



New York City Criminal Court SECOND CALL

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Data Entry - Information Backbone of Criminal Court



Seated (l. to r.): Sabrena Maddox, Sean Campbell, Monica Benning, Michelle Davis. Standing (l. to r.): Angela Toulon, Carol Jackson, Carolyn Johnson, Jacqueline DuPree, Jennifer Gamble, Dora Bennett and LaTonn Mackey

“We are the backbone of the Court system,” Dora Bennett said during a recent meeting of the Data Entry supervisory staff. “If it wasn’t for us, no one would know what was going on,” she added. Dora, Manhattan’s Senior Supervising Data Recording Assistant, Jackie Dupree, the Citywide Data Entry Supervisor and the eighty other members of Criminal Court’s data entry

staff, are responsible for transmitting information between members of the Criminal Court staff, outside agencies and the public, all of whom rely on accurate information from our Court records. The amount of work for which they are responsible is truly staggering. Criminal Court data entry staff throughout the city made close to 2 million database entries last year

(1,233,465 calendar entries, 298,998 finished entries and 453,127 summons initializations). Without their careful review and entry of information and dispositions in a multitude of databases and computer systems, actions taken in Criminal Court would be accessible only to the few individuals that could access the actual court papers. The work of the data

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From the Desk of Administrative Judge Juanita Bing Newton

Welcome to the ninth issue of the renewed and revitalized Second Call. Since we started publishing Criminal Court’s newsletter again in the summer of 2004, after an almost 30 year hiatus, we have featured each of our courthouses and

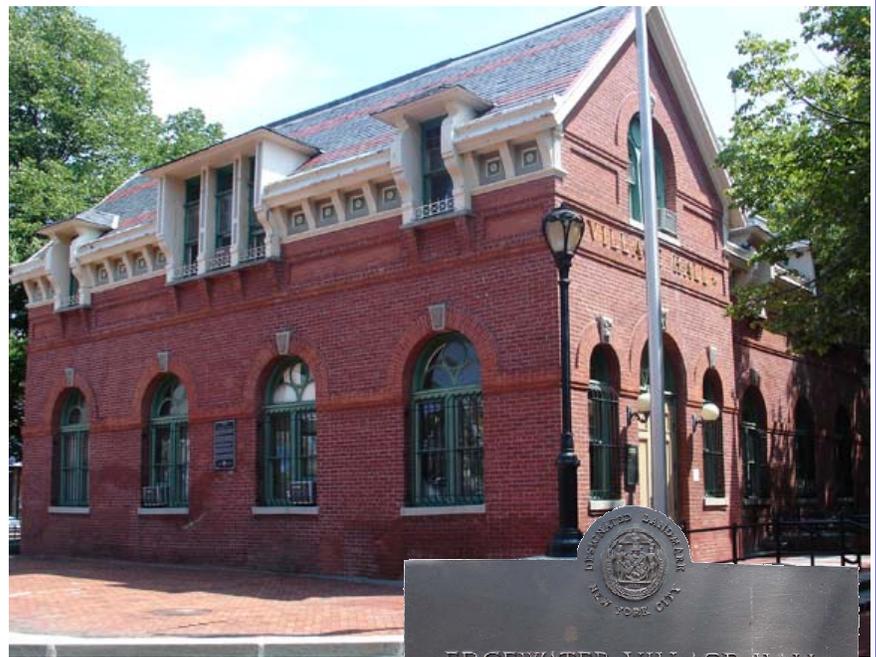
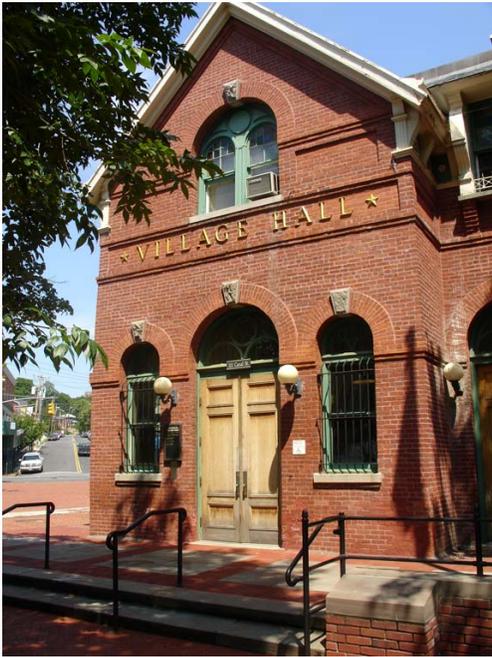
the wonderful judges and staff that work in them. In the next few issues, we will profile the various types of professionals who work in our Court. Some work in the public eye, some behind the scenes. All are critical to our operations.

We start with our Data Entry staff - truly unsung heroes of the Criminal Court! Few realize how much we rely on these dedicated professionals, but they really are Criminal Court’s information backbone.

- Juanita Bing Newton

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*Court History Page***An Old SI courthouse and the Curious Case of Elizabeth Edmunds**

A Criminal Court predecessor still stands in the Stapleton neighborhood of Staten Island. Built in 1889, before Staten Island's consolidation with the rest of New York City, Village Hall is located at the corner of Wright and Canal streets in what was then the incorporated village of Edgewater. The building was designed by a local Staten Island architect, Paul Kuhne, and was thought to be one of the finest buildings on the island at the time.

The building was constructed to house the municipal and magistrates' courts. After New York City's consolidation, the building then held the Police Court, a forerunner to the citywide Magistrates' Court and our present Criminal Court. Magistrates' Court was moved to the current Targee Street courthouse upon its completion in 1930. The Targee courthouse was designed by the architectural team of Sibley and Fetherston and built at a cost of \$325,000.

While the Edgewater courthouse never saw the hustle and bustle of the old Manhattan and Brooklyn courthouses previously profiled in the *Second Call*, it did see its fair share of infamous

cases including the shooting of a Richmond County District Attorney.

Elizabeth Edmunds was arraigned at the Edgewater courthouse before Magistrate Marsh on the charge of attempting to murder Albert C. Fach, Richmond County District Attorney, on August 19, 1912. Ms. Edmunds had charged her husband, a prominent dentist, with abandonment. Mr Fach prosecuted the charges, but Ms. Edmunds' husband had been acquitted. After her husband's acquittal, Ms. Edmunds' went to the district attorney's office early on the morning of the 19th and demanded to know what would be done about her case. Mr. Fach told Ms. Edmunds that there was nothing more that he could do. *The New York Times* reported the district attorney's version of the events. "She said something about having a present for me ... and reaching into [her] satchel got the pistol and began firing. She was only a few feet away, but the desk was between us and I was unable to get to her." Ms. Edmunds shot Mr. Fach three times, after which Fach escaped to an office on the second floor of his building. Ms. Edmunds was reported to have sat

down in Mr. Fach's office and awaited the arrival of the police. At her arraignment, *The Times* reported that "Mrs. Edmunds said that she had not intended to shoot the District Attorney. She said that Mr. Fach had threatened her and that not until then did she lose control of herself and shoot him. She said she hoped that Mr. Fach was not badly hurt. 'It was his own fault,' she said, 'because he threatened to throw me out of his office.' In answer to a question Mrs. Edmunds said she had been in the habit of carrying a pistol because of insults that men had offered her."

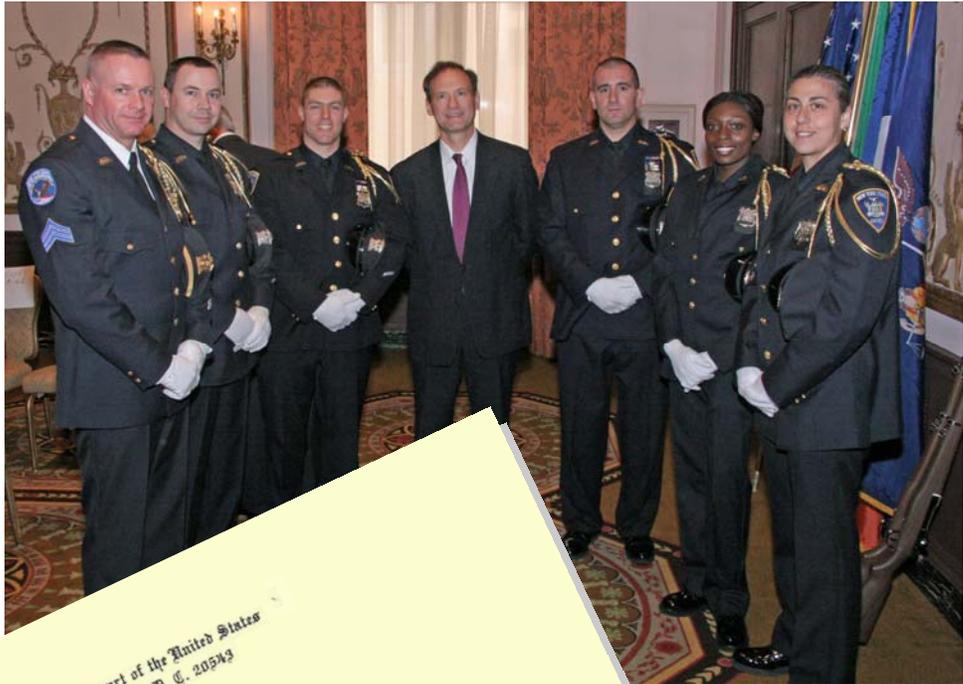
Edgewater Village Hall is a historic landmark building still in use by the city. Ironically it is currently occupied by both the District Attorney's office and the city's Department of Health and Mental Hygiene.

