



## Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

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# MEMORANDUM

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**Date**

February 10, 2006

**Action Requested**

Apply for Funding

**To**

Presiding Judges of the Superior Courts  
Executive Officers of the Superior Courts

**Deadline**

February 28, 2006

**From**

Diane Nunn, Division Director  
Bonnie Hough, Supervising Attorney  
Center for Families, Children & the Courts

**Contact**

Bonnie Hough  
415-865-7668 phone  
415-865-7217 fax  
bonnie.hough@jud.ca.gov

**Subject**

Funding to Plan, Implement, and Improve  
Self-Help Assistance

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We are pleased to announce that fiscal year 2005–2006 Trial Court Improvement Funds have been made available to help superior courts plan, implement, and improve self-help assistance.

Courts are strongly encouraged to apply for funds to

- (A) Implement or expand an existing program (\$1,250,000 through September 30, 2006. We anticipate continued and increased funding in subsequent years);
- (B) Plan and develop partnerships to determine the most effective way to develop or expand programs (\$300,000); and
- (C) Provide for one-time costs in implementing or expanding an existing program (\$250,000).

Please respond by February 28, 2006, to indicate whether your court is interested in these funds.

The first two grants are noncompetitive and will be disbursed according to a formula based on the number of courts applying for the grants.

### **(A) Grants to Start and Sustain Ongoing Self-Help Services**

These grants will be available to implement a new program or to expand an existing one. These grants will be noncompetitive and disbursed according to a formula that consists of a mean of the family law facilitator and population figures from each county. \$1,250,000 is available for 2005–2006. Grants will run from March 1 to September 30, 2006. It is anticipated that increased and continued funding will be available in subsequent years.

Courts must indicate their interest in receiving these funds by February 28, 2006. Final figures will be provided to the court for budgeting purposes by March 10, 2006, and a budget with basic proposal for implementation must be submitted by March 29, 2006.

These funds may not be used to supplant existing services. They may be used only to expand existing services or start new ones.

At least 75 percent of the funds need to be disbursed for the costs of an attorney. Courts will be asked to match a 10 percent of the grant with existing resources. This can include allocating an existing court clerk to assist the attorney.

It is recommended that these funds be designated to supplement either the family law facilitator or another existing court-based self-help program. The family law facilitator can offer assistance with other topics, as long as funding is provided that pays for that time in areas other than child support.

### **(B) Planning Grants**

#### **1. Basic Grants**

These grants will allow courts to assess the current state of services for self-represented litigants, set a baseline for reporting, and develop a plan of action. These grants will be noncompetitive and based on the number of courts requesting funding. Grants will be approximately \$5,000 per applying court. Funds may be used to supplement the number of attendees for the March 14 – 17 Statewide Conference on Self-Represented Litigants. Courts will be provided with a template of questions to answer, to help them

1. Identify the most effective ways to use additional funds;
2. Establish a baseline for reporting;
3. Provide information to the Administrative Office of the Courts on additional resource needs
4. Evaluate the effectiveness of existing programs and identify areas for improvement or expansion.

Courts that apply for implementation funding are strongly encouraged to request planning grant funds to assist them in developing or expanding their programs and in meeting reporting requirements.

## 2. Regional Efforts

Courts that wish to collaborate with other counties on services for self-represented resources may request up to \$10,000 per court for planning and implementation of these regional programs. Smaller courts may find that they will be able to provide enhanced services by collaborating with other courts in their region. These supplemental funds may be used to allow expansion of services between collaborating courts beyond the formula-based funding provided for the expanded self-help assistance described in section (A) above.

Courts must indicate their interest in receiving these funds by February 28, 2006. Final figures will be provided to the court for budgeting purposes by March 10, 2006, and a budget with basic proposal for implementation must be submitted by March 29, 2006.

### **(C) One-Time Costs to Start a New Self-Help Program or Enhance an Existing Self-Help Program**

These funds may be used for:

- Costs of setting up self-help centers
- Videoconferencing equipment for services between self-help centers
- Costs of publications, videos, and computer programs
- Equipment, furniture, and furnishings for the self-help center
- Signage
- Duplication expenses for materials

These one-time grants will be competitive. Applications will not be due until April 7, 2006, after courts have had the opportunity to participate in the Statewide Conference on Self-Represented Litigants on March 14–17. Information on the conference is attached.

**Courts are encouraged to apply for all three types of grants.** The form for indicating your interest in these funds is attached. Information is also available on the Serranus Web site at <http://serranus.courtinfo.ca.gov/programs/grants/current.htm>.

If you have questions, please contact Bonnie Hough at 415-865-7668 or [bonnie.hough@jud.ca.gov](mailto:bonnie.hough@jud.ca.gov).

DN/BH/kc

Enclosures

cc: William C. Vickrey, Administrative Director of the Courts  
Ronald G. Overholt, Chief Deputy Director  
Sheila Calabro, Regional Administrative Director, Southern Regional Office  
Christine Patton, Regional Administrative Director, Bay Area/Northern Coastal Regional Office

## APPLICATION FOR SELF-HELP FUNDS

Please reply by February 28, 2006.

Name of court: \_\_\_\_\_

Name of judge or staff contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**A. Grants to Start and Sustain Ongoing Self-Help Services (noncompetitive)**

- We want to receive funds to implement or expand an existing self-help program. (Final budget figures will be provided by March 10, 2005—budgets will be due from the courts on March 2, 2006.)

