
U.S. Courts Design Guide

The *U.S. Courts Design Guide*
is dedicated to

Honorable Robert S. Vance

1931 - 1989

United States Court of Appeals
11th Circuit

Judge Vance was the first chairman of the Space and Facilities Committee
of the Judicial Conference of the United States.
His leadership significantly influenced the development
of this *Guide* and the future of the Federal Judiciary.

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PREFACE

In recent years, the federal judicial system has experienced facilities-related problems caused by heightened security needs, automation of legal processes, and significant caseload increases. To address these problems, accommodate the dynamics and complexities of the modern courthouse, and meet demands for high levels of performance, this fourth edition of the *U.S. Courts Design Guide* (hereafter known as the *Guide*) has been prepared for judges, architects, engineers, and court administrators who will be involved in federal court construction projects.

This edition of the *Guide* was prepared under the direction of the Security and Facilities Committee of the Judicial Conference of the United States. It was approved by the Judicial Conference, the policy-making body of the federal court system, in March 1997 for use in designing spaces for the federal judiciary. The fourth edition replaces all previous editions. Prior to submission to the Judicial Conference for approval, the *Guide* was reviewed by Judicial Officers, Clerks of Court, Librarians, Probation Officers, Federal Defenders, Staff Attorneys, Circuit and District Court Executives, the U.S. Marshals Service, the Executive Office for U.S. Attorneys, and the General Services Administration (GSA).

The *Guide* was initially developed over a three-year period in a cooperative effort between the federal judiciary and a team of experts in space planning, security, acoustics, mechanical-electrical systems, and automation. Direction for the cooperative effort was provided by the federal judiciary and the National Institute of Building Sciences. During the three-year period, existing court facilities were visited in all regions of the United States. The facility study included small, medium, and large federal court operations.

The *Guide* has been revised four times since it was first published in 1991. A comprehensive evaluation was conducted in 1996 to ensure that the *Guide* continues to reflect the functional requirements of the courts accurately. The 1997 edition incorporates new criteria in response to current economic constraints and advocates court facilities that will serve the judiciary now and in the future.

Chief Justice of the United States

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The Judicial Conference of the United States thanks the Space and Facilities Committee and the Courts Design Guide Subcommittee for their support, time, and expertise in reviewing drafts of the *U.S. Courts Design Guide*.

Space and Facilities Committee of the Judicial Conference of the United States

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Honorable I. Leo Glasser, United States District Judge

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Honorable James M. Rosenbaum, United States District Judge

Administrative Office of the U.S. Courts

The Judicial Conference wishes to express thanks for the efforts of the members of the Administrative Office of the U.S. Courts who coordinated and administered the *Guide* project.

Raymond A. Karam, Assistant Director for Administration

P. Gerald Thacker, Chief, Space and Facilities Division

Consultants

The Judicial Conference thanks the following consultants for their knowledge, experience, and insights.

Philip J. Schneider, AIA, Director of Technical Programs
National Institute of Building Sciences
Project Director

F. Michael Wong, Ph.D., FRAIA, AIA, President, Principal Consultant

Gordon S. Wood, Vice President

Terence E. Berggren, RA, Vice President

Karin E. Jenvold, Senior Planner

Space Management Consultants, Inc.

Space Planning, Furniture, and Finishes Consultants

Joseph R. Loring, Chairman and CEO

Joseph R. Loring & Associates, Inc.

Mechanical-Electrical Consultant

John Erdreich, Ph.D., Principal

Ostergaard Associates

Acoustics Consultant

Michael Dell'Isola, PE, CVS, Executive Manager

Hanscomb Associates, Inc.

Cost Consultant

J. Michael Greenwood, Ph.D., Senior Research Analyst

Federal Judicial Center

Automation and Technology Consultant

Michael Muller
William J. Warnock
Christine Johnson
Barry Sullivan
United States Marshals Service
Security Consultants

Bry Pollack
Copy Editor

Helen English
Steven Winter Associates, Inc.
Document Design Consultant

Brian G. Conway, R.A.
Henningson, Durham and Richardson, Inc.
Production Consultant

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Security, Space and Facilities Committee

Honorable Robert C. Broomfield, United States District Judge, District of Arizona, 1987 - 1994, **Chairman**

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Subcommittee on Space and Furniture Standards

Honorable Michael S. Kanne, United States Court of Appeals Judge, Chairman

Honorable J. Bratton Davis, United States Bankruptcy Judge

Honorable I. Leo Glasser, United States District Judge

Honorable James M. Rosenbaum, United States District Judge

Administrative Office of the U.S. Courts

The Judicial Conference wishes to express thanks for the efforts of the members of the Administrative Office of the U.S. Courts who coordinated and administered the 1994 edition of the *Guide*.

P. Gerald Thacker, Assistant Director for Facilities, Security, and
Administrative Services

Ross Eisenman, Special Assistant to the Assistant Director

Gate Lew, AIA, Senior Architect

Consultants

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John Erdreich, Ph.D., Ostergaard Associates

Michael Dell'Isola, Hanscomb Associates, Inc.

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Security, Space and Facilities Committee

Honorable Robert C. Broomfield, United States District Judge, District of Arizona, 1987 - 1995, **Chairman**

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Honorable Lawrence P. Zatkoff, United States District Judge, Eastern District of Minnesota, 1990 - 1996

Subcommittee on Space and Furniture Standards

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Honorable Robert E. Cowen, United States Court of Appeals Judge

Honorable J. Bratton Davis, United States Bankruptcy Judge

Honorable Benson E. Legg, United States District Judge

Administrative Office of the U.S. Courts

The Judicial Conference wishes to express thanks for the efforts of the members of the Administrative Office of the U.S. Courts who coordinated and administered the 1995 addendum project.

P. Gerald Thacker, Assistant Director for Facilities, Security, and Administrative Services

William J. Lehman, Deputy Assistant Director for Facilities, Security and Administrative Services

Ross Eisenman, Special Assistant to the Assistant Director

Gate Lew, AIA, Senior Architect

Consultants

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Subcommittee on Space Standards

Honorable Lewis T. Babcock, United States District Judge, Chairman

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Administrative Office of the U.S. Courts

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P. Gerald Thacker, Assistant Director for Facilities, Security, and
Administrative Services

William J. Lehman, Deputy Assistant Director for Facilities, Security and
Administrative Services

Ross Eisenman, Chief, Policy and Resource Management Staff

Gate Y. Lew, AIA, Senior Architect

Consultants

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Carla M. Ohler, Fentress Incorporated

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INTRODUCTION AND INSTRUCTIONS

Scope

The comprehensive guidelines contained in this document describe the types of spaces commonly associated with facilities for the U.S. Court of Appeals (USCA), U.S. District Court (USDC) including magistrate judges, and the U.S. Bankruptcy Court (USBC). The *Guide* includes special facilities criteria for renovating existing court buildings and historic buildings and accommodating courts in both multi-tenant and leased facilities.

Objectives

The *Guide* has three major objectives. First, it serves as a planning tool for federal judges and key judicial personnel who are directly involved in the design of a federal court facility. Second, it provides relevant information for the General Services Administration (GSA) and an architecture/engineering (A/E) team to plan, program, and design a functional, aesthetically-appropriate, and cost-effective court facility. The information enables judges and judicial personnel to collaborate effectively with GSA and the A/E team throughout a project's design and documentation. The *Guide* also facilitates information among the A/E team and specialists regarding security, acoustics, and automation. Last, the *Guide* provides the Judicial Conference of the United States, through its Security and Facilities Committee, and the Administrative Office of the U.S. Courts (AOUSC), with policy guidance for the overall planning, programming, and design of federal court facilities throughout the United States and its territories.

The *Guide* contains state-of-the-art design criteria for courthouses. Users should read all introductory text carefully to understand the scope, function, and intent of the guidelines presented, and their relationship to the design process.

Circuit Judicial Councils

Circuit judicial councils play an important space management role by reviewing district-wide long range facility plans, approving subsequent requests for new or modified space, and enforcing adherence to design guidelines. As directed by the Judicial Conference of the United States, any significant departures from design criteria contained in the *Guide* must be approved by the appropriate circuit judicial council. Documentation of approved departures are then submitted to Congress.

Programming/Budgetary Notes

Programming and budgetary notes, found throughout the *Guide*, provide assistance with decisions made during the development of courthouse projects. The notes include both judicial branch policy and lessons learned from completed projects. The notes supplement the criteria in the *Guide*; their purpose is to provide direction for using the flexibility of the *Guide* to develop justifiable and cost-effective federal courthouse projects.

Fiscal Considerations

The *Guide* is both a design and financial commitment document. The Judicial Conference's space rental budget correlates to the design standards contained in the *Guide*. Departures from the *Guide* often result in over-budget construction and increased rental costs and are, therefore, discouraged.

Architectural Programming Considerations

The *Guide* lists and describes all major spaces and spatial groupings contained in federal courthouses. The number of major space groupings required for a particular court building should be determined at the programming stage. Individual project circumstances dictate which of the major space groupings should be included in a building program.



Programming Notes

- The *Guide* is intended to be a performance document, not a prescriptive document that dictates the means of achieving an end.
- Criteria in the *Guide* do not represent space entitlements. The criteria apply to an array of space types that must be justified based on the specific purpose of each project. Facility plans, programs, and designs must include only space needed to satisfy the functional and security requirements of the court.
- Differences between space in an existing facility and the criteria in the *Guide* are not justification for facility alteration and expansion. In such cases, alternatives to space expansion are investigated before any additional space is requested.
- Design architects and court staff are prohibited from adding spaces not originally contemplated in the approved prospectus or design program. Increasing the floor area or building volume from that originally contemplated is also prohibited.



Budgetary Notes

- Renovation and new construction occur when the court and circuit judicial council identify space needs through the judiciary's long-range facility planning process. GSA determines by what method the space is provided, e.g., by construction of a new
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building, renovation of an existing building, a lease, or other means.

- Any action taken by a court or circuit judicial council that would lead to extravagance in courthouse construction or renovation is prohibited; however, the Judicial Conference of the United States recognizes and strongly supports a pragmatic approach to design that includes the use of durable, quality materials. This approach ensures that courthouses constructed at present will last well into the future.
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Supporting Documents

Court facilities are built under GSA's construction program. Criteria for federal buildings constructed under the GSA program are found in the publication *Facilities Standards for the Public Buildings Service*. The publication includes criteria for site; building structure (including seismic design); building mechanical and electrical systems; building services such as elevators, fire protection, and security; and general office design. The publication also contains references to appropriate national building codes. In contrast, the *Guide* covers only those criteria pertaining to the unique functions of the U.S. Courts. Where appropriate, the *Guide* directly references criteria found in *Facilities Standards for the Public Buildings Service*.

Other documents that contain requirements for U.S. Courts facilities are the *Federal Property Management Regulations (FPMR)* (Chapters 101-17 and 101-19), and the *GSA Prospectus Development Study (PDS)* completed for each project. The *FPMR* defines standards, classifications, and alterations in GSA spaces, including special classifications for court spaces. The *PDS*, prepared according to criteria in *GSA's Prospectus Development Study Guide* (December 1991), provides project-specific programs, budgets, and implementation strategies.

Security equipment identified in the *Guide* will be furnished by the U.S. Marshals Service (USMS). Detailed specifications for security equipment and criteria for USMS administrative and secure spaces are found in *Requirements and*

Specifications for Special Purpose and Support Space Manual, published by the USMS.

In addition, the following related guides and manuals published by the AOUSC should guide architectural and engineering decisions.

- *Guide to Judiciary Policies and Procedures*
- *Guide Specifications for Modification/Installation of Audio Systems in United States Courthouses*
- *United States Courts Moving Guide*
- *Electronic Courtroom/Chambers, An Interim Guide to Courtroom Technologies*
- *United States Courthouse Design & Construction Process*
- *Judiciary's Human Resources Manual*

The Space and Facilities Division of the AOUSC has available upon request post-occupancy evaluation reports of completed courthouse and courtroom designs, courthouse videos, and other documentation of the lessons learned from completed projects.

Design professionals who use the *Guide* are expected to possess knowledge of and access to literature pertaining to their particular skill area. Such professionals are also expected to use government, industry, and consensus-based standards in applying *Guide* criteria to the design of court projects.

Changes to the *U.S. Courts Design Guide*

Any suggestions for modifications to the *Guide* should be forwarded to the Chief of the AOUSC's Space and Facilities Division.

Metrication

The Metric Conversion Act of 1975, as amended by the Omnibus Trade Act of 1988, establishes the modern metric system [System International (SI)] as the preferred system of measurement in the United States. To facilitate the transition to the metric system, English units in the text are followed by metric equivalents in parentheses. Metric units have been rounded to simplify their use in design and construction. The following chart lists the equivalent types of English and metric units in the *Guide*.

UNIT	ENGLISH UNIT	METRIC UNIT
Area	square foot (SF)	square meter (m ²)
Length	foot (ft), inch (in)	millimeter (mm)
Thickness	gauge (ga)	millimeter (mm)
Weight/Mass	ounce (oz)	kilogram (kg)
Load	pounds per square foot (PSF)	Pascals (Pa)
Volume	gallon (gal)	liter (L)
Temperature	Fahrenheit (°F)	Celsius (°C)
Air flow	cubic feet per minute (CFM)	liters per second (L/s)
Illuminance	footcandles (FTC)	lux (lx)

Gross and Net Area Designations

GSA has used the terms “occupiable area” and “net usable space” for court facilities. GSA defines “occupiable area” as the portion of the gross area of a building that is available for use by court personnel or occupied by the court’s furnishings. “Occupiable area” includes space for internal circulation (circulation space within an area) and is synonymous with “net usable space,” which GSA generally uses to describe tenant-assigned space in leased facilities.

Other terms used in the facility-related industry are “BOMA rentable” and “BOMA usable,” as defined by the Building Owners and Manager Association (BOMA). Both terms are roughly equivalent to GSA’s terminology. “BOMA usable” is analogous to GSA’s “occupiable area.” The difference between “BOMA rentable” and “BOMA usable” is the “common area factor,” which assigns costs for non-exclusive building support spaces. GSA has adopted the BOMA standards.

Space criteria in the *Guide* are presented in terms of net square feet (NSF) and net square meters (Nm²). It is important to note that “NSF (Nm²),” as used in the *Guide*, is not synonymous with “net usable space.”

The NSF criteria in the *Guide* do not include space for circulation among programmed spaces. For example: 1) the net space of a courtroom includes space for circulation within the courtroom; however, the NSF criteria for courtrooms do not include space for travel to and from the courtroom; or 2) the net space of a workstation in an open office does not include circulation among workstations.

Space needed to accommodate circulation among programmed spaces varies significantly with each facility's specific design. Determining appropriate internal circulation factors depends upon many issues, such as building configuration, average size and depth of spaces, and the general design of the area (i.e., "compressed" versus "spacious"). Based on a study of completed courthouse designs, the *Guide* provides specific values to estimate circulation space requirements for various offices and functional areas of a courthouse. Please refer to the appropriate chapter for specific circulation criteria.

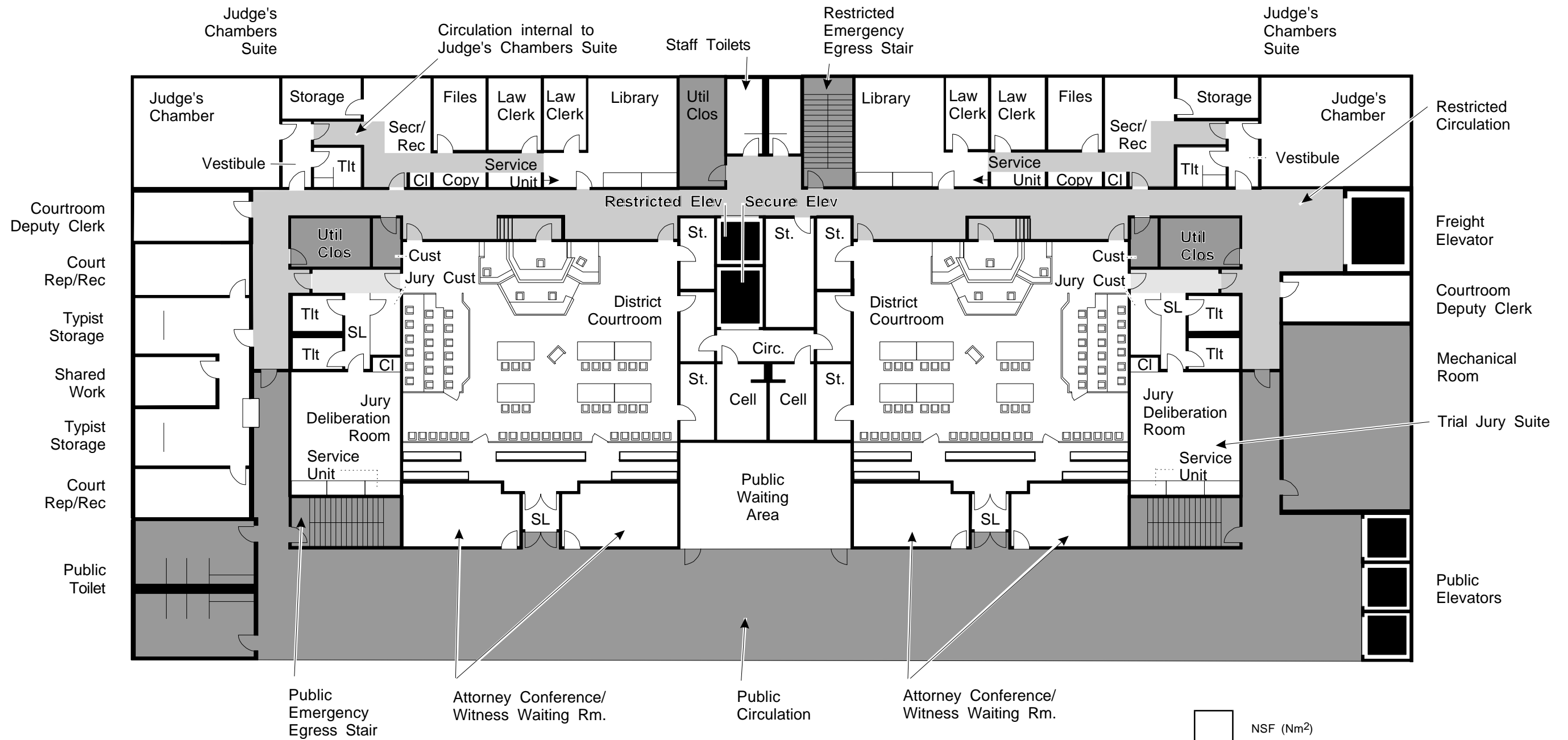
The NSF criteria in the *Guide* also do not account for building support spaces that are included in the building gross area. The building gross areas include public circulation, partitions, mechanical and electrical rooms and risers, elevator shafts, stairs, public corridors and lobbies, public toilets, internal and external wall thicknesses, and other areas.

To help clarify these terms, Figure I.1 illustrates the "net," "occupiable," and "gross" areas provided on courtroom floors.

Estimating Total Gross Area

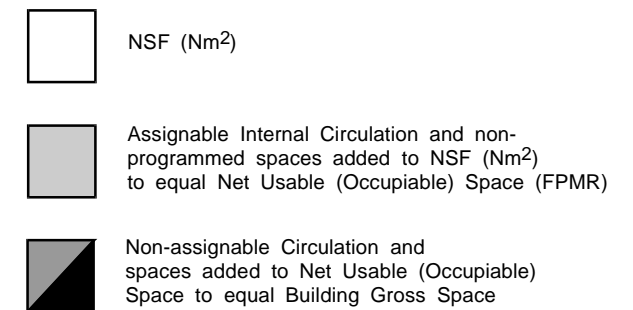
For planning purposes, a useful general internal circulation factor is 20%. To account for circulation among programmed spaces, multiply the NSF by 1.20, which provides an estimate of the facility's "occupiable area."

The "occupiable area" typically accounts for 67% to 72% of the total gross area of court facilities. To calculate the total gross area, divide the occupiable area by 0.67 to 0.72. The resulting value is expressed in gross square feet (GSF) or gross square meters (Gm²).



NOTES:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for court floor design.
2. This drawing is not to scale.



Organization of the U.S. Courts Design Guide

The *Guide* consists of 14 chapters plus acknowledgments, a preface, a foreword, an introduction, an appendix, and an index. Chapters 2 through 14 provide planning and design guidance and specific criteria. With some exceptions, each chapter is broken out into functional categories. The categories include functions and activities; user capacity; adjacency and circulation; size; design requirements; finishes, furniture, and fixtures; security; acoustics; heating, ventilating, and air conditioning (HVAC); lighting; and electrical, audio, video, communications, and data transmission for each type of space.

To better serve the participants in the design process, Chapters 2 and 3 are written primarily for judges and judicial personnel; Chapters 4 through 14 are written primarily for design professionals (architects, planners, and engineers) who design court facilities.

Tables are provided in most of the chapters to summarize planning, programming, and design requirements for major space groupings. The tables provide quantities, measurements, and descriptions for each space or sub-space.

Chapter 1: The Federal Courts System briefly describes the organization of the federal court system, its administrative functions, and the judicial process.

Chapter 2: Courthouse Programming and Budgetary Considerations

Overview describes the process used to plan, program, design, and construct federal court facilities, as well as strategies for developing cost-effective courthouses to accommodate the judiciary's current and future needs. The budgetary responsibilities of the judiciary, GSA, and other courthouse project participants are also described.

Chapter 3: General Design Guidelines contains general design guidelines for judges and judicial personnel working with an A/E team to design a new court facility. In addition, the chapter assists A/E team members in understanding the functional and spatial relationships among the major components of a court facility; the need for separation of circulation systems; and the general guidelines for finishes, security, acoustics, mechanical-electrical systems, automation, barrier-free access, and signs. The chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams for the U.S. Court of Appeals (USCA), U.S. District Court (USDC) including magistrate judges, and the U.S. Bankruptcy Court (USBC).

Chapters 4 through 13 contain specific design guidelines to assist the A/E team in the design of a new court facility. Each chapter addresses a major category of space or grouping of spaces. With some exceptions, Chapters 4 through 13 consist of three distinct components: SRAC diagrams, tables, and written specific design guidelines. These components contain pertinent architectural and technical

information essential to the planning, programming, and design of federal court facilities. Each component is described in detail at the end of this introduction.

Because the *Guide* deals with design guidelines for all types of federal courts including the USCA, USDC including magistrate judges, and USBC, organizing such guidelines by court type would have resulted in duplication. For example, since each court has a Clerk's Office, information for this major category of space would have to be repeated multiple times. To avoid this problem, the design guidelines are organized by major court functions and spaces. All design guidelines for courtrooms, including design tables, SRAC diagrams, and specific design guidelines are organized in a single chapter. This allows the A/E design team working on the planning and design of courtrooms to get all required guidelines in one chapter.

Chapter 4: Courtrooms contains specific design guidelines for USCA, USDC, magistrate judge, and USBC courtrooms.

Tables 4.1 through 4.4 list the major functional areas of the USCA, USDC including magistrate judges, and USBC courtrooms. The tables provide an itemization of user stations and functional areas within the courtroom, immediate ancillary spaces for storage and review of exhibits, and soundlocks from the public corridor.

Chapter 5: Judges' Chambers Suites describes specific design guidelines for chambers suites of USCA, USDC, magistrate, and USBC judges.

Tables 5.1 through 5.4 list the functional areas within the chambers suites of USCA, USDC, magistrate, and USBC judges. Table 5.5 lists the sizes of specific areas found in chambers suites.

Chapter 6: Ancillary Facilities defines specific design guidelines for judges' conference rooms, robing rooms, and conference/robing room; attorney lounge; attorney conference/witness waiting room; public waiting area; court reporter/recorder facilities; news media room; and alternate dispute resolution suite.

Tables 6.1 through 6.4 list ancillary facilities for both courtrooms and chambers suites. Spaces unique to the USCA, USDC, and USBC are listed separately.

Chapter 7: Jury Facilities describes specific design guidelines for the jury assembly room, trial jury suite, and grand jury suite.

Tables 7.1 through 7.4 list required jury facilities. The tables are divided into three sections to address each of the three jury-related facilities.

Chapter 8: Central Court Libraries contains specific design guidelines for the headquarters circuit library, satellite library, and unstaffed library.

Tables 8.1 through 8.4 list the main functional areas within court libraries, including both user and staff work areas.

Chapter 9: Clerk's Office contains specific design guidelines for Clerks' Offices of the USCA, USDC, and USBC.

Table 9.1 lists the functional areas that are applicable to Clerks' Offices in the USCA, USDC, and USBC.

Chapter 10: Judiciary-Related Offices describes specific design guidelines for the Office of the Circuit Executive (USCA), Office of the Staff Attorney (USCA), Office of the Preargument/Conference Attorney (USCA), Office of the District Court Executive (USDC), U.S. Probation (USDC), Pretrial Services (USDC), Federal Defender, and Bankruptcy Administrator.

Table 10.1 lists the functional areas that apply to judiciary-related offices.

Chapter 11: Court-Related and Miscellaneous Facilities defines specific design guidelines for shared staff facilities, including conference rooms, meeting rooms, staff lounges, and toilets; the cafeteria; other support areas, including vending areas, exercise room, and audio-visual control room; and parking. Facilities for the U.S. Attorney, U.S. Marshals Service, and daycare centers are also discussed.

Table 11.1 lists functional areas for court-related facilities. The table is divided into sections for shared staff facilities, cafeteria, other support areas, and parking.

Chapter 12: Building Support Facilities contains design guidelines for delivery, disposal, storage areas, equipment rooms, maintenance staff areas, and public service areas.

Table 12.1 lists functional areas for building support facilities. The table is divided into sections for delivery, disposal, and storage areas; maintenance staff areas; equipment rooms; and public service areas.

Chapter 13: Considerations for Special Facilities provides guidance for court projects that may compel modified application of design guidelines. The guidelines in Chapters 2 through 12 provide for a preferred or ideal new court building on an unrestricted site. However, many court projects involve existing and/or special conditions.

Chapter 14: Courthouse Security describes security requirements for court facilities.

The **Appendix** provides a useful glossary of abbreviations used in the *Guide*.

An **Index** is furnished for locating specific information.

Spatial Relationship, Accessibility, and Circulation Diagrams

SRAC diagrams are provided for Chapters 3 through 5, and 7 through 12. Each diagram represents an arrangement of required types of spaces, circulation patterns, and access points. Every effort must be made during the design process to maintain the arrangements illustrated in the SRACs. In practice, however, this may not be possible.

It is important for users of the *Guide* to understand what the diagrams do and do not represent. SRAC diagrams describe only circulatory relationships among spaces; they are not floor plans, which normally describe exact spatial sizes, configurations, and corridor distances between spaces. In a SRAC diagram, the boxes representing spaces show only gross, relative sizes. Regular shapes do not imply that actual spaces must be rectangular. Similarly, irregular shapes convey no particular form since physical conditions, external constraints, and design considerations might dictate other configurations. In addition, the relationships between spaces along circulation routes indicate only adjacencies, not approximate distances. The location of spaces on one side of the diagram or another does not necessarily fix their position on any side of a planned facility or office. Circles showing vertical circulation do not indicate the number or specific location of elevators or stairwells; for example, requirements for a freight elevator might be accommodated by a single elevator.



Programming Notes

- The actual types, numbers, and sizes of spaces shown on the SRAC diagrams should not be interpreted literally; instead, they must be determined on a case-by-case basis, depending upon the program, design, applicable building codes, and other requirements.
 - For certain spaces, such as courtrooms and judges' chambers suites, the number of boxes shown on the SRAC diagrams does not necessarily indicate the number of actual spaces in a planned facility. The diagram should be used as a guide for determining the space required.
-

Small black squares on the SRAC diagrams indicate toilet facilities regardless of the number of fixtures actually needed to fulfill code and program requirements.

The SRAC diagrams describe three circulation patterns: public, restricted, and secure. Each is indicated by a different line style and weight. A dotted line represents public traffic patterns used by lawyers, spectators, media representatives, and other individuals. Restricted circulation patterns within and between office spaces are represented by broken lines. Restricted circulation is generally used by judges, courtroom deputy clerks, court security officers, authorized visitors, and administrative or clerical support staff. A solid line represents secure circulation for prisoner movement; secure circulation must not intersect public or restricted circulation.

Although the lines used to indicate traffic patterns imply the existence of corridors, this is not always the case. In some instances, a circulation pattern is subsumed by another space, such as when lobby space is used as a public circulation area. In some instances, a circulation pattern might intersect an indicated space (e.g., where public traffic intersects a reception counter used to control access from waiting areas to restricted spaces). Any uncontrolled intersection of differing circulation patterns constitutes a breach of security and must be avoided. Additionally, lines indicating circulation do not describe egress requirements.

Large black dots on the SRACs indicate either transition or circulation termination points (i.e., termination points for public or restricted circulation); points of transition from one circulation type to another: public to restricted or external to internal; or transition points from a circulation type to a given space (from public access to a reception area).

Vertical circulation is also shown on the SRAC diagrams. A circumscribed P indicates vertical public circulation for movement between floors. A circumscribed R indicates restricted vertical circulation, extending to secure parking within the building and connecting restricted circulation on other floors. A circumscribed F indicates vertical circulation for the movement of freight and other bulky items. A circumscribed S indicates vertical secure circulation exclusively for in-custody defendants and security officers of the USMS.

Access to facility circulation patterns, offices, and individual space types is indicated on the SRAC diagrams by arrows. Outlined arrows denote either public entry or access; solid arrows denote restricted and secure entry or access. For both types of arrows, access types are further distinguished with numbers. Please refer to the keys of individual SRAC diagrams for additional information.

CHAPTER 1: THE FEDERAL COURTS SYSTEM

As established by the Constitution, the federal courts constitute one of three co-equal branches of our national government. The other two branches are the executive and legislative branches. Unlike members of the executive and legislative branches (i.e., president, vice president, senators, and representatives) who are elected for a set number of years, members of the judiciary and the Court of International Trade are appointed for life, as set forth in Article III of the Constitution. U.S. Supreme Court justices, U.S. Court of Appeals (USCA) judges, and U.S. District Court (USDC) judges are appointed to office by the president, with the approval of the Senate. Judges are subject to removal from office only through impeachment, as provided in the Constitution. The Constitution also prohibits lowering the pay of federal judges. These two forms of protection allow federal judges to make decisions, even unpopular ones, without fear of removal from office or reduction of salary.

Types of Federal Courts

Article III of the Constitution provides for a Supreme Court and whatever other federal courts Congress considers necessary. The number of federal judges is small. While the Supreme Court and its justices are located in Washington, D.C., most members of the federal judiciary are dispersed throughout the United States.

Trial Courts. Congress divided the country into 94 federal judicial districts, each with its own USDC. The USDCs are the federal trial courts, where cases are tried, witnesses testify, and juries serve.

In the federal trial courts, broadest judicial responsibility is given to USDC judges. USDC judges conduct a wide range of judicial proceedings including hearings, bench trials, and jury trials. Proceedings occur in both civil and criminal cases. Only district judges are authorized to conduct major criminal trials.

There are currently 649 authorized USDC judgeships. Typically, one to five district judges are located in small- to medium-sized court facilities; however, in several large metropolitan areas, as many as 15 to 20 district judges are located in a single facility. Generally, one trial courtroom is required for each district judgeship.

Bankruptcy and magistrate judges assist district judges by conducting some of the proceedings in the federal trial courts. Both are appointed by USCA and USDC judges and serve for a set number of years.

Magistrate judges exercise jurisdiction in a narrower range of cases than USDC judges, as determined by statute and a delegation of authority from USDC judges. Magistrate judges hear preliminary matters in criminal cases and try minor criminal cases. Under certain circumstances, magistrate judges may conduct the full range of proceedings in civil cases, up to and including jury trials. U.S. Bankruptcy Court (USBC) judges have authority under federal bankruptcy law to act over all matters involving debtor-creditor relationships. USBC judges conduct a variety of civil hearings, and, in very limited circumstances, may conduct civil jury trials.

Courts of Appeal. Congress grouped the 94 USDCs into 12 regional circuits, and established within each circuit a single USCA. Litigants who lose in the USDC may appeal their case to the USCA, which reviews cases to see whether the trial judge applied the law correctly. The USCA also reviews cases decided by the tax court and various federal agencies, such as the National Labor Relations Board. The USCA is the final stop for most litigation in the federal system. There are currently 167 USCA judges authorized for the 12 regional circuits. Typically, one to five appellate judges are located in a few cities in the various circuits. Occasionally, up to 11 judges are housed in a single location. Only one headquarters courtroom (en banc courtroom) exists within each circuit. One or more auxiliary, or panel, courtroom(s) might be

located throughout each circuit. Most federal court facilities, however, do not house USCA judges or courtrooms.

The Supreme Court. The U.S. Supreme Court is the highest court in the land. Cases from the 12 circuit appellate courts and the highest courts of each state can be appealed to the Supreme Court. The Supreme Court is not required to hear every case brought before it. In fact, each year the Supreme Court agrees to hear less than 10% of the appeals presented. The courtroom and other facilities for the nine Supreme Court justices are located in the Supreme Court Building in Washington, D.C. Design criteria for the Supreme Court are not included in the *Guide*.

Administration of the Federal Courts

Federal judges, as members of the judicial branch of government, are responsible for the efficient operation of the federal courts. Policies for federal courts are established by a committee of federal judges, called the Judicial Conference of the United States. The Judicial Conference is chaired by the Chief Justice of the U.S. Supreme Court. Standing committees of judges have policy responsibilities that are exercised on behalf of the Judicial Conference. Furthermore, in each of the various circuits, administrative oversight is carried out through committees called judicial councils. Day-to-day administration in the circuits and districts is the responsibility of chief judges; however, within broad parameters of established policies, federal judges have a considerable degree of independence concerning the operation of their respective courts.

The federal judiciary is served by the Administrative Office of the U.S. Courts (AOUSC). Located in Washington, D.C., the AOUSC performs a wide range of administrative duties to assist the operation of the federal courts. Other administrative officers directly responsible for carrying out judicial work include Clerks of Court and Circuit and District Court Executives.

CHAPTER 2: COURTHOUSE PROGRAMMING AND BUDGETARY CONSIDERATIONS OVERVIEW

This chapter describes the process used to plan, program, design, and construct federal court facilities and provides strategies for developing cost-effective courthouses to accommodate the judiciary's current and future needs. The budgetary responsibilities of the judiciary, General Services Administration (GSA), and other courthouse project participants is also described.

Introduction

Federal courthouse space requirements are developed through a multifaceted process of planning, programming, design, and construction. This process includes a project team composed of the judiciary, GSA, U.S. Marshals Service (USMS), other federal agencies, consultants, and contractors. The project team is required to make informed decisions about the judiciary's functional needs while effectively controlling project costs. The project team must consider efficiency, value, life-cycle cost, and budgetary impact when making design decisions.

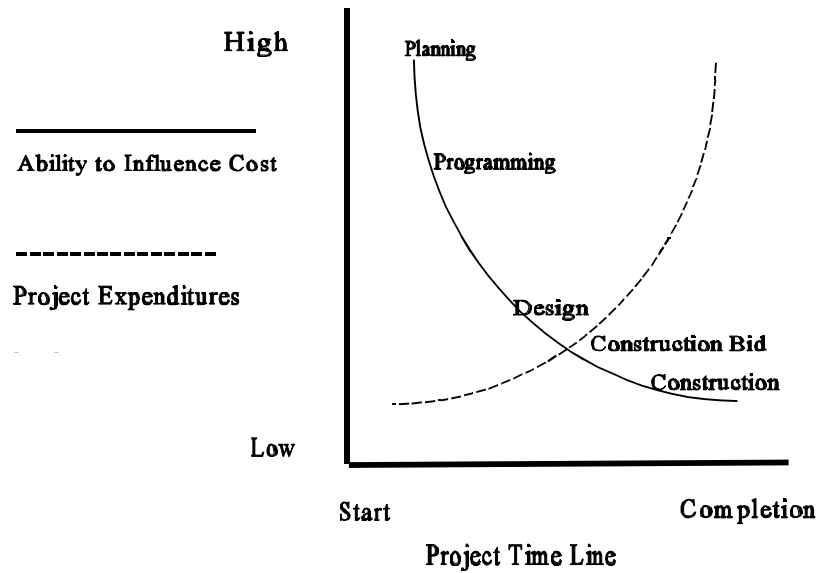
The application of criteria presented in the *Guide* will help direct project decisions toward producing functional, cost-effective facilities. The *Guide* allows flexibility and supports efforts to define criteria and explore solutions that enhance performance and reduce costs. **The criteria in the *Guide* do not represent an entitlement of space or furnishings.**

General Cost-Control Strategies

The cost of a courthouse is primarily determined by the size of the building, including both the area (the size and number of spaces) and the volume (the floor-to-floor heights). The size is determined by evaluating the functional requirements of the court (planning), applying the criteria in the *Guide* to determine space needs (programming), and developing efficient spatial relationships (design). For each courthouse, construction materials and methods must be selected to satisfy the court's requirements and achieve an optimum balance of initial and life-cycle costs.

Both new and existing buildings provide the opportunity to explore cost-saving strategies while defining the functional needs of the courthouse. The project development process for a courthouse facility in an existing structure represents a greater challenge in creating a balance between function and cost-effectiveness and therefore demands greater flexibility in defining the program and its relationship to the *Guide*. Refer to Chapter 13 for more information regarding project development in existing facilities.

Cost Influence Graph



The judiciary strongly recommends participation of affected parties during all phases of a project, particularly at the project's inception. As the Cost Influence Graph above shows, the greatest opportunity to influence project cost occurs in the planning and programming phases.

Management participation in the planning and programming phases is very important to ensure cost-effectiveness during design and construction. As the project progresses toward the design and construction phases, the cost of implementing changes increases.

The Planning, Programming, and Design Process

A typical project development process includes four phases. The *planning phase* includes evaluation of workloads, staffing levels, procedures, organizations, and administrative requirements. The *programming phase* translates functional requirements into a space needs (housing) plan and defines the project's design objectives. Drawings and specifications for constructing the facility are developed in the *design phase* through an iterative process of increasing detail. Materials and labor are organized to implement the design in the *construction phase*.

Typical Federal Courthouse Project Development Process

A typical project development process for a federal courthouse is described below. Not all projects will follow this exact sequence of events. Cost evaluation and control opportunities occur at each step and must be addressed by the court, GSA, and consultants.

Planning Phase

Before the project begins, court personnel responsible for facility planning and development must be identified and a court facility planning committee formed consisting of judges and representatives of the judiciary family. The committee must be cost-conscious and creative in developing efficient court facilities. The services of a design and construction professional working directly for the court may be needed to ensure complete and thorough budget and design reviews.

The court begins planning by identifying existing facility assets and deficiencies through a Facilities Assessment Survey, which is then evaluated by the Administrative Office of the U.S. Courts (AOUSC) as part of the long-range facility planning

process. Concurrent with the evaluation of existing facilities, the court identifies current and future caseload statistics and staffing requirements. The criteria in the *Guide* are combined with these data to develop the court's initial space needs statement. Accurate data and justifiable assumptions are essential to ensure maximum cost-effectiveness. The resulting long-range facility plan assesses the court's immediate and long-term (5-, 10-, 20-, and 30-year) facility requirements and must be approved by both the chief judge of the district and the circuit judicial council. Long-range plans are used by the judiciary to identify, justify, and prioritize projects that become part of the judiciary's five-year plan of court construction projects. The five-year plan is a national prioritized list of proposed court construction projects.

Programming Phase

The detailed programming, design, and construction of federal courthouses is the responsibility of GSA. GSA initiates projects requested in the judiciary's five-year plan. GSA's development process begins with a long-range/community plan that identifies the federal government's facility resources and requirements in a given geographic area. The plan identifies other agencies that may use space in a courthouse for long-term or interim occupancy. The design of facilities for the long-range needs of the courts and overall project budgets will be greatly influenced by these decisions. Projects are reviewed by GSA's Courthouse Management Group (CMG), whose prime responsibility is the development and application of specific strategies to keep federal courthouse projects on schedule and within budget. The CMG was created to help transfer the lessons learned on completed projects to all GSA regional offices.

Next, GSA retains the services of a consulting architect or planner to produce a *Prospectus Development Study (PDS)*. The *PDS* is a programming document that further defines the project scope and budget. It uses the court's long-range plan and the AOUSC's AnyCourt program as a base for development. The AnyCourt program produces detailed estimates of square feet for each court function, based on the long-range plan and supplemental information provided by the court.

The *PDS* addresses site acquisition, design and construction, building systems and tenant support services, as well as related design issues such as security, court electronic systems, telecommunications, and funding. The *PDS* contains a project implementation strategy, including project scheduling, cost-control measures, and other factors.

The initial project budget is based entirely on information developed in the *PDS*. Because subsequent changes are difficult and more expensive to make as a project progresses, each court must help ensure that its *PDS* is accurate and complete.

Features or systems not included in the initial cost estimate might not be funded if identified later in the process.

Two basic contracting or procurement methods are available for prospectus-level federal courthouses: design-bid-construct and design-build. The procurement method is chosen by GSA with input from the judiciary.



Budgetary Note

- While both design-build and design-bid-construct projects include construction cost estimates, the funding amount needed for a design-build procurement is more difficult to change. Design-build contracts determine the construction budget earlier in the facility development process, resulting in a higher level of uncertainty than a budget based on a completed design. Thus, design-build contracts require more funding for contingencies and reserves to allow for unforeseen requirements.
-

After selection of the procurement method, GSA develops a project site and design prospectus as a statement of justification and projected costs. The prospectus includes the cost of site acquisition, project design, and project management. GSA submits the prospectus to Congress for authorization and appropriation of funds. Prospectus budget limits are very difficult to amend after Congressional approval.

Design Phase

When project funding has been authorized and appropriated, GSA selects the design architect/engineer with input from the courts in accordance with the requirements of the Brooks Act (40 USC Sections 541-544). The courts must actively participate throughout the selection process to become familiar with the various design teams and to ensure that each team understands the court's facility requirements. Court participation is important because once a design team is selected, the success of a project depends on the ability of all parties to communicate effectively.

During the design stage, after a more definite cost estimate has been generated, a

construction prospectus is submitted to Congress for authorization and appropriation of construction funds. If appropriations are lower than requested or construction bids higher than estimated, the courts, GSA, and consultants may have to modify the facility program and redesign the project to meet the appropriated budget.

Construction Phase

Once a construction prospectus is funded, a contract is awarded for project construction. The contract might specify that the construction contractor identify opportunities for cost savings. The courts must be aware of the functional and cost impact of changes made during construction.

Value Engineering and Life-Cycle Costing

Value engineering is a method of calculating the value received for the dollars spent over the lifetime of a building, with the emphasis placed on obtaining the maximum life-cycle value. These calculations must include the cost of construction, operation, and repair of the facility, and the efficient delivery of services. If value engineering is not applied until the later stages of design or after the design is completed, it may cause an examination of alternative design solutions; the substitution of materials, finishes, or systems; and a reevaluation of project priorities. The maximum life-cycle value may result in increased initial construction costs in exchange for decreased operation costs over the useful life of the building system. Value engineering must not be a vehicle for reducing the initial construction cost of the building. The construction cost per square foot is not the only measure of value when considering the efficiency of the total facility. The life-cycle cost of a building will reflect the efficiency of a building long after it is built and occupied.

Life-cycle cost analysis usually addresses the trade-offs between initial cost and the 10- to 20-year payback period, or the expected life of a building component. Because the useful life of a federal courthouse can range from 50 to 100 years, persons conducting life-cycle cost analysis must consider the following:

- The payback period for each building component must take into account the useful life of a federal courthouse.

- The functions performed in the building might change or be relocated over time.
- The location of a particular building system, fixture, or finish, must take into account special conditions that arise in federal courthouses.

Construction Cost Benchmarking

GSA construction cost benchmarks are reference estimates used to evaluate the appropriateness of proposed project budgets. The benchmark construction costs are neither a design target, nor a substitute for detailed construction cost estimating. The construction cost benchmark is used as a tool to identify inconsistent budget estimates and potential problems that may require reprogramming or additional justification.

The cost of constructing judicial facilities is typically higher than the cost of constructing standard federal office buildings, due to special functional requirements for space and equipment. The following tables provide an overview of relative construction costs for major components of federal courthouses.

Table 2.1
Construction Costs of Judicial Facilities
by Building Element

Element	Cost Range \$/GSF (\$/Gm²)	Percentage Range of Total Costs	Major Variables
Foundations	\$2.00 - \$8.50 (\$21.50 - \$92.00)	1% - 4%	- Local Soil Conditions - Water Table - Number of Floors
Substructure	\$1.25 - \$5.50 (\$13.50 - \$59.00)	0.5% - 3.5%	- Basement Requirements - Soil Capacity - Water Table
Superstructure	\$16.50 - \$28.00 (\$178.00 - \$300.00)	10% - 18%	- Spans - Live Loads - Seismic Condition - Plan Shape
Exterior Closure	\$11.50 - \$28.00 (\$124.00 - \$300.00)	7% - 17%	- Wall Area Ratio - Floor to Floor Height - Material Selections - Amount and Choice of Glazing - Wall Detailing
Roofing	\$1.25 - \$4.50 (\$13.50 - \$48.00)	0.5% - 2.5%	- Roof Treatment - Traffic Requirements - Number of Floors
Interior Construction	\$25.00 - \$45.00 (\$270.00 - \$485.00)	13% - 25%	- Material Selection - Acoustics/Floor to Slab Partitions - Finish Detailing - Security Requirements - Degree of Courts/ Specialized Spaces
Conveying Systems	\$5.00 - \$8.00 (\$54.00 - \$86.00)	3% - 5%	- Traffic Requirements - Number of Core Areas - Cab Detailing - Escalators

Table 2.1 (continued)
Construction Costs of Judicial Facilities
by Building Element

Element	Cost Range \$/GSF (\$/Gm ²)	Percentage Range of Total Costs	Major Variables
Mechanical	\$18.00 - \$32.00 (\$194.00 - \$345.00)	10% - 19%	<ul style="list-style-type: none"> - Load Requirements - Security and Acoustics - Operating Flexibility - System Selections - Controls
Electrical	\$10.00 - \$20.00 (\$108.00 - \$215.00)	7% - 15%	<ul style="list-style-type: none"> - Load Requirements - Lighting Levels and Quality - Security - Operating Flexibility - Communications
Equipment	\$0.50 - \$2.50 (\$5.50 - \$27.50)	0.3% - 1.5%	<ul style="list-style-type: none"> - Scope
Site Work	\$3.50 - \$12.00 (\$38.30 - \$130.00)	2% - 7%	<ul style="list-style-type: none"> - Utility Service Location - Local Conditions - Access/Egress - Security - Parking (see notes)
<i>General Conditions</i> Overhead and Profit	\$9.50 - \$22.00 (\$102.00 - \$240.00)	6% - 13%	<ul style="list-style-type: none"> - Project Magnitude - Project Complexity - Market Condition - Other Risks - Location
Total	\$104.00 - \$216.00 (\$1,122.30 - \$2,327.50)		

Notes:

- Costs are based on 1996 data, factored to a Washington, D.C., location, and adjusted to a normal “fair value” bidding condition. The baseline is for a building of 300,000 GSF (27,870 Gm²).
- Foundations, substructure, and roofing costs/GSF (costs/Gm²) will vary by the number of floors. Costs are based on five floors.
- If the building includes parking, costs are as follows: structured parking below grade: \$40 to \$50/GSF (\$430 - \$540/Gm²); structured parking above grade: \$25 to \$40/GSF (\$270 - \$430/Gm²); and parking on grade: \$2 to \$5/GSF (\$21.50 - \$54/Gm²).
- The total cost range in this table does not necessarily reflect the aggregate total of each element.
- Costs are based on new construction, not refurbishment. Costs are applicable for repair and alteration of a complete shelled facility.

Funding Responsibilities

Rental fees paid by the judiciary to GSA are based on the type of space and the level of service provided by GSA. With very few exceptions, GSA's rental rates are consistent with standards contained in the *Guide*.

The *Guide* works in conjunction with GSA criteria to define which features and finishes are provided by GSA and which must be funded by the judiciary. Features such as service counters and ballistic-resistant glazing may result in either the judiciary paying a higher rental rate or a one-time charge.

The judiciary reimburses GSA or pays vendors for furniture, equipment, features, and some finishes defined as "above standard" tenant alterations in GSA regulations. The definition of "standard" and "above standard" tenant alterations is subject to interpretation and must be reviewed when budgeting for design and construction projects.

No spaces, finishes, sound systems, or other equipment that exceed the standards contained in this *Guide* or *Facilities Standards for the Public Buildings Service* can be designed and budgeted without consulting GSA and the judiciary on the budgetary impact. Any item that exceeds the standards at the request of the court shall have the concurrence of the appropriate circuit judicial council and an identified funding source. All project team participants must recognize that once a project budget has been established, additional funding generally will not be available, since projects requiring congressional authorization ("prospectus projects") must be designed within the Congressionally-authorized budget ceiling.

Please refer to Table 2.2 for details concerning funding responsibilities of the judiciary, GSA, and court-related agencies.

**Table 2.2
Funding Responsibilities**

BUILDING COMPONENT	GSA BUDGET COST	JUDICIARY BUDGET COST	JUDICIARY-RELATED EXECUTIVE BRANCH AGENCY BUDGET COST
Base Building	Site improvements	None	None
	Building envelope and structure	None	None
	Building systems (HVAC, plumbing, electrical)	None	None
Exterior Materials	Exterior facade materials of brick, stone, or similar materials	Exterior facade other than brick, stone, or similar materials should not be designed without first consulting GSA and the Judiciary.	Not applicable
Finishes in Interior Public Spaces	Courtroom lobbies on each floor finished as an extension of the main public lobby spaces; all areas and corridors connecting the main public lobby on the primary entry level to all courtroom lobbies at a quality level equivalent to the main public lobby; and public corridors connecting other office areas at standards described in the <i>Facilities Standards for the Public Buildings Service</i> .	None. All costs of interior finishes in public areas are the responsibility of GSA.	Not applicable
Finishes in Courtrooms, Judges' Chambers, and Offices	Highest quality level finishes in the <i>Facilities Standards for the Public Buildings Service</i> or the <i>Guide</i>	None. Levels beyond those specified in <i>Facilities Standards for the Public Buildings Service</i> and the <i>Guide</i> cannot be provided without first consulting with GSA, who will then consult with the Judiciary or Executive Branch Judiciary-related agency.	Same as Judiciary
Fixed Furniture	Because GSA is responsible for providing most "fixed" improvements in the tenant spaces, the GSA project budget should include "fixed improvements" that are attached to the building such as counters, cabinets in drug testing facilities, service units, etc. The only chairs included as a GSA budget cost should be jury and witness chairs, which are "fixed improvements," and typically installed with a fixed base. The attorney lectern should be considered part of the courtroom and is included in the GSA project budget. The GSA project budget also includes the cost of all fixed furnishings such as the judge's bench, jury box, witness box, courtroom deputy clerk's station, law clerk's station, fixed public seating, railings separating public seating from the well of the courtroom, and bookshelves in judges' chambers.	None	None

**Table 2.2 (continued)
Funding Responsibilities**

BUILDING COMPONENT	GSA BUDGET COST	JUDICIARY BUDGET COST	JUDICIARY-RELATED EXECUTIVE BRANCH AGENCY BUDGET COST
Movable Furniture and Equipment	Attorney and litigant tables	All movable furniture and equipment including furniture for judicial and jury dining. Costs should not be included in the project budget and are budgeted separately by the Judiciary.	Same as Judiciary
Signage	The building signage system will be provided by GSA except within internal spaces.	Signage (including court seals) within internal Judiciary-occupied spaces	Signage within internal Executive Branch Judiciary-related agency spaces
Artwork	GSA administers a federal art-in-architecture program, which commissions specific work on a building-by-building basis. GSA and the Judiciary should be consulted concerning funding from this program.	None	None
Interior Plantings	Plantings are not included in the GSA budget.	Plantings should not be included without first consulting with GSA and the Judiciary.	Plantings should not be included without first consulting with GSA and the Executive Branch Judiciary-related agency.
Security Systems	Conduit, closets, and raceways for security systems. Provide appropriate electrical power.	None	The U.S. Marshals Service pays for interior security surveillance and monitoring systems, including CCTV cameras and monitors, duress alarm devices, annunciators, and motion detection equipment; electronic security hardware, remote control devices, and communications systems; and the control wiring for each of these security components and systems.
	At the building perimeter, egress controls such as direct or remote monitoring, strike releases, card-readers, PIN key pads, or keys and controlling mechanisms; all control and monitoring equipment such as card readers, exterior CCTV, exterior lighting, and intrusion detection systems.	None	Control and monitoring equipment within the building are paid by the U.S. Marshals Service.
	Security door hardware (manual and electronic), raceways, conduits, power wiring, and connections to fire alarm systems for electric locks and strikes.	None	The U.S. Marshals Service pays for the installation of control wiring to interior electronic locks and strikes.
	Bullet- and break-resistant glazing and physical barriers.	None	Unique requirements such as upper floor exterior bullet-resistant glazing is paid for by the U.S. Marshals Service.
	Standard, emergency, back-up, clean and pre-defined electrical power needs, including battery powered lights.		The uninterrupted power supply required for the internal security systems is the responsibility of the U.S. Marshals Service.
Acoustical Planning	Physical treatments (gasketing, etc.) to achieve acoustical standards.	None	None

**Table 2.2 (continued)
Funding Responsibilities**

BUILDING COMPONENT	GSA BUDGET COST	JUDICIARY BUDGET COST	JUDICIARY-RELATED EXECUTIVE BRANCH AGENCY BUDGET COST
Clocks and Clock Systems	Wall outlets	Building-wide clock systems should not be specified. Movable clocks may be provided as per the Judiciary's <i>Guide to Policies and Procedures</i> .	Consult with the Executive Branch Judiciary-Related agency.
Audio-Visual Equipment	None, except for design and development of specifications for speech reinforcement systems in courtrooms. Includes provisions for microphone amplification and speaker/broadcast systems; conduits for the audio system; and built-in screens.	Audio-visual equipment and presentation boards, and sound system equipment and wiring, including options for sound recording systems. These items are budgeted separately by the Judiciary and should not be included in the project budget.	Generally not required by an Executive Branch Judiciary-related agency; the policy will be the same as for the Judiciary.
Telecommunications	The basic building infrastructure for telecommunications wiring, including telephone and data distribution closets, and the vertical and horizontal distribution system (e.g., chases, under-floor ducts, cable trays, raised floors, etc.) are part of the GSA project budget. Conduits and ducts for courts' telecommunications are provided for not more than one voice and one data outlet for every 100 NSF (9.3 Nm ²).	Telecommunications equipment, wiring, and service is purchased and installed separately by the Judiciary, and should not be included in the project budget. Requirements in excess of the 100 net square foot standard are to be paid by the Judiciary.	Telecommunications equipment and service is purchased and installed by the Executive Branch Judiciary-related agency.
Master Antenna/TV	A conduit from the basement to the roof for a cable master antenna/TV connection to locations listed in this <i>Guide</i> , and conduit from the U.S. Marshals Service area to the roof for the radio antenna lead are provided in the GSA project budget.	Any required cable TV or master antenna	Any required cable TV or master antenna equipment
Computer Equipment	The basic building infrastructure for computer cabling, including the horizontal and vertical distribution system, is provided as part of the GSA project budget.	Computer equipment including terminals, computer workstations, file-servers, and computer cabling and connecting wiring are the responsibility of the Judiciary, and should not be included in the project budget.	Computer equipment is purchased and installed by the Executive Branch Judiciary-related agency.

Programming and Design Cost-Control Considerations

General

A facility program that is too rigidly defined does not allow for growth and flexibility. Since it can take seven years from project initiation to completion, a rigid program may result in design changes and additional costs. The judiciary allows for growth and flexibility by providing GSA (prior to the initiation of a *PDS*) with a detailed ten-year housing requirement and 30-year summary of space needs for each project.

Typically, GSA designs and constructs courthouses based upon ten-year needs; however, for court buildings, 30-year needs must also be considered to avoid having to relocate the courts from a building once it has been constructed. On all prospectus-level construction projects, GSA must require the design architect to provide a plan for accommodating the 30-year needs of the court.

A well-designed courthouse includes a flexible strategy for relocation, expansion, and movement of spaces to address not only the approved program included in the *PDS*, but also the facility's 30-year growth requirements. The following three approaches should be evaluated in the initial design of a court building:

- **Adjoining Sites.** Adjoining sites can be set aside for future expansion in conjunction with a design that anticipates adding courtrooms, judges' chambers suites, and ancillary facilities, or of providing larger judiciary-related office areas.
- **Convertible Spaces.** Judiciary-related offices initially located in the courthouse can be relocated from the facility to allow expansion of the court. Vacated spaces can be converted into courtrooms and/or ancillary and support facilities. Major judiciary-related offices with the least need to be adjacent to the court include the Probation Office, Pretrial Services Office, and the U.S. Attorney. In addition, areas housing non-court-related offices may be converted to court space, or shell space may be constructed and finished as needed.
- **Future Expansion.** Additional space can be provided within court and judiciary-related spaces to accommodate future expansion. The amount of space set aside should be based on growth projections contained in the long-range facility plan. In most cases, vertical expansion must not be considered an option because of the noise and other disruptions to court operations.

For internal expansion and convertible spaces, the following design considerations apply:

- Creating “structural zones” to accommodate present and future needs
- Constructing judiciary-related office areas set aside for future courtroom expansion with a high bay structure
- Designing floors in judiciary-related offices that are capable of bearing the heavy loads required by both the court library and library spaces in judges' chambers to allow for future expansion
- Designing judges' chambers and library spaces to accommodate heavier floor loads over all or most of their allocated space (allowing expansion and flexible movement of shelves and record storage during the life of the building)
- Anticipating the location of future chambers and courtrooms so that judges will have continued access to restricted elevators and circulation patterns
- Planning acoustical isolation to accommodate future offices requiring privacy from the public but not confidential privacy within the offices
- Creating “mechanical zones” to accommodate present and future off-hours needs and/or air-handling needs of courtrooms and chambers
- Designing for expansion and movement of spaces that takes into account relocation and reuse of work stations; partitions; heating, ventilating, and air-conditioning (HVAC) equipment and registers; lighting fixtures; electrical outlets; and communication systems

The size of a courthouse can be reduced if the court’s housing plan incorporates space-saving assumptions such as:

- staffing projections reflecting current staffing policy, which may be less than 100% of the staff needed
- operational efficiencies such as reducing the number of conference rooms, training rooms, libraries, mailrooms, and other office support space
- efficient designs reducing the amount of space needed for circulation
- shared courtrooms and judicial support space for senior judges
- multi-use jury assembly and grand jury suites

- grouping similar functions (e.g., Probation and Pretrial Services Offices) so that they can share resources

Other space-saving measures include reducing circulation and facility support space. Circulation space in the courthouse is reduced when spaces are organized vertically and corridor lengths are minimized. Double-loaded corridors (rooms on both sides of a hallway) must be provided where practical. Facility support space requirements are reduced by organizing mechanical and electrical shafts, public elevators, exit stairs, and public toilets around a central core.

Building volume can be minimized by locating courtrooms, which require greater floor-to-floor heights than office space, on as few floors as possible. Additionally, building volume can be reduced by using mezzanine space when grouping low structural bay spaces (i.e., chambers and support space) around high bay spaces (i.e., courtrooms). Unused areas around high bay spaces may also be used for mechanical space, although maintenance access and acoustical isolation from spaces must be considered.

Space requirements can be minimized by providing contiguous space on a single floor for Clerk's Office records shelving. Storage for bulk supplies, inactive records, furniture, and equipment must be located in basement areas, on the same floor as the loading dock, or in space provided for long-term expansion.

Site

Courthouse construction and operation costs are greatly influenced by the site and environmental characteristics that define the building's shape, orientation, and exterior appearance. The size of the site may determine the cost and availability of secured or public parking and strategies for future expansion. Access to the site and location of other federal agencies will influence security considerations. Additional expenses may be incurred for specialized lighting or landscaping to mitigate site conditions. Generally, a large, flat, square or rectangular site is the most cost-effective shape for courthouses.

Architecture/Design

The most cost-effective court building generally has a rectilinear to square footprint and a ratio of 0.3 to 0.6 exterior wall area to contained space for a five-story building. Each square foot (square meter) of exterior wall saved is worth \$30–\$60 (\$325–\$645). Facilities with low wall area/space ratios also tend to be more efficient because of reduced circulation requirements, HVAC system costs, and energy consumption.

Other architectural considerations for cost-effective courthouses include the following:

- Spaces are sized so that the most efficient structural spans can be used.
- Heavy live load areas such as libraries and file storage are grouped around core areas where structural strengthening can be provided economically.
- Non-square angles and rounded areas, which are expensive in both steel and concrete structures and have been proven to waste space, are avoided as much as possible. Also, areas with non-square angles require custom-designed furniture, resulting in additional cost.
- Windows and glazed areas are sized appropriately. Glazing costs are higher in judicial facilities because of security requirements, particularly on the ground floor.
- Exterior wall detailing is simplified, especially on upper floors. This allows the use of better materials on lower floors where they can be appreciated.
- Skylights are used sparingly. Skylights are expensive to install, increase HVAC costs, and can cause maintenance problems. Windows, borrowed light, and clerestories can provide natural light at lower initial and life-cycle costs.

Engineering Systems

Both main and backup engineering systems are essential in a properly-functioning courthouse. The systems must have the flexibility to adapt to changes in space utilization. Excess capacity must only be provided to accommodate anticipated growth. Because backup systems and excess capacity increase construction and building operation costs, the increased costs must be justified by anticipated future savings and improved court administration.

Acoustic Control

Acoustical criteria for privacy and confidentiality increase the gross building area and wall construction costs of a courthouse. Full-height, interior partitions and sound insulation design details must be used only where necessary. Full-height, slab-to-slab, sound-insulated, interior walls cost \$4–\$6 per square foot (\$43–\$65 per square meter) more than floor-to-ceiling walls. The recommended sound isolation criteria for specific spaces are stated in the *Guide* in the appropriate chapters.

Mechanical Systems

When selecting mechanical equipment for courthouses, the following three factors must be considered: initial cost, operating cost, and flexibility of control. The selection of central plant equipment has a major impact on all three factors, particularly initial cost and operating cost, predominately in the cooling cycle. The selection of space-conditioning equipment has the greatest impact on flexibility of control.

Along with temperature, the humidity level of a space impacts occupants' comfort. Humidity control is also critical in the care and preservation of furnishings, books, and other court items. Additional care must be taken in areas where large groups of people assemble and in climates of extreme natural humidity. Humidity can easily be added as needed through properly-sized and placed humidification equipment.

The number of air-handling units directly influences the flexibility of the building's HVAC system, but it is also the greatest cost consideration. Zoning of air-handling systems must be in direct proportion to the occupancy of the spaces. The use of variable air volume (VAV) systems, which provide off-hours flexibility as well as acoustical advantages, must be considered. VAV systems add flexibility to any system with the capacity for more than a few thousand cubic feet of air per minute. Additional humidity control can be obtained through a VAV terminal equipped with a reheat.

If there will be rapid, considerable changes in occupancy, consider providing a "normal" HVAC system for average expected use and a supplementary booster air-handling unit with 100% air circulation and cooling for higher occupancy loads. This simplifies control and saves energy.

If the building's HVAC system requires flexibility and acoustics to be considered first, the system must be properly tested and balanced to ensure optimum performance. During balancing, conditions are often uncovered that can significantly impact overall performance, the quality of installation, and the accuracy of design limits. It can be advantageous for GSA to employ a contractor, independent of the construction and design team, to thoroughly test and balance all mechanical systems in accordance with national standards.

Lighting Systems

Where possible, quality catalog light fixtures must be used instead of special-order or custom fixtures. Additionally, the emerging technology of highly efficient, compact fluorescent lamps should be considered. These lamps provide multiple light level control while maintaining energy efficiency. Multiple switches must be considered for spaces with exterior windows to control light levels and conserve energy.

Additional lighting design strategies for courthouses include:

- Dimming in designated spaces lit by fluorescent fixtures requires nonstandard, dimmable ballasts and more expensive dimmer controllers. Banks of fixtures with multiple switching, individual lamps, or separate circuits of incandescent fixtures are less expensive.
- In lieu of large, expensive fixtures to highlight or emphasize significant architectural features, use indirect fluorescent fixtures or wall-washer down lights.
- Examine the need for extending the lighting quality level of public spaces into secondary corridors or less-populated building spaces and reduce the quantity of light fixtures for these areas.
- Courtroom lighting requirements require a collection of light sources and fixtures. Courtroom lighting cannot be achieved by downlights alone.

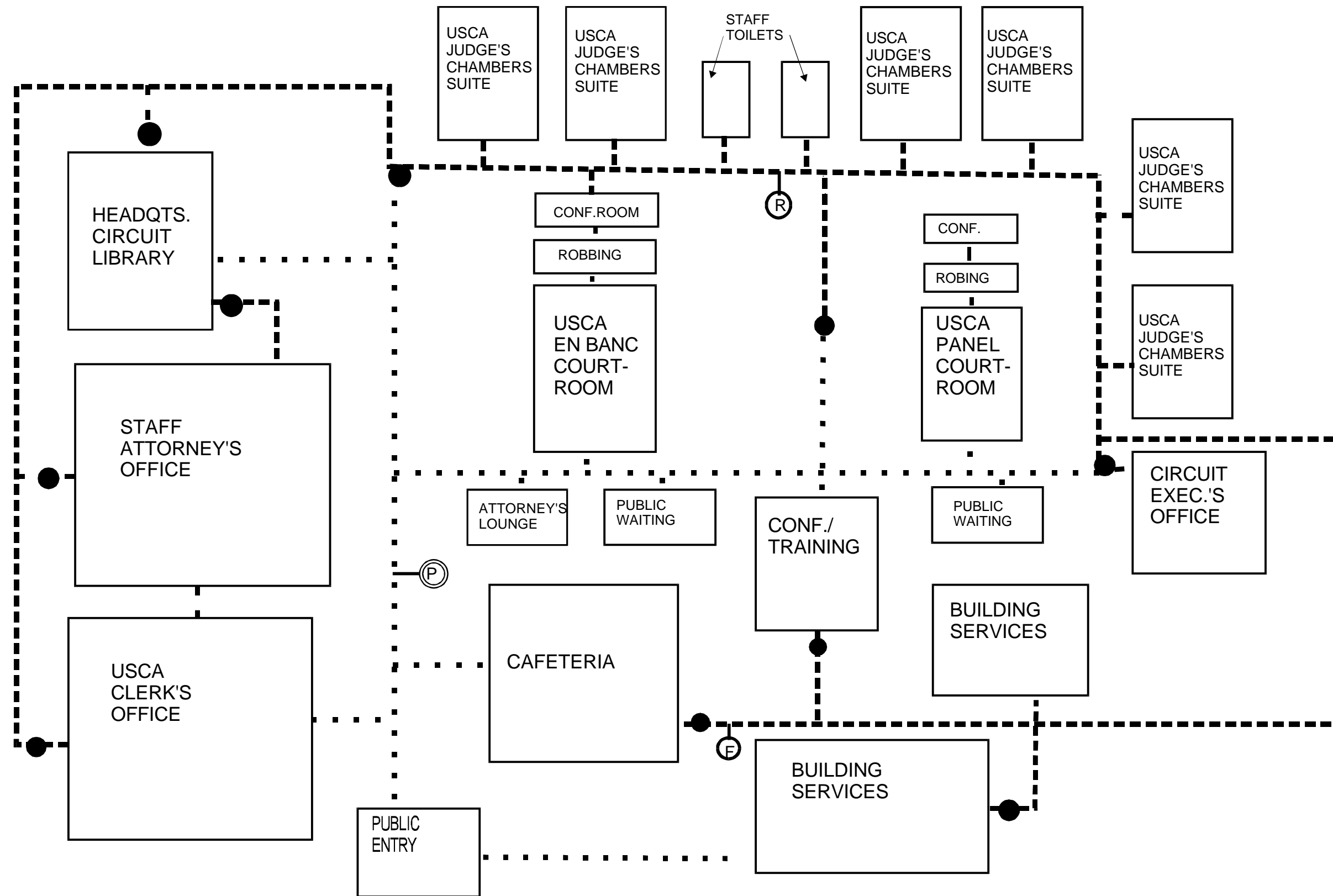
Lighting levels required for security video cameras depend upon the camera's low-light sensitivity. Cameras that require low light levels to achieve a high-quality image will reduce lighting requirements; however, inadequately distributed lighting can create shadows that low-light cameras cannot overcome.

CHAPTER 3: GENERAL DESIGN GUIDELINES

This chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams, court layouts, and general architectural guidelines for courthouses. In addition, the chapter discusses aesthetics; security; adjacency and circulation; barrier-free access; mechanical-electrical systems; automation; acoustics; interior finishes; and signs.

