



# **Appellate Court Facilities Guidelines**

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# Appellate Court Facilities Guidelines

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## Appellate Court Facilities Guidelines

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**Section I: General Facilities Design  
Guidelines**

### Section I: GENERAL FACILITIES DESIGN GUIDELINES

Sections II through VI of this document address the specific functional components that may occupy an appellate court facility. These components are essentially the building blocks with which the court facility is developed. This section provides general guidelines for the design of the entire courthouse facility. These general guidelines address how the building blocks fit together and are linked, the environmental conditions (signage; accessibility; acoustics; lighting; heating, ventilating and air conditioning) that are common to all and the locational and siting requirements of the court facility. The general guidelines are applicable to all areas of the courthouse facility, unless otherwise specifically noted. Specific needs and guidelines for the design of various courthouse components supercede the general guidelines as noted. The general guidelines also describe considerations for the courthouse building as a whole.

The guidelines provided here address the needs of areas that will be required in most appellate courthouses in California; however, court operations and facility requirements may differ from district to district. These guidelines provide for a range of office and workstation sizes to meet the needs of broad categories of job types.

#### 1. GENERAL PRINCIPLES

**Efficient, Safe and Cost Effective.** Court design should provide for efficient and safe court operations within a cost-effective facility.

**Durability, Quality and Efficiency.** Materials and design elements should be chosen with regard to the amount of traffic, use and visibility of each space. Materials should be durable, operationally and energy efficient, easily maintained and environmentally friendly.

**Image as a Place of Justice.** Courthouses reflect our commitment to the judicial and legal functions that take place inside them. We express in courthouses our ideals about our concepts of the law and justice that unite us. We expend resources to make courthouses beautiful, dignified and meaningful, because the rule of the law is the core of our civilization. Courthouses influence us. They draw our attention and shape our attitudes to the law and its administration. They distract us from routine thought and feeling as we sense the importance, solemnity and rectitude of the activity taking place.

Trial courts finally determine the facts and initially decide the applicable law. Appellate courts finally decide the law while deferring to the trial courts' factual findings. Thus, an appellate court devotes itself exclusively to the law – its application and development. The appellate court functions more simply, without the complications of parties, witnesses, court reporters and juries. Lawyers generally are the only ones present. Hearings typically take no more than a few days per month, focusing on oral argument supplementing the written briefs and records.

Appellate court justices decide cases in panels of three, tripling the certainty of their adjudications. Two to four research attorneys assist each justice, the number of attorneys depending on case volume at the particular court of appeal district or division. Courtwide, chambers and individual justices' and research attorneys' office libraries, along with on-line and compact disc legal research data bases, provide the law upon which the appellate courts' decisions are based. Opinions deciding appeals are drafted on computers and printed.

Because trial and appellate courts function so differently, the design of the appellate courthouse differs from that of the trial courthouse. The higher court's role should be reflected in a building that symbolizes the ideals of law, justice and fairness. The usually single courtroom's placement and design dominate because of its symbolic importance and the need for public access.

Public access functionally shapes the floor plan, dictating the locations of the clerk's office and settlement conference complex. This influences placement of clerical personnel, equipment and case file storage. Centrality to justices and research attorneys strongly influences placement of the court-wide library, as does the library's weight-bearing requirement, which may necessitate ground floor placement or structural reinforcement of the floor. Chambers require isolation from the public and benefit from adjacency to other chambers, to facilitate consultation and security.

Optimal integration of information technology into the building infrastructure requires a systems administrator and other court personnel with technical expertise in computers, communications and security and knowledge of the court's needs.

The following sections provide a detailed discussion and statement of guidelines for developing new appellate courthouses and renovating existing ones. The types of rooms listed are all-inclusive and may not be found in all court facilities.

The courthouse site may include plazas and public spaces and should reflect the local community it serves. Consideration may be given to providing a program of art in public places throughout the courthouse interior and exterior. Public-oriented spaces may be used for community displays and community meetings and to provide open spaces without hindering security. Consideration may be given to providing permanent and temporary exhibit space within the main courthouse entrance lobby.

## **2. BUILDING CONFIGURATION, OCCUPANCY AND HORIZONTAL AND VERTICAL CIRCULATION**

As detailed in the component discussions in Sections II - VI, various activities have different space, circulation, access and security needs, which determine to a great extent the configuration and occupancy arrangement of the court facility. A major determinant of the size of the building's footprint will be the central location of the typically single courtroom. A larger court with more than 20 justices may require special

considerations not included in these guidelines, but addressed specifically during the design process.

Public access needs should dictate the use of the lower building floor. High public-contact functions (i.e. entrance lobby, clerk's reception area/public counter, viewing room, settlement conference complex, courtroom and public restrooms) should be located on the ground floor in a stand-alone building. In a high-rise building, they should be located near the elevators. Those functions not requiring substantial public contact or requiring higher security levels (i.e. court administration, justices' chambers and judicial support spaces) should be located on the upper floors or below the ground floor.

The internal circulation patterns for an appellate courthouse should include two separate and distinct zones for public and private circulation.

**Public Circulation Zone.** The public circulation zone provides access from the point of entry into the building. All areas that may require access by the general public should be accessible from the public circulation zone. These components include the entrance lobby, courtroom, clerk's reception area/public counter, viewing room, settlement conference complex, public restrooms and public elevators. If the court shares a building with noncourt activities, consideration should be given to providing a separate entrance for the noncourt functions.

**Private Circulation Zone.** The private circulation zone provides limited access corridors between specific functions to court staff, judicial officers and security personnel. These corridors should connect the courtroom, chambers and support staff areas and authorized staff parking areas. Building service functions, such as storage, staging and loading areas, security staff office and monitoring room and other support areas should be located within the staff circulation zone.

### 3. PUBLIC SERVICE REQUIREMENTS

**Public Entrance Lobby.** This is the lobby entrance to the building in a stand-alone structure or the entrance to the floor on which the courtroom is located in a high-rise building. Ranging from 500 to 1,000 net square feet, this room first receives the public and directs them to the areas of public access, including restrooms, water fountains and telephones.

**Corridor/Vestibule.** The corridor leading into the courtroom usually contains the security equipment through which all nonstaff entering the courtroom must pass, although this equipment may be located in the public entrance lobby. This should include a magnetometer, x-ray machine and closed-circuit television cameras. A lockable storage area for firearms and ammunition should be located here. A sound lock should be constructed at the end of the corridor closest to the courtroom.

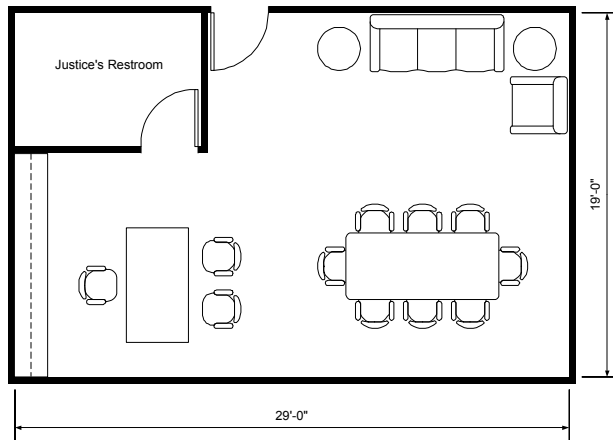
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**Signs, Directions for the Public.** An overall signage program should be adopted that complements the building's functional and circulation zones. Attractive and legible signs of both directional and informational character should be incorporated into the interior design of all public areas. A specific and coordinated sign and labeling system should be integrated with the building graphics system. A building directory should be located near the main entrance, featuring a diagram that lists all the building's major components.

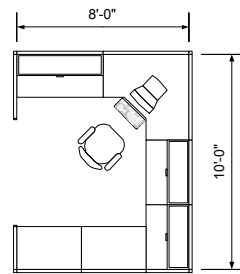
Prominent posting of public notices and informational signs should be provided and be multilingual where appropriate. Braille lettering and audio signals should be provided at elevators and where appropriate or required by state, local and federal code. All signage must meet the requirements of the Americans with Disabilities Act and the most recently adopted provisions of the Uniform Building Code and California Code of Regulations, title 24 regarding accessibility.

## 4. GENERAL OFFICE AND WORKSTATION GUIDELINES

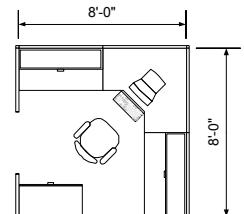
Following are diagrams of typical office and workstation layouts:



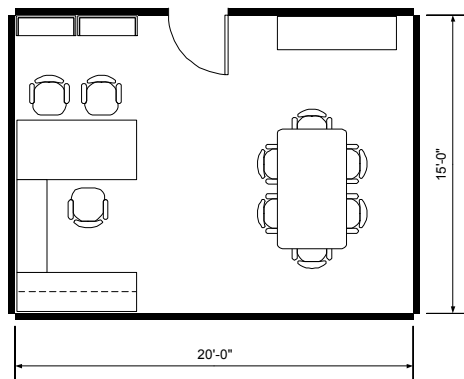
**CHAMBERS**  
500 Square Feet



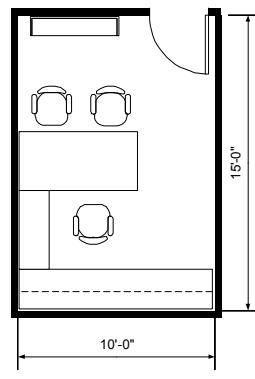
**OPEN WORKSTATIONS**  
80 Square Feet



64 Square Feet



**PRIVATE OFFICE**  
300 Square Feet



**PRIVATE OFFICE**  
150 Square Feet

### 5. PROVISIONS FOR PERSONS WITH DISABILITIES

All areas of the courthouse must meet all state, local and federal code requirements, including the Americans with Disabilities Act, the most recently adopted provisions of the Uniform Building Code and the California Code of Regulations, title 24 regarding accessibility. Care should be taken that elimination of architectural and transportation barriers for one part of the population does not create a barrier to another.

### 6. SECURITY AND PUBLIC SAFETY

The courthouse design should provide a setting within which justice can be served without fear of disruption or harm, while maintaining the dignity of the courthouse. The design should provide for protection of the people who occupy the courthouse, protection of the facility from damage and security of court records and documents. Section VI of the guidelines provides a detailed discussion of internal court security needs.

**Building Security.** These guidelines describe the coordination of architectural design, particularly in controlling circulation in and around the building, with electronic and mechanical devices, trained personnel and appropriate emergency procedures. The building envelope should be planned to take into account security considerations in the treatment of glazing, exterior physical detail and placement of building access points. Exterior glazing that encloses chambers, key staff offices or courtroom space should be planned to shield occupants from gunfire or other physical threat. Building exterior details and landscaping should minimize the potential for placement of explosive devices by avoiding the creation of hidden or blind areas that could impede security surveillance and monitoring. Use of video cameras for security surveillance of the building exterior should be considered and is encouraged at the exterior of each pedestrian and vehicular entrance to the building.

Building access points should be in sight of a surveillance source and configured with unobtrusive barriers to prevent violent entry by persons or vehicles. The exterior courthouse grounds should inhibit access of unauthorized vehicles by such means as fencing, bollards and landscape design, without hindering emergency access for fire, paramedic and law enforcement vehicles and personnel. The courthouse building perimeter should be set back from any public street by the greatest possible distance to avoid private vehicles parking adjacent to the structure.

**Fire Protection and Fire Alarm.** Life safety and security are related concerns that help shape the modern court facility. The focus should be on the safety of all people in the facility and the safe storage of records and documents. Integrated systems of fire detection, alarm and suppression must be included in the design of new and remodeled facilities to comply with California Code of Regulations, title 15, section II OS(b)(3) and title 24, section 1013(b)(23), (24). All spaces within the building must

conform to state and local building codes, including the California Code of Regulations, title 24, the most recently adopted Uniform Building Code and the Uniform Fire Code.

**Emergency Provisions.** Emergency power and lighting capacity should be provided in selected areas of the court facility. Essential systems should have an uninterrupted power source.

### 7. HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

The heating, ventilating and air conditioning (HVAC) system must meet all state, local and federal code requirements including the most recently adopted provisions of the California Code of Regulations, title 24, the Uniform Building Code and the Uniform Mechanical Code.

