

2017

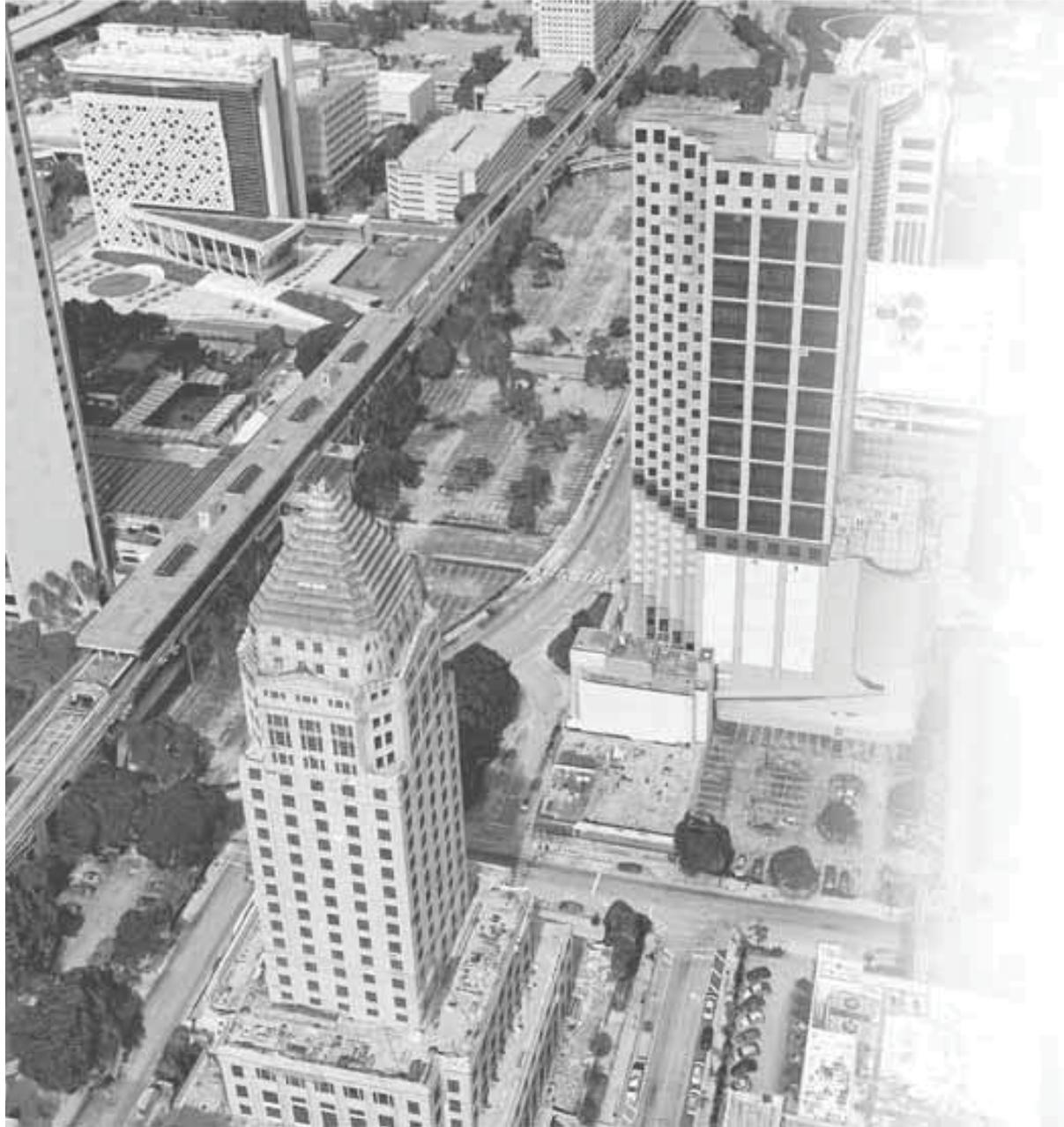


# Civil and Probate Courts Master Plan

2017







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# Civil and Probate Courts Master Plan

## Acknowledgments

On behalf of the Courts Master Plan team, we would like to acknowledge the dedication and enthusiasm of the following individuals in the development of this update.

### 11<sup>th</sup> Judicial Circuit of Florida

- Chief Judge Bertila Soto, Circuit Civil Administrative Judge Jenifer Bailey, Trial Court Administrator Sandra Lonergan, Courts Operations Director Mary Woolley-Larrea, Circuit Civil Operations Director Maria Harris, Facilities, Management and Planning Director Rick Martinez and Court Facilities Manager Lourdes Gonzalez
- Steering Committee and Judicial Working Group
- Clerk of Courts Harvey Ruvin, Clerk's Strategic Management Director Liza Saboya-Fernandez and Senior Deputy Clerk of Courts Mark Martinez

### Miami Dade County Internal Services Division

- Miami Dade County ISD Director Tara Smith and DCS Division Director Asael Marrero

The common spirit of *civic purpose* and the concern for *equal access to justice for Miami- Dade County residents* has been the impetus of those who have graciously given their time in the development of this document.

We are proud to have contributed to this effort.



Perez & Perez Architects Planners, Inc.  
Dan Wiley & Associates, Inc.

Civil and Probate Courts Master Plan



# Introduction

## Background

Perez and Perez Architects Planners, Inc. with Dan L. Wiley & Associates, Inc. (DWA) were selected to provide Miami-Dade County with an update to the 2008 report entitled, Master Plan for the Expansion of Courtrooms and Administrative Facilities<sup>2</sup>. That report surveyed all judicial facilities in Miami-Dade County and provided:

- Projections of population and judicial officer growth.
- Analysis and commentary on strategic planning and court facility deployment considerations.
- Assessment of functional and spatial conditions for each of the court facilities then existing in the County.
- Projections of space needs using typical planning modules based on widely recognized judicial system space standards.
- Project and implementation recommendations based on operational priorities and circumstances at the time.
- Cost opinions based on typical judicial facility cost/SF factors then prevailing as applied to the recommended projects, project types and implementation schedule.

An update to that report is necessary for several reasons:

1. Master Plans in general should be updated every 5 years as circumstances change and system operations/staffing/services evolve. It has been 7 years since the last one.
2. The inventory of projects has changed. The development of new facilities since the prior master plan including the new Hialeah Branch Courthouse, the new Caleb Center Branch Courthouse (currently under construction), and the new Children's Courthouse support the practicality and timeliness of a re-inventory of needs and projects and a re-evaluation of priorities and implementation recommendations for the court facilities located in Miami-Dade County.
3. Priorities have changed. The age, condition, and functional deterioration of the historic Dade County Courthouse have received elevated attention and have heightened its priority in the update process and potentially in the overall planning and implementation schedule for court facility development in Miami-Dade County.

<sup>2</sup> Master Plan for the Expansion of Courtrooms and Administrative Facilities, GSA Project # Z00019, Sixto Architects with Dan L. Wiley & Associates, Inc. and Carter Goble Lee Companies, June 2008

The phasing, tasks and sequence of this project have been framed by the pressing nature of the issues related to the Dade County Courthouse (DCCH). As a result, this is Phase I of the overall study and develops the master planning categories in more detail with respect to the Civil and Probate Court functions and the DCCH than was done in the original study.

- The projections of judges (and staff) specific to Civil and Probate functions are more detailed.
- Specific issues related to the operational effectiveness and efficiency of the Civil and Probate Courts including location, critical adjacencies (other courts, legal community, client groups, etc.) and deployment priorities are addressed.
- Operational changes and trends are evaluated for their impact on facility needs. This includes consideration of the impacts of technology, security, accessibility and flexibility on spatial requirements.
- Specific applicable space standards and court planning guidelines are identified and applied.
- Functional requirements are defined impacting facility organization, stacking and blocking, and access to services.
- Space needs are documented for the Civil and Probate Courts and related functions of the Clerk and Court Administration.
- Service and performance objectives are outlined.

In addition, at the request of the County and the Court, the master plan update for Civil and Probate Courts will also include:

1. An emergency relocation plan and continuity of operations plan developed by the AOC for the occupants of the Dade County Courthouse in the event that some disaster or unexpected situation would force closure of the facility.
2. An evaluation of potential sites for a new Civil and Probate Courthouse in the event that such a project is prioritized for funding and is forthcoming. This evaluation would take into consideration site adequacy, urban planning considerations, traffic and transportation impacts and any other factors thought important to the determination of site adequacy as well as potential impacts of collocation with Criminal Courts in the Civic Center.

The overall intent of Phase I is the development of a *framework* for clear and accurate understanding of the spatial and functional needs of the Civil and Probate Courts and for evaluating any proposals for meeting those needs as to both facility and site requirements both short term (emergency relocation) and long term (facility development).

## Organization of the Report

This Phase I report is organized into three books.

- **Book 1** – Civil Courts Projections and Space Needs – This volume provides:
  - Section 1 – DCCH Description and Assessment
  - Section 2 – Projections of Growth and Change in Civil and Probate Courts
  - Section 3 – Planning Considerations for Civil and Probate Courts
  - Section 4 – Space Needs for Civil and Probate Courts
- **Book 2** – Civil Court Planning and Design Standards and Guidelines
- **Book 3** – Civil Courts Options

Book 1 is broadly organized to answer two questions as directly as possible.

- What do we have? The answer to this question is provided in the description and evaluation of the primary Civil and Probate Court facility resource, the historic Dade County Courthouse. The observations and functional findings support conclusions about the continued use of the facility for modern court operations.
- What do we need? Need is based on a combination of factors including existing spatial deficits, growth in caseload, judicial officers, staffs and programs, operational change, nationally recognized judicial system space guidelines and detailed space programming. The result of these considerations is a projection of the kind, size, number, relationships and operation of all spaces required to support effective and efficient judicial process.

Book 2 provides critical information and guidance relative to the specific planning and design criteria that are the basis for the space need and are essential to any design effort for a contemporary civil court facility.

Book 3 is organized to answer two additional questions.

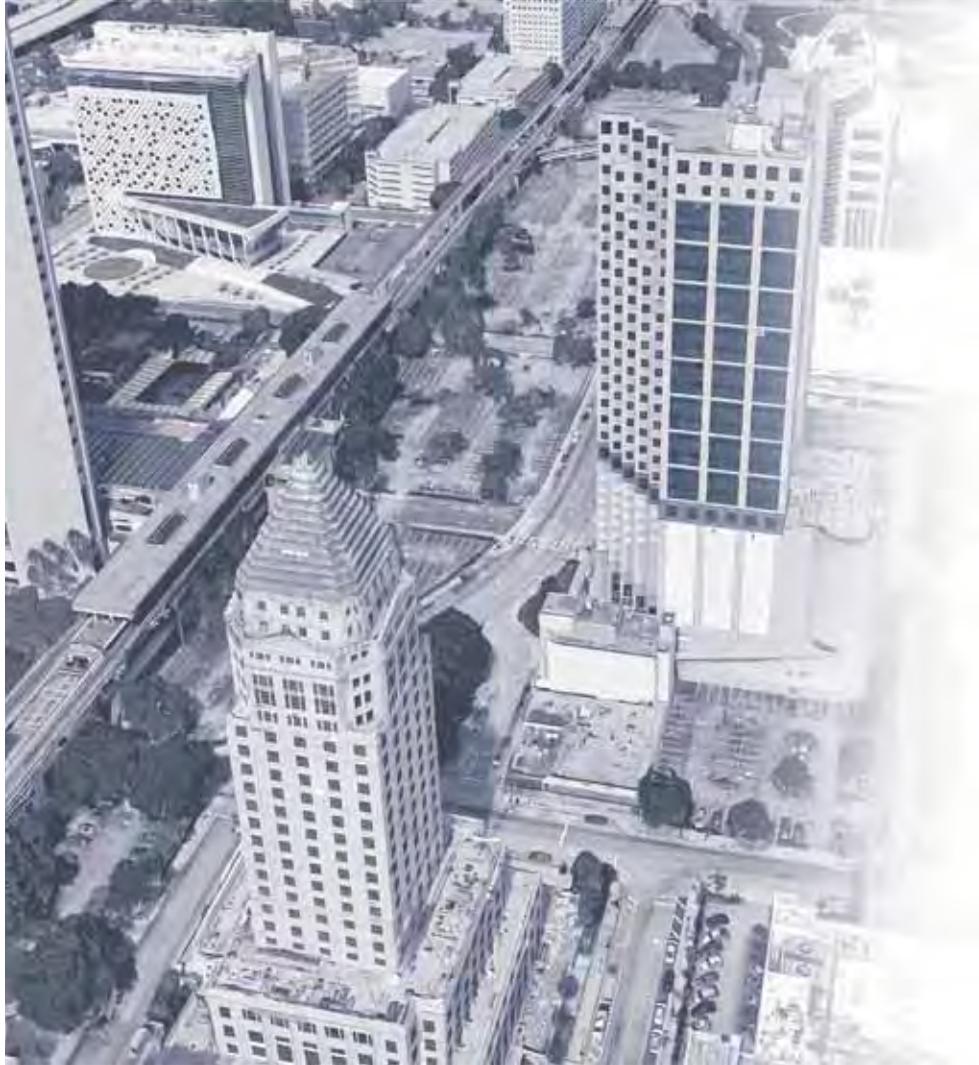
- What can we do? The answer to this question is a conversion of tabular space needs into graphic representations of footprints and stacking diagrams and a testing of alternative building and site options.
- What should we do? The answer to this question is a set of recommendations coming out of all the work that has gone before.



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# Civil and Probate Courts Master Plan

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Book 1  
Assessment of Need





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# Executive Summary

## Introduction

Perez and Perez Architects with Dan L. Wiley & Associates, Inc. (DWA) were selected to provide Miami-Dade County with an update to the 2008 report entitled, Master Plan for the Expansion of Courtrooms and Administrative Facilities.<sup>1</sup>

This report provides a detailed analysis of the needs of the Civil and Probate Courts in the context of pressing spatial and functional issues related to the historic Dade County Courthouse (DCCH) in downtown Miami. It also provides an overview of the role and use of the Branch Courthouses in connection with Civil cases.

The overall Phase 1 report will be composed of three books. This document is Book 1 – Civil and Probate Court Projections and Space Needs. Book 2 provides Civil Court Facility Space Standards and Design Guidelines. Book 3 provides an evaluation of potential Civil Courthouse sites and includes preliminary stacking concepts and cost opinions.

## Book 1 – Civil and Probate Court Projections and Space Needs Summary

- **Introduction** – The introduction provides context for the study process and an overview of the organization and objectives of this report.
- **Section 1 – DCCH Description and Assessment**
  - Since the objective of this overall study is to determine what court facilities are needed and to define a plan to provide them, then the starting point for the analysis is the documentation of what already exists and through the evaluation process to identify its usefulness in meeting existing and projected need. In this section, our focus is on the physical, spatial, and the functional assessment of the DCCH.

<sup>1</sup> Master Plan for the Expansion of Courtrooms and Administrative Facilities, GSA Project # Z00019, Sixto Architects with Dan L. Wiley & Associates, Inc. and Carter Goble Lee Companies, June 2008

- We find that the historic Dade County Courthouse which has served so long as the center and symbol of justice in Miami-Dade County is no longer sufficient or suitable for judicial system occupancy. It does not and cannot meet the spatial and functional requirements of a modern court system. The data and analysis behind this finding are the subjects of this section.
- **Section 2 – Projections of Growth and Change in the Civil and Probate Courts**
  - Section 2 provides important information that is basic to the determination of present and future Civil and Probate justice system space needs. Included are:
    - Projections of growth – The section opens with an analysis of historical trends and projections of population, caseloads, and judicial officers for the Circuit Civil and Probate Divisions and the central civil divisions of the County Courts in Miami-Dade County and the Eleventh Judicial Circuit of Florida. The purpose of these projections is to establish an analytical basis for an estimate of space needs subsequently reported in the Space Program (Section 4).
    - Discussion of Judicial system change - The purpose of this analysis is to identify operational changes impacting future court operations and providing opportunities of enhanced space utilization that will be incorporated into the space program (Section 4).
  - Based on the analysis of historical trends and evolving system operations, we find that:
    - Miami-Dade County and the Eleventh Judicial Circuit of Florida will continue to grow as to population, demands for judicial services and judicial officers.
    - This growth cannot be accommodated in a facility already severely short on space.
    - A facilities development project such as this one offers exceptional opportunities to enhance operational efficiency and effectiveness.
    - The planning and design process are resulting in a facility plan that better supports contemporary and evolving operational patterns, providing a catalyst for strategic planning and the infrastructure for the implementation of more cost effective services.

- **Section 3 – Planning Considerations for Civil and Probate Courts**

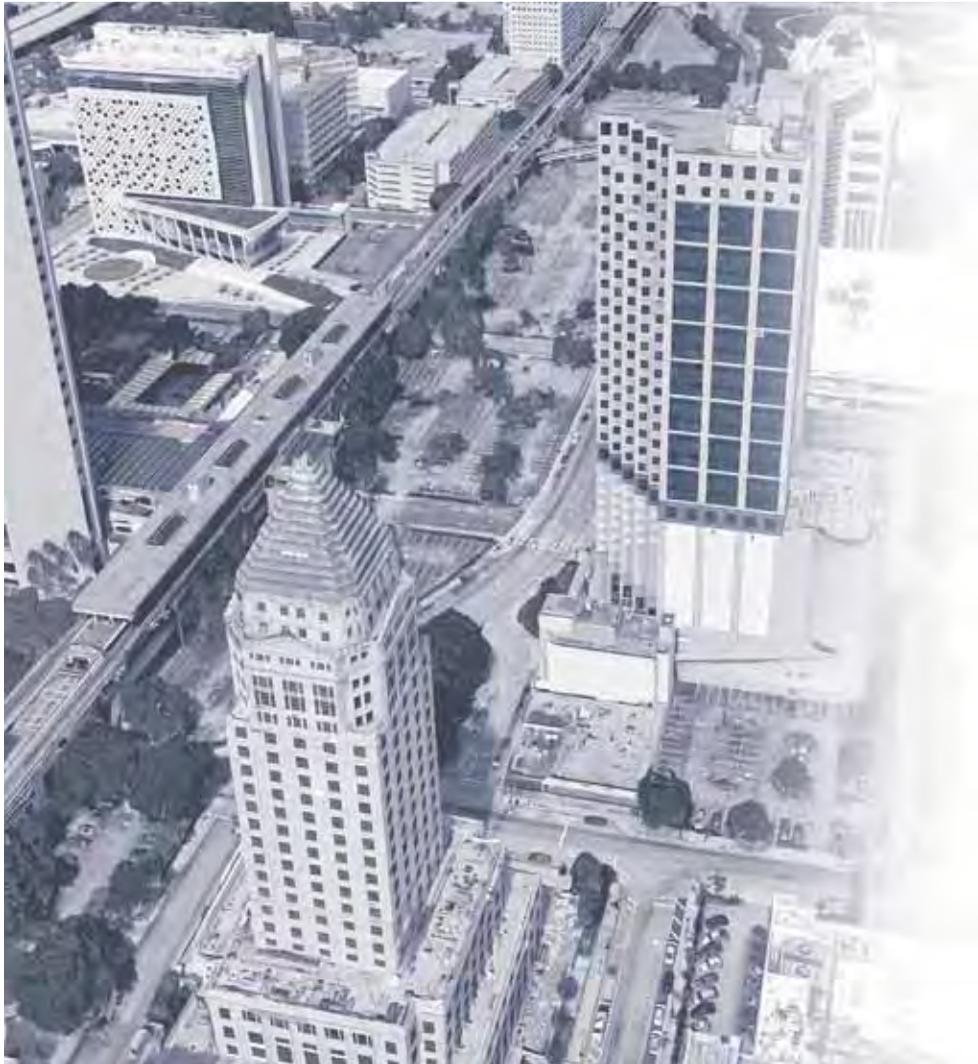
- Section 3 addresses specific planning considerations and issues analysis relevant to the potential development of a new Civil and Probate Courthouse. The purpose of this section is to provide a basis for understanding specific operational assumptions in support of key elements of the space program presented in Section 4. As well, it touches on the Court’s strategic service delivery pattern related to Civil cases and the relationship of Branch Courthouses to that pattern.
- The development of a new consolidated Civil Courthouse in Miami offers the opportunity to accomplish some very important strategic goals of the Miami-Dade Judicial System.
  - Expansion to meet growing demand
  - Provision of a secure and dignified setting for the administration of justice
  - Provision of adequate support space for litigants, jurors and the public
  - Implementation and utilization of the new business model for Dispute Resolution Services
  - Integration of technology into court services and daily operations
  - Expansion of access to services for all Miami-Dade residents
- The design of this new consolidated court facility should be sensitive to the following special considerations:
  - Internal expansion of both core and support/service facilities
  - Flexible access to support/service facility:
  - Suitability to and support for the urban context:
  - Location: The location of the new Civil Courthouse should be based on the following considerations:
    - Historical precedent
    - Collocation with related justice facilities as well as the business and financial communities
    - Proximity to a major transportation hub
    - Proximity to the legal and financial communities
    - Symbolic value – The Civil Courts should be retained at the very center of the economic and governmental life of Miami-Dade County as a continuing symbol of the importance of the rule of law and the peaceful resolution of disputes.

- **Section 4 – Space Needs for Civil and Probate Courts**

- Section 4 provides a detailed answer to the basic question of what is needed to adequately support the staff and operations of the Civil and Probate Courts now and out to the 2035 planning target.
- This section contains the space program which defines the kind, size, number, relationships and operation of all spaces needed now and to the target years of 2025 and 2035.

- These needs are based on real operational reality, on nationally recognized judicial system space planning guidelines and on careful projections of future population, caseload/filings and a reasonable expectation of the number of judicial officers that can be expected.
- This Section concludes that the total space need for the identified functions to 2035 will be very close to 600,000 GSF inclusive of secure parking. The exact program numbers follow in the attached table.
- Key program facts (2035):
  - 50 Courtrooms
  - Jury Suites planned at 1 for 2 courtrooms in Civil and 1 for 4 courtrooms in Probate
  - 48 resident judges in 2035
  - Separate public and judicial/staff circulation
  - No prisoner holding required for Civil functions
  - Standardized courtrooms and judicial office sets
  - Use of nationally recognized judicial system space standards and county office standards
  - Single point of public entry for security and weapons screening
  - Integrated technology
  - Focus on public service, accessibility and ease of use





# Civil and Probate Courts Master Plan

2017

**Section 1**  
DCCH Description and Assessment



## Section 1 – DCCH Description and Assessment

### Introduction

The first step in this master planning process is the description and evaluation of the historic Dade County Courthouse (DCCH). This facility opened in 1928 and has served as the seat and symbol of the judicial system since that time. Initially, the facility housed jail, general government and courts but as the years progressed, as Miami-Dade County grew, and as the judicial system expanded, the occupancy changed. The jail moved out. General government moved out. Criminal Courts were relocated. Domestic Relations Courts were relocated. By the time of the 2008 Master Plan the facility included only the Circuit Court Civil and Probate Divisions, the central divisions of County Court Civil, some of the administrative and civil support components of the Administrative Office of the Courts, the executive and civil functions of the Clerk of Courts and the Law Library. These components and functions effectively filled the building except for those areas which for various reasons could not be occupied (such as the old jail at the top of the building).

Since the objective of this overall study is to determine what court facilities are needed and to define a plan to provide them, then the starting point for the analysis is the documentation of what already exists and through the evaluation process to identify its usefulness in meeting existing and projected need. In this section, our focus is on the physical, spatial, and the functional assessment of the DCCH.

Fundamentally, we find that the historic Dade County Courthouse which has served so long as the center and symbol of justice in Miami-Dade County is no longer sufficient or suitable for judicial system occupancy. It does not and cannot meet the spatial and functional requirements of a modern court system. The data and analysis behind this finding are the subjects of this section.

### Description and Physical Assessment

#### Physical description and total area

The **Miami-Dade County Courthouse** is a historic courthouse located at 73 West Flagler Street in Miami, Florida and was added to the U.S. National Register of Historic Places on January 4, 1989. The building is 361 feet tall with 27 floors. The Neo-Classical architectural style of the building by Architect A. Ten Eyck Brown with classical ornamentation, ziggurat roof, height and prominent location contribute to the local perception as a landmark.

The building is a 27 story symmetrical steel frame building follow a tripartite composition: base, shaft and top. The three story base transitions into tower shaft then into a ziggurat pyramid. The exterior is granite cladding at its base and terracotta tiles matching the granite on the tower. The exterior windows have been replaced to rectify different types and styles yet they are not impact resistant to meet wind load requirements.

The current total area of usable space is approximately 231,000 GSF

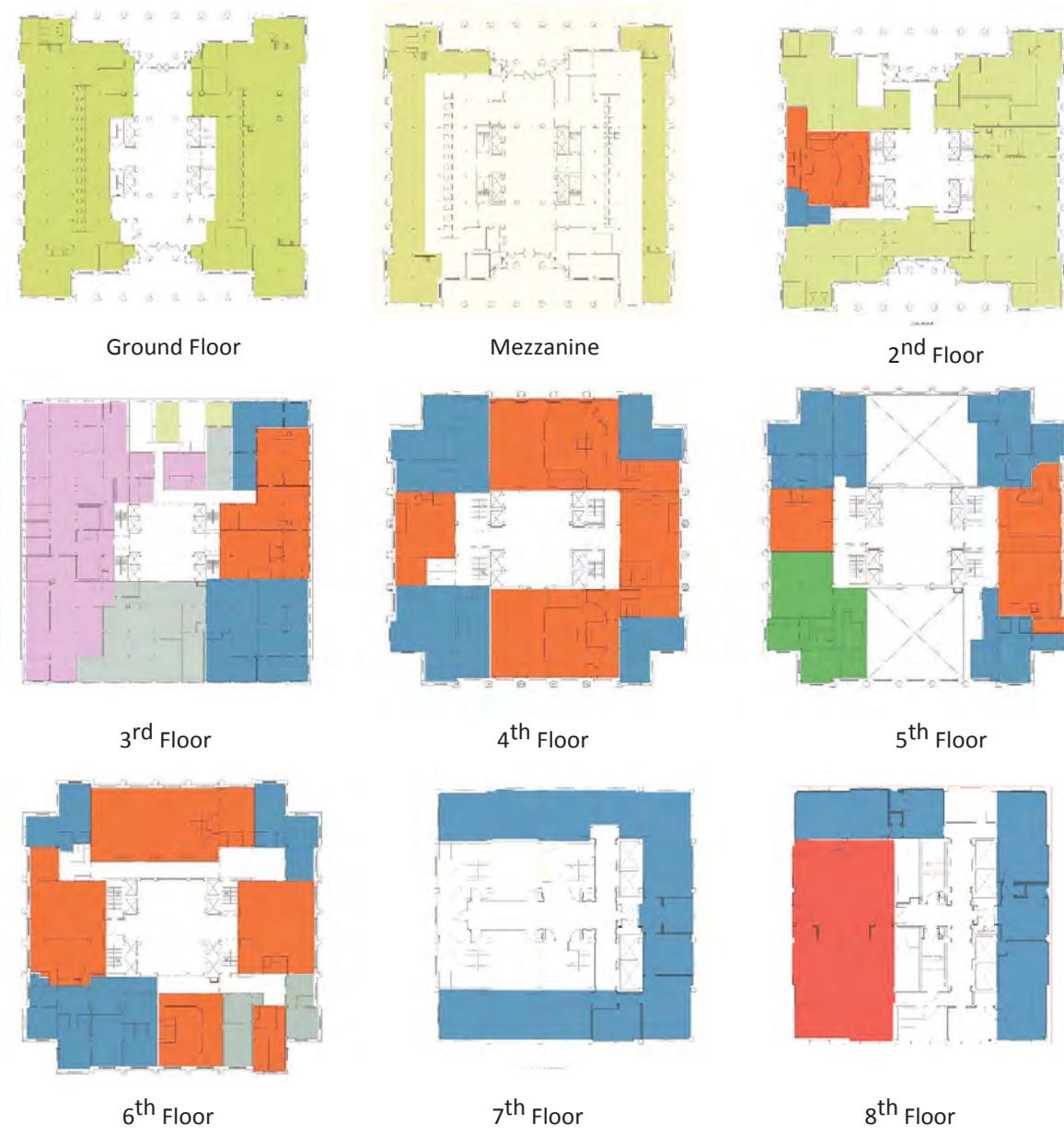
**Existing Occupancy**

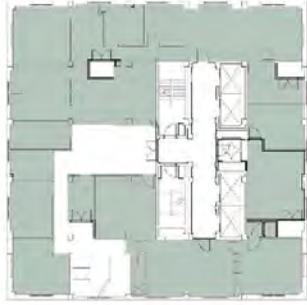
The following diagrams explain the current space allocation and occupancy:

	Judicial Offices	30,600 GSF
	Law Library	11,500 GSF
	Clerk of the Courts	37,100 GSF
	Court Rooms/Litigation	40,100 GSF
	Grand Jury	2,500 GSF
	AOC	40,600 GSF
	Vacant	68,200 GSF
	<b>Total</b>	<b>231,000 GSF</b>



The 68,200 GSF of Vacant space cannot be converted into courtrooms due to column span of the structural columns of the building.

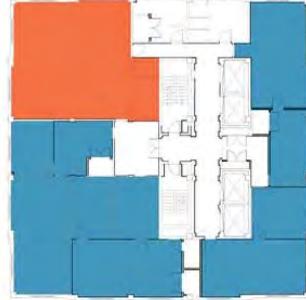




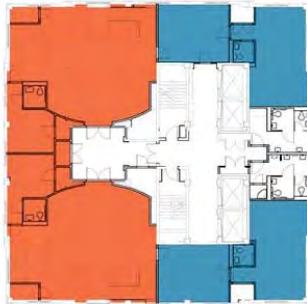
9<sup>th</sup> Floor



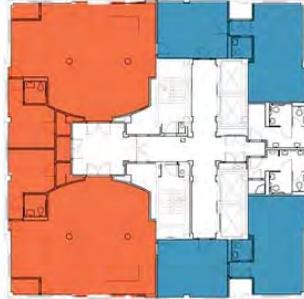
10<sup>th</sup> Floor



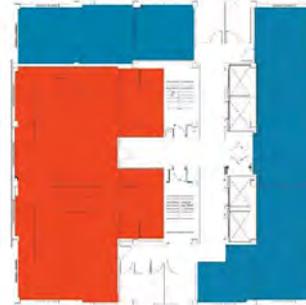
11<sup>th</sup> Floor



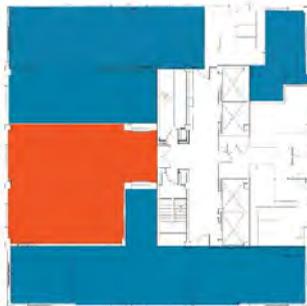
12<sup>th</sup> Floor



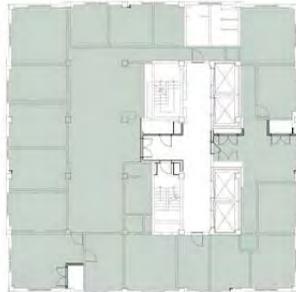
13<sup>th</sup> Floor



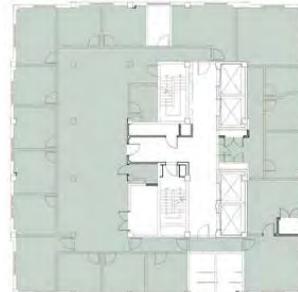
14<sup>th</sup> Floor



15<sup>th</sup> Floor

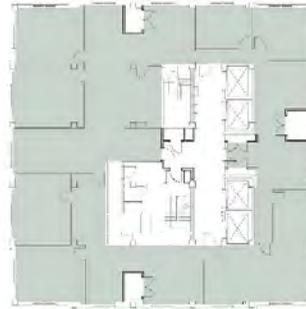


16<sup>th</sup> Floor

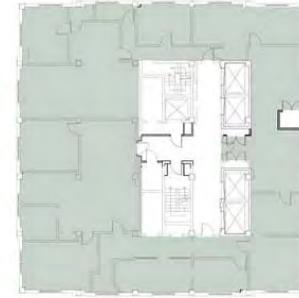


17<sup>th</sup> Floor

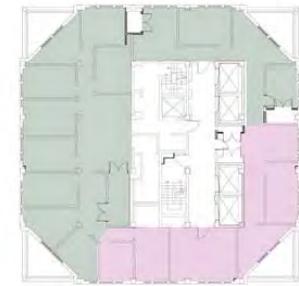
-  Judicial Offices
-  Law Library
-  Clerk of the Courts
-  Court Rooms/Litigation
-  Grand Jury
-  AOC
-  Vacant



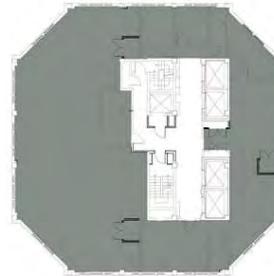
18<sup>th</sup> Floor



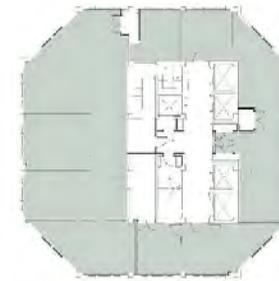
19<sup>th</sup> Floor



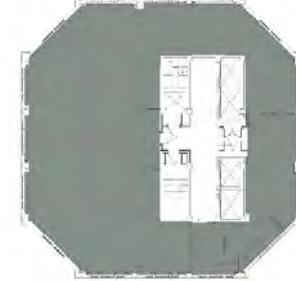
20<sup>th</sup> Floor



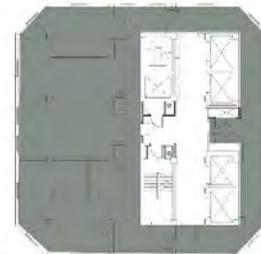
21<sup>st</sup> Floor



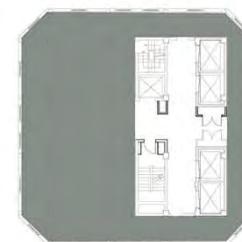
22<sup>nd</sup> Floor



23<sup>rd</sup> Floor



24<sup>th</sup> Floor

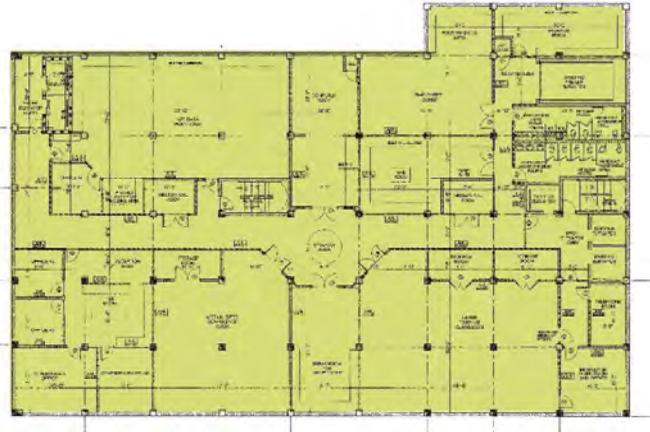


25<sup>th</sup> Floor



26<sup>th</sup> Floor

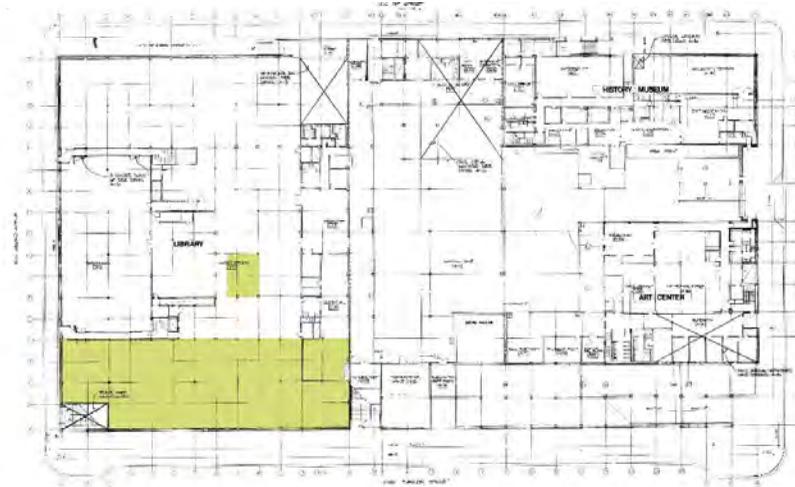
- Judicial Offices
- Law Library
- Clerk of the Courts
- Court Rooms/Litigation
- Grand Jury
- AOC
- Vacant



Courthouse East  
22 NW 1<sup>st</sup> Street  
3<sup>rd</sup> Floor



Miami Dade County Government Center  
111 NW 1<sup>st</sup> Street  
12<sup>th</sup> Floor



Miami Dade Cultural Center  
101 W. Flagler Street  
Basement

- Judicial Offices
- Law Library
- Clerk of the Courts
- Court Rooms/Litigation
- Grand Jury
- AOC
- Vacant

## Background of issues, conditions and projects

Refurbishment efforts have been underway since 1981 including stabilizing the terra cotta facade, installing new life safety systems, restoring the lobby to its original configuration, restoring Courtrooms, on-going structural foundation column remediation, ADA upgrades, mechanical systems upgrades as well routine maintenance. Yet during the duration of its existence, spaces have been retrofitted to meet the demand for judicial offices and courtrooms and have deviated from their intended use.

Inherent with a building that was built under different programmatic, physical and technological parameters, retrofitting to current courthouse demands has limitations. The County has made extensive efforts to meet these demands, yet due to these challenges as well as maintaining an active and operational courts facility, the DCCH has reached a critical point.

A component of this Master Plan was the Team's efforts to review the current physical conditions of the building, various site visits and tours led by the judicial staff, AOC, and ISD. Numerous reports have been prepared describing the current conditions of the building. AOC has this documentation on file.

Observed Issues relative to building's physical conditions are summarized in the following items:

- **Building envelope**

Due to the porous nature of the terracotta exterior cladding, moisture intrusion is evident throughout the building. This situation has contributed to the sporadic development of mold which is immediately remediated by Miami-Dade County. Exterior Terracotta Façade repair is an on- going project as noted by exterior scaffolding.

- **Windows**

Windows are not impact resistant to storm wind loads. Windows are noted as another means of potential water infiltration.

- **Mechanical Systems**

Retrofitting the building with air conditioning has had structural limitations. Mechanical systems are unbalanced causing poor air circulation and uncomfortable temperatures. Air conditioning work is ongoing, and has been listed as future ISD Capital Projects.

- **Accessibility**

There are limited public restrooms within the building and not on each courtroom floors. The only identified ADA compliant restrooms for both the public and staff are located on the 3<sup>rd</sup>, 12<sup>th</sup>, and 13<sup>th</sup> floors. ADA upgrades have been identified in future ISD Capital Projects (Dade County Courthouse Operating and Capital Expenditures).

- **Indoor Air quality**

Impacts of mold on poor indoor air quality impedes on their ability to operate courts and services are noted in association with the County's efforts to remediate the space or floor impacted. Related air conditioning improvements are ongoing and listed in future ISD Capital Projects list.

- **Vertical circulation**

Elevators are separated between the base and tower; access to tower floors delay due limited number and size.

- **Structural Columns**

Existing structural columns require retrofitting for the building's structural integrity; repair of existing structural columns is ongoing.

- **Life Safety/Exiting Requirements**

Observation that the exiting from tower floors requires directional signage for exiting instructions possibly due to change in occupancy and use; example in exit stair transition within the tower at the 7<sup>th</sup> floor. ISD provided documentation by City of Miami Fire Prevention Bureau's annual inspection 7-30-15 regarding the building having no found violations.

## Observed conditions



Images of structural column retrofit at basement



Non-ADA restroom, 3<sup>rd</sup> floor



Vacant floor showing structural composition of building and also its limitations

## Functional and Spatial Assessment

The functional and spatial assessments of the DCCH are inter-related.

- The spatial assessment relates to whether or not there is sufficient and appropriately dimensioned space to accommodate the staff and operations of the occupant group or groups. (sufficiency)
- The functional assessment relates to whether or not the available space supports efficient and effective staffing and service delivery patterns. (suitability and operational effectiveness)

It is easy to see the inter-connection of these evaluations. A small courtroom, for example, may lack the necessary space to accommodate the selection of a jury, and thereby create a dysfunctional situation in which multiple panels might have to be sequenced through the space, contributing to extended time and greater inefficiency, not to mention increased elevator traffic and congested corridors that would be related to that movement. In our assessment of the DCCH we encountered many such situations. The following inventory though not exhaustive, will make the point.

1. There are not enough courtrooms to support efficient case processing – At present there are 26 courtrooms serving 36 resident judges and up to 5 visiting judges. The practical effect of this shortage is to force many proceedings into judicial offices that are insecure, not sized for and never intended to support them, and to limit trial calendar availability, contributing to trial delay and potentially slowing case dispositions.
2. Most of the courtrooms are sub-standard as to size, configuration and capabilities – Apart from the historic courtrooms in the base of the building; the remaining courtrooms are both largely inadequate and seriously dysfunctional. In general, they are too small to accommodate appropriate jury panels and courtroom observers. The wells (working area) of these courtrooms is too small for the typical litigation personnel and is so poorly configured as to create serious sightline problems as well as difficulties for the judge in the management of the proceedings. Technology infrastructure is ad hoc and presentations are complicated by the sightline problems already mentioned. Many courtrooms have large structural columns in the middle of the space.
3. Public circulation, waiting and other accommodations are lacking – The DCCH tower floors were never designed for courtrooms or high public volume functions. For the most part they were office floors supporting general government functions and did not experience the kinds of visitor loads associated with court calendars and other high volume judicial proceedings. The public corridors on these floors are very narrow (essentially a 5 or 6 foot space directly in front of the elevator doors) and in this space may be crowded the litigants and attorneys for multiple judicial officers and proceedings. There are public restrooms on only three floors of the building. Not only is this inconvenient but it creates case processing delays as trial breaks must be extended to allow transit time to the restrooms on other floors which necessitate an elevator ride. Wheelchair access to the building is limited to a very long ramp (almost the entire width of the building) on the west side
4. Jury accommodations are very sub-standard – Typical civil juries consist of 6 persons (plus an alternate or two). Some case types may have need for a 12 person (plus 2 alternates) jury. A standard jury deliberation room for the smaller size jury would be 150 – 175 NSF plus the supporting spaces of a vestibule entry and internal toilets. The larger jury would require 300 to 350 NSF plus the supporting spaces. In many cases in the DCCH, the jury deliberation rooms are too small, poorly dimensioned (some so narrow that it is not possible to get a table into the room), lacking in appropriate support spaces or technically inaccessible for any juror in a wheelchair.

5. Technology utilization in the courtrooms is limited – Technology integration is crucial to modern court operations and improved efficiency. The DCCH was never designed to accommodate nor could its designers even have imagined the nature and extent of technology that would emerge over the life of the facility. Computers are now an essential part of everyday operations both in and outside the courtrooms. Electronic evidence presentation is in great use and demand but is limited in the DCCH courtrooms both as to infrastructure and as to usability because of the courtroom configurations. With the emerging reality of electronic case records, the existing shortcomings are exacerbated and will grow with the planned implementation of E-Filing in association with complete reliance on electronic case files for civil and probate cases.
6. Access to justice is inconsistent – With very limited exception, every courtroom set in the building is different. These differences include size, dimensions, capabilities, sightlines, seating, acoustics, lighting, accessibility and juror accommodations to name a few. These differences create the perception of and to some extent the provision of unequal justice.
7. Security provisions are inadequate – This is not a criticism of security personnel or planning related to the County or Miami-Dade Police Department but recognition of fundamental difficulties related to the design of the building. Contemporary courthouses are designed with security in mind and typically utilize a system of zoning where public circulation is separate from restricted circulation (staff and judges) and both are separate from secure or prisoner circulation if it is included in the facility. This separation of circulation or system of security zoning dramatically enhances the safety of both occupants and litigants. The DCCH is not zoned in this way and cannot be reconfigured to provide it. In addition, contemporary security planning and design includes with the zoning, a single point of public entry and weapons screening, integration of security systems (surveillance cameras and alarm systems) and the utilization of ballistic materials at appropriate locations. The DCCH has multiple public entrances and other potential access points through the basement and delivery areas of the building.
8. Staff spaces are overcrowded – Here a focus on the Clerk of Courts operations provides relevant examples.
  - a. Despite extensive remodeling over the years, many of the staff persons are in sub-standard workstations and/or offices,
  - b. Circulation paths are constrained by storage
  - c. Conferencing spaces are limited
  - d. Functional groupings are fragmented by lack of collocated space
  - e. Some sub-components have been forced into off-site accommodations
  - f. Jury assembly does not have the required capacity and is seriously overcrowded on occasion

9. There is inadequate space to meet present and future space needs – Subsequent sections of this report will detail growth trends, space planning guidelines, and provide a program of spaces that are needed to support Civil Court operations to 2035. The calculated scope of these needs approaches 600,000 GSF. The existing DCCH has just over 231,000 GSF. Total need substantially exceeds available resource in the DCCH.

This is not the first time these spatial and functional issues have been identified. The 2008 master plan included a matrix (similarly for all court facilities in the county) that referenced these same concerns. This matrix is repeated for reference.

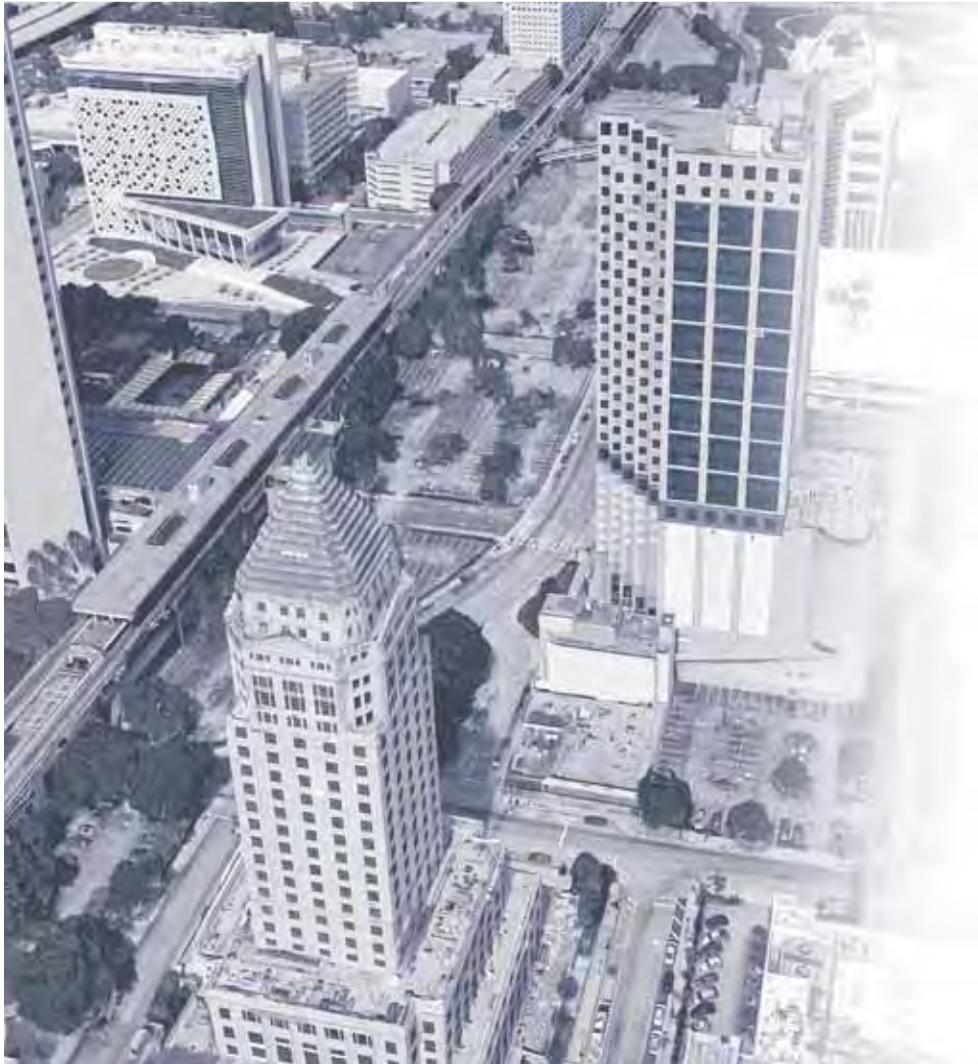
COURTHOUSE FACILITY EVALUATION MATRIX				
Miami-Dade County, Florida - Eleventh Judicial Circuit of Florida				
LOCATION: Dade County Courthouse 73 West Flagler Street Miami, Florida	Rating Scale			REMARKS
	Poor 1 - 2	Average 3 - 4	Excellent 5	
<b>EVALUATION ISSUES</b>				
<b>FUNCTIONAL:</b>				
1. Public Access/Circulation/Accommodation		3		tower floors very tight public circulation - little to no waiting
2. Security		3		lacks separate circulation for prisoners and judicial staff
3. Prisoner Holding & Movement	1			None and if required takes place through public spaces
4. Contiguous Deployment		3		floor plates not conducive to large department blocks
5. Technology Compatibility	2			challenging to accommodate - the building is 75 years old
6. Working Environment		3		variable by floor and function
7. Acoustics		3		
<b>SPATIAL:</b>				
1. Spatial Sufficiency (quantity)		4		There is vacant space but this is related to environmental issues
2. Spatial Adequacy (Dimensions, quality)		3		variable from very good (historic courtrooms) to terrible
3. Internal expansion potential	2			limited by configuration
4. Standards compliance	2			some courtrooms OK - rest are seriously sub-standard
<b>PHYSICAL:</b>				
1. Appearance		3		
2. Maintenance Status		3		
3. Systems		3		
4. General Condition	2			perpetual water intrusion in basement and on exterior
6. ADA Compliance		3		
7. Code compliance	1			
<b>SITE:</b>				
1. Expansion Potential	1			
2. Adequate Parking	2			Public parking structures are available within two block radius
3. Prominence			5	Historic Building in downtown Miami
4. Public Transportation			5	
<b>TOTALS</b>				
	13	34	10	
	Total Score =		57	
	Out of possible		110	
			51.8%	
<b>Other Comments:</b>				
Note 1: The Dade County Courthouse was opened in 1928 and is approaching its 80th year of occupancy. It is a historic building in downtown Miami. It has been repeatedly redeployed and subject to ongoing renovations both inside and out. After jail functions and general government functions moved out, civil courtrooms were forced into tower floors. These are completely inadequate and sub-standard both as to size and layout (many have large columns in the middle of the room) and the small footprint of the tower floors together with the narrow column spacings preclude improvement. Recent environmental testing has identified problems on the upper (and now unoccupied) floors and there is general concern among court employees about water intrusion and air quality. The facility no longer meets the spatial and functional requirements of modern court operations.				

## Conclusions

Based on our observations and the data and descriptions provided we conclude that the DCCH:

- Does not support the perception of or the provision of equal justice to litigants,
- Does not meet the minimal space standards and organizational requirements of a modern courthouse
- Does not provide proper security zoning needed to support the safety of facility occupants, users and operations.
- Has structural limitations that preclude remediation of many space and functional issues
- Does not have enough space to meet Civil and Probate Court present or future needs

Consistent with the 2008 master plan and other plans developed even earlier, we believe the DCCH is obsolete and no longer able to support the effective and efficient administration of the civil justice system.



# Civil and Probate Courts Master Plan

2017

Section 2  
Projections of Growth and Change



## Section 2 – Projections of Growth and Change

### Introduction

Section 1 focused on the description and assessment of the DCCH and answered the basic question, “What do we have?” The answer is an obsolete facility no longer capable of meeting the existing spatial and functional needs of the Civil and Probate Courts.

The focus of this Section is twofold and begins to answer the question, “What do we need?”

1. Projections of growth – The section opens with an analysis of historical trends and projections of population, caseloads, and judicial officers for the Circuit Civil and Probate Divisions and the central divisions of the County Civil Courts in Miami-Dade County and the Eleventh Judicial Circuit of Florida. The purpose of these projections is to establish an analytical basis for an estimate of space needs subsequently reported in the Space Program (Section 4). Population and caseload factors impact the numbers of Judges, whose litigation, litigation support and office requirements are a substantial and crucial element of long term judicial system space needs. Judges and staffs are among the most important factors impacting space needs and both are related in part to the underlying demand factors including population and caseload as well as to less quantifiable factors such as funding availability and political priorities.
2. Judicial system change - The purpose of this analysis is to identify operational changes impacting future court operations and providing opportunities of enhanced space utilization that will be incorporated into the space program (Section 4).

The conclusions of this section are:

- that Miami-Dade County and the Eleventh Judicial Circuit of Florida can expect long term growth in demand for judicial system services and that even with the implementation of advanced technology and improved case processing, there is a reasonable expectation of additional judges and judicial system staff that will produce a need for additional space.
- That the DHHC, already short on space, will not support this expected growth.

### General approach to projections of growth

Projections of judicial system growth follow a typical analytical sequence: population, caseload, judicial officers, and finally, staffs and space. This sequence is observed in this section. Readers of this report should recognize that:

- Projections of growth are not the only factor impacting space needs. Other factors are important as well including: immediate spatial shortfalls, dysfunctional dimensions, code compliance, organizational changes, operational interests, technology evolution, and new programs, policies and/or operational patterns.
- It is assumed that the future can be responsibly estimated from past (historical) trends. (This is a fundamental assumption of all projection efforts)
- There is no one, single “right” projection model that is universally appropriate. Various statistical models have differing strengths and weaknesses and the best results are achieved when several models are compared. The team has tested several projection models to assure best results.
- This analysis is a “demand” analysis and is a recognized industry approach to both filings and judicial officer projections. Primarily, it calculates the need for judicial officers based on historical trends in case filings. Case filings are a common and perhaps the most consistent indicator of demand for judicial system services. Filings, however, are not a complete picture of “workload”. Workload is a combination of basic demand (filings) plus other factors such as number and length of hearings/trials, number of litigants, and the nature of lawsuits. These other workload factors are typically limited in data and are inconsistent among jurisdictions and thus hard to evaluate or factor into the analysis except on an anecdotal basis.
- It should be recognized that the projection of judicial officers resulting from this analysis is not an estimate of “need”, but an estimate of what Miami-Dade County and the Eleventh Judicial Circuit of Florida can reasonably expect to have in light of the most recent historical data and trends. Unexpected or unpredictable factors (natural disasters, general economic collapse, etc.) can reduce the reliability of the analysis.
- In addition, these projections will, together with operational changes and funding factors, impact the staffing expectations of the judicial system support and partner organizations to be located in any new Civil Courthouse. Once determined, their needs will combine with the direct judicial space requirements to frame a complete picture of the Civil and Probate Court space requirements.

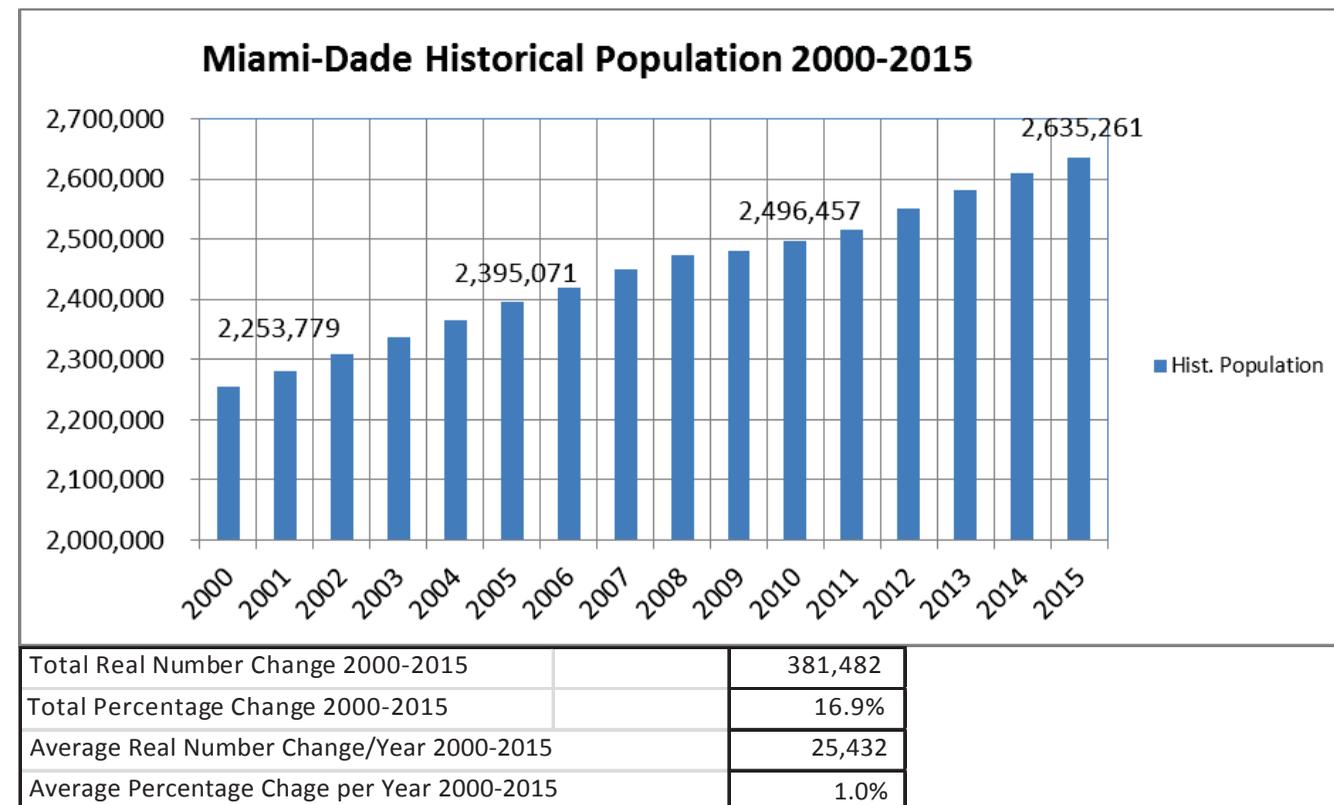
## Population

Population is examined first because it is a common sense and widely recognized factor impacting demand for judicial system services. Typically, a judicial system needs assessment analysis relies on already existing official historical and projected population data. Population forecasting is a specialized field and involves tracking and factoring birth rates, mortality rates and migration rates as well as other demographic and economic factors. It is best left to the specialists.

Use of official data also relieves the judicial system planning team of any suspicion of artificially inflating need by generating its own baseline (and perhaps excessive) growth rates to justify higher demand numbers. Past population data and projections of future Miami-Dade population levels has been taken from the official source used by Miami-Dade County in its planning studies.<sup>3</sup>

Historical data and trends are shown in Exhibit 1. Based on this data, Miami-Dade County grew over 381,400 residents or about 16.9% from 2000-2015. This represents an annual growth rate of about 1%/year.

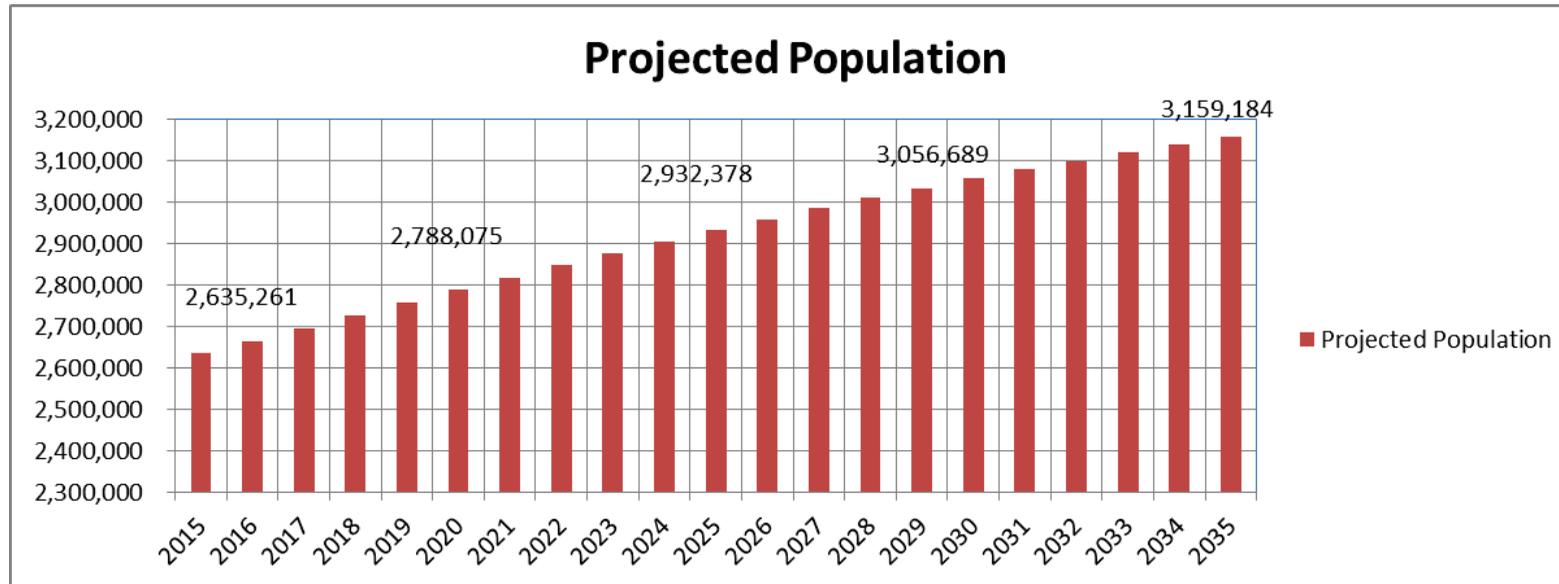
**Exhibit 1 – Historical Miami-Dade County Population 2000-2015**



<sup>3</sup> Source for all historical and projected population data is the Florida Demographic Conference, February 2014 and the University of Florida, Bureau of Economic and Business Reporting, Population Studies, Bulletin 168, April 2014, medium county projections

Population growth in Miami-Dade County is expected to continue (Exhibit 2). The projections are for the addition of another 524,000 residents to the County as of 2035 for a continuing annual growth rate of just under 1%/year.

**Exhibit 2 – Projected Miami-Dade County Population 2115-2035**



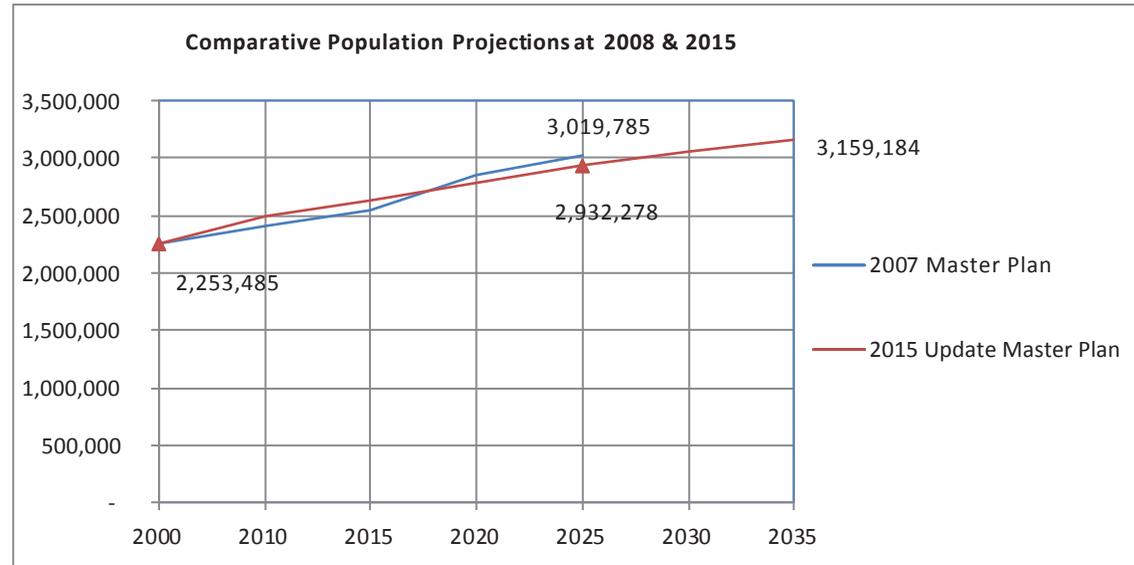
Total Real Number Change 2015-2035	523,923
Total Percentage Change 2015-2035	19.9%
Average Real Number Change/Year 2015-2035	26,196
Average Percentage Change per Year 2015-2035	0.9%

It is interesting to compare the present projections with those available to the planning team in the 2008 study.

**Exhibit 3 – Comparison of population projections between 2008 and 2015 studies**

**Miami-Dade County Population**  
**Comparative Analysis - 2008 Master Plan vs 2015 Master Plan Update**  
*All values based on mid-range projections from BEBR publications at the respective times*

	2000	2010	2015	2020	2025	2030	2035
2007 Master Plan	2,253,485	2,402,105	2,551,284	2,858,185	3,019,785		
2015 Update Master Plan	2,253,485	2,496,457	2,635,261	2,788,075	2,932,278	3,056,689	3,159,184



The existing population projection for 2025 is slightly lower than what was projected by the available data at the time of the prior study. This is probably the result of a slowing of the historical growth trend in the 2007-2010 time period of national and local recession. As a practical matter, the latest projections reach the same levels as those previously forecast but over a longer time period.

From the standpoint of impact on the judicial system, the data from both studies show a pattern of growth. Population increases can be expected to impact demands for judicial systems services and the reality of ongoing growth creates a presumption that over time, caseloads/filings will grow as well. It is important to note, however, that there is not a direct correlation between population and filings. Civil filings are influenced by a wide range of factors including policy considerations, economic conditions and demographics. These can influence filings even in the absence of strong underlying population trends. Still, the first step in the development of

projections for judicial system filings, judgeships, staffing and space is recognition of the underlying local population trends, both historical and projected.

## Caseload

Caseload is the second factor in the assessment of judicial system growth. The basic measure of demand for judicial system services is case filings. While filings are not the only indicator of judicial workload, they are the most consistently kept, most commonly available and most easily compared with other jurisdictions in the state (and to some extent elsewhere). Filing trends can be identified from historical data, and projections of future filings can be developed using various statistical methodologies arising from these trends. In this study, emphasis is placed on four (4) main methodological approaches:

- Internal trends as measured by the annual average real number trends evident in the data available for the time period 2000 – 2014.
- Ratios to population including high, average and existing ratios.
- Regression analysis which draws a straight line through the historical data that best balances the year to year variation.
- Consensus or composite projections are based on the average of all the other models and can be very strong in synthesizing divergent results from the other projection models.

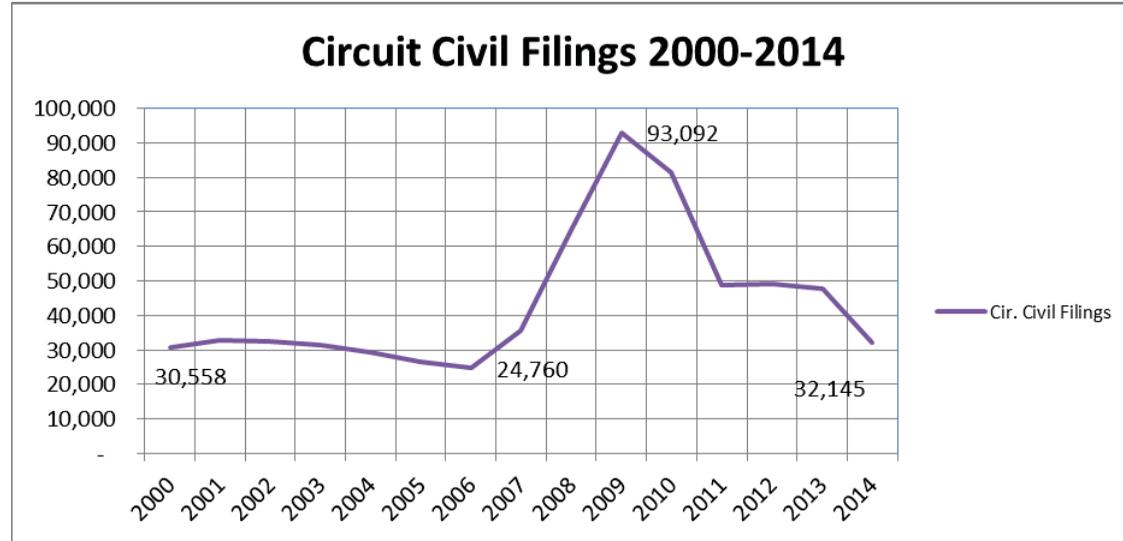
It should be noted that there are many different statistical models that could be utilized in the assessment and projection of court caseload trends. This Consultant has found, over 25 years of experience and experimentation with a wide range of statistical models of varying degrees of sophistication, that these few simple, relatively straightforward ones are frequently the best for the limited purpose intended; establishing an order of magnitude forecast that will provide a reasonable basis for the projection of judges, staff and ultimately space.

The team has conducted an analysis of historical trends on a case type by case type analysis.

- Circuit Civil cases spiked dramatically in the 2007-2010 time period. This is clearly the impact of the “foreclosure crisis” and is illustrated in Exhibit 4.
- Circuit Probate cases seemingly level for several years have taken a strong upward turn. This is thought to be related both to the increase in population and to the emergence of Miami as a major haven for South American trusts (which are part of Probate). This trend is shown in Exhibit 5.

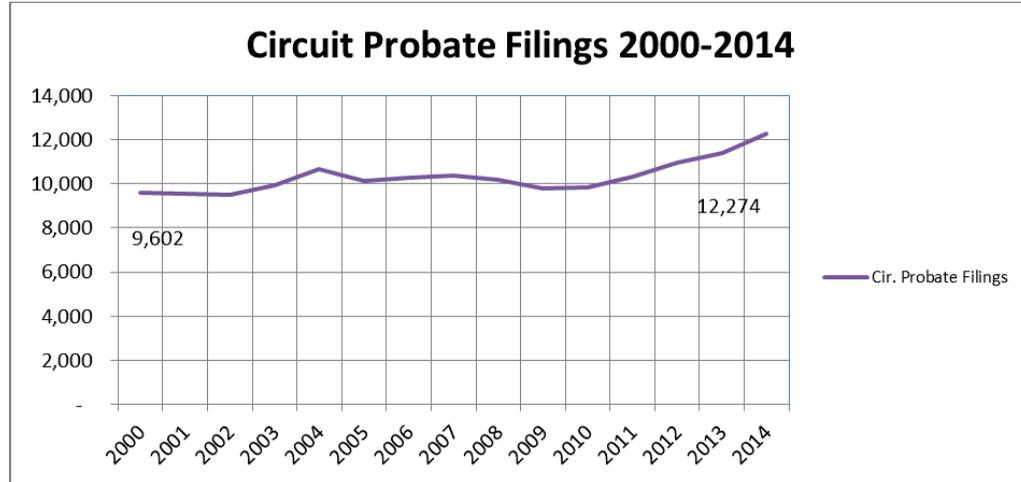
- County Civil cases have trended higher despite some intervening fluctuations. There was a spike in the 2007-2010 time period, again as in the Circuit Court, related to the recession and the increase in collection cases. While this has abated, the overall trend is upward. This is illustrated in Exhibit 6.

**Exhibit 4 – Circuit Civil Filings 2000-2014**



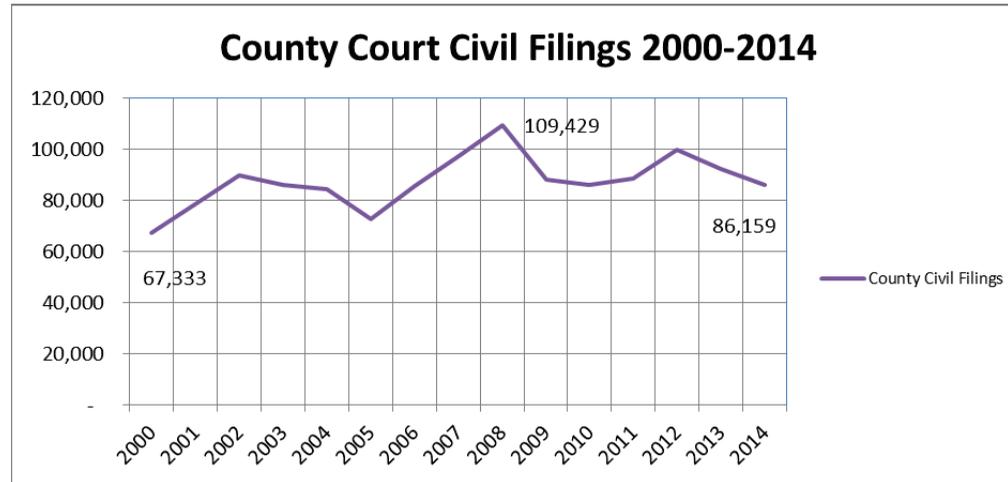
Total # Increase 2000-2014	1,587
Total % Increase 2000-2014	5.2%
Population Increase 2000-2014	355,187
Pop. % Increase 2000-2014	15.8%

**Exhibit 5 – Circuit Probate Filings 2000-2014**



Total # Increase 2000-2014	2,672
Total % Increase 2000-2014	27.8%
Population Increase 2000-2014	355,187
Pop. % Increase 2000-2014	15.8%

**Exhibit 6 – County Civil Filings 2000-2014**



Total # Increase 2000-2014	18,826
Total % Increase 2000-2014	28.0%
Population Increase 2000-2014	355,187
Pop. % Increase 2000-2014	15.8%

Projections of future filings by case type have been developed. In each instance various methodologies have been tested and the one or ones most realistic have been selected. The combined results are shown in Exhibit 7.

Based on the trend analysis:

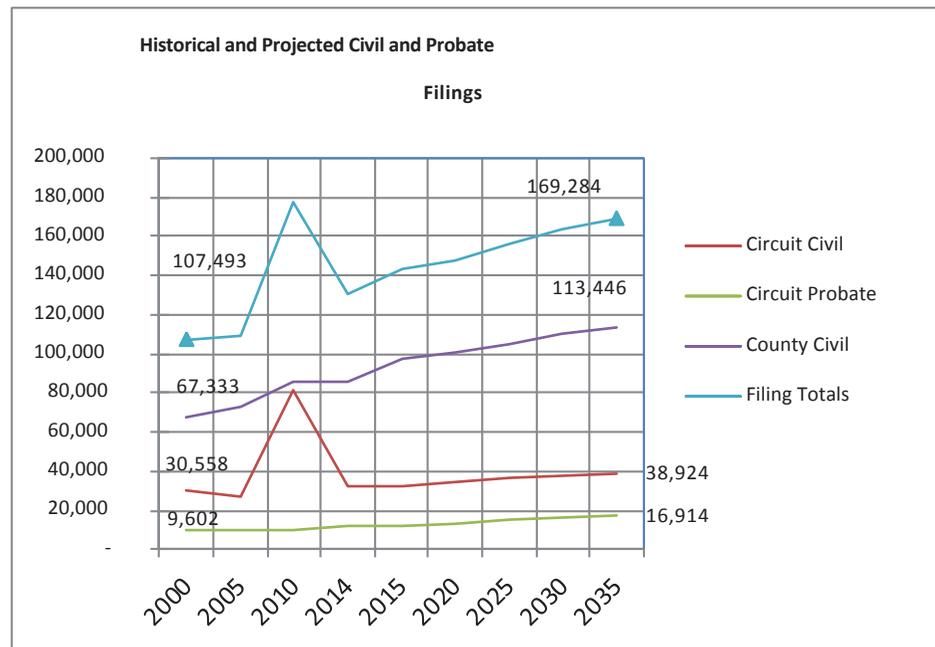
- Miami-Dade County is expected to grow 21% from 2014 to 2035.
- Circuit Civil case filings are expected to grow 21% as well in the same time frame.
- Probate filings are expected to grow 38% from 2014 to 2035.
- County Court Civil filings are expected to grow 32% from 2014 to 2035.
- An overall increase in the civil and probate system of about 30% is expected.

Exhibit 7 also provides summaries that permit comparison of the 2000-2014 trends with those projected for the 2014-2035 time periods.

## Exhibit 7 – Combined Circuit Civil, Circuit Probate and County Civil Filings 2000-2035

### Historical and Projected 2000 - 2035

	Historical				Projected				
	2000	2005	2010	2014	2015	2020	2025	2030	2035
Population (1,000s)	2,253.78	2,395.07	2,496.46	2,608.97	2,635.26	2,788.08	2,932.38	3,056.69	3,159.18
Circuit Civil	30,558	26,445	81,558	32,145	32,469	34,352	36,130	37,661	38,924
Circuit Probate	9,602	10,133	9,869	12,274	12,495	13,600	14,704	15,809	16,914
County Civil	67,333	72,730	86,013	86,159	97,879	100,120	105,302	109,766	113,446
<b>Filing Totals</b>	<b>107,493</b>	<b>109,308</b>	<b>177,440</b>	<b>130,578</b>	<b>142,843</b>	<b>148,071</b>	<b>156,136</b>	<b>163,236</b>	<b>169,284</b>
<b>Filings/1000 pop</b>	<b>47.7</b>	<b>45.6</b>	<b>71.1</b>	<b>50.0</b>	<b>54.2</b>	<b>53.1</b>	<b>53.2</b>	<b>53.4</b>	<b>53.6</b>



Growth Profiles 2000-2014		
	#	%
Pop (1,000s)	355.19	16%
Cir. Civil	1,587	5%
Cir Probate	2,672	28%
Co Civil	18,826	28%
<b>Total</b>	<b>23,085</b>	<b>21%</b>

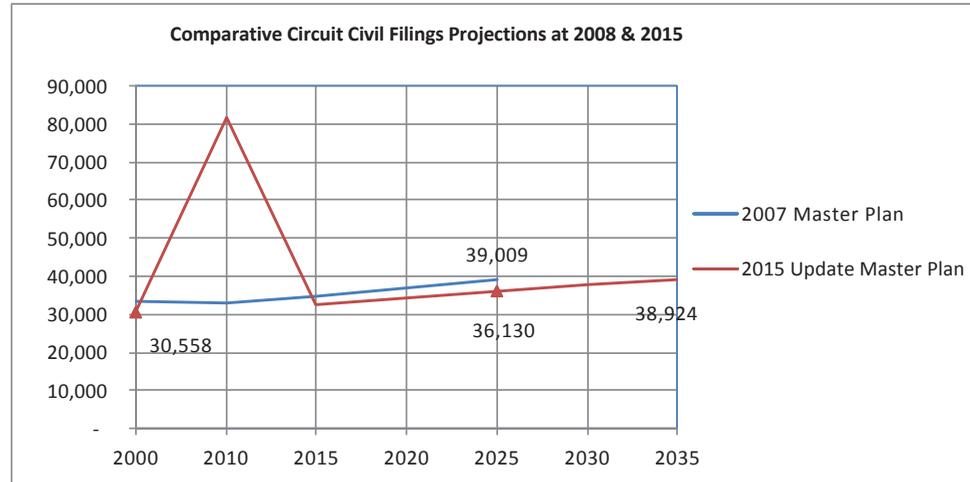
Growth Profiles 2014-2035		
	#	%
Pop (1,000s)	2,608.97	21%
Cir. Civil	6,779	21%
Cir Probate	4,640	38%
Co Civil	27,287	32%
<b>Total</b>	<b>38,706</b>	<b>30%</b>

These projections have been compared to those developed in the 2008 study. These comparisons on a case type by case type basis are shown in Exhibits 8-10

### Exhibit 8 – Comparative Circuit Civil Filings

Miami-Dade County Circuit Civil Filings  
 Comparative Analysis - 2008 Master Plan vs 2015 Master Plan Update  
 2000 and 2010 values based on SRS data available at the time of the report

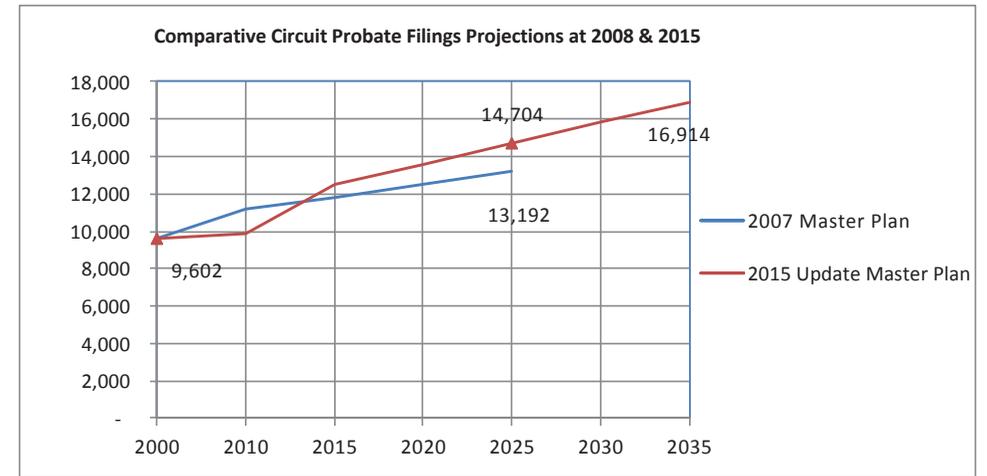
	2000	2010	2015	2020	2025	2030	2035
2007 Master Plan	33,520	32,957	34,918	36,922	39,009		
2015 Update Master Plan	30,558	81,558	32,469	34,352	36,130	37,661	38,924



### Exhibit 9 – Comparative Circuit Probate Filing

Miami-Dade County Circuit Probate Filings  
 Comparative Analysis - 2008 Master Plan vs 2015 Master Plan Update  
 2000 and 2010 values based on SRS data available at the time of the report

	2000	2010	2015	2020	2025	2030	2035
2007 Master Plan	9,634	11,146	11,809	12,486	13,192		
2015 Update Master Plan	9,602	9,869	12,495	13,600	14,704	15,809	16,914



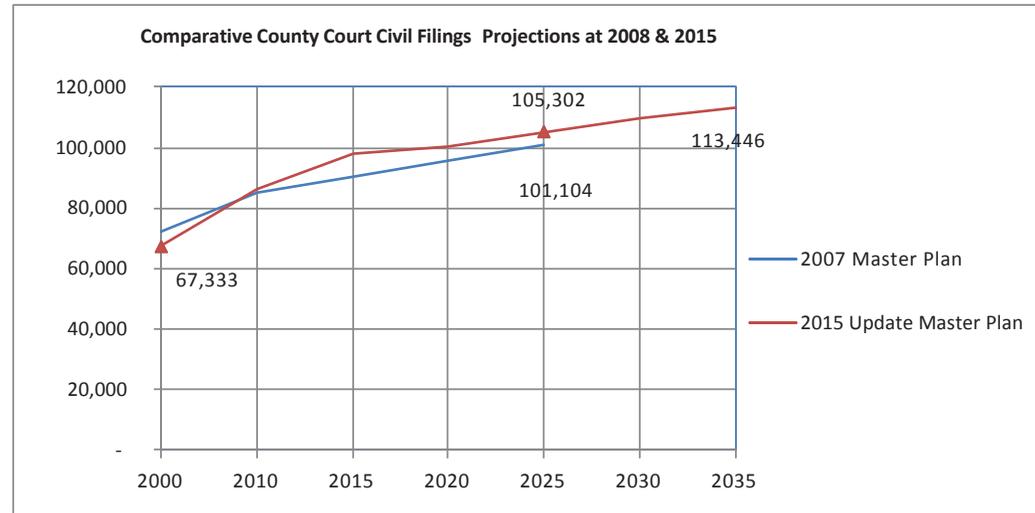
## Exhibit 10 – Comparative County Civil Filings

Miami-Dade County Court Civil Filings

Comparative Analysis - 2008 Master Plan vs 2015 Master Plan Update

2000 and 2010 values based on SRS data available at the time of the report

	2000	2010	2015	2020	2025	2030	2035
2007 Master Plan	72,518	85,418	90,501	95,693	101,104		
2015 Update Master Plan	67,333	86,013	97,879	100,120	105,302	109,766	113,446



Note: County Court civil filings are county-wide, not just for the area served by the DCCH.

These comparison tables illustrate both the vagaries of caseload trends in the short term and the general reliability of the projection methodologies over the long term.

## Judges

The numbers of Circuit and County Judges (and other judicial officers, specifically Magistrates, supporting them), are a key factor impacting existing and long range space needs. The potential growth in the number of Judicial Officers assigned to and operating in Miami-Dade County is an important consideration in the evaluation of the sufficiency and suitability of existing space to meet the present and anticipated needs. It is a primary factor in determining the space need that might be anticipated if a new civil courthouse were to be planned and built.

The projection of judges is typically based on two factors. The first is “historical acquisition rate” or the experience of the jurisdiction in adding judges in the past in response to growth and change. The second methodology is demand based, that is, based on the relationship of filings to judges. For this specific situation a sequence of analysis was followed:

- First the overall assignment of judges to the entire Circuit and County was calculated. The data was collected from the Administrative Office of the Courts as backed up by judgeship allocations reported at the State Court Administration level. Exhibit 11
- Second, using this data, two averages were calculated: the average judgeships/100,000 population (4.85) and the average real number increase/year (1.27) Exhibit 11
- Third, the total judges for the Circuit and County were projected using these two factors averaged together. Exhibit 12. This table also shows a comparison of the total judges projected by the 2008 study versus those now projected. The reduced number is directly related to the virtual moratorium on judgeship allocations from the State during and since the extended economic crisis of the latter part of the 2000-2010 decade. Technically Miami-Dade County is qualified for 12 more judges at this time but the likelihood of getting them seems remote in light of budgetary constraints.
- Fourth, the specific numbers of judges for the respective courts that would be assigned to a new Civil Courthouse were calculated using the data above and factoring in a filings/judge assessment by case type. Exhibit 13
- Finally, the total number of courtrooms needed was determined incorporating the projected judges and including the Magistrates and an allowance for visiting County Court judges and a Special Proceedings courtroom. Exhibit 14

**Exhibit 11 – Historical Judgeship Analysis**

**Historical Judgeships Analysis 2000-2015**

Year	Population	Historical Judges			County Judges to Total Judges	Total Judges per 100,000 Pop	Total Judges Real # Increase/year
		Circuit	County	Total			
2000	2,253,779	72	32	104	31%	4.61	
2001	2,281,680	72	35	107	33%	4.69	3
2002	2,308,531	73	42	115	37%	4.98	8
2003	2,337,274	73	42	115	37%	4.92	-
2004	2,364,201	73	42	115	37%	4.86	-
2005	2,395,071	73	42	115	37%	4.80	-
2006	2,420,242	77	42	119	35%	4.92	4
2007	2,448,806	80	43	123	35%	5.02	4
2008	2,472,537	80	43	123	35%	4.97	-
2009	2,480,537	80	43	123	35%	4.96	-
2010	2,496,457	80	43	123	35%	4.93	-
2011	2,516,537	80	43	123	35%	4.89	-
2012	2,551,290	80	43	123	35%	4.82	-
2013	2,582,375	80	43	123	35%	4.76	-
2014	2,608,966	80	43	123	35%	4.71	-
2015	2,635,261	80	43	123	35%	4.67	-
<b>Averages</b>					<b>35%</b>	<b>4.85</b>	<b>1.27</b>

**Exhibit 12 – Projected Judgeships**

**Projected Judgeships (2014-2035)**

Year	Population	Projected Judges			% County Judges to Total Judges	Comparative Projections			2008 MP
		Circuit	County	Total		4.85 Total Judges per 100,000 Pop	1.27 Total Judges Real # Increase/year	Avg of ratio/pop and real # increase	
2015	2,635,261	80	43	123					136
2016	2,664,130			-		129	124	127	
2017	2,694,651			-		131	126	128	
2018	2,725,668			-		132	127	129	
2019	2,756,986			-		134	128	131	
2020	2,788,075			-		135	129	132	144
2021	2,818,480			-		137	131	134	
2022	2,848,094			-		138	132	135	
2023	2,876,935			-		139	133	136	
2024	2,905,018			-		141	134	138	
2025	2,932,378			-		142	136	139	152
2026	2,959,019			-		143	137	140	
2027	2,984,858			-		145	138	141	
2028	3,009,792			-		146	139	143	
2029	3,033,780			-		147	141	144	
2030	3,056,689					148	142	145	
2031	3,078,521					149	143	146	
2032	3,009,417					146	145	145	
2033	3,119,699					151	146	148	
2034	3,139,065					152	147	150	
2035	3,159,184					153	148	151	

### Exhibit 13 – Existing and Projected Civil and Probate Judicial Officers

#### Judicial Officer Allocations (DCC)

##### Existing and Projected

	2000	2005	2010	2014	Analysis (2005-2014)	
Judges					# Chg	# Chg/yr
Circuit Civil	32	32	52	25	2	0.14
Circuit Probate	4	4	4	4	0	0.00
County civil	6	6	5	5	-1	-0.07
Judge Total	33	33	43	34	1	0.07

Magistrates				
Circuit Civil	1	1	1	1
Circuit Probate	1	1	1	1
County Civil				
Magistrate Total	2	2	2	2

<b>Combine Total</b>	<b>53</b>	<b>53</b>	<b>36</b>	<b>36</b>
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Circuit Civil Analysis					2015	2020	2025	2030	2035	
Filings		30,558	26,445	81,558	32,145	32,469	34,352	36,130	37,661	38,924
Filings/Circuit Judge		1,329	1,150	3,262	1,286					
<b>Cir. Civil Judge Projections</b>										
At existing filings/judge	1,286				25	27	28	29	30	
At Acquisition rate					25	26	26	27	28	
<b>Circuit Probate Analysis</b>					<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>	
Filings		9,602	10,133	9,869	12,274	12,495	13,600	14,704	15,809	16,914
Filings/Probate Judge		2,401	2,533	2,467	3,069					
<b>Probate Judge Projections</b>										
At average filings/judge	2,617				5	5	6	6	6	
<b>County Civil Analysis</b>					<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>	
Filings		67,333	72,730	86,013	86,159	97,879	100,120	105,302	109,766	113,446
Filings at DCC (30%)	30%	20,200	21,819	25,804	25,848	29,364	30,036	31,591	32,930	34,034
Filings/Co Judge		3,367	3,637	5,161	5,170					
<b>Co Civil Judge Projections (DCC)</b>										
At avg filings/judge	4,333				7	7	7	8	8	
<b>Totals Judges Circuit Civil and Probate and County Civil (DCC)</b>					<b>37</b>	<b>39</b>	<b>41</b>	<b>43</b>	<b>45</b>	
<b>Magistrate Analysis</b>					<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>	
Circuit Civil					1	1	1	1	1	
Circuit Probate					1	2	2	2	2	
<b>Magistrate Projections</b>										
Magistrate Totals					2	3	3	3	3	
<b>Total JPE</b>					<b>39</b>	<b>42</b>	<b>44</b>	<b>46</b>	<b>48</b>	
Additional Courtrooms for Visiting County Judges					1	1	1	1	1	
Special Proceedings - Unassigned					1	1	1	1	1	
<b>Total Courtrooms</b>					<b>41</b>	<b>44</b>	<b>46</b>	<b>48</b>	<b>50</b>	

**Exhibit 14 – Projection of Judicial Officers and Courtrooms**

**Courtroom Distribution by Judicial Officer and Function**

Judges	Year				
	2015	2020	2025	2030	2035
Circuit Civil	25	27	28	29	30
Circuit Probate	5	5	6	6	6
County Civil (core)	7	7	7	8	8
Magistrates	2	3	3	3	3
<b>Sub-totals</b>	<b>39</b>	<b>42</b>	<b>44</b>	<b>46</b>	<b>48</b>
<b>Total</b>	<b>39</b>	<b>42</b>	<b>44</b>	<b>46</b>	<b>48</b>
<b>Courtrooms</b>					
<b>Distribution</b>					
Special Proceedings	1	1	1	1	1
Large	8	8	8	8	8
<b>Sub-total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
Standard Civil (incl Magistrates)*	18	20	21	22	24
Standard Probate (incl Magistrates)	6	7	8	8	8
<b>Sub-total</b>	<b>24</b>	<b>27</b>	<b>29</b>	<b>30</b>	<b>32</b>
Standard County	7	7	7	8	8
Visiting County	1	1	1	1	1
<b>Sub-total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>Total Courtrooms</b>	<b>41</b>	<b>44</b>	<b>46</b>	<b>48</b>	<b>50</b>

\* 2035 value rounded up

It is important to note again that this projection of judicial officers does not reflect “need” in the technical sense, but does reflect what Miami-Dade County and the Eleventh Judicial Circuit of Florida can reasonable expect to get based on recent trends.

