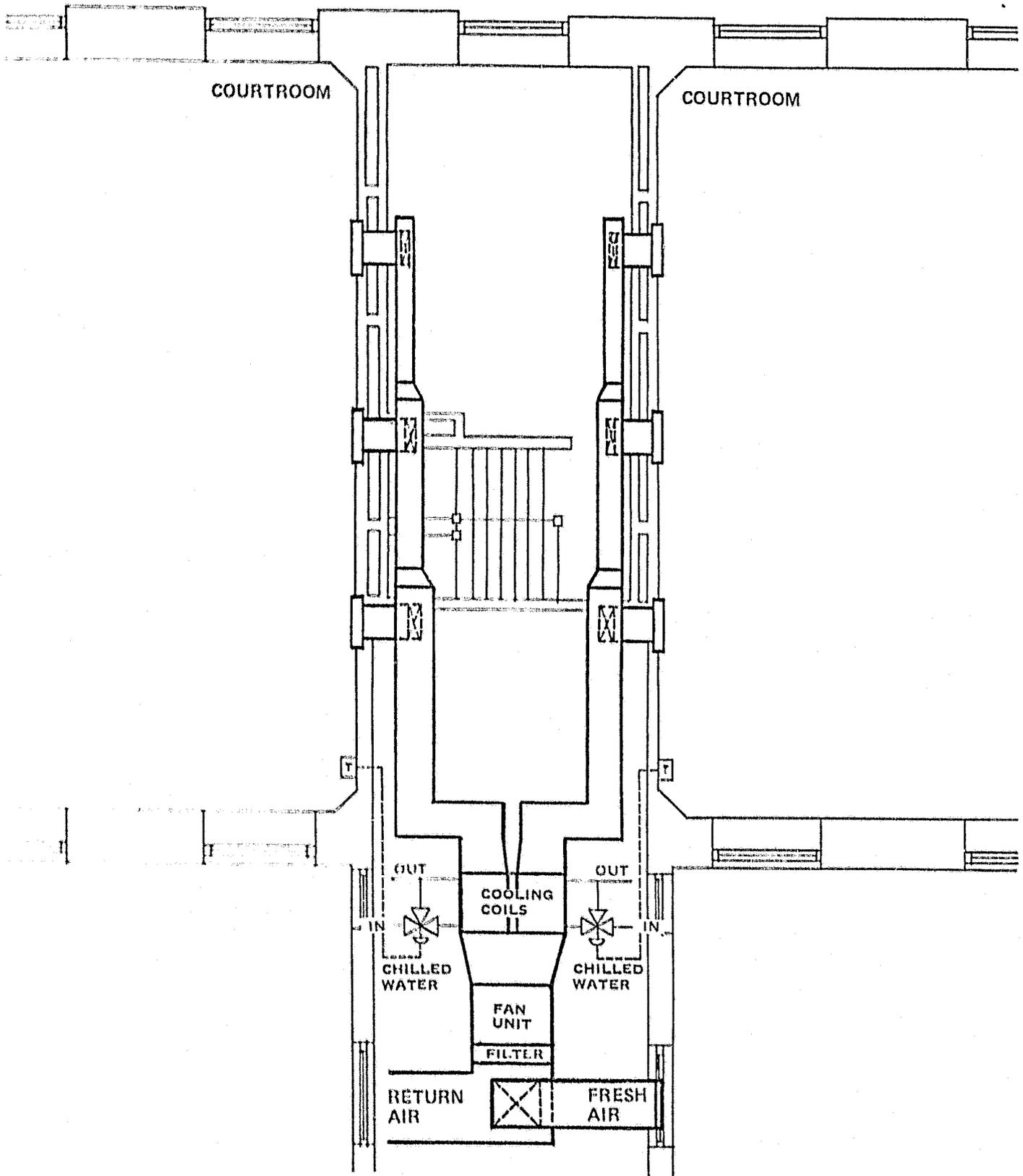
WASTE REMOVAL

Two additional toilets are the only changes proposed for the plumbing and drainage system. One toilet would be installed on the ground floor at the west end of the new jury assembly rooms for use by male jurors. The second would be located on the first floor in Room 119C, now assigned to female clerks in the County Clerk Administrator's Office.