The courtroom should have an individual temperature control for the HVAC system. When designing the HVAC system, all heat sources should be considered, including people, video display terminals, lighting and computer equipment. The introduction of adequate fresh air and exhaust ventilation is critical in the courtroom and any other areas subject to dense occupation. A computerized energy monitoring and management system should be considered to reduce energy consumption.

Sound transmission and isolation of HVAC equipment and the air distribution system should be addressed to reduce disruptive noise in all areas of the courthouse, with special provisions considered for the courtroom. Ductwork should incorporate acoustical lining and sound traps between rooms that require privacy for conversations such as justices' chambers, robing room, settlement conference complex and library.

Dedicated 24-hour HVAC systems should be considered for special areas, such as computer and telephone equipment spaces.

Appendix A contains guidelines for specific HVAC system design criteria.

### 8. PLUMBING AND ELECTRICAL

**Plumbing.** The number of fixtures provided for public and staff must meet state, local and federal code requirements including the most recently adopted provisions of the Uniform Building Code and the California Code of Regulations, title 24. All restroom facilities and drinking fountain installations must also meet the requirements of the Americans with Disabilities Act.

Restroom facilities must be provided for both the public and staff. Special consideration should be given to providing additional restrooms beyond those required by code for females. Public restrooms should be accessible from the public circulation zone, and staff restrooms should be accessible from the staff circulation zone. In multistory courthouses, restroom facilities should be located in the building core and stacked

when possible. Public restrooms should be located near public areas. Drinking fountains should be provided on each floor near the restroom facilities.

For security and acoustical considerations, restrooms should not be located directly adjacent to the courtroom.

**Electrical.** All electrical systems must meet state, local and federal code requirements, including the most recently adopted provisions of the Uniform Building Code and National Electrical Code. Sufficient electrical capacity, electrical supply quality and space and raceway flexibility should be provided to accommodate any communication equipment; electronic data processing, retrieval and transmission equipment; personal computers and information systems networks; video and audio systems; electronic security systems; major building systems; and sophisticated office equipment required in the courthouse. The electrical capacity provided for the court facility should be adequate to meet the total connected load requirements plus 25 to 30 percent for future load growth.

General placement of electrical outlets is governed by building and electrical codes. Special attention should be given to the location of electrical outlets in the courtroom.

Emergency power distribution systems are important for the proper operation of electronic systems. An emergency lighting system should be provided and should be considered for computer systems and security systems. Emergency power may be provided by an emergency generator, uninterruptible power supply system, battery inverter or special computer power center. Building grounding system(s) must be provided as prescribed by the National Electrical Code.

## 9. INFORMATION SYSTEMS AND COMMUNICATIONS

Spatial, environmental, acoustical and other needs for the court's internal data processing system should be accommodated. A uniform power and communication distribution system should be planned, with an electrical and communications raceway configuration compatible with workstation design, placement, sizes and future needs.

**Computer Room.** A room should be provided to house shared computer equipment such as minicomputers and LAN file servers and shared telecommunications equipment. The room should be located to minimize the risk of flooding. If not in the building core, the room should be on a windowless northern or eastern wall to avoid the heat of the sun.

Ample electrical service should be provided to support equipment that may be installed in the room, including devices that protect computer equipment from power fluctuations and outages.

An independent air conditioning unit with necessary electrical service and plumbing

should be provided unless the heat generated by the equipment is relatively low and can be dissipated by the building's standard air conditioning system.

Ample conduits should converge to connect computer room equipment with peripheral equipment. In addition to the computer systems, the room may house components of other systems, such as those for video oral argument, telephones and security. Design should allow for installation of telephone lines for remote access to other computer systems.

An emergency fire-suppression system must be provided. A dry, environmentally sound fire-suppression system with a manual override is also recommended.

A raised floor should be provided for larger installations of mainframes, or LAN file servers, to allow for the ambient cooling of equipment and to facilitate the routing of electrical lines and computer cables. A ramp that conforms to applicable state and local codes for accommodation of persons with disabilities must be provided with any raised floor.

**Security/Telephone/ Data Communications Closets.** Provision should be made for closets in which security, telephone and data distribution occurs. At least one closet per floor is recommended. A lock should limit access to the systems administrator, the computer technicians and the bailiff.

A separate closet may be provided adjacent to the courtroom to locate telephone, data, computer, audio and any other electronic equipment controls used in the courtroom, to be accessed primarily by the clerk, bailiff and computer systems staff. It should also be lockable.

**Microwave and Satellite Dishes.** Structural support should be provided for roof mounting of microwave and satellite dishes to facilitate applications such as video conferencing.

**Space for Facsimile Telecommunication Facilities.** Space should be provided on each floor to include connections for facsimile telecommunications equipment.

**Communications.** Courthouses should be equipped with emergency public address systems with central controls. In larger facilities, state and local codes may require building-wide communications systems.

## 10. LIGHTING

The quality of light should be sufficient to perform tasks required in each space without excess light that could result in inefficient energy consumption and unpleasant environmental conditions. Refer to Appendix A for general lighting requirements.

### 11. ACOUSTICS

Good acoustical design should ensure:

- A minimum of intrusive noise;
- Accurate hearing and recording of proceedings; and
- Access to the court by the deaf and hearing-impaired.

Within the courtroom, background or ambient sound should be minimized. Certain sounds such as the justices' statements and those of the attorneys may be enhanced. Each person in the courtroom should be able to hear the proceedings. The courtroom acoustical design should permit the justices to communicate with staff in sidebar conversations without being overheard. An electronic audio system and well-designed sound-management system are recommended to meet these goals.

Acoustic guidelines are provided in Appendix A.

### 12. PARKING, VEHICULAR AND PEDESTRIAN ACCESS

**Parking.** Court facilities must be accessible to those who use them. Court planners should consider the feasibility of providing parking and the availability of public transportation. If at all possible, parking should be provided near the courthouse for users, visitors, staff, justices and official vehicles. In areas where an appropriate public parking structure is not nearby and cannot be constructed, the court should be sited within easy access of public transportation. In such cases, a small parking facility should be considered in or near the court facility for the justices and some staff.

If public parking can be provided, parking requirements should be calculated in consideration of:

- The number of users and visitors expected each day;
- The number of staff to be employed at the facility; and
- The average number of official vehicles found at the courthouse each day.

Parking requirements can be reduced through traffic-management plans such as car-pooling or public transportation programs.

Consideration should be given to providing secured parking adjacent to the courthouse for the justices. Video surveillance systems may be provided to monitor access to secure parking areas. If parking is provided beneath the courthouse, separate restricted elevator access from the secure parking area to restricted court spaces should be provided for the justices. These elevators should be controlled with a card reader or similar system.

Full illumination should be provided for areas between cars and around landscaping. Higher levels of illumination should be provided at gates and doors, where security personnel are required to recognize individuals. Special consideration should be given to the location and configuration of landscaping at parking areas so as not to create hiding places.

**Vehicular Access.** Building access points should be in sight of a surveillance source and configured with unobtrusive barriers to prevent unauthorized entry by vehicles, without hindering emergency access for fire, paramedic and law enforcement vehicles and personnel.

A passenger-loading and short-term parking area should be provided near the entrance to the courthouse but at a safe distance. The courthouse site should be designed to inhibit access of unauthorized vehicles and to provide a safe environment for facility users.

**Pedestrian Access.** Safe access to and from the courthouse should be provided. If access to and from parking involves the crossing of streets, adequate traffic control measures should be provided. On extremely busy streets, bridge or tunnel access to the courthouse from the parking area should be considered. All access to the courthouse must meet the requirements of the American with Disabilities Act and the most recently adopted provisions of the Uniform Building Code and the California Code of Regulations, title 24 in regards to accessibility.

A single, primary public entrance to the courthouse is recommended. A side or rear entrance may be considered for employees.

Electronic door access controls should be provided at nonpublic entrances. An intercom may be installed at such entrances. Provision may be made for installation of video surveillance at these entrances.

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**Table I-1 APPELLATE COURTHOUSE ROOMS SYNOPSIS**

NAME	TYPE/FUNCTION	PRIMARY USERS	SIZE (Sq. Ft.)	PRIMARY ADJACENCIES	SPECIAL CONSIDERATIONS
Public Entrance Lobby	Building entrance	Public	500-750	Clerk's reception area/public counter Settlement conference complex Courtroom	HAS PUBLIC ACCESS.
Courtroom	Oral argument Miscellaneous hearings Ceremonial functions	Justices Clerks Bailliff Attorneys	1,750- 1,950	Public entrance lobby Public restrooms Robing room	HAS PUBLIC ACCESS. Must consider public access, location within building and security.
Presiding Justice's Chambers	Private office, conference and reference area Primary workstation	Presiding justice	600	Chambers attorneys' offices Judicial asst/secty workstation Chambers library Justice's toilet room	
Associate Justice's and Visiting or Assigned Justice's Chambers	Private office, conference and reference area Primary workstation	Associate justice	500	Chambers attorneys' offices Judicial asst/secty workstation Chambers library Justice's toilet room	
Justice's Restroom	Private toilet room	Justice only	50	Justice's chambers	
Judicial Assistant/Secretary Area	Open work station, reception area and chambers library Judicial assistant/secretary primary workstation	Judicial asst/secty Justices Chambers attorneys Visitors	350	Justice's chambers Chambers attorneys' offices	
Chambers Attorney's Office	Private office Primary workstation	Chambers attorney	175	Justices' chambers Judicial asst/secty workstation Other attorneys' offices	
Judicial Conference Room	Conference tables and counter area for meetings and discussions	Justices only	Varies	Justices' chambers	

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<b>NAME</b>	<b>TYPE/FUNCTION</b>	<b>PRIMARY USERS</b>	<b>SIZE (Sq. Ft.)</b>	<b>PRIMARY ADJACENCIES</b>	<b>SPECIAL CONSIDERATIONS</b>
Robing Room	Justices prepare for oral argument and review after oral argument. Closet holds robes. Toilet room and counter area.	Justices only	400-500	Courtroom	
Clerk's Reception Area/ Public Counter and Viewing Room	Receives motions and briefs that are filed. Public reviews documents requested of deputy clerks.	Public Deputy clerks	300-400	Public entrance lobby Clerk's general work area	HAS PUBLIC ACCESS. High level of security required.
Deputy Clerk's Workstation	Open workstation Primary workstation	Deputy clerk	80	Asst clerk/administrator's office Other deputy clerks' workstations Clerk's reception area/public counter Principal attorney's office Computer systems admin's office Mail/copy/storage & supply rooms Records storage	
Office Assistant's Workstation	Open workstation Primary workstation	Office assistant	60-80	Asst clerk/administrator's office Deputy clerks' workstations Mail room Records storage	
Clerk/Administrator's Office	Private office Primary workstation	Clerk/administrator	200-300	Presiding justice's chambers Principal attorney's office Asst clerk/administrator's office Deputy clerks' workstations Writ attorneys' offices	
Assistant Clerk/ Administrator's Office	Private office Primary workstation	Assistant clerk/administrator	150-175	Clerk/administrator's office Deputy clerks' workstations Principal attorney's office Computer systems admin's office	

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### Table I-1 APPELLATE COURTHOUSE ROOMS SYNOPSIS

NAME	TYPE/FUNCTION	PRIMARY USERS	SIZE (Sq. Ft.)	PRIMARY ADJACENCIES	SPECIAL CONSIDERATIONS
Supervising Administrative Specialist's Office	Private office Primary workstation	Supervising administrative specialist	150-175	Admin. support tech's workstations Clerk/administrator's office Asst. clerk/administrator's office Principal attorney's office Presiding justice's chambers Sec. staff office & monitoring rm	
Administrative Support Technician's Workstation	Open or semi-private Primary workstation May include space for printer, copier, shredder, fax & filing cabts.	Administrative support technician	130	Supvsg admin. specialist's office Clerk/administrator's office Asst. clerk/admin's office Supply rooms	Locate to minimize transmission of noise from machines to other workstations.
Active Records Storage	Contains files and writs that are in progress	Deputy clerks Office assistants	Based on caseload	Deputy clerks' workstations Office assistants' workstations	Can utilize high-density filing or standard file shelves.
Inactive Records Storage	Contains files and writs that have been recently completed	Deputy clerks Office assistants	Based on caseload	Deputy clerks' workstations Office assistants' workstations	Can utilize high-density filing or standard file shelves.
Exhibits Room	Secure room with shelves to store exhibits to be reviewed and confidential materials.	Justices Attorneys Deputy clerks	100-200	Clerk's general work area	
Principal Attorney's Office	Private office Primary workstation	Principal attorney	200	Judicial asst/secty workstation Presiding justice's chambers Deputy clerks' workstations Central staff attorneys' offices Writ attorneys' offices Central staff judicial assistant/secretary Settlement conf. coordinator	
Principal Attorney's Reception Area	Open workstation, reception area and reference library Central staff judicial assistant/secretary primary workstation	Central staff judicial assistant/secretary Attorneys Visitors	200-300	Principal attorney's office Central staff attorneys' offices Clerk's general work area	

