

Memorandum



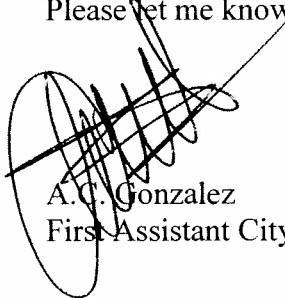
DATE: March 29, 2013

TO: The Honorable Mayor and Members of the City Council

SUBJECT: **Dallas Municipal Court System: An Update**

On Wednesday, April 3, 2013, the City Council will be briefed on the Dallas Municipal Court System. The briefing materials are attached for your review.

Please let me know if you have any questions or need additional information.



A.C. Gonzalez
First Assistant City Manger

CC: Mary K. Suhm, City Manager
Rosa Rios, City Secretary
Thomas P. Perkins, Jr., City Attorney
Craig D. Kinton, City Auditor
Daniel Solis, Administrative Municipal Judge
Ryan S. Evans, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Office
Stephanie Cooper, Assistant to the City Manager Mayor/City Council

Dallas Municipal Court System: An Update

Dallas City Council
April 3, 2013



Purpose

- To provide an update of Municipal Court operations by reviewing:
 - Background
 - Recent improvements and status on recommendations
 - Pre-Trial Program
 - Pre-Trial in other cities
 - Recommendations

Short Story

- Since the August briefing, staff has implemented roughly half of the recommendations presented to Council and has made progress on all the remaining ones
- Highlights include:
 - Technology: strengthened Court notification process, on schedule with the aggressive timetable set for Court Case Management System, implemented E-Citations for 133 officers that now accounts for more than half of all citations

Short Story (cont.)

- Police: strengthened police court notification process, strengthened monitoring of Officer attendance and performance, revised General Orders on court attendance, eliminated standby system
- Court Administration: strengthened financial information on part pays, improved window operations
- Community partnership: created program for serial inebriates

Short Story (cont.)

- Public Works: coordination of extensive renovation project
- Judiciary: enacted Court procedural changes including Court schedule, handling of off-docket procedures, requiring cash or surety bond be posted to secure appearance at trial, establishing mandatory pre-trial program

Short Story (cont.)

- Results include:
 - Lowering of window wait times
 - 50% lower since August 2012
 - Reduction in case dismissals due to Witness Unavailable and Insufficient Evidence
 - WU down nearly 30% from Q3 FY11-12 to Q1 FY12-13
 - IE down 44% from Q3 FY11-12 to Q1 FY12-13
 - Increased average fine collected per case
 - \$81 in FY11-12 to \$104 in Q1 FY12-13
 - Time served down and community service/work release up
 - Time served down 18% from FY10-11 to YTD FY12-13
 - Community service/work release up 67% from FY10-11 to YTD FY12-13

Remaining Improvements

- Court Case Management System implementation
- Facility Renovations
- Deferred disposition fees
- Additional Police Officer appearance and performance improvement
- Average fine assessed
- Dismissal rate
- Video footage access for Prosecution

Briefing Overview

- Review highlights of last summer's briefings, including:

Note - Gray pages are from previous briefings, with updated information in green

- Why enforcement is important
 - Enforcement performance
 - Comparison of performance
 - Recommendations
- Provide status report on recommendations
 - Point out additional areas of improvement

Compliance

- Compliance is most achieved when people believe:
 - Laws are appropriate
 - Enforcement is fair
 - Penalties are real and timely

FY 10-11 Dispositions

	Number	Window Value*
Total	283,990	\$43M
Through Clerks	69,772	\$9.8M
Before a Judge	214,218	\$33.2M

*Assumes all citations are valid, found guilty, and collected within 21 days.
Does not reflect maximum allowable fine (roughly 60%).

FY 10-11 Dispositions

	CLERKS	JUDGES
Total Cases	69,772	214,218
Total Window Fine Value	\$9.8M	\$33.2M
Fines Collected	\$8.6M	\$1.7M
Average per Case	\$123	\$8
Percentage of Window Fine Value	86%	5%
Deferred Disposition Fees Collected	\$82,000	\$2.3M
Average per Case	\$78	\$65
Expense of Operation	\$4.7M	\$9.8M

FY 10-11 Dispositions

	CLERKS	JUDGES
Plead Guilty and Paid Fine	72%	6%
<i>Average Fine Collected</i>	\$169	\$135
Deferred Disposition	2%	17%
<i>Average Fee Collected</i>	\$78	\$65
Dismissed	N/A	34%
Time Served	N/A	28%
Community Service/Work Release	6%	3%
Driver Safety School	10%	.04%
Dismissed Compliance (Showed proof of insurance, driver's license, registration)	4%	12%
Actual Trials	N/A	.01%
Voided/Misc.	4%	.05%

Court Revenue Comparison

City	Per Capita Income	FY 10/11 Revenue Per Case
Irving	\$23,419	\$104.34
Arlington	\$22,445	\$98.90
Richardson	\$29,551	\$83.95
Garland	\$20,000	\$80.34
Austin	\$24,163	\$60.26
Ft Worth	\$18,800	\$53.93
Dallas	\$22,183	\$41.49
San Antonio	\$17,487	\$38.52

When compared to several cities in the region and larger Texas cities with similar per capita income, Dallas has a low revenue per case average

Update on Comparisons

- FY11-12 annual survey results from City of Richardson comparing Metroplex court systems (See Appendix pp. 63-64)
- Dallas lowest out of 13 Metroplex cities on:
 - Revenue per Judge
 - Revenue per Case Filed
 - Revenue per Clerical Staff

Court Improvements

- Over the last several years, Court Administration, Police, CIS, Public Works, EBS, Prosecutor's office, and the Judiciary have undertaken a number of process and physical improvements to make a positive impact on our principal customer's interactions with Courts as well as improving operational efficiencies. Council support was critical.

Court Improvements

- Using the ZIP* process, numerous improvements were implemented resulting in:
 - Reduced court settings from an average of 9 months in FY08-09 to 1 month
 - Increased docketing capacity by 67%
 - City collected **\$2.5M in FY10-11 and FY11-12** as a result of Scofflaw (violator can not register car before clearing up pending citation)
 - Average per case collected increased from \$70 FY08-09 to **\$104 in Q1 FY12-13**
 - Average wait time at the windows has been reduced from 60 minutes to **near 5 minutes**

* ZIP is a management tool to seek operational efficiencies

Court Improvements

- Facility improvements
 - Phases I and II complete
 - Court Rooms 2, 4 – 11 moved to remodeled 2014 Main St. building on February 4, 2013
 - Cashier windows moved across the lobby into remodeled space using new queuing system on February 4, 2013
 - Phase III target completion : May 2013

Facility Improvements



Facility Improvements



Court Improvements

- Additional specific Judiciary improvements include:
 - Establishment of Proof or Plea Court
 - Establishment of a Saturday Court docket
 - Establishment of Off-Docket Court
 - Changed Magistrate Court to a Trial Court
 - Establishment of double trial dockets (Jury or Non Jury Morning and Afternoon)
 - Establishment of Pre-Trial system