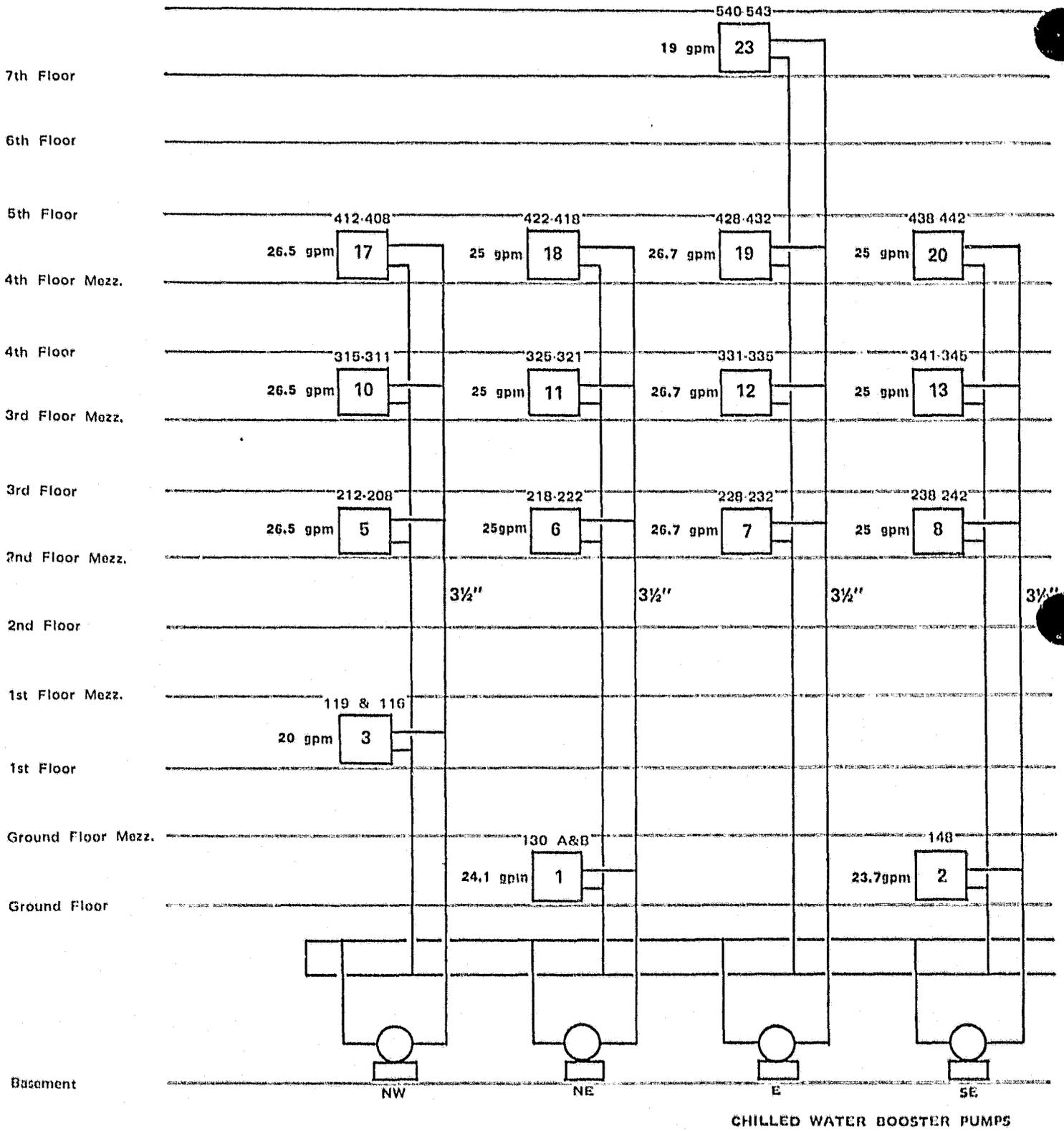
MISCELLANEOUS