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**Table I-1 APPELLATE COURTHOUSE ROOMS SYNOPSIS**

NAME	TYPE/FUNCTION	PRIMARY USERS	SIZE (Sq. Ft.)	PRIMARY ADJACENCIES	SPECIAL CONSIDERATIONS
Central Staff Attorney's Office	Private office Primary workstation	Central staff attorney	175	Justices' chambers Principal attorney's office	
Calendaring Room	Holds case records on bookcases and provides a place to screen, assign and track them.	Presiding justice Principal attorney Deputy clerks	200-300	Presiding justice's chambers Principal attorney's office Clerk's general work area	
Writ Attorney's Office	Private office Primary workstation	Writ attorney	175	Central staff judicial assistant/ secretary workstation Justices' chambers Principal attorney's office Other writ attorneys' offices Clerk's general work area	
Writ Attorneys' Judicial Assistant/Secretary Workstation	Open workstation and reference library Judicial assistant/secretary primary work station	Judicial asst/secty Writ attorneys	200-300	Writ attorneys' offices Writ calendaring room	
Writ Calendaring Room	Holds case records on bookcases and provides a place to screen, assign and track them	Writ attorneys Writ attys' judicial assistant/secretary Deputy clerks	200-300	Writ attorneys' offices Writ attys' judicial assistant/ secretary workstation Clerk's general work area	
Settlement Conference Complex Reception Area	Reception area Open workstation is primary workstation for conference coordinator	Settlement conference coordinator	Included in Settlement Conference Rooms	Public entrance lobby Settlement conference rooms	HAS PUBLIC ACCESS.
Settlement Conference Rooms	Large and small rooms for settlement resolution between participating parties with appellate court justice or volunteer attorney as mediator. Private discussion areas for attorneys and clients involved in mediation process.	Public Attorneys Mediator Settlement conference coordinator	1,000-1,250	Public entrance lobby Settlement conference complex reception area Public restrooms	HAS PUBLIC ACCESS. Equip each conference room with a telephone.

## Appellate Court Facilities Guidelines

**Table I-1 APPELLATE COURTHOUSE ROOMS SYNOPSIS**

NAME	TYPE/FUNCTION	PRIMARY USERS	SIZE (Sq. Ft.)	PRIMARY ADJACENCIES	SPECIAL CONSIDERATIONS
Law Library	Contains legal reference materials and a place to review them	Law librarian Justices Attorneys Judicial assistants/ secretaries Interns/Externs	2,500- 2,800	Law library work room Law librarian's office	Centrally located
Law Library Work Room	To receive, hold, prepare and repair reference materials	Law librarian	175	Law library Law librarian's office	
Law Librarian's Office	Private office Primary workstation	Law librarian	175	Law library Law library work room Justices' chambers	
Intern/Extern Work Area	Open workstation Primary workstation	Intern/extern	60	Law library Chambers Attorneys' offices	May be located in library at carrel or workstation in room with other intern/externs.
Computer Systems Administrator's Office	Private office Primary workstation	Computer systems administrator	150	Computer technicians' workstations Computer room Computer work room Security/tele/data communications closet	
Computer Technician's Workstation	Open workstation Primary workstation	Computer technician	80	Computer systems admin's office Computer room Computer work room Security/tele/data communications closet	
Computer Room	Houses servers and other computer equipment	Computer systems administrator Computer technicians	Varies per facility	Computer systems admin's office Computer techs' workstations Computer work room Security/tele/data communications closet	

## Appellate Court Facilities Guidelines

**Table I-1 APPELLATE COURTHOUSE ROOMS SYNOPSIS**

NAME	TYPE/FUNCTION	PRIMARY USERS	SIZE (Sq. Ft.)	PRIMARY ADJACENCIES	SPECIAL CONSIDERATIONS
Computer Work Room	Computer equipment repair and programming	Computer systems administrator Computer technicians	Varies per facility	Computer systems admin's office Computer techs' workstations Computer room Security/tele/data communications closet	
Security/Telephone/Data Communications Closet	Security and telephone equipment and connections room	Computer sys admin Computer techs Bailiff	Varies per facility	Computer systems admin's office Computer techs' workstations Computer room	
Attorneys' Conference Room	Conference tables and service bar for meetings and discussions	Attorneys	Varies	Accessible from all attorneys' offices	
Conference/Training Room	Conference and group training for general purposes and computer training	All staff	Varies	Flexible – accessible to all staff	Provide audio/visual equipment & tele/data/power connections.
Staff Lunchroom	Tables and chairs for eating and informal break area	All staff	Varies	Flexible – accessible to all staff	Provide kitchen facilities with storage.
Mail/Copy/Storage/Supply Areas	Receives, x-rays, temporarily stores and distributes incoming mail, packages, files and equipment. Wraps, meters and temporarily stores outgoing mail, packages, files and equipment. Receives other types of deliveries. Document copying; office/court supplies. Miscellaneous storage.	Deputy clerks Judicial assistants/ secretaries Office assistants	1,500-2,000	Clerk's general work area Loading dock or service entrance	
Staff Restrooms	Restroom with locker and shower area. (Locker/shower area minimum 80 sq. ft.)	Staff	Varies	Adjacent to staff restrooms	
Janitor's Closet	Shelving for supplies and equipment; service sink.	Janitor	Varies	Centrally located; one per floor.	
Maintenance/Storage Room	Equipment, tools and supplies.	Janitor Maintenance staff	Varies	Centrally located; near janitor's closet.	

## Appellate Court Facilities Guidelines

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**Table I-1 APPELLATE COURTHOUSE ROOMS SYNOPSIS**

<b>NAME</b>	<b>TYPE/FUNCTION</b>	<b>PRIMARY USERS</b>	<b>SIZE (Sq. Ft.)</b>	<b>PRIMARY ADJACENCIES</b>	<b>SPECIAL CONSIDERATIONS</b>
Security Staff Office and Monitoring Room	Houses security monitoring equipment to which systems connect. Bailiff's primary workstation when not in courtroom.	Bailiff	150-200	Public entrance lobby Courtroom Clerk's reception area/public counter	
Loading Dock	Accommodates deliveries	Deputy clerks Office assistants Maintenance staff Janitor	Varies	Street Freight elevator Mail/copy/storage/supply areas	Security perimeter surrounding entrance. Take care in placement of nearby air intake ducts.

## **Section II: The Courtroom**

# Appellate Court Facilities Guidelines

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## Section II: THE COURTROOM

The courtroom is the focal point of the state's judicial process. It provides the formal setting for conducting the business of the court.

### 1. AREA DESCRIPTIONS AND SIZES

The courtroom is composed of two components:

- (a) Bench and litigation area, and
- (b) Spectator area.

The guideline for an appellate courtroom litigation area is approximately 1,140 net square feet, or about 33 feet wide by 34.5 feet long. Spectator seating increases the courtroom's total square footage from a minimum of 1,750 net square feet with seating for approximately 30 to 1,950 net square feet with seating for approximately 65.

**(a) Bench and Litigation Area:** Providing space for the primary participants and activities of the judicial proceeding, this area includes spaces for a minimum of three justices, a clerk, a bailiff and attorneys. The following functional recommended dimensions define this area:

Width:

4'-0"	stairs on left side of the bench
25'-0"	the bench (width)
<u>4'-0"</u>	stairs on right side of the bench
33'-0"	Total Width

Length:

5'-0"	back-up space behind the bench
4'-6"	ramp to the bench (width)
3'-0"	the bench (depth)
3'-0"	clearance between the bench and clerk's station
7'-0"	clerk's/bailiff's stations (width)
3'-0"	clearance between clerk's/bailiff's stations and counsel tables
3'-0"	counsel table (width)
<u>6'-0"</u>	back-up space behind counsel tables
34'-6"	Total Length

### Bench and Litigation Area Size Guidelines

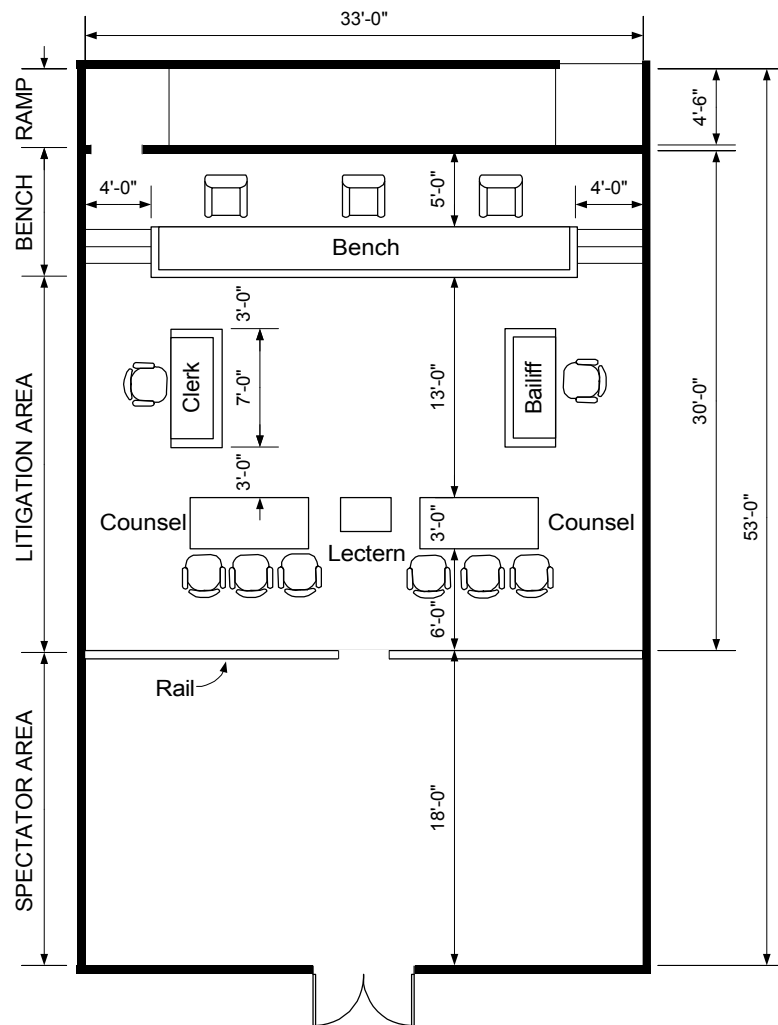
Element or Workstation	Number Req'd.	Furniture/Casework		Steps Above Floor	No. of Occupants	Area Sq. Ft.
		Width	Depth			
Bench	1	25'	3'	3	3-5	200
Courtroom Clerk's Station	1	7'	3'	0	1	49
Bailiff's Station	1	7'	3'	0	1	49
Counsel Table	2	7'	3'	0	2-6	56
Lectern	1	3'	2'	0	1	18

Note: Each step = 6" to 7" above floor of Litigation Area.

## Appellate Court Facilities Guidelines

**(b) Spectator Area:** Seating within clear view and hearing of the litigation area should be provided for attorneys, clients, clients' families and the public. The spectator area should be separated from the litigation area by a rail or bar. Seating should be fixed and may be either theater-style or bench seating of heavy and durable construction. Space must be reserved in the spectator area for wheelchairs.

The number of individuals occupying the spectator area may vary based on the type and complexity of the proceedings and the number of oral arguments being heard. This area is typically sized to provide seating for 30 to 65 people. In the largest districts, seating for as many as 100 people may be required. When the courtroom cannot seat all interested individuals, video access or some other means of viewing the proceedings may be provided at another location that is both secure and accessible to the public.