Court Honor Guard Commended by US Supreme Court Justice Samuel Alito

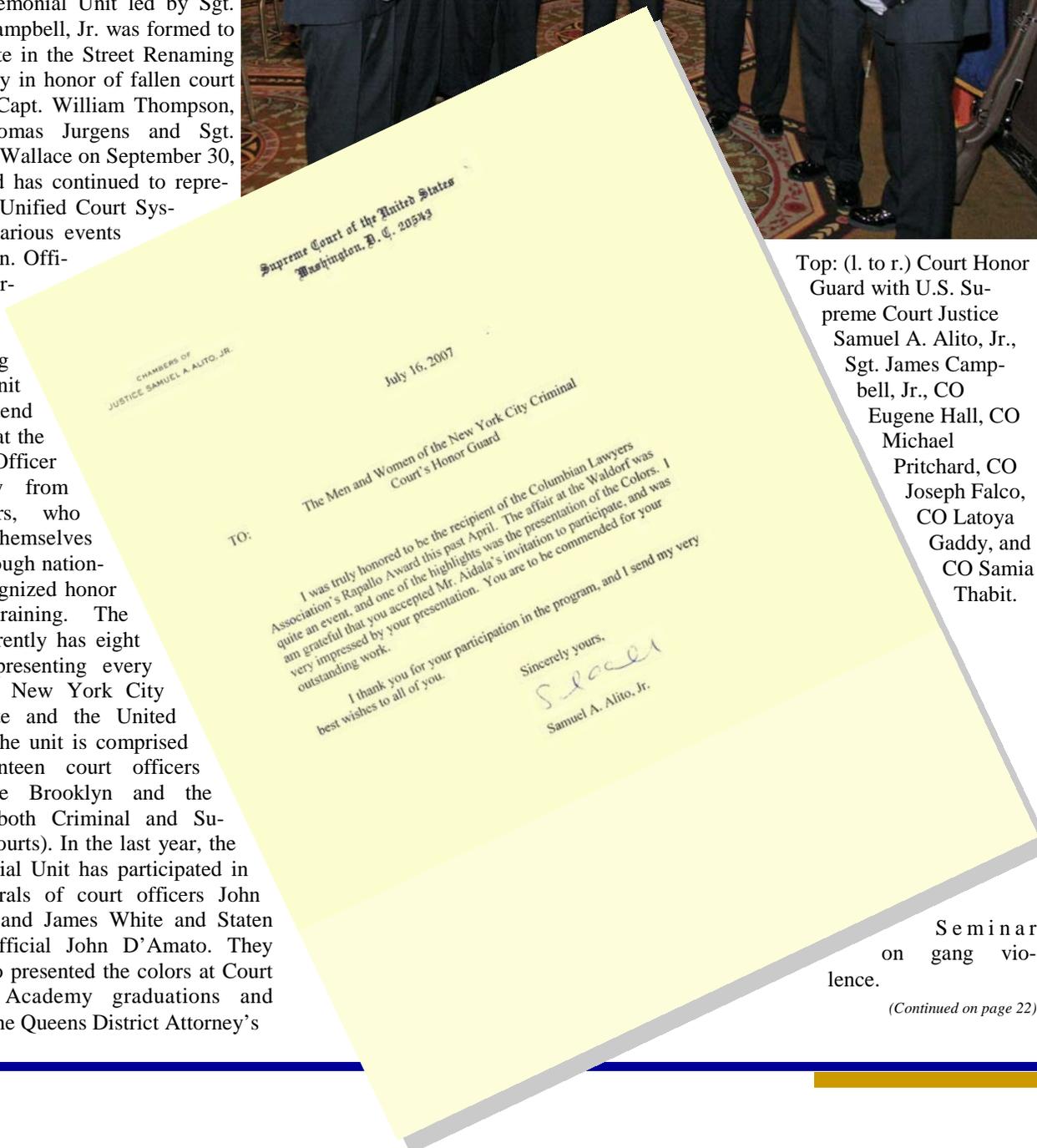
On April 28, 2007, the New York State Court Officer's Ceremonial Unit acted as Honor Guard at Columbian Lawyers Association Annual Rapallo Award Luncheon held at the Waldorf Astoria. The Rapallo Award was presented to US Supreme Court Justice Samuel A Alito, Jr. He was so impressed with the Ceremonial Unit that he sent a letter (shown below) praising their outstanding work.

The Ceremonial Unit led by Sgt. James Campbell, Jr. was formed to participate in the Street Renaming Ceremony in honor of fallen court officers Capt. William Thompson, Sgt. Thomas Jurgens and Sgt. Mitchell Wallace on September 30, 2006 and has continued to represent the Unified Court System at various events since then. Officers par-

ticipating in the Unit must attend training at the Court Officer Academy from instructors, who have themselves been through nationally recognized honor guard training. The Unit currently has eight flags representing every borough, New York City and State and the United States. The unit is comprised of seventeen court officers from the Brooklyn and the Bronx (both Criminal and Supreme Courts). In the last year, the Ceremonial Unit has participated in the funerals of court officers John Meehan and James White and Staten Island official John D'Amato. They have also presented the colors at Court Officer Academy graduations and opened the Queens District Attorney's



Top: (l. to r.) Court Honor Guard with U.S. Supreme Court Justice Samuel A. Alito, Jr., Sgt. James Campbell, Jr., CO Eugene Hall, CO Michael Pritchard, CO Joseph Falco, CO Latoya Gaddy, and CO Samia Thabit.



Seminar on gang violence.

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Data Entry - Information Backbone of Criminal Court

entry staff allows almost instantaneous dissemination of this important information to a variety of people and agencies.

The data entry staff do much more than plug information into computers. "We are the CSI of the Courts," explained Jackie Dupree, "Research, forensics and detective work are a big part of the job." The data entry staff are the last people to review court papers and if any information is missing or wrong, they are the ones that need to make sure everything is in order before the case is closed out or calendar entry is made. If required information is missing on the papers, data entry personnel send the papers back to the courtroom for further review. Data entry staff must remain current on changing laws and sentencing requirements. If they see errors on the court papers or calendars, they do not make any changes. They send it back to the courtroom. "We are the Court's quality control," explained Michelle Davis, Manhattan's Senior Data Recording Assistant.

Data entry is not a 9 to 5 venture either. In Manhattan and Brooklyn, data entry personnel work the night court sessions making sure that critical information is entered into databases and is ready for personnel and judges to view the next day. Judges and court personnel are not the only ones who rely on this information. The General public, District Attorneys, the Criminal Justice Agency, Division of Criminal Justice Services, law enforcement agencies, probation, housing department and a myriad of private organizations rely on the expeditious dissemination of this information.

Working in data entry often seems a little like swimming in a bowl of alphabet soup. Personnel are responsible for entering information in CRIMS, DCRIMS, SAMS and the WebDV registry. They have to be current on an ever-changing roster of acronyms representing dispositions and sentences.

The work is not for everyone and some who try it are overwhelmed. Even experienced data entry personnel from other courts sometimes have trouble learning everything they need to know in Criminal Court. "This Court is the hardest," said Jackie Dupree. "You need to know so many things that don't come up in Civil Court or Family Court. We need to know all of the docket dispositions. We need to be able to read and interpret what the judge says on every case. We need to know the laws and all the changes coming down. We have to know math so we can calculate fines, surcharges, sentences and payments." She added, "We do all of this under the microscope. Everything is timed. You know when we turned our PC on and off and when we started and stopped."

Data entry staff were around long before computers ever came on the scene. It was not until 1978 that the Court's data entry staff started to use computers and computerized databases. Prior to 1978, all data entry was done by hand in large books that still line the walls in most of our courthouses. The first computers installed were "dumb terminals" that used a program called OBITS that featured a rolling screen. Data entry even used IBM punch cards to input data in some of the earliest computers. It wasn't until 1989 that the first personal computers or PCs were installed.

Between the eleven data entry supervisors attending the recent meeting, there was 183 years of Court experience. The four most experienced supervisors - Jackie Dupree, Carol Jackson, Dora Bennett and Sabrena Maddox - had, respectively 32, 30, 29 and 18 years experience working for the court system. As Dora said, "I came on the job still in 'Pampers' and I'll be leaving wearing 'Depends.'" Each of the supervisors feel an enormous amount of affinity and dedication to the work. Carol Jackson, Supervising Data Recording Assistant in Brooklyn night court, explained, "The work is really interesting. I love it! I wake up in the morning ready to go to work, knowing that I have something important to do and

something new to learn."

Work conditions can be trying in some of the old buildings Criminal Court occupies. Brooklyn Senior Data Recording Assistant Sabrena Maddox recalled the time she had to enter information from court papers that had been showered with water from a burst sewage pipe in the correction area one floor above. She was given a pair of gloves. She said, "We still had to get the work done." Manhattan Senior Data Entry Clerk Michelle Davis told of times directly after the September 11 attacks when she and her staff were quarantined in the central clerk's office at 100 Centre Street when suspicious white powder kept showing up in correspondence to the Courts. She recalled, "We weren't allowed out of the room and a guy in a white biohazard suit with a breathing mask comes walking through the door but we were still getting the work done." Dora Bennett and Carol Jackson remembered the time they were working on Saturday trying to catch up on work when ceiling tiles started raining down on their heads. Carol said, "We just brushed ourselves off and kept on working. We didn't have time for the hospital. We had to get those calendars entered." Dora added, "We're more dedicated than the postal service - Floods, anthrax, blackouts, snowstorms, rats and mice ... Nothing keeps us from getting to work and getting the job done."

Everyone at the meeting agreed that one of the hardest parts of the job was getting other court personnel to understand the role that data entry plays. When they have to go back to the courtroom and clerical staff and ask for clarification or ask that information be changed, it is because data entry staff are fully committed to entering only correct information in the Court's databases. If there is a discrepancy between the judge's notes and clerical notes, data entry needs to correct it. If there are different notations on the court papers and other court forms, data entry has the job of going back and making sure that everything matches in the end.

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Faces of the Court

Jacqueline DuPree



Jackie rose through the ranks to her current position of Citywide Manager of Data Entry Operations. She has seen a lot of changes over the course of her career, but overall she sees continuity in the way the Court does business. "In the seventies we did a lot of paperwork ... Everything was done by hand. Now everything goes in the computer, but the work is still the same. It is all about accuracy," Jackie said during a recent interview.

Jackie sees herself as a problem-solver. "I know how hard my staff works and when they have a problem I like to help them deal with it," she said. She also enjoys working with the data entry staff. "These people are my family away from home. I am surrounded by people who have been here as long as I have." She adds, "we have a great group of supervisors and staff, who get the work done under tough conditions." While she feels sad to see people go Jackie said, "I love to see my folks move on and move up in the court system. It makes me feel good."

Jackie is reluctant to talk about herself and it takes a lot of coaxing to get any details from her. "People think I am mean ... fair, but mean. And that's the way I want to keep it." She is afraid her staff might think she is a 'softie.' Jackie and her husband, George - a retired NYPD detective - have devoted their entire lives to the care and well-being of their 22 year old autistic daughter, Jillian. Jackie's desk is plastered with Jillian's artwork from her day habilitation program and she is in constant contact with Jillian. "I just got her a 'jitterbug' cell phone," Jackie points out after her daughter called to tell her about an arts and craft project she is working on.