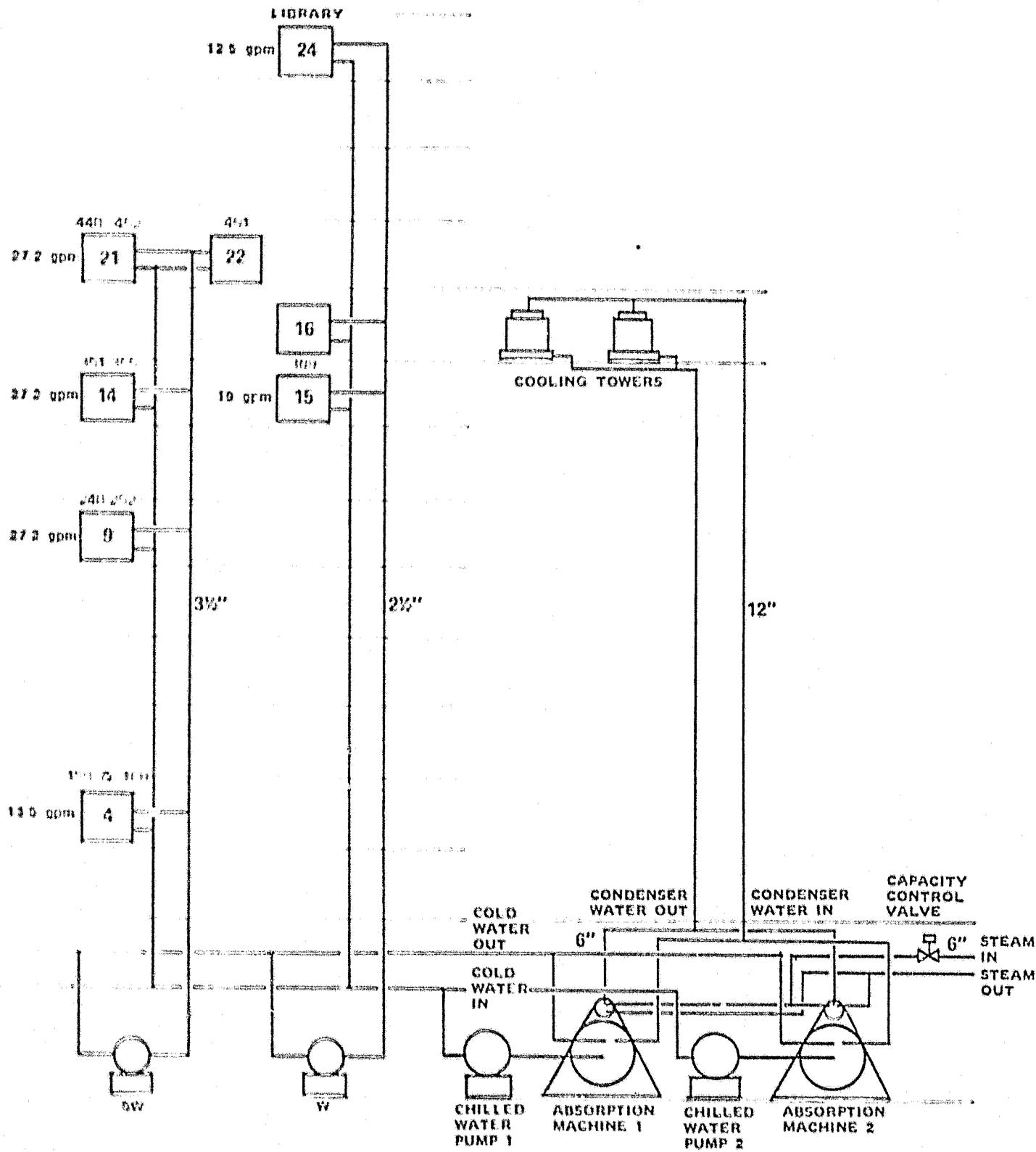
No proposed changes.





COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK N.Y. 10013	SUPREME COURT BUILDING—NEW YORK COUNTY AIR-HANDLING EQUIPMENT	FIGURE 46
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<p>COURTHOUSE REORGANIZATION AND INNOVATION PROGRAM 111 CENTRE ST NEW YORK N.Y. 10013</p>	<p>SUPREME COURT BUILDING-NEW YORK COUNTY CHILLED WATER RISER DIAGRAM</p>	<p>FIGURE 47</p>
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EQUIPMENT	QUANTITY	BLOWER			DRIVE			COMMENTS
		MANUFACTURER/ MODEL NUMBER	WHEEL SIZE	CFM	MANUFACTURER/ MODEL NUMBER	H.P.	MIN./MAX. RPM	
Supply Fan 2AB		Massachusetts Blower Company	33	12,000	Westinghouse	5	180/360	
Supply Fan 28C		Massachusetts Blower Company	33	12,000	Westinghouse	5	180/360	
Supply Fan 2CD		Massachusetts Blower Company	33	12,000	Westinghouse	5	180/360	
Supply Fan 2DE		Massachusetts Blower Company	33	12,000	Westinghouse	5	180/360	Supply For Rooms 238 & 242
Supply Fan 2EF		Massachusetts	33	12,000	Westinghouse	5	180/360	
Supply 3AB		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 3BC		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 3CD		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 3DE		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative

EQUIPMENT	QUANTITY	BLOWER		DRIVE			COMMENTS	
		MANUFACTURER/ MODEL NUMBER	WHEEL	CFM	MANUFACTURER/ MODEL NUMBER	H.P.		MIN./MAX. RPM
Supply 3EF		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 4AB		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 4BC		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 4CD		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 4DE		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative
Supply 4EF		Massachusetts Blower Company	33"	12,000	Westinghouse	5	180/360	Inoperative

EQUIPMENT	QUANTITY	BLOWER			DRIVE		
		MANUFACTURER/ MODEL NUMBER	SIZE	CFM	MANUFACTURER/ MODEL NUMBER	HP	MIN./MAX. RPM
Exhaust - 7DR1		Massachusetts Blower Company	54"	20,000	Westinghouse	10	105/210
Exhaust - 7TD		Massachusetts Blower Company	15"		Westinghouse	1	700
Exhaust - 7DR2		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235
Exhaust - 7E2		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235
Exhaust - 7TE		Massachusetts Blower Company	12"		Westinghouse	1/2	850
Exhaust - 7E1		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235
Exhaust - 7F		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235
Exhaust - 7TF		Massachusetts Blower Company	24"		Westinghouse	2.5	460

EQUIPMENT	QUANTITY	BLOWER			DRIVE			COMMENTS
		MANUFACTURER/ MODEL NUMBER	SIZE	CFM	MANUFACTURER/ MODEL NUMBER	H.P.	MIN./MAX. RPM	
Exhaust 7AFE		Massachusetts Blower Company	42"	13,000	Westinghouse	5	135/270	
Supply 7AFS		Massachusetts Blower Company	48"	16,000	Westinghouse	7.5	125/250	
Exhaust- Toilet 7TA		Massachusetts Blower Company	24"		Westinghouse	2.5	460	5th, 6th, Ground to 4th Mezzanine
Exhaust- Courtroom 7A		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235	
Exhaust- 7B2		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235	
Exhaust- 7TB		Massachusetts Blower Company	12"		Westinghouse	1/2	850	
Exhaust- 7B1		Massachusetts Blower Company	48"	15,000	Westinghouse	7.5	118/235	
Exhaust- 7CR2		Massachusetts	48"	15,000	Westinghouse	7.5	118/235	
Exhaust- 7CRI		Massachusetts Blower Company	54"		Westinghouse	10	105/210	Library 539 & 542, Courtroom 228, 331, 428
Exhaust- 7TC		Massachusetts Blower Company	15"		Westinghouse	1	700	Ground Floor Toilets

EQUIPMENT	QUANTITY-	BLOWER			DRIVE			COMMENTS
		MANUFACTURER/ MODEL NUMBER	WHEEL SIZE	CFM	MANUFACTURER/ MODEL NUMBER	H.P.	MIN./MAX. RPM	
Supply- Civil De- fense & Room 109 B-1	1	Massachusetts Blower Company	48"	30,500	Westinghouse	20	140/280	Supply-G100, G108, G109, record vault, B119, B139, 116, 181
Exhaust- Civil De- fense & Room 109 B-2	1	Massachusetts Blower Company	42"	32,000	Westinghouse	20	140/280	Exhaust-116, 118, G100, G103, G108, record vault, B113, B139
Exhaust- Ground Floor & Room 117 B-4	1	Massachusetts Blower Company	33"	17,000	Westinghouse	10	180/360	Exhaust-G117, 131, 130
Supply- Ground Floor Room 117 B-3	1	Massachusetts Blower Company	54"	42,800	Westinghouse	25	125/250	Supply-G129, 139, 130, G117