The result of this analysis is that any facility planned for the Circuit Civil/Probate and County Civil courts should be able to accommodate housing for 48 resident judicial officers and should provide 50 courtrooms. The major planning policy behind this allocation is the assignment of 1 courtroom per resident judicial officer.<sup>4</sup> This ratio is advantageous for the following reasons.

- Provides best scheduling flexibility
- Accommodates the vast majority of judicial proceedings
- Supports the court's case management practices
- Best accommodates growth and change
- Offers a consistent, dignified, secure, suitable and standardized forum for the participants of all legal proceedings
- Supports the perception of equal justice regardless of the judicial officer presiding

A more complete rationale will be given in Section 3 – Planning Considerations for Civil and Probate Courts

### **Anticipating and Accommodating Change Opportunities for Enhanced Security, Public Access, Operations and Efficiency**

The programming and design of expanded facilities offers exceptional opportunity to improve operations through better space allocation, adjacency and utilization. It also offers unique opportunity to re-evaluate operational patterns and achieve better functionality and staffing.

In the process of meeting with Miami-Dade County Judiciary, Clerk of Court and executive branch management both the space planning effort and targeted operational or building system discussions identified several operations based process improvement opportunities. As noted herein, operational improvements reviewed, supported and now relied upon by the detailed space program include:

#### **Security:**

An essential aspect of the planning and design of any new court facility is the development of building that can be properly secured. Modern court design principles bring focus to security and safety from parking areas, to the front door, to movement through a multi-story facility. Specific space planning analysis and design guidelines optimize safety while considering security staffing impacts and these are noted as follows.

<sup>4</sup> Supplementing this ratio is the allocation of an unassigned Special Proceedings courtroom for unusual circumstances and an additional courtroom to be used to support Branch Court and visiting judges when conducting jury trials at the core facility.

- A single point of public entry is important to create a secure environment and allow security staffing to expand or contract based on the volume of visitors. A profile (Exhibit 15) of the hourly arrival of visitors to the Miami-Dade Civil Courthouse indicates there are clear patterns and an Entry Queuing Analysis concluded that based on today's volumes three (3) weapons detection systems is sufficient to limit waiting to less than 10 minutes at the peak arrival times (Exhibit 16). The data also revealed that there are blocks of time when only one weapons detection system is needed. For purposes of planning the new facility, the data factored for projected growth lead to the inclusion of space for four (4) weapons detection systems all co-located at a single public entrance to maximize security staff efficiency.
- The separation of public and judicial/staff circulation patterns is critical to ensure ease of movement through a court facility and minimize the risk of an incident. The application of proven square footage grossing factors provides space for hallways, corridors and elevators supporting this approach and the planning effort overall seeks to create a thoughtfully organized layout that enhances security for all occupants and users of the facility.

## Exhibit 15 – Entry Counts to DCCH

### Miami-Dade County New Civil Courthouse Project

Public Entrance Security Screening Data Summary (Profile of Public Entry Volumes Jan. 27 to 31, 2014)

Hourly Public Public Entry Count								
Time	1/27/2014	1/28/2014	1/29/2014	1/30/2014	1/31/2014	Hourly Totals	Average Per Hour	Percent of Weekly Total (By Time Period)
7:00 AM to 7:59 AM	573	469	181	314	327	1864	373	10.6%
8:00 AM to 8:59 AM	704	739	808	678	473	3402	680	19.3%
9:00 AM to 9:59 AM	470	593	835	478	339	2715	543	15.4%
10:00 AM to 10:59 AM	478	375	443	319	356	1971	394	11.2%
11:00 AM to 11:59 AM	253	215	231	197	199	1095	219	6.2%
12:00 PM to 12:59 PM	475	442	298	293	221	1729	346	9.8%
1:00 PM to 1:59 PM	473	518	442	441	410	2284	457	13.0%
2:00 PM to 2:59 PM	337	269	285	307	353	1551	310	8.8%
3:00 PM to 3:59 PM	199	209	159	162	149	878	176	5.0%
4:00 PM to 4:59 PM	24	24	33	42	22	145	29	0.8%
Category	Daily Public Entry Count					Week's Total	Ave. Per Day	
Count By Day	3,986	3,853	3,715	3,231	2,849	17,634	3,527	
Percent of Weekly Total	22.6%	21.8%	21.1%	18.3%	16.2%	N/A	N/A	

Entry count data for select dates in 2014 Data provided by the Administrative Office of the Courts

## Exhibit 16 – Calculation of Entry Screening Requirements

### Miami-Dade County New Civil Courthouse Project

Public Entrance Security Screening Analysis

#### Entry Queuing Analysis

Arrival Data		Clearance Data		Clearance Calculations	
Avg/day	3,527	Avg Processing rate/min/line	10	Lines needed to match avg. arrival	2
% during 8-10 peak	34%	Clearance volume at avg rate/min		% of super peak at opening	10%
# during peak	1,199	1 line	10	# of super peak at opening	84
% during super peak (8-9)	70%	2 lines	20	Time in minutes to clear opening	
# during super peak	836	3 lines	30	1 line	8.36
Avg arrival rate/min at superp	14	4 lines	40	2 lines	4.18
		Time (min) to clear super peak (836)		3 lines	2.79
		1 line	84	4 lines	2.09
		2 lines	42		
		3 lines	28		
		4 lines	21		

### **Public, Attorney and Staff Way- finding:**

As recommended by this master plan update and further reinforced in the Civil Courthouse detail space plan, the ability to place all civil and probate courtrooms, chambers and support services in the new facility creates inherent efficiency for way finding. This will support more efficient deployment of associated staff through direct - restricted circulation pathways. In addition, this new facility and the associated public entrance will provide an easily distinguished landmark for the public to use in locating all civil and probate courts as well as associated support services.

### **Programming In Support of an Enhanced Civil Case Disposition Process:**

A number of space program elements have been included during the programming process to support the direction received during the planning meetings. The programmatic changes included in the space needs document are noted as follows:

- The Courtroom & Support Space: The court advised that the lack of attorney/client interview spaces has limited the court's ability to facilitate case settlement. Also, the lack of mediation space for litigant to litigant case resolution located immediately adjacent to the County Civil Courtrooms is limiting their ability to efficiently and effectively resolve certain civil cases targeted for early disposition. Both attorney/client rooms and mediation spaces are provided in the program document.

### **Programming in Support of Court Policy Direction:**

During this space planning process a number of operating improvement opportunities have been reviewed with the court and Clerk of the Court and their policy direction is incorporated as noted by the following:

- Fragmentation of Services: Many divisions of the Miami-Dade Civil and Probate Courts and the Clerk of the Courts are fragmented across various areas of downtown Miami. Both courtrooms and support services are spread across several buildings in the downtown area. This creates difficulties with designation of a courtroom for certain cases and the optimal deployment of staff such as courtroom clerks, interpreters, security and others. Public access and way finding is difficult when one facility contains the clerk's public counters and the associated courtrooms are in a separate building. The space program addresses this situation as noted by the following:
  - All Civil and Probate Courtrooms are located in one facility;
  - All Civil and Probate public support spaces are located in the same facility. This includes the clerk public counters, jury assemble and deliberation space, the Law Library and self-help areas.
  - The clustering of the Clerk of the Court's Administration's core operations (executive, purchasing, finance, human resources & legal research) in a unified office suite is envisioned by the space needs document.
- Information Technology Support Services Efficiency: Under the supervision of the director, IT staff responds to judicial or court personnel help desk calls and manage IT inventory. Personal Computers (P/Cs) are purchased, received and stored by this unit.

Preparing new P/Cs as replacements for outdated models occurs across several spaces in the downtown area. The space limitations and distances between P/C storage, their workroom and the loading dock, makes the P/C replacement process cumbersome and inefficient. The space program includes distinct areas for both Court and Clerk of Court information technology staff, a workroom and equipment storage clustered together and sequenced to ensure they support an efficient production process with an adjacency to the loading dock and direct access to secured circulation.

- The Electronic Court Record: Due to chronic flooding and the need for structural repairs in the basement of the DCCH, in excess of 13,000 square feet of court clerk records are currently stored in the Miami-Dade Main Library in the downtown area. In addition, should a judge, an attorney or litigant seek to review or obtain a copy of an old case file, staff must travel offsite, locate the record and provide it to the requestor and subsequently return the record to long term storage. Clearly, this approach to record retention is labor intensive. As a result, this operational dilemma is addressed in the space needs program. The program contemplates the continued exclusion reliance on these older paper case files and assumes co-locating all civil and probate court records in one or more file rooms adjacent to staff spaces in the new facility.<sup>5</sup>

To reduce the new square footage consumed by these records, the detailed space program's interim solution is to provide for High Density file systems. Also, it is certain that at some point in the life of the new court facility, completely electronic case files will become a reality. To support any E-Case initiative targeted at imaging old case files, several workstations are specified as "document scanning" to insure they are sized and arranged to support the imaging requirements of an electronic case management system. In the long term, the Court, Clerk and County should continue to pursue implementation of electronic case files to improve customer service, improve court efficiency and eliminate the need for substantial records storage space needs.

- Facilities – Loading Dock: The Facility Division management has stressed the importance of County Management's direction to become more operationally efficient in cleaning and maintaining county facilities. To support this initiative, the Facility Division needs space for custodial and maintenance staff, storage of supplies in areas adjacent to staff and a loading dock to allow entry of user or building operating furniture, fixtures, equipment and supplies. Also, trash and material destined for recycling must have a location efficient for Maintenance Division staff to accumulate while accessible to waste management services.

It is recognized that a tight site could limit opportunities to include an appropriately sized loading dock in the scope of a new facility's design. However, the space needs document anticipates an interior loading dock to ensure the loading dock solution which would consume the most buildable space can be accounted for in design. Providing an adequately sized loading dock is

<sup>5</sup> It should be recognized that the planning does not cover the extensive off-site records "Annex" where long term and inactive records are warehoused.

seen as essential to the effective operation of the new facility and the achievement of the overall enhanced facility management goals set by the County.

- Campus Recycling Initiative: During the programming interview with Facility Management Division leadership, management noted that they are responsible for the county's recycling initiative. In an effort to improve the effectiveness of this program, management indicated there is a need to identify specific space to accumulate recycled material on each floor and near the loading dock which will facilitate pick-up. The program document provides spaces on each floor and near the loading area for this purpose.

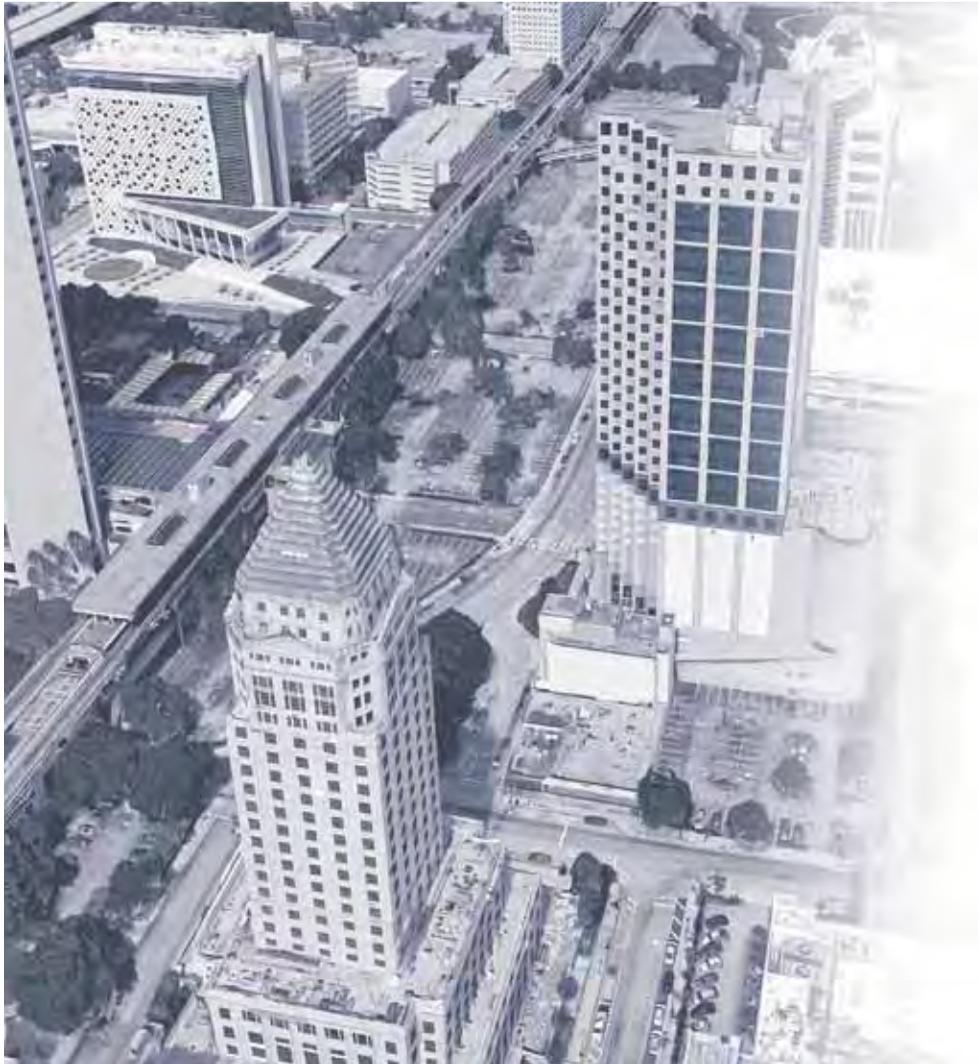
## Conclusions

Based on the analysis of historical trends, we find that Miami-Dade County and the Eleventh Judicial Circuit of Florida will continue to grow as to population, demands for judicial services and judicial officers.

This growth cannot be accommodated in a facility already severely short on space.

A facilities development project such as this one offers exceptional opportunities to enhance operational efficiency and effectiveness. As is clear from the list above, this project has been no exception. The planning and design process are resulting in facilities that better support the functions to be performed in them and providing a catalyst for strategic planning and implementation of more cost effective services.





# Civil and Probate Courts Master Plan

2017

**Section 3**  
Planning Issues and Considerations  
for Civil and Probate Courts



## Section 3 – Planning Issues and Considerations for Civil and Probate Courts

### Introduction

Section 1 provided a description and assessment of the existing DCCH and found that it is obsolete and no longer sufficient or suitable for Civil and Probate judicial system operation.

Section 2 provided analysis demonstrating past and projected judicial system growth and specifically identified the expected number of Civil and Probate judicial officers that could be anticipated from the present to 2035. It concluded that this growth cannot be accommodated in the DCCH already severely short on space.

This Section 3 first provides a strategic overview of civil case service delivery patterns County wide (including the Branch Courthouses) and then addresses specific planning considerations and issues analysis relevant to the potential development of a new, central Civil and Probate Courthouse. This courthouse will be the setting for a wide range of case types and judicial proceedings, including personal injury cases, business disputes, home foreclosure disputes, adult guardianships for aging family members, estate/trusts administration and disputes and family mental health issues. Adequate and appropriate accommodation of the judicial officers, staffs and proceedings related to these important matters depends on attention to many planning considerations including the following.

- Mission Statement and general planning objectives
- Standards and guidelines
- Security consciousness
- Courtroom assignment and use
- Technology Integration
- Emergency preparedness
- Special considerations
- Strategic opportunities

The purpose of this section is to provide a basis for understanding specific operational assumptions behind and specific elements of the space program that will be presented in Section 4.

## Strategic Overview

Miami-Dade County covers an area of almost 2,000 square miles and has a resident population exceeding 2.6 million. The area is also a major national and international tourist destination, hosting millions of visitors every year. The justice system in Miami-Dade County has 123 judges and serves the area from 4 major core facilities and six branch or “District” court facilities. The core facilities are:

- Dade County Courthouse – This facility handles all Circuit Court Civil and (until recently) Probate cases and the central courts of the County Court’s Civil Division. It also provides the jury trial facilities for County Civil cases arising in the branch court facilities.
- Richard E. Gerstein Justice Building – This facility handles all the Circuit Court Criminal cases as well as the central courts of the County Court’s Criminal Division
- Lawson E Thomas Courthouse Center – This facility handles all the Circuit Court Domestic Relations cases.
- New Children’s Courthouse – This facility handles all Circuit Court juvenile delinquency and dependency cases as well as Unified Family Court matters.

To better accommodate the people of Miami-Dade County, court services are also provided at the branch or district courthouses. These court facilities accommodate the high volume functions of County Court including traffic cases, civil cases, small claims, landlord/tenant actions and (not in custody) criminal misdemeanor cases. Branch court facilities are located in North Dade, South Dade, Coral Gables, Hialeah, Miami Beach, OTV (Child Support Unit), and the Caleb Center. Prior planning has identified the need for a West Dade facility as well.

Consistent with the Court’s long standing and progressive service delivery plan, the branch court facilities relieve pressure and congestion at the core facilities and provide extensive services most commonly needed by the public. Jury trials however, are not provided in the branch court facilities, but if required, are transferred to the core facilities to take advantage of the economy and efficiency of centralization and to comply with Florida law pertaining to the maintenance of a juror pool representative of the makeup of the entire county.

The branch courthouses are at or very near capacity. There are only 2 vacant courtrooms among all the branch courthouses. There is every reason to believe, as prior master plans have shown, that these facilities are themselves in need of expansion to meet present service demands and cannot be considered helpful in meeting core facility pressures. The need for a West Dade facility to supplement branch court services is still valid

## **Mission Statement and General Planning Objectives**

The mission of a new Civil courthouse will be to serve the public, to support the staff and operations of the Circuit Civil and Probate Court Divisions, the central divisions of the County Civil Courts, the executive and administrative offices of the Clerk of Court, the civil and probate functions of the Clerk of Courts, the central jury assembly function of the Clerk of Courts, specific civil and probate court functions as well as certain administrative functions of the Administrative Office of the Courts, the Law Library, the Grand Jury, and security related components of the Miami-Dade Police Department, as well as County building support functions. The building will continue to be the central home and symbol of the judicial system in Miami-Dade County and the Eleventh Judicial Circuit of Florida

The new facility will have both pragmatic and symbolic aspects:

- Support - The purpose of the facility will be to provide space for the personnel and function of the components listed above as well as a variety of court support and building support operations.
- Service - The purpose of the facility will be to serve the people of Miami-Dade County by facilitating efficient and effective court service delivery and by enhancing those services and public access to them.
- Symbol - The purpose of the facility will be to represent community commitment to and respect for the rule of law and equal justice under that law. It will represent the ideals that are important to civilized and orderly society. It will serve as a focus for the administration of justice and a setting for the peaceful resolution of disputes. It should exemplify the respect and honor that the community ascribes to the judicial officers and system.

In order to accomplish this three-part mission for the facility, the planning process has pursued seven major objectives:

1. Function - The first and foremost of the planning objectives is function. Simply put, this means that the building should work. It should be able to effectively accommodate the variety of individuals using the facility and efficiently support the activities occurring within it. In order to meet this objective, it was necessary to investigate existing and anticipated processes. Observations of court processes and discussions with a wide range of officials and staff were important to understanding exactly who would be in the facility and what would be happening. The information and insights arising from these processes are the supporting elements of the programmatic details. For effective function, there must be the right kinds of spaces, the correct sizes, (area, volume and dimensions), and a sufficient numbers of spaces. The program found in Section 4 emphasizes function. It proposes spaces calculated to support the kinds of activities that occur in the building. These allocations are arranged in relationships that reflect the real requirements of the court and all the related functions and offices.
2. Flexibility - The second major objective of the planning effort is flexibility. Change is axiomatic in the judicial system. Change can result from a wide range of influences, including growth, legislative mandate, administrative necessity or a variety of other policy

and procedural adjustments. These changes usually have some sort of spatial impact. The ability to easily accommodate such changes is immeasurably important in the facility planning and design. This program promotes flexibility in several ways. First, it favors the general over the specific. Courtrooms, for example, are sized to accommodate a variety of proceedings rather than having a strictly limited use. Second, it favors the use of office systems furniture. This dramatically enhances flexibility by restricting the number of built-in offices or workstations and thus allowing both a variety of configurations and quick change from one to the other as needed over time. Third, the program promotes simplicity and uniformity of space allocation. Space standards have been used throughout the program and thus have precluded the inclusion of many different and overly restrictive spaces.

3. Security - The third planning objective is security. No issue is more compelling in modern justice facility design. The incidence of violence against judicial officers and disruptive and dangerous behavior in court facilities has led to a significant national trend to higher levels of security in court facilities. This program proposes security by recommending a single point of public entry, simple unrestricted sightlines, judicial and public circulation systems and the development of a comprehensive, integrated facility security plan, including appropriate duress alarms, corridor access systems and cameral monitoring. The security plan should include appropriate policy, personnel, procedural and design elements.
4. Dignity - The fourth planning objective is dignity. Dignity is a vital ingredient in promoting respect for the Court and encouraging compliance with court orders. Dignity is a function of position, proportion, and quality. The space standards and design guidelines provided in Book 2 are intended to define this important value.
5. Economy - The fifth planning objectives is economy. All government has a fundamental duty to make wise use of limited resources. The program pursues economy in that it promotes the use of shared spaces, maximizes standardization and establishes critical adjacencies. Functions that experience a lot of interaction are located together to promote maximum efficiency and a minimum of wasted motion.
6. Accessibility – The sixth planning objective is accessibility. Access to justice and to justice facilities include provisions for physical access as embodied in the Americans with Disabilities Act (ADA), support systems for those with other disabilities, and the development and implementation of programs intended to assist citizens in the pursuit of their rights.
7. Connectivity – The final objective is connectivity. This objective recognizes the role contemporary technology plays in judicial system operations and in the lives of ordinary citizens. The objective is to promote connectivity and the use of technology to improve way finding, communication, court processing and records storage and retrieval.

## Standards and Guidelines

The use of appropriate space standards and design guidelines is critical to providing space that is adequate and appropriate to the many important matters to be handled in the facility. Book 2 of this report features judicial facility space standards and design guidelines. These are also referenced and summarized in Section 4 of this Book 1 as part of the introduction to the Civil Courts space program. It is important though to understand what these are and why they are important to the planning, programming and design processes.

“Space Standards” are a common way of assuring functional and equitable space allocations in the workplace. Miami-Dade County like many other counties, has adopted a set of typical space standards for use in their office functions and departments. Use of these typical space standards is intended to assure that similar positions are assigned similar sizes, to make the calculation of future space requirements easier and finally, to assure economical (as opposed to extravagant) space assignment based on function and need rather than personal preference or power.

- Office space standards typically consist of a set of fixed office sizes that are expected to cover most if not all management and professional needs. These office sizes are commonly assigned based on key functional needs (privacy, conferencing, and special conditions, etc.) and on organizational hierarchy, where larger office sizes are typically assigned to higher classifications of managers or professionals. Minimum office sizes are commonly 100 to 120 NSF and higher end office areas are commonly in the 250 to 300 NSF range for key officials (potentially ranging higher for judges under certain operational assumptions).
- Workstation sizes (also known as modular units) typically offer a fixed set of ascending area allocations combined with differing dimensions and layouts based on work-surface, storage, visitor accommodation and privacy requirements. These are commonly assigned to clerical and support staff functions but may be assigned to professionals as well depending on the situation. For example, it is common to put Information Technology specialists in open workstations. Frequently, workstation sizes and dimensions are based on those available from a selected vendor on contract.

Courtrooms are specialty spaces for which most counties do not have a set standard but rely instead on state standards (if they exist) or nationally recognized courtroom area allocation guidelines like those published by the National Center for State Courts. Many states have adopted courtroom area and dimensional guidelines particularly relevant for new construction that are suited to contemporary proceedings, ADA requirements, technology integration, and specialized functions like calendar calls arraignments (in criminal cases), family and probate proceedings and jury trials. The most comprehensive and recent of these standards and guidelines has been published in the State of California and updated in 2011. Courtroom standards have generally increased in recent years due

to the impact of ADA. The “standard” courtroom in the California system now is 1850 NSF. Specialty courtrooms in California are both larger (multi-litigant courtrooms, arraignment courtrooms, “home” courtrooms, etc.) and smaller in some cases (family, juvenile, mental health, etc.) where possible.

Courtroom space standards typically include a combination of area and dimensions, the latter including length, width, and height. The horizontal dimensions provide for adequate footprint to accommodate the required parties, furniture and judicial officer and staff work positions (the “Bench”). These are driven by the types of proceedings expected and in the case of the standard jury courtroom, the gallery area and dimensions are driven by the typical juror “panel” size; the number of jurors needed to pick a 12 person (with alternates) trial jury. Courtroom height requirements are commonly higher than standard office ceiling heights so that they can accommodate the raised benches (judge, clerks and witness). These level differences are important to sight lines among the parties and participants. In addition, the higher ceilings provide proportionality to larger spaces and better convey the importance of the decisions occurring within its walls.

A common dilemma in courtroom allocation is the issue of general versus specialized courtrooms. The consensus of court managers and planning professionals is that general courtrooms are the best, most flexible approach. Over specialization of courtrooms can and frequently does create courtroom assignment complications and delays in proceedings. The combination of individual calendaring and scheduling uncertainties (trial fallout, requests for continuance, etc.) limit the opportunity to effectively predict courtroom requirements at any given time. These issues are addressed in more detail in two of the “Issue Discussion” items that follow.

## Security Consciousness

Security has become an increasingly important factor in contemporary court operations and facility design. The safety of the facility, its occupants, records and equipment and above all its users, is vital to the judicial process and to public confidence in the rule of law. The need for adequate security is emphasized by the incidence of violent behavior in Court settings across the country.

Security for this court facility can be defined as:

The combination of design features, policy, procedures, equipment and personnel needed to insure:

- the safety of the people and property within the Courthouse complex, and;
- the integrity of the judicial system.

Security is not simple. The issue of security for this Courthouse incorporates a broad spectrum of specific operational concerns. Such matters as life safety in the event of fire or other emergency, the ability to maintain control of the large number of persons using the many functions of the facility, the ability to contain and control volatile litigants who may act out in the court spaces, the safeguarding of court records and funds and the protection of facility components and surfaces from vandalism are each important considerations.

The most basic goal of the security system is the safety of people and property. Safety concerns are an unfortunate fact of life in courthouses. This heightened concern is based upon the many reports of violence in courthouses and public buildings across the country. These include both spontaneous emotional outbursts and some attacks characterized by more deliberate planning and the use of firearms. Many have resulted in the injury or death of judges, litigants, prisoners or innocent spectators.

Public safety is at stake. Public buildings in general and the courthouse in particular, with its often emotionally charged atmosphere and adversarial process has become the field upon which contests of anger, resentment, frustration and even mental illness are played out. Modern weaponry and emotional instability are a lethal combination and the courthouse has become focus for the anger of an element that is often unstable and unpredictable. The adoption of security measures, which appeared at one time unacceptable, has become essential to the safety of the public and court personnel and the integrity of the judicial process.

Security is a fundamental premise of the integrity of the justice system. If the rule of law cannot be maintained in the very facility which is its chief symbol and where it is daily practiced, then its value and force are severely compromised.

The most serious threat facing courthouse functions in Miami-Dade County is the potential introduction of and use of firearms in the courtroom or program waiting areas or courtrooms themselves by an unstable, disgruntled, vengeful, deranged, or simply angry litigant or family member. The provision of weapons screening for the building is the most obvious as well as the most prudent solution to this potential threat to life and safety of judicial system participants as well as the integrity of the judicial process.

It should be noted that weapons screening has become a standard operating practice at the vast majority of American courthouses and a recommended feature in security plans developed by the United States Marshal's Service for both Federal Courthouses and all other state, county and municipal court facilities where they are engaged to provide security evaluations and recommendations. It is fair to say that weapons screening has now become a "best practice" in courthouse security across the country and its absence a potential source of litigation in the event of injury or death resulting from acts of violence with weapons within the facilities where effective screening equipment and procedures could reasonably have been expected to prevent their introduction.

## **Courtroom Assignment and Utilization**

Meeting the immediate and future functional needs of the Civil and Probate Courts in the context of the present individual calendaring system of case management and the expectation of sustained growth supports the assignment of one courtroom to one judge. This space allocation strategy bears explanation.

### ***Definition and Role of a Courtroom***

A courtroom is a formal litigation space, purpose designed and built for the conduct of judicial proceedings.

- The term "formal" indicates that the space is arranged so that there is a clearly defined well area (separate from the gallery seating), with appropriate tables for lawyers and litigants, a witness stand, clerk's bench, raised judicial dais, and, if required, a jury box and/or prisoner dock.
- Courtrooms may range in size from comparatively small non-jury spaces (not to be confused with informal hearing rooms which are simply specialized conference rooms), through a range of specialty and standard courtrooms to the very largest special proceedings and multi-jury accommodations.
- In general though, a courtroom is understood to be multi-purpose, jury capable, and of sufficient gallery size to accommodate the standard jury panel from which a trial jury can be selected. A courtroom of this description will be capable of accommodating the vast majority of judicial proceedings.

Judicial proceedings are an essential element of the rule of law and a critical part of our system of justice and dispute resolution.

- The conduct of these proceedings is an essential activity of a judge.
- The ability to schedule and conduct these proceedings in a timely and efficient manner is necessary for the expeditious resolution of cases.
- A lack of courtrooms has a negative impact on the scheduling of proceedings and on timely case resolution.

### ***One to One Rationale***

A ratio of one courtroom to one judge, particularly in a court that practices an “individual calendaring” case management approach (as in the Civil and Probate Courts of the Eleventh Judicial Circuit), provides the most advantageous arrangement for the scheduling and conduct of judicial proceedings.<sup>6</sup> This approach ensures an environment that provides the fundamental spaces and systems to support efficient case management.

The advantages of the One Courtroom/One Judge arrangement are:

- Provides best scheduling flexibility
- Accommodates the vast majority of judicial proceedings
- Supports the court’s case management practices
- Best accommodates growth and change
- Offers a consistent, dignified, secure, suitable and standardized forum for the participants of all legal proceedings
- Supports the perception of equal justice regardless of the judicial officer presiding

Generally, a one-to-one ratio of courtrooms to judges is recommended as the best way to support effective and timely case resolution and accommodate the typical pattern of judicial system growth.

- The national average for case dispositions reveals that 90 percent or more of all cases are settled without a trial.
- Jurisdictions with greater than 10 percent of their caseload going to trial tend to become backlogged, resulting in substantial investments of time, money, and human resources.
- A firm and unavoidable trial date is the single most effective means of stimulating lawyers to prepare their cases, which in the vast majority of instances leads to pretrial settlements.

<sup>6</sup> The individual calendaring case assignment and management approach is now the preferred national model as evidenced by its inclusion in the draft recommendations of the Conference of Chief Justice’s Civil Justice Improvement project.

- To make a trial date viable, lawyers must believe that the court will have a judge, a jury and a courtroom available when the case is ordered to trial.
- The one-to-one ratio of judges to courtrooms puts pressure on parties to plea/settle through the ready availability of trial courtrooms.
- Frequently judges are added at a faster rate than courtrooms and the preferred ratio of one to one erodes. For this reason it is important if the ratio has not been diluted in advance.

### ***Alternative Arrangements***

Courthouses that do not provide for this ratio fall into two broad categories:

- Older facilities where the growth in judicial officers has not been paralleled by expansion of the courtroom count and where many judicial proceedings are forced into conference rooms or even into judicial offices.
  - For many types of proceedings, these courtroom alternatives are not adequate, safe or suitable (in size, dimension, arrangement, and/or technology capability).
  - A lack of sufficient courtrooms will limit trial time availability and complicate scheduling of trials or high volume proceedings.
- Newer courthouses where a different case management protocol is in use, where the judicial officers have determined that certain proceeding types are better handled in non-jury courtrooms or in smaller, less formal spaces, and where a courtroom management strategy has been developed and practiced that assigns proceedings by courtroom type and judges move among courtrooms as needed based on that assignment.
  - The exact mix of non-jury and jury courtrooms that will effectively serve the court is very difficult to determine and may be different jurisdiction to jurisdiction as well as different within a jurisdiction depending on the case load at a given time.
  - Most commonly, jurisdictions that do this provide a ratio of litigation spaces to judges that exceeds one to one.
  - Typically, large metropolitan courts deviating from the 1 to 1 ratio and utilizing an individual case assignment system similar to the Eleventh Judicial Circuit’s Civil and Probate Courts will designate the Chief Judge’s courtroom as a shared space. Also, certain case types have been determined to represent a “part-time” assignment and due to the justice agency support requirements or high volume, a specific courtroom is designated for use for more than one judicial officer. An example would be Specialty Court Calendars for Drug, DUI and Prisoner Re-entry Courts.

### ***Recommendation***

There are two major case management approaches common to court systems. Each has its strengths and weaknesses. A Master Calendar system is sometimes thought to support the most “efficient” case disposition, but does so at the expense of judicial continuity. Litigants get whatever judge is sitting that particular hearing type on that particular day and cannot count on the judge having any background or familiarity with their case. An Individual Calendaring system insures judicial continuity and familiarity of the judge with the case before him/her.

Individual calendaring is generally seen as the preferred approach and is best supported by courtrooms that allow each judge maximum flexibility in scheduling the various proceeding types needed to move the cases efficiently and expeditiously.

### ***Courtroom Utilization***

The recommended approach to courtroom allocation may raise concerns. The observation that courtrooms are “dark” (unoccupied) for some period of time can raise questions about their utilization, the court’s scheduling practices, basic efficiency, and the need for more courtrooms. The common logic is:

- It is evident that there are “dark courtrooms”.
- It appears from the extent to which they are dark, that their use is not well managed and that higher utilization rates could be achieved, and,
- It appears that better utilization of courtroom space might reduce demand for more space.

This issue frequently becomes a point of contention between the funding body (County Commissions, most commonly) and the Courts. The discussion can be fraught with misunderstandings, misconceptions, misinterpretations, and misrepresentations. Courts frequently bristle at the suggestion that they are not efficient, are insensitive to the need for public economies, and/or are incompetent managers of scarce resources. They often suggest that funding bodies are unfamiliar with the complexities and complications of case and courtroom scheduling and are intrusive on the prerogatives and independence of the judiciary. Neither perspective is entirely accurate or useful.

First, it is important to understand that there are some perfectly legitimate reasons why any given courtroom may be dark at any given time and not the product of judicial disinterest or mismanagement.

1. Trial washouts - The number 1 reason for dark courtrooms is “trial washout”. It is a fact that cases are more likely to plea (criminal matters) or settle (civil matters) the closer they are to actual trial. The Court may set a case, or most commonly several cases, for trial on the same day at the same time and one or all of them may plea or settle at the last moment when there is no time to schedule something else in the allotted calendar interval. Courts try to compensate for this by “oversetting” proceedings, but this is a hit or miss proposition and down time for the courtroom may be unavoidable.
2. Trial patterns and predictability – Despite aggressive judicial management, the actual length of any particular jury trial is essentially unpredictable. Last minute motions may arise, witnesses may be temporarily unavailable (sick, delayed in travel, etc.), testimony may take longer than estimated, or other complications develop. The result is a trial that either ends early or runs over to another partial day, leaving un-fillable time in the schedule and a dark courtroom as a result.
3. Judicial illness/vacations/conferences/education – These are self-evident reasons why any particular judge may be absent from his or her courtroom at any particular time. Illnesses are of course unpredictable but most courts try to compensate for vacations, conferences and education times by use of auxiliary judges (pro tem, retired, senior status, special masters, etc.) to fill at least some of the time slots, keep the caseload moving and use the courtrooms, if funding permits.
4. Non-courtroom work – Judges have duties related to file review, preparation for calendars, legal research and signing of orders (among others) that are conducted out of the courtroom. Sometimes judges actually schedule time for these activities and other times use “washout” time to perform these important but less visible duties. The amount of time needed for this varies by judge, by caseload and by case type involved. This variability essentially precludes predictability and thus fixed scheduling.
5. Secondary causes – Included in this category are such things as inappropriate space (Sometimes the available courtroom is simply not appropriate to the specific need generated by the calendar), and systemic complications (staff shortages, lack of funding, etc.)

Second, despite these legitimate explanations for dark courtrooms, most courts can do better at courtroom utilization if they focus on the issue and undertake the following actions:

- Utilization assessment – It is important for Courts as part of their public duty to wisely manage resources, to map their own courtroom utilization patterns. Most courtrooms are scheduled full but in fact, are not fully used. Some of the vacancies are predictable and (as noted above) many are not. So the fundamental question is whether there is a clear cut pattern to the vacancies that can be put to good use. This will be a matter of speculation unless a survey is conducted over some extended period of time. This self-survey will prove enlightening.
- Based on the survey results:

- Some courts have identified down time that can be put to good use through adjusted scheduling. A common example of this is to use predictable trial washout time at the end of the week (when it is too late to start another trial) as a standard time to schedule high volume, non-jury proceedings.
- Some courts have recognized that there is a need for coordinated management of courtroom use rather than the individualized approach that is often characteristic.
- Routine review of case scheduling practices and patterns – Caseloads and related proceedings are not static entities. The variability in the balance of case types, the emerging impacts of technology on proceedings, the trend toward therapeutic courts, and evolving rules of procedure suggest that a regular internal management review can be beneficial in promoting effectiveness and efficiency and in fulfilling the Court’s inherent responsibility to wisely manage scarce resources.

Funding authorities, for their part, should recognize that 100% courtroom utilization is not realistic, feasible or even desirable. Case and courtroom scheduling are far more difficult and complex than commonly thought. Better to understand the reality that some limited and managed degree of vacancy is normal and that there is a far more serious risk from justice delayed by courtroom shortages.

Finally, it is important to recognize that courtrooms share something in common with school classrooms. Neither of these public resources can or should be thought of in terms of a factory, where value is measured only by constant use and production. Better to see their value as community investment in critical processes: the one in education and the other in justice. Both are indispensable.

## **Technology Integration**

Technology is now considered to be an essential element of Court functionality and critical to the ability of the Court to do its work expeditiously, safely and efficiently.

The essence of all new and soon to be emerging technologies is focused on making court information available to litigants, attorneys, justice agency partners and the public wherever they are located. Today’s, society accepts as common practice the ability to teleconference, research, order and pay for goods or services by phone, computers and other portable devices from wherever the person is located. With these expectations already established, courts are now expected to provide similar levels of remote access. Technologies such as video arraignment, teleconferencing, payment by remote device, e-filing, imaging, Wi-Fi electronically accessed court case files, remote scheduling for jury duty, courthouse way finding and courtroom audio/video systems as well as electronic evidence presentation are examples of emerging and widely used courthouse technologies.

While a more detailed review of technology uses and requirements is found in Book 2, it is important here to provide an overview of important considerations. The goal is “the creation of an integrated, redundant, flexible and robust network capable of supporting multiple low voltage technologies.”<sup>7</sup> To achieve this architects and associated engineers must consider the following in the creation/design of such facilities:<sup>8</sup>

- Telecommunications spaces including electrical/mechanical/fire areas are required to support infrastructure and equipment deployment. Such spaces include the Main Distribution Feed (MDF) room, Internal Distribution Feed (IDF) rooms and floor technology closets.
- Intra-building network cabling should use (copper, optical fiber and coaxial cabling); vertical risers for fiber cabling and horizontal distribution cables to support all spaces on each floor where technology could be deployed.
- Telecommunications pathways to support the intra-building infrastructure;
- Horizontal cabling distribution and the performance rating of that cable utilized to support voice, data and video services throughout the facility;
- Grounding and bonding of the telecommunications system;
- Labeling of the telecommunications infrastructure and system components;
- Converged IP Network and Wireless Communications Systems;
- Wireless communication networks that allow separation of public and individual justice agency secured networks.

<sup>7</sup> California Trial Court Facilities Standards, Section 17, *Telecommunications and Audio-Visual Criteria* <sup>8</sup> Ibid

## Emergency Preparedness

Disaster preparedness is an important issue in court facility planning. The floods in New Orleans did much to raise consciousness on this issue when 14 feet of water enveloped the historic Criminal Courthouse, destroying vital records, disabling critical systems, halting proceedings and displacing court operations and staff for many months. Prisoners were “lost”. Cases were never completed. Vital evidence was corrupted. The facility itself was seriously damaged.

That and other events have led to greater interest in and attention to “continuity of operations” and the development of systems, strategies, plans and preparations to continue court operations in the event of either natural (floods, hurricanes, tornadoes, fires, etc.) or manmade disasters (terrorist acts, plane crashes, etc.). Recent concerns about global warming and the predicted rise in sea levels have served to heighten the interest in this subject in Miami-Dade County.

It is not the purpose of this discussion to elaborate an entire plan for Miami-Dade County but simply to recognize some of the important ideas and suggestions impacting new facility planning. More details will be provided in the relevant portion of Book 2.

- Every court should have continuity of operations plan and in particular a plan to transfer critical functions to facilities not impacted by the disaster.
- Every court should have a plan to communicate emergency operation plans to the public.
- Court buildings should be set back from the roadways to the extent possible and when this is not feasible should be reinforced for blast resistance.
- Crucial building systems should not be located in portions of the building vulnerable to flooding
- Crucial information and data systems should be located above ground floors
- Crucial information and data systems should be redundant
- Records storage should not be located in flood prone portions of the building
- Mail centers should provide for separate ventilation in event of poisonous powders and located so that any explosion does not destroy the building.
- Air intakes should not be located at grade or where they can easily be exposed to the introduction of poisonous materials
- Site selection should include attention to potential vulnerabilities.
- New courthouse design and construction should support extended emergency operations

This list is not exhaustive but representative of the areas of attention needed in the planning and design of new court facilities.

## Strategic Opportunities

The development of a new consolidated Civil Courthouse in Miami offers the opportunity to accomplish some very important strategic goals of the Miami-Dade Judicial System. Those goals are noted by the following:

1. Expansion to meet growing demand: Miami—Dade County continues to grow at a steady rate and this is forecast to continue for the next 20 years. The primary facility for the Civil Courts is a facility that was designed more than 80 years ago to support a county government and a justice system that operated quite differently. This facility is located in the downtown civic core of the City of Miami, situated across the street from the Miami-Dade County Government Center and in proximity to the Family and recently opened Children’s Courthouse. The building has experienced extensive renovation and no expansion since its construction in 1928. The new facility will expand court accommodations to meet projected operational and spatial needs to 2035 and beyond.
2. Provision of a secure and dignified setting for the administration of justice: The existing facility once served well in this regard but as it has aged has become increasingly dysfunctional over the decades in terms of its ability to accommodate growth and change. In addition, it was designed before perimeter security was a requirement and as a consequence, the addition of weapons screening has had a negative impact on the functionality of the main floor of the facility. It is a strategic goal of the Miami-Dade Justice system to provide facilities that are both sufficient and suitable for the high purpose of providing equal access and due process in the pursuit of justice and dispute resolution. An important part of this goal is the provision of facilities that can be properly secured. The new facility will be designed to separate public and judicial/staff circulation patterns and will create a thoughtfully organized layout that enhances security for all users of the facility.
3. Provision of adequate support space for Litigants, Jurors and the Public: One of the penalties of existing overcrowded conditions is the absence of appropriate space for the use of litigants, jurors, the public, the Judiciary and Clerk of the Court in their effort to either access the court and in the case of Judges/staff, provide services to the County’s residents. As an example, confidential conferences are being held in public corridors and other common areas. The new facility will provide appropriate support space, support targeted dispute resolution strategies and enhance the dignity of court operations.
4. Implementation and utilization of the new business model for Dispute Resolution Services – A strategic shift is underway to implement an enhanced service delivery model for Dispute Resolution Services. This changed model places great emphasis on enhancing access to justice and providing another front door to dispute resolution, one that is more open, less formal and based on mediation, arbitration, self-help and other direct assistance as opposed to formal court proceedings. A new facility

would provide the spaces for this to take place, but does so in a way that minimizes the intrusiveness of weapons screening and enhances an atmosphere of personal service and support.

5. Integration of technology into court services and daily operations: The Clerk of the Court and Judiciary are aggressively integrating electronic public access to court records that offers a wide range of remote access options and is linked to the internet. The justice system overall recently transitioned to electronic case filing and courtroom operations and clerking functions are making greater and greater use of this technology. A new building would be designed to facilitate this strategic direction and to provide the kind of flexibility needed in support of new and emerging technologies.
6. Expansion of access to services for all Miami-Dade residents: The City of Miami is the center of population for a growing county. The downtown area provides a convenient locus of access for persons coming from the surrounding area. This new facility's location will continue to provide services in the city and regional core and will continue to enhance the viability of the downtown or greater Miami area and facilitate access to the existing spaces and services located in the general area. This will be particularly beneficial to persons seeking to use the Law Library for self-help legal aid to access civil and probate matters as well as those involved in other forms of court proceedings.

### **Special Considerations**

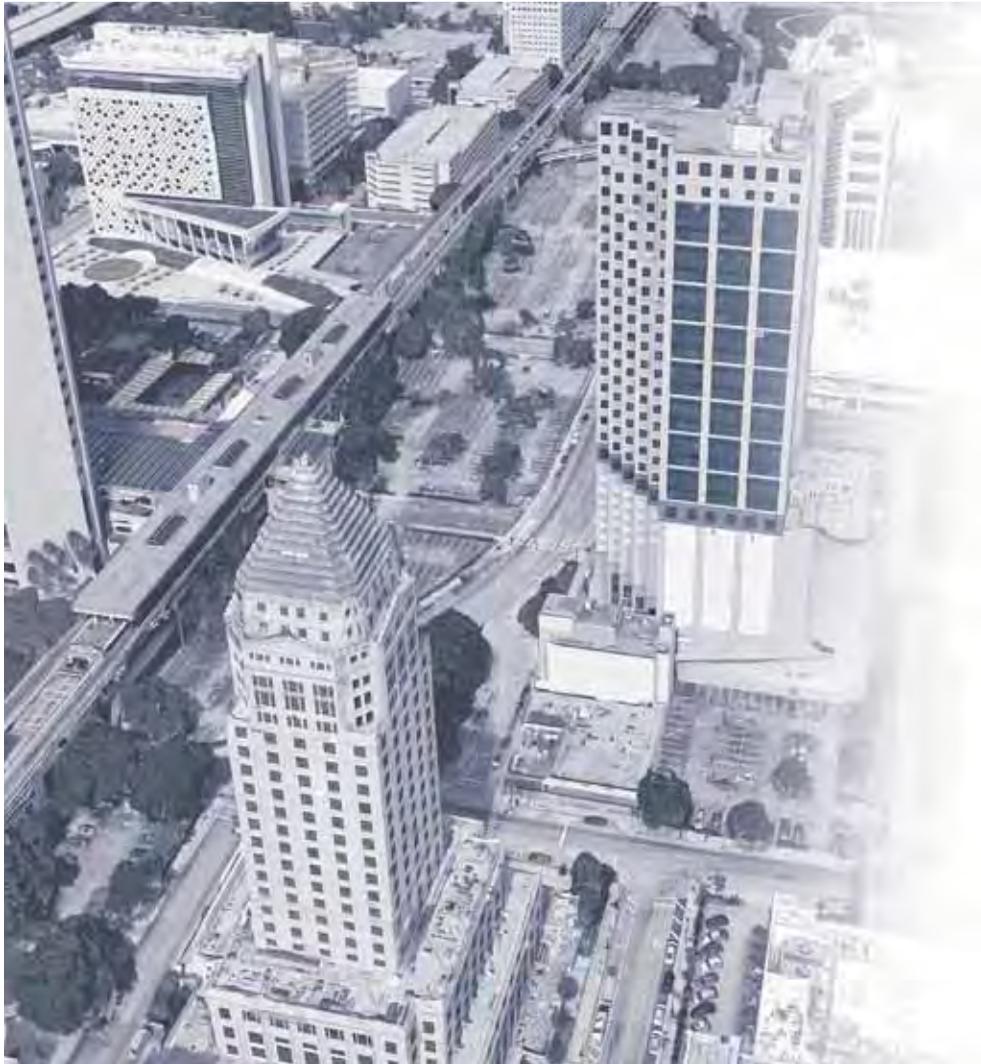
The design of this new consolidated court facility should be sensitive to the following special considerations:

1. Internal expansion of both core and support/service facilities: While the planning study identifies both a 10 and 20 year space requirement, the pace of growth in Miami-Dade County and the expected limitations of a site suggest that the best concept would be one that accommodates court needs beyond the 20 horizon of the civil space needs assessment. Portions of the new building should be held as shelled space or temporarily used for older case file storage with a view to having the expansion space needed when required, whether sooner or later.
2. Flexible access to support/service facility: The co-location of the primary Clerk of the Court civil counters and the Law Library has as its immediate purpose the provision of space for the implementation of the evolving new service model for the Law Library. In addition, the additional space provided within this portion of the overall structure offers the opportunity to consider creative arrangements with appropriate government and non-profit legal aid organizations who might improve the operations by close association with the court facility.

3. Suitability to and support for the urban context: This new facility will become an important part of the continuing evolution of the greater Miami area. As such, it should have landmark qualities and should be a good neighbor to the surrounding structures.
4. Location: The location of the new Civil Courthouse should be based on the following considerations:
  - a. Historical precedent – The existing DCCH has stood as the central home of and symbol of justice in Miami-Dade County since 1928. It's location in the downtown core was not an accident but a recognition of the centrality of justice to the community's identity.
  - b. Collocation with related justice facilities – Over the years, the DCCH has served as the center piece for an emerging community/campus of justice facilities. These include the U.S District Court for the Southern District of Florida and in connection with the State and County judicial system, Courthouse Center and most recently, the new Children's Courthouse. The combination of these three major core facilities of the County simplifies public access and enhances judicial system operations. This collocation should continue.
  - c. Proximity to a major transportation hub – Given the objective of "access to justice" the proximity of the Civil courthouse to the combination of Metro Mover, Metro rail and now All Aboard Florida, as well as multiple bus routes should be preserved.
  - d. Symbolic value – The Civil Courts should be retained at the very center of the economic and governmental life of Miami-Dade County as a continuing symbol of the importance of the rule of law and the peaceful resolution of disputes.

## Conclusions

A facilities development project such as this one offers exceptional opportunities to enhance operational efficiency and effectiveness. As is clear from the list above, this project has been no exception. The planning and design process are resulting in facilities that better support the functions to be performed in them and providing a catalyst for strategic planning and implementation of more cost effective services.



# Civil and Probate Courts Master Plan

2017

Section 4  
Space Needs



## Section 4 - Space Needs

### Introduction

This Section 4 provides the answer to the crucial question of this phase of the Master Planning project, “What do we need?” The answer to this question is found in the definition of the kind, size, number, relationships and operation of all spaces needed to meet the functional and spatial needs of the Circuit and County Civil and Probate Courts now and out to the year 2035. This space program is the direct result of the conclusions of the prior sections:

- Section 1 provided a description and assessment of the existing DCCH and concluded that it is no longer sufficient or suitable for the for present and prospective Civil and Probate judicial system occupancy.
- Section 2 provided analysis demonstrating the historical and projected growth of the Civil and Probate Courts and a projection of the number of judicial officers and courtrooms that are and will be needed out to the year 2035. This information confirms the scale of future deficiencies in the capacity of the DCCH to accommodate the required court functions.
- Section 3 defined key planning interests for a new Civil and Probate Courthouse and provided discussion on planning issues common to new courthouse projects and relevant to the Civil and Probate Courts in Miami-Dade at this particular point in time.

Section 4 now provides the detailed staffing and space program needed to support the operations of the Circuit Civil and Probate Courts, the central divisions of the County Court Civil Division, the related executive, administrative and support functions of the Clerk of Courts, the direct support and certain administrative functions of the Administrative Office of the Courts, the Law Library and necessary security and building support functions. These needs are based on real operational reality, on nationally recognized judicial system space planning guidelines and on careful projections of future population, caseload/filings and a reasonable expectation of the number of judicial officers that can be expected.

This Section concludes that the total space need for the identified functions to 2035 will be very close to 600,000 GSF inclusive of secure parking.

## Definitions

The first step in understanding the Miami-Dade County Civil Courthouse space program is to recognize several different space calculations and definitions. In this report and the tables associated with the space requirements section, the following terms are used:

- **Net Square Feet (NSF)** - This is the actual working area of an office or workstation. NSF is the most basic space planning unit and the typical unit of measure in space standards.
- **Departmental Gross Square Feet (DGSF)** - This is a calculation of usable square feet for a functional unit or department. It multiplies NSF by a factor (ranging from 1.2 to 1.4) intended to account for circulation within the department and the thickness of internal walls or workstation partitions. The multiplying factor is called the Departmental Grossing Factor (DGF).
- **Building Gross Square Feet (BGSF)** - This is the calculation of the total area that must be constructed in order to achieve the required NSF and DGSF. It is reached by multiplying the DGSF by a factor ranging from 1.2 to 1.4 depending on the extent to which the NSF has been specified. This covers major public circulation among departments, elevators, stairwells, mechanical and electrical spaces and the thickness of exterior walls plus whatever other building support spaces are not specified in the net area calculations (perhaps public or staff toilets, lobby spaces, etc.).

## Area Allocation Guidelines/Space Standards

The calculation of space needs is best accomplished through the use of functionally based and systematically applied space standards. In this section, the planning team has first defined courtroom and judicial set requirements through a systematic and collaborative process with the judges in conjunction with the application of nationally recognized Judicial System space standards such as those published by the National Center for State Courts. The results are displayed on a series of tables clearly defining courtroom features, adjacent spaces, functional requirements and dimensional preferences.

Second, the planning team has provided a listing of typical governmental and judicial office, workstation and equipment space standards that have been used in the subsequent program space listings. All standards are operationally based and are consistent with those used by other courts and counties in the State of Florida and throughout the country.

This section gives definition to the spaces necessary to accommodate the operations of the courts and respective support and partner components in the building. It also summarizes the sizes, dimensions and general characteristics of the spaces subsequently described in more detail in Book 2 of this report.

In connection with the standards listed, it is important to note that:

- Not all standards displayed are used in the final program.
- The standards are assumed to incorporate the requirements of ADA. However, the architect should independently research ADA requirements and conform actual design accordingly.
- Actual area allocation to certain judicial set components may vary from the standard as a result of local practice, operational advantage or calculated economy.

**Exhibit 17 – Courtroom Guidelines**

**Courtroom Types/Capacities Worksheet**

	#1	#2	#3
General Size	Special Proceedings	Large	Standard
Use <b>Circuit Court Civil and Probate</b>	Large multi-party jury trials, unusual cases requiring large jury venires, major court events. Investitures – up to 130 seats in the well opposite jury box	High volume calendar calls, large jury trials, civil proceedings, lengthy trials requiring a large number of alternate jurors	Typical civil and probate case proceedings, standard civil jury trials, non-jury trials
<b>County Court Civil</b>		High volume calendar calls	Jury trials
<b>Gallery Seating</b>	150	100	45-55
<b>Judge</b>	1	1	1
<b>Jury Capacity</b>	14	14	14
<b>Clerk(s)</b>	2	2	1
<b>Court Reporter</b> <i>(as provided by the parties)</i>	1	1	1
<b>Witness</b>	1	1	1
<b>Interpreter</b>	1	1	1
<b>Atty. Tables</b>	4 large with capacity for 6	2 with capacity for 4	2
<b>Bailiff</b> <i>(not a fixed position)</i>	1	1	1
<b>Podium</b> <i>(fixed position identified for electronic evidence presentation))</i>	1	1	1
<b>Podium (movable)</b>	1	1	1
<b>Area</b>	3,000	2,250	1,850
<b>Dimensions</b>	40 x 75	38 X 59 (rounded)	38 X 49 (rounded)

**Court Set Components Worksheet**

	#1	#2	#3
<b>Type</b>	<b>Special Proceedings Large</b>		<b>Standard</b>
<b>Vestibule entry</b>	yes	yes	yes
<b>Attorney/Client Interview</b>	2	2	2
<b>Mediation rooms</b>			Separately provided on Ct floor with County Court courtrooms
<b>Jury Suite</b> <i>Jury Room</i> <i>Jury toilets (2 ea.)</i> <i>Jury vestibule</i>	yes Cap. 14	yes Cap. 14	yes Cap. 14
<b>Evidence Storage closet</b>	yes	yes	yes
<b>Courtroom Storage closet</b>	yes	yes	yes
<b>Electronics Closet</b>	yes	yes	yes

**Courtroom Capabilities Worksheet**

	#1	#2	#3
Type	Special Proceedings Large		Standard
Audio	yes	yes	yes
Audio Court Recording <i>(@ remote location)</i>	no	no	no
Video Court Reporting	no	no	no
Real Time CR <i>(capability)</i>	yes	yes	yes
TV Broadcast capability	Yes (with control room)	yes	yes
LAN/WAN	yes	yes	yes
Legal Research	yes	yes	yes
Wi Fi	yes	yes	yes
Telephone	yes	yes	yes
Remote Interpretation	yes	yes	yes
Conference calling	yes	yes	yes
Video Conferencing	yes	yes	yes
Jury notification	yes	yes	yes
White noise	yes	yes	yes
Duress alarm <i>Judge bench</i>	yes	yes	yes
<i>Clerk bench</i>	yes	yes	yes
Security camera <sup>9</sup>	yes	yes	yes
Electronic Evidence Presentation <i>(Capability)</i>	yes	yes	yes
HVAC controls <i>On</i> <i>Judge's bench</i>	yes	yes	yes
Lighting control <i>(on Judge's</i> <i>bench)</i>	yes	yes	yes

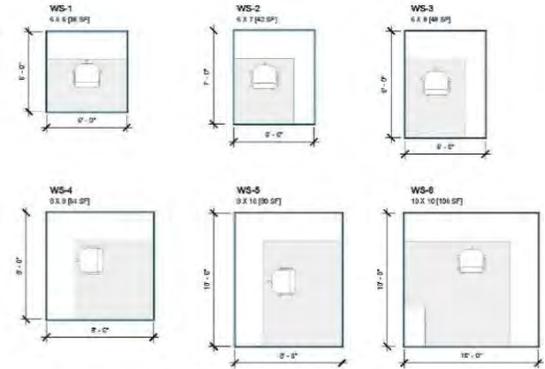
<sup>9</sup> Security cameras should be dormant until activated by duress alarm

**Office and Workstation**

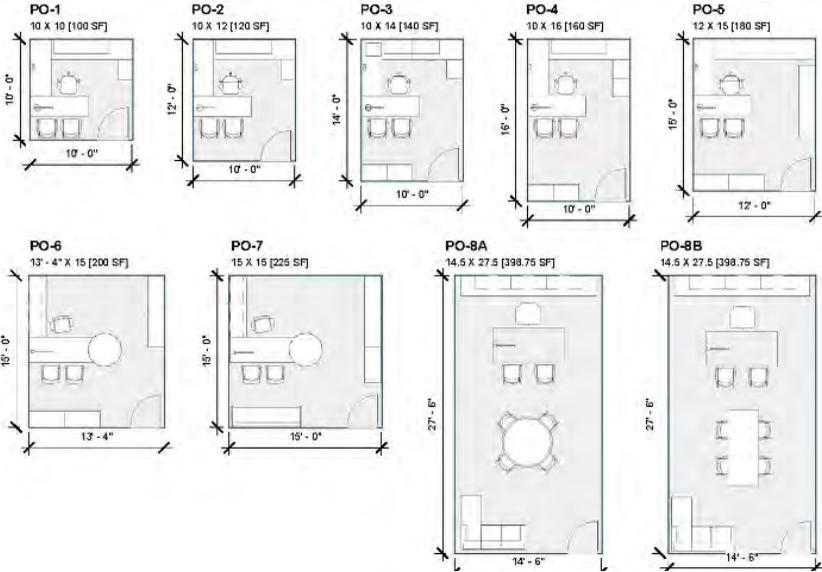
**Standards Exhibit 18**

<b>Workstations (applicable to largest percentage of staff)</b>			
<b>Code</b>	<b>Area (NSF)</b>	<b>Dimensions</b>	<b>Assignment</b>
WS-1	36	6 x 6	interns, work carells, stand-up counter position
WS-2	42	6 x 7	counter workstation, scanning station
WS-3	48	6 x 8	standard clerical workstation, bailiff
WS-4	64	8 x 8	Secretary, Administrative Assistant
WS-5	80	8 x 10	Judicial Assistant, Executive Secretary, Supervisor
WS-6	100	10 x 10	Supervisor, Assistant Manager

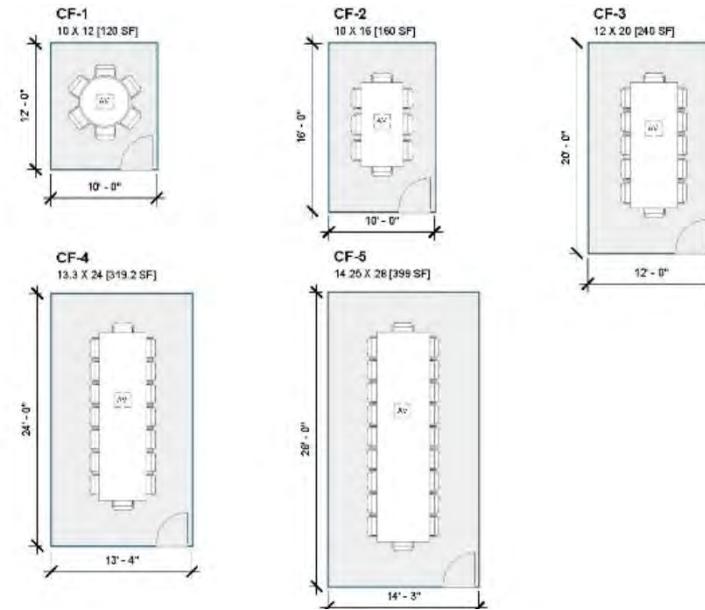
Note: Judicial Assistant’s workstation should be built-in not systems



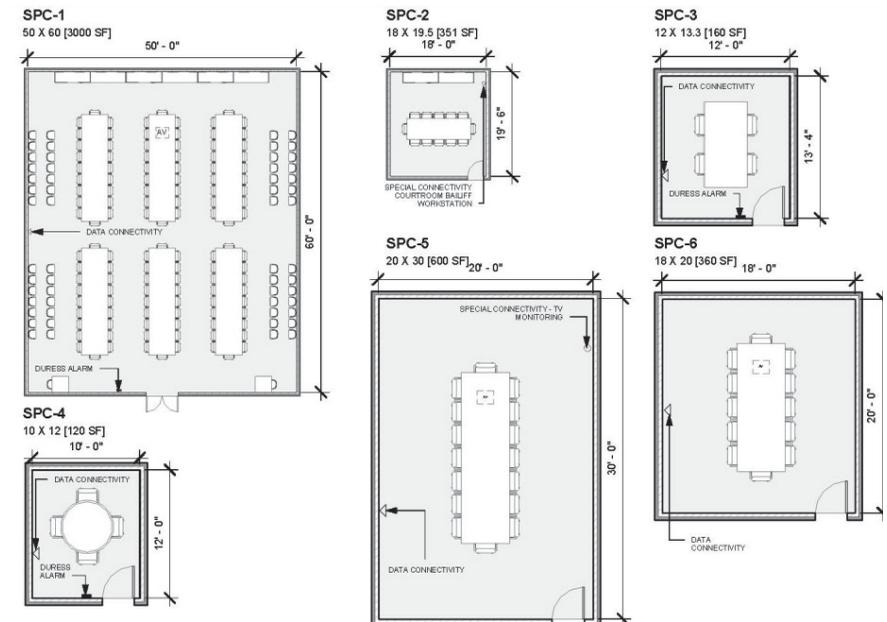
<b>Private offices</b>			
<b>Code</b>	<b>Area (NSF)</b>	<b>Dimensions</b>	<b>Assignment</b>
PO-1	100	10 x 10	Supervisor, Administrative Assistant
PO-2	120	10 x 12	Accountant, Research Attorney
PO-3	140	10 x 14	Program Specialist
PO-4	160	10 x 16	Attorney Supervisor
PO-5	180	12 x 15	Manager
PO-6	200	13.3 x 15	Deputy Director
PO-7	225	15 x 15	Division Director
PO-8	400	14.5 x 27.5	Judge, Elected Official



General Conference Rooms			
Code	Area (NSF)	Dimensions	Assignment
CF-1	120	10 x 12	cap 6
CF-2	160	10 x 16	cap 8
CF-3	240	12 x 20	cap 12
CF-4	320	16 x 20	cap 16
CF-5	400	20 x 20	cap 20

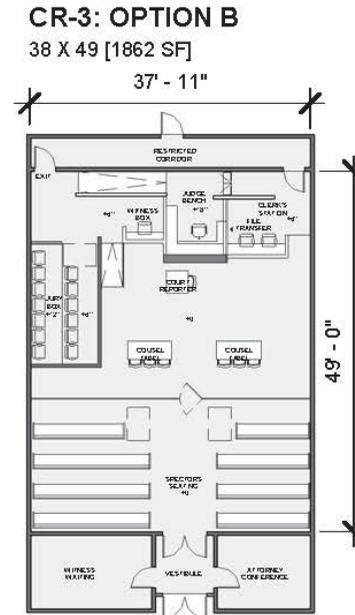
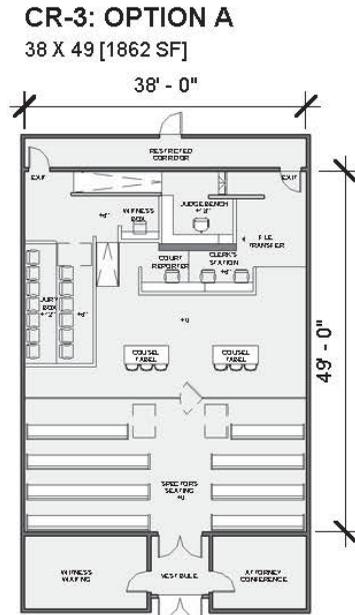
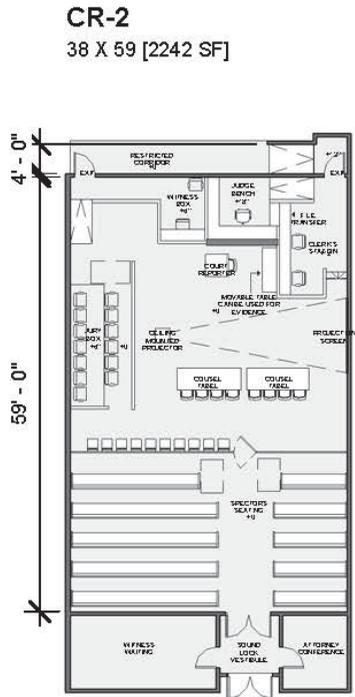
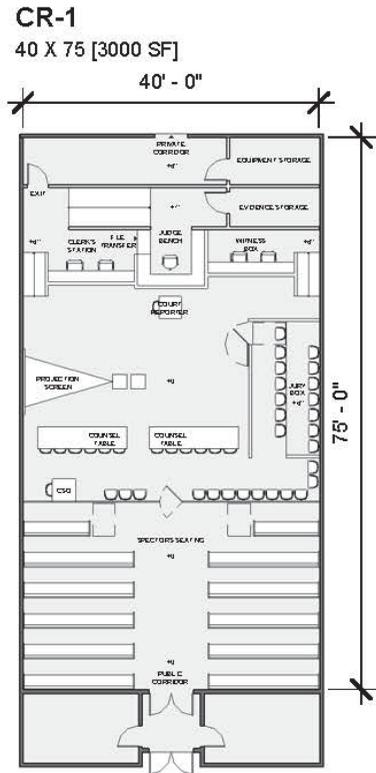


Special Conference Rooms				Acoustic Isolation	AV Capability	Data Connectivity	Duress Alarm	Special Connectivity	Special Connection Description
Code	Area (NSF)	Reference	Assignment						
SPC - 1	3000	8.2	Judicial Conference Room	X	X	X	X		
SPC - 2	350	var	Jury Deliberation Room	X	X			X	courtroom bailiff workstation
SPC - 3	160	8.4	Administrative Judge Conference Room	X	X	X	X		
SPC - 4	120	8.1	Mediation Rooms	X		X	X	X	camera surveillance in main office
SPC - 5	600	12.12	AOC Fac Conference		X	X		X	TV monitoring
SPC - 6	360	15.7	COC Confernce	X	X	X	X		



### Courtrooms

Code	Area (NSF)	Dimensions	Assignment
CR - 1	3,000	40 x 75	Special Proceedings
CR - 2	2,250	38 x 59	Large Jury Courtroom
CR - 3	1,850	38 x 49	Standard Jury Courtroom



## **General Directives**

### **Image**

The new Miami-Dade County Civil and Probate Courthouse should “look like a Courthouse,” or in other words, display an image suitable to its high purpose. This is a frequently expressed interest based on the realization that the Courthouse has symbolic as well as functional purpose in the community. It is intended to provide the spaces needed to house judicial system function but it must also represent the importance of justice in contemporary society.

The existing DCCH has been placed at the center of the community and has been given an architectural prominence that befits the importance of the work being performed there and expresses the central values of the rule of law and equal access to justice under that law for all persons. Next to churches, courthouses have given form to the highest aspirations and values of a community and have served an important role in generating and maintaining community identity and pride.

There are two great dangers in courthouse design. The first is that in the search for symbolic presence, the design may go beyond dignity and create rather the impression of extravagance and waste. The second is the opposite extreme; that in seeking to avoid criticism or any perception of being too grand, the design may actually diminish respect for the judicial processes and personnel and cheapen the image of justice. Neither is desirable. The great challenge of Courthouse design is to create an image of dignity without excess and simplicity without stinginess.

The new Miami-Dade Civil and Probate Courthouse should provide a dignified setting for the justice process. The materials of the facility should be durable, the proportions of the facility balanced, the organization of the facility simple and the decoration of the facility tasteful and modest. The building should appear solid and enduring and should not be trendy or flashy. It should offer reminders of the past in the materials and forms of the present. It should evoke public appreciation and approval both as to form and function. It should become a community landmark for its dignity and expression of the high ideals of justice and its gracious accommodation of the justice processes and personnel. Above all, it should serve the community in whose interest it is built and reflect their hopes, ideals and sense of justice.

### **Special Accommodations**

The development of a new Courthouse provides a unique opportunity to reevaluate and redefine the meaning of a "public service" building. Courthouses are public buildings. Whatever role they play in housing and supporting the people and work of the judicial

system, they are primarily a place set aside for the conduct of a special part of the public's business, the resolution of disputes and the administration of justice.

Over the last several years it has become clear that the "public" is changing and that the service requirements of the public's buildings are changing as well. These changes have an impact on the suitability of the old Courthouse and the space assignments and arrangements of the new.

Victims and Witnesses - A special sensitivity has emerged to the feelings and needs of the victims of injustice and their supporting witnesses. It has been recognized that Courthouse space can contribute to this when victims are forced to wait in the same small space with their adversaries. Such is the case in the existing DCCH because of the lack of space. Justice system officials believe that providing more expansive waiting spaces for victims and contrary witnesses is one way that public service can be enhanced in the new building.

Persons with Disabilities - No change in public attitudes is more dramatic than that relating to persons with disabilities. Once seemingly forgotten or ignored, their needs have now risen to the forefront of public consciousness and government obligation. Nowhere is this more evident than in the delivery of justice system services and the design of justice system buildings. The requirements of the Americans with Disability Act (ADA) are under study or implementation everywhere. The Supreme Court of Florida has developed an assessment of ADA compliance at all Courthouses statewide.

It has been recognized that public buildings have presented substantial barriers to access to services not only for those who are confined to wheelchairs but those with other disabilities including those of hearing and sight. Providing remedy for these limitations in older structures is difficult and costly. Proper provisions are easily designed into new buildings.

Disabilities, it is important to note, also include those who have been injured and in this context, the planning of the new Miami-Dade Civil and Probate Courthouse provides an opportunity to meet their needs and to radically improve access to the structures, systems and services of justice and dispute resolution. The following features are representative of the full program of provisions to be made.

*Compliance with ADA requirements regarding:*

- barrier free access to rooms and workstations (including jury boxes, judge's benches and courtroom clerk workstations)
- space allowances and reach ranges

- accessible routes
- areas of refuge (rescue assistance)
- clearances
- counter heights

*Provision of hearing assistance systems and services:*

- individual listening assist devices in certain courtroom locations
- text telephone
- hearing aid compatible and volume control phones
- sign language interpretation

*Provision of assistance for visual impairments:*

- sound directory
- Braille instructions and information

These and other provisions will make the new Courthouse much more useable by persons with disabilities and injuries.

### Dispute Resolution

The concept that formal litigation is the best or only method of resolving disputes is changing. Miami-Dade County has pioneered the development of alternative methods of dispute resolution. Several programs have been implemented.

These activities are as much a part of the judicial process and as necessary to effective handling of the public's business as the Court's more formal proceedings. They provide an additional dimension to the process of resolving disputes, a dimension of conflict reduction, open communication and negotiated settlement.

The setting for these activities is not the large formal Courtroom, but a collection of conference spaces, sized and grouped in a way that allows parties to be separated or brought together as necessary. Such space groupings are not available in the old Courthouse but are planned in the new facility.

## Cultural Change

Buildings are designed and services structured to the perceptions, interests, demographics and behavioral patterns of their times. Times change. These things change. Buildings and services change. It is important to note of a number of cultural and demographic changes taking place that will bear on the design and operation of the new facility and the services provided in it.

There is increasing cultural diversity in the country. Immigrant populations are no longer predominantly European but Asian, Hispanic and Caribbean. As this trend continues, interpretation services will become more necessary and multilingual signage may be required.

A significant portion of the population is aging. Accessibility and usability of facilities are an issue. Level, non-slippery floor surfaces, good lighting and strong rails and supports are just a few features that make facilities "friendly" to use.

Social mores are changing as well and these are reflected in the need for lactation rooms and for family/transgender rest rooms.

Economic conditions, changing family structure and cultural values have led to substantial growth in the numbers of working mothers. The demands of family and job frequently make it difficult to conduct court business during normal working hours. Changes in hours of Court operation may be needed to better serve this and other segments of the population.

A new sense seems to be emerging that the Courthouse should play a more significant role in justice related community education. Not only should justice be done there but it should be taught there. School tours, community justice counsels and public lectures are just some of the activities which may become more frequent in a new facility.

The development of the new Miami-Dade Civil and Probate Courthouse is viewed as an opportunity for a major enhancement of public service; better access for those previously limited, better provisions for those previously denied, better arrangements for those less able and better opportunity for those less familiar.

By its structure and its services, it is intended to give new meaning to the promise of "equal justice under the law."

## Usage Guide

The sections which follow document the operations and space needs of potential occupant organizations or functions. For each of these, the team has provided:

- *Operational Overview* – This briefly describes the component’s mission or function in the building and where relevant, the service profile anticipated in the new facility.
- *Functional/relational notes* – These are briefing notes regarding specific spaces or design interests for the component. Notes may cover internal or external adjacencies, quality factors, security or circulation interests and any other important issue arising during the study process that should be recognized by the design team.
- *Space list* – These are the specific spaces and areas to be designed. The spaces are grouped within each list to reflect their internal and functional connections and adjacencies. In general terms the space listings are organized in a “front door in” approach that starts at public circulation and moves sequentially through the layers of spaces within each component. Spaces that mutually support one another are listed together. The space lists are organized into several columns.
  - **# (number)** – This is a simple reference number of each listed space. Each space is numbered sequentially within its respective component.
  - **Description** - This is the name of the space, a staff position requiring space, or some designation for a group of spaces
  - **Unit NSF (Net Square Foot)** – This indicates the NSF (see definitions) or unit area allocation of one unit of a particular space. It is the value that will be multiplied by the quantity requirement to determine total NSF
  - **2015, 2025 and 2035** sets of columns include for each:
    - Staff - The number of staff of the type listed in the Description column
    - Qty. (Quantity) – This is how many of the listed units are needed
    - Projected NSF - The total amount of NSF required when the standard is multiplied by the quantity
  - **Comments** - This column is provided for clarifying comments or any important notes regarding adjacencies of special features of a space or group of spaces

## Building Overview

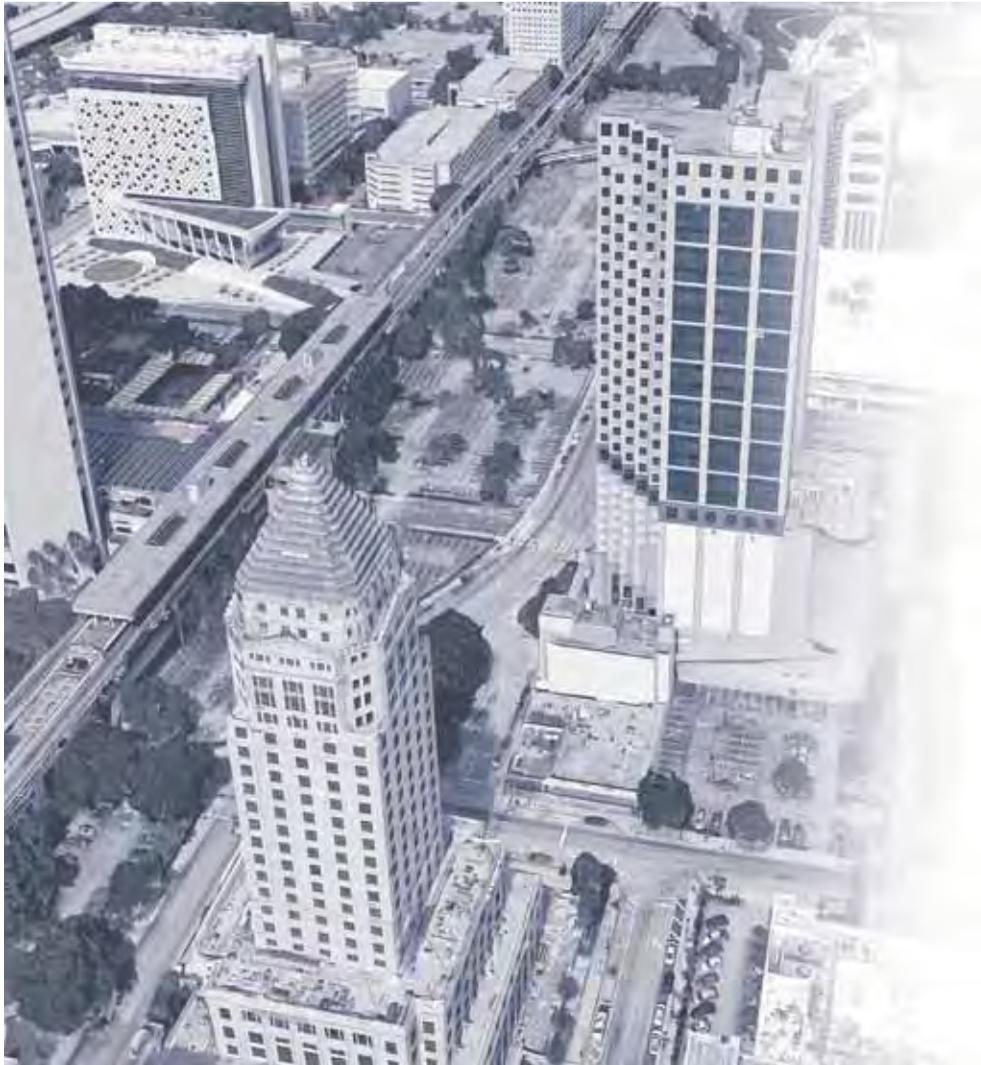
The new Miami-Dade Civil County Courthouse will replace the aging and deficient 1928 courthouse.

- The new facility will consolidate fragmented civil/probate courts and services currently located in the immediate area of the Miami-Dade County Courthouse.
- It will provide a new and functional building for public use and the administration of justice in the greater Miami downtown area.
- At opening, this facility will provide courtrooms and office spaces for 41 judicial officers or whatever number is needed at that point in time.
- Based on case filing projections estimated through 2035, courtroom and support spaces for as many 50 judicial officers are included in the recommendation for sizing this facility space program.
- Internally, the facility is organized so that additional courtrooms can be added to the restricted and public circulation infrastructure.
- Beyond the 50 courtrooms and support spaces, this space program anticipates the ability to add additional courtrooms through the repurposing of file storage space.
- It also provides office space for visiting judges.
- Total area for the new facility is calculated at approximately 600,000 BGSF including secure parking for judicial officers. (See Summary following.)