**THE COURTROOM**  
1,750 Square Feet

### 2. SPECIFIC COURTROOM ELEMENTS AND WORKSTATIONS

#### (a) The Bench

The height, area and design of the bench should reinforce the dignity and solemnity of the proceedings as well as the importance of the justices' role. The bench should be the focal point of the courtroom. Its placement should not suggest favoring either counsel. The bench should have the following characteristics:

- **Elevation/Sightlines:** The bench should be proportionate to the size and height of the courtroom, assuring an unobstructed view of the entire room. The justices' eye level, when they are seated, should be higher than any standing participant or spectator. To achieve this sightline, the floor of the bench should be raised approximately 18 inches to 21 inches (three steps) above the courtroom floor.
- **Work Surface:** The bench should include a writing area with a 3-inch privacy screen in front. It should seat the typical number of three justices at one time, with the flexibility of accommodating five justices. The bench work surface should be 25 feet long by 2.5 feet deep for a total of 62.5 square feet of work surface to permit the presence and use of books, transcripts and documents. The work surface should be deep enough to accommodate a computer and future technological developments.
- **Physical Dimensions/Characteristics:** The actual space occupied by the bench area should be approximately 200 square feet, including 5 feet between the edge of the work surface and the back wall. This will accommodate a wheelchair; the space will also allow the justices to move their armchairs, reach for reference books and move to and from the bench in a dignified fashion.
- **Justices' Armchairs:** The bench should be constructed to provide sufficient space to accommodate ergonomically sound armchairs.
- **Special Utilities:** The bench should receive special lighting for reading and for examining documents. The work surface should be able to accommodate a computer, computer keyboard or tray, storage, telephone and outlets for data transmission. The bench should be equipped with at least three microphones with mute buttons. Millwork can be designed to incorporate future technologies by providing concealed, accessible raceways. The bench should have a concealed, silent duress alarm to directly alert the bailiff in the courtroom and the security staff office and monitoring room. If wired, the system should be operable during a power outage.
- **Bench Security:** Each bench should be constructed of or lined with a nonricochet, bullet-resistant material, which should be able to absorb multiple firings of a large-caliber handgun.

### **(b) Courtroom Clerk's Station**

The courtroom clerk is responsible for tracking all courtroom proceedings. The clerk enters the minutes of the proceedings and makes an audio (and possibly video) recording of each case during oral argument. The workstation should be adjacent to the bench and accessible to counsel. The clerk should be sufficiently close to the bench to attend to the requests of the justices and communicate with them privately, and be located to facilitate the transfer of materials. The clerk's workstation should be located near a doorway to the judicial corridor.

If rectangular, the workstation should have a work surface 84 inches wide by 30 inches deep. If L-shaped, each leg of the L should be approximately 60 inches wide with a depth of 30 inches on at least one side. The workstation should be enclosed with panels from floor level to 12 inches above the work surface. An 8- to 12-inch-deep counter top may be installed on top of the panels to provide a writing surface and to screen documents on the desk. The workstation should have space for any essential documents. The materials and finishes of this workstation should be comparable to that of the bench. Bullet-absorbing material similar to that in the justices' bench should be incorporated into the design of the courtroom clerk's workstation.

The station should be made cable-ready for in-courtroom computer terminals and have multiple telephone and electrical outlets. It should accommodate controls for recording, the lighting system, audio system and timing lights at the lectern, if used. Millwork can be designed to incorporate future technologies by providing concealed, accessible raceways. The station should have a silent duress alarm.

### **(c) Bailiff's Station**

The bailiff's station should be positioned within the litigation area, enabling the bailiff to view all areas of the courtroom, especially the public entrance and the judicial entrance. The bailiff should also be able to see all participants and the public from the workstation.

Comfortable, ergonomically sound seating and a workstation similar to that of the courtroom clerk's should accommodate a computer, security monitoring equipment and lighting controls. A light activated from the bench signaling that a justice wishes to communicate with the bailiff may also be installed here.

A telephone outlet and wiring required for other security equipment should be installed. Silent duress alarms should be monitored from the bailiff's station. Bullet-absorbing material should be incorporated into the design of the workstation.

### **(d) Counsel Tables**

Counsel tables should be positioned so that the attorneys can be seen and heard by other attorneys and the justices. Counsel tables should be at least 3 feet apart to allow for private conversations between attorneys seated at the same table and equally positioned in relation to the bench and lectern. Tables a minimum of 36 inches deep by

84 inches wide should seat three people each and may be movable. The distance between the edge of the counsel tables and the public railing should be approximately 6 feet, allowing additional chairs to be placed along the litigation side of the railing if needed.

The sound-amplification system should have recessed outlets for microphones at the counsel tables. Provision should be made for both present and future power, data and computer needs.

Counsel table chairs should be comfortable, ergonomically sound and movable.

### **(e) Lectern**

Space should be provided for a movable lectern approximately 36 inches wide by 24 inches deep with a height adjustment to accommodate standing and seated litigants. The lectern should be equipped with task lighting and a microphone connected to the sound-amplification system. Timing lights to alert counsel to the passage of the time allotted for presentation may be installed. Recessed electrical and data outlets should be installed in the floor for flexibility and future technological requirements. The distance from the bench to the lectern should be 12 to 14 feet.

### **(f) Entrance**

The entrance to the courtroom should be at the rear of the spectator area, if possible. A sound lock may be incorporated into the entrance to reduce noise from the corridor. Vision panels may be installed in the doors to enable the bench and litigation area to be seen from outside the courtroom.

### **(g) Physical Barrier Between Litigation and Spectator Areas**

The public should be provided an area within clear viewing and hearing of the litigation area. The spectator area should be separated from the litigation area by a traditional and symbolic bar or barrier to control movement of the public to and from the litigation area. This may be a railing or other divider 30 to 33 inches high. A gate entry from the spectator area to the litigation area may be provided.

### **(h) Ceiling**

The ceiling height should be proportional to the width and length of the courtroom. The height in a standard courtroom of 1,750 to 1,950 net square feet should be 12 to 14 feet.

## **3. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS**

In a stand-alone courthouse, consideration should be given to locating the courtroom on the ground floor near the entry to the building. In a high-rise, it should be near the elevators.

### **An appellate courtroom should provide two distinct points of entry:**

- Public for the general public, attorneys, litigants and press; and
- Private for justices and court personnel, through one or two doors from a restricted court staff corridor.

Separate circulation patterns, entrances and elevators should be provided to maintain these distinctions and promote court security.

#### **4. ACOUSTICS AND AUDIBILITY**

Courtroom acoustics should afford a level of clarity that assures all participants and spectators will hear what is being said during oral argument with a minimum of outside distractions. At the same time, conversations at counsel tables and at the bench among justices and staff require acoustical privacy. In addition, the utilization and sophistication of audio-visual presentations will require enhanced sound-reinforcement and control.

Assistive-listening devices must be provided during court sessions to accommodate the hearing-impaired. A sign installed in an easy-to-see location should state that listening devices are available and where they may be obtained.

Courtroom interiors should be designed to minimize acoustical problems. Sound-absorbing surfaces such as carpeting should be used to reduce extraneous noise within the courtroom. Sound-reflective materials should be minimized to avoid reverberation.

Sound locks, which reduce sound transmission from the public corridor to the courtroom, should be considered in all courtroom design. By designing the sound lock so that one set of doors will be closed before the other set is opened, noise transmission levels from public circulation spaces can be minimized. If a sound lock cannot be provided, additional sound-absorbing material in the corridors should be considered.

Adequate sound control should be used between the courtroom and adjacent spaces. The areas surrounding the courtroom should have wall, ceiling and floor treatments that maintain a sound transmission class rating of STC 50 to 55. See Appendix A for additional acoustical design criteria.

Courtrooms should be located away from heating, ventilating and air conditioning equipment, elevators and other sources of noise transmission. When such conditions exist adjacent to the courtroom, special attention should be given to acoustical construction to minimize sound transmission to the courtroom.

### **5. COURTROOM LIGHTING**

Courtroom occupants should be able to see proceedings clearly. Adequate lighting should be provided, with greater intensity in the bench and litigation area. Changes in lighting may be needed to accommodate visual presentations. Lighting controls that allow for a number of different lighting conditions may be in the form of a touch pad and should be located at the courtroom clerk's and the bailiff's stations. Care should be taken to reduce any disruptive sounds produced from lighting.

### **6. HEATING, VENTILATING AND AIR CONDITIONING (HVAC)**

The courtroom should have separate thermostatic controls for uniform heating, ventilating and air conditioning and be designed in a manner consistent with sound health and comfort standards. Controls should be in reach of court personnel, but not accessible by the general public.

Courtrooms should be designed to ensure that air discharge is not directed onto people. All air-handling systems should be selected for high volume and low noise levels.

### **7. AUDIO, VIDEO AND ELECTRONIC TECHNOLOGY**

A sound-amplification system should be provided or planned for in the courtroom. If a system is not installed initially, conduit should be run to preplanned areas.

The audio system serving the courtroom should consist of the following components:

- An amplifier located at the courtroom clerk's station or the justices' bench.
- System control panels located at the bench and the clerk's workstation.
- Microphone outlets located at the justices' bench, counsel tables, lectern and courtroom clerk's workstation.
- Loudspeakers sized and located to provide an even level of sound throughout the courtroom.
- Provisions may be made for audio and video to remote locations in the building for both staff and public access including a feed for the media.

Assistive-listening devices must be provided on request for a party, attorney, judicial employee, justice or other participant who is hearing-impaired, as required by California Civil Code, section 54.8. The assistive-listening system may be integrated with the courtroom's sound system to allow headphone amplification of proceedings for hearing-impaired participants.

The courtroom telephone system may be tied into the sound-reinforcement and electronic recording systems to accommodate telephonic proceedings. The telephone system should accommodate conference calls and use of a speakerphone.

## **Appellate Court Facilities Guidelines**

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Telecommunications and intercom telephone features should be available by a telephone switch and distribution system dedicated to the court facility. Combination telephone and intercom telephone instruments should be located at the justices' bench, courtroom clerk's station, bailiff's station and counsel tables (data outlet only).

Provisions may be made for video cameras within the courtroom to facilitate video oral argument, for security and for future videotaping of court proceedings.

## **Section III: Judicial Offices and Support Space**

### Section III: JUDICIAL OFFICES AND SUPPORT SPACE

Ancillary spaces are essential to the efficient operation of an appellate court. These spaces contained within the offices and support areas for the justices and staff, include justices' chambers, chambers attorneys' offices, judicial assistants/secretaries workstations (with waiting/library areas), judicial conference room and robing room. While appellate court facilities vary widely in size to accommodate as few as 4 justices to over 20, all contain these spaces.

The guidelines presented in this section are intended to identify the potential range of functions and to qualify spatial and environmental conditions.

Since one courtroom is shared by all of the justices, their office complexes in the appellate court are often clustered. Collocation of chambers on the courtroom floor or on a floor removed from the courtroom can enhance interaction among justices and staff, improve performance, provide more efficient use of support staff and space and may reduce operating costs.

Depending on the number of justices in a facility, consideration should be given to one or more additional chambers to be used, as needed, for judicial officers who are not regularly assigned to the court, such as visiting justices pro tem.

#### 1. AREA DESCRIPTIONS AND SIZES

Components of the judicial offices and support space include:

- (a) Chambers
- (b) Justice's restroom
- (c) Judicial assistant/secretary area
- (d) Chambers attorneys' offices
- (e) Judicial conference room
- (f) Robing room

##### **(a) Chambers**

A chambers functions as an office, conference and reference area for the presiding justice or an associate justice when not in the courtroom. It is here that the justice conducts business, confidential conferences and meetings and performs research. A quiet working environment in distraction-free surroundings is essential. Consideration should be given to providing adequate sound control between the chambers and the staff and reception areas to reduce potential sound transmission during sensitive conference sessions.

- o **Associate Justice's and Visiting or Assigned Justice's Chambers:** An associate justice's or visiting/assigned justice's chambers should be approximately

500 net square feet to accommodate desk, credenza, files, bookshelves, reference materials, guest seating and a large conference table.

- **Presiding Justice's Chambers:** The presiding justice's chambers should be approximately 100 net square feet larger, or 600 net square feet, to accommodate larger conferences and additional visitors.

### **(b) Justice's Restroom**

A private room of approximately 50 net square feet should be provided adjoining each justice's chambers.

### **(c) Judicial Assistant/Secretary Area**

Functioning as the point of entry into the judicial complex, the judicial assistant/secretary area is typically multipurpose. It should include an open workstation for the judicial assistant/secretary, space for reception/waiting area seating for visitors to chambers or attorneys' offices and space for bookshelves that provide a chambers library for the justice and his or her attorneys. Approximately 350 net square feet should be provided for the entire area.

