

**Judicial Council of Georgia**  
**Access, Fairness, and Public Trust and Confidence Committee**  
Wednesday, May 11, 2016  
11:30 a.m. – 1:45 p.m.  
Administrative Office of the Courts Training Room  
244 Washington Street, S.W.  
Suite 300  
Atlanta, Georgia 30334

**Conference Call Information**  
**Telephone # 1-877-273-4202**  
**Conference Room Number: 9583294**

Lunch, 11:30 to 12 Noon

- (1) **Welcome and Introductions – 5 minutes (beginning promptly at Noon)**  
– Chief Judge of the Georgia Court of Appeals Sara Doyle, Presiding

(2) **Written Reports**

- Summary of February 10, 2016, Meeting
- Future Meeting Dates – Please Mark Your Calendars
  - **September 14, 2016**, 11:30 a.m. to 2:00 p.m.
  - **November 9, 2016**, 11:30 a.m. to 2:00 p.m.

**Project and Community Updates – 70 minutes**

- (3) ADA Handbook Update – 10 minutes  
– Mike Galifianakis and Stacey Peace
- (4) Atlanta Consulates Information and Proposed Training – 10 minutes  
– Tom Rawlings
- (5) Legislative Update – 10 minutes  
– Christine Butcher
- (6) VLAN Network Information – 10 minutes  
– Monica Khant
- (7) NAWJ Conference – 5 minutes  
– Judge Sara Doyle
- (8) Human Trafficking Summit Grant Proposal – 10 minutes  
– Michelle Barclay
- (9) GLSP CLE on October 20, 2016 - ADA Title 2 Presentation – 10 minutes  
– Jana Edmondson-Cooper by telephone

(10) AOC Assistance in Locating Grants for Courts – 5 minutes  
– Michelle Barclay or Betty Barnard

(11) Day on the Bench Program for Legislators – 5 minutes  
– Michelle Barclay or Karlise Grier  
<http://statecourt.georgiacourts.gov/content/day-bench-program>

**2016 Goals and sub-committees – Organizational Meetings – 15 minutes**

(12) 2016 Sub-Committees

1. Council of Accountability Court Judged Collaboration on training and best practices – Karlise Y. Grier on behalf of Justice Benham
2. Municipal Courts - Best Practices Handbook for Courts and Court-Related Personnel  
– Judge Dear-Jackson
3. Court-Based Self-Help Programs in Family Law Matters  
– Judge Rodatus

(13) Old Business – 5 minutes

(14) New Business & Next Meeting – 5 minutes

(15) Adjourn

Judicial Council of Georgia  
Access, Fairness, and Public Trust and Confidence Committee

Atlanta Consulates Information and Proposed Training

## **Proposal for Judge and Staff Training Consular Services**

### **Background:**

Georgia is home to many immigrants. According to the Migration Policy Institute, as of 2014 there were over 580,000 noncitizen immigrants living in Georgia, over 393,000 of them without documentation or migratory status.<sup>1</sup> The vast majority of unauthorized immigrants – over 220,000 – come from Mexico, with significant numbers from Guatemala, India, Honduras, and Korea.

Given the number of immigrants living in Georgia, it is not surprising that many countries have consulates in Atlanta, and that several of those consulates have busy and large “protection departments” that provide advice, direction, and assistance to their citizens involved in legal and court matters. The services of these consulates goes well beyond “consular notification” and other basic services. The Mexican Consulate, for example, regularly provides advice and attorney referral to Mexican citizens in civil, criminal, juvenile, family, and domestic violence cases. Those consular officials also work with a number of state agencies, with nonprofits such as Georgia Legal Services, and with other groups to protect vulnerable women and children immigrants.

### **Opportunity:**

AOC and the Access, Fairness, Public Trust and Confidence Committee has the opportunity to engage with these consulates to learn more about the services they offer to their nationals and to better prepare consular staff for advising their citizens. Just as most court staff have information on the local agencies that provide services to victims or pro se parties, judges and court staff should also be aware of the services each consulate’s protection department can offer to a noncitizen litigant. Likewise, consular staff should have the opportunity to learn about court-based programs for special populations, for non-English speakers, for victims, for pro se parties, etc.

### **Potential proposals:**

1. Contact consulates and invite them to a meeting with appropriate AOC/AFPTC personnel. Use meeting as a springboard for training opportunities for court personnel.
2. Invite consulates to prepare materials on consular protection services for distribution in court clerks’ offices or via court websites.
3. Create spaces at judicial trainings for consular personnel to share services available.