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Technology Changes	Continue implementation of: <ul style="list-style-type: none"> • E-Citation to address accuracy of tickets • Court Notify to address scheduling issues • Court Management System to address need for overall Court operation enhancement including paperless court docket 	<ul style="list-style-type: none"> • Partial Implementation July 2012 • Partial Implementation Winter 2012 • 4th Q 2013 	<ul style="list-style-type: none"> • E-Citation fully implemented for 135 officers (see Appendix p. 55) • CNS upgrade complete and DPD badge swipe in routing room • CCMS on schedule for 4th Q 2013 Implementation (see Appendix p. 60)
Police appearance and performance	Continue review of Officer attendance and performance Determine if elimination of standby system is needed to enhance attendance and performance	Report August 2012 Report September 2012	Ongoing monitoring; (see Appendix pp. 56-59) Effective March 2013 standby system eliminated (see Appendix pp. 56-59)

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Web site	<p>Investigate ways to improve user experience by:</p> <ul style="list-style-type: none"> • Adding additional options that can be paid or requested online • Determine how Pay by Phone option can be added • Reach out to private sector to test if a reseller opportunity would attract interest • Critical that the site can offer attractive alternatives to drive interest, such as • 1 Day Deferred Disposition reboot • Somewhat lower fine amounts on Deferred Disposition 	<ul style="list-style-type: none"> • Report Oct 2012 • Report Oct 2012 • Report Oct 2012 	<ul style="list-style-type: none"> • Additional online options available when Court Case Management System is implemented in Q4 2013 (see Appendix p. 60) • Pay by Phone capability in Q4 2013 • City Attorney’s Office researching legality of reseller opportunity

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Expectations of City Council	<p>Council provides guiding principles by which the Court should be operated. For example,</p> <ul style="list-style-type: none"> • How should community values including safety, quality neighborhoods, compliance with ordinances, etc. guide Judicial decisions? • What leadership authority should reside with the Administrative Judge? • Should defendants be given more favorable options for resolving their citations before opting for a trial? 	Mission statement by the Council	New Judges appointed in August 2012 after considerable dialogue with applicants and Council

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Partnerships	<p>Work with County to determine prioritization of jail space</p> <p>Work with County regarding serial inebriates to determine what intervention programs might be helpful in reducing repeat offenders</p>	<p>Report from City Staff and County officials Oct 2012</p> <p>Report from City Staff and County officials Oct 2012</p>	<p>Jail contract negotiations begin in May 2013</p> <p>“Dallas SIP: Dallas Serial Inebriate Rehabilitation Program” created by County, City of Dallas, and multiple outside agencies (see Appendix p. 62)</p>

Cost of Operation

- The cost of operating the Municipal Court is approximately \$14.6M annually (FY10-11)
 - Of that \$4.7M dollars spent on Administrative functions (i.e. Window Clerks processing payments, mail payments, archiving paperwork for record keeping, escrow management etc.)
 - Annually there are 69k cases that are administratively disposed which equates to a cost of \$68 per case handled
 - \$9.8M dollars are spent on Judicial functions (i.e. Courtroom Clerk cost of preparing cases for trial court, Prosecutor's Costs, Bailiff costs, Judge costs, Officer costs)
 - Annually there are 214k cases that are disposed by judicial order which equates to a cost of \$46 per case handled

Cost of Operation (Updated)

- The cost of operating the Municipal Court is approximately \$15.4M annually (FY12-13 Est.)
 - Of that \$4.7M dollars spent on Administrative functions (i.e. Window Clerks processing payments, mail payments, archiving paperwork for record keeping, escrow management etc.)
 - There are projected to be 53k cases in FY13 that are administratively disposed which equates to a cost of **\$89** per case handled
 - \$10.7M dollars spent on Judicial functions (i.e. Courtroom Clerk cost of preparing cases for trial court, Prosecutor's Costs, Bailiff costs, Judge costs, Officer costs)
 - There are projected to be 130k cases in FY13 that are disposed by judicial order which equates to a cost of **\$82** per case handled

FY 10-11 Dispositions and YTD FY12-13 Update

	Number	Window Value*	Number	Window Value*
Total	283,990	\$43M	76,433	\$11.9M
Through Clerks	69,772	\$9.8M	22,194	\$3.2M
Before a Judge	214,218	\$33.2M	54,239	\$8.7M

*Assumes all citations are valid, found guilty, and collected within 21 days.
Does not reflect maximum allowable fine (roughly 60%).

FY 10-11 Dispositions and YTD FY12-13 Update

	CLERKS	JUDGES	CLERKS	JUDGES
Total Cases	69,772	214,218	22,194	54,239
Total Window Fine Value	\$9.8M	\$33.2M	\$3.2M	\$8.7M
Fines Collected	\$8.6M	\$1.7M	\$3.1M	\$0.6M
Average per Case	\$123	\$8	\$140	\$11
% of Window Fine Value	86%	5%	96%	7%
Deferred Disposition Fees Collected	\$82,000	\$2.3M	\$0.1M	\$0.7M
Average per Case	\$78	\$65	\$75	\$67
Expense of Operation	\$4.7M	\$9.8M	\$2.0M	\$4.5M

FY 10-11 Dispositions and YTD FY12-13 Update

	CLERKS	JUDGES	CLERKS	JUDGES
Plead Guilty and Paid Fine	72%	6%	79%	8%
<i>Average Fine Collected</i>	\$169	\$135	\$177	\$133
Deferred Disposition	2%	17%	7%	19%
<i>Average Fee Collected</i>	\$78	\$65	\$75	\$67
Dismissed	N/A	34%	N/A	27%
Time Served	N/A	28%	N/A	23%
Community Service/Work Release	6%	3%	1%	14%
Driver Safety School	10%	.04%	10%	.07%
Dismissed Compliance (Showed proof of insurance, driver's license, registration)	4%	12%	0.3%	7%
Actual Trials	N/A	.01%	N/A	.01%
Voided/Misc.	4%	.05%	3%	2%

Additional Findings

- Deferred Disposition fees
 - After the State (including court cost) fee is collected, the City keeps an average of \$67 per case (significantly below the standard window fine)
 - The practice of not assessing at or near the standard window fine + the State court costs is atypical when compared to other large Texas cities (San Antonio, Austin, Ft. Worth, Arlington) and neighboring DFW cities (Irving, Garland, Richardson)

Judicial Operations

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Judicial Refinements	Gather more detailed information from defendants when granting payment arrangements.	Modify rules of Dallas Municipal Court	Implemented; new form created to collect sources of income, bank account information, obligations, and monthly expenses (see Appendix pp. 66-67)
	Establish a tiered fine structure that incentivizes defendants to respond within the first 21 days.	Administrative Judge establish a tiered fine schedule	Under discussion