Figure 3.1
U.S. Court of Appeals
and Related Offices
SRAC Diagram

KEY TO SYMBOLS			
■ ■ ■	RESTRICTED CIRCULATION	Ⓢ	SECURE VERTICAL CIRCULATION
—	SECURE CIRCULATION	Ⓡ	RESTRICTED VERT.CIRCULATION
▪ ▪ ▪	PUBLIC CIRCULATION	Ⓟ	PUBLIC VERTICAL CIRCULATION
●	CIRCULATION / ACCESS CNTRL. POINT	Ⓣ	FREIGHT VERTICAL CIRCULATION



**Figure 3.2
U.S. District Court
and Related Offices
SRAC Diagram**

KEY TO SYMBOLS			
■ ■ ■	RESTRICTED CIRCULATION	Ⓢ	SECURE VERTICAL CIRCULATION
—	SECURE CIRCULATION	Ⓡ	RESTRICTED VERT.CIRCULATION
▪ ▪ ▪	PUBLIC CIRCULATION	Ⓟ	PUBLIC VERTICAL CIRCULATION
●	CIRCULATION / ACCESS CNTRL.POINT	Ⓣ	FREIGHT VERTICAL CIRCULATION

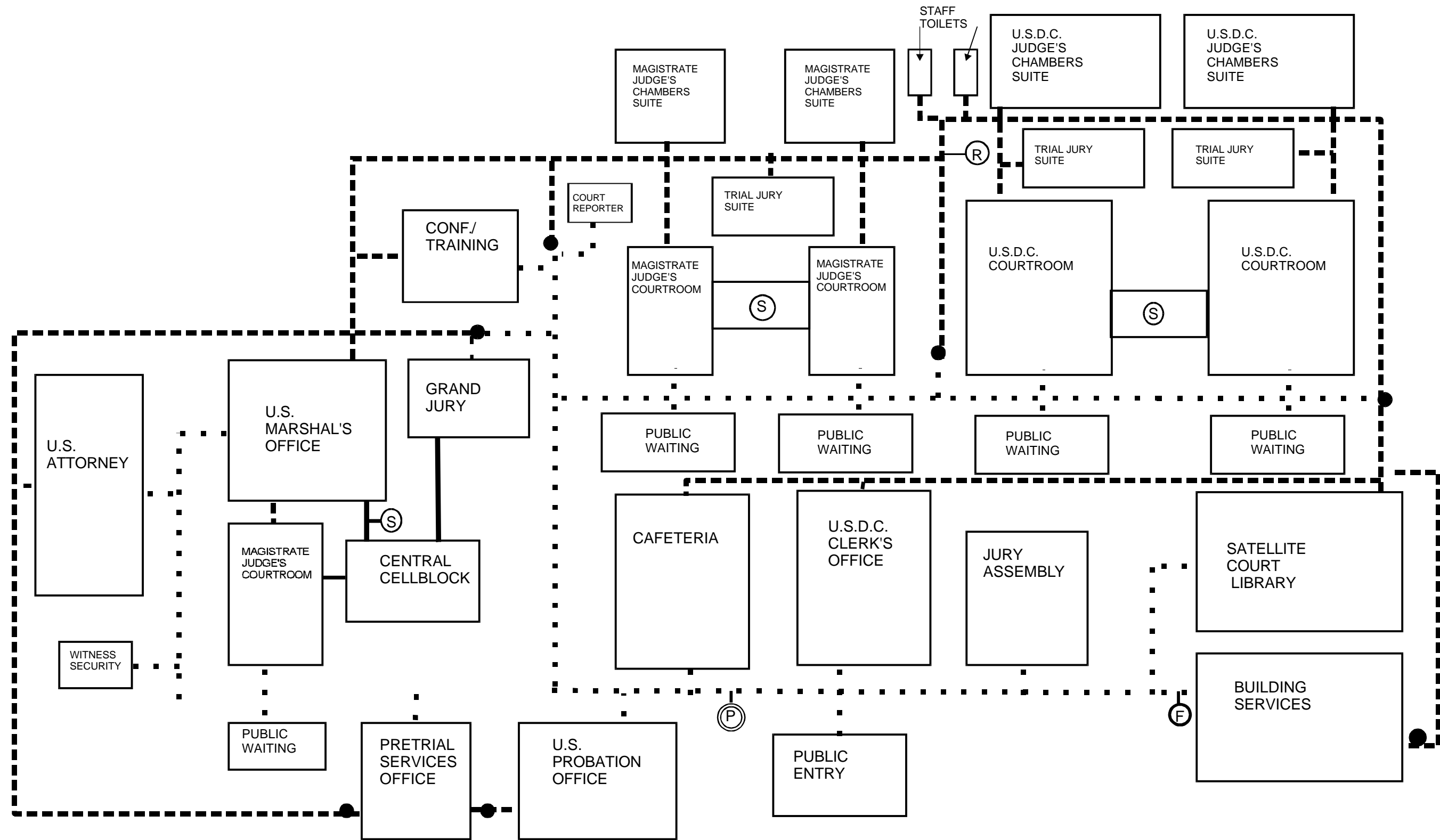
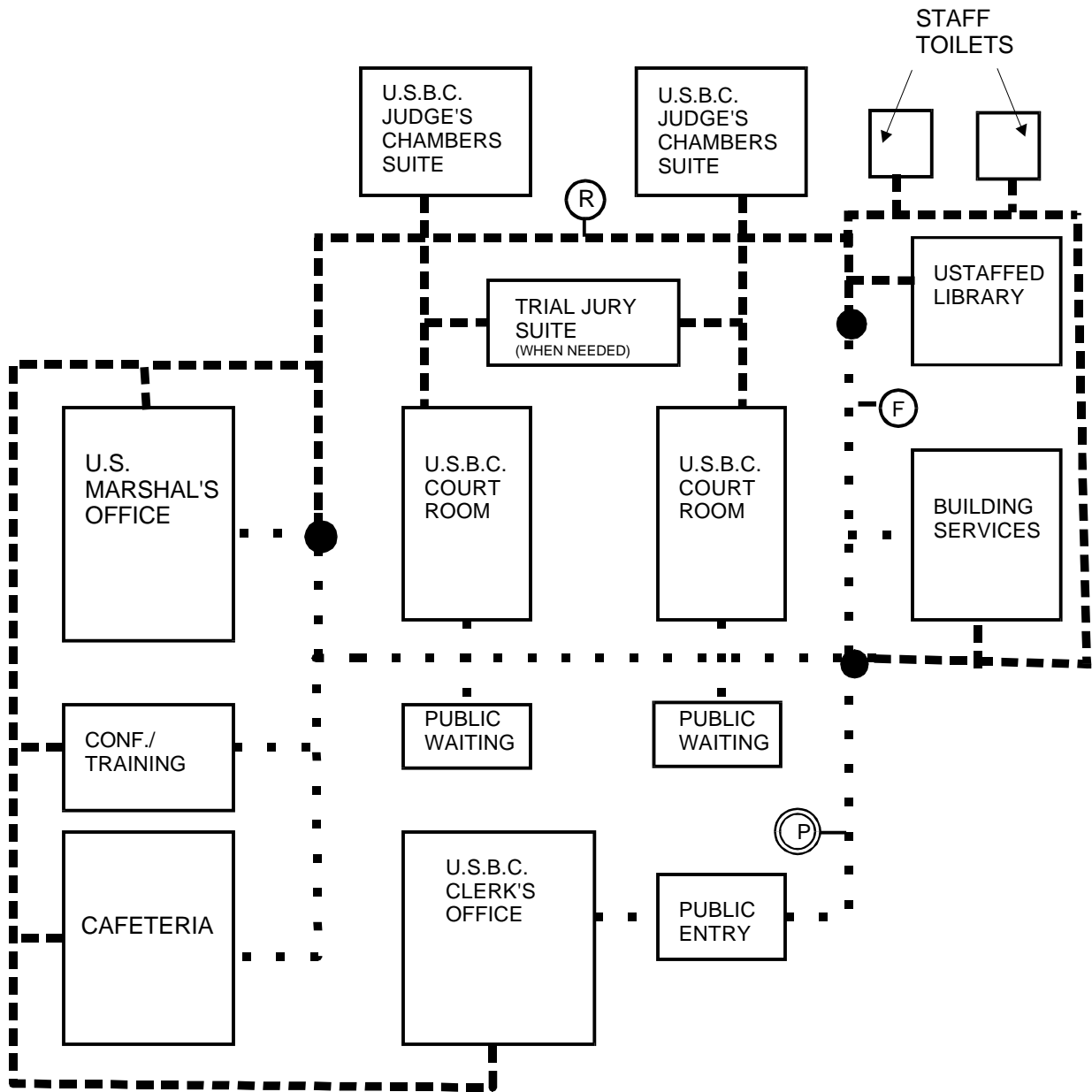


Figure 3.3
U.S. Bankruptcy Court
and Related Facilities
SRAC Diagram

KEY TO SYMBOLS			
■ ■ ■	RESTRICTED CIRCULATION	Ⓢ	SECURE VERTICAL CIRCULATION
—	SECURE CIRCULATION	Ⓡ	RESTRICTED VERTICAL CIRCULATION
▪ ▪ ▪	PUBLIC CIRCULATION	Ⓟ	PUBLIC VERTICAL CIRCULATION
●	CIRCULATION / ACCESS CONTROL POINT	Ⓣ	FREIGHT VERTICAL CIRCULATION



Aesthetics

The architecture of federal courthouses must promote respect for the tradition and purpose of the American judicial process. To this end, a courthouse facility must express solemnity, stability, integrity, rigor, and fairness. The facility must also provide a civic presence and contribute to the architecture of the local community.

To achieve these goals, massing must be strong and direct with a sense of repose, and the scale of design should reflect a national judicial enterprise. All architectural elements must be proportional and arranged hierarchically to signify orderliness. The materials employed must be consistently applied, natural and regional in origin, durable, and invoke a sense of permanence. Colors should be subdued and complement the natural materials used in the design.

Security

Security is essential to the basic design of courthouses. Courthouse security is complex in that court components and circulation patterns require varying degrees of security. In addition, multiple organizations are responsible for security in the courthouse. It is critical that the architecture and engineering (A/E) team consider the security implications of every aspect of design. No amount of security equipment and personnel can effectively secure a building that has been designed with poor security.

Security concerns, including demonstrations, weapons, witness and jury intimidation, bombs, property control, etc., are inherent to courthouses. Optimal courthouse security is a fine balance between architectural solutions, allocation of security personnel, and installation of security systems and equipment. Since security planning is a basic and critical part of courthouse design, it must be factored in at the beginning of the design process.

Courthouse security systems can be divided into perimeter and interior security. Perimeter security includes considerations of site location, parking, personnel security, lighting, access control at building entrances, and intrusion detection/alarm systems. Interior security includes personnel security, security of property and documents, access control to interior spaces, personnel movement and circulation controls, security aspects of spatial arrangements, and coordination between security and fire safety requirements.

For more information regarding courthouse security, refer to Chapter 14, entitled “Courthouse Security.”

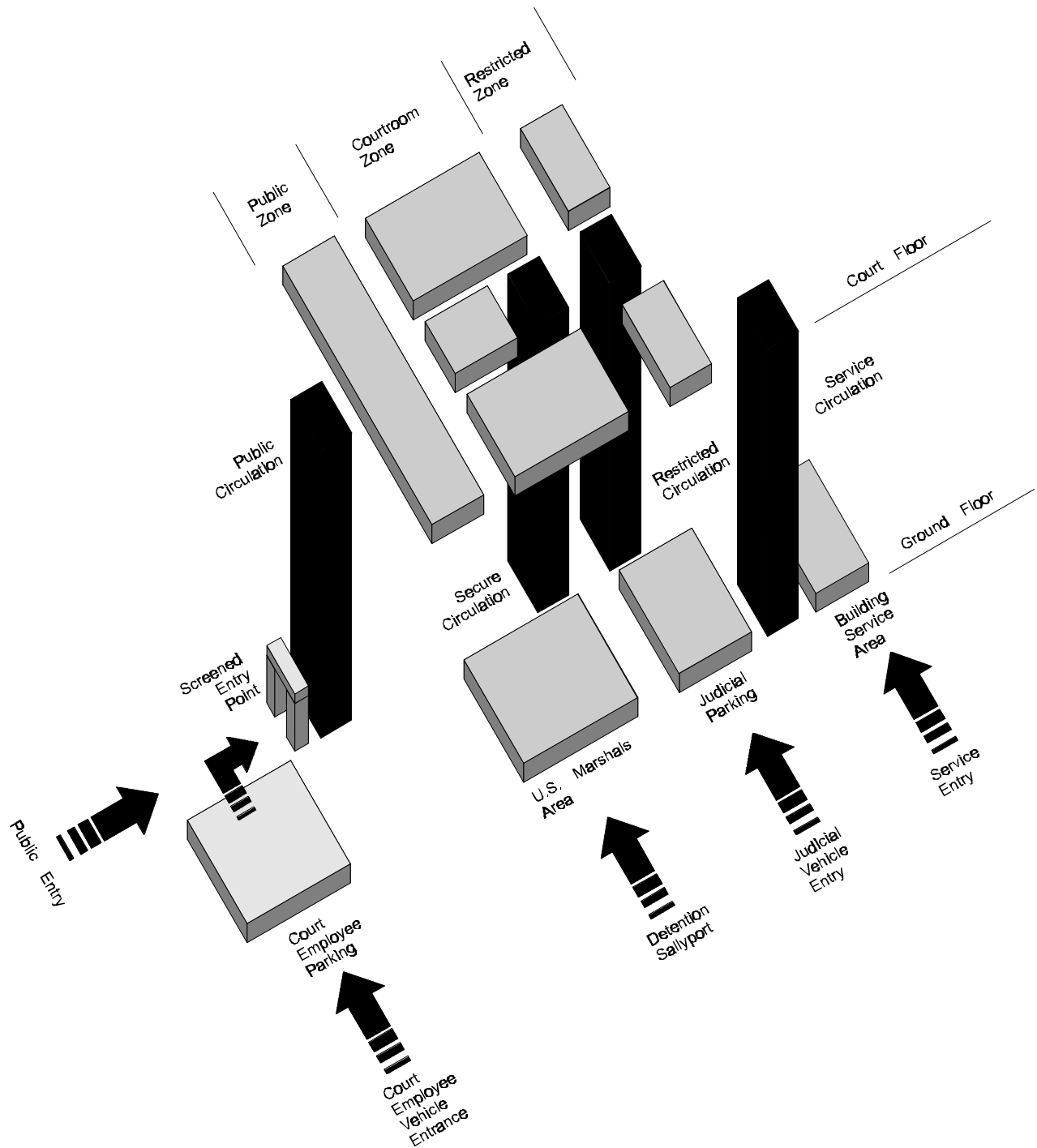
Adjacency and Circulation

Basic Courthouse Zoning and Building Circulation

Adjacency and circulation among spaces is determined by the movement of people and materials for court activities, security, and public access requirements. To accommodate movement within courthouses, three separate circulation zones must be provided: public, restricted, and secure. Public circulation requires a single controlled entry but allows free movement within the building. Restricted circulation has a controlled interior entry and is limited to judges, court personnel, and official visitors. Secure circulation is intended for prisoners and is controlled by the U.S. Marshals Service (USMS).

Diagram 3.4 on the following page describes the operational relationships, circulation systems, and building zones in court facilities. Concepts for the entry, zoning, and circulation of the building are presented in the diagram for informational purposes only, and are not intended to be used for the actual development of floor plans and building concepts.

Figure 3.4
Court Facility and Circulation



Spaces Common To All Courts

The U.S. Court of Appeals (USCA), U.S. District Court (USDC) including magistrate judges, and the U.S. Bankruptcy Court (USBC) contain several common elements. Such elements include entryways, secure parking, service areas, heavy traffic areas, Clerks' Offices, judges' chambers, and court libraries. See Chapter 1 for a description of court functions.

Entryways. The USMS security screening point, which includes walk-through metal detectors, must be located at the main entrance to the courthouse. The public must enter the court building lobby through a single security screening point, controlled by court security officers. Staff entry, including parking areas, will normally be through the same screening point. If this is not possible, a separate entrance with electronic access controls and surveillance must be provided. Judges and others requiring additional security must not intersect public circulation, and must enter through a restricted lobby from secure parking.

Secure Parking. Parking for judges and the USMS must be secure and located within the court building.

Service Areas. A building service area requires loading docks with direct restricted entry. The area requires access via freight elevator to all building offices.

Heavy Traffic Areas. All areas generating heavy traffic, such as the Clerk's Office, cafeteria, and building services, must be located on or adjacent to the main public entry level.

Clerk's Offices. Clerk's Offices of the three courts must have convenient access to public circulation, courtrooms, and judges' chambers.

Judge's Chambers. Judge's chambers may be located close to a courtroom or clustered in a separate area. Chambers are accessed from restricted circulation with convenient access to the courtroom(s).

Central Court Libraries. The location of central court libraries must provide access for judges, law clerks, and other court staff by means of a restricted staff corridor. Public access may also be required as determined by the court.

Major Spaces in Each of the Three Courts

The following is a discussion of the major spaces, groupings, and circulation in each of the three courts.

U.S. Court of Appeals. Since the USCA does not conduct criminal jury trials as does the USDC, it requires only two circulation systems: public and restricted. For an overview of the USCA's circulation and adjacency patterns, see Figure 3.1 at the beginning of the chapter.

The major functional spaces in the USCA are the courtroom, judges' conference and

robing rooms, and judges' chambers suites. For court proceedings, the judges move from their chambers to the judges' conference room, then through the robing room to the courtroom.

The Circuit Executive's Office must have restricted access to judges' chambers and the USCA Circuit Clerk's Office. Since the Circuit Executive's Office often has little contact with the public, the level of public access should be coordinated with each circuit executive.

The Office of the Staff Attorney must be located off of a restricted corridor, adjacent to both the USCA Clerk's Office and the central court library, and with easy access to judges' chambers, if possible.

U.S. District Court. The USDC conducts jury trials for both civil and criminal cases and other court proceedings. The court requires public, restricted, and secure circulation patterns. For an overview of the USDC's circulation and adjacency patterns, see Figure 3.2 at the beginning of the chapter.

The activities of the USDC focus on the courtroom. The courtroom requires direct access from public, restricted, and secure circulation. Ancillary spaces located near the district courtroom include: attorney/witness conference rooms accessed from public circulation; judge's conference/robing room (provided only if the judges' chambers are not located close to the courtroom) accessed from restricted circulation; trial jury suite accessed directly from the courtroom or restricted circulation; and prisoner holding cells accessed from secure circulation.

Jury assembly facilities must be located on a main public entry floor, preferably close to the USDC Clerk's Office. The facilities must have controlled entry and provide convenient movement of jurors to and from courtrooms.

Trial jury suites should be located near all trial courtrooms. The suites are accessed through restricted circulation corridors.

The grand jury suite should be located near an Office of the U.S. Attorney, as that office is responsible for presenting evidence to and obtaining indictments from the grand jury. Grand jurors enter the suite through restricted circulation from a controlled area.

The U.S. Probation Office requires access from public circulation after the security screening area in the lobby. If the office operates during off-hours, separate controlled off-hours access is desirable.

The Pretrial Services Office also requires access from public circulation after the security screening area in the lobby. In addition, the office requires restricted access to the USMS and magistrate judge courtrooms.

The Federal Defender's main office is generally located outside the courthouse, with a small trial prep area inside the courthouse. Since the Federal Defender's Office essentially functions as an independent law office, it must be readily accessible after normal working hours. Whether inside the courthouse or not, the office must be

distanced from the U.S. Attorney, USMS, U.S. Probation, Pretrial Services, Bureau of Prisons, or other law enforcement agencies.

The USMS Office and central cell block must be located in contiguous space, with a public counter and controlled access to the office area. Access to the central cell block and interview area must be secure. The office requires secure circulation from a secure parking area. The central cell block requires secure access through a prisoners' vehicular sallyport. From the central cell block, prisoners are normally transferred by secure elevators to courtroom floors. Temporary prisoner holding cells, as well as control and sallyport areas, are located adjacent to trial courtrooms.

U.S. Bankruptcy Court. The USBC hears only civil cases. Like the USCA, the USBC needs only two circulation systems: public and restricted. In some locations, jury trials can be held in bankruptcy courtrooms. When this occurs, USBC jury facilities must be treated similarly to USDC jury facilities. For an overview of the USBC's circulation and adjacency patterns, see Figure 3.3 at the beginning of the chapter.

USBC courtrooms are accessed by public and restricted circulation. Similar to the USDC, ancillary spaces located near the bankruptcy courtroom include: attorney/witness conference rooms accessed from public circulation; judge's conference/robing room (provided only if the judge's chambers are not located close to the courtroom) accessed from restricted circulation; and trial jury suite (provided if the courtroom is equipped for jury trials) accessed directly from the courtroom or restricted circulation.

If located in the building, the U.S. Trustee or Bankruptcy Administrator must have access to the USBC Clerk's Office.

Although the USBC Clerk's Office must be accessible to the public, staff must have convenient access to courtrooms, judges' chambers suites, law library, and USDC Clerk's Office (if located in the same building).

Sizing Courthouse Support Spaces

Certain design decisions are based on the number of people served by the courthouse (i.e., the number of exits and restrooms, the size of cafeteria, etc.). Most building codes have ratios of square feet per person. Such ratios, which vary by building type, generally yield an estimate far exceeding the actual population in court facilities. The primary cause of this overestimation is the failure to adequately consider the following two factors.

First, some users of a courthouse have different facilities requirements at various times of the day, resulting in duplicate spaces. For example, in a typical day, a single juror might occupy the jury assembly room, jurors' lounge, courtroom jury box, trial jury room, and other spaces. Similarly, a judge might use a private chambers office, judges' conference room, judges' dining room, and courtroom.

Second, a simple count of the number of seats in a courtroom does not accurately yield the size of the spectator population. Because spectator seating is used in the jury selection process, the average size of a jury panel largely determines the number of seats provided in the spectator area (usually 65 to 85). A typical USDC trial usually attracts less than a dozen spectators.

For the above reasons, population estimates for court facilities must take into account different types of space, users of the space, and overlapping space use.

Barrier-Free Access

The federal courts are required to conform to the barrier-free standards set forth in the *Uniform Federal Accessibility Standards (UFAS)* for both new construction and the renovation of existing facilities. In addition, it is the policy of the Judicial Conference of the United States that federal court facilities conform with the *Americans with Disabilities Act Architectural Guidelines (ADAAG)*, when those guidelines provide a greater level of access to persons with disabilities than currently required by *UFAS*.

All public areas in federal court facilities, as well as restricted and secure areas, must be accessible when newly constructed or renovated. Under *ADAAG*, an “accessible” facility must be usable by a disabled person. Disabled persons not only include those with mobility limitations but also people with sight, speech, or hearing impairments. Courtroom work areas (e.g., judge’s bench, clerk’s station, bailiff station, etc.) for the judiciary and staff need not be accessible when constructed or renovated, but must be adaptable for accessibility. “Adaptable” means that maneuvering clearance and other features must be designed so that accessibility can be provided easily when needed.

In addition to facility design, other features can assist disabled persons in the courthouse. First, a sign indicating the availability of assistance should be posted in a prominent place. Second, wireless assisted-listening systems (ALS) using infrared transmission are to be provided. An appropriate number of ALS receiving units must be available for use when needed in the courthouse. The Space & Facilities Division of the Administrative Office of the U.S. Courts (AOUSC) has an *Audio Systems Guide* that provides a formula for determining the number of ALS receiver units needed in the courthouse.

Mechanical-Electrical Systems

Heating, Ventilating, and Air Conditioning Systems

Flexibility. Flexibility of control must be a fundamental element of heating, ventilating, and air conditioning (HVAC) design, figuring prominently in the selection of the size of air-handling systems, areas served by the individual units, and type of control system.

Off-Hours. An independent or independently-controlled HVAC plant to serve the reduced loads associated with off-hours operation must be provided. Courtrooms and judges' chambers are in use during evenings and weekends; the USMS area and computer equipment areas require 24-hour climate control; the Clerk's Offices operate on flex-time (e.g., 6:00 AM to 9:00 PM); and the Probation Office can have early morning and late evening hours.

Humidification. Except for courtrooms, other large meeting areas, and the rare books room, humidification should be provided as specified in the General Services Administration's (GSA) *Facilities Standards for the Public Buildings Service*.

Controls. All court and judiciary-related offices must have individual HVAC controls, monitored from a central location. Direct digital controls (DDC) must be provided to control the individual mechanical systems. The DDCs must be interconnected so that they can be monitored and controlled from a central location.

Acoustics. To control noise during all modes of operation and for all loading conditions, the system must be provided with one or more of the following: sound traps and acoustical lining in duct work; low-velocity, low-static-pressure fan systems; and/or special low-noise diffusers. An acoustical consultant should review the system to determine which techniques are necessary. Fan-powered boxes and air handling units must not be located in close proximity to acoustically-designed rooms. Where ducts penetrate acoustically-rated walls, duct and wall systems must be designed to maintain acoustic integrity.

Electrical Systems

Sufficient electrical capacity, supply quality, and raceway flexibility must accommodate communication, electronic data processing, retrieval, and transmission equipment; personal computers and information systems network; video and audio systems; electronic security systems; and sophisticated office equipment. In addition, the electrical capacity provided for the court facility must meet the total connected load requirements, plus capacity for future load growth.

The electrical system must provide clean power for personal computers, network servers, related data and communications hardware, and security systems. Computer and security equipment must be connected to systems with dedicated grounding systems and panel boards. Security equipment must be connected to emergency power systems.

Battery Back-Up. Areas where emergency lighting requires local battery back-up in the event of power failure to maintain camera and direct visual surveillance include the following:

- Courtrooms
- Courtroom holding cell areas
- Judges' chambers
- Vehicular sallyport
- Controlled circulation areas
- Central cell block areas
- USMS Command and Control Center
- Prisoner processing areas
- Prisoner attorney interview room

Grounding Systems. In addition to the building grounding system prescribed by the National Electrical Code (NEC), separately derived grounding systems must be dedicated to the outlets, devices, and equipment of the security systems. Another separately derived grounding system must be dedicated to the computer systems, including networks.

Power Outlets. Adequate power outlets must be provided throughout the judges' chambers suites and other judiciary-related offices to accommodate a wide variety of automated and regular office equipment.

For additional guidelines, refer to *Facilities Standards for the Public Buildings Service*.

Automation

Most of the equipment found in the courts, such as telephones, modems, copiers, and facsimile machines, are similar to that used in other government and business organizations. The federal courts also use several technologies specifically modified and adopted for judicial purposes, such as court reporting and court computer services.

Since automation technology is constantly evolving, any installation should be adaptable to change. Efficient architectural planning, programming, and design must facilitate installation and modification of these technologies, and substantially reduce the costs of equipment installation and maintenance. The following is a discussion of present and anticipated automation requirements of the courthouse.

General Automation Trends

The federal judiciary is committed to automating various court functions, concentrating on the following:

- Automated data-processing system servers, either operated and controlled by each court unit, at the AOUSC in Washington, D.C., or in contractor facilities, will handle many of the court's administrative, payroll, personnel, financial, property inventory, statistics, and case management needs. Such systems will increasingly be available to the judiciary via local area networks (LANs) and wide area networks (WANs).
- Office automation systems, primarily personal computers, will be installed in courtrooms and offices. Court systems and stand-alone equipment installed in each judge's chambers will provide judges and their immediate staff with office automation services such as word processing, electronic mail, optical document retrieval, and case management. Similar systems, equipment, and services will be used in the Clerk's Office, Probation and Pretrial Services Office(s), Staff Attorney Office, libraries, and other judiciary-related offices.
- Data communications networks will electronically link various data-processing and office automation systems with users in the courthouse and nationwide.
- Satellite video broadcasts will distribute educational programs and administrative information to courts. Downlink equipment and related cabling, or provisions for their future installation, must be provided for all courthouses. All appropriate rooms such as courtrooms, judges' chambers,

executive offices, conference rooms, and training rooms must be connected to the satellite downlink system.

Data and Communications Requirements

Personal computers, network and communications servers, peripheral computer equipment, and new technologies require substantial flexibility in power supply, data connections, and lighting. Requirements for connecting data and communications equipment throughout the courthouse include extensive conduits, cable trays, raceways, and chases. In most courthouses, one network connects personal computers, data and communication servers, and peripheral equipment in the judges' chambers, Clerk's Offices, and other judiciary-related offices.

- In multi-story buildings, several vertical raceways and conduits totally dedicated to electronic networking for data, communications, and video systems must be installed. These raceways and conduits need to be several times the diameter of existing or projected short-term line demands.
- Access flooring is recommended for the entire courthouse per *Facilities Standards for the Public Buildings Service*. If access flooring is not possible due to budget constraints, a cellular deck should be provided as a second-best option. Rigid conduits in the floor for wire distribution are not acceptable.
- A secure, air-conditioned data/telecommunications closet(s) should be located near the judges' chambers, courtroom, and court offices to contain network equipment. The use of cable trays rather than conduits should be considered.
- Increased use of automated systems could reduce the need for storage space for paper files and legal documents both in the Clerk's Office and judges' chambers.

Mechanical-Electrical Requirements

The evolution of computers has generally eliminated the need for large, expensive, specialized computer rooms. Personal computers and network servers require no special environmental features other than a secure space with supplemental or separately-zoned HVAC system, and a clean power supply with a dedicated ground. These areas have the following requirements:

- Data and communications network servers do not need to be connected to the courthouse emergency power system. Servers must be installed by the courts with an uninterrupted power supply (UPS) system that will compensate for a low voltage condition or electrical spike and that can execute a soft shutdown of the server, which logs off users, saves data, and closes files.

- Servers and related communications equipment require clean power from independent circuit breakers and a dedicated grounding system. Printers should not be connected to the dedicated computer power supply because of their uneven power draws. Standard electrical outlets are sufficient for printers.

Acoustics

Acoustical Concepts

Two factors—speech intelligibility and privacy—determine the acoustical performance of spaces in a courthouse. Speech intelligibility is a measure of the ability of a listener in the room to understand what is being said. Privacy is the measure of limiting speech intelligibility to the intended listener. The acoustic performance of a space can be specified by a synthesis of acoustical parameters, which can be predicted and measured during design.

Speech Intelligibility

Two primary determinants of acoustic performance with respect to speech intelligibility are the level of background noise and reverberation.

Background, or ambient, noise is produced by several predictable sources. Most common is the movement of air for heating or cooling the room. Sources of background noise include diffusers, fans, and the activity of people inside and outside the courtroom. Noise criteria describes the desired level of background noise.

The second determinant is reverberation. Reverberation is measured in terms of the time it takes for sound to subside in a room. This measure is known as the “reverberation time” and is expressed in seconds. Reverberation times that are too long can create delays in reflected sound (echoes), which compromise speech intelligibility. Therefore, wall construction and finishes must be carefully selected to promote proper reverberation.

Intelligibility is determined by the combined effect of background noise, reverberation, and other contributing factors. Several measures have been developed in pursuit of a single number to quantitatively represent speech intelligibility. Primary among these are the Articulation Index (AI) and the Rapid Analysis Speech Transmission Index (RASTI). Both AI and RASTI are based on measures of a speech-to-noise ratio and

reverberation time in several bands of sound frequencies. Intelligibility is expressed throughout the *Guide* as RASTI criteria.

Privacy

Spaces in a courthouse are designed to provide one of four levels of acoustical privacy: inaudible, confidential, normal, and minimal. Inaudible privacy requires that no sound whatsoever travels between space. Confidential privacy means that sound can be detected but it is impossible to understand what is being said. For a normal level of privacy, eavesdropping is required to understand what is being said in adjacent areas. A minimal level of privacy provides only partial control of distracting noise.

The level of privacy is determined by the loudness of speech, transmitting characteristics of the partition between spaces, and the background noise in the originating and receiving spaces. The acoustical properties of a partition can be specified by its Sound Transmission Coefficient (STC). Privacy criteria in the *Guide* are expressed as Noise Isolation Classification (NIC), which represents the level of privacy that results from the combined determinant. The STC of a given design can be generally predicted; however, the NIC can only be measured after a space is constructed and occupied. To assure that the desired privacy level is achieved, a sound-masking system can be installed outside sensitive spaces.

The following is a list of NIC ratings for privacy levels found in a courthouse:

Privacy Level	NIC
Inaudible	65
Confidential	50
Normal	40
Minimal	27

The following factors affecting privacy must be taken into consideration during design:

- The sound level inside the room is a major factor. It determines the noise reduction that an intervening wall must provide to assure that conversations are not heard outside the space.
- Less-critical structures such as storage areas can be placed between the sound source and the receiving room. These structures are normally storage areas, less-critical offices, or other semi-public spaces.
- Because traffic circulation adjacent to a space affects the type of construction necessary to ensure privacy, in certain cases, a sensitive space should be located away from traffic circulation.

- Most acoustical decisions require a trade-off between cost, speech privacy, and speech intelligibility. These compromises can be anticipated and factored into the cost and performance of the project.

For other spaces in the courthouse, except as noted in Chapters 4 through 12, refer to the acoustical requirements in *Facilities Standards for the Public Buildings Service*.

Finishes in Interior Spaces

Finishes in the interior of the courthouse must be practical yet reflect the seriousness of the judicial mandate and the dignity of the judicial system. This section provides general guidelines for finishes in the courthouse. Refer to individual chapters containing detailed information on specific types of spaces.



Budgetary Notes

- The selection of finish materials must be appropriate for the specific space uses and compatible with the project budget.
 - A limited palette of finishes that responds to construction-cost limitations, optimizes life-cycle cost, and satisfies functional requirements should be selected for each project.
 - The use of exotic hardwoods is prohibited.
-

Public Spaces

The interior architecture of public spaces in the courthouse should reflect a civic presence. Finishes in lobbies and corridors should serve as an extension of the exterior. Materials used must be both durable and low maintenance. Elevator lobbies on floors housing courts must be considered an extension of the main public lobby spaces. Similarly, for floors currently not housing courts, but designated for court

occupancy to meet 30-year growth requirements, public and elevator lobbies must be designed with proper physical structure and dimensions so that equivalent finish levels can be added.

Public corridors connecting office areas and elevator lobbies must be designed according to standards described in *Facilities Standards for the Public Buildings Service*.

All Other Spaces

Except as noted in Chapters 4 through 12 of the *Guide*, standard-grade finishes should be provided as described in *Facilities Standards for the Public Buildings Service*.

Signs

Signs significantly impact the functional and aesthetic quality of a court facility. The specific strategy for a building's signs must be determined early in the facility design process and developed along with other details of the design.

The three basic categories of signs are: 1) way-finding; 2) labels; and 3) informational. Way-finding signs direct people to a desired destination. Labels describe the function or occupant of a space. Information signs advise of court facility activities and schedules. Computer-based systems may be used to integrate and automate the signs.

Factors to be considered in the design of signs and public information systems include the following:

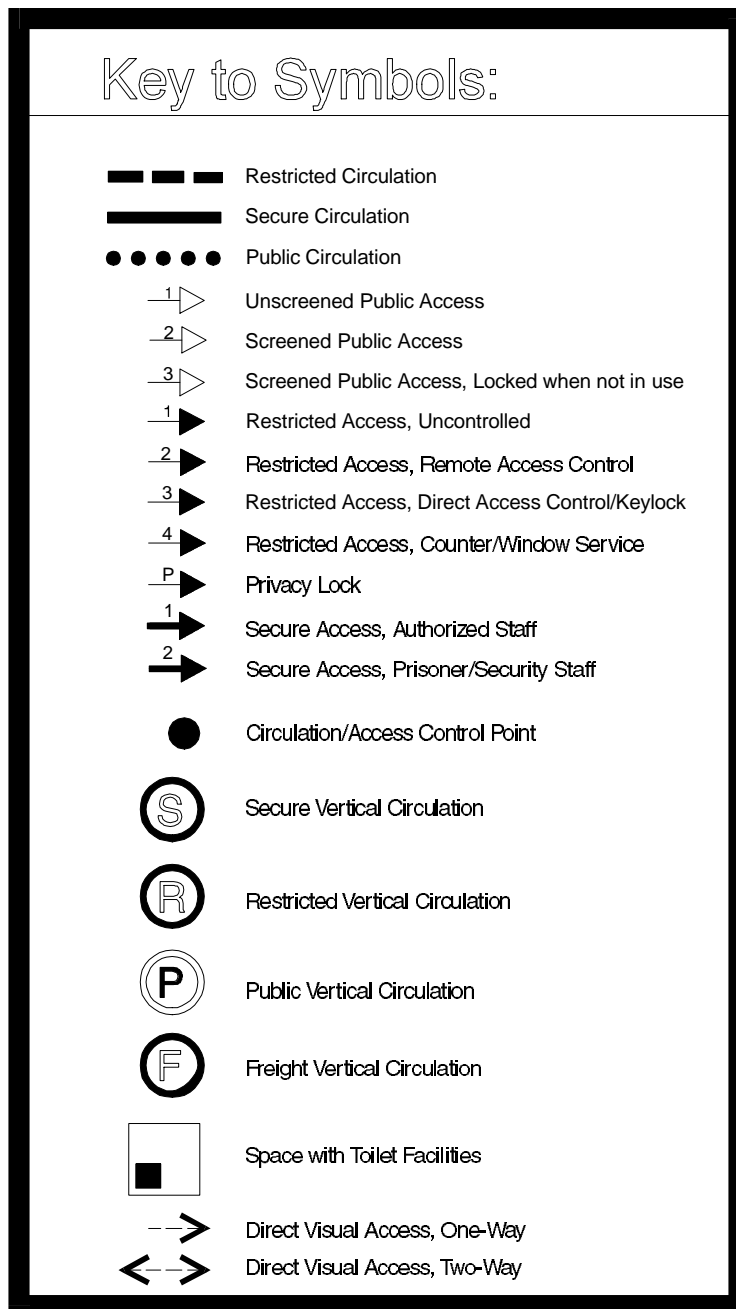
- Materials, colors, and graphics
- Placement of signs and kiosks
- Handicapped accessibility
- Placement of conduit for computer-based information systems
- Cost
- Flexibility for future modifications

CHAPTER 4: COURTROOMS

This chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams, sample floor plans, design tables, and specific guidelines for courtrooms of the U.S. Court of Appeals (USCA), U.S. District Court (USDC) including magistrate judges, and the U.S. Bankruptcy Court (USBC). The chapter provides a description of courtroom functions/activities; user capacity; adjacency and circulation; group size; space size; design requirements; security; acoustics; heating, ventilating, and air conditioning (HVAC); lighting; and electrical, audio, video, communications, and data transmission.

The number of spaces shown on the SRAC diagrams is for illustrative purposes only; the actual number of spaces required for a specific facility is determined in the building program.

Figure 4.1
U.S. Court of Appeals
En Banc Courtroom and Ancillary Facilities
SRAC Diagram



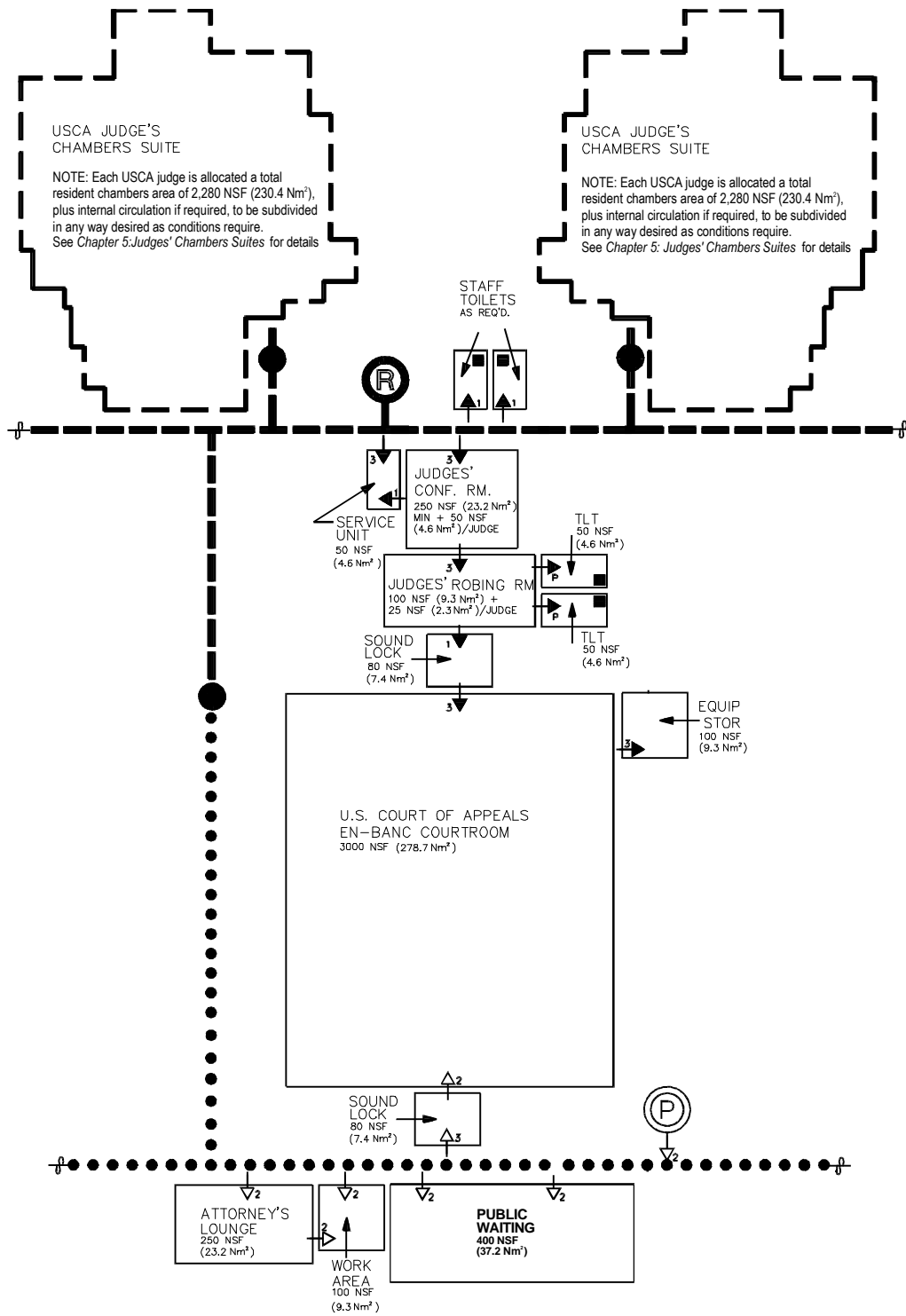
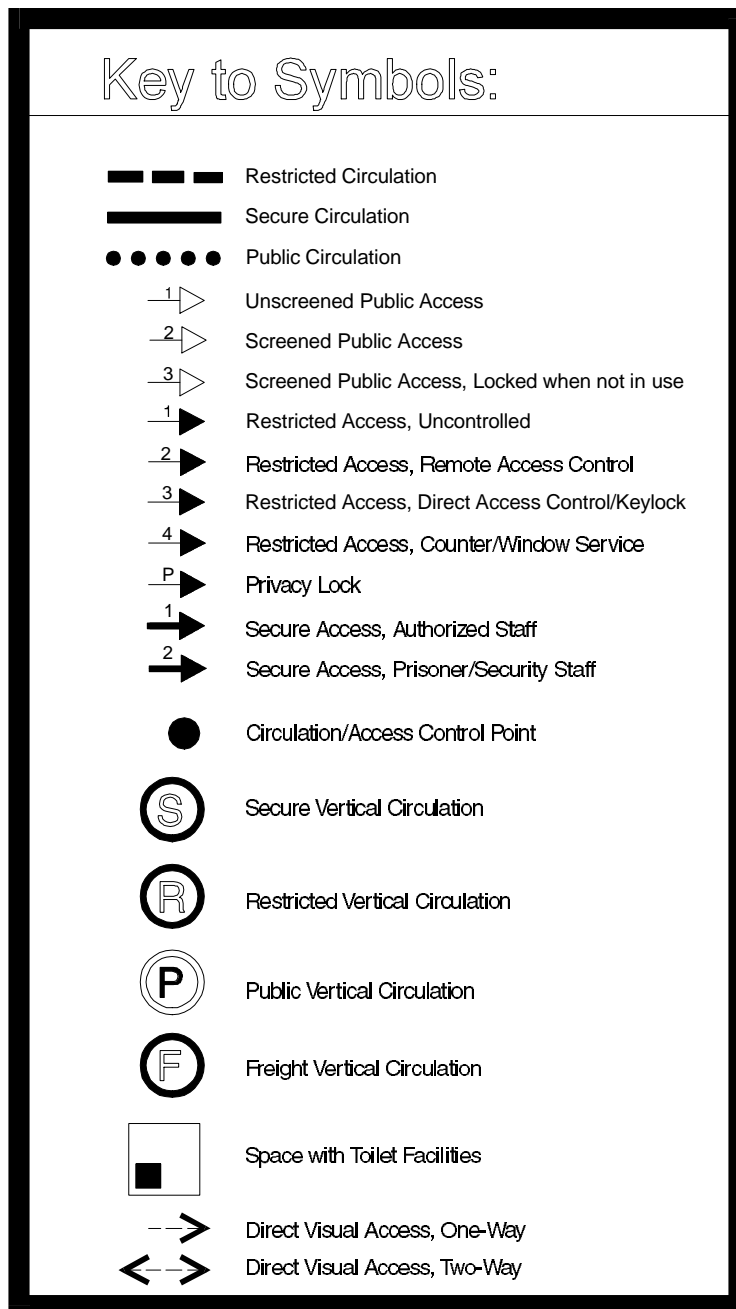


Figure 4.2
U.S. Court of Appeals
Panel Courtroom and Ancillary Facilities
SRAC Diagram



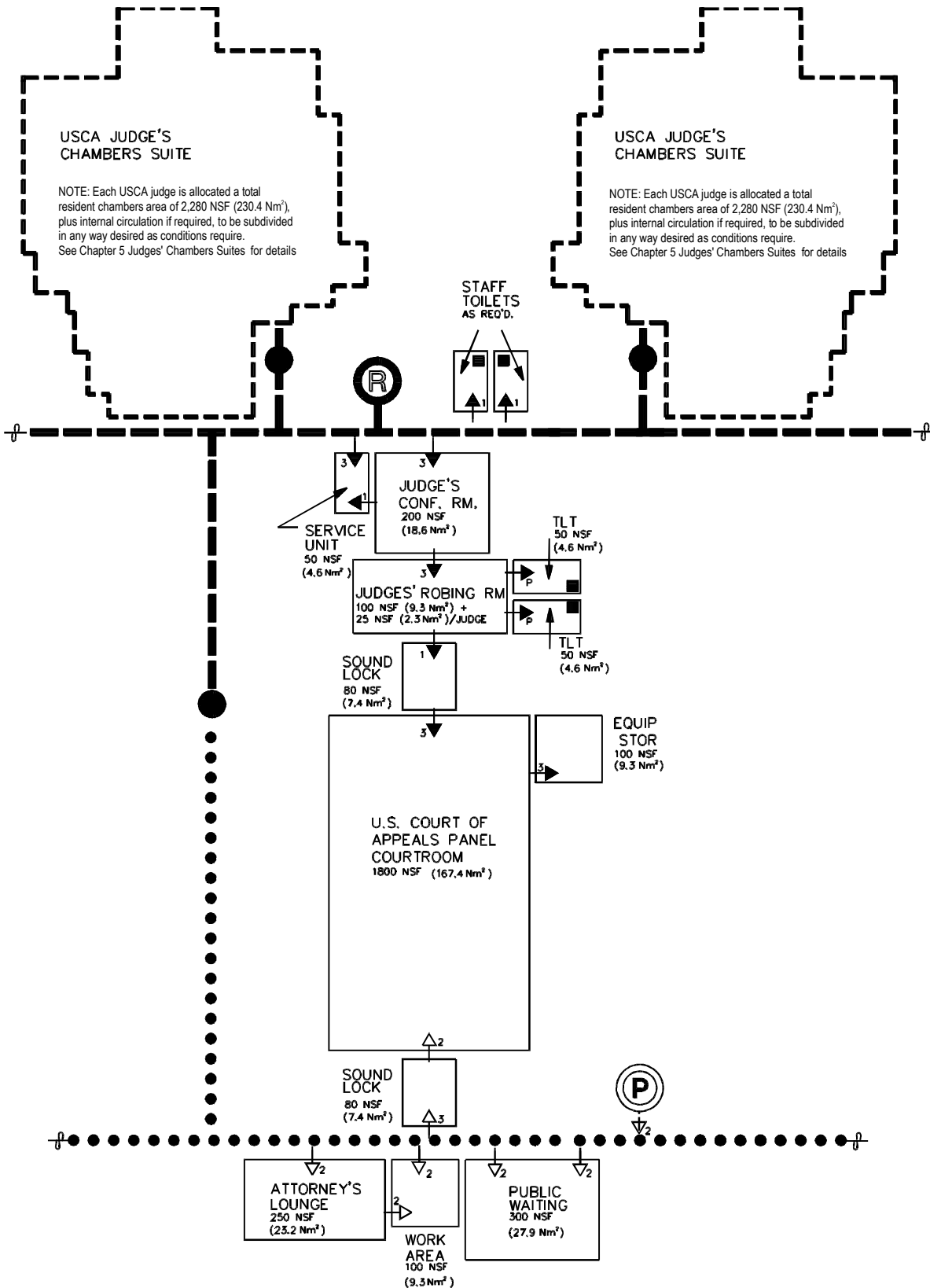
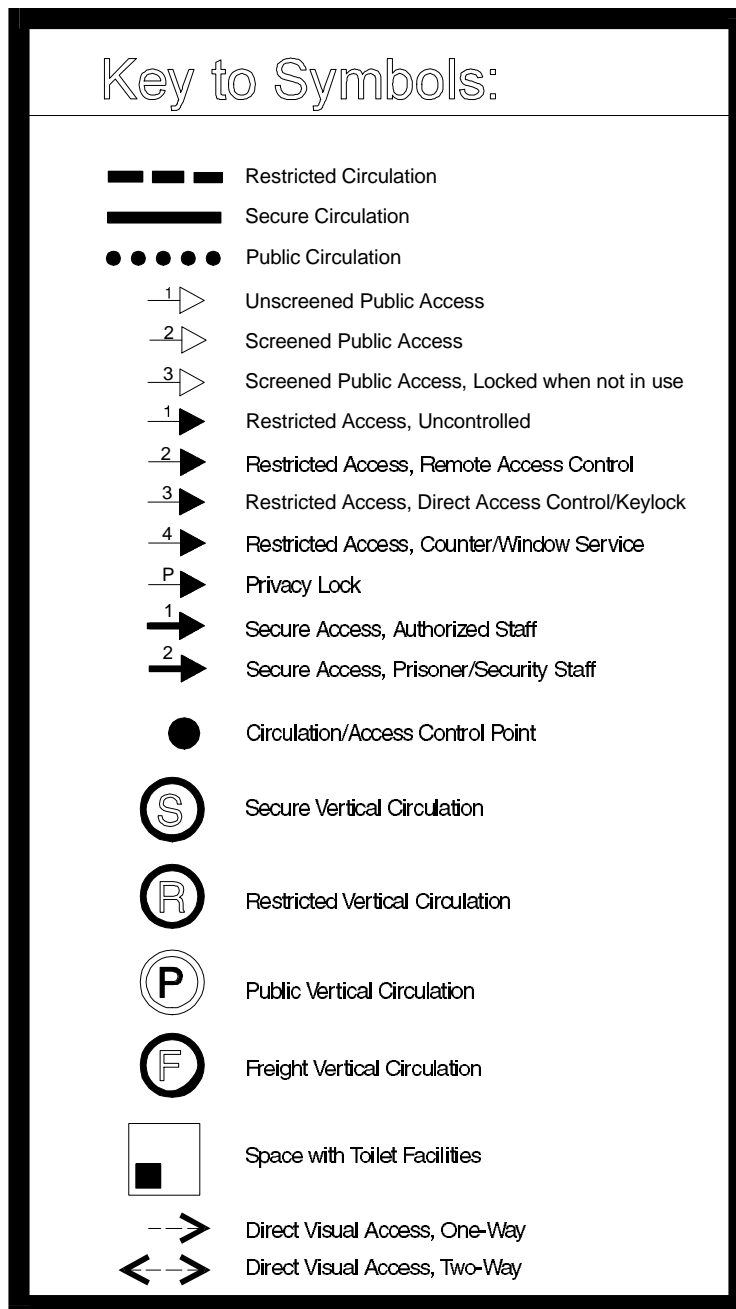


Figure 4.3
U.S. District Court
Courtrooms and Ancillary Facilities
SRAC Diagram



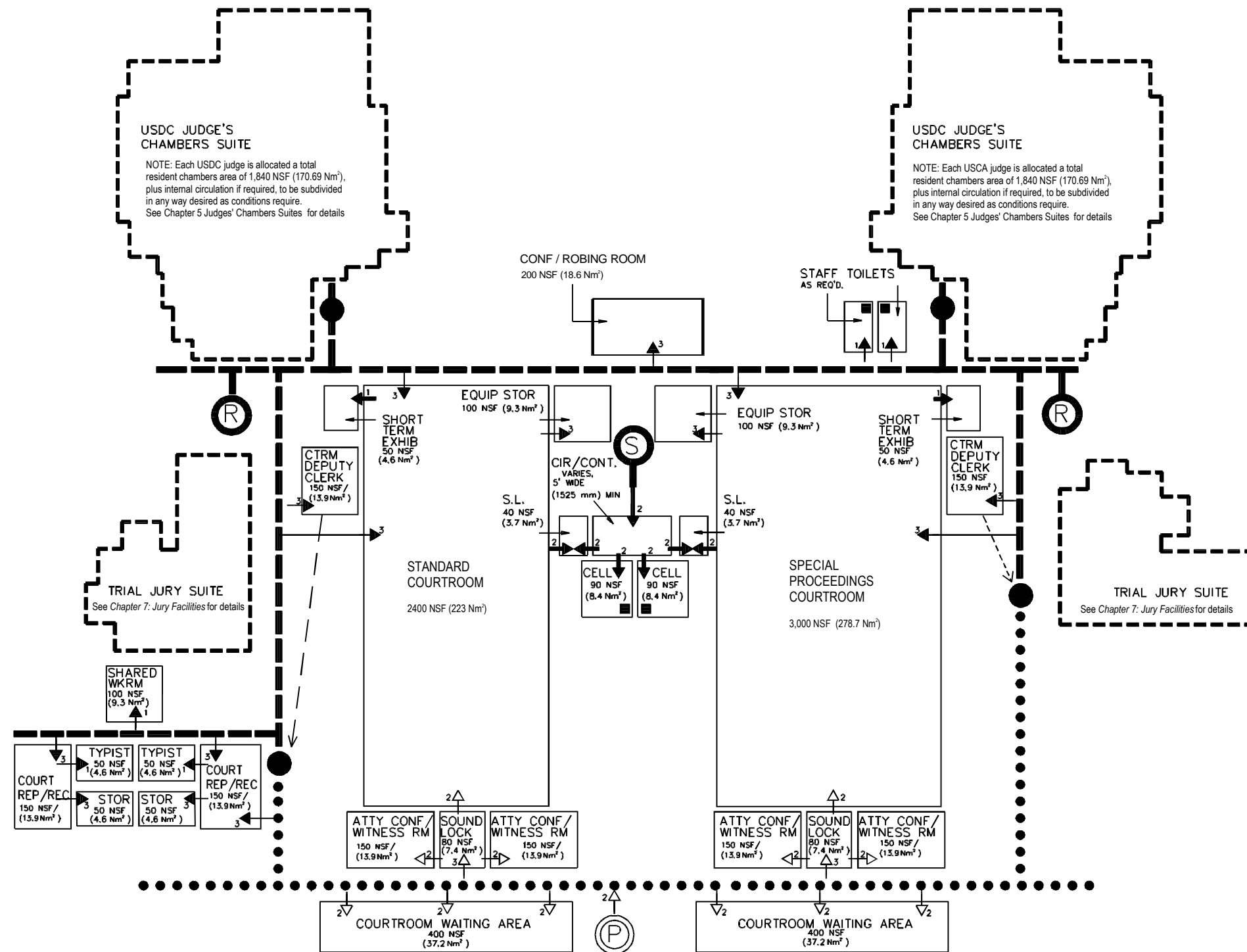
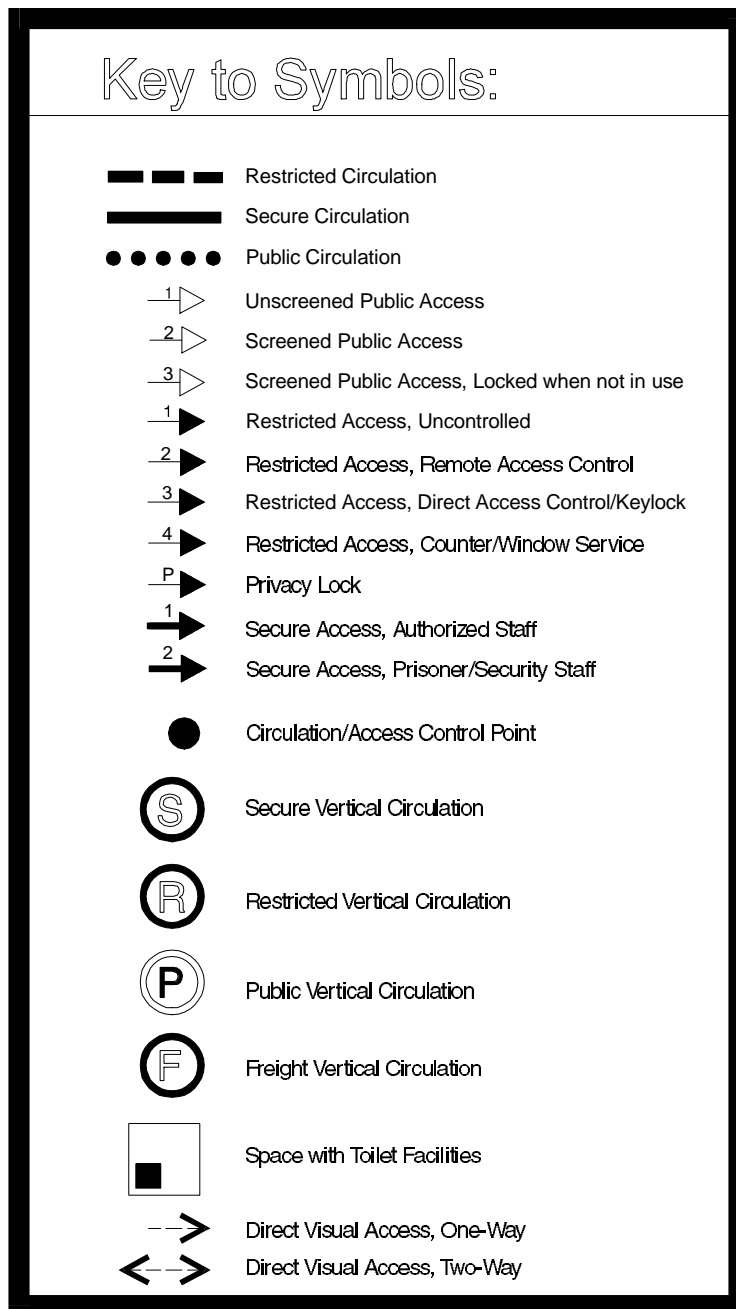


Figure 4.4
U.S.D.C. Magistrate Judges
Courtrooms and Ancillary Facilities
SRAC Diagram



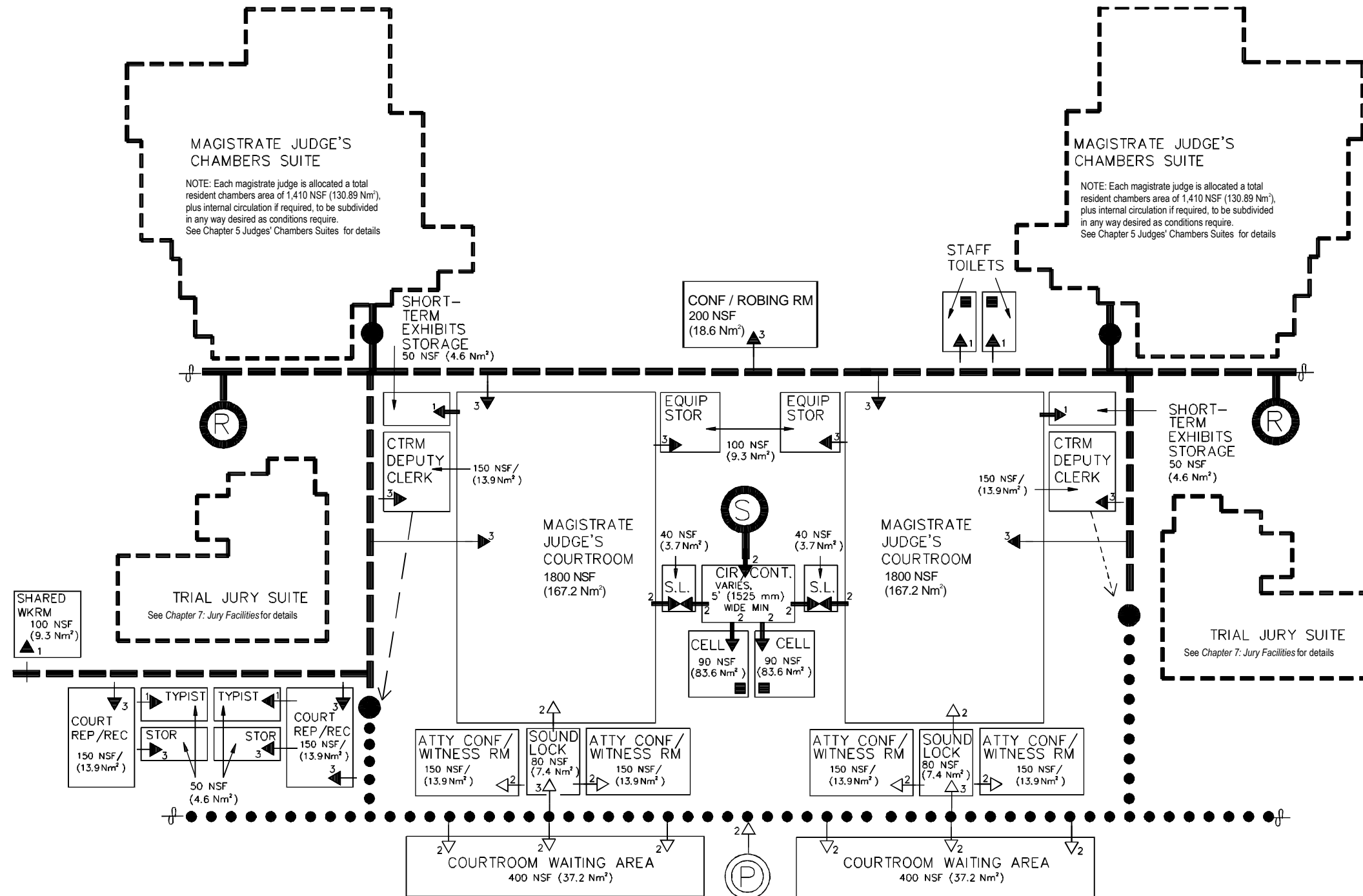
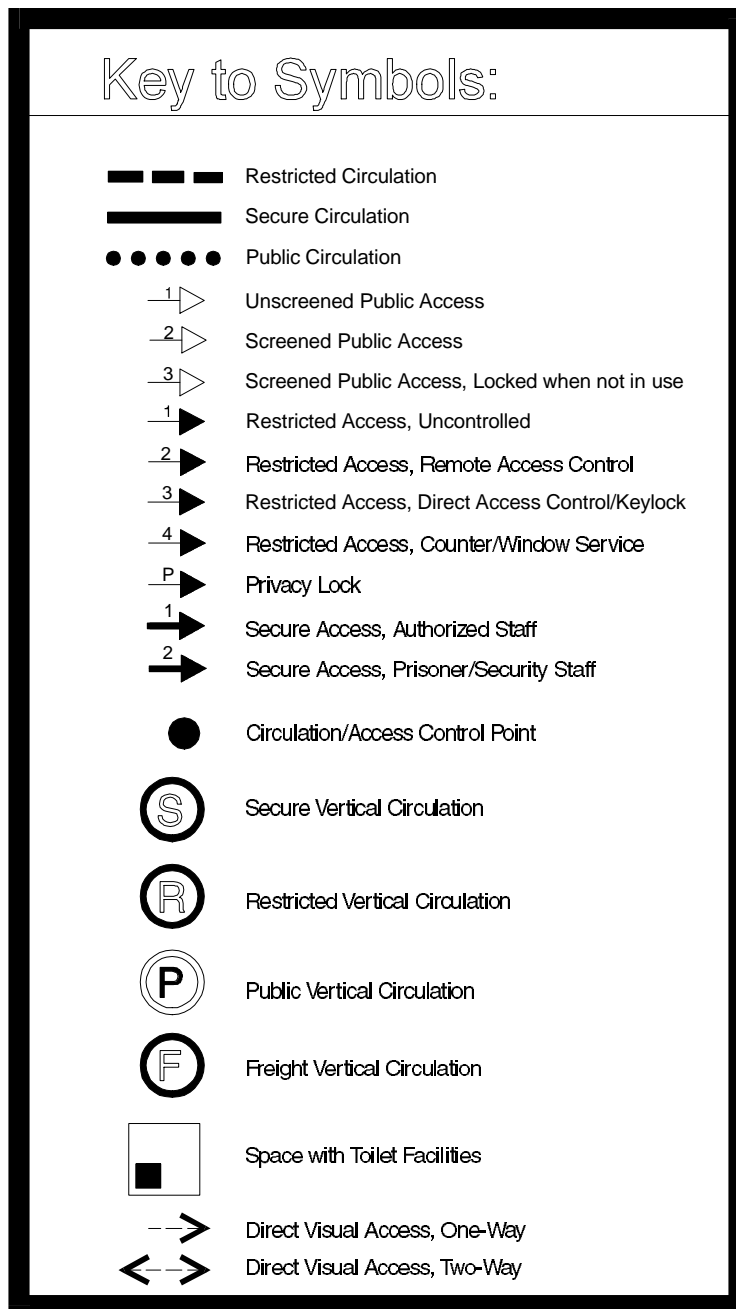
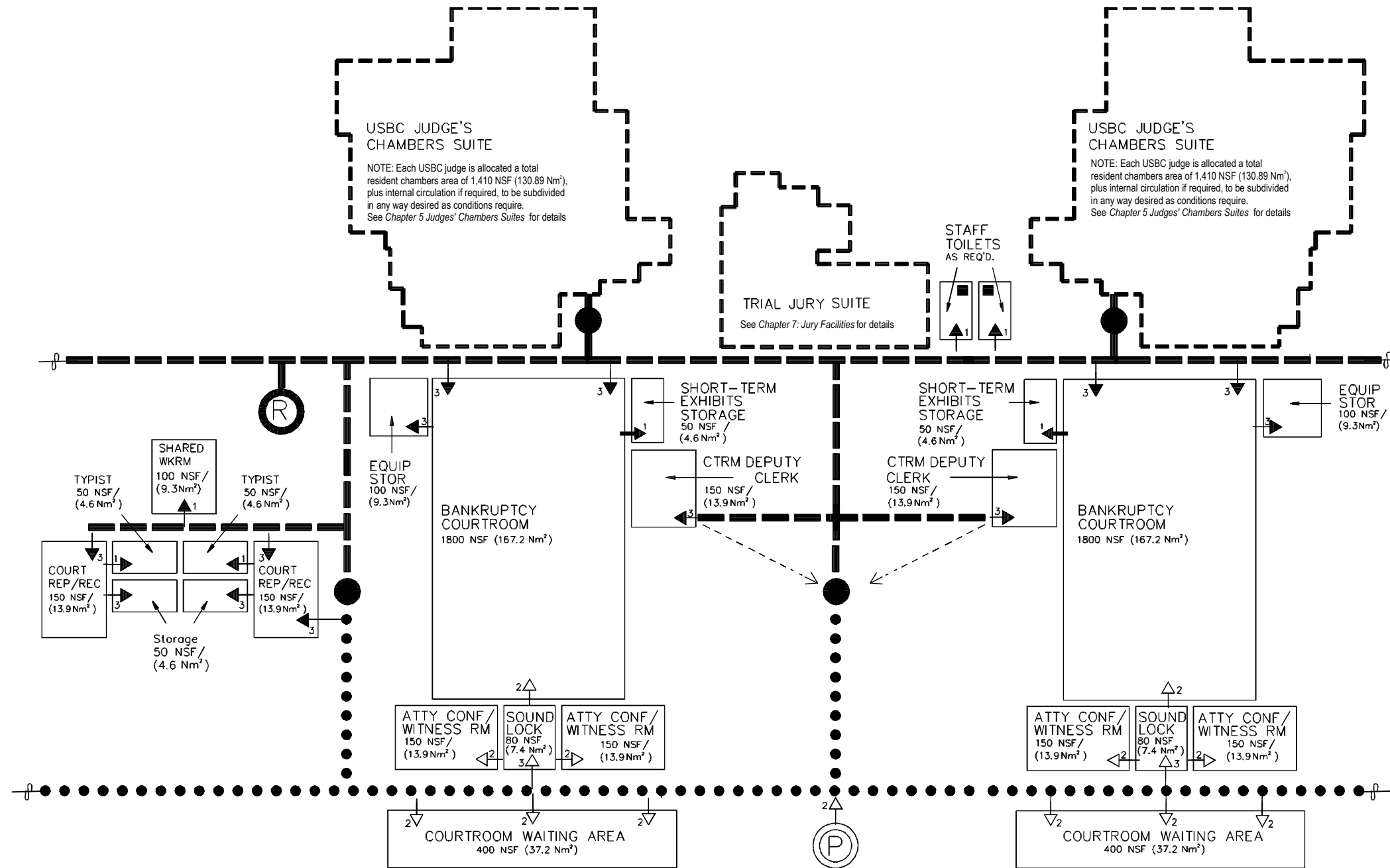


Figure 4.5
U.S. Bankruptcy Court
Courtrooms and Ancillary Facilities
SRAC Diagram





Courtroom Floor Plans

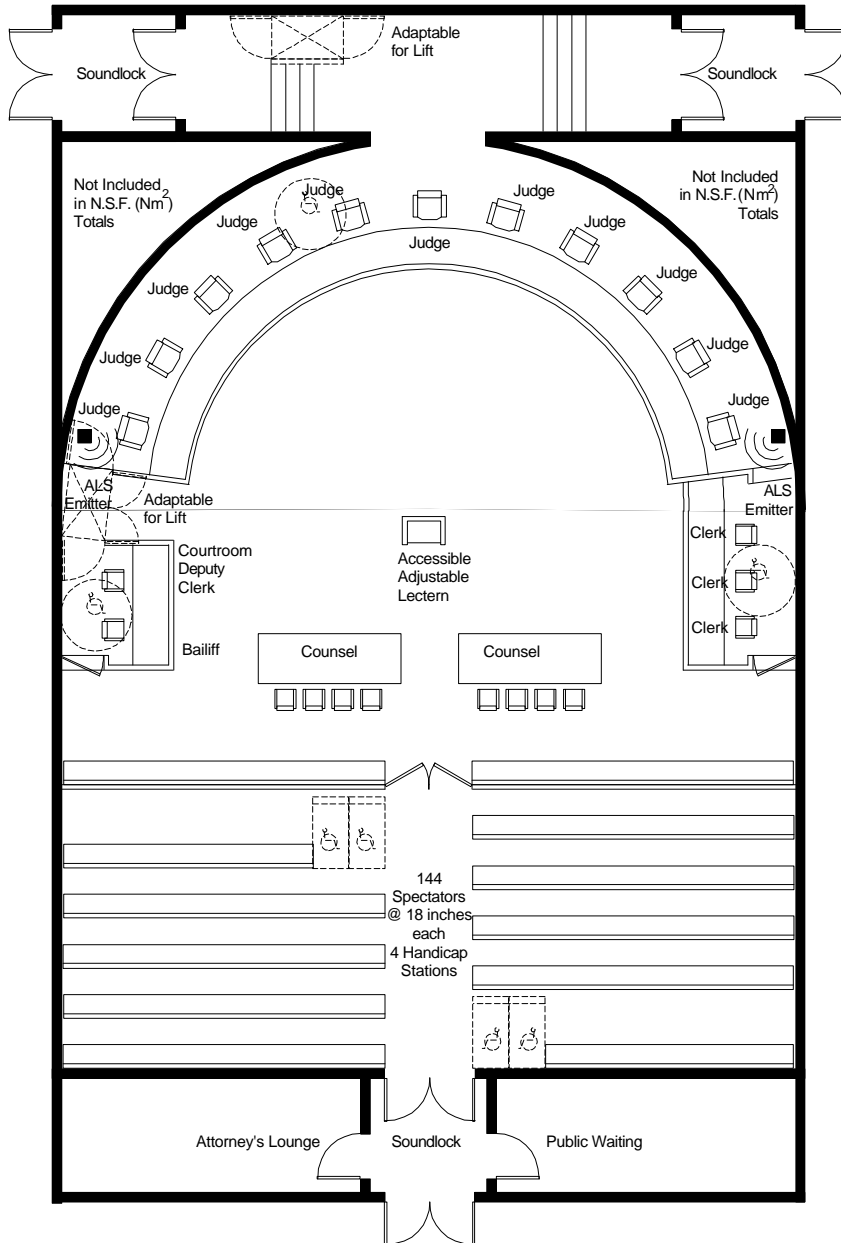
Sample floor plans are furnished for illustrative purposes only and are not meant to serve as standards for design. For each courtroom plan, design decisions must accommodate local custom and specific requirements. These requirements include the shape of the room, arrangement of furniture, size of the courtroom well, number of seats provided, arrangement of exits, and other features. The guidelines for floor area and ceiling height for each courtroom are **intended to be prescriptive.**

The following types of floor plans are presented in this section:

- USCA En-Banc Courtroom
- USCA Panel Courtroom
- USDC Special Proceedings Courtroom
- USDC Standard Courtroom
- Magistrate Judge Courtroom
- USBC Courtroom

Sample plans for a variety of other courtroom layouts are available from the Administrative Office of the U.S. Courts (AOUSC).