EQUIPMENT	QUANTITY	BLOWER			DRIVE			AMPS	COMMENTS
		MANUFACTURER/ MODEL NUMBER	WHEEL SIZE	CFM	MANUFACTURER/ MODEL NUMBER	H.P.	MIN./MAX. RPM		
Exhaust- Boiler Room & Room 139 B-5	1	Massachusetts Blower Company	36"	21,250	Westinghouse	10	330		
Supply- Civil De- fense & Room 140 B-6	1	Massachusetts Blower Company	54"	46,100	Westinghouse AC	10			
Exhaust- County Clerk's Office & Toilets B-7	1	Massachusetts Blower Company	36"	22,000	Westinghouse	10	165/330	41	Being Repaired
Supply- B-8 Out Of Service		Massachusetts Blower Company			Westinghouse	20			Removed From Building
Exhaust- Pump Room & 2 Toilets B-9	1	Massachusetts Blower Company	24"	7,100	Westinghouse	3	207/414	13/9	

NOTE: All operational except B7 & B8

EQUIPMENT	QUANTITY	PUMP			DRIVE			H.P.	V-A	RPM	COMMENTS
		MANUFACTURER/ MODEL NUMBER	DIA	FLOW	HEAD	MANUFACTURER/ MODEL NUMBER					
Sump Pump	1					Penberthy	1/3	115V 60 3Ø			Plug in - rarely used, just standby
Central Vacuum	2					Westinghouse	25	230V 90A	1750		Used only inter- mittently, since judges' rooms have rugs (3 times/month)
Chilled Drinking Water	2	Roth Model A259SF				Marathon Electric	3	208V 60 3Ø	1750		Turbine type pumps
Steam Vacuum	3					General Electric	10	230V DC	1750		
Oil Pumps	2					Marathon Electric	2	208V 60 3Ø	3475		
Air Compressor	2	American Air Compressor					25	208V 60 3Ø			

EQUIPMENT	QUANTITY	PUMP				DRIVE				COMMENTS
		MANUFACTURER/ MODEL NUMBER	DIA	FLOW	HEAD	MANUFACTURER/ MODEL NUMBER	H.P.	V-A	RPM	
House Pumps	3	Quimby- Screw Type	4"	125 GPM	206 ft.	Northwestern Manufacturing	10	240V DC		Plans presently in works to replace with 2 AC driven pumps
Sump Pump	2	Weinman 33252-1				U.S. Motors	1	208V 60 3Ø		
Sump Pump	1					Uniclosed Motors	5	208V 60 3Ø	1200	
Sump Pump	1					Northwestern Manufacturing	7.5	240V DC	1150	

FLOOR	4	5	6 Freight	12	13	14	15	16	17	Judge	Judge	Ash Hoist	Book Lift
B												X	X
G	X	X	X	X	X	X	X	X	X			X	X
G-M										X	X		
1	X	X	X	X	X	X	X	X	X	X	X		
1-M													
2	X	X	X	X	X	X	X	X	X	X	X		
2-M													
3													
3-M			X							X	X		
4	X	X	X	X	X	X	X	X	X	X	X		
4-M													
5	X	X	X	X	X	X	X	X	X	X	X		
6		X	X							X	X		
7			X							X	X		