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Judicial Refinements	<p>Determine if Judiciary will consider penalties consistent with State Law guidelines of 8 to 24 hours for every \$50 of fine amount when community service, work release, or jail space is available.</p> <p>If higher penalties given, then Marshal's Office can prioritize arrest efforts. For example, to seek violators who fail to respond to City notices for multiple offenses or defy judges' orders</p>	<p>Response from Judiciary September 2012</p> <p>Based on response, actions to be taken by October 2012</p>	<p>Jail Docket Judgment form effective Dec. 10, 2012 stipulating \$100 per 12-hour period for time served; Community Service and Work Release guidance table provided to clerks, but penalty up to Judge</p> <p>(see Appendix p. 61)</p>

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Judicial Refinements	Require all off-docket procedures occur inside the courtroom and in the presence of a prosecutor	Modify rules of Dallas Municipal Court	Rule changed by Judicial Order dated Nov 30, 2012 and effective Jan 3, 2013
	Limit Motions for Continuance to one per side	Modify rules of Dallas Municipal Court	Pending
	Disallow off-docket motions for trial settings on delinquent cases. Require that a cash or surety bond be posted to secure appearance in trial.	Modify rules of Dallas Municipal Court	Rule changed by Judicial Order dated Nov 30, 2012 and effective Jan 3, 2013

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Judicial Refinements	Conduct a review of window fines, fines assessed over the internet, deferred disposition fees, parameters for time served, community service, and work release	Response from Judiciary September 2012	Target date of May 2013
Court System	Have the Municipal Court Administration, Prosecutor's Office, and Judiciary present a joint report to the Ad Hoc Council Committee annually regarding efforts to achieve community goals that are impacted by City ordinances.	City Council establish ordinance	Planned for June 2013

Recommendations from August 2012 Briefing

Topic	Recommendations	Actions Needed	Status
Judicial Refinements	<p>Prior to all trial case settings, require that the defendant attend a pretrial conference with the prosecutor. Deferred disposition and/or reduced fines might only be offered in this meeting. All defendants will be apprised of their right to hire an attorney and their right to a jury trial during their Pre Trial conference.</p> <p>Defendants will not be granted a reset at trial to hire an attorney.</p>	Modify rules of Dallas Municipal Court	Implemented (see Appendix pp. 68-70)

Observations from August 2012 Briefing

- Most defendants choose to either ignore citations or go to Court
 - Likelihood is the violation will be dismissed or result in less penalty than paying the fine upfront
 - No financial disincentives in going to Court
 - Ignoring citation creates little additional risk
 - Even if arrested, most receive little to no financial/community service/jail penalty

Observations from August 2012 Briefing

- The Judiciary is an independent body, however:
 - Can they, as a body, work to frame some parameters for operations and/or judgments?
 - What powers could be delegated to a presiding judge to manage these determinations?
- While operational efficiencies can be enhanced, it appears the market is responding to Municipal Court practices seeking least cost (first), least trouble (second), least damage to their driving record (third)

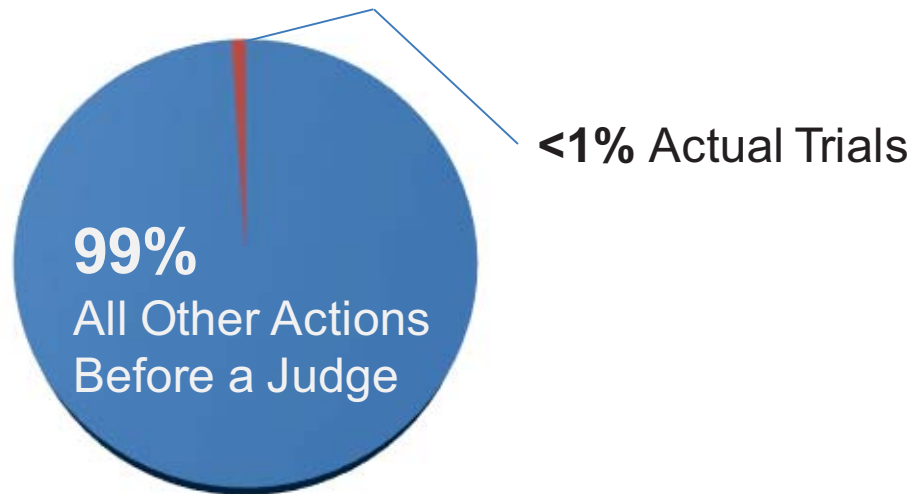
Origins of Pre-Trial Program

- Pre-Trial Program implemented in response to:
 - ZIP process improvement committee recommendations from 2010
 - City Manager's recommendations in briefings to City Council in 2012
 - Discussions during the Ad Hoc Committee's interviews with judge candidates

Request for Trial

- System was built to have trials, but far less than 1% of cases actually went to trial in FY 11-12

**FY12 Trial
Settings**



- If defendant truly feels they have been wronged and want a trial, they can request and will be given a trial

Pre-Trial in Other Cities

National Cities	Program Description
Phoenix	Pre-trials for misdemeanors
San Jose	Pre-trial for misdemeanors, traffic citations have separate court with no pre-trials
Texas Cities*	Program Description
Ft. Worth	Mandatory Attorney Plea Docket serves as pre-trial for those with representation, pro se has no additional steps
Arlington	Two pre-trial steps for pro se defendants and one pre-trial step for those with representation
Plano	One pre-trial step for both pro se defendants and those with representation
Laredo	One pre-trial step for both pro se defendants and those with representation
Garland	One pre-trial step for both pro se defendants and those with representation
Irving	One pre-trial step for both pro se defendants and those with representation
Grand Prairie	One pre-trial step for pro se defendants, those with representation have no additional steps
Austin	Majority of defendants pleading “not guilty” choose the optional pre-trial process