**B. Planning Grants (noncompetitive)**

- We want to receive funds to assist in planning for the effective use of those funds and to expand our services for self-represented litigants.
- We want to collaborate with the following courts to provide regional self-help services:

\_\_\_\_\_

We will be requesting: \$ \_\_\_\_\_ (up to \$10,000 per court) for planning and implementation of these regional programs.

(Final budget figures will be provided by March 10, 2005—budgets will be due from the courts on March 29, 2006.)

**C. One-Time Costs to Implement a New Program or Enhance an Existing Self-Help Program (competitive)**

- We would like to receive an application for funding for one-time costs. We understand that this application will be due on April 7, 2006.

**This form must be completed and submitted to the Administrative Office of the Courts by 5 p.m. on February 28, 2005.**

**Please send to Bonnie Hough:** [bonnie.hough@jud.ca.gov](mailto:bonnie.hough@jud.ca.gov)

If sent by fax, please send to 415-865-7217 and also call Bonnie Hough at 415-865-7668 to verify receipt of fax.

**FLF Population  
1.25M**

COUNTY	% Pop	FLF %	Average %	\$	1,250,000
1 Alameda	4.26%	3.7%	3.98%	\$	49,724
2 Alpine	0.00%	0.3%	0.15%	\$	1,897
3 Amador	0.10%	0.3%	0.20%	\$	2,523
4 Butte	0.60%	1.0%	0.82%	\$	10,232
5 Calaveras	0.12%	0.9%	0.51%	\$	6,373
6 Colusa	0.06%	0.5%	0.29%	\$	3,620
7 Contra Costa	2.80%	3.0%	2.90%	\$	36,191
8 Del Norte	0.08%	0.5%	0.29%	\$	3,618
9 El Dorado	0.46%	0.8%	0.63%	\$	7,884
10 Fresno	2.36%	3.7%	3.04%	\$	38,033
11 Glenn	0.08%	0.7%	0.39%	\$	4,822
12 Humboldt	0.37%	0.8%	0.58%	\$	7,261
13 Imperial	0.42%	0.4%	0.43%	\$	5,401
14 Inyo	0.05%	0.6%	0.32%	\$	4,038
15 Kern	1.95%	3.5%	2.74%	\$	34,198
16 Kings	0.38%	0.5%	0.46%	\$	5,717
17 Lake	0.17%	0.6%	0.37%	\$	4,633
18 Lassen	0.10%	0.6%	0.35%	\$	4,399
19 Los Angeles	28.10%	18.4%	23.24%	\$	290,549
20 Madera	0.36%	0.7%	0.53%	\$	6,684
21 Marin	0.73%	1.0%	0.88%	\$	11,047
22 Mariposa	0.05%	0.5%	0.26%	\$	3,208
23 Mendocino	0.25%	0.6%	0.43%	\$	5,426
24 Merced	0.62%	0.9%	0.78%	\$	9,710
25 Modoc	0.03%	0.5%	0.25%	\$	3,066
26 Mono	0.04%	0.5%	0.26%	\$	3,233
27 Monterey	1.19%	1.1%	1.13%	\$	14,174
28 Napa	0.37%	0.6%	0.49%	\$	6,128
29 Nevada	0.27%	0.9%	0.59%	\$	7,323
30 Orange	8.40%	5.3%	6.87%	\$	85,937
31 Placer	0.73%	0.9%	0.81%	\$	10,186
32 Plumas	0.06%	0.6%	0.32%	\$	3,941
33 Riverside	4.56%	5.9%	5.24%	\$	65,556
34 Sacramento	3.61%	2.8%	3.19%	\$	39,863
35 San Benito	0.16%	0.6%	0.39%	\$	4,817
36 San Bernardino	5.05%	3.3%	4.19%	\$	52,386
37 San Diego	8.31%	4.3%	6.30%	\$	78,694
38 San Francisco	2.29%	2.1%	2.20%	\$	27,487
39 San Joaquin	1.66%	2.0%	1.82%	\$	22,689

**FLF Population  
1.25M**

	<b>COUNTY</b>	<b>% Pop</b>	<b>FLF %</b>	<b>Average %</b>	<b>\$</b>	<b>1,250,000</b>
40	San Luis Obispo	0.73%	0.6%	0.68%	\$	8,546
41	San Mateo	2.09%	1.2%	1.63%	\$	20,434
42	Santa Barbara	1.18%	1.6%	1.41%	\$	17,589
43	Santa Clara	4.97%	4.3%	4.65%	\$	58,168
44	Santa Cruz	0.75%	0.7%	0.71%	\$	8,828
45	Shasta	0.48%	1.3%	0.89%	\$	11,137
46	Sierra	0.01%	0.3%	0.16%	\$	1,941
47	Siskiyou	0.13%	0.8%	0.44%	\$	5,560
48	Solano	1.16%	1.3%	1.24%	\$	15,504
49	Sonoma	1.35%	1.4%	1.36%	\$	17,040
50	Stanislaus	1.32%	2.2%	1.78%	\$	22,206
51	Sutter	0.23%	0.6%	0.42%	\$	5,291
52	Tehama	0.17%	0.2%	0.21%	\$	2,595
53	Trinity	0.04%	0.3%	0.17%	\$	2,115
54	Tulare	1.09%	2.7%	1.89%	\$	23,576
55	Tuolumne	0.16%	0.6%	0.37%	\$	4,563
56	Ventura	2.22%	2.5%	2.37%	\$	29,590
57	Yolo	0.50%	0.8%	0.63%	\$	7,855
58	Yuba	0.18%	0.7%	0.42%	\$	5,189
	<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>\$</b>	<b>1,250,000</b>