Figure 4.6
U.S. Court of Appeals
En Banc Courtroom



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:

3,000 N.S.F. (278.7 Nm²)

Ceiling Height:

18'-0" (5500 mm)

Bench Type:

Semi-Circular

Bench Access

Adaptable Rear Ramp
 Lift @ 24" (600 mm)
 shared with Clerks

Courtroom Deputy Clerk
 Clerks, Bailiff

Adaptable Ramp @ 12"
 (300 mm) on One Side

Seating in front of the rail
 may be either bench or
 chairs.

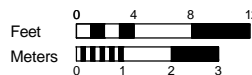


Figure 4.7
U.S. Court of Appeals
Panel Courtroom

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 1,800 N.S.F. (167.2 Nm²)

Ceiling Height:
 16'-0" (4900 mm)

Bench Type:
 Semi-Circular

Bench Access
 Adaptable Rear Ramp
 Lift @ 24" (600 mm)
 shared with Clerks

Courtroom Deputy Clerk
 Clerks, Bailiff
 Adaptable Ramp @ 12"
 (300 mm) on One Side

Seating in front of the rail
 may be either bench or
 chairs.

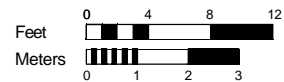
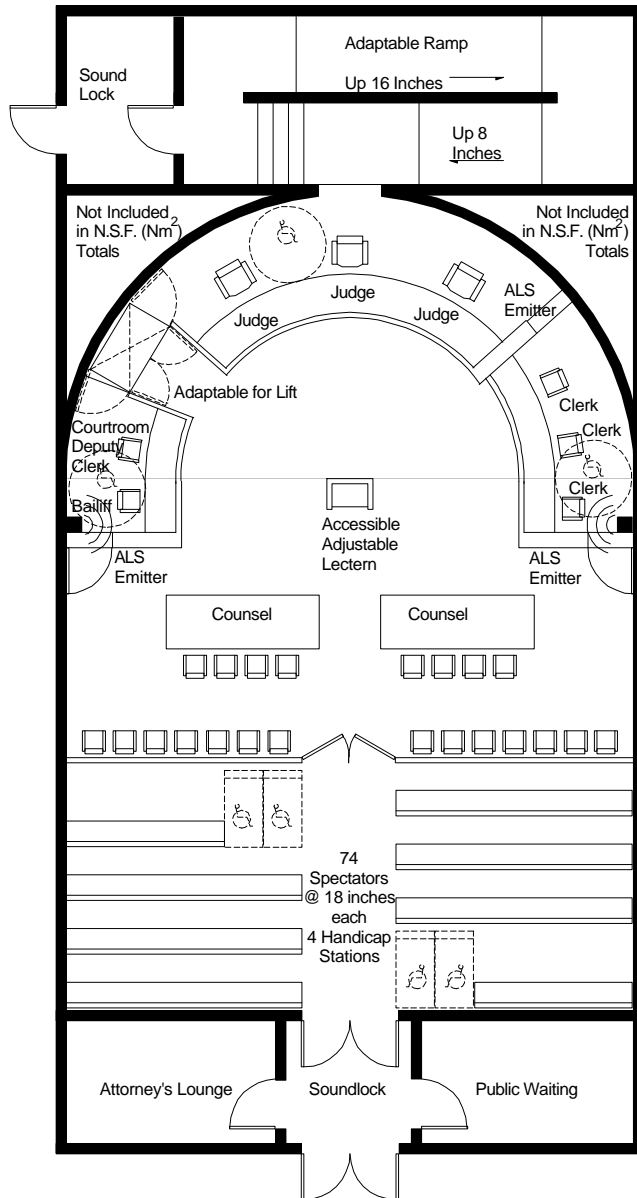
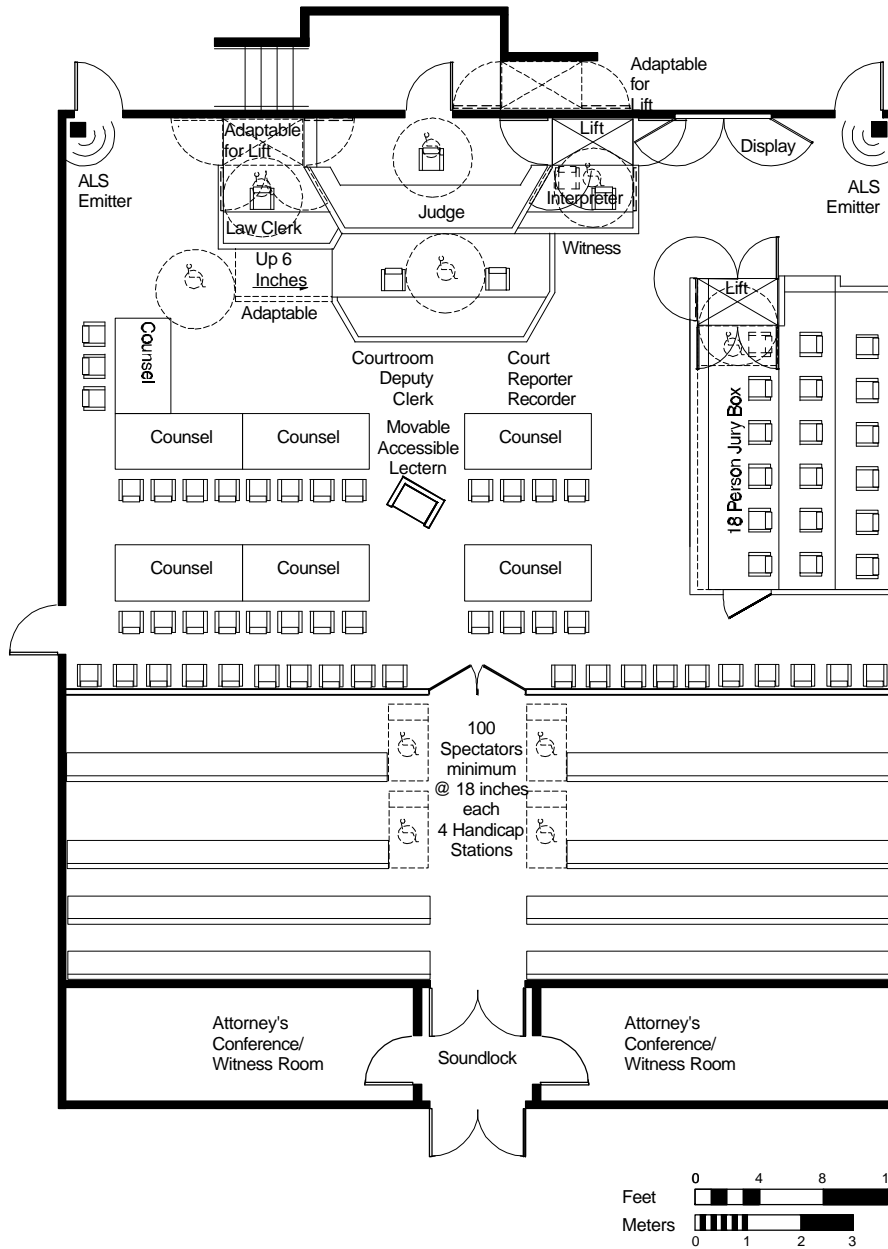


Figure 4.8
U.S. District Court
Special Proceedings Courtroom



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 3,000 N.S.F. (278.7 Nm²)

Ceiling Height:
 18'-0" (5500 mm)

Bench Type:
 Center

Bench Access
 Adaptable Rear Lift
 Lift @ 24" (600 mm)
 shared with Witness

Jury Access
 Lift @ 6" (150 mm) to
 Row 1

Witness Access
 Lift @ 12" (300 mm)
 Shared with Judge

Court Reporter/Recorder,
 Courtroom Deputy Clerk,
 Adaptable Ramp @ 6"
 (150 mm)

Law Clerk
 Adaptable Lift @ 6" (150 mm)

Seating in front of the rail
 may be either bench or
 chairs.

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
2,400 N.S.F. (223 Nm³)

Ceiling Height:
16'-0" (4900 mm)

Bench Type: Off-Center

Bench Access
Adaptable Rear Lift
Lift @ 18" (450 mm) or
24" (600 mm) shared with
Witness

Jury Access
Lift @ 6" (150 mm) to Row 1

Witness Access
Lift @ 12" (300 mm)
shared with Judge

Court Reporter/Recorder,
Courtroom Deputy Clerk,
Adaptable Lift @ 6"
(150 mm) shared with Law Clerk

Law Clerk
Adaptable Lift @ 6" (150 mm)
shared with Courtroom
Deputy Clerk

Seating in front of the rail
may be either bench or chairs.

Figure 4.9a
U.S. District Court
Standard Courtroom - Lift Access

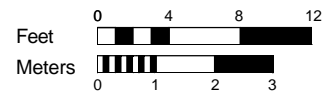
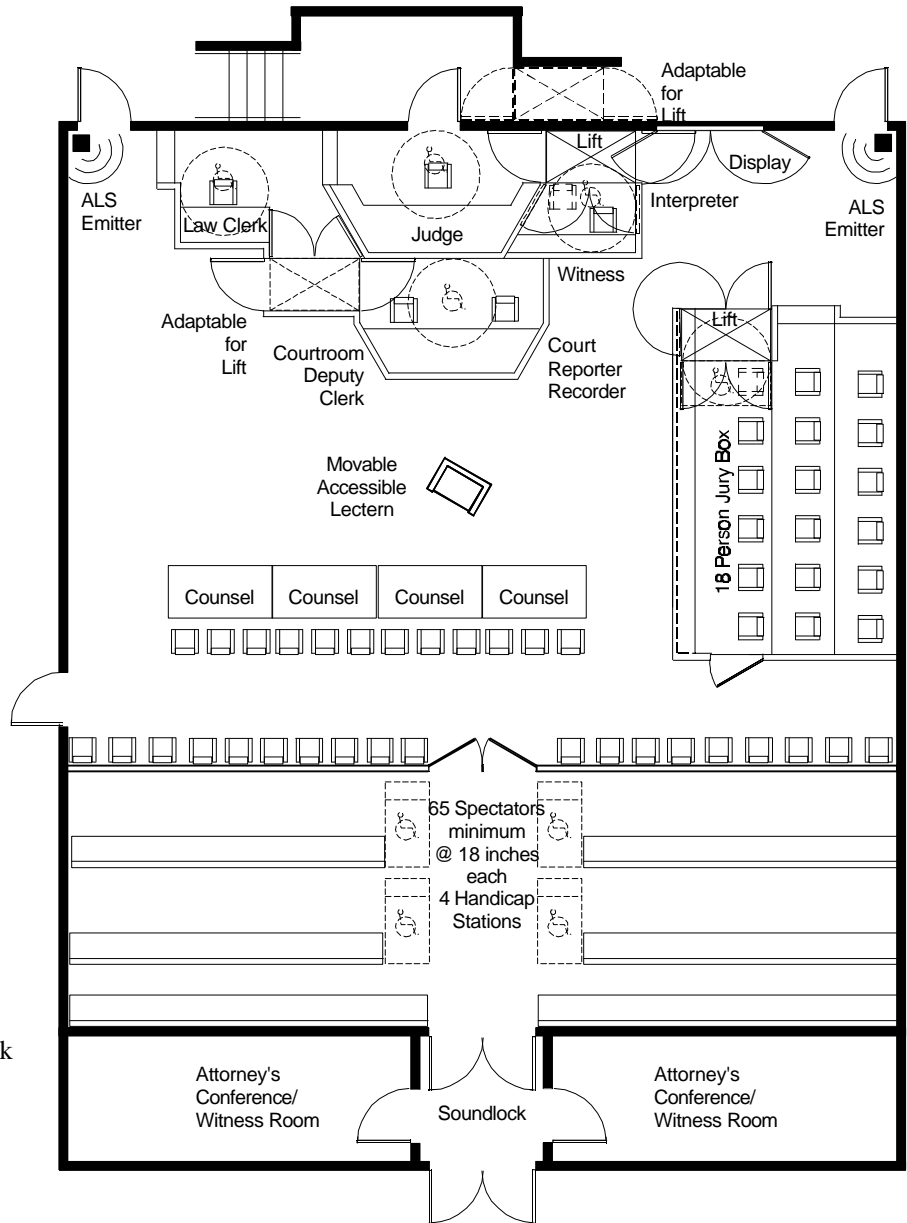
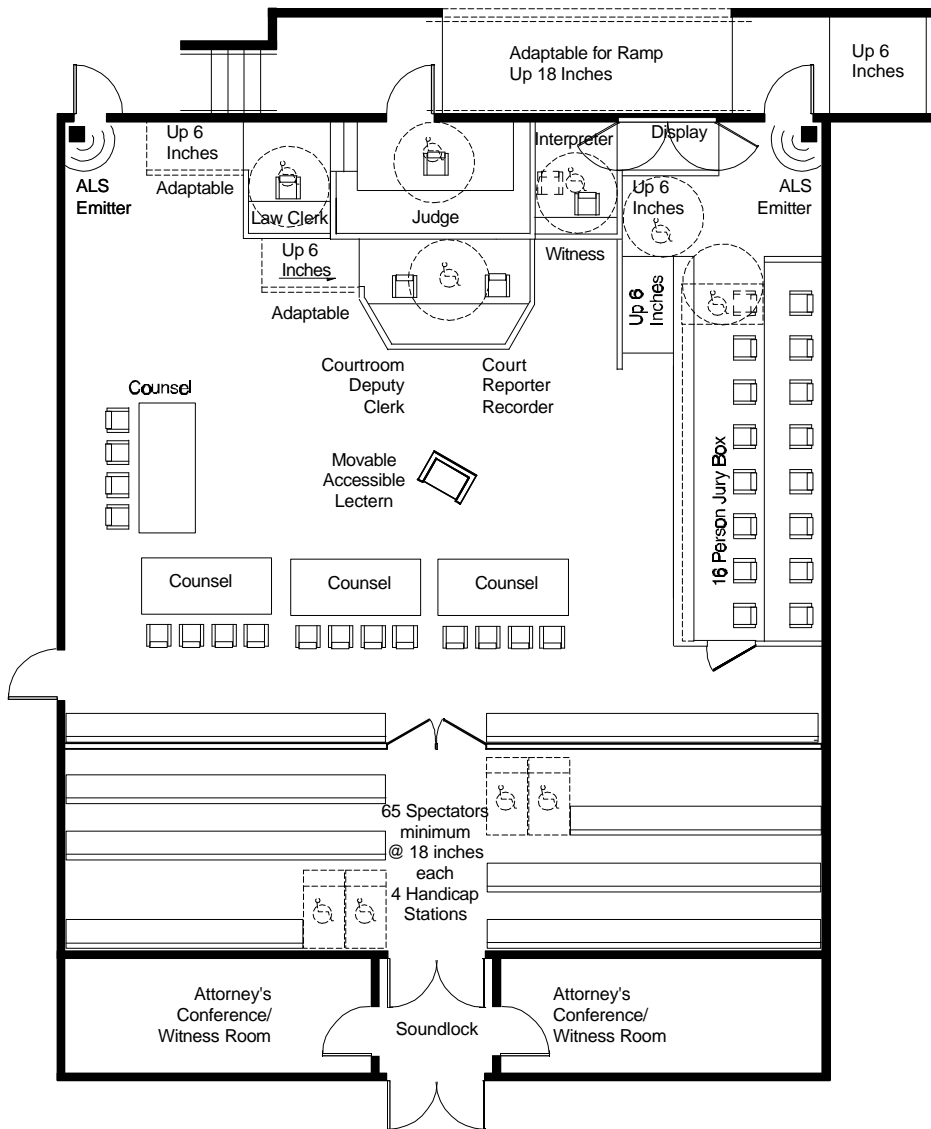


Figure 4.9b
U.S. District Court
Standard Courtroom - Raised Floor Access



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 2,400 N.S.F. (223 Nm²)

Ceiling Height:
 16'-0" (4900 mm)

Bench Type: Off-Center

Bench Access
 Adaptable Rear Ramp
 @ 18" (450 mm) or 24"
 (600 mm)

Jury Access
 Ramp to 6" (150 mm)
 Raised Floor @ the
 First Jury Row

Witness Access
 Ramp @ 12" (300 mm)
 from 6" (150 mm)
 Raised Floor

Court Reporter/Recorder,
 Courtroom Deputy Clerk,
 Adaptable Ramp @ 6" (150 mm)

Law Clerk
 Adaptable Ramp @ 6" (150 mm)

Seating in front of the rail
 may be either bench or chairs.

Figure 4.9c
U.S. District Court
Standard Courtroom - Mixed Access

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 2,400 N.S.F. (223 Nm²)

Ceiling Height:
 16'-0" (4900 mm)

Bench Type: Off-Center

Bench Access
 Adaptable Rear Ramp
 Lift @ 18" (450 mm) or 24"
 (600 mm) shared with
 Witness

Jury Access
 Ramp to 6" (150 mm)
 to Row 1

Witness Access
 Lift @ 12" (300 mm)
 shared with Judge

Court Reporter/Recorder,
 Court Deputy Clerk,
 Adaptable Ramp @ 6" (150 mm)

Law Clerk
 Adaptable Lift @ 6" (150 mm)

Seating in front of the rail
 may be either bench or chairs.

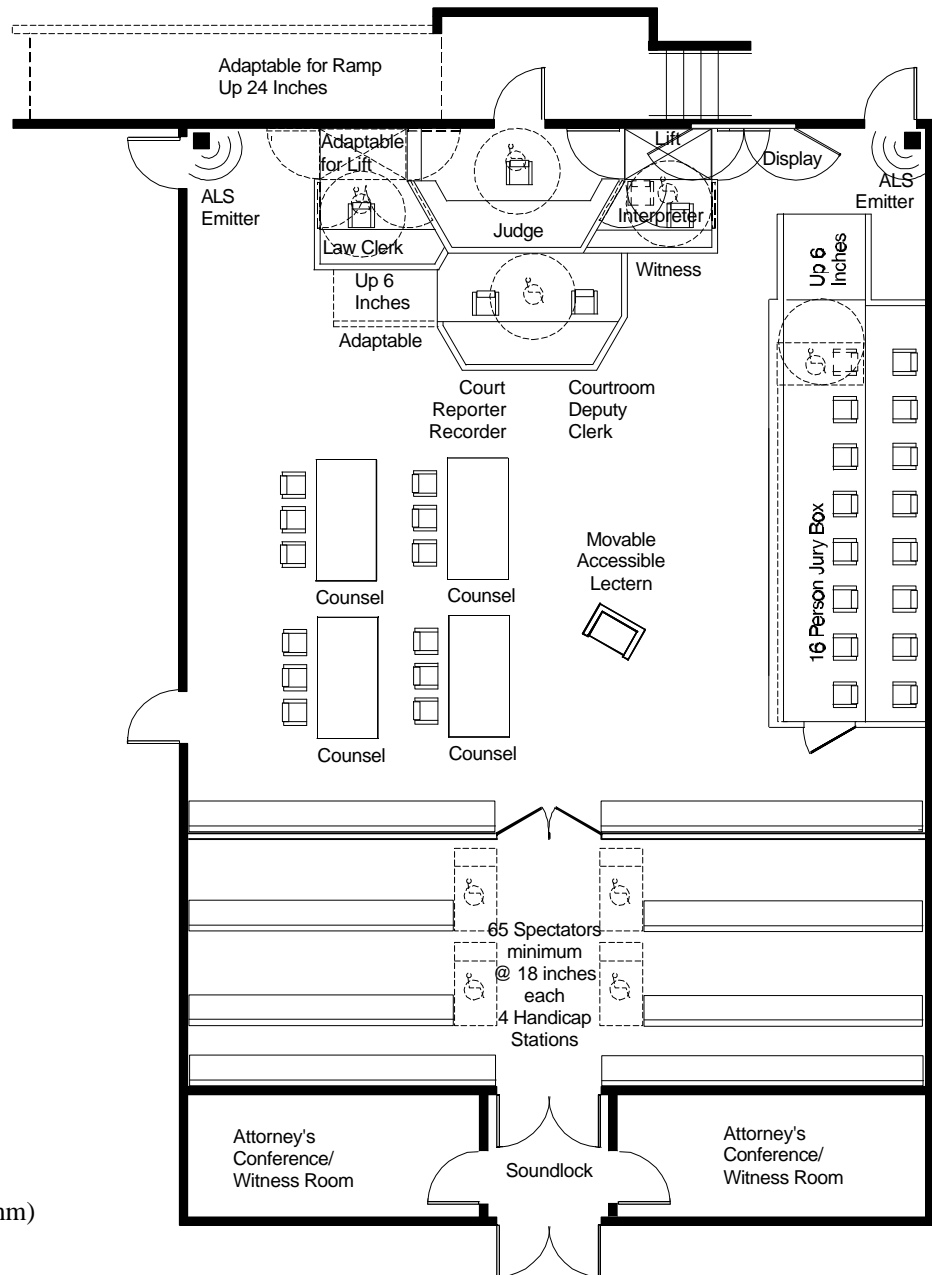
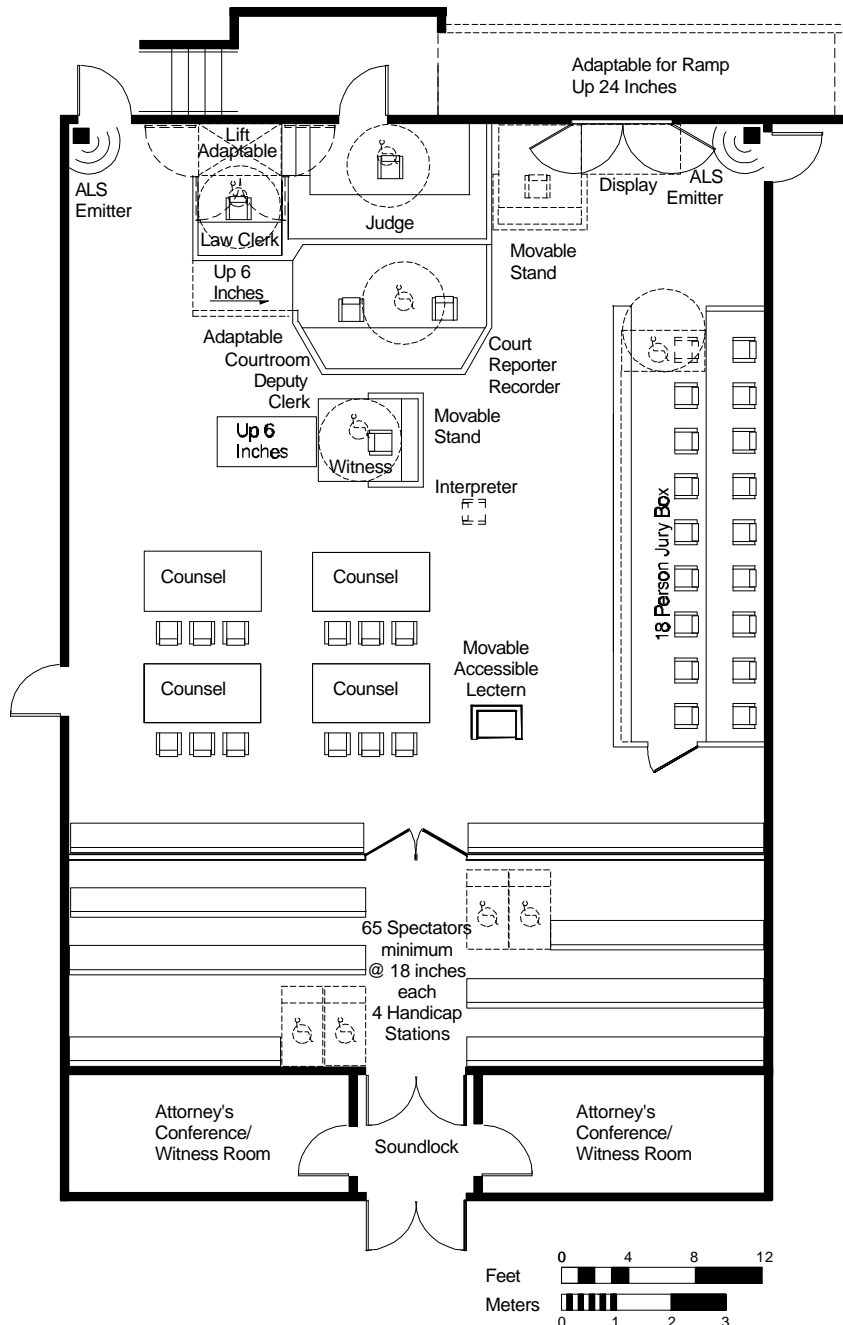


Figure 4.9d
U.S. District Court
Standard Courtroom - Movable Witness Box



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 2,400 N.S.F. (223 Nm²)

Ceiling Height:
 16'-0" (4900 mm)

Bench Type:
 Off-Center

Bench Access
 Adaptable for Rear Ramp @ 18" (450 mm) or 24" (600 mm)

Jury Access
 First Row @ Floor Level

Witness Access
 Movable, Ramp @ 6" (150 mm)

Courtroom Reporter/Recorder, Courtroom Deputy Clerk,
 Adaptable Ramp @ 6" (150 mm)

Law Clerk
 Adaptable Lift @ 6" (150 mm)

Seating in front of the rail may be either bench or chairs.

Figure 4.9e
U.S. District Court
Standard Courtroom - Clerks on Side Wall

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 2,400 N.S.F. (223 Nm²)

Ceiling Height:
 16'-0" (4900 mm)

Bench Type: Off-Center

Bench Access
 Adaptable Rear Lift
 Lift @ 18" (450 mm) or
 24" (600 mm)
 shared with Witness

Jury Access
 Lift @ 6" (150 mm) to
 Row 1

Witness Access
 Lift @ 12" (300 mm)
 shared with Judge

Courtroom Reporter/Recorder,
 Courtroom Deputy Clerk,
 on side wall Adaptable Lift @ 6"
 (150 mm) shared with Law Clerk

Law Clerk
 Adaptable Lift @ 6" (150 mm)
 shared with
 Courtroom Deputy Clerk

Seating in front of the rail
 may be either bench or chairs.

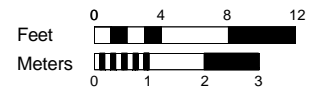
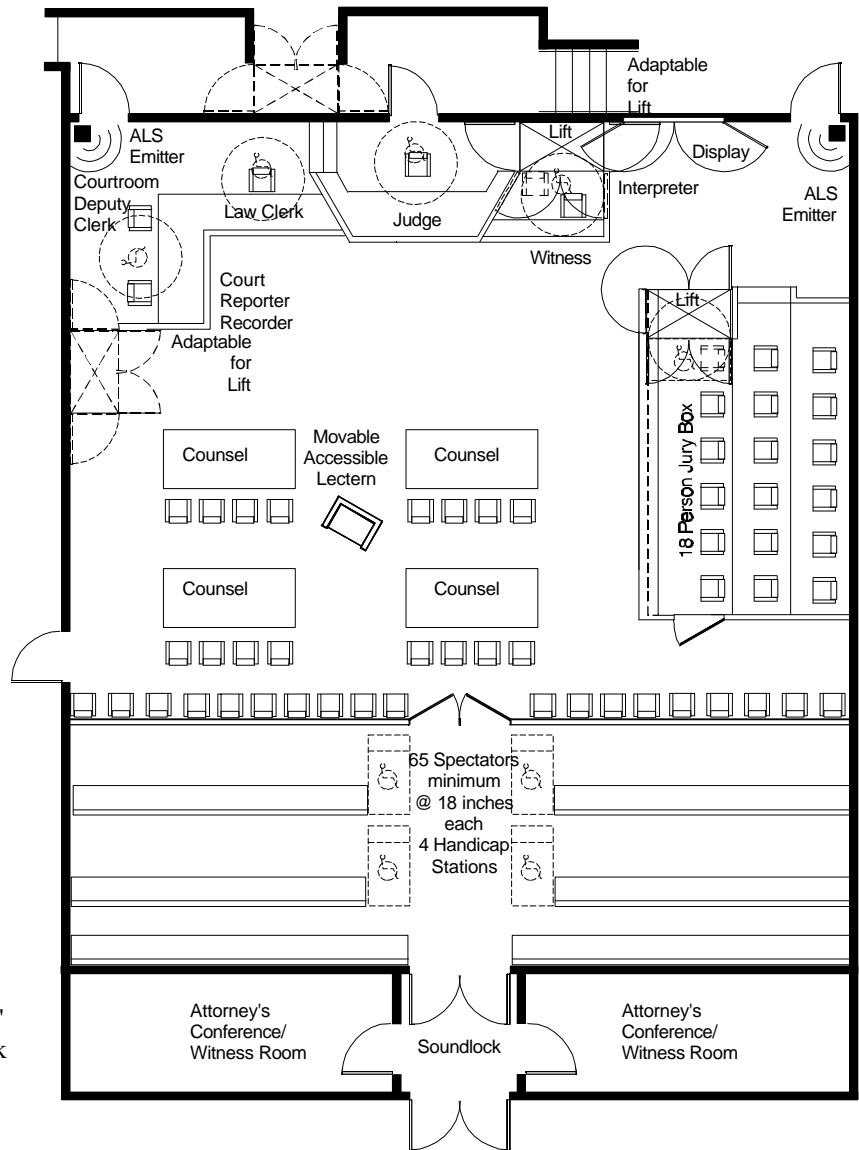
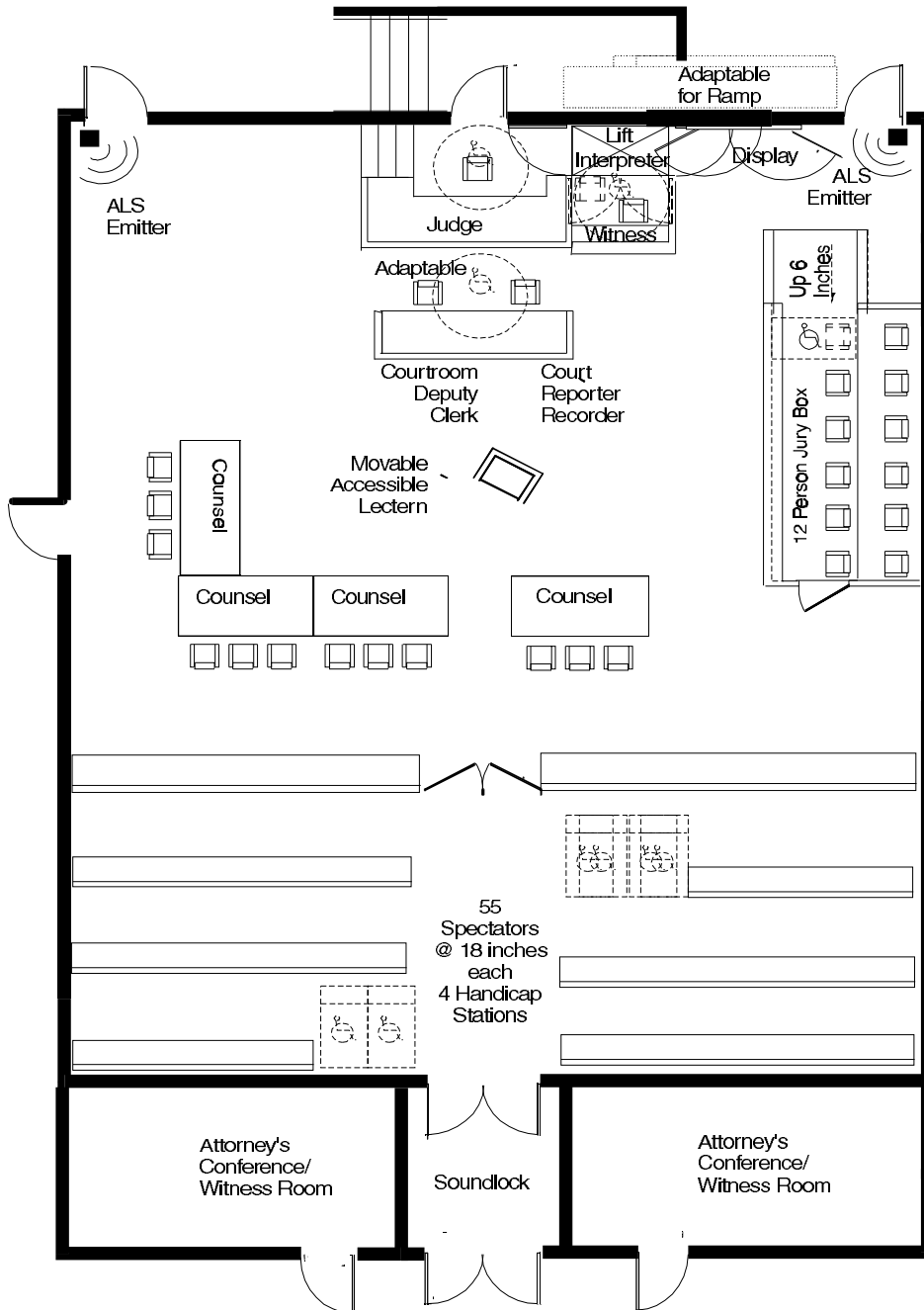


Figure 4.10a
U.S. Magistrate Judge
Courtroom



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:

1,800 N.S.F. (167.2 Nm²)

Ceiling Height:

16'-0" (4900 mm)

Bench Type:

Center

Bench Access

adaptable ramp or lift shared with Witness @ 18" (450 mm) or 24" (600 mm)

Jury Access

Ramp @ 6" (150 mm)

Witness Access

Lift @ 12" (300 mm) shared with Judge

Courtroom Deputy Clerk,

Law Clerk

Adaptable @ floor level

Seating in front of the rail

may be either bench or chairs.

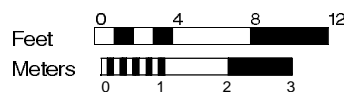


Figure 4.10b
U.S. Magistrate Judge
Courtroom

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:

1,800 N.S.F. (167.2 Nm³)

Ceiling Height:

16'-0" (4900 mm)

Bench Type:

Center

Bench Access

Lift @ 18" (450 mm) or
24" (600 mm) shared
with Witness

Jury Access

Lift access first
Row @ 6" (150 mm)

Witness Access

Lift @ 12" (300 mm)
shared with Judge

Courtroom Deputy Clerk,
Law Clerk

Adaptable Lift @ 6" (150 mm)

Seating in front of the rail

may be either bench or chairs.

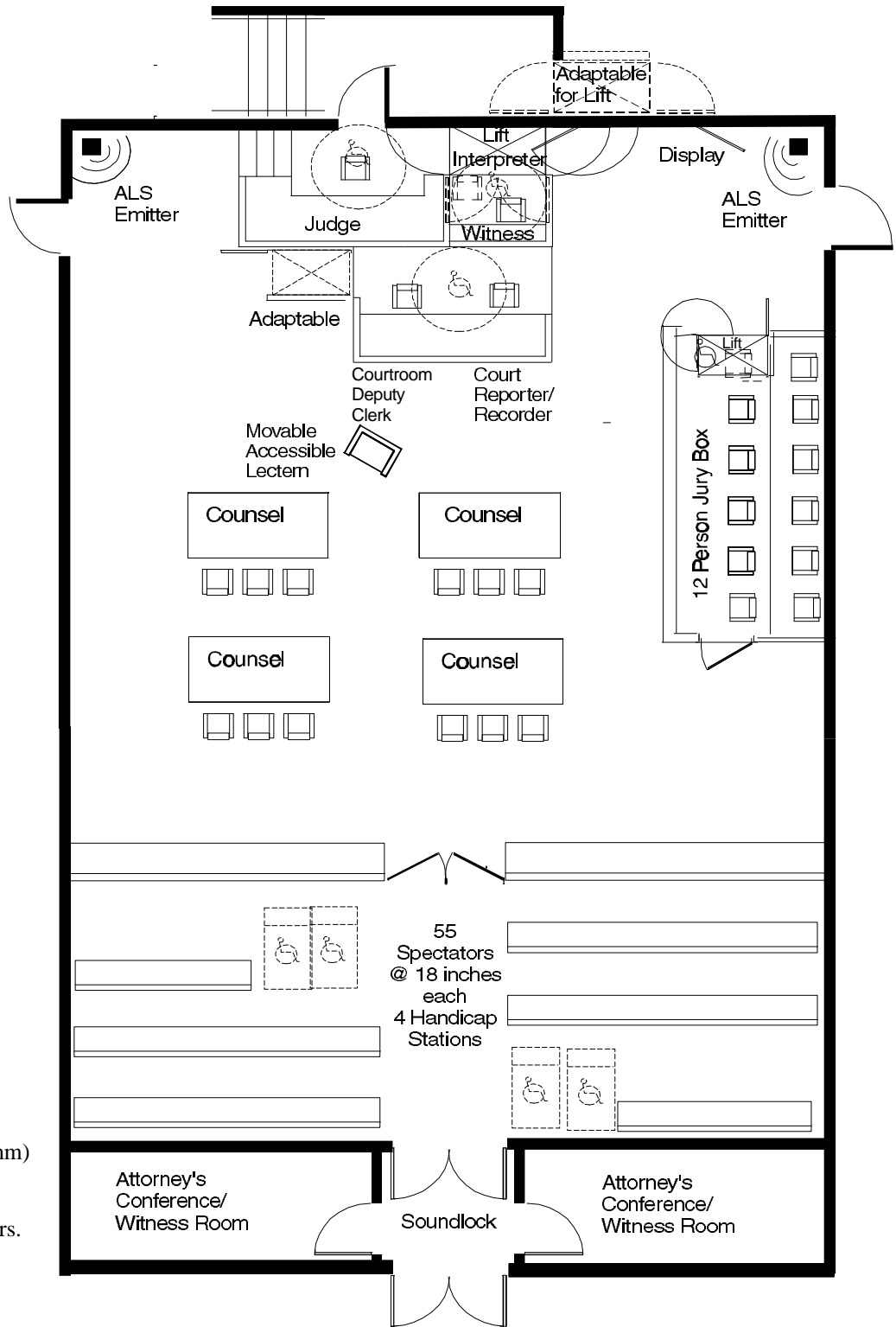
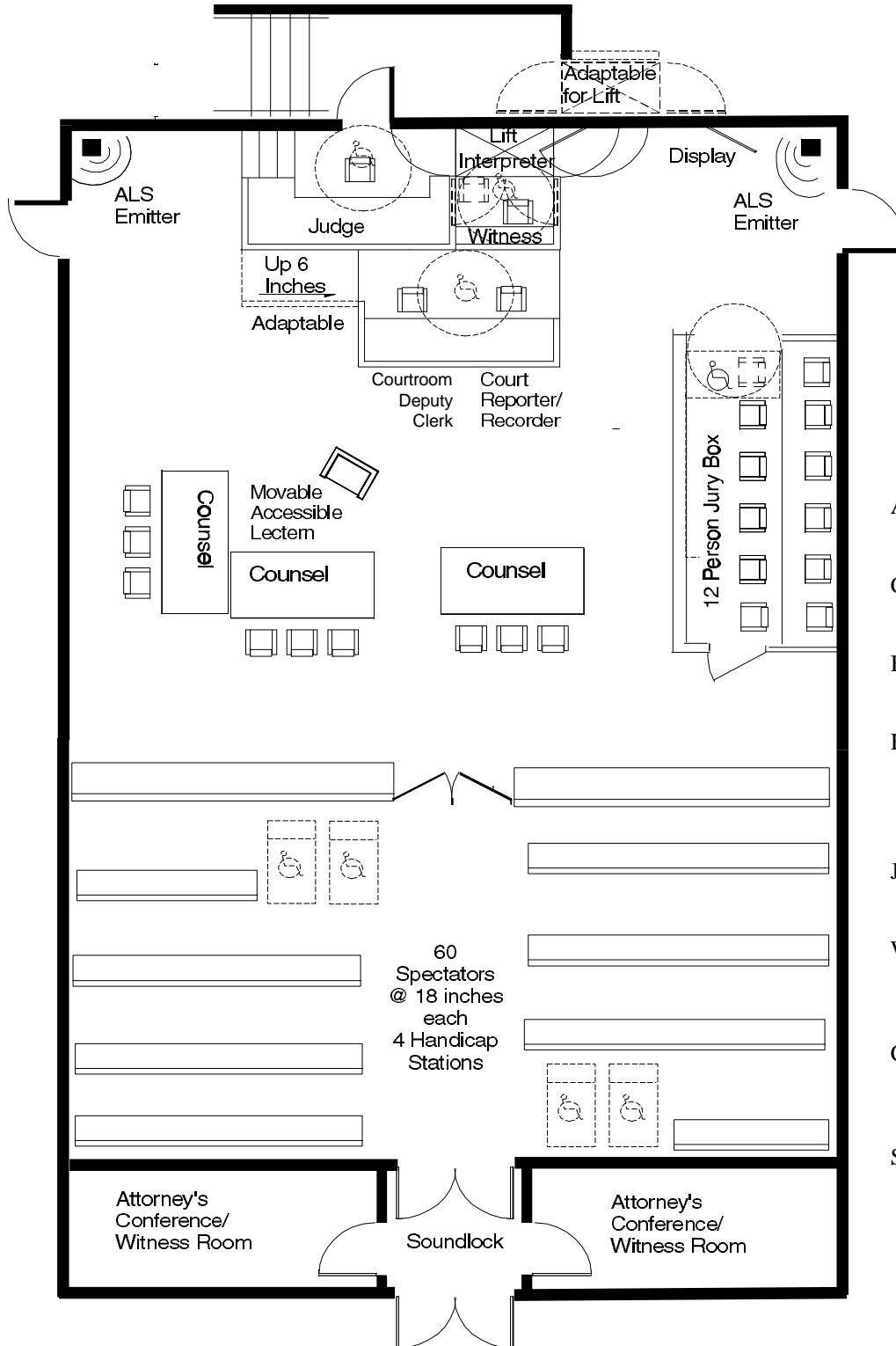


Figure 4.10c
U.S. Magistrate Judge
Courtroom



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
1,800 N.S.F. (167.2 Nm²)

Ceiling Height:
16'-0" (4900 mm)

Bench Type:
Center

Bench Access
Lift @ 18" (450 mm) or
24" (600 mm) shared
with Witness

Jury Access
First row @ floor level

Witness Access
Lift @ 12" (300 mm)
shared with Judge

Courtroom Deputy Clerk,
Law Clerk
Adaptable ramp @ 6" (150 mm)

Seating in front of the rail
may be either bench or chairs.

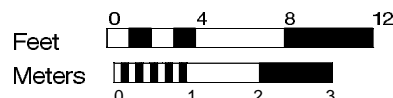


Figure 4.10d
U.S. Magistrate Judge
Courtroom

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
 1,800 N.S.F. (167.2 Nm²)

Ceiling Height:
 16'-0" (4900 mm)

Bench Type:
 Corner

Bench Access
 Lift @ 18" (450 mm) or
 24" (600 mm) shared
 with Witness

Jury Access
 Lift access first
 Row @ 6" (150 mm)

Witness Access
 Lift @ 12" (300 mm)
 shared with Judge

Courtroom Deputy Clerk,
 Law Clerk
 Adaptable Lift @ 6" (150 mm)

Seating in front of the rail
 may be either bench or chairs.

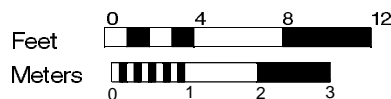
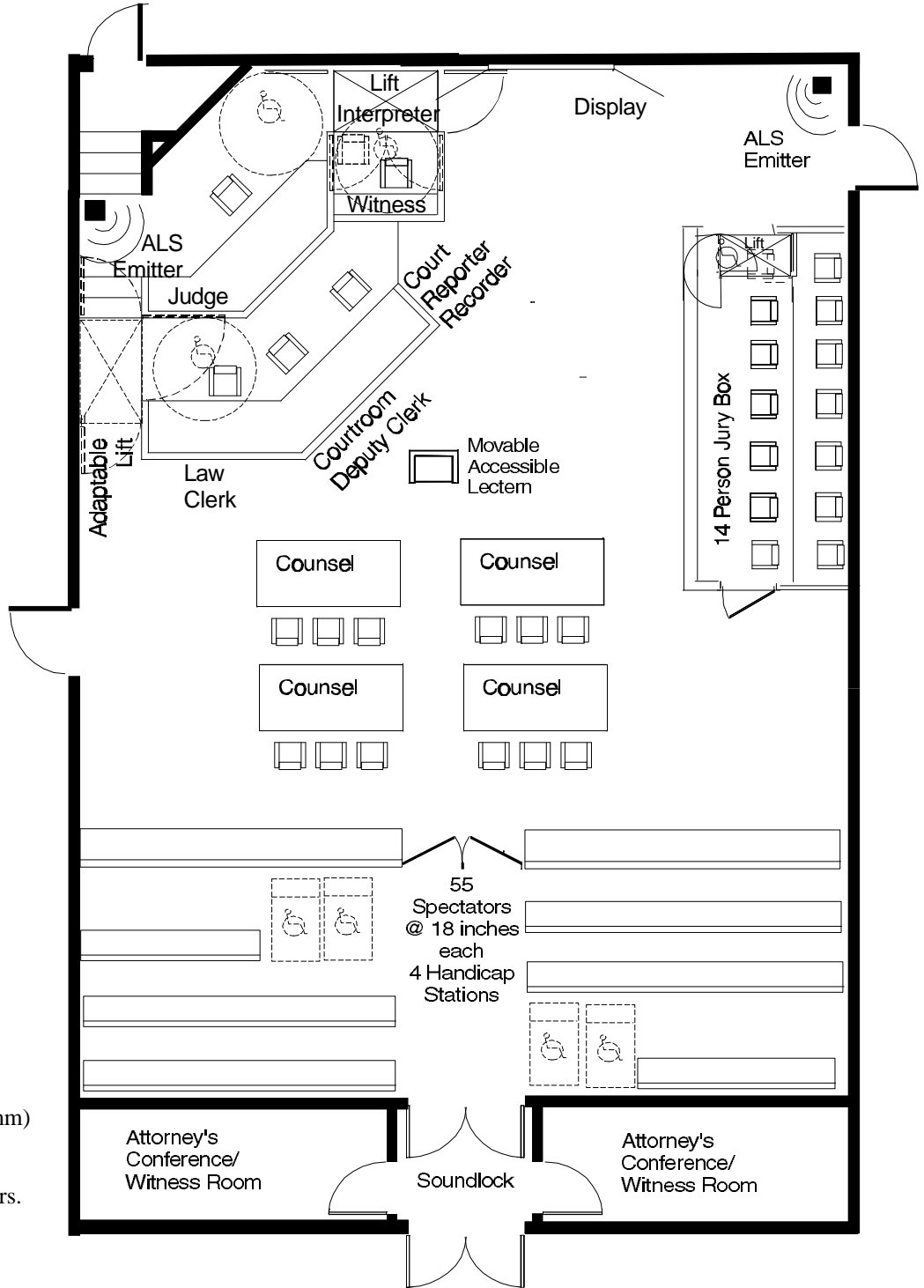
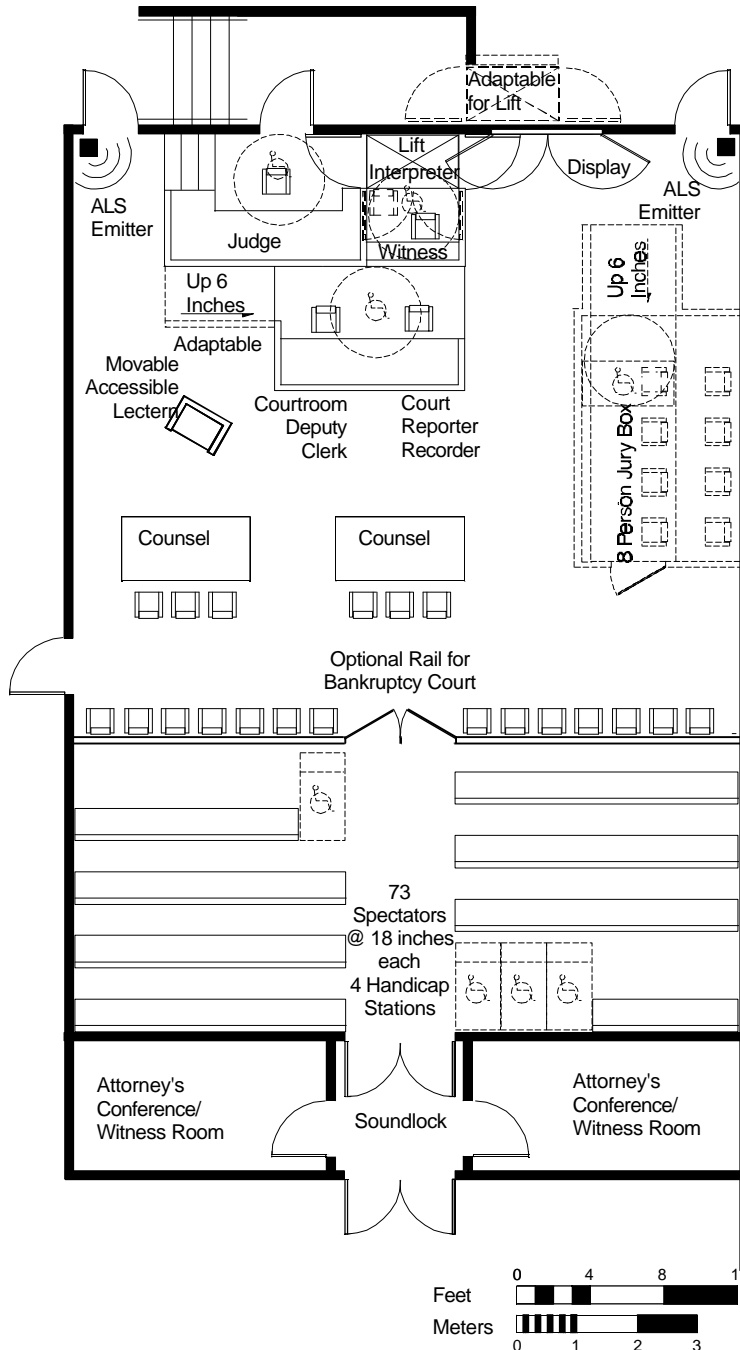


Figure 4.11
U.S. Bankruptcy Court
Courtroom



Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for courtroom design.
2. Sample plans for a variety of other layouts for courtrooms are available from the Administrative Office of the U.S. Courts.

Area:
1,800 N.S.F. (167.2 Nm²)

Ceiling Height:
16'-0" (4900 mm)

Bench Type:
Off-Center

Bench Access
Adaptable Rear Lift
Lift @ 18" (450 mm) or
24" (600 mm) shared
with Witness

Jury Access
Ramp @ 6" (150 mm)
shared with Judge

Witness Access
Lift @ 12" (300 mm)
to Row 1

Court Reporter/Recorder,
Courtroom Deputy Clerk,
Adaptable Ramp @ 6"
(150 mm)

Seating in front of the rail
may be either bench or chairs.

Table 4.1
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	STORAGE		FINISHES H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
COURT OF APPEALS								
En Banc Courtroom	3,000 (278.7)	Built-in: Judges bench (5 LF or 1525 mm/judge), stations for courtroom deputy clerk, law clerk(s), bailiff, spectators (120-150) Movable: Attorney station	Equipment, exhibits	Closet	Highest quality paint/wall covering: paneling, wall paper, millwork	Durable high quality carpet	•	18' (5500 mm) min.
Panel Courtroom	1,800 (167.2)	Built-in: Judges bench (3 @ 5 LF or 1525 mm/judge), stations for courtroom deputy clerk, law clerk(s), bailiff, spectators (40-80) Movable: Attorney station					•	16' (4900 mm) min.
DISTRICT COURT								
Special Proceedings Courtroom	3,000 (278.7)	Built-in: Judges bench ¹ (1-3 judges, 5 LF or 1525 mm/judge, 12 feet or 3700 mm min.), stations for courtroom deputy, court reporter/recorder, witness, law clerk(s); jury box (18 persons), spectator seating (100-120) Movable: USMS personnel, interpreter, attorney and client (4-20+) stations	Equipment, exhibits	Closet	Highest quality paint/wall covering: paneling, wall paper, millwork	Durable high quality carpet	•	18' (5500 mm) min.
Standard Courtroom	2,400 (223)	Built-in: Judge s bench (12 feet or 3700 mm min.), courtroom deputy clerk, court reporter/recorder, witness, law clerk(s); jury box (18 persons), spectator seating (65-85) Movable: USMS personnel, interpreter, attorney and client (4-10) stations					•	16' (4900 mm) min.
Magistrate Judge Courtroom	1,800 (167.2)	Built-in: Magistrate judge s bench (8 feet or 2425 mm min.), stations for courtroom deputy clerk, court reporter/recorder, witness, law clerk; jury box, spectator seating (55-60) Movable: USMS personnel, interpreter, attorney and client (4-6) stations					•	16' (4900 mm) min.
BANKRUPTCY COURT								
Jury Courtroom	1,800 (167.2)	Built-in: Judge s bench (8 feet or 2425 mm min.), stations for courtroom deputy clerk, court reporter/recorder, law clerk, witness, jury box, spectator seating (75-85) Movable: Attorney and client (6+) stations	Equipment, exhibits	Closet	Highest quality paint/wall covering: paneling, wall paper millwork	Durable high quality carpet	•	16' (4900 mm) min.
Non-Jury Courtroom	1,800 (167.2)	Built-in: Judge s bench (8 feet or 2425 mm min.), stations for courtroom deputy clerk, court reporter/recorder, law clerk, witness; spectator seating (75-85) Movable: Attorney and client (6+) stations					•	
COURTROOM USER STATIONS								
Judge(s)		Built-in: Bench min. 4 or 3 steps (24-21" or 600-525 mm) above floor level, adaptable for access bookshelves (USDC judges), footrest, computer Movable: Swivel tilt chair(s)	Drawers		Hard sound reflectance	Durable high quality carpet		
Courtroom Deputy Clerk		Built-in: Station 3 steps (18" or 450 mm) below judge s bench level, adaptable for access; computer and printer Movable: Swivel chair	Filing cabinet, drawers		Hard sound reflectance			
Witness (USDC/USBC)		Built-in: Stand 2 steps (12" or 300 mm) below judge s bench level, accessible Movable: Swivel chair (chairs to be adjustable height)			Hard sound reflectance			
Interpreter (USDC/USBC)		Movable: Swivel chair						

¹ The special proceedings courtroom bench may accommodate more than three judges at one location per district.

Table 4.1 (continued)
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	STORAGE		FINISHES H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.				
			Type	Size	Walls	Floor	Ceiling	Height	
COURTROOM USER STATIONS (cont d)									
Jurors		Built-in: Jury box (3 tiers or 2 tiers) up one step (preferred) or 1st tier at floor level; fixed swivel tilt chairs; determine seating capacity in consultation with the court; accessible			Hard sound reflectance	Durable, high-quality carpet			
Court Reporter/Recorder (USDC/USBC)		Built-in: Workstation/worksurface for equipment, and storage (court reporter station may be movable); adaptable for access; computer Movable: Swivel chair	Drawer (cabinet)						
Attorney and Litigants		Movable: Min. four 3'-6" x 7'-0" - 8'-0" or 1075 mm x 2150 mm - 2400 mm tables, up to 8 chairs each; computer							
Attorney Waiting Area		Movable: Chairs or benches			Sound absorbent				
Law Clerk(s)		Built-in: Station 3 steps (18" or 450 mm) below judge's bench level; adaptable for access; computer Movable: Swivel chair(s)	Drawers		Hard sound reflectance				
Bailiff (USCA)		Built-in: Station 3 steps (18" or 450 mm) below judge's bench level, adaptable for access, provision for computer Movable: Swivel chair(s)	Drawers						
USMS Personnel		Movable: Chairs							
Spectators		Built-in: Benches or theater chairs			Sound absorbent		•		
OTHER SPACES									
Equipment Storage Room	100 (9.3)	Movable: Shelves, open floor space		18" (450 mm) deep shelves	Paint	Vinyl	Paint	S	
Short-term Exhibits Storage	50 (4.6)	Movable: Shelves, open floor space	Securable	18" (450 mm) deep shelves	Paint	Vinyl	Paint	S	
Lectern		Movable: (May be built-in in USCA courtrooms) adequate worksurface accessible; adjustable height; substantial in design; shelf storage desirable	Attorney files						
Exhibit Display (USDC/USBC)		Built-in: Display unit with screen, tackboard, lightbox, and whiteboard (magnetic); drop-down screen; provision for VCR and monitor	Drawers						
Soundlock	80 (7.4)				•	Durable, high-quality carpet	•	S	
Public/Attorney Coat Rack	20 (1.9)		Coat rod and shelf						

**Table 4.2
Access Control and Security**

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>				SECURITY & ALARM SYSTEMS										GENERAL REMARKS	
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING		REMARKS
COURT OF APPEALS																
En Banc Courtroom	3	3			<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>		(1) Provide a duplex receptacle outside the public entrance to each courtroom, used for a relocatable walk-through metal detector to accommodate high-threat proceedings.
Panel Courtroom	3	3			<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>		
DISTRICT COURT																
Special Proceedings Courtroom	3	3	2		<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>	USDC courtrooms may provide audio-video link to cell area for remote viewing of proceedings by defendant. Typical system may include one courtroom camera (two cameras for special proceedings courtroom) and link to courtroom PA system. Also, in high-threat situations, video may be continuously monitored by USMS or may be activated by duress alarm system.	
Standard Courtroom	3	3	2		<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>		
Magistrate Judge's Courtroom	3	3	2		<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>		
BANKRUPTCY COURT																
Jury Courtroom	3	3			<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>		
Non-Jury Courtroom	3	3			<input type="checkbox"/>					<input type="checkbox"/> (1)			<input type="checkbox"/>	<input type="checkbox"/>		
COURTROOM USER STATIONS																
Judge(s)							<input type="checkbox"/>								Provide bench armor	Provide drawers for storage of minor supplies. In appellate courtrooms, provide duress alarm stations at three central judges stations.
Courtroom Deputy Clerk							<input type="checkbox"/>									
Witness (USDC/USBC)																Station must accommodate interpreter with separate microphone and movable chair.
Interpreter (USDC/USBC)																

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 4.2 (continued)
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>			SECURITY & ALARM SYSTEMS										REMARKS	GENERAL REMARKS
	PUBLIC	RESTRICTED	SECURE	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING		
COURTROOM USER STATIONS (cont'd)															
Jurors															Consider provision of local white noise system at jury box. Refer to Acoustic Criteria.
Court Reporter/Recorder (USDC/USBC)															
Attorney and Litigants															
Attorney Waiting Area				In well, near rail											Also may be used by security personnel escorting in-custody defendants.
Law Clerk(s)						<input type="checkbox"/>									
Bailiff (USCA)						<input type="checkbox"/>									
USMS Personnel															
Spectators															In bankruptcy courtrooms only, provision should be made for removal of front row(s) of spectator seating to allow expansion of the well area.
OTHER SPACES															
Equipment Storage Room		3		Accessed from well											Storage for projectors, easels, and other display equipment.
Short-term Exhibits Storage			1	Accessed from well											Storage for variety of types of exhibits: charts, files, contraband, etc.
Lectern															Must accommodate attorney's files.
Exhibit Display (USDC/USBC)															Locate primarily for ready viewing by judge, jury, witness, attorneys, and clients.
Soundlock	3			Courtroom vestibule											May be provided with window(s) to allow view of courtroom without entering.
Public/Attorney Coat Rack															May be alcove; may be omitted in warm climates.

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

**Table 4.3
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				REMARKS	ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS											REMARKS		
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)		PAIERS MICROPHONE	PA SYS. LOUDSPEAKERS	PAIERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR		VIDEO RECORD/PLAYER	MA TV/CABLE TV OUTLET
COURT OF APPEALS																			
En Banc Courtroom	25	0.6-0.8	0.8	50	All courtrooms assumed to be interior spaces. Fabric upholstery should be used to stabilize reverberation time at times of low occupancy. NIC greater than 55 dB implies masonry partition walls slab-to-slab. Maintain 20' minimum separation between jury box and judge's bench in all jury courtrooms, for privacy of bench conferences.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>				Courtroom telephone systems should be tied with sound reinforcement and electronic recording systems. See AOUSC-published <i>Design Guide Specifications of Audio Systems and Electronic Courtroom/Chambers</i> , an interim guide to courtroom technology.	
Panel Courtroom	25-30	0.6-0.8	0.8	50		<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>					
DISTRICT COURT																			
Special Proceedings Courtroom	25	0.6-0.8	0.8	50		<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>					
Standard Courtroom	25-30	0.6-0.8	0.8	50		<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>					
Magistrate Judge's Courtroom	30-35	0.5-0.7	0.8	50		<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>					
BANKRUPTCY COURT																			
Jury Courtroom	30-35	0.5-0.7	0.8	50	<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>						
Non-Jury Courtroom	30-35	0.5-0.7	0.8	50	<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>						
COURTROOM USER STATIONS																			
Judge(s)					Provide reflective surface behind judge.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Speaker phone; provide microphone cut-off switch at judges station to ensure privacy of bench conferences.	
Courtroom Deputy Clerk					Use absorptive materials in vicinity.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Provide 3 clean outlets: PC/terminal, printer, and PA amplifier.	
Witness (USDC/USBC)						<input type="checkbox"/>													
Interpreter (USDC/USBC)																			

Table 4.3 (continued)
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
COURTROOM USER STATIONS																			
Jurors					Locate within 15' of wall with reflective surface							<input type="checkbox"/>				<input type="checkbox"/>			
Court Reporter/Recorder (USDC/USBC)					Provide control of electric recording system	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
Attorneys and Litigants						<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Provide floor outlets at prescribed locations. Provide microphone cut-off switch.
Attorney Waiting Area																			
Law Clerk(s)					PA speaker in vicinity				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Bailiff (USCA)					PA speaker in vicinity	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
USMS Personnel									<input type="checkbox"/>										
Spectators					Ceiling finishes and design to maximize hearing of spectators										<input type="checkbox"/>				
OTHER SPACES																			
Equipment Storage Room																			
Short-term Exhibits Storage																			
Lectern						<input type="checkbox"/>						<input type="checkbox"/>							Provide floor box outlets at prescribed locations.
Exhibit Display (USDC/USBC)						<input type="checkbox"/>						<input type="checkbox"/>			<input type="checkbox"/>				
Soundlock					8' (2425 mm) min. between doors; overlap and gasket doors; absorptive finishes														
Public/Attorney Coat Rack																			

**Table 4.4
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting**

SPACES	HVAC									LIGHTING					GENERAL REMARKS	
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FC) (lx)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE	SWITCH		DIMMER
COURT OF APPEALS																
En Banc Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	6-8	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) Manual activation of smoke purge fan. (6) An emergency override switch to restore full brightness instantaneously during a dimming sequence.
Panel Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	6-8	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
DISTRICT COURT																
Special Proceedings Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	6-8	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
Standard Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8-10	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
Magistrate Judge's Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8-10	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
BANKRUPTCY COURT																
Jury Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	6-8	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Jury Courtroom	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	6-8	80-85	25-30	<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
COURTROOM USER STATIONS																
Judge(s)									<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/> (6)	<input type="checkbox"/>	
Courtroom Deputy Clerk									<input type="checkbox"/> (5)	40-75 (430-800)	I/D	D	I	<input type="checkbox"/> (6)	<input type="checkbox"/>	
Witness (USDC/USBC)										40-75 (430-800)	I/D	D	I			
Interpreter (USDC/USBC)																

Table 4.4 (continued)
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting

SPACES	HVAC									LIGHTING					GENERAL REMARKS	
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FC) (lx)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE	SWITCH		DIMMER
COURTROOM USER STATIONS																
Jurors										40-75 (430-800)	I/D	D	I			(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) An emergency override switch to restore full brightness instantaneously during a dimming sequence.
Court Reporter/Recorder (USDC/USBC)										40-75 (430-800)	I/D	D	I			
Attorney and Litigants										40-75 (430-800)	I/D	D	I			
Attorney Waiting Area										40-75 (430-800)	I/D	D	I			
Law Clerk(s)										40-75 (430-800)	I/D	D	I			
Bailiff (USCA)										40-75 (430-800)	I/D	D	I	<input type="checkbox"/>	<input type="checkbox"/>	
USMS Personnel										40-75 (430-800)	I/D	D	I			
Spectators	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	6-8/ 8-10	85	25- 30		30-40 (320-430)	I/D	D	I			
OTHER SPACES																
Equipment Storage Room										30-40 (320-430)	D		I	<input type="checkbox"/>		
Short-term Exhibits Storage										30-40 (320-430)	D		I	<input type="checkbox"/>		
Lectern										75 (800)		D	I			
Exhibit Display (USDC/USBC)										75 (800)		D	I			
Soundlock										30 (320)		D	I	<input type="checkbox"/>		
Public/Attorney Coat Rack																

Functions/Activities

Judges and Courtrooms

U.S. Court of Appeals. The primary function of USCA courtrooms is the presentation of oral arguments by counsel to USCA judges. Arguments involve appeals of decisions from the USDC and USBC, as well as from the tax court and various federal administrative agencies. Other functions include ceremonial events such as the induction of judges newly appointed to the bench.

U.S. District Court. The primary function of USDC courtrooms is to conduct criminal and civil proceedings. USDC judges conduct hearings, bench trials, and jury trials in both civil and criminal cases. Only district judges conduct felony criminal trials.

Magistrate Judge Courtroom. The function of magistrate judge courtrooms is to hold hearings on preliminary matters in criminal cases (e.g., an arraignment, where a defendant is brought before a judge to enter a plea). Magistrate judges preside over these hearings and also conduct misdemeanor trials. Under certain circumstances, magistrate judges conduct the full range of proceedings in civil cases, up to and including jury trials.