*Plus numerous other surrounding cities in Metroplex

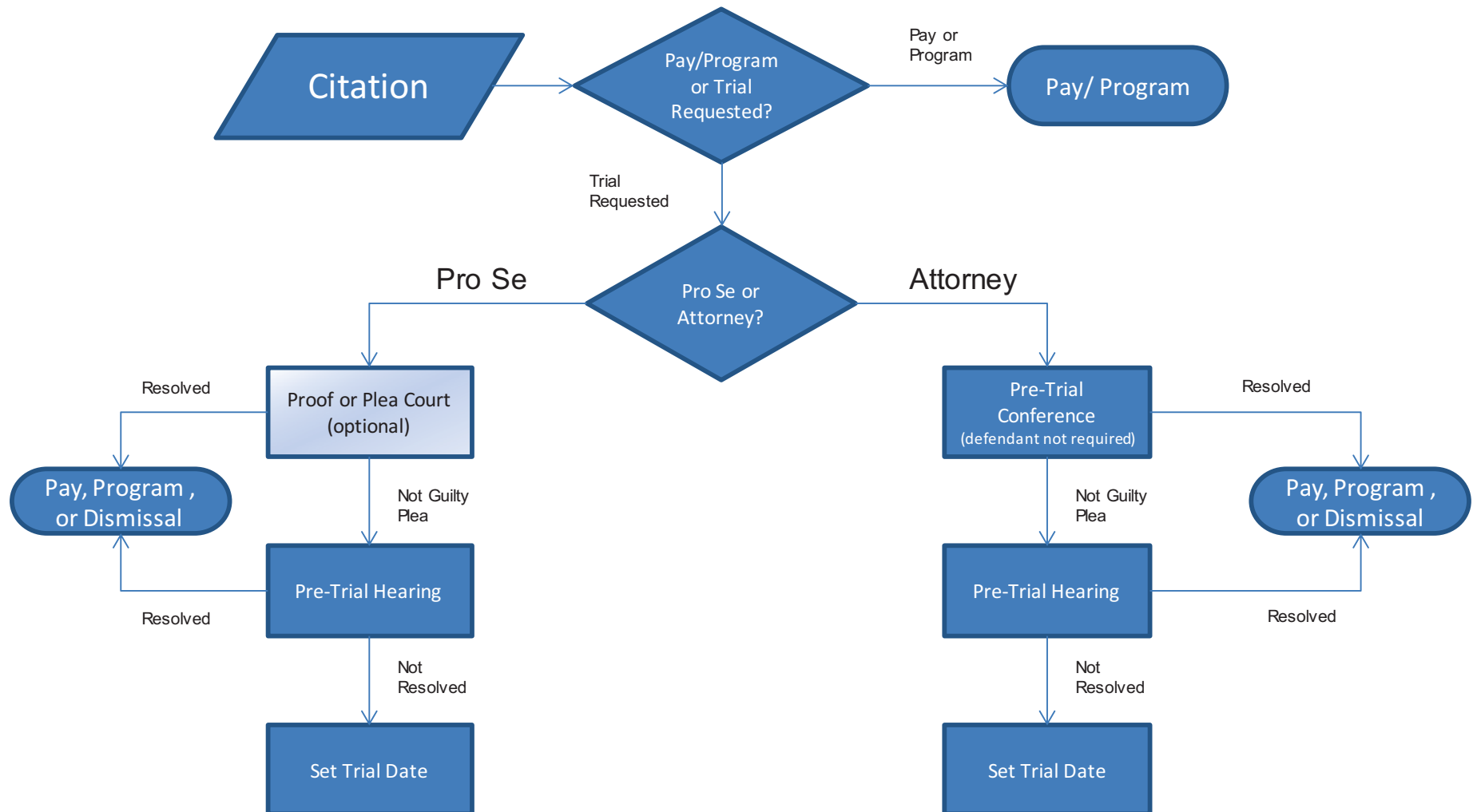
Purpose of Pre-Trial Program

- Attempts to separate desire to go to trial vs. desire to get out of ticket
- Very few defendants request trials on the day of scheduled trial
- Pre-Trial presents opportunity for defendants and defense attorneys to discuss cases with prosecutors outside of a trial setting and resolve any issues that would impede the ability to have a trial, for examples:
 - Need for a translator
 - Adequacy of complaint

What Happens During Pre-Trial

- Prosecutor can convey an offer to the defense
- Prosecutor provides the defense with a copy of the complaint (formal charging instrument)
- Pre-Trial motions can be heard and cases can be resolved without the expense of witnesses being required to appear

Pre-Trial Process



Steps in the Pre-Trial Program

- Pro Se Defendant (no attorney representation)
 1. Go to Proof or Plea Court to get prosecutors offer and decide whether to seek trial
 2. If prosecutor's offer is rejected and defendant pleads not guilty, defendant attends a Pre-Trial hearing
 - Beginning summer 2013, defendant may view officer's video of the alleged offense, if available
- If case not resolved at Pre-Trial hearing, a trial date will be set

Steps in the Pre-Trial Program

- Defendant with attorney representation
 1. Pre-Trial conference where prosecution and attorney discuss the case and a settlement offer extended to the defense (defendant not required to appear)
 - Beginning summer 2013, defendant may view officer's video of the alleged offense, if available
 2. If prosecutor's offer is rejected, defendant and attorney attend Pre-Trial hearing to attempt to resolve any pre-trial motions and the offer is re-affirmed
 - Beginning summer 2013, defendant may view officer's video of the alleged offense, if available
- If case not resolved at Pre-Trial hearing, a trial date will be set

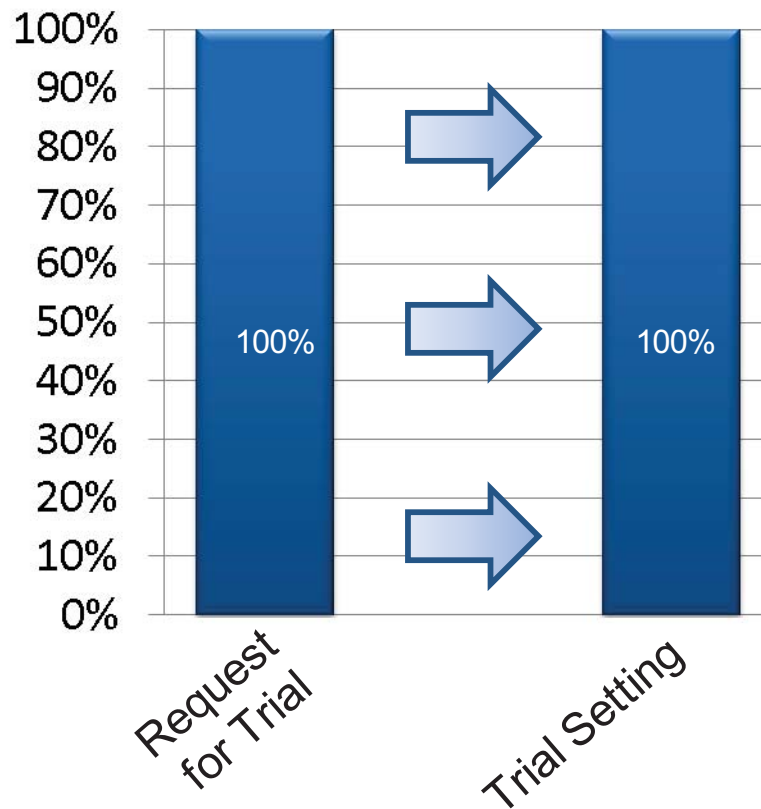
Summary of Pre-Trial Findings

- As actual trials have remained at less than 1%, the number of docketed settings requiring Police Officer subpoenas have significantly declined
 - Actual trials remain the same, averaging less than 10 per week
 - Number of subpoenas for Officers has decreased by 1,200 per week, not requiring them to appear in court