### **(d) Chambers Attorney's Office**

An office of 175 net square feet should be provided for each of the two to four chambers attorneys (also called senior attorneys) who support each justice. The offices open onto the judicial assistant/secretary's work area, enabling access to the justice and other attorneys within the group.

### **(e) Judicial Conference Room**

A conference room near their chambers should be provided for all justices. Although a range of 300 to 400 net square feet is recommended, the size will depend on the number of justices the conference room will serve.

### **(f) Robing Room**

The robing room is located adjacent to and usually behind the courtroom, providing access to the bench. This is one of the few rooms reserved exclusively for the justices' use. The justices gather in the robing room prior to oral argument and to debrief after oral argument. They are summoned into the courtroom from this location. The robing room should provide a closet in which to store robes and may include a private restroom.

## **2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS**

The judicial offices should be kept separate from the courtroom and should be accessible only through a private or staff corridor. The reception/waiting area should be located immediately off the private circulation corridor. The chambers should be situated farthest away from the private circulation corridor. Sightlines into the complex should be carefully considered. Lockable doors to the judicial complex and individual offices may be provided.

### **3. SECURITY**

Judicial offices should be accessible via a restricted corridor. Incoming court personnel and visitors should gain access through the reception/waiting area. A silent duress alarm should be positioned inconspicuously in chambers and at the judicial assistant/secretary's workstation to alert the bailiff or security personnel in the event of an emergency.

### **4. DESIGN CHARACTERISTICS**

Architectural details, finishes, furniture styles and quality of wall coverings, paint and floor coverings should be consistent with that of the courtroom and of the overall courthouse.

## **Section IV: Court Administration**

### Section IV: COURT ADMINISTRATION

Most appellate courts have an administrative structure that combines the traditional public and case management functions of the clerk of court with business services. Clerk of court functions include case filing and tracking, records administration, calendar management, fees collection and public information. Business services may include staff personnel functions, budget preparation, information services, statistical reporting and purchasing.

The number of court staff will vary from jurisdiction to jurisdiction and over time. The principal variables that influence court staffing include the number of justices and the number and type of case filings.

#### 1. AREA DESCRIPTIONS AND SIZES

The court administration area may consist of the following spaces:

- (a) Clerk's reception area/public counter
- (b) Viewing room
- (c) Clerk's general work area
- (d) Clerk/administrator's office
- (e) Assistant clerk/administrator's office
- (f) Supervising administrative specialist's office
- (g) Administrative support technician's workstation
- (h) Other staff areas
- (i) Records storage
- (j) Exhibits room

##### **(a) Clerk's Reception Area/Public Counter**

This location functions as the reception area for the entire court facility and regulates public contact with staff. Motions and briefs are filed in this public service area, and records are requested and viewed by the public in the adjacent viewing room. This area requires a high level of security.

The counter is staffed by deputy clerks who rotate into these positions in turn as part of their regular duties. Close interaction among deputy clerks and the assistant clerk/administrator is essential. Space for a small copier for the clerks' use may be provided nearby if needed.

The public waiting area should be separated from the receptionist and the clerk's general work area by a counter. Adequate security should be provided to ensure the safety of the public, court personnel and records. Security for receptionists and clerks in the general work area may be provided by bullet-resistant glass and pass-through trays, walls lined with bullet-resistant material and closed-circuit television cameras (connected to the security monitoring room) that monitor activity in this area. A silent

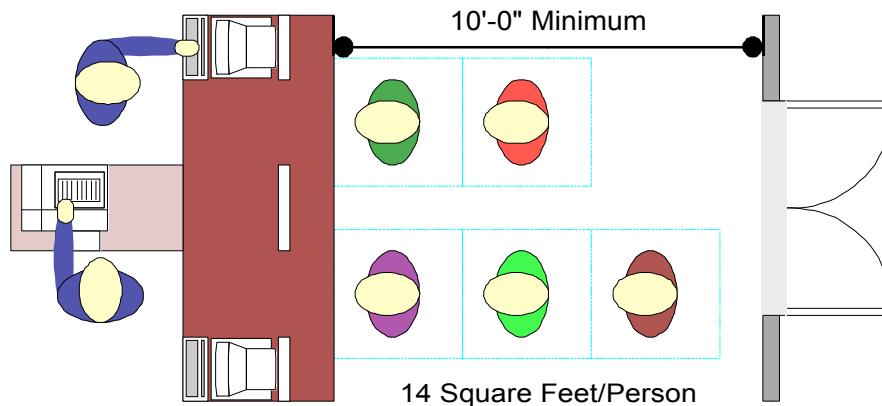
## Appellate Court Facilities Guidelines

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duress alarm should be provided at each counter station. At the same time, consideration should be given to ease of communications between clerks and the public.

The counter may have one or more positions. The sizes of the waiting area and the counter will be determined by the volume of business conducted. Physical dimensions of the public waiting area should accommodate approximately 14 square feet per person. The minimum suggested distance from the entrance to the counter is 10 feet. This should allow enough room for public queuing and waiting. Design of the counter must comply with all accessibility requirements.

Sufficient work areas and writing counters to transact normal case filing activities should be provided. Desk-height workstations at the counter are preferred. Consideration should be given to providing a platform area to allow a clerk, while seated at a desk, to assist a customer who is standing. Each counter workstation should be approximately 40 square feet. These workstations should accommodate communication and data processing equipment as well as storage for supplies.



### (b) Viewing Room

Space should be provided for public review of documents provided by the clerks at either a counter or at tables. Data outlets should be provided at these locations. Space for a coin-operated copier for public use and a monitor for public viewing of the case information docket may be provided.

This room should be adjacent to or in close proximity to the clerk's reception area/public counter. Visual monitoring by clerks at the counter through a window and by camera should be provided. The wall between this room and the clerk's office should be lined with bullet-resistant material. Approximately 300 to 400 net square feet should be allowed for the combined clerk's reception area and viewing room.

### **(c) Clerk's General Work Area**

The size and layout of this area will differ from courthouse to courthouse. Local practice and the size of the jurisdiction and caseload will determine the size of the work area. Deputy clerks examine court documents and material for conformance to the California Rules of Court; code and enter documents into the computer system for tracking; prepare and issue court process such as orders, letters and remittiturs; answer incoming telephone questions; review, separate and process mail; and monitor overdue documents and records with trial courts.

Space should be provided for workstations with modular systems furniture of approximately 80 square feet for each deputy clerk. Each station should include tele/data connections.

An area for scanning documents may be considered. Space for convenience copiers may be provided throughout for staff.

The clerk's general work area should be adjacent to the reception area and close to the assistant clerk/administrator's office, mail room, copier room, supply room and file room.

A second security enunciator panel for the courthouse is usually mounted on a wall in this area. (The main enunciator panel is typically located in the security staff office and monitoring room. See Section VI.) A silent duress alarm is often located in the general work area.

Space may be provided for office assistants. An office assistant is responsible for filing documents and maintaining the file rooms; packaging and readying cases for shipment to the Supreme Court; purging cases; preparing and shipping old cases to storage; distributing incoming mail; and other general administrative duties.

Each office assistant's workstation should consist of 60 to 80 square feet provided in the general work area of the clerk's complex.

### **(d) Clerk/Administrator's Office**

Also called the clerk of the court, the clerk/administrator manages appellate court operations. The clerk/administrator's duties include reviewing court policies with justices and staff; administering policies regarding management, statistical and fiscal reports and budgets; authorizing payment of accounts receivable; issuing warrants; purchasing supplies and furniture; maintaining benefits information for employees; maintaining and preparing basic budget and accounting records and reports; assisting with special projects; acting as liaison between the public, Administrative Office of the Courts and other courts (superior and appellate); and calendaring of cases with the presiding justice.

A clerk/administrator's private office should be approximately 200 to 300 net square feet, providing space for desk, credenza, files, guest chairs and a conference table for

meetings. This office should be located within the clerk's complex near the assistant clerk/administrator's office and the administrative assistant's workstation.

### **(e) Assistant Clerk/Administrator's Office**

Also called the chief deputy clerk, the assistant clerk/administrator, under the direction of the clerk/administrator, supervises the administrative operation of the clerk's office. He or she prepares reports and provides training, information and support to subordinate staff members (e.g., deputy clerks, office assistants, systems administrator).

An assistant clerk/administrator's office of about 150 to 175 net square feet should be located near the clerk/administrator's office, the administrative assistant's workstation and the deputy clerks' and office assistants' workstations.

### **(f) Supervising Administrative Specialist's Office**

The supervising administrative specialist may be responsible for the human resources, accounting, budget and procurement functions of the court. He or she may participate in special projects and interface with building management.

An office of 150 – 175 net square feet should be provided to accommodate desk, credenza, filing cabinets, bookcases and guest chairs. It should be located in close proximity to the clerk/administrator's and assistant clerk administrator's offices and the administrative support technician's workstation.

### **(g) Administrative Support Technician's Workstation**

The administrative support technician reports to the supervising administrative specialist and supports him or her in various administrative functions including the maintenance of supplies and equipment.

Space should be provided for a workstation with modular systems furniture of approximately 130 square feet. Additional power may be required for a photocopier and paper shredder. The workstation should be near the supervising administrative special's office.

### **(h) Other Staff Areas**

Space for offices or open workstations may be provided for positions found in some court facilities ,such as a human resources specialist, administrative supervisors and administrative assistants. The type, size and location of these workstations depends on the nature of each position's duties and the staff with whom they work.

### **(i) Records Storage**

Space for microfilming and/or scanning documents for storage should be provided. Space should be sufficient to accommodate future records storage and retrieval technologies, including electronic storage.

For file storage purposes, most districts distinguish between active and inactive records. Active records typically include open or regularly accessed files, which are generally stored adjacent to the clerk's general work areas. Active records are often maintained in indexed, open-shelving units for easy access. Inactive records are stored on-site and often at a more remote location because they are less frequently accessed. A high-density file system may be used to reduce the amount of floor space required.

If hard-copy files are used, high-density storage methods are preferred. Floors should be designed to accommodate file weight. Files must be laterally braced and minimum aisle widths of 36 inches must be maintained. Consideration should be given to providing a nonliquid fire-suppression system for the protection of active file storage areas. If optical disc processing is used, file storage space could be substantially reduced while increasing file input and viewing capabilities.

Determination of current and future facility needs for storage of active and inactive records should be considered in the file storage area, the records-processing work areas, clerk workstations and public records viewing areas.

- **Active Records Storage.** Sufficient space should be provided for active file storage. Active records should be easily accessible from the deputy clerks' work areas. Functional requirements and policies of each courthouse will influence the location of the active file storage area. Adequate work space should be included adjacent to the file storage equipment.
- **Inactive Records Storage.** If inactive files (of recently completed cases) are stored on-site, an adequate and accessible storage area should be provided. Spatial requirements will vary with the number of records and the length of file-retention schedules. Space for warehouse-type shelving is recommended. The inactive record storage area should not fluctuate in temperature or humidity. Provision should be made to protect the file storage media (paper, microfilm, optical disk) against deterioration or damage from flooding and moisture.

### **(j) Exhibits Room**

Exhibits are reviewed by court staff prior to oral argument. Justices, attorneys and deputy clerks require access to the exhibits, especially after a case has been fully briefed. Exhibits are rarely taken into the courtroom.

A separate, secure storage area for exhibits should be provided to maintain their integrity. High-value (such as jewelry or cash) or potentially dangerous (such as firearms or narcotics) evidence items should be stored within a safe or vault space separate from general exhibits storage. Confidential materials may also be securely stored in this room.

The exhibit room should be located near both the active file room and the rooms where calendaring is done. Space for deep shelves on which to store a variety of items should be provided.

### **2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS**

In addition to the courtroom and the settlement conference complex, the court clerk's office complex should be accessible to the public. To provide convenient access to both the public and the court staff, this area should be located close to the public entrance lobby, and to public circulation and private circulation areas. In a stand-alone building, this should be on the ground floor. In a high-rise building, it should be in close proximity to the public building elevators. The space dedicated to the clerk's functions should also be organized to facilitate efficient and secure processing and storage of documents.

Close proximity of the clerk's complex to the courtroom and a private or staff entrance into the courtroom is recommended. Since the clerk/administrator provides internal management functions to the court and the judicial officers, it is recommended that the clerk/administrator's office be located in a nonpublic area near the presiding justice's, principal attorney's and computer systems administrator's offices, if practicable.