**Summary Program**

Projected Staff and Space Requirements Summary for Miami-Dade County Civil Courthouse										
Space No.	Component Description	Current Need - 2015			2025 Need			2035 Need		
		Staff	Court room	DGSF	Staff	Court rooms	DGSF	Staff	Court rooms	DGSF
1.0	Public Entry	0		6,689	0		6,689	0		6,689
2.0	Circuit Civil Courtroom Sets	0	26	94,938	0	29	105,171	0	32	115,405
3.0	Circuit Probate Courtroom Sets	0	6	20,292	0	8	27,056	0	8	27,056
4.0	County Civil Courtroom Sets	0	9	30,701	0	9	30,701	0	10	34,112
5.0	Circuit Civil Judicial Office Sets	78		29,284	87		32,505	94		34,848
6.0	Circuit Probate Judicial Office Sets	25		9,155	33		11,484	34		11,895
7.0	County Civil Judicial Office Sets	21		7,543	21		7,543	24		8,564
8.0	Other Judicial Support	0		10,250	0		10,430	0		10,430
9.0	AOC Circuit Civil Operations	37		8,301	39		8,545	40		8,607
10.0	AOC County Civil Operations	5		1,810	5		1,810	5		1,810
11.0	AOC Mediation / Arbitration	18		6,945	25		8,224	29		8,895
12.0	AOC Facilities Management/ IT	17		5,385	22		5,756	28		6,011
13.0	Office of Government Liaison (OGL) & Public Relations (PR)	2		1,391	2		1,430	2		1,489
14.0	General Counsel	24		5,963	27		6,431	29		6,743
15.0	Clerk - Administration	15		5,028	18		5,633	19		5,789
16.0	Clerk - Human Resources	12		3,466	13		3,549	13		3,549
17.0	Clerk - Purchasing	7		1,635	8		1,765	8		1,765





# Civil and Probate Courts Master Plan

2017

Civil Court Program Areas



Projected Staff and Space Requirements Summary for Miami-Dade County Civil Courthouse										
Space No.	Component Description	Current Need - 2015			2025 Need			2035 Need		
		Staff	Court rooms	DGSF	Staff	Court rooms	DGSF	Staff	Court rooms	DGSF
1.0	Public Entry	0		6,689	0		6,689	0		6,689
2.0	Circuit Civil Courtroom Sets	0	26	94,938	0	29	105,171	0	32	115,405
3.0	Circuit Probate Courtroom Sets	0	6	20,292	0	8	27,056	0	8	27,056
4.0	County Civil Courtroom Sets	0	9	30,701	0	9	30,701	0	10	34,112
5.0	Circuit Civil Judicial Office Sets	78		29,284	87		32,505	94		34,848
6.0	Circuit Probate Judicial Office Sets	25		9,155	33		11,484	34		11,895
7.0	County Civil Judicial Office Sets	21		7,543	21		7,543	24		8,564
8.0	Other Judicial Support	0		10,250	0		10,430	0		10,430
9.0	AOC Circuit Civil Operations	37		8,301	39		8,545	40		8,607
10.0	AOC County Civil Operations	5		1,810	5		1,810	5		1,810
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12.0	AOC Facilities Management/ IT	17		5,385	22		5,756	28		6,011
13.0	Office of Government Liaison (OGL) & Public Relations (PR)	2		1,391	2		1,430	2		1,489
14.0	General Counsel	24		5,963	27		6,431	29		6,743
15.0	Clerk - Administration	15		5,028	18		5,633	19		5,789
16.0	Clerk - Human Resources	12		3,466	13		3,549	13		3,549
17.0	Clerk - Purchasing	7		1,635	8		1,765	8		1,765
18.0	Clerk - Finance	39		7,844	43		8,343	45		8,603
19.0	Clerk - Civil Administration	5		2,253	6		2,409	6		2,409
20.0	Clerk - Civil *	97		24,562	107		25,186	110		25,373
21.0	Clerk - Courtroom Clerks	42		4,789	47		5,101	50		5,288



## Civil Courthouse Program Components



**Component: 1.0 Public Area: Pre-screening Lobby, Perimeter Security & Courthouse Lobby/Related Spaces**

<p><b>Description and Operations</b></p>	<p>Spaces in this area are listed in three groups:</p> <ul style="list-style-type: none"> <li>• Pre-screening areas - provide a central arrival point for all public visitors and users to the core civil and probate courts through weapons screening.</li> <li>• Perimeter Security - includes the spaces associated with weapons screening at the front door and the supporting security staff spaces for the entry screening function</li> <li>• The Miami-Dade Police Department’s Court Services Division (<u>Section 26.0</u>) should be located off the main public lobby and in proximity to the weapons detection systems</li> <li>• Other Public spaces – includes the main public lobby, information station and displays and various other public services. Contingent on the building site and first floor footprint other building services such as the media spaces or building snack bar could be located adjacent to the main public lobby.</li> </ul> <p>Spaces in this area provide for the main public entry to the facility, queuing space for the security screening function, area for weapons detection systems and the lobby.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p>The Public Area is the central organizing space of the building and should provide access to all the courtrooms, departments and functions of the building.</p> <p>The Pre-screening area should provide a clear separation of direction for individuals entering the building which allows them to identify the weapons detection screening lines versus individuals trying to exit the facility.</p> <p>The weapons screening area should precede rather than be located in the public lobby</p> <p>The perimeter control office should have visual control of the weapons screening area and the public lobby.</p> <p>Elevators and escalators (if any) should be clearly visible immediately upon clearing of the weapons screening area.</p> <p>Public information and docket displays should be highly visible and collocated.</p>

**1. Entry/Lobby**

Space		Component	Unit Size			Current Need - 2015			2025 Need			2035 Need			Notes
No.			NSF	Quan.	ISF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff			
<b>Public Entrance/Lobby</b>															
	<b>Public Area</b>														
1.01	Weather vestibule		48	6	288		6	288		6	288				
1.02	Security Screening Queuing		10	100	1,000		100	1,000		100	1,000				
1.03	Weapons Screening Stations				0			0			0				
1.04	<i>staging/line</i>		35	4	140		4	140		4	140				
1.05	<i>x-ray machines</i>		70	4	280		4	280		4	280				
1.06	<i>metal detectors</i>		70	4	280		4	280		4	280				
1.07	<i>retrieval</i>		35	4	140		4	140		4	140				
1.08	<i>private screening area</i>		50	1	50		1	50		1	50			Separate room adjacent screening stations	
1.09	<i>secondary screening</i>		48	2	96		2	96		2	96				
1.10	<i>recovery area/line</i>		35	4	140		4	140		4	140				
1.11	MD Police Dept. - Court Services Division													See Section 26	
1.12	Secure Public Lobby		3,000	1	3,000		1	3,000		1	3,000			Estimated - actual TBD in design	
1.13	<i>Clerk - Drop Box</i>				0			0			0			Within lobby space	
1.14	<i>Information Counter</i>				0			0			0			Within lobby space - approx. 60 NSF for staffed station or information kiosks and screens	
1.15	Security Staff Room/Storage		160	1	160		1	160		1	160			Contract screeners (Contract with County FUMD) (includes sm supervisor wkst, sm staff lockers & table seating for 4	
	<b>Sub-total</b>				<b>5,574</b>			<b>5,574</b>			<b>5,574</b>				
<b>Total Staff</b>						<b>0</b>		<b>0</b>			<b>0</b>				
<b>Total Net Square Feet (NSF)</b>			<b>5,574</b>				<b>5,574</b>			<b>5,574</b>					
<b>20 % Grossing</b>			<b>1,115</b>				<b>1,115</b>			<b>1,115</b>					
<b>Total Departmental Gross Square Feet -</b>					<b>6,689</b>			<b>6,689</b>			<b>6,689</b>				

**Component: 2.0 Circuit Civil Courtroom Sets**

<p><b>Description and Operations</b></p>	<p>The Eleventh Judicial Circuit is synonymous to the Miami-Dade Circuit Court. The Circuit Court has comprehensive jurisdiction for specific case types as defined by law within the Florida legal system. It is a court of original jurisdiction which means that it is where cases begin, where due process is initially rendered, where all proceedings including hearings and trials take place and from which all appeals are taken. The Civil Division of this court has jurisdiction over the following types of cases:</p> <ul style="list-style-type: none"> <li>• Any foreclosure or case involving damages exceeding \$15,000 filed by an individual, business or government entity;</li> </ul> <p>The Circuit Court in Miami-Dade County presently has 26 judicial officers assigned to the Civil Division.</p> <p>This section provides for the required number and types of courtrooms and for the supporting spaces that together with the courtrooms comprise Civil Circuit “Court Sets” and require co-location with Judicial Office sets identified in Section 5.0.</p> <p>This section includes the following sub-sections:</p> <ul style="list-style-type: none"> <li>• Courtrooms (and other litigation spaces) – There are 3 courtroom types programmed for 2035; 1 Special Proceeding, 8 Large and 23 Standard Courtrooms. The courtrooms and courtroom support areas represent the largest single group of spaces in the facility and are the most operationally complex and functionally demanding. Courtroom spaces represent the location where the circulation zones are integrated and provide the central case processing spaces of the judicial system. They have significant technological, acoustical, security and AV requirements.</li> <li>• Public facilities - are primarily waiting requirements for the listed courtrooms and other litigation spaces</li> <li>• Counsel Conference/witness waiting – includes allocations for interview spaces associated with each courtroom and alternative use for witness waiting if needed.</li> <li>• Jury deliberation spaces – include a deliberation room to house as many as 16 jurors, a vestibule and separate male/female restrooms. There is one deliberation room for every two (2) circuit civil courtrooms.</li> </ul>
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<p><b>Functional Interests and Adjacencies</b></p>	<p>All courtrooms should connect to public circulation and restricted/judicial circulation. The courtrooms should conform to all the requirements of the space program and Design Guidelines for the Miami-Dade Civil Courthouse. Courtrooms, their function and related requirements are identified as follows:</p> <ul style="list-style-type: none"> <li>• Special Proceedings Courtroom – This courtroom should be dimensioned and equipped as a jury courtroom. Large multi-party Jury trials with a large number of lawyers are anticipated to be heard in this courtroom.</li> <li>• Large Courtrooms - This courtroom should be dimensioned and equipped as a jury courtroom. Multi-party Jury trials or cases with significant evidences/exhibit storage and presentation requirements are anticipated for these courtrooms.</li> <li>• Standard Courtrooms - This courtroom should be dimensioned and equipped as a jury courtroom. Typical civil calendars, hearing and jury trial are anticipated for these courtrooms</li> <li>• Courtrooms should be lockable. Duress alarms and security cameras should be provided per the Design Guidelines. Access to the restricted corridor should be controlled.</li> </ul>
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**2. Circuit Civil Courtroom Sets**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Circuit Court Civil Courtroom Sets</b>												
	<b>Special Proceedings</b>											
2.01	Special Proceedings Courtroom	3,000	1	3,000		1	3,000		1	3,000		Cap. approximately 150
2.02	Courtroom Waiting	200	1	200		1	200		1	200		
2.03	Attorney/Client/Witness Rm	100	2	200		2	200		2	200		
2.04	Entry Vestibule	64	1	64		1	64		1	64		
2.05	Courtroom Technology / Equipment Room	40	1	40		1	40		1	40		May be combined with others on same floor into shared AV rooms
2.06	Exhibit Storage Closet	15	1	15		1	15		1	15		for COC temporary evidence storage
2.07	Jury Deliberation Room	510	1	510		1	510		1	510		Includes vestibule (40), 2 toilets(60 NSF ea) and deliberation space (350 NSF)
2.08	Courtroom Clerk workstation			0			0			0		in courtroom
2.09	Bailiff workstation			0			0			0		in courtroom
2.10	AV control Room	200	1	200		1	200		1	200		Theater set up for filming Investitures
	<b>Sub-total</b>			<b>4,229</b>			<b>4,229</b>			<b>4,229</b>		
<b>Total Staff</b>					<b>0</b>						<b>0</b>	
<b>Net Square Feet (NSF)</b>				<b>4,229</b>		<b>4,229</b>		<b>4,229</b>		<b>4,229</b>		
<b>Total per Spc. Proceedings Courtroom NSF</b>				<b>4,229</b>		<b>4,229</b>		<b>4,229</b>		<b>4,229</b>		
<b>Number of Sets &amp; Total NSF</b>			<b>1</b>	<b>4,229</b>		<b>1</b>	<b>4,229</b>		<b>1</b>	<b>4,229</b>		

## 2. Circuit Civil Courtroom Sets

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Standard (includes Magistrate)</b>											
2.11	Standard Courtroom	1,850	1	1,850		1	1,850		1	1,850		cap. approximately 45 to 55
2.12	Courtroom Waiting	200	1	200		1	200		1	200		
2.13	Attorney/Client/Witness Room	100	2	200		2	200		2	200		
2.14	Entry Vestibule	64	1	64		1	64		1	64		
2.15	Courtroom Technology /	40	1	40		1	40		1	40		
2.16	Equipment Storage Closet	15	1	15		1	15		1	15		
2.17	Jury Deliberation Room (1/2 std. courtrooms)	510	0.5	255		0.5	255		0.5	255		includes vestibule (40), 2 toilets (60 NSF ea) and deliberation space (350 NSF)
2.18	Courtroom Clerk Workstation			0			0			0		in courtroom
2.19	Bailiff Workstation			0			0			0		in courtroom
	<b>Sub-total</b>			<b>2,624</b>			<b>2,624</b>			<b>2,624</b>		
<b>Total Staff</b>					<b>0</b>			<b>0</b>			<b>0</b>	
<b>Net Square Feet (NSF)</b>				<b>2,624</b>		<b>2,624</b>		<b>2,624</b>		<b>2,624</b>		
<b>Total per Standard Courtroom NSF</b>				<b>2,624</b>		<b>2,624</b>		<b>2,624</b>		<b>2,624</b>		
<b>Number of Sets &amp; Total NSF</b>			<b>17</b>	<b>44,608</b>		<b>20</b>	<b>52,480</b>		<b>23</b>	<b>60,352</b>		

## 2. Circuit Civil Courtroom Sets

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Large</b>											
2.20	Large Courtroom	2,250	1	2,250		1	2,250		1	2,250		cap. approximately 100
2.21	Courtroom Waiting	200	1	200		1	200		1	200		
2.22	Attorney/Client/Witness Room	100	2	200		2	200		2	200		
2.23	Entry Vestibule	64	1	64		1	64		1	64		
2.24	Courtroom Tech / Equipment Room	40	1	40		1	40		1	40		
2.25	Exhibit Storage Closet	15	1.0	15		1.0	15		1.0	15		
2.26	Jury Deliberation Room (1/2 lg. courtrooms)	510	0.5	255		0.5	255		0.5	255		Includes vestibule (40), 2 toilets(60 NSF ea) and deliberation space (350 NSF)
2.27	Courtroom Clerk Workstation			0			0			0		in courtroom
2.28	Bailiff Workstation			0			0			0		in courtroom
	<b>Sub-total</b>			<b>3,024</b>			<b>3,024</b>			<b>3,024</b>		
	<b>Total Staff</b>				<b>0</b>			<b>0</b>			<b>0</b>	
	<b>Net Square Feet (NSF)</b>			<b>3,024</b>			<b>3,024</b>			<b>3,024</b>		
	<b>Total per Large Courtroom NSF</b>			<b>3,024</b>			<b>3,024</b>			<b>3,024</b>		
	<b>Number of Sets &amp; Total NSF</b>		<b>8</b>	<b>24,192</b>		<b>8</b>	<b>24,192</b>		<b>8</b>	<b>24,192</b>		
	<b>Total Court Sets</b>		<b>26</b>			<b>29</b>			<b>32</b>			
	<b>Total NSF all Court Sets</b>			<b>73,029</b>			<b>80,901</b>			<b>88,773</b>		
	<b>30% Grossing</b>			<b>21,909</b>			<b>24,270</b>			<b>26,632</b>		
	<b>Total Departmental Gross Square Feet -</b>			<b>94,938</b>			<b>105,171</b>			<b>115,405</b>		



**Component: 3.0 Circuit Probate Courtroom Sets**

<p><b>Description and Operations</b></p>	<p>The Eleventh Judicial Circuit is synonymous to the Miami-Dade Circuit Court. The Circuit Court has comprehensive jurisdiction for specific case types as defined by law within the Florida legal system. It is a court of original jurisdiction which means that it is where cases begin, where due process is initially rendered, where all proceedings including hearings and trials take place and from which all appeals are taken. The Probate Division of this court has jurisdiction over the following types of cases:</p> <ul style="list-style-type: none"><li>• Cases related to the hearing of wills or settling of estates,</li><li>• Guardianship matters and</li><li>• Mental health cases.</li></ul> <p>The Circuit Court in Miami-Dade County presently has 5 judicial officers assigned to the Probate Division.</p> <p>This section provides for the required number and types of courtrooms and for the supporting spaces that together with the courtrooms comprise Probate Circuit “Court Sets” and require co-location with Judicial Office sets identified in Section 6.0.</p> <p>This section includes the following sub-sections:</p> <ul style="list-style-type: none"><li>• Courtrooms (and other litigation spaces) – There is 1 courtroom type programmed for 2035 with 8 Standard Courtrooms. The courtrooms and courtroom support areas represent the largest single group of spaces in the facility and are the most operationally complex and functionally demanding. Courtroom spaces are where the circulation zones are integrated and provide the central case processing spaces of the judicial system. They have significant technological, acoustical, security and AV requirements.</li><li>• Public facilities - are primarily waiting requirements which are enlarged for the volume of litigants, attorneys present during probate hearings for the listed courtrooms and other litigation spaces</li><li>• Counsel Conference/witness waiting – includes allocations for interview spaces associated with each courtroom and for use as witness waiting if needed.</li><li>• Jury deliberation spaces – include a deliberation room to house as many as 16 jurors, a vestibule and separate male/female restrooms. There is one deliberation room for every four (4) circuit probate courtrooms.</li></ul>
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<b>Functional Interests and Adjacencies</b>	<p>All courtrooms should connect to public circulation and restricted/judicial circulation. The courtrooms should conform to all the requirements of the space program and Design Guidelines for the Miami-Dade Civil Courthouse. Courtrooms, their function and related requirements are identified as follows:</p> <ul style="list-style-type: none"><li>• Standard Courtrooms - This courtroom should be dimensioned and equipped as a jury courtroom. Typical civil calendars, hearing and jury trial are anticipated for these courtrooms</li><li>• Courtrooms should be lockable. Duress alarms and security cameras should be provided per the Design Guidelines. Access to the restricted corridor should be controlled.</li></ul>
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### 3. Circuit Probate Courtroom Sets

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Circuit Court Probate Courtroom Sets (incl Magistrates)</b>												
	<b>Standard</b>											
3.01	Standard Courtroom	1,850	1	1,850		1	1,850		1	1,850		cap. approximately 45 to 55
3.02	Courtroom Waiting	200	1	200		1	200		1	200		Waiting area must accommodate large volume hearings
3.03	Supplemental Waiting	100	1	100		1	100		1	100		
3.04	Attorney/Client/Witness Rm	100	2	200		2	200		2	200		
3.05	Entry Vestibule	64	1	64		1	64		1	64		
3.06	Courtroom Technology / Equipment Room	40	1	40		1	40		1	40		
3.07	Exhibit Storage Closet	40	0.5	20		0.5	20		0.5	20		
3.08	Jury Deliberation Room	510	0.25	128		0.25	128		0.25	128		Jury trials infrequent -ratio 1/4 court sets
3.09	Courtroom Clerk Workstation			0			0			0		in courtroom
3.10	Bailiff Workstation			0			0			0		in courtroom
	<b>Sub-total</b>			<b>2,602</b>			<b>2,602</b>			<b>2,602</b>		
<b>Total Staff</b>							<b>0</b>			<b>0</b>		<b>0</b>
<b>Net Square Feet (NSF)</b>				<b>2,602</b>			<b>2,602</b>			<b>2,602</b>		
<b>Total per Courtroom NSF</b>				<b>2,602</b>			<b>2,602</b>			<b>2,602</b>		
<b>Number of Sets &amp; Total NSF</b>			<b>6</b>	<b>15,609</b>		<b>8</b>	<b>20,812</b>		<b>8</b>	<b>20,812</b>		
<b>Total NSF all Court Sets</b>				<b>15,609</b>			<b>20,812</b>			<b>20,812</b>		
<b>30% Grossing</b>				<b>4,683</b>			<b>6,244</b>			<b>6,244</b>		
<b>Total Departmental Gross Square Feet -</b>				<b>20,292</b>			<b>27,056</b>			<b>27,056</b>		



#### Component: 4.0 County Civil Courtroom Sets

<b>Description and Operations</b>	<p>The County Civil Court has jurisdiction for specific case types as defined by law within the Florida legal system. It is a court of original jurisdiction which means that it is where cases begin, where due process is initially rendered, where all proceedings including hearings and trials take place and from which all appeals are taken. This court have jurisdiction over the following types of cases:</p> <ul style="list-style-type: none"><li>• Landlord Tenant and Small Claims cases in an amount up to \$5,000 and</li><li>• Civil cases in the amount of \$5,001 to \$15,000.</li></ul> <p>The County Civil Court in Miami-Dade presently has 5 judicial officers assigned to the downtown civil component of its operation. In addition as many as 4 judicial officers whose normal assignment is at a branch court in Miami-Dade County can be on-site conducting jury trials.</p> <p>This section provides for the required number and types of courtrooms and for the supporting spaces that together with the courtrooms comprise County Civil downtown “Court Sets” and require co-location with Judicial Office sets identified in Section 7.0.</p> <p>This section includes the following sub-sections:</p> <ul style="list-style-type: none"><li>• Courtrooms (and other litigation spaces) – There is 1 courtroom type programmed for 2035 with 8 Standard Courtrooms. The courtrooms and courtroom support areas represent the largest single group of spaces in the facility and are the most operationally complex and functionally demanding. Courtroom spaces are where the circulation zones are integrated and provide the central case processing spaces of the judicial system. They have significant technological, acoustical, security and AV requirements.</li><li>• Public facilities - are primarily waiting requirements for the listed courtrooms and other litigation spaces</li><li>• Counsel Conference/witness waiting – includes allocations for interview spaces associated with each courtroom and for witness waiting if needed.</li><li>• Jury deliberation spaces – include a deliberation room to house as many as 16 jurors, a vestibule and separate male/female restrooms. There is one deliberation room for every 2 county civil courtrooms.</li><li>• As identified in Section 8 “Other Judicial Support”, one (1) mediation room per courtroom located in proximity to the associated courtroom. Assuming 4 courtrooms per floor would result in the need to locate 4 mediation rooms on that floor.</li></ul>
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<b>Functional Interests and Adjacencies</b>	<p>All courtrooms should connect to public circulation and restricted/judicial circulation. The courtrooms should conform to all the requirements of the space program and Design Guidelines for the Miami-Dade Civil Courthouse. Courtrooms, their function and related requirements are identified as follows:</p> <ul style="list-style-type: none"><li>• Standard Courtrooms - This courtroom should be dimensioned and equipped as a jury courtroom. Typical civil calendars, hearing and jury trial are anticipated for these courtrooms</li><li>• Courtrooms should be lockable. Duress alarms and security cameras should be provided per the Design Guidelines. Access to the restricted corridor should be controlled.</li></ul>
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#### 4. County Civil Courtroom Sets

Space No.	Component	Unit Size		Current Need - 2015		2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>County Court Civil Courtroom Sets (includes visiting Branch Judges)</b>												<b>County Civil Courtroom floors will also accommodate additional mediation conference rooms detailed in Section 8.</b>
	<b>Standard</b>											
4.01	Standard Courtroom	1,850	1	1,850		1	1,850		1	1,850		cap. approximately 45 to 55
4.02	Courtroom Waiting	200	1	200		1	200		1	200		
4.03	Attorney/Client/Witness Room	100	2	200		2	200		2	200		Also serve as mediation rooms - must include Mediation technology link - supplemented by additional mediation rooms listed in Section 8
4.04	Entry Vestibule	64	1	64		1	64		1	64		
4.05	Courtroom Technology / Equipment Room	40	1	40		1	40		1	40		
4.06	Exhibit Storage Closet	15	1.0	15		1	15		1	15		
4.07	Jury Deliberation Room	510	0.5	255		0.5	255		0.5	255		Includes vestibule (40), 2 toilets (60 NSF ea) and deliberation space (350 NSF)
4.08	Courtroom Clerk Workstation			0			0			0		in courtroom
4.09	Bailiff Workstation			0			0			0		in courtroom
	<b>Sub-total</b>			<b>2,624</b>			<b>2,624</b>			<b>2,624</b>		
<b>Total Staff</b>						<b>0</b>		<b>0</b>		<b>0</b>		
<b>Net Square Feet (NSF)</b>			<b>2,624</b>			<b>2,624</b>			<b>2,624</b>			
<b>Total per Courtroom NSF</b>			<b>2,624</b>			<b>2,624</b>			<b>2,624</b>			
<b>Number of Sets &amp; Total NSF</b>			<b>9</b>	<b>23,616</b>		<b>9</b>	<b>23,616</b>		<b>10</b>	<b>26,240</b>		
<b>Total NSF all Court Sets</b>				<b>23,616</b>			<b>23,616</b>			<b>26,240</b>		
<b>30% Grossing</b>				<b>7,085</b>			<b>7,085</b>			<b>7,872</b>		
<b>Total Departmental Gross Square Feet</b>				<b>30,701</b>			<b>30,701</b>			<b>34,112</b>		



**Component: 5.0 Circuit Civil Judicial Office Sets**

<b>Description and Operations</b>	Spaces in this area provide for the individual offices of the Circuit Court Civil Judges, the staff workstations and support spaces needed in immediate proximity to the judicial offices.
<b>Functional Interests and Adjacencies</b>	<p><b>General</b> These spaces are envisioned to be located on a same floor as the courtrooms identified in Section 2.0. The relationship of division’s judicial offices to courtrooms is 1 judicial office for 1 courtroom.</p> <p><b>Access – Public, Judges &amp; Staff</b> All spaces in this section should be located within the restricted access zone of the building. Access to these areas from public circulation should be by card access and by remote release access from the staff area upon verification of approved business with Judges or staff. There is a need for an internal connection to Courtrooms and by elevator to Court Administrative Services Staff and Clerk of the Court areas.</p> <p><b>Offices &amp; Work Stations</b> One of the office spaces in this group will be for an Administrative Judge and will require an adjacent conference room as noted in Section 8.03</p>

**5. Circuit Civil Judicial Office Sets**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Circuit Civil Judicial Office Sets</b>												
	<b>Judicial Office Set</b>											
5.01	Judge's Office	400	26	10,400	26	29	11,600	29	31	12,400	31	Circuit judges and magistrate
5.02	Judicial Restroom	50	26	1,300		29	1,450		31	1,550		
5.03	Reception/Waiting	150	7	1,050		7	1,050		8	1,200		Floor reception waiting - Assumes 4 courtrooms per floor
5.04	Bailiff Workstation	64	26	1,664	26	29	1,856	29	31	1,984	31	built-in not systems furniture
5.05	Judicial Assistant Workstation	120	26	3,120	26	29	3,480	29	31	3,720	31	built-in not systems furniture
5.06	Intern Work Area	72	26	1,872		29	2,088		31	2,232	1	Carrel workstations @ 36 each x 2 = 72 NSF
5.07	Copy/File Room	60	26	1,560		29	1,740		31	1,860		Combine into single space (in design consider possibility of combining 2 into a shared and slightly smaller space)
5.08	Coffee Service	40	26	1,040		29	1,160		31	1,240		
5.09	Storage Closet	20	26	520		29	580		31	620		
5.10	Admin. Judge Conf . Room											see Section 8
	<b>Sub-total</b>			<b>22,526</b>			<b>25,004</b>			<b>26,806</b>		
<b>Total Staff</b>					<b>78</b>			<b>87</b>			<b>94</b>	
<b>Total Net Square Feet (NSF)</b>				<b>22,526</b>		<b>25,004</b>			<b>26,806</b>			
<b>30% Grossing</b>				<b>6,758</b>		<b>7,501</b>			<b>8,042</b>			
<b>Total Departmental Gross Square Feet</b>				<b>29,284</b>		<b>32,505</b>			<b>34,848</b>			

**Component: 6.0 Circuit Probate Judicial Office Sets**

<p><b>Description and Operations</b></p>	<p>Spaces in this area provide for the individual offices of the Circuit Court Probate Judges, the staff workstations and support spaces needed in immediate proximity to the judicial offices. Also, located in proximity to the Judges is the Probate Case Management staff area.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b>          These spaces are envisioned to be located on a same floor as the courtrooms identified by Section 3.0. The relationship of division’s judicial offices to courtrooms is 1 judicial office for 1 courtroom.</p> <p><b>Access Public, Judges &amp; Staff</b>          All spaces in this section should be located within the restricted access zone of the building. Access to these areas from public circulation should be by card access and by remote release access from the staff area upon verification of approved business with Judges or staff. There is a need for an internal connection to Courtrooms and by elevator to Court Administrative Services Staff and Clerk of the Court areas.</p> <p>One of the office spaces in this group will be for an Administrative Judge and will require an adjacent conference room as noted in Section 8</p> <p><b>Offices and Workstations</b>          Several spaces of the Probate Case Management Unit require co-location and they include:</p> <ul style="list-style-type: none"> <li>• Cluster the Case Manager workstations in proximity to the Supervisor’s office,</li> <li>• Cluster the Volunteer Case Manager workstations in proximity to the Supervisor’s office,</li> <li>• Locate the Copy/Supply Room, the Secure Storage File Room and the Conference Room near the Case Manager Workstations.</li> </ul>

**6. Circuit Probate Judicial Office Sets**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Circuit Probate Judicial Office Sets</b>												
	<b>Judicial Office Set</b>											
6.01	Judge's Office	400	6	2,400	6	8	3,200	8	8	3,200	8	Judges and magistrates
6.02	Judicial Restroom	50	6	300		8	400		8	400		
6.03	Reception/Waiting	150	2	300		2	300		2	300		Floor reception waiting - Assumes 4 courtrooms per floor
6.04	Bailiff Workstation	48	6	288	6	8	384	8	8	384	8	built-in not systems furniture
6.05	Judicial Assistant Workstation	120	6	720	6	8	960	8	8	960	8	built-in not systems furniture
6.06	Copy/File Room	60	6	360		8	480		8	480		Locate adjacent to Judicial Assistant area
6.07	Coffee Service	40	5	200		7	280		8	320		
	<b>Case Management</b>											
6.08	Director's Office	180	1	180	1	1	180	1	1	180	1	
6.09	Case Manager Supervisor	160	1	160	1	1	160	1	1	160	1	
6.1	Case Managers	80	5	400	5	7	560	7	8	640	8	Cluster in common area adjacent to supervisor's office
6.11	Volunteer Case Managers	80	10	800		12	960		14	1,120		Cluster in common area adjacent to supervisor's office
6.12	Intern Work Area	36	4	144		5	180		6	216		
6.13	Copy/Supply Room	120	1	120		1	120		1	120		Locate adjacent to case managers - includes counter, cabinets, copier, work table & mail sorting
6.14	Coffee Service	40	1	40		1	40		1	40		combine with copy/supply room
6.15	Secure Storage File Room	80	1	80		1	80		1	80		Locate adjacent to case managers
6.16	Conference Room	400	1	400		1	400		1	400		Space for 20 staff - locate adjacent to Case Managers - Provide A/V capability
6.17	Break Room	150	1	150		1	150		1	150		Floor Break Room
6.18	Admin. Judge Conf. Room											see Section 8
	<b>Sub-total</b>			<b>7,042</b>			<b>8,834</b>			<b>9,150</b>		
	<b>Total Staff</b>			<b>25</b>			<b>33</b>			<b>34</b>		
	<b>Total Net Square Feet (NSF)</b>			<b>7,042</b>			<b>8,834</b>			<b>9,150</b>		
	<b>30% Grossing</b>			<b>2,113</b>			<b>2,650</b>			<b>2,745</b>		
	<b>Total Departmental Gross Square Feet</b>			<b>9,155</b>			<b>11,484</b>			<b>11,895</b>		

**Component: 7.0 County Civil Judicial Office Sets**

<p><b>Description and Operations</b></p>	<p>Spaces in this area provide for the individual offices of the County Civil Judges, the staff workstations and support spaces needed in immediate proximity to the judicial offices.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b>          These spaces are envisioned to be located on a same floor has the courtrooms identified in Section 4.0. The relationship of division’s judicial offices to courtrooms is 1 judicial office for 1 courtroom. There is a need for an internal connection to Courtrooms and by elevator to Court Administrative Services Staff and Clerk of the Court areas.</p> <p><b>Access Public, Staff &amp; Workstations</b>          All spaces in this section should be located within the restricted access zone of the building. Access to these areas from public circulation should be by card access and by remote release access from the staff area upon verification of approved business with Judges or staff. There is a need for an internal connection to Courtrooms and by elevator to Court Administrative Services Staff and Clerk of the Court areas.</p> <p><b>Offices and Workstations</b>          One of the office spaces in this group will be for an Administrative Judge and will require an adjacent conference room as noted in Section 8.</p> <p>Section 8 also provides offices, workstations and support spaces to accommodate as many as 6 visiting judges with the majority of those representing County Civil Judges. These spaces should be located on a floor relatively close to those court floors designated for downtown assigned County Civil Judges.</p>

**7. County Civil Judicial Office Sets**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>County Civil Judicial Office Sets</b>												
	<b>Judicial Office Set</b>											Visiting Branch Judge office space noted in Section 8
7.01	Judge's Office	400	7	2,800	7	7	2,800	7	8	3,200	8	8 judges at 2035
7.02	Judicial Restroom	50	7	350		7	350		8	400		
7.03	Reception/Waiting	150	2	300		2	300		2	300		Floor reception waiting - Assumes 4 courtrooms per floor
7.04	Bailiff Workstation	64	7	448	7	7	448	7	8	512	8	built-in not systems furniture
7.05	Judicial Assistant Workstation	80	7	560	7	7	560	7	8	640	8	built-in not systems furniture
7.06	Intern Work Area	72	7	504		7	504		8	576		Carrel workstations @ 36 each x 2 = 72 NSF
7.07	Copy/File Room	60	7	420		7	420		8	480		Combine into single space
7.08	Coffee Service	40	7	280		7	280		8	320		
7.09	Storage Closet	20	7	140		7	140		8	160		
7.10	Admin. Judge Conf. Room											see Section 8
	<b>Sub-total</b>			<b>5,802</b>			<b>5,802</b>			<b>6,588</b>		
<b>Total Staff</b>					<b>21</b>			<b>21</b>			<b>24</b>	
<b>Total Net Square Feet (NSF)</b>				<b>5,802</b>		<b>5,802</b>			<b>6,588</b>			
<b>30% Grossing</b>				<b>1,741</b>		<b>1,741</b>			<b>1,976</b>			
<b>Total Departmental Gross Square Feet -</b>				<b>7,543</b>		<b>7,543</b>			<b>8,564</b>			

**Component: 8.0 Other Judicial Support**

<p><b>Description and Operations</b></p>	<p>This component includes spaces needed to support essential judicial function but which are not elements of the basic Courtroom and Judicial office sets.</p> <p>Four groups of spaces are defined:</p> <ul style="list-style-type: none"> <li>• County Court Mediation Rooms</li> <li>• Judicial/AOC Conference</li> <li>• Judicial Floor Break areas</li> <li>• Visiting and Senior Judge Accommodations</li> </ul>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>County Court Mediation Rooms</b></p> <ul style="list-style-type: none"> <li>• These rooms will be located on the County Court Courtroom Floor(s)</li> <li>• These rooms are intended to supplement the 2 Attorney Client interview/conference rooms already part of the basic County Court Civil Courtroom sets.</li> <li>• Each group of 4 conference rooms should support and be located in close proximity to 4 courtroom sets</li> <li>• These rooms will be dedicated to County Court Civil mediation function and should be set up with appropriate technology and linkage to the main Mediation office software programs. (Wireless technology may be employed). Also needed is the means to secure sensitive Mediation Service equipment within the space.</li> </ul> <p><b>Judicial/AOC Conference</b></p> <ul style="list-style-type: none"> <li>• The Judicial Meeting room will serve several purposes including: <ul style="list-style-type: none"> <li>○ Meeting room for the entire Bench of the Eleventh Judicial Circuit – no such room is presently available</li> <li>○ Departmental meetings for General Counsel and divisional training for AOC related components</li> <li>○ Appropriate public functions</li> </ul> </li> <li>• The Judicial Meeting room will be sub dividable (3) so as to provide smaller conferencing venues court related groups</li> <li>• The Judicial Meeting room should be AV equipped and support remote training and conferencing.</li> </ul> <p><b>Judicial Floor Break Rooms</b></p> <ul style="list-style-type: none"> <li>• These break rooms will serve judges and judicial staff on each courtroom floor</li> <li>• Each break room will be have seating, kitchenette space (refrigerator, microwave and sink) and counter storage</li> </ul> <p><b>Visiting and Senior Judge Accommodations</b></p> <ul style="list-style-type: none"> <li>• This group of spaces will support County Court Judges in the building for jury trials and Senior Judges on special assignment to the court.</li> <li>• 6 individual offices are provided for the judges and are characterized as hoteling offices. They will not be permanently assigned</li> <li>• Workstation space will be provided for up to 4 support staff for the judges</li> <li>• Both judges and staff will share a common copy/work room, coffee service counter and toilet rooms</li> </ul>

**8. Other Judicial Support**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Other Judiciary Support Spaces</b>												
	<b>County Court Mediation Rooms</b>	120	12	1,440		12	1,440		12	1,440		3 sets of 4 with 1 set per County Court floor - dedicated to Mediation with technology link (MDF in secure cabinet - wireless connection to central case mgmt system))
	<b>Judicial/AOC Conference</b>			-			-			-		
8.01	Judicial Meeting Room	3,000	1	3,000		1	3,000		1	3,000		Sized for entire bench - doubles as divisional training room - to be shared with entire court and may be used for outside functions as well. Should be A/V equiped and should be subdividable
8.02	Table storage for Mtg Room	150	1	150		1	150		1	150		adjacent Judicial Meeting room
8.03	Small Conference Rooms	160	3	480		3	480		3	480		Locate 3 with Administrative Judge offices on court floors
	<b>Judicial Floor Break Areas</b>			-			-			-		
8.04	Shared Judicial Breakrooms	150	12	1,800		13	1,950		13	1,950		1/court floor
	<b>Visiting and Senior Judge Accommodations</b>											
8.05	Visiting & Sr Judge Hotelling Offices	200	6	1,200		6	1,200		6	1,200		
8.06	Visiting & Sr Judge shared support	48	4	192		4	192		4	192		Space for clerical workstations
8.07	Shared Copy/Workroom	120	1	120		1	120		1	120		
8.08	Shared Coffee Service	40	1	40		1	40		1	40		
8.09	Shared restrooms	60	2	120		2	120		2	120		
	<b>Sub-total</b>			<b>8,542</b>			<b>8,692</b>			<b>8,692</b>		
	<b>Total Staff</b>			<b>0</b>			<b>0</b>			<b>0</b>		
	<b>Total Net Square Feet (NSF)</b>			<b>8,542</b>			<b>8,692</b>			<b>8,692</b>		
	<b>20 % Grossing</b>			<b>1,708</b>			<b>1,738</b>			<b>1,738</b>		
	<b>Total Departmental Gross Square Feet</b>			<b>10,250</b>			<b>10,430</b>			<b>10,430</b>		

**Component: 9.0 AOC Circuit Civil Operations**

<p><b>Description and Operations</b></p>	<p>The Circuit Civil Operations Division supports the work of the Circuit Civil Judicial Divisions by providing essential administrative, case management and support services. Circuit Civil Operations includes process servers, Interpreters, case managers, and supporting management and clerical personnel.</p> <p>Spaces for this division are organized “front door in” and represent the preferred sequence and adjacencies</p> <ul style="list-style-type: none"> <li>• Public spaces</li> <li>• Secure Staff spaces             <ul style="list-style-type: none"> <li>○ Open office</li> <li>○ Case managers and special projects staff</li> <li>○ Interpreters</li> <li>○ Process servers</li> <li>○ Executive management</li> <li>○ Shared support</li> </ul> </li> </ul>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b> Circuit Civil Operations should be collated with County Civil Operations and both should be stacked low in the building due to visitor volume.</p> <p><b>Access - Public</b></p> <ul style="list-style-type: none"> <li>• Reception waiting will directly connect to public circulation and will accommodate up to 8 persons and an information rack</li> <li>• Immediately adjacent to the reception waiting area will be an interview room that will allow case managers and the process server supervisor to meet with attorneys and the public without admitting them into the secure office area</li> <li>• These interview rooms will have access from the waiting area and will have separate secure access from the staff/restricted area</li> <li>• All entry to office spaces past the public waiting and interview room should be controlled. Staff access will be by card reader. Public access will be by escort or by remote door release from the reception workstation</li> </ul> <p><b>Secure Staff Areas</b> – All staff areas will be restricted access. This access will be card access for staff. Public visitors will be escorted or admitted via remote door release from the reception work counter.</p> <p><b>Open office area</b></p> <ul style="list-style-type: none"> <li>• Workstations for the Judicial Support Specialist and Information Clerk will be located at a reception work counter that will allow them to monitor public arrivals and waiting and will allow them to control access to the secure office staff areas</li> <li>• The balance of the open office area will provide for workstations for support staff and for various pieces of office equipment.</li> </ul>

	<p><b>Case Managers/Special Project Area</b></p> <ul style="list-style-type: none"> <li>• This group of spaces anticipates a transition from a focus on foreclosures (Foreclosure Unit) to a broader case management role and responsibility in connection with civil litigation. It will include the staff assigned to appeals, complex business litigation as well as general civil cases.</li> <li>• Offices are provided for the Program Coordinator and the Senior Court Specialists. The other case manager will be assigned large workstations which should provide as much sound and sight separation as possible.</li> <li>• This group of staff will share some specifically assigned support spaces because of the volume of work.</li> </ul> <p><b>Interpreter’s Area</b></p> <ul style="list-style-type: none"> <li>• This area should include a separate controlled entry for public circulation as well as entry from the overall Court Operations office space</li> <li>• The Lounge area should have open relaxed seating as well as staff lockers</li> <li>• The Workstation/Remote Interpretation Booths anticipate a time when interpreters will serve not only the courtrooms in this building but others elsewhere in the Circuit and will also connect to and support other court related functions directly from these workstations. They should be sound separated and follow the guidelines identified in the Civil Court Space Standards and Design Guidelines (Book 2)</li> </ul> <p><b>Process Server Area</b></p> <ul style="list-style-type: none"> <li>• The Process Server Coordinator manages the training and certification of private process servers</li> <li>• This group of spaces should be located near the main public entry to the Civil Operations Division and have very close adjacency to the Interview rooms noted in Public Spaces</li> <li>• The ID photo booth will support the camera and computer station needed to create Process Server IDs</li> </ul> <p><b>Executive Management Area</b></p> <ul style="list-style-type: none"> <li>• This group of spaces support the Circuit Civil Operations Director, immediate management and special projects staffs</li> <li>• These spaces should be centrally located in the overall division</li> <li>• The Administrative Conference room should be adjacent to the Director’s office but will serve the entire department as needed</li> </ul> <p><b>Shared Support Spaces</b></p> <ul style="list-style-type: none"> <li>• The Copy Center should be easily accessible to all staff and should include a large floor-based copy machine, cabinet supply storage as well as a work table or surface and mail sorting bins</li> <li>• The conference/training room will serve the entire department. Division wide training will be held in the Judicial/AOC conference center identified in Section 8</li> <li>• The AV/IT storage supports moveable and extra courtroom evidence display units</li> <li>• The departmental break room should provide a small kitchenette set up and some limited seating</li> <li>• The Mail sorting area can be adjacent to the Copy Center for easy access to the mail sorting bins</li> </ul>
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**9. AOC Circuit Civil Operations**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>AOC Circuit Civil Operations</b>												
<b>Locate adjacent AOC County Civil Operations</b>												
<b>Access - Public</b>												
9.01	Reception Waiting	300	1	300		1	300		1	300		6 - 8 (includes information rack)
9.02	Interview Room	120	2	240		2	240		2	240		Bridge Public & Private Circulation - Rooms for Case Managers & the Process Server Supervisor to meet with attorneys and public
<b>Secure Staff Areas</b>												
<b>Open Office Area</b>												
9.03	Reception Counter Workstation	48	2	96	1	2	96	1	2	96	1	Workstations for Jud Support Spec and Information Clerk -
9.04	Support Staff Workstations	48	3	144	3	3	144	3	3	144	3	
9.05	Office Equipment Area	64	1	64		1	64		1	64		Fax, printer, small copier
<b>Case Managers/Special Projects Area</b>												
<b>Division Operations</b>												
9.06	Program Coordinator	140	1	140	1	1	140	1	1	140	1	
<b>Case Management</b>												
9.07	Sr. Court Specialist	120	1	120	1	1	120	1	1	120	1	
9.08	Court Specialist Workstations	80	11	880	11	11	880	11	11	880	11	includes Appeals Project Spec and Complex Business Project Spec.
<b>Shared Spaces</b>												
9.09	Small Conference Room	160	1	160		1	160		1	160		
9.10	Copier Area with Sorting Table	64	1	64		1	64		1	64		
9.11	File Storage	15	4	60		4	60		4	60		
9.12	Coffee Service	40	1	40		1	40		1	40		

**9. AOC Circuit Civil Operations**

Space No.	Component	Unit Size			Current Need - 2015			2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff			
	<b>Interpreters Area</b>												Includes separate controlled entry from public corridor as well as entry from Civil Operations	
9.13	Supervisor Office (AA II)	140	1	140	1	1	140	1	1	140	1			
9.14	Lounge Area	240	1	240		1	240		1	240			Open lounge seating - staff lockers	
9.15	Workstation/Remote Translation Booth	48	13	624	13	14	672	14	15	720	15		Insure sound attenuation for each W/S-Booth	
9.16	Quiet Room - Translation	240	1	240		1	240		1	240			One room with 4 workstations	
9.17	Coffee Counter	40	1	40		1	40		1	40				
	<b>Process Server Area</b>			0			0			0			Access to Interview 2 above	
9.18	Process Server Coordinator Office	140	1	140	1	2	280	2	2	280	2		Manages training/certification of private process servers	
9.19	Assistant Process Server	48	1	48	1	1	48	1	1	48	1		Adjacent to Coordinator Office	
9.20	ID Photo Booth	120	1	120		1	120		1	120			Camera and ID badge printer - locate adjacent to staff entrance and interview room 9.02	
9.21	Supply Storage	80	1	80		1	80		1	80			Training materials	
	<b>Executive Management Area</b>													
9.22	Court Operations Director	180	1	180	1	1	180	1	1	180	1			
9.23	Administrative Conference Room	240	1	240		1	240		1	240			Adjacent Court Operations Director	
9.24	Administrative Assistant I	120	2	240	2	2	240	2	2	240	2			
9.25	Civil Operations Administrative Asst	140	1	140	1	1	140	1	1	140	1			
9.26	Intern and Special Projects Carrels	36	15	540		15	540		15	540			Clustered	

### 9. AOC Circuit Civil Operations

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Shared Support Spaces</b>											
9.27	Copy Center	240	1	240		1	240		1	240		Includes counter, cabinets, large copier, work table & mail sorting bins
9.28	Training/Conference Room	400	1	400		1	400		1	400		Also need access to large conference room for Divisional meetings
9.29	Small Stores Storage	100	1	100		1	100		1	100		
9.3	AV/IT Storage	80	1	80		1	80		1	80		
9.31	Uniform Closet Storage	15	1	15		1	15		1	15		Closet for Bailiff uniforms - locate close to amin reception entrance
9.32	Breakroom	150	1	150		1	150		1	150		
9.33	Mail sorting area	80	1	80		1	80		1	80		
	<b>Sub-total</b>			<b>6,385</b>			<b>6,573</b>			<b>6,621</b>		
	<b>Total Staff</b>				<b>37</b>			<b>39</b>			<b>40</b>	
	<b>Total Net Square Feet (NSF)</b>			<b>6,385</b>			<b>6,573</b>			<b>6,621</b>		
	<b>30% Grossing</b>			<b>1,916</b>			<b>1,972</b>			<b>1,986</b>		
	<b>Total Departmental Gross Square Feet -</b>			<b>8,301</b>			<b>8,545</b>			<b>8,607</b>		



**Component: 10.0 AOC County Civil Operations**

<p><b>Description and Operations</b></p>	<p>The County Civil Operations Division supports the work of the County Court Civil Judicial Divisions by providing essential administrative, case management and support services. County Civil Operations supports County Civil function in this building as well as the Branch Courts. Spaces within the Division are grouped as follows: Access-Public, Secure Staff Offices and Workstations, and Staff Support</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b>  County Civil Operations should be collated with Circuit Civil Operations and both should be stacked low in the building due to visitor volume.</p> <p><b>Access-Public</b></p> <ul style="list-style-type: none"> <li>• The reception waiting room will serve as the arrival point for visitors (largely pro se litigants)</li> <li>• An adjacent interview room will allow case managers to meet with litigants without bring them into the restricted office area. This interview room should be accessible from both the public/waiting room side and from the staff side. Exiting from the interview room to the staff areas should be card access for security purposes.</li> <li>• All entry to office spaces past the public waiting and interview room should be controlled. Staff access will be by card reader. Public access will be by escort or by remote door release from the reception workstation</li> </ul> <p><b>Secure Staff Offices and Workstations</b></p> <ul style="list-style-type: none"> <li>• The reception workstation will be secured and will control entry to the staff areas from the public side.</li> <li>• Case managers will work from large individual sound absorbing cubicles and these workstations will have close proximity to the supporting copy and file areas</li> <li>• Case Managers workstations are sized to allow visitor seating but it is expected that most visitor interviews will take place in the interview room.</li> </ul> <p><b>Staff Support Spaces</b></p> <ul style="list-style-type: none"> <li>• The small conference room should be located so as to be convenient to all staff</li> <li>• The break room should provide for a small kitchenette and limited seating</li> </ul>

**10. AOC County Civil Operations**

Space No.	Component	Unit Size			Current Need - 2015			2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff			
<b>AOC County Civil Operations</b>													<b>Locate adjacent Circuit Civil Operations</b>	
	<i>Access - Public</i>													
10.01	Reception/Waiting	120	1	120		1	120		1	120			Pro Se litigants	
10.02	Interview Room	120	1	120		1	120		1	120			Connects to staff side as well	
	<i>Secure Staff Offices and Workstations</i>													
10.03	Reception Workstation	48	1	48	1	1	48	1	1	48	1			
10.04	Case Manager Workstations	80	2	160	2	2	160	2	2	160	2			
10.05	Copy Area	64	1	64		1	64		1	64				
10.06	Open File Area	15	4	60		4	60		4	60				
10.07	Mail Sorting Area	80	1	80		1	80		1	80				
10.08	Judicial Support Administrator III	140	1	140	1	1	140	1	1	140	1			
10.09	Court Operations Director	180	1	180	1	1	180	1	1	180	1			
	<i>Staff Support</i>													
10.10	Storage Closet	80	1	80		1	80		1	80				
10.11	Small Conference Room	150	1	150		1	150		1	150			cap 6 to 8	
10.12	Coffee Service	40	1	40		1	40		1	40				
10.13	Breakroom	150	1	150		1	150		1	150				
	<b>Sub-total</b>			<b>1,392</b>			<b>1,392</b>			<b>1,392</b>				
<b>Total Staff</b>					<b>5</b>			<b>5</b>			<b>5</b>			
<b>Total Net Square Feet (NSF)</b>		<b>1,392</b>				<b>1,392</b>			<b>1,392</b>					
<b>30% Grossing</b>		<b>418</b>				<b>418</b>			<b>418</b>					
<b>Total Departmental Gross Square Feet -</b>				<b>1,810</b>			<b>1,810</b>			<b>1,810</b>				

**Component: 11.0 AOC Mediation/Arbitration**

<p><b>Description and Operations</b></p>	<p>The operational mission of this unit is the coordination and conduct of all mediation services in the 11<sup>th</sup> Judicial Circuit. This includes direct conduct of all County Civil, and Family and Juvenile mediation sessions as well as the coordination and assignment of Circuit Civil mediation cases to private vendors.</p> <p>Services are provided at County pre-trial hearings at the DCCH and at the Branch Courthouses</p> <p>All in-house mediations are conducted either at the courtroom (County Civil pre-trial proceedings) or in the offices identified in this program</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• This is a high volume unit and should be located low in the building.</li> <li>• Security considerations should be given high priority in the location of the program and in the design of the space particularly in light of the Family Mediation function.</li> <li>• Courtroom specific mediation spaces to support County Civil pre-trial proceedings are found in Section 8</li> </ul> <p><b>Access-Public</b></p> <ul style="list-style-type: none"> <li>• Waiting for Family mediation can be as high as 20 at once and for County Civil mediation (those cases conducted in these offices) can be up to 15 at once.</li> <li>• A spacious waiting room with a capacity of 30 has been provided. The waiting area should be designed to allow parties to “spread out”.</li> <li>• In Family Mediation, additional secure waiting may be required where there is a Domestic Violence “no contact” order in place. This additional secure waiting is provided within the controlled access area and is noted in the Secure Access – Staff Side cluster below</li> <li>• Queuing is provided for counter check-in and payments as a supplement to the waiting space.</li> </ul> <p><b>Secure Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• This group of spaces has unique public service and security aspects. It is composed of the counter area and the secure waiting area. <ul style="list-style-type: none"> <li>○ All persons arriving at the unit must check in with the Program Assistant located at a “secure” counter</li> <li>○ Some may be arriving to make payments and will do so at the secure Cashier Counter/window provided</li> <li>○ Both of these workstations will be accessed only from inside the secure area</li> <li>○ A Bailiff workstation is provided. This workstation should be secure (part of the counter arrangement) but with immediate and easy access to the waiting area to help maintain order. The re-entry of the bailiff to the secure workstation should be card access only.</li> <li>○ The secure waiting room is for persons who fear domestic violence or are party to a “no contact” restraining order. Access to this waiting area should be tightly controlled by the bailiff and should be</li> </ul> </li> </ul>

	<p>sight and sound separate from general waiting.</p> <ul style="list-style-type: none"> <li>• The public will not have access to the check-in or to make payments from inside the secure area. There should be two separate windows: one for County Civil Mediation and One for Family Mediation which the public will access from the public area to check-in and make payments. Staff should sit in a secured area with a window to communicate with the public and receive payments.</li> <li>• The Bailiff station should have windows to view the entrance, waiting area and secure waiting area.</li> </ul> <p><b>Staff offices and Workstations</b></p> <ul style="list-style-type: none"> <li>• This is the main working space of the component and is arranged so that Caucus rooms are in immediate proximity to groups of Mediator offices at the ratio given in the program space listing</li> <li>• Mediations will be conducted in the Mediator offices which will have this close connection to the Caucus rooms so that the parties can be separated as needed.</li> <li>• The Case Manager work areas (there are two) (workstations, copy area and file storage) should be centrally located to serve equal clusters of mediator offices</li> <li>• A workroom is provided for AOC contracted mediators. This space includes hoteling carrels for those individuals.</li> <li>• The AOC contracted mediators will utilize either vacant mediator offices/caucus rooms or assigned to the large or small conference rooms as appropriate to their case responsibility.</li> <li>• The Director's office is also in this area.</li> </ul> <p><b>Staff Support</b></p> <ul style="list-style-type: none"> <li>• The conference room (capacity 20) should be located so as to be convenient to all staff. It might on occasion also serve as an additional caucus room.</li> <li>• The break room should provide for a small kitchenette and limited seating</li> <li>• General file storage is provided for older cases. Active cases will be kept in the mediator offices.</li> </ul>
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**11. AOC Mediation / Arbitration**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Office functions only - courtroom related spaces listed under Other Judicial Support -Section 8</b>												
<b>Access - Public</b>												
11.01	Waiting Room	450	1	450		1	450		1	450		Serves both Family & Co. Civil mediation - waiting space for up to 30 persons
11.02	Check-in Counter Queuing	60	2	120		2	120		2	120		Queuing for check-in and payments
<b>Secure Access - Staff Side</b>												
11.03	Check-in Counter											
11.04	Program Asst Workstation	48	1	48	1	1	48	1	1	48	1	
11.05	Bailiff Workstation	48	1	48	1	2	96	2	2	96	2	Easy access to waiting but controlled re-entry. Should have visual control of check-in and both waiting areas.
11.06	Casheir Counter/window	36	1	36		1	36		1	36		
11.07	Secure Waiting Room	100	2	200		2	200		2	200		
<b>Staff Offices &amp; Workstations</b>												
11.08	Mediator Offices	160	11	1,760	11	15	2,400	15	17	2,720	17	Mediations to be conducted in office
11.09	Caucus Rooms	100	6	600		8	800		9	900		Immediate proximity to mediator offices - should have visual panels for security observation (ratio at 1 for 2 + 1)
11.10	Prog. Asst/Case Manager Work Areas											
11.11	Workstations	48	4	192	4	6	288	6	8	384	8	2 work areas with half of listed staff in each - group in close proximity to mediator offices
11.12	Copy Area	64	2	128		2	128		2	128		One with each group of staff
11.13	File Storage	15	4	60		4	60		4	60		2 per staff group
11.14	AOC Contracted Mediator workroom	200	1	200		1	200		1	200		Carrels for AOC contracted Mediators
11.15	AOC Contracted Mediator Mediation Spaces											for use by volunteer mediators
11.16	Lg. mediation rooms	240	2	480		2	480		2	480		Assumes UFC relocated to Children's Courthouse
11.17	Caucus Rooms	100	2	200		2	200		2	200		
11.18	Director Office	180	1	180	1	1	180	1	1	180	1	

**11. AOC Mediation / Arbitration**

Space No.	Component	Unit Size		Current Need - 2015			2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff		
	<b>Staff Support</b>												
11.19	File Storage	15	6	90		6	90		6	90			
11.20	Break room	150	1	150		1	150		1	150			
11.21	Staff Conference Room	400	1	400		1	400		1	400		Cap 20	
				0			0			0			
	<b>Sub-total</b>			<b>5,342</b>			<b>6,326</b>			<b>6,842</b>			
	<b>Total Staff</b>				<b>18</b>			<b>25</b>			<b>29</b>		
	<b>Total Net Square Feet (NSF)</b>			<b>5,342</b>		<b>6,326</b>			<b>6,842</b>				
	<b>30% Grossing</b>			<b>1,603</b>		<b>1,898</b>			<b>2,053</b>				
	<b>Total Departmental Gross Square Feet -</b>			<b>6,945</b>		<b>8,224</b>			<b>8,895</b>				

**Component: 12.0 AOC Facilities Management/IT**

<p><b>Description and Operations</b></p>	<p>The operational mission of this unit is the coordination and management of all facility related projects within the judicial system buildings both downtown and throughout the county. In addition, this office operates the AOC central mail and courier functions and also coordinates security and emergency planning for all court facilities.</p> <ul style="list-style-type: none"> <li>• The office has few public visitors but does receive vendor representatives, project representative and conducts large meetings related to court facility projects on a regular basis</li> <li>• The couriers serve to distribute both US Mail and Interoffice mail throughout the courthouse and among the courthouses downtown and throughout the county</li> </ul> <p>This space program assumes:</p> <ul style="list-style-type: none"> <li>• The collocation of the Unit with the Office of Government Liaison and Public Relations (Section13) and the opportunity to share specific and extensive mutually needed support spaces.</li> <li>• The collocation of select IT staff with this unit, specifically the AV technical staff who must be in the building to support daily courtroom electronic operations.</li> </ul>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The combination of this office and that of the Office Government Liaison and Public Information will be located on public circulation and can be placed anywhere in the building though preferably in some proximity to other AOC functions.</li> <li>• While the couriers are presently housed in the Facilities Management Office area (very crowded), the best plan (as provided in this program in Section 29) would be to place these at a ground floor location close to COC mail functions in order to take advantage of ease of access, centralized US Mail delivery and appropriate security requirements related to contemporary mail rooms.</li> <li>• The Facilities Management Unit and the Office of Government Liaison will have separate and distinct public entrances but will share the Large Conference Room, the Copy/work room and the Break room.</li> <li>• IT should have its own staff entry secured by card access. No public access is required.</li> </ul> <p><b>Access – Public</b></p> <ul style="list-style-type: none"> <li>• A small reception area is provided with immediate access to a small conference room that will be used for vendor meetings.</li> <li>• The small conference room should have access from both the public side and the restricted staff side.</li> </ul> <p><b>Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• The secretary workstation will be within the secure perimeter and will also serve as the reception workstation. This position will control public access to the staff work areas and meeting rooms. Card access will be used by staff.</li> </ul> <p><b>Staff Offices and Workstations</b></p> <ul style="list-style-type: none"> <li>• Individual offices are provided for the key staff positions.</li> </ul>

	<ul style="list-style-type: none"> <li>• A small administrative conference room should be located adjacent the Director’s office but should be accessible to all staff without going through the Director’s office.</li> <li>• Courier staff are listed in this section but working spaces are detailed in Section 29</li> </ul> <p><b>Shared Staff Support (with Office of Government Liaison and Public Relations)</b></p> <ul style="list-style-type: none"> <li>• Facilities Management will use the large conference room for project progress meetings. This room should have full AV capability</li> </ul> <p><b>Court Information Technology</b></p> <ul style="list-style-type: none"> <li>• No separate public access is required. A separate card controlled staff access is required.</li> <li>• Service desk spaces are intended to provide in building work space for IT staff housed elsewhere who will be in the building for installations, repairs and replacement activities related to the computer systems throughout the court.</li> <li>• The main server room for the Court’s IT as well as the needed Telecom Closets throughout the building are located in the Building Support Program (Section 29)</li> <li>• The AV service group will have technical workstations, a repair area and needed equipment supply/storage related to the in-court evidence presentation systems that will be deployed</li> </ul>
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**12. Facilities Management (AOC)**

Space No.	Component	Unit Size		Current Need - 2015		2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Facilities Management</b>						<b>Adjacent to Governmental Liaison and Public Relations Office</b>						
	<i>Access - Public</i>											
12.01	Reception Area/Waiting	60	1	60		1	60		1	60		
12.02	Small Conference Room	120	1	120		1	120		1	60		Vendor meetings
	<i>Access - Staff Side</i>											
12.03	Secretary Workstation	48	1	48	1	1	48	1	1	48	1	
12.04	File Area	15	6	90		8	120		8	120		
	<i>Staff Offices &amp; Workstations</i>											
12.05	Security Manager Office	140	1	140	1	1	140	1	1	140	1	
	<i>AOC mail room and central courier space requirements separately listed under Building Support. Staff counted here.</i>											
12.06	Procurement Specialist	140	1	140	1	1	140	1	1	140	1	
12.07	Sample storage and display room	200	1	200		1	200		1	200		Display table plus storage shelves and racks
12.08	Court Services Manager Office	140	1	140	1	1	140	1	1	140	1	
12.09	Couriers				5			6			8	Space listed in Building Support Sec 29
12.10	Director Office	180	1	180	1	1	180	1	1	180	1	
12.11	Adm. Conference room	200	1	200		1	200		1	200		Adjacent to Director Office
12.12	Branch Court Coordinator	140	1	140	1	1	140	1	1	140	1	
	<b>Shared Staff Support (Shared with Governmental Liaison and Public Relations Office)</b>											
12.13	Large Conference Room	600	1	600		1	600		1	600		Project progress meetings (cap 15), Presentation reviews, special TV monitoring screens
12.14	Copy/Workroom	300	1	300		1	300		1	300		Printer, plotter, laminating machine, folding machine, document assembly table, materials storage
12.15	Breakroom	150	1	150		1	150		1	150		
	<b>Sub-total - Facilities Management</b>			<b>2,508</b>			<b>2,538</b>			<b>2,478</b>		

**12. Facilities Management (AOC)**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Court Information Technology</b>												
<b>Strong preference to locate IT Staff &amp; Support Spaces low in the building.</b>												
	Access - Public											No Public Access to this unit. If collocated with Facilities management, they should have separate entrance and separate card access.
<b>Staff Workstations &amp; Shared Support</b>												
	Service Desk											Co-locate with A/V Support and in proximity to the freight elevator
12.16	Customer Support Specialist (Hoteling)	64	4	256	4	6	384	6	8	512	8	Co-locate space with storage and staging
12.17	Storage & Staging	400	1	400		1	400		1	400		Co-locate space with Customer Support Specialists, include shelving, bench and cabinets
12.18	Disposal Storage	200	1	200		1	200		1	200		Co-locate space with storage and staging
<i>Server Room and Telecom Closets are included in the Building Support Division under the "Other Building Support" section.</i>												
<b>Audio-Video Services</b>												
<b>Co-locate with Service Desk and in proximity to the freight elevator</b>												
12.19	Audio-Video Technicians	64	2	128	2	4	256	4	6	384	6	Co-locate space with Testing & Repair Area
12.20	Testing/Repair Area	150	1	150		1	150		1	150		Co-locate space with A/V Technicians, include shelving, bench and cabinets
12.21	Equipment/Supply Storage	500	1	500		1	500		1	500		
<b>Sub-total</b>												
			<b>1,634</b>			<b>1,890</b>			<b>2,146</b>			
* Note: IT staffing dependent upon close proximity to CHC												
<b>Total Staff</b>				<b>17</b>		<b>22</b>			<b>28</b>			
<b>Total Net Square Feet (NSF)</b>			<b>4,142</b>			<b>4,428</b>			<b>4,624</b>			
<b>30% Grossing</b>			<b>1,243</b>			<b>1,328</b>			<b>1,387</b>			
<b>Total Departmental Gross Square Feet -</b>			<b>5,385</b>			<b>5,756</b>			<b>6,011</b>			

**Component: 13.0 Office of Government Liaison and Public Relations**

<p><b>Description and Operations</b></p>	<p>The operational mission of this unit is the coordination and management of all court publicity and public events. The office handles media inquiries and coordinates media access to court proceedings. In addition it coordinates courthouse tours, organizes special events (investitures, Law Day, etc.), maintains records of media coverage of court actions, prepares and distributes press releases as needed and develops public notices and well as coordinating commercial filming in courthouses or on courthouse sites.</p> <p>The office has few public visitors but does receive media representatives from time to time.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• It is expected that this office will be collocated with AOC Facilities and will share certain unique and mutually required support spaces.</li> </ul> <p><b>Access – Public</b></p> <ul style="list-style-type: none"> <li>• Public arrival and waiting for 6-to 8 is provided as well as a small interview room</li> <li>• The interview room will allow meetings with media representatives or other information seekers without intrusion into staff spaces</li> <li>• Access to staff areas will be controlled</li> </ul> <p><b>Secure Staff Office and Workstations</b></p> <ul style="list-style-type: none"> <li>• The Assistant to the Director’s office will also serve as a reception workstation with visual control of the waiting area.</li> <li>• Interns volunteer for this division and open workstations are provided for them</li> <li>• These spaces are to be internal to the office and not part of the shared space program listed below</li> </ul> <p><b>Shared Staff Support (with Facilities Management)</b></p> <ul style="list-style-type: none"> <li>• These spaces should be located so as to be easily accessible and usable by both offices</li> <li>• It is suggested that if possible the large conference room could be located between the two reception areas and accessible from them without going into the staff areas (this is an objective not a requirement)</li> </ul>

**13. Office of Government Liaisons & Public Relations**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
												Adjacent to AOC Office of Facilities Management - shared support
	<i>Access - Public</i>											
13.01	Reception/Waiting	120	1	120		1	120		1	120		
13.02	Small Interview Room	120	1	120		1	120		1	120		
	<i>Secure Staff Offices &amp; Workstations</i>											
13.03	Assistant to the Director Office	120	1	120	1	1	120	1	1	120	1	Also Receptionist function
13.04	Intern Work Area	48	4	192		4	192		4	192		Open area with workstations
13.05	Director Office	180	1	180	1	1	180	1	1	180	1	
	<i>Staff Support (internal)</i>											
13.06	File Area	15	10	150		12	180		15	225		
13.07	Storage Area	140	1	140		1	140		1	140		
13.08	Office Equipment	48	1	48		1	48		1	48		
	<i>Shared staff support with Office of Facilities Management - space allocations listed under AOC Facilities management</i>											
13.09	Large Conference Room											Project progress meetings (cap 15), Presentation reviews, special TV monitoring screens
13.10	Copy/Work room											Printer, plotter, laminating machine, folding machine, document assembly table, materials storage
13.11	AV Studio (estimate)											Public information presentations production, training presentations (special power and lighting)
13.12	Coffee Service											
	<b>Sub-total</b>			<b>1,070</b>			<b>1,100</b>			<b>1,145</b>		
	<b>Total Staff</b>			<b>2</b>			<b>2</b>			<b>2</b>		
	<b>Total Net Square Feet (NSF)</b>		<b>1,070</b>			<b>1,100</b>			<b>1,145</b>			
	<b>30% Grossing</b>		<b>321</b>			<b>330</b>			<b>344</b>			
	<b>Total Departmental Gross Square Feet -</b>			<b>1,391</b>			<b>1,430</b>			<b>1,489</b>		

**Component: 14.0 General Counsel**

<p><b>Description and Operations</b></p>	<p>The Office of General Counsel provides the courts with legal research staff and capabilities. Attorneys within the office research legal questions, review legal documents submitted to the courts and develop written opinions for review by the judges.</p> <p>Growth is expected in the research attorney staff since the judge number will grow and the state funding formula authorizes an additional research attorney for every three Circuit Judges.</p> <p>The General Counsels Executive office is located in Courthouse Center in close proximity to the Office of the Chief Judge. A portion of the office is located at the Gerstein Criminal Courthouse and the balance of staff persons are located in the DCCH and will be located in the new Civil and Probate Courthouse.</p> <p>Most division work/research is electronic. Legal research is conducted on-line and only limited books are needed.</p> <p>The Office is divided into the following divisions:</p> <ul style="list-style-type: none"> <li>• Office of the Chief Judge and Special Projects</li> <li>• Complex Business Litigation</li> <li>• Circuit and County Civil</li> <li>• Family and Probate</li> <li>• Appeals Juvenile and Ethics</li> </ul>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• This office can be located anywhere in the building but close proximity to judicial floors is recommended.</li> <li>• The office needs direct connection to restricted judicial circulation so that judges can reach the office without going through public circulation</li> </ul> <p><b>Access- Public (none needed)</b></p> <p><b>Secure Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• It is expected that primary visitors to the office will be judges and bailiffs</li> <li>• A small reception area within the overall controlled space of the office is needed along with a receptionist workstation</li> </ul> <p><b>Staff Offices and Workstations</b></p> <ul style="list-style-type: none"> <li>• Attorney offices should be grouped around the shared discussion spaces (Work team areas)</li> <li>• The Legal Secretary workstation and support spaces should be central to the offices and team area and adjacent to the Deputy General Counsel office and Hoteling office for the General Counsel</li> <li>• A small executive conference room is provided and should be located with the combined offices of the Deputy General Counsel and General Counsel hoteling office.</li> </ul> <p><b>Staff Support</b></p>

	<ul style="list-style-type: none"><li>• Access is needed to a large conference space for monthly all-staff meetings. This space is provided in Section 8 as part of the overall Judicial Conferencing capability. That space is sufficiently large to accommodate the entire General Counsel staff meetings.</li><li>• A central copy room with storage is provided and should be easily accessible to all</li><li>• Limited bookshelf space is provided. This may be accommodated in hallway or vestibule arrangement.</li></ul>
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**14. General Counsel**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Legal Research</b>												Only centrally located staff - General Counsel and AA are located with the Chief Judge and there are 3 other staff located at Criminal
	<i>Access - Public - None</i>											
											Visitors - Judges and Bailiffs only	
	<i>Secure Access - Staff Side</i>											
14.01	Reception Waiting	60	1	60		1	60		1	60		
14.02	Reception Workstation	48	1	48		1	48		1	48	Secure reception counter workstation	
<b>Staff Offices &amp; Workstations</b>												
14.03	Deputy General Counsel	180	1	180	1	1	180	1	1	180	1	
14.04	Legal Secretary Wkstation	80	1	80	1	1	80	1	1	80	1	
14.05	<i>Files</i>	15	4	60		4	60		4	60		
14.06	<i>Office equipment</i>	15	1	15		1	15		1	15	Fax, printer, scanner	
14.07	AGC Staff Attorney Supervisors	160	7	1,120	7	7	1,120	7	7	1,120	7	
14.08	AGC Staff Attorney Offices	120	15	1,800	15	18	2,160	18	20	2,400	20	
14.09	<i>Work team areas</i>	100	3	300		3	300		3	300	Offices to be clustered around each team work area - case discussion areas	
14.10	Hoteling Office for General Counsel	225	1	225		1	225		1	225		
14.11	Exec Conference Room	160	1	160		1	160		1	160	Shared	

**14. General Counsel**

Space No.	Component	Unit Size		Current Need - 2015		2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Staff Support</b>											
14.12	Large Conference Room											See Section 8 - use shared AOC/Judicial conferencing space(s)
14.13	Copy Center	160	1	160		1	160		1	160		
14.14	Supply Storage Room	100	1	100		1	100		1	100		
14.15	Bookshelves	3	5	15		5	15		5	15		Can be located in corridor or in a conference room
14.16	Intern Work Area	36	2	72		2	72		2	72		
14.17	Scanning Station	42	1	42		1	42		1	42		
14.18	Break Room	150	1	150		1	150		1	150		
	<b>Sub-total</b>			<b>4,587</b>			<b>4,947</b>			<b>5,187</b>		
<b>Total Staff</b>					<b>24</b>			<b>27</b>			<b>29</b>	
<b>Total Net Square Feet (NSF)</b>				<b>4,587</b>		<b>4,947</b>			<b>5,187</b>			
<b>30% Grossing</b>				<b>1,376</b>		<b>1,484</b>			<b>1,556</b>			
<b>Total Departmental Gross Square Feet -</b>				<b>5,963</b>		<b>6,431</b>			<b>6,743</b>			

**Component: 15.0 Clerk Administration**

<p><b>Description and Operations</b></p>	<p>Clerk Administration is the executive and administrative arm of the Miami-Dade County Clerk. This office houses the elected Clerk of the Court and the majority of the office’s senior management staff. This office is responsible for supervision and management of all the Clerk staff (hundreds), services, programs and resources.</p> <p>In this program, the Clerk Administration component refers specifically to the executive function of the office and not to its supporting services which are covered under separate headings. Due to the overcrowd conditions at the Miami-Dade County Courthouse and resulting need to disperse operations; some administration staff is housed at other facilities. Management of this dispersed operation is accomplished through front line supervisors with administration support and coordination occurring by e-mail, telephone, video conferencing and periodic site visits/ meetings.</p> <p>With the potential for a new Civil Courthouse, consolidation of the key divisions of Clerk Administration such as Finance, Human Resources, the Mail Center and Purchasing operations into the new facility represents a best practice deployment opportunity and is incorporated in this space program.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Clerk Administration prefers placement on a lower level of the building in a location with limited exposure to public traffic, yet close to the floor housing the Civil and Probate public counter operations.</li> <li>• This office needs linkage to the private/restricted circulation to the judicial offices higher in the building. Clerk Operations managers and supervisors will need to reach these offices without going through public circulation.</li> <li>• Assuming the floor plate is sufficiently sized, Finance, Human Resources and Purchasing all should be located with this office on the same floor. Should the Clerk of Court Administration Divisions not fit on a single floor, placement of these services on floors adjacent to one another is a priority.</li> </ul> <p><b>Access - Public</b></p> <ul style="list-style-type: none"> <li>• The office should have a small public reception area for 4 to 6.</li> <li>• Access from this space to other Clerk Administration space will be controlled.</li> </ul> <p><b>Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• One of the Administrative Assistant workstations will be designated as the receptionist and this workstation will have visual control of the waiting area.</li> </ul> <p><b>Staff Offices, Workstations and Support Spaces</b></p> <ul style="list-style-type: none"> <li>• The Open office area combines workstations, files and office equipment into a common workspace.</li> <li>• Locate the shared conference room in close proximity to the Clerk of Courts’ office.</li> <li>• Cluster together the spaces for the Strategic Management &amp; Budget, the Budget/Analysis &amp; Reporting and the Grant/Financial Analysis Units.</li> <li>• Strategic Management and General Counsel each require secured storage in proximity to their staff.</li> <li>• The Copy/Workroom and Break room are shared by all units and should be centrally located.</li> </ul>

### 15. Clerk of Court - Administration

Space No.	Component	Unit Size		Current Need - 2015		2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Executive Office</b>												
<b>Access - Public</b>												
15.01	Reception Waiting	120	1	120		1	120		1	120		Sized for 4 to 6 individuals
15.02	Reception Counter Workstation	48	1	48		1	48		1	48		Secure reception counter workstation
<b>Staff Offices/Workstations &amp; Support</b>												
<b>Executive</b>												
<i>Cluster space in proximity to one another</i>												
15.03	Clerk of the Courts	400	1	400	1	1	400	1	1	400	1	
15.04	Restroom	50	1	50		1	50		1	50		Locate with direct access to Clerk of Court office
15.05	Chief Deputy Clerk	225		0		1	225	1	1	225	1	Added Future position at 2025
15.06	Chief of Staff	225	1	225	1	1	225	1	1	225	1	
15.07	Senior Executive Secretary	80	1	80	1	1	80	1	1	80	1	
15.08	Executive Secretary	64	1	64	1	1	64	1	1	64	1	
15.09	Clerical Assistant	48	1	48	1	1	48	1	1	48	1	
<b>Staff Offices/Workstations &amp; Support</b>												
<b>Strategic Management &amp; Budget</b>												
<i>Cluster with staff and adjacency with Clerk Admin</i>												
15.10	Director Clerk's Strategic Management & Budget	200	1	200	1	1	200	1	1	200	1	
15.11	Executive Secretary to the Clerk	120	1	120	1	1	120	1	1	120	1	
<b>Budget/Analysis/Reporting</b>												
<i>Cluster with staff and adjacency with Clerk Admin</i>												
15.12	Court Financial Officer	150	1	150	1	1	150	1	1	150	1	
15.13	Financial Analyst	120	1	120	1	2	240	2	2	240	2	Added Future position at 2025
<b>Grant/ Financial Analysis</b>												
<i>Cluster with staff and adjacency with Clerk Admin</i>												
15.14	Court Financial Officer	150	1	150	1	1	150	1	1	150	1	
15.15	Financial Analyst	120	1	120	1	1	120	1	1	120	1	
15.16	Hoteling Office	120	1	120		1	120		1	120		Room for auditors to use while on-site
15.17	Conference Room - Finance/Legal	200	1	200		1	200		1	200		Space for 8-10 staff

**15. Clerk of Court - Administration**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>General Counsel</b>		<i>Cluster with staff and adjacency with Clerk Admin</i>									
15.18	General Counsel	225	1	225	1	1	225	1	1	225	1	
15.19	Attorney	120		0		1	120	1	2	240	2	Added 1 position at 2025 and a 2nd at 2035
15.20	Paralegal	100	1	100	1	1	100	1	1	100	1	
15.21	Legal Administrative Asst.	64	1	64	1	1	64	1	1	64	1	
15.22	Legal Secretary	64	1	64	1	1	64	1	1	64	1	
15.23	Small Conference Room	140	1	140		1	140		1	140		Space for 5 - 7 staff - Provide A/V capability
	<b>Shared Support</b>											
15.24	Conference Room - COC	360	1	360		1	360		1	360		Space for 12-16 staff - locate in proximity to COC Office - Provide A/V capability
15.25	Copy/Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets
15.26	Storage - COC	160	1	160		1	160		1	160		
15.27	Storage - Finance	120	1	120		1	120		1	120		Secure storage - includes space for a safe
15.28	Storage - General Counsel	100	1	100		1	100		1	100		Secure storage
15.29	Breakroom	200	1	200		1	200		1	200		
	<b>Sub-total</b>			<b>3,868</b>			<b>4,333</b>			<b>4,453</b>		
	<b>Total Staff</b>				<b>15</b>			<b>18</b>			<b>19</b>	
	<b>Total Net Square Feet (NSF)</b>		<b>3,868</b>			<b>4,333</b>			<b>4,453</b>			
	<b>30% Grossing</b>		<b>1,160</b>			<b>1,300</b>			<b>1,336</b>			
	<b>Total Departmental Gross Square Feet</b>			<b>5,028</b>			<b>5,633</b>			<b>5,789</b>		



**Component: 16.0 Clerk Human Resources**

<p><b>Description and Operations</b></p>	<p>The operational mission of this unit is to support the needs of the Clerk of Court for all personnel matters. Specific duties are noted as follows; personnel promotions and employee discipline, a change of classification, recruitment, prescreening applicants, organizing interview panels, completing background checks and providing guidance to management regarding labor relation issues for current employees.</p> <p>Regarding payrolls needs, the county processes the unit’s payroll, while HR handles electronic approvals.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The unit’s management noted that there is adjacency with Purchasing and requested this represent a priority for locating these services in the new civil courthouse.</li> <li>• The private/restricted circulation to this office needs linkage to Clerk Operations managers and supervisors who will need to reach these offices without going through public circulation.</li> <li>• Due to confidentiality concerns, the public access for public/employee waiting shielded from the sight of other administration divisions is needed.</li> </ul> <p><b>Access – Public</b></p> <ul style="list-style-type: none"> <li>• The office should have a small public reception area for 4 to 6.</li> <li>• Access from this space to other Human Resource Division areas will be controlled</li> </ul> <p><b>Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• One of the HR Specialist workstations will be designated as the receptionist and this workstation will have visual control of the waiting area.</li> </ul> <p><b>Staff Offices, Workstations and Support Spaces</b></p> <ul style="list-style-type: none"> <li>• Staff noted that the HR Assistant is in support of the HR Manager; collocate the two positions.</li> <li>• As detailed by the program, collocate the offices for the HR and Administrative Services Director, the HR Manager, HR Officer and the Courts HR Supervisor.</li> <li>• One secured storage room is needed for housing confidential records.</li> <li>• Locate the shared conference room in close proximity to the Director’s office.</li> <li>• Locate the Training Room adjacent to the public reception area and on the staff side of the room provide card reader controlled access from this room to Human Resource private circulation.</li> <li>• The Copy/Workroom and Break room are shared by all staff and should be centrally located.</li> </ul>

**16. Clerk of Court - Human Resources**

Space No.	Component	Unit Size NSF	Current Need - 2015		2025 Need			2035 Need			Notes	
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF		Staff
<b>HR &amp; Admin Services</b>												
<b>Locate in proximity to Purchasing - requires separate public entry</b>												
<b>Access - Public</b>												
16.01	Reception Waiting	120	1	120		1	120		1	120		Sized for 4 to 6 individuals
16.02	Reception Counter Workstation	48	1	48		1	48		1	48		Secure reception counter workstation
<b>Staff Offices &amp; Workstations</b>												
16.03	HR & Admin Service Director	200	1	200	1	1	200	1	1	200	1	
16.04	Admin Secretary	64	1	64	1	1	64	1	1	64	1	Collocate with Service Director
16.05	HR Manager	150	1	150	1	1	150	1	1	150	1	Collocate with Management
16.06	HR Assistant	64	1	64	1	1	64	1	1	64	1	Collocate with HR Manager
16.07	Senior HR Officer	120	1	120	1	1	120	1	1	120	1	
16.08	HR Officer	120	1	120	1	1	120	1	1	120	1	Collocate with Management
16.09	Courts HR Supervisor	120	1	120	1	1	120	1	1	120	1	Collocate with Management
16.1	Courts HR Operations Specialist 1	64	1	64	1	1	64	1	1	64	1	
16.11	Courts HR Operations Specialist 2	64	3	192	3	4	256	4	4	256	4	Added 1 position for growth in 2025
16.12	HR Operations Specialist 2 (lw)	64	1	64	1	1	64	1	1	64	1	lead worker

**16. Clerk of Court - Human Resources**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Shared Support</i>												
16.13	Conference Room	240	1	240		1	240		1	240		Locate in proximity to Director's Office - sized for 10 - 12; Provide Telecom & A/V
16.14	Training Room	400	1	400		1	400		1	400		Sized for 16 - 20; Provide Telecom & A/V
16.15	New hire processing	120	1	120		1	120		1	120		New Hire processing & Orientation
16.16	Secure Records Room	12	10	120		10	120		10	120		Secure storage of confidential information
16.17	Copy/Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter, cabinets & shredder
16.18	Breakroom	100	1	100		1	100		1	100		
16.19	Storage	120	1	120		1	120		1	120		
16.2	Filing Cabinet	12	10	120		10	120		10	120		
<b>Sub-total</b>				<b>2,666</b>			<b>2,730</b>			<b>2,730</b>		
<b>Total Staff</b>					<b>12</b>			<b>13</b>			<b>13</b>	
<b>Total Net Square Feet (NSF)</b>			<b>2,666</b>			<b>2,730</b>			<b>2,730</b>			
<b>30% Grossing</b>			<b>800</b>			<b>819</b>			<b>819</b>			
<b>Total Departmental Gross Square Feet</b>				<b>3,466</b>			<b>3,549</b>			<b>3,549</b>		



**Component: 17.0 Clerk Purchasing**

<p><b>Description and Operations</b></p>	<p>The purpose of this unit is to support the needs of the Clerk’s operation for the review of contracts, qualification of vendors, obtaining approvals for orders, placement of purchase orders for requesting units and the processing of inventory. In addition, other duties of the contract administration and procurement operations unit are to place request-for-proposals or bid-for-services. This will occur either independent of or in association with the County’s procurement process for acquiring goods and services.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The unit’s management noted that there is adjacency with Clerk of Court Administration and Human Resource Divisions. This represents a priority for locating these services in the new civil courthouse.</li> <li>• The private/restricted circulation to this office needs linkage to Clerk Operations managers and supervisors who will need to reach these offices without going through public circulation.</li> </ul> <p><b>Access – Public (none needed)</b></p> <p><b>Secure Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• It is expected the primary visitors to this office will be other Clerk of Court staff and vendors.</li> <li>• A small alcove waiting space within the controlled space of the office is needed adjacent to one of the Clerk workstations.</li> </ul> <p><b>Staff Offices, Workstations and Support Space</b></p> <ul style="list-style-type: none"> <li>• Locate the conference room in close proximity to the Procurement Manager’s office.</li> <li>• The Copy/Workroom and Coffee Service are shared by all staff and should be centrally located.</li> </ul>

**17. Clerk of Court - Purchasing**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Procurement Management</b>						<b>Locate in proximity to COC Administration &amp; in Proximity to H.R.</b>						
	<i>Staff Offices &amp; Workstations</i>											
	<i>Procurement - Executive</i>											
17.01	Procurement Manager	180	1	180	1	1	180	1	1	180	1	
17.02	Clerk 4	64	1	64	1	1	64	1	1	64	1	
	<b>Contract Administration &amp; Procurement Operations</b>					<b>Cluster Contracts Administration &amp; Procurement staff in proximity to one another</b>						
17.03	Courts Contracts & Procurement Officer	150	1	150	1	1	150	1	1	150	1	
17.04	Senior Procurement Officer	120	1	120	1	1	120	1	1	120	1	
17.05	Courts Procurement Officer lw	100	1	100	1	1	100	1	1	100	1	
17.06	Courts Procurement Officer	100	1	100	1	2	200	2	2	200	2	Added Future position at 2025
17.07	Account Clerk	64	1	64	1	1	64	1	1	64	1	
	<b>Shared Support</b>											
17.08	Copy/Workroom	120	1	120		1	120		1	120		
17.09	Coffee Service	40	1	40		1	40		1	40		
17.1	Storage	120	1	120		1	120		1	120		
17.11	Conference Room	200	1	200		1	200		1	200		Space for 8 -10 for bid openings; Provide A/V capability
	<b>Sub-total</b>			<b>1,258</b>			<b>1,358</b>			<b>1,358</b>		
<b>Total Staff</b>					<b>7</b>			<b>8</b>			<b>8</b>	
<b>Total Net Square Feet (NSF)</b>			<b>1,258</b>			<b>1,358</b>			<b>1,358</b>			
<b>30% Grossing</b>			<b>377</b>			<b>407</b>			<b>407</b>			
<b>Total Departmental Gross Square Feet</b>				<b>1,635</b>			<b>1,765</b>			<b>1,765</b>		

**Component: 18.0 Clerk Finance**

<p><b>Description and Operations</b></p>	<p>The operational mission of the Finance Division of the Miami-Dade Clerk of Courts is to support the needs of the court by processing accounts payable, accounting, completing internal audits and the processing of all financial activities having to within the Clerk’s responsibilities.</p> <p>Specific responsibilities include reimbursing jurors and witnesses, restitution payments, monetary responsibility of the recording office (whose ratio is 80% courts and 20% county) and disbursements related to the operations of the Clerk’s office.</p> <p>Also, the division is responsible for cash based receivables, taking in 1 billion dollars per year in trust, working closely with clerk counter operations in the management of this function.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The deployment interest of the Finance Division is identified as collocation with the Clerk’s Court Executive Office, specifically its Budget and Strategic Planning Unit with whom they work closely. The secondary adjacency need would be proximity to Purchasing.</li> <li>• The private/restricted circulation to this office needs linkage to Clerk Operations managers and supervisors who will need to reach these offices without going through public circulation.</li> </ul> <p><b>Access - Public</b></p> <ul style="list-style-type: none"> <li>• The office should have a small public reception area for 3 to 4.</li> <li>• Access from this space to other Finance Division areas will be controlled</li> </ul> <p><b>Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• A reception workstation is designated as this division’s point of public contact and this workstation will have visual control of the waiting area.</li> <li>• The workstation will be secured and include a public counter component for receipt of payments and to support other Finance transactions.</li> </ul> <p><b>Staff Offices, Work Stations and Support Spaces</b></p> <ul style="list-style-type: none"> <li>• Finance assigned staff is divided into separate smaller units based on responsibilities: Executive division, Analytical Accounting, Managerial Accounting, Financial Accounting, Accounts Payable and Internal Audit. The program notes the need to cluster each unit’s staff in proximity to one another.</li> <li>• Locate the large conference room in proximity to the public reception space on private circulation.</li> <li>• Locate the small conference room in proximity to the Finance Director’s Office.</li> <li>• Deployment interests for each unit were identified within Finance. <ul style="list-style-type: none"> <li>○ Accounts Payable is overseen by Financial Accounting, thus requiring adjacency of the two divisions.</li> <li>○ Other unit areas have no required arrangement request.</li> </ul> </li> </ul>

**18. Clerk of Court Finance**

Space	Component	Unit Size	Current Need - 2015				2025 Need			2035 Need			Notes
No.		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff		
<b>Accounting, Internal Audit &amp; Accounts Payable</b>													Locate in proximity to COC Administration
<b>Access - Public</b>													
18.01	Reception Waiting	80	1	80		1	80		1	80		Sized for 3 to 4 individuals	
18.02	Reception Counter Workstation	48	1	48		1	48		1	48		Secure reception counter workstation	
<b>Sub-total - Access Public</b>				<b>128</b>			<b>128</b>			<b>128</b>			
<b>Staff Offices &amp; Workstations</b>													
<b>Finance - Executive</b>													
18.03	Clerk's Finance Director	200	1	200	1	1	200	1	1	200	1		
18.04	Clerk's Assistant Finance Director	180	1	180	1	1	180	1	1	180	1		
18.05	Courts Comptroller Admin Aide	80	1	80	1	1	80	1	1	80	1		
<b>Analytical Accounting</b>													Cluster Analytical staff in proximity to one another
18.06	Accountant 4	150	1	150	1	1	150	1	1	150	1		
18.07	Courts Analytical Financial Operations Officer	120	2	240	2	2	240	2	2	240	2		
18.08	Accountant 1	64	4	256	4	4	256	4	4	256	4		
18.09	Accountant 2	100	3	300	3	4	400	4	5	500	5	Added 1 future position at 2025 & 2035	
<b>Managerial Accounting</b>													Cluster Managerial staff in proximity to one another
18.10	Accountant 4	150	1	150	1	1	150	1	1	150	1		
18.11	Courts Managerial Financial Operations Officer	120	2	240	2	2	240	2	2	240	2		
18.12	Accountant 2	100	3	300	3	4	400	4	4	400	4	Added 1 future position at 2025	
18.13	Accountant 1	64	1	64	1	2	128	2	2	128	2	Temporary Positions; 1 future position at 2025	
18.14	Managerial Accountant Clerk	64	3	192	3	3	192	3	3	192	3		
<b>Financial Accounting</b>													Cluster Financial staff in proximity to one another
18.15	Accountant 4	150	1	150	1	1	150	1	1	150	1		
18.16	Courts Financial Operations Officer	120	2	240	2	2	240	2	2	240	2		
18.17	Accountant 2	100	3	300	3	3	300	3	4	400	4	Added 1 future position at 2035	
18.18	Accountant 1	64	2	128	2	2	128	2	2	128	2	1 position is a Temporary Position	
18.19	Financial Accountant Clerk	64	3	192	3	3	192	3	3	192	3		

**18. Clerk of Court Finance**

Space No.	Component	Unit Size	Current Need - 2015			2025 Need			2035 Need			Notes
			NSF	Quan.	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Internal Audit</b>	<b>Cluster Internal Audit staff in proximity to one another</b>										
18.20	Courts Audit Mgr	150	1	150	1	1	150	1	1	150	1	
18.21	Courts Sr Auditor	120	2	240	2	3	360	3	3	360	3	Added 1 future position at 2025
	<b>Accounts Payable</b>	<b>Locate Accounts Payable staff in proximity to Financial Accounting</b>										
18.22	Accountant 2	100	1	100	1	1	100	1	1	100	1	
18.23	Accountant 1	64	1	64	1	1	64	1	1	64	1	
18.24	Supply/Forms/ Storage Room	150	2	300		2	300		2	300		
	<b>Shared Support - All Units</b>											
18.25	Conference Room - Large	400	1	400		1	400		1	400		Space for 16 - 20; Provide telecom & A/V capability
18.26	Conference Room - Small	160	1	160		1	160		1	160		Space for 6 - 8; Provide telecom & A/V capability
18.27	Office (Hoteling)	150	1	150		1	150		1	150		Hoteling office for visiting external auditors
18.28	Check Writing Room	160	1	160		1	160		1	160		Space includes a Check Writing Machine, Copier, work counter, cabinets and 1 workstation
18.29	Secure Records Room	200	1	200		1	200		1	200		Secure storage of confidential information
18.30	Copy Alcove	80	3	240		3	240		3	240		Copier, office supply storage, work counter, cabinets & shredder
18.31	Coffee Service	40	2	80		2	80		2	80		
18.32	Break Room	300	1	300		1	300		1	300		
	<b>Sub-total - Offices, Workstations and Shared Support</b>			<b>6,034</b>			<b>6,418</b>			<b>6,618</b>		
	<b>Total Staff</b>				<b>39</b>			<b>43</b>			<b>45</b>	
	<b>Total Net Square Feet (NSF)</b>			<b>6,034</b>			<b>6,418</b>			<b>6,618</b>		
	<b>30% Grossing</b>			<b>1,810</b>			<b>1,925</b>			<b>1,985</b>		
	<b>Total Departmental Gross Square Feet -</b>			<b>7,844</b>			<b>8,343</b>			<b>8,603</b>		



**Component: 19.0 Clerk Civil Administration**

<p><b>Description and Operations</b></p>	<p>The Clerk Of Court’s Civil &amp; Land Administration is the executive and administrative arm for several divisions of the Clerk’s operation. This office will house all of the Civil and Land Administration’s senior management staff. This office is responsible for supervision and management of the following divisions: Civil, Courtroom Clerks, Foreclosure &amp; Tax and Probate.</p> <p>Due to the overcrowd conditions at the Miami-Dade County Courthouse and resulting need to disperse operations; some Civil and Land Administration staff is housed at other facilities. Management of this dispersed operation is accomplished through front line supervisors with administration support and coordination occurring by e-mail, telephone, video conferencing and periodic site visits/ meetings.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Locate the Civil &amp; Land Administration Division within one floor of the Civil Clerk’s public counter operation.</li> </ul> <p><b>Access - Public</b></p> <ul style="list-style-type: none"> <li>• The office should have a small public reception area for 3 to 4.</li> <li>• Access from this space to other Civil and Land Administration Division areas will be controlled</li> </ul> <p><b>Access – Staff Side</b></p> <ul style="list-style-type: none"> <li>• A reception workstation is designated as this division’s point of public contact and this workstation will have visual control of the waiting area.</li> <li>• The workstation will be secured and include a public counter component for the delivery and pick-up of documents.</li> </ul> <p><b>Staff Offices, Workstations and Shared Support</b></p> <ul style="list-style-type: none"> <li>• Locate the Director of the Civil Division near the Senior Deputy Clerk of the Court,</li> <li>• Locate the Administrative Secretary near the Director of the Civil Division,</li> <li>• Locate the Assistant Director of the Civil Division near the Director of the Civil Division</li> <li>• Locate the Shared Office for Offsite Managers near the Director of the Civil Division’s office,</li> <li>• The Copy/Workroom and Coffee Service are shared by all staff and should be centrally located.</li> </ul>

**19. Clerk of Court - Civil Administration**

Space No.	Component	Unit Size		Current Need - 2015		2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Civil Land &amp; Sales Administration</b>							<b>Locate unit within one floor of the Clerk's public counter operations</b>					
	<b>Access - Public</b>											
	<b>Public Side</b>											
19.01	Reception Waiting	120	1	120		1	120		1	120		Sized for 4 to 6 individuals
19.02	Reception Counter Workstation	48	1	48		1	48		1	48		Secure reception counter workstation
	<b>Staff Office &amp; Workstations</b>											
19.03	Senior Deputy Clerk	225	1	225	1	1	225	1	1	225	1	
19.04	Director of Civil Division	200	1	200	1	1	200	1	1	200	1	Locate adjacent to Senior Deputy Clerk
19.05	Asst. Director of Civil Division	180	2	360	2	2	360	2	2	360	2	Locate adjacent to Director
19.06	Admin Svcs Officer 2	120		0		1	120	1	1	120	1	Future 2025 position
19.07	Administrative Secretary	80	1	80	1	1	80	1	1	80	1	Locate adjacent to Senior Deputy Clerk
	<b>Shared Support</b>											
19.08	Shared Office for Offsite Managers / Directors	160	1	160		1	160		1	160		Hoteling space for Managers/Supervisors temporarily assigned to the Civil Division
19.09	Conference Room	240	1	240		1	240		1	240		Space for 10 - 12; Provide telecom & A/V capability
19.10	Coffee Bar	60	1	60		1	60		1	60		
19.11	Copy / Workroom	120	1	120		1	120		1	120		
19.12	Supply and Records Storage	120	1	120		1	120		1	120		
	<b>Sub-total</b>			<b>1,733</b>			<b>1,853</b>			<b>1,853</b>		
	<b>Total Staff</b>				<b>5</b>			<b>6</b>			<b>6</b>	
	<b>Total Net Square Feet (NSF)</b>	<b>1,733</b>				<b>1,853</b>			<b>1,853</b>			
	<b>30% Grossing</b>		<b>520</b>			<b>556</b>			<b>556</b>			
	<b>Total Departmental Gross Square Feet -</b>		<b>2,253</b>			<b>2,409</b>			<b>2,409</b>			

**Component: 20.0 Clerk Civil Public Counter and File/Initiation/Management**

<p><b>Description and Operations</b></p>	<p>The Clerk Of Court’s Civil Public Counter and File/Initiation/Management Division is the largest of those planned for the new civil courthouse. This division is a critical element of any civil court system and has responsibility for the clerking functions of the court. These functions include the acceptance, processing and filing of papers or electronic documents in connection with any action or proceeding before the Court, including but not limited to those relating to the Court’s original jurisdiction, appellate jurisdiction and appeals from the Court; the maintenance and management of court records; the imaging/microfilming of court records and the keeping and disposition of papers, documents, files and exhibits in accordance with law. This requires the maintenance of indexes of all court files and the keeping of a register of actions or an alternate. Other duties include:</p> <ul style="list-style-type: none"><li>• Calendar management comprised of the calendaring of cases and hearings and the maintenance of court calendars and schedules.</li><li>• The entry of orders, findings, judgments, and decrees; the acceptance for filing of confessions of judgment; the authentication of records; certification of abstracts of judgment; the keeping of a judgment book or its equivalent.</li><li>• The collection, receipt, deposit and accounting of fees for filing, for preparing or certifying copies and for other fees; the receipt of jury fees, bonds, undertakings, fines, forfeitures and revenues; the keeping of money deposited as a result of court action.</li><li>• The preparation of the clerk’s transcript on appeal and the transmission of the record and exhibits to the reviewing Court.</li><li>• The printing and sale of court forms and rules of court; the procurement of supplies.</li></ul> <p>The space program listing is divided into two primary sub-sections:</p> <ul style="list-style-type: none"><li>• Counters – which are the main point of public service along with the needed queuing and public terminal spaces.</li><li>• Staff – which include needed staff workstations and offices as well as required equipment, file storage conferencing spaces and other support areas.</li></ul> <p>The staff is organized into several units noted as follows: New Suits, Motion Calendar, Court Registry, File Information, Information and File Control, Docketing, Sorting/Filing and Appeals. Each unit has unique space planning needs and their relationship to one another varies from little to frequent levels of interaction.</p>
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<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b>  The Clerk Of Court’s Civil Public Counter and File/Initiation/Management Division is a high volume public function and should be prominently located on public circulation on the first primary service level of the building (usually the ground floor) and within sight of the courthouse’s main public lobby.</p> <p><b>Access - Public</b>  Public counters should be grouped and despite present distinctions, should be multi-functional. It should be possible to re-assign counters to meet peak functional demands. It is recommended that a “Q-Matic” or some similar system be adopted for management of counter waiting and operations. This triage approach (take a number) would allow waiting to be disbursed and counter assignment to be flexible based on visitor volume.</p> <p>A separate file viewing area is provided but should be visually controlled from the staff side of the counters.</p> <p>Counter workstations represent a mix of assigned and unassigned. Unassigned counters are staffed by unit personnel who have permanent workstations in one of the unit areas and come to the counter to serve the public on demand.</p> <p>An open office work plan is anticipated and recommended to allow for maximum flexibility for any reuse or redeployment of staff.</p> <p><b>Secure Access – Staff Side</b> The staff side of public counters and all other staff areas should be card access only. Public access to these areas should be minimal and highly controlled. Security for this division and for the entire consolidated clerk’s office will have several components:</p> <ul style="list-style-type: none"> <li>▪ Public service counters will be secured with “glass” or appropriate material for separation between the public and staff areas. All counters will have duress alarms and camera surveillance. Any Attorney and agency mail boxes will be lockable.</li> <li>• The file viewing rooms should be observable from the staff area. This room should be accessible from both the public/waiting side and from the staff side. Exiting from the file viewing room to the staff areas should be card access for security purposes.</li> </ul> <p>Certain portions of the files will be in lockable cabinets</p> <p><b>Staff Offices and Workstations</b>  New Suits: The unit’s interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster all New Suit staff in proximity to one another and locate the unit near the front counter.</li> <li>• The OSS 2 position serves as the division’s “Back of the House” Cashier and New Registry staff will need access to this position.</li> <li>• The unit’s Copy/Workroom is shared with Court Registry and Motion Calendar Units and needs to be located in proximity to those units.</li> <li>• The unit’s Safe is shared with Court Registry and will need to be located in proximity to the two units.</li> </ul> <p>Motion Calendar: The unit’s interests and relationship priorities are noted as follows:</p>
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	<ul style="list-style-type: none"> <li>• Cluster all Motion Calendar spaces in proximity to one another and locate the unit near the New Suits Unit and the front counter.</li> <li>• New Suit's Copy/Workroom is shared with Court Registry and this unit and should be located in proximity to the 3 units.</li> </ul> <p>Court Registry: The unit's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster all Court Registry spaces in proximity to one another and locate the unit near the Motion Calendar Unit and the front counter.</li> <li>• New Suit's Copy/Workroom is shared with Motion Calendar and this unit and should be located in proximity to the 3 units.</li> <li>• Provide a Secure Storage Room for long term storage of notes/mortgage documents.</li> <li>• This unit's Cash Count Room is shared with New Suits and should be located in proximity to both clusters of spaces.</li> <li>• This unit's Supply Records Storage Room is shared with Information &amp; File Control and should be located in proximity to both clusters of spaces.</li> </ul> <p>Information &amp; File Control: The unit's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster all Information and File Control spaces in proximity to one another and locate the unit near the front counter and the Public Service Room.</li> <li>• This Court Registry Supply Records Storage Room is shared with Information &amp; File Control and should be located in proximity to both clusters of spaces.</li> </ul> <p>Docketing: The unit's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster all Docketing spaces in proximity to one another and isolate the unit from the front counter and related support.</li> <li>• Cluster 4 Court Records Specialist 1s together in support of the redaction function.</li> </ul> <p>Sorting/Filing &amp; Civil Annex: The unit's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster all Sorting/Filing &amp; Civil Annex spaces in proximity to one another and isolate the unit from the front counter and related support.</li> <li>• Provide a Secure Storage Room for long term storage of confidential documents.</li> <li>• The operation's main case file storage room is located in this unit and is sized at 5,250 net square feet. This space is assumed to represent the temporary storage of closed un-scanned case files. High density storage units are recommended for this area.</li> <li>• <u>In programming this space, it is included with the assumption that when paper case files stored in the Main File Room are scanned or deposited as provided by the Record Retention laws of Florida, this space can be re-purposed and remodeled to house 2 additional courtrooms and support spaces. Locating this space in way that</u></li> </ul>
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it can be easily re-purposed for courtrooms is a priority.