Resolutions Before the Day of Trial

Before Pre-trials

e.g. – the month of January 2013

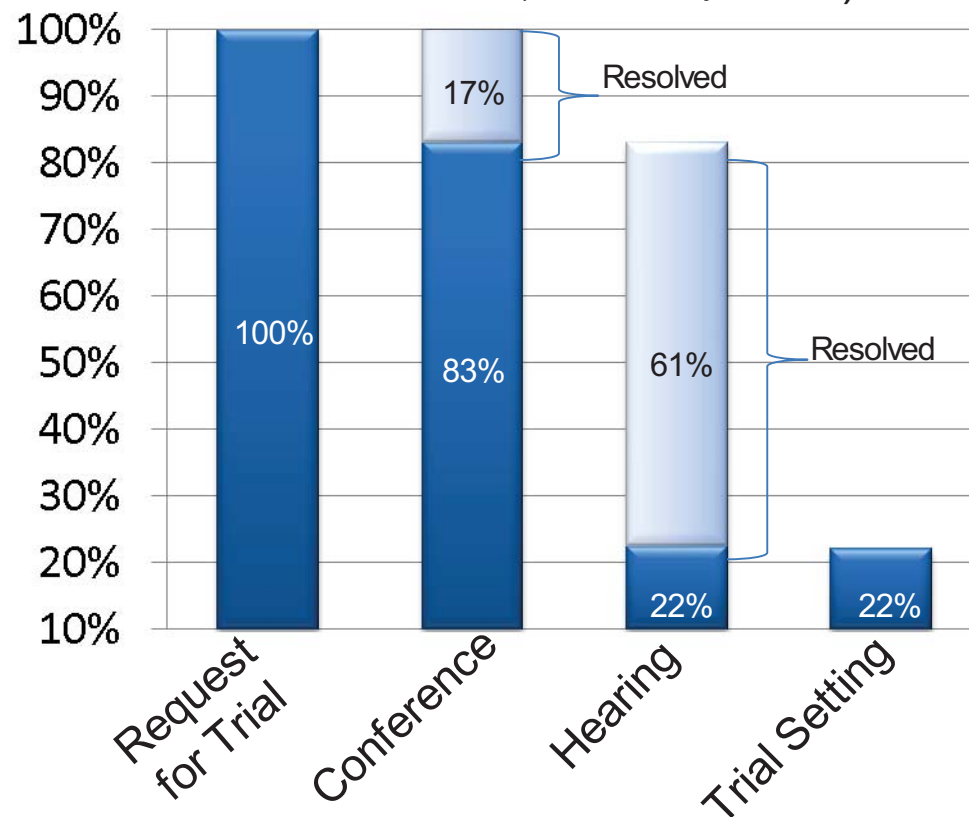


Note: A typical week before pre-trials included > 1,500 trials docketed, but **fewer than 10 actual trials.**

Resolutions Before the Day of Trial

Since Pre-trials

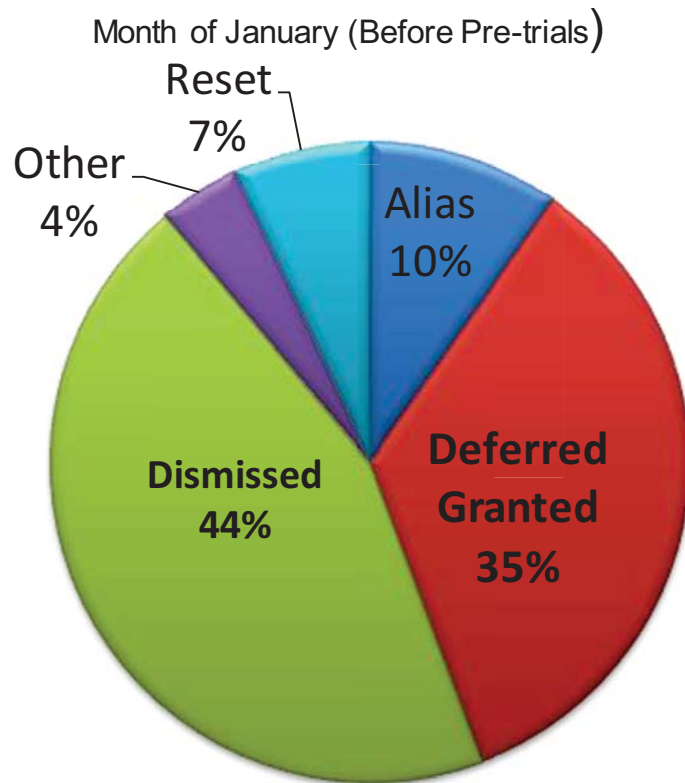
Feb. 25th – Mar 22nd, (Pre-trials fully in effect)



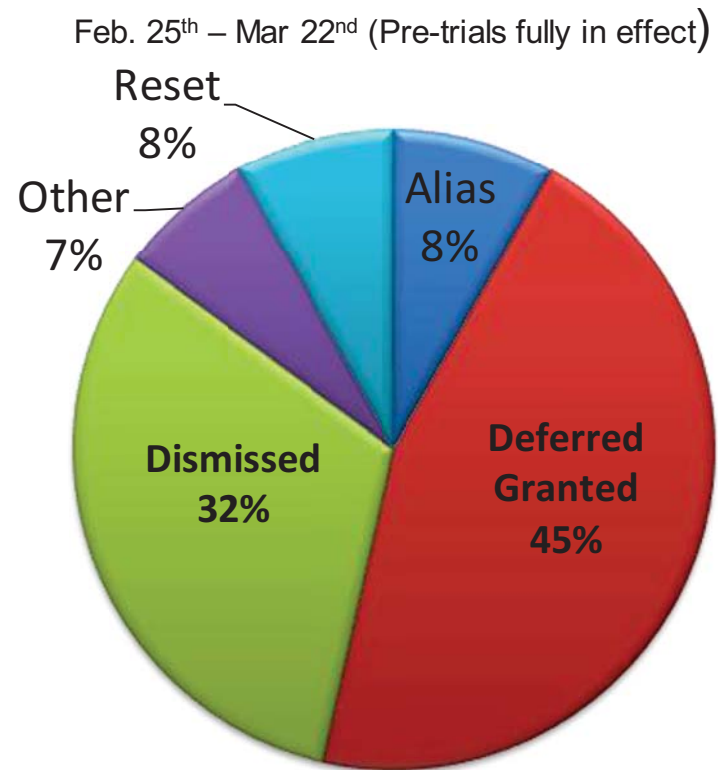
Note: A typical week with pre-trials includes < 300 trials docketed and on average **fewer than 10 actual trials**.

Court Setting Comparison

Before



After



Note: In both cases, **actual trials were less than 1%** and included in “Other”

Recap of Pre-Trial Findings

- Greater number of resolutions without need for trial settings
- Number of actual trials has not changed
 - If defendant truly wants a trial, option is still available
- Decreased demand on Officers' time
 - 1,200 fewer Officer subpoenas per week

Recommendations

- Continue implementing Court improvements
- Continue Pre-Trial Program
- Monitor and report on results

Questions

Appendix

E-Citations Implementation

- Motorcycle Officers in Traffic Enforcement (28 officers) began using E-Citations in June 2012
- Recently completed additional rollout in Traffic Enforcement (7 officers), Commercial Vehicle Enforcement (4 officers), Patrol (66 officers) and Accident Investigators/DWI Squad (28 officers)
- Additional placements pending review

	Dec 2012	Jan 2013	Feb 2013	March 2013*
Total Citations	13,020	16,204	20,269	18,994
Paper Citations	11,430 (88%)	12,494 (77%)	13,698 (68%)	9,825 (52%)
E-Citations	1,590 (12%)	3,710 (23%)	6,571 (32%)	9,169 (48%)