A larger than average court requires administrative spaces of appropriate sizes and quantities to adequately serve the court's functions.

### **3. SECURITY**

The court administrative offices should be connected to both private and public corridors, allowing judicial officers, court personnel, attorneys and the general public controlled access.

Security should be provided to ensure the safety of the public, staff, records and exhibits. Silent duress alarm notification systems should be integrated into the courthouse security system. A second enunciator panel, connected to the security monitoring room, may be located in the clerk's general work area.

Special security precautions should be considered in the design of the clerk's reception area/public counter. Bullet-resistant glass and materials may be incorporated into the design. Closed-circuit television cameras allowing monitoring by security personnel should be considered.

The exhibits storage room should be lockable and be located in an area that allows supervision at all times. Court clerk staff should gain access by means of a key card or other secure method.

### **4. DESIGN CHARACTERISTICS**

The appearance of the court administration area should be consistent with that of the overall courthouse. The court clerk's office is generally an open office environment with modular systems furniture. This area should have architectural details, finishes, furniture, wall coverings, paint and carpeting appropriate to a general administrative office for any other government agency or private-sector company.

## **Section V: Court and Building Support**

### Section V: COURT AND BUILDING SUPPORT

Other areas and facilities that support the appellate court's functions are required for operation of the courthouse facilities and grounds.

#### 1. AREA DESCRIPTIONS AND SIZES

Court and building support may include the following areas and facilities:

- (a) Principal attorney's complex
- (b) Writ attorneys' complex
- (c) Settlement conference complex
- (d) Law library
- (e) Intern/extern work area
- (f) Computer work area
- (g) Attorneys' conference room
- (h) Conference/training room
- (i) Staff lunchroom
- (j) Mail/copy/storage/supply areas
- (k) Loading dock
- (l) Staff restrooms
- (m) Public restrooms
- (n) Janitor's closet
- (o) Maintenance/storage room

##### **(a) Principal Attorney's Complex**

The principal attorney's function varies greatly from one court to another, and some courts do not have this position. Under the supervision of the presiding justice, a principal attorney's duties may include drafting orders on motions; developing the calendar with the presiding justice; evaluating and distributing cases and writ petitions to chambers, central staff and writ attorneys; supervising the central staff and/or writ attorneys; and handling personnel issues and special projects. The principal attorney may also answer legal questions asked by the clerks and any settlement coordinator.

- o **Principal Attorney's Office:** An office of 200 net square feet provides space for desk, credenza, files, bookcase, guest chairs and a conference table and chairs.

To facilitate close working relationships, the principal attorney may be located as near as possible to the clerk's office, the presiding justice's suite, central staff attorneys' offices, his or her judicial assistant's workstation and the settlement conference coordinator's workstation.

- o **Principal Attorney's Reception Area:** This multipurpose area may serve as a reception and/or waiting area for visitors, as an open workstation for a judicial assistant/secretary and as space for analyzing and assigning cases (calendaring).

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If serving the combined purpose of reception, judicial assistant's workstation and calendaring area, 200 to 300 net square feet should be provided. If not used for all functions, the area should be reduced accordingly.

- **Central Staff Attorney's Office:** Central staff attorneys (also called senior attorneys) can hold permanent assignments in justices' chambers or in the principal attorney's complex or they may be clustered as part of a pool of attorneys drafting opinions in appeals. When not permanently assigned to a chambers, these attorneys may draft routine disposition criminal, civil and juvenile appeals or assist the court in writ cases. Central staff attorneys work closely with the principal attorney or the justice to whom they are assigned and with their judicial assistants.

Office space of 175 net square feet should be provided for each attorney, to accommodate desk, credenza, files, bookcase and guest chairs.

- **Calendaring Room:** Calendaring refers to the initial analysis and distribution of fully briefed cases to chambers and central staff attorneys and to placing cases on oral argument calendars. While the process differs significantly throughout the state, in almost every district or division the function requires an area, typically a room, for temporary collection, review, assignment and storage of case files until they are physically moved into a chambers or a central staff attorney's office.

If not located within the principal attorney's reception area, calendaring may take place in an adjacent room or in the clerk's complex.

A calendaring room of approximately 200 to 300 net square feet should be provided to accommodate shelving for case file storage, a single large or several small tables with seating and a computer workstation.

### (b) Writ Attorneys' Complex

Writ attorneys typically handle only writs, rather than appeals. Usually, spaces for several writ attorneys and a shared judicial assistant are clustered with a writ calendaring area or room. In single-location, multidivisional courts, writ attorneys may be located in separate offices in their assigned divisions.

If the writ attorneys are clustered, the writ complex should be located near the clerk's office, the presiding and associate justices' chambers, the principal attorney's office and the law library.

- **Writ Attorney's Office:** An office of 175 net square feet should be provided to accommodate typical office furnishings and space for in-process case files for each attorney.
- **Writ Attorneys' Judicial Assistant/Secretary Workstation:** This multipurpose area should include an open workstation for a judicial assistant/secretary and a

## Appellate Court Facilities Guidelines

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reference library area for the writ attorneys. It may also serve as a calendaring and active case holding area.

If serving the combined purpose of judicial assistant/secretary's workstation, library and calendaring area, the size of this room should be from 200 to 300 net square feet. If used for fewer functions, the room's size should be reduced accordingly.

- **Writ Calendaring Room:** If not located within the writ attorneys' judicial assistant/secretary area, writ case calendaring should take place in an adjacent room. A room from 200 to 300 net square feet will accommodate case files and furnishings required for this function.

### (c) Settlement Conference Complex

Courts of appeal throughout the state frequently devote significant resources to settling appellate cases before argument and decision. Individuals involved include a settlement conference officer (an appellate court justice, assigned trial court judge, volunteer private attorney or appellate court attorney), the parties to the cases including insurers, attorneys and a settlement case coordinator.

A complex of 1,000 to 1,250 net square feet may be provided, consisting of a reception area, one or more conference rooms and a work space for the program coordinator. In larger courthouses, space for an assistant program coordinator may be required.

Like the courtroom and the court clerk's office complex, this area must be accessible to the public. To provide convenient access for both the public and the court staff, the settlement conference complex should be located near the public entrance lobby and public and private circulation areas.

- **Settlement Conference Reception Area:** The settlement coordinator functions as receptionist and controls access to the complex. He or she assists the settlement conference officer, schedules conferences, receives and files all settlement conference documents and creates and mails notices and orders.

The reception area should provide space for a waiting area with seating for those involved in settlements. A counter with a sink may also be considered. A workstation of approximately 100 square feet should be provided for the settlement coordinator. A silent duress alarm should be provided and a surveillance camera should also be considered.

- **Settlement Conference Rooms:** The number and size of conference rooms in this complex will depend on the volume of settlement conferences and the number of participants to be accommodated at each.

Space should be provided for tables and chairs. Telephone and data outlets should be provided in all conference rooms. Wiring for video conferencing may be installed.

### **(d) Law Library**

The library of legal reference materials should be centrally located for convenient access by the justices and attorneys who use it. It should be located and constructed to minimize noise and maintain a quiet environment.

Hard-copy reference materials are typically housed on shelving units. Space for a sufficient quantity of shelving should be provided to maintain legal reference materials and accommodate the continual growth and updating of legal volumes. Space for reference desks, carrels and seating should be provided. Comfortable reading areas may also be provided. If interns or externs are based in the library, an adequate number of carrels or tables wired for computers should be provided for their use. The library should range from 2,500 to 2,800 net square feet.

Space and outlets for computers, including lap-top computers, for reviewing information on-line and on CD-ROM should be provided. For those facilities that store information on microfiche or microfilm, a location for those readers, power for the readers and storage for fiche cards and film should be provided.

The library design should address the structural requirement of supporting the concentrated load of reference materials. Expandability of the library should also be considered.

- **Law Library Work Room:** A room of approximately 175 net square feet for receiving, shipping and preparing reference materials should be provided immediately adjacent to the library. Space should be provided in this room for mail sorting, supply storage, files, a copier and book cart storage.
- **Law Librarian's Office:** The law librarian maintains the library and legal research sections and assists the justices and attorneys with research. An office of 175 net square feet should be provided to accommodate normal office furnishings, equipment and storage.

### **(e) Intern/Extern Work Area**

Law students may work as volunteer interns or externs at a court of appeal. If interns/externs are not based in library carrels, space for workstations of approximately 60 square feet each may be provided, often in a large, shared room. Computer access should be provided.

### **(f) Computer Work Area**

This group of rooms serves the entire court facility and should be centrally located. The size of both the computer room and the work room will reflect the size of the court facility they support.

- **Computer Systems Administrator's Office:** An office of 150 net square feet should be provided to accommodate typical office furnishings.

The systems administrator's office should be located adjacent to the computer room, computer work room and security/telephone room. The presiding justice's chambers, the clerk's office suite and the mail room should all be easily accessible from this location.

- **Computer Technician Workstation:** Space for 80 square foot workstations should be provided as primary work stations for technicians.
- **Computer Room:** A computer room (housing servers and other computer equipment and accessed primarily by the computer systems administrator and technicians) should be close to the computer systems administrator's office, the computer work room and the security/telephone room. The room's size depends on the size of the court facility it serves and on the types, quantity and size of equipment located within the room.

Additional cooling capacity should be provided in this room. Cooling may be required 24 hours per day.

- **Computer Work Room:** A work room for the repair and programming of equipment should be provided. Space should be included for work benches or counters. An ample number of electrical and data outlets should be installed at the work areas. Equipment racks may be provided for testing equipment and programs. Space for lockable storage cabinets for tools and equipment parts should be provided.

Additional air conditioning may be required in this room due to the increased heat generated by equipment testing.

### **(g) Attorneys' Conference Room**

Available for all attorneys' meetings and discussions, space should be considered in this conference room for several small conference tables and chairs. A service counter with sink may be provided. The size of the attorneys' conference room will vary based upon the number of attorneys working in a specific court facility.

### **(h) Conference/Training Room**

A centrally located conference/training room may be provided. Such a room should be flexibly designed to accommodate conferences, meetings and staff training. Space should be provided for multipurpose furniture and a projection screen. The room should include tele/data connections for computer classes, shades or blinds for sun control and dimmers for the ceiling light fixtures. A video connection to the courtroom may be considered.

### **(i) Staff Lunchroom**

An employee lunchroom may be provided in a central location away from areas of public access. Space for typical lunchroom furnishings and equipment should be provided. A pleasant and relaxing atmosphere is encouraged.

### **(j) Mail/Copy/Storage/Supply Areas**

- **Mail Room:** A room or area should be provided to receive incoming mail, packages, files and equipment that are x-rayed, temporarily stored, sorted and distributed from this location. Outgoing mail, packages and files are sorted, wrapped, metered and temporarily stored. Other types of deliveries are also received here. Space should be provided for mail room equipment and supplies including scales, postage meter, mail bins, envelopes, address stamps, a computer and a printer.
- **Copy Areas:** Documents are copied in this room and supplies may be stored here. Provisions for high-speed copying should be considered. The area should be ventilated to dissipate copier heat and fumes and should be located to minimize noise disruption of other work areas. Smaller convenience copiers may be located throughout the general work area.
- **Storage Room:** Shelving and open floor space for storing miscellaneous items, including furniture, should be provided in a secured room.
- **Supply Room:** A secure area with shelving for storing supplies should be provided in one room or in several small areas.

The sizes and number of these rooms and whether they are combined with other functions, depends on the size of court facility and its caseload.

Because the mail room is staffed primarily by deputy clerks and office assistants, it should be located near the clerk's general work area and near the loading dock. The main copy room is also used by deputy clerks and should be located near their workstations and near records storage.

### **(k) Loading Dock**

A loading dock should be provided that will accommodate delivery trucks of all sizes. It should be accessible from the street and should provide for easy delivery and efficient distribution of goods throughout the facility. The driveway, loading dock, loading dock apron and any exterior staging areas may be within the security perimeter and fully enclosed by fencing. At each gateway to the service driveway, a closed-circuit television camera and telephone or other annunciation system are recommended. If the vehicular gate is remotely operated, it should have a manual backup system.

The loading dock should be located near the freight elevator but away from the general office areas. Special consideration should be given to placement of air intake ducts in relation to fumes from idling trucks. Consideration may be given to refuse, recycling and storage in this area.