U.S. Bankruptcy Court. The function of USBC courtrooms is similar to that of USDC courtrooms; however, there are no criminal trials. USBC judges conduct a variety of civil proceedings relating to debtor-creditor relationships and sometimes sit on bankruptcy appellate panels. Occasionally, they conduct civil jury trials.

Courtroom Personnel

Courtroom Deputy Clerk. In trial courtrooms, the courtroom deputy clerk typically is responsible for tracking all court activity during the proceedings, including the order of cases called, as well as documenting decisions by the court and tagging and caring for exhibits. The deputy clerk often confers with the judge during proceedings and can swear in the jury and witnesses. In appeals courtrooms, the courtroom deputy clerk typically is responsible for announcing cases to be heard and for operating the timing system and recording equipment.

Law Clerk. The law clerk provides research assistance to the judge and can attend courtroom proceedings.

Bailiff. In some locations, the USCA requires a bailiff. The bailiff is responsible

for preparing the courtroom prior to the start of proceedings, announcing cases, and operating timing system and recording equipment.

Court Reporter/Recorder. The court reporter/recorder records court proceedings.

U.S. Marshals Service Personnel. U.S. Marshals Service (USMS) personnel are responsible for custody and movement of criminal defendants; safety, security, and privacy of the judge, jurors, and witnesses; security of the courtroom and safety of its occupants; and maintaining order in the courtroom.

User Capacity

U.S. Court of Appeals

Judicial Officers. A panel of three judges hears appeals. Some cases are heard by all judges sitting en banc, except in the Ninth Circuit, which always sits in en banc panels.

Court Personnel. For both panel and en banc hearings, a bailiff (in some locations), a courtroom deputy clerk, and at least three law clerks are present.

Security Personnel. Normally, no security personnel are present in the courtroom.

Attorneys. In appellate cases, at least one attorney is present on each side of the case. Counsel must be accommodated in USCA courtrooms with two attorney tables, each seating at least four participants. Additional seating can be provided within the well for attorneys waiting for their cases to be called.

Litigants. Typically, no litigants are present in the well of the courtroom.

Witnesses and Interpreters. No witnesses or interpreters are present in the well of the courtroom.

Jurors. No jurors are present in the well of the courtroom.

Spectators. For most appeals proceedings, spectator and media attendance will be minimal. Spectator seating should be provided as follows: en banc courtroom, 120-150 spectators minimum; and panel courtroom, 40-80 spectators minimum.

U.S. District Court (Including Magistrate Judges)

Judicial Officers. A single judge presides over civil and criminal proceedings, although a limited number of USDC cases are heard by panels of three judges. A magistrate judge presides over a narrower range of criminal and civil cases.

Courtroom Personnel. For both USDC and magistrate judge's courtrooms, a courtroom deputy clerk and court reporter/recorder are present. In USDC courtrooms, one or two law clerks are also present at the discretion of the judge.

Security Personnel. Typically, one or more USMS personnel are present in the courtroom. The total number of USMS personnel depends upon the nature of the matter being heard. In criminal cases, two USMS personnel are present for each in-custody defendant in the courtroom.

Attorneys. At least one attorney is present on each side of the case. Trial attorneys can be assisted by paralegals and other staff, both of whom are positioned in the courtroom at the discretion of the presiding judge. In USDC criminal cases, U.S. Government attorneys are usually assisted in court by case agents from the investigative agency involved.

Litigants. The number of litigants depends entirely upon the number of parties and the nature and complexity of the case. For civil cases, the number of litigants on each side might range from one to ten, although more than ten litigants are not unusual. In criminal cases, the number of defendants might range from one to 20, although cases with more than 20 defendants do occur. Generally, each defendant is represented by an attorney.

Witnesses and Interpreters. Witnesses are used. An interpreter is furnished if required by a witness.

Jurors. In USDC courtrooms, the jury for criminal trials consists of up to 18 persons (12 jurors and up to six alternates). The jury for civil trials consists of six to 12 persons. In magistrate judge courtrooms, the jury for civil trials is determined in consultation with the court.

A 12-member jury is typically selected from a panel of 45-60 potential jurors; a six-member jury is selected from 15-25 potential jurors. The number of potential jurors can equal 100 or more in cases with heavy media coverage, multiple parties, or lengthy trials. During impaneling, the potential jurors can be seated in the spectator area of the courtroom. These seats can be made available to the public after the jury has been impaneled. During jury selection, potential jury members must be separated from the general public sitting in the spectator area.

Spectators. The right to a public trial necessitates a certain volume of general public seating. Demand for spectator, news media, and family seating varies depending on public interest and the number of parties in a particular case. Most

trials will draw only a few or occasional spectators. Spectator seating should be provided as follows: special proceedings courtroom, 100-120; standard courtroom, 65-85; and magistrate judge courtroom, 55-60.

U.S. Bankruptcy Court

Judicial Officers. A judge presides over civil proceedings.

Courtroom Personnel. A courtroom deputy clerk, court reporter/recorder, and law clerk are present.

Security Personnel. In certain instances, USMS personnel will be present.

Attorneys. At least one attorney is present on each side of the case. Other supporting legal staff may be present at the discretion of the presiding judge. The U.S. Trustee might also be represented.

Litigants. The number of litigants varies from two to 20 or more; however, no criminal defendants are present.

Witnesses and Interpreters. Witnesses are used. An interpreter is furnished if required by a witness.

Jurors. In USBC courtrooms, there will be occasion for juries of up to eight persons.

Spectators. Typically, family and friends of litigants, attorneys waiting to appear before the court, the general public, reporters from the news media, and other interested parties will be present. Spectator seating should be provided as follows: jury and non-jury courtrooms, 75-85.

Adjacency and Circulation

U.S. Court of Appeals

USCA courtrooms must provide both public and restricted access. The courtroom is separated from the public corridor by a soundlock. Restricted access is provided separately for judges and court staff: for court staff, just below the bench; and for judges, close to robing and conference rooms, allowing a formal entry from the

side or behind the bench. For ceremonial functions, indirect access may also be provided from the bench down to the well. Circulation space behind the bench must allow a judge to arrive and depart without disrupting others.

U.S. District Court and Magistrate Judge Courtrooms

Typically, the trial courtroom must provide the following three types of access: 1) public circulation and access for spectators, news media representatives, attorneys, litigants, and witnesses; 2) restricted circulation and access for judges, law clerks, courtroom clerks, court reporter/recorders, and jurors; and 3) secure circulation and access for prisoners and USMS personnel. These three circulation and access patterns must be separate to provide security for all groups. The courtroom must have separate entrances from restricted circulation for the judge; jury, courtroom deputy clerk, and court reporter/recorder; prisoners and USMS personnel; and the public. Entrances for the various groups must be located as close as possible to their stations in the courtroom. As in the USCA, courtrooms are separated from the public corridor by a soundlock.

U.S. Bankruptcy Court

Access in USBC courtrooms is similar to that of the USDC, except there is no need for prisoner access.

Size

Net Areas

The net areas specified in the *Guide* are exclusive of the area required to accommodate circulation among spaces. The courtroom is programmed as a net usable space with no additional circulation space. Circulation space is added only when considering the courtroom in conjunction with chambers suites and auxiliary facilities. While the amount of circulation space required varies with each facility's specific design, an additional percentage of 17% is generally applied to courtroom/chambers floors during preliminary planning to determine the total usable area of the facility.

Ceiling Height

Courtroom ceiling heights must be in proportion to the size of the space and the number of people using the space and reflect the solemnity of proceedings. The raised judge's bench and high ceiling height contribute to the order and decorum of the proceedings. The ceiling height criteria in the *Guide* were calculated using generally accepted principles of architectural proportion and by direct observation of effective courtroom designs. Ceiling height criteria achieve the functional qualities needed by the federal courts; however, ceiling heights should not be limited by these criteria if additional height is available at minimal additional cost.

U.S. Court of Appeals

Two factors affect the size of en banc courtrooms: the number of judges sitting en banc; and the number of people attending or participating in ceremonial functions. As shown in Table 4.1, en banc courtrooms require 3,000 net square feet (NSF) or 278.7 net square meters (Nm²) and a proportional ceiling height of 18 feet (5500 mm).

Panel courtrooms, which are used by a panel of three judges, require 1,800 NSF (167.2 Nm²) and a proportional ceiling height of 16 feet (4900 mm).

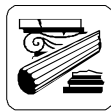
The well of both types of courtrooms must accommodate an en banc or panel judges' bench, court personnel workstations, and at least two counsel tables.

U.S. District Court

USDC jury trials require a courtroom of approximately 2,400 NSF (223 Nm²) and a ceiling height of 16 feet (4900 mm). The well of the courtroom must accommodate a judge's bench, court personnel workstations, a witness box, an 18-person jury box, and at least four counsel tables. This allows for 15-20 lawyers, plaintiffs, defendants, and interpreters. Space must be included for exhibit display and USMS personnel stationed around the perimeter of the well.

In the USDC courtroom well, ten to 20 people typically are present in addition to court personnel and the seated jury. Even larger groups of people are not uncommon. For example, a criminal trial involving six in-custody defendants could generate 50 or more participants, including the judge, courtroom deputy clerk, court reporter/recorder, law clerk, two Assistant U.S. Attorneys, two case agents, the six defendants and their defense attorneys, 12 deputy U.S. Marshals, 18 jurors, a witness, and an interpreter. Courtrooms frequently experiencing cases of this size must be designed with a large well and minimum seating capacity.

Special proceedings and unusually large multiple-party trials require a courtroom of 3,000 NSF (278.7 Nm²) and a proportional ceiling height of 18 feet (5500 mm). Such a courtroom should be provided only when needed, and there must be at least four standard USDC courtrooms in the building before one of the four may be designated a special proceedings courtroom. Provision of more than one such courtroom in any federal court facility requires authorization from the appropriate circuit council.



Programming Notes

- The availability of standard USDC courtrooms for other proceedings and the sharing of courtrooms should be considered.
 - Circuit judicial council approval is required for special proceedings courtrooms located apart from the district's headquarters. Approval is also needed for en banc appeals courtrooms located outside of circuit headquarters courthouses.
 - Special proceedings courtrooms must be assigned for normal daily use, in addition to being used for special proceedings and large, multiple-party trials.
-

Magistrate Judge's Court

Proceedings typically conducted by magistrate judges include multiple defendants or litigants and a number of spectators. Magistrate judges require a courtroom of approximately 1,800 NSF (167.2 Nm²) and a proportional ceiling height of 16 feet (4900 mm). The well of the courtroom must accommodate a judge's bench, court personnel workstations, a witness box, a 12-person jury box, and at least two attorneys' tables for lawyers, plaintiffs, defendants, and interpreters. Space must be allowed for exhibit display and USMS personnel stationed around the perimeter of the well.

U.S. Bankruptcy Court

Proceedings typically conducted by USBC judges require a courtroom of approximately 1,800 NSF (167.2 Nm²) and a proportional ceiling height of 16 feet (4900 mm). The well of the courtroom must accommodate a judge's bench, court personnel workstations, a witness box, an eight-person jury box, at least two attorneys' tables, and seating for lawyers, creditors, debtors, plaintiffs, defendants, trustees, accountants, and interpreters. In some cases, it is necessary to accommodate one or more USMS personnel. Space must also be allowed for the display of exhibits.



Programming Note

- “Mega-proceedings” that occur on a regular basis require USBC courtrooms larger than 1,800 NSF (167.2 Nm²). Courts should develop procedures for routine use of USDC courtroom space to accommodate these large, complex bankruptcy proceedings. In unusual circumstances, a bankruptcy courtroom of 2,400 NSF (223 Nm²) may be programmed, but only if requested by the court and approved by the respective circuit judicial council. A courtroom of this type might be considered at locations with more than one resident bankruptcy judge, where the USBC is not located in the same building as the USDC, and there is a need to accommodate mega-proceedings.
 - For courthouses with more than one USBC judge, jury facilities must be included in at least one USBC courtroom, depending on the needs of the district. If only one USBC judge is stationed in a courthouse, and a cooperative arrangement between the USDC and USBC ensures jury facilities are available to the USBC when needed, jury facilities
-

should not be included in the USBC courtroom. If jury facilities within close proximity are not available to the USBC, jury facilities must be provided.

Soundlocks

Every courtroom must have a soundlock entry from the public lobby/circulation area of approximately 80 NSF (7.4 Nm²). The judges' entry in USCA courtrooms must also have a soundlock.

Considerations for Determining the Number of Courtrooms

The following policy statement, adopted by the Judicial Conference of the United States, encourages courts to take several factors into account when considering the construction of additional courtrooms:

Recognizing how essential the availability of a courtroom is to the fulfillment of the judge's responsibility to serve the public by disposing of criminal trials, sentencing, and civil cases in a fair and expeditious manner, and presiding over the wide range of activities that take place in courtrooms requiring the presence of a judicial officer, the Judicial Conference adopts the following policy for determining the number of courtrooms needed at a facility:

With regard to district judges, one courtroom must be provided for each active judge. In addition, with regard to senior judges who do not draw a caseload requiring substantial use of a courtroom, and visiting judges, judicial councils should utilize the following factors, as well as other appropriate factors, in evaluating the number of courtrooms at a facility necessary to permit them to discharge their responsibilities.

- *An assessment of workload in terms of the number and types of cases anticipated to be handled by each such judge;*
- *The number of years each such judge is likely to be located at the facility;*
- *An evaluation of the current complement of courtrooms and their projected use in the facility and throughout the district in order to reaffirm whether construction of an additional courtroom is necessary;*
- *An evaluation of the use of the special proceedings courtroom and any other special purpose courtrooms to provide for more flexible and varied use, such as use for jury trial; and*
- *An evaluation of the need for a courtroom dedicated to specific use by visiting judges, particularly when courtrooms for projected authorized judgeships are planned in the new or existing facility.*

In addition, each circuit judicial council has been encouraged by the Judicial Conference to develop a policy on sharing courtrooms by senior judges when a senior judge does not draw a caseload requiring substantial use of a courtroom.

The following assumptions, endorsed by the Judicial Conference in March 1997, should be considered to determine courtroom capacity in new buildings, new space, or space undergoing renovation. This model allows assumptions to be made about caseload projections, and the time frames in which replacement, senior, and new judgeships will occupy the facility. The model affords flexibility to courts and circuit judicial councils when making decisions about the number of courtrooms to construct in a new facility, since adjustments to the assumptions can be made to reflect a specific housing situation “on-line.”

- *The number of new judgeships approved by the Judicial Conference and recommended for approval by Congress, and the year approval is expected;*
- *The number of years senior judges will need a courtroom after taking senior status (a ten-year time frame is recommended);*
- *The average age of newly-appointed judges at the court location;*

- *Caseload projections based upon the district's long range facility plan (other caseload measures such as raw or weighted filings might also be considered);*
- *The percentage of the total district caseload handled at the location;*
- *The ratio of courtrooms per active and senior judge (at present the model assumes a ratio of one courtroom per judge);*
- *The number of years it will take for a new judgeship to be approved by the Judicial Conference and Congress once weighted filings reach the level that qualifies a court for an additional new judgeship (a three-year time frame is recommended);*
- *The number of years before replacement judges will be on board after a judge takes senior status (a two-year time frame is recommended); and*
- *The year the judges are expected to take senior status once they become eligible (a court or council should assume a judge will take senior status when eligible).*

The planning assumptions described above are subject to modification by courts in consultation with the respective judicial council.

Design Requirements

General Design Elements

Windows. If a courtroom is designed with windows, precautions are necessary to maintain security and environmental controls. A courtroom may have windows (regular or clerestory) or skylights to obtain the benefits of daylight.

Windows and skylights must be sealed, double- or triple-glazed, and equipped to control heat gain/loss, brightness, glare, noise, and dust infiltration. A means of

darkening the room must also be provided. For security reasons, windows must not permit visual surveillance from exterior locations. If windows are designed into courtrooms located on the ground floor, ballistic-resistant materials are required (UL Standard 752, Level VIII). Windows located in courtrooms above the ground floor also require ballistic-resistant materials (UL Standard 752, Level III). To prevent distraction and increase security, higher window sills or clerestory windows or skylights are more desirable.



Budgetary Notes

- Efficient circulation on courtroom floors, especially the separation of public and restricted circulation, is more readily achieved by locating courtrooms in the interior of the building.
 - The design of courtrooms with windows requires a careful consideration of the benefits, potential problems, and costs.
-

Circulation. Design must minimize distance of movement and conflicting circulation patterns of trial participants.

Storage. Storage must be provided for audio-visual equipment, including mobile video monitors and cameras, slide and film projectors, and audio recording/playback equipment. Audio-visual equipment should be built into walls or courtroom furniture.

Barrier-Free Accessibility. Courtroom areas used by the public must be handicap accessible. Court participants with disabilities should use the same approach and participate from the same position as all participants when using the following: public seating, litigants' tables, jury box, witness box, and lectern. Private work areas, including the judge's bench and clerk, law clerk, bailiff, and court reporter stations, must be adaptable for accessibility. While all judge's benches and court personnel stations need not be immediately accessible, disabled judges and court personnel must be accommodated.

Accessibility within the courtroom should be achieved with minimum use of well space. Movable lifts and ramps are preferred over fixed facilities in the courtroom.

The design requirements for ramps [*Americans With Disabilities Act Architectural Guidelines (ADAAG)*, section 4.8] are simplified when the total rise is six inches (150 mm) or less; therefore courtroom stations must be designed with maximum six inch (150 mm) stair risers if ramps are used. Access for disabled judges and court personnel may be accomplished by ramps or lifts outside the courtroom, within the restricted circulation space.

Hearing-impaired persons must also be accommodated. In some cases, a sound-reinforcement system is sufficient; in others, a signer is necessary for proceedings involving deaf participants. Courtroom layouts must place the signer within the reader's field of vision and also provide the reader a view of the speaker. This allows the participant to observe the speaker's gestures, facial expressions, and other visual cues.

Wireless assisted listening systems (ALS), using infrared transmission, provide flexibility and privacy in the courtroom. ALS controls and emitters must be permanently installed and integrated with the courtroom sound system. For additional information, refer to the "Barrier-Free Access" section of Chapter 3 of the *Guide*.

Specific Design Elements

Judge's Bench. The height and area of the judge's bench expresses the role of the judge and facilitates control of the court. The height of the judge's bench and other courtroom stations is determined by the court. Generally, the judge's bench should be elevated four or three steps (24 - 21 inches or 600 - 525 mm) above the courtroom well. An additional step is recommended in larger appeals courtrooms. Because USCA judges sit en banc or in panels, benches must be curved or angled to allow them to see one another. For additional information on bench dimensions, see Table 4.1.

The bench worksurface must be approximately 28-30 inches (725-750 mm) above the floor level of the judge's station (i.e., normal desk height) and 30 inches (775 mm) deep. Space is provided for an ergonomically-placed computer that does not obstruct essential sightlines. The judge's bench must be equipped with conduit and casework suitable for computer installation.

The judge's bench has a raised cap around the worksurface. The cap holds papers and contains electronic controls without obstructing the judge's view.

The judge's bench must be barrier-free accessible or adaptable. Sufficient floor space and vertical clearance must be provided for wheelchair maneuverability. Space is required for future installation of either a wheelchair lift built into the bench or separate wheelchair lift, ramp, or combination ramp and lift built into the

restricted circulation area. All must provide direct access to the bench. See *ADAAG* and the *Uniform Federal Accessibility Standards (UFAS)* for detailed accessibility criteria.

Storage is provided at the judge's bench for the following items:

- Office supplies: A drawer for writing instruments, paper, and legal pads
- Books: At least six linear feet of shelf space for statute books and other reference materials

The bench must accommodate a typical judge's chair with swivel and rock mechanisms. To allow for differences in judges' physical stature, a footrest (e.g., a built-in but removable rail or shelf, or a free-standing element) should be provided.

Bench security must be provided as follows:

- Judges must be able to alert the USMS Command and Control Center without being noticed. A silent duress alarm button must be located at the bench. In appeals courtrooms, the center position of the panel must be equipped with the alarm button. Additional bench locations for alarms must be provided in en banc courtrooms.
- The bench must be lined with ballistic material (UL Standard 752, Level III) on all vertical surfaces.

Wall or ceiling air registers must be carefully located so they do not produce undesirable drafts in the raised judge's area. The area may require supplemental cooling.

The judge's bench must accommodate a microphone connected to the courtroom's amplification/audio recording system. Controls for video equipment, where applicable, should also be provided. An intercom system to chambers and staff must be provided, and may be accommodated on the telephone system.

Courtroom Deputy Clerk Station. The courtroom deputy clerk station must be one step above floor level, and must be set so that the judge and courtroom deputy clerk can easily see and confer with each other. In trial courtrooms, a pass-through between the judge's bench and the courtroom deputy clerk station can be provided. The pass-through allows for convenient and inconspicuous transfer of case files and messages.

The courtroom deputy clerk also must be able to see and hear all court participants clearly, especially witnesses. The courtroom deputy clerk station must be adaptable for barrier-free accessibility. See *ADAAG* and *UFAS* for detailed accessibility criteria.

The station's worksurface (a minimum of 24 inches or 600 mm deep x 60 inches or 1525 mm wide) must be at desk height. The station must be large enough to accommodate a second staff person, who would be present during training or periodic high-volume hearings. A corner or side worksurface of sufficient size must be provided for a computer. The computer must be ergonomically placed without obstructing essential sightlines. Provisions for a printer with sound isolation must be provided in the courtroom, if needed. The front of the worksurface must have a rail or barrier (four inches or 100 mm, minimum) around the top to prevent paper and materials from falling to the floor. The deputy clerk workstation generally includes a movable, swivel chair.

Storage is provided at the station for the following items:

- **Files:** In trial courtrooms, the courtroom deputy clerk frequently handles physical evidence, including files. The storage space must accommodate both letter- and legal-sized files. At least two 20-inch-deep (500 mm) file drawers must be provided.
- **Exhibits:** In trial courtrooms, the courtroom deputy clerk frequently handles exhibits. Exhibits can range from letter- and legal-sized documents to large or bulky objects. Short-term storage of small objects may be accommodated in secure, cabinet-type casework in or near the courtroom deputy clerk station. An exhibits shelf must be built into the workstation. This shelf must be at least 18 inches (450 mm) deep and 36 inches (925 mm) wide and adjustable to accommodate different sized exhibits.
- **Court recording machine and supplies:** In some USBC courtrooms, recording machines are located at the courtroom deputy clerk station. Court recording machines vary greatly in size; however, storage for such equipment must be lockable and conveniently located. Recording machines can be built directly into the worksurface. Adequate space must be allowed for wires at the back, side, or front of the storage area. The amount of storage varies for recording supplies, depending upon the system used. In general, vertical, lockable drawer storage for cassette tapes is preferred. Where proceedings are electronically recorded (video and/or audio), the design must prevent tampering with the recording system (i.e., the recorder, the microphones and/or cameras, and the interconnecting cable network).
- **Office supplies:** Lockable, storage drawers must be provided to accommodate legal-sized pads. Drawer storage is also needed for pens, pencils, erasers, etc.

The courtroom deputy clerk station must have a duress alarm device, allowing the clerk to alert the USMS Command and Control Center without being detected.

The station must have controls to dim the light; adjust the sound, TV, and projection equipment; and, in appellate courtrooms, operate the clock/timing system.

The courtroom deputy clerk station has a microphone connected to the courtroom's amplification/audio recording system and an intercom or phone (with a flashing indicator instead of a bell). The intercom or phone must be connected to the USMS Command and Control Center and central Clerk's Office.

Witness Box (USDC and USBC). Witnesses must be able to see and hear, and be seen and heard by all court participants as close to full face as possible. The witness box must accommodate one witness and an interpreter, and satisfy the preferences of the presiding judge. Witnesses in the box receive, examine, and return exhibits. For this purpose, a deep, fixed shelf must be part of the witness box design. The witness box may be movable to accommodate different types of proceedings and preferences of the presiding judge. The floor level of the witness box must be two steps above floor level (12 inches or 300 mm).

The witness' chair should be a fixed swivel chair, movable along a floor track, or retractable. To prevent the chair from sliding off the edge of the step leading up to the witness box, the box must have a subtle ridge at the step.

The witness box must be handicap accessible. Sufficient floor space and vertical clearance must be provided to maneuver a wheelchair and allow witnesses and interpreters with disabilities to assume the same position as all other witnesses and interpreters. The access route to the witness box should be the same for all persons. Access should be provided by a wheelchair lift, designed into the witness box, with the lift platform possibly serving as the floor of the witness box when not in operation. Controls for the wheelchair lift shall be located to allow full operation by the disabled person. A demountable ramp may be used in lieu of a lift for moveable witness boxes with a one-step (6 inches or 150 mm) rise; however, the ramp must be in place throughout the trial. See *ADAAG* and *UFAS* for detailed accessibility criteria.

Interpreter(s) must be seated next to or slightly behind the witness and between the witness and the judge; however, the witness must remain the primary focus.

The interpreter chair should be movable and provided only when needed. A separate interpreter station, accommodating two staff persons, might be required in some locations.

The witness box must be equipped with a microphone connected to the courtroom's amplification/audio recording system. Amplification of testimony is especially important to the court reporter/recorder. The interpreter also requires a microphone connected to the courtroom's amplification/audio recording system.

A wireless infrared system must be provided for simultaneous translation. The system must be integrated with the courtroom's sound system, allowing headphone amplification of proceedings for hearing-impaired participants, jurors, and spectators. The system also allows courtroom participants to listen to confidential tape recordings. For more information regarding wireless systems, see *Electronic Courtroom/Chambers, An Interim Guide to Courtroom Technologies* and *Guide Specifications for Modification/Installation of Audio Systems in United States Courthouses*, published by the AOUSC.

When needed, a fully enclosed witness box (with gate access) should be provided to contain witnesses in custody.

Jury Box (USDC and USBC). Jurors must be able to see, hear, and be seen by the judge, attorneys, and witnesses. During witness examination, all jurors must be able to see attorneys, litigants, and witnesses as close to full face as possible. In addition, there must be a clear line of sight to video evidence presentation monitors, if placed in the courtroom.

The maximum allowable distance between a juror and a litigant sitting at a counsel table across the courtroom well is 40 feet (12,200 mm).

If the witness stand is located to one side of an 18-member jury box, two rows of nine jurors would create a situation where some jurors will be too far from the witness stand.

Jurors must be separated (six feet or 1825 mm, minimum) from attorneys and litigants to prevent overhearing private conversations. Supplemental, selectable sound masking in the jury box should be provided.

Jurors must be separated from the public to avoid interference or intimidation. At least six feet (1825 mm) of space must separate the jury box and rail dividing the spectator seating area and courtroom well.

The floor level of the highest tier of the jury box must be at least one step (6 inch or 150 mm) lower than that of the judge's bench.

The front row of the jury box may be raised one step (6 inches or 150 mm) or on the same floor level as the courtroom well. A raised first row is preferred. If the first row is one step above the well, a lift or ramp must be provided to allow unassisted access for jurors with disabilities using the same path as all other jurors. Gates and openings into the jury box, clear floor space, and vertical clearance should allow for space to maneuver a wheelchair and for jurors with disabilities to participate from the same position as all other jurors. The front row may have a dedicated wheelchair space or a removable chair to provide the necessary space when needed. See *ADAAG* and *UFAS* for detailed accessibility criteria.

The juror seating area must be partially enclosed, with a modesty rail in front of the

jury box. A fixed shelf for exhibits can be designed as an integral part of the jury box.

Jurors should be provided with fixed-base, rocking, swivel armchairs. Juror chairs should be 33 inches (850 mm) apart on-center, side-to-side, and 42 inches (1075 mm) back-to-back. This prevents chair arms from colliding when the chairs swivel, and provides sufficient aisle space in front of each row of seats. In the six-member jury trial courtrooms, eight juror seats must be provided in the jury box; in 12-member jury trial courtrooms, 16 juror seats must be provided, plus space for two additional movable chairs. Seating capacity should be determined in consultation with the court.

A footrail should be provided on each tier of the jury box to accommodate jurors of different heights.

Law Clerk Station. The law clerk station must be one step above floor level. USCA courtrooms must accommodate a workstation near the bench for at least three law clerks. In trial courtrooms, the station must be set so that the judge and law clerk can easily see and confer with each other. In trial courtrooms, a pass-through between the judge's bench and the law clerk station can be provided to allow for convenient and inconspicuous transfer of documents and messages.

The law clerk station must be adaptable for barrier-free accessibility. See *ADAAG* and *UFAS* for detailed accessibility criteria.

A worksurface (24 inches or 600 mm deep x 60 inches or 1525 mm wide, minimum) must be provided at desk height. Where more than one law clerk occupies a station, each clerk should be allocated a worksurface area at least 30 inches (775 mm) wide. Where a computer is used, a corner or side worksurface of sufficient size should be provided for the terminal, ergonomically placed for the clerk's comfort without obstructing essential sightlines. The front of the worksurface must have a rail or barrier (four inches or 100 mm, minimum) around the top to prevent paper and materials from falling to the floor. For each law clerk, the workstation generally includes a movable swivel chair.

Storage is provided for the following items:

- Files: In trial courtrooms, storage space for files must accommodate both letter and legal sizes. At least two 20-inch-deep (500 mm) file drawers must be provided.
- Office supplies: Lockable storage drawers to accommodate legal pads must be provided. Drawer storage is also needed for pens, pencils, erasers, etc.

In trial courtrooms, the law clerk station must have an intercom or phone (with a

flashing indicator instead of a bell) connected to the USMS Command and Control Center and the judge's chambers suite.

Bailiff Station (USCA). USCA courtrooms must accommodate a workstation for the bailiff near the judge's bench.

The bailiff station must be one step above floor level. The station must be set so that the judges and bailiff can easily see and confer with one another. The bailiff station must be adaptable for barrier-free accessibility. See *ADAAG* and *UFAS* for detailed accessibility criteria.

A worksurface (24 inches or 600 mm deep x 60 inches or 1525 mm wide, minimum) must be provided at desk height. Where a computer terminal is used, a corner or side worksurface of sufficient size, ergonomically designed for the bailiff's comfort without obstructing essential sightlines, must be provided. The front of the worksurface must have a rail or barrier (four inches or 100 mm minimum) around the top to prevent paper and materials from falling to the floor. The bailiff station generally includes a movable swivel chair.

Storage is provided for office supplies. Lockable storage drawers to accommodate legal pads must be provided, as well as drawer storage for pens, pencils, erasers, etc.

The station must have a duress alarm device so the bailiff can alert the USMS Command and Control Center without being detected.

The bailiff station must have an intercom or phone (with a flashing indicator instead of a bell) connected to the USMS Command and Control Center and the USCA Clerk's Office. The station must have a microphone connected to the courtroom's amplification/audio recording system.

Court Reporter/Recorder Station (USDC and USBC). The court reporter/recorder must be able to see the facial expressions of witnesses, attorneys, and the judge, and hear every word spoken. Thus, the court reporter/recorder station must be located close to the witness box.

Furniture and other equipment used by the court reporter/recorder should be movable so that it can be rearranged easily to suit each court reporter or judge. The workstation should include a modesty panel. The station generally includes a movable swivel chair.

Some court reporting/recording technologies require a worksurface as part of the station. Worksurfaces should be sized to satisfy the requirements of specific technologies.

Storage is provided for the following items:

- Machine tapes: A cabinet with an adjustable shelf and a drawer must be

provided; the drawer should be at least six inches (150 mm) high and lockable.

- Stenographic equipment: A lockable, built-in cabinet must be provided. Provision of an electrical outlet in the cabinet should be considered to allow charging the stenographic equipment battery while in storage.

The power and data cabling requirements of the court reporter/recorder must be accommodated, while considering the station's requirement of mobility. Computer-aided transcription (CAT) systems require additional electrical outlets. Real-time transcription requires an extensive local area network (LAN) and multiple electrical outlets.

U.S. Marshals Service. USMS personnel must be able to see all participants and the public. Although USMS personnel generally do not have fixed workstations in the courtrooms, they are usually provided with chairs that can be moved to suit the needs of a proceeding.

Attorney and Litigant Stations. Attorney and litigant stations are not fixed; however, they are located within a defined area of the courtroom well.

In USCA courtrooms, attorneys must see and hear other attorneys and be seen and heard by judges and the bailiff. In trial courtrooms, attorneys and litigants must see and hear and be seen and heard by one another, the judge, witnesses, jurors, courtroom deputy clerk, and court reporter/recorder.

In trial courtrooms, attorneys and their clients must be able to confer in private at their courtroom stations without being overheard by jurors, the witness, opposing attorneys and litigants, spectators, or others in the courtroom. Attorneys must be able to move easily within the well of the courtroom.

Each attorney station must have a worksurface (42 inches or 1075 mm deep x 84 inches or 2150 mm wide, minimum), allowing at least two linear feet per person. Each attorney station should be equipped with at least three movable swivel chairs. Other movable chairs should be available during multi-litigant cases.

Attorney and litigant stations shall provide floor space and vertical clearance for wheelchair maneuverability. Attorneys and litigants with disabilities should be able to use the same approach and participate from the same position as all other attorneys and litigants. See *ADAAG* and *UFAS* for detailed criteria.

In some trials, in-custody defendant(s) must be manacled in the courtroom. Therefore, jurors' view of the manacles should be eliminated, perhaps through the use of modesty screens around each counsel table.

Each attorney station must have a microphone connected to the courtroom's amplification/audio recording system. Wiring for microphones must be hidden from

view as much as possible; exposed wiring presents a tripping hazard and detracts from the courtroom decor.

Present and future needs for power and data cabling should be accommodated at each counsel table. For example, if the court adopts real-time court reporting, each counsel table should be provided with a monitor linked to the court reporter's equipment. By permission of the judge, attorneys may use portable computers at or next to counsel tables.

Lectern. A movable, height-adjustable lectern must be provided for attorneys. Lectern controls must be located within the range of motion of persons with disabilities. A person with a disability must be able to approach and use the lectern in the same manner as other persons. In USCA courtrooms, the lectern may be fixed and must incorporate a clock/timer to notify attorneys of the time remaining for argument.

The lectern must have a microphone connected to the courtroom's amplification/audio recording system. The lectern should incorporate task lighting.

Spectator Area. The public has the right to attend most court proceedings and must be able to see and hear all participants as clearly as possible without intruding.

In a trial courtroom, the size of the spectator area depends to a large extent upon the number of prospective jurors brought into the courtroom during jury selection.

Benches or fixed chairs must be provided. Wheelchair space must be provided in the spectator area in accordance with ADAAG, Sections 4.1.3(19) and 11.2.1(3), by providing the following minimums: one space for areas accommodating 25 or fewer spectators, two spaces for areas accommodating 26 to 50 spectators, and four spaces for areas accommodating 51 to 300 spectators. When more than two spaces are required, the spaces should be located in more than one row.

For controversial and high-security trials, spectators entering the courtroom will be subject to additional screening. Therefore, accommodation for equipment to detect firearms, bombs, and other weapons should be made at the entrance to the spectator area from the public lobby.

A rail divides the well and spectator area. The rail must have a handicap accessible gate, at least 32 inches (815 mm) wide, to admit attorneys, witnesses, USMS personnel, and other authorized persons into the well. This rail is optional in USBC courtrooms.

Displays. A wall-mounted writing/display/projection surface, easily viewed by all court participants and spectators, should be provided and may be built into a wall in the courtroom. The surface should be easily accessible to the witness.

Exhibit boards can be portable or built-in (preferred). The boards can be integrated with the courtroom design by a flush swivel-mount display system including doors that are finished in the same material as the wall. When not in use, display boards should be covered by doors.

Each board should be at least 54 inches (1375 mm) high, 42 inches (1075 mm) wide, and 36 inches (925 mm) above floor level. The angle of vision should be greater than 30 degrees.

White, magnetic dry-marker boards for charting, drawing, and holding paper exhibits, as well as tackboard for cardboard exhibits, should be provided. Storage for an adequate supply of magnetic strips, markers, and cleaning cloths should be provided.

Image Projection. Slide projectors, movie projectors, video monitors, and recorders should be stored at a central location for use in courtrooms. A roll-up projection screen should be installed in the courtroom. A portable, collapsible projector stand for easy storage should also be considered. If built-in, the stand can be recessed into a wall. For presenting medical evidence, a built-in x-ray viewer or shadow box can be integrated with courtroom wall design. A portable unit can be shared by multiple courtrooms.

Electrical outlets must be provided at anticipated locations of audio-visual equipment.

For a detailed explanation of expected audio-visual-data systems for courtrooms, please refer to *Electronic Courtroom/Chambers, An Interim Guide to Courtroom Technologies* and *Guide Specifications for Modification/Installation of Audio Systems in United States Courthouses*, available from the AOUSC.

Clock. A clock power outlet should be located in the courtroom as directed by the judge.

Finishes, Furniture, and Fixtures



Budgetary Notes

- A cost-effective palette, consistent with the project budget, should be designated by the
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design architect from which to select a limited range of finish materials, colors, and textures.

- The use of exotic hardwoods is prohibited.
 - Maintenance costs and other life-cycle costs of finish materials must be considered.
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Finishes

Finishes in the courtroom must reflect the seriousness and promote the dignity of court proceedings. Finishes are an integral part of the courtroom's architectural design. The materials and colors must be consistent with the overall quality of that design.

The following list of interior finish criteria provides examples of standard level finishes for courtrooms. The finishes represent a standard or benchmark of durability, functionality, and quality and are not intended to dictate specific design solutions or treatments. See Table 4.1 for information regarding finishes in courtrooms.

Walls

- Design must consider acoustics and light reflectance.
- Finishes must be durable and low maintenance.
- Use American Woodworking Institute (AWI) premium-grade, hardwood veneer paneling, stained and finished with a transparent sealer.

Base

- Use AWI premium-grade, solid hardwood, stained and finished with a transparent sealer.

Doors and Frames

- Use AWI premium-grade, hardwood veneer solid core door and solid

hardwood door jambs, stops, and casings, stained and finished with a transparent sealer.

Trim and Moldings

- Use AWI premium-grade, hardwood decorative moldings, or as dictated by the design or existing building decor conditions.
- Decorative moldings include, but are not limited to, base, chair rail, crown and panel molds, caps, and other moldings as required.

Ceiling

- Ceilings must accommodate courtroom size and height, requirements for acoustical treatment of surface materials, and the potential combination of different light sources.
- Ceiling elements, including lighting fixtures, can be more pronounced in courtrooms than in spaces with lower ceilings.
- Use suspended acoustical tile and/or gypsum wallboard finishes, as dictated by the design or existing building decor conditions.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and reveals as required to integrate HVAC, lighting, and sound systems into a harmonious design.

Floor

- Use high-quality, sound-absorptive carpet.
- Use 42-ounce (1.19 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet over a synthetic fiber cushion, if available and desired.
- Provide access flooring for entire courtroom floor.

Functionality and Furniture

Built-in and movable furniture is an integral part of courtroom design. The

durability, functionality, and quality of furniture must reflect the aesthetics and dignity of the courtroom. Furniture must be wear- and stain-resistant. For information regarding furniture in courtrooms, see Table 4.1.

Furniture in courtrooms must be functionally and aesthetically designed so that all participants can see and hear one another clearly. The relative heights of furniture and the dimensions of worksurfaces for the judge, courtroom deputy clerk, witness, court reporter/recorder, jurors, attorneys, and litigants are critical to efficient courtroom operation. Durable materials are used at points where routine use would damage, discolor, or soil materials, such as in areas at head rests on jury and spectator chairs and electrical switchplate locations.

All built-in furniture, such as the judge's bench; courtroom deputy, law clerk and court reporter stations; jury and witness boxes; railing; and gates, must be custom millwork items meeting AWI requirements. Premium-grade, hardwood veneer panels and solid hardwood, stained and finished with a transparent sealer, should be used.

The judge's bench, as well as the courtroom deputy and court reporter stations, must accommodate audio system electronic sound recording equipment and electronic data devices (computers or terminals), with necessary openings in the worksurfaces drilled or cored to accommodate cabling fitted with grommets, sized to the opening.

Security

Security and Alarm Systems

The security and alarm systems protecting the courtrooms and associated areas consist of equipment determined by the USMS and interconnected with the USMS Command and Control Center. The connection allows for emergency response to duress alarm devices, and audio/video monitoring of defendants in the central cell area.

The power supply and grounding systems for security systems must be obtained from a dedicated “clean power” source, and connected to a separate, dedicated grounding system.

Location of Security Systems

Duress Alarm Devices. A duress alarm device must be located at the bench. In appeals courtrooms, the center position of the panel must be equipped with the alarm button. Additional bench locations for alarms must be provided in en banc courtrooms. The courtroom deputy clerk and bailiff stations must also have a duress alarm device, allowing them to alert the USMS Command and Control Center without being detected.

Main Entrance Door. For special high-threat courtrooms, provisions must be made for a walk-through metal detector and/or x-ray machine. The system requires installation of a 20-amp, 120-volt alternating current (AC) receptacle on a dedicated power system outside the courtroom entrance. The outlets must avoid exposed cord connections.

Secondary Egress Door. If egress is through public circulation, no special requirements are necessary. If egress is through restricted circulation, doors must be equipped with fail-safe electric locks or strikes operated through the fire-alarm system. The secondary egress door, used by the judge, must have free access from restricted circulation and be equipped with a keylock or electronic access control device in the courtroom. Doors used by the judge that are not fire exits must have free access from restricted circulation and be equipped with a key lock or electronic access control device.

Closed Circuit Television. Provisions must be made for closed circuit television (CCTV) cameras in USCA, USDC, magistrate judge, and USBC courtrooms. The cameras are connected to the USMS Command and Control Center and may be activated by a duress alarm device.

Courtrooms should have one CCTV camera, typically mounted on the back wall, with a view of the entire well area. Large special proceedings and en banc courtrooms will have an additional camera mounted on the front wall. Recessed housings should be provided for cameras in the wall or ceiling. Cameras must be positioned to prevent room lighting from interfering with the view or picture quality.

Door Locks. All courtroom entrances must be provided with keylocks. Each courtroom must be keyed separately with a sub-master.

Ballistic Shielding. All judges' benches must be lined with ballistic material (UL Standard 752, Level III) on all vertical surfaces.

Acoustics

Shape and Finishes

When court is in session, participants in the proceedings must not be distracted by noise from outside the courtroom. Therefore, an acoustical enclosure, or soundlock, that does not allow sound to transmit into adjoining spaces should be provided. The public has free access to the courtroom to attend proceedings; however, a soundlock must be provided at the main entrance to eliminate sound transfer from outside the courtroom.

For courtrooms located on the periphery of the building, provision must be made for adequately excluding exterior noise coming in through the facade or through windows.

Courtroom interiors must ensure high speech intelligibility. Interior finishes must control reverberation time. Echoes can be avoided by installing an acoustical ceiling, sound-absorbent wall finishes, and/or carpeting. Fabric seats stabilize reverberation when occupancy is low. For larger courtrooms, longer reverberation times may be appropriate. Design of courtroom wall and ceiling planes should address the following:

- Acoustically reflective, concave surfaces that focus sound at the center point(s) of the curve should be avoided. Acoustically reflective, convex surfaces disperse sound over a wide area.
- In large courtrooms, front walls should consist of acoustically reflective materials, so that sound generated from the judicial area is reflected to the spectator seating areas at the rear of the courtroom.
- If the ceiling at the front of the courtroom is curvilinear or irregular, it can be reflective. If the ceiling is flat, the geometry of the room determines where sound-absorptive materials should be placed and where reflection is necessary.
- Walls and ceilings at the rear of the courtroom (around the spectator seating area) can be finished with sound-absorptive materials to prevent sound from reflecting back to the judicial area. In some cases, it is appropriate to finish two walls or portions of walls at right angles with absorptive materials.

The courtroom must not be a long or narrow rectangle finished totally with sound-reflective materials. Such conditions can cause excessive acoustic fluttering. Reducing the room length, avoiding the use of long, parallel walls, and using appropriately selected absorptive finish materials can alleviate the problems.

Noise Reduction

Surfaces. Choice of acoustical treatment depends primarily on the size and shape of the room. Ceiling treatment, as well as acoustical treatment on selected wall surfaces, can be necessary. Floors must be carpeted for acoustical control. Walls must be constructed to prevent sound transmission to and from adjoining spaces.

Heating, Ventilating, and Air Conditioning. Courtrooms must be located away from mechanical equipment rooms, and must have a large intervening space to minimize noise transmitted from the HVAC equipment to the courtroom. Low-velocity air flow with appropriate low-noise diffusers are recommended for distribution throughout the courtroom. Sound transmission into or out of the courtroom through the duct system must be isolated.

Noise Criteria and Wall Isolation. In courtrooms, the most important consideration is the level of direct sound reaching the listener. Since this sound level decreases with increased room size and distance between the speaker and the listener, a lower noise coefficient (NC) value should be specified for larger courtrooms. See Table 4.3 for specific NC and wall isolation values.

Lighting. Any ballasted light sources providing higher lighting levels must be carefully selected and placed to minimize the ballast noise. Dimming such lights should not increase noise levels.

Speech Privacy. In the courtroom, the jury box should be located at least 20 feet (6100 mm) from the point where bench conferences occur. This provides adequate privacy for a bench conference with lowered voices. For greater privacy or shorter distances, a sound-masking system with loudspeakers located at the jury box should be provided. The system can be activated by a switch on the judge's microphone.

Heating, Ventilating, and Air Conditioning

System Description and Control

Courtroom HVAC systems should also serve the following areas:

- Judges' chambers suites (when located adjacent to courtrooms)
- Trial jury suite
- Prisoner holding facilities adjoining the courtroom
- Attorney conference/witness waiting rooms

Each of these areas must be provided individual temperature control. Humidity should be controlled at the main air supply unit. The HVAC system serving the courtroom and associated areas must function economically for after-hours operation.

The air-handling system in the courtroom must also function as a smoke purge system. The smoke purge system should either be activated manually or by automatic smoke detectors in the courtroom.

Air Distribution

The well of the courtroom requires a number of diffusers. The spectator area is served by a separate group of diffusers, which must be sized to serve the maximum allowable seating capacity, **plus 25% to allow for extra seating**. The diffusers must meet minimum ventilation requirements at no loads, with no appreciable increase in system noise during load changes.

If a fan system serves more than one courtroom, then the return air from each courtroom and its associated areas must be ducted directly to the unit.

See Table 4.4 for specific information regarding temperature, air changes, ventilation, and humidity in the courtroom.

Lighting

Lighting System

The lighting of the courtroom should not only satisfy recommended lighting levels, but also accommodate the future introduction of video recording, evidence display, and personal computer equipment. This requires adjustable lighting units to provide vertical footcandles (FTC) toward the front of the courtroom (judge, witness, jury) and for highlighting (flag, U.S. seal).

Caution must be exercised when using excessively bright sources due to the potential noise problem and temporary lamp failure caused by voltage drops.

The lighting system should have good color rendition and avoid bright spots on the ceiling plane. Modulation of lighting levels should be used to distinguish courtroom well and spectator areas.

Lighting Levels

General Lighting. Lighting levels in the courtroom vary. The lighting system should range from a minimum of 40 FTC (430 lx) to a maximum of 75 FTC (800 lx). The system must be capable of dimming to accommodate the projection of exhibits. The dimming level is determined by the video recording system's lowest operable light level; however, to meet the safety code the level must not be lower than 1 FTC (11 lx). See Table 4.4 for specific information regarding lighting levels in the courtroom.

Lighting Controls

Lighting controls for the courtroom should accommodate the following conditions:

- In use, fully occupied;
- In use, no spectators;
- Not in use; and
- Use of a slide projector or other device requiring a dimmed or darkened courtroom.

In addition, the lighting control system should allow the intensity and type of lighting to vary at the discretion of the presiding judge. This is particularly applicable when adjustable incandescent lighting units are provided. A remote means of dimming or extinguishing the lights should be provided.

Panelboards and conductors should be located in a service area outside the courtroom. Circuit breaker panels must not be the only means to control lighting. Access to the lighting controls is limited to court personnel. The controls must not be accessible to witnesses, jurors, attorneys, litigants, and the public. Where this is unavoidable, key-controlled light switches must be installed.

An over-ride switch must be located at the judge's bench and at the courtroom deputy clerk station to allow instantaneous over-ride of all dimming controls in an emergency.

The following lighting controls can be specified, depending upon the size of the courtroom, specific lighting arrangement, and lamp types:

- A more complex lighting installation consisting of local, wall, box-type, electronic, silicon-controlled rectifier (SCR) dimmers.
- Remote electronic dimmers with pre-set lighting arrangements, for large courtrooms with high ceilings.

Emergency Lighting

Selected lighting fixtures within the courtroom must provide an uninterrupted source of lighting in the event of a power outage. Standby power for emergency lighting to the courtrooms must be provided by local battery back-up units connected to an emergency generator. The judge's bench must not be spotlighted by emergency lighting.

To permit orderly evacuation, emergency lighting facilities must maintain a specified degree of illumination throughout the means of egress for 1-1/2 hours. During that time, the FTC must not be less than one (1 ftc). At the end of that period, the illumination may decline to 0.6 FTC (0.6 ftc). The judge's bench must not have an emergency spotlight.

Electrical, Audio, Video, Communications, and Data Transmission

An adequate number of electrical, data, and phone outlets must be placed near anticipated locations of equipment (e.g., sound recording equipment, amplifiers, video monitors, cameras, computers, projectors, x-ray viewers, court reporter steno machines, etc.). Power capacity and distribution must accommodate future requirements and take into account center, off-center, and corner bench locations.

Electrical Distribution

Normal. A three-phase, four-wire panelboard must be provided for each courtroom. The panelboard must be sized to serve the courtroom, trial jury suite, miscellaneous areas, and circulation spaces. The panelboard must serve all normal lighting and general power requirements. If service is obtained by a three-phase, 480-volt supply, the general 120-volt power requirements must be served from a 480-120/208 volt transformer and associated panelboard. The local system ground must be tied into the main building ground. The feeder serving the area must accommodate 25% load growth.

Dedicated. An electrical distribution system with dedicated grounding and independent breakers should serve computer and security-related equipment.

Designated Outlets. Minimum requirements for the various components of the courtroom are as follows:

Judge's Bench

- One quadriplex receptacle for general purposes at the judge's station
- One dedicated computer power receptacle

Courtroom Deputy Clerk Station

- One quadriplex receptacle for general purposes
- One dedicated computer power receptacle

- One special receptacle for the public address system amplifier if it is located at the courtroom deputy clerk station
- One duplex outlet

Witness Box

- One duplex outlet
- One dedicated computer power receptacle

Jury Box

- Three quadriplex receptacles, mounted on the inside of the enclosure, for general purposes

Law Clerk Station (for each law clerk accommodated)

- One quadriplex receptacle for general purposes
- One dedicated computer power receptacle

Bailiff Station (USCA only)

- One quadriplex receptacle for general purposes
- One dedicated computer power receptacle

Court Reporter/Recorder Station

- One quadriplex receptacle for general purposes
- One duplex receptacle to recharge the battery serving the electronic speech-recording equipment
- One dedicated computer power receptacle

Attorney and Litigant Stations

- Multiple quadriplex receptacles for general purposes
- Multiple dedicated computer power receptacles

Miscellaneous Requirements

- Duplex outlets located at approximately 20-foot (6100 mm) intervals along the walls of the courtroom
- Additional outlets at appropriate locations to accommodate the use of slide and movie projectors, video monitors, video recorders, and x-ray viewers
- Floor boxes for the lectern, with built-in task lighting and a microphone outlet (and timing system--USCA only)
- Outlets to accommodate the future location of video cameras
- An outlet for a wall-mounted clock

Audio

Courtrooms generally require a sound-reinforcement system, which must be integrated with the architectural and engineering design. The system serving the courtroom must consist of an amplifier with controls located at the courtroom deputy clerk station or judge's bench. Any courtroom in which the listener is more than approximately 30 feet (9150 mm) from a speaker requires an audio system. The system must have loudspeakers, sized and located to provide an even level of sound reinforcement throughout the room. For some applications, desktop speakers are needed. All loudspeakers must project the majority of their energy into the direct field. To reduce contributions from adjacent speakers, overlap is calculated at least 6 decibels (dB) below the on-axis contribution from the speaker nearest the listener.

Microphones for courtroom participants must be placed and the sound mixed properly so that an automated audio record of the trial proceedings is of sufficient quality to serve as an archive of the proceedings. Therefore, microphone outlets must be capable of supplying accurate voice transmission signals to the public address system amplifier, electronic voice recording system, and videotape sound recorder.

Microphone outlets shall be located as follows:

- Judge's bench (at each station)
- Courtroom deputy clerk station
- Witness box
- Jury box
- Attorney and litigant stations
- Additional locations at the exhibit area, lectern, and court reporter/recorder station

The audio system must be acoustically balanced by a trained technician. Control over the frequency response of the system must not be accessible to untrained court personnel. Audio volume and on/off controls are located at the judge's bench and/or the courtroom deputy clerk station. Microphones must be placed in conjunction with loudspeakers. The microphone at the judge's position must have an on/off switch so that it can be silenced during bench conferences. Microphones at attorneys' stations must have an on/off switch to allow for private discussions between attorneys and litigants. Conductors from the audio system in USDC courtrooms must connect to the USMS cell area, with a junction box at the courtroom holding cell.

An ALS and simultaneous translation system is integral to the courtroom sound system. Wireless infrared systems provide flexibility and privacy. An infrared transmission behaves like light and requires opaque shades in rooms with windows to maintain privacy. Infrared systems require the placement of emitters to provide line-of-sight transmission to the entire courtroom. ALS controls are generally located at the courtroom deputy clerk station. Multi-track systems can be used for assisted listening, simultaneous translation, and allowing trial participants to listen to confidential tape recordings.

The courtroom telephone system must be tied into the audio and electronic recording systems to accommodate telephone proceedings. The system must accommodate conference calls and speakerphones.

For more information regarding audio systems in courtrooms, see *Guide Specifications for Modification/Installation of Audio Systems in United States Courthouses*, published by the AOUSC.

Court Reporter/Recorder Technology

Law, rule, or order of the court requires the production of an official record of a court's proceedings. With the exception of video recording, all known court reporting technologies—shorthand, machine stenography, computer-aided transcription, single- and multi-track audio-recording, and voice-writer (also known as stenomask)—are regularly used throughout the federal judiciary. Because it is unlikely that all the judges in large metropolitan federal courthouses will agree to employ a single reporting method, the installation of a centralized audio or video recording facility in such a courthouse is not recommended.

The rapidly growing reliance on electronic recording of proceedings, and, in particular, multi-track audio recording, video evidence presentation, and computer-aided transcription, means that careful attention to electrical and audio facilities in the courtroom is required. Proper design considers the placement and type of microphones, the quality and location of the microphone connectors, audio wiring, integration of the audio recording system with the public audio amplification system, and the acoustical conditions of the courtroom. Microphones and speakers are an integral part of courtroom furniture, and planning must consider the space and personnel required for efficient operation. Some reporting technologies require networks and the installation of monitors and projection equipment in the courtroom.

Two current technological innovations in courtroom reporting are real-time stenographic transcription and voice recognition transcription for the preparation of electronic or printed transcripts. A third advance, instantaneous transcription of federal trial proceedings, will remain in minuscule demand for many years. None of these technologies requires substantial changes in courtroom design.

For information regarding courtroom technology, refer to *Electronic Courtroom/Chambers, An Interim Guide to Courtroom Technologies*, published by the AOUSC.

Video

The federal judiciary is experimenting with video conferencing for various uses.

Conduits must be installed in all four corners of all courtrooms to accommodate current and future installation of video cameras. A ceiling-mounted camera, located over the front of the witness box, should be considered. The conduit should start at a central video control room (or phone closet, if there is no video control room) and terminate at the anticipated locations of the courtroom camera. Conduits for video and audio connections between trial courtrooms, adjacent prisoner holding cells, and the central cell area must also be provided. This allows court proceedings to

continue after a disruptive defendant has been removed without breaching the defendant's civil rights.

Power outlets must be provided adjacent to each of the video outlets. The video outlets must be connected to the video viewing/taping room, which contains recording equipment and controls. Additionally, a CCTV outlet should be provided in trial courtrooms for viewing of exhibits.

Communications

Telecommunications and intercom telephone features are available via a telephone switch and distribution system dedicated to the court facility.

Combination telephone and intercom instruments should be located in the courtroom as follows:

- Judge's bench
- Courtroom deputy clerk station
- Law clerk station
- Bailiff station (USCA only)

An unobtrusive telephone/intercom must be made available to USMS personnel.

Data Transmission

Data transmission outlets serving personal computers and other related equipment must be placed at specified locations within the courtroom. Courtroom computer equipment is connected to network servers and related data and communications equipment. The equipment is located in secure, temperature-controlled rooms or closets located on the same floor, with connections to centrally located data and communications servers established within the courthouse or accessed by leased telephone lines.

Data transmission outlets should be located in the courtroom as follows:

- Judge's bench
- Courtroom deputy clerk station
- Court reporter/recorder station

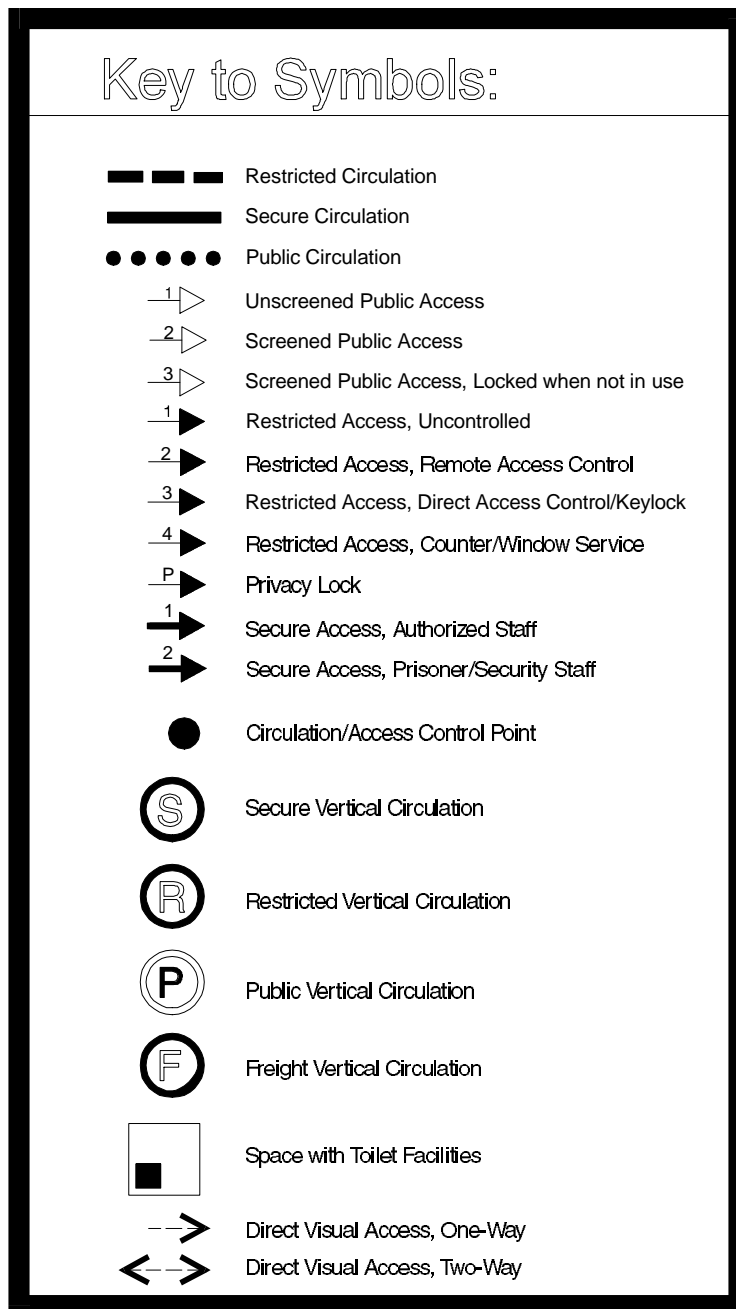
- Attorney and litigant stations
- Law clerk station
- Witness box
- Jury box
- Spectator rail (if dictated by design)

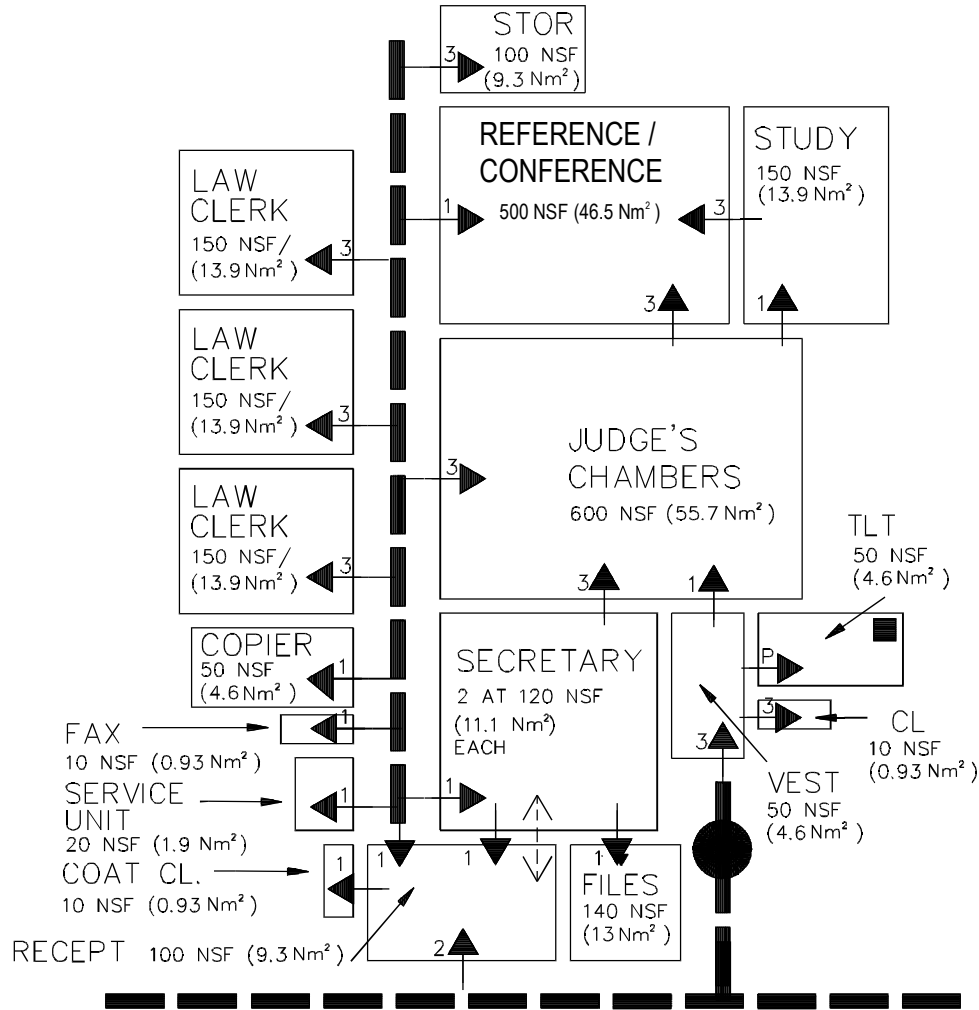
CHAPTER 5: JUDGES' CHAMBERS SUITES

This chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams, design tables, and specific design guidelines for judges' chambers suites for the U.S. Court of Appeals (USCA), U.S. District Court (USDC) including magistrate judges, and the U.S. Bankruptcy Court (USBC).

The number of spaces shown on the SRAC diagrams is intended only as an illustration; the actual number and type of spaces required for a specific facility is determined in the building program.