Police Appearance and Performance

- Numerous changes to effect change:
 - Improved consideration of officer leave schedule when setting court dates
 - Change of report times to Court
 - Changed notification processes and methods
 - Retraining of front line supervision
 - Revised DPD General Orders on court attendance
 - Exceptions due to emergency situation, critical assignment or other exigent circumstance require approval from divisional Major or Deputy Chief
 - New witness room
 - Improved monitoring and reporting

Police Appearance and Performance

- E-Citations enhanced recall with pictures, notes, and voice recording
- New preparatory checklist will be automatically sent to DPD Officers prior to court appearances to gauge recall of case
- Insufficient Evidence form created to improve communication between Prosecutors and Officers
- As of 3/11/13, eliminated routing/standby for Officers scheduled to appear for court
- Considering scheduling trials on Officer off duty times

Police Appearance and Performance

Year	Quarter	Final Disposition Total	Witness Unavailable	%	Insufficient Evidence	%
FY2011-2012	1 st	57,286	8,080	14.10%	3,823	6.67%
FY2011-2012	2 nd	61,573	6,447	10.47%	4,273	6.94%
FY2011-2012	3 rd	61,460	7,879	12.82%	5,915	9.62%
FY2011-2012	4 th	49,187	5,129	10.43%	3,547	7.21%
FY2012-2013	1 st	44,395	4,041	9.10%	2,385	5.37%

Police Appearance and Performance

- This task has proven to be very difficult to solve:
 - many moving parts,
 - numerous parties involved,
 - numerous ways needed to communicate with all parties, and
 - unpredictability of policing
- All of this effort, expense, and time is to insure an officer is at court and prepared to testify at a trial

Court Case Management System

- Project is on budget and on track for a 4th Quarter 2013 go live (aggressive schedule)
- Activities since the project kickoff in November 2012
 - Conducted 10 meetings regarding change readiness (the human side of change)
 - Installed servers and storage for Production, Training, and Test environments
 - Installed the Incode system
 - Conducted 8 demonstration sessions showing initial system configuration
 - Numerous meetings to discuss system-to-system interface requirements
 - 8 meetings regarding system code tables (configuration activities)
 - Provided conversion data to vendor (numerous clean up projects over the past few years)
 - Trained on development of templates for reports and letters
 - Demonstrated end to end citation processing thru payment and/or warrant steps

Time Served

- Judiciary setting penalties considering State Law guidelines of 8 to 24 hours for every \$50 of fine amount when community service, work release, or jail credit, if available
 - Effective Dec. 2012, standard credit equals \$100 per 12-hour period
 - Penalty up to Judge
- Marshal's Office re-prioritized efforts to focus on shoplifting, domestic violence, and defendants with high numbers of outstanding traffic tickets

Serial Inebriates

- “Dallas SIP: Dallas Serial Inebriate Rehabilitation Program” created by County, City of Dallas, and multiple outside agencies
 - Steering Committee consists of : UTSW/ Parkland Hospital, Homeward Bound, Dallas County Reentry Council, Criminal Justice Department, and several internal City of Dallas Departments (The Bridge, Housing and Community Services, Dallas Police, Dallas Marshal’s)
 - Ongoing efforts to identify frequent users Dallas’ emergency medical services as candidates for the program
 - At-risk inebriates enrolled into a comprehensive alcohol rehabilitation program and progress tracked

Office of Court Administration (OCA) Metroplex Survey

City	Revenue per FTE Judge
1) Irving	\$ 6,020,737
2) Richardson	\$ 4,119,884
3) Carrollton	\$ 4,115,390
4) Plano	\$ 3,994,726
5) Frisco	\$ 3,906,524
6) Arlington	\$ 3,777,796
7) Grand Prairie	\$ 3,518,423
8) Garland	\$ 2,528,231
9) Mesquite	\$ 2,299,911
10) McKinney	\$ 1,821,657
11) Allen	\$ 1,764,442
12) Fort Worth	\$ 1,385,676
13) Dallas	\$ 732,347

City	Revenue per Case Filed
1) Allen	\$ 170.66
2) Irving	\$ 168.52
3) Frisco	\$ 168.37
4) Carrollton	\$ 162.69
5) Plano	\$ 160.36
6) Fort Worth	\$ 154.99
7) Arlington	\$ 144.56
8) Richardson	\$ 144.30
9) McKinney	\$ 141.65
10) Garland	\$ 123.14
11) Mesquite	\$ 122.69
12) Grand Prairie	\$ 117.70
13) Dallas	\$ 104.91

Source: FY11-12 annual survey results from City of Richardson

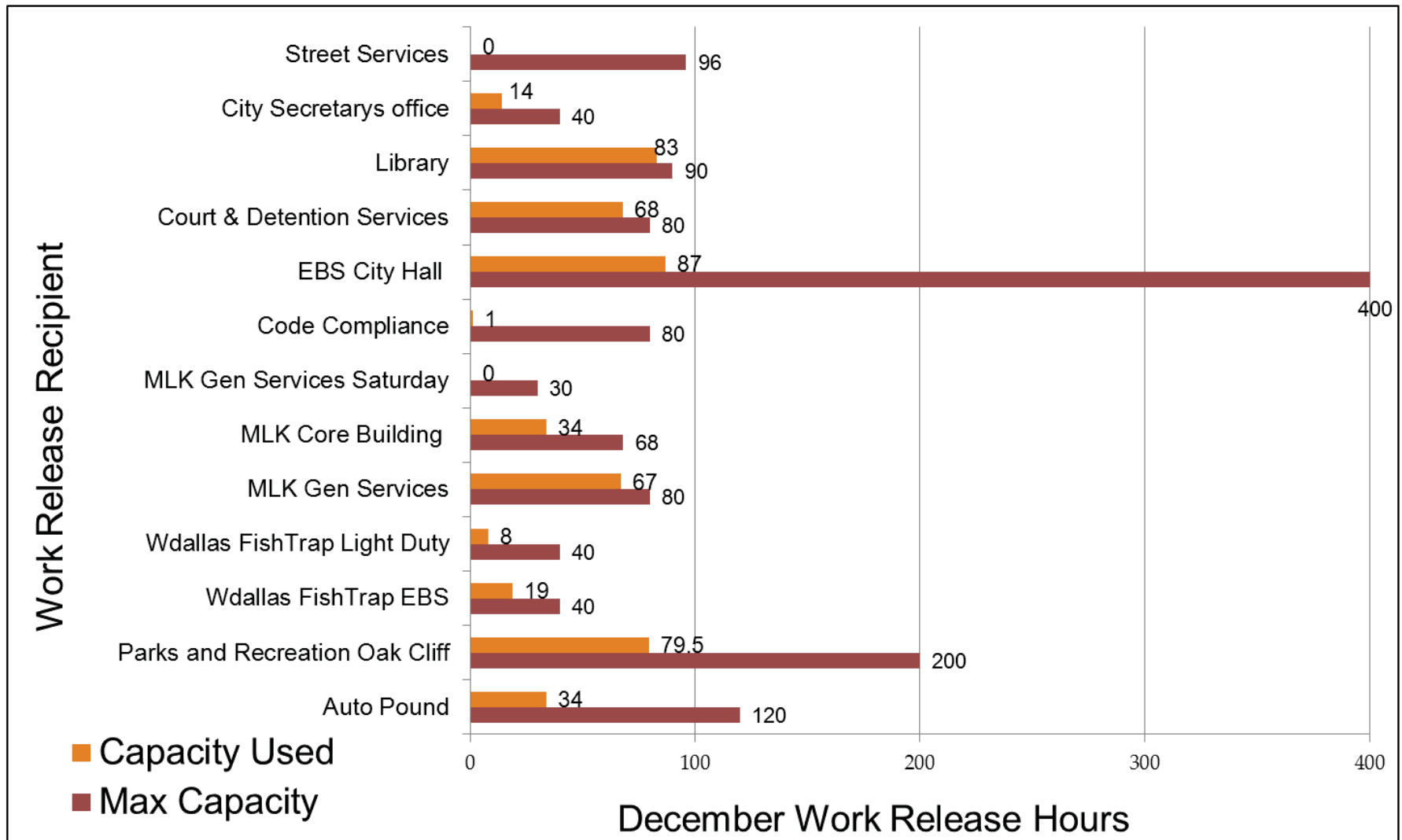
Office of Court Administration (OCA) Metroplex Survey