<sup>1</sup> Migration Policy Institute statistics, available at <http://www.migrationpolicy.org/data/unauthorized-immigrant-population/state/GA> and <http://www.migrationpolicy.org/data/state-profiles/state/demographics/GA>

Judicial Council of Georgia  
Access, Fairness, and Public Trust and Confidence Committee

SJI Human Trafficking Summit Grant

**Judicial Council of Georgia's Administrative Office of the Courts  
State Justice Institute's Technical Assistance Grant Program  
Project Abstract**

The Judicial Council of Georgia's Administrative Office of the Courts (AOC) is pleased to submit this application to the State Justice Institute's Technical Assistance Grant program under the Priority Investment Area "Human Trafficking and the State Courts." The proposed project will build the capacity of Georgia's courts to "address the impact of federal and state human trafficking laws on the state courts, and the challenges faced by state courts in dealing with cases involving trafficking victims and their families." The AOC requests Technical Assistance (TA) grant funds for two activities: 1) to conduct a one-day Human Trafficking Summit for Georgia's state court judges in partnership with the Center for Court Innovation (the Center), and 2) to contract the Institute for Continuing Judicial Education (ICJE) to develop and deliver a class on human trafficking that will be offered to every judge across the state through the Judicial Council of Georgia's class schedule.

Funding will enable AOC to provide expert consultants to define the capacity of the courts to adjudicate, dispose and sentence human trafficking cases, identify any problems with the adjudication, disposition and sentencing of such cases, develop an effective response by developing content for the Summit and classes, and propose a viable plan to implement these educational strategies in Georgia. We anticipate that the project will result in a training opportunity at least once for every judge across the state. We anticipate training up to 30 judges at the Summit and 10-20 more through the livestream, 1,100 through the ICJE's semiannual conferences, and 200-300 through webinars and the self-paced online course during the grant period alone. To fulfill these objectives, the AOC requests \$34,182 for a statewide project from April 18, 2016 to March 31, 2018. AOC and its partners will fulfill the 50% match requirement through committing \$17,100 of in-kind and cash contributions to project activities, including \$5,000 in cash committed by the Georgia Attorney General.

In addition to the Georgia Attorney General's support, we are pleased to have the support of the state's Criminal Justice Coordinating Council, which operates the Governor's Human Trafficking Task Force, as well as the Office of the Child Advocate and victim service providers Wellspring Living and youthSPARK. According to the National Human Trafficking Resource Center's hotline statistics, there were 190 calls to report cases in Georgia during 2015 – the 6<sup>th</sup> highest in the nation. A 2014 report by the Urban Institute identified Atlanta as the number one city for sex trafficking in the U.S. Despite the urgent need to address cases involving human trafficking, there has never been a concentrated effort to provide judicial education on state and federal law and the role of the courts. The support of the State Justice Institute will enable us to undertake this important project to ensure accountability for offenders and justice for victims of human trafficking.

Judicial Council of Georgia  
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Day on the Bench Program Template

# **Judicial Branch of Georgia Day on the Bench Program**

## **PROGRAM NARRATIVE**

The Day on the Bench Program is designed to give legislators a personal understanding of the complexity of the daily duties and responsibilities of the judge. This experience is intended to impress upon legislators the significant role played by the courts in the justice system, the impact on the daily lives of our citizens, and the need for legislative support. It is anticipated that this deeper understanding of the difficult job given to our courts will come to mind as legislative decisions are made especially during the final hours of the session. It is also anticipated that this experience will strengthen the relationship between court personnel and local legislators. The Administrative Office of the Courts can provide assistance to courts with the planning, implementation and follow-up of the Day on the Bench Program.

## **PROPOSED AGENDA**

It is imperative that the experience be carefully planned and executed. Attached is a proposed agenda to be used. It is suggested that the day begin with breakfast, during which the judge will explain the judicial system, the types of cases to be observed, the types of decisions made for each case type to be observed, and the role of the various actors in the courtroom. The judge should also explain that the legislator's presence will not be announced in the courtroom.

It is essential that the court calendar on the day of the visit demonstrate the high volume of cases brought before the court on any given day, or, in lower volume courts, the variety of work and breadth of the law handled by the judge. The visiting legislator should take away from this experience a sense of the number of cases, the volume of people, the variety of personnel, the difficulty of decisions, the pressure of time and complexity of the work done. It is recommended to have the legislators spend no more than 20 – 30 minutes in any particular courtroom or type of case.

The court session should be followed by a debriefing session, where questions about the morning can be answered and district and statewide issues can be discussed. This session should be held over lunch with other invited guests, e.g. chief judge, court administrator, clerk of court, or other criminal justice system leaders in attendance.

## **KEY MESSAGES**

The following key messages should be emphasized during the visit:

- ❖ The work of the courts has a major impact on the lives of all citizens
  - Court decisions have an impact on every area of life from birth to marriage to death; in conflict resolution regarding business, criminal activity, social movements, and individual rights.
- ❖ Citizens deserve fair and equal treatment and service from the system.
- ❖ Adequate and stable resources are essential to a court system that is able to serve the public.
  - The tougher the times, economically and socially, the more resources the court needs.
  - Less than one percent of the state budget is appropriated to the judicial branch.

# Judicial Branch of Georgia Day on the Bench Program

## How-To

### Invitation

It is important to meet with all the interested parties to determine a date to invite legislators when calendars are full and/or varied. Once a date is determined, an invitation letter signed by all the judges should be sent to each individual legislator from your delegation. The letter should include what the program is about, why the legislators would want to participate and the date time and a brief agenda for the activities for the day. [SEE ATTACHMENT A] A follow up confirmation letter with more detail may be needed to ensure attendance.