Appeals: The unit's interests and relationship priorities are noted as follows:

- Cluster all Appeals spaces in proximity to one another and provide some separation from that unit and the front counter and its related support.
- Access to this unit by the public will occur through one of the public counters programmed with the counter spaces. This will be handled by phone contact and employees meeting attorneys or others in the public counter area and escorting them to the Appeals area.

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Civil New Suits, Motion Calendar, Court Registry, Docketing, Information and File Control &amp; Appeals</b>												
<b>Counter &amp; Counter Support- Public</b>												
20.01	Public Queuing Area	1,260	1	1,260		1	1,260		1	1,260		Locate Appeals Drop Box in this space
20.02	Attorney/Public Service Room	200	1	200		1	200		1	200		Provide space adjacent to queuing area for Attorney/public access to 4 copiers, 8 kiosks & 2 tables
20.03	Public Records Viewing Area	200	1	200		1	200		1	200		May be shared with Civil Clerk's counters & should be securable; bridge public/private circulation.
<b>Sub-total Public Counter</b>				<b>1,660</b>			<b>1,660</b>			<b>1,660</b>		
<b>Public Counter Area - Workstations &amp; Support</b>												
<b>Counter Workstations ( By Unit)</b>						<b>Co-locate all public counters</b>						
20.04	<i>New Suits (Assigned)</i>	48	2	96	2	2	96	2	2	96	2	
20.05	<i>Motion Calendar (Assigned)</i>	48	1	48	1	1	48	1	1	48	1	
20.06	<i>Court Registry (Assigned)</i>	48	2	96	2	2	96	2	2	96	2	
20.07	<i>File Information (Assigned)</i>	48	2	96	2	2	96	2	2	96	2	
20.08	<i>Unassigned</i>	48	7	336		7	336		7	336		
20.09	Work Counter & Forms Storage	180	1	180		1	180		1	180		
20.10	Copier/ Fax Machine/Supplies	15	2	30		2	30		2	30		
<b>Sub-total Public Counter Direct Support</b>				<b>882</b>			<b>882</b>			<b>882</b>		

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Front Counter: Staff Offices, Workstations &amp; Support Areas</i>												
	<b>New Suits</b>	<i>Cluster New Suits staff in proximity to one another &amp; locate near front counters</i>										
20.11	Supervisor 1	120	1	120	1	1	120	1	1	120	1	
20.12	Court Records Specialist LW	64	2	128	2	2	128	2	2	128	2	
20.13	Court Records Specialist 1	48	14	672	14	14	672	14	14	672	14	16 Total Positions- 2 Assigned to Public Counters - 14 accounted for here.
20.14	Court Records Specialist 1	48		0		2	96	2	3	144	3	Future staff: 2 at 2025 and a 3rd at 2035
20.15	OSS 2	48	1	48	1	1	48	1	1	48	1	Position serves as "Back of the House Cashier" and needs adjacency to Court Registry
20.16	Clerk 2	48	1	48	1	1	48	1	1	48	1	
20.17	Document Scanning Area:				1			1			1	One Court Records Specialist 1 assigned to scanning
20.18	Staging - Incoming	60	1	60		1	60		1	60		Support for 1 Document Scanning Workstation
20.19	Scanning Workstation	84	1	84		1	84		1	84		Provide Table in these spaces
20.20	Staging - Outgoing	60	1	60		1	60		1	60		Support for 1 Document Scanning Workstation
20.21	Coffee Service	40	1	40		1	40		1	40		
20.22	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets - <b>Shared with Court Registry &amp; Motion Calendar Units</b>
20.23	Secure Closet	30	1	30		1	30		1	30		Secured space for Safe - <b>Shared with Court Registry</b>
20.24	Supply and Records Storage	120	1	120		1	120		1	120		

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Motion Calendar</b>	<b>Cluster Motion Calendar spaces with an adjacency to the New Suits Unit &amp; proximity to the front counters</b>										
20.25	Supervisor 1	120	1	120	1	1	120	1	1	120	1	
20.26	Court Records Specialist LW	64	1	64	1	1	64	1	1	64	1	
20.27	Court Records Specialist 1 (Mail)	64	1	64	1	1	64	1	1	64	1	Need 1 Records Specialist sized at 64 NSF for mail
20.28	Court Records Specialist 1	48	5	240	5	5	240	5	5	240	5	6 Total Positions- 1 Assigned to Public Counters - 5 accounted for here.
20.29	Court Records Specialist 1	48		0		1	48	1	1	48	1	One Future position at 2025
20.30	Notes & Mortgage Storage	12	2	24		2	24		2	24		Need cabinets for interim storage of notes/ mortgages
20.31	Coffee Service	40	1	40		1	40		1	40		
20.32	Copy / Workroom	120										<b>See New Suits Copy/Workroom</b>
20.33	Secure Notes & Mortgage Storage	300	1	300		1	300		1	300		Long Term storage of notes/ mortgages
20.34	Supply Storage	120	1	120		1	120		1	120		
	<b>Court Registry</b>	<b>Cluster Court Registry spaces with an adjacency to the Motion Calendar Unit &amp; proximity to the front counters</b>										
20.35	Supervisor 3	120	1	120	1	1	120	1	1	120	1	
20.36	Court Records Specialist LW	64	1	64	1	1	64	1	1	64	1	
20.37	Court Records Specialist 2	48	6	288	6	6	288	6	6	288	6	7 Total Positions- 1 Assigned to Public Counters - 6 accounted for here.
20.38	Court Records Specialist 1	48	4	192	4	4	192	4	4	192	4	
20.39	Court Records Specialist 1	48		0		2	96	2	2	96	2	Two Future positions at 2025
20.40	Document Scanning Area:				1			1			1	One Court Records Specialist 1 assigned to scanning
20.41	Staging - Incoming	60	1	60		1	60		1	60		Support for 1 Document Scanning Workstation
20.42	Scanning Workstation	84	1	84		1	84		1	84		Provide a Table in these spaces
20.43	Staging - Outgoing	60	1	60		1	60		1	60		Support for 1 Document Scanning Workstation
20.44	Cash Count Room	160	1	160		1	160		1	160		<b>Shared with the New Suits Unit;</b> Space includes a shelving work counter, cabinets and 1 workstation
20.45	Coffee Service	40	1	40		1	40		1	40		
20.46	Copy / Workroom	120										<b>See New Suits Copy/Workroom</b>
20.47	Supply and Records Storage	120	1	120		1	120		1	120		Share Supply and Records Storage with Information & File Control

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Information &amp; File Control</b>		<b>Cluster Information &amp; File Control staff &amp; locate near front counter Public/Attorney Service Room</b>									
20.48	Supervisor 1	120	1	120	1	1	120	1	1	120	1	
20.49	Court Records Specialist LW	64	1	64	1	1	64	1	1	64	1	
20.50	Court Records Specialist 2	48	1	48	1	1	48	1	1	48	1	
20.51	Court Records Specialist 1	48	3	144	3	3	144	3	3	144	3	4 Total Positions- 1 Assigned to Public Counters - 3 accounted for here.
20.52	Court Records Specialist 1	48		0		1	48	1	1	48	1	One Future position at 2025
20.53	Document Scanning Area:				2			2			2	Two Court Records Specialist 1 assigned to scanning
20.54	Staging - Incoming	100	1	100		1	100		1	100		Support for 1 Document Scanning Workstation
20.55	Scanning Workstations	84	2	168		2	168		2	168		Provide Tables in these spaces
20.56	Staging - Outgoing	100	1	100		1	100		1	100		Support for 1 Document Scanning Workstation
20.57	File Carts	6	4	24		4	24		4	24		
20.58	Rack Storage	12	1	12		1	12		1	12		Files
20.59	File Room	600	1	600		1	600		1	600		<b>The file room will require space for 660 boxes. Each 7 shelf rack can hold 14 boxes, resulting in a need for about 50 units at 12 NSF.</b>
20.60	Coffee Service	40	1	40		1	40		1	40		
20.61	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets
20.62	Supply and Records Storage	120										<b>Share Supply and Records Storage with Court Registry</b>
	<b>Sub-total - Front Counter Support</b>			<b>5,230</b>			<b>5,518</b>			<b>5,566</b>		

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan. N	F	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Civil File Management: Staff Offices, Workstations &amp; Support Areas</i>												
	<b>Docketing</b>	<i>Cluster Docketing Unit staff in proximity to one another &amp; isolate from public counters and related support</i>										
20.63	Supervisor 2	120	1	120	1	1	120	1	1	120	1	
20.64	Court Records Specialist LW	64	2	128	2	2	128	2	2	128	2	
20.65	Court Records Specialist 1	48	17	816	17	17	816	17	17	816	17	Cluster 4 workstations adjacent to one another for redaction; 19 total positions - 2 at counters & 17 shown here
20.66	Court Records Specialist 1	48				2	96	2	4	192	4	Future staff: 2 at 2025 and 2 more at 2035
20.67	Court Records Specialist 1 (Temporary)	48	4	192		4	192		4	192		
20.68	Document Scanning Area:											
20.69	Staging - Incoming	100	1	100		1	100		1	100		Support for 2 Document Scanning Workstation
20.70	Scanning Workstations	84	2	168		2	168		2	168		Provide Tables in these spaces
20.71	Staging - Outgoing	100	1	100		1	100		1	100		Support for 2 Document Scanning Workstation
20.72	Rack Storage	12	1	12		1	12		1	12		Files
20.73	Coffee Service	40	1	40		1	40		1	40		
20.74	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets
20.75	Supply and Records Storage	120	1	120		1	120		1	120		

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Sorting/Filing &amp; Civil Annex: Staff Offices, Workstations &amp; Support Areas</i>												
	<b>New Civil Courthouse</b>	<i>Cluster Sorting/Filing &amp; Civil Annex staff in proximity to one another &amp; isolate from public counters and related support</i>										
20.76	Supervisor 2	120	1	120	1	1	120	1	1	120	1	
20.77	Court Records Specialist LW	64	1	64	1	1	64	1	1	64	1	
20.78	Court Records Specialist 1	48	3	144	3	3	144	3	3	144	3	
20.79	Court Records Specialist 1 (Temporary)	48	1	48		1	48		1	48		
20.80	File Carts	6	8	48		8	48		8	48		
20.81	Secure File Storage	200	1	200		1	200		1	200		Storage of sealed/confidential cases
20.82	Exhibit Storage	200	1	200		1	200		1	200		
20.83	Coffee Service	40	1	40		1	40		1	40		
20.84	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinet
20.85	Main file room	5,250	1	5,250		1	5,250		1	5,250		
	<b>Library - Sorting and Filing Staff</b>	<b>The main file room represents approximately half of the total records now stored in the basement of the Public Library. The assigned area also represents two standard courtroom sets and it is recommended that this file storage be located so as to subsequently be converted to courtroom sets at such time as long range plans for digital records storage reduce actual file room demands</b>										
<b>Sub-total: Civil File Management</b>				<b>8,150</b>			<b>8,246</b>			<b>8,342</b>		
<b>Appeals</b>												
<b>Division maybe located away from public counters</b>												
<b>Public Access</b>												
	Counter Workstation	0		0			0			0		Need access to as many as 2 public counters

**20. Clerk of Courts Civil Public Counter and File Initiation/Management**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	SF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Appeals: Staff Offices, Workstations &amp; Support Areas</b>												
20.86	Court Operations Officer	150	1	150	1	1	150	1	1	150	1	
20.87	Supervisor 1	120	1	120	1	1	120	1	1	120	1	
20.88	Court Records Specialist LW	64	1	64	1	1	64	1	1	64	1	
20.89	Court Records Specialist 2	48	4	192	4	4	192	4	4	192	4	
20.90	Court Records Specialist 1	48	9	432	9	9	432	9	9	432	9	
20.91	Court Records Specialist 1	48				2	96	2	2	96	2	Future staff: 2 at 2025
20.92	Document Scanning Area:								Co-locate all 4 document/scanning workstations			
20.93	Staging - Incoming	80	2	160		2	160		2	160		Support for 4 Document Scanning Workstations
20.94	Scanning Workstations	84	4	336		4	336		4	336		Provide Tables in these spaces
20.95	Staging - Outgoing	80	2	160		2	160		2	160		Support for 4 Document Scanning Workstations
20.96	Rack Storage	12	2	24		2	24		2	24		Files: 1 for County Civil and 1 for Circuit Civil cases
20.97	File Room	150	1	150		1	150		1	150		File storage for incoming or outgoing files
20.98	File Carts	6	4	24		4	24		4	24		
20.99	Coffee Service	40	1	40		1	40		1	40		
20.10	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinet
20.10	Supply and Records Storage	100	1	100		1	100		1	100		
<b>Sub-total</b>				<b>2,072</b>			<b>2,168</b>			<b>2,168</b>		
<b>Shared Support - All Civil Public Counter and File Management Divisions</b>												
20.102	Conference Room	300	1	300		1	300		1	300		Space for 15 staff; provide Telecom & A/V capability
20.103	Break Room	600	1	600		1	600		1	600		
<b>Sub-total</b>				<b>900</b>			<b>900</b>			<b>900</b>		
<b>Total Staff</b>				<b>97</b>			<b>107</b>			<b>110</b>		
<b>Total Net Square Feet (NSF)</b>				<b>18,894</b>			<b>19,374</b>			<b>19,518</b>		
<b>30% Grossing</b>				<b>5,668</b>			<b>5,812</b>			<b>5,855</b>		
<b>Total Departmental Gross Square Feet</b>				<b>24,562</b>			<b>25,186</b>			<b>25,373</b>		



**Component: 21.0 Clerk Civil Courtroom Clerks**

<p><b>Description and Operations</b></p>	<p>The operational mission of the Civil Courtroom Clerks Division is to support the courts by setting up and retrieving files for the day's hearings. Clerks update the electronic files for these hearings with information that occurred while in court. All follow up work and paperwork is then completed by these positions.</p> <p>Clerks are split into two teams designated as Court Team A &amp; Court Team B; the positions and tasks are the same for each team, the split serves as a supervisory tool.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Locate the division in proximity to the restricted elevator core for easy access to court floors.</li> </ul> <p><b>Access – Public</b></p> <ul style="list-style-type: none"> <li>• Access to this unit by the public will occur through one of the public counters programmed in the Clerk of Court's Civil Public Counter and File/Initiation/Management Division. This will be handled by phone contact and employees meeting attorneys or others in the public counter area and escorting them to the Courtroom Clerks' area.</li> </ul> <p><b>Offices and Staff Workstations</b></p> <ul style="list-style-type: none"> <li>• Cluster all Courtroom Clerk spaces in proximity to one another and provide separation from this division and the front publics counters and related support.</li> <li>• Cluster the Clerks A and B Team workstations with each respective unit's supervisor.</li> <li>• Collocate all document scanning workstations in the same area of the operation.</li> </ul>

**21. Clerk of Court - Civil Courtroom Clerks**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Courtroom Clerks</b>						<b>Locate unit near private circulation elevators with Clerk's other operations</b>						
	Access - Public											
<b>No Public Access to this unit. Should access be needed, it will occur through public counters.</b>												
<b>Staff Office, Workstations &amp; Shared Support</b>												
21.01	Court Operations Officer 1	180	1	180	1	1	180	1	1	180	1	
<b>Clerks - Team A</b>									<b>Cluster Team A Supervisor with Clerks</b>			
21.02	Supervisor 2	150	1	150	1	1	150	1	1	150	1	
21.03	Courtroom Clerk 1/LW	64	1	64	1	1	64	1	1	64	1	
21.04	Courtroom Clerk 1/OW	64	2	128	2	2	128	2	2	128	2	
21.05	Courtroom Clerk 1	48	14	672	14	16	768	16	18	864	18	
<b>Clerks - Team B</b>									<b>Cluster Team B Supervisor with Clerks</b>			
21.06	Supervisor 2	150	1	150	1	1	150	1	1	150	1	
21.07	Courtroom Clerk 1/LW	64	1	64	1	1	64	1	1	64	1	
21.08	Courtroom Clerk 1/OW	64	1	64	1	1	64	1	1	64	1	
21.09	Courtroom Clerk 1	48	18	864	18	20	960	20	21	1,008	21	
21.10	Courtroom Clerk 1	48	2	96	2	3	144	3	3	144	3	Floater Clerks used to substitute for staff on leave

**21. Clerk of Court - Civil Courtroom Clerks**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
	<b>Support Spaces</b>											
21.11	Document Scanning Area:								<b>Co-locate all 4 document/scanning workstations</b>			
21.12	Staging - Incoming	80	2	160		2	160		2	160		Support for 4 Document Scanning Workstations
21.13	Scanning Workstations	84	4	336		4	336		4	336		Provide Tables in these spaces
21.14	Staging - Outgoing	80	2	160		2	160		2	160		Support for 4 Document Scanning Workstations
21.15	File Carts	6	6	36		6	36		6	36		
21.16	Coffee Service	40	2	80		2	80		2	80		
21.17	Copy / Workroom	120	2	240		2	240		2	240		Copier, office supply storage, work counter and cabinets
21.18	Supply and Records Storage	120	2	240		2	240		2	240		
	<b>Sub-total</b>			<b>3,684</b>			<b>3,924</b>			<b>4,068</b>		
<b>Total Staff</b>					<b>42</b>			<b>47</b>			<b>50</b>	
<b>Total Net Square Feet (NSF)</b>			<b>3,684</b>			<b>3,924</b>			<b>4,068</b>			
<b>30% Grossing</b>			<b>1,105</b>			<b>1,177</b>			<b>1,220</b>			
<b>Total Departmental Gross Square Feet -</b>					<b>4,789</b>			<b>5,101</b>			<b>5,288</b>	



**Component: 22.0 Clerk Foreclosure Tax Deed Operations**

<p><b>Description and Operations</b></p>	<p>The operational mission of this division is to support the court’s Foreclosure and Tax Deed’s responsibilities. Duties include docketing, post judgment activities for foreclosure cases, processing judgments, scheduling property sales, real auctions and disbursement of funds. The Tax Deeds unit set sales and online auctions, process the certificate of sales and titles, process notifications of failures to pay taxes, and handle cases from the beginning to conclusion of the process, including notifying lien holders and the sheriff on properties to be vacated by force. The units process both certified and regular mailings. Foreclosure cases start as New Suits cases and then become a Foreclosure case as a result.</p> <p>The Foreclosures unit experience about 200 sales per day on average, while tax deeds process 25 cases daily on average. Buyers of foreclosed properties have 24 hours to remit payment; as a result the lobby can become overcrowded at peak times. Public windows were identified as (2) for Foreclosure and (2) for Tax Deeds. Additionally, (1) post judgment window is needed for processing payments.</p> <p>The staff is organized into several units noted as follows: Administration, Foreclosures, Tax Deeds and Foreclosures-Post Judgments.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b>  The Clerk Of Court’s Foreclosure Tax Deed Division occasionally experiences high volumes of public traffic and should be prominently located on public circulation on the first primary service level of the building (usually the ground floor) and within sight of the courthouse’s main public lobby.</p> <p><b>Access - Public</b>  Public counters should be grouped and despite present distinctions, should be multi-functional. It should be possible to re-assign counters to meet peak functional demands. It is recommended that a “Q-Matic” or some similar system be installed for management of counter waiting and operations. This triage approach (take a number) would allow waiting to be disbursed and counter assignment to be flexible based on visitor volume.</p> <p>A separate file viewing area is provided but should be visually controlled from the staff side of the counters.</p> <p>Counter workstations represent a mix of assigned and unassigned. Unassigned counters are staffed by unit personnel who have permanent workstations in one of the unit areas and come to the counter to serve the public on demand.</p> <p>An open office work plan is anticipated and recommended to allow for maximum flexibility for any reuse or redeployment of staff.</p> <p><b>Secure Access – Staff Side</b>  The staff side of public counters and all other staff areas should be card access only. Public access to these areas should be minimal and highly controlled. Security for this division and for the entire consolidated clerk’s office will have several components:</p>

	<ul style="list-style-type: none"> <li>• Public service counters will be secured with “glass” or appropriate material for separation between the public and staff areas. All counters will have duress alarms and camera surveillance.</li> <li>• Any Attorney and agency mail boxes will be lockable.</li> <li>• The file viewing rooms should be observable from the staff area. This room should be accessible from both the public/waiting side and from the staff side. Exiting from the file viewing room to the staff areas should be card access for security purposes.</li> <li>•</li> </ul> <p>Certain portions of the files will be in lockable cabinets</p> <p><b>Staff Offices and Workstations</b></p> <p>The unit’s interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster all Administration spaces in proximity to one another and provide separation from that unit and the front counter and its related support.</li> <li>• Cluster the Foreclosure, Tax Deeds and Foreclosure – Post Judgments staff workstations in proximity to their respective Supervisor’s office.</li> <li>• Locate the Foreclosure and Tax Deed units adjacent to one another.</li> <li>• One Secured Storage Closet is needed for housing a safe which will be located off the Cash Count Room.</li> <li>• Regarding the Division’s deployment needs, collocation with civil and probate clerk counter operations is ideal.</li> </ul>
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**22. Clerk of Court - Civil Foreclosure & Tax Deed**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Foreclosure/Tax Deed Operations</b>												
<b>Counters and Counter Support - Public Access</b>												
22.01	Public Queuing Area	300	1	300		1	300		1	300		
22.02	Public Kiosk / Copier/Drop Box & Forms Counter	60	1	60		1	60		1	60		Provide space in queuing area for public access to copier & kiosks (3)
22.03	Public Records Viewing Area	150	1	150		1	150		1	150		May be shared with Civil Clerk's counters & should be securable; bridge public/private circulation.
<b>Sub-total Public Counter</b>				<b>510</b>			<b>510</b>			<b>510</b>		
<b>Service Counter Area - Staff</b>												
22.04	Counter Workstation - Unassigned	48	2	96	2	2	96	2	2	96	2	One Tax Deed, 1 Foreclosure
22.05	Counter Workstation - Unassigned	48	3	144		3	144		3	144		One Tax Deed, 1 Foreclosure & 1 Post Judgment
22.06	Work Counter & Forms Storage	60	1	60		1	60		1	60		
22.07	Copier/ Fax Machine / Copier/Supplies	40	1	40		1	40		1	40		
<b>Staff Offices and Workstations &amp; Support</b>												
<b>Foreclosure/Tax Deed Operations - Administration</b>												
22.08	Manager of Foreclosure & Tax Deeds	180	1	180	1	1	180	1	1	180	1	
22.09	Court Operations Officer 1	120	2	240	2	2	240	2	2	240	2	
22.1	Foreclosure & Tax Deeds Operational Asst.	64	1	64	1	1	64	1	1	64	1	
22.11	Court Operations Officer 1	120		0		1	120	1	1	120	1	One Future Position at 2025
22.12												
<b>Shared Support</b>												
22.14	Shared Office for Offsite Managers	120	1	120		1	120		1	120		
22.15	Conference Room	200	1	200		1	200		1	200		Space for 8 - 10; Provide telecom & A/V capability
22.16	Coffee Service	40	1	40		1	40		1	40		
22.17	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets
22.18	Supply and Records Storage	120	1	120		1	120		1	120		

**22. Clerk of Court - Civil Foreclosure & Tax Deed**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
22.31	<b>Shared Support</b>											
22.32	Active Files (Tax Deed)	500	1	500		1	500		1	500		Files needed for daily access
22.33	Mail Center	150	1	150		1	150		1	150		Space includes large mail sorting machine
22.34	Cash Count Room	160	1	160		1	160		1	160		Space includes a copier, work counter, cabinets and 1 workstation
22.35	Safe - Secure Closet	30	1	30		1	30		1	30		Locate directly off Cash Count Room
22.36	Conference Room	400	1	400		1	400		1	400		Space for 18 - 20; Provide telecom & A/V capability
22.37	Coffee Service	40	2	80		2	80		2	80		
22.38	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter & cabinets
22.39	Supply and Records Storage	120	1	120		1	120		1	120		
	<b>Sub-total - Operations</b>			<b>3,232</b>			<b>3,184</b>			<b>3,232</b>		
	<b>Sub-total - All Units</b>			<b>5,166</b>			<b>5,238</b>			<b>5,286</b>		
	<b>Total Staff</b>			<b>33</b>			<b>34</b>			<b>35</b>		
	<b>Total Net Square Feet (NSF)</b>	<b>5,166</b>				<b>5,238</b>				<b>5,286</b>		
	<b>30% Grossing</b>	<b>1,550</b>				<b>1,571</b>				<b>1,586</b>		
	<b>Total Departmental Gross Square Feet -</b>			<b>6,716</b>			<b>6,809</b>			<b>6,872</b>		

**Component: 23.0 Clerk Civil Probate & Mental Health Operations**

<p><b>Description and Operations</b></p>	<p>The Clerk’s Civil Probate &amp; Mental Health Division is responsible for supporting the needs of both Probate cases and Mental Health cases for the Miami-Dade Civil court system. The unit is divided into (3) separate divisions: Mental Health, Probate and Probate Audit.</p> <p>The Mental Health division handles multiple case types from drug and alcohol addiction, substance abuse, Baker Act cases (where the family of a person who is at risk of harming themselves or others is able to request an evaluation resulting in a temporary hold) and mental disability matters. This unit experiences many repeat offenders.</p> <p>The bulk of Probate cases are estates, caveats (addendums to wills) and guardianship matters, which begin in mental health and then filter over to Probate by creating a new case. Probate Audit, reviews 7,000 cases a year, of which an audit of income/expense or balance sheet is performed on every estate of the incapacitated.</p> <p>Public counter space requirements were determined as (8) for Probate and (2) for Mental Health in 2035. Tuesdays and Thursday are “ex parte days” where public counter traffic and wait times increase due to attorneys requesting copies.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b>  The Division occasionally experiences high volumes of public traffic and should be prominently located on public circulation on the first primary service level of the building (usually the ground floor) and within sight of the courthouse’s main public lobby.</p> <p><b>Access - Public</b>  Probate counters should be grouped together, while the Mental Health counter area requires separation to provide some privacy through a separate reception alcove.</p> <p>Two separated file viewing area are needed one for Probate and the other for Mental Health. Both viewing rooms should be visually controlled from the staff side of the counters.</p> <p>Counter workstations represent a mix of assigned and unassigned. Unassigned counters are staffed by unit personnel who have permanent workstations in one of the unit areas and come to the counter to serve the public on demand.</p> <p>An open office work plan is anticipated and recommended to allow for maximum flexibility for any reuse or redeployment of staff.</p> <p><b>Secure Access – Staff Side</b>  The staff side of public counters and all other staff areas should be card access only. Public access to these areas should be minimal and highly controlled. Security for this division and for the entire consolidated clerk’s office will have several components:</p> <ul style="list-style-type: none"> <li>• Public service counters will be secured with “glass” or appropriate material for separation between the public and staff areas. All counters will have duress alarms and camera surveillance.</li> </ul>

	<ul style="list-style-type: none"><li>• Any Attorney and agency mail boxes will be lockable.</li><li>• The file viewing rooms should be observable from the staff area. This room should be accessible from both the public/waiting side and from the staff side. Exiting from the file viewing room to the staff areas should be card access for security purposes.</li></ul> <p>Certain portions of the files will be in lockable cabinets</p> <p><b>Staff Offices and Work Stations</b></p> <p>The unit's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"><li>• Cluster the Probate, Mental Health and Probate Audit staff workstations and support spaces in proximity to their respective Supervisor's office.</li><li>• In the Probate Unit cluster the Courtroom Clerk workstations and in the same area.</li><li>• One Secured Storage Room is needed for the Mental Health Unit to house confidential records.</li><li>• Separate the Probate Audit Unit from the front counter and its related support.</li><li>• Regarding the division's deployment needs, collocation with civil and probate clerk counter operations is ideal.</li></ul>
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**23. Clerk of Courts Civil Probate & Mental Health**

Space No.	Component	Unit Size		Current Need - 2015		2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Probate and Mental Health</b>												
<b>Counters and Counter Support - Public Access</b>												
23.01	Public Queuing Area	900	1	900		1	900		1	900		
23.02	Public Kiosk / Copier/Drop Box & Forms Counter	200	1	200		1	200		1	200		Provide space in queuing area for public access to copier, kiosks (5), drop-box and forms counter
23.03	Public Records Viewing Area	150	2	300		2	300		2	300		provide 1 for Mental Health and 1 for Probate
<b>Sub-total</b>				<b>1,400</b>			<b>1,400</b>			<b>1,400</b>		
<b>Service Counter Area - Staff</b>												
<b>Probate</b>												
23.04	Cashier	48	1	48	1	1	48	1	1	48	1	
23.05	Counter Workstation - Assigned	48	6	288	3	3	144	3	3	144	3	
23.06	Counter Workstation - Unassigned	48	0	0		4	192		4	192		
<b>Mental Health</b>												
<i>Isolate Mental Health Counters and public waiting from other counter areas.</i>												
23.07	Counter Workstation - Unassigned	48	1	48		2	96		2	96		
23.08	Work Counter & Forms Storage	120	1	120		1	120		1	120		
23.09	Copier Printer / Fax Machine / Copier/Supplies	40	1	40		1	40		1	40		

**23. Clerk of Courts Civil Probate & Mental Health**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Staff Offices, Workstations &amp; Support Areas</b>												
<b>Probate</b>		<b>Cluster Probate staff in proximity to one another</b>										
23.10	Supervisor 2	150	1	150	1	1	150	1	1	150	1	
23.11	Court Records Specialist 2-L/W	64	1	64	1	1	64	1	1	64	1	
23.12	Court Records Specialist 2	48	1	48	1	1	48	1	1	48	1	
23.13	Court Records Specialist 1 (Counter)	48		0			0			0		4 positions total - 1 assigned to counter as cashier and 3 others for general counter duties
23.14	Court Records Specialist 1	48	6	288	6	6	288	6	6	288	6	
23.15	Office Support Specialist 2	48	1	48	1	1	48	1	1	48	1	
23.16	Office Support Specialist 1 (Mail)	48	4	192	4	4	192	4	4	192	4	Flex between counter and clustered workstations
23.17	Courtroom Clerk 1 OW	48	1	48	1	1	48	1	1	48	1	
23.18	Courtroom Clerk 1	48	3	144	3	5	240	5	6	288	6	Cluster Courtroom Clerks together
23.19	File Storage for Calendar Prep	40	1	40		1	40		1	40		
23.20	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets
23.21	Active Files	770	1	770		1	770		1	770		File Room capacity - 85 units 7 shelves each = 1,785 LF
<b>Mental Health</b>		<b>Cluster Mental Health staff adjacent to one another</b>										
23.22	Supervisor 2	150	1	150	1	1	150	1	1	150	1	
23.23	Court Records Specialist 2-L/W	100	1	100	1	1	100	1	1	100	1	Office for confidential interviews
23.24	Court Records Specialist 2	80	7	560	7	9	720	9	11	880	11	Office for confidential interviews
23.25	File Storage for Calendar Prep	40	1	40		1	40		1	40		
23.26	Copy / Workroom	120	1	120		1	120		1	120		Copier, office supply storage, work counter and cabinets
23.27	Active Files	150	1	150		1	150		1	150		Secure File Room required for confidential records (17 Units of files - 7 shelves = 250 LF)

**23. Clerk of Courts Civil Probate & Mental Health**

Space No.	Component	Unit Size NSF	Current Need - 2015		2025 Need			2035 Need			Notes	
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF		Staff
<b>Probate - Audit</b>		<i>Cluster Probate Audit staff adjacent to one another &amp; separate from the counter</i>										
23.28	Supervisory Auditor	180	1	180	1	1	180	1	1	180	1	Office with small tables, space for files is needed
23.29	Ex-Parte Clerk L/W	64	1	64	1	1	64	1	1	64	1	
23.30	Ex-Parte Clerk	48	3	144	3	6	288	6	8	384	8	
23.31	Ex-Parte Clerk (Temporary)	48	3	144	3	3	144	3	3	144	3	
23.32	Supply / Forms / Storage Room	100	1	100		1	100		1	100		
23.33	Copy / Workroom	100	1	100		1	100		1	100		
23.34	Coffee Service	40	1	40		1	40		1	40		
<b>Sub-total Offices/Workstations</b>				<b>4,348</b>			<b>4,844</b>			<b>5,148</b>		
<b>Active Records and Support Spaces</b>												
<b>Probate &amp; Mental Health</b>		<i>Cluster shared Probate &amp; Mental Health support space in proximity to both units</i>										
23.35	File Carts	6	4	24		4	24		4	24		Shared
23.36	Document Scanning Area:											
23.37	Staging - Incoming	100	1	100		1	100		1	100		Support for 2 Document Scanning Workstations
23.38	Scanning Workstations	84	2	168		2	168		2	168		Provide Tables in these spaces
23.39	Staging - Outgoing	100	1	100		1	100		1	100		Support for 2 Document Scanning Workstations
23.40	Records Staging	160	1	160		1	160		1	160		
23.41	Copier/ Fax Machine	15	2	30		2	30		2	30		
<b>Shared Support - All Three Units</b>												
23.42	Conference Room	300	1	300		1	300		1	300		Space for 15 staff; provide Telecom & A/V capability
23.43	Break Room	300	1	300		1	300		1	300		
23.44	Coffee Service	40	2	80		2	80		2	80		
<b>Sub-total</b>				<b>1,262</b>			<b>1,262</b>			<b>1,262</b>		
<b>Total Staff</b>					<b>39</b>			<b>46</b>			<b>51</b>	
<b>Total Net Square Feet (NSF)</b>				<b>7,010</b>			<b>7,506</b>			<b>7,810</b>		
<b>30% Grossing</b>				<b>2,103</b>			<b>2,252</b>			<b>2,343</b>		
<b>Total Departmental Gross Square Feet</b>				<b>9,113</b>			<b>9,758</b>			<b>10,153</b>		



**Component: 24.0 Clerk Jury Services**

<p><b>Description and Operations</b></p>	<p>Approximately 300,000 citizens in Miami-Dade County are randomly selected by a computer each year to be summoned to jury duty for the Eleventh Judicial Circuit of Florida. Summonses are mailed to citizens who possess a valid Florida driver's license or Florida identification card issued by the Department of Highway Safety and Motor Vehicles.</p> <p>The Jury Services Civil Division of the Clerk of Court's office is responsible for the supervision of the jury call process which includes sending summons, juror check in, and screening post check-in for all Civil and Probate Trials. In the future, staff plans to implement a prescreening program and allow jurors to check in over the phone. This division ensures jurors are available to support the court in conducting approximately 200 civil jury trials each year.</p> <p>The courts in Miami experience a large "English as Second Language" population and ESL is a qualifying condition for excusal. The current program in place to determine ESL is done en masse at courthouse, as the space confinements in the jury room are really quite constricting.</p> <p>The unit does require significant public support space with waiting for 400 jurors, with additional space for overflow. Staff noted easy access to that space is needed. Ideally, due to the needs of the court to provide a space for mass ESL qualifying, the ability to separate a smaller group from the larger group within general seating is helpful.</p> <p>The Selection Room is a unique feature of this program. Located next to the Assembly Room, its purpose is to minimize juror traffic to the courtroom floors in the specific circumstance of a trial requiring a very large number of jurors. When not in use for this purpose, it should be considered a conferencing/training resource particularly for the Clerk's divisions. In this connection it should have controlled access from public circulation as well as from within the overall Jury Services area.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Due to periods of intense public use locating this division low in building is a priority</li> <li>• Access to the Jury Assembly Room and the Selection Room from restricted circulation is required.</li> <li>• Deployment interests for this unit were identified as a need for adjacency with the Clerk Administration's Strategic Management &amp; Budget and General Counsel Units.</li> </ul> <p><b>Staff Offices and Work Stations</b></p> <p>The division's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Cluster the Courts Records staff workstations in proximity to the Jury Manager's Office.</li> <li>• Locate the Storage/Supply Room adjacent to the Court Records staff workstations.</li> <li>• Locate the Vending Room, Equipment Storage Room and restrooms adjacent to the Jury Assembly Room.</li> <li>• Locate the 2,000 net square foot Selection Room in proximity to the Jury Assembly Room</li> </ul>

## 24. Clerk of Courts - Jury Services

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Jury Operations &amp; Assembly</b>												
<b>Administration Offices, Workstations &amp; Shared Support</b>												
24.01	Jury Manager	150	1	150	1	1	150	1	1	150	1	
24.02	Courts Records Supervisor	64	1	64	1	1	64	1	1	64	1	
24.03	Courts Records Specialist 2 L/W	64	1	64	1	1	64	1	1	64	1	
24.04	Courts Records Specialist 2	48	2	96	2	3	144	3	4	192	4	Added 1 position at 2025 and another at 2035
24.05	Courts Records Specialist 1	48	1	48	1	1	48	1	1	48	1	
<b>Shared Support</b>												
24.06	Storage/Supply Room	120	1	120		1	120		1	120		Locate adjacent to deputy clerk workstation area
24.07	Copier/Fax/Shredder	15	1	15		1	15		1	15		
24.08	Coffee Service	60	1	60		1	60		1	60		Space for sink, counter and refrigerator
<b>Juror Processing</b>												
	Queuing Area											All queuing areas to have overhead monitors for orientation/instructional video.
24.09	Arrival Foyer											Absorb in counter queuing
24.10	Check-In Counter Station	48	3	144		4	192		4	192		Unassigned (1 related to direct check-in and 1 related to Assembly room inquiry)
24.11	Forms Counter	5	8	40		9	45		10	50		Locate in assembly area near inquiry window, area for forms, shelves and counters.
24.12	Counter Queuing	10	36	360		36	360		36	360		
24.13	Podium Area											Absorb in assembly room circulation
24.14	Hardship Counter	64	1	64		1	64		1	64		

**24. Clerk of Courts - Jury Services**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Juror Assembly/Waiting/ Voir Dire (Capacity 506)</b>						<b>Need Access to Jury Assembly Room from secure circulation</b>						
24.15	General Seating	12	300	3,600		330	3,960		370	4,440		(Cap 370) Provide A/V provisions for wall & ceiling monitors
24.16	Quiet Room	240	1	240		1	240		1	240		(Cap 16)
24.17	Power Plug in Tables	12	3	36		3	36		3	36		Approx 24" x 72" each table excluding sit-down (cap 24)
24.18	Table Seating	20	10	200		10	200		10	200		(Cap 20) 5 tables w/ seating
24.19	<b>Selection Room</b>	2,000	1	2,000		1	2,000		1	2,000		(Cap 100) Locate in proximity to Jury Assembly Room & provide courtroom type acoustical isolation. This space can also serve as a major judicial system conference/training space. It should be accessible from restricted circulation and should be sub-dividable in to 3 smaller conference rooms
<b>Juror Support</b>												
24.20	Vending Room with Coffee Nook	200	1	200		1	200		1	200		Locate as open area adjacent to Assembly Room
24.21	Secure Vending Storage Room	60	1	60		1	60		1	60		Locate adjacent to Vending Room
24.22	Equipment Storage Room	150	1	150		1	150		1	150		Storage for chairs, tables and equipment
24.23	Women's Restrooms	540	1	540		1	540		1	540		8 toilets / lactation room
24.24	Men's Restrooms	480	1	480		1	480		1	480		3 toilets / 5 urinals
<b>Sub-total</b>				<b>8,731</b>			<b>9,192</b>			<b>9,725</b>		
<b>Total Staff</b>					<b>6</b>			<b>7</b>			<b>8</b>	
<b>Total Net Square Feet (NSF)</b>				<b>8,731</b>		<b>9,192</b>			<b>9,725</b>			
<b>20 % Grossing</b>				<b>1,746</b>		<b>1,838</b>			<b>1,945</b>			
<b>Total Departmental Gross Square Feet</b>				<b>10,477</b>		<b>11,030</b>			<b>11,670</b>			



**Component: 25.0 Law Library**

<p><b>Description and Operations</b></p>	<p>The Miami-Dade County Law Library (MDCLL) system was created under a plan conceived and sponsored by the Dade County Bar Association in 1937 (Laws of Florida, Chapter 17720). At that time the Law Library was dedicated to the "perpetual use" of the Bench and Bar of Dade County. Although the Library's collection has grown from its original 4,000 volumes to almost 80,000 volumes today, and its mandate has expanded to include service to all the citizens of Dade County, the founding principle of providing "accessibility to the sources of legal knowledge and experience" remains firmly in place.</p> <p>The Library strives to meet the varied needs of its users, by balancing a strong core collection with materials in new and changing practice areas. The law library, located on the third floor of the Dade County Courthouse, houses approximately 70,000 volumes, including statutes for all 50 states, the National Reporter System, Practising Law Institute's Corporate and Commercial course handbooks, and treatises covering subjects ranging from banking to zoning. Special practice areas include aviation, automobiles, maritime/admiralty, intellectual property, real estate tax, family law, immigration, municipal government and international law.</p> <p>As the Law Library mission has evolved, the agency has expanded efforts to offer legal information services to citizens representing themselves in litigation. Through partnering with organizations such as Legal Services of Greater Miami, the Cuban Bar and the Spanish Attorneys League Against Discrimination, the Law Library provides forms, legal information consultation and occasionally specialized clinics to aid the self-represented.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Locate this division in proximity to the Clerk of the Courts Civil Public Counter and File/Initiation/Management Division.</li> <li>• The public lobby and reference desk should serve as a common reception point for all library patrons with those seeking access to self-help resources directed to that cluster of spaces and those seeking legal research resources (stacks, computer research stations) directed to a separate cluster of spaces.</li> <li>• Cluster all legal research spaces which include the research stacks, computer research stations, membership lounge, reserved conference rooms spaces.</li> <li>• Separately cluster all Self-Help spaces in the sequence of reception waiting reception counter, self-help forms racks/shelving and the clinic area.</li> </ul> <p><b>Staff Offices , Workstations and Related Support</b></p> <p>The Law Library's interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• Centrally locate offices with equal access to the legal research and self-help spaces.</li> <li>• The Mail Sorting Workroom needs direct access from restricted circulation.</li> <li>• Insure the IT Telecom Room has emergency power, specialized cooling and a "dry" fire suppression system.</li> </ul>

**25. Law Library**

Space No.	Component	Unit Size			Current Need - 2015			2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff			
<b>Legal Research and Self Help</b>													<b>Locate Adjacent to Clerk of Court public counters</b>	
	<i>Access - Public</i>													
25.01	Public Lobby	225	1	225		1	225		1	225			Standing area off public circulation and prior to reference desk & space for Kiosks	
25.02	Reference Desk	300	1	300		1	300		1	300			Sightlines for observation of library. Accessible to computer reference room - Can support 3 staff	
25.03	Public Research Table	25	15	375		15	375		15	375			15 tables with seating for 4 each	
25.04	Public Reference Research Carrel	26	10	260		10	260		10	260			Provide for use as research space	
25.05	Public Computer Room	26	5	130		5	130		5	130			5 computer research stations accessible to public	
25.06	Reference Printer / Scanner Station	20	5	100		5	100		5	100			Provide for printing of legal research materials	
25.07	Membership Lounge	300	1	300		1	300		1	300			Private membership based lounge with private computer room requested; Provide Internet & Phone access	
25.08	Computer Research Area - Members Lounge	80	1	80		1	80		1	80			Future use; locate in Member's Lounge	
25.09	Conference Rooms	200	3	600		3	600		3	600			Reservable space	
25.1	Coffee Service	40	1	40		1	40		1	40			Open 8AM-11:30AM	

**25. Law Library**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Staff Offices &amp; Workstations</b>												
25.11	Law Library Director	225	1	225	1	1	225	1	1	225	1	
25.12	Law Library IT Manager	180	1	180	1	1	180	1	1	180	1	
25.13	Admin Assistant	100	1	100	1	1	100	1	1	100	1	
25.14	Law Librarian	100	1	100	1	1	100	1	1	100	1	
25.15	Admin Assistant - Front Desk	100	1	100	1	1	100	1	1	100	1	
<b>Staff Support</b>												
25.16	Pro Bono Attorney and/or Legal Navigators	150	6	900		6	900		6	900		Offices for temporary use to assist Self-Represented Litigants (access to Justice Initiative)
25.17	Library Stacks - Half Height Shelving Units	18	30	540		30	540		30	540		Movable stacks for archive are requested
25.18	Library Stacks - Full Height Shelving Units	18	120	2,160		120	2,160		120	2,160		
25.19	Mail Sorting Workroom	300	1	300		1	300		1	300		staging tables, stamping machine, sorting table with pigeon holes for all judges and departments
25.20	IT - Telecom Room	100	1	100		1	100		1	100		Provide Emergency Power and specialized cooling

**25. Law Library**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Self Help - Public</b>												
25.21	Self-Help Reception - Public Counter	60	1	60		1	60		1	60		
25.22	Self-Help Reception Counter Queuing	48	1	48		1	48		1	48		
25.23	Self-Help Public Waiting	15	6	90		6	90		6	90		
25.24	Self-Help Book Shelving Unit	9	5	45		5	45		5	45		
25.25	Public/Attorney Computer Terminal	20	20	400		20	400		20	400		
25.26	Self-Help Public Printer / Scanner Station	20	3	60		3	60		3	60		
25.27	Public Copier	40	2	80		2	80		2	80		
<b>Self Help Support</b>												
25.28	Clinic Area	750	1	750		1	750		1	750		
<b>Sub-total</b>				<b>8,648</b>			<b>8,648</b>			<b>8,648</b>		
<b>Total Staff</b>					<b>5</b>		<b>5</b>		<b>5</b>			
<b>Total Net Square Feet (NSF)</b>			<b>8,648</b>			<b>8,648</b>			<b>8,648</b>			
<b>20% Grossing</b>			<b>1,730</b>			<b>1,730</b>			<b>1,730</b>			
<b>Total Departmental Gross Square Feet</b>				<b>10,378</b>			<b>10,378</b>			<b>10,378</b>		

**Component: 26.0 Miami-Dade Police Department – Court Service Division**

<p><b>Description and Operations</b></p>	<p>The Miami-Dade Police Department Court Service Division is responsible for courthouse security and for prisoner transport and holding when required. The spaces in this section support court staff as well as administrative and control functions related to building safety and security. <u>With the exception of 1 Temporary Holding Room identified in section 26.17, there are no other in-custody holding, prisoner circulation or transport spaces planned for this facility.</u></p> <p>Officers assigned to duty here provide back-up to the weapons screening function (that function is performed by contract security personnel), courtroom security and emergency response within the facility.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The Court Services Division should be located on the public lobby with line of sight on the weapons screening area.</li> <li>• Access will be needed from this space to public circulation and to restricted/judicial circulation</li> <li>• This is a high security area. Key card access is required.</li> <li>• Radio communication is used to support security operations throughout the building. Those planning the facility radio repeater network should ensure radio coverage is designed to reach all floors and all locations on those floors.</li> </ul> <p><b>Special Considerations</b></p> <ul style="list-style-type: none"> <li>• The weapons check locker space (26.02) should be located in advance of the weapons screening function. It should provide a secluded, out of public line of sight alcove where officers not on official business can disarm and utilize weapons storage lockers that are wall mounted.</li> <li>• The Central Control Room (and its internal staff toilet) should provide a secure environment for all court duress alarms, surveillance systems, exterior access controls and any other security related systems planned for the building. In addition it will serve as a central dispatch location for emergency response action to incidents or alarms inside the building or on the Courthouse site. This location is planned as a two person observation and control location. It may transfer to county security off hours.</li> <li>• There is one temporary custody holding room located in this section. This space is primarily for short term holding of any person arrested at the front door or taken into custody in the building pending the arrival of patrol officers to transport to jail.</li> </ul>

**26. Miami - Dade Police Department - Court Services Division**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Court Services and Security Operations</b>												<b>Locate with main public lobby</b>
	<b>Access - Public</b>											
26.01	Reception Waiting	80	1	80		1	80		1	80		Waiting for 2 to 4
26.02	Weapons Check locker space	80	1	80		1	80		1	80		prior to weapons screening
	<b>Staff Offices &amp; Workstations</b>											
26.03	Sergeant	120	1	120	1	1	120	1	1	120	1	
26.04	Office	120	1	120		1	120		1	120		Office for temporary use by senior court security leadership
26.05	Administrative Staff	48	1	48	1	1	48	1	1	48	1	
	<b>Shared Support</b>											
26.06	Staff Workroom:				4						4	no assignable workstations - move throughout bldg.
26.07	Records / Document Staging	100	1	100		1	100		1	100		Includes two work carrels at 36 NSF each and a table
26.08	Coffee Bar	40	1	40		1	40		1	40		
26.09	Work Counter	12	2	24		2	24		2	24		
26.10	Copier/Printer/Supplies	100	1	100		1	100		1	100		
26.11	Computer Network Closet	60	1	60		1	60		1	60		
26.12	Central Control Room	200	1	200	2	1	200	2	1	200	2	Two staff work station courthouse security control
26.13	Central Control toilet	60	1	60		1	60		1	60		Access from inside control room
26.14	Weapons Storage	100	1	100		1	100		1	100		
26.15	Men's Locker / Shower / Toilet Room	80	2	160		2	160		2	160		Two female
26.16	Women's Locker / Shower / Toilet Room	80	2	160		2	160		2	160		Two male
26.17	Temporary holding room	60	1	60		1	60		1	60		Security wall construction
	<b>Sub-total</b>			<b>1,512</b>			<b>1,512</b>			<b>1,512</b>		
	<b>Total Staff</b>			<b>8</b>			<b>8</b>			<b>8</b>		
	<b>Total Net Square Feet (NSF)</b>		<b>1,512</b>			<b>1,512</b>			<b>1,512</b>			
	<b>30% Grossing</b>		<b>454</b>			<b>454</b>			<b>454</b>			
	<b>Total Departmental Gross Square Feet -</b>			<b>1,966</b>			<b>1,966</b>			<b>1,966</b>		

**Component: 27.0 Grand Jury**

<p><b>Description and Operations</b></p>	<p>The Grand Jury has two primary functions in the State of Florida</p> <ul style="list-style-type: none"> <li>• To issue or to deny indictments in capital cases after hearing witnesses and seeing evidence presented by the States Attorney’s office</li> <li>• To conduct investigations as may be authorized by the States Attorney, for example in public corruption cases.</li> </ul> <p>Grand juries are composed of 21 citizens and meet on a regular schedule or as needed.</p> <p>The Grand Jury function is staffed by personnel from the Office of the States Attorney.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Public entry to the Grand Jury suite should be unassuming.</li> <li>• The Grand Jury Suite should have access to restricted circulation and be in close proximity to a courtroom</li> </ul> <p><b>Access- Public</b></p> <ul style="list-style-type: none"> <li>• Public arrival should be through an unassuming entry into a check-in vestibule</li> <li>• Access beyond the vestibule is controlled</li> </ul> <p><b>Staff Offices and Workstations</b></p> <ul style="list-style-type: none"> <li>• The Bailiff workstation will be located behind a security window facing the check-in vestibule. All access into the suite will be controlled from this point.</li> <li>• Upon entry, visitors will be directed to one of two separate waiting areas (See Grand Jury spaces below)</li> <li>• The Grand Jury Attorney’s office will be adjacent to the Grand Jury room</li> <li>• The Conference room will be adjacent to the Grand Jury Attorney’s office and will be used to interview witnesses prior to testimony before the Grand Jury</li> <li>• The Clerical Office should be adjacent to the Grand Jury Attorney’s office should not be an access point to that office or the conference room for witnesses.</li> <li>• The Records Storage Vault contains extensive historical documents as well as active cases and should be carefully climate controlled and properly secured.</li> <li>• The Records Storage Vault should be located adjacent the clerical office.</li> </ul> <p><b>Grand Jury Spaces</b></p> <ul style="list-style-type: none"> <li>• Two waiting rooms are needed: one for police witnesses and one for other witnesses.</li> <li>• These waiting rooms should be separate but should be served by convenient washrooms</li> <li>• Witnesses may be summoned from these waiting spaces to the Grand Jury Attorney’s conference room or may be directly called into the Grand Jury Room itself.</li> <li>• The Grand Jury Room should be tiered seating for 21. The foreman should have a separate position at the front of the room (positioned like a judge’s bench in a courtroom). There will be a witness stand , an attorney table facing the witness , an exhibit table and a clerk workstation.</li> </ul>

	<ul style="list-style-type: none"><li>• The Grand Jury Retiring room is a break area with small kitchenette and seating as well as access to the toilet rooms for the Grand Jurors.</li></ul>
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**27. Grand Jury (SAO)**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Grand Jury Suite</b>												
	Access - Public											Unassuming Public Entry
27.01	Arrival/Check-in Vestibule	60	1	60		1	60		1	60		
<b>Staff Offices and Workstations</b>												
27.02	Attorney Office	140	1	140	1	1	140	1	1	140	1	Access to GJ room
27.03	Conference Room	160	1	160		1	160		1	160		Adjacent atty office - interview witnesses
27.04	Clerical Office	120	1	120	1	1	120	1	1	120	1	Includes workstation and copy/printer
27.05	Records Storage Vault	200	1	200		1	200		1	200		Secure historical records
27.06	Bailiff Workstation	64	1	64	1	1	64	1	1	64	1	Security window to arrival vestibule - entry control
<b>Grand Jury Spaces</b>												
27.07	Police Witness Waiting	160	1	160		1	160		1	160		
27.08	Other Witness Waiting	160	1	160		1	160		1	160		
27.09	Shared Toilets	60	2	120		2	120		2	120		in restricted area
27.10	Grand Jury Room	1,000	1	1,000		1	1,000		1	1,000		Banked seating for 21, foreman bench, witness stand, attorney table exhibit table, clerk workstation
27.11	Grand Juror Retiring Room	400	1	400		1	400		1	400		Lunch table, coat rack, counter, water supply
27.12	Grand Juror Toilets	60	2	120		2	120		2	120		
	<b>Sub-total</b>			<b>2,704</b>			<b>2,704</b>			<b>2,704</b>		
	<b>Total Staff</b>				<b>3</b>			<b>3</b>			<b>3</b>	
	<b>Total Net Square Feet (NSF)</b>		<b>2,704</b>			<b>2,704</b>			<b>2,704</b>			
	<b>20% Grossing</b>		<b>541</b>			<b>541</b>			<b>541</b>			
	<b>Total Departmental Gross Square Feet -</b>			<b>3,245</b>			<b>3,245</b>			<b>3,245</b>		



**Component: 28.0 County Information Technology**

<p><b>Description and Operations</b></p>	<p>The County Information Technology Division is responsible for supporting and maintaining the facility information technology infrastructure and its related software. This includes the building telecommunication entrance facilities, network vertical and horizontal cabling and wireless repeater infrastructure.</p> <p>Recognizing the long term potential for significant realignment of system responsibility upon the completion of the New Miami-Dade Civil County Courthouse, the space program is designed to accommodate a 4 person staff with co-location anticipated near other similar agency divisions.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ This is a back-of-the-house function and should be located on restricted circulation adjacent to AOC IT.</li> <li>▪ Preference for a location in proximity to the load dock and sufficiently above grade to avoid flooding from a hurricane or other heavy rain event is a requirement.</li> <li>▪ Any public reception needs (and none are expected) will be handled by phone contact and employees meeting vendors or others in public circulation and escorting them to the IT area.</li> <li>▪ It is desirable that the Telecommunications Room for the facility be adjacent the computer room to minimize the cable runs from the entry terminus to the computers.</li> <li>▪ Key interests of Information Technology in the facility are:             <ul style="list-style-type: none"> <li>○ Keeping good vertical alignment of data / telecommunication backbone in the facility so that the building can accommodate change in primary cabling systems.</li> <li>○ Providing good horizontal distribution systems so that the building will better accommodate moves, additions and changes within and between different agencies and uses.</li> <li>○ Logical design of the electrical and telecommunication systems so that the building supports higher performance on networks, and reduces downtime and problems associated with LAN or WAN problems.</li> </ul> </li> </ul> <p><b>Offices, Workstations and Related Support</b></p> <ul style="list-style-type: none"> <li>▪ Placement of this division adjacent to the 11th Judicial Circuit Court’s AOC IT Unit will provide maximum flexibility for efficient IT service delivery.</li> <li>▪ The computer room requires special environmental conditions and controls</li> <li>▪ The entire IT area should be secured.</li> </ul>

**28. County - Information Technology**

Space	Component	Unit Size	Current Need - 2015			2025 Need			2035 Need			Notes	
NO.		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff		
<b>County Information Technology</b>							<b>Locate near AOC IT</b>						
	Access - Public											No Public Access to this unit.	
	Staff Workstations & Shared Support												
28.01	Technical Staff	64	4	256	4	4	256	4	4	256	4	Co-locate space with testing lab	
28.02	Supply & Staging	240	1	240		1	240		1	240			
28.03	Server Room											shared with AOC IT - see Building support Sec 29	
28.04	Testing Lab	200	1	200		1	200		1	200			
	<b>Sub-total</b>			<b>696</b>			<b>696</b>			<b>696</b>			
<b>Total Staff</b>					<b>4</b>			<b>4</b>			<b>4</b>		
<b>Total Net Square Feet (NSF)</b>			<b>696</b>			<b>696</b>			<b>696</b>				
<b>20% Grossing</b>			<b>139</b>			<b>139</b>			<b>139</b>				
<b>Total Departmental Gross Square Feet -</b>					<b>835</b>			<b>835</b>			<b>835</b>		

**Component: 29.0 Building Support Division**

<p><b>Description and Operations</b></p>	<p>The new Miami-Dade County Civil Courthouse’s Building Support Division is comprised of a variety of spaces all intended to support general building operation, maintenance and custodial services. These services include; a Snack Bar, Employee Wellness Area, Media Support, the Clerk and Court/AOC Mail Centers, the Clerk IT Support, Building Management, Maintenance/Engineering, Custodial Service, General Building Supply/Equipment Storage, Loading Dock and Recycling spaces.</p> <p>Facility maintenance includes buildings system maintenance which is supported by limited staff and contract services. Those systems include mechanical, electrical, overhead lighting, landscaping, locks, keys, doors, the badge access infrastructure, roof, building exterior, elevators, breezeway, exterior window cleaning and trash/recycle bin services. Facilities maintenance equipment and supplies are kept on site and planned for storage in a large room located near the Building Mechanic’s Workshop.</p> <p>In addition custodial operations are provided with general building wide cleaning occurring after 5:00 pm Monday thru Friday. All public areas are cleaned daily and other areas cleaned based on a schedule of duties and rotated by day of the week. The program envisions storage for some janitorial supplies and equipment will be located on floor custodial closets with large equipment and bulk janitorial supply storage located in a room with proximity to the loading dock.</p>
<p><b>Functional Interests and Adjacencies</b></p>	<p>The Building Support Division’s operating interests and relationship priorities are noted as follows:</p> <ul style="list-style-type: none"> <li>• The Snack Bar should be located adjacent to the Main Public Lobby.</li> <li>• The Mail Centers and Recycling spaces will need to be located adjacent to the loading dock area,</li> <li>• Building Maintenance and Custodial Support spaces should be located in proximity to the loading dock,</li> <li>• The Wellness Centre space should be located on judicial/staff circulation.</li> <li>• Locate the Server Room adjacent to the demarcation room.</li> <li>• The Building Manager’s (FMUD) spaces should be located on public circulation preferably on the building lobby</li> <li>• The loading dock is sized for 2 semi-trailer trucks pulled completely into the building. This may not be needed depending on site conditions.</li> <li>• Package screening space is provided at the dock though no program to screen large deliveries is yet in place.</li> </ul>

**29. Building Support**

Space No.	Component	Unit Size			Current Need - 2015			2025 Need			2035 Need			Notes
		NSF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff			
<b><i>Courthouse Staff Support Functions</i></b>														
29.01	Wellness Center	2,600	1	2,600		1	2,600		1	2,600			incls 1,000 workout, office @ 100, locker areas @ 400 each plus toilets	
29.02	Staff Lactation Room	60	1	60		1	60		1	60			accommodates 2	
29.03	Staff Shower / Restroom	180	2	360		2	360		2	360			1 male 1 female	
29.05	Staff toilets												1 set/floor - in building gross up	
	<b><i>Sub-total</i></b>			<b>3,020</b>			<b>3,020</b>			<b>3,020</b>				
<b><i>Pub. Vending/Snack Bar</i></b>														
29.06	Vending area	600	1	600		1	600		1	600				
29.07	Snack Bar Area	3,000	1	3,000		1	3,000		1	3,000			Facility Vending and/or Snack Bar with table seating - specs to be determined in design	
	<b><i>Sub-total</i></b>			<b>3,600</b>			<b>3,600</b>			<b>3,600</b>				
<b><i>Ancillary Agency Support Spaces</i></b>														
29.08	Attorney Convenience Center												see section 20	
29.09	Media Room	250	2	500		2	500		2	500			Press conferences and interviews - assignable	
29.10	Media Center	120	3	360		3	360		3	360			shared used by media staff monitoring court proceedings	
	<b><i>Sub-total</i></b>			<b>860</b>			<b>860</b>			<b>860</b>				

### 29. Building Support

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Clerk Mail &amp; Courier Area (Supervised by COC Purchasing)</b>						<b>Locate low in the building near loading dock</b>						
	<b>Purchasing Staff</b>											
29.11	Mail Operations Officer	150	1	150	1	1	150	1	1	150	1	
29.12	Mail Operations Asst.	48	1	48	1	1	48	1	1	48	1	
29.13	Sr. Procurement Officer	120	1	120	1	1	120	1	1	120	1	
29.14	Account Clerk	48	1	48	1	1	48	1	1	48	1	
	<b>Civil/Land Sales Staff</b>											
29.15	Mail Room Supervisor	120	1	120	1	1	120	1	1	120	1	
29.16	Mail Center Clerk / LW	64	1	64	1	1	64	1	1	64	1	
29.17	Mail Center Clerk	48	3	144	3	3	144	3	3	144	3	
29.18	Courier Workstations	48	2	96		2	96		2	96	includes cart space	
	<b>Support Spaces</b>											
29.19	Mail Sorting Workroom (and mail drop-off)	400	1	400		1	400		1	400	Staging tables, stamping machine, sorting table with pigeon holes for all divisions, judges & agencies	
29.20	Copy Area	64	1	64		1	64		1	64		
29.21	Bulk Supply Storage	200	1	200		1	200		1	200		
29.22	Coffee Service	40	1	40		1	40		1	40		
	<b>Clerk IT support</b>											
29.23	Technical staff	64	4	256	4	4	256	4	4	256	4	Co-locate space with testing lab
29.24	Supply & Staging	240	1	240		1	240		1	240		
29.25	Testing Lab	200	1	200		1	200		1	200		
	<b>Sub-total</b>			<b>2,190</b>			<b>2,190</b>			<b>2,190</b>		

**29. Building Support**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>AOC Mail &amp; Courier Area (Supervised by AOC Facilities Management)</b>			<b>Locate low in the building near loading dock</b>									
29.26	Supervisor Hoteling Office	100	1	100	1	1	100	1	1	100	1	Manager main office located in AOC Facilities Management
29.27	Courier Workstations	48	5	240		6	288		8	384		These staff are counted under AOC Facilities Management. Includes cart area
29.28	Mail Sorting Workroom (and mail drop-off)	400	1	400		1	400		1	400		Staging tables, stamping machine, sorting table with pigeon holes for all judges and departments
29.29	Copy Area	64	1	64		1	64		1	64		
29.30	Bulk Supply Storage	200	1	200		1	200		1	200		
29.31	Coffee Service	40	1	40		1	40		1	40		
<b>Sub-total</b>				<b>1,044</b>			<b>1,092</b>			<b>1,188</b>		
<b>FUMD Functions</b>												
<b>Building Manager offices</b>			<b>On public lobby</b>									
29.32	Building Manger Office	160	1	160	1	1	160	1	1	160	1	
29.33	Maintenance Supervisor Office	150	1	150	1	1	150	1	1	150	1	
29.34	Waiting	60	1	60		1	60		1	60		
29.35	Reception/Clerical Workstation	64	1	64	1	1	64	1	1	64	1	
29.36	copy file room	120	1	120		1	120		1	120		
29.37	Plans room	200	1	200		1	200		1	200		
29.38	Bldg Mgr storage	150	1	150		1	150		1	150		
29.39	Files	15	4	60		4	60		4	60		
29.40	Meeting Room	200	1	200		1	200		1	200		
29.41	Coffee Service	40	1	40		1	40		1	40		
<b>Sub-Total</b>				<b>1,204</b>			<b>1,204</b>			<b>1,204</b>		
<b>Maintenance / Engineering</b>												
29.42	Mechanics Work Shop	400	1	400	4	1	400	4	1	400	4	4 work benches, tool storage
29.43	Attic Stock Storage	600	1	600		1	600		1	600		filters, lights, motors, parts, supplies
29.44	Staff Locker	5	14	70		14	70		14	70		
29.45	Break Room	150	1	150		1	150		1	150		
29.46	Staff Restrooms	50	2	100		2	100		2	100		
<b>Sub-total</b>				<b>1,320</b>			<b>1,320</b>			<b>1,320</b>		

29. Building Support												
Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<b>Custodial</b>												
29.47	Custodial Office	150	1	150		1	150		1	150		Vendor
29.48	Custodial Bulk Storage	400	1	400		1	400		1	400		
29.49	Lg. Cleaning Equip Storage	200	1	200		1	200		1	200		
29.50	Janitor Closet	100	25	2,500		25	2,500		25	2,500		Assume 25 stories - mop sink, floor drain, tiled walls, cart storage
29.51	Break Room	150	1	150		1	150		1	150		
<b>Sub-total</b>				<b>3,400</b>			<b>3,400</b>			<b>3,400</b>		
<b>Other Building Support</b>												
29.52	Loading Dock	1,500	1	1,500		1	1,500		1	1,500		2 semi-accommodating loading bays
29.53	Package Screening at Loading Dock	400	1	400		1	400		1	400		
29.54	Trash Compactor/Recycling	750	1	750		1	750		1	750		Provide additional bay for accommodation
29.55	Recycling Collection Point/Floor	50	25	1,250		25	1,250		25	1,250		One per floor
29.56	General Building Storage	600	1	600		1	600		1	600		
29.57	NOC (Network Operations Center) -	200	1	200		1	200		1	200		
29.58	Fire Control Room	100	1	100		1	100		1	100		
29.59	MDF Room	200	1	200		1	200		1	200		
29.60	Demarc Rooms (service demarcation)	100	2	200		2	200		2	200		
29.61	Server Room	600	1	600		1	600		1	600		Locate adjacent to primary facility Demarc Room
29.62	Telecom/Low Voltage Room	240	25	6,000		25	6,000		25	6,000		One per floor
29.63	Public Lactation Room	120	1	120		1	120		1	120		accommodates 4
<b>Sub-total</b>				<b>11,920</b>			<b>11,920</b>			<b>11,920</b>		
<b>Total Staff</b>					<b>21</b>			<b>21</b>			<b>21</b>	
<b>Total Net Square Feet (NSF)</b>			<b>28,558</b>			<b>28,606</b>			<b>28,702</b>			
<b>20% Grossing</b>			<b>5,712</b>			<b>5,721</b>			<b>5,740</b>			
<b>Total Departmental Gross Square Feet -</b>				<b>34,270</b>			<b>34,327</b>			<b>34,442</b>		

**30. Secure Parking**

Space No.	Component	Unit Size NSF	Current Need - 2015			2025 Need			2035 Need			Notes
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
30.01	Judges	400	41	16,400		46	18,400		50	20,000		
30.02	Clerk of Courts	400	1	400		1	400		1	400		
30.03	Unassigned	400		0		8	3,200		8	3,200		Visiting judges
				0			0			0		
				0			0			0		
				0			0			0		
				0			0			0		
	<b>Sub-total</b>			<b>16,800</b>			<b>22,000</b>			<b>23,600</b>		
	<b>Total Staff</b>			<b>0</b>			<b>0</b>			<b>0</b>		
	<b>Total Net Square Feet (NSF)</b>		<b>16,800</b>			<b>22,000</b>			<b>23,600</b>			
	<b>10% Grossing</b>		<b>1,680</b>			<b>2,200</b>			<b>2,360</b>			
	<b>Total Departmental Gross Square Feet -</b>			<b>18,480</b>			<b>24,200</b>			<b>25,960</b>		



# Civil and Probate Courts Master Plan

2017

**Book 2**  
Civil and Probate Courthouse Space  
Standards and Design Guidelines





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## Introduction

Contemporary courthouse planning relies heavily on space standards and design guidelines. These have evolved over the last 30 years out of national recognition that courthouses present unique functional and spatial challenges. Besides the symbolic and monumental aspects of the facility, its image and placement in the community, the complexity of operational patterns, the range and diversity of users, the need for attention to security, the accommodations of emerging technologies, accessibility to justice information and forums, and many other factors must be carefully integrated and combined in a functionally responsive and financially prudent way. Over time, it has become clear that the experience of jurisdictions in addressing these and other issues in the design process across the country can be valuable to others facing the same challenges. This recognition has led to the development and publication of courthouse focused space standards and design guidelines in many states, many individual counties, and in the Federal Court system.

In this Book 2, the Consultants have relied on a wide range of nationally recognized Judicial System space standards and design guidelines such as those published by the National Center for State Courts, to establish the area requirements for the Judicial sets and have used the Miami-Dade County office space standards to assign workstations and offices in administrative and service areas. Another notable reference is the most recent edition of the California Trial Court Facilities Standards published in 2011 and available on the web site of the Judicial Council of California. Related documents are the state judicial facilities standards of the State of Utah and those of the State of Michigan. The Courts Design Guide for the Federal Courts of the United States, though less relevant, because of operational distinctives is useful in terms certain specific spatial criteria.

This Book presents is organized around three sections:

- **Section 1** – General Planning Directives and Considerations
- **Section 2** – Space Standards
- **Section 3** – Design Guidelines

It is important to note that this Book is not intended to be a general guide to all Miami-Dade Court facilities but is specifically focused on the requirements of a potential new Civil and Probate Courthouse. For this reason, these standards and guidelines will have only limited reference to prisoner circulation, handling and holding, and will not reference criminal case types in space use descriptions. Additionally, since Miami-Dade already has a new Children's Courthouse and a Domestic Relations courthouse (Courthouse Center), the unique needs of juvenile and domestic cases will not be referenced either.

Finally, this Book does not contain the kind of technical detail or systems performance requirements that might represent engineering involvement. Such performance requirements are beyond the scope of this document. It does, however, identify functional requirements and performance interests where these could serve to inform a more technical set of guidelines developed in another project effort.





# Civil and Probate Courts Master Plan

2017

**Section 1**  
General Planning Directives and Considerations



## Section 1 - General Directives and Planning Considerations

### Introduction

This Section provides guidance on a wide range of considerations that should be part of any design effort related to Civil Court facilities in Miami-Dade County. Whether these facilities are temporary or permanent; whether they are renovations or new construction; these guidelines should be observed to the greatest extent possible.

This Section covers:

1. Planning Directives
2. Definitions
3. Organization and Stacking
4. Image
5. Special Accommodations and Accessibility
6. Flexibility
7. Sustainability
8. Durability
9. Connectivity
10. Security

**Planning Directives** - The design of this new consolidated court facility should be sensitive to the following considerations:

- 1.1. Internal expansion of both core and support/service facilities: While the planning study identifies both a 10 and 20 year space requirement, the pace of growth in Miami-Dade County and the expected limitations of a site suggest that the best concept would be one that accommodates court needs beyond the 20 horizon of the civil space needs assessment. Portions of the new building should be held as shelled space or temporarily used for older case file storage with a view to having the expansion space needed when required, whether sooner or later.
- 1.2. Flexible access to support/service facility: The co-location of the primary Clerk of the Court civil counters and the Law Library has as its immediate purpose the provision of space for the implementation of the evolving new service model for the Law Library. In addition, the additional space provided within this portion of the overall structure offers the opportunity to

consider creative arrangements with appropriate government and non-profit legal aid organizations who might improve the operations by close association with the court facility.

- 1.3. Suitability to and support for the urban context: This new facility will become an important part of the continuing evolution of the greater Miami area. As such, it should have landmark qualities and should be a good neighbor to the surrounding structures.
- 1.4. Location: The location of the new Civil Courthouse should be based on the following considerations:
  - 1.4.1. Historical precedent – The existing DCCH has stood as the central home of and symbol of justice in Miami-Dade County since 1928. It's location in the downtown core was not an accident but a recognition of the centrality of justice to the community's identity.
  - 1.4.2. Collocation with related justice facilities – Over the years, the DCCH has served as the center piece for an emerging community/campus of justice facilities. These include the U.S District Court for the Southern District of Florida and in connection with the State and County judicial system, Courthouse Center and most recently, the new Children's Courthouse. The combination of these three major core facilities of the County simplifies public access and enhances judicial system operations. This collocation should continue.
  - 1.4.3. Proximity to a major transportation hub – Given the objective of "access to justice" the proximity of the Civil courthouse to the combination of Metro Mover, Metro rail and now All Aboard Florida, as well as multiple bus routes should be preserved.
  - 1.4.4. Symbolic value – The Civil Courts should be retained at the very center of the economic and governmental life of Miami-Dade County as a continuing symbol of the importance of the rule of law and the peaceful resolution of disputes.
- 1.5. The design should comply with all relevant codes and ordinances.
- 1.6. The design should comply with all relevant provisions of the ADA including:
  - 1.6.1. barrier free access to all public spaces
  - 1.6.2. barrier free access to all working positions
  - 1.6.3. effective reach of all control surfaces
  - 1.6.4. appropriate clearances and turning radii
  - 1.6.5. auxiliary aids to communication

1.7. The design should adhere to the approved space standards and design guidelines provided in this document.

**Definitions** - The first step in understanding the Miami-Dade County Civil Courthouse space program is to recognize several different space calculations and definitions. In this report and the tables associated with the space requirements section, the following terms are used:

- 2.1. **Net Square Feet (NSF)** - This is the actual working area of an office or workstation. NSF is the most basic space planning unit and the typical unit of measure in space standards.
- 2.2. **Departmental Gross Square Feet (DGSF)** - This is a calculation of usable square feet for a functional unit or department. It multiplies NSF by a factor (ranging from 1.2 to 1.4) intended to account for circulation within the department and the thickness of internal walls or workstation partitions. The multiplying factor is called the Departmental Grossing Factor (DGF).
- 2.3. **Building Gross Square Feet (BGSF)** - This is the calculation of the total area that must be constructed in order to achieve the required NSF and DGSF. It is reached by multiplying the DGSF by a factor ranging from 1.2 to 1.4 depending on the extent to which the NSF has been specified. This covers major public circulation among departments, elevators, stairwells, mechanical and electrical spaces and the thickness of exterior walls plus whatever other building support spaces are not specified in the net area calculations (perhaps public or staff toilets, lobby spaces, etc.).

### **Image**

- 3.1. The new Miami-Dade County Civil and Probate Courthouse should “look like a Courthouse,” or in other words, display an image suitable to its high purpose. It is intended to provide the spaces needed to house judicial system function but it must also convey the importance of justice in contemporary society.
- 3.2. The existing DCCH has been placed at the center of the community and has been given an architectural prominence that befits the importance of the work being performed there and expresses the central values of the rule of law and equal access to justice under that law for all persons. Any new building should have the same aspirations.
- 3.3. The great challenge of Courthouse design is to create an image of dignity without excess and simplicity without stinginess. The new Miami-Dade Civil and Probate Courthouse should provide a dignified setting for the justice process. The materials

of the facility should be durable, the proportions of the facility balanced, the organization of the facility simple and the decoration of the facility tasteful and modest. The building should appear solid and enduring and should not be trendy or flashy. It should offer reminders of the past in the materials and forms, yet convey a timeless quality with connection to the present. It should evoke public appreciation and approval both as to form and function. It should become a community landmark for its dignity and expression of the high ideals of justice and its gracious accommodation of the justice processes and personnel. Above all, it should serve the community in whose interest it is built and reflect their hopes, ideals and sense of justice.

**Organization** – Design of Miami – Dade Civil and Probate Court facilities should be guided by the following organizational principles:

- 4.1. **Zoning** – The facility should provide for 3 distinct zones and served by 2 major circulation pathways.
  - 4.1.1. The Public Zone will consist of the public entry and all lobbies and corridors providing access to services, rest rooms, courtrooms, waiting and queuing area as well as any other spaces common to all users of the building. The Public Zone will be served by Public Circulation
  - 4.1.2. The Restricted Zone will consist of departmental work areas, judicial and staff offices and support spaces serving these functions. It will be served by Restricted Circulation. This pathway should allow judges to reach any litigation space in the building without passing through any public space or using public circulation. Access to this circulation pathway and these spaces will be controlled by card access or other means determined to be appropriate to insure the safety and security of the operations within the zone.
  - 4.1.3. The Interface Zone is the location of courtrooms and other litigation spaces that are served by both Public and Restricted circulation.
- 4.2. **Stacking** – Civil Court facilities should be stacked in accord with the following general guidelines:
  - 4.2.1. Highest volume functions should be as deployed as low in the building as possible to minimize impact on the elevator systems.
  - 4.2.2. Courtrooms should be grouped by level of Court: County Court, Circuit Probate Court and Circuit Civil Court

**Special Accommodations and Accessibility** - The development of a new Courthouse provides a unique opportunity to reevaluate and redefine the meaning of a "public service" building. Courthouses are public buildings. Whatever role they play in housing and supporting the people and work of the judicial system, they are primarily a place set aside for the conduct of a special part

of the public's business, the resolution of disputes and the administration of justice. Over the last few decades it has become clear that the "public" is changing and that the service requirements of the public's buildings are changing as well. These changes have an impact on the suitability of the old Courthouse and the space assignments and arrangements of the new.

5.1. **Victims and Witnesses** - A special sensitivity has emerged to the feelings and needs of the victims of injustice and their supporting witnesses. It has been recognized that Courthouse space can contribute to this when victims are forced to wait in the same small space with their adversaries. Such is the case in the existing DCCH because of the lack of space. Justice system officials believe that providing more expansive waiting spaces for victims and contrary witnesses is one way that public service can be enhanced in the new building.

5.2. **Persons with Disabilities** – The needs of persons with disabilities have risen to the forefront of public consciousness and government obligation. Nowhere is this more evident than in the delivery of justice system services and the design of justice system buildings. The requirements of the Americans with Disability Act (ADA) are under study or implementation everywhere. The Supreme Court of Florida has developed an assessment of ADA compliance at all Courthouses statewide. It has been recognized that public buildings have presented substantial barriers to access to services not only for those who are confined to wheelchairs but those with other disabilities including those of hearing and sight. Providing remedy for these limitations in older structures is difficult and costly. Proper provisions are easily designed into new buildings. Disabilities, it is important to note, also include those who have been injured and in this context, the planning of the new Miami-Dade Civil and Probate Courthouse provides an opportunity to meet their needs and to radically improve access to the structures, systems and services of justice and dispute resolution. The following features are representative of the full program of provisions to be made.

5.2.1. *Compliance with ADA requirements regarding:*

- 5.2.1.1. barrier free access to rooms and workstations (including jury boxes, judges benches and courtroom clerk workstations)
- 5.2.1.2. space allowances and reach ranges
- 5.2.1.3. accessible routes
- 5.2.1.4. areas of refuge (rescue assistance)
- 5.2.1.5. clearances
- 5.2.1.6. counter heights

5.2.2. *Provision of hearing assistance systems and services:*

- 5.2.2.1. individual listening assist devices in certain courtroom locations
- 5.2.2.2. text telephone
- 5.2.2.3. hearing aid compatible and volume control phones
- 5.2.2.4. sign language interpretation

5.2.3. *Provision of assistance for visual impairments*

- 5.2.3.1. sound directory
- 5.2.3.2. Braille instructions and information

5.2.4. **Dispute Resolution** - The concept that formal litigation is the best or only method of resolving disputes is changing. Miami-Dade County has pioneered the development of alternative methods of dispute resolution. Several programs have been implemented. These activities are as much a part of the judicial process and as necessary to effective handling of the public's business as the Court's more formal proceedings. They provide an additional dimension to the process of resolving disputes, a dimension of conflict reduction, open communication and negotiated settlement. In this connection, County Court mediation spaces should be grouped with County Court Courtrooms

5.2.5. **Cultural Change** - Buildings are designed and services structured to the perceptions, interests, demographics and behavioral patterns of their times. Times change. Good courthouse design will enable buildings and services to adapt to change. It is important to note of a number of cultural and demographic changes taking place that will bear on the design and operation of the new facility and the services provided in it. There is increasing cultural diversity in the country. Immigrant populations are no longer predominantly European but Asian, Hispanic and Caribbean. As this trend continues, i

- 5.2.5.1. Interpretation services will become more necessary and multilingual signage may be required.
- 5.2.5.2. Aging population requires use of level, non-slippery floor surfaces, good lighting and strong rails and supports.

5.3. **Access to Justice** - The development of the new Miami-Dade Civil and Probate Courthouse is viewed as an opportunity for a major enhancement of public service; better access for those previously limited, better provisions for those previously denied, better arrangements for those less able and better opportunity for those less familiar.

6. **Flexibility** – It is the intent of these standards and guidelines that Civil Court facilities will be designed so as to provide the greatest possible degree of long term flexibility. Judicial system functions are changing and to the extent possible the program associated with these standards and guidelines anticipates such change, but the rate of change particularly in the area of technology utilization presents challenges.
  - 6.1. Courtroom bays (height and width) should be standardized throughout the facility
  - 6.2. Judicial office sets should be standardized
  - 6.3. Maximum use of open office systems should be made and the use of hard walled offices limited to those with clear cut functional need.
  - 6.4. Technology infrastructure and spaces should be uniformly stacked for ease of service and update.
7. **Sustainability**<sup>1</sup> - The Civil court facilities should be planned and designed to provide maximum use (within budget) of sustainable design concepts
  - 7.1. Architects and engineers should focus on proven design approaches and building elements that improve the facilities for occupants and result in cost effective, sustainable buildings.
  - 7.2. Natural strategies should be used to protect water resources.
  - 7.3. Improved energy efficiency and thermal comfort should be prioritized.
  - 7.4. Internal spaces should have connection to natural light
  - 7.5. Recycling should be practiced throughout design, construction and occupancy/
8. **Durability** –Great emphasis should be placed on the use of materials that are durable, maintainable and provide maximum value for costs. Among the reasons for this emphasis on durability are:
  - 8.1. The facility is expected to be a 50 year or longer building.
  - 8.2. It will be highly utilized and must accommodate large numbers of staff and visitors.
  - 8.3. It is located in an area that can be subject to hurricanes and tornadoes.
9. **Connectivity** - This objective recognizes the role contemporary technology plays in judicial system operations and in the lives of ordinary citizens. The objective is to promote connectivity and the use of technology to improve way finding, communication,

<sup>1</sup> This section is drawn to great extent from the California Trial Court Facility Standards, 2011 Update

court processing and records storage and retrieval. The building should be designed to incorporate the very latest advances in technology.

10. **Security** – Security is a major planning objective. Security planning for this facility should include:

10.1. a single point of public entry,

10.2. simple unrestricted sightlines in public area,

10.3. judicial (restricted) and public circulation systems with appropriate access controls

10.4. integrated secure parking for judicial and constitutional officers

10.5. integrated duress, alarm and surveillance systems

10.6. appropriate site set backs

10.7. blast resistant construction as determined to be appropriate

10.8. other specific measures and systems as described in subsequent space related details

10.9. development of a comprehensive, integrated facility security plan, including appropriate duress alarms, corridor access systems and cameral monitoring. The security plan should include appropriate policy, personnel, procedural and design elements.



# Civil and Probate Courts Master Plan

2017

Section 2  
Space Standards



## Section 2 - Space Standards

### Introduction

There are at least three main reasons why space standards and guidelines are important in the context of Miami-Dade planning for court facilities.

1. They are a valuable projection tool – By providing a standardized area allocation for specific functions, the County and the Court can realistically and rationally anticipate future needs.
2. They are a valuable evaluation tool – Space standards and design guidelines are a critical element of any assessment of existing or proposed facilities.
3. They are a valuable guarantee – The use of space standards can reassure occupant groups that their needs are recognized and accepted and thus reduce the natural tendency to overstate need in order to compensate for expected reductions.

The space standards provided in this section intended to support the following objectives:

- Provide a uniform basis for space allocations in the Book 1 – Section 4 space program.
- Establish required areas and describe ideal dimensions and features.
- Illustrate potential layouts for certain key spaces
- Help the owners and occupants visualize spaces and potential arrangements.

This section gives definition to the spaces necessary to accommodate the operational issues examined in Book 1 of this report. It establishes the sizes, dimensions and general characteristics of key spaces appearing in the space program in Book 1, Section 4.

All standards are operationally based and are consistent with those used by other Courts and Counties in the State of Florida and throughout the country.

In connection with these standards, it is important to note that:

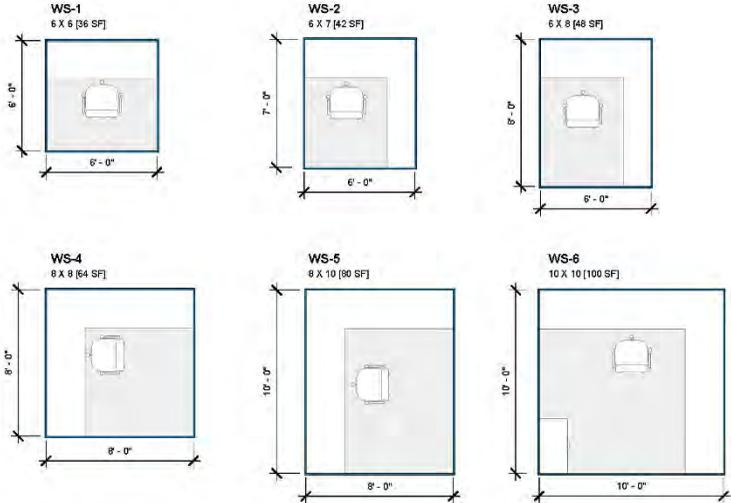
- Not all standards displayed are used in the final program
- Diagrams are for illustrative purposes only. They are not intended to be final designs or to represent conclusive decisions by the owner or the court as to final layout.
- Every effort has been made to incorporate the requirements of ADA in the standards; however, the architect should independently research ADA requirements and conform actual design accordingly.