City	Revenue per Clerical Staff
1) Carrollton	\$ 514,424
2) Irving	\$ 501,728
3) Arlington	\$ 483,206
4) Richardson	\$ 460,719
5) Mesquite	\$ 425,909
6) Plano	\$ 352,476
7) Grand Prairie	\$ 305,950
8) Frisco	\$ 289,372
9) Allen	\$ 279,969
10) Garland	\$ 270,882
11) Fort Worth	\$ 256,350
12) McKinney	\$ 227,707
13) Dallas	\$ 217,888

City	Cases Filed per Clerical Staff
1) Mesquite	3,471
2) Arlington	3,343
3) Richardson	3,193
4) Carrollton	3,162
5) Irving	2,977
6) Grand Prairie	2,599
7) Garland	2,200
8) Plano	2,198
9) Dallas	2,077
10) Frisco	1,719
11) Fort Worth	1,654
12) Allen	1,641
13) McKinney	1,608


Source: FY11-12 annual survey results from City of Richardson

Work Release Usage – Dec 2012



Municipal Court Contact Information Form

Page 1

 CITY OF DALLAS	Citation # : _____ \$ _____	OCA Requirements (Office Use): Application Issued By: _____ Date Issued: _____ Personal Info. verified by _____ Date _____ (2-5 days of Judgment) Pay Review by _____ Date _____ # of payments _____ Amt. Mo. \$ _____ (within 14 days of Judgment) Supv. Review by _____ Date _____
	Citation # : _____ \$ _____	
	Citation # : _____ \$ _____	
	Citation # : _____ \$ _____	
	Citation # : _____ \$ _____	
	Citation # : _____ \$ _____	
	Citation # : _____ \$ _____	
Plan Type (mark one): 30 Day 60 Day Payment Plan		

Municipal Court Contact Information / Información de Contacto de Tribunal Municipal		
Name/Nombre: _____	First/ Primer _____	Middle/ Segundo _____
Last/ Apellido _____		
Home Address/ Dirección de domicilio: _____		
Apt # / # De Apto. _____		City/State/Zip Ciudad/Estado/Código postal _____
Mailing Address/ Dirección postal: _____		
(If different from above address) (Si es distinta a la dirección listada arriba)		
Home Phone/ Teléfono del hogar: _____ Cell #/ # de celular: _____ Email _____		
Date of Birth/ Fecha de nacimiento: Month/ Mes: _____ Day/ Día: _____ Year/ Año: _____ Sex/ Sexo (Circle One/ Circule uno): M F		
Drivers License #/ Licencia de Conducir #: _____ State/ Estado: _____ Expiration Date/Expiración _____		
Other Valid Government ID#/ Otra forma de identificación válida del gobierno _____ State or Country/Estado o País _____		
Spouse's Name/Nombre de su esposo/esposa _____		Phone #/Teléfono su esposo/esposa _____
Spouse's Employer/Nombre Empleador _____		Phone#/Teléfono de su esposo Empleador _____
Employment or Other Source of Income (Spouse/Parents/etc.) (School Info if Student) Empleo o Otra Fuente de Ingresos(Esposo/Padres/etc.) (Información Escolar Si Es Estudiante)		
Employer's name/ Nombre de empleador _____ Address/ Dirección de la compañía _____ Telephone/ Teléfono de la compañía _____		
Additional Income/Ingresos Adicionales		
Salary/Salario: \$ _____ per _____ Medicaid: \$ _____ per _____ Retirement/Retiro: \$ _____ per _____ Social Security: \$ _____ per _____		
Student Loans/Grants/Prestamos de la Universidad \$ _____ per _____ Unemployment/Desempleo: \$ _____ per _____ Welfare/Asistencia pública: \$ _____ per _____		
Disability/Incapacidad: \$ _____ per _____ Spouse/Esposo-esposa: \$ _____ per _____ Other: \$ _____ per _____		
(Office Use) The defendant's income is verified by? _____ Phone Call _____ Visual (_____ I.D Card _____ uniform _____ check stub _____ Other specify _____)		
Bank Accounts/Cuentas Bancarias: Name/Nombre _____ Phone _____ Balance \$ _____ Checking/Ahorros _____ Yes ___ No - Savings _____ Yes ___ No		
Bank Accounts/Cuentas Bancarias: Name/Nombre _____ Phone _____ Balance \$ _____ Checking/Ahorros _____ Yes ___ No - Savings _____ Yes ___ No		