RENOVATION COST ESTIMATES

FLOOR	CONSTRUCTION	HVAC	ELECTRICAL	PLUMBING	FURNITURE	TOTAL
Basement	\$ 14,820	\$ --	\$ --	\$ --	\$ --	\$ 14,820
Ground	34,340	50,000	7,600	14,000	14,850	120,790
1st	65,815	76,000	33,220	--	43,350	218,365
1st Mezzanine	4,350	--	--	--	--	4,350
2nd	38,640	122,000	33,600	--	--	194,240
2nd Mezzanine	8,160	--	--	--	--	8,160
3rd	43,935	130,000	33,600	--	--	207,535
3rd Mezzanine	9,120	--	6,540	--	1,500	17,160
4th	74,545	145,000	33,600	1,250	14,200	268,595
4th Mezzanine	7,490	--	6,000	--	--	13,490
5th	47,305	29,000	8,320	--	42,650	127,275
6th	35,000	4,000	2,500	--	--	41,500
7th	4,060	--	--	--	--	4,060
Renovation	\$ 387,580	\$556,000	\$164,960	\$15,250	\$116,550	\$1,240,340
Overhead, Profit, Con- tingencies	\$ 174,410	\$ --	\$ 74,230	\$ 6,865	\$ 52,450	\$ 307,955
Total	\$ 561,990	\$556,00	\$239,190	\$22,115	\$169,000	\$1,548,295

SECURITY STUDIES AND RECOMMENDATIONS

Primary occupants of the State Supreme Court Building at 60 Centre Street are the Civil Term of the New York County Supreme Court and the New York County Clerk's Office.** Supreme Court building security is related closely to the unique design of the structure: six intense light wells, a central rotunda, radial and circumferential passages and numerous stairwells. Were criminal matters concentrated in this building, maintaining adequate security would be a literal nightmare. Investigations by Courthouse Reorganization and Renovation Program (CRRP) staff including interviews with judges, court personnel, and security officers, indicate that security for overall building structure poses more of a problem, by far, than does maintaining security during courtroom proceedings. Among unresolved security problems, according to those interviewed, is keeping the building free of loiterers, thieves and vagrants, and improving privacy and safety in the judges' chambers.

A predominant security problem is posed by a network of private judges' stairwells in each corner of the building and connecting corridors which give easy access to all floors. Chambers spaces on the fifth and sixth floors are particularly easy to reach this way from behind reception desks on the east radials. With free access to the stairwells, access to chambers cannot be fully controlled, despite having the reception stations and locking doors to the law library.

To deny use of stairwells to unauthorized persons, the corridors could be locked at all 46 doors to public spaces (including one door recommended to be constructed). Judges and designated staff then would

* For more detailed information on Courthouse Security, See Appendix E.

** Supreme Court Criminal Term security is discussed in an accompanying analysis of security in the Criminal Courts Building where this Term is located.

be given keys to use and safeguard. But it is unlikely that the method could succeed for long because of the excessive number of doors and keys. Alternatively, doors could be installed on the 12 stairwell entrances on chambers floors (five and six). The new doors could be provided with conventional locks and keys or with one of the several types of card-controlled, electrically-operated lock systems. Either approach would probably be more effective than locking all public doors. Given the number of changes in assignment of judges, however, a card-controlled system, incorporating identification card features, would be more likely to operate effectively.

Under the prevailing security practice of assigning only one senior court officer per part security problems have developed. Judges in individual calendar parts may be hearing more than one jury trial at the same time. In such instances, a senior court officer may have to leave his courtroom unattended in response to a call from a jury deliberating a case already heard. When a hearing is crowded -- one recent example involved an injunction sought against a union -- the total force of 55 senior court officers conceivably could lack the depth to provide crowd control in the involved part without leaving others unattended. Were medical emergencies to occur simultaneously in two or more of the 33 parts, the security staff might be hard-pressed to respond while continuing to maintain security operations in all other parts.

The "spoke-and-ring" building plan with its narrow mezzanines could encumber emergency evacuation, a problem compounded by the absence of a centrally-controlled communications system linking all parts. Evacuation procedure at this time calls for senior court officers to move through the building personally advising occupants to leave; neither fire drills nor evacuation drills are held, nor has an evacuation plan been drafted.

An emergency evacuation plan for the Supreme Court Building should be prepared by the court officer staff. The plan should describe procedures for rapid, safe movement of all occupants, assign safe

exit routes from each space, establish emergency communications procedures, and specify duties for all court officers including supervising personnel movement -- safeguarding court and clerical records, securing spaces and facilities, and escorting jurors and witnesses, as necessary. Cooperation from Fire Department and Department of Public Works personnel would be helpful in devising an effective plan. The plan should be exercised periodically, perhaps in a semi-annual drill, to train court personnel in its operation and to familiarize staff with their responsibilities during such an emergency.

END

1 11 11 11 11