### Materials

Briefing material for the legislators should be given out at the beginning of the day. The material should include an agenda, biographies for each judge (along with a picture if available), a description or chart of the court system, and any other material specific to the local area.

### Sample Agenda

8:00 a.m. Coffee and breakfast with the legislator in chambers

This time will be used to explain the following to the legislator:

- Court operations
- The types of cases to be heard during the court session, the paper and information you will receive and the typical issues involved for each case type
- The role of the various personnel in the courtroom

9:00 a.m. Court Session

9:00 – 9:20 – Traffic Cases

9:30 – 10:00 – Plea Hearings

10:10 – 10:30 – Probation Revocation

10:40 – 11:00 – Civil Jury Trial

11:10 – 11:30 – Civil Motions/Trial

12:00 p.m. Answer questions the legislator may have about what he/she has seen – *Break for Lunch*  
The lunch session should be used to answer question for the legislator and to discuss local and state issues of concern to the judiciary. Other justice system representatives can be invited. The judge should explain what judges do when they are not on the bench (why the dark courtroom) and what he/she will be doing that afternoon.

1:00 p.m. Session is concluded.

If the legislator desires, the session can be expanded into the afternoon with additional court observation and/or a tour of the court facility.

### Follow-up

Evaluation is a part of every program. Follow-up with evaluation forms for both the legislators and the judges participating. [SEE ATTACHMENTS B AND C] From time to time the legislators will request information that the AOC can provide. The *Request Information Form* [SEE ATTACHMENT D] is a great way to capture the information the legislators are requesting and get the information to them in an efficient manner. You may also want to do follow-up press release with your local newspaper. This is a great way to garner positive press for both the legislators and the judges. Please make certain that all parties mentioned in the press release have given you their expressed consent to use their name. It is also helpful to have everyone mentioned in the press release review it before sent to the press.

## SAMPLE INVITE LETTER

Dear Legislator:

It is our privilege to invite you to the [Name of Court] for a *Day on the Bench*. As a member of the [Name of County] Legislative Delegation, you have been selected to shadow your local judges of the [Name of Court]. This will provide you with an opportunity to receive a first-hand look at the role of a judge, the issues that are handled in court and the day-to-day operations of a courtroom.

The program is scheduled for [Insert Date]. There will be a brief introduction at 8:45 a.m. and you will begin the program at 9:00 a.m. in a courtroom. The agenda will allow you to observe jury and non-jury matters as well as criminal and civil proceeding [describe the agenda here].

We will serve a light lunch and conclude the program at 1:00 p.m.

We hope you will be able to join us in the program designed to enhance our partnership in serving the public. Please RSVP to [Insert Name] at [Insert Contact Information] by [Insert Date]. If you have any questions about Day on the Bench please call [Insert Judge's Name] at [Phone Number].

Regards,

# DAY ON THE BENCH LEGISLATOR EVALUATION FORM

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LEGISLATOR: \_\_\_\_\_

HOST COURT: \_\_\_\_\_ DATE OF VISIT: \_\_\_\_\_

What were the most positive aspects of the visit?

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How will this visit help you in your role as a legislator?

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In your opinion, how can the Day on the Bench program be improved?

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Is there any information that you would like as a result of your meeting?

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Overall thoughts?

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*Check here if you have requested further information from your Host Judge.*

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Please send the completed form to:  
Tonya L. Griesbach  
Assistant Director for Governmental Affairs  
Administrative Office of the Courts  
244 Washington Street, Suite 300  
Atlanta, Georgia 30334  
FAX: 770-342-4791

# DAY ON THE BENCH

## HOST COURT EVALUATION FORM

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HOST JUDGE: \_\_\_\_\_ COURT: \_\_\_\_\_

LEGISLATOR: \_\_\_\_\_ DATE OF VISIT: \_\_\_\_\_

What were the most positive aspects of the visit?

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In your opinion, how can the Day on the Bench program be improved?

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Were the materials provided (Planning Guide, Suggested Agenda, Background Information) sufficient for the court visit?

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Please list any additional comments or suggestions for future court visits. (Please attach pages if additional space is needed.)

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Is there any information that you would like as a result of your meeting?

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Check here if the legislator request information and attach "Legislator's Request for Information" form.

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Please send the completed form to:  
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Administrative Office of the Courts  
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Atlanta, Georgia 30334  
FAX: 770-342-4791

# DAY ON THE BENCH

## LEGISLATOR'S REQUEST FOR INFORMATION FORM

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LEGISLATOR: \_\_\_\_\_ COURT: \_\_\_\_\_

HOST COURT: \_\_\_\_\_ DATE OF VISIT: \_\_\_\_\_

Legislator requested information on the following areas (please check all that are applicable):

- Pending Legislation (Please list bill number below)
- Future Legislation
- Local Legislation
- Appropriations
- Printed Documents
- Other (list below)

Legislator's request for information (please provide details including bill numbers, issue topics and other important information):

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