Municipal Court Contact Information Form

Page 2

OBLIGATIONS/OBLIGACIONES	
How many people do you support/Cuántas personas mantiene? — Adults/Adultos ____ Children/Niños ____ Do you own your home/Posee un casa? ____ Yes ____ No List your creditors/Lista de acreedores y deudas (credit cards, rent to own, finance companies) _____ _____ _____	
MONTHLY EXPENSES/GASTOS MENSUALES	
Rent/Renta \$ _____ Utilities/Utilidades \$ _____ Phone/Teléfono \$ _____ Food/Alimento \$ _____ Car Payment/Pago de Vehículo \$ _____ Clothing/Ropas \$ _____ Vehicle Insurance/Segurancia de vehículo \$ _____ Child Care/Cuidado de Niños \$ _____ Cable \$ _____ Medical/Gastos de Medicos \$ _____ Cellular Phone \$ _____ Gas \$ _____ Child Support/Mantenimiento de Niños \$ _____ Drugs/Drogas \$ _____ Alcohol/Tragos \$ _____ Cigarettes/Tobacco \$ _____ Gambling/las apuestas \$ _____ Entertainment/Divertimento \$ _____ Other/Otra \$ _____	
Personal References/ Referencias Personales	
Name (Lives at Different Address)/ Nombre (Vive en diferente domicilio) Address/ Dirección Daytime Phone #/ Teléfono De Día Home Telephone/ Teléfono Del Hogar _____/_____ / _____ / _____ / _____ Name (Lives at Different Address)/ Nombre (Vive en diferente domicilio) Address/ Dirección Daytime Phone #/ Teléfono De Día Home Telephone/ Teléfono Del Hogar _____/_____ / _____ / _____ / _____	
I swear or affirm that the information is true, correct, and complete to the best of my knowledge./ Juro o afirmo que esta informacion es fiel, correcta y completa según mi leal saber. X _____ Defendant Signature/ Firma Date/ Fecha	
Deputy Clerk/ Subsecretario(a) Form Accepted By/ Forma Aceptada Por: _____ Date: _____	
Attorney Information (For Use Only if Represented By an Attorney)	
I swear or affirm that the information is true, correct, and complete to the best of my knowledge. Attorney Name: _____ Signature _____ Date _____ Attorney Phone # _____ Bar Number _____	
NOTICE: A \$25.00 Fee will be due for each case if the total is not paid in full within 30 days of assessment. Selected information may be subject to open records requests, in accord with State and Federal Law. Change of address or name information is required by State Law in Chapter 521 of the Transportation Code. Nota: Una tarifa de \$25.00 será aplicado por cada una de sus infracciones si suma no es pagada en su totalidad dentro de los 30 días de evaluación. Información seleccionada puede estar sujeta a las solicitudes de registros abiertos, de acuerdo con el Estado y la ley federal. Cambiar de dirección o nombre información es requiendo por la ley del estado en 521 de capítulo del código de transporte.	

Times

Application Issued	Application Completed (a)	In for App review (b)	(Wait Time = a-b)
_____	_____	_____	_____
			Minutes
			Minutes

Pre-Trial Procedural Order #1

RECEIVED

DEC 31 2012

COURT AND DETENTION SERVICES

IN THE MUNICIPAL COURT
OF THE CITY OF DALLAS, TEXAS
PROCEDURAL ORDER NO. 12-00001231-DFS

WHEREAS, the Administrative Judge of the City of Dallas is authorized to promulgate work rules for the administration of the municipal court of record pursuant to section 13-5(c)(3) of the Dallas City Code;

WHEREAS, the Administrative Judge has been informed by the Director of Court and Detention Services that there is a necessity to provide Court and Detention Services with a directive governing the setting of pretrial hearings and attorney pretrial conferences, this directive shall be effective January 7, 2013.

I. Pro se Defendants

IT IS THEREFORE ORDERED, that the clerk shall inquire of all pro se Defendants appearing in person if they wish to set the case for a trial or discuss the case with the prosecutor for a possible resolution;

IT IS FURTHER ORDERED, that if a pro se Defendant is adamant that he/she wants a trial the clerk shall set the case for Art. 28.01. C.C.P. Pre-Trial, otherwise the clerk shall refer the Defendant to Proof or Plea Court;

Pre-Trial Procedural Order #1 (cont.)

IT IS FURTHER ORDERED, that if the case is not resolved at Proof or Plea Court. The case will be set for a Art. 28. 01. C.C.P Pre-Trial hearing.

IT IS FURTHER ORDERED, that if the case is not resolved at the pretrial hearing the defendant shall indicate Rejection and sign the Plea Waiver Form, and the Clerk shall set the case for a trial before the court or trial before a jury;

IT IS FURTHER ORDERED, that if the request for trial is entered by a pro se Defendant by mail the clerk shall set the case for an Art. 28.01. C.C.P. Pre-Trial hearing;

II. Defendants represented by an attorney

IT IS FURTHER ORDERED, that the clerk shall set attorney pretrial conference for all attorneys that file a letter of representation and request a court date. The defendant's presence is not necessary at the pretrial conference;

IT IS FURTHER ORDERED, if the case is not resolved at the pretrial conference, an Art. 28.01. C.C.P. Pre-Trial hearing shall be set. The Defendant must be present at the pretrial hearing;

Pre-Trial Procedural Order #1 (cont.)

IT IS FURTHER ORDERED, if the case is not resolved at the pretrial hearing, the defendant shall indicate Rejection and sign the Plea Waiver Form, all Motions filed will be ruled upon, a Padilla Hearing held, and the case will be set for a trial before the court or trial before a jury;

IT IS FURTHER ORDERED, that all prior administrative orders, directives and local rules in conflict with this order are superseded and rescinded to the extent of the conflict.

SIGNED, ENTERED and ORDERED this 31st day of December, 2012.



Daniel F. Solis
Daniel F. Solis
Administrative Judge
City of Dallas Municipal Court

Pre-Trial Procedural Order #2

IN THE MUNICIPAL COURT
OF THE CITY OF DALLAS, TEXAS
PROCEDURAL ORDER NO. 12-00001231-2-DFS

RECEIVED

DEC 31 2012

WHEREAS, the Administrative Judge of the City of Dallas is authorized to promulgate work rules for the administration of the municipal court of record pursuant to section 13-5(c)(3) of the Dallas City Code;

COURT AND DETENTION SERVICES

WHEREAS, the Administrative Judge has been informed by the Director of Court and Detention Services of issues related to the implementation of pretrial hearings and pretrial conferences; this directive shall be effective January 7, 2013.

IT IS THEREFORE ORDERED that the clerk shall docket pro se Defendants pretrial hearings, Monday through Friday in Court No. 2, Court No. 8, Court No. 10, and Court No. 11 at 1:00pm, 2:00pm and 3:00pm, or as otherwise designated by the Administrative Judge;

IT IS THEREFORE ORDERED that the clerk shall docket attorney pretrial conferences Monday through Friday in Court No. 2, Court No. 4, Court No. 7, Court No. 8, Court No. 10 and Court No. 11 at 8:00 am or as otherwise designated by the Administrative Judge;

Pre-Trial Procedural Order #2 (cont.)

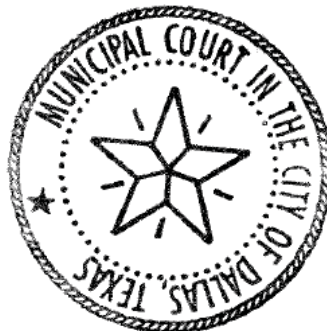
IT IS THEREFORE ORDERED that the clerk shall docket attorney pretrial conferences Monday through Thursday in Court No. 4 and Court No. 7 at 1:00 pm, or as otherwise designated by the Administrative Judge;

IT IS THEREFORE ORDERED that, effective January 7, 2013, the clerk shall implement the docketing of pretrial hearings and attorney pretrial conferences according to the amended Court Schedule;

IT IS THEREFORE ORDERED that, effective February 1, 2013, no adult criminal trial setting shall be docketed unless the defendant has first appeared in person at an Art. 28.01. Pre-Trial hearing;

IT IS FURTHER ORDERED that all prior administrative orders, directives and local rules in conflict with this order are superseded and rescinded to the extent of the conflict.

SIGNED, ENTERED and ORDERED this 31st day of December, 2012.



Daniel F. Solis
Daniel F. Solis
Administrative Judge
City of Dallas Municipal Court