Jackie and George live with Jillian in Staten Island. They also have a grown son, Jamel, who lives in the Bronx. When asked what she does for fun, Jackie replied, "I am so busy with work and Jillian but when I get some free time I shop - I'm a shopaholic ... Oh, yeah, I love to read too. I love mystery novels and other fiction. If only life could be like a book."

"I don't play," said Jacqueline (Jackie) DuPree in response to a question on how she manages the 80 Criminal Court data entry personnel. "This job is too important."

A 2003 Botein Award winner, Jackie started working in the Manhattan Central Clerks Office in 1975 as an Office Assistant. Over the next 32 years,

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It is sometimes tough pointing out mistakes by anyone - either judges or non-judicial personnel - but everyone at Data Entry knows that mistakes can have enormous and unforeseen consequences. As Jackie said, "We always work as professionals."

Data Entry Staff

New York

Day Supervisors - Dora Bennett and Michelle Davis

Staff - Elizabeth Eversley, Lois Hobby, Jennifer Miller, Milagros Rodriguez, Kelli Sheppard-Small Sandra Thomas, Shirley Vanderpoll, Michael Ward, Chanolia Williams, and Shehre Yassen.

Night Supervisors - Jennifer Gamble

Staff - Evelyn Bruce, Winena Lassiter, Arlene Morris, Valerie Murray, Denise Waller and Timothy Watford.

Kings

Day Supervisors - Angela Toulon and Sabrena Maddox

Staff - Tonya Bennett-Powell, John Carrano, Joseph Corbo, Dolores Daniel, Delores Dean, Paulette Fero, Annette Lewis, Ella Pierre, Matthew Rosen, Merle Scott, Vonetta Singleton

Night Supervisors - Carol Jackson and Vincent Rizzo

Staff - Daphne Bracey, Delois Campbell, Rosaline Deslouches, Lorna Forbes-Martin, Joyce Jones, Wanda Wilson

Queens

Supervisors - Monica Benning, Shirley Frazier and Della Harris

Staff - Grace Blades, Marion Edwards,

Bryan Henry, Alicia Lee, Vonnie Mason, Joyce Nelson, Terry Whisant, Jason Williams

Richmond

Supervisors - LaTonn Mackey and Janet Randolph

Staff - Vandana Basra, Pencie Dotson, Aisha Taylor

346 Broadway

Supervisors - Sean Campbell and Carolyn Johnson

Staff - Carol Ansley, Evelyn Ayala, Carmen Berthley, Tonya Burgess, Clara Dantzler, Phyllis Davis, Julie DeAngelo, Yuen Eng, Valerie Fulp, Dalia Garcia, Gloria Guerrero, Madeline Iskander, Eva Knighten, Henrietta Ligon, Elaine McKinnon, Sharefah Sullemun, Cheryl Williams

Defective Summons - Syleta Lynch, Dawn Perrin

Criminal Court Celebrates Citywide Law Day with City Schools

Criminal Court celebrated Law Day in keeping with this year's theme - *Liberty Under the Law: Empowering Youth, Assuring Democracy* - by inviting school children to participate in activities in our courthouses throughout the city. The Brooklyn, Manhattan and Queens courthouses hosted programs on May 1st with an emphasis on explaining, and involving children in, the justice system in a positive manner.

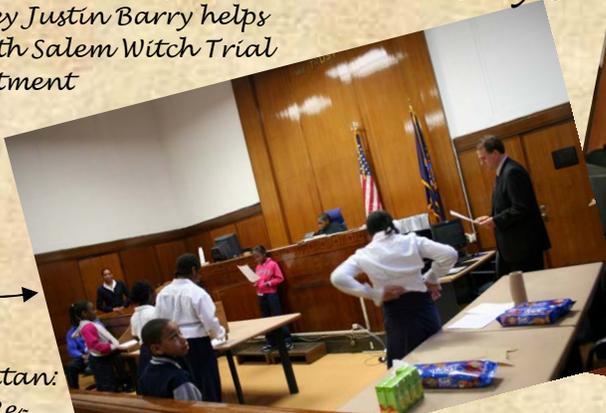
The Red Hook Youth Court gave a lunch time presentation to judges, court staff and lawyers at 120 Schermerhorn Street showing how Red Hook youth mediate disputes and resolve conflicts in that neighborhood. Supervising Judge William Miller also distributed awards to Youth Court members acknowledging their participation.

In Manhattan, members of the student council of P.S. 180 in Harlem participated in a mock trial based on the Salem witch trials. They also met with judges and court personnel, who explained how the criminal justice system works and the various jobs involved in running a courthouse. The children also got a tour which included the ever-popular visit to jail.

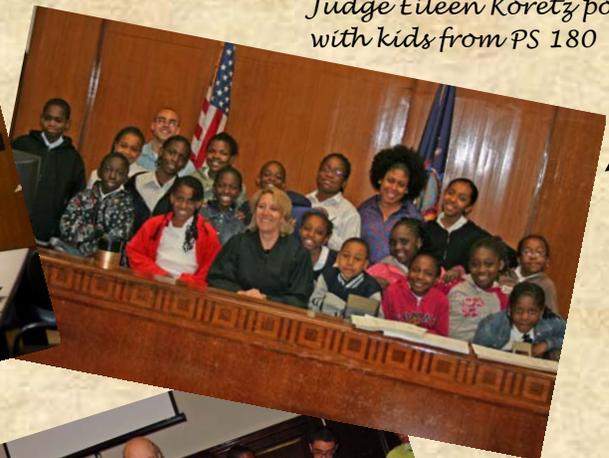
Queens Criminal Court partnered with that county's Supreme Court staff to present a joint Law Day celebration in the ceremonial courtroom at the Queens Boulevard courthouse. Chief Court Attorney Mike Yavinsky and Supervising Court Attorney John Zoll organized a discussion by Youth Court members to a packed audience on the benefits of peer mediation .

Law Day Scrapbook

Manhattan: Principal Court Attorney Justin Barry helps kids with Salem Witch Trial reenactment



Manhattan: Supervising Judge Eileen Koretz poses with kids from PS 180



Manhattan: Court Reporter Alex Bent gives a demonstration



Brooklyn: Supervising Judge William Miller presents awards to Youth Court Participants



Queens: Supervising Judge Deborah Stevens-Modica, John Zoll and Mike Yavinsky with Youth Court



Brooklyn: Members of the Red Hook Youth Court



Manhattan Criminal Court Observes Bring Your Child to Work Day

With well over a hundred children, Manhattan's Bring Your Child to Work Day on April 26, 2007 was the largest ever. Judges' and employees' children participated in a whole day of activities organized by Borough Chief Clerk Serena Springle and her staff.

Children met with an array of judge and court employees who described their roles at work. The Department of Corrections visited the children with their canine unit and gave a demonstration of their dogs' abilities to find contraband. The DOC Gang Unit also made a presentation on gangs and how to avoid involvement with illegal activities. The children were divided into groups and taken on tours of the courthouse which included central booking and the basement pens. A firefighter made a presentation on fire prevention

and safety.

After the group had a pizza lunch, the afternoon included a mock trial with all of the roles, including judge, jury, court officer, clerk, lawyers, defendant, witnesses and reporter, filled by the children. Unbeknownst to the rest the children court staff had arranged with one of the older children, who pretended to write graffiti on the courtroom rail. The child was then "arrested" and tried by a jury of his peers. After hearing the testimony of the children that witnessed the "crime," the jury found the "defendant" guilty of Criminal Mischief in the Fourth Degree. He was sentenced to go home with Mom with a goodie bag filled with items donated by court unions and local sports teams.



Top Left: Chief Clerk Bill Etheridge and Borough Chief Clerk Serena Springle talk with judges' and employees' children at Manhattan's Bring Your Child to Work Day

Top Right: DOC Canine Unit conducts a drug search demonstration.

Bottom left: Children say hello to the Department of Corrections Canine Unit.

Bottom right: Children played all roles in a mock trial in Manhattan

Criminal Court Welcomes Three New Judges



Hon. Gilbert C. Hong

A Manhattan resident, Hon. Gilbert C. Hong was appointed to an interim Civil Court term on July 5, 2007. He has been assigned to Bronx Criminal Court arraignments. A graduate of Columbia University and Cornell Law School, Judge Hong began his legal career in the Manhattan District Attorney's office in 1990. He moved to the Office of the Special Narcotics Prosecutor in 1993.



Hon. Elisa Koenderman

A resident of Queens county, Hon. Elisa Koenderman was appointed as an interim Civil Court judge on July 5, 2007. Before taking the bench, Judge Koenderman spent 23 years with the Bronx District Attorney's office ultimately becoming the Chief of the Child Abuse/Sex Crimes Unit. She is a graduate of Barnard College and Boston University Law School. Judge Koenderman is assigned to Manhattan Criminal Court.



Hon. Marc J. Whiten

Hon. Marc J. Whiten is assigned to Manhattan Criminal Court having been appointed to an interim Civil Court term on July 5, 2007. Before taking the bench, Judge Whiten worked as an Assistant District Attorney in the Bronx and a partner at the law firm of Armienti, DeBellis and Whiten concentrating in civil practice. A Bronx resident, Judge Whiten is a graduate of Carroll College and New York Law School.

Other Courts' New Judges Join in Criminal Court Judicial Orientation

Criminal Court's three new judges and two newly appointed Court of Claims judges received extensive training from their colleagues on the bench, clerks, court officers, probation officers, Mental Hygiene doctors and other personnel. The two week training, which included court observation and visits to city jails, was organized by Chief Court Attorney Michael Yavinsky.



Top: Manhattan Supervising Judge Eileen Koretz and Administrative Judge Juanita Bing Newton welcome new judges (l. to r.) Hon. Elizabeth Anne Foley, Court of Claims, Hon Daniel Conviser, Court of Claims; and Hon. Marc Whiten, Hon. Gilbert Hong, and Hon. Elisa Koenderman, Criminal Court of the City of New York.

Left: UCS Communications Director David Bookstaver discusses Ethics with the new judges.