### **(l) Staff Restrooms**

Staff restrooms should be located near other commonly used rooms, such as the lunchroom and/or conference/training room. Restroom size is based on occupancy

load, in compliance with applicable building codes. Special consideration should be given to providing additional restrooms beyond those required by code for females.

Lockers and showers may be provided for law enforcement staff as well as court staff in both the men's and women's restrooms.

### **(m) Public Restrooms**

Public restrooms should provide easy access from all three of the areas frequented by the public - the courtroom, the clerk's reception area and the settlement conference complex. The rooms are sized per code based on occupancy load. Special consideration should be given to providing additional restrooms beyond those required by code for females.

### **(n) Janitor's Closet**

Each floor of the courthouse should have at least one appropriately ventilated janitor's closet of approximately 60 net square feet to allow for a service sink and shelving and floor space to store cleaning equipment and supplies. The janitor's closet should be lockable and accessible from a public corridor.

A central janitorial supplies and storage room may be provided and should be located near the building service loading dock or freight elevator. This room should accommodate bulk storage of cleaning supplies and consumable goods.

### **(o) Maintenance/Storage Room**

Storage space for items such as unused furniture, equipment, tools and supplies should be provided in a secured room near the janitor's closet.

## **2. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS**

Access to public restrooms should be via public corridor. Other areas should be located on the private circulation corridors. The mail room should be located near the loading dock and accessible from a restricted corridor. Access to the loading dock, mail room and supply, storage, custodial and maintenance areas should be by card key or other secure method.

A larger than average court requires administrative and support spaces of appropriate sizes and quantities to adequately serve the court's functions.

## **3. SECURITY**

The majority of the offices, rooms and work areas in this section are accessed by private corridor. The settlement conference complex should be accessible from both private and public circulation and public restrooms from the public corridor. The loading dock provides a secured area to which goods and materials can be delivered, then distributed throughout the building.

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A silent duress alarm should be provided in the settlement conference complex. A closed-circuit television camera allowing monitoring by security personnel may be considered.

All rooms storing equipment and supplies should be lockable.

## **Section VI: Court Security**

### **Section VI: COURT SECURITY**

Court security operations should provide a safe and secure environment for all people and property within the facility in an efficient and nonintrusive manner. Security requirements for appellate courts differ from those for trial courts in that there is only one courtroom and typically one main entrance into the courthouse. Although litigants often attend the proceedings, in-custody defendants do not appear in court.

Court security operations should include active (screening stations) and passive (materials and design) measures. Security screening usually takes place in the corridor leading to the courtroom, although it may occur in the public entrance lobby. Screening is typically not required for people entering the clerk's reception area and viewing room.

The level of security operations may differ among courts. In certain situations, conditions may preclude implementation of some security provisions. For example, entrance screening may be limited or impractical in a court that shares a building with other operations or is located in an architecturally or historically significant facility with multiple entrances.

Since the type and level of security operations are influenced by such factors as court size, the existing physical environment and community tradition, these guidelines are presented as a list of elements that support a comprehensive security operation. One or more of these elements may be required.

This section addresses the security requirements of the entire court building. Other sections address the particular needs of the various functional areas of the court facility (courtroom, chambers, court records).

### 1. COURT SECURITY COMPONENTS

The following security components may be considered:

#### **Building Perimeter, Site and Parking**

- Architectural barriers to protect entrances
- Surveillance cameras at entrances and exits
- Illuminated circulation around building and parking lot
- Low-height landscaping
- Designated parking for court personnel
- Secured parking for justices
- Interior secured parking with direct access from building interior for justices
- Illuminated parking lots
- Surveillance cameras in parking lots
- Tamper-resistant utility connections to the building

#### **Building Entrances**

- Surveillance cameras
- Intrusion detection alarms
- High-security door locks
- Intercom system at entry doors
- Visual monitoring of entrance
- Controlled access to loading dock
- Screening equipment for incoming packages

#### **Clerk's Reception Area and Viewing Room**

- Surveillance cameras
- Bullet-resistant materials separating public and staff sides of counter
- Bullet-resistant pass-throughs
- Silent duress alarms

#### **Settlement Conference Complex**

- Silent duress alarms

#### **Courtroom**

- Screening stations outside entrance
- Surveillance cameras
- Bullet-resistant materials lining the bench and clerk's and bailiff's stations
- Silent duress alarms at the bench and at clerk's and bailiff's stations
- Automatic door-locking system
- Emergency power and lighting
- Bullet-resistant glazing of exterior windows

#### **Justices' Chambers**

- Bullet-resistant glazing of exterior windows
- Silent duress alarms

### **2. AREA DESCRIPTIONS AND SIZES**

The following paragraphs address areas in the court facility typically under the jurisdiction of the California Highway Patrol. CHP staff is assisted by private security staff hired by the court. Court security spaces may include the following:

- o Security staff office and monitoring room
- o Security zones and weapons-screening
  - (a) Building entrances
  - (b) Loading dock
  - (c) Zonal security
  - (d) Signage

#### **SECURITY STAFF OFFICE AND MONITORING ROOM**

In addition to functioning as the bailiff's primary workstation when he or she is not in the courtroom, the security system for the entire facility is monitored in this room. For access and visual monitoring, the room should be located near the public entrance lobby, the courtroom and the court clerk's office complex.

The security staff office and monitoring room should provide space for a workstation for the bailiff, a display terminal monitoring the surveillance cameras, the main enunciator panel displaying various alarms and security devices, the fire panel and guest seating.

The room's size will depend on the size of the court facility and the complexity of the security system. A range of 150 to 200 net square feet is recommended. The room's design should be flexible to allow for upgrading or expanding the security equipment.

#### **SECURITY ZONES AND WEAPONS-SCREENING**

The public security zone should be delimited by a security screening station at the public entrance. Controlled access from the public zone should be provided to the private zone. If public zones occur on more than one floor, additional security may be provided in the public zone on each such floor.

##### **(a) Building Entrances**

Security weapons-screening of the public should occur near the public entrance to the courthouse, between the exterior entrance and access to any the courtroom, corridors, elevators or stairwells. Screening stations should include space for:

- o An interior area between the security screening station and the building entrance for queuing people entering the courtroom;
- o A magnetometer (metal detector) device through which visitors pass for detection of metal objects;

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- An X-ray scanner or equivalent device for screening contents of visitors' briefcases, handbags and other personal possessions;
- A table or counter for secondary inspection of scanned items;
- A magnetic-wand inspection area; and
- A security staff post to assist people through the magnetometer screening and X-ray scanning.

The design of the screening areas should be consistent with that of the court facility. As high-traffic areas, they should be constructed of durable materials. If possible, the screening station should be integrated into the court facility rather than free-standing.

Adequate space for queuing of visitors awaiting screening is essential. The entrance lobby and corridor used as an interior queuing area should provide adequate space for the projected peak volume of individuals entering the facility.

Each screening station portal should be a minimum of 205 square feet to accommodate:

- A queue of eight persons (100 square feet at 12.5 square feet per person);
- A magnetometer and security position (30 square feet); and
- A scanning device (75 square feet).

The security screening area should be designed to allow visual observation by security staff of all public exits to ensure that people entering the building do not circumvent the screening process.

Public exits not located at staffed security screening stations may be electronically monitored and alarmed. Use of closed-circuit television cameras should be considered to continuously record activities at the public exits and to provide secondary monitoring by the monitoring room security staff. Directionally sensitive motion-detection systems may be used to provide an alarm notification of the entrance of individuals through the exits.

### **(b) Loading Dock**

A security perimeter surrounding the loading dock service entrance may be a solid wall or solid fence. The wall or fence should not permit a clear line of sight between the loading and staging area and any surrounding public-access land or space.

### **(c) Zonal Security**

The courthouse perimeter should be fully contained within the security screening system in a way that prohibits any entrance into the court facility without first passing through the security screening process. The interior space surrounded by this security perimeter constitutes a "court security zone." Appellate court facilities should be designed with two zone circulation systems, as provided in Section I.

### **(d) Signage**

Each court facility entrance should be clearly marked with signs indicating that all individuals and articles entering the facility are subject to search, that no weapons of any kind are allowed within the facility or on facility grounds and that violators are subject to fine and/or arrest. Signage should also indicate that security cameras are in use.

Highly visible signage should be posted in the justices' parking area stating "No stopping allowed." Traffic circulation for the public parking area should be separated from circulation for justices' parking area.

### **3. FUNCTIONAL RELATIONSHIPS, ACCESS/EGRESS**

The security staff office and monitoring room should be accessible only by authorized security staff and should be located near the public entrance to the court facility.

The screening station and security post should be located in the public zone.

In courts located within a building that includes other agencies operating outside the court security zone, any passageway between court and noncourt functions should be secured by a security screening station. All visitors and court personnel should pass through a security screening station to enter the court facility. The facility design should not permit stairwells, elevators, corridors or other doorways between offices to bypass the security zone system.

### **4. DESIGN CHARACTERISTICS**

The security staff office and monitoring room should have architectural details, finishes, wall coverings, paint and carpeting similar to a general administrative office for any other government agency or private-sector company. Exterior and interior courthouse design should not create recesses or areas out of view of security personnel.

Because security equipment may be changed periodically, simplified wiring access is preferred. If natural light is available to this room, it should be controlled to prevent glare on screen displays and to limit transmission of ultraviolet light that may harm sensitive electronic equipment.

The security post should be clearly identified and visible but should be integrated into the facility design. The post should be carefully designed to clearly delimit the court security zone and to provide an obvious path of entrance to the courthouse without detracting from the overall design of the courthouse entrance. The screening area should be designed to encourage movement through the screening station. Screening stations should be hardened to withstand assaults or attacks.

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After-hours access to the courthouse should be provided only through doors that provide an identifying electronic record of the location, time and key (or card) used.

The building exterior should be designed with minimal obstructions to clear lines of sight. Landscaping should not obstruct the view of the building perimeter. Architectural elements may be creatively used as a perimeter to prevent unauthorized access and parking of vehicles adjacent to the building. Access for emergency vehicles should be provided.

Parking for the justices and other authorized staff should be adjacent to the courthouse and directly connected via a security corridor to the staff security perimeter.

## **Appendix A: Design Guidelines**

### Appendix A: DESIGN GUIDELINES

This appendix describes guidelines for lighting, acoustics and heating, ventilating and air conditioning (HVAC) in new courthouses. Where applicable, guidelines for design of specific areas and functions within the courthouse are provided in Sections II through VI of this report.

All electrical and communications systems must meet or exceed the requirements of the National Electrical Code (NEC). All building systems and designs, including acoustical, HVAC, electrical, lighting and electrical distribution must comply with applicable state and local codes including those relating to energy efficiency.

#### 1. LIGHTING

Lighting should be designed to enhance both the overall building architecture and the effect of individual spaces within the building. The following guidelines for interior and exterior lighting properties at court facilities are based on Facilities Standards For The Public Buildings Service, PBS-PQ100.1, United States Facilities Standards and Technology Division, Office of Design and Construction, Public Buildings Service, General Services Agency, June 14, 1996, pp. 6-35 through 6-42.

#### INTERIOR LIGHTING

**Type of Lighting.** Designers should consider various lighting options including direct lighting, indirect lighting, downlighting, uplighting and lighting from wall- or floor-mounted fixtures. Generally, interior lighting should be fluorescent. Downlights may be compact fluorescent; high bay lighting may be high-intensity discharge (HID). HID may also be an appropriate source for indirect lighting of high spaces; however, it should not be used in spaces where instantaneous control is important such as conference rooms or courtrooms. Incandescent lighting should be used sparingly but may be appropriate where special architectural effects are desired.

**Supplemental Emergency Lighting.** Partial emergency-powered lighting should be provided in main mechanical, electrical and communications equipment rooms; uninterruptible power supply (UPS); battery and computer equipment rooms; and security staff office and monitoring room. If closed-circuit television cameras are used for security systems, emergency lighting should be provided at the monitored areas.

**Illumination Levels.** For lighting levels for interior spaces, see the values indicated in Table A-1. For those areas not listed in the table, the Illuminating Engineering Society of North America (IES) *Lighting Handbook* may be used as a guide.

