

**Courtroom checklists** (3 courtrooms, preferably all jury capable, with 1 of them large enough to accommodate magistrate court, felony trials, civil cases with multiple parties, or other trials where there may be great public interest; plus 1 smaller hearing room for grand jury use and ITV hearings, or for ceremonial purposes such as performing weddings or swearing-in events.

1 larger courtroom should be about 40 x 50 feet (jury capable)

2 courtrooms should be about 25 x 45 (jury capable)

1 small courtroom should be about 20 x 30 (not jury capable)

Accoutrements per courtroom:

- Bench
- Clerk workstation
- Court reporter/FTR operator station
- Witness stand
- Jury box (at least 14 persons)
- Attorney tables (at least 2)
- Bailiff's station
- Speaking lectern area; presentation area
- Electronic presentation usage area
- Technology viewing area (screen)
- Spectator seating (at least 100 in largest courtroom, 60 in other courtrooms)
- Entrance vestibule (for sound control)
- Evidence/exhibit display and storage
- Press accommodations
- Prisoner seating
- Expert seating (e.g., interpreter)
- Prisoner Holding area (cells) w/secure access to courtroom
- Electrical capacity
- Phone capacity
- Network capacity
- Sound system (integrated with FTR system)
- Signage outside
- Waiting area outside (not uncommon to have 50 people waiting for juvenile court, which are confidential hearings, so can't use spectator seating area in courtroom)
- Litigant separation space
- Jury assembly area
- Jury deliberation area, with separate restroom facilities (preferably with kitchenette facilities for making coffee, washing dishes, and cupboard storage)
- Information area (directions, brochures, etc.)
- Security check-point
- Restrooms
- Accessible entrance/exit/waiting; plus robbing area
- Appropriate lighting
- HVAC controls
- ADA access

**Conference areas** – at least 6 small areas and 2 larger areaa):

- 4 for attorney/client meeting areas (2 at 10 x 10 each, 2 at 12 x 12)
- 2 for witness segregation/preparation area (min 10 x 10)
- Staff meeting/training/lounge area (accommodate minimum 20 people, w/kitchen for preparing and storing meals, washing dishes, cupboard storage), approx 20 x 35
- Court services meeting space (accommodate parents, juvenile, treatment providers, law enforcement, school personnel, and CSO; at most 10 people)

**Judges' Chambers** area (3 + visiting judge), each:

- Private office w/resource/library shelving, computer workstation, desk, conference area, work space for research, file storage (300 sq ft; about 18x18)
- Reception area/lobby/vestibule-type
- Secure restrooms not accessible to public
- Restricted access
- Adjacency to courtroom(s) and building exits

**Judicial staff** (court reporters, rotational law clerk) (minimum 7 persons)

Each individual office, about 170 sq ft each; 13 x 13

- Work desk area
- Computer work station
- File and supply storage
- Work prep: copy, fax, collate, etc.
- Meeting space for visitors
- Secure restroom access
- Library/resource area

**Court Services Officers** (minimum 4 offices + support staff area for 2 persons + conf area)

CSO officers meet with clients in office; need 150 sq ft each; 12 x 13

Staff need at least 350 sq ft combined work area, plus files and storage

Conference area to accommodate at least 6 people, 250 sq ft; 15 x 17 (see above)

- Work desk area
- Computer work station
- File and supply storage
- Work prep: copy, fax, collate, etc.
- Confidential meeting space for client groups
- Secure restroom access (for staff use as well as collecting UA specimens)
- Library/resource area
- Controlled access by public
- Secure active and inactive files storage areas
- Waiting area

Law Library Room - Restricted Access  
for one computer

**Clerk of Court** (minimum 8 staff, plus jury bailiff or other visiting worker; current 6 staff, with growth allowed; supervisor to have private office)

- Work desk area (min 80 sq ft each person)
- Confidential supervisory area (private office, min 140 sq ft; 12 x 12)
- Computer work station
- Active and Inactive File storage area; secure file storage (vault)
- Supply & equipment storage
- Work prep: copy, fax, collate, etc.
- Secure restroom access
- Library/resource area
- Staff lounge
- Controlled Access by public
- Public records viewing area (to accommodate at least 3 persons @ time)
- Mail processing (receipt, distribution, etc.)
- Litigant document-completion area (for at least 3 persons @ time)
- Cashier station (for at least 3 persons @ time)
- Evidence/exhibit storage area
- Public queuing and waiting areas (accommodate min 25/hour)
- Flooring designed for long periods of standing
- Coat and personal storage areas

**General features to be considered**

- heating and cooling control
- electrical capacity
- lighting: task, viewing, presentation area
- network cabling
- telephone jacks
- sound system/paging capability
- signage
- ADA accessibility
- Restricted and/or controlled access
- Security measures (peepholes, panic buttons, bullet-proofing, weapons, etc.)
- Law enforcement officer waiting area
- Parking, preferably segregated and secure for court staff, with separate area for other court users