In Memoriam - John Meehan



John Meehan, a court officer at Manhattan Criminal Court, died of complications from a stroke that he had suffered earlier in the year. John was

60 years old when he passed away, having become a court officer at a relatively late age when he entered the Academy in 1986. Before his court career, John worked as a truck driver and bartender but it was his time as a court officer that he told his friends that he loved the most. He spent his entire Court career in Manhattan, working in Part B and DCO. He was a familiar presence on the courthouse security posts.

John will be remembered for his quick wit and easy ability to make friends laugh. He was a "neighborhood guy" having lived in Manhattan's Chelsea neighborhood for most of his life. He enjoyed spending time with local friends at Barrow's Pub. According to Sgt Mi-

chael Sweeny and CO Robert Schwencke, John never had a bad word to say about anyone and always remained positive and upbeat. He was always "the life of the party."

CO Schwencke also said, "John really stepped up to the plate when he had to. When we had to evacuate all of the courthouses on September 11, he was flying up and down those stairs, even though you know it had to hurt him. He smoked two and a half packs a day."

John was given an Inspector's funeral at his church in Chelsea, Our Lady of Guadalupe, attended by hundreds of his fellow court officers and court colleagues. Besides his family at Criminal Court, John is survived by two sisters, who live in Florida.

Milestones



Retired: John Hayes (left), Brooklyn Borough Chief Clerk, after 33 years of service in New York City's Courts. John started as a court officer in Brooklyn Housing Court in 1974. He took his first position in Criminal Court in February, 1984 as a senior court clerk in night court. He was promoted to associate court clerk and worked in the Manhattan lobster shift. He was promoted to Borough Chief Clerk in Manhattan and then took the Borough Chief Clerk spot in Brooklyn.



Retired: Sandra Martin Smith (right), Assistant Deputy Chief Clerk, Red Hook Community Justice Center after 32 years of service in the Courts. Sandra began her court career as a principal stenographer for the Office of Court Administration in 1975 after 6 years working for the City. In 1977 she was appointed as a uniformed court

officer in Criminal Court at 100 Centre Street. She was appointed an assistant court clerk in 1979. In 1985 she was promoted to Senior Court Clerk after a brief stint as an SCO in Queens. Sandra was instrumental in the planning and opening of the new Red Hook Court.



Deceased: Walter Schwartz (left), a long time employee of the Criminal Court and a mainstay in the Supply Bureau. He was an anchor and a one man support network for all at the Supply Bureau and Criminal Court. Walter knew something about everything . He would report to work diligently, every day 45 minutes before his start time. A few years ago Walter overcame a battle with cancer. Even while undergoing treatment, chemotherapy and radiation, Walter would report to work in the afternoon on days that he received treatment. He was just this unbelievable rock. Walter was 75 when he died. Beating cancer, his passing only came from being struck by a car on his way to work. It happened on the day of the torrential rains in early August that closed the transit system. He was attempting to get to work on that day from northern Bronx.

Deceased: Rebecca Abdelaziz, Court Interpreter (Spanish) who started with NYC Criminal Court in March 1999

Second Call Q & A - Arraignment Bar Code Scanning



Principal Court Attorney Justin Barry

In each issue, Second Call will offer an in-depth discussion of one of Criminal Court's initiatives, programs or departments. If you would like to profile a particular subject, please submit your idea to [Criminal Court Newsletter@courts.state.ny.us](mailto:CriminalCourtNewsletter@courts.state.ny.us)

The *Second Call* sat down with Justin Barry, Principal Court Attorney in the Administrative Judge's Office, to discuss the bar code scanning project currently operating in Brooklyn's and Manhattan's arraignments.

Why are court personnel scanning court papers at arraignments?

Judges and staff in our arraignment parts work very hard to ensure that defendants are seen in court as soon as possible after their arrest. The Court, however, is the last part of the arrest-to-arraignment process. So much has to be done by the police and the prosecutor's office before the defendant is seen by the judge. The police and DA's offices have been timing their stages of this process for years. When we meet with representatives from the city, DA's offices and NYPD, they point to data on how efficiently (or inefficiently) they have been working. We have never been able to point to similar measurements of the court process. Anecdotally, we know that our arraignment clerks, court officers and judges are incredibly efficient, but we never had any data to back that up. We also have other agencies, such as corrections, police and public defenders, who work with us once we docket the papers. We wanted to see how well the Court and each of these other agencies perform and whether there was room for improvement. That's why we implemented this temporary study in the two boroughs.

Why are you scanning papers? Isn't that more appropriate for groceries and clothing?

We wanted to make this collection of data as painless for the court staff as we could. We also wanted to ensure that it never slowed the arraignment process down. We didn't want the staff to have to write or type anything. The system was designed to capture important timing data simply by waving the bar code under a scanner at critical stages of the process.

What stages are you measuring?

We are measuring the time it takes for our arraignment staff to docket and initialize the papers; the time it takes police or corrections to produce a defendant for attorney interview; the time it takes the attorney to interview, file a notice of appearance and answer ready; the time it takes for the Court to call the case; and the actual length of the court appearance.

The scanning looks pretty easy. Was it difficult to implement the study?

Actually, a lot of work went into planning and implementing this project. Cris Hanganu from the Technology Department had to create a complex computer program to take into consideration all of the possible things that can happen during the process. You can't buy that type of software. The rest of the Tech staff, led by Alice Hegarty and Kerry Warfield, had to design and place the equipment. The success of this project also rests, to a large degree, with the dedication of all of the court officers and clerks working in the arraignment parts. While scanning is the most efficient way to get this information, there are a lot of variables that take place in arraignments, things happen and corrections need to be made. The arraignment staff has been fully committed to this study and they are doing an incredible job. It wouldn't work without them.

Why are you only doing this in Brooklyn and Manhattan?

Brooklyn and Manhattan have the heaviest arraignment volume. Their arraignment process is also slightly different. We thought it would be useful to compare the two counties and see what each is doing right and what each could improve.

When will we get to see the results?

We are actually analyzing the data as we speak. The task is enormous. We have already compiled hundreds of thousands of individual scans. All of these scans go into an enormous database. The real trick is getting useful information from all this raw data. Cris Hanganu is developing sophisticated queries that will maximize the useful information we get from the project. Our initial analysis has shown that court personnel and judges are extraordinarily efficient and that the parts of the process which court staff and judges control do not slow the arrest-to-arraignment process at all. As a matter of fact, the Court is by far the fastest and most efficient part of the entire process. We finally get to show empirically what we have known all along - our judges and staff are very good at what they do.

Tech Tips - Cyber Awareness

Cyber Security Awareness Month

The fourth annual National Cyber Security Awareness Month, to be celebrated during October 2007, is a collective effort among the Multi-state Information Sharing and Analysis Center, the Department of Homeland Security and the National Cyber Security Alliance to raise cyber security awareness nationwide and empower citizens, businesses, government and schools to improve their cyber security preparedness and help promote a safe internet experience.

The National Cyber Security Alliance's Top Eight Cyber Security Practices are practical steps you can take to stay safe online and avoid becoming a victim of fraud, identity theft, or cyber crime.

Top 8 Cyber Security Practices

1. Protect your personal information. It is valuable.
2. Know who you are dealing with online.
3. Use anti-virus software, a firewall, and anti-spyware software to help keep your computer safe and secure.
4. Be sure to set up your operating system and web browser software properly and update them regularly.
5. Use strong passwords or strong authentication technology to help protect your personal information.
6. Back up important files.
7. Learn what to do if something goes wrong.
8. Protect your children online.

Additional information can be found at: <http://www.court.net.org/infosec.html>

Dear Tech Tips: Some of the messages I receive in Groupwise 7 are blank, how do I fix this?

Signed,
Richmond Ghost Writer

Dear Richmond Ghost Writer: You can see these invisible emails by changing your default view to HTML. It is relatively easy. Select **Tools - Options** from the main GroupWise window. From the options windows, double-click on **Environment**. From the environment windows, select the **Views tab and set Default Read View and Default Compose View to HTML**.

Dear Tech Tips: The folder list on the left side of the GroupWise windows is gone, how do I get it back?

Signed,
Missing my Folders in Midtown

Dear Missing my Folders in Midtown: Select View then Folder List. By the way, GroupWise 7 includes new features allowing greater user control over email, calendar, and GroupWise Address Book environments. To access

training material and tutorials for GroupWise 7, go to the Criminal Court Intranet site: <http://crimweb/technology/training/groupwise>.

Dear Tech Tips: What is the new web address for the Division of Criminal Justice Services (DCJS)?

Signed,
Red Hook Rap Sheet Reviewer

Dear Red Hook Rap Sheet Reviewer: You can use the following new web addresses for DCJS: <https://cjrap.court.net.org/> or <https://www.cj.state.ny.net/>.

Dear Tech Tips: At times when typing numbers in my Quattro Pro spreadsheet, the number displays as asterisks. What's up with that?

Signed,
Queens Quattro Pro Querier

Dear Queens Quattro Pro Querier: Most likely the cell is too small to accommodate the value you insert. To adjust the cell, click Format, QuickFit, Column/Row QuickFit. Text that displays wider than a column width overflows to the next cell when that cell is empty. If the next cell contains data, the overflow text is hidden and the text will appear truncated. To fix this, you can wrap text within a cell.

To wrap text within a cell:

- Select the cell in which you want to wrap text
- Select Format, Selection Properties
- Click the Alignment tab
- Enable the Wrap Text check box in the Cell options area.
- Click OK

Note: Wrapping Text works only on text, not numeric data.

Dear Tech Tips: I just had Internet Explorer 7 installed on my PC and I can't find anything anymore. I don't know what happened to my Favorites or the print button. I have no idea what a tab is or how to use them. What is an integrated search? Also what happened to the menu bar?

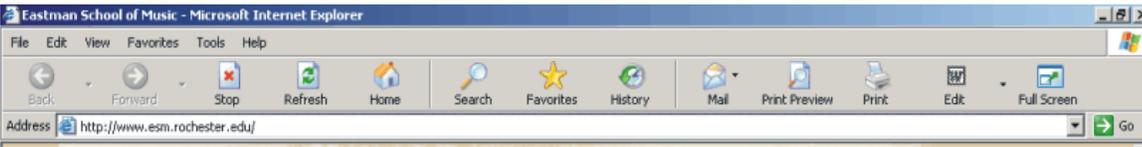
Signed,
Mystified Manhattan Internet Maven

Dear Mystified Manhattan Internet Maven: Internet Explorer (IE) 7 introduces a new, streamlined design. The first time you open up IE7, you will notice that the toolbar area has been redesigned. By default, there is no menu bar (File, Edit, View, Favorites, Tools & Help) displayed. In addition, there are fewer icons on the toolbar, the address bar is directly at the top of the screen, there is an integrated search feature, and tabs are available to view multiple web sites from within one browser window.

