

USE THIS FORM TO REPORT ALL DEVIATIONS FROM
 JUDICIAL COUNCIL
 TRIAL COURT FACILITIES GUIDELINES

Superior Court, County of _____

If you are uncertain whether your facilities' plans deviate from Judicial Council Guidelines or in which area, please consult the Facilities Guidelines located at <http://serranus.courtinfo.ca.gov/reference>, or www.courtinfo.ca.gov/reference.

Please check the box that corresponds to the functional area from which the facilities' plans deviate from the Trial Court Facilities Guidelines (Check all that apply).	
I) General Facilities Design Guidelines	
<input type="checkbox"/> General Principles	<input type="checkbox"/> Heating, Ventilation and Air Conditioning
<input type="checkbox"/> Building Configuration, Occupancy and Horizontal and Vertical Circulation	<input type="checkbox"/> Plumbing and Electrical
<input type="checkbox"/> Public Service Requirements	<input type="checkbox"/> Information Systems and Communications
<input type="checkbox"/> General Office and Workstation Guidelines	<input type="checkbox"/> Lighting
<input type="checkbox"/> Provisions for Persons with Disabilities	<input type="checkbox"/> Acoustics
<input type="checkbox"/> Security and Public Safety	<input type="checkbox"/> Parking, Vehicular and Pedestrian Access
Please check the box that corresponds to the specific area and physical location where the facilities' plans deviate from the Trial Court Facilities Guidelines (Check all that apply).	
II) The Courtroom	
<input type="checkbox"/> Area Description and Sizes	<input type="checkbox"/> Courtroom Lighting
<input type="checkbox"/> Functional Relationships, Access/Egress	<input type="checkbox"/> Heating, Ventilation and Air Conditioning (HVAC)
<input type="checkbox"/> Acoustics and Audibility	<input type="checkbox"/> Audio, Video and Electronic Technology
III) Judicial Offices and Support Space	
<input type="checkbox"/> Area Descriptions and Sizes	<input type="checkbox"/> Security
<input type="checkbox"/> Functional Relationships, Access/Egress	<input type="checkbox"/> Design Characteristics
IV) Jury Assembly	
<input type="checkbox"/> Area Description and Size	<input type="checkbox"/> Functional Relationships, Access/Egress
V) Court Administration	
<input type="checkbox"/> Area Description and Size	<input type="checkbox"/> Security
<input type="checkbox"/> Functional Relationships, Access/Egress	<input type="checkbox"/> Design Characteristics
VI) Court Support	
<input type="checkbox"/> Area Description and Size	<input type="checkbox"/> Functional Relationships, Access/Egress
VII) Family Court Services and Alternative Dispute Resolution	
<input type="checkbox"/> Family Court Services	<input type="checkbox"/> Functional Relationships, Access/Egress
<input type="checkbox"/> Alternative Dispute Resolution	

VIII) Court Security	
<input type="checkbox"/> Court Facility Security Levels	<input type="checkbox"/> Functional Relationship, Access/Egress
<input type="checkbox"/> Area Descriptions and Sizes	<input type="checkbox"/> Design Characteristics
IX) In-Custody Defendant Receiving, Holding and Transportation	
<input type="checkbox"/> Area Descriptions and Sizes	<input type="checkbox"/> Design Characteristics
<input type="checkbox"/> Functional Relationship, Access/Egress	
X) Building Support Services	
<input type="checkbox"/> Area Description and Size	<input type="checkbox"/> Security
<input type="checkbox"/> Functional Relationships, Access/Egress	

For each box you checked, please provide information on the following:

A) Explain the reason for deviation or why compliance is not feasible;
B) State the alternative solutions considered;
C) Provide a detailed explanation for selecting the solution employed;
D) Provide any additional comments you wish to make.

Use additional sheets if necessary

Please provide your contact information:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Please return the completed form and direct all questions and comments to:

Mr. Robert Emerson, P.E.
 Manager, Facilities Unit
 Judicial Council of California
 Administrative Office of the Courts
 455 Golden Gate Avenue
 San Francisco, CA 94102-3660
 (415) 865-7981
 robert.emerson@jud.ca.gov