Figure 5.1
U.S. Court of Appeals
Judges' Chambers Suite
SRAC Diagram

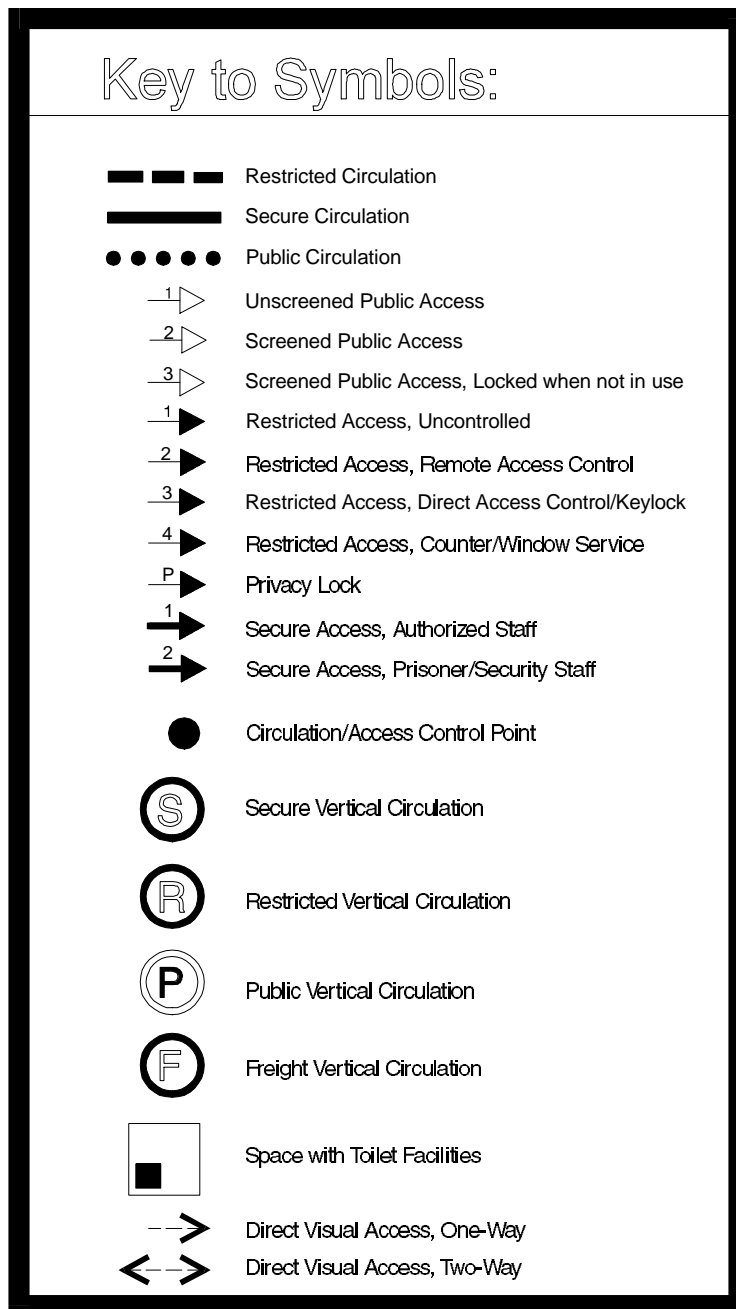


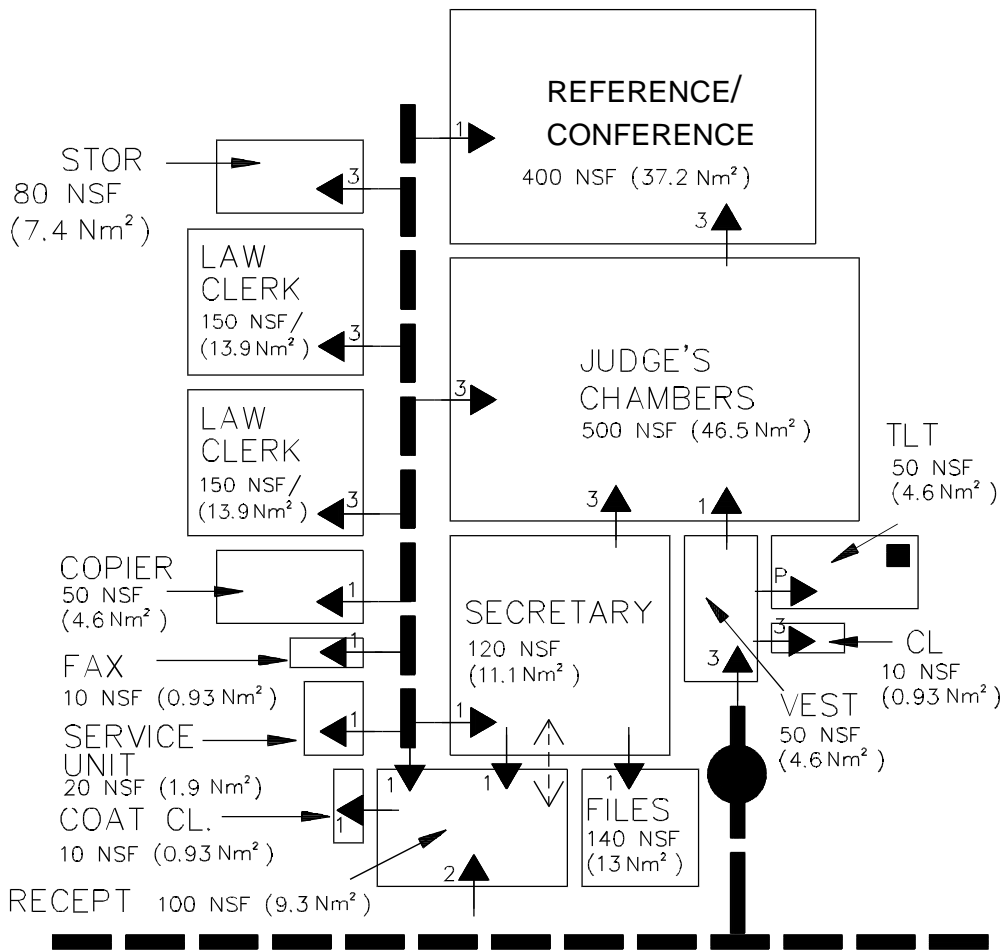


Note:

1. Each USCA judge is allocated a total resident chambers area of 2,480 NSF or 230.4 Nm² to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Figure 5.2
U.S. District Court
Judges' Chambers Suite
SRAC Diagram

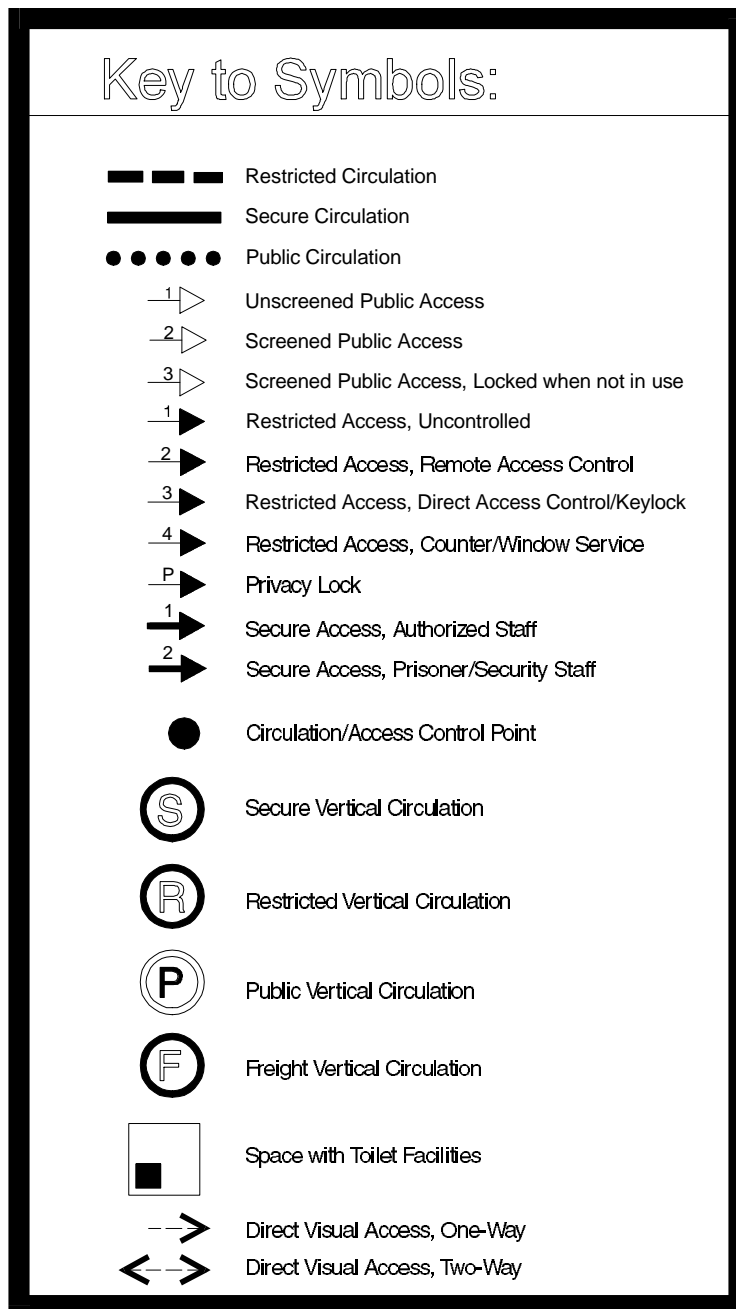


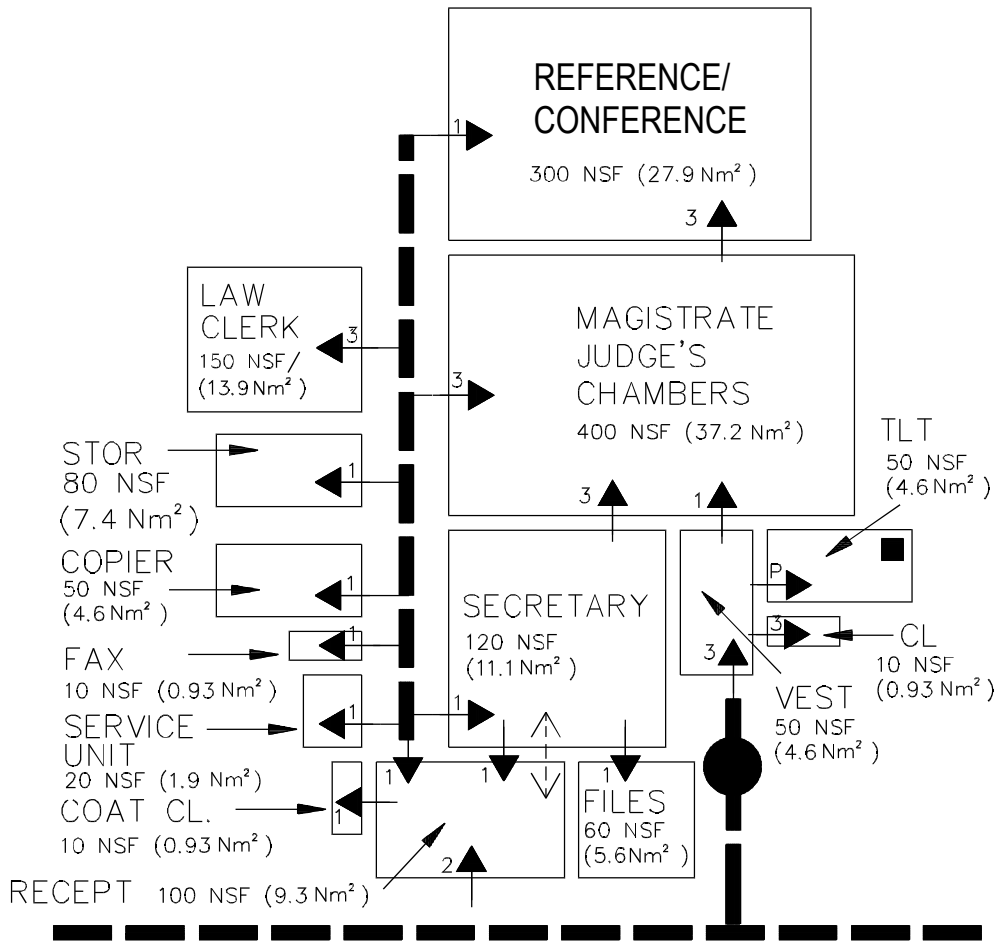


Note:

1. Each USDC judge is allocated a total resident chambers area of 1,840 NSF or 170.69 Nm² to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Figure 5.3
U.S. District Court
Magistrate Judges' Chambers Suite
SRAC Diagram

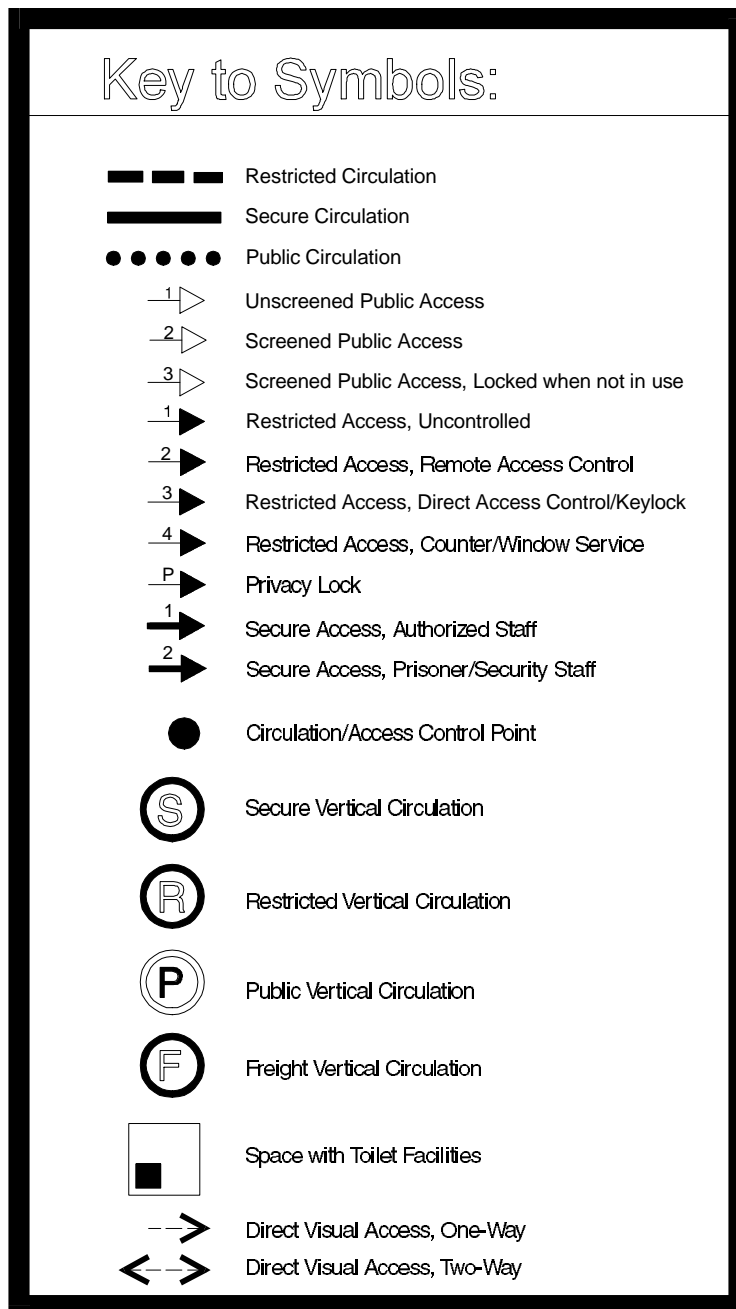


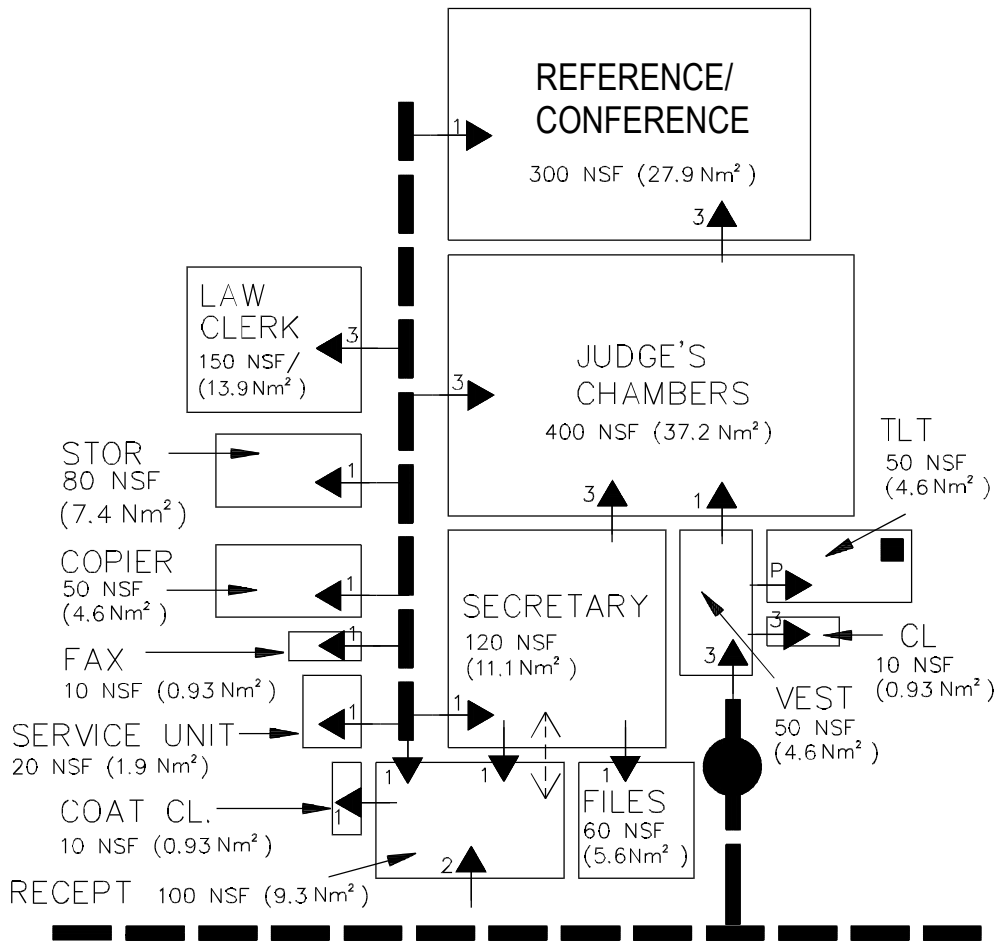


Note:

1. Each magistrate judge is allocated a total resident chambers area of 1,410 NSF or 130.89 Nm² to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Figure 5.4
U.S. Bankruptcy Court
Judges' Chambers Suite
SRAC Diagram





Note:

1. Each USBC judge is allocated a total resident chambers area of 1,410 NSF or 130.89 Nm² to be subdivided in any way desired as conditions require. This diagram illustrates only one such potential layout of chambers suite spaces.

Table 5.1
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	STORAGE		FINISHES H equals 10' (3000 mm) and higher, S equals 8-10' (2425-3000 mm); dot (•) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
JUDGES CHAMBERS SUITES								
USCA Judge s Chambers Suite	2,480 (230.4) ¹							
USDC Judge s Chambers Suite + Deputy Clerk ⁶	1,840 (170.7) + 150 (13.9) ²							
USBC Judge s/ Magistrate Judge s Chambers Suite + Deputy Clerk ⁶	1,410 (130.9) + 150 (13.9) ³							
Visiting/Non-Resident Judge s Chambers Suite	900 (83.6) ⁴							
JUDGES CHAMBERS								
USCA Judge		Movable: Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (10 ranges ⁵), conference table, conference chairs (6), sofa, floor/table lamps, computer, and printer			Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	H
USDC Judge		Movable: Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (10 ranges), conference table, conference chairs (6), sofa, floor/table lamps, computer, and printer			Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	H
USBC Judge/ Magistrate Judge		Movable: Desk, swivel tilt chair, guest chairs (2), secondary work surface, coffee table, side tables, bookshelves (5 ranges), conference table, conference chairs (4), sofa, floor/table lamps, computer, and printer			Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	H
JUDGES CHAMBERS SUPPORT AREAS								
Study (USCA only)		Movable: Desk, swivel tilt chair, guest chairs, secondary work surface, coffee table, side tables, bookshelves (5 ranges), conference table, conference chairs, sofa, floor/table lamps, computer, and printer			Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	H
Vestibule	50 (4.6)				Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	S

¹ Each USCA judge is allocated a total resident chambers area of 2,480 NSF (230.4 Nm²), to be subdivided in any way desired as conditions require.

² Each USDC judge is allocated a total resident chambers area of 1,840 NSF (170.7 Nm²). The types and sizes of areas set forth here are intended to provide guidance only.

³ Each USBC judge and magistrate judge is allocated a total resident chambers area of 1,410 NSF (130.9 Nm²). The types and sizes of areas set forth here are intended to provide guidance only.

⁴ Each visiting or non-resident judge s chambers suite is allocated a total area of 900 NSF (83.6 Nm²), to be subdivided in any way desired as conditions require. The types and sizes of areas set forth here are intended to provide guidance only.

⁵ Where used on this table, the term range refers to a shelving unit for books. The unit is 7-shelves high and 36" wide, and provides a total of 252 lineal inches (6400 mm) of shelving.

⁶ May be located with chambers or at Clerk s Office, depending upon local preference.

Table 5.1 (continued)
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	STORAGE		FINISHES H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.			
			Type	Size	Walls	Floor	Ceiling	Height
JUDGES CHAMBERS SUPPORT AREAS								
Private Toilet	50 (4.6)	Built-in: WC, lavatory, medicine cabinet, towel rack, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet w/drawers, mirror	Medicine cabinet, storage cabinet	18" (450 mm) deep	Durable, medium-quality wall covering	Vinyl/ ceramic tile	Paint/ acoustic	S
Closet	10 (0.93)	Built-in: Shelves, coat rod	Shelves	18" (450 mm) deep	Paint	Highest quality carpet	Paint/ acoustic	S
CLERICAL/SUPPORT AREAS								
Reception Area	100 (9.3)	Movable: Lounge chair(s)/sofa(s) (minimum seating capacity: 6), side tables, coffee table, floor/table lamps			High-quality paint/wall covering	Highest quality carpet	Acoustic	S
Coat Closet	10 (0.93)	Built-in: Shelves, coat rod	Shelves	18" (450 mm) deep	Paint	Vinyl/ Highest quality carpet	Paint/ Acoustic	S
Secretarial Workstation	120 (11.1)	Movable: Desk, swivel chair, secondary work surface, computer and printer, typewriter	Drawers		High-quality paint/wall covering	Highest quality carpet	Acoustic	S
File Storage Area USDC Magistrate Judge USBC	140 (13.0) 60 (5.6) 60 (5.6)	Movable: File cabinets	Lateral files				Acoustic	S
Facsimile Machine Area	10 (0.93)	Movable: Work surface/stand, storage below	Cabinet				Acoustic	S
Copier Area	50 (4.6)	Movable: Copier stand with supply shelves, work table	Paper storage shelf				Acoustic	S
Storage	80 (7.4)	Movable: Shelving on 2-3 walls	Open shelves	12" (300 mm) deep	Paint	Vinyl	Paint/ Acoustic	S
Service Unit	20 (1.9)	Built-in: Counter, sink; cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Storage cabinets for supplies	18" (450 mm) deep	High-quality paint/wall covering	Vinyl/ Highest quality carpet	Acoustic	S
REFERENCE/CONFERENCE ROOM								
USCA Judge	500 (46.3)	Movable: Bookshelves (24 ranges), conference table, conference chairs			High-quality paint/wall covering	Highest quality carpet	Acoustic	H
USDC Judge	400 (37.2)	Movable: Bookshelves (18 ranges), conference table, conference chairs					Acoustic	H
USBC Judge/ Magistrate Judge	300 (27.9)	Movable: Bookshelves (14 ranges), conference table, conference chairs					Acoustic	H
OTHER SUPPORT OFFICES								
Law Clerk's Office	150 (13.9)	Movable: Desk, swivel chair, guest chair, bookshelves (5 ranges), secondary work surface, provision for computer and printer	Filing cabinets		High-quality paint/wall covering	Highest quality carpet	Acoustic	S
Courtroom Deputy Clerk's Office	150 (13.9) ⁶	Movable: Desk, swivel chair, bookshelf (1 range), secondary work surface, computer, printer, and typewriter	Filing cabinets	Lateral, 5-drawer			Acoustic	S

⁶ May be located with chambers or at Clerk's Office, depending upon local preference.

**Table 5.2
Access Control and Security**

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page.</small>				SECURITY & ALARM SYSTEMS									REMARKS	GENERAL REMARKS	
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER			EMERGENCY LIGHTING
JUDGES CHAMBERS SUITES																
USCA Judge s Chambers Suite		3														
USDC Judge s Chambers Suite		3														
USBC Judge s/ Magistrate Judge s Chambers Suite		3														
Visiting/Non-Resident Judge s Chambers Suites		3														
JUDGES CHAMBERS																
USCA Judge		3					<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	If located at ground floor level, exterior windows shall use ballistic-resistant glazing		
USDC Judge		3					<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	If located at ground floor level, exterior windows shall use ballistic-resistant glazing		
USBC Judge/ Magistrate Judge		3					<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	If located at ground floor level, exterior windows shall use ballistic-resistant glazing		
JUDGES CHAMBERS SUPPORT AREAS																
Study (USCA only)		3		Off of chambers			<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>			
Vestibule		3		Off of chambers												Provide second egress from chambers to restricted circulation

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **P:** Privacy lock. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 5.2 (continued)
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>			SECURITY & ALARM SYSTEMS										REMARKS	GENERAL REMARKS
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER		
JUDGES CHAMBERS SUPPORT AREAS															
Private Toilet		P		Off of vestibule											
Closet		1		Off of vestibule											
CLERICAL/SUPPORT AREAS															
Reception Area		2		Off of private circulation											Provide CCTV camera and security intercom outside entry to reception area
Coat Closet		1		Off of reception											
Secretarial Workstation		1		Adjacent to reception		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			USCA judge/USDC chief judge; two secretaries each; other judges/magistrates: one secretary each
File Storage Area USDC Magistrate Judge USBC		3		Near secretary											
Facsimile Machine Area		1													
Copier Area		1													
Storage		1													Supplies storage
Service Unit		1													
REFERENCE/CONFERENCE ROOM															
USCA Judge		3		Accessed from chambers and staff circulation											
USDC Judge		3		Accessed from chambers and staff circulation											
USBC Judge/ Magistrate Judge		3		Accessed from chambers and staff circulation											
OTHER SUPPORT OFFICES															
Law Clerk's Office		3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			Provide second set of duress alarm devices at only one law clerk's office. USCA: 3, USDC: 2, magistrate: 1, USBC: 1, USDC chief judge: 2 ¹
Courtroom Deputy Clerk's Office		3													

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **P:** Privacy lock. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

¹ The chief judge may have a third law clerk or second secretary if there are five or more active judges in the district.

**Table 5.3
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NC)	REMARKS	PAIERS MICROPHONE	PA SYS. LOUDSPEAKERS	PAIERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MATV/CABLE TV OUTLET	REMARKS
JUDGES CHAMBERS SUITES																			
USCA Judge s Chambers Suite																			
USDC Judge s Chambers Suite																			
USBC Judge s/ Magistrate Judge s Chamber Suite																			
Visiting/Non-Resident Judge s Chambers Suite																			
JUDGES CHAMBERS																			
USCA Judge	35	0.4-0.6		50	Requires acoustically rated doors				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Provide MATV or cable TV outlet in each judge s chambers
USDC Judge	35	0.4-0.6		50	Requires acoustically rated doors				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Provide MATV or cable TV outlet in each judge s chambers
USBC Judge/ Magistrate Judge	35	0.4-0.6		50	Requires acoustically rated doors				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Provide MATV or cable TV outlet in each judge s chambers
JUDGES CHAMBERS SUPPORT AREAS																			
Study (USCA only)	35	0.4-0.6		50	Requires acoustically rated doors				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Provide MATV or cable TV outlet in each support area
Vestibule											<input type="checkbox"/>								

**Table 5.3 (continued)
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MAT/CABLE TV OUTLET	REMARKS
JUDGES CHAMBERS SUPPORT AREAS																			
Private Toilet					Treat all pipe penetrations for high transmission loss.							<input type="checkbox"/>							
Closet																			
CLERICAL/SUPPORT AREAS																			
Reception Area	40				High masking level to increase privacy from interior				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Coat Closet																			
Secretarial Workstation	35								<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
File Storage Area USDC Magistrate Judge USBC																			
Facsimile Machine Area									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Copier Area					Should be sound isolated from office work stations				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Storage																			
Service Unit												<input type="checkbox"/>							
REFERENCE/CONFERENCE ROOM																			
USDC Judge	35	0.5-0.6	0.8						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
USBC Judge/ Magistrate Judge	35	0.5-0.6	0.8						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
OTHER SUPPORT OFFICES																			
Law Clerk's Office	35	0.5-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Courtroom Deputy Clerk's Office	35	0.5-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

**Table 5.4
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting**

SPACES	HVAC										LIGHTING					GENERAL REMARKS
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FC) (lx)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE	SWITCH	DIMMER	
JUDGES CHAMBERS SUITES														(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%. (5) Each judge and his/her designer will determine lighting types and controls.		
USCA Judge's Chambers Suite																
USDC Judge's Chambers Suite																
USBC Judge's/ Magistrate Judge's Suite																
Visiting/Non-Resident Judge's Chambers Suite																
JUDGES CHAMBERS																
USCA Judge	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85			50-100 (540-1100)	(5)	(5)	(5)	(5)	(5)	
USDC Judge										50-100 (540-1100)	(5)	(5)	(5)	(5)	(5)	
USBC Judge/ Magistrate Judge										50-100 (540-1100)	(5)	(5)	(5)	(5)	(5)	
JUDGES CHAMBERS SUPPORT AREAS																
Study (USCA only)	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85			50-100 (540-1100)	(5)	(5)	(5)	(5)	(5)	
Vestibule										20-25 (215-270)	(5)	(5)	(5)	(5)	(5)	

Table 5.4 (continued)
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting

SPACES	HVAC								LIGHTING					GENERAL REMARKS								
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FC) (lx)	TYPE: I = Indirect D = Direct				CONTROL							
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE		SWITCH	DIMMER						
JUDGES CHAMBERS SUPPORT AREAS (cont d)																						
Private Toilet	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85					(5)	(5)	(5)	(5)	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb.						
Closet												(5)	(5)	(5)	(5)							
CLERICAL/SUPPORT AREAS																						
Reception Area	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85				50-75 (540-800)	(5)	(5)	(5)	(5)	(5)	(5)					
Coat Closet																						
Secretarial Workstation																					60-75 (650-800)	(5)
File Storage Area USDC Magistrate Judge USBC																						
Facsimile Machine Area																						
Copier Area																						
Storage									20-30 (215-320)	(5)												
Service Unit	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85					(5)										
REFERENCE/CONFERENCE ROOM																						
USDC Judge	74-76 (23.3-24.4) (1)	70-74 (21.2-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85				60-75 (650-800)	(5)	(5)	(5)	(5)	(5)	(5)					
USBC Judge/ Magistrate Judge																						
OTHER SUPPORT OFFICES																						
Law Clerk's Office	74-76 (23.3-24.4) (1)	70-74 (21.2-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85				60-75 (650-800)	(5)	(5)	(5)	(5)	(5)	(5)					
Courtroom Deputy Clerk's Office																						

Functions/Activities

The chambers suite includes the judge's private chambers (with adjoining private toilet, closet, and vestibule), a reference/conference room, work areas, offices, and other ancillary spaces used by the judge and support staff. See Figures 5.1 through 5.4 for typical/representative layouts of judges' chambers suites.

Judges' chambers suites provide an area for receiving and screening visitors; storage for staff's and visitors' coats and other belongings; storage for files used by the judge and staff; a small service unit for coffee and light food preparation; research area for law clerks; clerical work area for the judge's secretary; and space for a copier, printer, and other equipment.

In addition to secretaries and law clerks, many judges also employ unpaid law school externs/interns. Although the guidelines that follow do not formally designate work spaces for externs/interns, workstations are often provided in the reference/conference room.

User Capacity

U.S. Court of Appeals

Chief Judge's Chambers Suite. Space is provided for the chief judge, three law clerks, three judicial secretaries, and six visitors.

Judge's Chambers Suite. Space is provided for one judge, three law clerks, two judicial secretaries, and two visitors.

U.S. District Court

Chief Judge's Chambers Suite. Space is provided for the chief judge, two law clerks, one judicial secretary, and six to ten visitors. The chief judge may have a third law clerk or second secretary if there are five or more active judges in the district.

Judge's Chambers Suite. Space is provided for one judge, two law clerks, one judicial secretary, and six to ten visitors.

Magistrate Judge's Chambers Suite. Space is provided for one magistrate judge, one law clerk, one judicial secretary (or two law clerks and no secretary), and six to ten visitors.

U.S. Bankruptcy Court

Judge's Chambers Suite. Space is provided for one bankruptcy judge, one law clerk, one judicial secretary, and six to ten visitors.



Programming Note

- Each suite can also require a courtroom deputy clerk work area within or close to the chambers suite. When not located in chambers, the deputy clerk work area must be excluded from the total net square footage of the chambers suite.
 - This note applies to both the USDC and USBC.
-

Adjacency and Circulation

Each judge's chambers suite is accessible only through restricted circulation. The suite is located to be conveniently accessible to the judge's courtroom and its ancillary areas.

See Table 5.2 and the SRAC diagrams at the beginning of this chapter and in Chapter 4 for additional detail regarding circulation.

Size

Judges' chambers suites are a highly individualized group of spaces, designed under the guidance of the judge to best meet the judge's specific needs.

Except for the total net square feet allotted to each type of judicial officer, the individual spatial allocations listed in Table 5.5 are intended only as guidance. If necessary, circulation space up to 8% of the chambers net square footage may be added. Circulation space may not be added if connecting hallways are not dictated by the design. The amount of circulation space required for courtroom/chambers floors varies with the actual design; however, 17% for the entire floor can be applied during preliminary planning. If circulation space is added within the suite, the square footage is included in the 17% allowed for circulation on the courtroom/chamber floor.



Programming Note

- Additional circulation space is not to be included in the chambers design unless needed.
-

Table 5.5
Areas of Chambers Suites in Net Square Feet (Net Square Meters)

	USCA Judge	USDC Judge	Magistrate Judge	USBC Judge
Reception Area	■	100 (9.3)	100 (9.3)	100 (9.3)
Closet	■	10 (0.93)	10 (0.93)	10 (0.93)
Secretarial Area	■	120 (11.1)	120 (11.1)	120 (11.1)
File Area	■	140 (13.0)	60 (5.6)	60 (5.6)
Fax Area	■	10 (0.93)	10 (0.93)	10 (0.93)
Copier Area	■	50 (4.6)	50 (4.6)	50 (4.6)
Storage	■	80 (7.4)	80 (7.4)	80 (7.4)
Service Area	■	20 (1.9)	20 (1.9)	20 (1.9)
Judge's Chambers	■	500 (46.5)	400 (37.2)	400 (37.2)
Judge's Study (USCA)	■	□	□	□
Vestibule/Toilet/Closet	■	110 (10.2)	110 (10.2)	110 (10.2)
Reference/Conference Room	■	400 (37.2)	300 (27.9)	300 (27.9)
Law Clerk Station(s) (2 for USDC judge)	■	300 (27.9)	150 (13.9)	150 (13.9)
Subtotal NSF	2,480 (230.4)	1,840 (170.7)	1,410 (131.0)	1,410 (131.0)
Courtroom Deputy Clerk Station (if included in suite)		150 (13.9)	150 (13.9)	150 (13.9)
Total NSF	2,480 (230.4)	1,990 (184.9)	1,560 (144.9)	1,560 (144.9)



Programming Notes

- USCA chambers suites often include each of the spaces outlined in Table 5.5.
 - A non-resident or visiting judge's chambers is 900 net square feet (NSF) [83.6 net square meters (Nm²)], subdivided at the court's discretion.
-

Design Requirements

General Design Elements

The following is a description of the design elements in judges' chambers suites. The information supplements Table 5.1.

Privacy. Total enclosure of judges' chamber suites is necessary for acoustical and visual privacy, to protect confidentiality, and prevent distraction. An entrance to judge's chambers located directly off restricted circulation must be provided, with a soundlock to ensure confidentiality.

Natural Light. Access to natural light is required for all workstations. Windows are desirable; however, natural light must be controlled to eliminate excessive brightness, glare, or heat.

Specific Design Elements

Toilet. A private toilet room must be provided in the chambers suite. Access to the toilet should be through a soundlock/vestibule that also provides access from the chambers to a restricted circulation area. See Table 5.1 for more detail on private toilets.

Judge's Study. USCA judges sometimes require a private study adjacent to their chambers.

Secretary Work Area. The secretary work area must be designed to allow continuous monitoring of the suite entrance. Space for a computer printer must be conveniently accessible from the secretary work area but separate from the reception area, to maintain confidentiality of printed documents.

Law Clerk Office(s). A separate office for each law clerk might be provided. Alternatively, clerks can be provided with semi-private workstations, either in alcoves or separated by modular partitions, bookcases, etc., depending on the judge's preference.

Reference/Conference Room. The reference/conference room is used by the judge and law clerks to research and discuss cases, as well as by the judge to meet with other court staff or attorneys. It may also house workstations for externs/interns. Shelving must be provided to accommodate the chambers reference collection. In addition, the area must accommodate a conference table and chairs for up to 12 people.

See Table 5.1 for additional detail regarding design elements in support spaces.



Programming Notes

- Requirements for bookshelves are changing due to evolving methods of legal research. Increasing use of electronic data bases and a decreasing reliance on bound volumes are resulting in smaller chambers reference collections. The changes in legal research provide an opportunity to reduce the court's expenses for maintaining collections and the space needed to house them.
 - The sharing of chambers reference collections is currently practiced in some courts and should be considered when planning courthouse construction projects. In addition to cost savings, sharing collections may offer other advantages such as increasing the depth of the collection available to judges and promoting collegial relations among law clerks and judges. Disadvantages may include reduced convenience or the increased possibility that a desired book may be in use.
 - The U.S. Judicial Conference Committee on Automation and Technology has identified space
-

planning scenarios for sharing chambers reference collections. Variations of the scenarios listed below may be adapted to fit the myriad of configurations for chambers suites.

- In courthouses where chambers suites are clustered on the same floor, there may be a central shared collection augmented by a minimal number of often-used volumes maintained in chambers. This arrangement increases the possibility of providing access for library staff and offers the greatest opportunity to increase the depth of the collection; however, access to books may be less convenient for judges and the public.
- The collegial arrangement of chambers suites also provides an opportunity for shared conference rooms and other support spaces. A shared conference room may be larger and better equipped than individual conference rooms in chambers suites.
- In courthouses that do not have clustered chambers suites, reference collections may be shared between adjoining suites. A single room, situated between the suites, is used to store books and legal research. Shared or separate conference rooms are provided for the judges. This arrangement preserves convenient access to the collection; however, the possibility that a book may be in use remains a potential problem. This scenario places responsibility for administering the collection on the judge's staff.
- The total NSF allocated for shared reference collections must not exceed the NSF allotted for chambers suites. Space programmed for shared reference collections must be deducted on a pro-rata basis from each chambers suite. Although space savings may be minimal, the cost of maintaining collections is significantly reduced.

-
- Shared collections may save net programmed space, but may increase space required for circulation. Efficient planning may decrease total space requirements and provide enhanced library services.
-

Storage. General storage areas in judges' chambers suites must provide the following:

- Space for lateral files or other appropriate filing equipment
- A closet convenient to the reception area that provides hanging and shelf space for visitor and staff coats and other belongings
- Space for general office and coffee/refreshment supplies
- At least one range of bookshelves for each staff member, including the secretary

Within the judge's private chambers, storage should be provided for the following:

- The judge's personal belongings (storage should be lockable)
- Office supplies (in conveniently located drawers or cabinets, large enough to accommodate legal-sized pads and files)
- Files (storage should be lockable) (Note: file storage may be located outside the chamber but should have convenient access)
- Law books (shelves should be conveniently located)

Finishes, Furniture, and Fixtures



Budgetary Notes

- A cost-effective palette, consistent with the project budget, must be designated by the design architect, from which a limited range of finish materials, colors, and textures will be selected.
 - Application paneling must be limited to wainscot and accent details to achieve the desired design objective.
 - The use of exotic hardwoods is prohibited.
 - Maintenance costs and life-cycle cost benefits of finish materials must be considered in selection.
-

Finishes

The finishes in judges' chambers suites should reflect the design quality of the courtroom; chambers should be viewed as an extension of the courtroom. Finishes should give an impression of fine quality. Floors must be carpeted. Wall and ceiling design must consider acoustics for internal speaking, light reflectance, and contrast.

The following list of interior finish criteria provides examples of standard level finishes that apply to judges' chambers suites. These finishes represent a quality standard or benchmark and are not intended to dictate specific design solutions or treatments. All finishes must be compatible with the overall architectural characteristics of the building.

Walls (Except Closed Storage)

- Use American Woodworking Institute (AWI) premium-grade, hardwood veneer paneling or wainscot, stained and finished with a transparent sealer.

- If a partial-height wood wainscot is provided, finish upper wall surface with paint or Type II vinyl, fabric, or polyolefin wall covering.
- Use acoustical treatment, detailing, or material as required to meet noise criteria (NC).

Walls (Closed Storage)

- Use gypsum wallboard laid over metal studs and finished with paint.

Base (Except Closed Storage)

- Use AWI premium-grade, solid hardwood, stained and finished with a transparent sealer.

Base (Closed Storage)

- Use a four-inch (100 mm) high, vinyl cove base.

Doors and Frames

- Use AWI premium-grade, hardwood veneer solid core doors and solid hardwood door jambs, stops, and casings, stained and finished with a transparent sealer.

Trim and Moldings

- Use AWI premium-grade, solid hardwood decorative moldings, as dictated by the design or existing building decor conditions.
- Provide decorative moldings such as base, chair rail, crown, and panel molds as required.

Ceiling

- Use suspended acoustical tile and/or gypsum wallboard finishes, as dictated by the design or existing building decor conditions.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and reveals

as required to integrate heating, ventilating, and air conditioning (HVAC) and lighting into a harmonious design.

- Use acoustical treatment, material, or detail as required to meet NC.

Floor Covering (Except Closed Storage)

- Use 42-ounce (1.19 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet over a synthetic fiber cushion.

Floor Covering (Closed Storage)

- Use 12-inch square (0.09 m²), vinyl composition tile or sheet vinyl flooring.

Bookshelves (Judge's Chambers)

- For bookshelves in judges' chambers, use AWI premium-grade, hardwood veneer adjustable shelves and casework, stained and finished with a transparent sealer. For bookshelves in judges' reference/conference rooms, the same requirements apply, except AWI custom-grade shelves are used.
- Provide a standard case unit 10 inches (250 mm) deep by 36 inches (925 mm) wide by 84 inches (2150 mm) high.
- Limit shelf spans to 36 inches (925 mm).

Judge's Private Toilet

- Finish walls with Type II vinyl wall covering with a class A rating (ASTM Tunnel Test).
- Provide base that is a minimum 4" high (100 mm), ceramic tile with sanitary cove.
- Use tile trim pieces on corners and edges.
- Use ceramic tile floor that meets ANSI A137.1, installed with thin-set water-proof mastic, method F122-90, as specified in the *Tile Council of America Handbook*.
- Use painted gypsum wallboard with paint finish for the ceiling.

Service Unit

- Provide residential kitchen-type service unit consisting of AWI custom-grade, hardwood veneer cabinets with solid hardwood doors, door, and cabinet frames (base and wall cabinets). The unit should be 72 inches (1825 mm) long, consisting of a decorative plastic laminate countertop.
- Provide 18/8 brushed, stainless steel sink, 22 inches (575 mm) by 25 inches (625 mm) by 6 inches (150 mm) deep, and single-lever faucet.

Furniture/Fixtures

Fixed or built-in furniture, such as bookshelves and worksurfaces, within a judge's private chambers should have similar design quality as courtroom interiors. Furniture and fixtures in the offices of a judge's support staff, including the secretary and law clerk, should be coordinated to reflect the color and materials used throughout the judge's chambers suite. The furniture and fixtures for support staff are not usually designed to the same quality as those in the judge's private chambers.

Each judge's chambers typically contains the following furniture:

- A movable desk at least 36 inches (925 mm) deep by 72 inches (1825 mm) wide
- An additional surface at least 20 inches (500 mm) deep and 42 inches (1075 mm) wide for a typewriter or computer terminal
- Space for a surface behind the judge at least 20 inches (500 mm) deep by 72 inches (1825 mm) long on which to spread out documents and files (built-in or movable)
- A conference table accommodating eight to ten persons, separate from the judge's personal work area to protect confidentiality of cases

For more detailed information about furniture in judges' chambers suites, please refer to Table 5.1.

Security

Security and Alarm Systems

The security and alarm systems for the judge's chambers and suite must function as an integral part of the security and alarm systems for the total facility.

Main Entrance Door. A closed circuit television (CCTV) camera must be provided in the corridor outside the door. A doorbell with intercom speaker must connect to the reception workstation and one of the law clerk workstations. The door must include an electric “fail-secure” door lock.

Secretary/Receptionist Desk. A CCTV monitor must be provided, as well as a door release pushbutton, intercom speaker, and duress alarm device.

Judge's Desk. A duress alarm device must be provided.

Law Clerk Workstation. At one station only, a CCTV monitor must be provided, as well as a door release pushbutton, intercom speaker, and duress alarm device.

Door Locks

As noted above, the main entrance door must be equipped with a fail-secure, electric-strike lock. The judge's chambers, study, and closet, as well as the storage room and law clerk's office, must have key locks. The entire suite is keyed from a sub-master. The judge's private toilet must have a privacy lock.

Acoustics

The following section provides an overview of the acoustical quality necessary in judges' chamber suites. See Table 5.3 for additional detail on acoustics.

Finishes and Construction

The degree of acoustical privacy required in chambers, conference rooms, and support offices must be considered in the selection of wall construction and finishes.

Due to the need for a quiet work environment within judges' chambers, all ceilings and floor surfaces must be finished with sound-absorptive materials (e.g., acoustic tile on the ceilings and carpet on the floors). Sound absorption on walls is also necessary; however, wall surfaces can be more sound-reflective. Walls must be properly constructed to prevent sound transmission to adjoining spaces, both inside and outside the suite. Wood-paneled walls and wood wainscoting around the lower portion of the wall are common features.

Noise-producing office equipment must be placed in separate areas, and surrounded by either walls or sound-absorbent partitions. Sound-absorbing wall treatments must be provided in equipment spaces.

Partitions forming the perimeter of the suite, the judge's chamber, and the reference/conference room must be slab-to-slab.

Acoustic Privacy Requirement

The design must provide a "confidential" acoustic separation grade for all judge's chambers, reference/conference rooms, and studies (USCA only).

Noise Reduction

Heating, Ventilating, and Air Conditioning. To ensure that no noise or conversation carries from one space to another, all openings carrying piping through the slab or partitions must be sealed with flexible caulk. All air ducts leading to and from confidential spaces must be acoustically treated with two inches (50 mm) of duct lining for a distance of at least 12 feet (3700 mm) from the diffuser. This ensures minimal transmission of conversation from confidential spaces.

Plumbing. Plumbing runs must be isolated from noise-sensitive spaces.

Heating, Ventilating, and Air Conditioning

System Design

The system serving the judge's chambers suite must be sized to include the reference/conference room, law clerk offices, secretarial suite, and reception area.

HVAC in the judges' chambers suite, if adjacent to a courtroom, must be fed from the same system as the associated courtroom to facilitate off-hours use (e.g., evenings and weekends) of the chambers suite/courtroom local system.

For additional detail regarding HVAC systems in judges' chambers suites, see Table 5.4.

Air Distribution

Air distribution systems in judges' chambers must provide a high degree of individual control and acoustical privacy. Ductwork must be treated to meet acoustical design criteria.

Lighting

Lighting System

Lighting systems for judges' chambers suites are individually determined by the judge in consultation with an architect, engineer, or lighting designer. The installation must be designed within federal energy consumption criteria.

Special considerations in lighting design include veiling reflections on reading materials, color rendition, and how lighting will affect occupants' emotions. Task lighting must be variable to 100 footcandles (FTC) (1100 lx).

Emergency Lighting

Standby power for emergency lighting must be provided by local battery back-up for selected lighting units in the judge's chambers, reference/conference room, and circulation spaces.

For additional detail on lighting criteria, see Table 5.4.

Electrical, Audio, Video, Communications, and Data Transmission

Power and Communications

Connections must be provided at each workstation for data/telephone/intercom, a typewriter, a personal computer, an individual printer, an adding machine/calculator, a clock, and personal accessories. Additional outlets must be provided in reception and circulation areas, and for the shared printer and service unit areas.

Electrical Distribution

Normal. Electrical service serving the judges' chambers suite must be obtained from a local panelboard (three-phase, four-wire), sized to serve all areas associated with the suite. The panelboard must serve all normal lighting and general power requirements of the suite areas. Capacity of the feeder serving the area must accommodate future load growth.

Dedicated. An electrical distribution system with dedicated grounding and independent breakers serves computer equipment connected to courthouse computer networks and security equipment.

Emergency Power Distribution. Security equipment must be connected to the emergency power supply system.

Designated Power Outlets

Minimum requirements for the judge's private chambers are as follows:

- One quadriplex receptacle for general purposes (e.g., a table lamp)
- Two quadriplex receptacles for miscellaneous uses
- One dedicated computer power receptacle
- One normal duplex receptacle for the judge's printer

Minimum requirements for the reference/conference room are established by the judge.

Minimum requirements for the law clerk and secretarial workstations (per station) are as follows:

- One quadriplex receptacle for general purposes
- One dedicated computer power receptacle
- One normal duplex receptacle for a printer

Outlets serving the following equipment should be located as established by the judge:

- Copy machines
- Fax machines
- Conventional printers
- Laser printers - normal duplex receptacle
- Word processors - computer power receptacle
- Compact disc - remote operating modules - computer power receptacle
- Coffee machine
- Service unit
- Miscellaneous (e.g., TV, projectors)
- Distributed convenience outlets

Note: Devices provided with dedicated power (typically computers and security equipment) must be on separate circuits.

Video

One or more outlets connected to the building master antenna television (MATV) system must be provided. If no MATV system exists, an independent cable system must be provided for judges' chambers.

Satellite downlink equipment and related cabling, or provisions for their future installation, must be provided for judges' chambers suites.

Communications

Telephone/intercom outlets must be provided where required. At specified locations, separate outlets for telephone modems must be located adjacent to telephone/intercom outlets.

Minimum requirements for communications outlets are as follows:

- Judge's chambers: Three telephone outlets
- Judge's study (USCA): Two telephone outlets
- Law clerk workstation (per station): One telephone outlet
- Reference/conference room: One telephone outlet
- Secretarial workstation (per station): One telephone outlet

For additional detail regarding communications, see Table 5.3.

Data Transmission

The judge and staff each use a personal computer linked by a local area network (LAN). Two laser printers are typically used in the suite: one is in the secretary work area and one is strategically placed elsewhere.

Data transmission outlets serving personal computers and other related equipment must be placed at locations within the judges' chambers, as specified by the judge. Chambers computer equipment will be connected to network servers. Related data and communications equipment will be located in secure, temperature-controlled rooms or closets located on the same floor. Provision must be made for connections to centrally-located data and communications servers, either established within the courthouse or accessed by leased telephone lines.

The following areas each require one data transmission network outlet:

- Judge's chambers

- Judge's study (USCA)
- Law clerk workstation (per station)
- Reference/conference room
- Secretarial workstation (per station)

For additional detail regarding data transmission, see Table 5.3.

CHAPTER 6: ANCILLARY FACILITIES

This chapter provides design tables and specific design guidelines for ancillary facilities, which consist of separate spaces that are functionally related to the courtroom. Ancillary facilities for the U.S. Court of Appeals (USCA) include judges' conference rooms, judges' robing rooms, attorney lounges, and public waiting areas. Ancillary facilities for the U.S. District Court (USDC) and U.S. Bankruptcy Court (USBC) include judges' conference rooms, judges' conference/robing rooms, attorney conference/witness waiting rooms, public waiting areas, court reporter/recorder areas, news media rooms (optional), and alternative dispute resolution (ADR) suites.

See the spatial relationship, accessibility, and circulation (SRAC) diagrams in Chapter 4 for adjacency and circulation patterns related to ancillary facilities. The number of spaces shown on the SRAC diagrams is intended only as an illustration; the actual number and type of spaces required for a specific facility is determined in the building program.

Table 6.1
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE <small>(Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)</small>	STORAGE		FINISHES <small>H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.</small>			
			Type	Size	Walls	Floor	Ceiling	Height
COURT OF APPEALS Judges' Conference Room En Banc Courtroom	250 (23.2) min + 50 (4.6)/judge	Built-in: Display unit with screen, display boards Movable: Conference table, swivel chairs (lounge chairs, sofa)	Closet	AV equip., etc.	Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	•
En Banc Courtroom Service Unit	50 (4.6)	Built-in: Counter, sink, cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Cabinets, shelves	18" (450 mm) deep	Durable, medium-quality paint/wall covering	Vinyl/ceramic	Acoustic	S
Panel Courtroom	200 (18.6)	Built-in: Display unit with screen, display boards Movable: Conference table, swivel chairs (lounge chairs, sofa)	Closet	AV equip., etc.	Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	•
Panel Courtroom Service Unit	50 (4.6)	Built-in: Counter, sink; cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Cabinets, shelves	18" (450 mm) deep	Durable, medium-quality paint/wall covering	Vinyl/ceramic	Acoustic	S
Judges' Robing Room	100 (9.3)+ 25 (2.3)/judge	Built-in: Lockers for robes Movable: Chairs, side tables	Lockers	12" (300 mm) deep	Highest quality paint/wall covering: paneling, wall paper, millwork	Highest quality carpet	Acoustic	S
Toilet	2 @ 50 (4.6) ea	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)	Cabinet, shelves		Durable, medium-quality paint/tile/wall covering	Vinyl/ceramic	Paint	S
Attorney Lounge	250 (23.2)	Movable: Lounge chairs, coffee/side tables, sofa, armchairs			Durable, medium-quality paint/wall covering	Medium quality carpet	Acoustic	S
Work Area	100 (9.3)	Movable: Work table or carrels, chairs	Cabinet storage				Acoustic	S
Public Waiting Area En Banc Courtroom	400 (37.2)	Movable: Benches, side tables			•	•	•	•
Panel Courtroom	300 (27.9)	Movable: Benches, side tables			•	•	•	•

Table 6.1 (continued)
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE <small>(Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)</small>	STORAGE		FINISHES <small>H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.</small>			
			Type	Size	Walls	Floor	Ceiling	Height
DISTRICT/BANKRUPTCY COURT								
Judges' Conference Room	25 (2.3)/judge, 150 (13.9)min	Movable: Conference table, conference chairs			High quality paint/wall covering/paneling	Highest quality carpet	Acoustic	H
Conference/Robing Room	200 (18.6)	Built-in: Lockers Movable: Conference table, Conference chairs	Lockers	24" (600 mm) deep				S
Service Unit	20 (1.9)-100 (9.3)	Built-in: Counter, sink; cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Pantry, cabinets, shelves	18" (450 mm) deep	Durable, medium quality paint/wall covering	Vinyl	Acoustic	S
Attorney Conference/ Witness Waiting Room	2 @ 150 (13.9) per courtroom	Movable: Conference table, conference chairs (4), lounge chairs, side tables			•	Durable, easily-maintained carpet	Acoustic	S
Public Waiting Area	400 (37.2) per courtroom	Movable: Benches, side tables			•	•	•	•
News Media Room (optional)	50 (4.6)/person, 150 (13.9) min	Movable: Desks, chairs (provided only in larger facilities)	Filing cabinets, closet		Paint	Durable, easily maintained carpet/vinyl	Acoustic	S
COURT REPORTER/RECORDER								
Court Reporter/Recorder Office	150 (13.9)	Movable: Desk, chair, secondary work surface, shelves, computers, printer, and typewriter	Tape storage shelves	6" (150 mm) deep	Paint	Medium-quality carpet	Acoustic	S
CourtReporter/Recorder Storage	50 (4.6)	Movable: Tape storage shelves (6" or 150 mm deep) and/or box storage on 2-3 walls	Shelves	6" (150 mm) D (tapes) 20" (500 mm) D (boxes)	Paint	Vinyl	Paint/ Acoustic	S
Shared Work Room	100 (9.3)	Movable: Work tables, workstations	Shelves	18" (450 mm) deep	Paint	Durable, easily-maintained carpet	Acoustic	S
Transcriber/Typist Workstation	50 (4.6)	Movable: Desk, chair, computers, printer, and typewriter			Paint		Acoustic	S

Table 6.2
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>			SECURITY & ALARM SYSTEMS										GENERAL REMARKS		
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER		EMERGENCY LIGHTING	REMARKS
COURT OF APPEALS																
Judges' Conference Room En Banc Courtroom		3		Adjacent to robing room			<input type="checkbox"/>							<input type="checkbox"/>	Provide two duress alarm devices in room	
En Banc Courtroom Service Unit		3		Adjacent to conference room												
Panel Courtroom		3		Adjacent to robing room			<input type="checkbox"/>							<input type="checkbox"/>	Provide two duress alarm devices in room	
Panel Courtroom Service Unit		3		Adjacent to conference room												
Judges' Robing Room		3		Adjacent to courtroom			<input type="checkbox"/>									
Toilet		P		Adjacent to robing room												
Attorney Lounge	2															Equipment provided by attorneys
Work Area		1		Off of attorney lounge												Not required if lounge is adjacent to conference room
Public Waiting Area En Banc Courtroom	2			Outside courtroom	<input type="checkbox"/>											
Panel Courtroom	3			Outside courtroom												

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 6.2 (continued)
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>			SECURITY & ALARM SYSTEMS										GENERAL REMARKS		
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER		EMERGENCY LIGHTING	REMARKS
DISTRICT/BANKRUPTCY COURT																
Judges' Conference Room		3					<input type="checkbox"/>							<input type="checkbox"/>	Provide one duress alarm device in room.	
Conference/Robing Room		3		Adjacent to courtroom			<input type="checkbox"/>							<input type="checkbox"/>		
Service Unit		3		Adjacent to conference room												
Attorney Conference/ Witness Waiting Room	2	2		Adjacent to courtroom												
Public Waiting Area	2			Outside courtroom												
News Media Room (optional)	3	3		May be remote												Closet(s) for equipment storage
COURT REPORTER/RECORDER																
Court Reporter/Recorder Office		3														
Court Reporter/Recorder Storage		3		Near court rep s/rec's office												Area should be securable
Shared Work Room		1		Near court rep s/rec's office												When required; shared by up to four court reporters /recorders
Transcriber/Typist Workstation		1		Near court rep s/rec's office												When required

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
Secure 1: Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 6.3
Acoustics and Communications

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	IMATV/CABLE TV OUTLET	REMARKS
COURT OF APPEALS																			
Judges' Conference Room En Banc Courtroom	30	0.5-0.6	0.8	50	Line HVAC ducts with 2" (50 mm) fiberglass for 12' (3700 mm) min. to minimize sound transfer between rooms.				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
En Banc Courtroom Service Unit					Treat pipe penetrations of wall to assure high transmission loss for privacy. Assure that plumbing does not cause noise in adjacent spaces.							<input type="checkbox"/>							
Panel Courtroom	30	0.5-0.6	0.8	50	Line HVAC ducts with 2" (50 mm) fiberglass for 12' (3700 mm) min. to minimize sound transfer between rooms.				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Panel Courtroom Service Unit					Treat pipe penetrations of wall to assure high transmission loss for privacy. Assure that plumbing does not cause noise in adjacent spaces.							<input type="checkbox"/>							
Judges' Robing Room	30	0.5-0.6		50					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Toilet												<input type="checkbox"/>							
Attorney Lounge	35	0.5-0.6							<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Work Area									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Public Waiting Area En Banc Courtroom	40	0.5-0.6							<input type="checkbox"/>			<input type="checkbox"/>							
Panel Courtroom	40	0.5-0.6							<input type="checkbox"/>			<input type="checkbox"/>							

**Table 6.3 (continued)
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PAIERS MICROPHONE	PA SYS. LOUDSPEAKERS	PAIERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	IMATV/CABLE TV OUTLET	REMARKS
DISTRICT/BANKRUPTCY COURT																			
Judges' Conference Room	30	0.5-0.6	0.8	50					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Conference/Robing Room	30	0.5-0.6	0.8	50					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Service Unit												<input type="checkbox"/>							
Attorney Conference/ Witness Waiting Room	35	0.5-0.6							<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Public Waiting Area	40	0.5-0.6								<input type="checkbox"/>		<input type="checkbox"/>							
News Media Room (optional)	35								<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
COURT REPORTER/RECORDER																			
Court Reporter/Recorder Office	35								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Court Reporter/Recorder Storage												<input type="checkbox"/>							
Shared Work Room	35								<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Transcriber/Typist Workstation	35								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

**Table 6.4
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting**

SPACES	HVAC								LIGHTING					GENERAL REMARKS			
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC) (lx)	TYPE: I = Indirect D = Direct				CONTROL		
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE		SWITCH	DIMMER	
COURT OF APPEALS																	
Judges' Conference Room En Banc Courtroom	74-76 (23.3- 24.4) (1)	70-74 (21.1- 23.3) (2)	45- 55 (3)	25- 35 (4)	20 (9.45)	8	80-85			60-75 (650-800)	D	D			<input type="checkbox"/>		(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.
En Banc Courtroom Service Unit																	(2) Outdoor temperature equal to ASHRAE 99% design dry bulb.
Panel Courtroom			45- 55 (3)	25- 35 (4)		8	80-85				D	D			<input type="checkbox"/>		(3) Outdoor air at design temperature.
Panel Courtroom Service Unit																	
Judges' Robing Room			45- 55 (3)	25- 35 (4)		8	80-85			40-50 (430-540)	D				<input type="checkbox"/>		(4) Outdoor temperature is ASHRAE 97.5%.
Toilet																	
Attorney Lounge			45- 55 (3)	25- 35 (4)			80-85			30-50 (320- 540)	D	D			<input type="checkbox"/>		
Work Area			45- 55 (3)	25- 35 (4)			80-85			50 (540)	D				<input type="checkbox"/>		
Public Waiting Area En Banc Courtroom			45- 55 (3)	25- 35 (4)			80-85			30 (320)	D	D			<input type="checkbox"/>		
Panel Courtroom			45- 55 (3)	25- 35 (4)			80-85			30 (320)	D	D			<input type="checkbox"/>		

Table 6.4 (continued)
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting

SPACES	HVAC								LIGHTING					GENERAL REMARKS		
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC) (lx)	TYPE: I = Indirect D = Direct				CONTROL	
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE		SWITCH	DIMMER
DISTRICT/BANKRUPTCY COURT																
Judges' Conference Room	74-76 (23.3- 24.4) (1)	70-74 (21.1- 23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85			60-75 (650- 800)	D				<input type="checkbox"/>	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb. (2) Outdoor temperature equal to ASHRAE 99% design dry bulb. (3) Outdoor air at design temperature. (4) Outdoor temperature is ASHRAE 97.5%.
Conference/Robing Room																
Service Unit																
Attorney Conference/ Witness Waiting Room			45-55 (3)	25-35 (4)		8	80-85				50 (540)	D	D		<input type="checkbox"/>	
Public Waiting Area			45-55 (3)	25-35 (4)			80-85				30 (320)	D			<input type="checkbox"/>	
News Media Room (optional)			45-55 (3)	25-35 (4)			80-85				50 (540)	D			<input type="checkbox"/>	
COURT REPORTER/RECORDER																
Court Reporter/Recorder Office	74-76 (23.3- 24.4) (1)	70-74 (21.1- 23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)		80-85			50 (540)	D				<input type="checkbox"/>	
Court Reporter/Recorder Storage																
Shared Work Room			45-55 (3)	25-35 (4)			80-85					D			<input type="checkbox"/>	
Transcriber/Typist Workstation			45-55 (3)	25-35 (4)			80-85					D			<input type="checkbox"/>	

Judges' Conference Rooms

Functions/Activities

Judges' conference rooms provide space for meetings, training sessions, case conferences by USCA judges, and other functions involving judges. The facility includes a small service unit where simple food and beverages can be prepared.

User Capacity

Primary users are the judges of the court. The number of users varies with the size of the court.

Adjacency and Circulation

The judges' conference rooms must be accessible from judges' chambers suites by restricted circulation or a controlled reception area. The facilities must provide equal access for all judges.

Size

The size of a judges' conference room varies with the number of judges served. See Table 6.1 for specific sizes of conference rooms and associated areas.

Finishes

The following is a list of standard level finishes for judges' conference rooms. These finishes represent a quality standard or benchmark and are not intended to dictate specific design solutions or treatments. All finishes must be compatible with the overall architectural design of the building.



Budgetary Notes

- A cost-effective palette, consistent with the project budget, must be designated by the design architect from which to select a limited range of finish materials, colors, and textures.
 - The use of exotic hardwoods is prohibited.
 - Maintenance costs and life-cycle cost benefits of finish material must be considered.
-

Walls

- Enclose room to prevent distraction and provide privacy, confidentiality, and security.
- Consider speech acoustics, soundproofing, maintenance, light reflectance, and eyestrain.
- Use American Woodworking Institute (AWI) premium-grade, hardwood veneer paneling or wainscot, stained and finished with a transparent sealer.
- If a partial-height wood wainscot is provided, finish the upper wall surface with either paint, or Type II vinyl, fabric, or polyolefin wall covering.
- Use acoustical treatment, detailing, or material as required to meet noise criteria.

Base

- Use AWI premium-grade, solid hardwood, stained and finished with a transparent sealer.

Doors and Frames

- Use AWI premium-grade, hardwood veneer, solid core door and solid hardwood door jambs, stops, and casings, stained and finished with a transparent sealer.

Trim and Moldings

- Use AWI premium-grade, solid hardwood, decorative moldings, as dictated by the design or existing building decor conditions.
- Decorative moldings include, but are not limited to, base, chair rail, crown, panel molds, and other moldings as required.

Ceiling

- Use suspended acoustical tile and/or gypsum wallboard finishes, as dictated by the design or existing building decor conditions.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and reveals as required to integrate heating, ventilating, and air conditioning (HVAC) and lighting into a harmonious design.
- Provide acoustical treatment, material, or detail as required to meet noise criteria.

Floor Covering

- Use 42-ounce (1.19 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet over a synthetic fiber cushion.

Service Unit

- Provide a residential-type service unit consisting of AWI custom-grade, hardwood veneer cabinets with solid hardwood doors, door and cabinet frames (base and wall cabinets). The unit should be 72 inches (1825 mm) long, and consist of a decorative plastic laminate countertop.
- Provide an 18/8 brushed stainless steel sink, 22 inches (575 mm) by 25 inches (625 mm) by 6 inches (150 mm) deep, and a single-lever faucet.

Furniture/Fixtures

A wall-mounted writing/display/projection surface unit should be provided for presentations. A conference table must be provided. A minimum of 30 linear inches (775 mm) of table surface must be provided for each anticipated occupant. Typical seating consists of movable, swivel armchairs.

Security

Each judges' conference room has at least one duress alarm device, easily accessible from any point in the room. Doors to the judges' conference rooms must have key locks or electronic access control device.

Acoustics

Finishes and Construction. The required reverberation time determines the degree to which acoustically absorptive finishes should be used in the room. See Table 6.3 for specific acoustic criteria. The wall isolation requirement in the table implies slab-to-slab partitions and acoustically-rated, gasketed doors.

Acoustic Privacy Requirement. Confidential

Noise Reduction. Pipe penetrations required for the service units must be treated to ensure a high transmission loss; design must minimize plumbing noise. HVAC ducts serving the spaces must be lined with acoustically-absorptive material at least two inches (50 mm) thick for a minimum distance of 12 feet (3700 mm) from the diffusers.

Heating, Ventilating, and Air Conditioning

System Description and Control. Judges' conference rooms may be served by the same HVAC system serving judges' chamber suites and associated courtrooms. The system must facilitate off-hours use.

Air Distribution. Air distribution systems to judges' conference rooms must provide a high degree of individual control and acoustical privacy. Return air must be ducted directly toward the return air shaft for a minimum distance of 15 feet.

Lighting

If excessive brightness can be avoided and privacy/security maintained, natural lighting is recommended. When natural light is used, a means of darkening the room for audio-visual presentations should be provided.

Electrical lighting of the judges' conference room should be switch-controlled, direct fluorescent and incandescent units. See Table 6.4 for specific criteria.

Emergency lighting on a battery back-up system must be provided.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Electrical outlets must be provided to support audio-visual equipment, computer terminals, and other equipment. If the conference room is used often for training, “clean power” outlets should also be provided to accommodate the use of computers and other sensitive electronic equipment.

Audio, Video, and Data Transmission. Outlets for audio, video, and data transmission must be provided as designated by the court.

Communications. At least one telephone connection, with intercom capability, must be provided in the conference room.

Judges' Robing Room

Functions/Activities

The judges' robing room is an ancillary facility for USCA courtrooms. USCA judges use the robing room to don and remove judicial robes before and after courtroom proceedings.

User Capacity

User capacity varies according to the number of USCA judges and the type of courtroom (i.e., en banc or panel).

Adjacency and Circulation

The judges' robing room must be directly accessible from the associated courtroom through a soundlock; it must also be accessible from a restricted circulation area. To provide a processional path from the courtroom to the robing room to the conference room, a robing room may also directly adjoin the USCA judges' conference room. For additional information regarding adjacency and circulation related to robing rooms, see the USCA SRAC diagrams in Chapter 4.

Size

See Table 6.1 for the specific size of judges' robing rooms and associated areas.

Finishes

The following is a list of sample standard level finishes for judges' robing rooms. These finishes represent a quality standard or benchmark and are not intended to dictate specific design solutions or treatments. Furnishings, door hardware, etc. should minimize incidental catching of robe cuffs. All finishes must be compatible with the overall architectural design of the building.



Budgetary Notes

- A cost-effective palette, consistent with the project budget, must be designated by the design architect. This palette will be used to select a limited range of finish materials, colors, and textures.
 - The use of exotic hardwoods is prohibited.
 - Maintenance costs and life-cycle cost benefits of finish material must be considered.
-

Walls

- Consider light reflectance and acoustics.
- Provide low-maintenance walls.
- Use AWI premium-grade, hardwood veneer paneling or wainscot, stained and finished with a transparent sealer.
- If a partial-height wood wainscot is provided, finish the upper wall surface with either paint, or Type II vinyl, fabric, or polyolefin wall covering.
- Provide acoustical treatment, detailing, or material as required to meet noise criteria.

Base

- Use AWI premium-grade, solid hardwood, stained and finished with a transparent sealer.

Doors and Frames

- Use AWI premium-grade, hardwood veneer, solid core door and solid hardwood door jambs, stops, and casings, stained and finished with a transparent sealer.

Trim and Moldings

- Use AWI premium-grade, solid hardwood, decorative moldings, as dictated by the design or existing building decor conditions.
- Decorative moldings include, but are not limited to, base, chair rail, crown, panel molds, and other moldings as required.

Ceiling

- Provide sound absorption and attenuation; ceiling design must consider light reflectance.
- Use suspended acoustical tile and/or gypsum wallboard finishes, as dictated by the design or existing building decor conditions.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and reveals as required to integrate HVAC and lighting into a harmonious design.
- Use acoustical treatment, material, or detail as required to meet noise criteria.

Floor Covering

- Use 42-ounce (1.19 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet over a synthetic fiber cushion.

Toilet

- Finish walls with Type II vinyl covering, class A rating (ASTM Tunnel Test).

- Provide base that is a minimum of four inches (100 mm) high, ceramic tile with sanitary cove.
- Use tile trim pieces for finished corners and edges.
- Provide ceramic tile floor that meets ANSI A137.1, installed with thin-set water-proof mastic (method F122-90), as specified in the *Tile Council of America Handbook*.
- Use painted gypsum wallboard with a paint finish for ceiling.

Furniture/Fixtures

At least three movable armchairs and one or more side tables must be accommodated in judges' robing rooms.

Judges' robing rooms must allow access to private toilets for the judges' use, with separate men's and women's toilet rooms. The toilets must be provided a soundlock. See Table 6.1 for specific features of judges' private toilets.

Individual full-sized lockers for robes and other garments should be provided in the judge's robing room, as well as full-length mirrors. Each locker should be 12 inches (300 mm) wide by 12 inches (300 mm) deep by 72 inches (1825 mm) high, with one shelf and coat rod.

In addition, the lockers should have the following:

- AWI custom-grade, hardwood veneer casework with solid hardwood doors and frames, stained and finished with a transparent sealer
- Adjustable concealed hinges

Security

Judges' robing rooms have at least one duress alarm device, easily accessible from any point in the room. Doors to judges' robing rooms must have key locks or electronic access control devices. The toilet must have a privacy lock.

Acoustics

Acoustic requirements for judges' robing rooms are similar to those for judges' conference rooms. For privacy, the judges' robing room must be acoustically and visually separate.

Heating, Ventilating, and Air Conditioning

HVAC requirements are similar to those for judges' conference rooms.

Lighting

Normal and emergency lighting is similar to judges' conference rooms; however, illumination requirements differ. See Table 6.4 for specific illumination criteria.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Normal duplex convenience outlets must be provided.

Audio, Video, and Data Transmission. No requirements

Communications. At least one telephone outlet must be provided in each robing room.

Judges' Conference/Robing Room



Programming Notes

- Conference/robing rooms are required only for trial court conferences in courthouses where judges' chambers are located in an area remote from the courtroom.
 - Judges must have access to toilets convenient to the courtroom and accessible through restricted circulation. If necessary, a toilet may be programmed with the conference/robing room.
-

Functions/Activities

The conference/robing room is an ancillary facility for USDC, magistrate, and USBC

courtrooms when chambers are located in an area remote from the courtroom. Conference/robing rooms are used for private conferences with attorneys during brief trial recesses, and as a place for trial court judges to store robes and prepare to enter the courtroom. Users are the USDC, magistrate, and USBC judges.

User Capacity

The number of users varies according to the number of judges and their proximity to the courtroom.

Adjacency and Circulation

Conference/robing rooms must be located close to the courtroom and accessible from restricted circulation.

Size

Conference/robing room size varies with the number of judges served. An average conference/robing room is 200 net square feet (NSF) [18.6 net square meters (Nm²)].

Finishes

Finishes for judges' conference/robing rooms are similar to those for USCA judges' robing rooms.



Budgetary Notes

- A cost-effective palette with a limited range of finish materials, colors, and textures must be selected. The palette must be consistent with the project budget.
 - The use of exotic hardwoods is prohibited.
 - Maintenance and life-cycle cost benefits of finish material must be considered.
-

Furniture/Fixtures

At least three movable armchairs and one or more side tables must be provided in judges' conference/robing rooms. A conference table must be provided. Thirty linear inches (775 mm) of table surface must be provided for each anticipated participant. Fixtures in judges' conference/robing rooms are similar to those for USCA judges' robing rooms.

Security

Security requirements are similar to those for USCA judges' robing rooms.