(Continued on page 12)

Dear Tech Tips (Continued from page 11)

Internet Explorer 6 (old version) Toolbar



Internet Explorer 6 (new version) Toolbar



Favorites - Favorites can be displayed by clicking on the yellow star icon on the toolbar. This will open a drop-down list displaying all of the Favorites that you previously had in Internet Explorer 6.



Print button - The Print Button is right here!

Tabs - Internet Explorer 7 introduces tabbed browsing within Internet Explorer. Tabbed browsing allows you to open multiple web sites from within one browser window. The image below shows four websites that are all currently open on tabs, providing the opportunity to switch between sites without having to use the back button. To open a new tab, you can click on the blank tab on the very right as indicated by the diagram below or use Ctrl+T on the keyboard.



To navigate between open tabs, click the tab that you would like to view. Internet Explorer 7 also has a feature called QuickTabs that allows you to view screenshots of all currently opened tabs. To open QuickTabs, click the tab icon with four squares to the left of your tab toolbar.



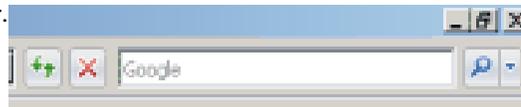
The QuickTabs feature will bring up a screen similar to the following. From this screen, you can open one of those tabs into a full screen mode by clicking on the tab. You can also close tabs that you no longer wish to see by clicking on the X.



Menu bar - If you prefer to have a menu bar that displays File, Edit, View, Favorites, Tools & Help, you can turn this on by clicking on **Tools** and then clicking **Menu Bar**. Internet Explorer will now display as follows.



Integrated search - The integrated search feature of Internet Explorer allows you to search popular search engines, such as Google, Yahoo, Amazon, eBay & Wikipedia without having to open up the respective web page. This feature is found in the upper right-hand corner of Internet Explorer.



Enter your search string in the text box.



Then click the icon to start the search.



To change between search providers or to add a new search provider, click the downward triangle icon



Even Larger Citywide Training for Judges, Clerical Staff & Court Officers

Criminal Court hosted a massive citywide training day for judges, clerical staff and court officers on April 27 and May 11, 2007. Over the course of the two day long sessions all of the Court's judges, associate and senior court clerks, court assistants and court officers participated in the program that covered a wide range of topics.

In a first for Criminal Court, the program was able to reach a majority of the court officers throughout the city by using video-conferencing technology. Manhattan court officers watched presenters on Sexual Harassment and the Work/Life Assistance Program while officers in Queens, Brooklyn and Staten Island viewed the same presentation, including the slide show, by video hookup.

The vast majority of the Court's clerical staff participated in a live presentation at 120 Schermerhorn Street over the course of the two days of session hearing a wide variety of topics, including Universal Case Management System, Web Domestic Violence System, Recycling, Supervisory Training and Quality Service. Technology played a critical role in these presentations as

well, showing the proposed statewide databases.

All of Criminal Court's judges attended a day long training at the Red Hook Community Justice Center and participated in sessions whose topics included Eavesdropping and Electronic Surveillance, Calendar Control, Five Things a Criminal Court Judge Should Know About Mental Illness and the Dually Diagnosed Adolescent. On both training days, Hon. Fernando Camacho (Queens), made a powerful presentation on Prostitution and Human Trafficking. His presentation included video clips from a promising new program that he is coordinating at the Queens courthouse with the GEMS program to get young girls out of prostitution and away from the terrible cycle in which they are caught.

These citywide trainings are part of a continuing program that show the commitment of New York City Criminal Court to training all judges and staff on a regular basis. Previous training programs included court reporters and court interpreters. In the coming months other disciplines working in the Criminal Court will be asked to participate in these training sessions.



Left: Hon Fernando Camacho gives a presentation on Human Trafficking and how young girls get forced into prostitution.

Bottom left: Queens Supervising Judge Deborah Stevens Modica moderates a discussion on calendar control with Hon. Kenneth Holder, Hon. Neil Ross and Hon. William Harrington.

Bottom right: Manhattan Court Officers listen to a presentation on Sexual Harassment.



Constabulary Notes

February 27, 2007

93A Visitation Pl

Two unknown males entered facility stating they needed access to the building. Lieutenant stated the building was closed to the public until 8:30am. The men became irate and threatened to push their way in. After being threatened with a summons, they left the facility kicking the door and punching walls, stating they would return and no badge or gun would stop them.

Unruly Persons

Lt. Robert Vitucci

March 5, 2007

125-01 Queens Boulevard

Judge reported receipt of threatening letter from an incarcerated defendant who had previously appeared in front of her. Matter was referred to Court Security Services.

Judicial Threat

Capt. John D'Amico

March 6, 2007

346 Broadway

Subject began yelling obscenities in a courtroom and flailing his arms in a threatening manner. Subject continued disruptive behavior in hallway by punching the glass display case and the wall causing court proceedings to stop. Subject was issued a disorderly conduct summons.

Summons

CO Raquel White

March 10, 2007

120 Schermerhorn Street

Defendant before the Court lunged at his attorney and ran towards ADAs in an attempt to escape custody. Officer intercepted subject. Subject punched officer in face. Officer wrestled subject to the floor with the assistance of CO Murray, CO Bradley and CO Nolan. Defendant was subdued, cuffed and rearrested.

Disruptive Prisoner

CO James Barbieri

March 27, 2007

125-01 Queens Boulevard

Subject refused to stand during court opening and then stated only God could judge him. Officer asked subject to leave courtroom who then stated that there was a conspiracy between George Bush, the police and the Courts and that King Solomon was his only judge. Subject's summons matter was called, he pled not guilty and was told to return on April 20th.

Disruptive Spectator

CO Rose Dove

April 3, 2007

Citibank

CO Gonzalez and CO Ierardi arrived at the bank to make nightly deposit. They noticed subject passed out, on the floor, with the entrance to the bank unlocked. Officers called 911. EMS and NYPD arrived at the scene. Upon investigation, it is revealed that subject is security guard for the bank and has two outstanding warrants. NYPD took custody of subject and waited for Citibank personnel to arrive and secure bank.

Bank Drop Difficulty

CO Michael Ierardi

April 7, 2007

125-01 Queens Boulevard

Subject was before the Court for arraignment, when he struck his attorney in the face. Several court and police officers tried to subdue subject, who resisted efforts to handcuff him. Subject was cuffed after struggle and returned to pens. Attorney was taken to hospital. ADA also sustained injuries but RMA.

Disruptive Prisoner

CO David Rivera

April 13, 2007

120 Schermerhorn Street

Subject entered courthouse with a knife (with 7 in blade) pressed to his throat. He was extremely despondent and obviously intoxicated. Capt. Dwyer responded to scene and subject told her "I lost my job, I was a journeyman electrician ... I have six children I cannot support ... I just want to end it all right now." Capt Dwyer spoke to subject for 15 mins and directed officers into position to move if necessary and finally talked subject into handing her the knife without use of force. Subject referred to appropriate agencies for assistance. Knife was confiscated and vouchered.

Despondent Individual

CO Herman Tam

April 19, 2007

F/O 41-53 Smith St.

Officer and CO Morgan observed subject punch and break a NYC MTA bus window. Officers attempted to arrest subject but he flailed his arms and ran away. Subject fled scene and ran two blocks away to an underground parking garage. Directed to subjects hiding place by garage attendants, officers drew their firearms, ordered subject to standup and placed him under arrest. Subject charged with PL 145.00 and 205.30.

Arrest

Lt. Robert Olinsky

May 3, 2007

120 Schermerhorn Street

Court reporter advised officer that there was a woman in the 4th floor ladies room doing sit-ups. When officer arrived they found subject in the last stall lying on the floor. Subject stated that she was doing her sit-ups. When advised that the areas above the first floor were closed to the public at night, subject stated that she did not care and refused to stand up. Subject was handcuffed, brought down to the first floor, and subsequently arrested. Subject had just been released that afternoon on another matter and directed to submit to psychiatric evaluation. When asked if there was anyone who could be contacted on her behalf she said that there was no one.

Arrest

CO Michael Ierardi

June 6, 2006

120 Schermerhorn Street

Defendant refused to return to custody of NYPD after arraignment and bail set at \$1000/\$500. Defendant turned and ran toward the rail where he was stopped and subdued by Sgt Gerard Giles as well as NYPD officers.

Attempted Escape

Sgt. Michael King

(Continued on page 15)

Security Review



By Major Walter Glowacz

RETIREMENT

On September 20, 2007, Captain John Vitucci of Richmond Criminal Court retired. Captain Vitucci was appointed a court officer in September 1978 and served the Criminal Court with dedication and honor for 29 years. I would like to personally thank John for all his hard work and wish him the best in his retirement.

AWARDS DINNER

The annual New York State Court Officer's Association Awards Dinner will be held on Monday evening November 5, 2007 at Russo's on the Bay. As usual, court officers assigned to the

Criminal Court will be honored with numerous awards for life saving and meritorious service the following court officers will receive awards:



New Manhattan court officers: (l. to r.) CO Trainees Edna Gardner, Renee Reddick and Curt Pozgay; with Lt. Carl Gallagher; and Counsel to AJ Beverly Russell

Meritorious Service

Sgt. John Allen
CO Michael Aranda
CO Richard Bertoldo
CO Anthony Calise
CO Wilfred Colon
CO Joseph Falco
Lt. Edward Kondek
CO Paul Longo
Lt. Robert Olinsky
CO Lawrence Sherman
Sgt. Timothy Smyth
CO Thomas Vohrer

Life Saving

CO Ronald Gadson
CO Randy Lomax
CO Dominic Napolitano
CO Terrance Ryan
CO Vincent Tursi

IN MEMORIAM

Court Officer John Meehan passed away on June 14, 2007 after a long illness. Court Officer Meehan was assigned to New York City Criminal Court for over 20 years at the time of his death. John, or Beansy as he was affectionately known, could bring a smile to your face at the drop of a hat. John was one of the funniest individuals I have ever met. To gauge the respect that people felt for John, one only had to see the outpouring of love and affection at John's funeral mass celebrated on June 19, 2007. John's presence can be felt today in the halls of 100 Centre Street. Thanks for everything John. Rest in peace.