# Summary Space Standards

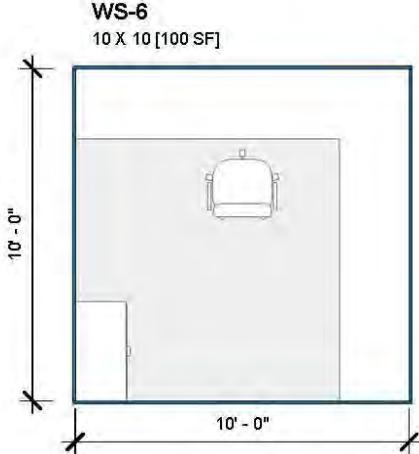
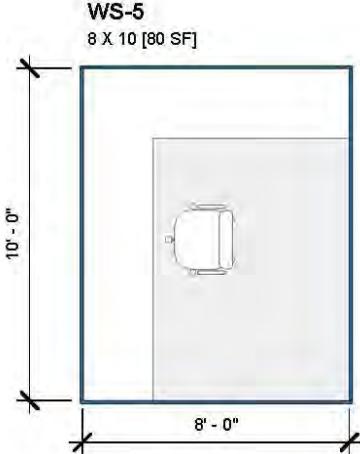
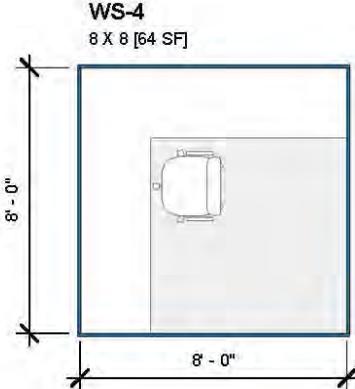
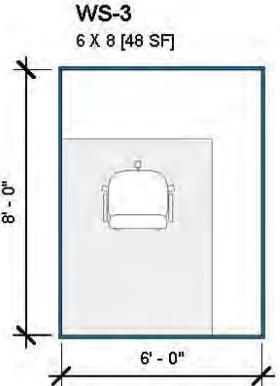
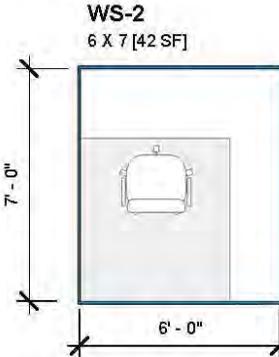
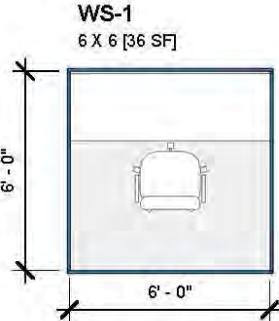
## Workstations (largest portion of staff)

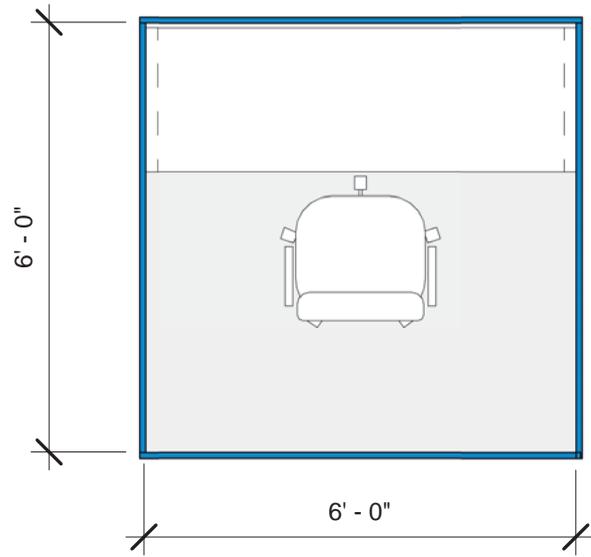
Code	Area (NSF)	Dimensions	Assignment
WS-1	36	6 x 6	interns, work carells, stand-up counter position
WS-2	42	6 x 7	counter workstation, scanning station
WS-3	48	6 x 8	standard clerical workstation, bailiff
WS-4	64	8 x 8	Secretary, Administrative Assistant
WS-5	80	8 x 10	Judicial Assistant, Executive Secretary, Supervisor
WS-6	100	10 x 10	Supervisor, Assistant Manager

Note: Judicial Assistant workstations (WS-5) also include duress alarm and security intercom



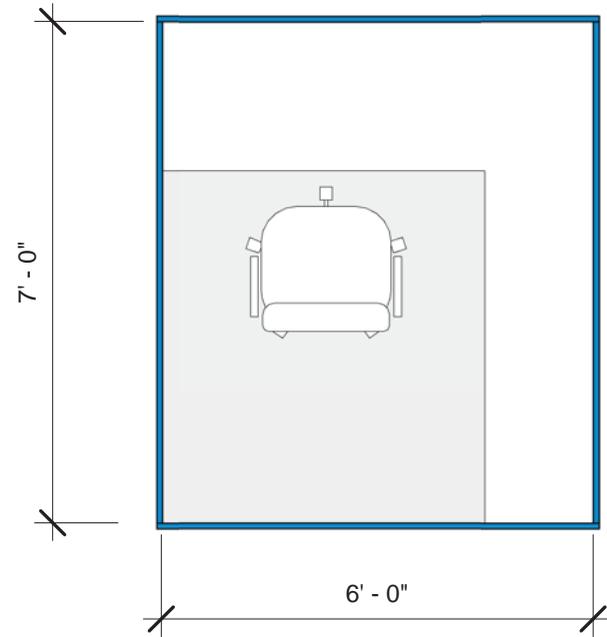
**Workstation Standards Illustrations**





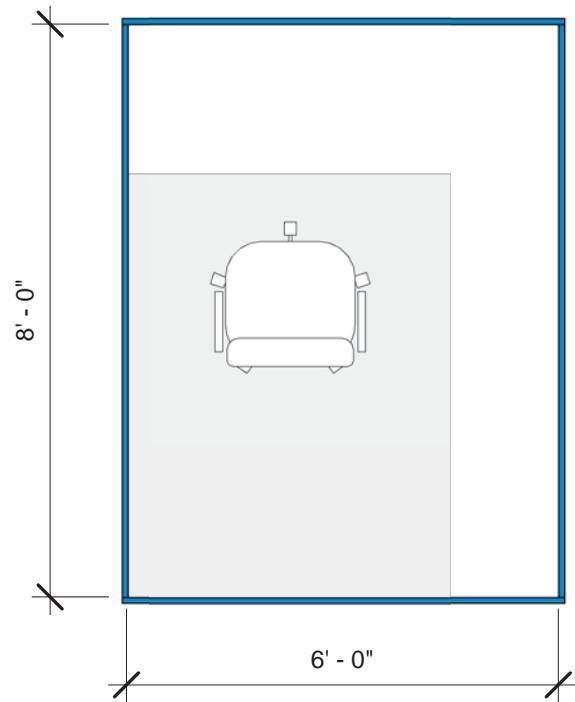
**WS-1**

INTERNS, WORK CARELLS, STAND-UP CNTRS.-36 SF 6' X 6'  
SCALE: 3/8" = 1'-0"



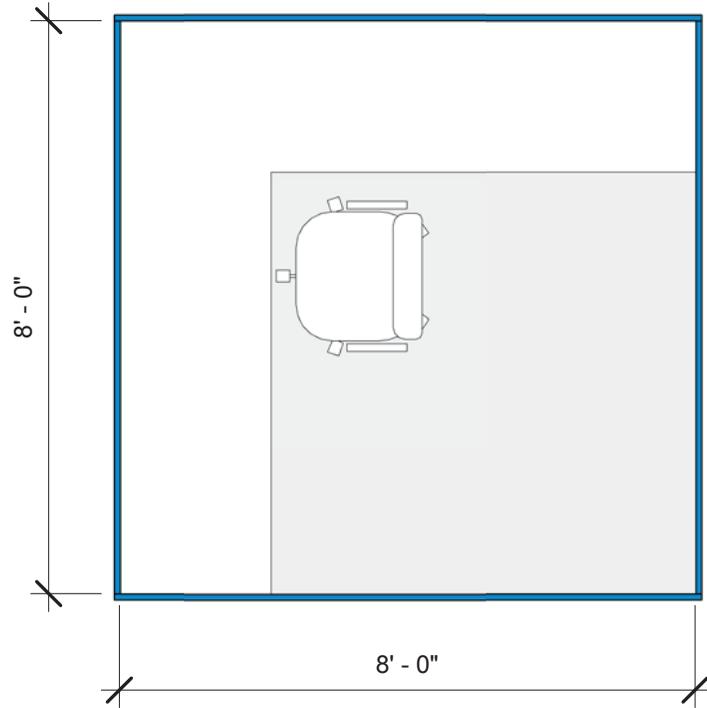
**WS-2**

COUNTER WORK STATION, SCANNING STATION-42 SF 6' X 7'  
SCALE: 3/8" = 1'-0"



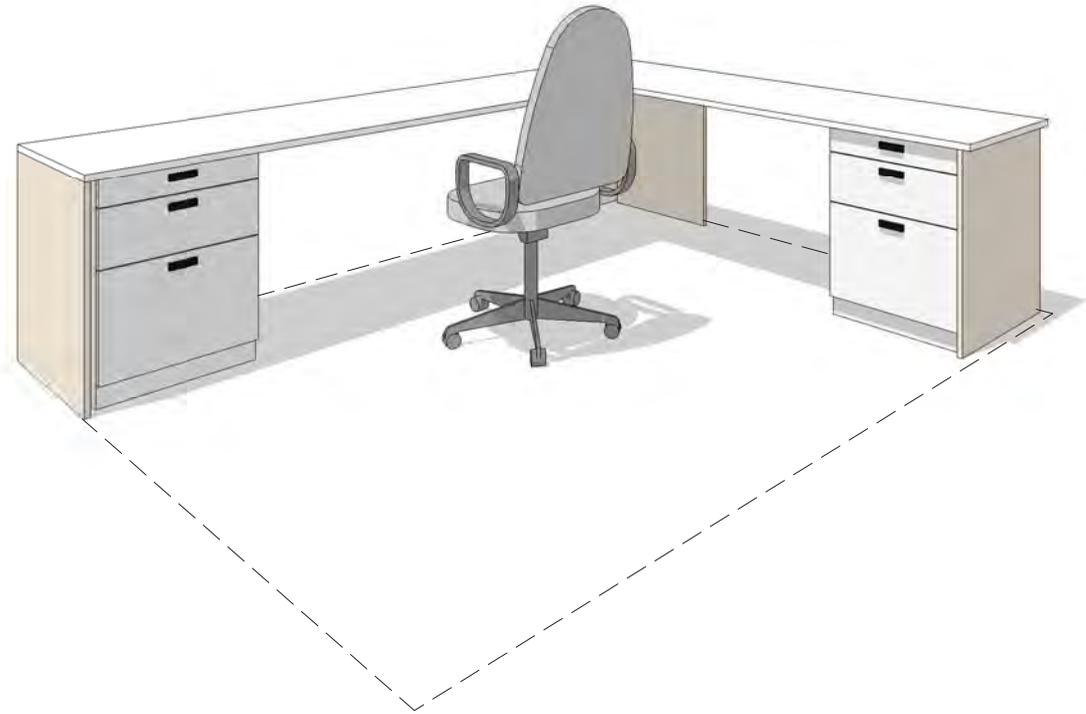
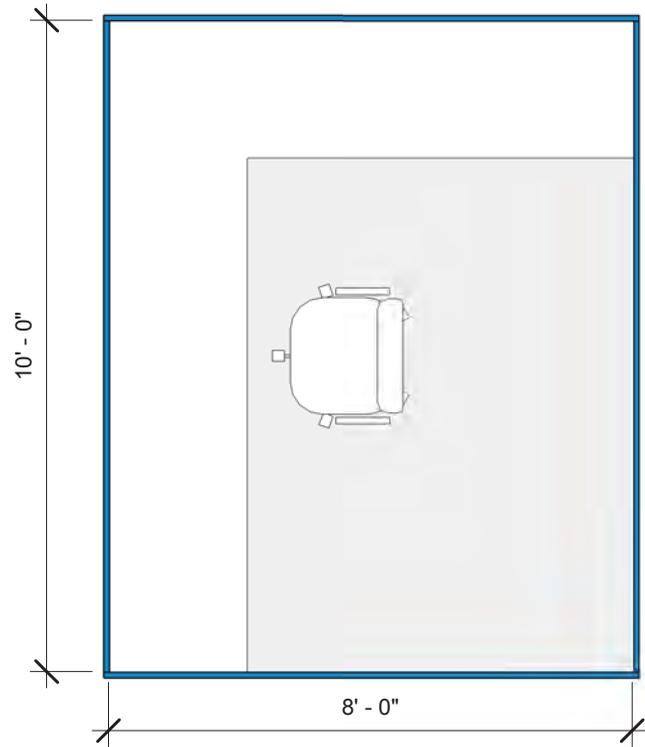
**WS-3**

STANDARD CLERICAL WORK STATION, BAILIFF-48 SF 6' X 8'  
SCALE: 3/8" = 1'-0"



**WS-4**

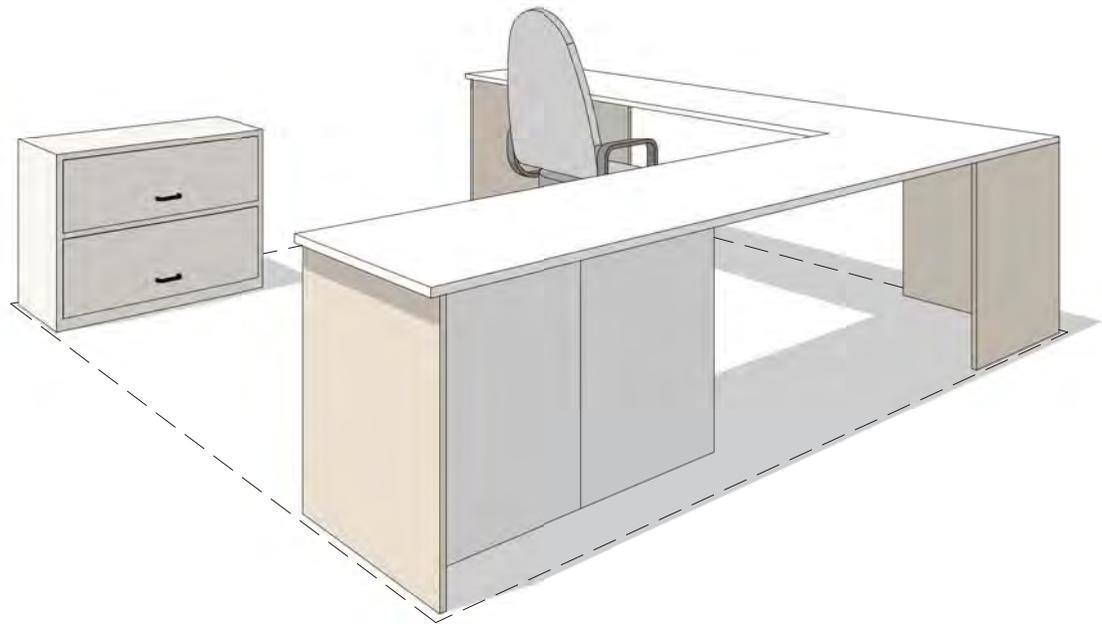
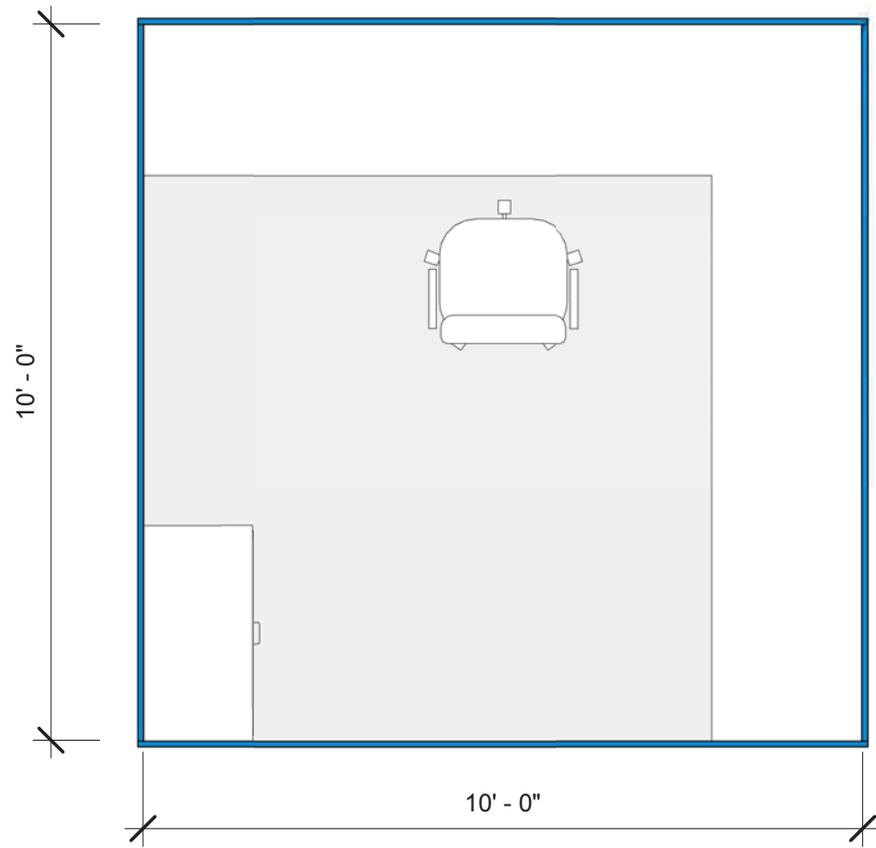
SECRETARY, ADMINISTRATIVE SUPERVISOR-64 SF 8' X 8'  
SCALE: 3/8" = 1'-0"



NOTE: JUDICIAL ASSISTANT WORKSTATIONS REQUIRE DURESS ALARM AND SECURITY INTERCOMS

**WS-5**

JUDICIAL ASSISTANT, EXECUTIVE. SECRETARY, SUPERVISOR-80 SF 8' X 10'  
SCALE: 3/8" = 1'-0"



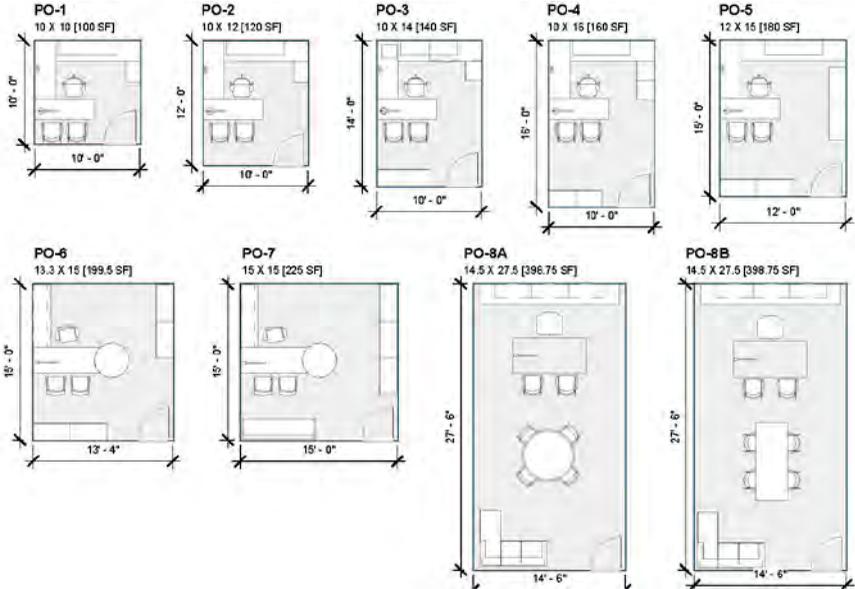
**WS-6**

SUPERVISOR, ASSISTANT MANAGER-100 SF 10' X 10'  
SCALE: 3/8" = 1'-0"

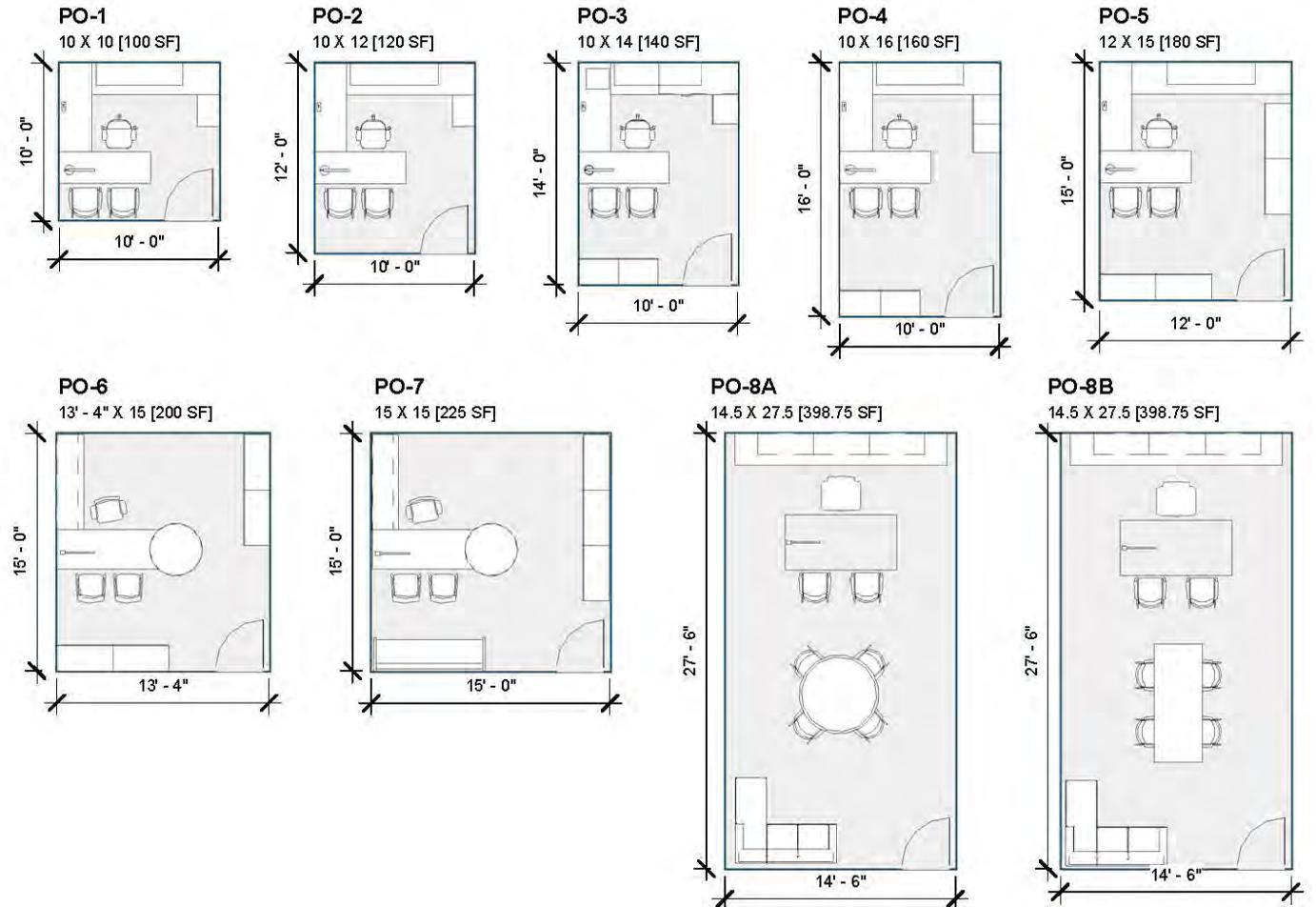
# Private Offices

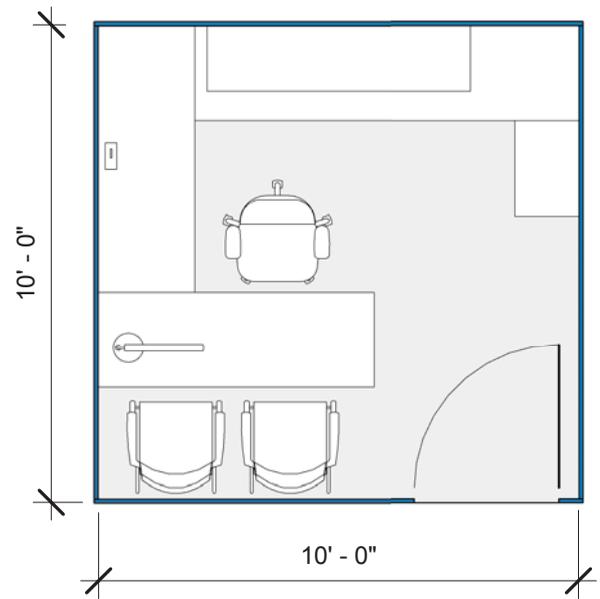
Code	Area (NSF)	Dimensions	Assignment
PO-1	100	10 x 10	Supervisor, Administrative Assistant
PO-2	120	10 x 12	Accountant, Research Attorney
PO-3	140	10 x 14	Program Specialist
PO-4	160	10 x 16	Attorney Supervisor
PO-5	180	12 x 15	Manager
PO-6	200	13.3 x 15	Deputy Director
PO-7	225	15 x 15	Division Director
PO-8	400	14.5 x 27.5	Judge, Elected Official

Note: Dimensions in decimal feet



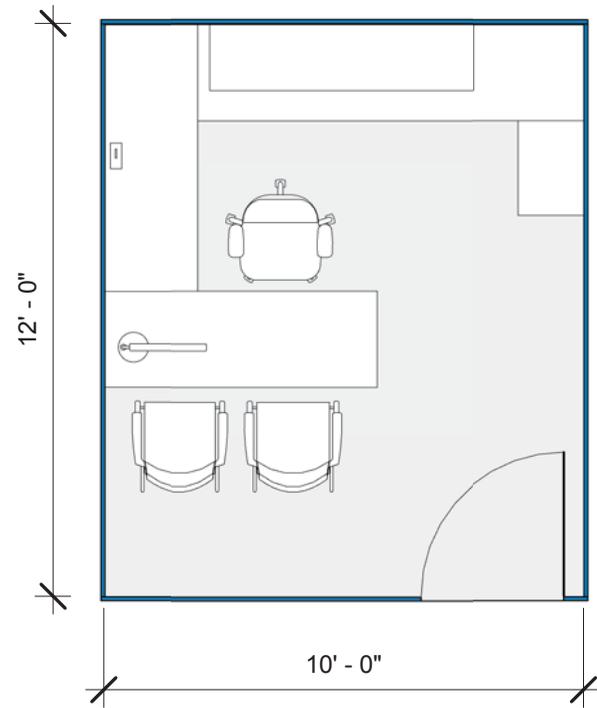
## Private Office Standard Illustrations





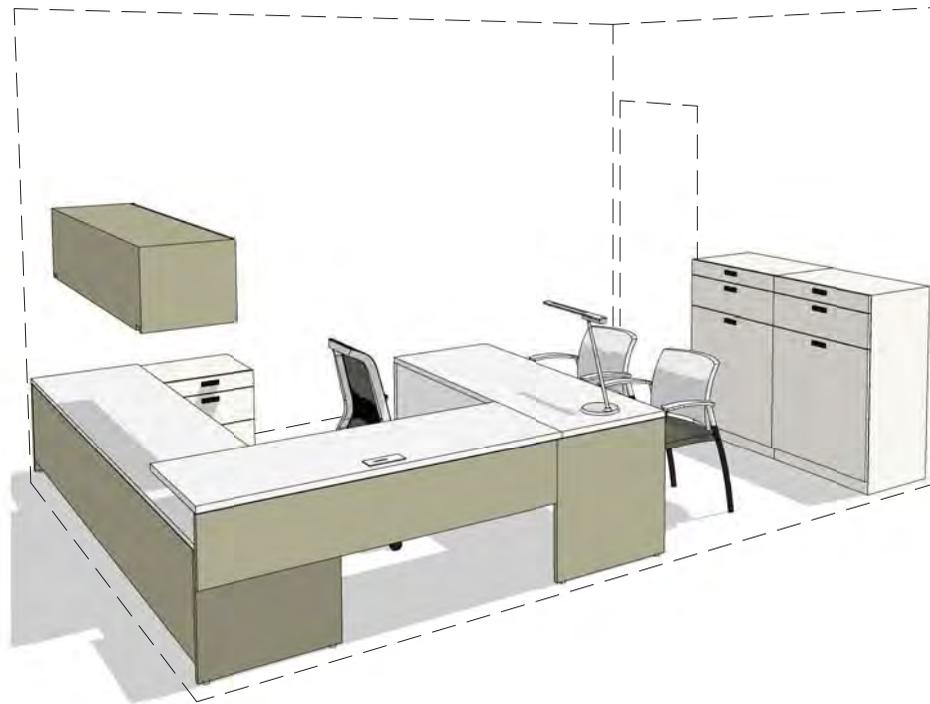
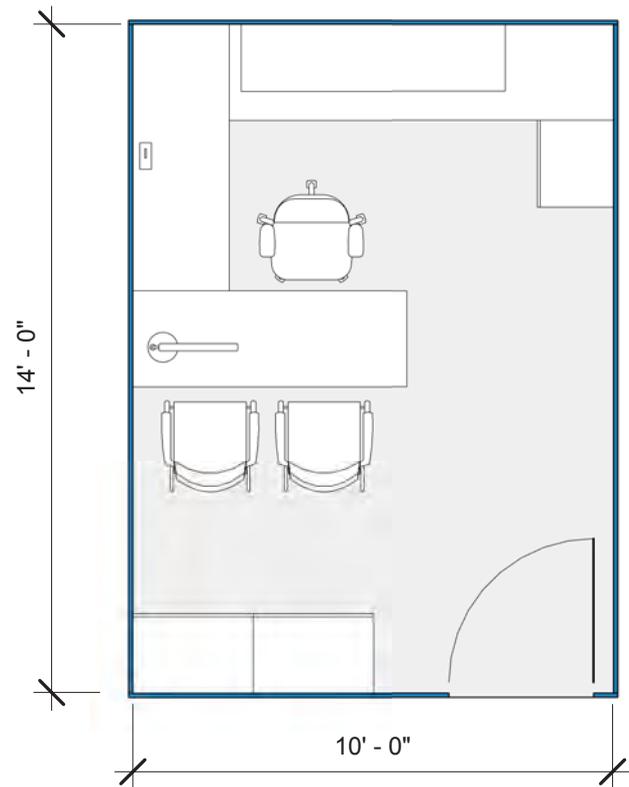
**PO-1**

SUPERVISOR, ADMINISTRATIVE ASSISTANT 10' X 10'  
SCALE: 1/4" = 1'-0"



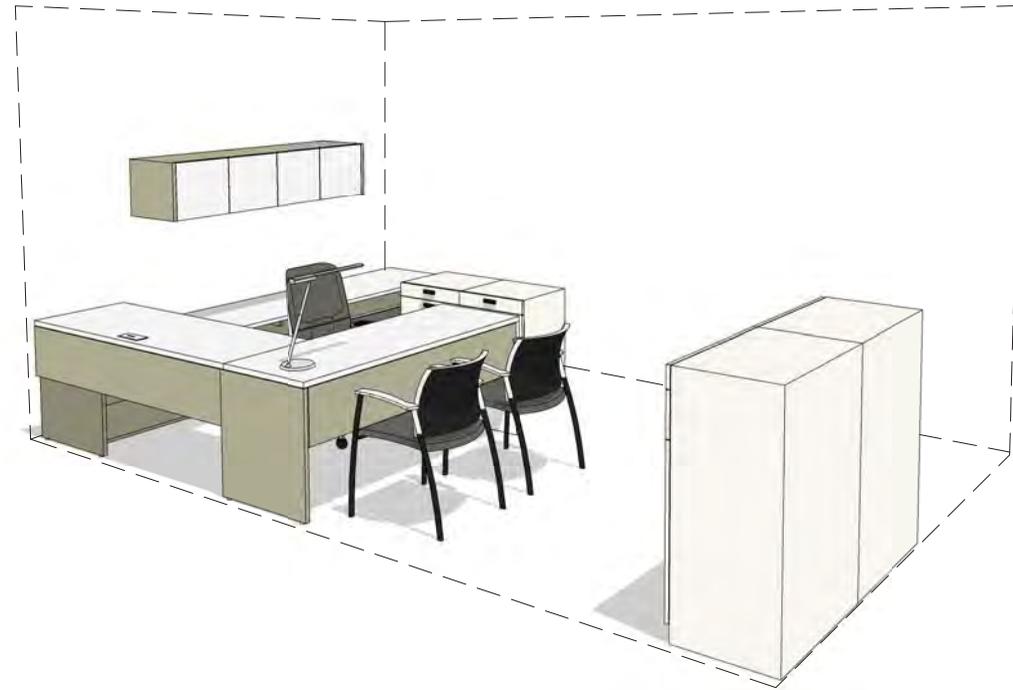
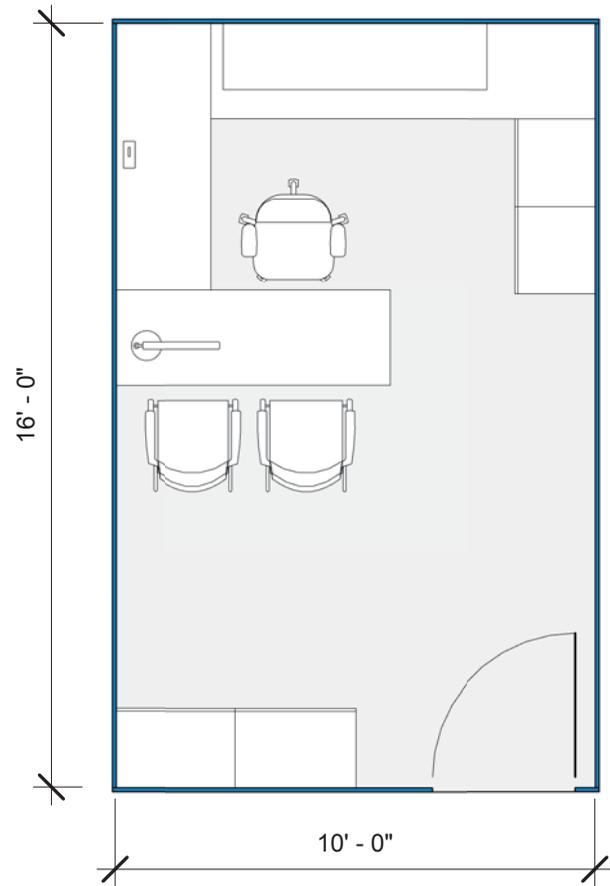
**PO-2**

ACCOUNTANT ATTORNEY 10' X 12'  
SCALE: 1/4" = 1'-0"



**PO-3**

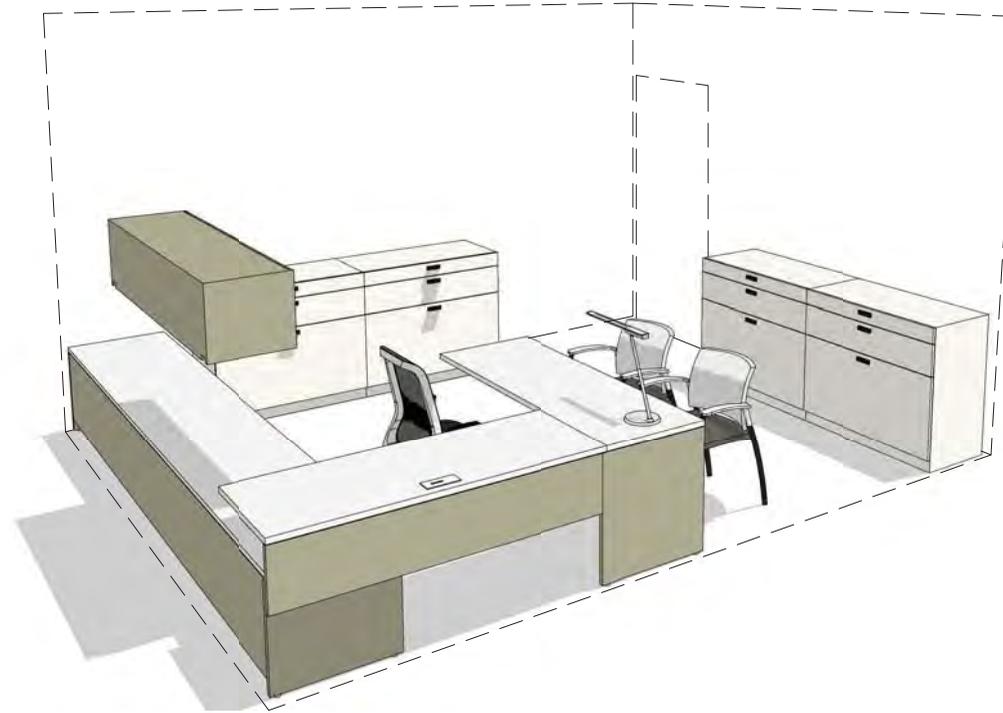
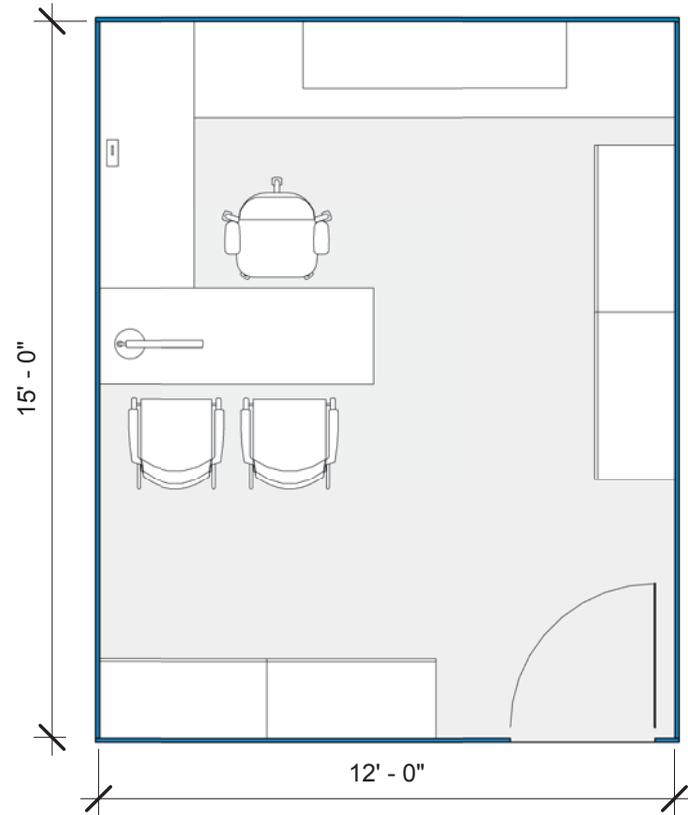
PROGRAM SPECIALIST 10' X 14'  
SCALE: 1/4" = 1'-0"



**PO-4**

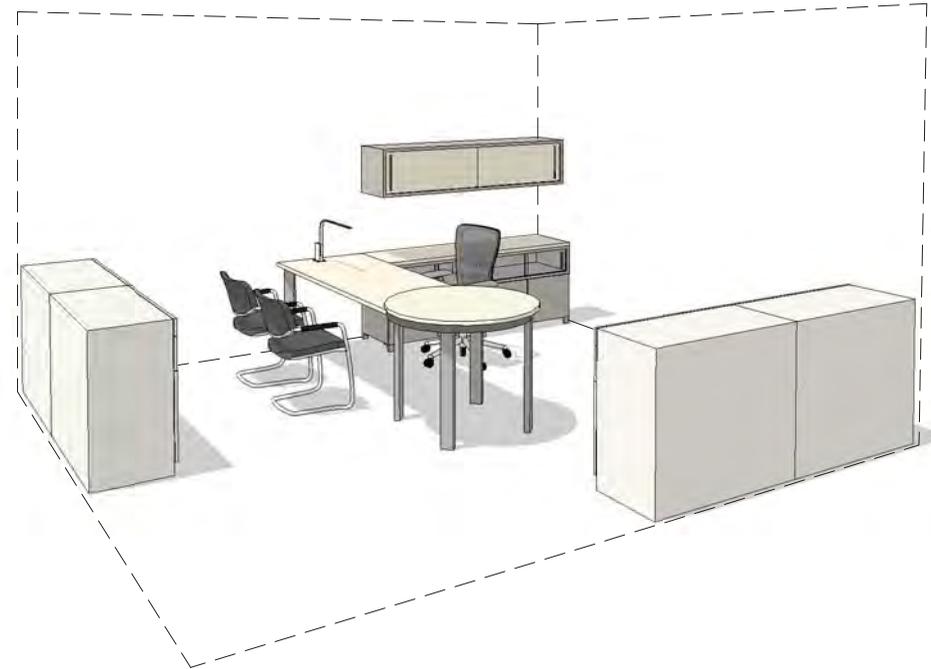
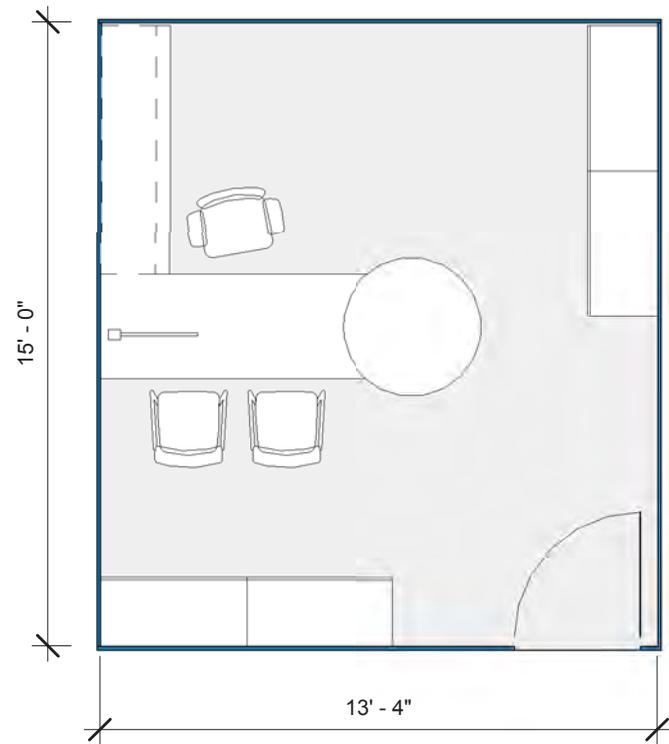
ATTORNEY SUPERVISOR 10' X 16'

SCALE: 1/4" = 1'-0"

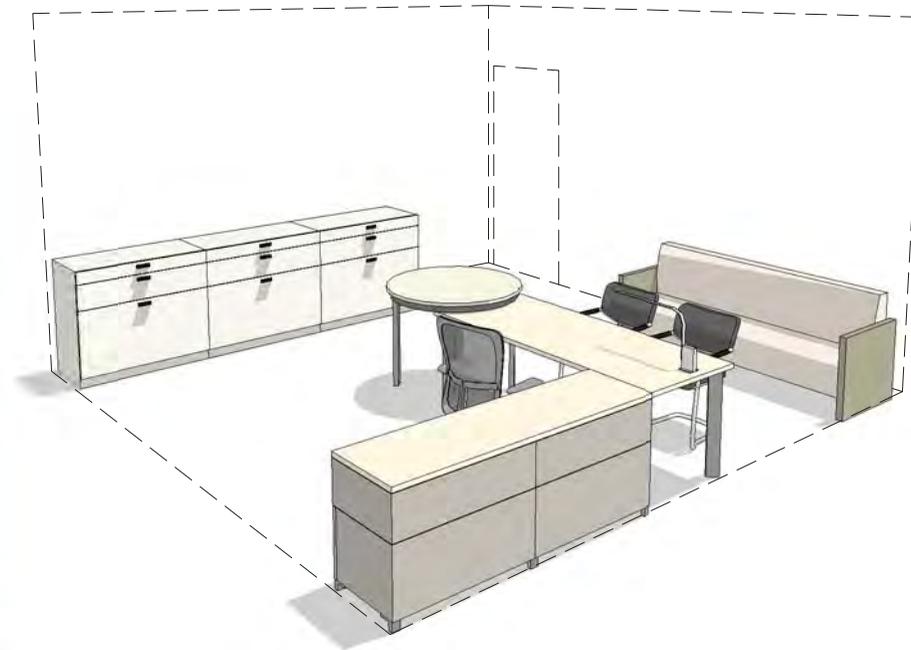
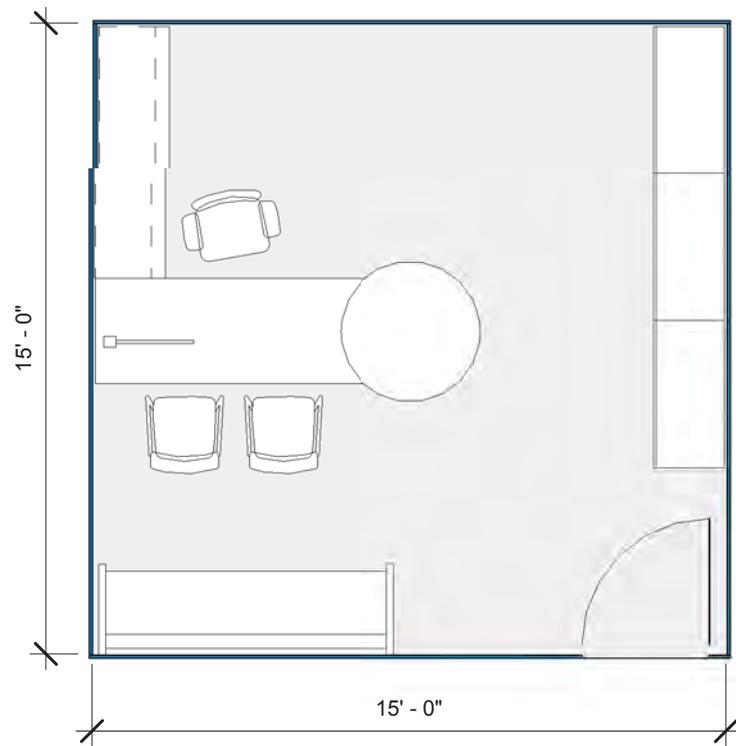


**PO-5**

MANAGER 12' X 15'  
SCALE: 1/4" = 1'-0"



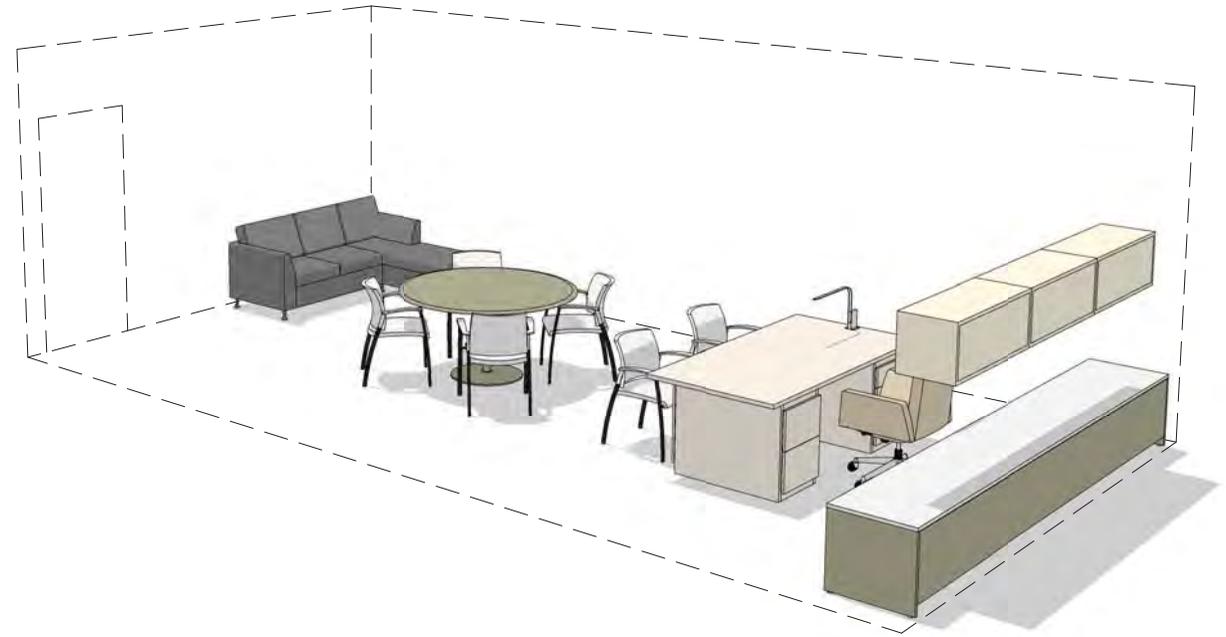
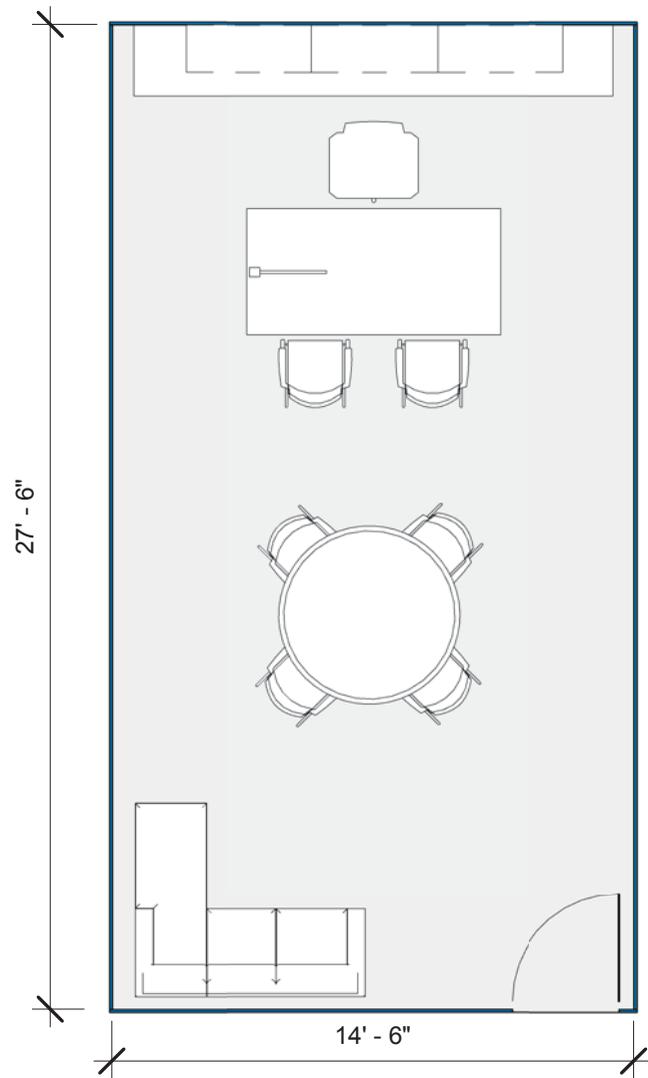
**PO-6** DEPUTY DIRECTOR 13'-4" X 15'  
SCALE: 1/4" = 1'-0"



**PO-7**

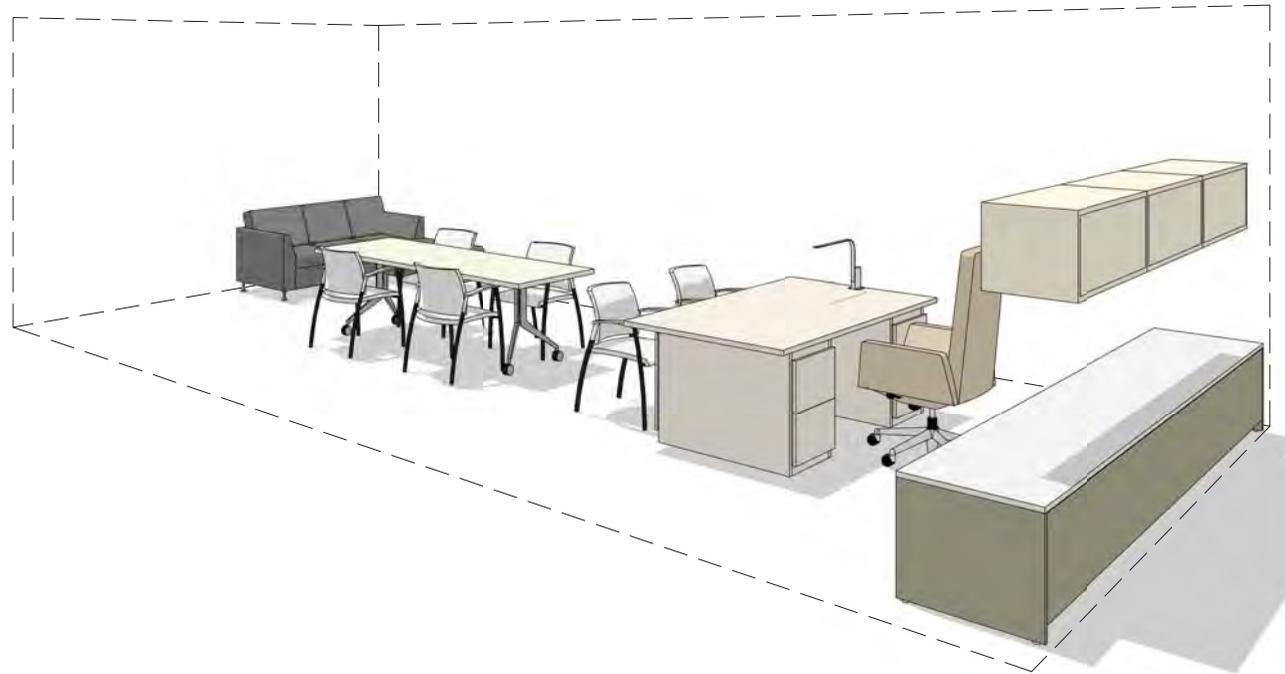
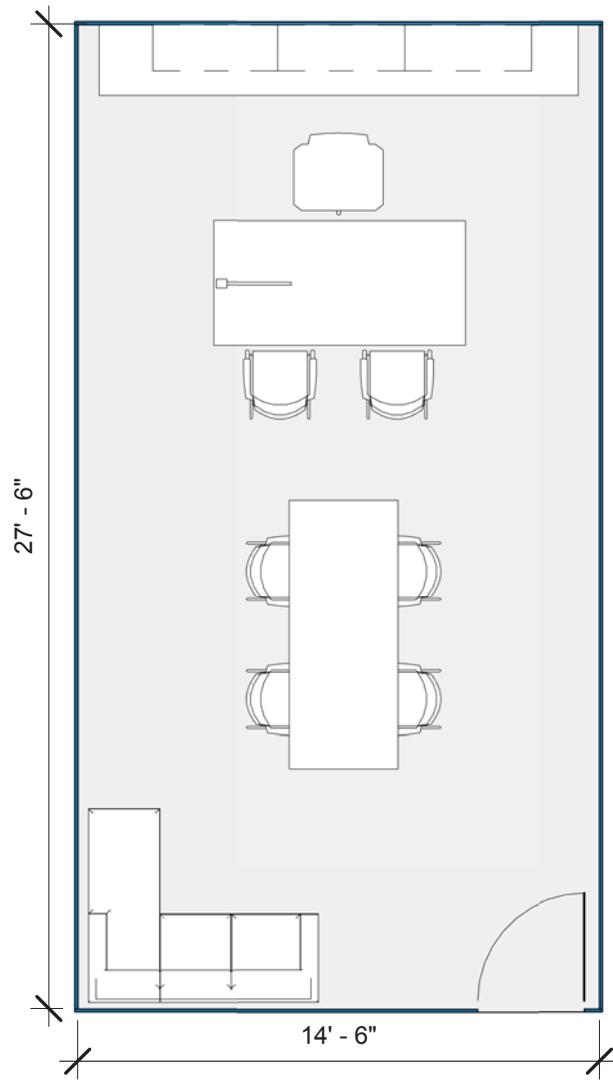
DIVISION DIRECTOR 15' X 15'

SCALE: 1/4" = 1'-0"



**PO-8A**

JUDGE, ELECTED OFFICIAL 14'-6" X 27'-6"  
SCALE: 3/16" = 1'-0"

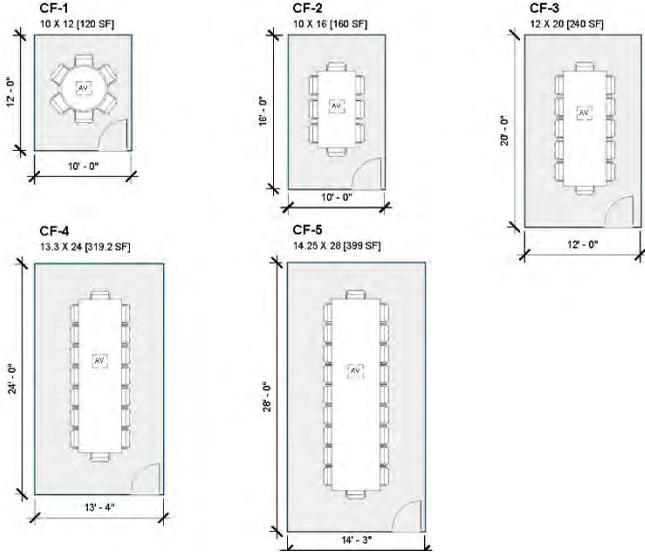


**PO-8B**

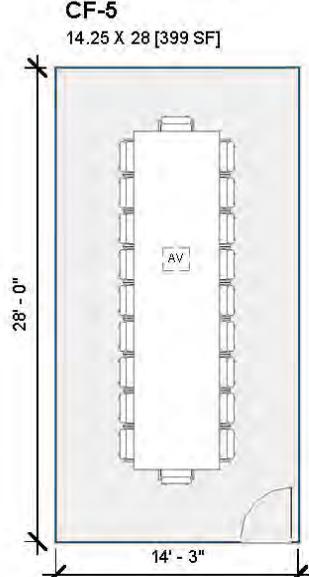
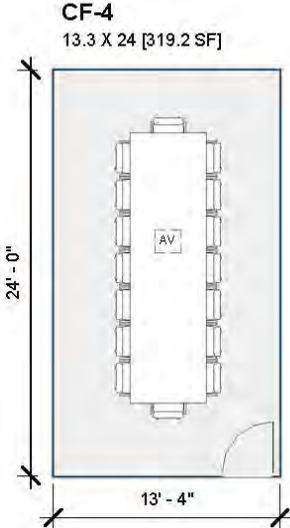
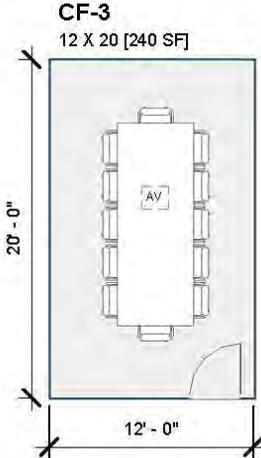
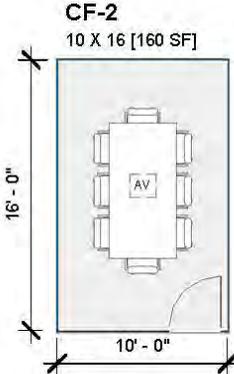
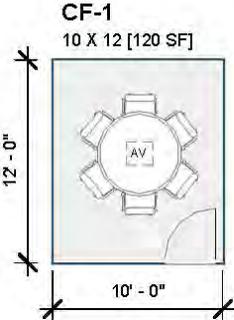
JUDGE, ELECTED OFFICIAL 14'-6" X 27'-6"  
 SCALE: 3/16" = 1'-0"

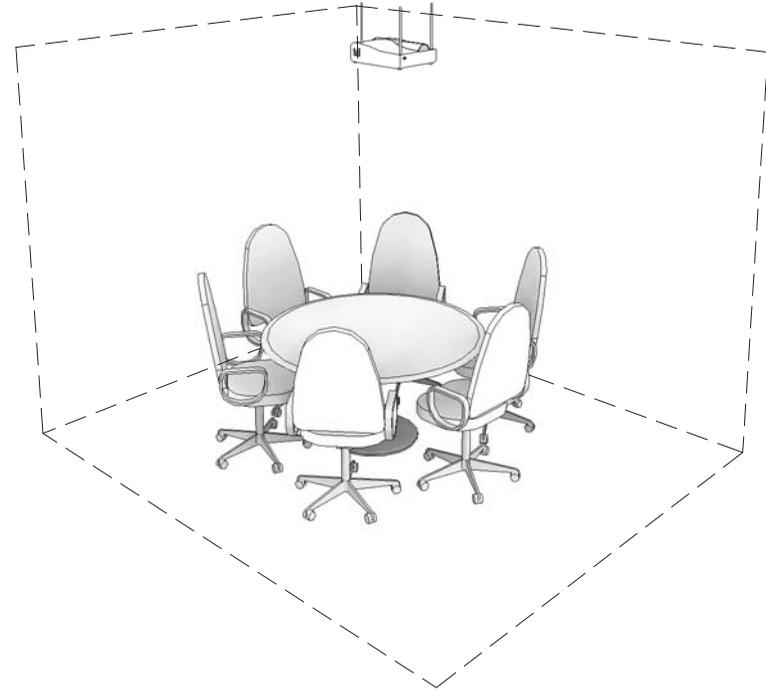
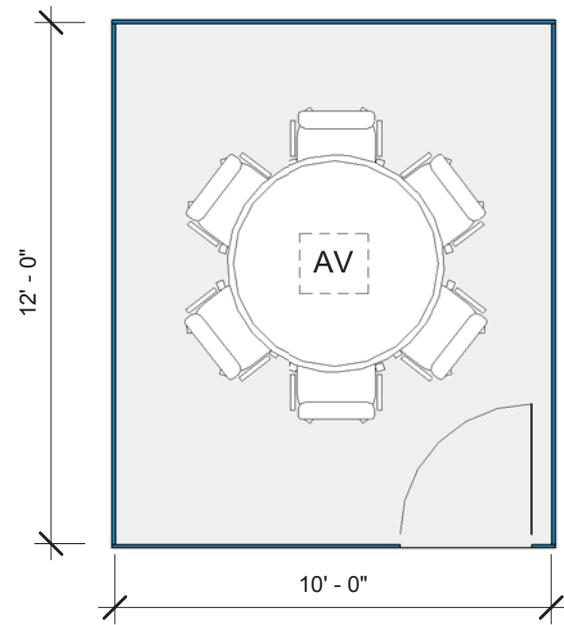
### General Conference Rooms

Code	Area (NSF)	Dimensions	Assignment
CF-1	120	10 x 12	cap 6
CF-2	160	10 x 16	cap 8
CF-3	240	12 x 20	cap 12
CF-4	320	16 x 20	cap 16
CF-5	400	20 x 20	cap 20

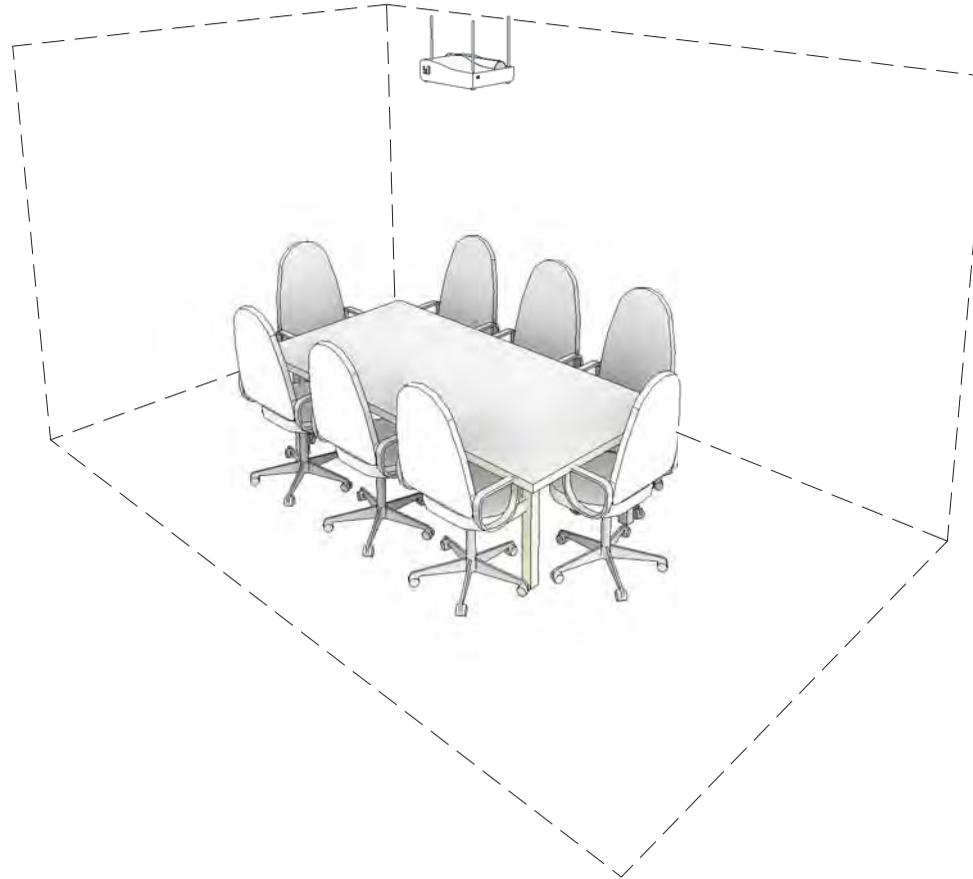
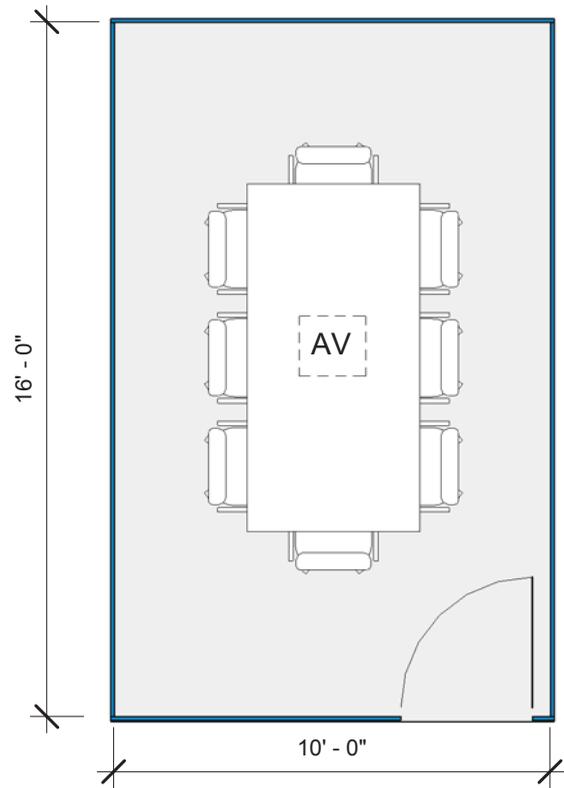


# Conference Room Illustrations

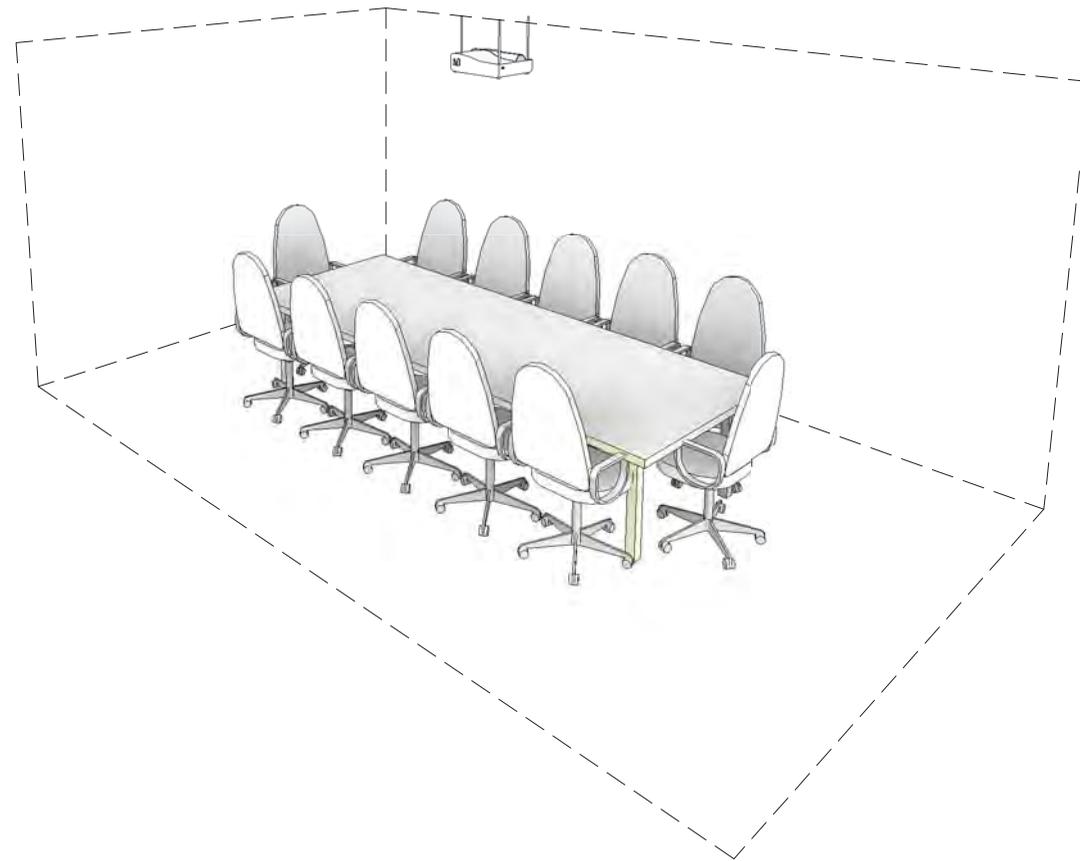
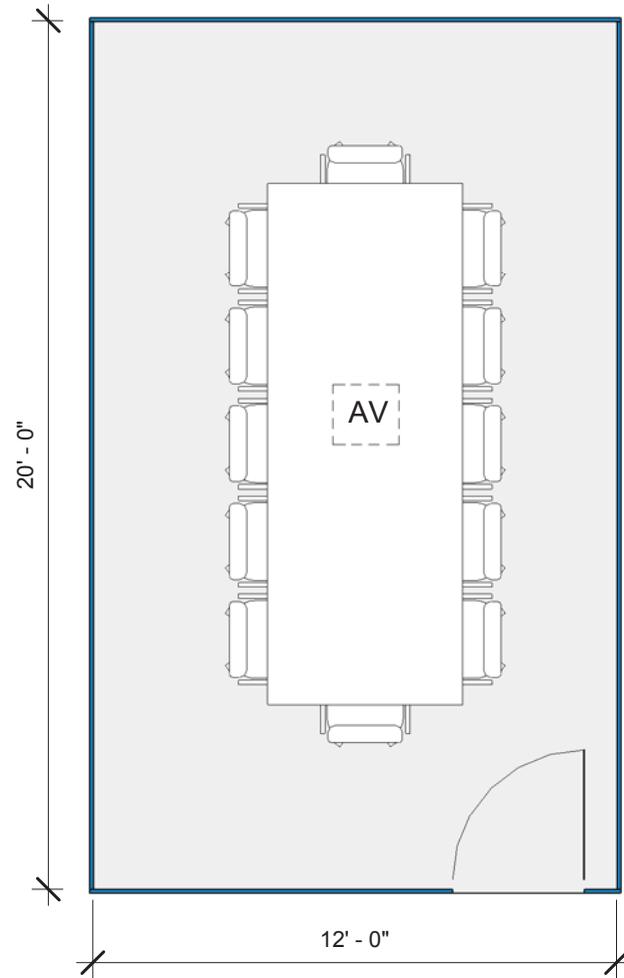




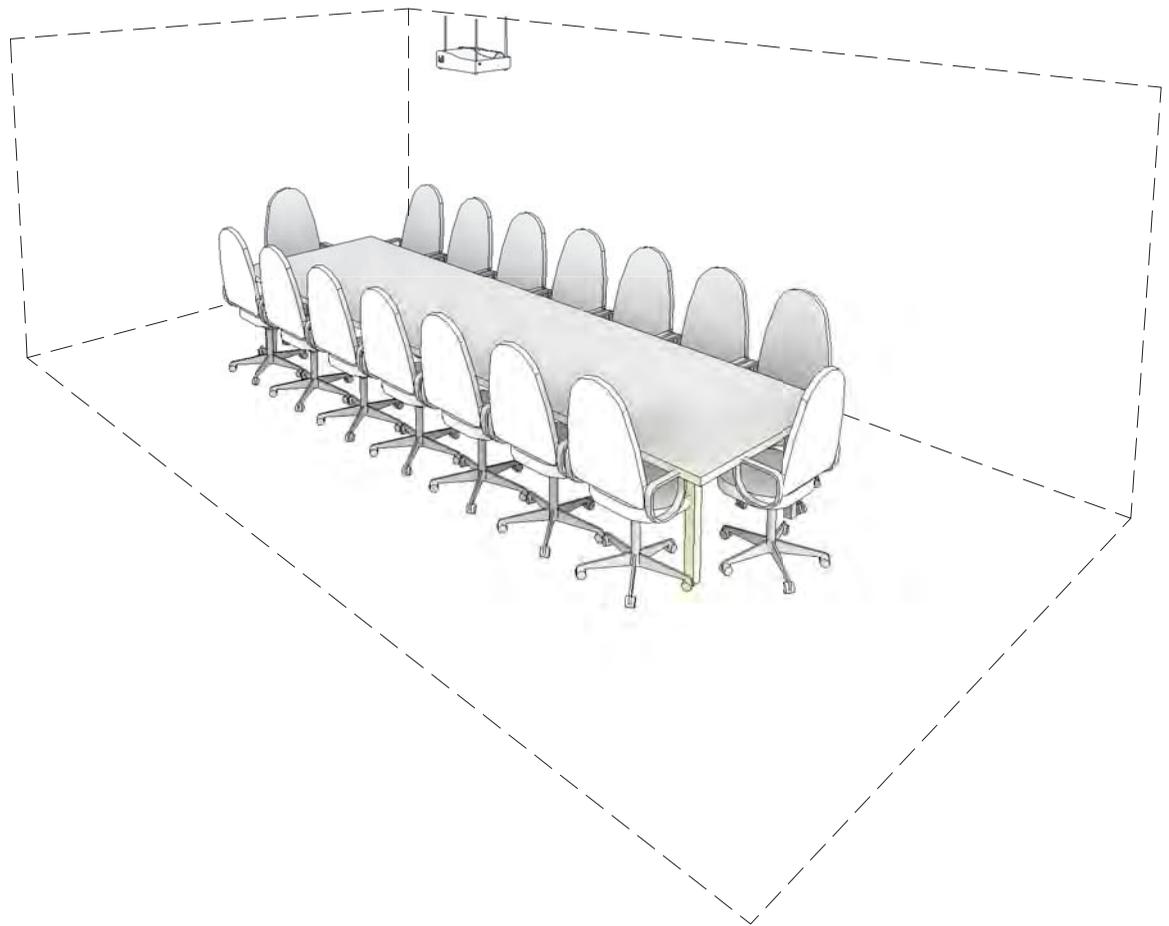
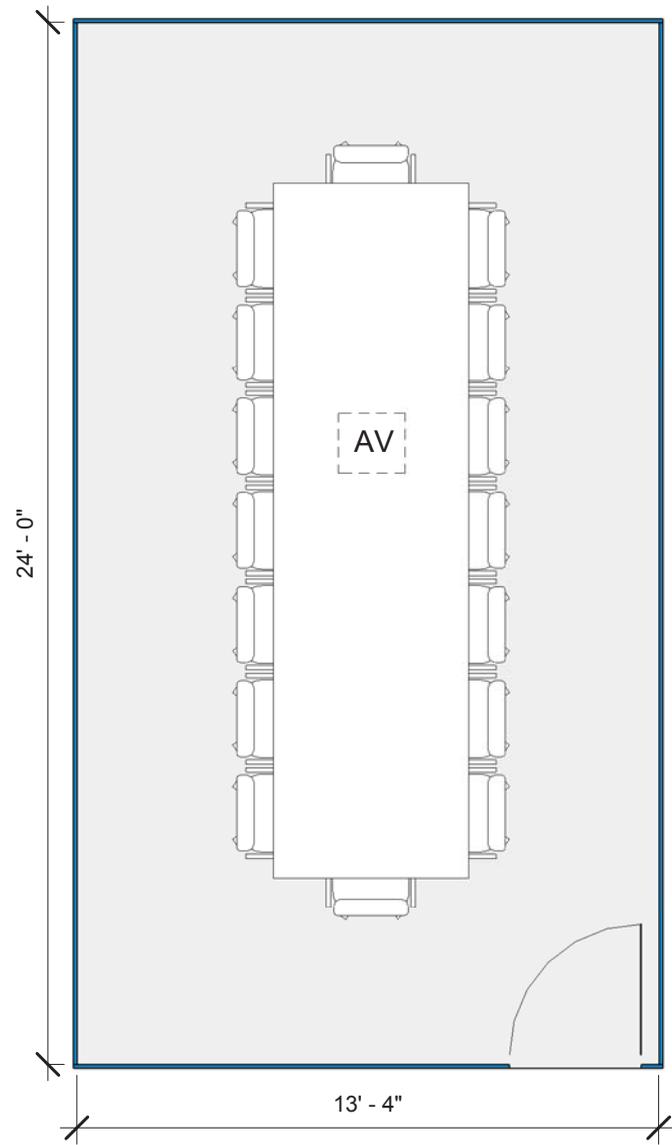
**CF-1** CONFERENCE (CAPACITY 6)-120 SF 10' X 12'  
SCALE: 1/4" = 1'-0"



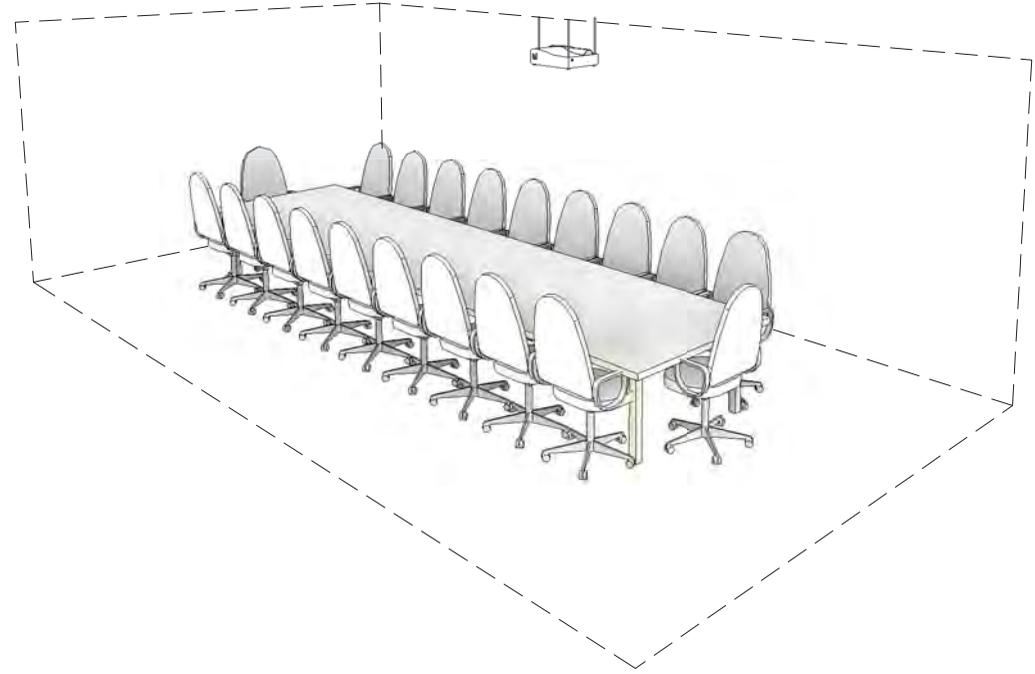
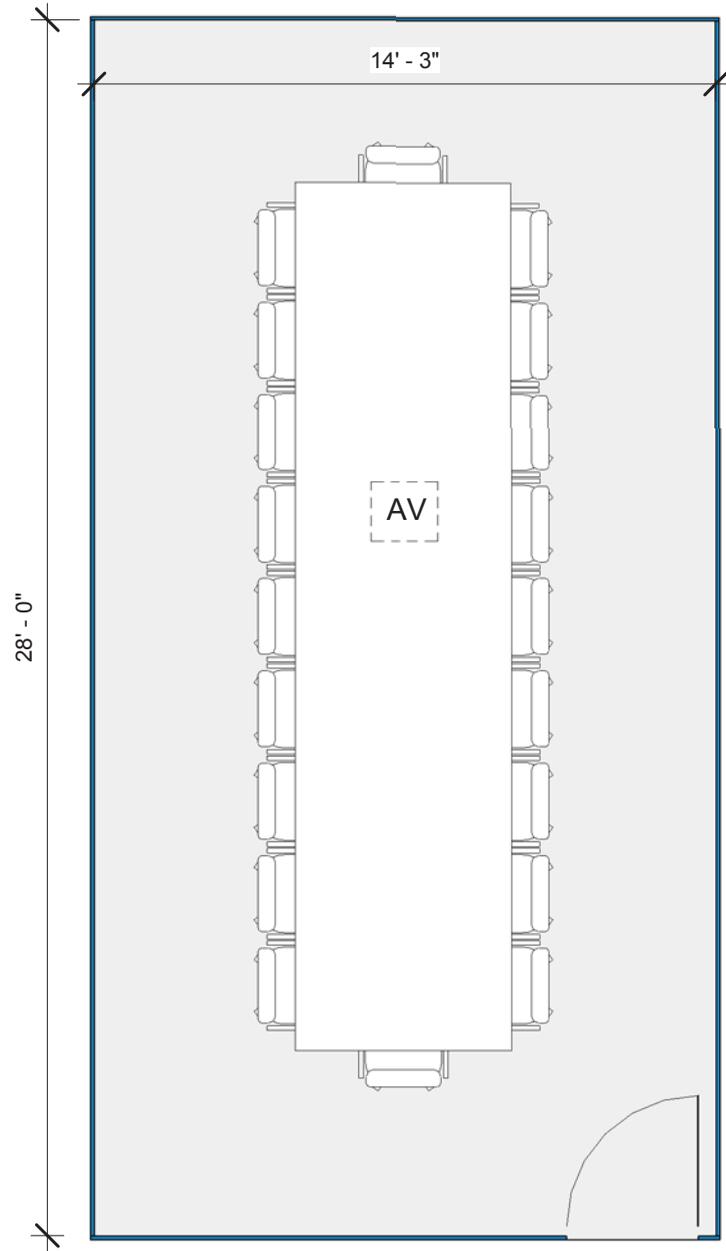
**CF-2** CONFERENCE (CAPACITY 8)-160 SF 10' X 16'  
SCALE: 1/4" = 1'-0"



**CF-3** CONFERENCE (CAPACITY 12)-240 SF 12' X 20'  
SCALE: 1/4" = 1'-0"



**CF-4** CONFERENCE(CAPACITY 16)-320 SF 13'-4"X 24'  
SCALE: 1/4" = 1'-0"

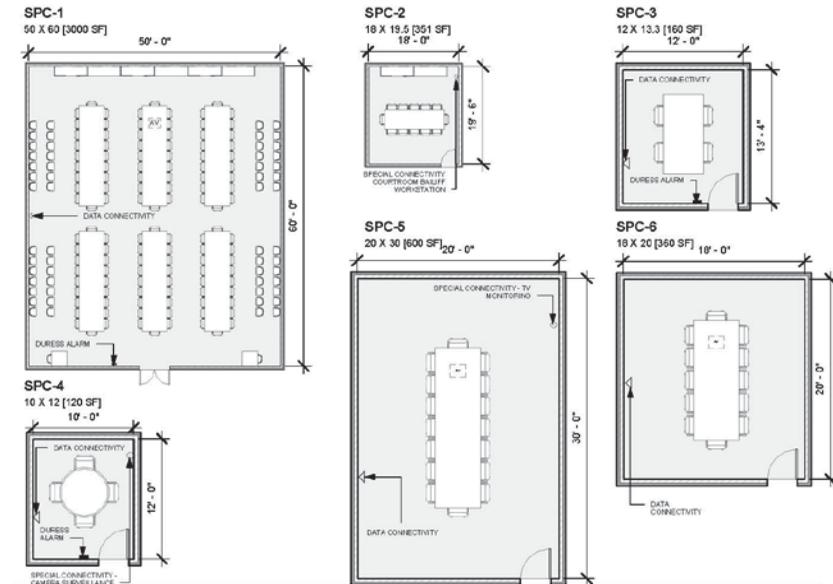


**CF-5**

CONFERENCE(CAPACITY 20)-400 SF 14'-3"X 28'  
SCALE: 1/4" = 1'-0"

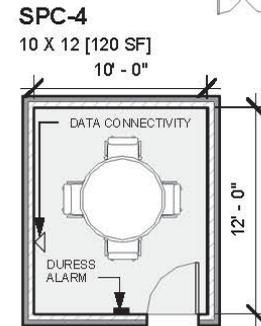
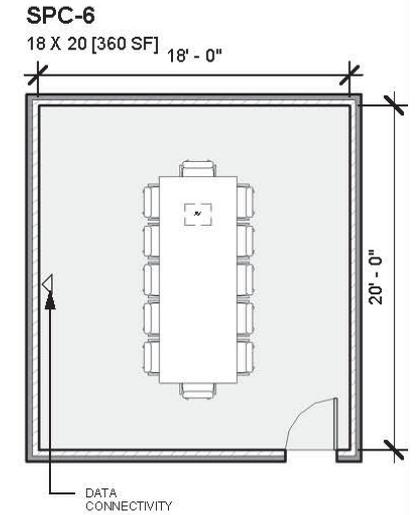
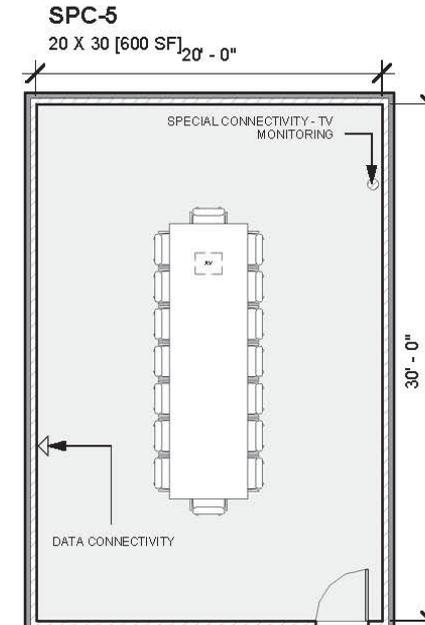
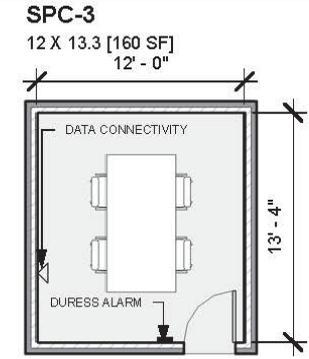
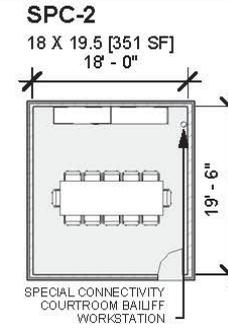
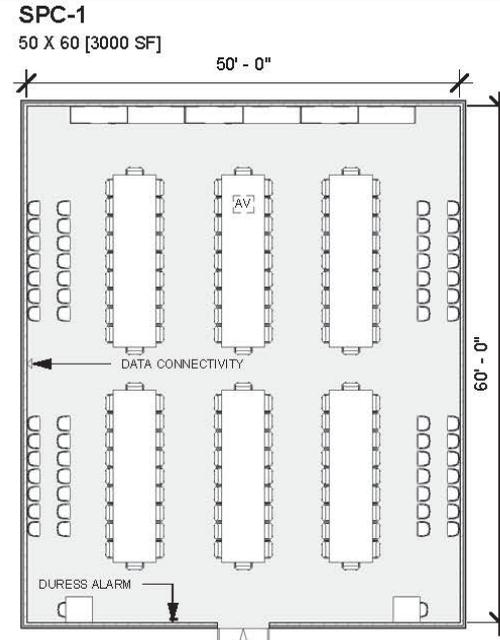
## Special Conference Rooms

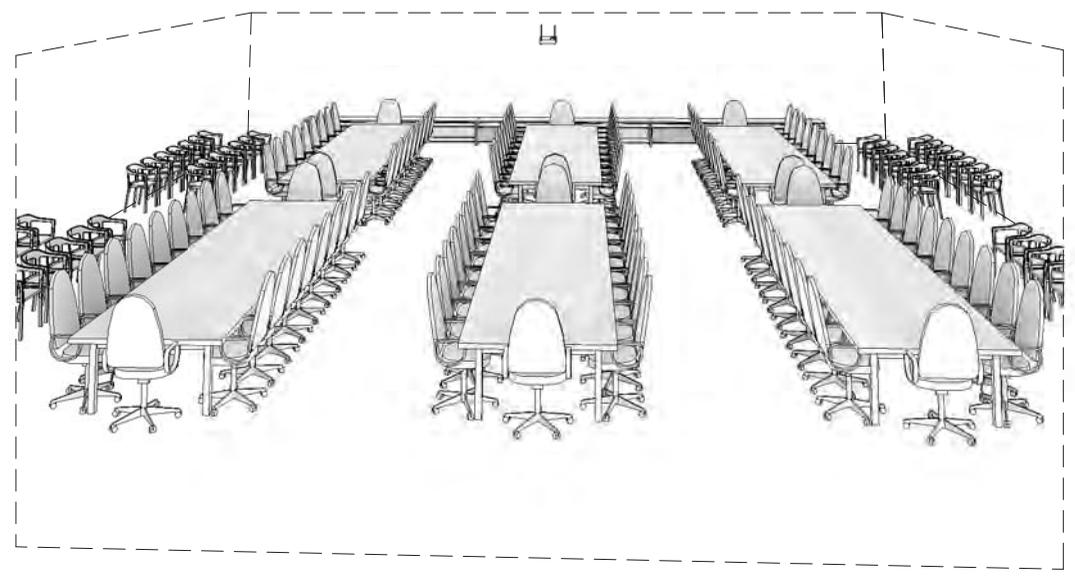
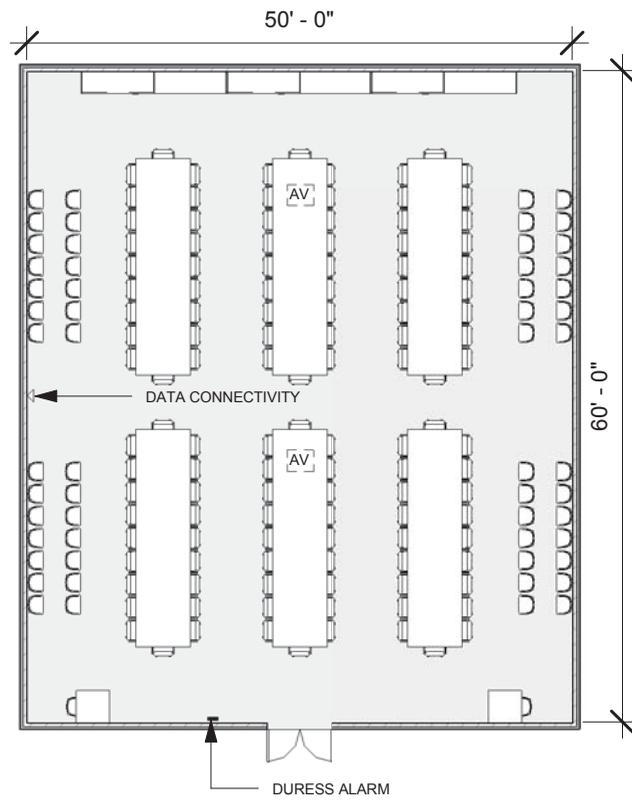
Code	Area (NSF)	Reference	Assignment		Acoustic Isolation	AV Capability	Data Connectivity	Duress Alarm	Special Connectivity	Special Connection Description
SPC - 1	3000	8.2	Judicial Conference Room		X	X	X	X		
SPC - 2	350	vary	Jury Deliberation Room		X	X			X	courtroom bailiff workstation capability for electronic evidence review
SPC - 3	160	8.4	Room		X	X	X	X		
SPC - 4	120	8.1	Mediation Rooms		X		X	X	X	camera surveillance in main office
SPC - 5	600	12.12	AOC Fac Conference			X	X		X	TV monitoring
SPC - 6	360	15.7	COC Confernce		X	X	X	X		



**Note:** Provisions should be considered for SPC-1 to be temporarily compartmentalized into various conference rooms with capability of each room to have its own AV.