Acoustics

For privacy, judges' conference/robing rooms must be acoustically and visually separate.

Heating, Ventilating, and Air Conditioning

HVAC requirements are similar to those for judges' conference rooms.

Lighting

Normal and emergency lighting requirements are similar to those for judges' conference rooms.

Electrical, Audio, Video, Communications, and Data Transmission

Requirements are similar to those for judges' conference rooms.

Attorney Lounge



Programming Note

- Only one attorney lounge should be programmed per courthouse.
-

Function/Activities

The attorney lounge is an ancillary facility for USCA courtrooms. The facility is comprised of both a lounge and work area. Attorneys use the lounge while waiting to present arguments in USCA proceedings. The work area is used for discussions and last-minute preparation of court presentations.

A similar lounge might also be provided in the USDC and USBC. Size, configuration, and location of USDC and USBC attorney lounges must follow the guidelines for the USCA attorney lounge.

User Capacity

The number of users varies with the number of attorneys waiting to present arguments.

Adjacency and Circulation

The attorney lounge must be accessible from public circulation. It may also be directly accessible from an adjoining USCA courtroom, through a soundlock between the lounge and the courtroom.

Size

See Table 6.1 for specific size requirements.

Design Requirements

The attorney lounge must be acoustically enclosed to eliminate distractions. Natural light may be used; considerations include control of excessive brightness (glare) and heat gain/loss.

Finishes

Walls should be low-maintenance; wall design must consider light reflectance and acoustics. The ceiling must provide sound absorption and attenuation; ceiling design must consider light reflectance. Floors must be carpeted for acoustics and aesthetics. If food is allowed in the lounge, spill-resistant carpet should be considered. A chair rail must be provided.

Furniture/Fixtures

Furnishings in the lounge area include lounge chairs, sofa(s), armchairs, and coffee or side tables. The work area should accommodate a work table and two to four chairs, or two to four work carrels and chairs. Lockers or a closet in which attorneys can secure their coats and other belongings while presenting oral arguments should be provided.

Security

No special requirements

Acoustics

The required reverberation time determines the degree to which acoustically-absorptive finishes should be used in the attorney lounge. See Table 6.3 for specific reverberation times.

Heating, Ventilating, and Air Conditioning.

See Table 6.4 for specific requirements.

Lighting

Lighting of the attorney lounge should be switch-controlled, direct fluorescent and/or incandescent units, providing illumination of 30 FTC (320 lx). Work area lighting should be switch-controlled, direct fluorescent units, providing illumination of 50 FTC (540 lx).

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Duplex convenience outlets must be provided. One or more “clean power” outlets must be provided in the work area for personal computers.

Audio. No requirements

Video. No requirements

Communications. One or more telephone outlets must be provided in the lounge and work areas. A public announcement (PA) link to the associated courtroom must also be provided.

Data Transmission. The work area must accommodate computer terminals.

Attorney Conference/Witness Waiting Room



Programming Notes

- The number of conference/waiting rooms in the courthouse should be determined by the practices and policies of the court (typically two or less per courtroom).
 - The rooms may be programmed for multiple functions, such as a media room or for ADR.
-

Functions/Activities

Attorney conference/witness waiting rooms are ancillary facilities for USDC and USBC courtrooms. Attorneys use the room to confer with one another, their clients, and witnesses. Witnesses requiring separation from the general public while in the courthouse use the room while waiting to testify.

User Capacity

The number of users varies with the number of attorneys, clients, and witnesses.

Adjacency and Circulation

Attorney conference/witness waiting rooms must be directly accessible from public circulation. In some instances, access from restricted or secure circulation is also desirable. Restricted access provides a higher degree of privacy and security, especially for sensitive witnesses.

Size

See Table 6.1 for the specific size of attorney conference/witness waiting rooms.

Design Requirements

The attorney conference/witness waiting room must be acoustically separate from adjoining spaces. An occupancy indicator must be provided (e.g., a small sign or view panel).

Finishes

Walls, ceiling, and floors are similar to attorney lounges in the USCA.

Furniture/Fixtures

The attorney conference/witness waiting room is generally furnished with a small conference table and four armchairs.

Security

No special requirements

Acoustics

The required reverberation time determines the degree to which acoustically-absorptive finishes should be used in the room. See Table 6.3 for specific reverberation times.

Heating, Ventilating, and Air Conditioning

Refer to Table 6.4 for specific requirements.

Lighting

Lighting of attorney conference/witness waiting rooms should be switch-controlled, direct fluorescent units. Refer to Table 6.4 for specific lighting requirements.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. Duplex convenience outlets must be provided.

Audio. No requirements

Video. No requirements

Communications. No requirements

Data Transmission. No requirements

Public Waiting Areas

Functions/Activities

Public waiting areas are ancillary facilities for USCA, USDC, magistrate judge, and USBC courtrooms. The waiting areas are used by attorneys, civil plaintiffs and

defendants, out-of-custody criminal defendants, witnesses, spectators, family members, and the news media.

User Capacity

The number of users varies.

Adjacency and Circulation

Public waiting areas are typically alcoves off of public circulation or lobby areas. The areas are accessible to the public.

Size

Public waiting rooms vary depending upon the type of courtroom served. See Table 6.1 for specific size requirements.

Design Requirements

Public waiting areas serve as extensions of public lobby and circulation areas adjacent to courtrooms; therefore, the design and furnishing of these spaces must be consistent.

Furniture/Fixtures

Furnishings should be comfortable but durable, and should be fixed to the floor or walls in small groups.

Security

Closed circuit television (CCTV) surveillance must be provided for lobby areas outside each courtroom. The CCTV camera is monitored in the U.S. Marshals Service (USMS) Command and Control Center and should be duress alarm-activated with video recording.

Acoustics

Public waiting areas must be separated acoustically from adjoining enclosed spaces.

Heating, Ventilating, and Air Conditioning

See Table 6.4 for specific requirements.

Lighting

Lighting of public waiting areas should be switch-controlled, direct fluorescent and/or incandescent units. Refer to Table 6.4 for specific requirements.

Electrical, Audio, Video, Communications, and Data Transmission

Duplex convenience outlets and power outlets for wall-mounted clocks must be provided.

Magistrate and USBC courtrooms may experience high demand for public telephones. A sufficient number of public phones should be located convenient to these courtrooms, but acoustically isolated.

Court Reporter/Recorder Facilities

Functions/Activities

Court reporters/recorders use the facility to prepare and review transcripts and store records and notes. Primary users are court reporters/recorders and their support staff.

User Capacity

The number of users varies with the number of court reporters/recorders and related staff used by the courts.

Adjacency and Circulation

Court reporter/recorder facilities should generally be located near courtrooms. The facilities must be accessible primarily from restricted circulation areas; however, some

public accessibility must also be provided to accommodate the public purchase of transcripts.

Size

See Table 6.1 for specific size requirements. Storage areas for several court reporters/recorders may be combined into one large space. Additionally, groups of at least four court reporters/recorders may be provided a shared workroom of 100 NSF (9.3 Nm²). If the number of court reporters/recorders in a facility requires several such workrooms, one or more of the spaces may be combined to form a larger space.

In some court locations, court reporting services are contracted to private vendors. Where this practice occurs, office space(s) of 120 NSF (11.1 Nm²) must be provided for transcription of court records.

Design Requirements

Offices, workstations, and workrooms provided for court reporters/recorders must be designed to meet General Service Administration (GSA) office standards. Storage areas for court reporters/recorders must be secured and able to accommodate typed transcripts and both loose and boxed steno-tapes.

Security

The entrance to the court reporter/recorder suite must have a key lock; special consideration should be given to locking systems used for storage areas.

Acoustics

See Table 6.3 for acoustic criteria.

Heating, Ventilating, and Air Conditioning

See Table 6.4 for specific requirements.

Lighting

Lighting of court reporter/recorder facilities should be switch-controlled, direct fluorescent units. See Table 6.4 for specific requirements.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. All spaces must be provided normal quadriplex convenience power outlets; offices and workstations must also be provided dedicated outlets for computers and sensitive electronic equipment.

Audio. No requirements

Video. No requirements

Communications. All work areas must be provided telephone outlets with intercom capability.

Data Transmission. All spaces must accommodate computer terminals, printers, and links to the court's local area network (LAN).

News Media Room



Programming Note

- Providing a news media room in the courthouse requires approval of the circuit judicial council.
-

Functions/Activities

Reporters use the news media room as a base of operations to report on court matters. The news media room is an optional facility.

User Capacity

The number of users varies.

Adjacency and Circulation

The news media room must be accessed only from public circulation.

Size

See Table 6.1 for specific size requirements.

Finishes

Wall finishes should be easily maintainable. The ceiling must provide acoustic absorption and attenuation. The floor must be carpeted for acoustical absorption, and should resist spills and rolling loads.

Furniture/Fixtures

Furnishings might consist of desks, chairs, filing cabinets, secure storage for personal belongings, incidental office supplies, and equipment.

Security

No special requirements

Acoustics

See Table 6.3 for acoustic criteria.

Heating, Ventilation, and Air Conditioning

See Table 6.4 for specific requirements.

Lighting

Lighting in the news media room should be switch-controlled, direct fluorescent units. See Table 6.4 for specific requirements.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution. The room must have normal convenience power outlets. Dedicated outlets to accommodate the use of computers and sensitive electronic equipment should also be considered.

Audio and Video. Consideration should be given to risers and trays to allow news agencies to pull audio transmission cables, and accommodate links between the news media room and remote transmission/studio vehicles.

Communications. The room must accommodate installation of numerous telephone outlets.

Data Transmission. The news media room must accommodate computer terminals.

Alternative Dispute Resolution Suite

Functions/Activities

With the increase of ADR programs, an ADR suite can be provided in both USDC and USBC courthouses. The suite provides space for ADR proceedings.

User Capacity

The number of users vary by court location and include the presiding mediator/arbitrator, plaintiffs, and attorneys.

Adjacency and Circulation

The ADR suite must be located off the public corridor near the courtrooms.

Size

The size of the ADR suite is determined by the court with circuit judicial council approval.

Design Requirements

The ADR suite must contain the following spaces:

- Conference rooms
- Caucusing rooms

Design criteria, including finishes, furniture, and fixtures; HVAC; lighting; and electrical, audio, video, communications, and data transmission, must be consistent with conference rooms in judiciary-related offices. See conference room and judiciary-related office references in Chapters 9 and 10.

Security

A duress alarm device must be provided in the conference room and connected to the USMS Command and Control Center.

Acoustics

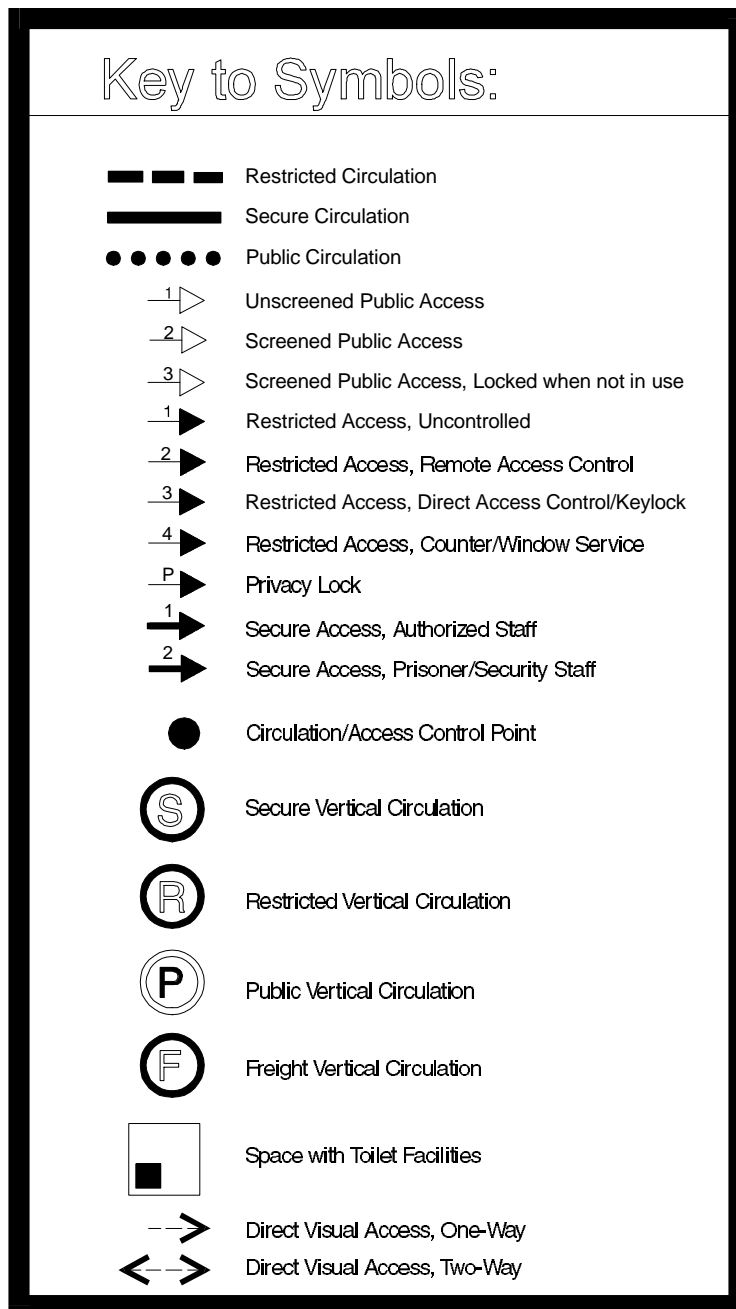
All spaces within the ADR suite must provide acoustical confidentiality.

CHAPTER 7: JURY FACILITIES

This chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams, design tables, and specific design guidelines for jury assembly areas, trial jury suites, and the grand jury suite.

The number of spaces shown on the SRAC diagrams in this chapter is intended only as an illustration; the actual number of spaces required for a specific facility is determined in the building program.

**Figure 7.1
Jury Assembly
Jury Facilities
SRAC Diagram**



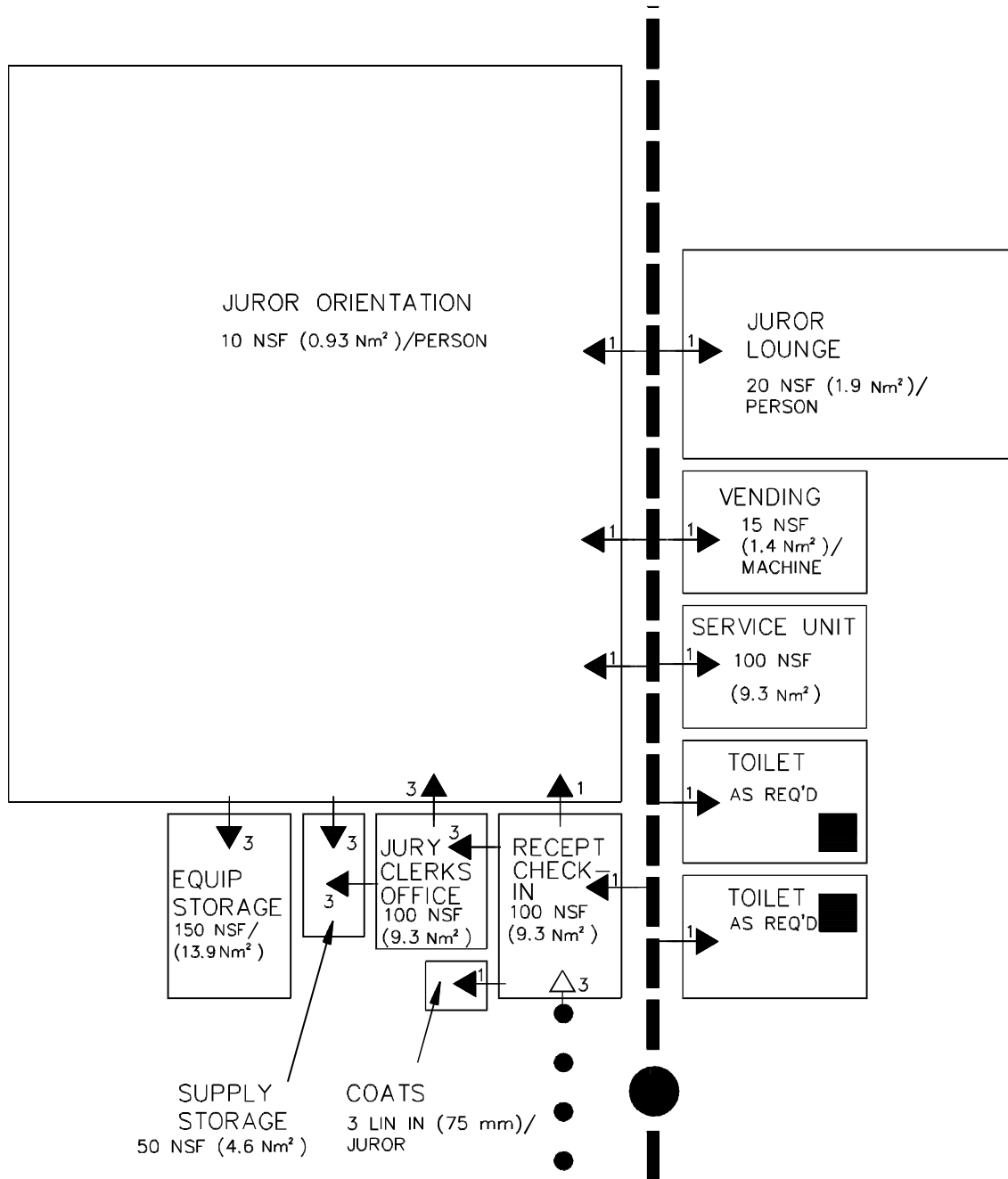
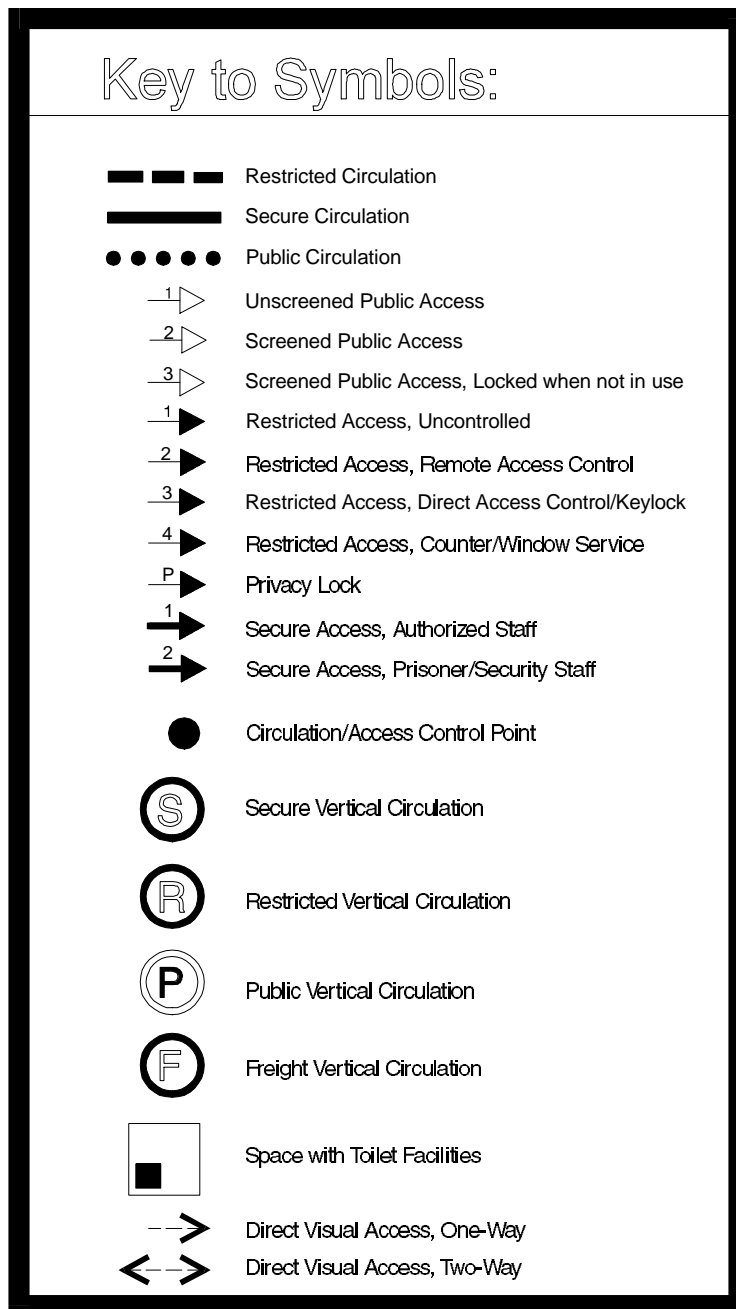
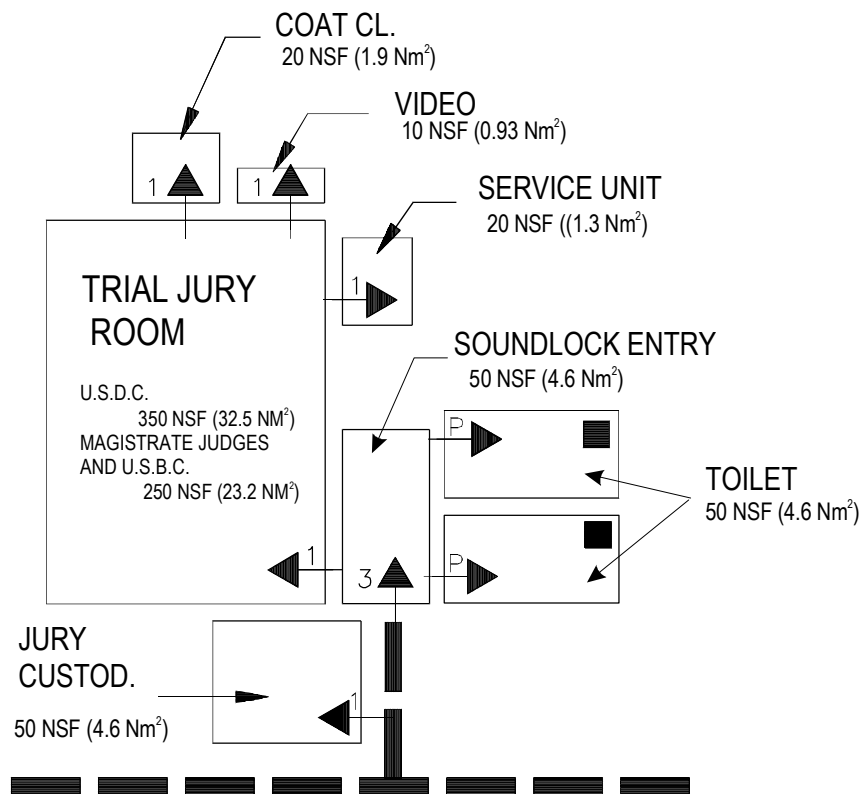
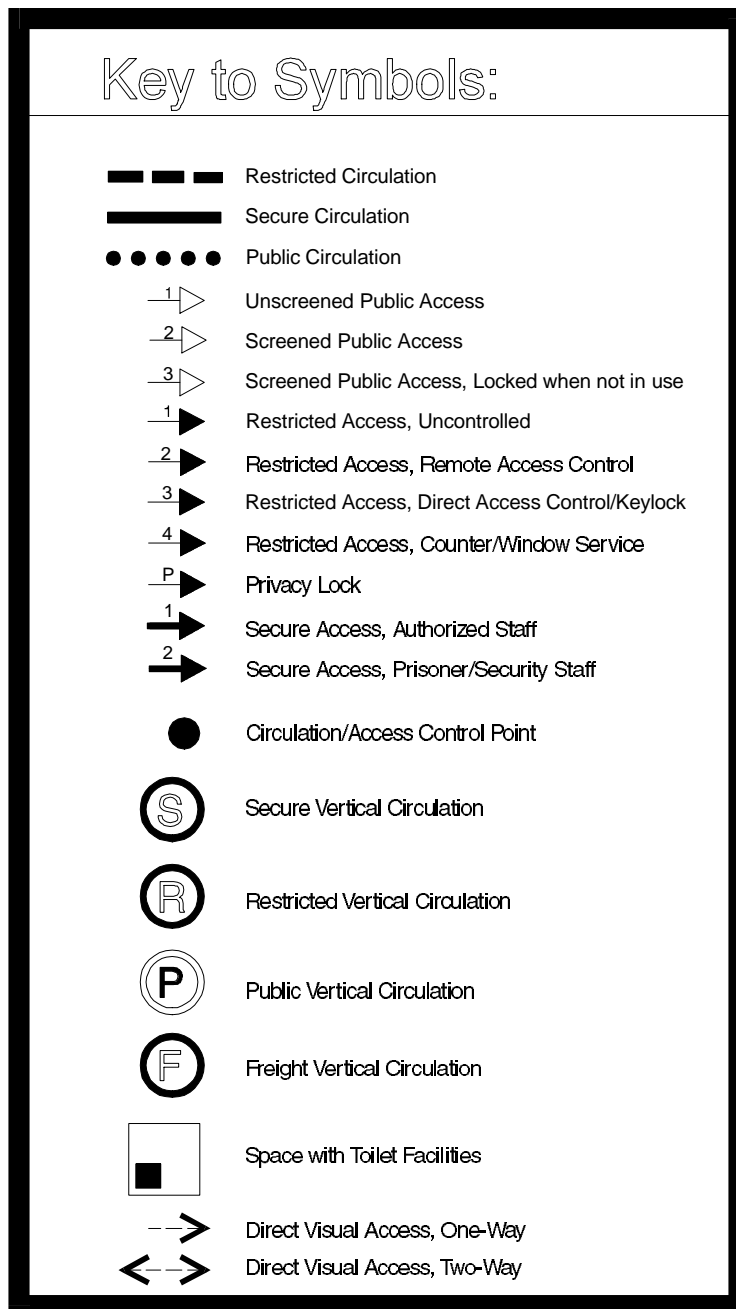


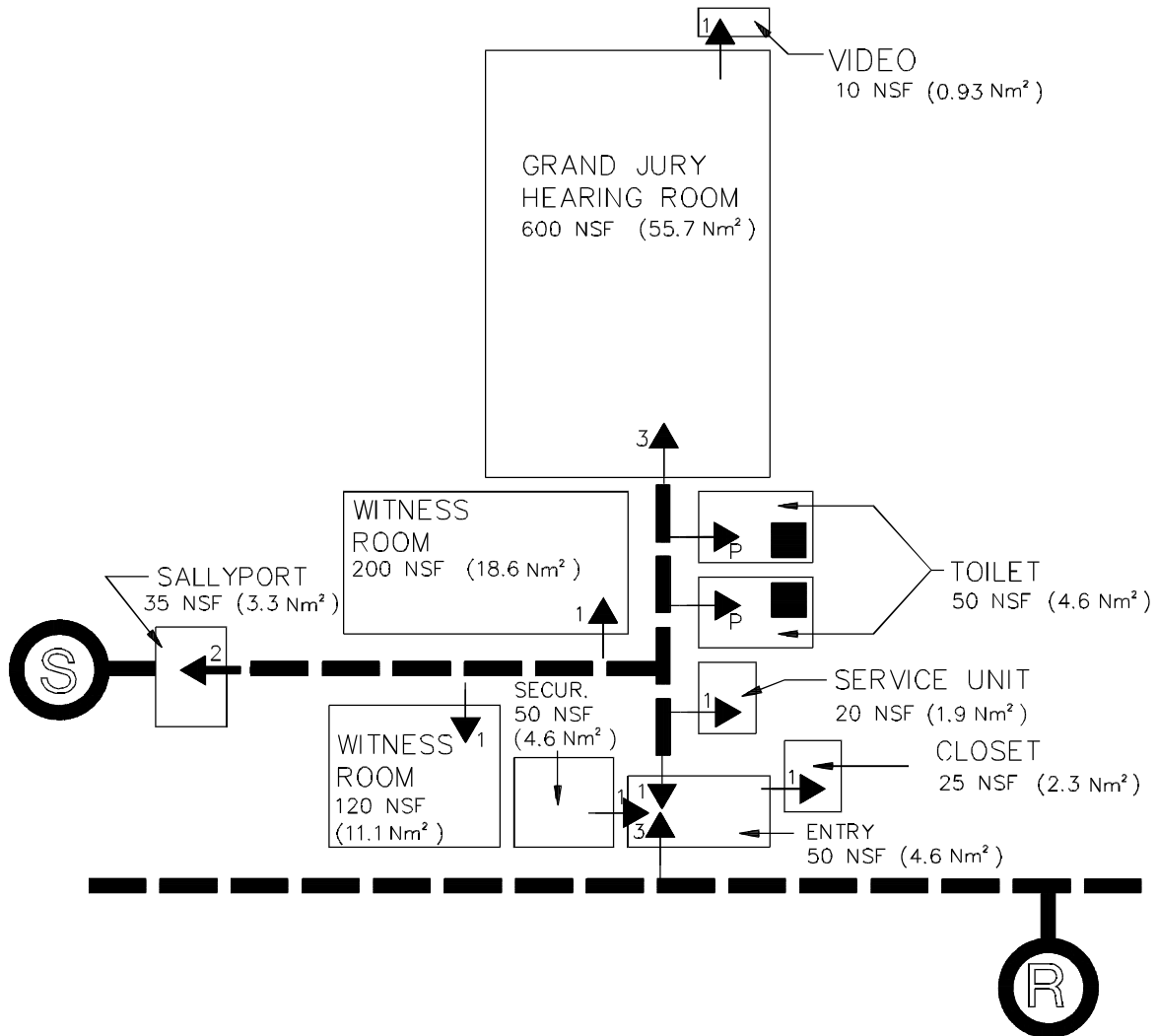
Figure 7.2
Trial Jury Suite
Jury Facilities
SRAC Diagram





**Figure 7.3
Grand Jury
Jury Facilities
SRAC Diagram**





**Figure 7.4
Grand Jury Room**

Notes:

1. This is a sample plan for illustrative purposes only and is not meant to serve as a standard for grand jury room design.

2. Sample plans for a variety of other layouts for grand jury rooms are available from the Administrative Office of the U.S. Courts.

Area:
600 N.S.F. (55.7 Nm²)

Ceiling Height:
10'-0" (3000 mm)

U.S. Attorneys
Lift @ 12" (300 mm)
shared with Witness,
Foreperson, Secretary

Witness, Foreperson,
Secretary
Lift @ 6" (150 mm)
shared with U.S.
Attorneys

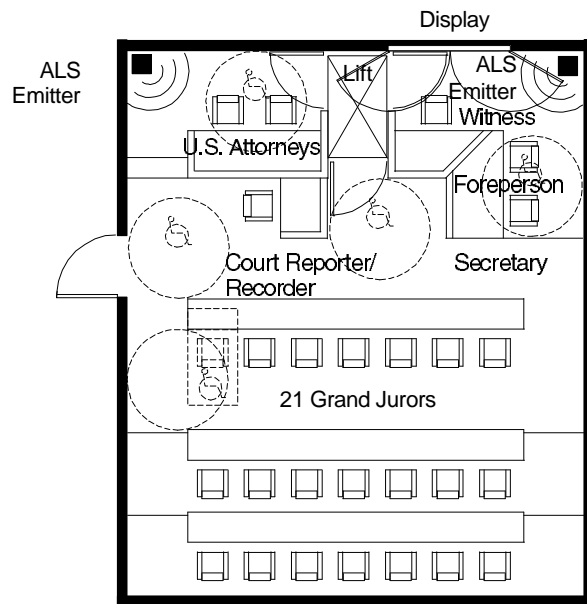


Table 7.1
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE <small>(Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)</small>	STORAGE		FINISHES <small>H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.</small>			
			Type	Size	Walls	Floor	Ceiling	Height
JURY ASSEMBLY AREA								
Check-in	100 (9.3)	Built-in: Counter Movable: Jury clerk's workstation			Durable, high-quality paint/wall covering	Durable, easily-maintained carpet	Acoustic	S
Jury Clerk's Office	100 (9.3)/clerk	Movable: Desk or workstation, chair, ID card storage, computer, printer, and typewriter	Filing cabinet (files, records)				Acoustic	S
Coat Closet	3 lin. in. (75 mm)/juror	Built-in: Shelves, coat rods	Shelves	12" (300 mm) deep		Durable, easily-maintained carpet/vinyl	Paint/acoustic	S
Jurors Toilets	Per code	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Paint/Ceramic tile	Vinyl/Ceramic tile	Paint/acoustic	S
Service Unit	100 (9.3)	Built-in: Counter, sink; cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Cabinets	18"-24" (450 - 600 mm) deep	Paint/Ceramic tile	Vinyl	Paint/acoustic	S
Vending Area	15 (1.4)/machine	Movable: Vending machines, waste containers			Paint	Vinyl	Paint/acoustic	S
Juror Lounge	20 (1.9)/person for 20% of jurors	Movable: Chairs, lounge furniture, magazine racks, carrels, TV monitors			Durable, high-quality paint/wall covering	Durable, easily-maintained carpet	Acoustic	S/H
Assembly Area	10 (0.93)/person	Movable: Chairs, tables, lectern, screens, TV monitors					Acoustic	S/H
Equipment Storage	150 (13.9)	Movable: Shelves on 2-3 walls	Open shelves floor space	18" (450 mm) deep	Paint	Vinyl	Paint	S
Supplies Storage	50 (4.6) min.	Movable: Shelves on 2-3 walls	Open shelves	12" (300 mm) deep	Paint	Vinyl	Paint	S
TRIAL JURY SUITE								
Soundlock entry	50 (4.6) min.				Durable, medium-quality paint/wall covering	Durable, easily-maintained carpet	Acoustic	S
Jurors Toilets	2 @ 50 (4.6) ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Paint/ceramic tile	Vinyl/Ceramic tile	Paint/acoustic	S
Coat Closet	20 (1.9)	Built-in: Shelf, coat rod	Shelf	12" (300 mm) deep	Paint	Vinyl	Paint/acoustic	S

Table 7.1 (continued)
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE <small>(Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)</small>	STORAGE		FINISHES <small>H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); dot (•) denotes special design.</small>			
			Type	Size	Walls	Floor	Ceiling	Height
			TRIAL JURY SUITE					
Trial Jury Room	250 (23.2)/ UISBC & Magistrate Judge jury 350 (32.5)/USDC jury ¹	Movable: Conference table, conference chairs (7-18)			Durable, medium quality paint/wall covering	Medium-quality carpet	Acoustic	S
Service Unit	20 (1.9)	Built-in: Counter, sink; cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Cabinets				Acoustic	S
Exhibits Display		Built-in: Screen, tackboard, whiteboard (magnetic)		18" (450 mm) deep 24" (600 mm) deep	•			
Video Equipment	10 (0.93)	Movable: Video monitor station with provision for VCR			Durable, medium quality paint/wall covering	Medium-quality carpet	Acoustic	S
Sworn Jury Custodian Station	50 (4.6)	Movable: Desk, chair	Drawer				Acoustic	S
GRAND JURY SUITE								
Entry Area	50 (4.6)				Durable, medium-quality paint/wall covering	Durable, easily-maintained carpet	Acoustic	S
Jurors Toilets	2 @ 50 (4.6) ea.	Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide for entry from soundlock)			Paint/ Ceramic tile	Vinyl/ Ceramic tile	Paint/ acoustic	S
Service Unit	20 (1.9)	Built-in: Counter, sink; cabinets above and below Movable: Accommodation for microwave oven and refrigerator	Cabinets above and below		Durable, medium-quality paint/wall covering	Medium-quality carpet	Acoustic	S
Security Workstation	50 (4.6)	Movable: Desk, chair	Drawer				Acoustic	S
Witness Room	1 @ 200 (18.6) 1 @ 120 (11.1)	Movable: Lounge chairs, coffee/side tables, conference table, conference chairs					Acoustic	S
Hearing Room	600 (55.7)	Built-in: 21 fixed-base swivel tilt chairs with work surfaces, arranged in 3 tiers with first tier at floor level; U.S. Attorney station; Grand Jury foreperson and secretary stations; witness station; court reporter/recorder station Movable: Attorney swivel chairs, Grand Jury foreperson and secretary swivel chairs, witness swivel chair, court reporter/recorder swivel chair			Highest quality paint/wall covering		Acoustic	10'
Exhibits Display		Built-in: Screen, tackboard, whiteboard (magnetic)		18" (450 mm) deep 24" (600 mm) deep	•			
Video Equipment	10 (0.93)	Movable: Video monitor station with VCR			Durable, medium-quality paint/wall covering	Medium-quality carpet	Acoustic	S
Closet	25 (2.3)	Movable: Shelves	Filing cabinet				Paint/ acoustic	S

¹ The size of the Trial Jury Room is dependent upon the type of court.

Table 7.2
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>			SECURITY & ALARM SYSTEMS										GENERAL REMARKS		
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER		EMERGENCY LIGHTING	REMARKS
JURY ASSEMBLY AREA																
Check-in	3			Adjacent to reception												Part of jury clerk's office
Jury Clerks Office	3	3		Adjacent to reception			□									
Coat Closet		1		In reception area												May be scaled down in warmer climates
Jurors Toilets		1		Adjacent to assembly area												
Service Unit		1														
Vending Area		1		Adjacent to kitchenette/coffee prep area												
Juror Lounge		1		Adjacent to assembly area												
Assembly Area		1														
Equipment Storage		3		Adjacent to jury assembly area												AV equipment storage
Supplies Storage		3		Adjacent to jury clerk's office												
TRIAL JURY SUITE																
Soundlock Entry		3														
Jurors Toilets		P		Off of soundlock												
Coat Closet		1		In soundlock												

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **P:** Privacy Lock. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 7.2 (continued)
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION <small>For explanation of numbers, see bottom of page</small>			SECURITY & ALARM SYSTEMS										GENERAL REMARKS		
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER		EMERGENCY LIGHTING	REMARKS
TRIAL JURY SUITE (cont d)																
Trial Jury Room		1														
Service Unit		1		In jury room												
Exhibits Display				In jury room												
Video Equipment				In jury room												
Sworn Jury Custodian Station		1		Off of entry area			<input type="checkbox"/>									
GRAND JURY SUITE																
Entry Area	3	3														
Jurors Toilets		P		Off of entry area												
Service Unit																
Security Work Station		1		Off of entry area			<input type="checkbox"/>									
Witness Room		1														
Hearing Room		3	1													
Exhibits Display				In hearing room												
Video Equipment				In hearing room												
Closet		1														

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access (locked under certain conditions).
Restricted 1: Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service.
P: Privacy Lock. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

**Table 7.3
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	MA/TV/CABLE TV OUTLET	REMARKS
JURY ASSEMBLY AREA																			
Check-in	40	0.6-0.8							<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							
Jury Clerk's Office	40					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Coat Closet																			
Jurors Toilets							<input type="checkbox"/>				<input type="checkbox"/>								
Service Unit							<input type="checkbox"/>				<input type="checkbox"/>								
Vending Area							<input type="checkbox"/>				<input type="checkbox"/>								
Juror Lounge	40	0.6-0.8					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	
Assembly Area	35	0.6-0.8	0.8	40		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	
Equipment Storage											<input type="checkbox"/>								
Supplies Storage											<input type="checkbox"/>								
TRIAL JURY SUITE																			
Soundlock Entry					Provide wall isolation of 65 dB NIC for entire perimeter of trial jury suite.														
Jurors Toilets					Treat all plumbing penetrations for high transmission loss and assure acoustic privacy.						<input type="checkbox"/>								
Coat Closet																			

**Table 7.3 (continued)
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS, AND DATA TRANSMISSION REQUIREMENTS														
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NC)	REMARKS	PAIERS MICROPHONE	PA SYS. LOUDSPEAKERS	PAIERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR	VIDEO RECORD./PLAYER	IMATV/CABLE TV OUTLET	REMARKS
TRIAL JURY SUITE (cont d)																			
Trial Jury Room	30	0.4-0.6	0.8		Use acoustically rated door assembly. Line all ducts.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							Provide buzzer system between delib. room and jury custodian s station.
Service Unit												<input type="checkbox"/>							
Exhibits Display												<input type="checkbox"/>							
Video Equipment												<input type="checkbox"/>							
Sworn Jury Custodian Station									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
GRAND JURY SUITE																			
Entry Area																			
Jurors Toilets												<input type="checkbox"/>							
Service Unit												<input type="checkbox"/>							
Security Workstation									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Witness Room		0.5-0.7										<input type="checkbox"/>							
Hearing Room	30	0.5-0.7	0.8	65		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>							Provide separate P.A. system for hearing room.
Exhibits Display												<input type="checkbox"/>							
Video Equipment												<input type="checkbox"/>							
Closet																			

**Table 7.4
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting**

SPACES	HVAC								LIGHTING					GENERAL REMARKS			
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	LEVEL (FTC) (lx)	TYPE: I = Indirect D = Direct				CONTROL		
	S	W	S	W							FLUOR.	INCAND.	METAL HALIDE		SWITCH	DIMMER	
JURY ASSEMBLY AREA																	
Check-in	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85			30 (320)	D				<input type="checkbox"/>	<input type="checkbox"/>	(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.
Jury Clerk's Office						8	80-85			50 (540)	D					<input type="checkbox"/>	(2) Outdoor temperature equal to ASHRAE 99% design dry bulb.
Coat Closet																	(3) Outdoor air at design temperature.
Jurors Toilets																	(4) Outdoor temperature is ASHRAE 97.5%.
Service Unit										30 (320)	D					<input type="checkbox"/>	
Vending Area											D					<input type="checkbox"/>	
Juror Lounge			45-55 (3)	25-35 (4)		8	80-85				D	D				<input type="checkbox"/>	
Assembly Area						10	80-85				D				<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Storage										20 (215)							
Supplies Storage																	
TRIAL JURY SUITE																	
Soundlock Entry	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85			20-30 (215-320)	D					<input type="checkbox"/>	
Jurors Toilets																	
Coat Closet																	

Table 7.4 (continued)
Heating, Ventilating, and Air Conditioning (HVAC) and Lighting

SPACES	HVAC										LIGHTING					GENERAL REMARKS	
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	REMARKS	LEVEL (FC) (lx)	TYPE: I = Indirect D = Direct			CONTROL		
	S	W	S	W								FLUOR.	INCAND.	METAL HALIDE	SWITCH		DIMMER
TRIAL JURY SUITE (cont d)																	
Trial Jury Room	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	<input type="checkbox"/>			100% exhaust; fan to operate only when room is occupied	60 (650)	D				<input type="checkbox"/>	<input type="checkbox"/>
Service Unit																	
Exhibits Display																	
Video Equipment																	
Sworn Jury Custodian Station			45-55 (3)	25-35 (4)		8	80-85				50 (540)	D					<input type="checkbox"/>
GRAND JURY SUITE																	
Entry Area	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8					20-30 (215-320)	D					<input type="checkbox"/>
Jurors Toilets																	
Service Unit											20-30 (215-320)	D					<input type="checkbox"/>
Security Work Station			45-55 (3)	25-35 (4)		8	80-85				40-60 (430-650)	D					<input type="checkbox"/>
Witness Room						8	80-85				30-40 (320-430)	D					<input type="checkbox"/>
Hearing Room						8	<input type="checkbox"/>			100% exhaust; fan to operate only when room is occupied	40-60 (430-650)	D			<input type="checkbox"/>	<input type="checkbox"/>	
Exhibits Display																	
Video Equipment																	
Closet																	

Functions/Activities



Programming Note

- Jury facilities are generally used intermittently. Courthouse programs should consider multi-use opportunities for jury facilities, including training, conferences, alternative dispute resolution, etc. Jury assembly areas may be equipped with movable walls to facilitate other activities. Alternate functions should be considered when determining furnishings and equipment.
-

Jury Assembly Area

Potential jurors receive orientation in the jury assembly area and wait there to be called to a courtroom for jury selection. Jurors often spend long periods waiting; therefore, comfortable and appropriate facilities are needed. Because the jury assembly area significantly impacts the jurors' perception of the justice system, it must reflect the importance of jury service to the administration of justice.

Trial Jury Suite

The jury uses the trial jury suite throughout the trial and during deliberations at the conclusion of the trial. The deliberations of a trial jury must be strictly confidential. During deliberations, the jury discusses testimony and reviews transcripts, exhibits, and other materials. If audio-visual or graphical displays were used during the proceedings, the displays might also be reviewed during deliberations. Trial jury deliberations can vary in length from less than an hour to several days.

Grand Jury Suite

The U.S. Attorney uses the grand jury suite to present evidence and witnesses before

grand jurors, who then decide whether to return an indictment. Deliberating grand jurors and waiting witnesses must be accommodated in separate, adjacent spaces. Jurors take notes and ask questions during the proceedings.



Programming Notes

- For courthouses where more than one bankruptcy judge will be stationed, a trial jury suite must be incorporated for at least one and possibly more bankruptcy courtrooms, depending upon the needs of the district.
 - If only one bankruptcy judge will be stationed in the courthouse, and a cooperative arrangement between the U.S. District Court (USDC) and U.S. Bankruptcy Court (USBC) ensures jury facilities will be available to the USBC when needed, jury facilities should not be incorporated in the USBC courtroom.
 - If jury facilities are not available within close proximity to the USBC, jury facilities must be provided.
-

User Capacity

Jury Assembly Area

The number of users varies, depending on the number of clerical staff, potential jurors (usually between 60 and 200), and courtrooms in the facility.

Trial Jury Suite

In the USDC, users consist of up to 18-member juries (12 jurors plus two to six alternates). In magistrate judge courtrooms, capacity is determined in consultation with the court. The USBC has a jury of not fewer than six and not more than 12 jurors.

Grand Jury Suite

Users consist of 16-23 jurors, U.S. Attorney personnel, witnesses, a foreperson, a secretary, and a court reporter/recorder.

Adjacency and Circulation

Jury Assembly Area

The jury assembly area must be easy to find from public entrances, and must be conveniently accessible to all jury courtrooms. A reception area located outside of the assembly space must be provided. A set of barrier-free toilet facilities for the exclusive use of jurors can be provided inside the space through a soundlock. Access to courtrooms can either be through public or restricted circulation.

Trial Jury Suite

Jurors must access the trial jury suite from public circulation through a controlled access point. The jury must not pass through the public seating area of the courtroom when moving to or from the trial jury suite; instead, jurors must access the courtroom directly from the trial jury suite or through a restricted corridor. Trial jury suites must not be located where the public, attorneys, and litigants can see, hear, or gain access to jurors. During deliberations, access to the suite is strictly controlled by the sworn jury custodian.

Grand Jury Suite

The grand jury suite must be accessible through public circulation, with an entrance

controlled by U.S. Marshals Service (USMS) personnel. The suite must be easily accessible to U.S. Attorney staff without requiring them to enter the courts' restricted access areas. The suite must be located in an area with light public traffic, and on a floor not occupied by courtrooms. Protective and in-custody witnesses must enter this area through the USMS secure circulation system. During grand jury hearings, the suite and associated individual spaces must be secure.

Size

The net areas specified in the *Guide* exclude space required to accommodate circulation among the listed spaces. While the amount of required circulation space varies with each facility's specific design, an additional percentage of 13% can be applied to the jury assembly area and 11% to the grand jury suite during planning to determine the total usable area of the facility (i.e., the estimated total usable area of the facility is equal to the sum of all the net programmed spaces plus 10% to 15%). The trial jury suite is programmed as net usable space, with a circulation percentage of 17% added as part of restricted circulation on the courtroom/trial jury suite/chambers floor.

Jury Assembly Suite

Overall size varies, but the assembly area requires ten net square feet (NSF) [0.93 net square meters (Nm²)] per person for the number of people expected to be called for jury service. In addition, 20 NSF (1.9 Nm²) per person for 20% of the prospective jurors must be provided for a lounge area. The suite must accommodate the necessary furniture with sufficient room for unencumbered movement. The ceiling height must be in proportion to the area of the space. For further detail and the sizes of jury spaces, see Table 7.1.

Trial Jury Suites

Trial jury suites require 600 NSF (53 Nm²) for USDC juries and 500 NSF (43.7 Nm²) for USDC Magistrate Judge and USBC juries. See Table 7.1 for further detail.

Grand Jury Suite

Grand jury suites require a 600 NSF (55.7 Nm²) hearing room, plus 500 NSF (46.5 Nm²) of ancillary and support space. See Table 7.1 for further detail.

Design Requirements

General Design Elements

For trial jury suites located above the ground floor, exterior windows are recommended. For trial jury suites on the ground level, indirect daylight through clerestory windows or other design features that maintain security and confidentiality should be considered. In both cases, lighting should be controlled with blinds or drapes. To help maintain security and privacy, grand jury suites should not have windows; however, if windows are provided, opaque shades must be installed. Exterior windows in the jury assembly area, lounges, and staff work areas are encouraged.

Specific Design Requirements

Jury Assembly Area. In the jury assembly area, a jury clerk station is provided near the check-in counter in the reception area. The workstation must accommodate a desk and movable chair.

Trial Jury Suite. In the trial jury suite, a sworn-jury custodian station must be provided outside the soundlock entrance. The station must accommodate a worksurface with a drawer and armchair, located to allow visual surveillance of the circulation areas leading to the trial jury suite.

Grand Jury Suite. In the grand jury suite, a court security workstation at the entry reception area must be provided. The workstation must accommodate a worksurface with drawer(s) and swivel-base armchair.

General. Storage must be provided at all three stations for jurors' personal belongings (i.e., coats, hats, handbags), preferably in the entrance vestibule. Lockable cabinets must be provided for exhibits, audio-visual equipment, and supplies that must be left in the trial jury and grand jury rooms. See Table 7.1 for additional detail.

Finishes, Furniture, and Fixtures

Jury Assembly Area

Furnishings and finishes must reflect the importance of jury service. Prospective jurors should be provided a comfortable environment in which to carry out their jury service.

The jury assembly area must be provided male and female restrooms, sized to code for the intended number of jurors. A drinking fountain or other source of drinking water must be provided.

A service unit for preparing coffee and refreshments must be provided. The unit must include a small sink, base cabinets, overcounter cabinets, and accommodation for a microwave oven and small refrigerator.

The jury assembly area must contain vending machines, a coat closet, and the following seating appropriate to the space:

- Comfortable armchairs with fold-up tablet arms may be provided for prospective jurors filling out forms or taking notes during orientation.
- Comfortable armchairs generally are provided in lounge areas where long waits are possible. Modular, sectional sofas may also be desirable in lounge areas.

Worksurfaces, each at least 30 inches (775 mm) deep by 36 inches (925 mm) wide, must be provided for prospective jurors. Movable chairs must be provided at each station, as well as a built-in task light and standard power outlet.

In addition, space for movable tables, at least 36 inches (925 mm) by 36 inches (925 mm), must be provided. At least one table must be accessible by a wheelchair.

A wall-mounted magazine and book rack should be provided near lounge areas.

Floor space, vertical clearance, and accessible fixtures/furnishings shall be provided to allow maneuverability and full use of the facilities by jurors with disabilities. See the *Americans With Disabilities Act Architectural Guidelines (ADAAG)* and *Uniform Federal Accessibility Standards (UFAS)* for details.

Trial Jury Suite

Adequate seating must be provided for both jurors and alternates. Seating generally consists of swivel armchairs.

A common central worksurface (e.g., a conference table to seat all jurors and alternates) must be accommodated in each trial jury room.

Two toilets (male and female) must be provided for each trial jury suite. The toilets must be accessible from a vestibule; direct access from the trial jury room must be avoided. If direct access from the jury room is unavoidable, the toilet rooms must be provided with a soundlock(s).

A drinking fountain or other source of drinking water must be provided for each trial jury suite.

A service unit for preparing coffee and refreshments must be provided in trial jury suites. The unit must include a small sink, base cabinets, overcounter cabinets, and accommodation for a microwave oven and small refrigerator.

In each trial jury suite, a wall-mounted writing/display/projection surface must be visible to all jurors.

The trial jury suite must be accessible to persons with disabilities. See *ADAAG* and *UFAS* for details.

Grand Jury Suite

Similar to the trial jury suite, two toilets (male and female) must be provided for each grand jury room. The toilets must be accessible from a vestibule; direct access from grand jury room must be avoided. If direct access from the jury room is unavoidable, the toilet rooms must be provided with a soundlock(s).

A drinking fountain or other source of drinking water must be provided for each grand jury suite.

A service unit for preparing coffee and refreshments must be provided for grand jury suites. The unit must include a small sink, base cabinets, overcounter cabinets, and accommodation for a microwave oven and small refrigerator.

In each grand jury suite, a wall-mounted writing/display/projection surface must be visible to all jurors. The unit must be readily accessible to the U.S. Attorney and witnesses.

The grand jury suite must be accessible to persons with disabilities. See *ADAAG* and *UFAS*.

Witness Waiting Room. When not testifying, witnesses are isolated in witness waiting rooms. Each room is provided lounge or conference furnishings.

Witness Box. When testifying, witnesses sit in the witness box. The box must be partially enclosed and include a modesty panel. Testifying witnesses must be seen full face as much as possible.

Grand jury witnesses receive, examine, and return exhibits. A fixed shelf for this purpose must be part of the witness box design.

When an interpreter is used, the interpreter must be seated next to or slightly behind the witness. The primary focus must remain on the witness. The witness stand may be on floor level or elevated one step (6 inches or 150 mm) above floor level.

The witness stand must be handicapped-accessible. Sufficient floor space and vertical clearance must be provided to maneuver a wheelchair and to allow witnesses and interpreters with disabilities to assume the same position as all other witnesses and interpreters. The access route to the witness box must be the same for all persons. A ramp or lift may be used for witness boxes having a one step (6 inches or 150 mm) rise. See *ADAAG* and the *UFAS* for detailed accessibility criteria.

Jury Seating. The jury seating area may be provided in three or four tiers, with the first row at floor level. Jurors must be able to see, hear, and be seen by the witness. During examination of the witness, all jurors must be able to see the U.S. Attorney and the witness as close to full face as possible.

Jurors must be provided with comfortable, fixed-base, swivel armchairs. A writing surface must be provided, either as tablet arms on the chairs or separate tables or counters. The writing surface must not exceed 18 inches (450 mm) in depth.

Access to seating for jurors with disabilities must be provided using the same path as all other jurors. Clear floor space and vertical clearance allow space to maneuver a wheelchair, and also allow jurors with disabilities to participate from the same position as all other jurors. A dedicated wheelchair space or removable chair can provide the necessary space. See *ADAAG* and *UFAS* for detailed accessibility criteria.

Court Reporter/Recorder Station. The court reporter/recorder must be able to see and hear all persons. The court reporter/recorder station must be located close to the witness box. Furniture and equipment should be movable to suit individual preferences.

A drawer for storage must be provided. The drawer must be at least six inches high and lockable. In addition, a lockable, built-in cabinet must be provided for equipment.

The station must be adaptable for barrier-free accessibility. See *ADAAG* and *UFAS* for detailed accessibility criteria.

U.S. Attorney Station. U.S. Attorney personnel must be able to see, hear, and be seen and heard by witnesses, jurors, and the court reporter/recorder. The U.S. Attorney station is generally provided with movable armchairs and a minimum worksurface of 30 inches (775 mm) deep by 60 inches (1525 mm) wide. The station must be as high as or higher than the witness station.

U.S. Attorney personnel should have easy access between the station and a lectern (optional).

The U.S. Attorney station must be adaptable for barrier-free accessibility. See *ADAAG* and *UFAS* for detailed accessibility criteria.

Grand Jury Foreperson/Secretary Station. Both the grand jury foreperson and secretary must be able to see, hear, and be seen by the witness and U.S. Attorney personnel as close to full face as possible. The station is generally provided with movable swivel armchairs and a minimum worksurface of 30 inches (775 mm) deep by 60 inches (1525 mm) wide. The station must be as high as the witness box.

The grand jury foreperson/secretary's station must be accessible to persons with disabilities. Sufficient floor space and vertical clearance must be provided to maneuver a wheelchair and allow forepersons with disabilities to assume the same position as all other forepersons. The access route to the station must be the same for all persons. A ramp or lift may be used for stations having a one step (6 inch or 150 mm) rise. See *ADAAG* and *UFAS* for detailed accessibility criteria.

Security

Security and Alarm Systems

A duress alarm device must be provided at the jury check-in counter, located in the jury assembly area, and at the grand jury suite security station.

To enhance security and privacy in the trial jury and grand jury suites, a court security officer, deputy marshal, or sworn-jury custodian is often stationed at the entrance. A duress alarm device must be provided at each security workstation.

Emergency Lighting

Standby power for emergency lighting for all jury facilities must be provided by local battery backup systems.

Key Locks

Jury Assembly Area. The entrance to the jury assembly area, jury clerk's office, and enclosed storage must have key locks.

Trial Jury Suite. The entrance to the trial jury suite must have a key lock.

Grand Jury Suite. The entrance to the grand jury suite, grand jury hearing room, and enclosed storage must have key locks.

Single-fixture toilets in all three jury areas must have privacy locks.

Acoustics

Jury Assembly Area

Proper acoustics are important in the jury assembly area because potential jurors receive instructions regarding their obligation. To enhance acoustics in the jury assembly area, a sound system must be provided. The system must be designed so that the loudspeakers distribute the majority of energy into the direct sound field, with minimum distribution into the reverberant field. This can be accomplished by providing a highly sound-absorbent environment, with a maximum reverberation time of 0.8. The acoustic privacy requirement for the jury assembly area is "normal."

Trial Jury Suite

Trial jury suites must be acoustically enclosed. Trial jury suites adjoining other functional spaces must have soundproofed common walls. The acoustic privacy requirement is "inaudible" for the entire jury suite. To ensure intelligibility and privacy of speech within the trial jury suite, the soundlock entry doors must be fully gasketed.

Grand Jury Suite

The acoustic privacy requirement for the hearing room in the grand jury suite is “inaudible.”

General

Plumbing noise from toilet rooms must be isolated from the main space in all jury areas.

For specific acoustic criteria, please see Table 7.3.

Heating, Ventilating and Air Conditioning

System Description and Control

Trial jury suites must be served from the same system as the associated courtrooms. A separate thermostat for each trial jury suite is required.

Air Distribution

Air distribution systems in jury facilities must provide separate temperature control and a high degree of acoustical isolation, particularly in the grand jury and trial jury rooms. Return air from the rooms must be ducted directly back to the exhaust air riser. Air ducts serving the trial jury and grand jury suites must be lined with two inches (50 mm) of acoustical absorption for a length of at least 12 feet (3700 mm) from the diffuser or return air intake.

Temperature, Ventilation, Air Changes, and Humidity

See Table 7.4 for specific criteria.

Lighting

For specific lighting criteria, see Table 7.4.

Jury Assembly Area

Jury assembly areas must be illuminated by direct fluorescent units, with additional direct incandescent units in the lounge areas. Natural light in the assembly area, especially in the lounge, is desirable. The jury orientation room and all areas opening to it require lighting control for audio-visual presentations.

Trial Jury Suite

Lighting in the trial jury room may be a combination of direct/indirect lighting and dimmer-controlled, direct (incandescent) units. Jurors need the direct component when reviewing written material. When exhibits are viewed on a projection screen or TV monitor, the indirect (fluorescent) units can be switched off and the direct units dimmed. Sufficient residual lighting must be provided for taking notes.

Grand Jury Suite

The grand jury suite must be illuminated by dimmer-controlled, direct fluorescent units.

Electrical, Audio, Video, Communications, and Data Transmission

Normal Electrical Power Distribution

In general, normal electrical power distribution is required for jury facilities. A separate electrical system must provide dedicated power to computer workstations.

Designated Power Outlets

Convenience outlets for 120-volt power must be located throughout jury facilities. Outlets on separate circuits must be provided for the service unit.

In the jury assembly, grand jury hearing, and trial jury rooms, outlets on separate circuits must be provided for film and slide projection units; a television monitor and video cassette recorder (VCR); and an audio tape recorder/player. In addition, an outlet for a wall-mounted clock must be provided in each room.

Outlets for multiple monitors or projection video must be provided in the jury assembly area.

Special outlets for computers must be provided in each grand jury suite, the jury clerk's office, and stations for court security, U.S. Attorneys, and the court reporter/recorder.

Audio

Jury Assembly Area. A sound system must be provided in the jury assembly area. The system must allow audio inputs from video or other projection equipment.

Assisted listening system (ALS) controls and emitters must be permanently installed and integrated with the jury assembly area sound system. ALS controls are generally located adjacent to sound system controls.

Trial Jury Suite. An audio system is not needed in the trial jury suite. A self-contained, portable ALS must be available for use in trial jury suites and other places where sound systems are not present.

Grand Jury Suite. A sound system must be provided in the grand jury suite. The system must allow audio inputs from video or other projection equipment.

ALS controls and emitters must be permanently installed and integrated with the grand jury hearing room sound system. A wireless, infrared ALS provides the flexibility and privacy needed in the grand jury hearing room. If windows are provided in the room, caution must be exercised to avoid interference with infrared signals. An infrared ALS requires emitters to provide line-of-sight transmission to the entire room.

Multi-track systems in the grand jury hearing room can be used for assisted listening, simultaneous translation, and confidential tape recordings.

The grand jury foreperson/secretary station and witness box must be equipped with microphones connected to an amplification/audio recording system. The microphones must be controlled by the court reporter/recorder.

When an interpreter is used, the interpreter must be provided a microphone connected to the room's amplification/audio recording system.

In addition, a microphone connected to a sound system must be provided at the U.S. Attorney station and/or lectern.

Video

In the juror lounges and assembly area, one or more video outlets connected to the building master antennae television (MATV) system or independent cable television system must be provided.

Communications

In the trial jury suite, a pushbutton and buzzer system must be provided between the sworn-jury custodian and foreperson stations.

In the grand jury hearing room, telephone/intercom instruments must be provided at the jury clerk's office, security desks, and the U.S. Attorney station.

Data Transmission

Data transmission outlets in jury facilities must connect to other judiciary-related offices within the facility.

Data transmission outlets must be provided at the following locations:

- Jury clerk's office, connecting to the USDC Clerk's Office and possibly the USBC Clerk's Office

- Court security workstation in the grand jury suite, connecting to the USMS Command and Control Center
- U.S. Attorney station and court reporter/recorder station in each grand jury hearing room

CHAPTER 8: CENTRAL COURT LIBRARIES

This chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams, design tables, and specific guidelines for central court libraries including circuit headquarter, satellite, and unstaffed libraries.

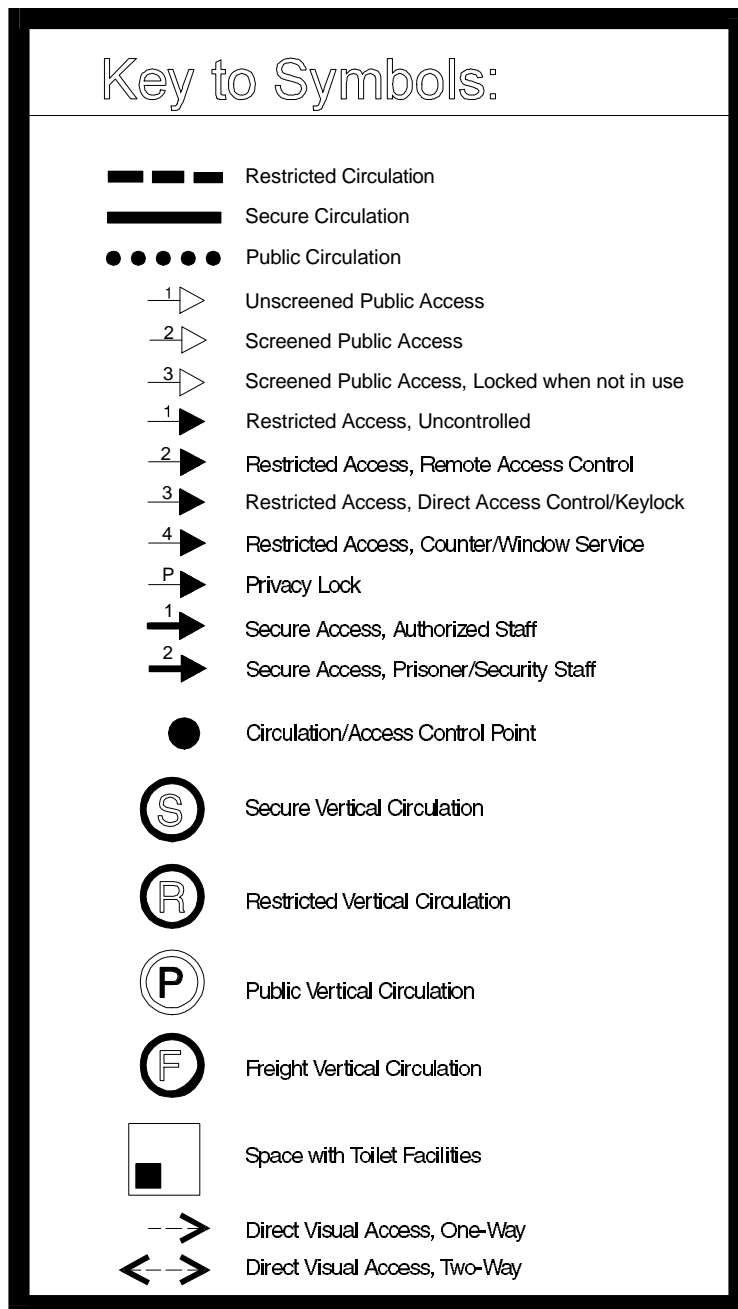
The number of spaces shown on the SRAC diagram is intended as an illustration only; the actual number of spaces required for a specific facility is determined by the circuit librarian and approved by the circuit judicial council.