(Continued from page 14)

June 26, 2007

100 Centre Street
Officer searched subject who was attempting to enter courthouse and discovered 10 bags of suspected cocaine in front pants pocket. Subject was arrested and suspected drugs vouchered

Arrest

CO Michael Aranda

July 24, 2007

Myrtle Broadway Subway Sta.
Subject snatched video game from officer's person while riding "M" train. Officer struggled with subject onto platform. As officer reached for shield to identify himself, six other males surrounded officer. Officer drew firearm and surrounding males fled. Officer placed subject under arrest. Police arrived at scene. Subject was charged with robbery.

Arrest

CO Robert Alesci

July 25, 2007

314 West 54th Street
Defendant appearing in Court refused to face forward as directed by NYPD officer. Subject refused and began to fight with police officer. CO Martini, CO Caliendo, CO Kanganis and CO Kohn assisted in restraining, handcuffing and escorting subject back to pen area.

Disruptive Prisoner

CO Andrew Caliendo

August 30, 2007

67 Targee Street
Subject attempted to enter courthouse with a cat in her knapsack. She was denied entry and told to take the cat home before returning. Subject reentered building 5 mins. later without bag. Officer went outside and found bag under a tree, in the sun; closed and unattended. Cat was brought inside and given food and water. ASPCA was called and removed cat for further evaluation.

Animal Cruelty

CO Adele Lamboy

Personnel News

NEW HIRES

Court Assistant

Gail Montague New York
Harold Schmidt New York

Court Interpreter

Hector Tomasi Queens

Court Office Assistant

Melissa Sellers New York
Leonard Rosenblatt New York
Aqila Lodai New York
William Powell Kings

Court Reporter

Mary Burrofato Kings
Daisy Perez Decicco New York
Sabrina D'Emidio New York
Charles Domonick New York
Davina Flood Kings
Luann Galarza Kings
Candace Hammond New York
Donna Holzwanger Kings
Christine Shearer Kings
Ida Tejada New York
Kendra Thimbrel New York
Donna Walker Kings

Court Revenue Assistant

Karen Harper Richmond
Tina Testa Kings
Chekesha Todman New York

Management Analyst

Timothy Kemp New York

Senior Court Clerk

Gwendolyn Haynes New York
Bonnie Laurie New York
Diane Ronan New York

Senior Court Office Assistant

Cindy Haripersad Queens
Linnea McDonald Kings

NYS Court Officer Trainee

Michael Bacigalupo Midtown
Reginald Bell New York
David Bisceglie New York
Keith Brown New York
Tamika Capers Kings
Loretta Cappella Queens
Tiffany Carrasquillo Queens

Reinaldo Crespo Queens
Eric Cuminale Queens
James Danza Kings
Latoya Gaddy Kings
Shaqwan Gardner Kings
Edna Gardner New York
John M. Hald Queens
Robert Keane Kings
Dion Laurie Queens
Yves Louis Kings
Robert Lundon New York
Keri O'Brien Kings
Debra O'Fee Queens
Yvonne Parish Kings
Benny L. Parker Kings
Ofori Perry Queens
Curt Pozgay New York
Renee Reddick New York
Peter Romano New York
Paul Savas Kings
Marcus Simmons New York
Eugene Whyte Kings
Theesha Wilson Queens
Robert Winckler Kings

TRANSFERS

Senior Court Clerk

Arlene Decamp New York

PROMOTIONS

Assistant Deputy Chief Clerk

Anita Bullock Red Hook

Associate Court Clerk

Madonna Connor Kings
Jose Colon Kings

Court Assistant

Robert Fanelli New York

Court Revenue Assistant

Wycinna Atkinson Queens

NYS Court Officer Sergeant

John Allen New York
Richard Allen New York
Nicole Burrell Queens
Kevin Byrne Kings
Benny Castillo New York
Gregory Coreschi Kings
Thomas Gallahue New York
John Harte Kings
Louis Ladino Kings

Edward Maloney 346 Broadway
 Michael McCabe Richmond
 Angela Shirlaw New York
 Timothy Smyth Kings
 Joseph Scaffidi Kings
 Brian Sheridan New York

Senior Court Clerk

Wendy Weisenmuller Central Admin.

Senior Court Interpreter

Babacar Diouf New York

Senior Court Office Assistant

Marcia Roberts Queens

Aisha Waddell Queens

Supervising Data Recording Assistant

Shirley Frazier Queens

RETIREES

Joseph Darcy Associate Court Clerk
 June Everett Associate Court Clerk
 Thomas Gleason Senior Court Clerk
 Sandra Martin-Smith Assistant Deputy Chief Clerk
 Nicholas Marzulla NYS Court Officer
 Shirley Meaders Senior Court Office Assistant
 Carmen Porfido Senior Court Interpreter
 Sandra Reaves-Bey Senior Court Clerk
 Robert Sarro Associate Court Clerk

Courthouse Recycling

Recycling benefits the environment, conserves resources, helps control rising waste disposal costs, and is required by law in New York City. All court employees have a responsibility to ensure that materials designated for recycling are kept separate from garbage and properly placed for collection in compliance with recycling regulations.

Please do not place garbage and plastic grocery bags in recycling containers, or place recyclables in black plastic bags. Also, make sure corrugated cardboard boxes are

flattened and tied. Further waste prevention strategies that can easily be incorporated into everyday office operations include copying documents on both sides of the page, reusing the back side of single-sided documents for drafts or notes, reusing file folders and interoffice envelopes, and returning used laser printer cartridges and toner cartridges to suppliers.

Please contact your Borough Chief Clerk with any questions or suggestions regarding the implementation and maintenance of the recycling program at your facility. For more information visit www.nyc.gov/sanitation

What To Recycle

in NYC Agencies & Institutions

Paper and Cardboard



Yes

- White, colored, and glossy paper (writing and copier paper, yellow legal paper, construction paper, computer printout, manila file folders, index cards, etc.)
- Mail and envelopes
- Smooth cardboard (food boxes from *inside* and outside plastic wrappers, shoe boxes, cardboard tubes from paper towel and toilet paper rolls, etc.)
- Paper bags (lunch bags, shopping bags, etc.)
- Paper/cardboard egg cartons and produce trays
- Soft cover books (paperbacks, comic books, etc.)
- Wrapping paper (remove ribbon and tape)
- Newspapers
- Magazines
- Catalogs
- Telephone books
- Corrugated cardboard (flattened boxes)

Staples are OK.

No

- ✗ Hardcover books
- ✗ Soiled paper cups or plates
- ✗ Napkins, paper towels, or tissues
- ✗ Paper or cardboard heavily soiled with food or liquid (such as pizza boxes with food scraps)
- ✗ Plastic- or wax-coated paper (candy wrappers, take-out containers, etc.)
- ✗ Carbon paper
- ✗ Non-paper items

Place mixed paper, newspapers, magazines, catalogs, and phone books TOGETHER in labeled bins (preferably green), clear bags, or any bin with a green recycling decal from the Department of Sanitation. Bundle large pieces of corrugated cardboard and tie with sturdy twine, or place loose in a labeled paper recycling dumpster. (Do not stuff large pieces of corrugated cardboard in dumpsters; cardboard must be able to slide out easily.)

Beverage Cartons, Bottles, Cans, Metal, and Foil



Yes

- Milk and juice cartons, drink boxes (no straws)
- Small metal items (made of more than 50% metal)
- Plastic bottles & jugs (detergent, soda, milk, juice, water, etc.)
- Glass bottles & jars (juice, mayonnaise, jam, etc.)
- Metal cans (tuna, soup, empty aerosol cans, empty and dried paint cans (remove lids), etc.)
- Aluminum foil wrap and trays (pie pans, take-out tins)

EMPTY AND RINSE ALL CONTAINERS

Before discarding a refrigerator, freezer, air conditioner, water cooler, dehumidifier, or other appliances containing CFC gas, you must first schedule an appointment to place these items at the curb for Department of Sanitation processing. To schedule an appointment for CFC recovery, visit the Sanitation website (www.nyc.gov/sanitation) or call the Sanitation Action Center (212-219-8090). For safety reasons, remove doors from refrigerators and freezers.

Place all other large metal items (that are too big to fit into a bin or bag) at the curb next to your recycling bins or bags on your regular Recycling Day. If you have more than a few items OR place recyclables in dumpsters, call your district Sanitation garage to arrange for pickup of these items.

Do not include plastic jugs or metal drums that contained hazardous materials. To find out how to properly dispose of these items, call the NY State Department of Environmental Conservation at (718) 482-4996.

Place rinsed beverage cartons, bottles, cans, metal, and foil TOGETHER in labeled bins (preferably blue), blue translucent bags, or any bin with a blue recycling decal from the Department of Sanitation.

5¢ deposit: Bring deposit bottles and cans back to the store for refunds. Otherwise, place them in your recycling container.

Personnel Pages

Did You Know?

New York State Deferred Compensation Plan

The New York State Deferred Compensation Plan (the "Plan") is a State sponsored voluntary retirement savings plan that is offered to State employees and employees of approximately 880 local government jurisdictions that have adopted the Plan. Its mission is to help State and local public employees achieve their retirement savings goals by providing high quality, cost effective investment products, investment educational programs and related services. The Plan is overseen by the New York State Deferred Compensation Board (the "Board") and managed by professional staff.



Important features

- Your contributions are made automatically through the convenience of payroll deductions.
- You get a wide variety of investment options covering each major asset class, which gives you the ability to diversify your investments.
- You don't pay any current federal or New York State income tax on your contributions. The amount you choose to defer under the Plan is subtracted from your salary or wages before your federal and state income tax withholding is calculated.
- You don't pay any current federal or New York State income tax on the interest or investment earnings that build up in your Plan Account.
- You don't pay federal or New York State income tax on your Plan savings until you receive the money from your Plan Account, usually during your retirement years, when you may be in a lower tax bracket.
- New York State residents who are at least 59 ½ are entitled to a New York State income tax exemption of up to \$20,000 on payments you receive from your Plan Account.
- You may receive benefit payments only after you permanently leave work from your government employer. You must begin taking a distribution when you reach age 70 ½, unless you're still working for New York State or a participating employer.