**Table A-1  
Minimum Measurable Lighting/Illumination Guidelines**

<b>Area</b>	<b>Minimum Footcandles At 30 Inches Above Floor</b>
<b>Office Spaces</b>	
General offices.....	50
Clerical workstations and offices.....	90-100
Under-cabinet lighting (workstations).....	50
Conference rooms .....	50
Private office reception and waiting areas .....	75-90
Active records storage area .....	50
Inactive records storage area .....	5-10
<b>Courtroom Spaces</b>	
Bench and litigation area .....	75-90
Spectator area .....	30
<b>Public and Building Support Interior Spaces</b>	
Restrooms.....	10-20
Corridors, lobbies and waiting areas.....	10-20
Custodial spaces .....	5-10
<b>Exterior Areas</b>	
Yards and walkways .....	0.5-2.0
Parking area (surface or structure) .....	5

The above specifications are intended to be ranges, subject to review by a lighting engineer.

**Lighting Criteria for Types of Interior Spaces**

**(a) General Office and Workstation Areas**

Office lighting is typically fluorescent. A lighting layout with a fairly even level of general illumination is desirable. Modular (plug-in) wiring for fluorescent lighting fixtures should be used for office areas to facilitate relocation of fixtures. Task lighting should be used in situations, such as areas of systems furniture, where the general lighting level would be insufficient for the specific functions required.

**(b) Computer Rooms**

Generally, computer rooms should have the same lighting as offices. If the area contains special workstations for computer graphics, dimmable incandescent lighting may be required.

### **(c) Conference Rooms and Training Rooms**

Conference rooms and training rooms should have a combination of fluorescent and dimmable incandescent lighting. Lighting in computer training rooms should minimize reflection and glare on video display screens.

### **(d) Lobby, Atriums, Tunnels and Public Corridors**

Special lighting design concepts are encouraged in the lobby, atriums, tunnels and public corridors. The lighting design should be an integral part of the architecture. Wall fixtures or combination wall and ceiling fixtures may be considered in corridors and tunnels.

### **(e) Mechanical and Electrical Spaces**

Lighting in equipment rooms or closets may be equipped with industrial-type fluorescent fixtures. Light fixtures should be located so that lighting is not obstructed by tall or suspended pieces of equipment.

### **(f) Dining Areas and Food Service Spaces**

Natural light is recommended in dining areas, supplemented by fluorescent fixtures. Limited incandescent lighting may be used as accents.

### **(g) Parking Structures**

Fixtures for parking areas may be fluorescent strip fixtures with wire guards or diffusers. Fixtures should be positioned to maintain the required vehicle clearance. Enclosed fluorescent or HID fixtures should be considered for above-grade parking structures.

## **EXTERIOR LIGHTING**

Exterior luminaires must comply with local zoning laws. Lighting levels for exterior spaces should be consistent with the IES *Lighting Handbook*.

HID fixtures may be used in parking and roadway lighting. Lighting fixtures should be provided at all entrances and exits of major structures.

Exterior door lighting should be provided at the loading dock. In addition, fixtures for illumination of the interior of trailers should be provided at each truck position.

Exterior lighting circuits should be controlled by a photocell and time clock controller to permit both all-night and part-night lighting.

## **LIGHTING CONTROLS**

Consideration should be given to providing manual, automatic or programmable microprocessor lighting controls in specific areas or zones. The application of these controls and the controlled zones will depend on a number of space factors: frequency of use, availability of natural light, normal and extended work hours and the use of

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open- or closed-office plans. All of these factors should be considered when establishing appropriate lighting controls and zones.

Dimming can be accomplished with incandescent, fluorescent or HID fixtures. Lighting controls may include switches, multilevel switching, occupancy sensors, light level sensors or microprocessors. The lights may be zoned by space or multiple spaces. If microprocessor controls are used to turn off lights, a local means of override should be provided to continue operations when required.

In enclosed areas:

- o Occupancy sensors should be considered.
- o Photoelectric sensors that reduce lighting levels in response to daylight should be considered for closed spaces with glazing.
- o Microprocessor controls, programmable controller or central computer controls are recommended for multiple closed spaces or large zones.
- o Touch-tone telephone or manual override controls should be provided if a microprocessor, programmable controller or central computer control is provided.

Infrared or ultrasonic occupancy sensors should be considered for small, enclosed office spaces and restroom areas. Each sensor should control no more than 12 fixtures. Occupancy sensors should not be used in open-office areas, spaces housing heat-producing equipment or corridors.

In open areas:

- o Open spaces may be subdivided into zones. In such zones, controls should be located on core wall areas, permanent corridor walls or on columns. Remote control devices such as a programmable controller, microprocessor and/or central computer should be considered.
- o Photoelectric sensors should be considered for fixtures adjacent to glazed areas and for parking structures.

## **2. ACOUSTICS**

These guidelines are recommended to ensure adequate acoustics in court facilities. Every element of a space - its shape, surfaces, furniture, light fixtures and mechanical systems - contributes to its acoustical characteristics.

The following guidelines for acoustic properties within court facilities are based on Facilities Standards For The Public Buildings Service, PBS-PQ100.1, United States Facilities Standards and Technology Division, Office of Design and Construction, Public Buildings Service, General Services Agency, June 14, 1996, pp. 3-62 through 3-65.

**Considerations Affecting Acoustic Design.** The following considerations affect acoustical guidelines for court facilities:

- **Ambient Noise Level.** The level of noise within a space. Generally, the lower the level of ambient noise, the more comfortable inhabitants will feel. Ambient noise level is quantified by Noise Criterion (NC) curves, published in American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) *Handbook of Fundamentals*.
- **Noise Isolation.** The amount of noise transmitted through the perimeter of a space. The better the sound barrier, the higher its Sound Transmission Class (STC) will be.
- **Noise Isolation Class.** A classification established by the American Society for Testing and Materials (ASTM) E-336 for determining noise isolation between existing building spaces. A modification of this rating, Speech Privacy Noise Isolation Class (NIC) is used to rate ceiling tile and freestanding space dividers in open office plans.
- **Reverberation Control.** The amount and direction of sound reflected from a given material. Hard surfaces produce a reflected noise level. Soft surfaces absorb sound waves and reduce the ambient noise level. The ability of a given material to absorb sound is expressed by its Noise Reduction Coefficient (NRC).

### Acoustic Criteria for Specific Spaces

#### (a) Courtrooms

Specific guidelines for courtroom design are provided in Section II of this report. Technical criteria and design variables should be established by an acoustical specialist based on an analysis of the court's needs. Courtroom interior design and finishes should aid in controlling noise and direct sound transmission, with reverberation time in the range of 0.6 to 1.0 seconds. The walls between the courtroom and adjacent areas should maintain an STC rating of 50 to 55.

#### (b) Conference Rooms, Meeting Rooms and Training Spaces

The design ambient noise level for conference/meeting rooms and training spaces should not exceed NC 30. Air supply and return systems should be equipped with sound traps or insulated ductwork to meet this criterion. Sound isolation at partitions enclosing meeting and training room space should maintain a minimum STC of 45. Doors should be gasketed. Acoustical ceilings should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

#### (c) Office Equipment/Workroom/Computer Room Spaces

These areas consist of spaces where people are likely to speak in a higher than normal tone of voice and spaces where concentrations of noisy equipment are located, including dining areas, computer equipment rooms and rooms housing high-speed

copiers. The designed ambient noise levels for these spaces should not exceed NC 40. Sound isolation at partitions enclosing the equipment or workroom space should be a minimum STC of 45. Doors should be gasketed. Acoustical ceilings should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

### **(d) General Office Spaces**

The design ambient noise level for general office spaces should not exceed NC 35. Partition and ceiling assemblies should have a minimum STC of 40. Partitions should terminate at the underside of the ceiling. Floors should be carpeted, unless unusual circumstances exist. Acoustical ceiling units should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

### **(e) Open-Office and Workstation Spaces**

The design ambient noise level for open-office and workstation spaces should not exceed NC 35. Noise isolation should meet the requirements of at least NIC 20. Acoustical ceiling units should have a minimum NRC of 0.55 if the space is carpeted or 0.65 if not carpeted.

### **(f) Corridors, Storage and Other Nonoffice/Workstation Spaces**

These areas include space where speech privacy is not a significant consideration, such as internal corridors, circulation stairs and records storage rooms. The criteria for general office space also apply to these spaces, except noise isolation is not required.

### **(g) Lobbies, Support and Other Public Spaces**

Public spaces and support spaces include lobbies, atria, restrooms and locker rooms. The design ambient noise level for these spaces should not exceed class NC 40. No specific sound isolation guidelines apply, but these spaces should be separated as far as possible from quiet areas. In large lobbies, acoustical treatment should be provided on some surfaces to mitigate reverberation.

### **(h) Other Spaces**

In spaces where noisy operations are located, including mechanical, electrical and communications equipment rooms, elevator machine rooms and trash compactor rooms, the design guideline ambient noise level has no recommended limit; however, acoustical treatment should be considered if NC 60 is exceeded. Sound isolation between these spaces and other areas should be a minimum of STC 45.

Consideration should be given to sound transmission through ceilings and floors to spaces above and below. Sound isolation floors are recommended for all mechanical room floors where space below is occupied. The design ambient noise level should not exceed NC 50 in such spaces as parking garages and fire stairs not used for normal circulation. These spaces should be separated as far as possible from quiet areas.

### Other Sound Isolation and Control Considerations

Exterior construction systems should screen out ordinary traffic noise. In facilities located near airports or other sources of high noise levels, consideration should be given to providing special exterior glazing and gasketing systems.

Noise propagation in buildings may be controlled by buffers between noisy and quiet areas. Buffers can be unoccupied space, shafts, records storage or archive areas.

Background low-frequency sound-masking systems to reduce the perceived level of random noise and enhance privacy may be considered. Low-frequency sounds can be reproduced through loudspeakers at a uniform and unobtrusive volume. The background sound-masking system should be coordinated with the noise characteristics of the mechanical system to achieve a uniform sound pattern. Such systems may be considered for office equipment/workroom/computer room spaces, general office spaces and open-office and workstation spaces. If a background sound-masking system is used, the NRC ratings for ceilings discussed above do not apply.

### 3. HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

The following guidelines for heating, ventilating and air conditioning within court facilities are based on Facilities Standards For The Public Buildings Service, PBS-PQ100.1, United States Facilities Standards and Technology Division, Office of Design and Construction, Public Buildings Service, General Services Agency, June 14, 1996, pp. 5-14 through 5-16.

**Indoor Air Quality.** Adequate ventilation is important to maintain indoor air quality. The minimum ventilation rates and indoor air quality criteria specified by ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality, are recommended. These standards are intended to minimize the potential for adverse health effects. Where occupancy requirements are likely to generate high levels of airborne particles, special air filtration should be considered for the return air system.

Some building areas, such as restrooms, showers, locker rooms, custodial spaces and battery-charging rooms, should be kept under negative pressure relative to surrounding areas. The air from these spaces should be exhausted at 100 percent.

The location of outside air intakes should be carefully evaluated to avoid short-circuiting of building exhaust and contamination by car and truck exhaust fumes or by equipment such as cooling towers.

When a building is new, volatile compounds can be released in large quantities from materials such as adhesives, vinyls and carpeting. A purge cycle of 100 percent outside air is recommended to run for several days prior to occupancy.

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**Indoor Design Temperatures and Relative Humidity.** Indoor design temperatures and relative humidity guidelines are stated in Table A-2 below. Indoor conditions are set at the middle of the comfort range of the ASHRAE *Handbook of Fundamentals*. Actual operating conditions may vary.

**Table A-2  
Indoor Design Conditions**

Area	Summer		Winter	
	Temp. (°F) <sup>1</sup>	Relative Humidity <sup>2</sup>	Temp (°F) <sup>1</sup>	Relative Humidity <sup>2</sup>
Courtrooms .....	74-76 .....	n/a .....	70-74 .....	n/a
General Offices .....	74-76 .....	n/a .....	70-74 .....	30
Computer Rooms .....	74-76 .....	45 .....	70-74 .....	40
Storage Rooms .....	74-76 .....	n/a .....	70-74 .....	n/a
Building Lobbies .....	74-76 .....	n/a .....	70-74 .....	n/a
Toilets, Lockers .....	74-76 .....	n/a .....	70-74 .....	n/a
Corridors .....	74-76 .....	n/a .....	70-74 .....	n/a
Stairwells .....	74-76 .....	n/a .....	70-74 .....	n/a

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<sup>1</sup> Dry-bulb temperature in degrees Fahrenheit

<sup>2</sup> Minimum recommended relative humidity, stated in percent. Should remain within five percent of stated relative humidity in a computer equipment room.