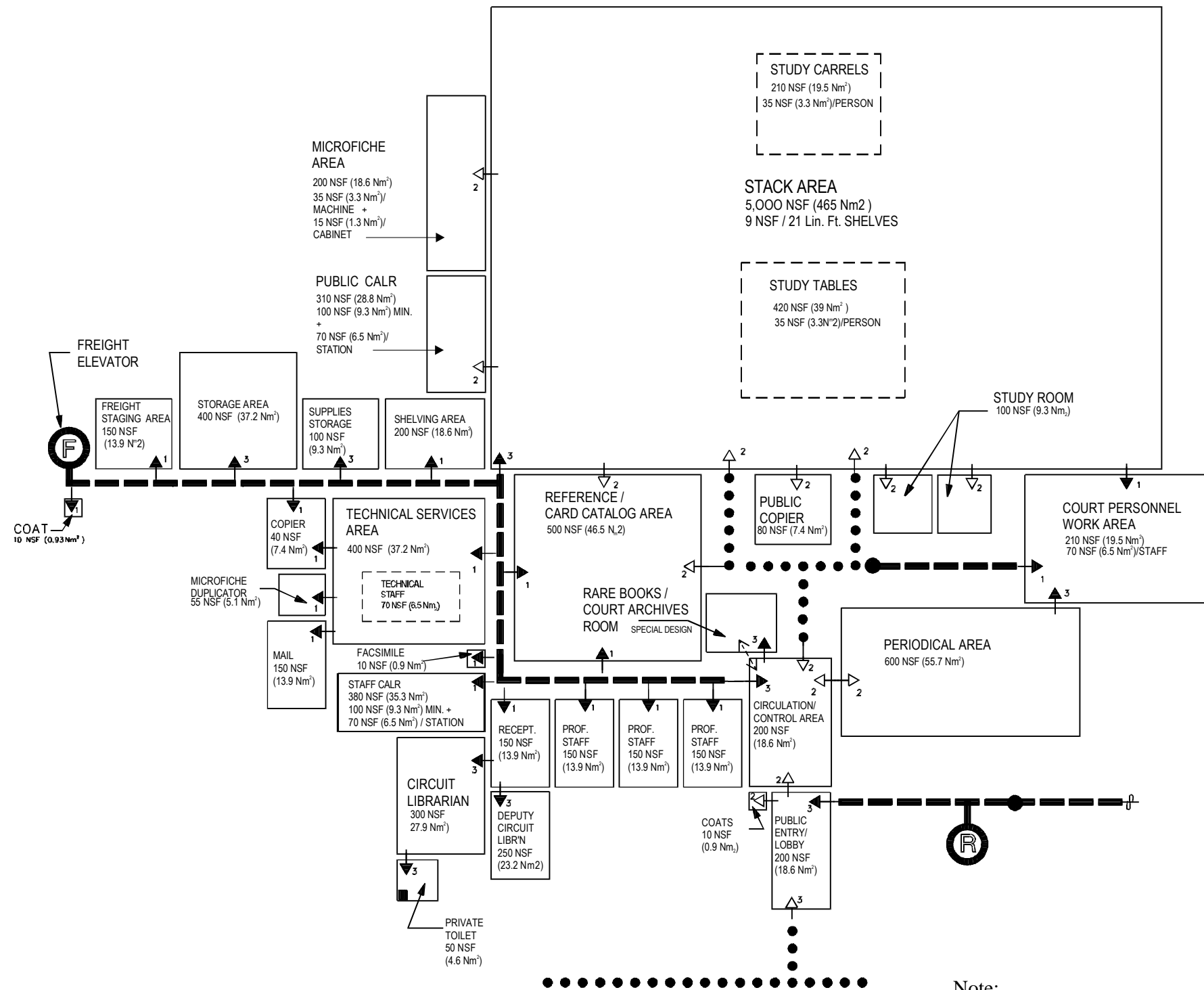


Programming Note

- The following SRAC diagrams must be interpreted to respond to the specific space requirements for the circuit headquarters library as determined by the circuit librarian and approved by the circuit judicial council.
-

Figure 8.1
Circuit Headquarters Library
SRAC Diagram

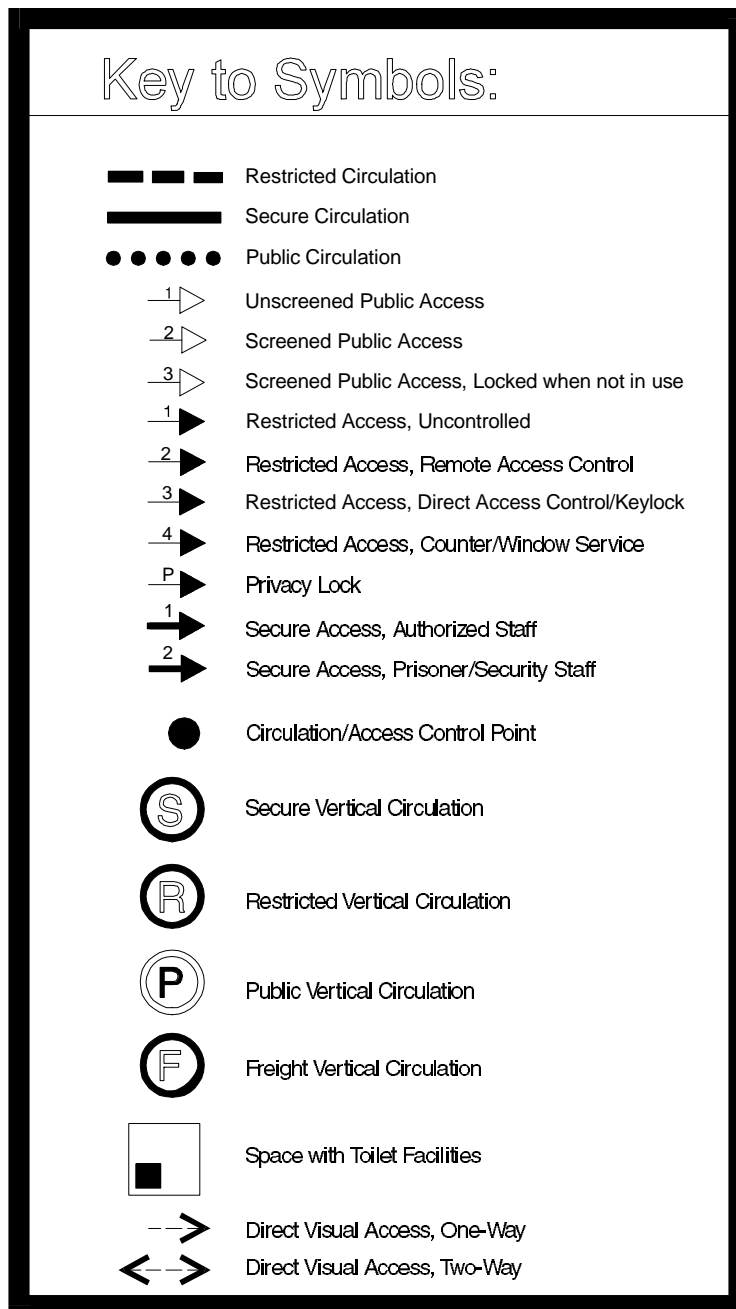


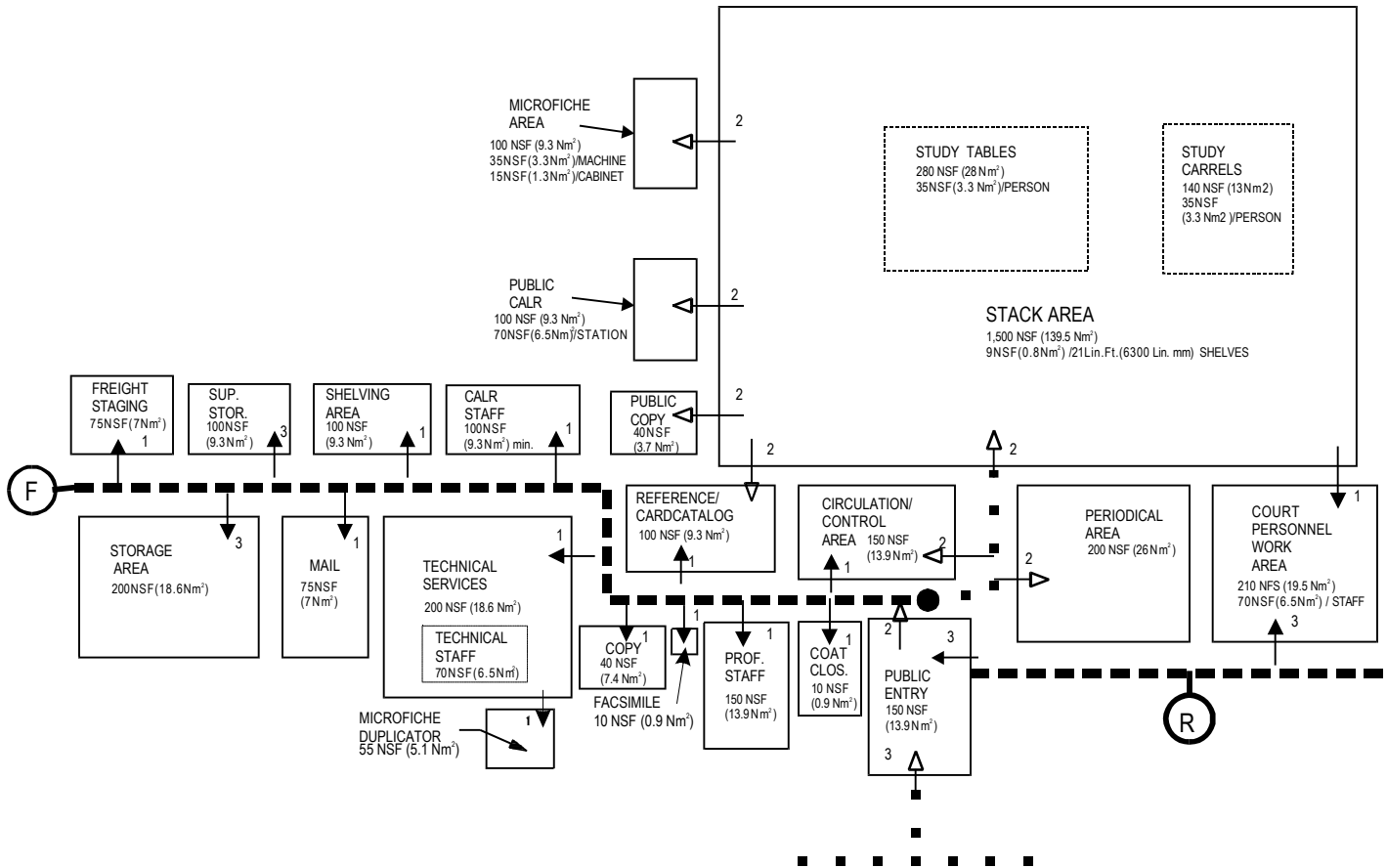


Note:

This SRAC must be interpreted to respond to the specific space requirements for the circuit headquarters library as determined by the circuit librarian and approved by the circuit judicial council.

Figure 8.2
Satellite Library
SRAC Diagram

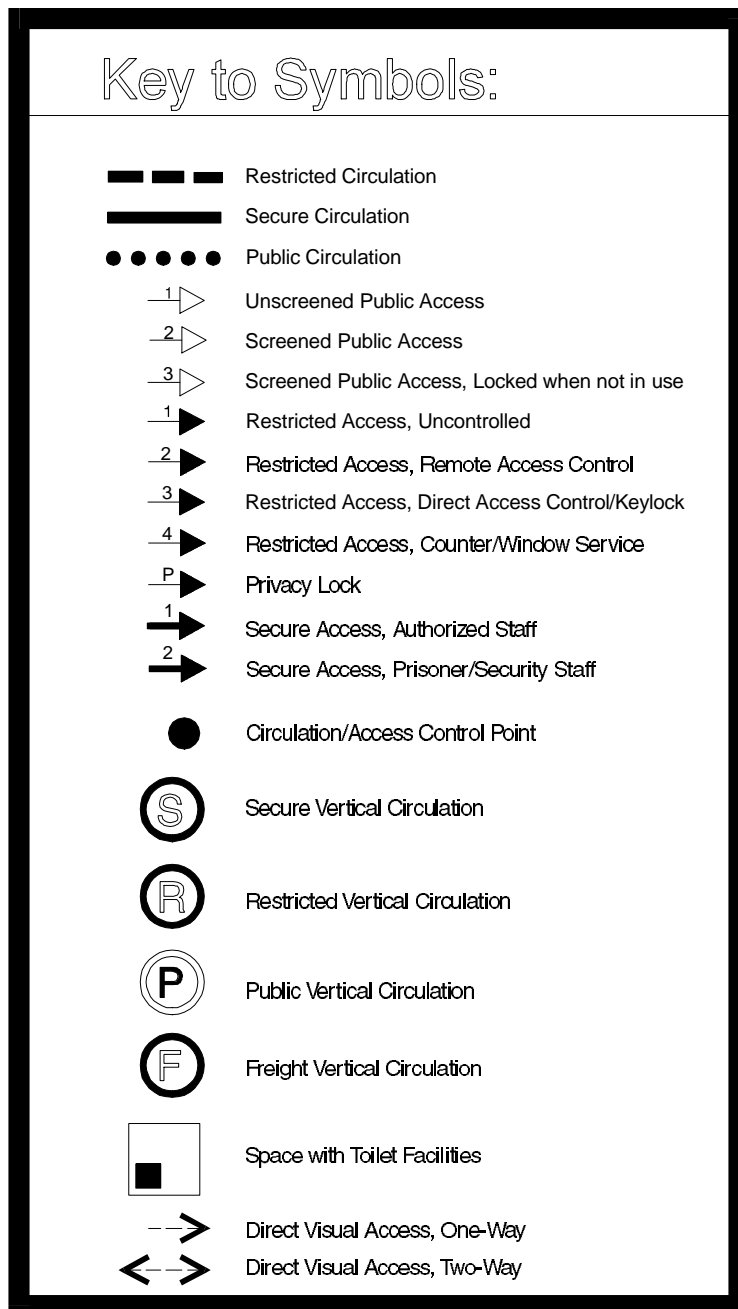


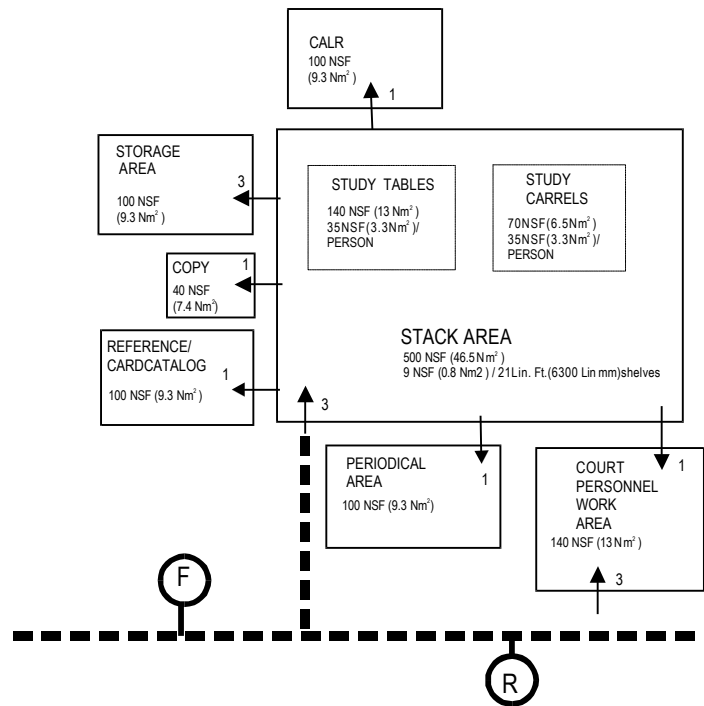


Note:

This SRAC must be interpreted to respond to the specific space requirements for the satellite library as determined by the court and circuit librarian, and approved by the circuit judicial council.

Figure 8.3
Unstaffed Library
SRAC Diagram





Note:

This SRAC must be interpreted to respond to the specific space requirements for the unstaffed library as determined by the court and circuit librarian, and approved by the circuit judicial council.

**Table 8.1
Central Court Libraries
Space, Furniture, and Finishes**

SPACES	SIZE Space sizes are guidelines; deviation is allowed with the concurrence of the circuit judicial council. ¹ (NSF) (Nm ²)			FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and for determining dimensions of spaces only.)	FINISHES H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); use of a dot (•) denotes special design.			
	Circuit Hdqtrs	Satellite	Unstaffed		Walls	Floor	Ceiling	Height
LIBRARY SPACES								
Public Entry/Lobby	200 (18.6)	150 (13.9)		Movable: Lounge seating	Durable, medium quality paint/wall covering	Durable, easily maintained carpet	Acoustic	S/H
Circulation/ Control Area	200 (18.9)	150 (13.9)		Built-in: Stand-up counter, bookshelves, book cabinets, provision for computer, printer, typewriter, and facsimile machine Movable: Staff workstation				S
Periodical Area	600 (55.7)	200 (18.6)	100 (9.3)	Movable: Periodical shelving units, newspaper racks				
Reference/Card Catalog Area	500 (46.5)	100 (9.3)	100 (9.3)	Built-in: Reference bookshelves, staff counter Movable: Card catalog, desks, chairs				
Computer Aided Legal Research (CALR): Public 100 NSF min.+ 70 NSF / Station	310 (28.8)	100 (9.3)		Movable: Desk/workstation, computer with modem, printer, shelves				
CALR: Staff 100 NSF min. + 70 NSF / Station	380 (35.3)	100 (9.3)	100 (9.3)	Movable: Desk/workstation, computer with modem, printer, shelves				
Stack Area 9 NSF / 21 Lin. Ft shelves	5,000 (465)	1,500 (139.5)	500 (46.5)	Built-in: Open double-sided, cantilever-type bookshelf units, typ.3 ft. (925mm) wide, 6-7 shelves high Movable: PC/CD-ROM stations				
Study Room	100 (9.3)			Movable: Table, chairs				
Study Area: Table - 35 NSF / Person	420 (39)	280 (26)	140 (13)	Movable: 4 ft. X 8 ft. (1225mm x 2425 mm) table, 4 chairs/table				
Study Area: Carrel - 35 NSF / Person	210 (19.5)	140 (13)	70 (6.5)	Movable: Study carrel, 1 chair / carrel				
Court Personnel Work Area: 70 NSF / Staff	210 (19.5)	210 (19.5)	140 (13)	Movable: Conference table or study carrel, computer, printer, typewriter				
OFFICE SPACES								
Circuit Librarian	300 (27.9)			Movable: Desk, swivel chair, bookshelf units (4), file cabinets (2), guest chairs (2), computer, printer, typewriter	High quality paint/wall covering	Highest quality carpet	Acoustic	
Private Toilet	50 (4.6)			Built-in: WC, lavatory, paper holder, paper towel dispenser/disposal, soap dispenser, base cabinet, mirror (provide an entry from soundlock)	Durable medium quality paint/tile	Vinyl	Paint	
Deputy Circuit Librarian	250 (23.2)			Movable: Desk, swivel chair, bookshelf units (4), file cabinets (2), guest chairs (2), computer, printer, typewriter	Durable medium quality paint	Medium quality carpet	Acoustic	
Professional Staff	150 (13.9)	150 (13.9)		Movable: Desk, swivel chair, bookshelf units, side chairs, computer, printer, typewriter	Durable medium quality paint	Medium quality carpet		

¹ The spaces shown on this table are intended as illustration only; the actual spaces required for a specific facility are determined in the building program. Deviation from the spaces listed in the table requires circuit council approval.

Table 8.1 (continued)
Central Court Libraries
Space, Furniture, and Finishes

SPACES	SIZE			FURNITURE	FINISHES				
	NSF (Nm ²)				Walls	Floor	Ceiling	Height	
	Space sizes are guidelines, deviation is allowed with the concurrence of the circuit judicial council. ¹			(Built-in furniture is required. Movable furniture is noted here for illustrative purposes and for determining dimensions of spaces only.)	H equals 10' (3000 mm) and higher; S equals 8-10' (2425-3000 mm); use of a dot (•) denotes special design.				
	Circuit Hdqtrs	Satellite	Unstaffed						
OFFICE SPACES (cont d)									
Technical Staff	70 (6.5)	70 (6.5)		Movable: Desk/workstation, swivel chair, computer, printer, typewriter	Durable medium quality paint/wall covering	Medium quality carpet	Acoustic	S	
Reception Area	150 (13.9)			Movable: Desk, secondary work surface, swivel chair, file cabinet computer, printer, typewriter, guest chairs (2)	High quality paint	Highest quality carpet			
Facsimile Machine Area	10 (0.9)	10 (0.9)		Movable: work surface/stand, storage below, cabinet	Durable medium quality paint	Medium quality carpet			
OTHER SPACES									
Copier: Coin-Op Public	80 (7.4)	40 (3.7)		Movable: Copier, work surface, supplies storage	Durable medium quality paint	Vinyl			
Copier: Staff	40 (7.4)	40 (7.4)	40 (7.4)	Movable: Copier, work surface, supplies storage		Durable easily maintained Carpet			
Microfiche Area: Public & Staff - 35 NSF/ Machine 15 NSF/ Cabinet	200 (18.6)	100 (9.3)		Movable: Microfilm reader/printer, work surface, chair, microfilm storage cabinets					
Supplies Storage	100 (9.3)	100 (9.3)		Movable: 12 in. (300mm) deep shelves	Paint	Vinyl	Paint/ Acoustic		
Technical Services Area	400 (37.2)	200 (18.6)		Built-in: sink Movable: bookshelf units, work surface, swivel chair, book cart, OCLC terminal and other special equipment	Durable medium quality paint		Acoustic		
Microfiche Duplicator	55 (5.1)	55 (5.1)		Movable: Microfiche duplicator, operator chair					
Rare Book/ Court Archive Room	Special			Built-in: Specially designed bookcases Movable: Display cases, conference table, arm chairs	•	Durable easily maintained Carpet	•		
Coat Storage - Public	10 (0.9)	10 (0.9)		Built-in: shelves, coat rod	Durable medium quality paint		Acoustic		
Coat Storage - Staff	10 (0.9)	10 (90.9)		Built-in: shelves, coat rod					
Storage Area	400 (37.2)	200 (18.6)	100 (9.3)	Movable: 18 in. (450 mm) deep shelves	Paint	Vinyl	Paint/ Acoustic		
Mailroom	150 (13.9)	75 (7)		Movable: work surface, cabinets, shelves					
Freight Staging Area: 9 NSF/Shelf	150 (13.9)	75 (7)							
Shelving Area	200 (18.6)	100 (9.3)		Movable: 12 in. (300 mm) deep shelves	Durable medium quality paint	Durable easily maintained Carpet	Acoustic		

¹ The spaces shown on this table are intended as illustration only; the actual spaces required for a specific facility are determined in the building program. Deviation from the spaces listed in the table requires circuit council approval.

**Table 8.2
Central Court Libraries
Access Control and Security**

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY, & CIRCULATION For explanation of numbers, see bottom of table			SECURITY & ALARM SYSTEMS										GENERAL REMARKS			
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER		EMERGENCY LIGHTING	REMARKS	
LIBRARY SPACES																	
Public Entry/Lobby	3																(1) The proposed square footage in several of the areas has been determined by whether it is a central library, a satellite library, or unstaffed library serving a particular district.
Circulation/Control Area	2	1		Adjacent to public entry			<input type="checkbox"/>										
Periodical Area	2			Near circ/control and casual reading areas													
Reference/Card Catalog Area	2	1		Adjacent to circ/control area			<input type="checkbox"/>										
Casual Reading Area	2			Adjacent to reference area													
CALR: Public Access		3															
CALR: Staff Access		1															
Stack Area: General	2																
Study Room	2																
Study Area: Table	2																
Study Area: Carrel	2																
Court Personnel Work Area		1															
OFFICES																	
Circuit Librarian		3					<input type="checkbox"/>										
Private Toilet																	
Deputy Circuit Librarian		3					<input type="checkbox"/>										
Professional Staff		1					<input type="checkbox"/>										
Technical Staff		1		Located in technical service area													

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **P:** Privacy Lock. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

Table 8.2 (continued)
Central Court Libraries
Access Control and Security

SPACES	SPATIAL RELATIONSHIPS, ACCESSIBILITY & CIRCULATION For explanation of numbers, see bottom of page				SECURITY & ALARM SYSTEMS										GENERAL REMARKS	
	PUBLIC	RESTRICTED	SECURE	REMARKS	CCTV CAMERA	CCTV MONITOR	DURESS ALARM	SECURITY INTERCOM	DOOR CONTACT	WALK-THROUGH METAL DETECTOR	X-RAY MACHINE	REMOTE DOOR RELEASE MECH.	EMERGENCY POWER	EMERGENCY LIGHTING		REMARKS
Reception Area		1					<input type="checkbox"/>									
Facsimile Machine Area		1														
OTHER SPACES																
Copier: Coin-Op Public	2															
Copier: Staff		1														
Microfiche Area: Public & Staff	2															
Supplies Storage		3														
Technical Service Area		1														Co-locate with technical staff
Microfiche Duplicator		1														Co-locate with technical staff
Rare Book/Court Archives Room	3	3														May be used as court staff conference room
Coat Storage: Public	2			Near entry/lobby												
Coat Storage: Staff		1		Near staff entry												
Storage Area		3														
Mailroom		1		Next to tech. services and freight staging areas												
Freight Staging Area		1		Next to tech. services area and mailroom												
Shelving Area		1		Adjacent to technical services												

Public 1: Unscreened access (uncontrolled entrance to the building and spaces). **Public 2:** Screened access (public passes through a security check point). **Public 3:** Screened access, (locked under certain conditions). **Restricted 1:** Uncontrolled access. **Restricted 2:** Remote access control (as in CCTV and electric door strikes). **Restricted 3:** Direct access control. **Restricted 4:** Counter/Window service. **P:** Privacy Lock. **Secure 1:** Authorized staff only. **Secure 2:** Security staff and prisoners.

**Table 8.3
Central Court Libraries
Acoustics and Communication**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS												REMARKS			
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PA/ERS MICROPHONE	PA SYS. LOUDSPEAKERS	PA/ERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)	VIDEO MONITOR		VIDEO RECORD/PLAYER	MA/TVCABLE TV OUTLET	
LIBRARY SPACES																				
Public Entry/Lobby	40	0.5-0.8					<input type="checkbox"/> (1)													(1) To be provided in large libraries.
Circulation /Control Area	40	0.5-0.8				<input type="checkbox"/> (1)	<input type="checkbox"/> (1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Periodical Area	35	0.5-0.8					<input type="checkbox"/> (1)													
Reference/Card Catalog Area	35	0.5-0.8					<input type="checkbox"/> (1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Casual Reading Area	35	0.4-0.6			Use sound absorbent furniture		<input type="checkbox"/> (1)													
CALR: Public Access	35	0.4-0.6			Place sound absorbent material around terminals		<input type="checkbox"/> (1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
CALR: Staff Access	35	0.4-0.6			Place sound absorbent materials around terminals				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Stack Area: General	40						<input type="checkbox"/> (1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Study Room	30	0.4-0.6	0.8				<input type="checkbox"/> (1)			<input type="checkbox"/>										
Study Area: Table	30	0.4-0.6					<input type="checkbox"/> (1)				<input type="checkbox"/>									
Study Area: Carrel	30	0.4-0.6					<input type="checkbox"/> (1)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Court Personnel Work Area	35	0.6-0.8							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
OFFICES																				
Circuit Librarian	30	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Private Toilet	30	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Deputy Circuit Librarian	30	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Professional Staff	35	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Technical Staff	35	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

**Table 8.3 (continued)
Central Court Libraries
Acoustics and Communications**

SPACES	ACOUSTIC CRITERIA				ELECTRICAL, AUDIO, VIDEO, COMMUNICATIONS AND DATA TRANSMISSION REQUIREMENTS											REMARKS			
	BACKGROUND NOISE (NC)	REVERB. TIME (Seconds)	R.A.S.T.I.	WALL ISOLATION (dB NIC)	REMARKS	PAIERS MICROPHONE	PA SYS. LOUDSPEAKERS	PAIERS CONTR./RECORD.	TELEPHONE/INTERCOM	CLOCK	CLEAN POWER OUTLET	REGULAR OUTLETS	PC TERMINAL	COMPUTER PRINTER	VIDEO CAMERA(S)		VIDEO MONITOR	VIDEO RECORD/PLAYER	MATV/CABLE TV OUTLET
Reception Area	30	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Facsimile Machine Area	35	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
OTHER SPACES																			
Copier: Coin-Op Public												<input type="checkbox"/>							
Copier: Staff												<input type="checkbox"/>							
Microfiche Area: Public and Staff	40	0.4-0.6							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Supplies Storage																			
Technical Service Area									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Microfiche Duplicator									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Rare Book/Court Archives Room																			
Coat Storage: Public																			
Coat Storage: Staff																			
Storage Area																			
Mailroom	45								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Freight Staging Area											<input type="checkbox"/>								
Shelving Area												<input type="checkbox"/>	<input type="checkbox"/>						

**Table 8.4
Central Court Libraries
Heating, Ventilation, and Air Conditioning (HVAC) and Lighting**

SPACES	HVAC										LIGHTING					GENERAL REMARKS			
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	REMARKS	LEVEL (FTC) (lx)	TYPE: I = Indirect D = Direct			CONTROL				
	S	W	S	W								FLOUR.	INCAND.	METAL HALIDE	SWITCH		DIMMER		
LIBRARY SPACES																			
Public Entry/Lobby	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55	25-35	20 (9.45)	8	80-85				30-40 (320-430)	D				<input type="checkbox"/>		(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.	
Circulation/Control Area			45-55 (3)	25-35 (4)		8	80-85				50 (540)	D				<input type="checkbox"/>			
Periodical Area			45-55 (3)	25-35 (4)		8	80-85				50 (540)	I				<input type="checkbox"/>		(2) Outdoor temperature equal to ASHRAE 99% design dry bulb.	
Reference/Card Catalog Area			45-55 (3)	25-35 (4)	8	80-85				60 (650)	I				<input type="checkbox"/>				
Casual Reading Area			45-55 (3)	25-35 (4)	8	80-85				50 (540)	I				<input type="checkbox"/>		(3) Outdoor air at design temperature.		
CALR: Public Access			45-55 (3)	25-35 (4)	8	80-85				30-40 (320-430)	I				<input type="checkbox"/>				
CALR: Staff Access			45-55 (3)	25-35 (4)	8	80-85				30-40 (320-430)	I				<input type="checkbox"/>				
Stack Area: General			45-55 (3)	25-35 (4)	8	80-85				50 (540)	D				<input type="checkbox"/>		(4) Outdoor temperature is ASHRAE 97.5%.		
Study Room			45-55 (3)	25-35 (4)	8	80-85				50 (540)	I				<input type="checkbox"/>				
Study Area: Table																			
Study Area: Carrel																			
Court Personnel Work Area	45-55 (3)	25-35 (4)	8	80-85						40-60 (430-650)	I				<input type="checkbox"/>				
OFFICES																			
Circuit Librarian	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55	25-35	20 (9.45)	8	80-85				50 (540)	D				<input type="checkbox"/>			
Private Toilet																			
Deputy Circuit Librarian												50 (540)							
Professional Staff			45-55 (3)	25-35 (4)	8	80-85						50 (540)	D				<input type="checkbox"/>		
Technical Staff			45-55 (3)	25-35 (4)	8	80-85						50 (540)	D				<input type="checkbox"/>		

Table 8.4 (continued)
Central Court Libraries
Heating, Ventilation, and Air Conditioning (HVAC) and Lighting

SPACES	HVAC										LIGHTING						GENERAL REMARKS	
	TEMP (degrees Fahrenheit) (degrees Celsius)		HUMIDITY (Perc.)		VENTILATION Min. Out- door Air, CFM (L/s)/Person	MAX. TOTAL ACH SUPPLIED TO AREA	RECIRCULATED, Max. Percent	SOUND CRITERIA (NC)	EMERGENCY SMOKE PURGE	REMARKS	LEVEL (FTC) (lx)	TYPE: I = Indirect D = Direct			CONTROL			REMARKS
	S	W	S	W								FLOUR.	INCAND.	METAL HALIDE	SWITCH	DIMMER		
Reception Area	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	45-55 (3)	25-35 (4)	20 (9.45)	8	80-85				50 (540)	D			<input type="checkbox"/>			(1) Outdoor temperature equal to ASHRAE 1% design dry bulb and coincident wet bulb.
Facsimile Machine Area																		
OTHER SPACES																		(2) Outdoor temperature equal to ASHRAE 99% design dry bulb.
Copier : Coin-Op Public	74-76 (23.3-24.4) (1)	70-74 (21.1-23.3) (2)	25-30 (3)	30-40 (4)	20 (9.45)	8	80-85				50 (540)	D			<input type="checkbox"/>			(3) Outdoor air at design temperature.
Copier Staff			25-30 (3)	30-40 (4)		8	80-85					D			<input type="checkbox"/>			(4) Outdoor temperature is ASHRAE 97.5%.
Microfiche Area: Public and Staff			25-30 (3)	30-40 (4)		8	80-85					I			<input type="checkbox"/>			
Supplies Storage			25-30 (3)	30-40 (4)							20 (215)							
Technical Service Area			25-30 (3)	30-40 (4)		8	80-85				50 (540)	D			<input type="checkbox"/>			
Microfiche Duplicator																		
Rare Book/Court Archives Room																		Special Design
Coat Storage: Public																		
Coat Storage: Staff																		
Storage Area			25-30 (3)	30-40 (4)							20 (215)							
Mailroom			25-30 (3)	30-40 (4)		8	80-85				50 (540)	D			<input type="checkbox"/>			
Freight Staging Area																		
Area			25-30 (3)	30-40 (4)							50 (540)	D			<input type="checkbox"/>			

Functions/Activities

The central court library assists patrons in collecting and organizing legal materials. The central court library is not to be confused with collections maintained in chambers and judiciary-related offices. Central libraries are administered by the U.S. Court of Appeals (USCA) and operate autonomously from circuit to circuit.

Each circuit requires a circuit headquarters library, with satellite and unstaffed libraries provided elsewhere in the circuit as required for court locations.

Circuit Headquarters Library

The circuit headquarters library is the hub for the administrative operation of each circuit's library services. The library also houses the largest and most complete research collection in the circuit.

Typically, the circuit headquarters library has specialists and technicians who provide centralized services for the circuit. These services may include cataloging; acquisitions for libraries, chambers, and offices; interlibrary loan; and in-depth research requests requiring on-line expertise.

All of these functions require office and work space in addition to stack and patron seating typical in any library. Other services and features of circuit headquarters libraries include a card catalog, photocopy equipment, and study tables and computer access for judges and staff.

An Integrated Library System is installed in each circuit headquarters library. The system provides comprehensive library management software, including an on-line public access catalog of holdings in all libraries within the respective circuit.

Satellite Library

Satellite libraries are typically established for any court location with at least six active resident judicial officers. The libraries are usually located in district courthouses and are staffed by one professional or technical staff person (sometimes part-time). Satellite libraries vary in levels of service and collection size and are staffed based upon the court's needs and number of patrons. The libraries may house shared chambers collections or augment chambers collections.

Similar to the circuit headquarters library, satellite libraries include a card catalog,

work space for library staff, photocopy equipment, and study tables and computer access for judges and staff. Additional secure and separate spaces and features may be required if the satellite library is open to the public.

Unstaffed Library

Unstaffed libraries are created in smaller courthouses if the following conditions apply: space is available; judges agree to pool their chambers collections; a group of judges (e.g., bankruptcy) has chambers outside the courthouse; and/or central library staffing support is not available. Occasionally, an unstaffed library is created with, but on a different floor from, a circuit headquarters or satellite library.



Programming Notes

- Programming dedicated library space requires specific circuit judicial council approval.
 - Specific requirements for central court library collections should be defined by the court in consultation with the circuit librarian.
 - The library service needs of active USCA, U.S. District Court (USDC), U.S. Bankruptcy Court (USBC), and magistrate judges and their staff, as well as the requirements of judges located outside the courthouse within the same city or a designated radius, must be considered.
 - To reduce unnecessary duplication, the impact of shared chambers lawbook collections and coordination of central court library and chambers collections must be considered.
-



Budgetary Notes

- The cost of and space for new or shared court library collections should be partially offset by reducing both judges' chambers law book collections and the size of chambers reference/conference rooms.
 - The impact on library staffing requirements must be considered when planning court libraries located on more than one floor.
-

User Capacity

Patrons

- Court personnel: primarily judges, law clerks, staff attorneys, circuit and district court executive's staff, and clerk's staff
- Public: including private attorneys, U.S. Attorney personnel, and Federal Defender personnel

Library Staff

- Circuit librarian, deputy circuit librarian, and professional, automation, and technical staff
- Staffing levels depend upon the size of the collection and the court facility served.

Adjacency and Circulation

All libraries require accessibility from restricted circulation areas, although public access can also be required. Libraries must accommodate evening and weekend hours without compromising security. Entrances and exits must be located so library staff can monitor them during on-duty hours.

Refer to SRAC figures 8.1 through 8.3 for additional information regarding adjacency and circulation in libraries.

Library Components

Computer Assisted Legal Research (CALR). CALR stations must be located where they can be closely monitored by library staff.

Rare Book/Court Archives Room. The rare book/court archives room must not be located close to the library's main or secondary ingress/egress points. The room must be lockable; staff must admit and survey users from the circulation desk.

Staff Offices. Library staff offices must be located near entrance and circulation/reference areas. Technical staff require workstations in or near the technical services area.

Microform Area (Patrons and Staff). The microform area must be located near the reference area.

Copier Room (Patrons and Staff). The public copier(s) must be coin-operated and located near the circulation/reference areas. The staff copier must be located near the staff offices and technical services area.

Support Spaces. Areas for supply storage, general storage, the mailroom, freight staging, and shelving must be located near the technical services area. In addition, the freight staging area must be conveniently accessible to the building loading dock.

Size

Since each circuit can have three types of libraries, Table 8.1 shows three area allotments. Please refer to the table as a guideline for specific library space size criteria. Factors that influence library size include the size of the collection, the number of court staff and public users, and the size of the library staff. Library space requirements are determined by the circuit librarian with approval by the appropriate circuit judicial council.

The *Guide* assumes that the area allocated for the collection (stack areas) is designed as one contiguous rectangle. Where providing such an area is impossible, space allocated to the collection must be increased.

The *Guide* also assumes that the design program for the library will consider expansion needs and that, for planning purposes, the stacks have reached capacity when 70-80% of the available shelf space is occupied [e.g., using an average planning increment of five volumes per linear foot of shelving, a range three feet (925 mm) wide and six shelves high will be at capacity when it contains 60 to 70 volumes]. Where predicting the expansion needs of a planned collection is difficult, the design program should provide for greater expansion by using a capacity percentage of 50-60%.

The net areas specified in the *Guide* exclude space required to accommodate circulation. While the amount of required circulation space varies with each facility's specific design, an additional percentage of 24% can be applied during preliminary planning to determine the total usable area of a library (i.e., the estimated total usable area of a library is equal to the sum of all the net programmed spaces plus 24%).



Programming Notes

- Libraries must satisfy the specific requirements of the USCA, USDC, and USBC.
 - The size of a court library is determined largely by the size of its collection. Factors influencing the size of the collection include: jurisdiction of the judges; the number of related state volumes; judiciary-related office
-

requirements; and the extent to which chambers law book collections are pooled.

- Space must be allocated for growth of the collection. The impact of increased automation (e.g., CD-ROM and on-line) on shelf space and electronic equipment must also be considered.
 - Workspace requirements for judges and staff are influenced by the extent of pooled chambers law book collections and the proximity to chambers facilities. Court policies on public use of the library also affect work space requirements.
 - Shared chambers law book collections must not increase the overall space requirements for a facility. Space for shared chambers law book collections should be deducted from space allocated to chambers suites on a pro-rata basis.
-

Design Requirements

For specific design requirements for libraries, please see Table 8.1.

Barrier-Free Access

All areas of the library must be accessible to persons with disabilities, including the circulation/reference desk, CALR stations, study spaces, and publicly-accessed bookshelves. See the *Americans with Disabilities Act Architectural Guidelines (ADAAG)* and *Uniform Federal Accessibility Standards (UFAS)* for detailed criteria.

All open stacks and at least one study space of each type must be wheelchair accessible.

Finishes, Furniture, and Fixtures

General Finishes

Walls. Finishes must consider light reflectance, acoustics, and maintenance; outside corners must be protected from damage due to book carts.

Ceilings. All ceilings in the library require good light reflectance. Coffered ceilings should be avoided.

Floors. The library must be carpeted with material that can accommodate heavy traffic and the rolling of book carts. Offices and computer research areas must have anti-static carpets. Storage and work areas must have water- and mar-resistant floor finishes.

Clocks. Wall-mounted clocks must be provided for work, study, and CALR areas, as well as the reference/circulation desk.

Finishes for Circuit Librarian Office

The personal office space of the circuit librarian should have the finishes listed below, or an equivalent. These finishes represent a quality standard or benchmark and are not intended to dictate specific design solutions or treatments.

Walls

- Use gypsum wallboard on metal stud construction, finished with Type II vinyl wall covering.

Base

- Use a four-inch (100 mm), high-coved, vinyl base, typical throughout (unless otherwise dictated by design conditions).

Doors and Frames

- Use American Woodworking Institute (AWI) custom-grade, hardwood veneer solid core doors.
- Door frames are either solid hardwood jambs, door stops, and casings or hollow metal, as dictated by the design or existing building decor condition.

Ceiling

- Use suspended acoustical tile and/or gypsum wall board finishes, as dictated by the design or existing building decor.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and reveals, as required to integrate heating, ventilating, and air conditioning (HVAC) and lighting into a harmonious design.

Floor

- Use 38-ounce (1.07 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet (direct glue-down method) or 38-ounce (1.07 kg) face-weight carpet tiles (18 inch by 18 inch or 450 mm by 450 mm).

Furniture/Fixtures

Circulation/Reference Areas. The circulation/reference desk must be stand-up height, at least 20 feet (6100 mm) long for a central library and at least 12 feet (3700 mm) long for a satellite library. The counter must allow flexibility to accommodate new technologies including: computers, modems, and printers; on-line computerized library catalog (OCLC) terminals; public-access CD-ROM stations; printers; and a facsimile machine. A bookdrop with space for a book truck and compressible shelf must be provided. A card catalog unit and/or computerized catalog for patrons must be provided near the reference desk.

Periodical Area. Periodical shelving units, newspaper racks, and magazine displays must be arranged with lounge chairs and side tables.

Computer Assisted Legal Research. Each CALR workstation must accommodate a computer, modem, and printer. The court-supplied workstation may be L-shaped or U-shaped, and accommodate a swivel chair with recessed arms. Workstations must be grouped in an enclosed space, and separated by acoustical panels.

Shelving must be provided for manuals and aids in the CALR area. Shelving must also be provided within each workstation for papers and books.

Bookstacks. Bookshelf sections are typically 36 inches (925 mm) wide, six to seven shelves high, with a minimum ten inches (250 mm) nominal depth per shelf face. Cantilever-type shelving is preferable wherever seismic anchoring is needed. Built-in metal shelving systems with end panels, incorporating wood or other decorative finishes, must be used. The majority of the collection must be shelved on double-faced units with adjustable shelves and a reference pull-out shelf every other section. CD-ROM stations must be available in the library. All shelving must be consistent with seismic zone design requirements.

Aisles must be at least 36 inches (925 mm) wide, with 48-inch (1225 mm) cross aisles at the end; each aisle must be no more than seven or eight units long. Major traffic aisles must be at least 60 inches (1525 mm) wide. Floors must accommodate at least 150 pounds per square foot (PSF) or 7200 pascals (Pa) live load for normal shelving areas. In libraries with severe space constraints, the collection may be shelved in movable compact shelving. This requires tracks recessed in the floor or raised flooring. Floors supporting this type of shelving must accommodate live loads of at least 300 PSF (14350 Pa).

Libraries with collections located on more than one floor must be equipped with dumbwaiters large enough to accommodate a library cart.

Rare Book/Court Archives Room. Specially designed and lockable bookshelving provided by the court may be required if the room is accessible to the public or used for conferences. If the collection is to be made a focal point or decorative element in the room, shelving with glass doors and display lighting must be provided. Other furnishings may include display cases, a conference table, and armchairs.

Interior windows are desirable, allowing staff to monitor the space and extending any decorative aspects of the room into the rest of the library.

Study Spaces. Group study rooms must have adequate space for tables and chairs. A room reserved solely for court personnel may have either tables or study carrels, depending upon court needs.

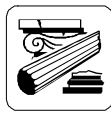
Staff Offices. Library staff offices are generally furnished with L- or U-shaped desks or workstations, depending upon the size of the office. The circuit librarian is provided executive-level furnishings, including a minimum of four book sections, two file cabinets, and two visitor chairs. Smaller library staff offices require fewer of the same furnishings. All staff workstations must accommodate a computer, typewriter, printer, and other accessories.

Technical Services Area. The technical services area must accommodate bookshelf units, work tables, book carts, supply cabinets, and file cabinets. In some libraries, staff workstations can be incorporated into this space. A built-in counter with a sink

must be provided; other furnishings must be movable. Other special equipment, such as copiers, a facsimile machine, and microfiche duplicator(s), can also be located in this area.

Support Spaces. The supply storage, general storage, and shelving areas must be provided shelving as indicated in Table 8.1.

Microform Area (Patrons and Staff). Carrels with microform readers/printers must be located near microform storage cabinets.



Programming Note

- Because allowable live load requirements for microfiche storage cabinets can range as high as 500 PSF (23950 Pa), equipment selection and location must be coordinated early in the planning process.
-

Copier Area (Patrons and Staff). Each copier area contains a copier, work table or counter, and supply storage.



Programming Notes

- Square or rectangular space, with minimum columns and partitions, is best for court libraries. Irregular and/or interrupted space configurations may require more space.
 - Dense shelving requires increased floor load capacity. Facilities with limited floor load capacity require more space, since collections must be dispersed.
-

Security

Access to the library must be located within the court security perimeter screened by the U.S. Marshals Service (USMS). Libraries with limited staffing can have only limited public access. The circulation desk, library staff offices, and study areas in unstaffed libraries must have duress alarm devices. Systems for library materials control may include a bar-scanner circulation system; some libraries with serious book-loss problems also require book-detection systems.

The public entrance to the library must be provided a keylock. A keylock or electronic access control from the library to restricted circulation must also be provided. In addition, entrances to the circuit librarian's office, deputy librarian's office, rare books/archives room, and enclosed storage require key locks.

Acoustics

The required reverberation time (see Table 8.3) determines the degree to which acoustically-absorptive finishes must be used in the library. The entire library must be acoustically isolated from other court functions, including noise-generating functions within the library or adjacent spaces such as copier rooms or restrooms. Acoustical treatment is required for all library ceilings, except in storage areas.

Heating, Ventilating, and Air Conditioning

HVAC controls must accommodate the library's hours of operation and environmental requirements to protect the library's collection from temperature and humidity fluctuations. In extreme climates, such as found in Florida or Alaska, separate humidity and temperature controls may be required.

Temperature, Ventilation, Air Changes, and Humidity

See Table 8.4 for specific criteria.

The rare book/court archives room and the microform storage area require the following special, more constant humidity levels:

- Microforms: 30%
- Bookstacks: 40-50%

Lighting

Natural Lighting

Computer Assisted Legal Research. CALR stations should not be located where there is a glare from natural light.

Bookstacks. Natural light is undesirable for bookstacks due to the damaging effects of sunlight.

Rare Book/Court Archives Room. Natural light is undesirable due to the damaging effects of sunlight.

Study Spaces. Windows allowing an exterior view and natural light are highly desirable. For enclosed study rooms, interior windows are preferred, since users may need to darken the rooms to view video. Interior windows also allow others to determine whether the rooms are occupied.

Staff Offices. Natural light is desirable for all offices. Interior windows are necessary so staff can monitor library activity.

Technical Services Area. Natural light is desirable, assuming excessive light is controlled. Interior windows must be provided for viewing adjoining staff areas.

Microform Area. Natural light is undesirable in the microform area, since readers require a controlled-light environment. Interior windows with a view of library areas must be provided if the area is enclosed.

Electrical Lighting

The lighting in the library must be switch-controlled, direct fluorescent units. Indirect fluorescent units are allowed in areas with computer screens and microform readers. A master switch must be provided at the library staff entrance.

Study spaces must be provided task lighting. Lights must be placed over aisles in stack areas. The rare book/court archives room must have special lighting, depending upon room use and sensitivity of the stored materials. In all areas where reading occurs, care must be taken to avoid glare from lighting sources.

See Table 8.4 for specific lighting criteria.

Electrical, Audio, Video, Communications, and Data Transmission

Electrical Distribution

Normal, duplex, convenience outlets must be provided throughout the library. Dedicated power outlets must be provided wherever computers and other sensitive electronic equipment are used. All study spaces must have access to outlets.

Audio

A paging system is desirable in larger libraries. The system's microphone and controls must be located at the circulation/reference desk; speakers must be located throughout public areas of the library.

Communications

All staff offices and work areas must be provided a telephone outlet. In addition, all enclosed private study areas and CALR stations must be equipped with telephone outlets. Outlets used only by staff and court personnel must have intercom capability.

Data Transmission

All computers and printers in staff, court personnel, and computer research areas must be connected to the court's local area network (LAN).

Computers with communications capabilities must be available to both library staff and patrons (i.e., law clerks, staff attorneys, and others) for accessing on-line information services and CD-ROMs. Computers available to the public must not be connected to the judiciary's data communications network.

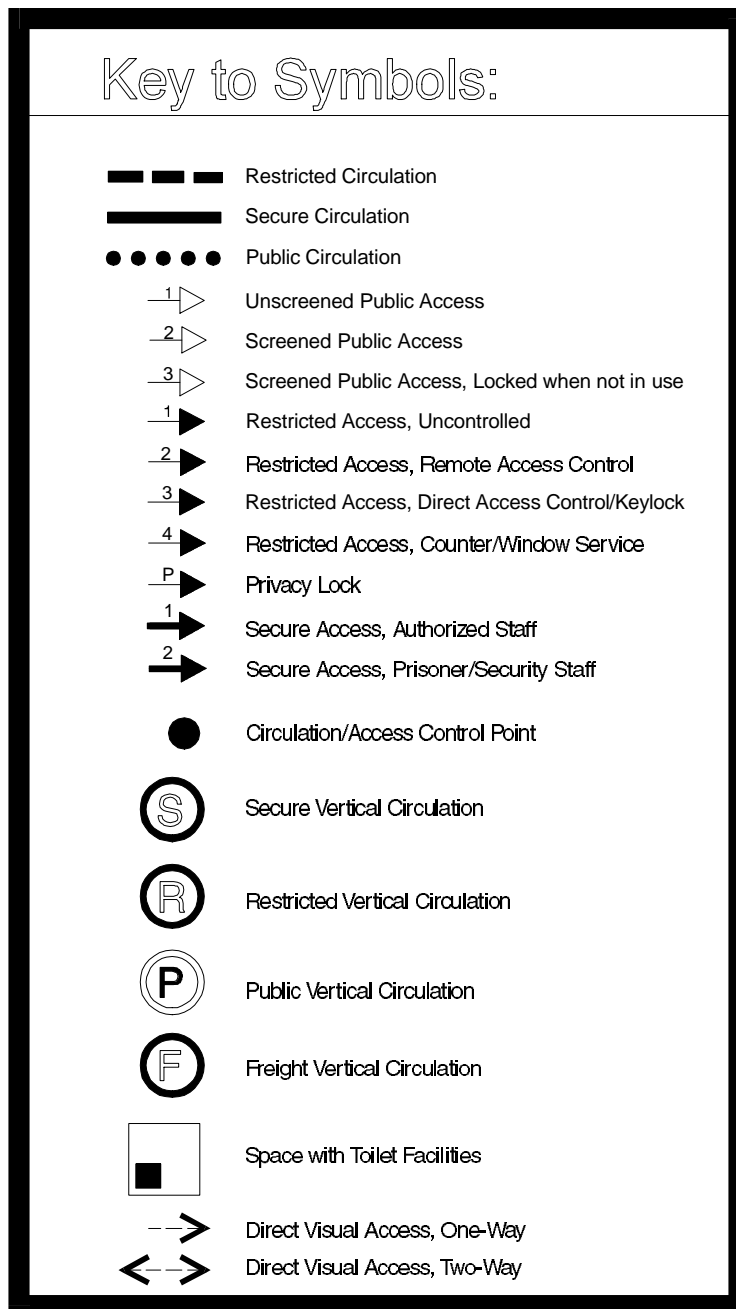
CALR areas must be connected to legal databases through modems or the LAN. Library staff can also use interior networked computers to access CALR, the Integrated Library System, and other circuit applications. Sometimes a CALR training center, with multiple computers in one room, is located within the library.

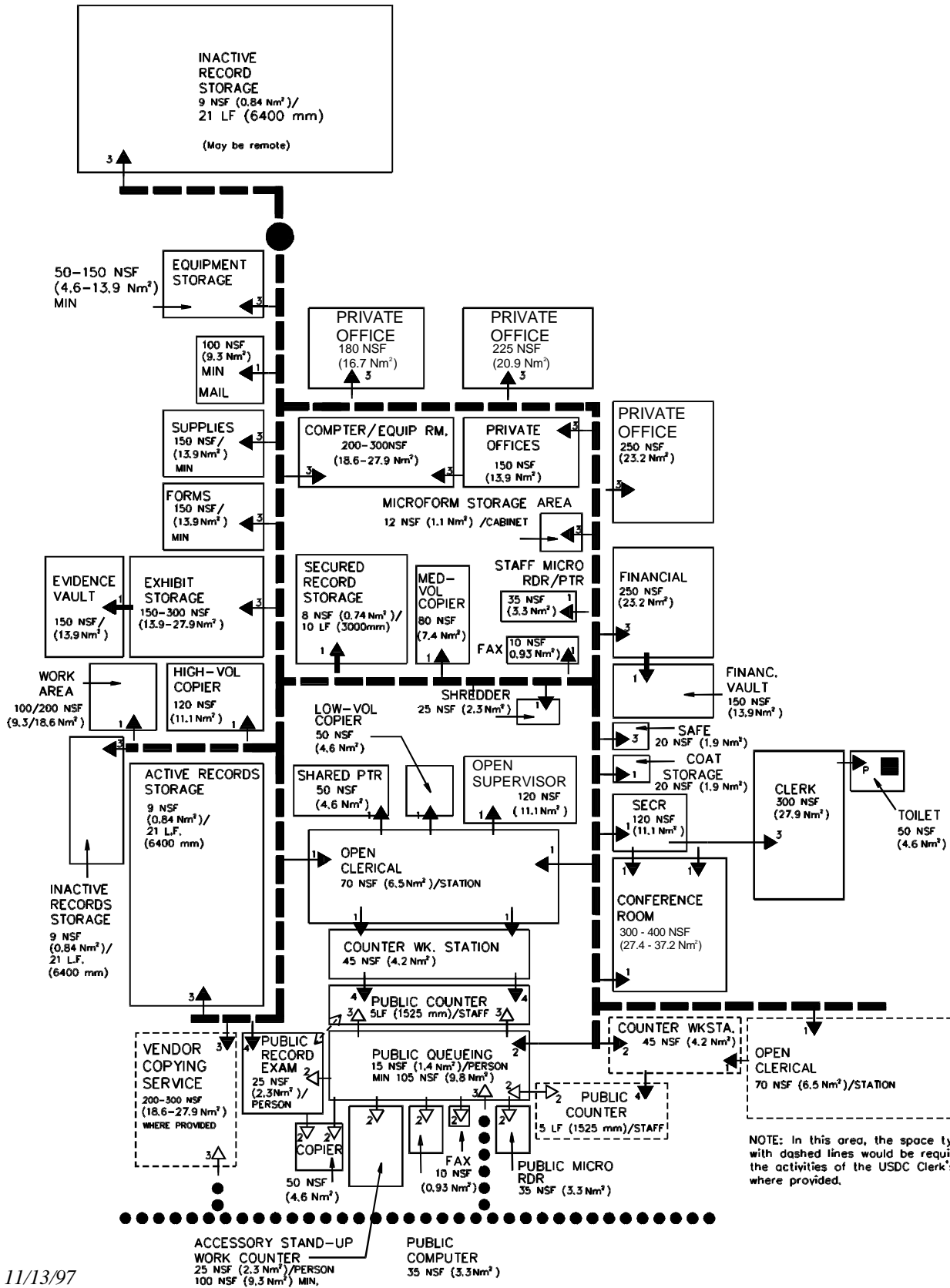
CHAPTER 9: CLERK'S OFFICE

This chapter contains a spatial relationship, accessibility, and circulation (SRAC) diagram, design table, and specific guidelines for the U.S. Court of Appeals (USCA) Clerk's Office, U.S. District Court (USDC) Clerk's Office, and the U.S. Bankruptcy Court (USBC) Clerk's Office.

The number of spaces shown on the SRAC diagram is intended only as an illustration; the actual number of spaces required for a specific facility is determined in the building program.

Figure 9.1
Clerk's Office
SRAC Diagram





**Table 9.1
Clerk's Office
Space, Furniture, and Finishes**

SPACES	SIZE (NSF) (Nm ²)	FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	FINISHES	
			Unless otherwise noted, refer to GSA's <i>Facilities Standards for the Public Buildings Service</i> .	
			Walls	Floor
OFFICES				
Clerk of Court Private Office Private Toilet	300 (27.4) 50 (4.6)		High-quality paint/wall covering	Highest quality carpet
Clerk of Court Visiting Office	150 (13.9)			
Chief Deputy Clerk	250 (23.2)			
Manager	225 (20.9)			
Professional First Line Supervisor	180 (16.7)			
Professional Administrative and Line Positions, incl. Pro Se Attorneys	150 (13.9)			
OPEN WORK STATIONS¹				
Operational/Administrative First Line Supervisor	120 (11.1)			
Operational/Administrative Court Support Positions	70 (6.5)			
Counter and cashier workstations	45 (4.2)			
PUBLIC AREAS				
Queuing/work area	15 (1.4)/person, min. 105 (9.8)		Public areas should have durable finishes that are consistent with the design of the building.	Public areas should have durable finishes that are consistent with the design of the building.
Counter (including cashier stations)	5LF (1525 mm)/staff position	Built-in: Stand-up counter		
Accessory stand-up work counter	25 (2.3)/person, 100 (9.3)min.	Built-in: Stand-up counter		
Coin-operated copier area	50 (4.6)			
Microform reader/printer	35 (3.3)			
Records exam area	25 (2.3)/person, 125 (11.6) min.			
Public access computer station	35 (3.3)			
Public pay facsimile machine	10 (0.93)			
GENERAL SPACES				
Records storage				
Secured records	8 (0.74)/10 LF (3000 mm)			
Active records	9 (0.84)/21 LF (6400 mm)			
Inactive records	9 (0.84) /21LF (6400 mm)			
Financial vault	150 (13.9)			
Microform storage area	12 (1.1)/cabinet			
Microform reader/printer	35 (3.3)			
Exhibit storage				
Large office	300 (27.9)			
Intermediate-size office	225 (20.9)			
Small office	150 (13.9)			

¹ Space sizes for open workstations do not include internal circulation.

Table 9.1 (continued)
Clerk's Office
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm2)	FURNITURE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	FINISHES Unless otherwise noted, refer to GSA's <i>Facilities Standards for the Public Buildings Service</i> .	
			Walls	Floor
GENERAL SPACES (cont d)				
Evidence vault	150 (13.9)			
Equipment storage				
Large office	150 (13.9)			
Small office	50 (4.6)			
Work area				
Large office	15 (1.4)/staff, min. 200 (18.6)			
Small office	15 (1.4)/staff, min. 100 (9.3)			
Copier area, per copier	50 (4.6)/80 (7.4)/120 (11.1) (low, med., high vol.)			
Mail work area				
Large office	200 (18.6)			
Small office	100 (9.3)			
Computer room ²				
Large office	300 (27.9)			
Small office	200 (18.6)			
Conference room	300 (27.4) for up to 20 persons 400 (37.2) for 21-40 persons			
Fax workstation	10 (0.93)			
Shared VDT/printer	50 (4.6)			
Safe	20 (1.9)			
Shredder	25 (2.3)			
Forms storage	150 (13.9)			
Bulk storage	see Chapter 11: Court-Related and Miscellaneous Facilities			
Supplies storage, short term				
Large office	300 (27.9)			
Small office	150 (13.9)			
Staff lounge/break room	see Chapter 11: Court-Related and Miscellaneous Facilities			
Coat storage	20 (1.9)			
Staff toilets	see Chapter 11: Court-Related and Miscellaneous Facilities			
Vendor copying service	200 (18.6)-300 (27.9) (where provided)			

² Consult with AO Space and Facilities Division for room construction standards.

Functions/Activities

A Clerk's Office receives files, documents, and filing fees from attorneys; maintains case dockets and court calendars; distributes court directives including notices, subpoenas, and summonses; responds to public inquiries; and serves as a central source of public information for the court. In addition, each Clerk's Office performs specialized functions required by the particular court it serves. For example, the USDC Clerk's Office assists with jury management.

The level and type of activity at the public counter varies greatly with the type of court served. For the USCA Clerk's Office, which may also provide public reception services for the staff attorney's office, most business is conducted by mail. Public traffic volume is generally low, except on hearing days, when attorney traffic can be relatively high. The USDC Clerk's Office generally experiences peaks of public traffic at the counter in the early morning and afternoon, with a constant but moderate stream of traffic throughout the remainder of the day. A large Clerk's Office can establish specialized "windows" to accommodate various activities, especially during rush periods. The USBC Clerk's Office is constantly busy, with multiple counter stations open. Separate spaces for the public to view documents and coin-operated copy machines are also provided.

User Capacity

U.S. Court of Appeals Clerk's Office

User capacity varies depending upon the number of USCA Clerk's Office staff; USCA judges and support staff; other USCA staff (i.e., staff attorneys); private and government attorneys; legal messenger services; news media representatives; and the general public.

U.S. District Court Clerk's Office

User capacity varies depending upon the number of USDC Clerk's Office staff;

USDC judges, magistrate judges, and support staff; court reporters/recorders; private and government attorneys; legal messenger services and other attorney support services; title companies and other private concerns researching court records; news media representatives; and the general public.

U.S. Bankruptcy Court Clerk's Office

User capacity in the USBC Clerk's Office varies depending upon the number of USBC Clerk's Office staff; USBC judges and support staff; Bankruptcy Administrator staff (where applicable); court reporters/recorders; U.S. Trustee staff; private and government attorneys; legal messenger services and other attorney support services; title companies and other private concerns researching court records; private copying vendors; news media representatives; and the general public.

Adjacency and Circulation

Convenient and direct circulation must be provided for all Clerk's Offices due to the potentially high volume of public traffic. Clerk and court staff must have quick and convenient restricted access to and from courtroom/chambers floors.

Size

Net areas specified in the *Guide* exclude the space required to accommodate circulation. While the amount of circulation required for the Clerk's Office varies with each facility's specific design, 24% of the net programmed space can be added to determine the total usable area of the Clerk's Office (i.e., the estimated total usable area of the Clerk's Office is equal to the sum of all the net programmed spaces plus 24%). Please refer to Table 9.1 for additional detail of space sizes in the Clerk's Office.



Programming Notes

- Space standards in the *Guide* for Clerk's Office personnel must be allocated according to benchmark occupational groups described in the judiciary's *Human Resources Manual*. See also Table 9.1.
- The term "first-line supervisor" designates those who are primarily responsible for the daily supervision of the administrative and technical performance of employees.
- The term "manager" designates those who are responsible for supervising first-line supervisors.
- One 300 net square feet (NSF) [27.4 net square meters (Nm²)] personal office and a 50 NSF (4.6 Nm²) private toilet must be programmed for the Clerk of Court per district. A 150 NSF (13.9 Nm²) visiting office may be programmed for the Clerk of Court at divisional offices if approved by the circuit judicial council.
- Conference and training rooms in the Clerk's Office must accommodate the number of managers and first-line supervisors. See Table 9.1 for specific size criteria. Requirements for larger conference and training needs must be accommodated in shared conference/training rooms or multi-use spaces within the courthouse.
- Consideration should be given to staff use of public bathrooms, rather than programming separate facilities. If separate staff toilets are necessary, only one set of men's and women's toilets per floor should be provided.

Design Requirements

Barrier-Free Access

All areas of the Clerk's Office must be accessible to persons with disabilities including service counters, computer terminals, microfiche machines, work areas, and public copy machines. See the *Americans with Disabilities Act Architectural Guidelines (ADAAG)* and *Uniform Federal Accessibility Standards (UFAS)* for detailed criteria.

Finishes, Furniture, and Fixtures

Finishes

Public areas of the Clerk's Office must be provided with durable finishes compatible with the design style of the courthouse's public areas. The personal office space of the Clerk of Court should be provided the finishes listed below or equivalent. These finishes represent a quality standard or benchmark and are not intended to dictate specific design solutions or treatments.

Walls

- Use gypsum wallboard on metal stud construction, finished with Type II vinyl wall covering.

Base

- Use a four-inch (100 mm), high-coved vinyl base, typical throughout (unless dictated by design conditions).

Doors and Frames

- Use American Woodworking Institute (AWI) custom-grade, hardwood veneer solid core doors.

- Door frames are either solid hardwood jambs, door stops, and casings or hollow metal, as dictated by the design or existing building decor condition.

Ceiling

- Use suspended acoustical tile and/or gypsum wall board finishes, as dictated by the design or existing building decor.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and reveals as required to integrate heating, ventilating, and air conditioning (HVAC) and lighting into a harmonious design.

Floor

- Use 38-ounce (1.07 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet (direct glue-down method) or thirty-eight ounce (1.07 kg) face-weight, carpet tiles (18-inch by 18-inch or 450 mm by 450 mm).

General office areas and other assigned spaces are to be finished according to requirements contained in the General Services Administration's (GSA) *Facilities Standards for the Public Buildings Service*.



Budgetary Note

- All finishes must respond to construction budget limitations and life-cycle cost requirements.
-

Furniture and Fixtures

Refer to Table 9.1 for detailed information on furniture and fixtures.

Security

The security and alarm systems for the Clerk's Office must function as an integral part of the security and alarm systems for the total court facility. Evidence and financial vaults must be equipped with a keypad shunt, vault door contacts, heat sensors, motion detector, and duress alarm device connected to the U.S. Marshals Service (USMS) Command and Control Center.

Security and alarm systems at public counter stations, including cashier stations, the clerk's private office, and financial and evidence vaults must be provided. In addition, the clerk's private office, as well as the staff side of the public counter, secure storage, and other selected office areas, must be equipped with duress alarm devices. The alarms must be connected to the USMS Command and Control Center.

Public access to the restricted office area is controlled with an electric lock operated at the public counter workstation. Entrances to the Clerk's Office suite, Clerk of the Court and manager offices, computer room, vendor copying service, and enclosed storage must have key locks. Employee access from public circulation is controlled by keylock or electronic access control. Access from the Clerk's Office to restricted circulation, if provided, is controlled by keylock or electronic access control. Single-fixture toilets must have privacy locks. Refer to *Facilities Standards for the Public Buildings Service* for additional security criteria.

Clerk's Offices located in a facility where weapons screening is not conducted at the entry must have a public counter (including the cashier's station) with a ballistic-resistant (UL Standard 752, Level III) transaction window. In addition, the counter wall must have ballistic-resistant surfaces from floor to ceiling within ten feet left and right of the window.

Acoustics

The public counter area must be acoustically separate from adjacent open work areas. Refer to *Facilities Standards for the Public Buildings Service* for acoustical requirements.

Heating, Ventilating, and Air Conditioning

Refer to *Facilities Standards for the Public Buildings Service* for HVAC criteria.

Lighting

Refer to *Facilities Standards for the Public Buildings Service* for lighting criteria.

Electrical, Audio, Visual, Communications, and Data Transmission

Electrical Distribution

Refer to *Facilities Standards for the Public Buildings Service* for electrical distribution criteria.

Video

At least one master antennae television (MATV) outlet must be provided in the conference room.

Communications

Refer to *Facilities Standards for the Public Buildings Service* for criteria.

Data Transmission

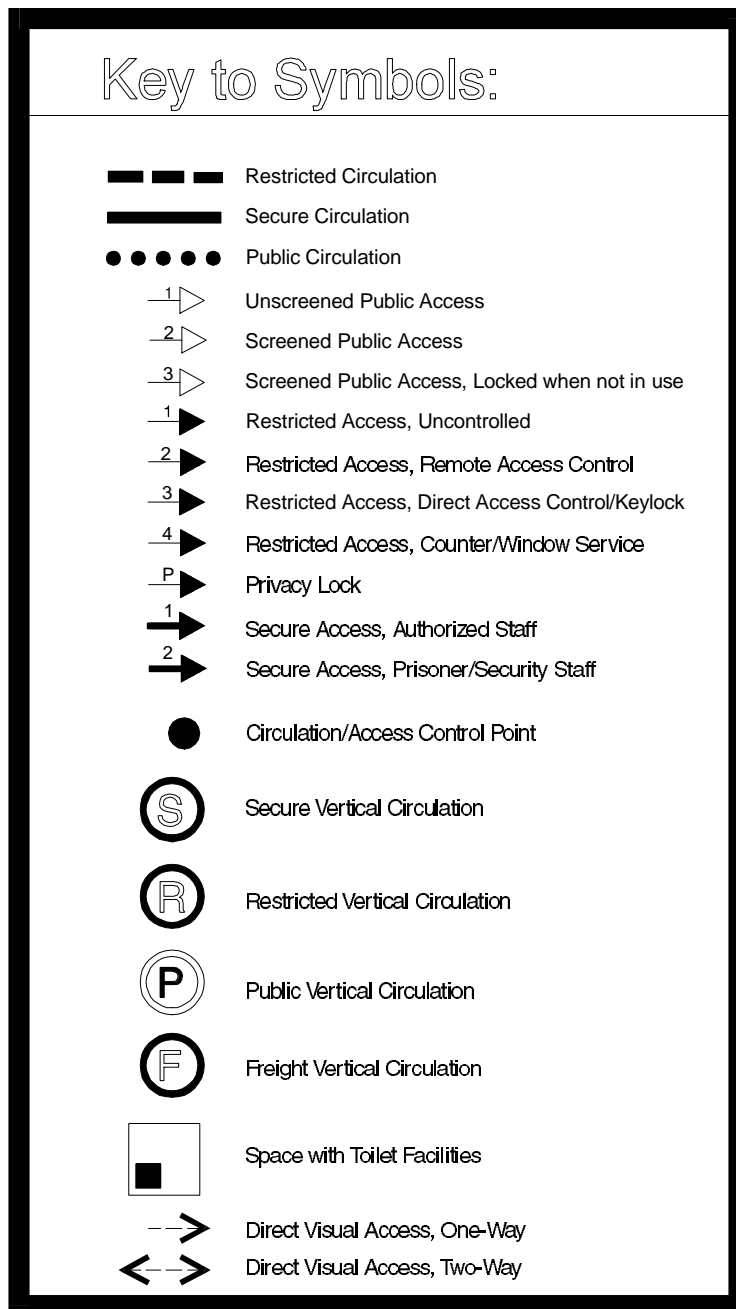
Clerk's Office staff require access to computers connected to local area networks (LANs) and wide area networks (WANs). For this reason, all offices, workstations, public counter stations, public-access computer terminals, and conference rooms must be provided data outlets linked to the court's LAN/WAN. In addition, dedicated electrical systems and network wiring for computers, network servers, and related data and communications hardware must meet current technological needs and have flexibility to accommodate growth in the future. Refer to *Facilities Standards for the Public Buildings Service* for additional requirements.