Leave

Annual Leave

Eligibility: To earn annual leave an employee must be: Expected to work more than nine months at a work sched-

ule that is at least 50%; AND

In paid status 49 out of 70 hours in a bi-weekly period (prorated for part-timers).

How Is Annual Leave Earned: The annual leave accrual is earned bi-weekly. The accrual earned is based on your anniversary date and part-time (work schedule) percentage.

New Employees: New employees are credited with annual leave from their initial date of hire. Employees with less than 7 years of service earn five hours and 20 minutes bi-weekly and employees with greater than 7 years of service earn 7 hours bi-weekly (pro-rated for part-timers).

Annual Leave Bonus: In addition to the bi-weekly accrual, employees earn an Annual Leave Bonus on their anniversary date based on years of service.

Use of Annual Leave: Annual leave is used for vacation, personal, business and religious holiday purposes. Use of annual leave is subject to prior approval and operational need.

Sick Leave

Eligibility: To earn sick leave an employee must:

- Be expected to work more than nine months;
- Have a work schedule that is at least 50%; and
- Be in paid status 49 out of 70 hours in a bi-weekly period (prorated for part-timers).

How Is Sick Leave Earned?: Employees begin earning 3 hours and 30 minutes sick leave in the first bi-weekly period (prorated for part-timers).

How Much Sick Leave Can Be Accrued?: All employees may accrue an unlimited amount of sick leave.

Uses of Sick Leave: Sick leave is used for absences necessitated by personal illness or injury. Also, under the collective bargaining agreements and the Rules of the Chief Judge, employees may charge up to 15 days (105 hours) of sick leave per calendar year to care for a sick family member.

Family Sick Leave: Employees are permitted to charge 15 days of sick leave in a calendar year to family sick leave. Please consult your collective bargaining contract on the Employee Relations web page for definitions of family relationships.

Sick Leave Bank Program: The Unified Court System has established sick leave banks available to employees



who have exhausted their accruals due to a serious health condition.

Represented employees should consult collective bargaining agreements for information concerning the sick leave banks of represented employees.

Please check the Employee Relations web page for additional information concerning the new Sick Leave Bank Programs.

Family and Medical Leave Act

Family and Medical Leave Act (FMLA) is a federal statute that entitles eligible employees to up to 12 weeks of leave per calendar year due to the "serious health condition" of the employee, to care for a spouse, child or parent with a "serious health condition", or in connection with caring for a newborn child or a newly adopted or newly placed foster child. Please visit the Employee Relations web page for the brochure and application forms.

Eligibility: To be eligible for FMLA an employee must have:

- Been employed by a New York State entity for at least 12 months, and
- Completed at least 1,250 hours of paid service during the 12 month period immediately preceding the start of the leave.

The paid service includes time worked, time charged, overtime worked, paid leaves and statutory Workers Compensation (which is an unpaid leave).

The twelve months do not have to be consecutive. For example, an employee who worked for another state entity for three months in one year and began working for the UCS thereafter for nine months would meet the first criteria.

FMLA Leaves and Compensation: FMLA may be paid (if the employee has accruals to cover the absence) or unpaid at the employee's option. FMLA leave runs concurrently with any paid leave such as child care leave.

Documentation: Documentation may be required for an absence due to illness with a duration of three days or more. Medical providers should complete form WH-380 to provide this documentation.

Blood Donation

Employees are allowed 3:30 leave with pay, during normal working hours, to donate blood to a court-sponsored blood donation program. In addition, if the employee is required to return to work immediately following the donation at the supervisor's request, 3:30 of



Compensatory Time is granted.

Breast Cancer Screening

Employees are permitted up to 4 hours of leave with pay each calendar year for breast cancer screening.

Prostate Cancer Screening

Employees are permitted up to 4 hours of leave with pay each calendar year for prostate cancer screening.

Alternative Work Schedules

UCS Policy on Alternative Work Schedules: While recognizing that not all jobs lend themselves to an alternative work schedule, the policy of the Unified Court System is to accommodate employee requests for alternative work schedules consistent with the operating needs of the employee's work unit and the collective Agreements.

Operational Needs and Alternative Work Schedules: Alternative work schedules are arranged at the discretion of management. An employee working an alternative work schedule may be required to return to the original schedule if the alternative work schedule is detrimental to operations or if operational needs change.

How to Apply for an Alternative Work Schedule: To request an Alternative Work Schedule, complete and submit an Alternative Work Schedule Option Request Form (Form No. UCS-70), available from your administrative office. Please review the UCS Alternative Work Schedule brochure.

Compensation and Benefits: Before requesting an alternative work schedule, consider your salary needs and the effect of a change in work schedule on your benefits. Employees requesting part-time schedules should be particularly attentive to the effect of reducing their hours of work on compensation and benefits. Be aware that if you reduce your schedule, you may not be able to return to a full-time schedule upon your request.

AWS and Holidays: Employees who have AWS schedules which are less than the standard 35 hours per week schedule are eligible for a pro-rated portion of Holiday



Did You Know?

(Continued from page 19)

Pay.

The New York State Comptroller pays all State employees for 7 hours for a holiday but AWS employees are eligible for only the pro-rated holiday. Accordingly, a charge is made to accrual balances (selected by the employee from Holiday Charge to Annual Leave or Comp Time if available, Holiday Charge to Pre-Tour Prep Time, Holiday Charge to Lost Time, etc.) to balance the holiday payment.

Kronos employees will be asked to enter or to obtain assistance from their supervisors in entering the appropriate "Holiday Charge" (Holiday Charge to Annual Leave, Holiday Charge to Comp Time, etc.).

If you have any questions about this accrual charge, supervisors or your local timekeeper can assist you.

Non-Kronos employees must enter the charge on their MyTime, UCS-36, 37, 37a or UCS-8 timesheets or can be assisted by the local timekeeper with this accrual charge.

Performance Management

A Managerial Skills Program available on the OCA intranet site. The Performance Management Program has been adopted from the one-day training program for all managers and supervisors in the New York State Unified Court System. The program covers such skills as coaching and



counseling, goal setting, performance appraisal, dealing with problem employees, and the performance review interview. This adoption is a self-study program. Each section is hyperlinked to the appropriate section of the Performance Management Participant Manual which each supervisor and manager receives when they take the "live" program. What is missing in this version are the experiential exercises and role plays which help to reinforce the key skills presented in the program, along with the accompanying video presentations. The following is meant to make it more convenient for each manager to train at his or her pace without having to be at a specific location at a certain time. The program will change from time to time based on organizational needs and other developments. To take the self-study program log on to courtnet at http://webcontent.courtnet.org/w1_www/oca/hr/personnel/evaluations/Perf_Mgt_Nov_27/slide%20presentation%20no%20notes_files/frame.htm.

What is missing in this version are the experiential exercises and role plays which help to reinforce the key skills presented in the program, along with the accompanying video presentations. The following is meant to make it more convenient for each manager to train at his or her pace without having to be at a specific location at a certain time. The program will change from time to time based on organizational needs and other developments. To take the self-study program log on to courtnet at http://webcontent.courtnet.org/w1_www/oca/hr/personnel/evaluations/Perf_Mgt_Nov_27/slide%20presentation%20no%20notes_files/frame.htm.

2008 Holidays

2008 Holidays		
New Year's Day	Tue	January 1
Dr. Martin Luther King, Jr. Day	Mon	January 21
Lincoln's Birthday	Tue	February 12
Washington's Birthday (Observed)	Mon	February 18
Memorial Day	Mon	May 26
Independence Day	Fri	July 4
Labor Day	Mon	September 1
Columbus Day (Observed)	Mon	October 13
Election Day	Tue	November 4
Veteran's Day	Tue	November 11
Thanksgiving Day	Thu	November 27
Christmas Day	Thu	December 25

2008 Terms of Court

TERM	MONDAY	SUNDAY
1	December 31	January 27
2	January 28	February 24
3	February 25	March 23
4	March 24	April 20
5	April 21	May 18
6	May 19	June 15
7	June 16	July 13
8	July 14	August 10
9	August 11	September 7
10	September 8	October 5
11	October 6	November 2
12	November 3	November 30
13	December 1	December 28

Did You Know?

Work/Life Assistance Program

Few people go through life without experiencing some personal difficulties at one time or another. Most of the time we can work them out on our own. However, there may be times when outside assistance is helpful. This program is designed to provide help in coping with problems such as mental or emotional stress, family or marital concerns, drug dependencies, alcoholism and legal or financial difficulties.

Corporate Counseling Associates which administers the Work/Life Assistance Program for OCA provided the following information in OCA's "The Resource" newsletter.

Stretching/Relaxation Exercises

All of the exercises described below can be practiced in just a few minutes and can be done at your desk or in your office space.

Shoulder Relaxer

1. Inhale and raise your right shoulder up toward your ear. On the exhale, release your shoulder down. Repeat three times and relax.
2. Inhale and move your right shoulder forward. On the exhale, return it to the starting position. Repeat 3 times and relax.
3. Inhale and move your right shoulder back. On the exhale, return it to the starting position. Repeat 3 times and relax.
4. Repeat the sequence on the left side.
5. Inhale and bring both shoulders up toward your ears, tense, and then drop your shoulders down as you exhale. Repeat 3 times and then relax.
6. Cross your right arm over your chest and under your left arm, reaching back to your left shoulder blade with your right hand. Cross your left arm over your chest, your left hand reaching for your right shoulder blade as if you are hugging yourself. Relax your shoulders down and away from your ears. Take several nice, deep, easy breaths, releasing any tension in your shoulders with each exhalation.
7. Repeat, but first cross your left arm followed by your right.
8. Release your arms and take a moment to notice the sensations in your shoulders.

This next sequence of movements can be done as part of



the above exercise, or it can stand alone as a separate exercise.

1. Place your fingertips on your shoulders. Slowly draw large circles with your elbows, moving in rhythm with your breathing. Exhale as your elbows come forward. Inhale as they go back and your chest expands. Focus your awareness on the expansion of your chest and the release of tension in your shoulders. Draw 3 circles and relax.

2. Reverse the direction of the circles, drawing 3 more. Again coordinate the expansion of your chest with each inhalation.

3. Relax and notice the sensations in your shoulders.

Cat Pose in the Chair

1. Sit forward on your chair, extending your arms behind you to rest your hands on the back edge of the seat. As you exhale, draw in your abdominal muscles as you tuck your head and round your shoulders and torso forward. Your pelvis tilts and your lower back rounds.