## Special Conference Room Illustrations



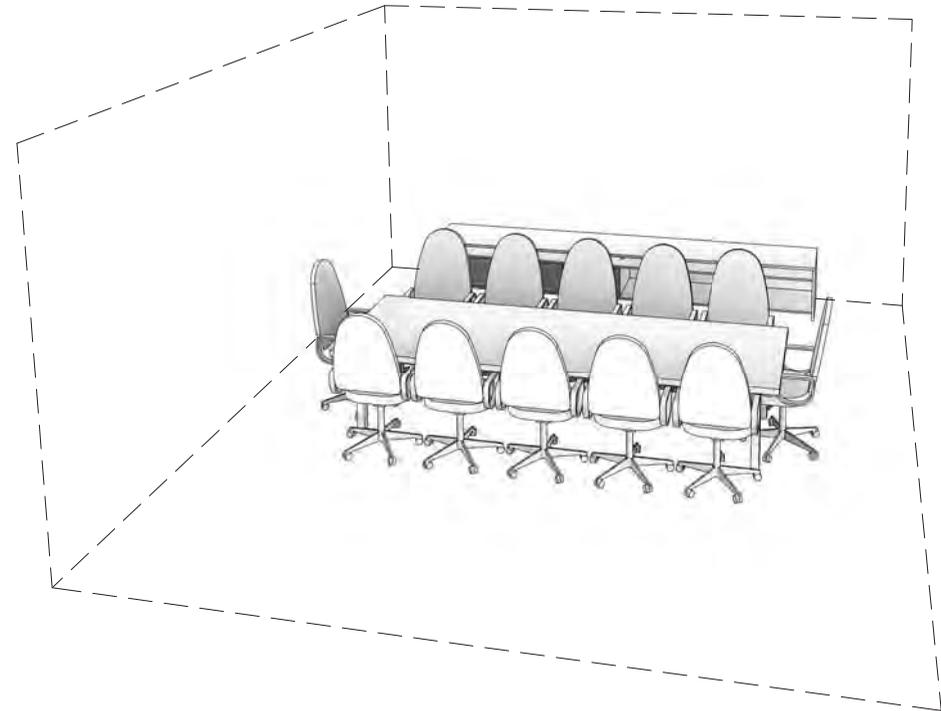
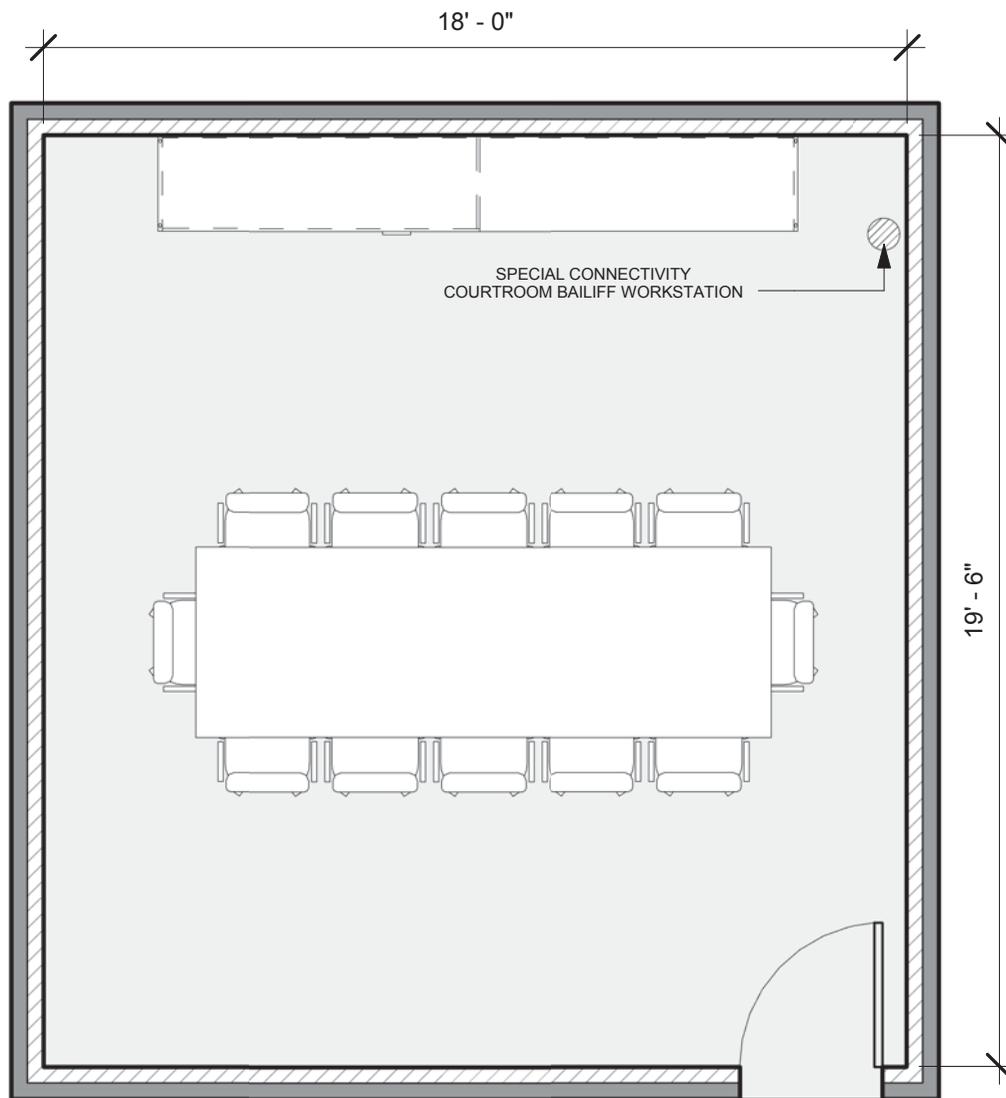


NOTE: PROVIDE TEMPORARY PARTITIONS TO COMPARTMENTALIZE THE ROOM INTO VARIOUS CONFERENCE ROOMS WITH THE CAPABILITY OF EACH ROOM TO HAVE ITS OWN AV

**SPC-1**

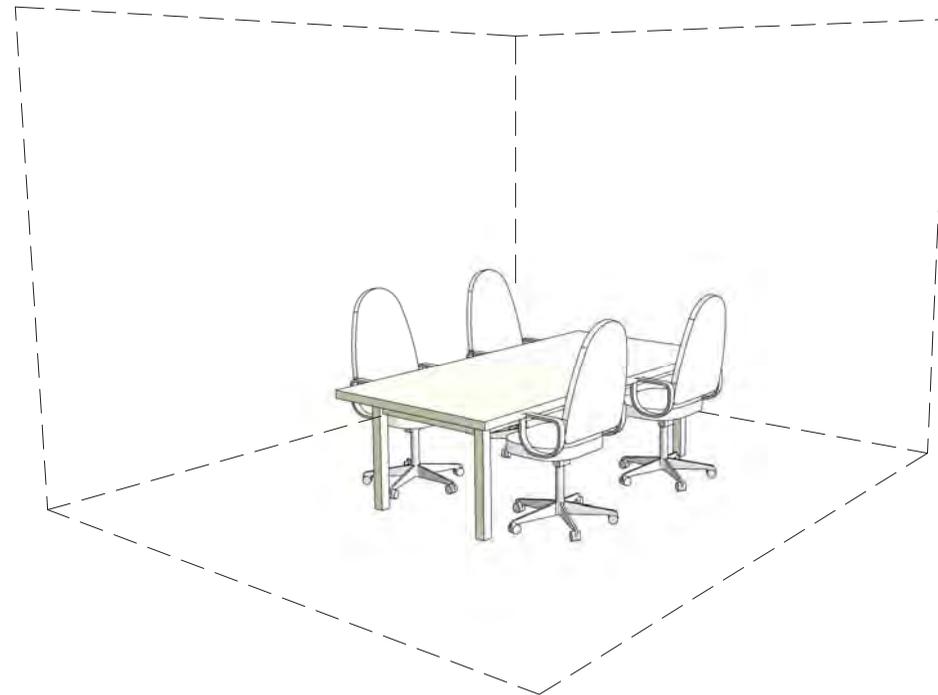
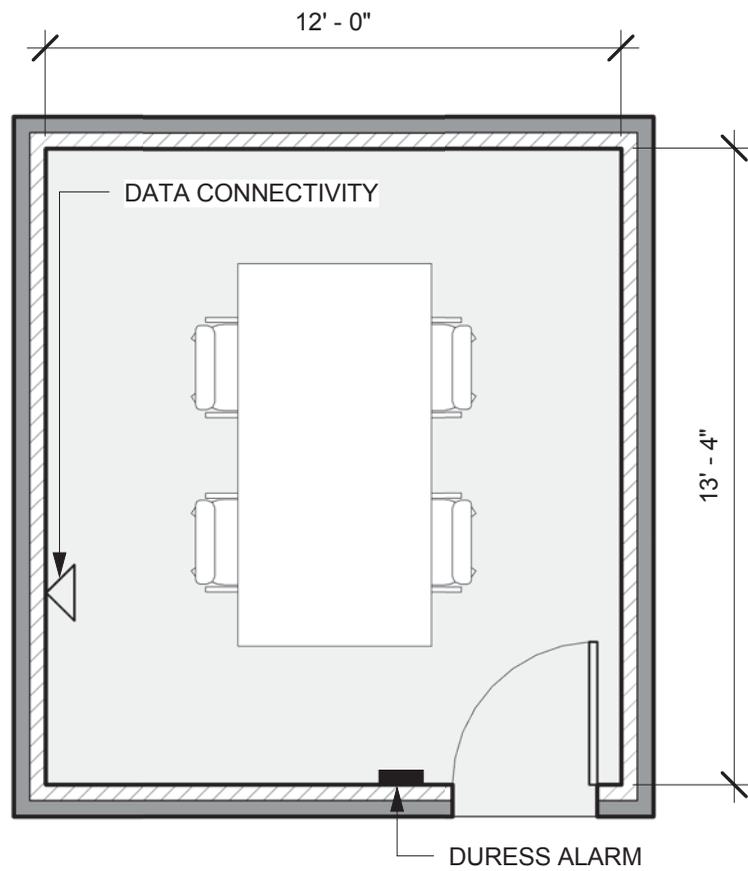
JUDICIAL CONFERENCE ROOM-3000 SF 50' X 60'

SCALE: 1/16" = 1'-0"



**SPC-2**

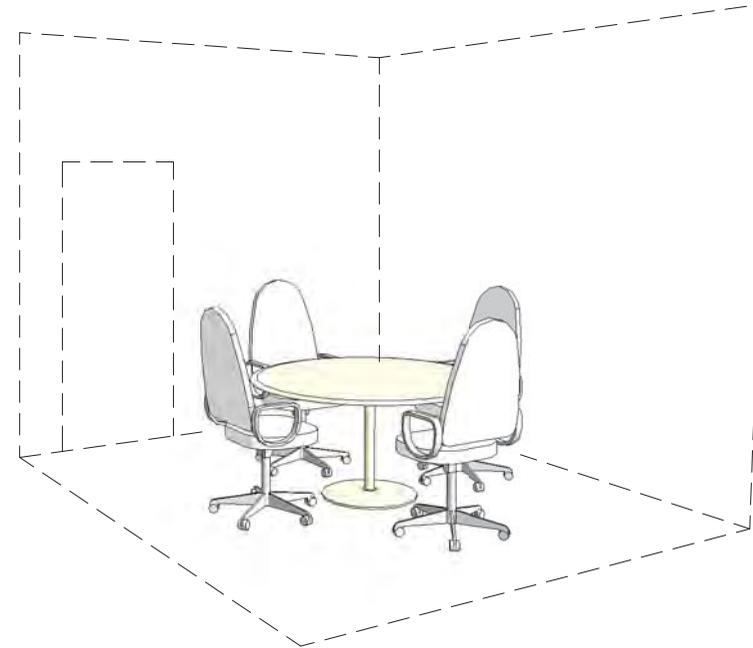
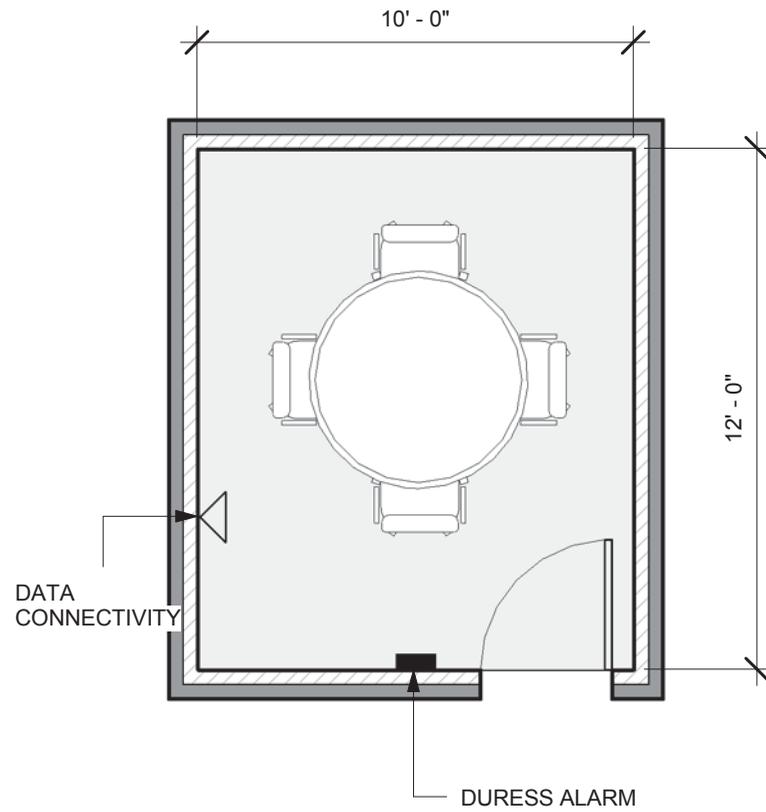
JURY DELIBERATION ROOM-350 SF 18' X 19'-6"  
SCALE: 1/4" = 1'-0"



**SPC-3**

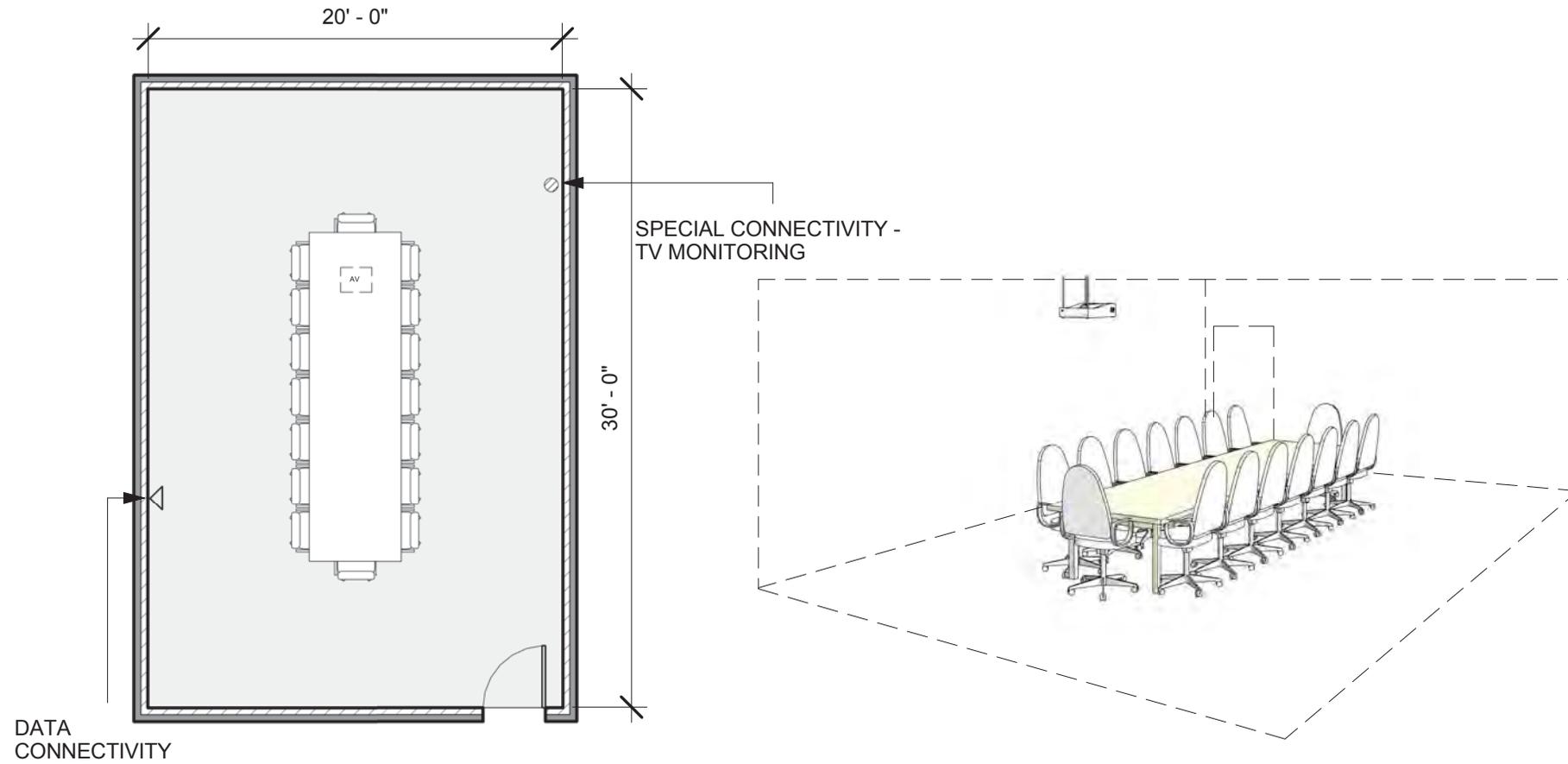
ADMINISTRATIVE JUDGE CONFERENCE-160 SF 12' X 13'-4"

SCALE: 1/4" = 1'-0"



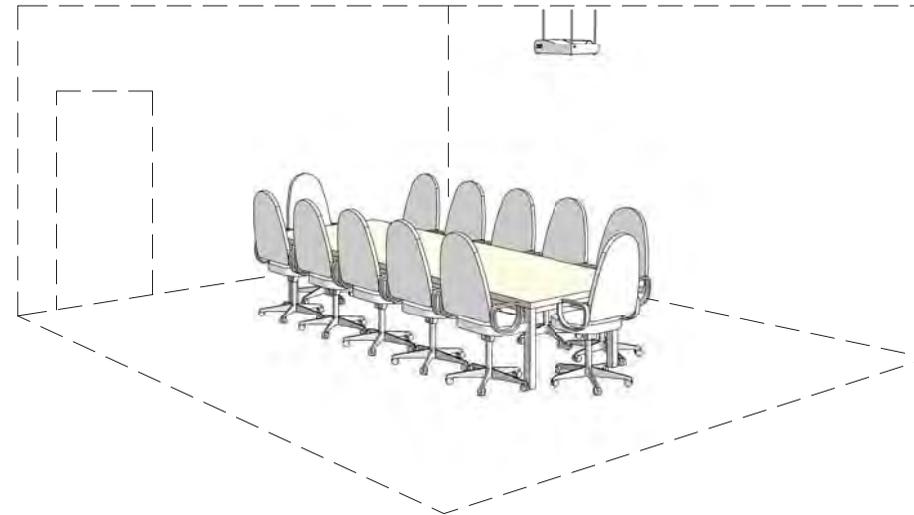
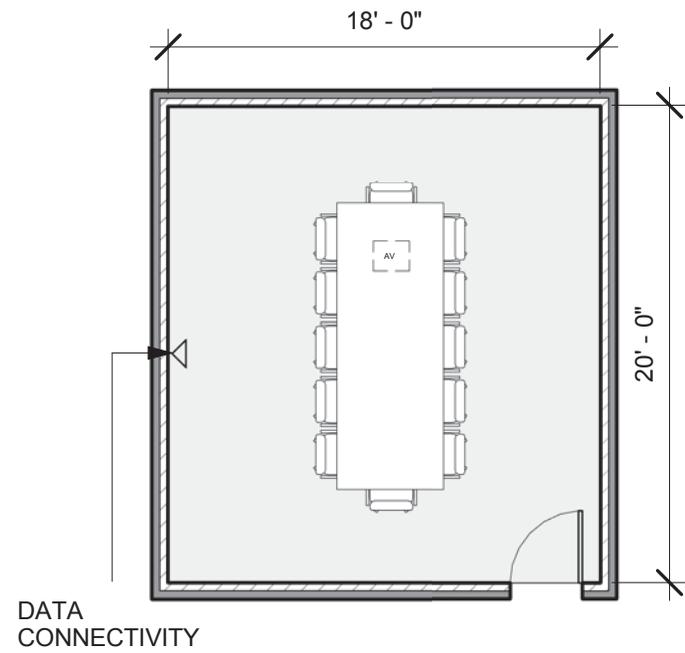
**SPC-4**

MEDIATION ROOMS 10' X 12'  
SCALE: 1/4" = 1'-0"



**SPC-5**

AOC FAC CONFERENCE ROOM 20' X 30'  
SCALE: 1/8" = 1'-0"



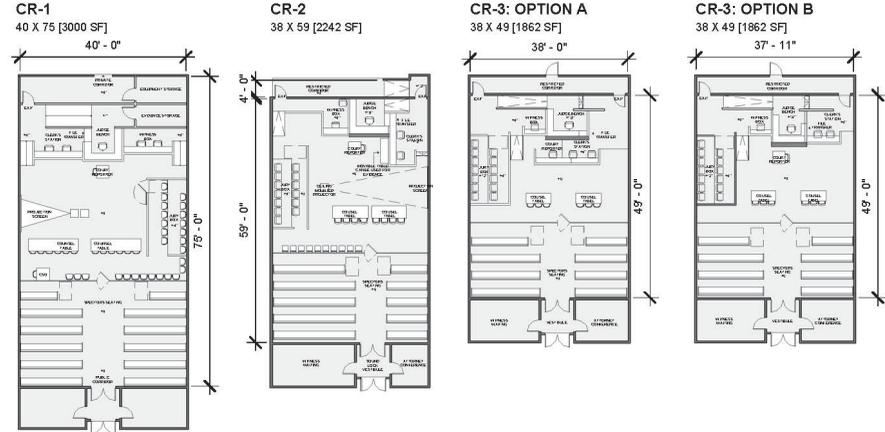
**SPC-6**

COC CONFERENCE ROOM 18' X 20'

SCALE: 1/8" = 1'-0"

# Courtrooms

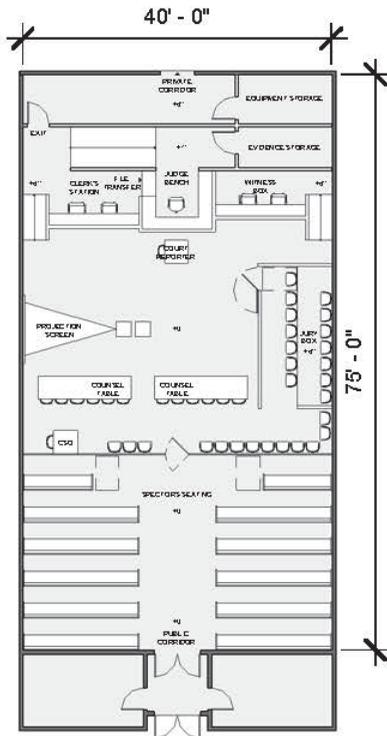
Code	Area(NSF)	Dimensions	Assignment
CR - 1	3,000	40 x 75	Special Proceedings
CR - 2	2,250	38 x 59	Large Jury Courtroom
CR - 3	1,850	38 x 49	Standard Jury Courtroom



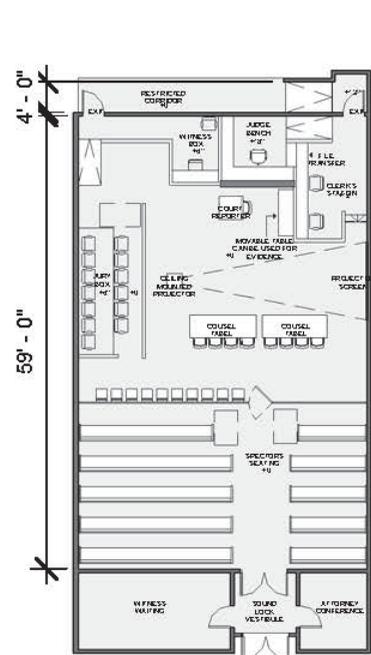
**Note:** To support investiture proceedings, CR-1 should be configured so as to support up to 130 folding seat in the well (preferable opposite jury box). Also, gallery seating for CR-1 and CR- 2 should be revisited in design for the potential to add more attorney tables.

## Courtroom Illustrations

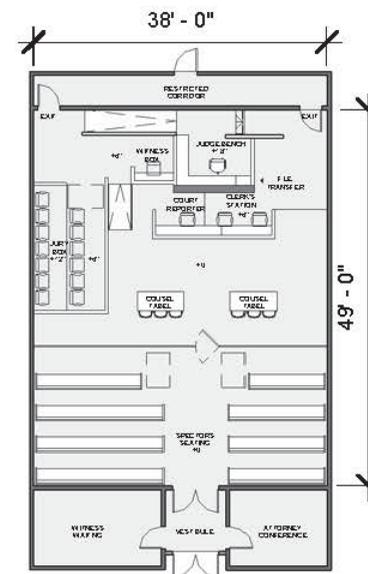
**CR-1**  
40 X 75 [3000 SF]



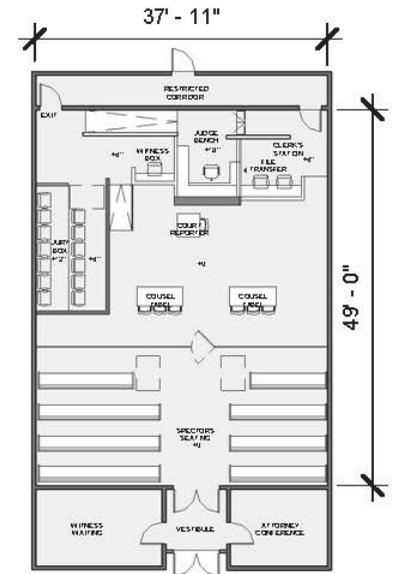
**CR-2**  
38 X 59 [2242 SF]



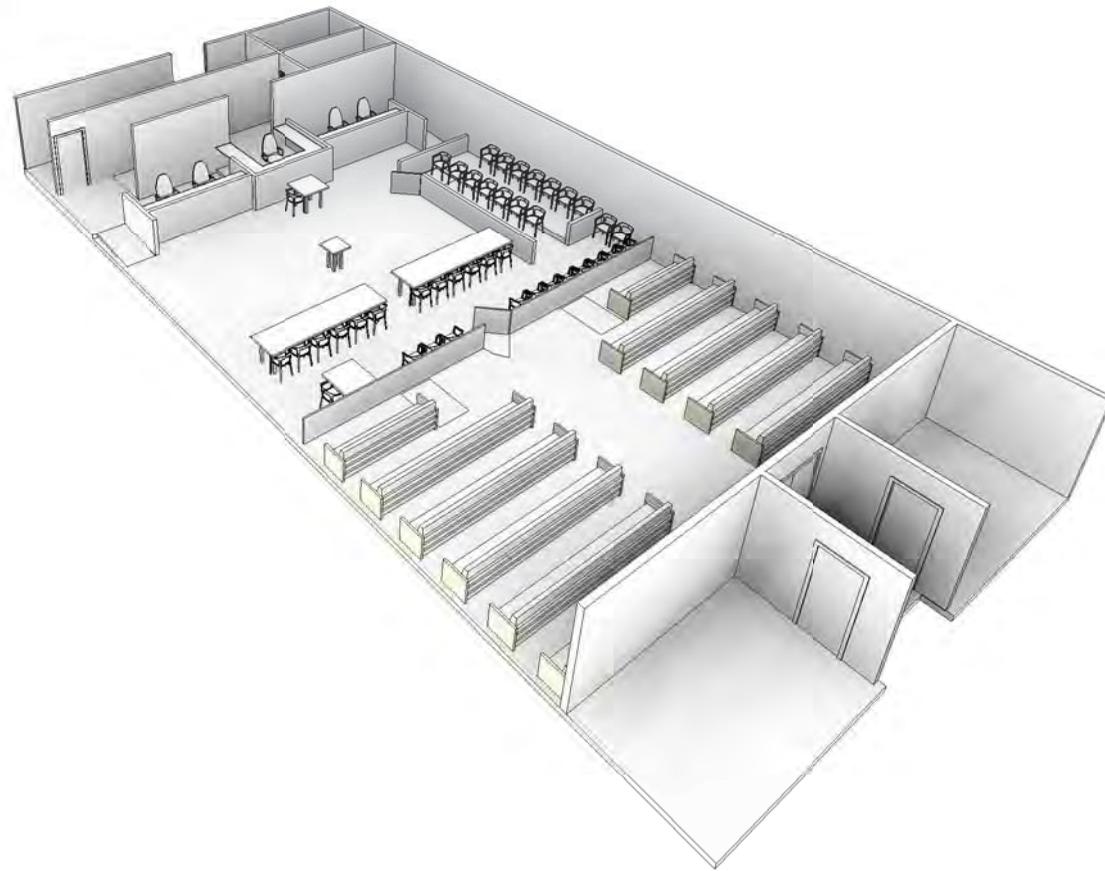
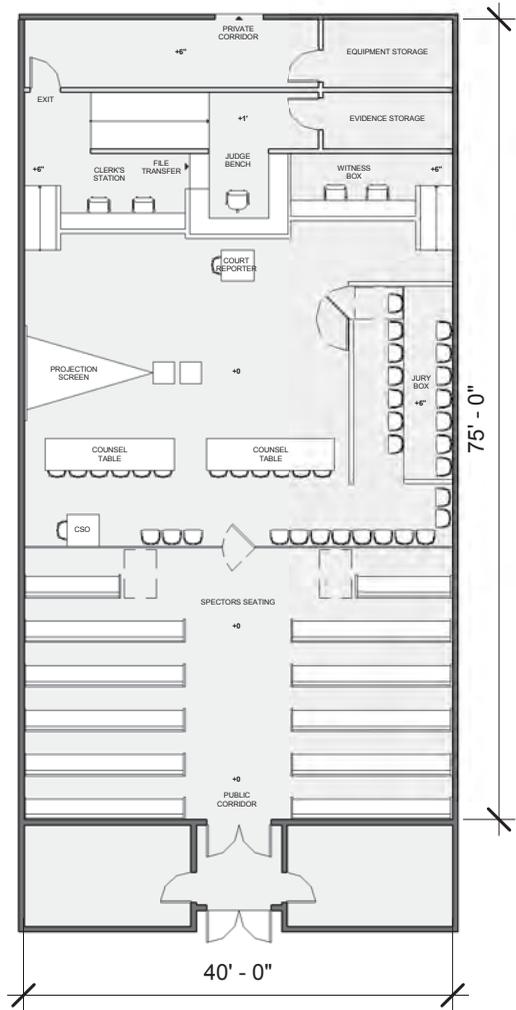
**CR-3: OPTION A**  
38 X 49 [1862 SF]



**CR-3: OPTION B**  
38 X 49 [1862 SF]

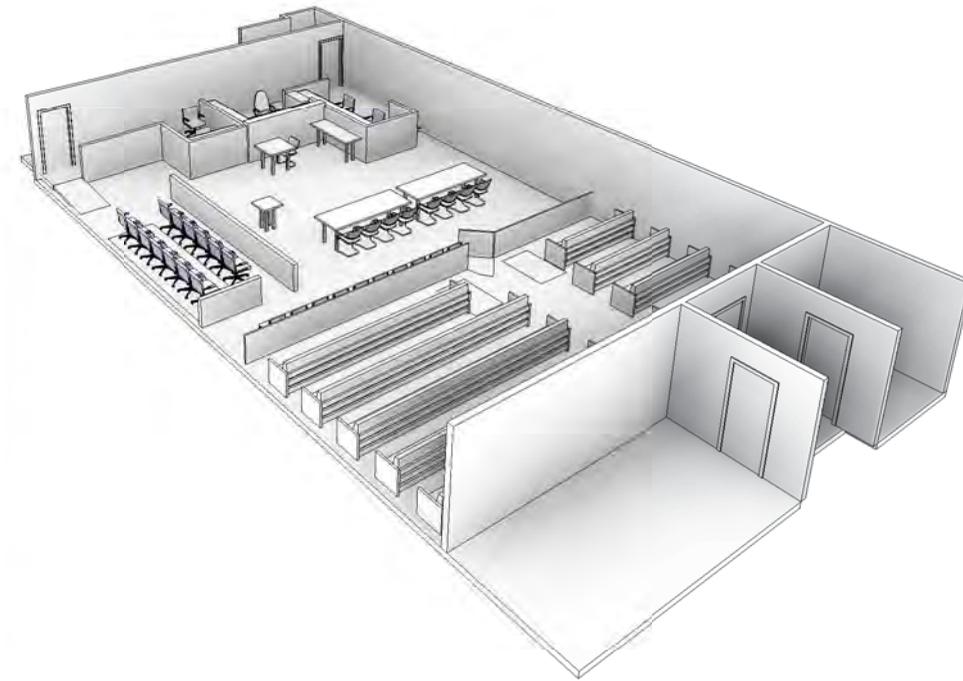
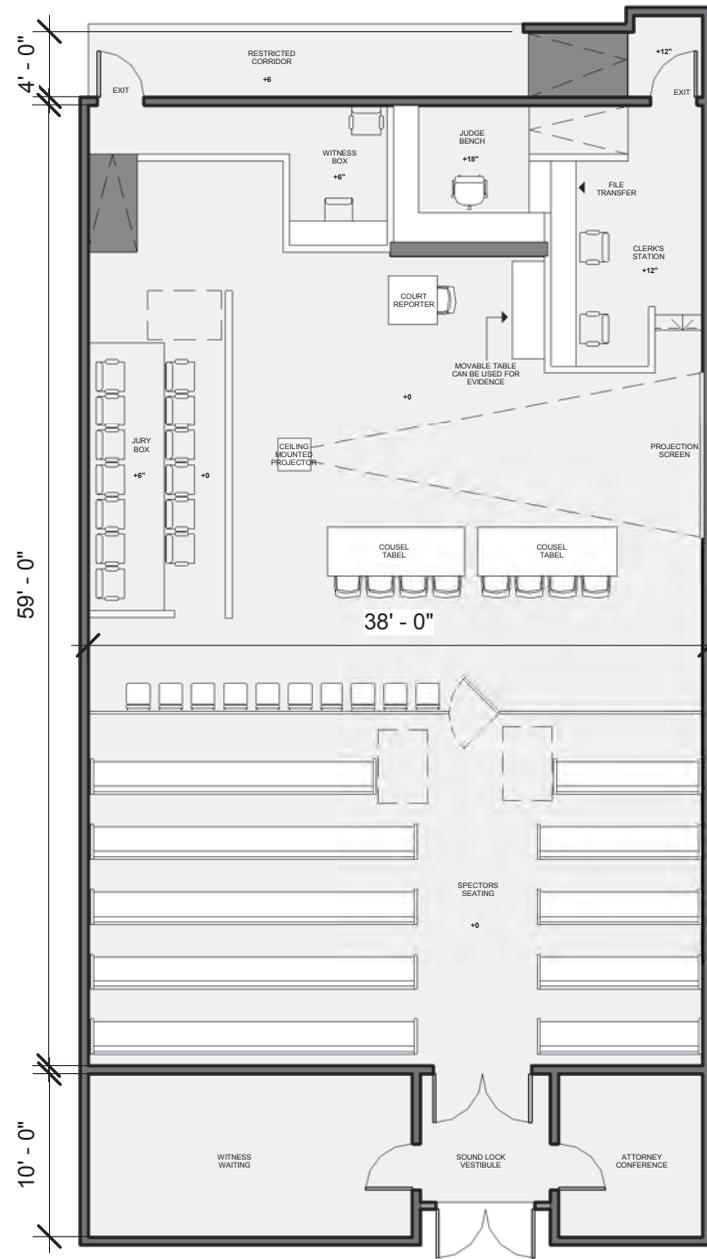


Note: To support investiture proceedings, CR-1 should be configured so as to support up to 130 folding seat in the well (preferable opposite jury box). Also, gallery seating for CR-1 and CR-2 should be revisited in design for the potential to add more attorney tables.

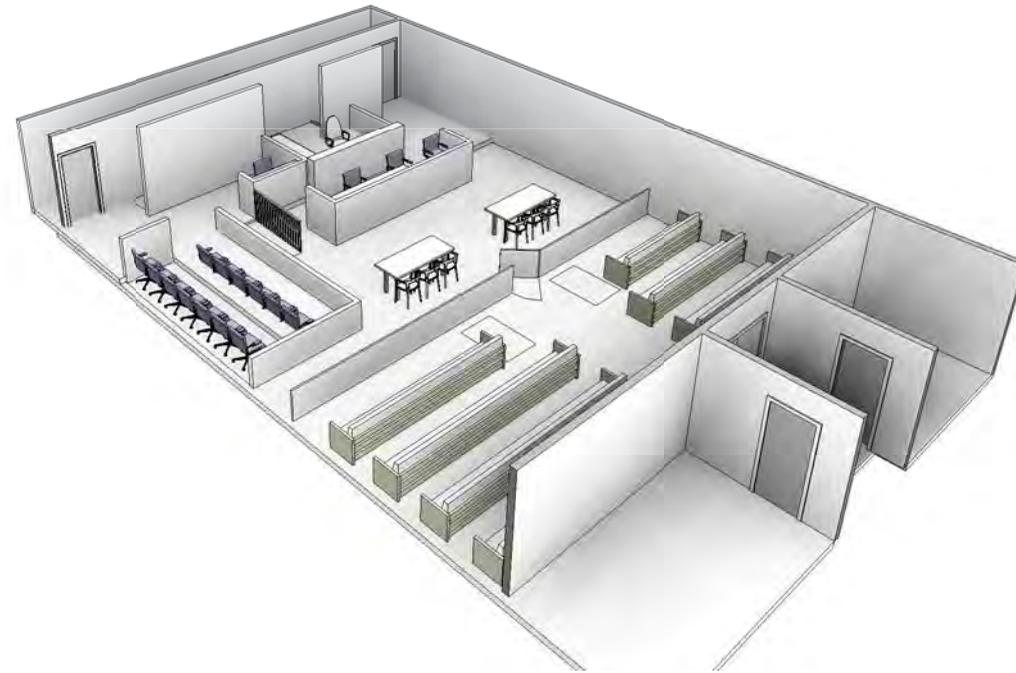
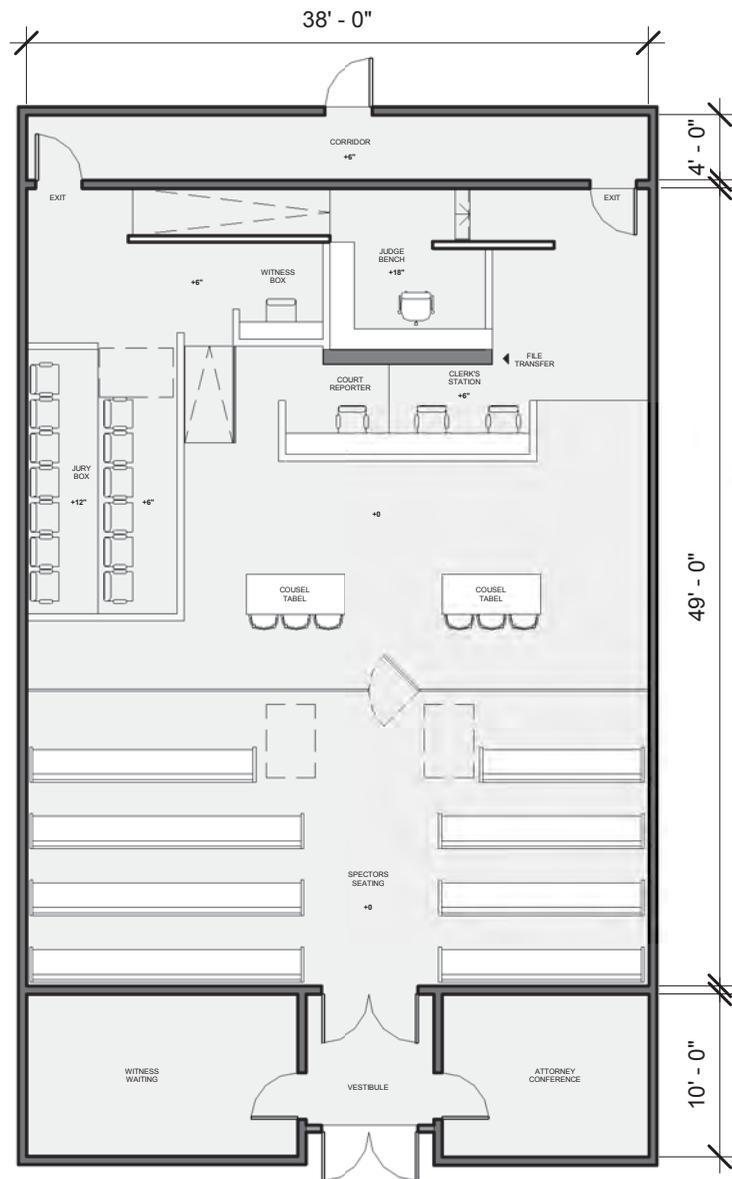


**CR-1**

SPECIAL PROCEEDINGS 40' X 75'  
SCALE: 1/16" = 1'-0"

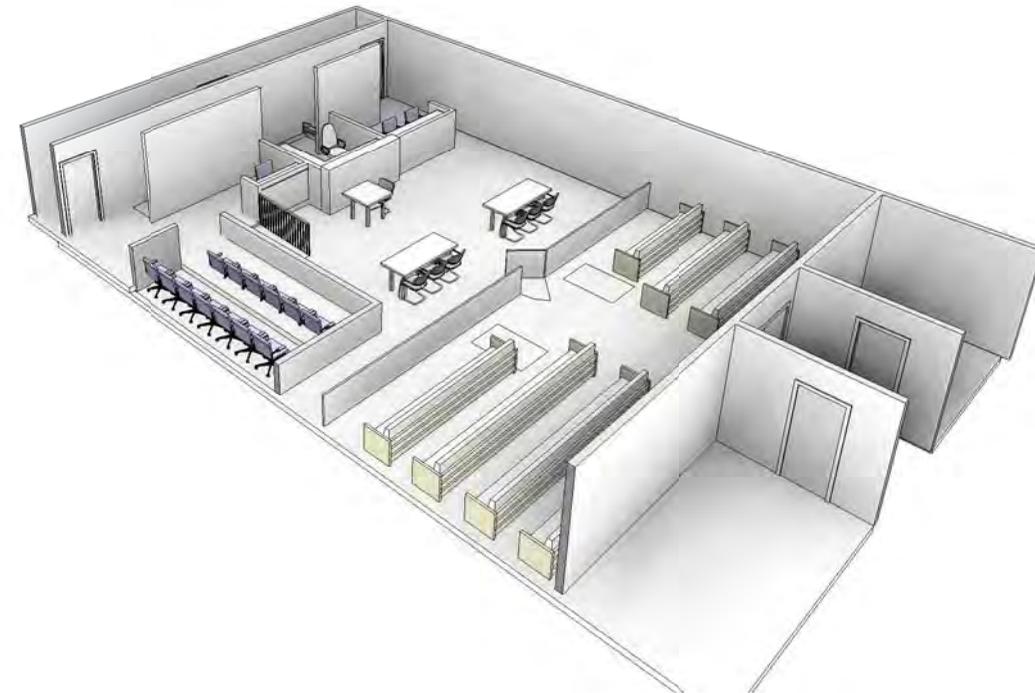
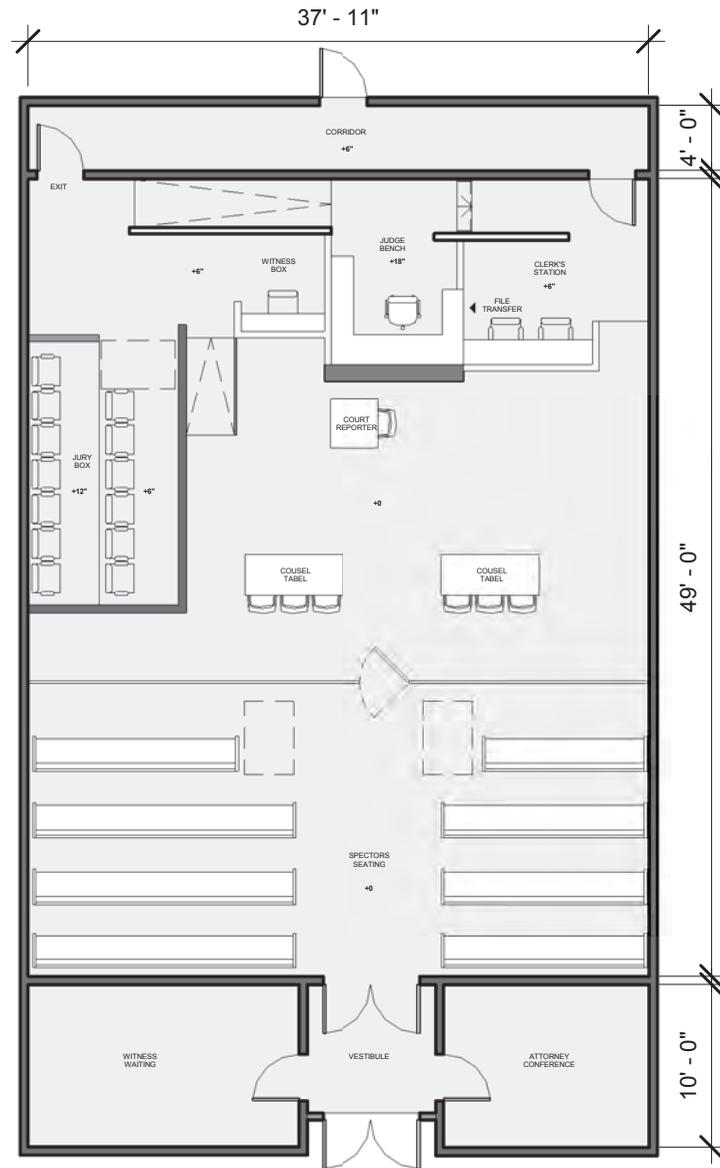


**CR-2** TYPICAL LARGE TRIAL COURTROOM 38' X 59'  
 SCALE: 3/32" = 1'-0"



**OPTION A**

**CR-3A** TYPICAL STANDARD TRIAL COURTROOM 38' X 49'  
SCALE: 3/32" = 1'-0"



**OPTION B**

**CR-3B** TYPICAL STANDARD TRIAL COURTROOM 38' X 49'  
SCALE: 3/32" = 1'-0"





# Civil and Probate Courts Master Plan

2017

**Section 3**  
Design Guidelines



## Section 3 – Design Guidelines

### Introduction

The primary purpose of this Section 3 is to provide guidance on Civil and Probate Courthouse design specifically as it pertains to layouts, dimensions and features considered to be essential to the functionality and to the ability of the Court to do its work expeditiously, safely and efficiently.

It is important to understand that this section does not provide technical detail or systems performance requirements that might represent engineering involvement. Such performance requirements are beyond the scope of this document. It does, however, identify functional requirements and performance interests where these could serve to inform a more technical set of guidelines developed in a separate project effort.

The Section provides guidance in the following areas:

1. Courtroom Overview
2. Courtroom Elements
3. Court Support Elements
4. Telecommunications Infrastructure and Technology Guidelines

### Courtroom Overview

Courtrooms have a symbolic as well as a functional character. The design of courtroom space should therefore speak to the dignity and importance of our judicial system, but must also promote efficient operations. The events that unfold in the courtroom are important both to the participants and to society, and should be afforded an appropriate setting that reflects this ideal. As the symbolic image of justice and the justice system, the design should be dignified and business-like in appearance. The message that should be conveyed is one of order, rationality, and fairness. In addition, as the ultimate arenas for conflict resolution, courtrooms must respond to issues of safety and security for all participants, a goal partly achieved through the designation of clear separate circulation patterns.

- 1.1. **Image** - The courtroom is the symbolic image of justice and of the justice system. Its design should reflect this ideal, while promoting functional efficiency and effectiveness. The importance of the appearance of the courtroom to the public should not be overlooked.
- 1.2. **Design** - Courtrooms should be designed to accommodate generalized types of litigation as opposed to specialized types of litigation. This generalization in courtroom design provides flexibility in meeting current courtroom requirements based on scheduling, and also meets future courtroom requirements based on unanticipated growth or changes in operational practices. In addition, courtrooms of similar design promote standardization and predictability for courthouse users. The standardization approach to courtroom design provides an opportunity for efficient designs with concomitant cost-savings.
- 1.3. **Configuration** - The traditional configuration of a courtroom is rectangular, although modern court design may include other shapes. A consideration in deciding on the shape of the courtroom is the need for all participants to have clear lines of sight. This consideration should take into account the distance between each participant and the angle in degrees from the frontal position that a participant has to turn to view each of the other participants. Distance can affect acoustics and the ability to observe changes in facial expression or demeanor. Excessive sight angles interfere with concentration and cause physical fatigue and discomfort. Round courtrooms are not acceptable in this facility.
- 1.4. **Size** – The size of the courtroom should be determined by the types of litigation to be heard. Trial court courtrooms typically must handle both jury and non-jury cases involving all types of matters, including general calendars, motions and jury trials. A new Civil and Probate Courthouse in Miami-Dade County will require very one large courtroom, capable of holding 120 to 150 spectators, to accommodate special proceedings, ceremonial functions, multi-litigant trials, celebrated cases, or public and civic meetings. In addition, several large jury courtrooms capable of holding up to 100 spectators will be needed to accommodate the number of unusually large trials in this jurisdiction (i.e. tobacco cases). The standard courtrooms are smaller and are related to their projected use, the size of the court's caseload, the types of cases, and the scheduling practices of the court. As stated in the standards section, it is recommended that the Standard Trial Courtroom be 1,850 square feet in size.
- 1.5. **Width** – It is recommended that the width of courtrooms in this facility be 38-40 feet. In no case should the width be lower than 36 foot.

- 1.6. **Ceiling Heights** - Floor-to-ceiling heights in a courtroom should be proportional to the room dimensions for symbolic and environmental factors. In courtrooms of 1,850 square feet or less, ceiling heights should be 12-14 feet. In larger courtrooms, ceiling heights should be 14-16 feet.
- 1.7. **Spectator Seating Area** - The size of the spectator seating area in most courtrooms should be determined by the size of the jury panel. For a 14-person jury, this would usually be 45-55 persons, while for a seven-person jury; the panel may consist of 20-30 persons. Civil cases generally do not require additional spectator seating though prudence suggest some should be provided if feasible within the area and dimensions of the standard.
- 1.8. **Entrances** - Entrances into the courtroom should be as limited as possible and carefully located near the appropriate areas for each courtroom participant. The public should enter through a single public vestibule to provide sight and sound separation from courtroom activities, as well as for security purposes. Jurors, the bailiff, and the clerk may have an entrance at the end of the jury box on the opposite side of spectator seating. The judge may have an entrance behind the judge's bench. Court Reporters are hired by the parties in civil cases and should use the public entry.
- 1.9. **Finishes** - The appearance and ambiance of the courtroom should be restrained and dignified. Finishes should express the solemnness of the proceedings, yet not be too dark and overbearing. A mixture of light and dark woods, along with fabric in the rear of the courtroom, has been found to be appropriate in many instances.
- 1.10. **Sight Lines and Lighting** - Courtroom participants should be able to see the proceedings clearly. Careful attention should be paid to establishing appropriate sight lines. Adequate lighting should be provided, with greater intensification in the well area. Changes in lighting are needed for displaying evidence, showing films, or using electronic evidence presentation. Court personnel should be able to make the necessary adjustments from their stations with a minimum of movement. It is generally recommended that a combination of fluorescent and incandescent lighting be used in the well area with spot illumination over key participants, such as the judge's bench. Dimmer illumination can be used in the spectator area.
- 1.11. **Acoustics** - Courtroom participants should be able to hear the proceedings clearly. Acoustics should be clear with no reverberations or echoes and should be enhanced in the well area. This can be done through the use of reflective surfaces. Features such as soundproofing between courtrooms and surrounding spaces, double door vestibules from public corridors

and holding areas, and carpeting help to reduce the extraneous noise within the courtroom. To protect the privacy of bench conferences in courtrooms with well-designed acoustics, "white noise" devices may be installed.

- 1.12. **Environmental Controls** - Courtrooms should have adequate ventilation, heating, and cooling systems, with separate thermostatic controls for each courtroom. Maintaining suitable environmental conditions within the courtroom is important. A courtroom that is too hot or too cold can have adverse effects upon the participants. Court personnel should be able to make the necessary adjustments from their stations with a minimum of movement.
- 1.13. **Sound and Video Recording** - Microphones for sound amplification, an assistive listening system and sound recording equipment should be planned for and conduit run to pre-planned areas through the floors or walls. Video or closed circuit television should also be planned for and incorporated in the design. In many current courtrooms, cables that run over carpeted floors are not only unsightly, but create a potential hazard as well.
- 1.14. **Electrical Outlets** - The courtroom should have an adequate number of electrical outlets located near anticipated power equipment such as video tape recorders, television monitors, sound recording equipment, projectors, x-ray viewers, and computer terminals. Electrical outlets are also needed for cleaning equipment.
- 1.15. **Court-Floor Location** - Courtrooms in multi-story buildings should be located on upper floors which provide quieter and more secure spaces. Courts that generate a high volume of traffic should be located on lower court floors, and have the necessary support offices nearby.
- 1.16. **Natural Light in Courtrooms** – To the extent possible, courtrooms should have some connection to natural light. Despite the technical issues related to shadows, views of electronic screens, projection levels and other issues, most courtroom participants find access to natural light a significant environmental advantage particularly in the already difficult circumstances of case proceedings.
- 1.17. **Ratio of Courtrooms to Judges** - Generally, a one-to-one ratio of courtrooms to judges is recommended. The national average for case dispositions reveals that 90 percent of all cases are settled without a trial. Jurisdictions with greater than 10 percent of their caseload going to trial tend to become backlogged, resulting in substantial investments of time, money, and human resources. A firm and unavoidable trial date is the single most effective means of stimulating lawyers to prepare their cases,

which in the vast majority of instances leads to pretrial settlements. To make a trial date viable, lawyers must believe that the court will have a judge and courtroom available when the case is ordered to trial. The one-to-one ratio of judges to courtrooms puts pressure on parties to plea or to settle through the ready availability of trial courtrooms.

1.18. **Clustering** - Courtrooms should be clustered on a court-floor in groups of two, four, six, or eight.

1.19. **Court Set Components** – Each Courtroom set will have the listed components.

	#1	#2	#3
<b>Type</b>	<b>Special Proceedings</b>	<b>Large</b>	<b>Standard</b>
<b>Vestibule entry</b>	yes	yes	yes
<b>Attorney/Client Interview</b>	2	2	2
<b>Mediation rooms</b>			Separately provided on Ct floor with County Court courtrooms
<b>Jury Suite</b> <i>Jury Room</i> <i>Jury toilets (2 ea.)</i> <i>Jury vestibule</i>	yes Cap. 14	yes Cap. 14	yes Cap. 14
<b>Evidence Storage closet</b>	yes	yes	yes
<b>Courtroom Storage closet</b>	yes	yes	yes
<b>Electronics Closet</b>	yes	yes	yes

1.20.Types and Capabilities (as indicated in Book 1, Section 4)

**Courtroom Types/Capacities Worksheet**

	#1	#2	#3
<b>General Size</b>	<b>Special Proceedings</b>	<b>Large</b>	<b>Standard</b>
<b>Use</b>			
<b>Circuit Court Civil and Probate</b>	Large multi-party jury trials, unusual cases requiring large jury venires, major court events. Investitures – up to 130 seats in the well opposite jury box	High volume calendar calls, large jury trials, civil proceedings, lengthy trials requiring a large number of alternate jurors	Typical civil and probate case proceedings, standard civil jury trials, non-jury trials
<b>County Court Civil</b>		High volume calendar calls	Jury trials
<b>Gallery Seating</b>	150	100	45-55
<b>Judge</b>	1	1	1
<b>Jury Capacity</b>	14	14	14
<b>Clerk(s)</b>	2	2	1
<b>Court Reporter</b> <i>(as provided by the parties)</i>	1	1	1
<b>Witness</b>	1	1	1
<b>Interpreter</b>	1	1	1
<b>Atty. Tables</b>	4 large with capacity for 6	2 with capacity for 4	2
<b>Bailiff</b> <i>(not a fixed position)</i>	1	1	1
<b>Podium</b> <i>(fixed position identified evidence for electronic presentation)</i>	1	1	1
<b>Podium (movable)</b>	1	1	1
<b>Area</b>	3,000	2,250	1,850
<b>Dimensions</b>	40 x 75	38 X 59 (rounded)	38 X 49 (rounded)

### Courtroom Capabilities Worksheet

	#1	#2	#3
Type	Special Proceedings	Large	Standard
<b>Audio</b>	yes	yes	yes
<b>Audio Court Recording</b> <i>(@ remote location)</i>	no	no	no
<b>Video Court Reporting</b>	no	no	no
<b>Real Time CR</b> <i>(capability)</i>	yes	yes	yes
<b>TV Broadcast capability</b>	yes (with control room)	yes	yes
<b>LAN/WAN</b>	yes	yes	yes
<b>Legal Research</b>	yes	yes	yes
<b>Wi Fi</b>	yes	yes	yes
<b>Telephone</b>	yes	yes	yes
<b>Conference calling</b>	yes	yes	yes
<b>Video conferencing</b>	yes	yes	yes
<b>Jury notification</b>	yes	yes	yes
<b>White noise</b>	yes	yes	yes
<b>Duress alarm</b> <i>Judge bench</i>	Yes	Yes	Yes
<i>Clerk bench</i>	yes	yes	yes
<b>Security camera</b>	yes	yes	yes
<b>Electronic Evidence Presentation</b> <i>(Capability)</i>	yes	yes	yes
<b>HVAC controls</b> <i>On Judge's bench</i>	yes	yes	yes
<b>Lighting control</b> <i>(on Judge's bench)</i>	yes	yes	yes

## Courtroom Elements

### 2.1. The Judge's Bench

The judge is the symbolic image of the administration of justice. The design of the judge's bench should therefore be constructed to impart an appropriate sense of dignity to the judicial office. The judge's professional capacity requires the ability to view and hear all courtroom participants; exercise a protective influence over witnesses; loudly address all persons in the courtroom, speak softly during side-bar conferences with the attorneys or with the clerk; and to easily pass documents and exhibits to attorneys, and the court clerk.

2.1.1. **Orientation** – The bench should be centered at one end as has been traditional in many courts. The corner orientation may be tested but is not the preference of this court.

2.1.2. **Elevation of the Bench** - The height of the bench should reflect the role of the judge and dignity of the court, and provide a clear view of all parties in the courtroom. The bench should be elevated at least three risers (18-21 inches in a 1,850 square foot Standard Trial Courtroom; 21-24 inches in the Large and Special Proceedings Courtrooms, or so the judge's eye level is slightly higher than a standing attorney who approaches the bench.

2.1.3. **Height of Bench Front** - The front of the Standard Trial bench should be 49 to 53 inches in height. This includes 18 to 21 inches for riser height, 29 to 30 inches for the work surface, and 3 to 4 inches for the privacy shelf. Large Trial Courtroom benches would add 3 to 4 inches for the additional riser height.

2.1.4. **Bench Shelf** - The front of the bench may be surrounded by a chest high shelf, approximately 10-12 inches deep. This will allow attorneys to refer to files and documents during a bench conference, prevent the attorneys from seeing documents on the judge's desk, and also prevent attorneys from resting their arms and elbows on the top of the bench, a posture many judges find unseemly and an encroachment upon their work space.

2.1.5. **Bench Sides** -The sides of the judge's bench should be symmetrically lowered to facilitate the transfer of documents and verbal communication with the court clerk and court reporter, as well as clear lines of sight to the witness.

2.1.6. **Work Surface** - The judge's bench should be proportional with the size of the courtroom. In Standard Trial Courtrooms, the judge's desk top should be six to eight feet in length by two to two and a half feet in depth. In Large Trial Courtrooms, the length may extend to 10 feet. Several drawers should be provided for forms, supplies and personal items, as well as adequate shelving for volumes of the code of laws.

2.1.7. **Conference Call capability** – Each bench should provide appropriate equipment for telephone conferencing.

- 2.1.8. **Computer** - The judge's bench should be designed to incorporate a computer screen and provide a retractable keyboard. These should not sit on top of the work surface but be integrated into the overall bench design. Appropriate wire management should eliminate clutter and minimize tripping hazard.
  - 2.1.9. **Microphone** - The judge's bench may be equipped with a microphone for sound reinforcement which should be controlled by the judge and the court clerk.
  - 2.1.10. **Duress Alarm** - The judge's bench should have a concealed, silent duress alarm for hand activation that will directly alert the courthouse security station, or an employee station that is staffed without interruption by personnel trained in emergency notification procedures. While care should be taken to avoid placement of the alarm where it could be accidentally activated, the alarm should be within easy reach of the judge, to make its activation as inconspicuous as possible.
  - 2.1.11. **Bench Security** - The front panel of the judge's desk should be made of bullet-absorptive materials. Care should be taken not to use steel-plated, bullet-resistant materials, as this may cause bullets to ricochet throughout the courtroom. A number of glass and fiberglass compounds are available for this purpose.
  - 2.1.12. **Distance Between the Bench and Back Wall** - It is recommended that the space between the judge's desk and the opposing wall be at least five feet in order to allow the judge to move his chair for side-bar conferences, to reach for reference books, and to move in a dignified fashion to and from the bench.
- 2.2. **The Court Reporter's Station**<sup>2</sup> - The court reporter is responsible for recording court proceedings by shorthand, stenographic machine, or automatic sound recording device. As such, the court reporter must have an unobstructed view of the entire well area. This field of vision should include the judge, witness box, jury box, and attorney's tables, all within a 180 degree arc. This will allow for rapid head and eye movement necessary to identify exchanges between speakers and accurate transcription of verbal and non-verbal (e.g. head nods, facial expressions, and hand gestures) communication. The court reporter should be as inconspicuous as possible, particularly to the witness who should not be made to feel that every word being uttered is being recorded in evidence, and to the jurors who should not be distracted to the extent that testimony is missed or ignored.
- 2.2.1. **Location** - In a center bench Courtroom, the court reporter may be given a small moveable desk located in front of the witness box or Judge's bench.

<sup>2</sup> In Florida, Court Reporters are not required in Civil proceedings but may be provided and paid for by the parties.

- 2.2.2. **Work Space** - The court reporter work space should comprise an area with a comfortable chair that swivels, with an electrical outlet in close proximity. The distance from the desk to the back wall should be at least four feet, to accommodate (if necessary) a stenotype machine on a stand, various seating angles, and easy access.
  - 2.2.3. **Elevation of the Work Station** - The court reporter station should be floor-level in order to not obstruct the judge's view of the witness. In this position, care should be taken that the court reporter have a clear view of all participants, with the exception of the clerk, and particular attention should be given to the reporter's view of both attorney tables, as these sight lines are often overlooked.
  - 2.2.4. **Court Reporting Equipment** - Although the equipment used by the court reporter will be determined by the method of court reporting, the space described above would accommodate the following methods:
    - 2.2.4.1. *Stenotype*. Requires a moveable chair, space for the stenotype machine, and adequate electrical outlets.
    - 2.2.4.2. *Electronic Recording*. Requires a permanent workstation that will accommodate recording equipment and space for note-taking, as well as wiring for the sound recording equipment.
  - 2.2.5. **Cable/Electrical Outlets** - The court reporter station should have multiple electrical outlets and space for electronic recording equipment and sound reinforcement equipment. The station should also be made cable-ready for computer terminals and video technology.
- 2.3. **Interpreter** - In those instances that require an interpreter, the interpreter should be located to one side of the witness, and be easily seen and heard by the court reporter, judge, jurors, and attorneys. Provision should be made for remote interpretation to or from the Children's or Criminal Courthouses.
- 2.4. **The Witness Box** - The witness plays a crucial role in the judicial process, and following the judge, should be the focal point of all courtroom proceedings. As the witness provides testimony before the court, it is critical that all verbal and non-verbal communication be clearly conveyed to the other courtroom participants. In addition, since many witnesses testify at a personal sacrifice of time, money, and the risk of being harmed, they deserve the courtesy and protection of the court.
- 2.4.1. **Location** - The witness box should be located between the jury and the judge. This location provides the proximity necessary for the aforementioned parties to clearly see and hear the testimony of the witness.
  - 2.4.2. **Size** - The front width of the witness box should be at least 3'6" and approximately four feet deep to allow for ease of entry and exit.
  - 2.4.3. **Railing** - The railing surrounding three sides of the witness box should be approximately 3 feet high to shield the witness from the waist down so that all non-verbal gestures can be easily viewed.

- 2.4.4. **Desk Area and Shelf** - A desk area should be provided for the witness and a shelf should extend from the front of the box for attorneys to rest files or evidence as witnesses must frequently receive, examine, and return exhibits. This shelf area also ensures an adequate non-encroachment distance between the witness and attorneys. The bottom of the desk surface should be between 2'4" and 2'6" from the floor of the witness box to permit ease of entry and exit. Provision should be made to accommodate a computer screen.
  - 2.4.5. **Elevation** - The witness box should be elevated one to two 6 inch riser(s), depending on the height of the judge's bench, and be in clear view of the judge, jury, court reporter, attorney's tables, and spectators.
  - 2.4.6. **Distance to Jury Box** - The witness box should be stationed no closer than four to five feet from the jury box, so that the nearest juror is seven to eight feet away from the seated witness. This distance will lessen any feelings of intimidation jurors may have due to their proximity to witness. This distance also facilitates the large volume of movement that must pass between the witness box and jury box, and is particularly important for jurors in wheelchairs.
  - 2.4.7. **Distance to Wall** - The witness box should be located four to five feet from the wall, and should be as enclosed as possible for privacy and security considerations.
  - 2.4.8. **Microphone** - A movable microphone should be mounted unobtrusively in the witness box, and be able to clearly receive the testimony soft-spoken witnesses. The microphone may also be connected to an amplifier controlled by the judge or the clerk. The microphone should be placed 18-24 inches from the mouth of the speaker.
  - 2.4.9. **Witness Chair** - The witness chair should be stationary to prevent witnesses from backing away from the microphone, but should be removable to accommodate a wheelchair bound witness. Chairs with swivel seats should be of a quality to prevent squeaking and other distracting sounds.
- 2.5. **The Jury Box** - Jurors are temporary "officers of the court" and should be afforded the comfort and courtesies appropriate to their important role in the trial process. Although jury service is a civic duty required of all eligible citizens, many jurors serve at great personal sacrifice of wages and time. Further, many are completely unfamiliar with the judicial process and find it intimidating, confusing, and mentally taxing. The prominent position of a well-appointed jury box in a courtroom should serve to facilitate their understanding of the court proceedings.
- 2.5.1. **Location** - The jury box should be situated so that the attorney's tables, witness box, judge and audio-visual area are in full view. The jurors themselves should be in view of the court as well as the spectators to ensure the perception of an open and public trial. The jury box should be located on the same side of the judge as the witness.
  - 2.5.2. **Size** - The standard jury box should accommodate 14 jurors in order to provide maximum flexibility for present and future trial courts. Fewer than 12 seats would limit courts that need a full jury. Seating placement can vary, but a two-

tiered seven and seven configuration is usually most efficient. Space should also be provided for a wheelchair bound juror, either with an open space on the end of the first row, or by removing the first juror chair.

- 2.5.3. **Dimensions** - The jury box should allow 12-14 square feet per juror. A 14-person jury box would typically be seven to eight feet deep by 20-21 feet long. The first should be elevated one riser, (provided provisions can be made to accommodate a wheelchair), and the second tier should be elevated two risers. The distance from the first row to the front railing should be approximately 1'6" to allow for adequate leg room. This modesty railing should be approximately 3 feet high, and should shield the lower level of jurors from the mid-chest down.
- 2.5.4. **Jury Box Shelf** - Since jurors must receive, examine, and return exhibits, a shelf may be designed as part of the jury box for examining documents and exhibits, and to ensure a non-encroachment distance between the jurors and attorneys. The shelf should be 10-12 inches in width.
- 2.5.5. **Video Screens** – Electronic evidence presentation is quickly becoming the norm and provisions should be made for jurors to have clear view of a video screen or screens. This may be done by mounting screens between each pair of jurors or by large scale screens mounter overhead or on a movable cart. It is essential though that careful attention be given to this issue.
- 2.5.6. **Relation to Attorney Tables** - The jury box should not extend past either the witness box or the attorney's tables. This affords at least a 90 degree view of all participants. All jurors should be able to see witnesses and attorneys as close to full face as possible.
- 2.5.7. **Distance to Spectator Area** - The jury box should be sufficiently distanced from the spectator area to inhibit any physical or verbal contact. Seven feet from the center of the first juror's chair to the rail separating spectators from the litigation area is adequate, as this leaves an additional 2-3 feet from the edge of the rail to the center of the nearest spectator's seat. A bailiff's station may be located between the jurors and the spectators to prevent any communication.
- 2.5.8. **Distance to Attorney Tables** - Jurors should be adequately distanced from the attorney's tables to prevent overhearing any private conversations. This distance should be a minimum of four feet to the table and six feet to the nearest attorney's chair.
- 2.5.9. **Juror Chairs** - Jury seats should be stationary but swivel, and should not be placed closer than eight inches apart side-by-side, nor closer than 3'6" back-to-back. Chairs should be designed with armrests and be constructed to lessen juror fatigue during long periods of use, with adequate back support and leg room. One accessible seating space 48"D x 36"W should have a readily removable seat so that it may also be used by persons confined to wheelchairs.
- 2.5.10. **Writing Surfaces** - Writing surfaces may be included for each juror.

2.5.11. **Entrance to Jury Box** - The entrance to the jury box should be opposite to the spectator seating and near the exit to the jury deliberation rooms.

2.5.12. **Microphone** – The jury box should have a microphone to support jury selection and announcements of verdicts.

2.6. **The Attorney Tables** - A variable number of attorneys may appear before the court, but typically, provision should be made for three to four attorneys and parties for each side in a dispute. Litigation often requires a great deal of space for large legal books, documents, notes, evidence, and computer screens. The work surface for attorneys should be sufficient to handle this volume, while allowing for comfortable seating and movement of the parties at the tables. Attorneys and litigants should be able to confer in private at their tables without being heard by opposing attorneys or litigants, jurors, or spectators. Attorneys should be able to move easily in the well area; to approach a lectern; or any participant in the courtroom.

2.6.1. **Location** - The attorney tables and their placement should enhance the attorney's in-courtroom work and movement throughout the well. The tables' positioning should insure that litigants are in full view of the judge, court reporter, witness, and jury.

2.6.2. **Number of Tables** - Each courtroom should have separate tables for both the defense and plaintiff. The tables should be in no way connected in order to facilitate private client/attorney communications and to decrease the potential of direct contact between the parties. (see graphic and tabular exhibits for specific requirements)

2.6.3. **Dimensions** - The attorney tables should be at least six feet in length, and eight to ten feet if multiple litigants or attorneys are common. The width of the table top should be three to four feet in order to accommodate the necessary work materials and computer screens

2.6.4. **Drawers and Recesses** - For security reasons, the tables should not have drawers or a recess underneath the table where a weapon or bomb may be placed.

2.6.5. **Connectivity** – All attorney tables should be have immediate access to power and (potentially) connectivity to data and internet. Good wire management is needed to avoid tripping hazards and unsightly open wires across the floors.

2.6.6. **Distance Between Attorney Tables** - A distance of four to five feet is required between attorney tables to prevent overhearing private conversations or viewing of opposing counsel notes.

2.6.7. **Distance to Jurors and Spectators** - Approximately eight feet from the nearest juror or spectator is required to prevent private conversations from being overheard or documents from being read. Therefore, the minimum distance from the corner of the jury box to the nearest attorney table should be four feet.

2.6.8. **Distance to Judge** - A distance of 15-18 feet is required from the front of the judge's bench to the center of the attorney tables to provide physical and visual separation from the judge to the litigants. This distance creates the symbolic image

of judicial objectivity and dignity, while simultaneously creating a functional well area within which attorneys can move freely and one that will accommodate additional attorney tables if necessary.

2.6.9. **Relation to the Jury Box** - The back edge of the attorney table may be even, but not ahead of the end of the jury box. In this position, no juror is located out of the attorney's field of vision, a posture that is important during the questioning of witnesses.

2.6.10. **Distance to Spectator Area** - The distance between the back of the attorney chairs and the spectator railing should be approximately five to six feet to comfortably accommodate an additional row of chairs or bench type seating along the railing for staff, paralegal, or other involved parties, and to allow for a pathway behind the attorney tables.

2.7. **The Bailiff's or Court Officer's Station** - The bailiff or court officer is responsible for the security of the courtroom and the safety of all participants. The bailiff or court officer maintains order in the courtroom. Additional responsibilities include announcing the entry of the judge, escorting witnesses to and from the witness box, escorting jurors to and from the jury box, handling heavy or hazardous evidence, and running errands for the judge during the trial.

2.7.1. **Location** - The bailiff or court officer should be able to see all the participants and the public. Space should be provided by the jury box nearest to spectator seating or may be located by the court clerk or near the spectator rail.

2.7.2. **Workstation** - The bailiff's or court officer's station may consist of a moveable, swivel chair which provides the support and comfort required for long periods of courtroom duty. In addition, a portable, podium style stand or small desk maybe used to provide a work service for the officer.

2.7.3. **Surrounding Area** - The area surrounding the bailiff's or court officer's station should be free of obstacles or obstructions should it become necessary to respond to an emergency situation.

2.8. **Spectator Seating** - As a general rule, trials must be open and public. Persons who wish to view trials and hearings, whether they are members of the media or ordinary citizens, have a right to both see and hear the proceedings. Generally, the size of the juror empanelment should determine the minimum number of spectator seats in a standard courtroom. All prospective jurors should be able to be seated in the spectator area, without overflow into the jury box or other areas. The Special Proceedings courtroom and large courtrooms can be used to accommodate unusual spectator demand. This courtroom can also be designed for high publicity or public interest trials and be equipped with audio-visual and news media features not normally required for most trials. The Special Proceedings Courtroom could also have a judge's bench designed for three-judge appellate panels.

- 2.9. **Seating Capacity** - The size of the spectator seating area in most courtrooms should usually be determined by the size of juror empanelment.
- 2.10. **Type of Seating** - Seating may be either bench type or theater type. Movable or stacking chairs rarely contribute to a sense of decorum or order in the courtroom. Usually bench seating with comfortable padding is preferred over theater seats because benches can accommodate more people within the same area. Bench seating is also comparatively easy to maintain, shows wear less quickly, and offers a dignified appearance.
- 2.10.1. **Spacing Between Rows** - Spacing between the rows of seating should be a minimum of three feet from the back of one row to the back of the next row.
- 2.10.2. **Fire Code Regulations** - One person's seating capacity should be sized on a two-foot by 18 inches dimensional area. Rows that have a capacity of eight or more people require two aisles to meet fire code specifications.
- 2.10.3. **Spectator Aisles** - Aisles in the courtroom should be a minimum 3-6 feet in width.
- 2.10.4. **Handicapped Seating and Access** - The spectator seating area should allow for handicapped seating and accessibility to the well area. Spaces should be provided at the ratio of 1 for a seating capacity of 4 to 25, 2 for a seating capacity of 26 to 50 and 4 for a seating capacity of 51 to 300. (Architects should verify this ratio.)
- 2.10.5. **Distance to Front Railing** - The front row of seats should be distanced a minimum of three feet three inches from the rail for physical and sound separation from the attorney tables
- 2.11. **Public Vestibule** - Public entry into the courtroom should be through a vestibule of approximately 60 to 80 square feet for noise control and security. The inner set of doors should have sufficient glass panels to permit visual identification of courtroom activities and participants without physical intrusion into the courtroom. For reasons of security, a single public entrance is best in that only one entry point needs to be monitored. In traditional courtrooms, this entrance should be along the same axis as the judge's bench.
- 2.12. **Court Clerk Courtroom Workstation** - Court clerks will perform an array of tasks in support of court proceedings at the court clerk's station. Clerks will check case files and record appropriate case determinations. This will frequently require passing the files to and from the judge. Therefore, it requires immediate physical and communicative proximity to the judge. The court clerk will be responsible for marking trial evidence, and for the custody of all exhibits. The clerk may also call prospective jurors to the jury box and swear in impaneled jurors for jury duty.

- 2.12.1. **Location** - The court clerk's station should be located on the opposite side of the judge from the witness to provide functional proximity to the judge and balance to the room. The station should adjoin the judge's bench for ease of communication and the passing of files and documents. In County Court a front location for the Clerk may be explored.
- 2.12.2. **Work Space** - The court clerk's station will require a work surface for two clerks in non-jury courtrooms and a work surface for one clerk in jury courtrooms. All clerk stations should be ADA compliant. The desk area should be designed as follows:
- 2.12.2.1. with clear floor space for a front approach
  - 2.12.2.2. with fixed controls and operating mechanisms for duress alarms, recording equipment, video devices, and electrical outlets that are integral components of the design mounted no less than 15 inches above floor finish and at a maximum height of 48 inches above floor finish
  - 2.12.2.3. with fixed controls and operating mechanisms operable with one hand and not requiring tight grasping, pinching, or twisting of the wrist, and no force greater than 5 lbs. to activate
  - 2.12.2.4. with a table top 28 inches to 34 inches above floor finish providing for a sufficient writing surface, the placement of files and documents, a telephone, and a bar coding wand (and potentially a scanner)
  - 2.12.2.5. with a knee clearance 27 inches high, 30 inches wide, and 19 inches deep
  - 2.12.2.6. with drawers for an electronic recorder, files, forms, pads and pencils
  - 2.12.2.7. with secure evidence storage
  - 2.12.2.8. with a depressed section to accept and conceal a computer terminal
  - 2.12.2.9. with an alcove for the computer hard drive between the judge's bench and the clerk's station
  - 2.12.2.10. with a space for an articulating tray to hold a keyboard
  - 2.12.2.11. with capability to install assisting listening system on an individual user's need
  - 2.12.2.12. With space for easy accommodation of a file cart
- 2.12.3. **Work Station Shelf** - The court clerk's station should include a 12 inch wide shelf for the signing of documents and to prevent attorneys or litigants from seeing documents on the work surface.
- 2.12.4. **Elevation of Work Station** - The clerk's workstation should be elevated, and care should be taken that the court clerk has a clear view of all courtroom participants, as the clerk frequently takes notes during the proceedings and must be able to see and hear all participants clearly. If wheelchair access is provided, accessibility to the elevated clerk's station should be provided in the form of either an access ramp or a chair lift (if ramp is not feasible). The ramp should have a slope no greater than 1:12.

- 2.12.5. **Distance From Wall** - The clerk's station should be positioned a minimum of five feet from the opposing wall to allow for ease of access and the passage and position of a file cart. If wheelchair access is provided, accessibility to and within the workstation should be a 60" diameter space. Additional circulation clearance behind the bench should be considered to accommodate traffic passing to neighboring stations, such as to an adjacent judge's bench from a private courtroom entrance.
  - 2.12.6. **Duress Alarm/Intercom System** - The court clerk's station may have the same duress alarm/intercom system as the judge, providing direct linkage with central security through an accessible button mounted between 15 inches to 48 inches above floor finish. The duress alarm should be linked to security camera that are activated by the alarm but otherwise dark.
  - 2.12.7. **Cable/Electrical Outlets** - The court clerk's station should be made cable-ready for in-courtroom computer terminals, linked to out-of-courtroom printers, and have multiple electrical outlets mounted between 15 inches to 48 inches above floor finish.
- 2.13. **Other Courtroom Components** - There are other courtroom components necessary for the efficient completion of a trial or hearing. These components include the use of charts and exhibits, the location of electrical outlets, and the storage of evidence and supplies.
- 2.13.1. **Charts and Displays** - Charts and displays are best presented either between the witness box and the jury box, so the witness may point to them, or across from the jury box if their detail is large enough to be seen at a distance
  - 2.13.2. **Evidence Display** - After exhibits are introduced into evidence and marked by the court clerk or court reporter, they should be displayed on a shelf or table in full view of the court. Hazardous exhibits, such as firearms, drugs, toxic substances, and objects that could be used as weapons should be placed away from the witness, jury box, and defendant's table. Usually, the clerk station or an adjacent bailiff's or court officer's station is the most suitable location.
  - 2.13.3. **Evidence Storage** - It is recommended that each courtroom have an evidence storage box or locker where items may be secured by the clerk during recesses. The location of the locker should be out of any traffic patterns and inconspicuous. The locker should be able to accommodate a variety of documents in shelving to maintain their order.
  - 2.13.4. **Electrical Outlets** - Electrical outlets should be provided in anticipated locations for projectors, video cassette players, television monitors, and sound recording equipment. A portable screen or video cassette recorder should be available for use in these spaces.
  - 2.13.5. **X-Ray Viewer** - It is recommended that a portable view box be used due to the 8-1/2" x 11" size of standard x-rays.
  - 2.13.6. **Clock** - A wall clock should be located on the wall opposing the judge's bench.

2.13.7. **Attorney Storage Area** – Lockable storage can be built into the courtroom will for use by attorneys for boxed files during trial to secure it during short breaks.

2.13.8. **Courtroom Storage** - A storage space of 40 square feet should be provided for storage of such items as projectors, television monitors, chart boards, easel pads, tripods, chalk and markers, cleaning cloths, pins and tape, and pointers.

2.14. **Courtroom Security** - The proper design of courtrooms and their surrounding space can greatly add to the environmental safety of courtroom participants. Security should be a major consideration in planning courtroom sets. Central to the issue of courtroom security are public and private circulation areas. Judges and other court personnel should be able to access courtrooms, chambers, jury deliberation rooms and staff offices without interacting with the public. Separate circulation areas alleviate much of the potential for hostile confrontation. While members of the bar and public should have access to judges, such access should be controlled through checkpoints where visitors can be identified and screened. The principle of separate circulation areas can best be expressed in terms of "zones", which are described as follows:

2.14.1. **Public Zone** - This includes jury assembly areas, public corridors, food service areas, as well as spectator seating in courtrooms and waiting areas.

2.14.2. **Private Zone** - This includes judge's chambers, access to judicial parking areas and the courtroom, jury deliberation rooms, staff offices, copier/work rooms, conference rooms, and libraries.

2.14.3. **Prisoner Zone** – Because this is planned to be a Civil and Probate Courthouse, prisoner circulation is not provided.

2.14.4. **Interface Zone** - The principle interface zones are courtrooms. These zones also include those spaces where attorneys and the public meet (e.g. public corridor conference rooms), and space where court staff and the public interact. In general, this zone requires two different kinds of circulation patterns for access to courtrooms and this space represents the co-mingling of the two zones.

## 2.15. Designing for Courtroom Security

2.15.1. Courtrooms should have a single public entry area from a public circulation corridor. The area should accommodate a security check point for spectator identification and metal detection, if a secondary screening other than the public entry is needed.

2.15.2. Entrances for the judge should be adjacent to the bench.

2.15.3. If jurors have a separate entrance, this should be adjacent to the jury box.

2.15.4. Any other access to the courtroom should be designed to inhibit unauthorized entry or exit. These include maintenance access, windows, and skylights.

- 2.15.5. The courtroom design should reflect a clear separation between the spectator area and the well area. No spectator should be able to make physical contact with an attorney, defendant, or juror from this area. This separation should also be sufficient to permit private conversations between attorneys and their clients.
- 2.15.6. It has long been recognized that judges are at risk while sitting on the bench during open court. They are the most likely targets of hostility as they symbolize the justice system and have primary involvement in the punishment phase of the judicial process. For these reasons, judges should be afforded greater protection than other courtroom participants.
- 2.15.7. This protection should commence with a bench of a size and height adequate to deter physical attack from defendants. The bench should also be bullet resistant to handguns, but should not incorporate any type of plating material that might cause bullets to ricochet throughout the courtroom.
- 2.15.8. Each judge's bench should be equipped with a silent duress alarm connected to an outside security station or a staff office of trained personnel. Duress alarms may also be installed in judge's chambers and the clerical stations where the collection of fees and fines occurs.
- 2.15.9. Throughout the courtroom, furniture should be designed without hidden recesses. This will make the placement of explosive devices or weapons more difficult during periods when the courtroom is unattended. It will also contribute to the observation of suspicious packages or objects in the courtroom and enable speedy searches in response to bomb threats.

### **Court Support Elements**

A courtroom cannot operate in the timeliest and expeditious manner without certain support spaces appropriately clustered in support areas. These spaces perform a variety of functions and are directed at the needs of various courtroom participants.

- 3.1. **Judges' Chambers** - The judge should have an ample office area as time not spent on the bench is usually spent in the chamber area. The chambers must be conducive to efficient work practices. In this area, the judge will receive visitors, conduct legal research, hold conferences, work on pending cases, handle correspondence and private telephone conversations, and relax. Active cases are often discussed and decided in chambers, and therefore adequate space should be provided to comfortably accommodate several visitors.
  - 3.1.1. **The Chamber Set** - The Chamber set in this facility includes the judge's office/chamber, washroom/closet, judicial assistant office, intern workstations, bailiff's workstation and have access to a copy/work area.

- 3.1.2. **Chamber Size** - It is recommended that the size of a judge's chamber be 400 NSF, which would include space for a large desk, credenza, bookshelves, file cabinet, and a visitor seating and conference area. This would allow sufficient space for study, case preparation, a small personal library, and an informal conference area between the judge and attorneys, court staff, or visitors. If needed, larger conference space may be located outside the judge's chambers and shared with other judges in the court. (See Section 8 of the Space Program for Judicial Conferencing space)
- 3.1.3. **Restroom** - For security reasons and as a convenience to the judge, judicial restroom facilities should remain separated from the public. The judge's chamber will include a restroom of approximately 60 square feet. Common restroom and robing facilities shared between judges may be designed as an alternative which may result in space savings and be operationally more cost-effective than individual facilities.
- 3.1.4. **Environment** - The judge's chambers should be soundproofed, adequately heated, cooled, and ventilated, and well-lighted. The chambers should have windows for natural lighting and visual relief, but should not be able to be viewed directly from the building's exterior. The office should also be soundproof and relatively quiet as conversations with attorneys and litigants regarding pending cases should be confidential. Environmental controls for the office should be located within the chambers.
- 3.1.5. **Security** - The chambers should be equipped with a silent duress alarm, as in the courtroom, to be placed inconspicuously by the desk that will alert a central security control station of an emergency.
- 3.1.6. **Double Entry to Chambers** - The chambers may directly adjoin the judicial assistant's office, but should have an alternate access that enables the judge to enter the private corridor without passing through the JA's office. This dual access permits the judge an escape route in case of an emergency.
- 3.1.7. **Judicial Assistant Offices** - The Judicial Assistant's office should be at least 100-120 square feet, to accommodate a desk with computer stand, one or two lateral filing cabinets, and bookshelves. A duress alarm and security intercom should be provided. Judicial Assistants should be provided with remote camera and door release for the secure corridor and for the office set to admit appropriate visitors.
- 3.1.8. **Reception/Public Waiting Area** – Waiting for those wishing to see a judge should be grouped for spatial economy at a secured entrance to restricted circulation. It should have adequate space for seating for several visitors and be furnished with comfortable chairs. Alternatively, a small reception space may be provided adjacent the Bailiff workstation at each Judicial office suite.
- 3.1.9. **Proximity to the Courtroom** - The judge's chamber should be located adjacent to or near the courtroom. If it enters directly upon the courtroom, it should definitely be soundproof. If on a corridor, the area should not be directly accessible by the public, but should be convenient to judicial assistants, clerks and other court staff. This proximity will allow the

judge to quickly retire to his or her office during recesses or other breaks to handle other matters, and also to hold private conferences with attorneys should the need present itself during a trial. There are distinct flexibility advantages in placing chambers in proximity to, but not physically connected with, individual courtrooms. This court does not want collegial chambers.

- 3.2. **Jury Deliberation Rooms** - Upon the completion of a jury trial, the judge instructs the jury as to the requirements of the law and to their duty to decide the case. The jury will then be escorted by the bailiff from the courtroom to the jury deliberation room. There, the jury will begin deliberations. These deliberations may last from only a few minutes to many days, and therefore an effort should be made to insure that the room is comfortable and well-ventilated. The jury deliberation room must protect the privacy of the jurors and their deliberations from outside detection. It should be free from distractions and outside interference.
  - 3.2.1. **Location** - The jury deliberation room may adjoin the courtroom or be located across the private corridor. Optimum flexibility is achieved through physical separation.
  - 3.2.2. **Ratio to Courtrooms** - Jury deliberation rooms in this Civil Courthouse are provided on ratio of one for every two civil courtrooms. For Probate the ratio is 1:4 courtrooms.
  - 3.2.3. **Size and Components** - The jury deliberation room should comfortably accommodate 12 to 14 jurors, preferably at an oval-shaped table to encourage participation of all jurors. The room should be at least 350 NSF, with a minimum width of 14 feet. In addition to seating, this footage will allow sufficient space for a whiteboard, charts, exhibits, and video monitors. All jury rooms should have remote connection to the relevant Bailiff workstation in the event of questions, evidence, or upon reaching a verdict. Each should have capability to review electronic evidence.
  - 3.2.4. **Jury Room Vestibule** - Jurors should enter the deliberation room through a vestibule of approximately 40 square feet. The vestibule will facilitate the movement of jurors from the courtroom to the jury deliberation room, while also providing noise control and security. Jurors may also leave coats and store personal belongings in this area, prior to moving into the main deliberation room.
  - 3.2.5. **Restrooms** - To minimize contacts with outside persons, the jury room should be designed to eliminate the need for persons to leave the room. Toilet facilities of approximately 60 square feet each should be provided for men and women, and may be located off the entrance vestibule. These should be soundproofed and acoustically separate from the room so that they may be used without embarrassment. The doors should not open directly into the main jury room to preclude jurors having a direct view of the toilet facilities. Restrooms should also be designed for use by the handicapped.

- 3.2.6. **Service Counter** - A small service counter may also be provided that could support exhibits or provide for service items like water or coffee.
- 3.2.7. **Windows** - Long and sometimes emotional deliberations can increase feelings of claustrophobia and general unease, thereby interfering with the decision-making process. Windows may be provided for visual and psychological relief, but should not allow the jurors to see or hear the public, as this may be grounds for a mistrial. If the jury deliberation room is located on the ground floor of the courthouse, it should not have windows, unless they are high and should not be opened as this prevents a person outside from seeing or hearing the deliberations.
- 3.2.8. **Environment** - The jury deliberation room should be sound-proofed to prevent people in adjacent areas from hearing the deliberations. The room should not adjoin attorney conference or witness waiting rooms because of the possibility of jurors being overheard or overhearing conversations of others. The room should be well-lighted, well-ventilated, and air-conditioned.

3.3. **Attorney/Client Conference Rooms** - Attorney/client conference rooms serve the purpose of providing a private space that attorneys can use to confer with their clients, or as a small conference area to be used by anyone having business with the court. In the overcrowded conditions of most courthouses, attorneys can be seen meeting with their clients in public waiting areas, the cafeteria, the law library, in the back of courtrooms, in telephone booths, or any place that is available. The surrounding noise and confusion hardly contribute to a meaningful exchange between client and attorney. In this situation, clients are often reluctant to discuss personal matters that directly relate to a case in such an open atmosphere. The viewing and signing of documents for trial also becomes strained as no work area exists for their review and completion.

- 3.3.1. **Location** - Attorney/client conference rooms should be located near the courtroom, either adjacent to a courtroom vestibule and victim/witness room, or off the public corridor.
- 3.3.2. **Size** - The attorney/client conference room should be a minimum of 100 square feet, and should comfortably accommodate a table with six chairs. Often these attorney/client conferences involve multiple litigants, witnesses, or family members.
- 3.3.3. **Number of Attorney/Client Conference Rooms** - Attorney client conference rooms are provided at 2 per courtroom and should be located at the entry vestibule or very nearby.
- 3.3.4. **Soundproof** - The attorney/client conference room should be sound-proofed to maintain the privacy of conversations, particularly if it is located adjacent to a courtroom or the public corridor.
- 3.3.5. **Locking** – Attorneys should not be able to lock the doors to these rooms. Keyed deadbolts should be provided for staff to lock rooms when needed.

- 3.3.6. **Flexibility Usage** - Attorney/client conference rooms may also be used for witness waiting.
- 3.3.7. **Viewing Panel** - A viewing panel in the door should be provided so that potential users can see if the room is occupied prior to entering.

3.4. **Public Waiting Areas** - It is important that the traffic patterns of the general public and persons having business before the court not be overlooked. When the court is in session, persons will typically congregate in hallways by the courtroom entrances while waiting for their cases to be called. These persons include defendants and their families, the private bar, law enforcement officers, witnesses, the press, and members of the general public. Many courts provide no waiting for these persons, forcing them to mill-about in congested corridors or compete for limited seating.

3.4.1. **Provision of Public Waiting Areas** - The problem of traffic congestion in narrow corridors, the noise it generates, and the debris which accumulates can be remedied by providing a public waiting area off the hallways. Waiting areas provide seating to draw this traffic out of the hallway and into a semi-closed area or alcove. Provisions should be made to readily accommodate a minimum of two wheelchair spaces located next to the main aisle.

3.4.2. **Ratio to Courtrooms** -It is recommended that at least one waiting area be provided for every four courtrooms in large jurisdictions. If courtrooms are in clusters of less than four and are on different floors, one waiting area should be paired with each cluster.

3.4.3. **Size** - The waiting areas should be between sized in keeping with the standards and should be located in sight of the courtrooms they serve.

3.4.4. **Environment** -The waiting areas should be carpeted and consist of acoustically-deadened walls, ceilings, and furniture.

## **Telecommunications Infrastructure and Technology Guidelines**

The primary purpose of this section is to provide guidance for the Civil and Probate Courthouse design specifically as it pertains to layouts, dimensions and features. These characteristics are considered to be essential to functionality and the ability of the Court to do its work expeditiously, safely and efficiently. It is important to understand (as has previously been noted) that this section does not provide recommendations for technical detail or systems performance requirements that might represent engineering involvement. Such performance requirements are beyond the scope of this document. It does, however, identify technology related performance interests which either are currently incorporated or could be integrated into court operations.