2. Then as you inhale, look up to the ceiling, lifting your breastbone, spreading your chest, pulling your shoulders back, and arching your lower back.

3. Repeat the sequence 3 times and then relax.

Child Pose

Sit forward on your chair. Imagine your head is so heavy that it slowly draws your neck, shoulders, and torso forward over your legs. Your back rounds. Hold this position and breathe gently, releasing tension. Hold for 30 seconds. Come out of the pose, rolling gently from the base of the spine, straightening one vertebra at a time. Sit quietly for a couple of minutes, focusing on your breathing and noticing the sensations in your body.

Exercises for the Head and Neck

Hold each of these positions, taking 3 easy breaths and relaxing tension with each exhalation. Then return your head to upright center before doing the next movement.

1. Drop your chin to your chest. Feel the weight of your head stretch out the back of your neck.
2. Look as far as you can over your right shoulder.
3. Look as far as you can over your left shoulder.
4. Drop your right ear to your right shoulder.
5. Drop your left ear to your left shoulder.
6. Clasp your hands behind your neck. Drop your head back. Let your jaw drop open. Relax your whole face. Breathe in and yawn, stretching your eyes and mouth wide open. On the exhale, release any tension in your jaw and face. Bring your head back to an upright position, and return your hands to your lap.

7. Draw small circles with your chin very slowly, 3 times

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Ceremonial Unit*(Continued from page 3)*

In the coming months the Ceremonial Unit will open Knicks and Rangers games. A list of court officers participating in the Unit follows, along with events in which the Unit has already appeared.

NYS Courts Ceremonial Unit

Sgt. James Campbell	CO Thomas Hickey
Sgt. Stephen Vera	SCO Harold Lilley
CO Kevin Byrne	SCO Billy Morris
SCO Timothy Cowart	CO William Ortiz
CO Mark DeVito	CO Michael Pritchard
CO Joseph Falco	SCO Angel Rispolo
SCO John Fortugno	SCO Jose Rivera
CO Latoya Gaddy	CO Samia Thabit
CO Gene Hall	

Past Events

- September 11 Street Renaming Ceremony

(Continued from page 21)

clockwise, then 3 times counterclockwise.

8. Relax and notice the sensations in your neck.

The Back Relaxer

1. Move to the edge of your chair. With your eyes closed, notice how your back feels. On your next in-breath, arch backward. Stretch your spine only as far as feels comfortable.
2. Exhale and round your back, rolling your shoulders forward and letting go.
3. Repeat 3 times, keeping your full attention on breathing, stretching, and letting go.

The following exercises help to release tension held in your face.

The Scrunch

1. Inhale and scrunch all of your facial muscles in toward the center of your face. It is as if you are trying to squeeze all the tension right off the tip of your nose.
2. Exhale, and let it go.

The Yawn

1. Inhale and open your mouth wide, lifting your eyebrows to make your face very long. This is like a yawn. When you exhale, let it go.

Positive Family Communication

In such a fast paced society, we tend to forget to share our feelings with our family members. Many of us become so involved with our own concerns, we forget to listen to other family members problems. Often it is in hard times that we have the most difficulty communicating. Commu-

- Academy Graduations (3)
- Assemblyman John Valles Funeral
- DeAmato's Funeral
- CO John Meehan's Funeral
- SCO James White's Funeral
- PO Timoshenko's Funeral
- Judge Lopez's Appointment to Supreme Court
- Opening Day for Met's - Shea Stadium
- September 11 Color Guard - Shea Stadium
- Columbian Bar Association Luncheon
- Gang Awareness Seminar - Queens
- September 11 Color Guard - Bronx Supreme Court
- September 11 Color Guard - Brooklyn Supreme Court
- September 11 Color Guard - Richmond Supreme Court
- Unveiling of New Postage Stamp - 60 Centre Street
- Red Mass at St. Andrew's
- Women in Courts Annual Luncheon in Nassau

nication can help strengthen relationships and show that we care about one another. Here are some tips to help your family communicate more positively:

Listen

1. Find time to speak with family members with as little distraction as possible.
2. Try to put aside your own opinions, thoughts and conclusions until your family member is done expressing him or herself.
3. Be willing to listen even if you do not agree with what is being said.
4. Make eye contact.
5. Try to sense their feelings whether they are expressing their feelings or not.
6. Encourage them to talk to you more about what is on their mind.
7. Give them a hug to show that you support them.
8. Always consider the person you are talking with.
9. Be patient.

Express Yourself

1. Try focusing on how something is affecting you.
2. Avoid placing blame on others.
3. Try to describe your feelings as clearly as possible.
4. Speak to a family member in a simple and direct way.
5. Be aware of your own gestures. And how they may appear to others.
6. Do not avoid speaking to a family member because you fear their opinion or reaction.
7. Describe how a family members behavior affects you without placing the blame.

Remember in good times and in bad, all family members need each other for support. Taking the time to listen to one another is as important as finding techniques to help

Interns Experience Court System through Hands-On Learning



Summer Interns met with Judge Juanita Bing Newton and members of Justice Initiatives Staff. Seated in center is J. Newton. On left is JI Chief of Staff Barbara Mule and on right is Chief Court Attorney Mike Yavinsky. Standing behind J. Newton is Shannon Castang from JI and behind Barbara Mule is Judith Caragine from the Chief Court Attorney's Office.

By Judi Caragine

The Criminal Court's 2007 Summer Internship Program once again provided a number of law school, college and high school students with an opportunity to learn what the New York City Criminal Court is all about. During the first week of the Program, the students were given a broad overview of the Court by learning about and observing our arraignment parts, all-purpose parts, trial parts, drug treatment courts and domestic violence courts. Thereafter, they worked in their individual assignments, some with a particular judge and some in a centralized office. In addition, the students came together roughly once a week to participate in a series of field trips. These trips included our time-honored visits to Red Hook Community Justice Center, Midtown Community Court, NYC Department of Probation, Manhattan Detention Complex, and Horizon Juvenile Center, as well as some new experiences, such as visits to the NYC Housing and Family Courts.

Although the students responded positively to all parts of the Program, the community courts were the highlight once again. Many of the students remarked that these courts impressed them and gave them confidence in the criminal justice system. As Leonard Spinelli, a law school

intern with the Chief Court Attorney's office, stated, "[i]t was truly inspiring to see the court system approach the concept of justice with such an . . . open mind that was focused on rehabilitation." Kyle Peddicord, a law school intern with Judge Fernando Camacho, also noted that he is "most glad to have seen that not only is justice being served, but that the court system is concerned with adjusting to meet the problems it faces and [is] serving the community in a progressive way."

In addition to the favorable responses to the field trips, several students commented on the positive impact the entire program had in shaping their future legal careers. As Alex Ponze, a law school intern with Judge Ira Margulis, specifically remarked, "[a]t the completion of the program I can honestly say I feel smarter, more knowledgeable and a lot more confident about where I want my law career to take me." This summer's class of interns was outstanding, and we truly enjoyed having them with us. The Program, however, could not have been such a success without the help of so many members of our Court community. Thanks again to everyone who assisted in making this yet another enjoyable and enriching summer for the interns.

Manhattan Pilots Trial Part Reservation System

This summer Manhattan started using technology to tackle the conundrum of too many trial-ready cases and too few judges to try them. As the number of judges assigned to Criminal Court decreases and the number of misdemeanor filings continue to rise, court administrators have been forced to make difficult courtroom staffing decisions. Unable to close arraignment or all-purpose parts, administrators invariably have to scale back the number of trial parts. In order to maximize the efficiency of the remaining trial parts, Manhattan Supervising Judge Eileen Koretz implemented a Trial Part Reservation System (TPRS) developed by Supervising Court Attorney Jeffrey Gershuny.

The system uses Groupwise software to allow judges and

clerks to reserve trial time in Manhattan's few remaining trial parts. Updated regularly by clerical staff, the system allows judges sitting in parts all over 100 Centre Street to know instantly what is happening in each of the trial parts. For instance, if a judge in an AP part has a case ready for trial, she can log on to TPRS to see which trial parts are engaged. Knowing which stage of trial each of the parts is in (i.e. jury selection, people's case, summations), the judge can then send the case to the trial part forthwith or schedule a firm trial date.

Jeff Gershuny says the system has already resulted in a more efficient use of the trial parts and faster dispositions of all cases.

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The "Second Call" is a newsletter published every four to six months by the Administrative Judge's Office. Questions, suggestions and submissions should be directed to the Office of the Administrative Judge by email: [Criminal Court Newsletter@courts.state.ny.us](mailto:CriminalCourtNewsletter@courts.state.ny.us)

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**Many thanks for all of the
help from:**

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New York City Criminal Court Second Call

Women's Bar Association Honors Supervising Judge Miller

Brooklyn Supervising Judge William Miller was honored at the Brooklyn Women's Bar Association's 89th Annual Dinner with the Sybil Hart Kooper Award. The ceremony was held at the Brooklyn Botanic Garden on April 12, 2007. The Sybil Hart Kooper Award is the Association's highest award given for dedication and continuing efforts in the furtherance of justice. Judge Miller is shown in picture at left receiving the award from (l. to r.) Association President Pamela A Elisifon, Retired Appellate Division Judge William C. Thompson, Sr. and past Association President Meredith Lusthaus. Brooklyn Criminal Court turned out in force to celebrate with Judge Miller. Shown in the bottom photo are Hon. Michael Gerstein, Hon. Patricia Henry, Lt. Sal Martucci, Hon. Miriam Cyrulnik, Vinnie Antignani, Hon. Ruth Smith, Hon. William Maguire, Hon. William Miller, Madonna



Connor, Hon. Sylvia Hinds-Radix, Hon. Miriam Best, John Hayes, Hon. Alvin Year-

wood, Tony Colandreo, Kings DA Court Clerk Shantel Jacobs and Capt. Patricia Coyne.

Administrative Judge Newton Honored at NYCLA Ceremony

Administrative Judge Juanita Bing Newton received a Distinguished Service Award from the New York County Lawyer's Association for her accomplishments in enhancing the status of women in the judiciary. Judge Newton received the award at NYCLA's Annual Luncheon on March 21, 2007. Former

Chief Administrative Judge Jonathan Lippman presented the award.

Judge Newton is pictured after the ceremony, left, with Manhattan Supervising Judge Eileen Koretz and Brooklyn Supervising Judge William Miller.