The essence of all new and soon to be emerging technologies is focused on making court information available to litigants, attorneys, justice agency partners and the public wherever they are located. Today's, society accepts as common practice the ability to teleconference, research, order and pay for goods or services by phone, computers and other portable devices from wherever the person is located. With these expectations already established, courts are now expected to provide similar levels of remote access. Technologies such as video arraignment, teleconferencing, payment by remote device, e-filing, imaging, Wi-Fi electronically accessed court case files, remote scheduling for jury duty, courthouse way finding and courtroom audio/video systems as well as electronic evidence presentation are examples of emerging and widely used courthouse technologies.

### **Telecommunications Overview**

The telecommunications' goal is the creation of an integrated, redundant, flexible and robust network capable of supporting multiple low voltage technologies.<sup>3</sup> The Miami-Dade Civil & Probate Courthouse architects and associated engineers must consider the following in the creation/design of such facilities:<sup>4</sup>

- Telecommunications spaces including electrical/mechanical/fire areas are required to support infrastructure and equipment deployment. Such spaces include the Main Distribution Feed (MDF) room, Internal Distribution Feed (IDF) rooms and floor technology closets.
- Intra-building network cabling should use (copper, optical fiber and coaxial cabling); vertical risers for fiber cabling and horizontal distribution cables to support all spaces on each floor where technology could be deployed.
- Telecommunications pathways to support the intra-building infrastructure;
- Horizontal cabling distribution and the performance rating of that cable utilized to support voice, data and video services throughout the facility;
- Grounding and bonding of the telecommunications system;
- Labeling of the telecommunications infrastructure and system components;
- Converged IP Network and Wireless Communications Systems;
- Wireless communication networks that allow separation of public and individual justice agency secured networks.

<sup>3</sup> California Trial Court Facilities Standards Section 17 "Telecommunications and Audio-Visual Criteria" prepared by the Judicial Council for the State of California, 2011 Update

<sup>4</sup> Ibid

## Potential Facility Technologies

There are a number of technologies that courts have commonly deployed or will soon be embraced as fundamental to the efficient and effective operations of a court. As noted earlier it is essential that architects and engineers anticipate the deployment of all these court based systems during the preparation of design documents. These technologies are noted as follows and sequenced from the perspective of the public, litigant or attorney from their home/office to the front door of the court facility to a courtroom:

- Electronic Case Management Systems
- Public Way-finding/Electronic Directory
- Automated Queuing Systems
- Audio/Video conferencing (General, Remote Interpreting & Media Room Applications)
- Courtroom Audio/Video Recording
- Evidence Presentation

### 4.1. Electronic Case Management Systems

4.1.1. A fundamental responsibility of a court is to supervise the progress of a case from filing (whether by a person or organization) until its final disposition (judgment, settlement, dismissal, or withdrawal). A final disposition means that a case requires no further action from the court and can be closed as an open or active case. Court case management allows the court to begin monitoring a case as soon as the necessary documents are filed with the court. The process begins with the court clerk who ensures that documents conform to court requirements. A clerk may also classify a case by subject matter, assign a case number for tracking, and encode the case into the court's computer tracking system.

4.1.2. Design Considerations: In providing for such systems typically spaces such as a main distribution room, internal distribution rooms, server rooms and vertical chases become critical to creation of an information technology highway designed to support the volumes of data traveling to and from computers and other electronic devices accessing the court's case management system.

### 4.2. Public Way-finding/Electronic Directory

4.2.1. A number of systems offer comprehensive digital signage solution for justice facilities. These way-finding solutions seamlessly integrate with the court's existing case management, jury management and other facility management systems to deliver up-to-date information regarding court activity to the visiting public. These systems helps administrators and personnel manage daily court operations. Depending on your needs, you can utilize digital displays and kiosks to show docket and juror information, hearing check-in and even public notices of special events.

4.2.2. Design Considerations: In providing for these systems, typically they are deployed in the courthouse's main public lobby with banks of flat screen monitors providing a listing of all court cases scheduled by courtroom in the facility

referencing the plaintiff/defendant names and approximate times for hearings/trials. In addition, a monitor is located on the wall outside each courtroom displaying the cases scheduled to be heard in that courtroom during the day. Insuring adequate electrical and digital connections to the locations designated by the court for the calendar display/ way finding systems is an essential element on any IT network for new or remodeled facilities.

#### **4.3. Automated Queuing Systems**

4.3.1. In court facilities people form a queue in fixed, predictable locations, such as at clerk counters or self-help centers. In an effort to better management the ebb and flow of the public, litigants and attorneys seeking service, automation of structured queues commonly known with different names like "Queue Managers" or "Crowd Controllers" or "Public Guidance Systems" have emerged over the last decade. Very often, queue management systems are set up to manage ticket ranking for a service (with or without a numbered ticket) with identification and thus enable a serene and stress-free waiting (without having to wait in a queue, one behind the other). This approach eliminates the need for lines and allows for customers to move freely within defined areas while waiting for their number to be called.

4.3.2. Design Considerations: In considering these systems for design, the architect will need to confirm the court's desire to deploy these systems and their locations. Normally the clerk public counter area is the area most commonly designated for these systems. This system's requirements include network connection between the customer service ticket issuance location, each clerk counter and electronic signage associated with each counter to identify availability. In addition, a localized speaker network is integrated into the system to alert customers by audio announcement of the counter available to service the next person designated by ticket that they can now receive assistance.

#### **4.4. Audio/Video conferencing**

4.4.1. Videoconferencing (VC) is a meeting of two or more parties facilitated by a set of telecommunication technologies which allow two or more locations to communicate by simultaneous two-way video and audio transmissions. It has also been called 'visual collaboration' and is a type of groupware. With the introduction of relatively low cost, high capacity broadband telecommunication services in the late 1990s, coupled with powerful computing processors and video compression techniques, videoconferencing has made significant inroads as a common platform for conducting presentations or meetings throughout business and government. Beginning around 2005 and continuing to the present, courts have rapidly embraced the use of the audio/video conferencing technologies to take distance out of access for meetings, training, remote interpretation and media access.

4.4.2. Design Considerations: With respect to court facilities, architects and particularly project engineers must identify those locations where point to point audio/video conferencing is planned. In the Miami-Dade Civil Courthouse spaces such as conference rooms, training spaces, the jury assembly room, courtrooms (including the Special Proceedings Courtroom)

and hearing rooms could all require this capability. A few unique applications of audio/video technology planned for this facility include:

- Remote Interpretation – The court plans to use the Interpreter’s Office in this facility to support branch court or other locations to provide remote court interpreting services. As a result, any design will need to support the audio/video capability needed for remote interpreting from this location.
- Media Room – The Civil Courthouse Space Program includes a Media Room and this room should have audio/video connectivity from the Hearing Rooms and the eight (8) large courtrooms. In addition at least one (1) standard sized courtroom per floor should have an audio/video connection to the Media Room.

The core technology used in a videoconferencing system is digital compression of audio and video streams in real time. The hardware or software that performs compression is called a codec (coder/decoder). Platforms are video conferencing solutions that are not resident by use of a software application, but are available through the standard web browser. Solutions such as Adobe Connect and Cisco WebEX can be accessed by going to a URL sent by the meeting organizer and various packets, which are then transmitted through a digital network of some kind (usually ISDN or IP). The use of audio modems in the transmission line allow for the use of POTS, or the Plain Old Telephone System, in some low-speed applications, such as video-telephony, because they convert the digital pulses to/from analog waves in the audio spectrum range.

4.4.3. The other components required for a videoconferencing system may include:

4.4.3.1. **Video input:** video camera or webcam

4.4.3.2. **Video output:** computer monitor, television or projector

4.4.3.3. **Audio input:** microphones, CD/DVD player, cassette player, or any other source of Preamp audio outlet.

4.4.3.4. **Audio output:** usually loudspeakers associated with the display device or telephone

4.4.3.5. **Data transfer:** analog or digital telephone network, LAN or Internet

4.4.3.6. **Computer:** a data processing unit that ties together the other components, does the compressing and decompressing, and initiates and maintains the data linkage via the network.

4.4.4. There are basically two kinds of videoconferencing systems:

4.4.4.1. **Dedicated systems** have all required components packaged into a single piece of equipment, usually a console with a high quality remote controlled video camera. These cameras can be controlled at a distance to pan left and right, tilt up and down, and zoom. They became known as PTZ cameras. The console contains all electrical interfaces, the control computer, and the software or hardware-based codec. Omnidirectional microphones are connected to

the console, as well as a TV monitor with loudspeakers and/or a video projector. There are several types of dedicated videoconferencing devices:

4.4.4.1.1. Large group videoconferencing is non-portable, large, more expensive devices used for large rooms and auditoriums.

4.4.4.1.2. Small group videoconferencing is non-portable or portable, smaller, less expensive devices used for small meeting rooms.

4.4.4.1.3. Individual videoconferencing are usually portable devices, meant for single users, have fixed cameras, microphones and loudspeakers integrated into the console.

4.4.4.2. **Desktop systems** are add-ons (hardware boards or software codec) to normal PCs and laptops, transforming them into videoconferencing devices. A range of different cameras and microphones can be used with the codec, which contains the necessary codec and transmission interfaces. Most of the desktops systems work with the H.323 standard. Videoconferences carried out via dispersed PCs are also known as e-meetings. These can also be nonstandard.

#### 4.5. Courtroom Audio or Audio/Video Recording

4.5.1. Certain courtroom events are required by law or court rule to be preserved by court reporter, audio recording or audio/video recording. Traditionally a court reporter or court stenographer, also called stenotype operator, shorthand reporter or law reporter, was the person whose occupation is to transcribe spoken or recorded courtroom speech into written form. These individuals use shorthand, machine shorthand or voice writing equipment to produce official transcripts of court hearings, depositions and other official proceedings.

4.5.2. Like other branches of government courts have been under pressure to process their work more efficiently and effectively. One avenue used to produce savings has been to install courtroom audio/video systems to record certain types of court cases or a specific event of a case and sell a copy of the audio-video record of certain case events to attorneys or litigants. In situations where a written transcript is required the audio/video system is used by a court reporter or court transcriber to produce the record.

4.5.3. Design Considerations: In reviewing with a court the decision of deploying courtroom audio video systems determining which courtrooms or hearing rooms will need the systems upon building occupancy versus those courtrooms that should be wired to prepare for the future installation of such systems is critical. Should the court desire to deploy these systems, identifying the vendor early in the design process for the audio video or audio system will enhance the coordination and decision-making for the location of cameras, microphones, speakers and other equipment. Typical the support space for

audio visual equipment room is located near the courtroom for mixers and other equipment with one small closet style space capable of supporting two courtrooms.

#### **4.6. Evidence Presentation**

- 4.6.1. Rules of evidence govern the types of evidence that are admissible in a legal proceeding. Types of legal evidence include testimony, documentary evidence, and physical evidence. The parts of a legal case which are not in controversy are known, in general, as the "facts of the case." Beyond any facts that are undisputed, a judge or jury is usually tasked with being a trier of fact for the other issues of a case. Evidence and rules are used to decide questions of fact that are disputed, some of which may be determined by the legal burden of proof relevant to the case. Evidence in certain cases (e.g. capital crimes) must be more compelling than in other situations (e.g. minor civil disputes), which drastically affects the quality and quantity of evidence necessary to decide a case.
- 4.6.2. The audio and visual means of presentation in the Courtroom increase both efficiency as well as comprehension. With minimal effort, attorneys can present documents, color photos, objects, videos, and use electronic presentations to bring details to the court. All visual presentation can be annotated with a touch screen annotator at the podium or witness box; then printed in color and submitted into evidence.
- 4.6.3. Design Considerations: The evidence presentation system is a more convenient and efficient method for presenting detailed information. In designing for the integration of these systems for courtrooms, laptop connections must be considered for the location of the podium, counsel tables, witness box, judge's bench, clerk's station and court reporter or court recorder. Also, the devices used to display the evidence presented must be considered. In addition to P/Cs, flat screen monitors and projections screens and their location represent a critical decision to insure electrical and digital connectivity occurs where needed for jurors, witness, the judge, attorneys and public can view all the case information presented.
- 4.6.4. In designing for courtroom evidence presentation systems it is strongly suggested that the architect/ engineer view these courtrooms based systems as a subset of the court information technology network. Insuring these systems can be isolated or made available for viewing by others outside the courtroom will represent an essential feature for incorporating this technology in any courtroom.





# Civil and Probate Courts Master Plan

2017



Book 3  
Civil Courts Options



# Table of Contents

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Section 2 – Effects of Natural Disasters/Hurricanes, Sea Level Rise  
AOC Relocation Plan 389



## Introduction

As a compliment to the Needs Assessment/Program and Courtroom Space Standards and Design Guidelines sections of this Master Plan Update, Book 3 reviews the physical parameters and considerations of a potential new Courthouse facility at different location option. Book 3 is organized around three sections:

- **Section 1: Downtown Options, Site Options**

- Presents five different options for a new civil courts building on Miami-Dade County properties. Four of these sites are located within downtown Miami.
- The downtown site options highlight the notion of maintaining a connection with existing courthouse facilities (Miami Children’s Courthouse, Courthouse Center, Miami-Dade County Courthouse, Clerk of the Court annex buildings) and augmenting their interconnectivity. The downtown options also perceptually maintain a relationship with the historical Miami-Dade County Courthouse, the symbolic image of justice by County citizens.
- The fifth courthouse option is located within the Civic Center next to the Richard Gerstein Justice Building and Detention Center. Also a site recognized for Court facilities, in this case Criminal as well as the Public Defender and State Attorney operations, the site is located within the health care district.
- Each option location was reviewed following an analysis format that considered its building potential including zoning, height, massing, access and program accommodation.

- **Section 2: Effects of Natural Disasters/Hurricanes, Sea Level Rise**

- AOC Emergency Relocation Plan**

- A consideration for new public facilities in Miami-Dade County is the growing concern for the effects of natural disaster and sea level rise.
  - This section introduces primary planning objectives in order to maintain critical building and operational functions during a potential disaster.





# Civil and Probate Courts Master Plan

2017

Section 1  
Development Option, Site Options



## Section 1 – Development Options, Site Options Introduction

### 1. Program Components

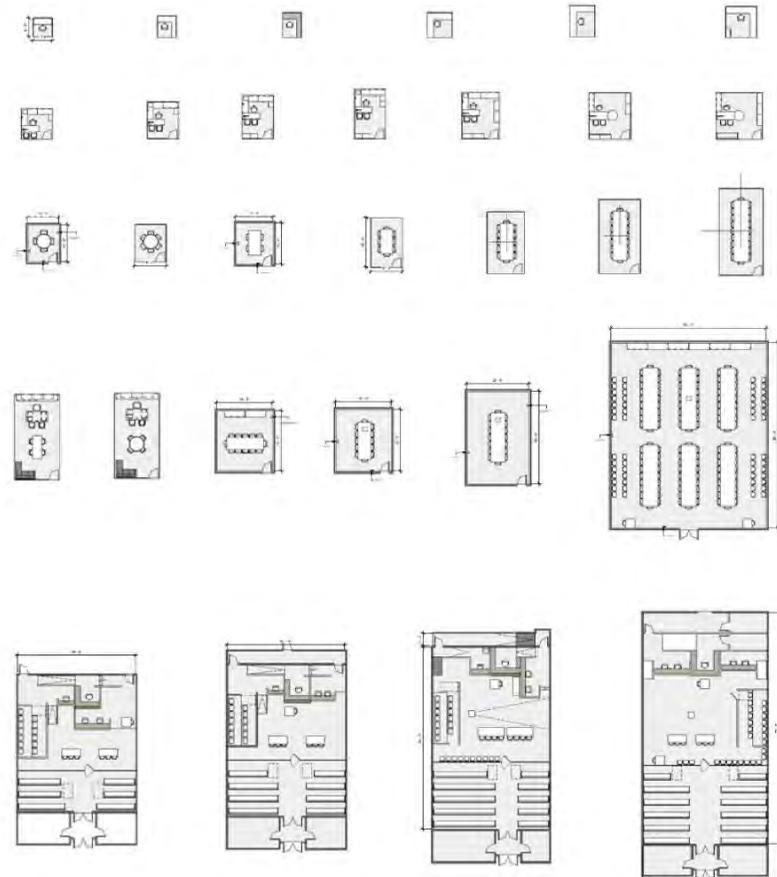
- Each story is set up to be single loaded along with private offices and judicial chambers.
- Courthouse contains 41 Standard Courts, 8 Large Courts and 1 Special Proceedings Court.
- Office Spaces: areas for AOC and Clerk of Courts. (Refer to Book 2-Section 2 for space standards)

### 2. Downtown Site Options, Other Site Option

- Study and analysis of all five sites including zoning requirements.
  - Site Plan
  - Traffic Analysis
  - Height Analysis
  - Zoning
  - 3D Zoning
  - Program Analysis

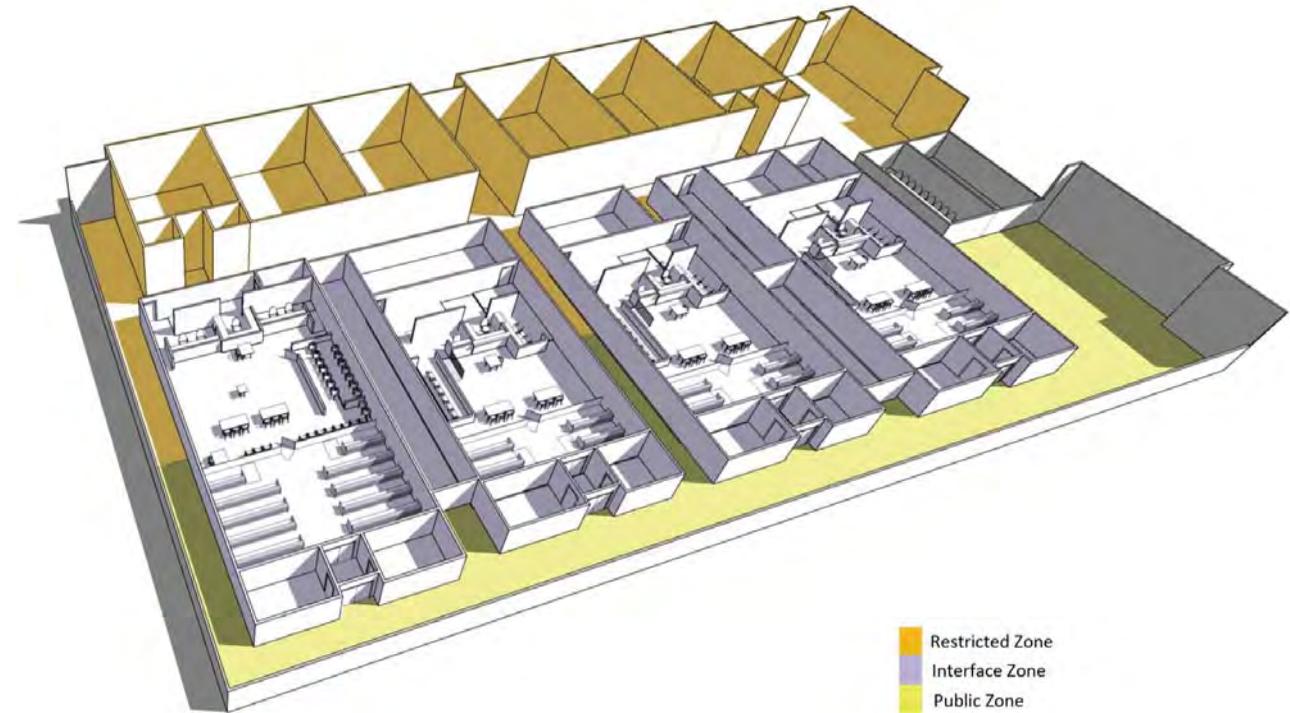


## Program Components



The operational program areas represent a wide scale of spaces from individual Workstations, Private Offices, Conference Rooms, to large public assembly Courtrooms (standard, large, and special proceedings). The courthouse facility also includes interrelated user groups including judicial staff, AOC, and the Clerk of the Court. Refer to Book 1 for a detailed summary of *Projected Staff and Space Requirements*, and Book 2 for Space Standards and Design Guidelines.

## Typical Floor Plate



This floor plate illustrates the three zoned aspect to a typical courtroom floor plate; public zone included public access and circulation, restricted access includes judicial offices and court sets, and the interface zone defined by the courtrooms and meeting rooms. The floor plate above shows three large courts along with a special proceedings court arranged in a single loaded format. The private judge's chambers are located along with the rear of the courtrooms and have their own vertical circulation cores. The public access corridor defines the public areas with entrances to the courtrooms and public vertical circulation cores.



## **Downtown Sites**

**Option 1** NW 1<sup>st</sup> Street & NW 2<sup>nd</sup> Avenue

**Option 2** Miami-Dade Cultural Center  
-First Option  
-Second Option

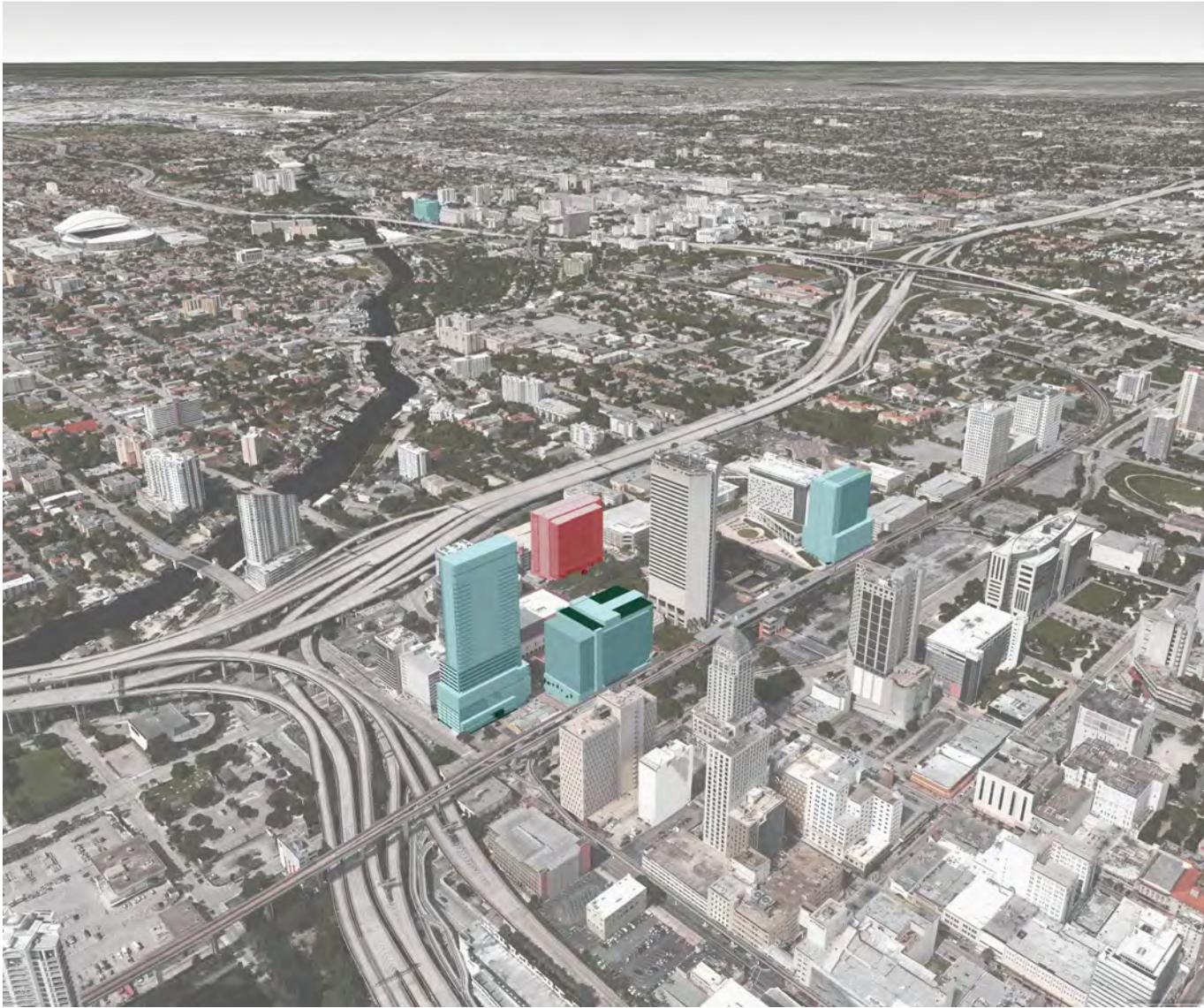
**Option 3** 140 West Flagler

**Option 4** NW 2<sup>nd</sup> Avenue & NW 3<sup>rd</sup> Street- Miami Children’s Courthouse

## **Other Sites**

**Option 5** NW 14<sup>th</sup> Avenue & NW 12<sup>th</sup> Street – Civic Center





**Courthouse Option 1**  
**NW 1st St and NW 2nd Ave**



Context Images



1 View from NW 1st St

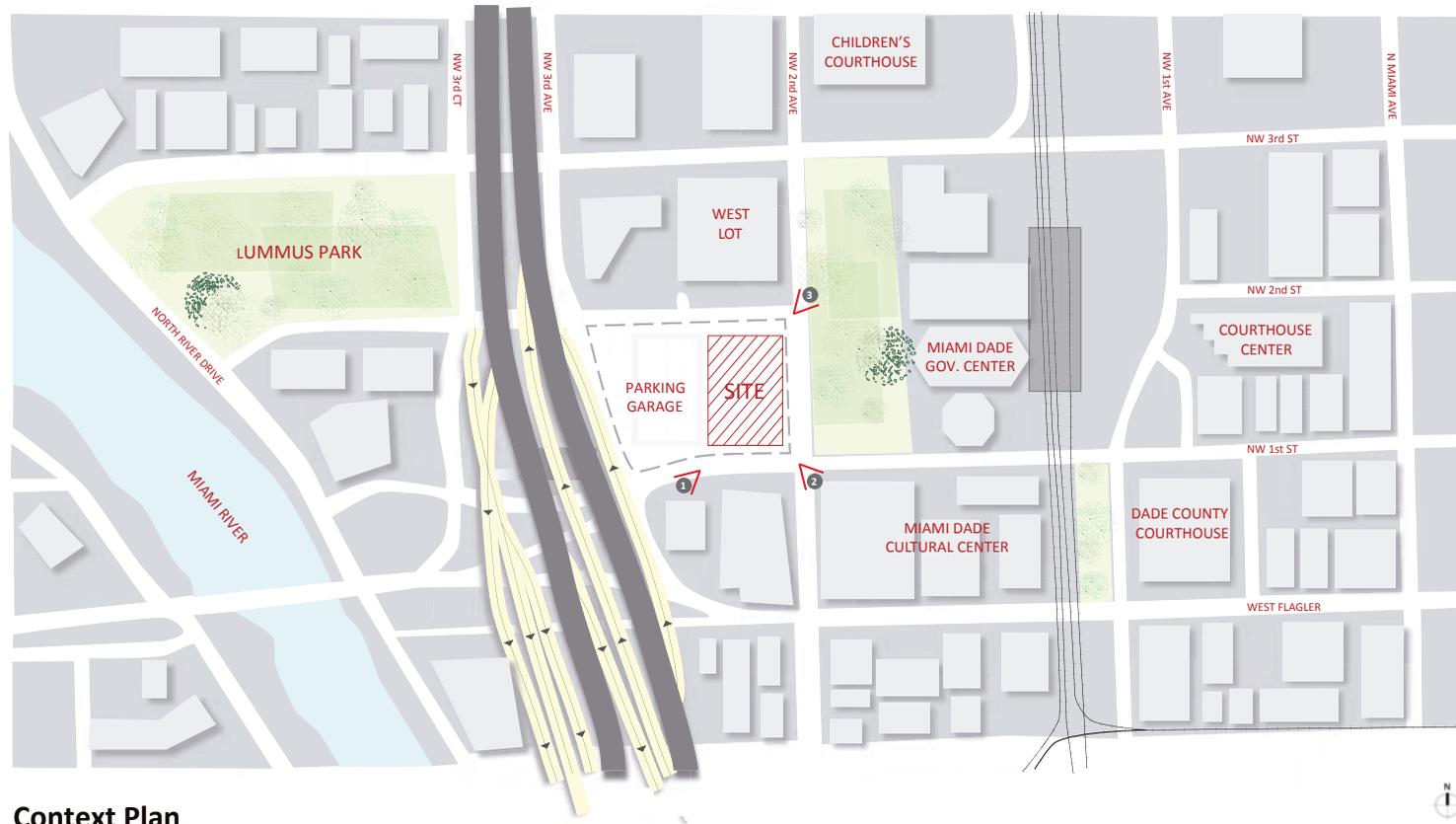


2 View from Intersection of NW 1st St and NW 2nd Ave



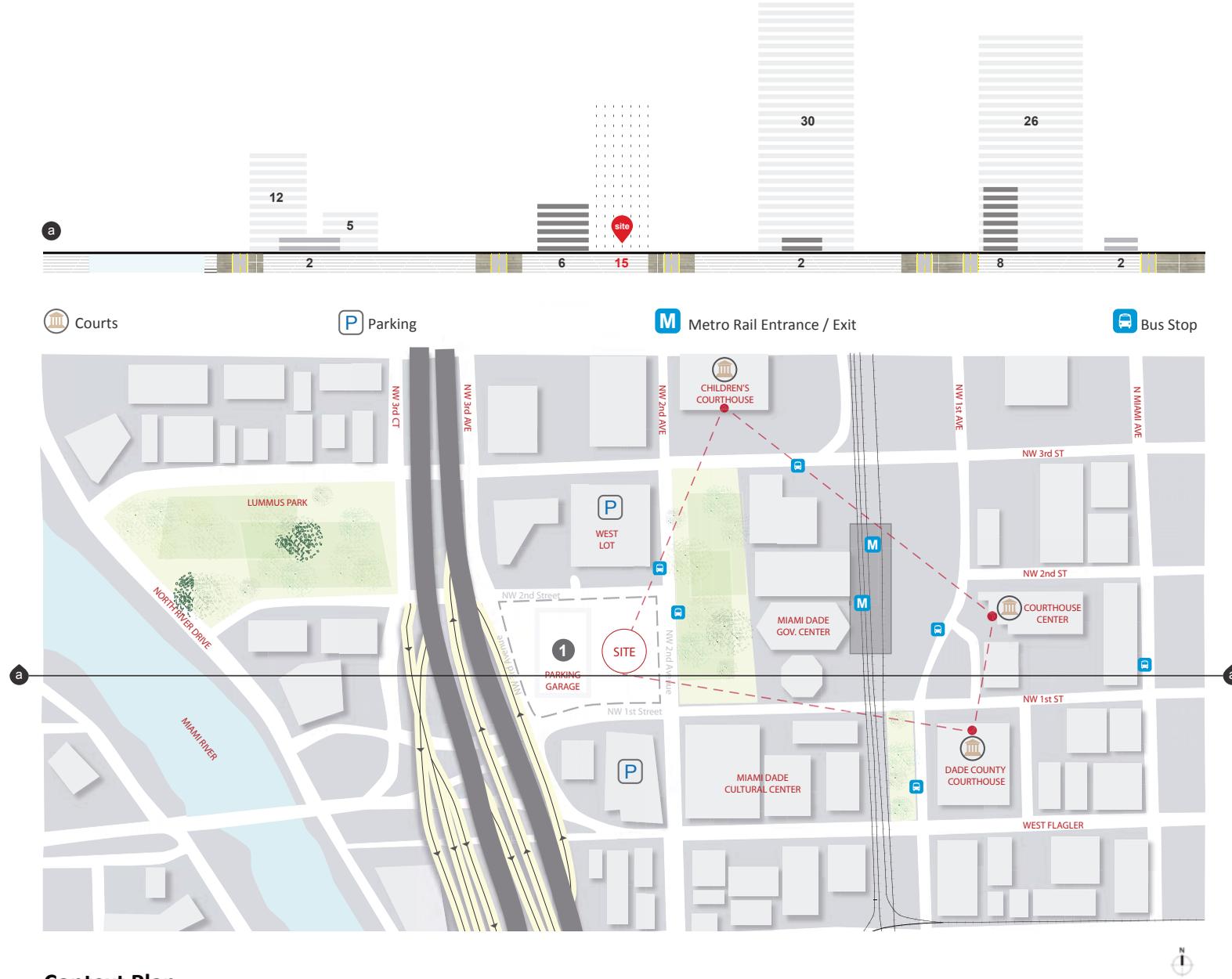
3 View from Intersection of NW 2nd Ave and NW 2nd St

Blocks
  Buildings
  Site Buildings
  Principal Highway
  Secondary Highway
  Vegetation
  River
  Metro



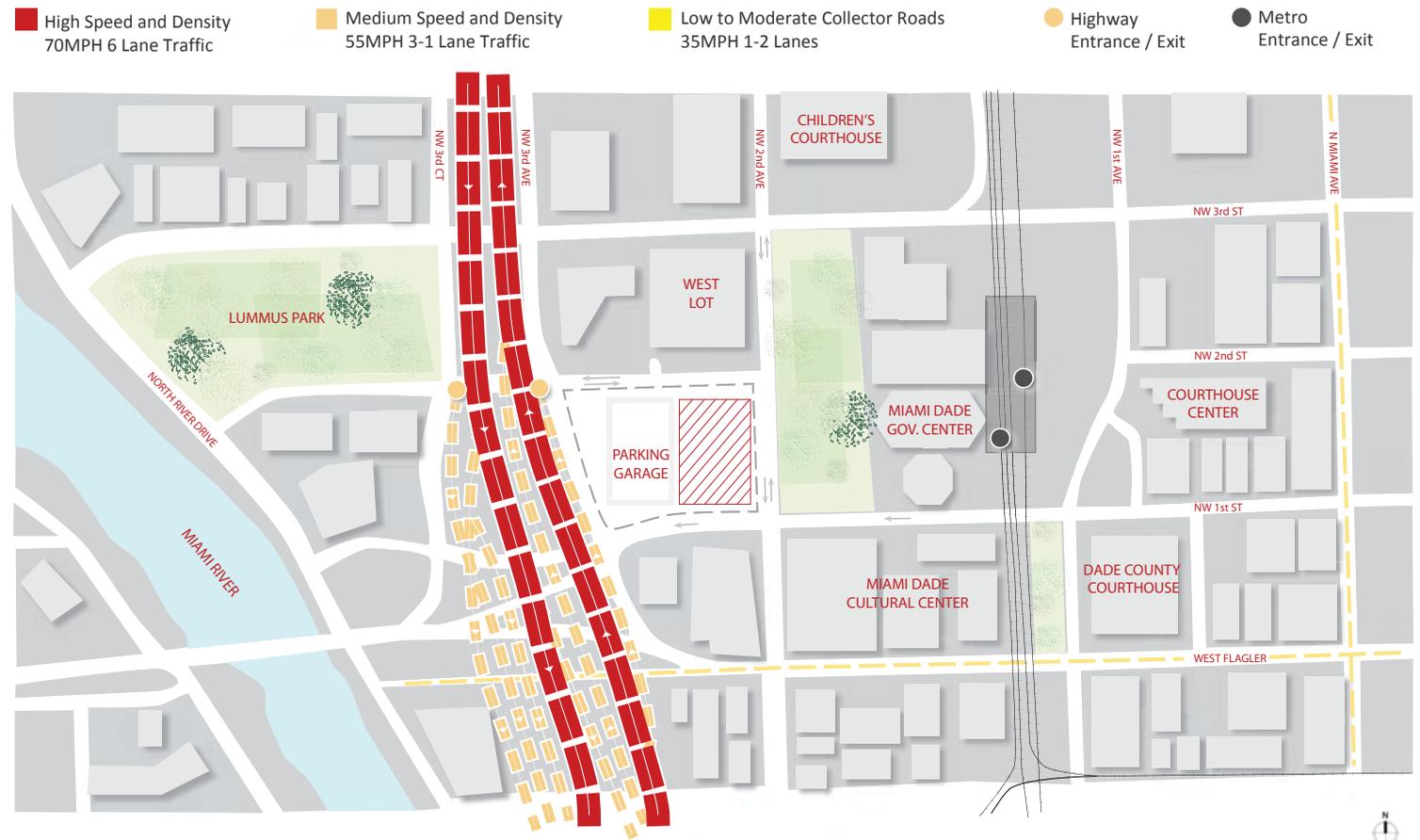
Context Plan

This plan illustrates the site in context and how it relates to the existing courthouses within downtown. This site faces a large public area next to the Government Center and in front of NW 2nd Ave. The site is also located diagonally across from the Miami-Dade Cultural Center.



This plan shows the visual connection between the downtown courthouses and the proposed site. The schematic section illustrates the heights of the existing buildings near the site.

Context Plan

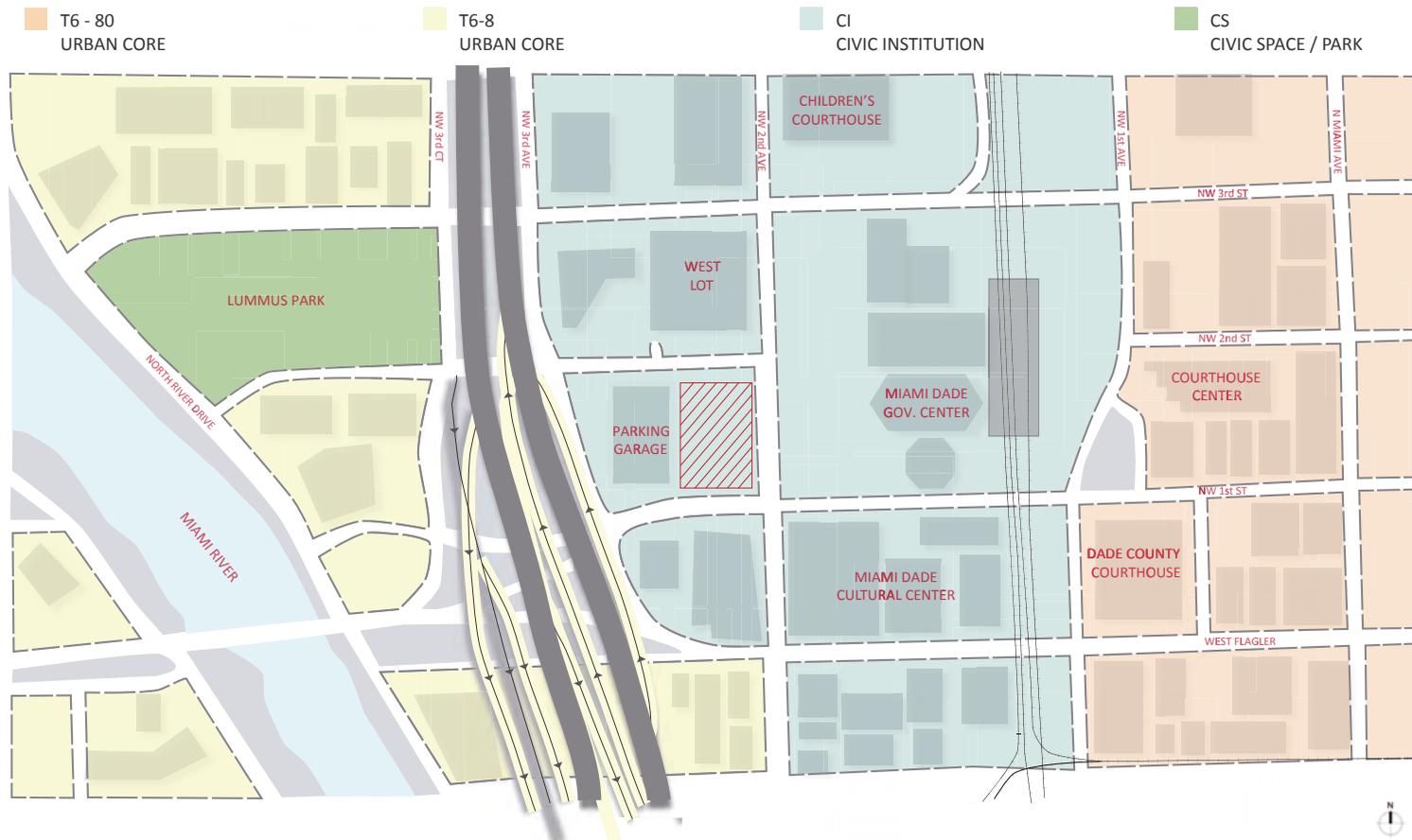


Context Plan

# Zoning

# NW 1st St and NW 2nd Ave

Lot Area.....	45,140 s.f.	Floor Lot Ratio .....	8
Lot Width.....	305 ft.	Frontage at Front Setback .....	n/a
Lot Coverage .....	80% max	Open Space Requirements .....	10% lot area min
		Density .....	150 du/acre max



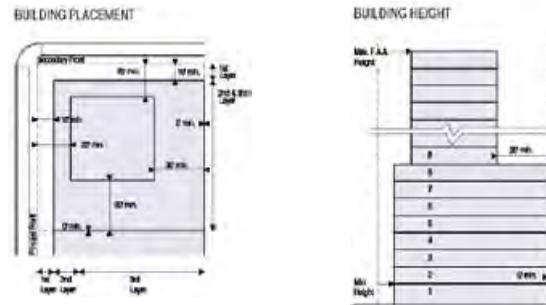
## COURTS

(12 Floors)  
 42,180 sq. ft. Per Floor 6-8  
 28,910 sq. ft. Per Floor 9-17  
 TOTAL = 369,947 sq. ft.

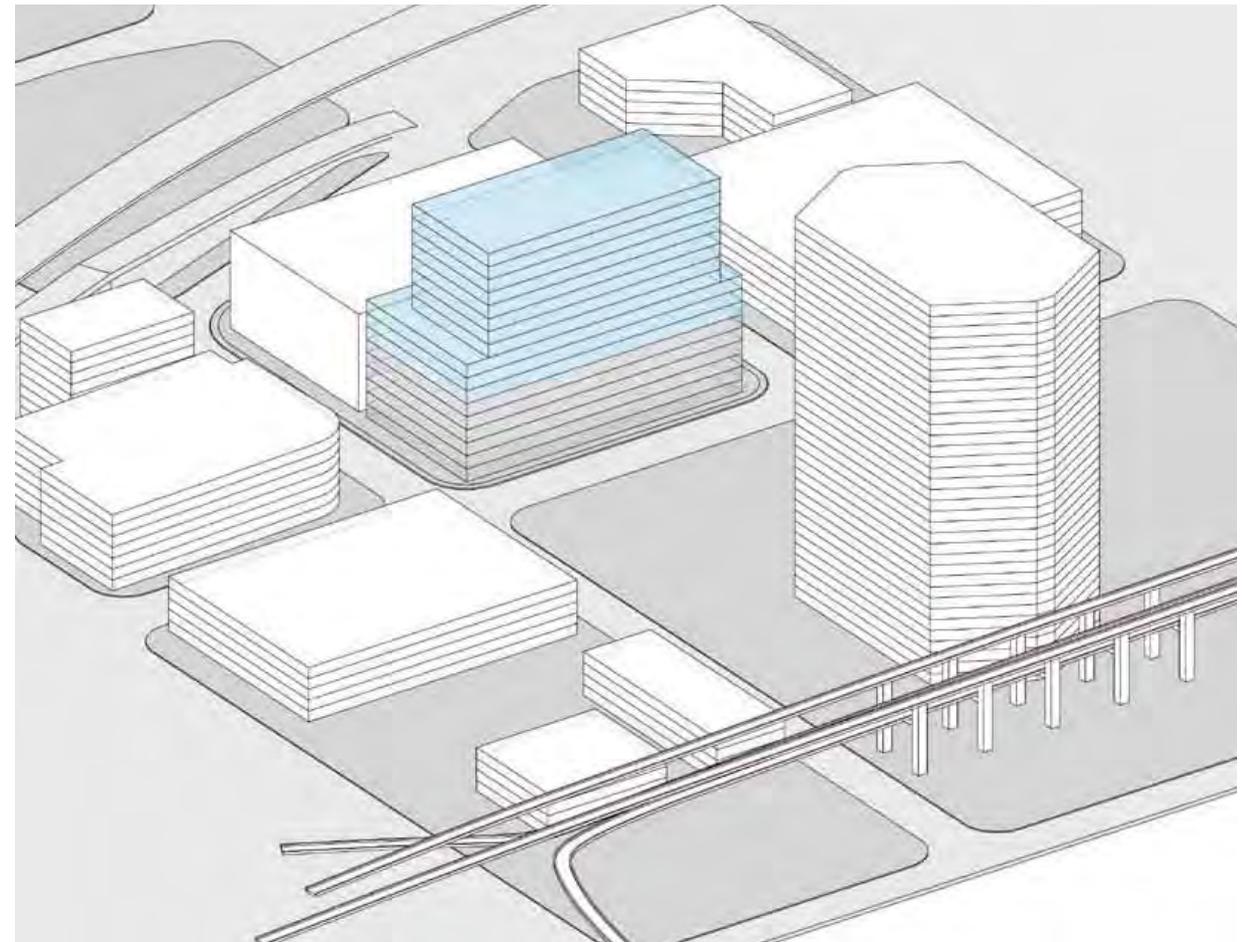
## OFFICES

(5 Floors)  
 42,180 sq. ft. Per Floor 1-5  
 TOTAL = 210,700 sq. ft.

TOTAL BUILDING ..... 580,847 sq. ft.



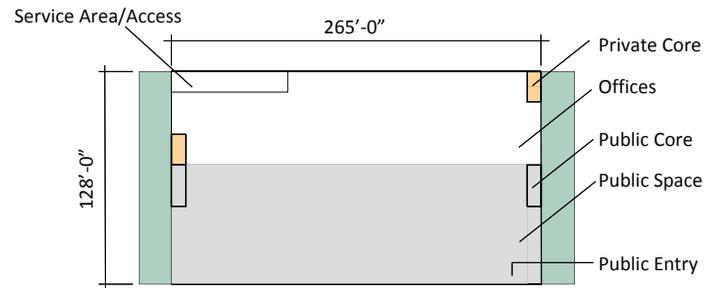
- The context plan proposes a 45,140 square foot lot, situated in front of an existing parking garage facing a public area.
- This diagram illustrates the possible space allowed for usage incorporating the Miami 21 Code. The setback required for each façade are as follows:
  - front façade facing NW 2nd AVE: setback 10 feet from property line
  - façade on NW 1st St and NW 2nd St set back 10 ft. from property line and setback an extra 20ft above the 8th story.
  - Rear of building facing parking garage setback is 30 ft. above the 8th story.
- This scheme proposes an 18 story building. The program is 580, 847 square feet in total. Stories 1-5 consists of public lobby, security, café, office spaces for court administrators, clerk of courts, jury assembly, and law library.
- Stories 1-8 propose typical courtroom sets that include a special proceedings courtroom, eight large courtrooms and 41 standard courtrooms. Floors 1-8 are 42,180 square feet.
- Stories 9-18 propose a smaller floor plate due to setbacks. Total square footage is 28,910.



Context Views

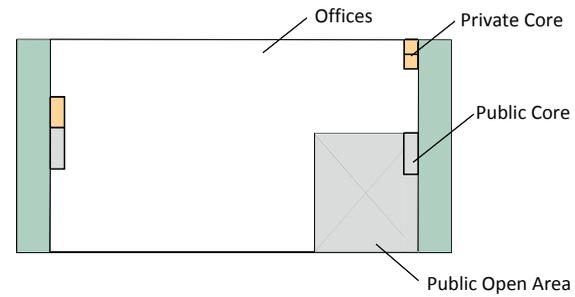


Typical Floor Plates



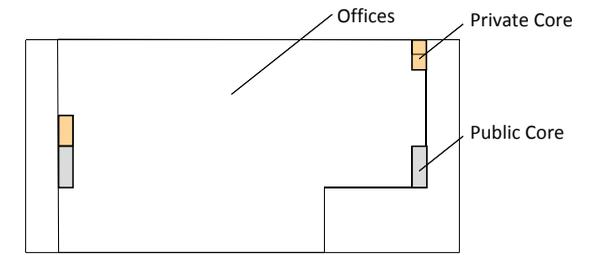
Ground Floor

- Community and Shared
- Public Entry
- Lobby/Screening



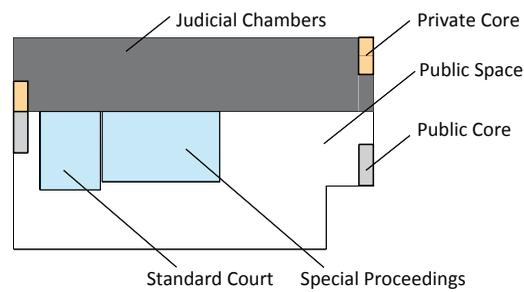
Floor 2

- Community and Shared
- Jury Assembly
- Grand Jury
- Law Library



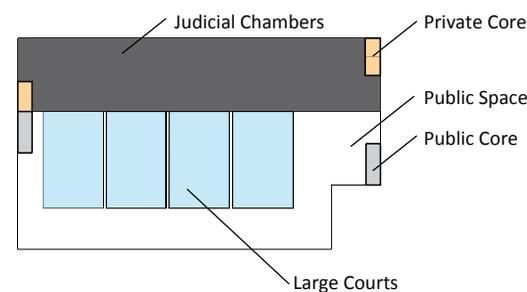
Floor 3-4

- Clerk of Courts
- Court Administrators



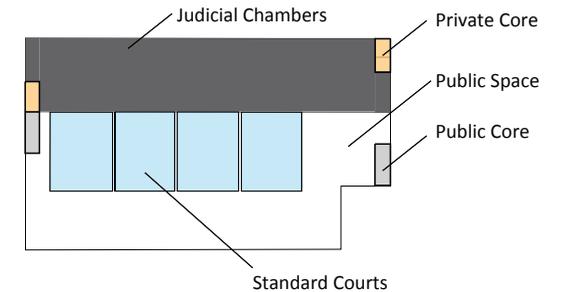
Floor 5

- Court Floors
- Standard Courts
  - Special Proceedings



Floor 6-7

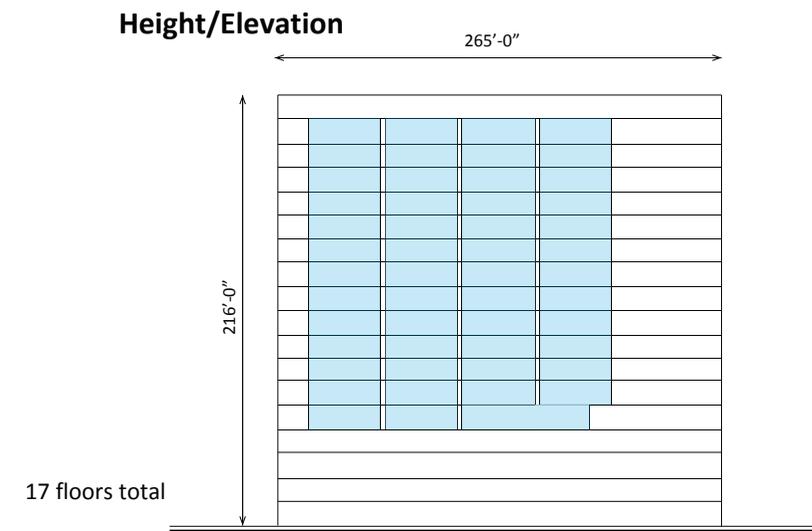
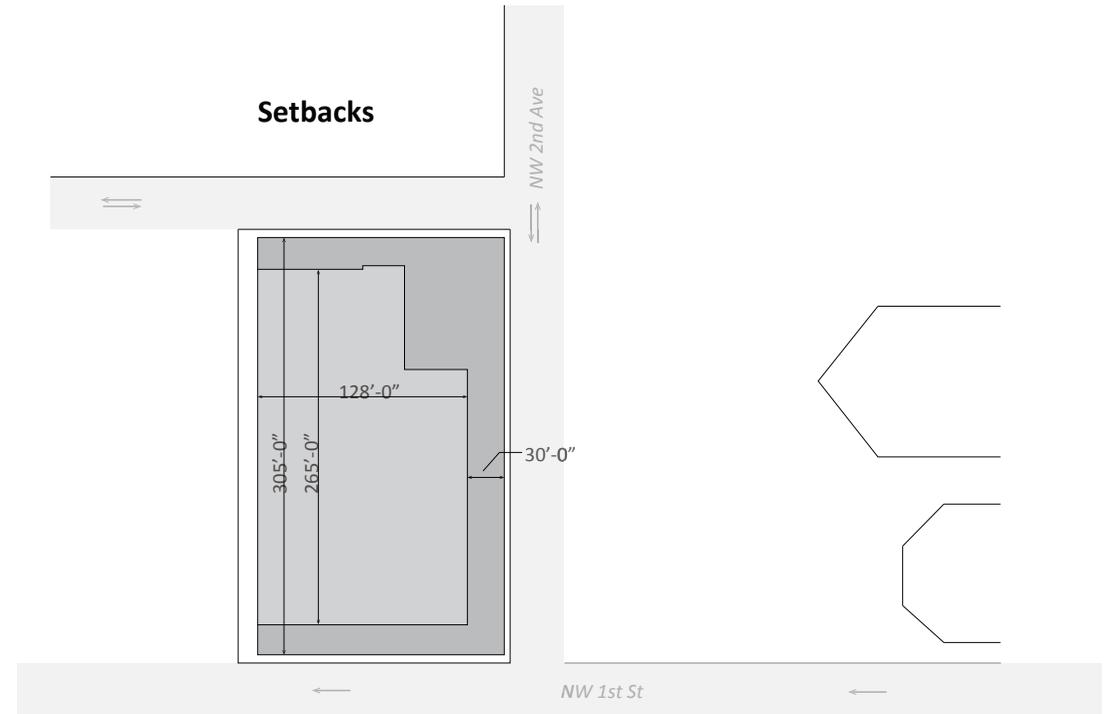
- Typical Court Floor
- Large Court Sets



Floor 8-17

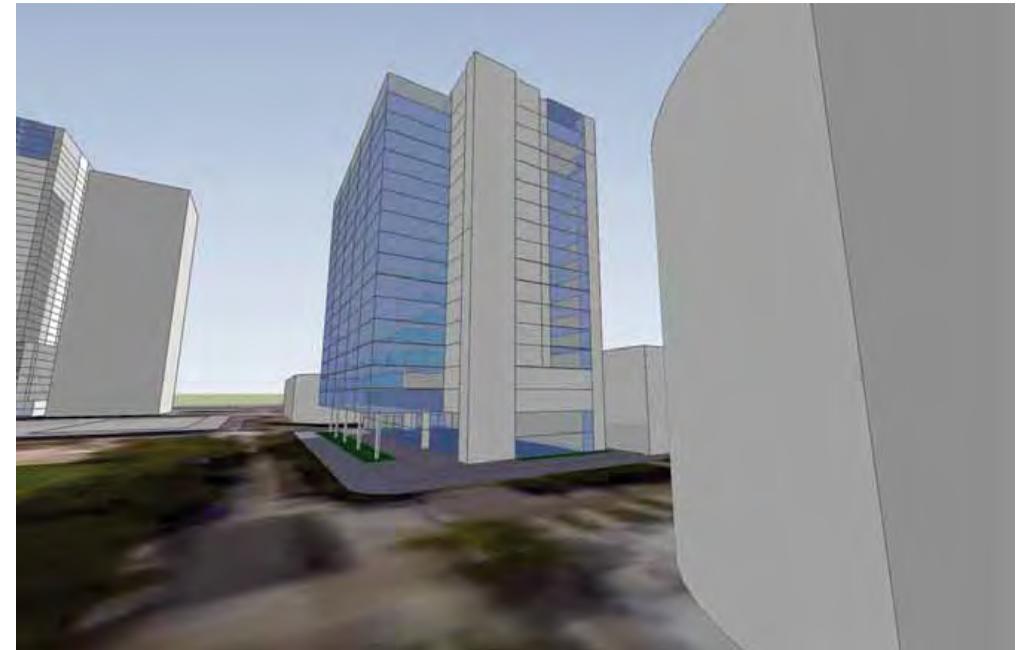
- Typical Court Floor
- Standard Court Sets

Context Massing





View from W Flagler St



View from NW 2nd Ave

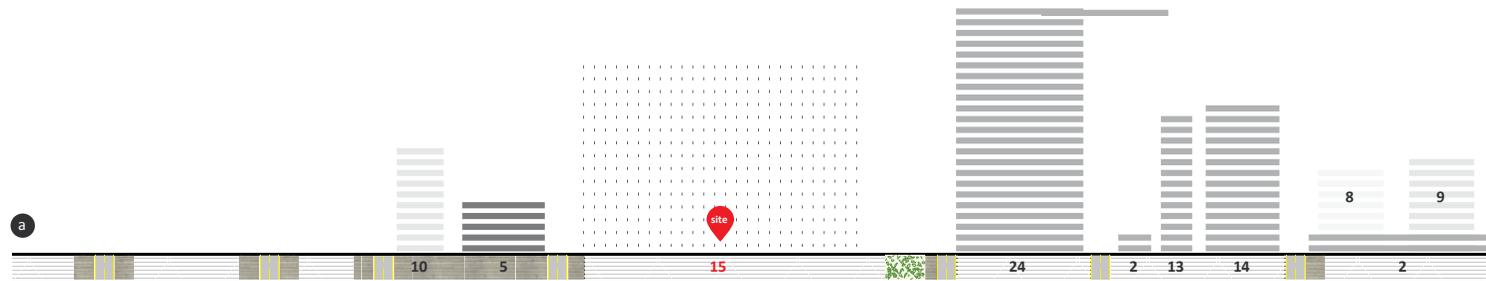




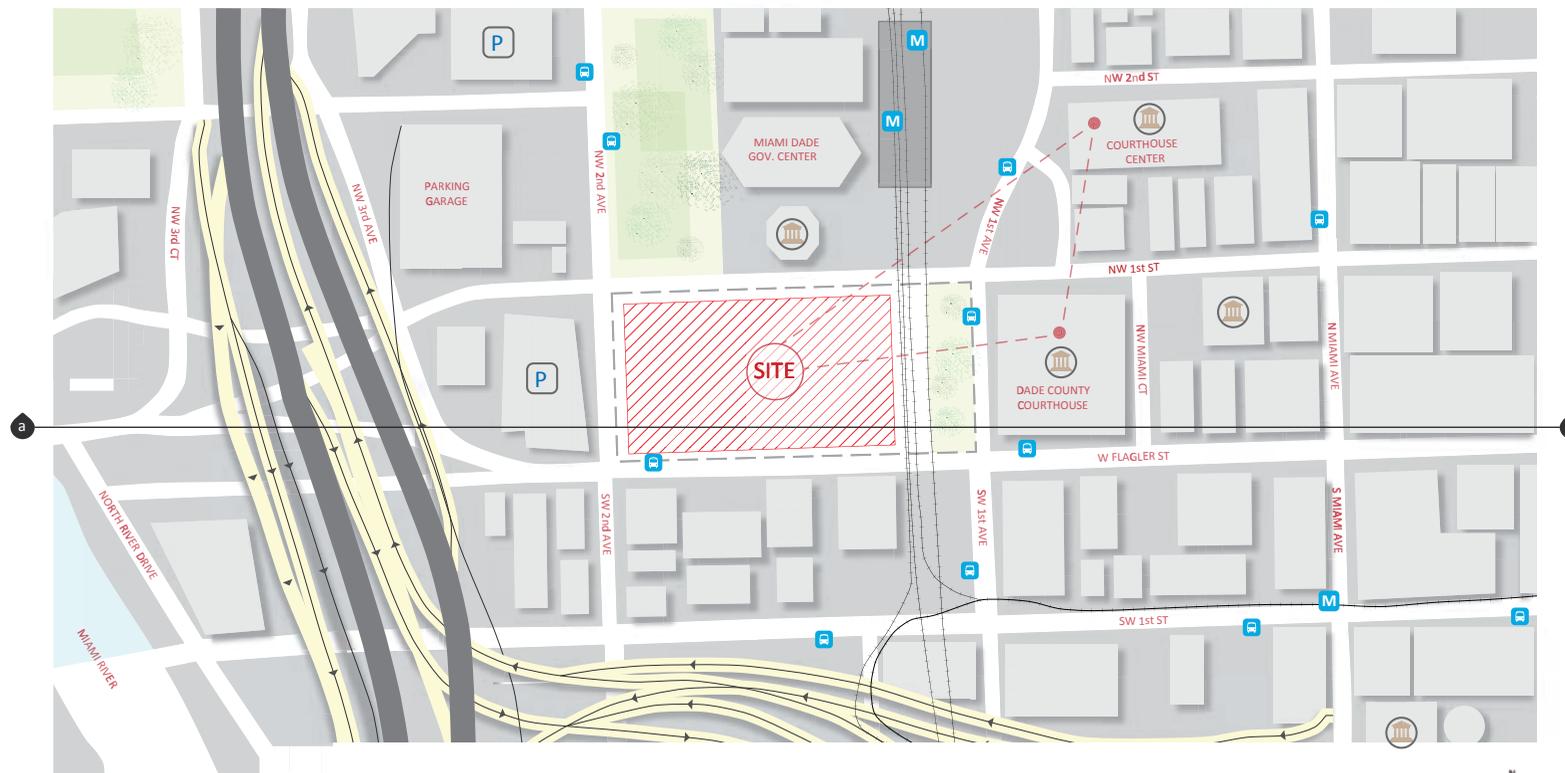
**Courthouse Option 2  
Dade County Cultural Center**







Courts      Parking      Metro Rail Entrance / Exit      Bus Stop



Context Plan

This plan shows the visual connection between the downtown courthouses and the proposed site. The schematic section illustrates the heights of the existing buildings near the site.





## COURTS

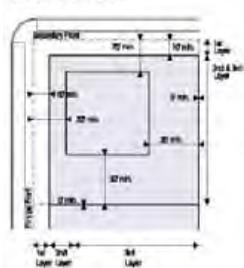
(13 Floors)  
 45,100 sq. ft. Per Floor 5-8  
 27,600 sq. ft. Per Floor 9-14  
 TOTAL = 346,000 sq. ft.

## OFFICES

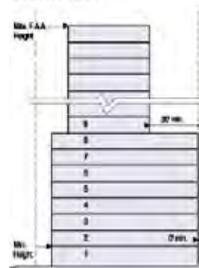
(5 Floors)  
 45,100 sq. ft. Per Floor 1-4  
 TOTAL = 225,500 sq. ft.

TOTAL BUILDING ..... 580,847 sq. ft.

BUILDING PLACEMENT



BUILDING HEIGHT



The context plan proposes a 59,450 square foot lot. The current lot pertains to the Dade County Cultural Center. The idea behind this proposal is to demolish the existing museum in front of the library allowing the possibilities of a judicial campus.

This diagram illustrates the possible space allowed for usage incorporating the Miami 21 Code. The setback required for each façade are as follows:

- The façade facing the MiamiMetroRail sets back 10 feet from property line, and 10 feet after 8th story.
- façade on NW 1st St and West Flagler set back 10 ft. from property line and setback an extra 20ft above the 8th story.
- facade on rear of building does not setback.

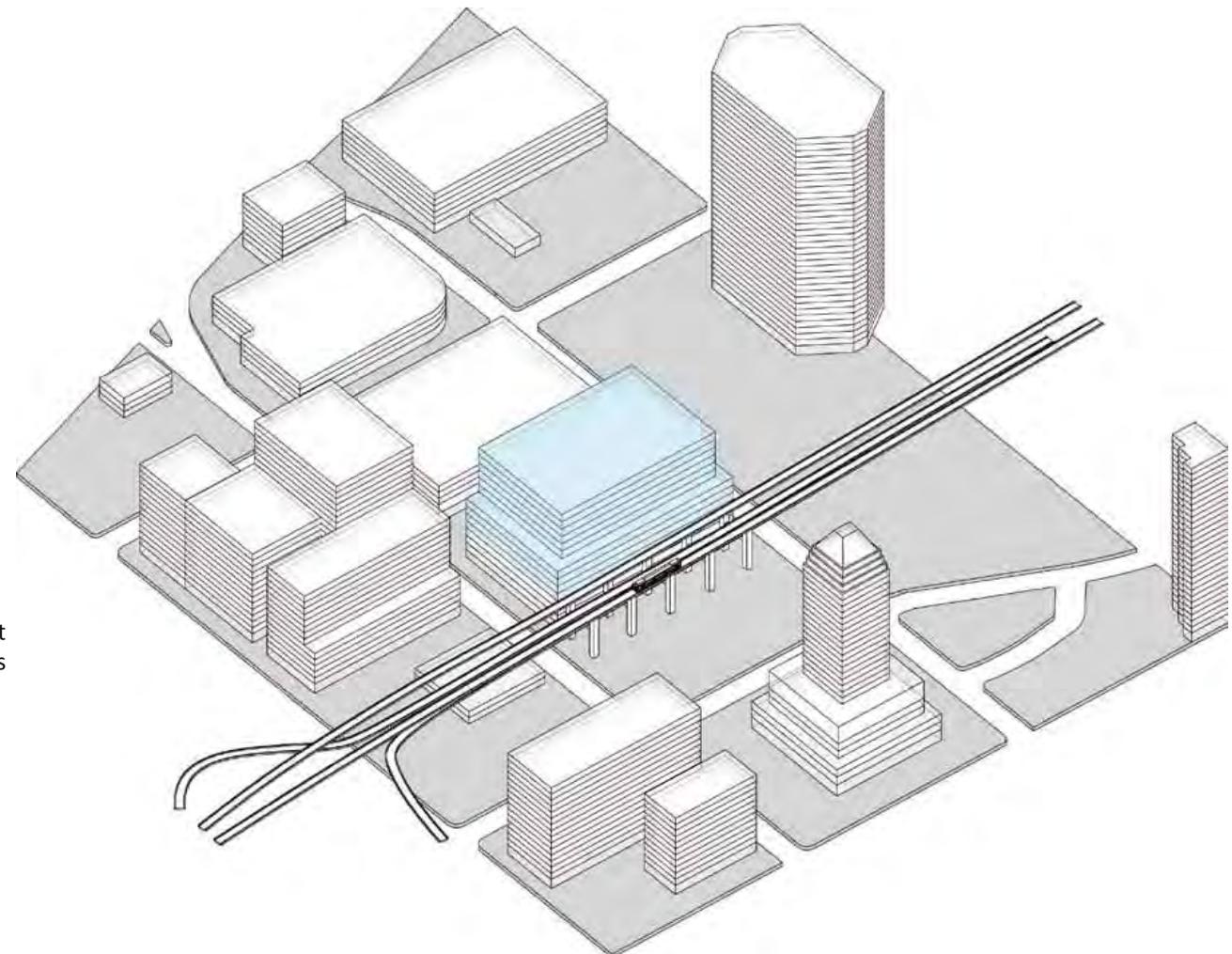
This scheme proposes a 17 story building. The program is 580, 847 square feet in total. Stories 1-4 consists of public lobby, security, cafés, office spaces for court administrators, clerk of courts, jury assembly, and law library.

Stories 5-16 propose typical courtroom sets that include a special proceedings court-room, eight large courtrooms and 41 standard courtrooms. Floors 1-8 are 44,080 square feet.

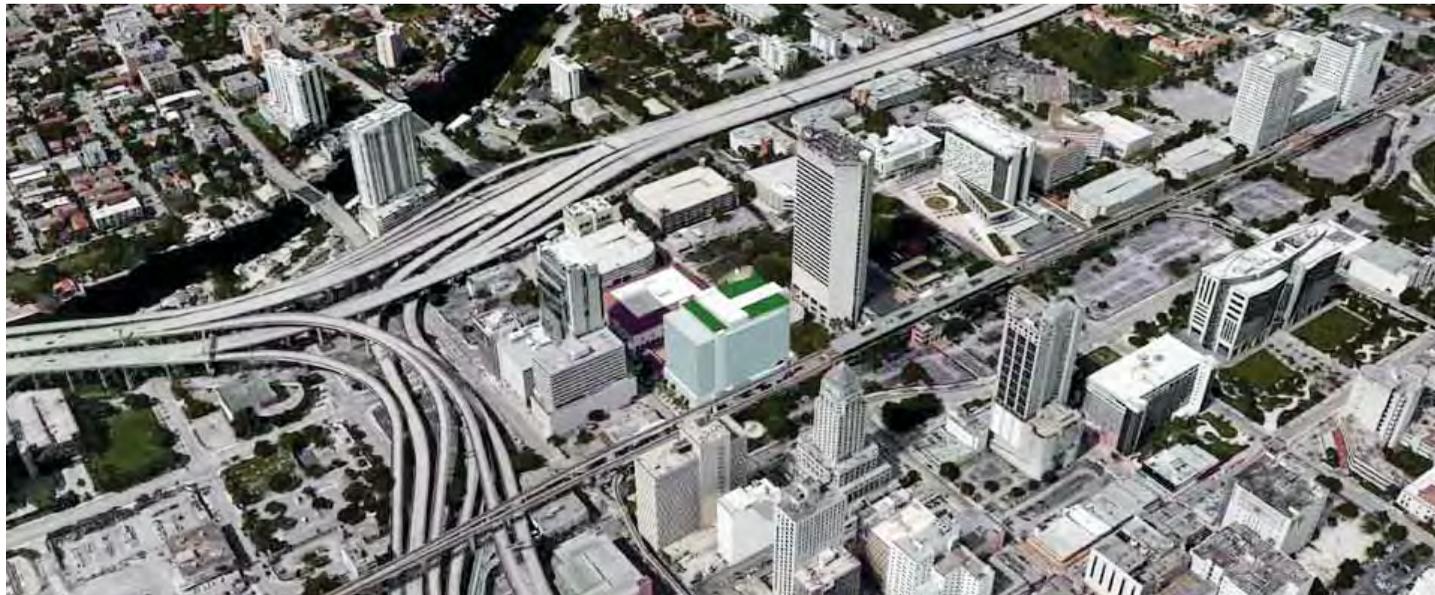
Stories 9-17 propose a smaller floor plate due to setbacks. Total square footage is 39,520.

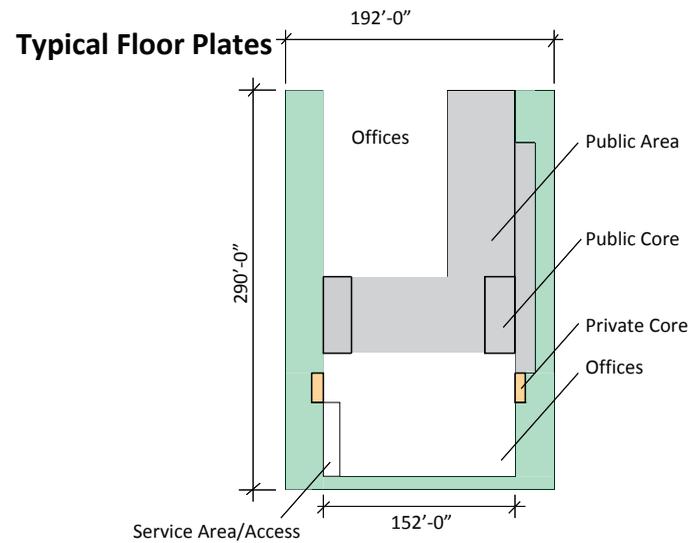
**Option 1** proposes a double loaded courtroom set with four courtrooms per floorplate.

**Option 2** proposes a single loaded courtroom set, allowing 5 courtrooms per floor.



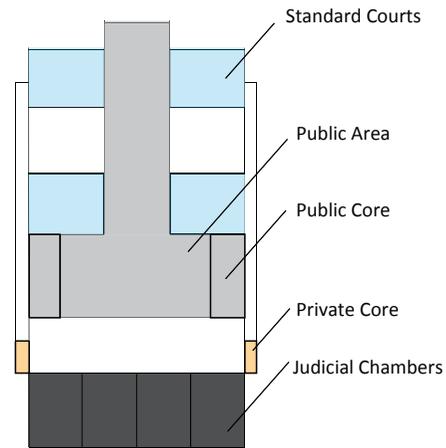
Context Views





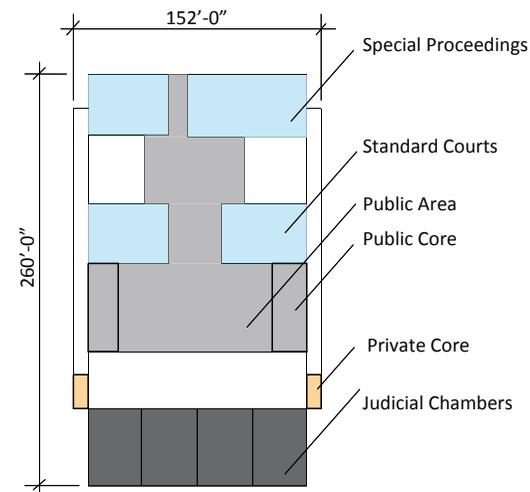
**Floor 1-3**

- Community and shared
- Public Entry
- Lobby/Screening
- Clerk of Courts
- Court Administrators
- Jury Assembly
- Grand Jury
- Law Library



**Floor 7-16**

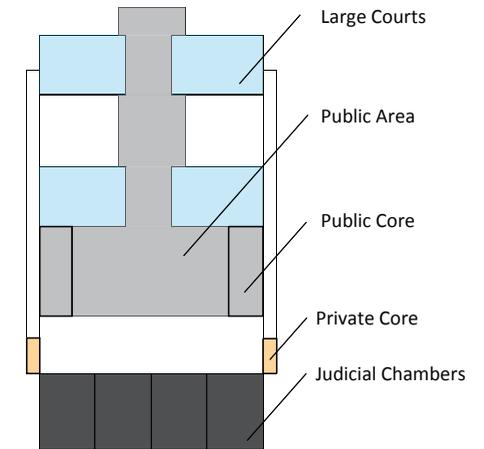
- Typical Court Floor
- Standard Court Sets



**Floor 4**

Court Floors

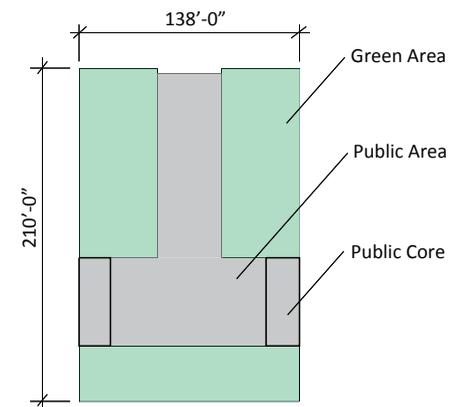
- Standard Courts
- Special Proceedings



**Floor 5-6**

Typical Court Floor

- Large Court Sets

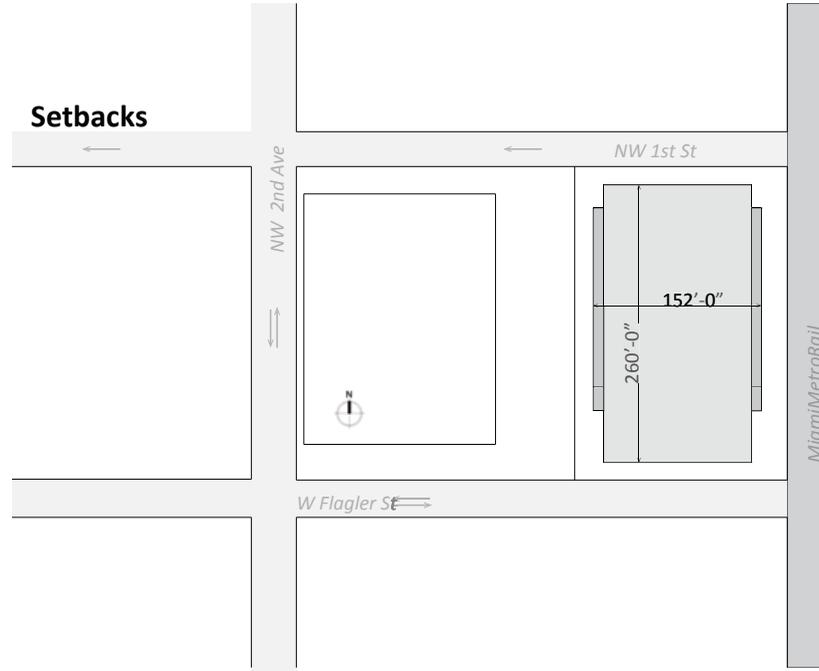


**Top Floor**

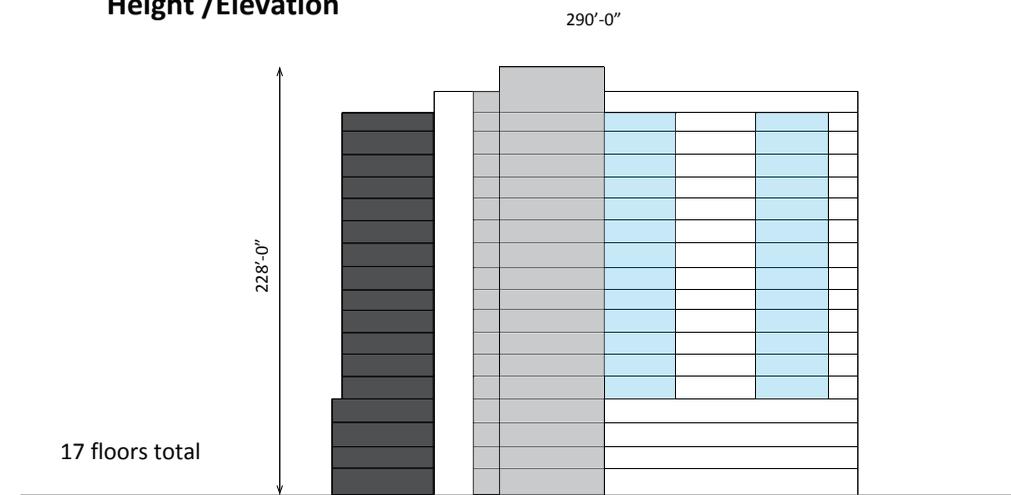
- Green Roof

Option 1

Context Massing



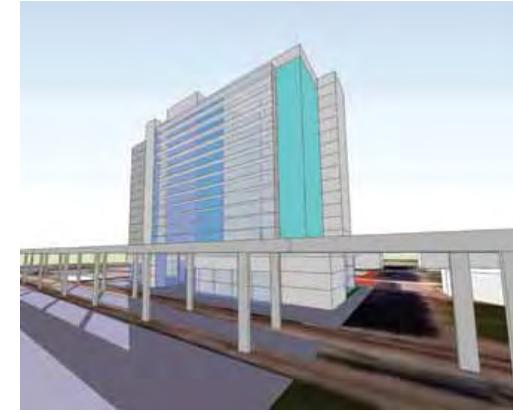
Height /Elevation



Option 1



Rear View from NW 1st St



Front View from MetroRail

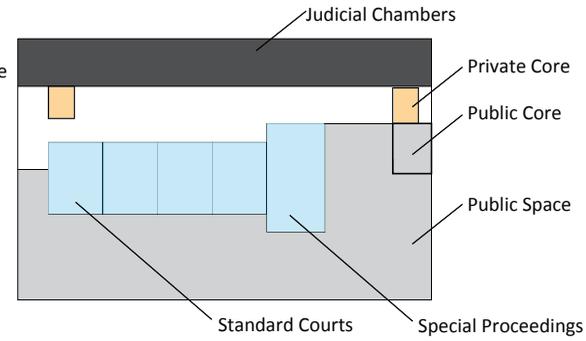
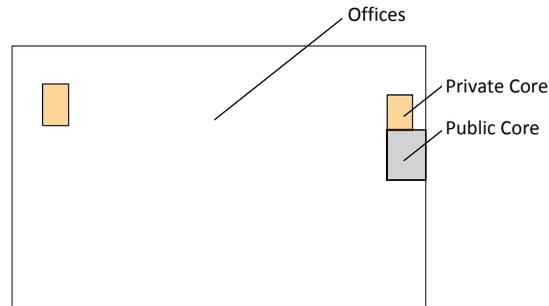
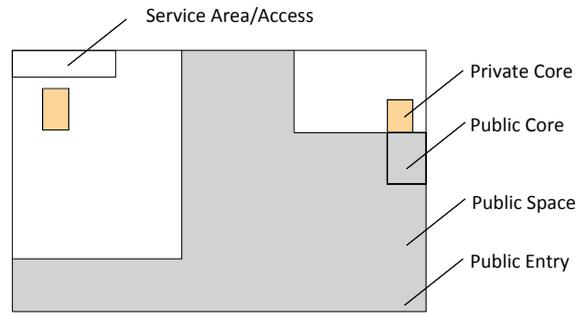


Aerial View



Rear View from W Flagler St

Typical Floor Plates



Floor 1-2

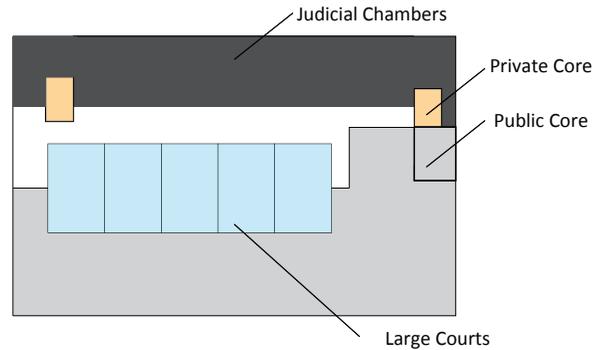
- Community and Shared
- Public Entry
- Lobby/Screening
- Law Library

Floor 3-5

- Community and Shared
- Jury Assembly
- Grand Jury
- Clerk of Courts
- Court Administrators

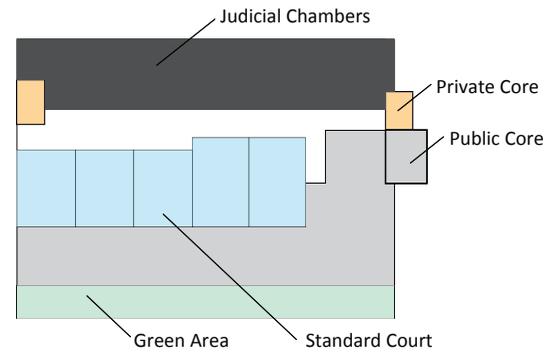
Floor 6

- Court Floors
- Standard Courts
- Special Proceedings



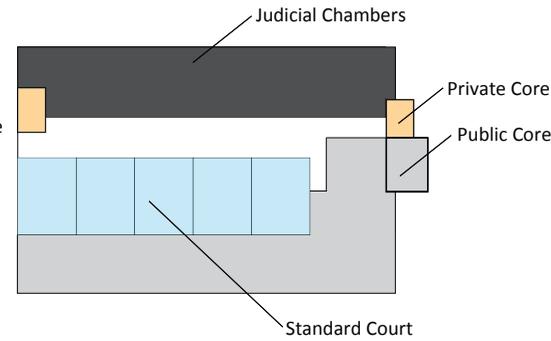
Floor 7

- Typical Court Floor
- Large Court Sets



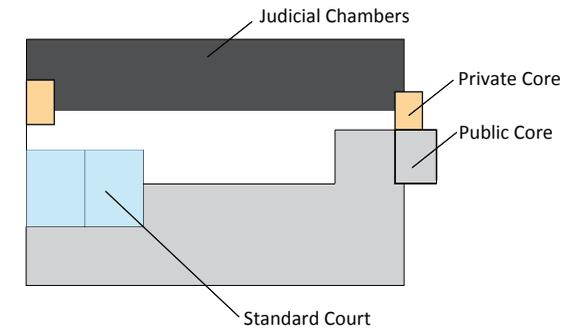
Floor 8

- Large Court Sets
- Standard Court Sets



Floor 9-16

- Typical Court Floor
- Standard Court Sets



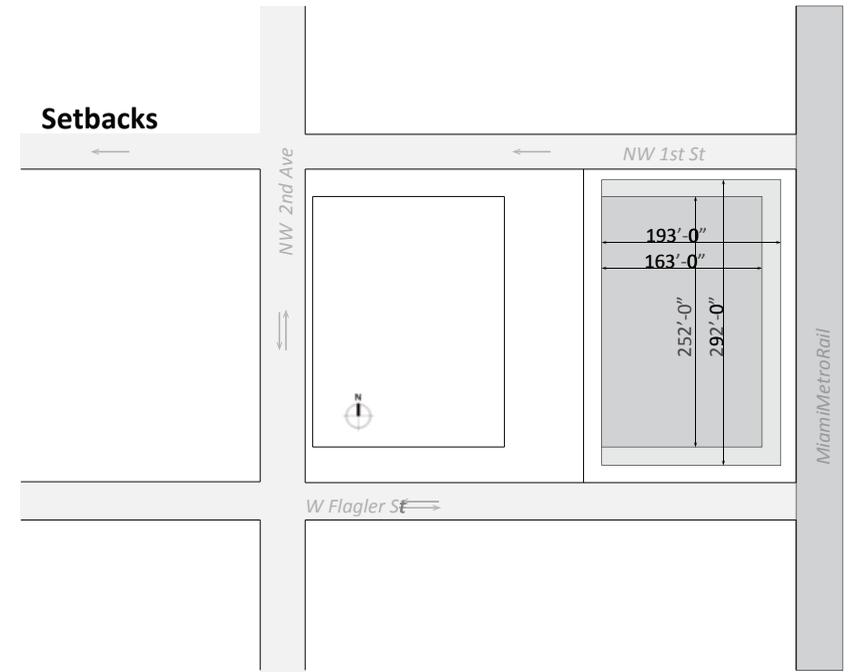
Floor 17

- Standard Courts

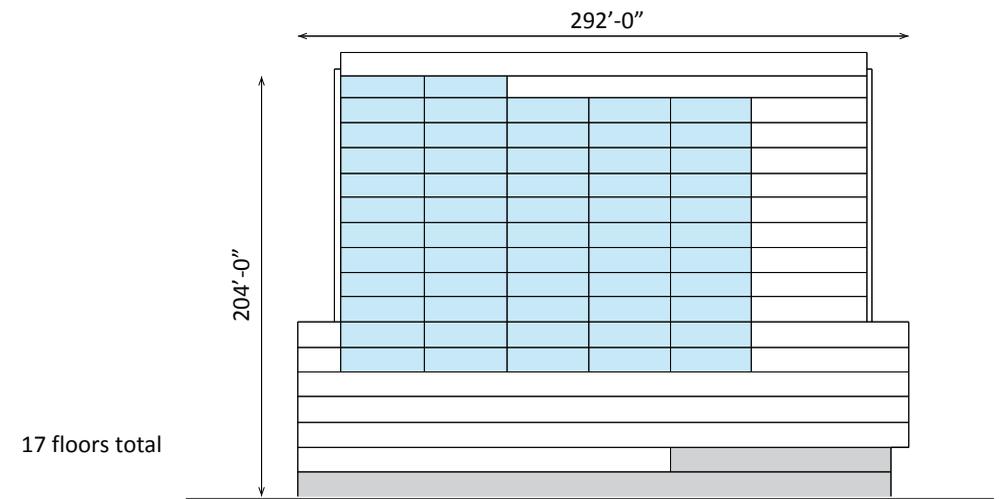
Context Massing



Option 2

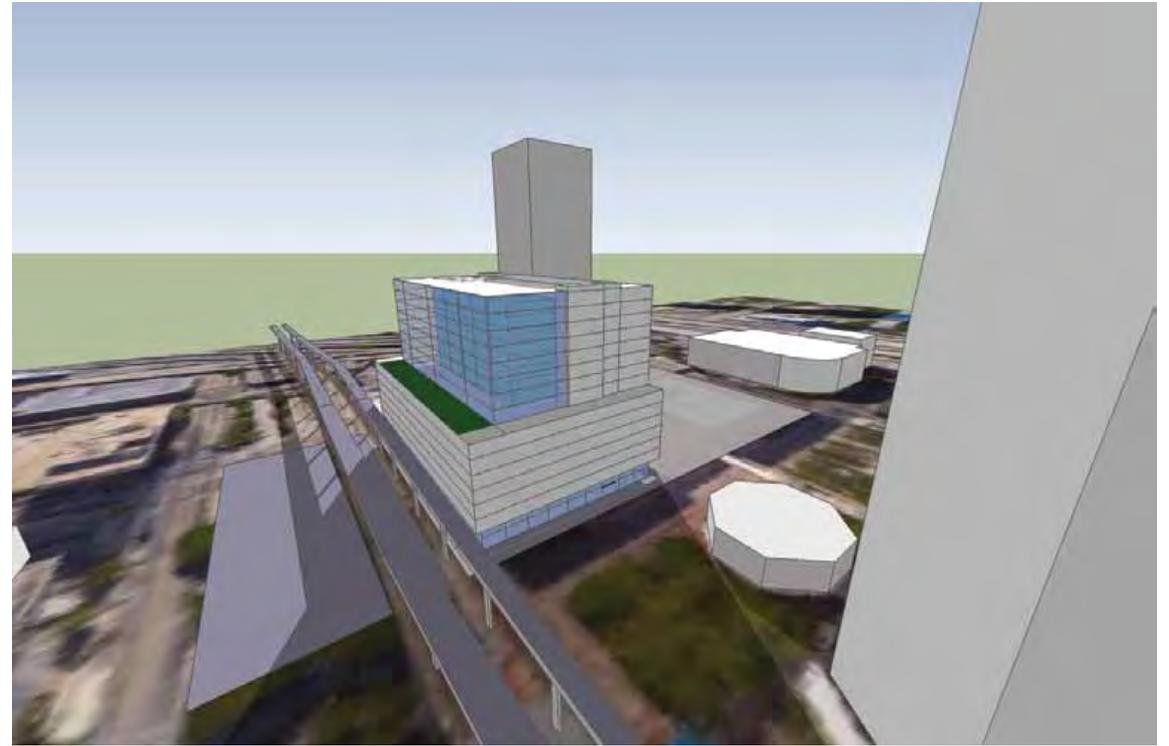


Height/Elevation

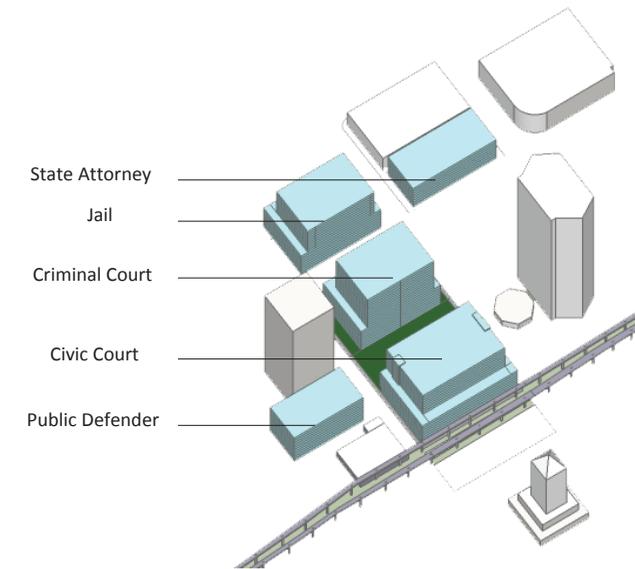




View from SW 1st St



View from NW 1st St



A potential opportunity for the Cultural Center site is the creation of a comprehensive Justice Center for Miami-Dade County. The Justice complex would include Civil and Criminal Courts, Corrections facilities, State Attorney offices, and Public Defender offices. Along with Children's Courthouse, Courthouse Center, these new facilities, surrounding historic Dade County Courthouse, will create a justice campus. The sites for the proposed complex are County owned properties, some identified in courthouse options.





**Courthouse Option 3  
140 West Flagler**



Context Images



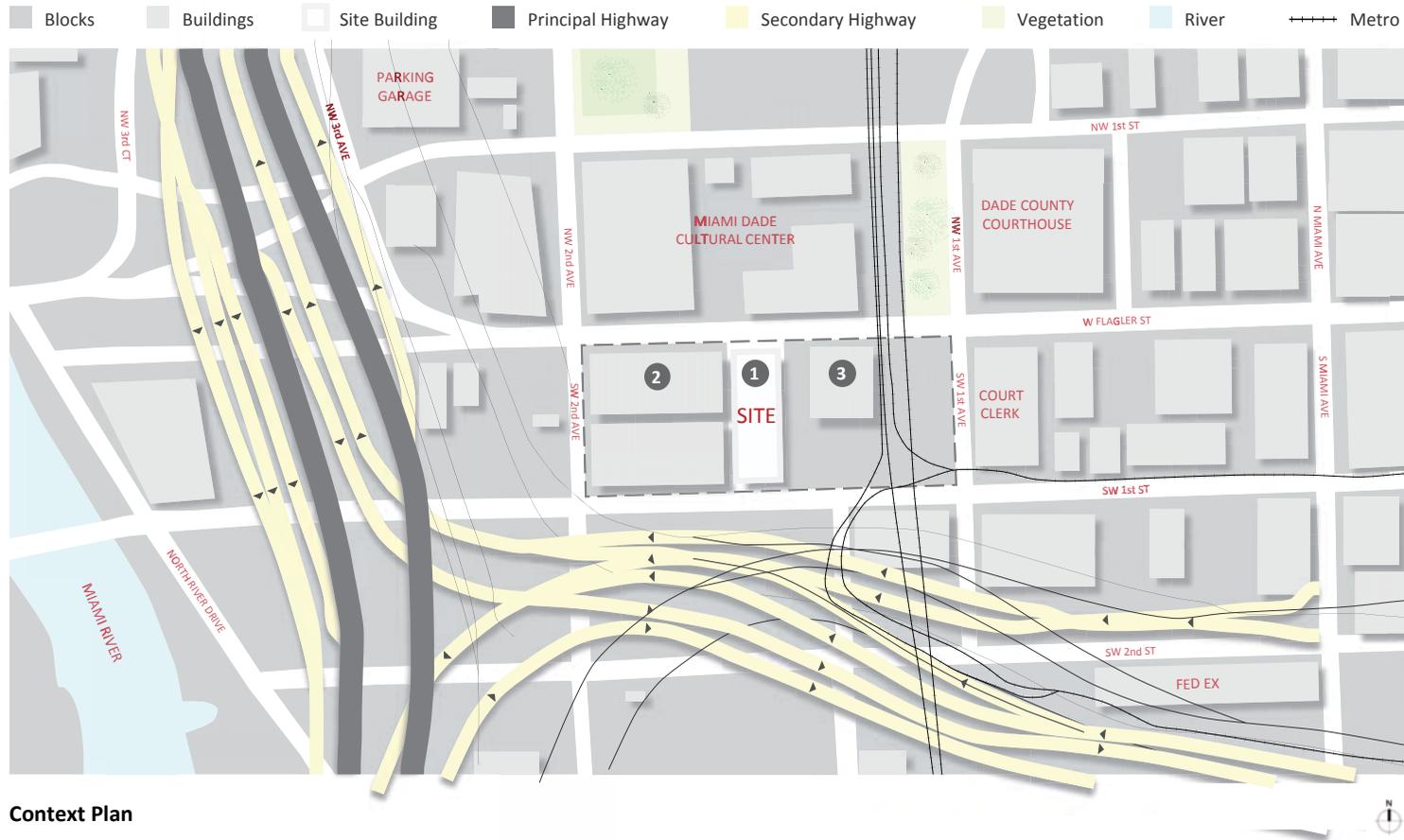
1 140 West Flagler



2 Office Buildings

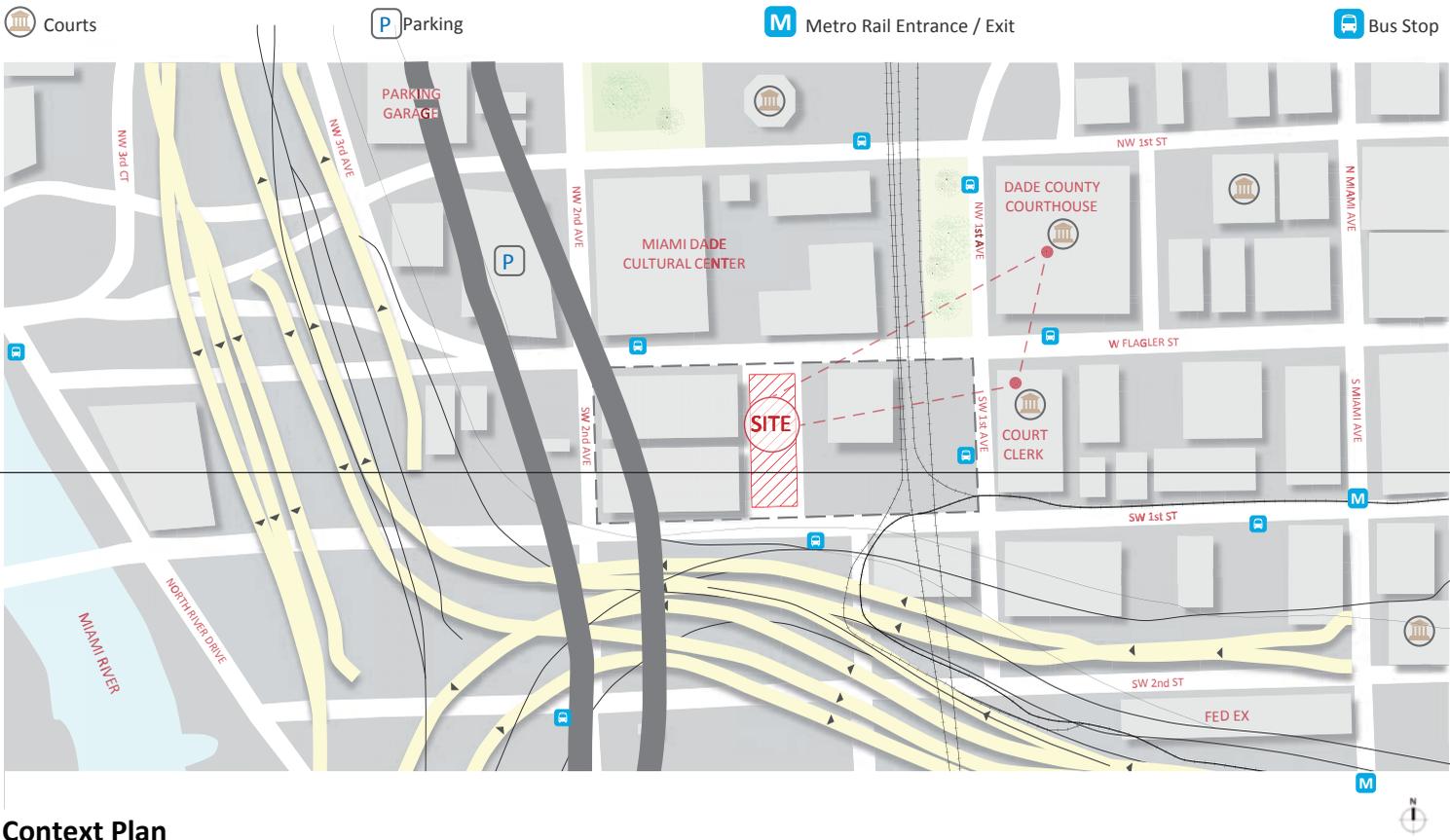
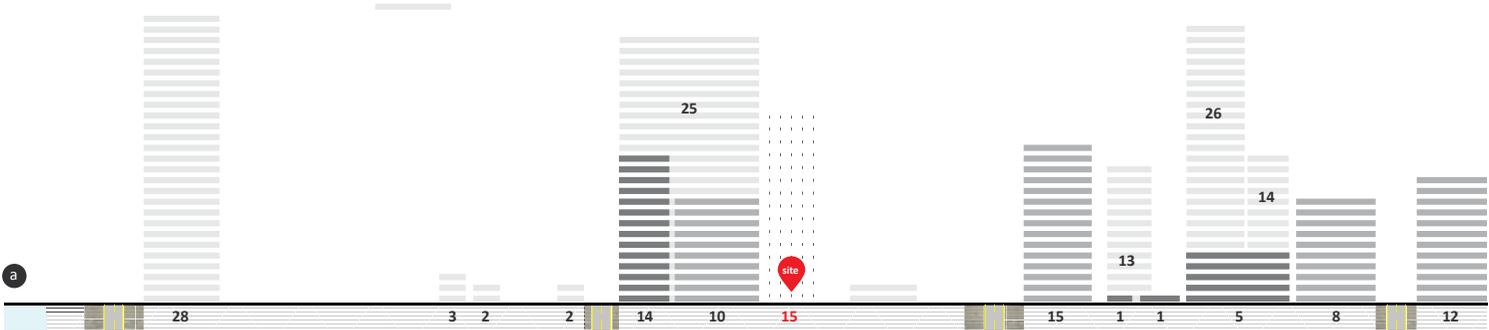


3 Commercial



Context Plan

This plan illustrates the existing block in which the site is located on. The site is enclosed by an office building to the west, and an empty lot to the east.

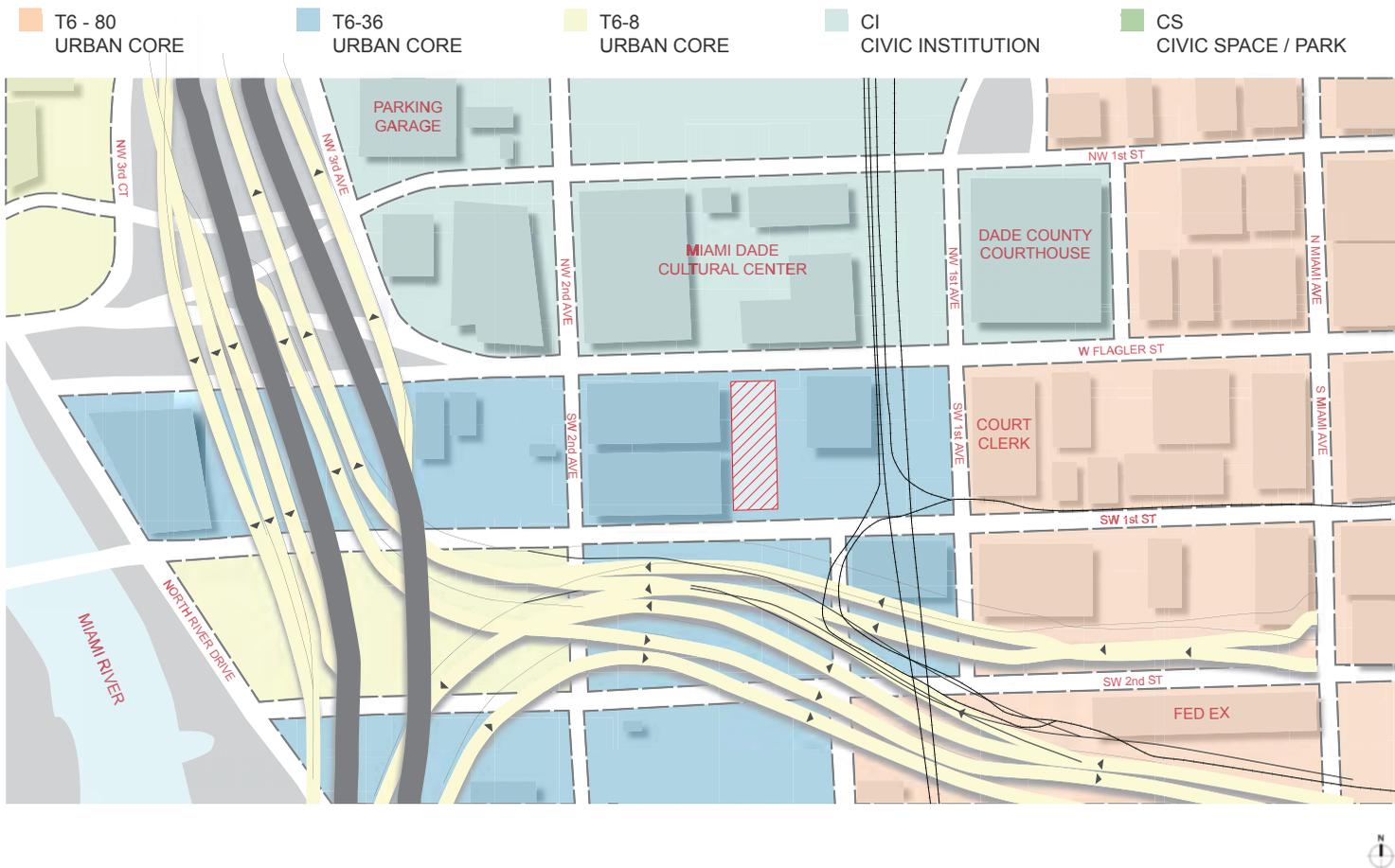


This plan shows the visual connection between the downtown courthouses and the proposed site. The schematic section illustrates the heights of the existing buildings near the site.

Context Plan



Lot Area .....	22,700 s.f. min.	Frontage at Front Setback .....	70% min.
Lot Width.....	100 s.f. min.	Open space Requirements .....	10 % Lot Area min.
Lot Coverage.....	80 % max.	Density .....	150 du / acre max.
Floor Lot Ratio .....	12 - 22 / 40%		
	Additional Public Benefit		



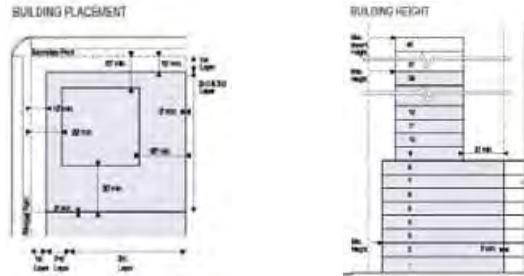
**COURTS**

(25 Floors)  
 16,700 sq. ft. Per Floor 8-32  
 TOTAL = 417,500 sq. ft.

**OFFICES**

(7 Floors)  
 20,700 sq. ft. Per Floor 1-7  
 TOTAL = 144,900 sq. ft.

TOTAL BUILDING ..... 580,847 sq. ft.



The context plan begins to propose a 22,700 square foot lot. The idea behind this proposal is to demolish the existing structure and create a 40 story court-

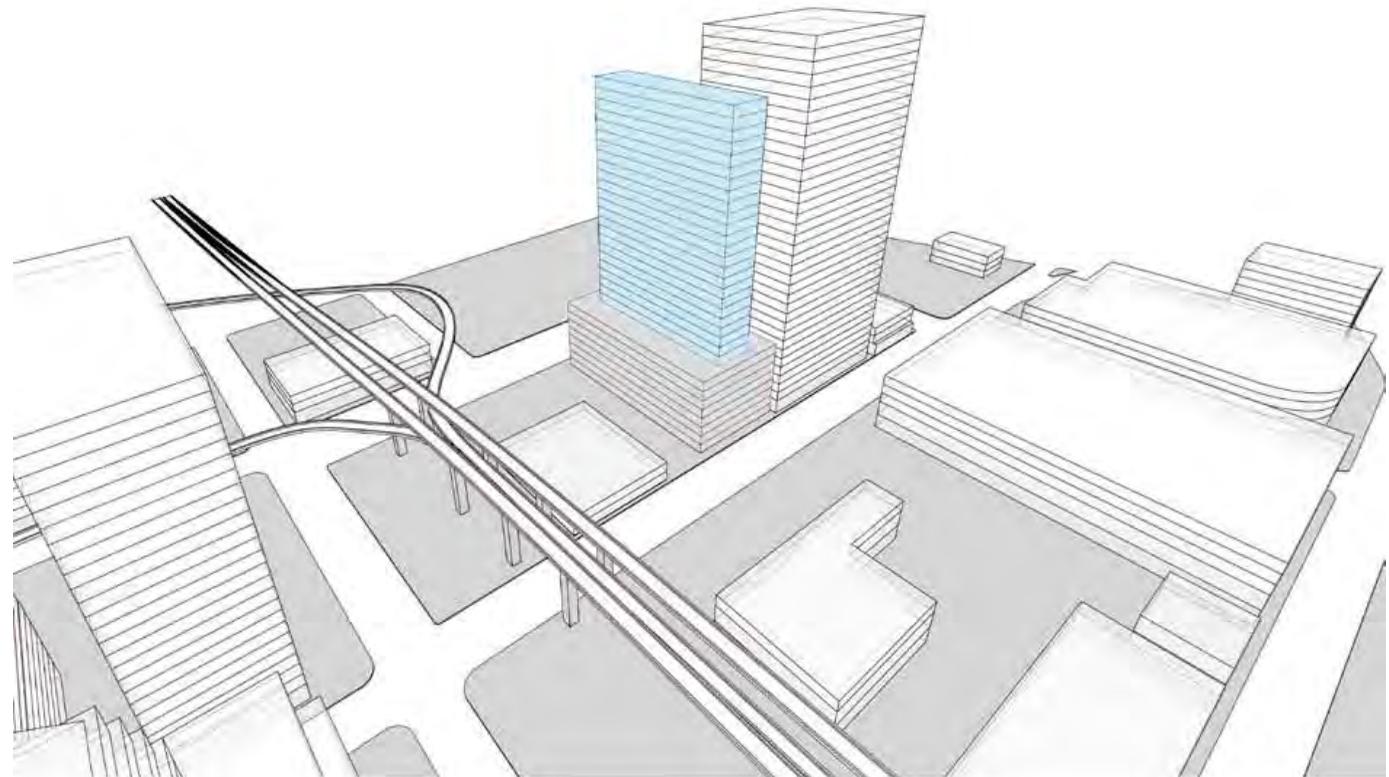
This diagram illustrates the possible space allowed for usage incorporating the Miami 21 Code. The setback required for each façade are as follows:

- The front and back façade setback 10 feet from property line, and 20 feet after 8th story.
- façade on both sides only set back 20ft each side after the 8th floor.

This scheme proposes a 40 story building. The program is 580, 847 square feet in total. Stories 1-7 consists of public lobby, security, cafés, office spaces for court administrators, clerk of courts, jury assembly, and law library.

Stories 9-40 propose typical courtroom sets that include a special proceedings courtroom, eight large courtrooms and 41 standard courtrooms. Floors 1-8 are 20,700 square feet.

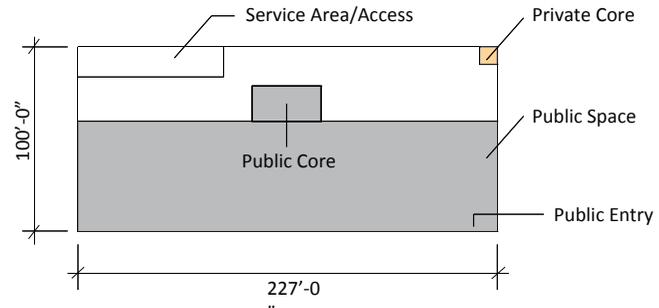
Stories 9-40 propose a smaller floorplate due to setbacks. Total square footage is 16,700.



Context Views

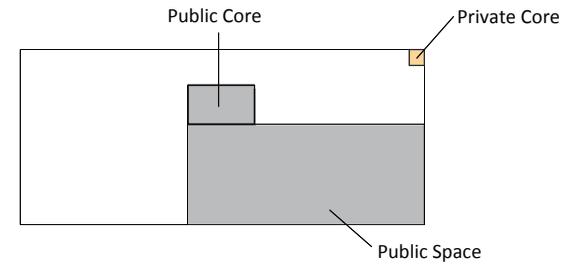


Typical Floor Plates



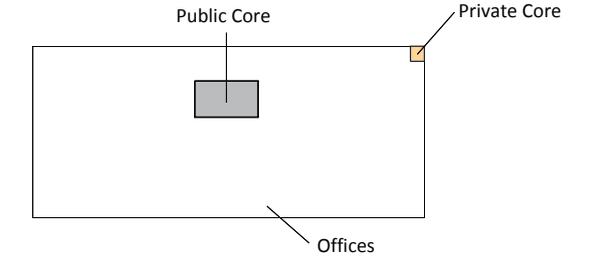
**Ground Floor**

- Community and Shared
- Public Entry
- Lobby/Screening



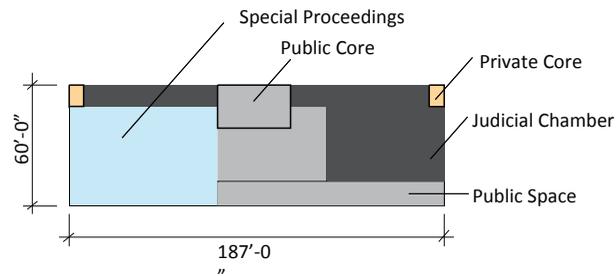
**Floor 2-3**

- Community and Shared
- Jury Assembly
- Grand Jury
- Law Library



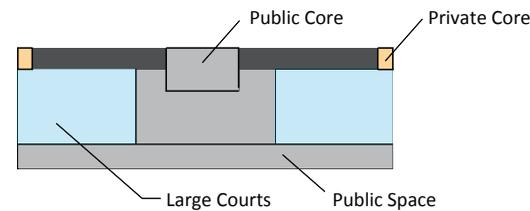
**Floor 4-8**

- Clerk of Courts
- Court Administrators



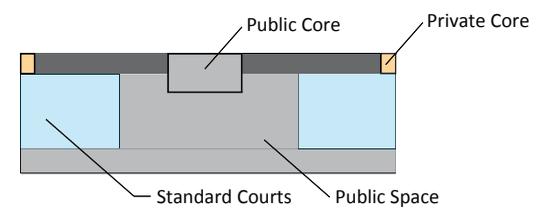
**Floor 9**

- Special Proceedings
- Judicial Chamber



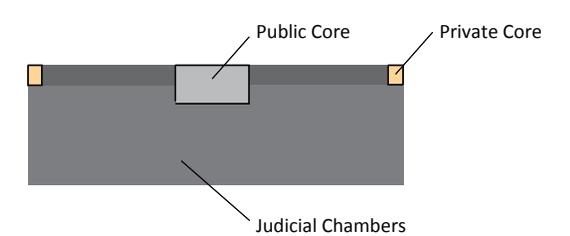
**Floor 10-13 Typical**

- Court Floor
- Large Courts
  - Standard Courts



**Floor 14-34 Typical**

- Court Floor
- Standard Court Sets



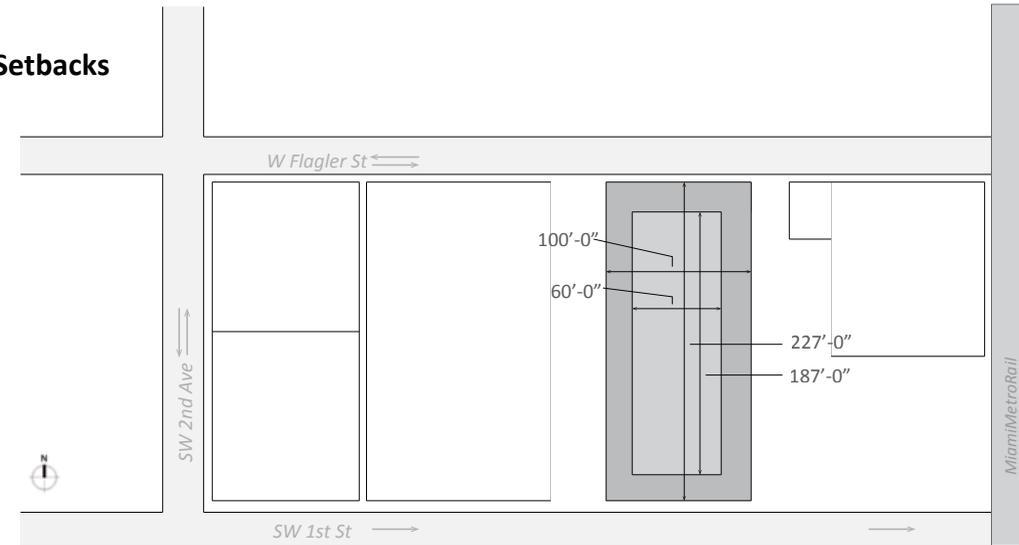
**Floor 35-40**

- Judicial Chambers

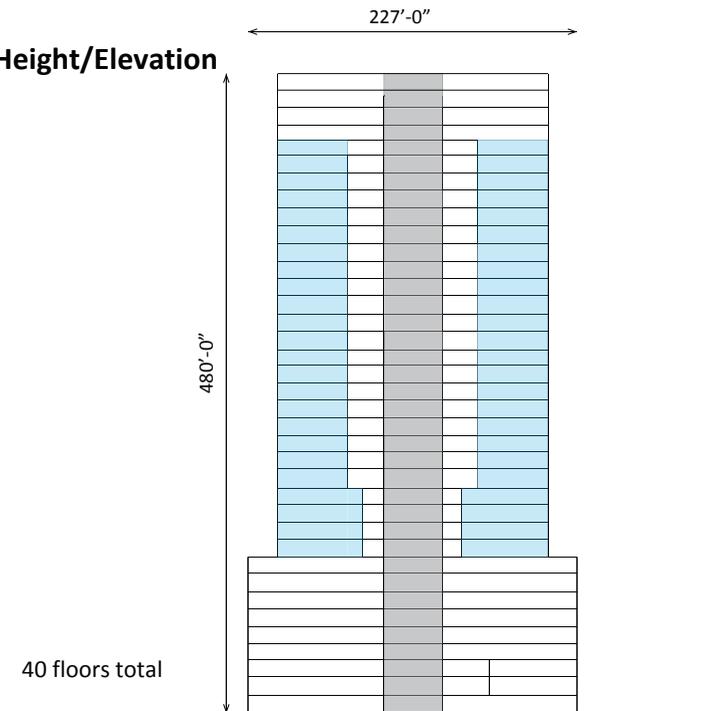
Context Massing



Setbacks



Height/Elevation



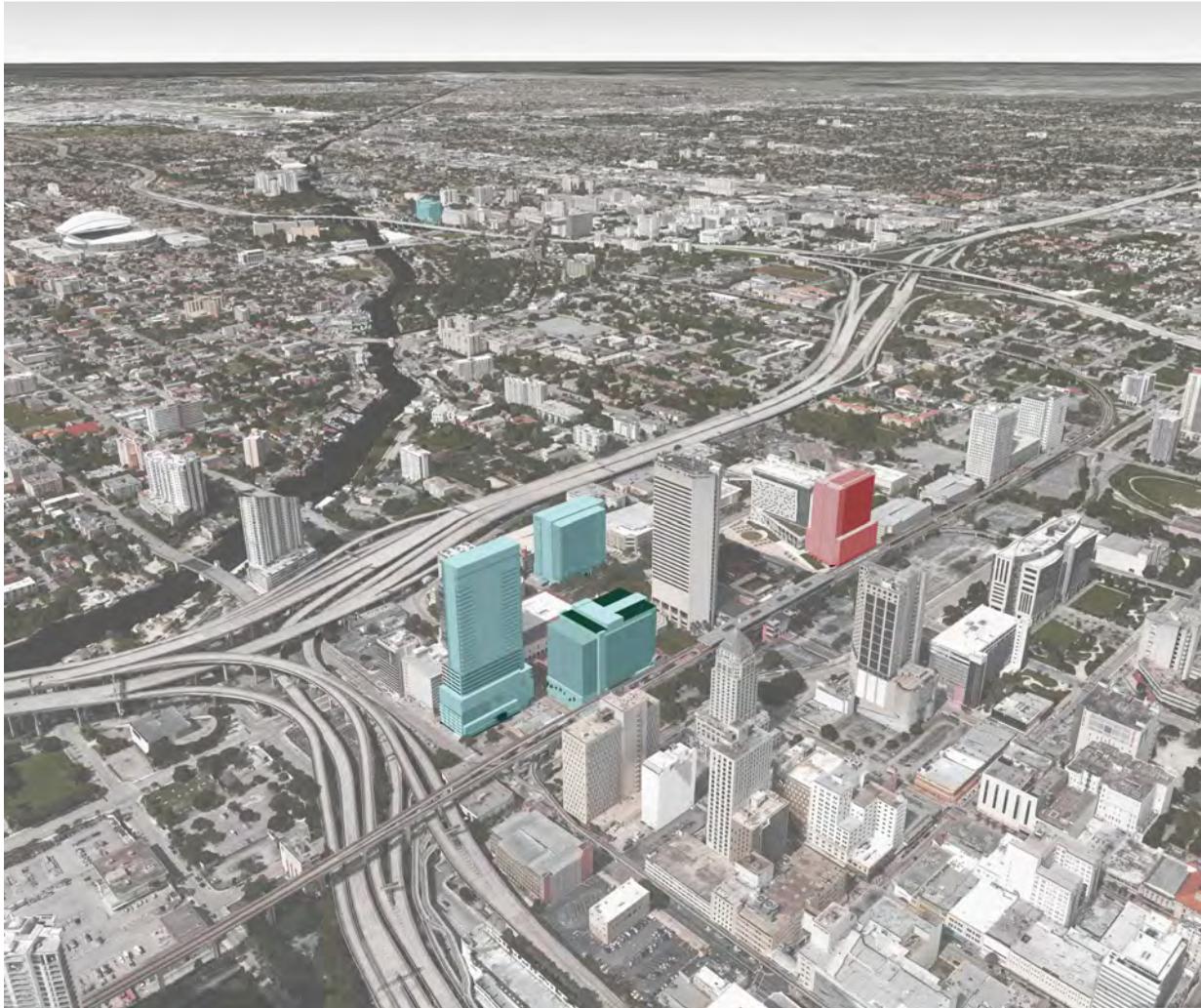


View from West Flagler St



View from SW 1st St





**Courthouse Option 4**  
**NW 2nd Ave and NW 3rd St**



Context Images



1 View from intersection at NW 3rd St and MiamiMetroRail

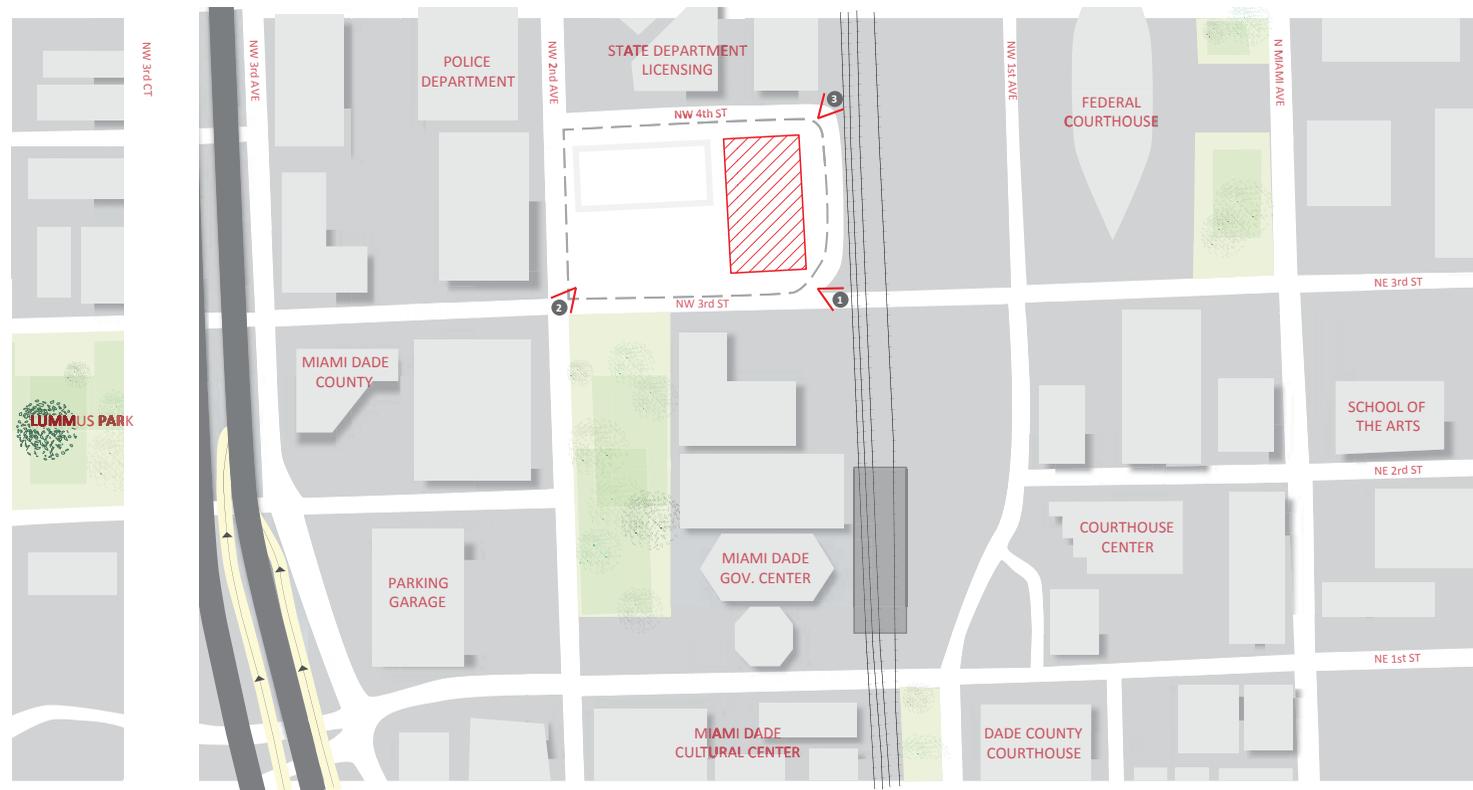


2 View from intersection at NW 2nd Ave and NW 3rd St



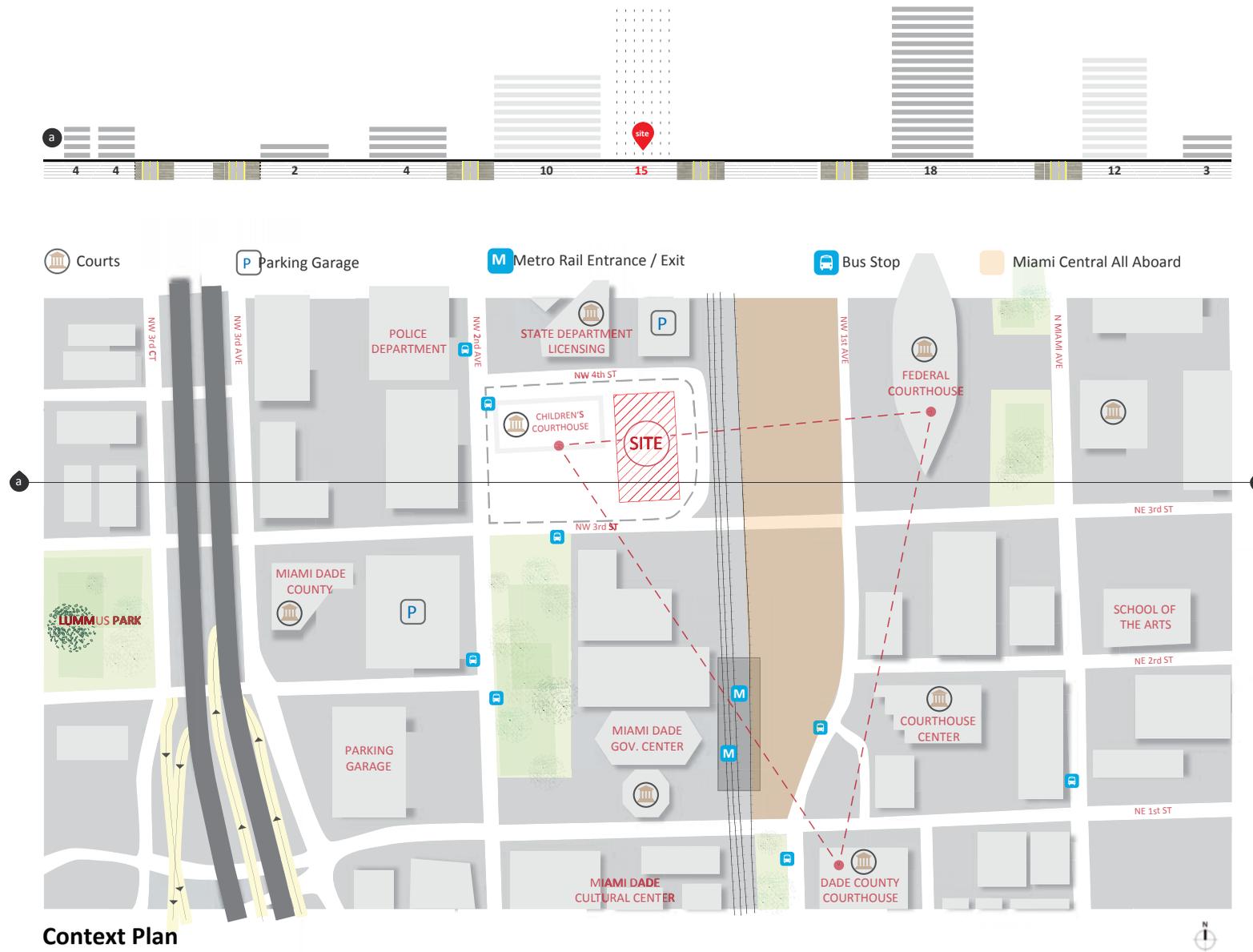
3 Rear of Miami Dade Children's Courthouse

Blocks
  Buildings
  Site Buildings
  Principal Highway
  Secondary Highway
  Vegetation
  River
  Metro

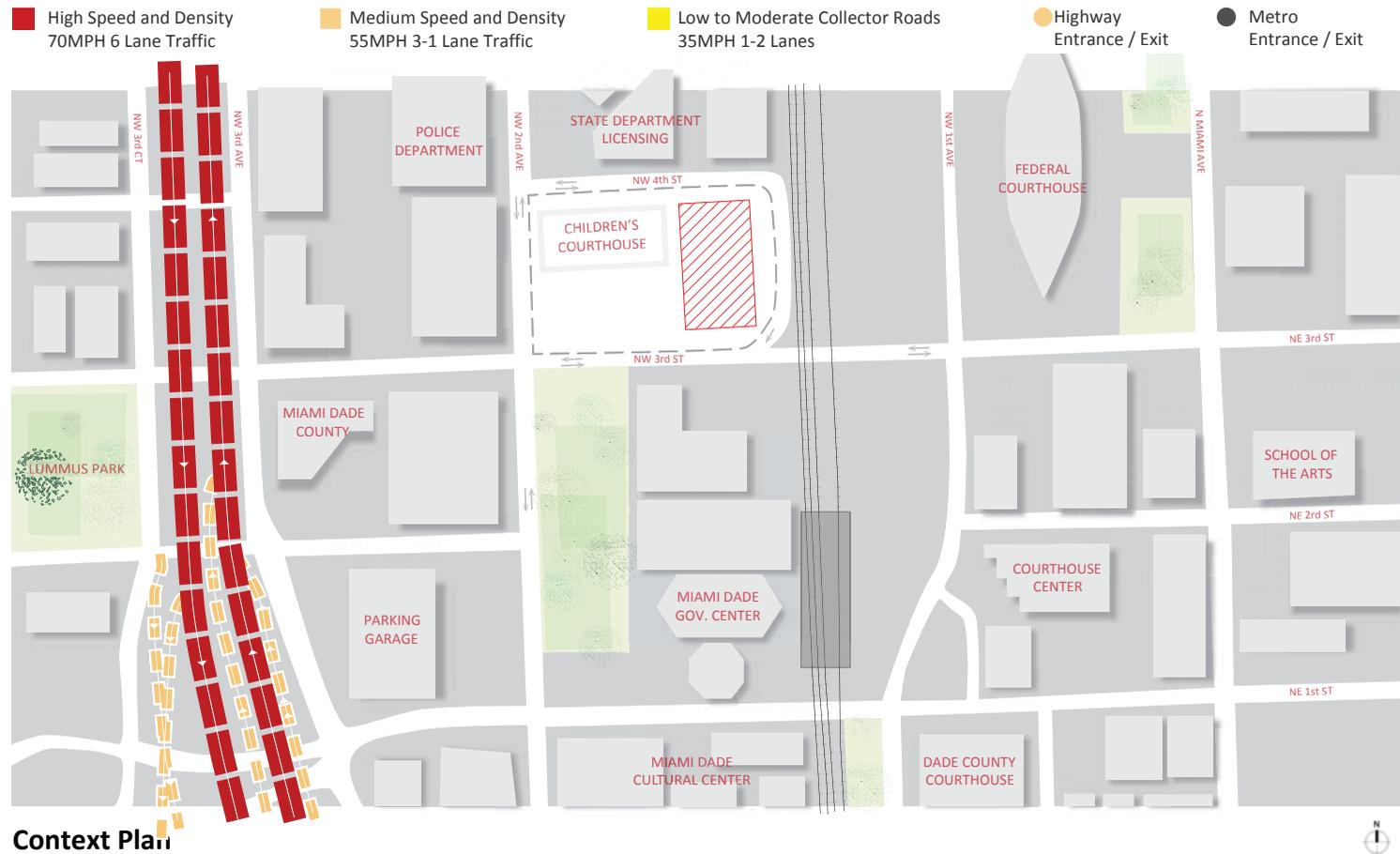


Context Plan

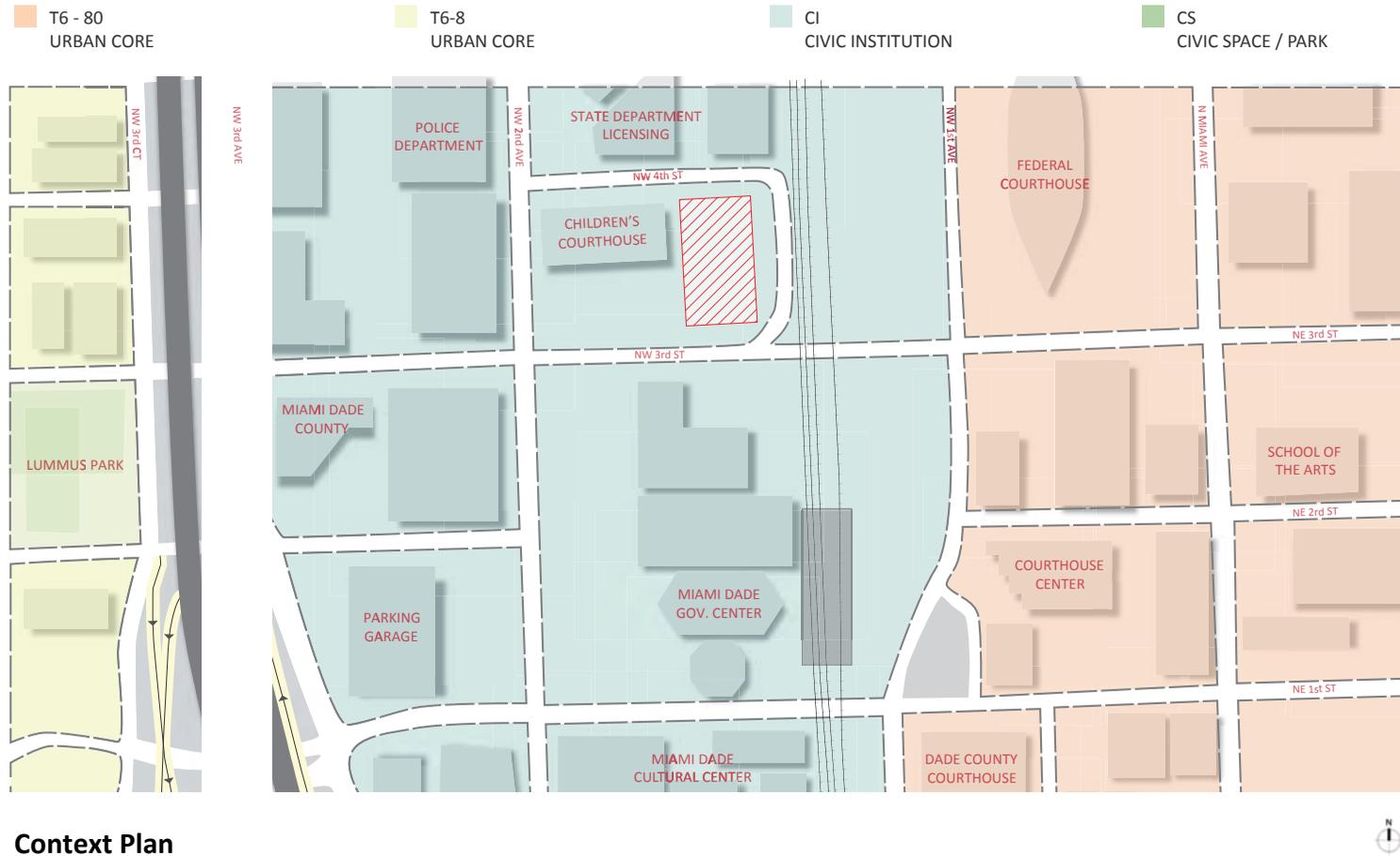
This plan illustrates the Children's Courthouse site. The scheme proposes converting the existing parking lot into the civic courthouse.



This plan shows the visual connection between the downtown courthouses and the proposed site. The schematic section illustrates the heights of the existing buildings near the site.



Lot Area .....	35,136 s.f min	Floor Lot Ratio .....	8
Lot Width.....	144 ft. min	Frontage at Front Setback.....	n/a
Lot Coverage .....	80% max	Open Space Requirements .....	10% lot area min
		Density .....	150 du/acre max



**COURTS**

(13 Floors)

20,544 sq. ft. Per Floor 9-22

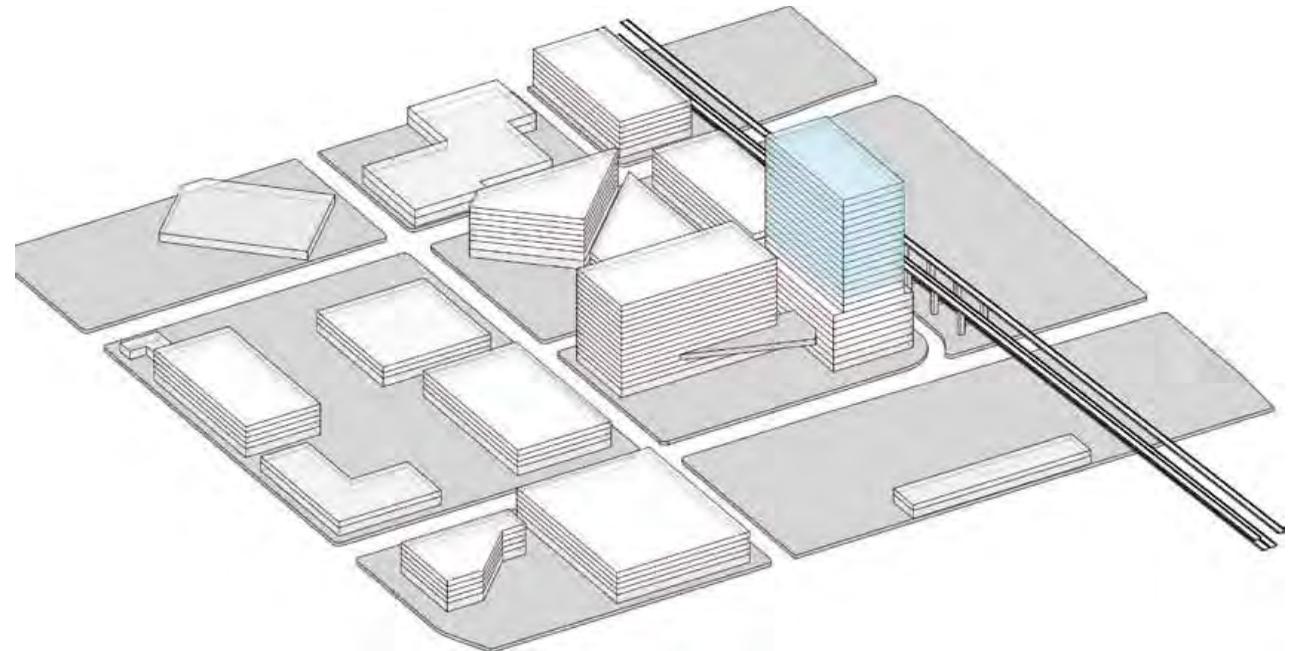
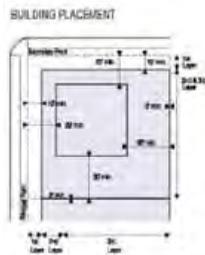
TOTAL = 330,000 sq. ft.

**OFFICES/PARKING (8 Floors)**

31,356 sq. ft. Per Floor

1-8 TOTAL = 250,848 sq. ft.

TOTAL BUILDING ..... 580,847 sq. ft.



The context plan proposes a 26,968 square foot lot, situated next to the Children’s Court-

This diagram illustrates the possible space allowed for usage incorporating the Miami 21 Code. The setback required for each façade are as follows:

- front façade facing NW 2nd AVE: setback 10 feet from property line,
- façade on NW 3rd St set back 10 ft. from property line and setback an extra 20ft above the 8th story.
- rear of building facing parking garage setback is 30 ft. above the 8th story.

This scheme proposes a 22 story building. The program is 580, 847 square feet in total. Stories

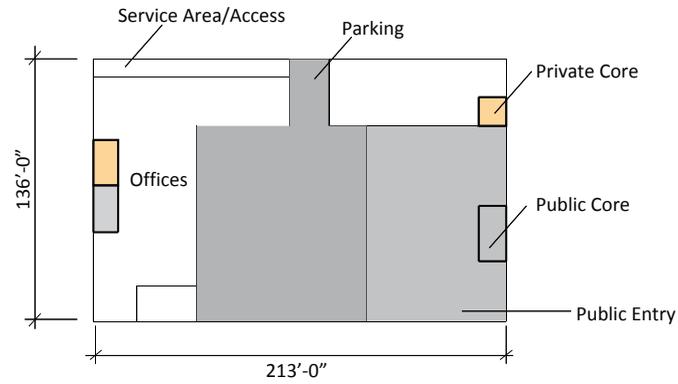
1-8 consists of public lobby, security, café, office spaces for court administrators, clerk of courts, jury assembly, and law library.

Stories 1-8 propose typical courtroom sets that include a special proceedings courtroom, eight large courtrooms and 41 standard courtrooms. Floors 1-8 are 31,356 square feet. Stories 9-22 propose a smaller floorplate due to setbacks. Total square footage is 20,544

Context Images

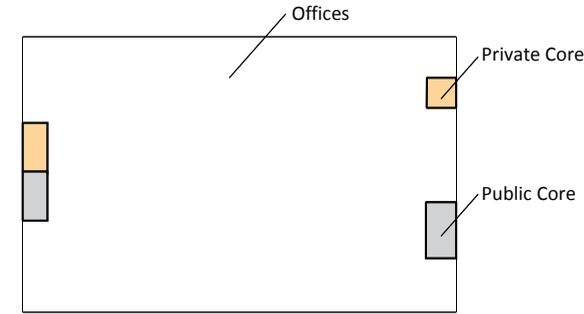


Typical Floor Plates



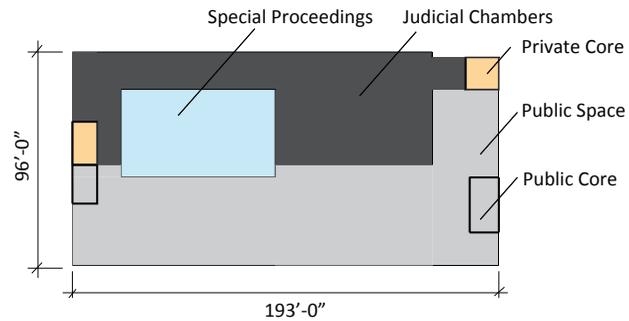
**Floor 1-2**

- Community and Shared
- Public Entry
- Lobby/Screening
- Parking
- Offices



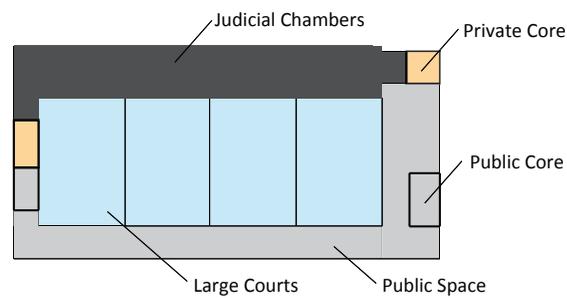
**Floor 3-8**

- Community and Shared
- Jury Assembly
- Grand Jury
- Law Library
- Clerk of Courts
- Court Administrators



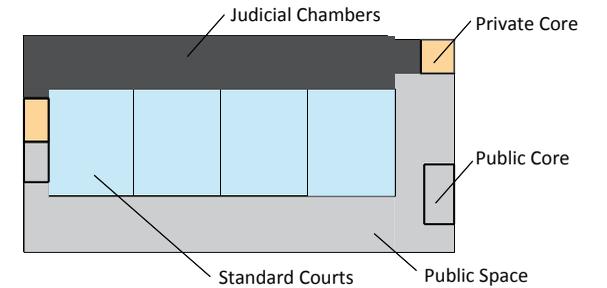
**Floor 9**

- Court Floors
- Special Proceedings



**Floor 10-11**

- Typical Court Floor
- Large Court Sets



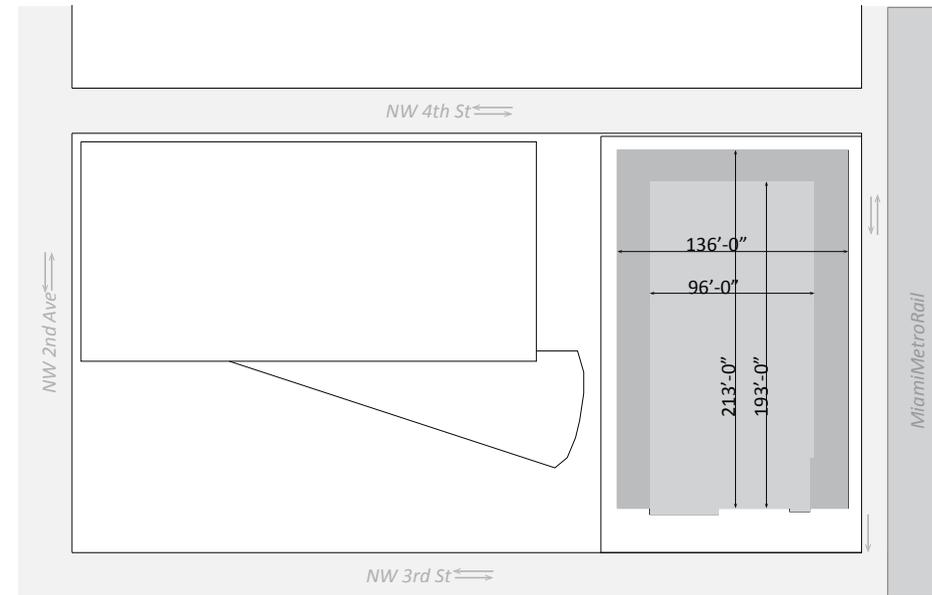
**Floor 12-22**

- Typical Court Floor
- Standard Court Sets

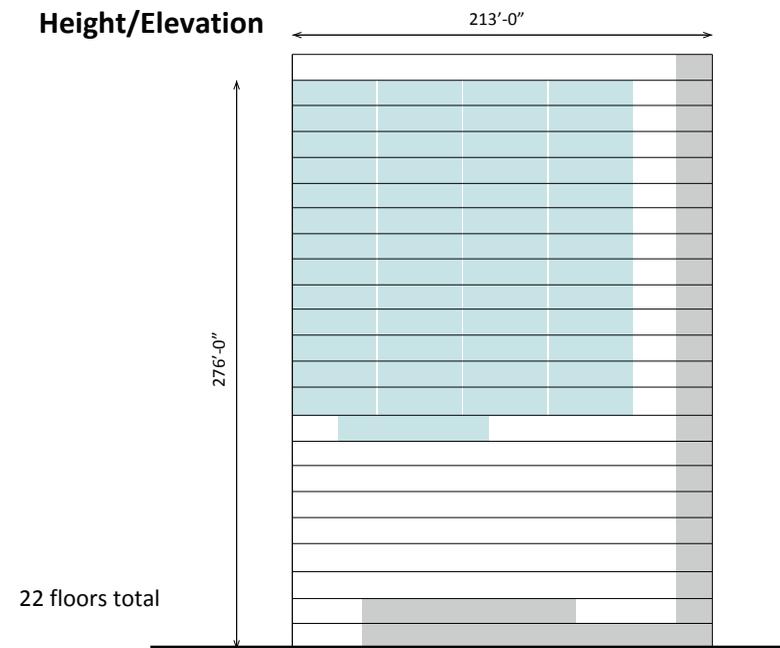
Context  
Massing

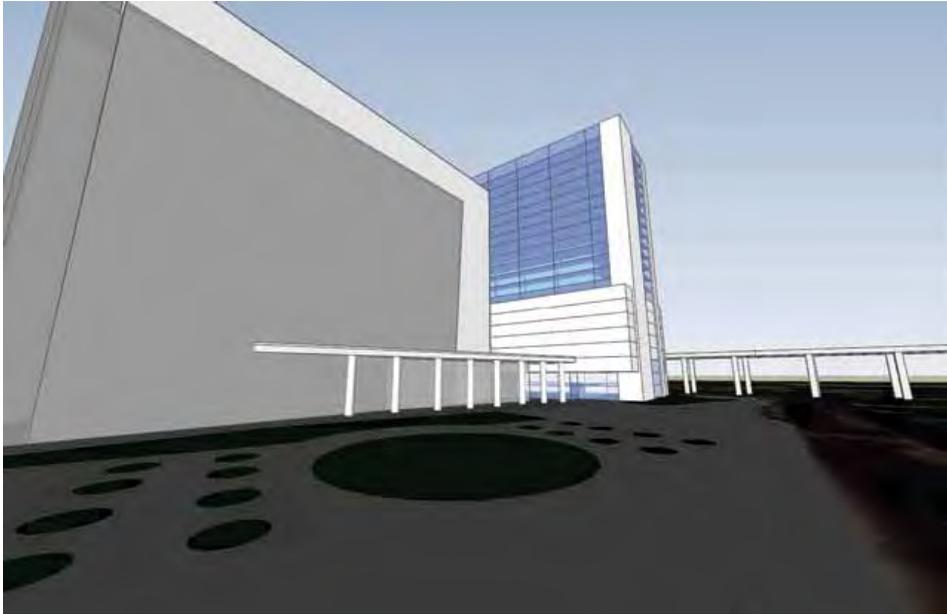


Setbacks



Height/Elevation





View from intersection of NW 3rd St and NW 2nd Ave



Frontal view from NW 3rd St





**Courthouse Option 5**  
**NW 14th Ave and NW 12th St**



Context Images



1 View from intersection at NW 14th Ave and NW North River Dr

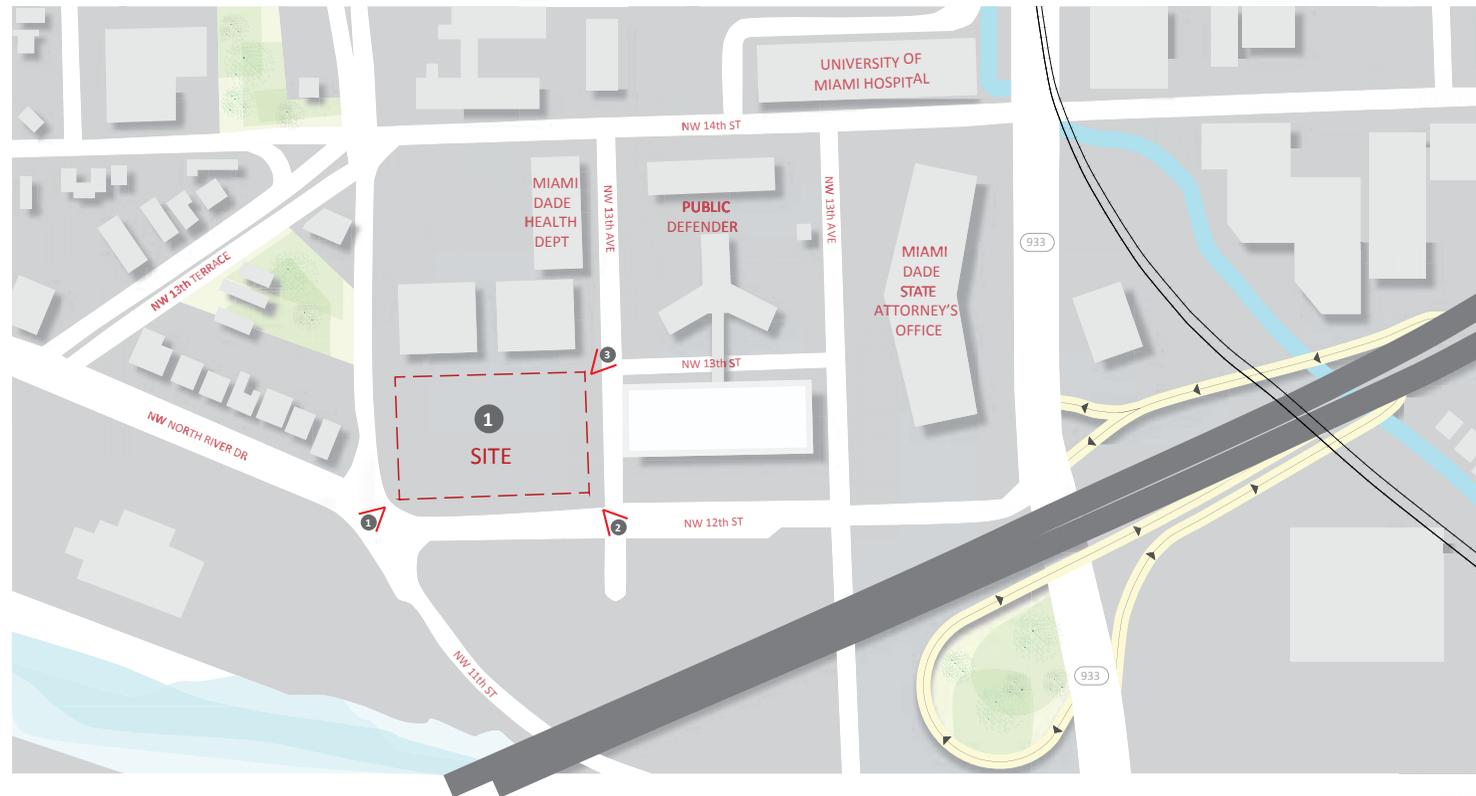


2 View from intersection at NW 13th Ave and NW 12th St



3 View from intersection at NW 13th Ave and NW 13th St

Blocks
  Buildings
  Site Building
  Principal Highway
  Secondary Highway
  Vegetation
  River
  Metro



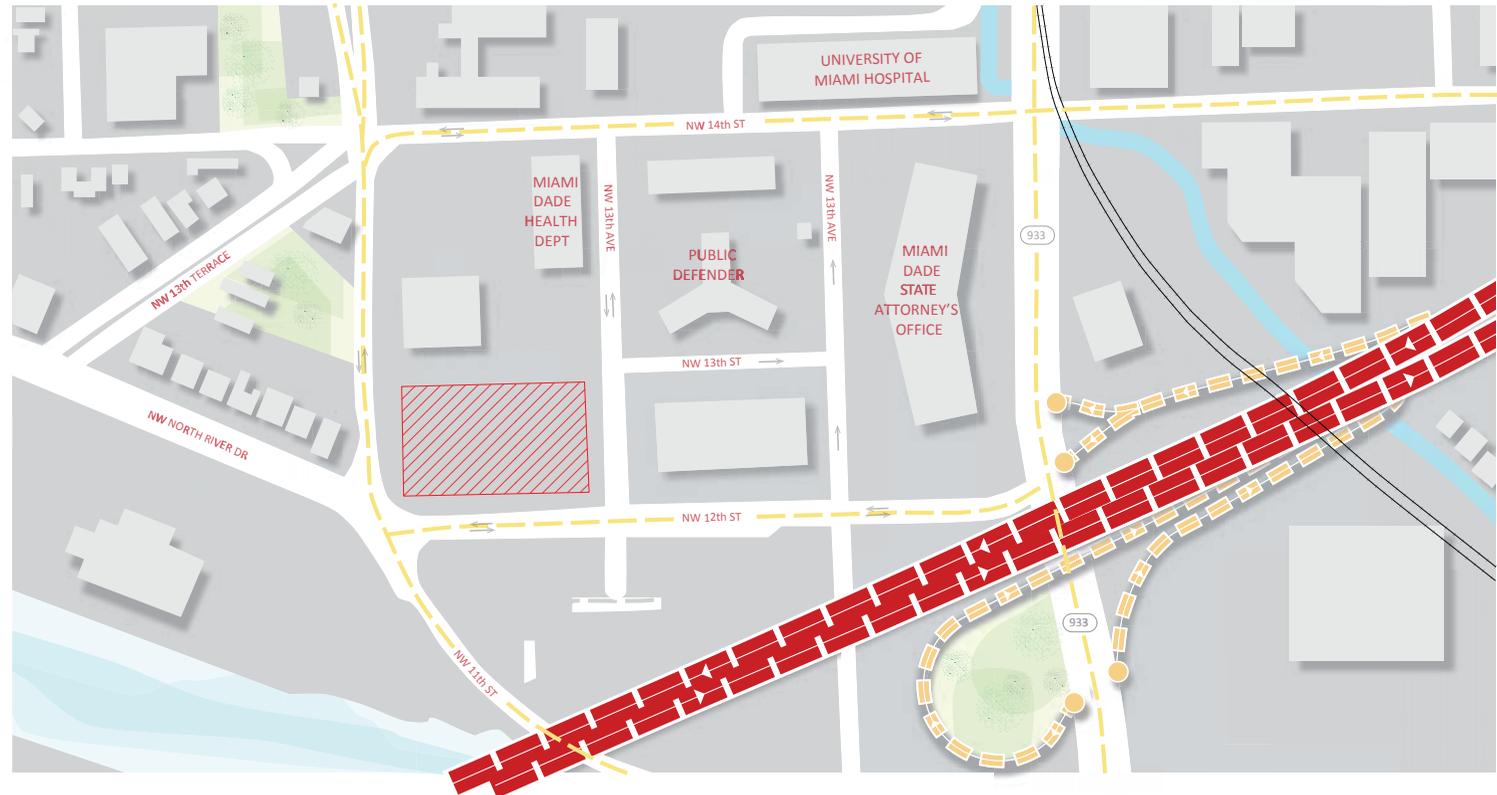
Context Plan

This plan illustrates the existing parking lot as the site, located to the west of the Richard Gerstein building. If this site is selected, provisions for parking would need to be addressed since this lot will be eliminated as well as other lots currently used by the courts.





- High Speed and Density  
70MPH 6 Lane Traffic
- Medium Speed and Density  
55MPH 3-1 Lane Traffic
- Low to Moderate Collector Roads  
35MPH 1-2 Lanes
- Highway  
Entrance / Exit
- Metro  
Entrance / Exit



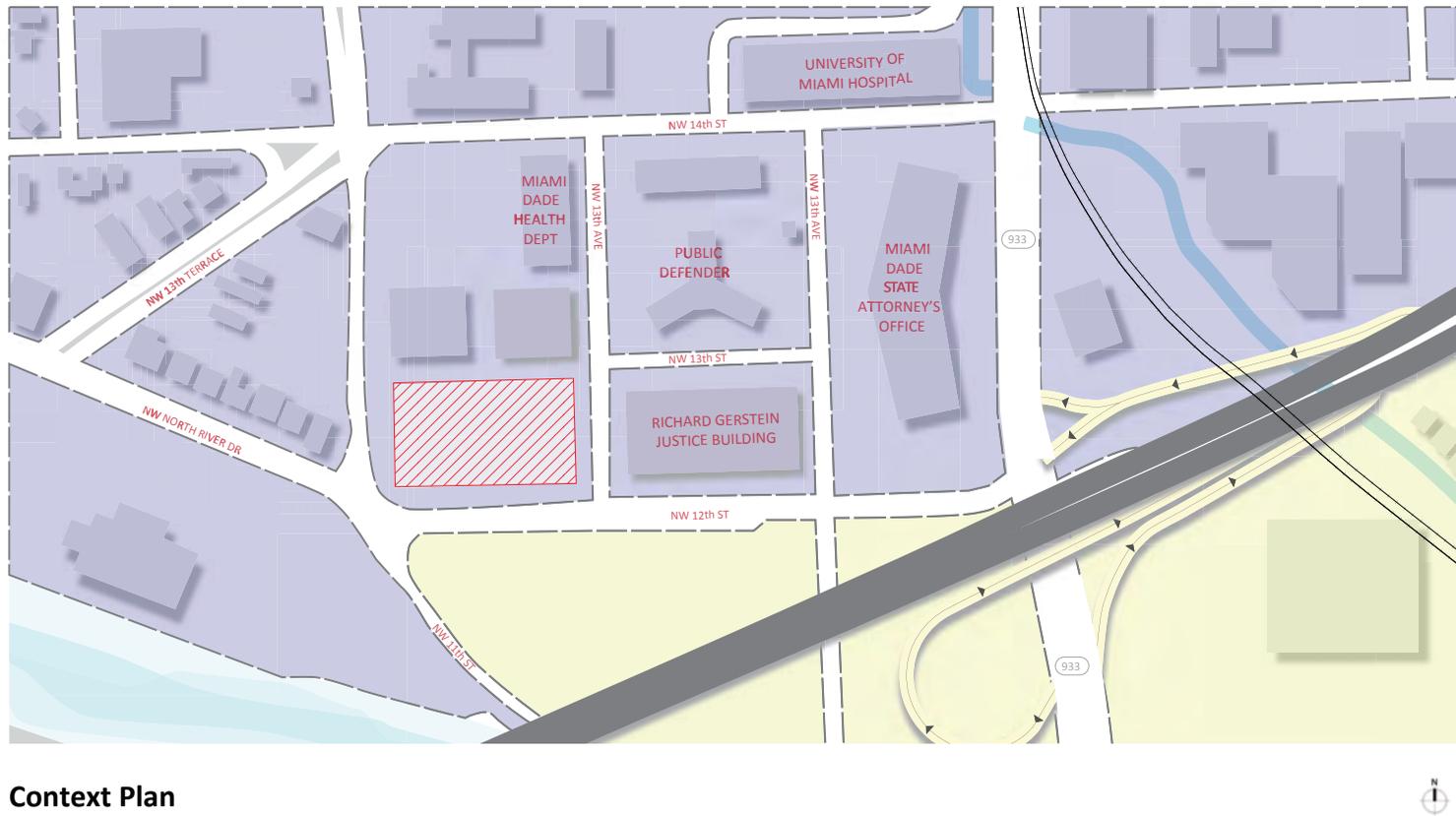
Context Plan

Lot Area ..... 113,256 s.f min  
 Lot Width ..... 411 ft. min  
 Lot Coverage ..... 80% max

Floor Lot Ratio ..... 8  
 Frontage at Front Setback ..... n/a  
 Open Space Requirements ..... 10% lot area min  
 Density ..... 150 du/acre max

■ CI - HD  
 CIVIC INSTITUTION - HEALTH DISTRICT

■ T6-8  
 URBAN CORE



Context Plan

**COURTS**

(10 Floors)

44,450 sq. ft. Per Floor 6-15

TOTAL = 355,600 sq. ft.

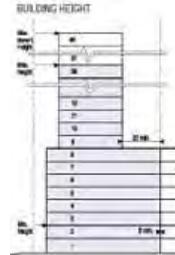
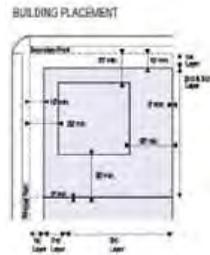
**OFFICES/PARKING**

(5 Floors)

31,950 sq. ft. Per Floor 1-7

TOTAL = 225,247 sq. ft.

TOTAL BUILDING ..... 580,847 sq. ft.



The context plan proposes a 91,098 square foot lot, situated next to the Richard E Gerstein (REG) Justice Building.

This diagram illustrated the possible space allowed for usage incorporating the Miami 21 code. The setback required for each façade are as follows:

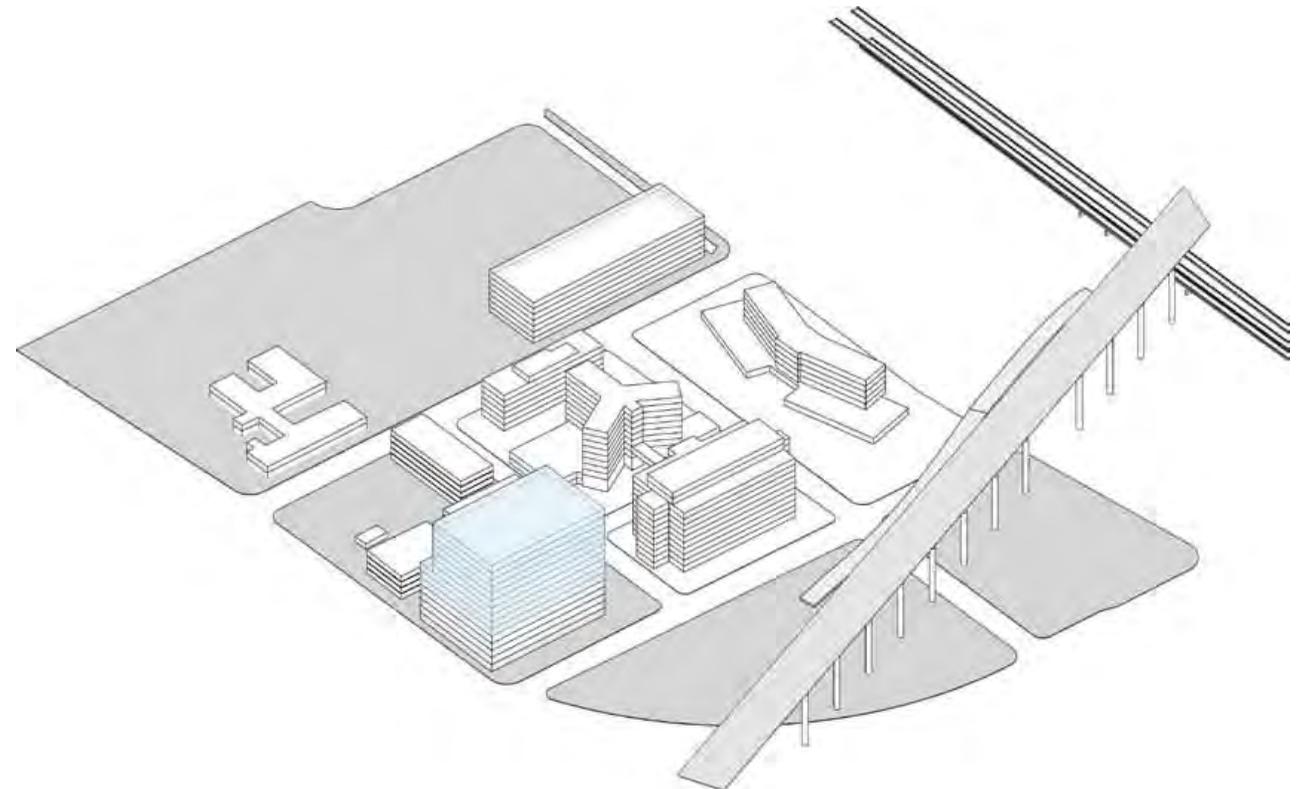
- front façade facing NW 2nd AVE: setback 10 feet from property line,
- façade on NW 3rd St set back 10 ft. from property line and setback an extra 20ft above the 8th story.
- Rear of building facing parking garage setback is 30 ft. above the 8th story.

This scheme proposes a 15 story building. The program is 580, 847 square feet in total. Stories 1-5 consists of public lobby, security, café, office spaces for court administrators, clerk of courts, jury assembly, and law library.

Stories 1-8 propose typical courtroom sets that include a special proceedings courtroom, eight large courtrooms and 41 standard courtrooms. Floors 1-8 are 43,259 square feet.

Stories 9-15 propose a smaller floor plate due to setbacks. Total square footage is 33,069.

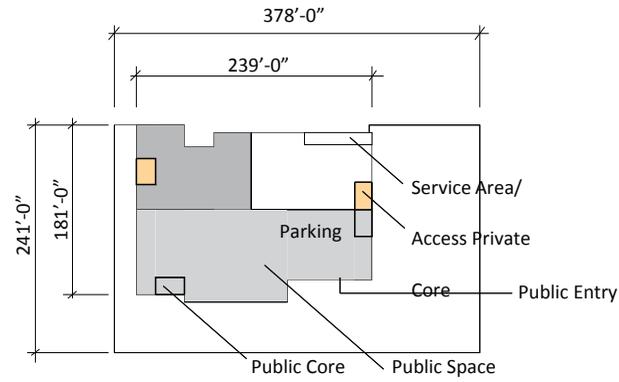
If this site is selected, parking provisions will need to be addressed to meet the demand of the reduced parking opportunities.



Context Images

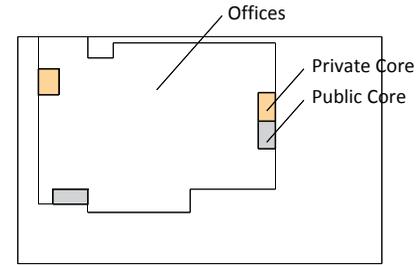


Typical Floor Plates



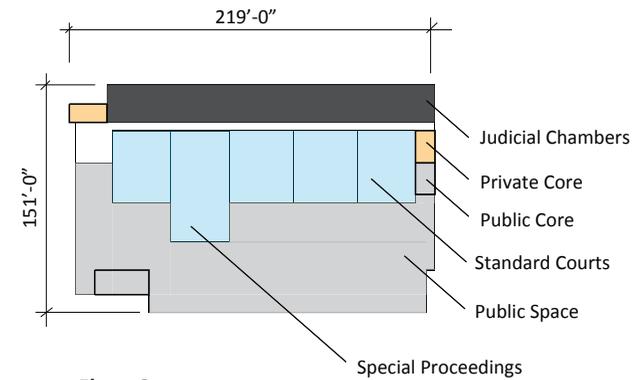
Ground Floor

- Community and Shared
- Public Entry
- Lobby/Screening
- Parking



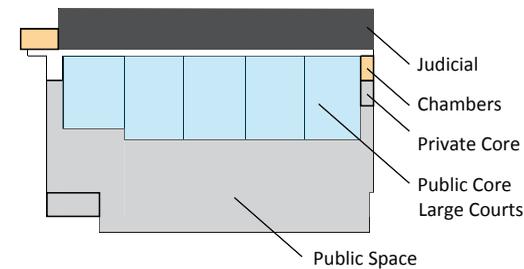
Floor 2-5

- Clerk of Courts
- Court Administrators



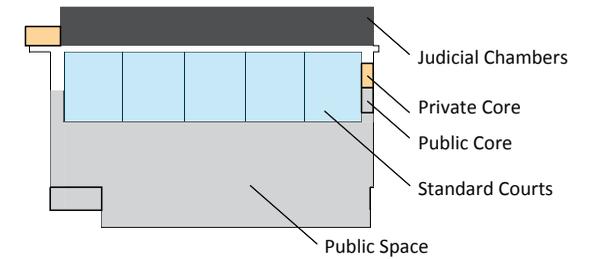
Floor 6

- Court Floors
- Standard Courts
  - Special Proceedings



Floor 7-8

- Typical Court Floor
- Large Court Sets
  - Standard Court



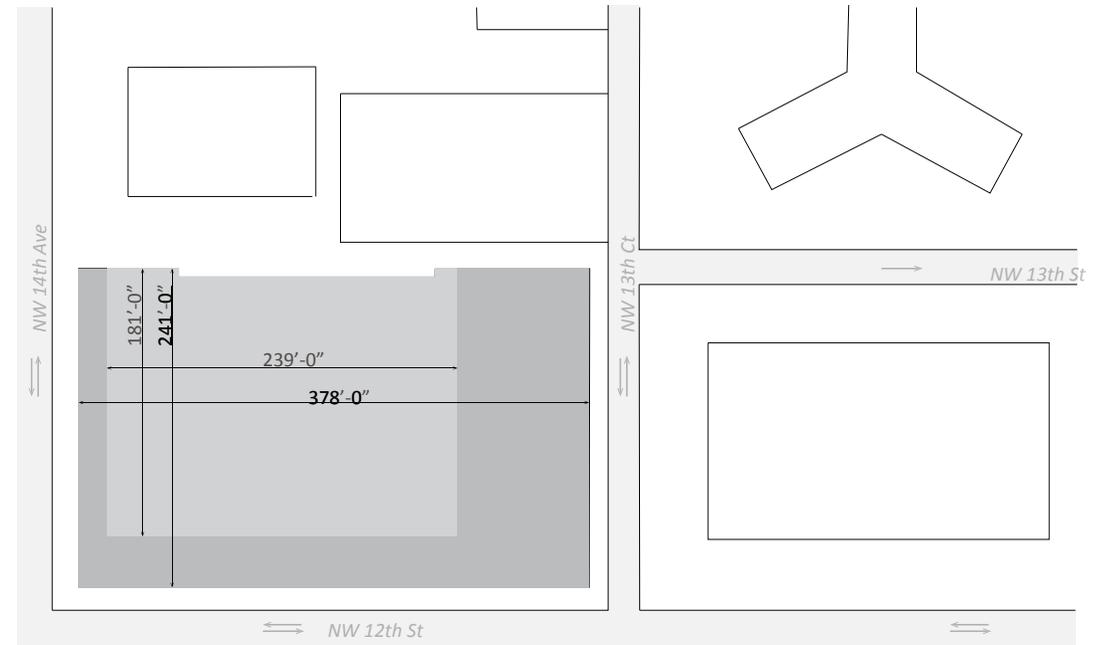
Floor 9-15

- Typical Court Floor
- Standard Court Sets

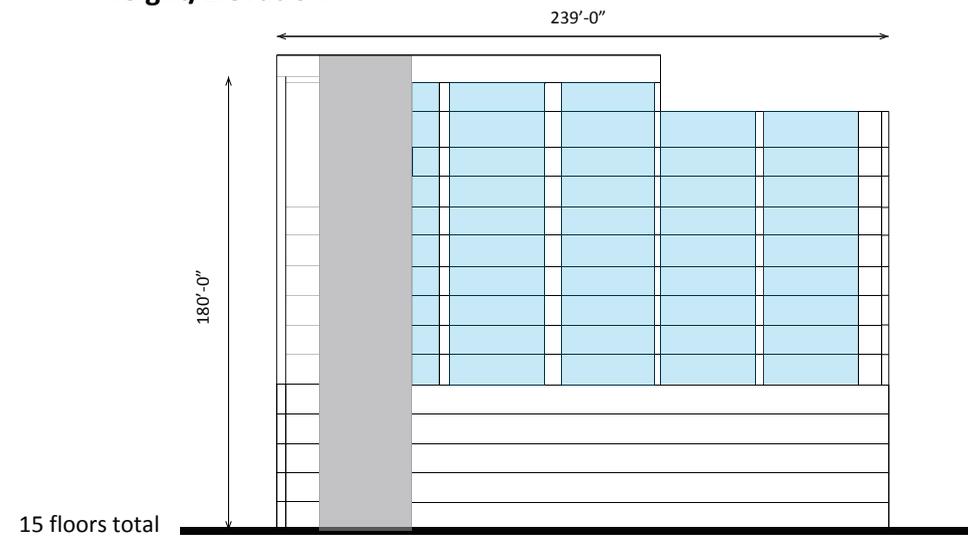
Context Images

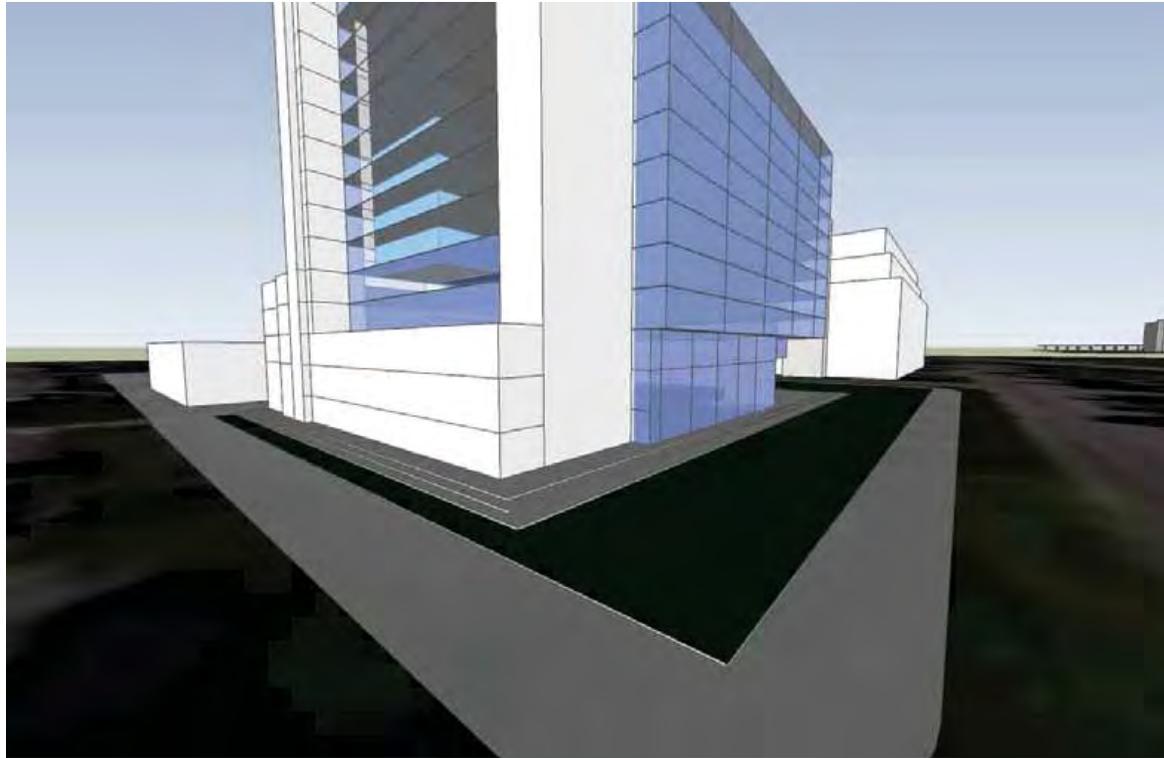


Setbacks



Height/Elevation





View from NW 14th Ave



View from NW 12th St





# Civil and Probate Courts Master Plan

2017

Section 2  
Effects of Natural Disasters/Hurricanes, Sea Level Rise



## Section 2 – Effects of Natural Disasters/Hurricanes, Sea Level Rise AOC Emergency Relocation Plan

### Introduction

This section reviews disaster preparedness in court planning, especially significant in South Florida which is prone to such events. Miami-Dade County has taken this issue to task, created a Sea Level Task Force, and has received a *Reports and Recommendations by Miami- Dade Sea Level Rise Task Force* in July 2014. Other documentation on the topic includes the *Unified Sea Level Rise Projection in Southeast Florida* report prepared by the Southeast Florida Regional Climate Change Compact Steering Committee which consolidates information on sea level rise with the region.

In terms of court facilities, this information is pertinent in order to maintain a continuity of operations. This section reviews the following areas:

1. Define Priority operations
2. Identify priority space requirements
3. Development planning parameters and interests

## Effects of Natural Disasters

### Introduction

Disaster preparedness is an important issue in court facility planning. The floods in New Orleans did much to raise consciousness on this issue when 14 feet of water enveloped the historic Criminal Courthouse, destroying vital records, disabling critical systems, halting proceedings and displacing court operations and staff for many months. Prisoners were “lost”. Cases were never completed. Vital evidence was corrupted. The facility itself was seriously damaged.

That and other events have led to greater interest in and attention to “continuity of operations”. This represents the development of systems, strategies, plans and preparations to continue court operations in the event of either natural (floods, hurricanes, tornadoes, fires, etc.) or man-made disasters (terrorist acts, civil unrest, plane crashes, pandemics, etc.). Recent concerns about global warming and the predicted rise in sea levels support the heightened interest in this subject in Miami-Dade County and are the primary reason for the focus on this subject in this report.

### Priority Operations

Every court should have a “continuity of operations” plan and in particular a plan to transfer critical functions to facilities not impacted by the disaster (or other crisis condition). The Courts of the Eleventh Judicial Circuit and the Miami-Dade County Clerk of Courts have continuity of operations plans developed in response to State statute and in light of the potential threats to court facilities and operations in Miami-Dade County. Not only does the County face annual hurricane seasons, but in 1992 the County was struck by a Category 5 storm with winds of 165 mph when Hurricane Andrew devastated the Homestead area in the southern part of the county. Added to this annual threat, are the recent indications that the coastal part of the County may face a threat from rising sea levels and increasing incidents of severe flooding.

One of the primary objectives of these plans is to identify the priority operations of justice system services that must be resumed or restored at the earliest possible moment. This is particularly critical under even the most pressing of circumstances should the County experience one of these catastrophic conditions or events. These plans organize tasks and operations in terms of a series of time frames beginning in the immediate aftermath of the event and continuing on as needed to the full recovery of normal operations. While these lists are in great detail and provide an orderly process to be followed and cover all divisions of Court and Clerk, it is most important to note the key priorities as they related to the Civil Divisions of the Court and the Clerk and to Civil Court facility.

**AOC Emergency Relocation Plan**

<b>Circuit and County Civil Courts</b>	<b>Clerk of Courts Civil Division</b>
Coordination with appropriate emergency management officials to assess and determine condition and safety of judicial facilities and operations and the need to activate alternative operations	Declaration of a state of emergency in coordination with the Court and appropriate emergency management officials.
Establish at least one emergency calendar at alternate facility to handle all critical judicial calendars to include: Writs of Possession and emergency Motions for Protective Orders. The calendar will be covered by an Emergency Judges Team (EJT). Coordinate coverage with Clerk of Court.	Provide support to any emergency court calendars as determined by the Chief Judge.
Coordinate with appropriate authorities and assign alternative locations for the Clerk of the Court’s Court Operational Divisions and provide for any security needs within the facility.	Preserve critical case records and evidence

**Priority Space Requirements**

To some extent the space requirements that go with an emergency situation depend on the nature and extent of the emergency. There are, for example, common requirements for the alternate facilities.

- Easily accessible from multiple routes and from public transportation
- Located where severe flooding or other adverse conditions are minimum
- Parking is adequate for staff and public
- Restrooms are adequate and in service
- Office space is adequate for mission critical functions
- Power and communications are available
- The location can be serviced by the data network.

Both the Courts and the Clerk have designated alternative facilities in which essential functions might be carried on if one or another of the judicial system facilities is damaged or inoperable. To great extent their space requirements for Civil operations parallel.

<b>Circuit and County Civil Courts</b>	<b>Clerk of Courts Civil Division</b>
1 courtroom equipped with computers for access to electronic data and phone service	Access to the Clerk/Court data networks
2 sets of desks and chairs to support essential Judges and staff (with computers and data drops if possible)	Multiple sets of desks and chairs for civil support staff (numbers depend on circumstances)
2 conference rooms with phones	Necessary office equipment (copiers, faxes, phones, computers)

**Planning Parameters and Interests**

It is not the purpose of this discussion to elaborate in great detail the entire plan for Miami-Dade County but simply to recognize some of the important ideas and suggestions impacting new Civil Court facility planning.

- Every court should have a plan to communicate emergency operation details to the public.
- Court buildings should be set back from the roadways to the extent possible and when this is not feasible

should be reinforced for blast resistance.

- Crucial building systems should not be located in portions of the building vulnerable to flooding
- Every emergency court/clerk operation location should have a redundant power supply
- Assuming redundant power is supplied by a generator, it is recommended that the generator be in close proximity to the location/facility, located above the flood prone floors and possess sufficient capacity to power critical operational building systems. Crucial information and data systems should be located above ground floors
- Crucial information and data systems should be redundant
- Mail centers should provide for separate ventilation in event of poisonous powders and locates so that explosion does not destroy the building.
- Air intakes should not be located at grade or where they can easily be exposed to the introduction of poisonous materials.
- Site selection should include attention to potential vulnerabilities.
- New courthouse design and construction should extend emergency operations.

The list is not exhaustive but representative of the areas of attention needed in the planning and design of new court facilities.