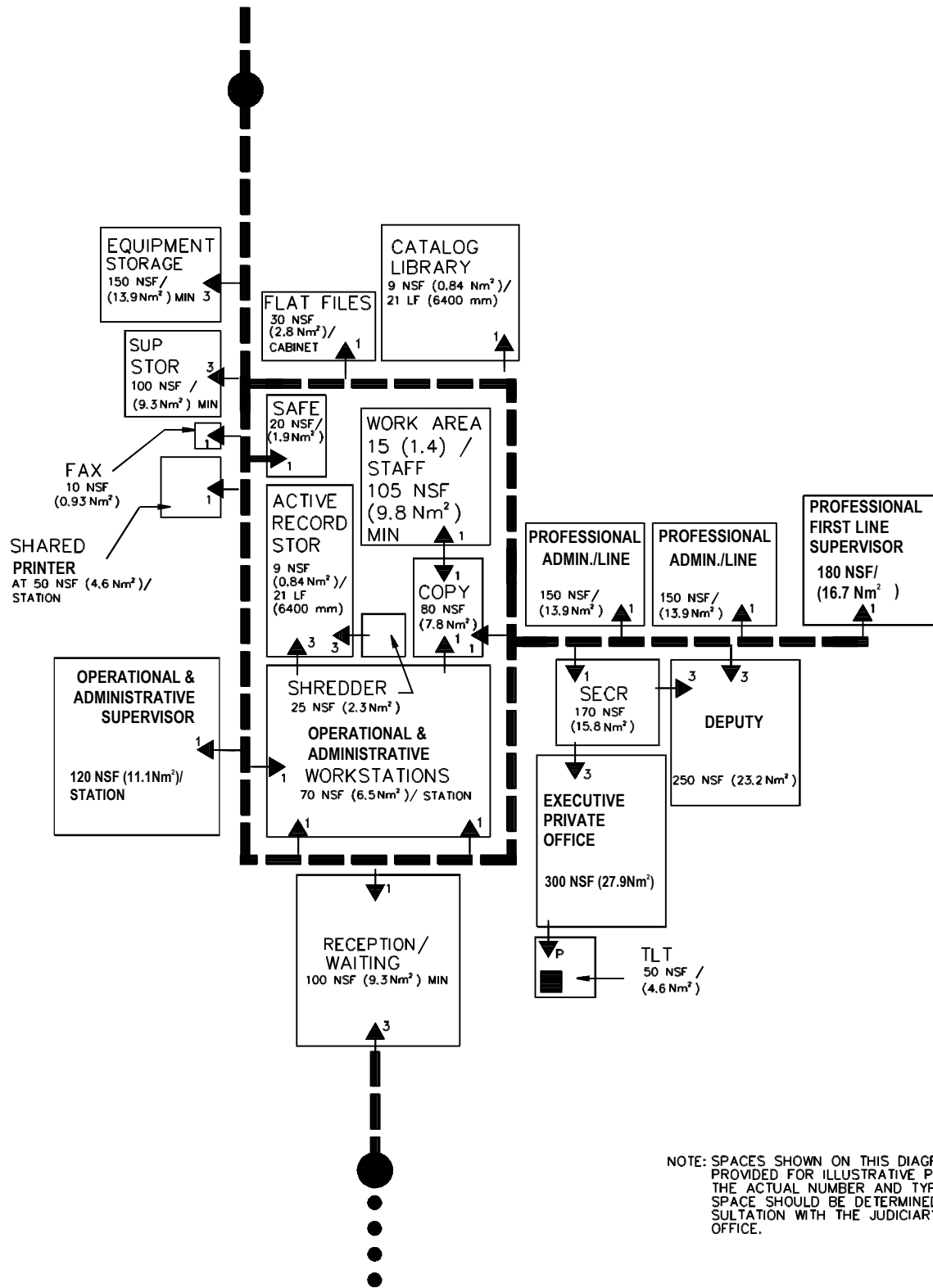
CHAPTER 10: JUDICIARY-RELATED OFFICES

This chapter contains spatial relationship, accessibility, and circulation (SRAC) diagrams, design tables, general guidelines for judiciary-related offices, and specific guidelines for the Office of the Circuit Executive [U.S. Court of Appeals (USCA)], Office of the Staff Attorney (USCA), Office of the Preargument/Conference Attorney (USCA), Office of the District Court Executive [U.S. District Court (USDC)], U.S. Probation Office (USDC), Pretrial Services Office (USDC), Office of the Bankruptcy Administrator, and the Federal Defender. The Space and Facilities Division of the Administrative Office of the U.S. Courts (AOUSC) should be contacted to obtain space criteria for Bankruptcy Court Appellate Panels.

The number of spaces shown on the SRAC diagrams is intended only as an illustration; the actual number of spaces required for a specific facility is determined in the building program.

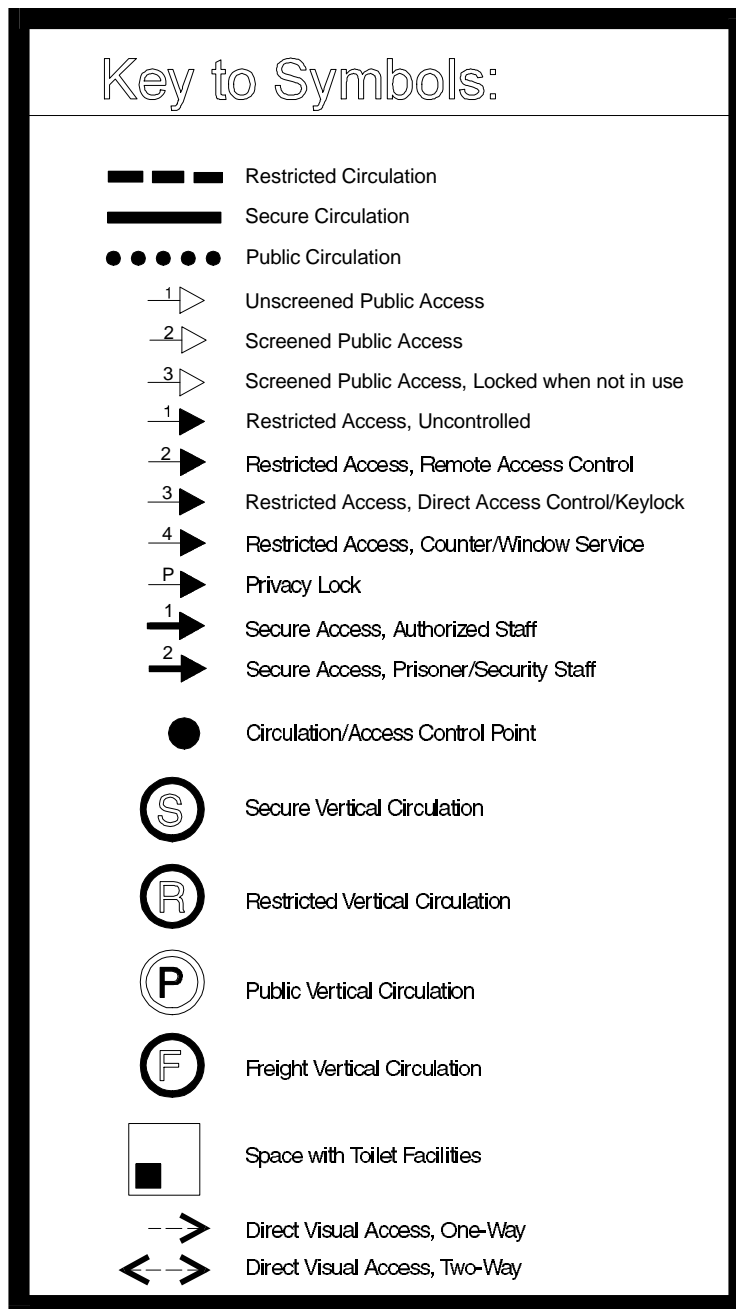
Figure 10.1
Judiciary-Related Offices
Office of the Circuit Executive and
Office of the District Court Executive
SRAC Diagram

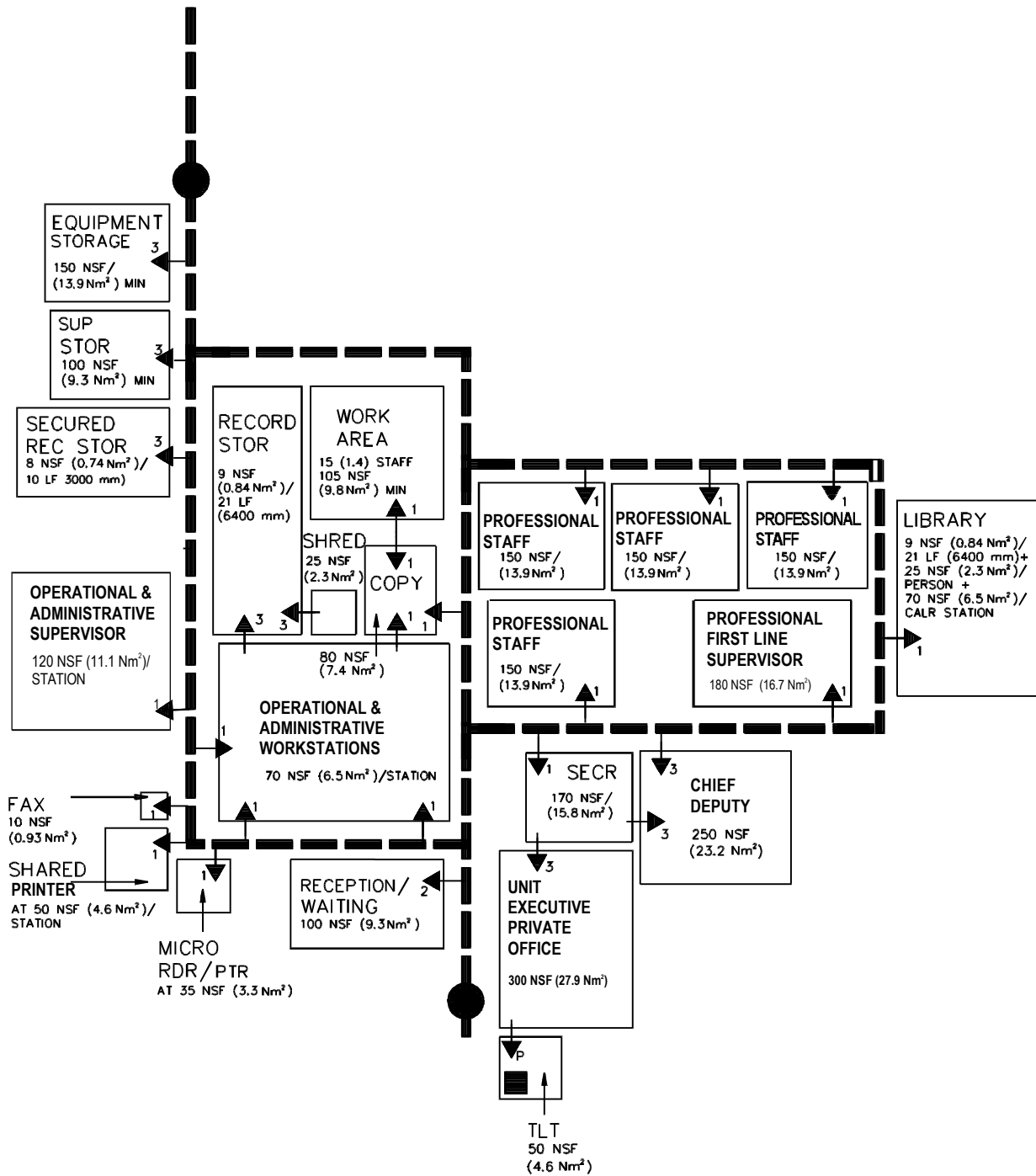




NOTE: SPACES SHOWN ON THIS DIAGRAM ARE PROVIDED FOR ILLUSTRATIVE PURPOSES. THE ACTUAL NUMBER AND TYPE OF EACH SPACE SHOULD BE DETERMINED IN CONSULTATION WITH THE JUDICIARY-RELATED OFFICE.

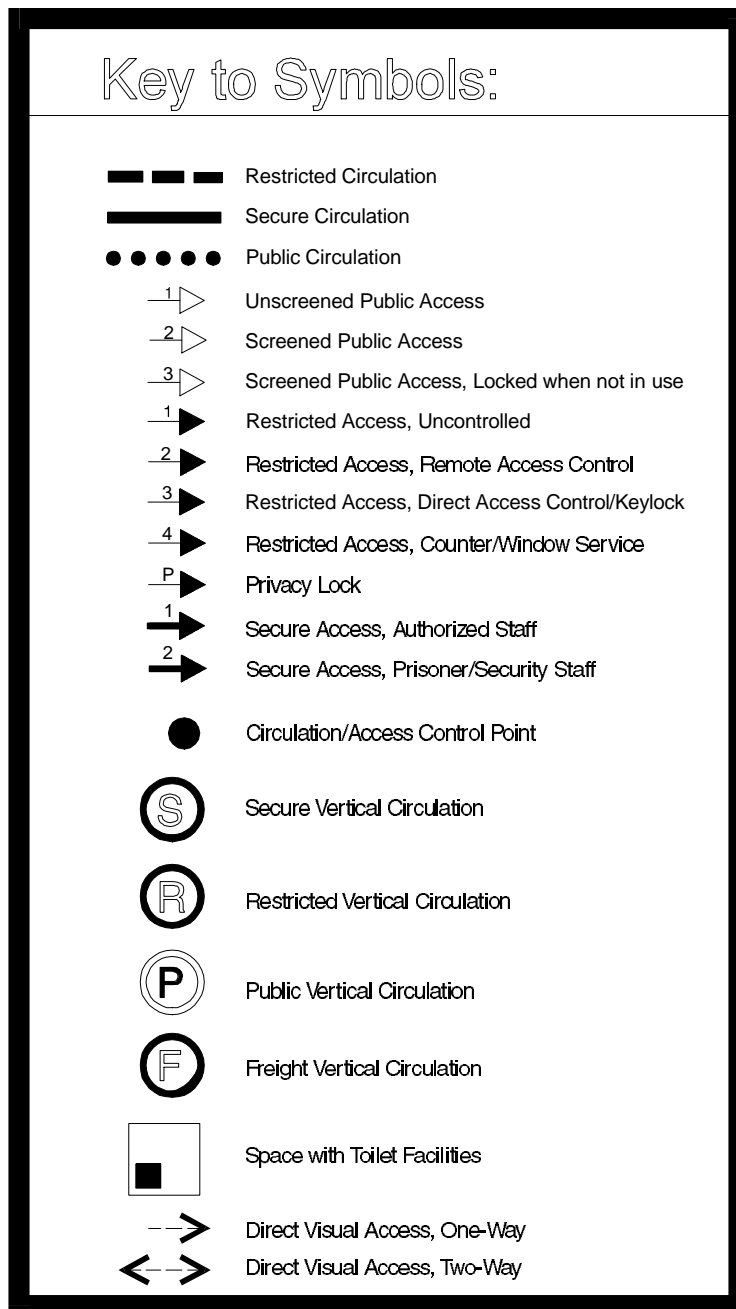
Figure 10.2
Judiciary-Related Offices
Office of the Staff Attorney
SRAC Diagram





NOTE: SPACES SHOWN ON THIS DIAGRAM ARE PROVIDED FOR ILLUSTRATIVE PURPOSES. THE ACTUAL NUMBER AND TYPE OF EACH SPACE SHOULD BE DETERMINED IN CONSULTATION WITH THE JUDICIARY-RELATED OFFICE.

Figure 10.3
Judiciary-Related Offices
U.S. Probation Office
Pretrial Services Office
SRAC Diagram



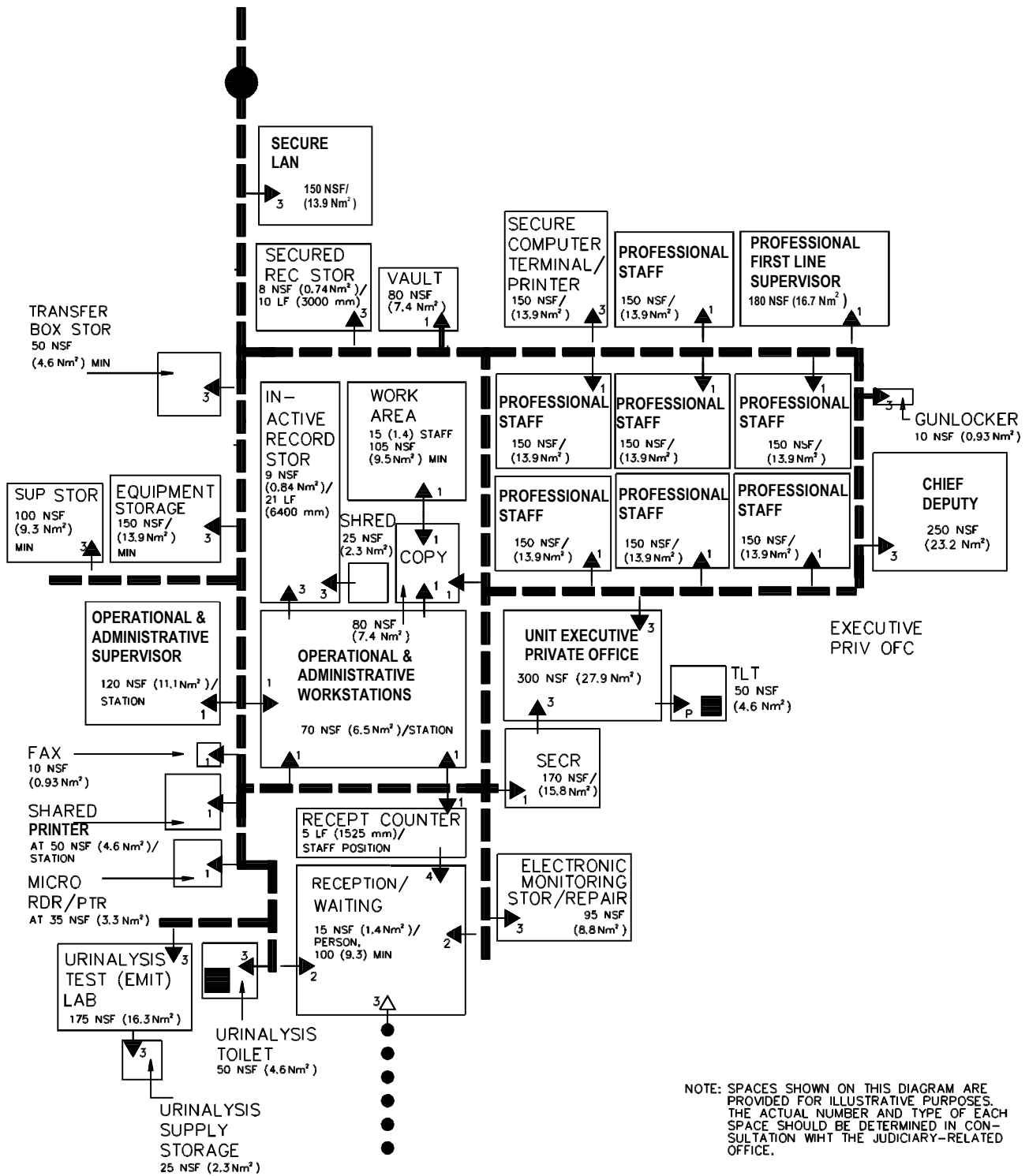
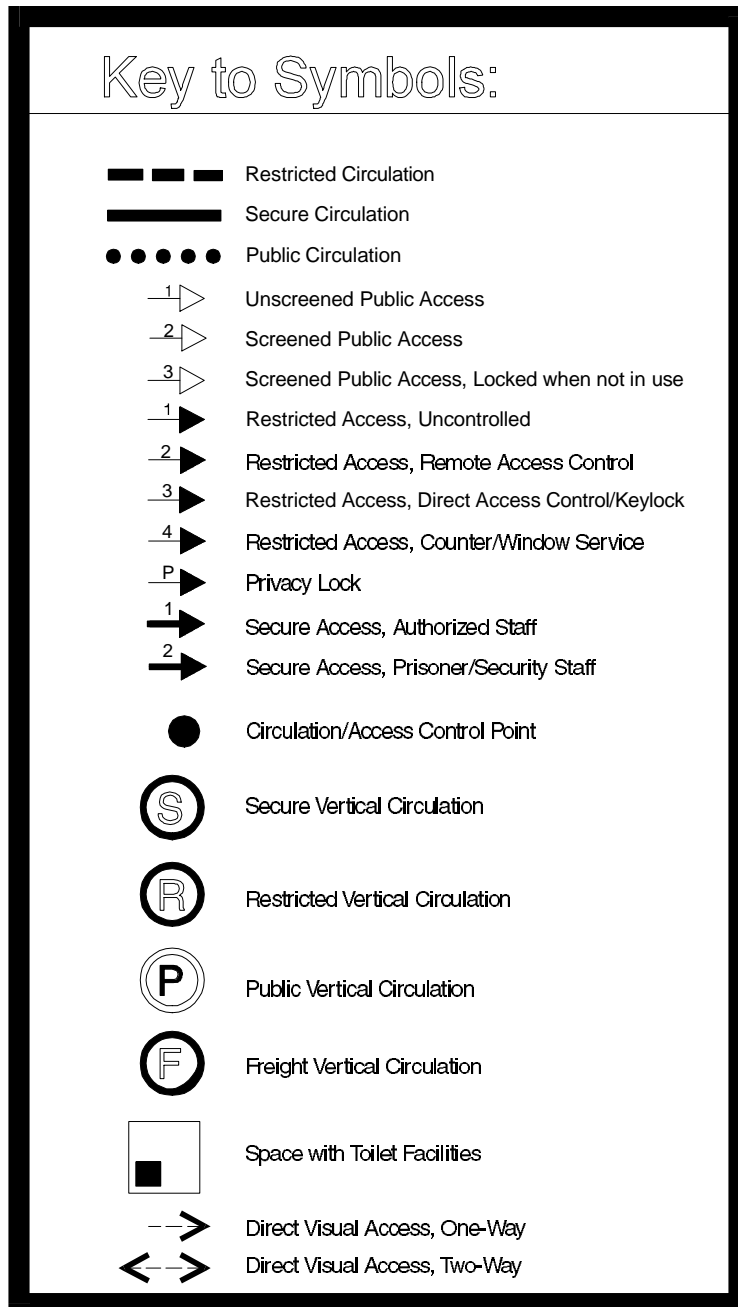


Figure 10.4
Judiciary-Related Offices
Federal Defender
SRAC Diagram



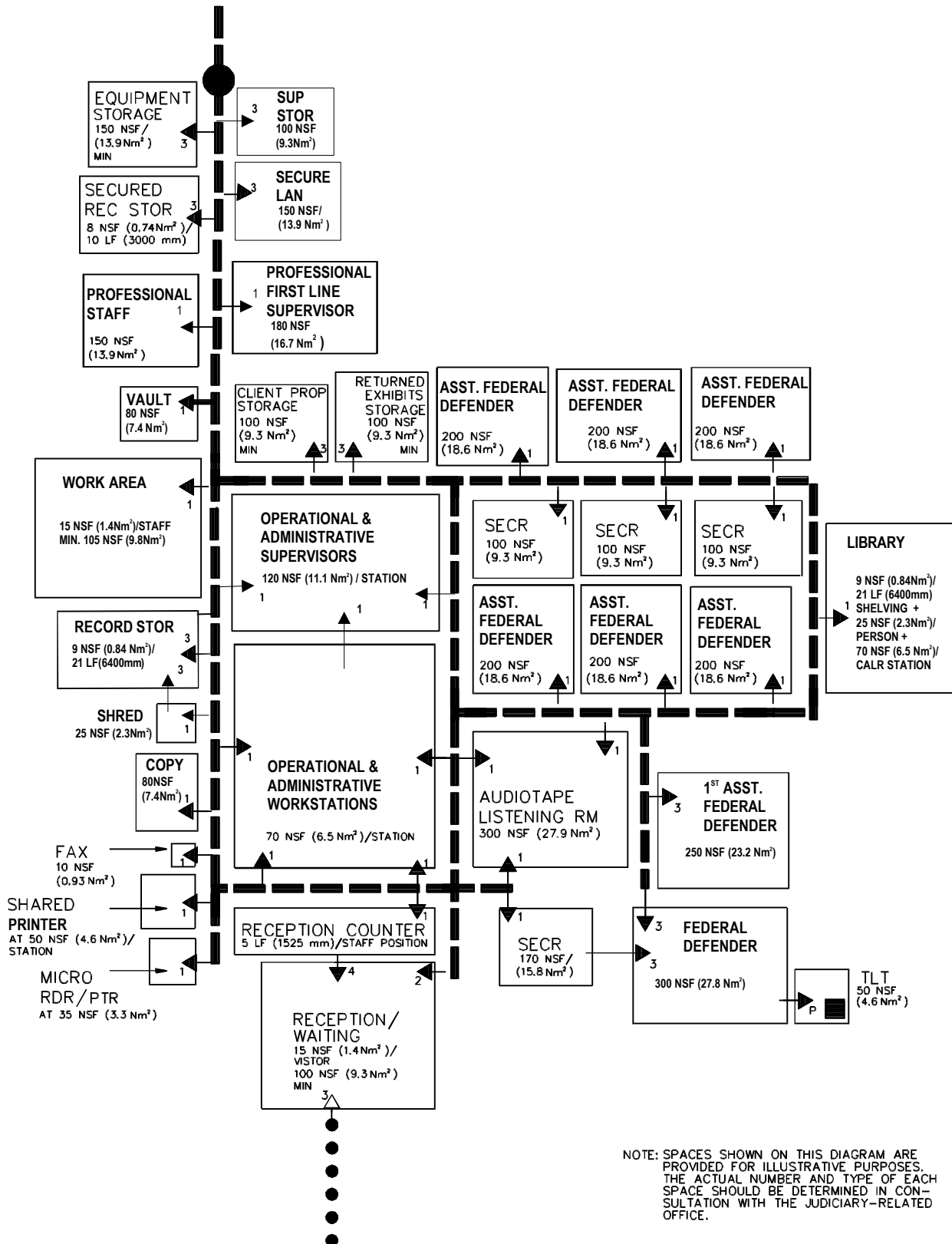


Table 10.1
Judiciary-Related Offices
Space, Furniture, and Finishes

SPACES	SIZE (NSF) (Nm ²)	FURNITURE/STORAGE (Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)	FINISHES Unless otherwise noted, refer to GSA's <i>Facilities Standards for the Public Buildings Service</i> .	
			Walls	Floor
OFFICES				
Unit Executive Private Office Private Toilet	300 (27.9) 50 (4.6)		High-quality paint/wall covering	Highest quality carpet
Executive Secretary Reception Area	120 (11.1) + +50 (4.6)			
Chief Deputy, Deputy-In-Charge	250 (23.2)			
Manager	225 (20.9)			
Assistant Federal Defender	200 (18.6)			
Professional First Line Supervisor	180 (16.7)			
Professional Administrative and Professional Line Positions	150 (13.9)			
OPEN WORKSTATIONS¹				
Operational and Administrative Support First Line Supervisor	120 (11.1)			
Secretary	100 (9.3)			
Operational and Administrative Support Positions	70 (6.5)			
Counter and cashier workstations	45 (4.2)			
GENERAL OFFICE SPACES				
Reception/waiting	15 (1.4)/person min. 105 (9.8)			
Counter/screening	5 LF (1525 mm)/ staff position	Built-in: Stand-up counter (U.S. Probation, Pretrial Services, and Federal Defender Offices) with break-resistant design and glazing (U.S. Probation, Pretrial Services, and Federal Defender Offices only)		
Records storage				
Secured records storage	8 (0.74) /10 LF (3000 mm)			
Active records storage	9 (0.84)/21 LF (6400 mm)			
Inactive records storage	9 (0.84)/21 LF (6400 mm)			
Transfer box storage	50 (4.6)			
Work table	90 (8.4)			
Supplies storage				
Large office	100 (9.3)			
Small office	50 (4.6)			
Equipment storage				
Large office	150 (13.9)			

¹ Space sizes for open workstations do not include internal circulation.

**Table 10.1 (continued)
Judiciary-Related Offices
Space, Furniture, and Finishes**

SPACES	SIZE (NSF) (Nm ²)	FURNITURE/STORAGE <small>(Built-in furniture is required. Movable furniture is noted here for illustrative purposes and determining dimensions of spaces only.)</small>	FINISHES <small>Unless otherwise noted, refer to GSA's <i>Facilities Standards for the Public Buildings Service.</i></small>	
			Walls	Floor
GENERAL OFFICE SPACES (cont'd)				
Small office	50 (4.6)			
Work area	15 (1.4)/staff, min. 105 (9.8)			
Copier area (per copier)	50 (4.6)/80 (7.4)/120 (11.1) <small>(low/med./high vol.)</small>			
Conference rooms	300 (27.9) for up to 20 persons 400 (37.2) for 21 or more persons			
Library	9 (0.84)/21 LF (6400 mm) of shelving + 25 (2.3)/person + 70 (6.5)/CALR station			
Fax work station	10 (0.93)			
Shared CRT/printer area	50 (4.6)			
Vault/safe	20-80 (1.9-7.4)			
Microform reader/printer	35 (3.3)			
Microform storage cabinet	12 (1.1)/cabinet			
Shredder	25 (2.3)			
Staff lounge	see Chapter 11: Court Related & Miscellaneous Facilities			
Staff toilets	see Chapter 11: Court Related & Miscellaneous Facilities			
SPECIAL OFFICE SPACES				
Toilet for urinalysis sample collection	50 (4.6)	See Design Requirements for U.S. Probation and Pretrial Services		
Urinalysis supplies storage	25 (2.3)	See Design Requirements for U.S. Probation and Pretrial Services		
Urinalysis testing/EMIT lab & sample storage	175 (16.3)	See Design Requirements for U.S. Probation and Pretrial Services		
Electronic monitoring equipment storage/repair room	95 (8.8)	See Design Requirements for U.S. Probation and Pretrial Services		
Secure computer terminal/ printer room	150 (13.9)			
Gunlock	10 (0.93)			
Audio tape listening room	300 (27.9)	See Design Requirements for Federal Defender		
Flat file	30 (2.8)/cabinet			
Client property storage room	100 (9.3)	See Design Requirements for Federal Defender		
Returned exhibits storage room	100 (9.3)	See Design Requirements for Federal Defender		

General Criteria

For specific criteria regarding judiciary-related offices, refer to Table 10.1.

Circulation

The net areas specified in the *Guide* exclude space required to accommodate circulation among the listed spaces. While the amount of circulation space required varies among judiciary-related offices and with each facility's specific design, 19% to 21% of the net programmed space can be added to determine the total usable area of the judiciary-related offices (i.e., the estimated total usable area of the judiciary-related office is equal to the sum of all the net programmed spaces plus 19% to 21% depending upon the department). See the criteria for specific judiciary-related departments for the percentage to be added. Add 21% for circulation within a department if specific criteria are not provided.



Programming Notes

- Criteria in the *Guide* for personnel in judiciary-related offices will be allocated according to the benchmark occupational groups described in the judiciary's *Human Resources Manual*, the *Categorization of Defender Organization Classification (DOCS) Positions*, or equivalent. These documents are available from the AOUSC. See also Table 10.1.
 - The term "first-line supervisor" designates those who are primarily responsible for daily supervision of the administrative and technical performance of employees.
 - The term "manager" designates those who are responsible for supervising first-line supervisors.
-

-
- Program only one 300 net square feet (NSF) [27.4 net square meters (Nm²)] office and a 50 NSF (4.6 Nm²) private toilet for judiciary-related office unit executives per district. A 150 NSF (13.9 Nm²) visiting office may be programmed at divisional offices for unit executives if necessary.
 - Conference rooms in judiciary-related offices are to be sized to accommodate the number of managers and first-line supervisors. See Table 10.1 for specific size criteria. Requirements for larger conference and training needs will be accommodated in shared conference/training rooms or multi-use spaces within the courthouse.
-

Design Requirements

Staff Lounge and Toilets. The staff lounge and toilets must be located within restricted circulation on floors with judiciary-related offices. (See Chapter 11: Court-Related Facilities and Miscellaneous Offices.)



Programming Note

- Consideration should be given to staff use of public bathrooms rather than programming separate facilities. If separate staff toilets are necessary, only one set of men's and women's toilets per floor should be provided.
-

Finishes, Furniture, and Fixtures

Unit Executive Private Offices. The private office space of the Circuit Executive, District Court Executive, Senior Staff Attorney, Chief Probation Officer, Chief Pretrial Services Officer, Preargument/Conference Attorney, Conference/Settlement

Attorney, Bankruptcy Administrator, and Federal Defender must be provided with the finishes listed below or equivalent. These finishes represent a quality standard or benchmark and are not intended to dictate specific design solutions or treatments.

General office areas and other assigned spaces must be finished according to requirements contained in the General Services Administration's (GSA) *Facilities Standards for the Public Buildings Service*.



Budgetary Note

- All finishes must respond to construction-budget limitations and life-cycle cost requirements.
-

Walls

- Use gypsum wallboard on metal stud construction, finished with Type II vinyl wall covering or high-quality paint.

Base

- Use a four-inch (100 mm), high-coved vinyl base, typical throughout (unless dictated by design conditions).

Doors and Frames

- Use American Woodworking Institute (AWI) custom-grade, hardwood veneer, solid core doors.
- Door frames are either solid hardwood jambs, door stops, and casings or hollow metal, as dictated by the design or existing building decor.

Ceiling

- Use suspended acoustical tile and/or gypsum wall board finishes, as dictated by the design or existing building decor.
- Provide other ceiling elements, such as soffits, perimeter coves, recesses, and

reveals as required to integrate heating, ventilating, and air conditioning (HVAC) and lighting into a harmonious design.

Floor

- Use 38-ounce (1.07 kg) face-weight, synthetic (nylon or equal), commercial-grade carpet (direct glue-down method) or 38-ounce (1.07 kg) face-weight carpet tiles (18 inch by 18 inch or 450 mm by 450 mm).

Security

Security and alarm systems for the various judiciary-related offices must function as an integral part of the security and alarm systems for the total facility. Public entrances to judiciary-related offices must be provided keylocks. If public access to the office areas is restricted, access is controlled with an electric lock operated at the public counter or reception workstation. Employee access from public circulation and access from judiciary-related offices to restricted circulation (if provided) is controlled by keylock or electronic access control. Doors to executive offices, managers' offices, and enclosed storage rooms must have key locks, except as otherwise noted. Secure storage spaces must be provided heat with sensors. Single-fixture toilets must have privacy locks.

Reception/public counter workstations must be equipped with duress alarm devices, connected to the United States Marshals Service (USMS) Command and Control Center. Refer to document *Facilities Standards for the Public Buildings Service* and USMS' *Requirements and Specifications for Special Purpose and Support Space Manual* for additional security criteria.

Security alarms must also be placed near the receptionist at the main entrance door, as well as selected inner areas and other locations as noted in security criteria for specific judiciary-related offices.

Acoustics

Refer to document *Facilities Standards for the Public Buildings Service*.

Heating, Ventilating, and Air Conditioning

Refer to document *Facilities Standards for the Public Buildings Service*.

Lighting

Refer to document *Facilities Standards for the Public Buildings Service*.

Electric, Audio, Visual, Communications, and Data Transmission

Refer to document *Facilities Standards for the Public Buildings Service*.

Office of the Circuit Executive

Functions/Activities

The Office of the Circuit Executive provides legal and administrative support in each circuit.

Adjacency and Circulation

The Office of the Circuit Executive requires restricted access for office staff, USCA judges and their support staff, and other court staff. The need for public access is infrequent but must not be precluded.

Design Requirements

The following areas are unique to the Office of the Circuit Executive:

- Flat files or other equipment for storage of construction contract document drawings
- Library area for storage of supplier catalogs and operational manuals
- Bulk storage area (provided as part of court-related facilities; refer to Chapter 11: Court-Related and Miscellaneous Facilities)



Programming Note

- Counter and cashier workstations are not required in the Office of the Circuit Executive.
-

Security

Duress alarm devices must be placed near the receptionist at the main entrance door and selected inner areas.

Office of the Staff Attorney

Functions/Activities

The Office of the Staff Attorney provides legal assistance to USCA judges.



Programming Note

- Counter and cashier workstations, as well as vault/safe areas, are not required in the Office of the Staff Attorney.
-

Adjacency and Circulation

The Office of the Staff Attorney primarily requires restricted access for USCA staff; limited access from public circulation is also required. The office must be located close to the court library and Circuit Clerk's Office.

Security

The Office of the Staff Attorney requires duress alarm devices near the receptionist at the main entrance door, in selected inner areas, and for secured storage.

Office of the Preargument/Conference Attorney

Functions/Activities

In some USCA circuits, a Preargument/Conference Attorney is provided under the Civil Appeals Mediation Program. The Preargument/Conference Attorney assists the court by working to effect settlements in appeal cases.

Adjacency and Circulation

The Office of the Preargument/Conference Attorney requires public access. Staff must also have restricted access to the judges and staff they serve.

Design Requirements

The Office of the Preargument/Conference Attorney includes general personnel offices and support space, as listed in Table 10.1 and according to the requirements of the Preargument/Conference Attorney. Preargument/Conference Attorneys require a separate conference room adjacent to their offices.

Acoustics

Both executive offices and conference rooms must provide acoustical confidentiality.

Security

A duress alarm device must be located near the receptionist.

Electric, Audio, Visual, Communications, and Data Transmission

Accommodation for video conferencing must be provided in executive offices.

Office of the District Court Executive

Functions/Activities

The Office of the District Court Executive provides legal and administrative support for a particular judicial district. Not every district has this office.

Adjacency and Circulation

The Office of the District Court Executive requires restricted access for office staff, USDC judges and their support staff, and other court staff. The need for public access is infrequent, but must not be precluded.

Design Requirements

The following areas are unique to the Office of the District Court Executive:

- Flat files or other equipment for storage of construction contract document drawings
- Library area for storage of supplier catalogs and operational manuals
- Bulk storage area (provided as part of court-related facilities; refer to Chapter 11: Court-Related and Miscellaneous Facilities)



Programming Note

- Counter and cashier workstations are not required in the Office of the District Court Executive.
-

Security

The Office of the District Court Executive requires duress alarm devices near the receptionist at the main entrance door and selected inner areas.

U.S. Probation/Pretrial Services Offices

Functions/Activities

The U.S. Probation Office counsels and supervises persons placed on probation or supervised release by the court, as well as persons conditionally released from prison. In addition, Probation Officers conduct pre-sentence investigations, prepare reports, and make recommendations for consideration by judicial officers. As part of its supervision activities, the office also performs urinalysis drug testing.

The Pretrial Services Office conducts background investigations on all defendants charged with federal criminal offenses and provides judicial officers with reports and recommendations for bail and release conditions. The office also supervises released defendants, performs pretrial diversion investigations, and supervises persons assigned to the diversion program. As part of its supervision activities, the office also performs urinalysis drug testing. In some locations, the Probation Office performs the functions of the Pretrial Services Office.

Adjacency and Circulation

Both the U.S. Probation Office and Pretrial Services Office require public access to reception areas during the day and in the evenings. Restricted access for office staff is also required during these times; staff must be able to enter and leave the office without passing through the public reception/waiting area or extensively using the public circulation system. If the office is located in a facility where weapons screening is not conducted at the entry, public access to the office must be provided with a weapons screening facility.

The U.S. Probation Office requires proximity to the main public entry area, after the security screening point. If the Probation Office requires off-hours access for staff and clients, the most desirable location is on the main public entry level, with separate off-hours controlled access.

The Pretrial Services Office also requires proximity to the main public entry area, after the security screening point. Access must be provided to the USMS Command and Control Center and magistrate judge courtrooms.

The net areas specified in the *Guide* exclude space required to accommodate circulation among the listed spaces. While the amount of circulation space required varies with each facility's specific design, 19% of the net programmed space can be added to determine the total usable area of the Probation and Pretrial Services Offices (i.e., the estimated total usable area of the Probation and Pretrial Services Offices are equal to the sum of all the net programmed spaces plus 19%).



Programming Notes

- Locating Probation and Pretrial Services Offices in close proximity provides an opportunity for shared support spaces.
 - Probation and Pretrial Services Offices can have early morning and late evening operating hours.
-

Design Requirements

The following areas are programmed for U.S. Probation and Pretrial Services Offices:

- Reception counter with counter-to-ceiling break-resistant glazing
- Urinalysis toilet and supplies storage
- Urinalysis testing laboratory and secure specimen storage
- Electronic monitoring equipment storage/repair room
- Gunlock (for those locations where officers are authorized to carry weapons)
- Secure computer terminal/printer room
- Secure local area network (LAN) support equipment room
- Interview rooms



Programming Note

- A library is not required in Probation and Pretrial Services Offices.
-

Urinalysis Toilet. Urinalysis toilet rooms are used for collecting urine specimens only. Each room must accommodate both the person providing the specimen and a U.S. Probation or Pretrial Services officer. The officer must be in the room or otherwise have the ability to visually monitor the specimen collection process; use of a mirror is acceptable.

The door to the toilet room must be locked at all times, except when the room is in use. Any means of access through the ceiling plenum, pipe chase, or other similar spaces must be eliminated.

For the convenience of persons reporting for urinalysis only, the public reception/waiting area must be adjacent to the urinalysis toilet. In addition, barrier-free access for handicapped persons must be provided.

Urinalysis Supplies Storage. The urinalysis supplies storage closet must be securable. Any means of access through the ceiling plenum and similar spaces must be eliminated.

The urinalysis toilet room(s) and testing lab must be adjacent to supplies storage. The storage area must be accessible through restricted circulation only.

Urinalysis Testing and Specimen Storage Room. The door to this room must be locked at all times, except when the room is in use. Any means of access through the ceiling plenum, pipe chase, and other similar spaces must be eliminated.

The room must accommodate the following items:

- Two counter-top enzyme multiplied immunoassay technique (EMIT) machines, each requiring a footprint area of at least 30 inches (775 mm) deep by 60 inches (1525 mm) wide; 110-V dedicated power; and additional adjacent counter space at a height of 44 inches (1125 mm) above finish floor level
- Two operator stools
- A double sink with disposal, set in a cabinet at least eight feet (2425 mm) long with a counter height of 44 inches (1125 mm) above finish floor level; adjacent 110-V convenience outlets; and storage above and below

- Two full-sized refrigerators with freezers, one for specimens awaiting testing and the other for chain-of-custody specimens with positive test results
- Trash disposal
- Countertops with chemical-resistant, laboratory-type finishes

The urinalysis testing and specimen storage room must be accessible only from restricted circulation. The room must be adjacent to both the urinalysis toilet room(s) and supplies storage closet.



Programming Note

- The urinalysis toilet, supplies storage closet, and testing and specimen storage room may be shared between U.S. Probation and Pretrial Services Offices; however, access to the shared facility is required within each office's restricted circulation.

Electronic Monitoring Equipment Storage/Repair Room. Equipment to service one client can be stored in a box approximately three feet (925 mm) long by one foot (300 mm) wide by one foot (300 mm) deep. These boxes may be stored on steel shelving. If more than 25 clients are to be served, the size of the room must be increased.

The room also contains a work table, with adjacent 110-V convenience outlets, for use in equipment repair. The door to the room must have a key lock. The room must be accessed from restricted circulation only.



Programming Note

- An electronic monitoring equipment storage/repair room may be shared between U.S. Probation and Pretrial Services Offices; however, access to the shared room is required within each office's restricted circulation.
-

Secure Computer Terminal/Printer and Secure LAN Equipment Rooms. Both rooms must be equipped with a secure cipher lock, card reader, or keypad to limit entrance to authorized personnel. Any means of access through the ceiling plenum, pipe chase, or other similar spaces must be eliminated.



Programming Note

- The secure computer terminal/printer and secure LAN equipment rooms may be combined and shared between U.S. Probation and Pretrial Services Offices; however, access to the shared room is required within each office's restricted circulation.
-

Pretrial Services Office Suite. In some instances, the Pretrial Services Office is located outside the courthouse. If this is the case, an office suite inside the courthouse must be provided. The suite must include an interview room of 150 NSF (13.9 Nm²) and a secretarial space of 70 NSF (6.5 Nm²). The interview room must provide acoustical confidentiality and be furnished with a telephone.

Satellite Offices. For offices with jurisdictions covering a wide geographic area, staffed satellite offices might be needed. These offices must be equipped for urinalysis and have the same security requirements as a main office. Facilities within the main office must be available for occasional use by officers stationed in satellite offices.



Programming Note

- When a Probation/Pretrial Services Office cannot be housed in the main courthouse, it is possible for the office to be housed in adjoining or nearby buildings in leased space.
-

Security

The security and alarm systems for the U.S. Probation and Pretrial Services Offices

must function as an integral part of the security and alarm systems for the total facility. Duress alarm devices connected to the USMS Command and Control Center must be located at the reception counter, interview rooms, supervisors' offices, supervision officers' offices, selected general office areas, and secure storage areas. In addition, interview rooms and supervision officers' offices must have vision panels.

The public counter in the U.S. Probation and Pretrial Services Offices must be equipped with a counter-to-ceiling, break-resistant glass screen. Transaction windows must be located at counter workstations. Offices located in a facility where weapons screening is not conducted by the USMS at the entry must have a transaction window with ballistic-resistant (UL Standard 752, Level III) glazing and surfaces floor to ceiling within four feet left and right of the window, including the entrance door. Where appropriate, closed circuit television (CCTV) cameras, a monitor, and intercom can be used to screen visitors before they enter the restricted circulation area.

Refer to document *Facilities Standards for the Public Buildings Service* for additional security criteria.

Acoustics

All interview rooms and offices of Probation and Pretrial Services supervision officers must be acoustically separate from adjacent areas (Acoustic Privacy Requirement: Confidential), with 50 decibel (dB) noise isolation class (NIC) slab-to-slab partitions, gasketed doors, and background noise levels of 30 noise criteria (NC). Special consideration must be given to the design and fabrication of ducts to minimize acoustic problems. Refer to *Facilities Standards for the Public Buildings Service*.

Heating, Ventilating, and Air Conditioning

HVAC systems must economically accommodate early morning and late evening hours. See *Facilities Standards for the Public Buildings Service*.

Federal Defender Office

Functions/Activities

The Federal Defender Office provides counsel to persons charged with federal criminal offenses who are financially unable to obtain adequate private representation.

Adjacency and Circulation

The preferred location of the Federal Defender is outside the courthouse. If located within the courthouse, the Federal Defender requires public access but to a lesser degree than other judiciary-related offices with public counters.

Since the Federal Defender Office essentially functions as an independent law office, it must be readily accessible to clients during and after normal working hours and must provide the appearance of a dignified and professional law office. The office requires public access to its reception area; restricted access for office staff must be provided during both day and evening hours.

Whether located inside the courthouse or not, the Federal Defender Office must be distanced from the Office of the U.S. Attorney, USMS, U.S. Probation Office, Pretrial Services Office, Bureau of Prisons, and any other law enforcement agency as described in 18 U.S.C. 1114. This separation is important due to the different role the Federal Defender plays in the legal process.

Design Requirements

The following areas are unique to the Federal Defender Office:

- Video room with tape storage
- Acoustically-isolated room for 12 people to listen to audio tape recordings that are often indistinct
- Secure rooms for the storage of returned exhibits and personal property belonging to incarcerated clients
- Secure LAN equipment room

Audio Tape Listening/Auxiliary Conference Room. In this room, groups of people listen to evidentiary audio tape recordings. To achieve a good listening environment,

the room must be completely acoustically separated from other areas, with slab-to-slab partitions and a gasketed door(s).

A conference table and swivel armchairs for up to 12 people must be provided. The room must be equipped with a wall-mounted display unit. When not being used for its stated purpose, the room may serve as an auxiliary conference room.

The room must be accessed from restricted circulation, but still remain relatively close to the public reception/waiting area for client convenience.

Client Property Storage Room. The room is used to store personal property items of incarcerated clients. Space for adjustable-height, open shelving must be provided. The door to the room must be securable. The room must be accessed only from restricted circulation and may be located away from the main office. If possible, the HVAC system should provide separate exhaust for this room.

Exhibit Storage Room. The room is used to store items entered into evidence temporarily. Space for adjustable-height, open shelving must be provided. The door to the room must have a keylock.

Secure Local Area Network Room. The secure LAN room must be equipped with a secure cipher lock, card reader, or keypad to limit entrance to authorized personnel. Any means of access through the ceiling plenum, pipe chase, or other similar spaces must be eliminated.

Federal Defender Trial Preparation Suite. If the Federal Defender Office is located outside the courthouse, a small suite of offices for use by Federal Defender staff during trials must be provided in the USDC courthouse. The suite must be located off of the public corridor near the courtrooms; however, the suite must not be near U.S. Attorney office space. The suite must contain the following areas:

- One or two attorney offices
- Conference room
- Reception/waiting room
- Copier area
- Fax workstation
- Evidence storage
- Secretarial workstation

Acoustics

All office and conference spaces within the Federal Defender Office must be designed to provide acoustical confidentiality.

Security

The security and alarm systems for Federal Defender Offices must function as an integral part of the security and alarm systems for the total facility. Offices located in a facility where weapons are screened at the entry must have a break-resistant (UL Standard 972) transaction window. Offices located in a facility where weapons screening is not conducted at the entry must have a transaction window with floor to ceiling ballistic-resistant (UL Standard 752, Level III) glazing and surfaces. Where appropriate, CCTV cameras, a monitor, and intercom must also be provided.

Duress alarm devices connected to the USMS Command and Control Center must be placed at the following locations:

- Reception/public counter
- Supervisor's office
- Selected inner area
- Secure storage

Refer to document *Facilities Standards for the Public Buildings Service* for additional security criteria.

Office of the Bankruptcy Administrator

Functions/Activities

In some locations, an Office of the Bankruptcy Administrator assists the U.S. Bankruptcy Court (USBC) by overseeing the administration of estates and supervising case trustees and other fiduciaries. Such services are similar to those provided by the U.S. Trustee (part of the Executive Branch) in other locations.

Adjacency and Circulation

The Office of the Bankruptcy Administrator requires public access. Staff must also have restricted access to the judges and clerks they serve.

Design Requirements

Where provided, the Office of the Bankruptcy Administrator must be designed similarly to other judiciary-related offices and include the following spaces:

- Executive office with private toilet
- Staff offices
- 341 conference room
- Conference room/library
- Reception/waiting room
- Secured record storage
- Supplies storage
- Copier area
- Fax workstation

If the scope of the Bankruptcy Administrator program is expanded, the following spaces might also be required:

- Staff open workstation
- Counter and cashier workstation
- Work room
- Active records storage
- Equipment storage
- Shredder area

Bankruptcy Administrator Suite. In some locations, the Office of the Bankruptcy Administrator is located outside the courthouse. In these instances, a conference room(s) inside the courthouse must be provided and designed in accordance with specific design guidelines set forth in this chapter. The conference room must have

public access. The room must also provide acoustical confidentiality and accommodate recording equipment.

Acoustics

The executive office and conference rooms must be designed for acoustical confidentiality.

Security

A duress alarm device must be located in the reception/waiting room.

Heating, Ventilating, and Air Conditioning

HVAC systems must serve off-hour loads associated with late evening and weekend hours.

Electric, Audio, Visual, Communications, and Data Transmission

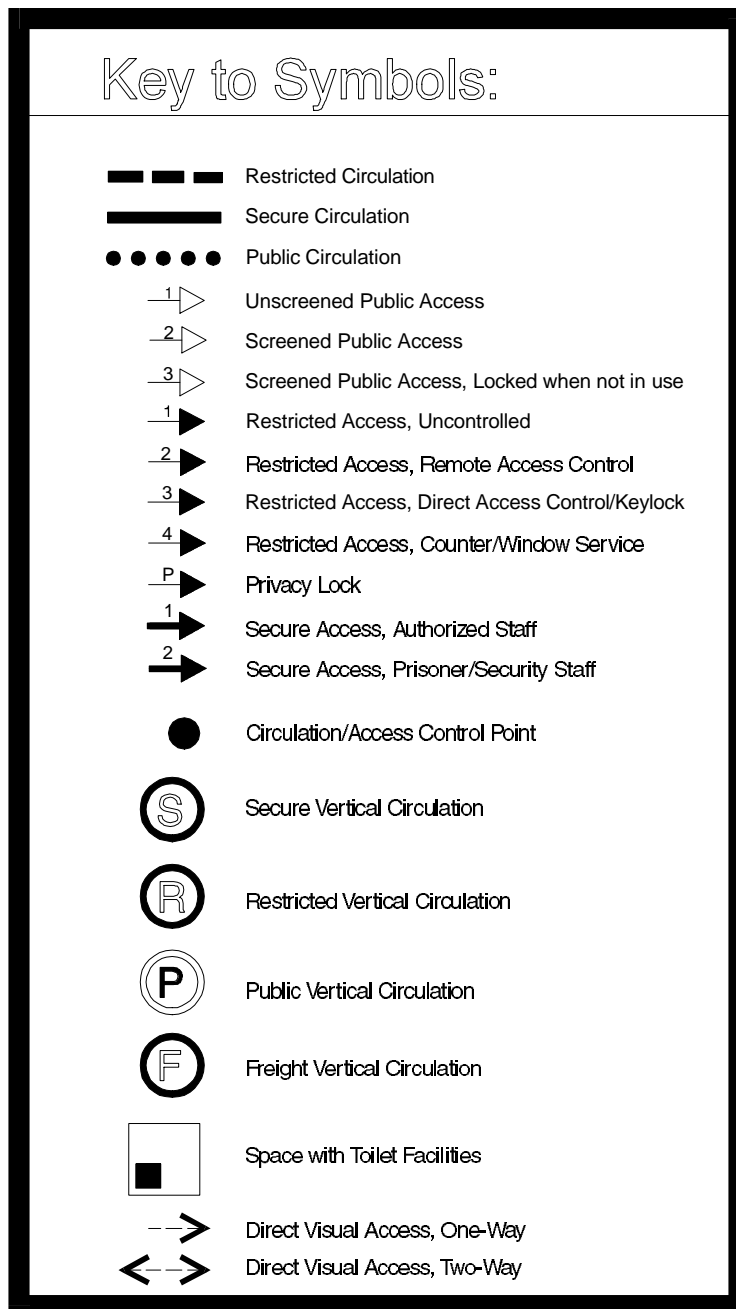
Conference rooms must accommodate recording equipment.

CHAPTER 11: COURT-RELATED AND MISCELLANEOUS FACILITIES

The design table and guidelines in this chapter address shared staff facilities including conference rooms, meeting rooms, staff lounges, staff toilets, vending areas, exercise rooms, and audio-visual control rooms. Criteria for the Office of the U.S. Attorney, U.S. Marshals Service (USMS), and daycare centers are also included.

This chapter also contains spatial relationship, accessibility, and circulation (SRAC) diagrams, a design table, and guidelines for the cafeteria and parking. The number of spaces shown on the SRAC diagrams is intended only as an illustration; the actual number of spaces required for a specific facility is determined in the building program.

Figure 11.1
Court-Related Facilities
Cafeteria
SRAC Diagram



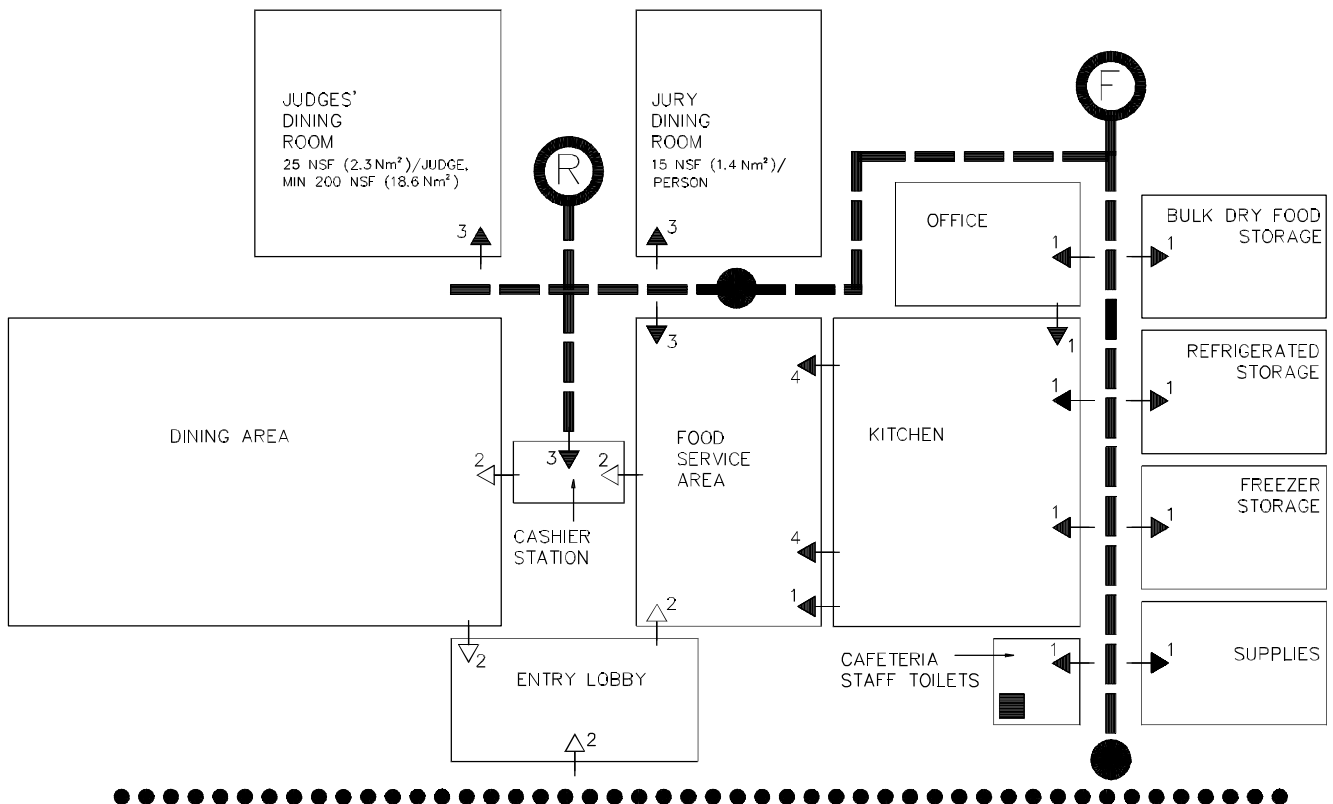
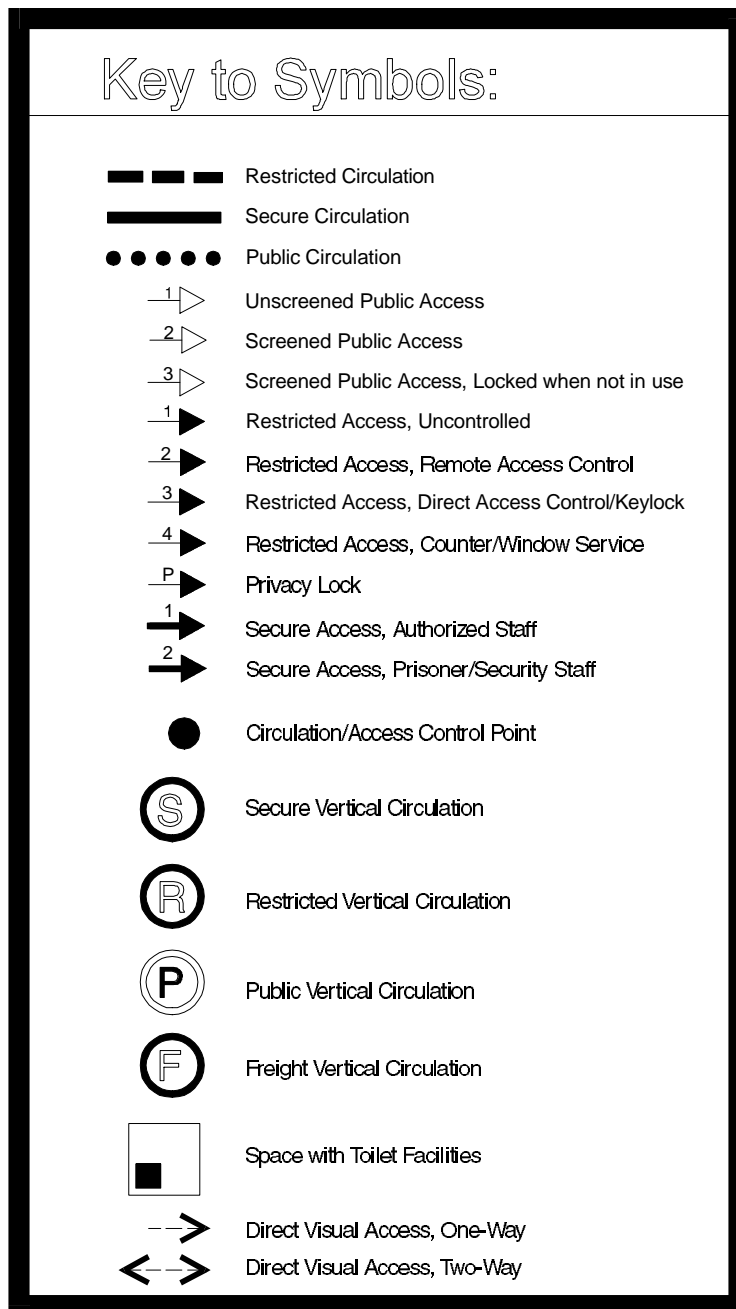


Figure 11.2
Court-Related Facilities
Parking
SRAC Diagram



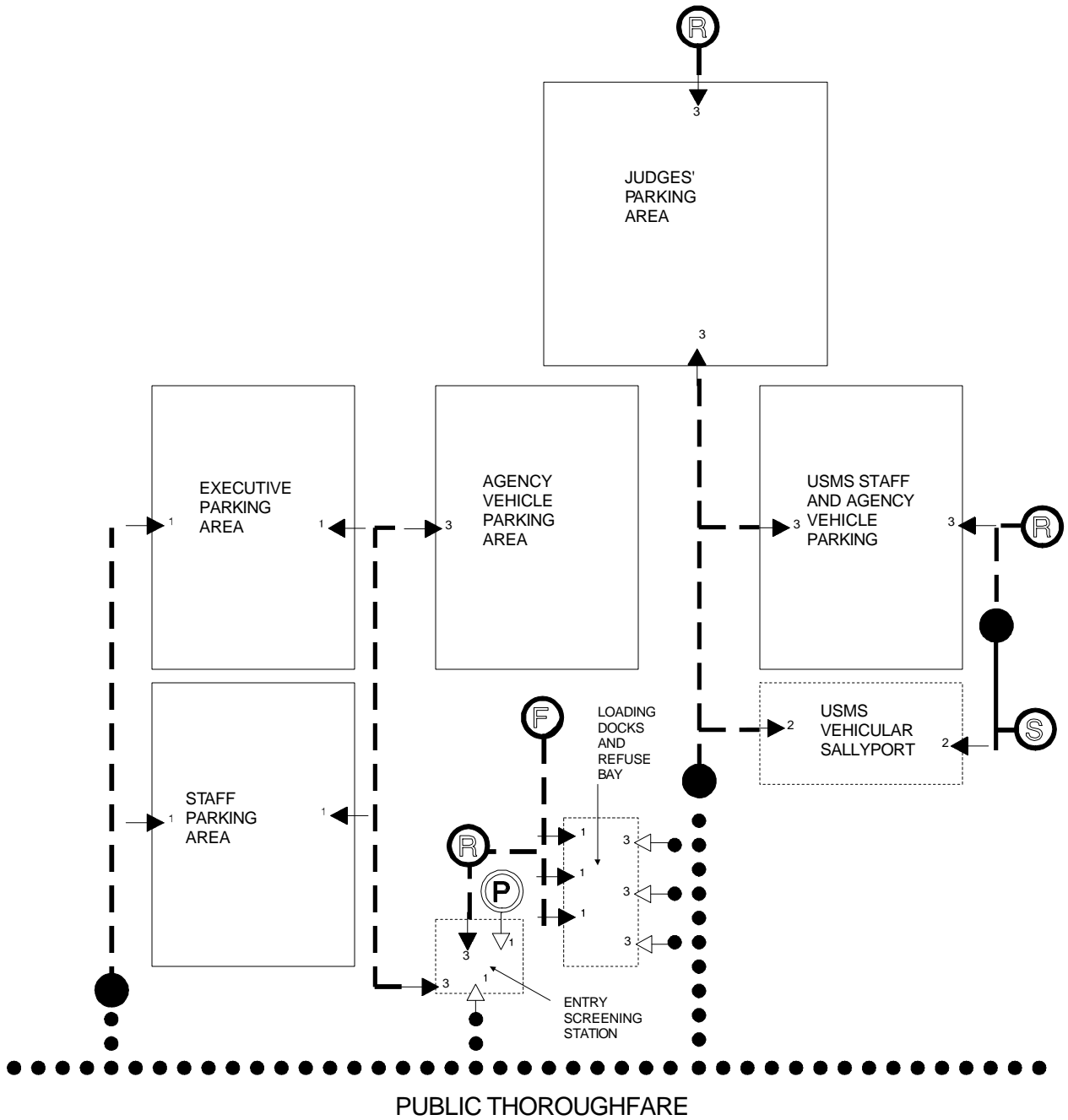


Table 11.1
Court-Related Facilities
Space

SPACES	SIZE NSF (NM²)
SHARED STAFF FACILITIES	
Conference Room	25 (2.3)/person, 120 (11.1) minimum
Staff Lounge ¹	15 (1.4)/person + 40 (3.7) service unit
Staff Toilets ²	Maximum 1 male and 1 female toilet per floor
CAFETERIA	
Entry Lobby	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Food Service Area	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Cashier Station	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Dining Area	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Jurors' Dining Room	15 (1.4)/juror
Judges' Dining Room	25 (2.3)/judge, minimum 200 (18.6)
Kitchen	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Office	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Bulk Dry Food Storage	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Refrigerated Storage	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Freezer Storage	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Supplies	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
Cafeteria Staff Toilet	See GSA <i>Facilities Standards for the Public Buildings Service and Concessions Management Desk Guide PMFC-93</i>
OTHER SUPPORT AREAS	
Vending Area	15 (1.4)/vending machine
Exercise Facility	See GSA <i>Federal Property Management Regulations (FPMR) D-76 Appendix B</i>
Locker Room	See GSA <i>FPMR D-76 Appendix B</i>
Shower	See GSA <i>FPMR D-76 Appendix B</i>
Toilet	See GSA <i>FPMR D-76 Appendix B</i>
Audio Visual Control Room	200 (18.6) minimum
Audio Visual Equipment Storage Area	150-200 (13.9-18.6)
PARKING	
Judges	provided at ratio of 1.1
Executive	consult rules of the appropriate authority
Staff	consult rules of the appropriate authority
U.S. Marshal Staff and agency vehicles	consult rules of the appropriate authority
Other agency vehicles	consult rules of the appropriate authority

¹ Provide staff lounge off restricted circulation on floors with judiciary-related offices.

² Provide staff toilets off restricted circulation on floors containing judges' chambers and judiciary-related offices.

Court-Related Facilities

Functions/Activities

The spaces addressed in this section are used for meeting, dining, child care, and parking.

User Capacity

Users vary according to the number of court facility occupants, the general public, maintenance staff, and service company/agency personnel.



Programming Note

- Population estimates for court facilities must take into account the different types of space, the users of the space, and the potential of the space to meet functional needs.
-

Adjacency and Circulation

Common Spaces. Conference rooms, staff lounges, and staff toilets are shared by Clerks' Office, court library, Staff Attorney, Probation, Pretrial Services, and Federal Defender staff, as well as Circuit and District Court Executives, based upon the proximity of the offices to each other and the number of personnel served.

Shared staff facilities must be conveniently accessible to the building's staff through restricted circulation. The conference rooms are used for public functions during the day and evening; therefore, controlled public access must also be provided.

The cafeteria and vending areas require convenient access for all building occupants and visitors throughout the day. Access to the vending area must be provided outside of the cafeteria's normal hours of operation.

The staff lounge must be located off of restricted circulation on floors containing judiciary and judiciary-related offices. Similarly, staff toilets must be located off of restricted circulation on floors containing judges' chambers and judiciary and judiciary-related offices.

Audio-visual Control Room. The audio-visual control room must be accessed through restricted circulation; however, some public access must be provided for tape duplication requests. Convenient restricted circulation throughout the building, including service elevator access, must be provided for moving audio-visual equipment.

Parking. A restricted, high-security parking area for judges (including magistrate judges) must be provided. The parking area must be accessed through a dedicated secured circulation system connecting the parking area with the judges' restricted circulation patterns in the building. Executive staff, as designated by the chief judge, and agency vehicles may also share the secure parking area.

The number of public parking spaces provided must meet General Services Administration (GSA) criteria. Design must consider convenience; weather protection; clearly-marked entrances to parking areas and the building; short-term visitor parking; and long-term parking for court participants and jurors.

Size

The net areas specified in the *Guide* exclude space required to accommodate circulation among listed spaces. While the amount of circulation space required varies with each facility's specific design, 19% can be added to the net programmed space to determine the total usable area of court-related facilities (i.e., the estimated total usable area of a court-related facility is equal to the sum of all the net programmed spaces plus 19%). Please refer to Table 11.1 for specific size criteria.

Design Requirements

Refer to GSA document *Facilities Standards for the Public Buildings Service*.

Security

The security and alarm systems for court-related facilities function as an integral part of the security and alarm systems for the total facility. Refer to document *Facilities Standards for the Public Buildings Service*.

Doors to the exercise area, audio-visual control room, and audio-visual equipment storage must have key locks. Single-fixture toilets must have privacy locks.

Acoustics

Refer to *Facilities Standards for the Public Buildings Service*.

Heating, Ventilating, and Air Conditioning

Refer to *Facilities Standards for the Public Buildings Service*.

Lighting

Refer to *Facilities Standards for the Public Buildings Service*.

Electrical, Audio, Video, Communications, and Data Transmission

Refer to *Facilities Standards for the Public Buildings Service*.

Miscellaneous Facilities

Office of the U.S. Attorney

When located inside the courthouse, the Office of the U.S. Attorney must be distanced from the Office of the Federal Defender or Federal Defender Suite, due to each organization's role in the legal process. The office requires public access but to a lesser degree than judiciary-related offices with public counters. Criteria for the Office of the U.S. Attorney can be found in *Space Allocation Standard for U.S. Attorneys Offices*, available from the Executive Office for U.S. Attorneys.

When the Office of the U.S. Attorney is located outside the courthouse, a suite may be provided inside the courthouse for use during trials. The suite must be located off the public corridor near the courtrooms and must not be near the Federal Defender Suite or Federal Defender Office. All office, interview, and conference spaces within the suite must be designed to provide acoustical confidentiality. The suite must contain the following spaces:

- Attorney offices
- Interview rooms
- Conference room
- Reception/waiting room
- Copier area

- Fax workstation
- Evidence storage

U.S. Marshals Service

The major responsibility of the USMS is maintaining order and security in courthouses or court-occupied space in other federal buildings and leased facilities. As such, the USMS is an integral part of courthouse security. Criteria for the USMS and courthouse security can be found in USMS' *Requirements and Specifications for Special Purpose and Support Space Manual*.

Daycare Center

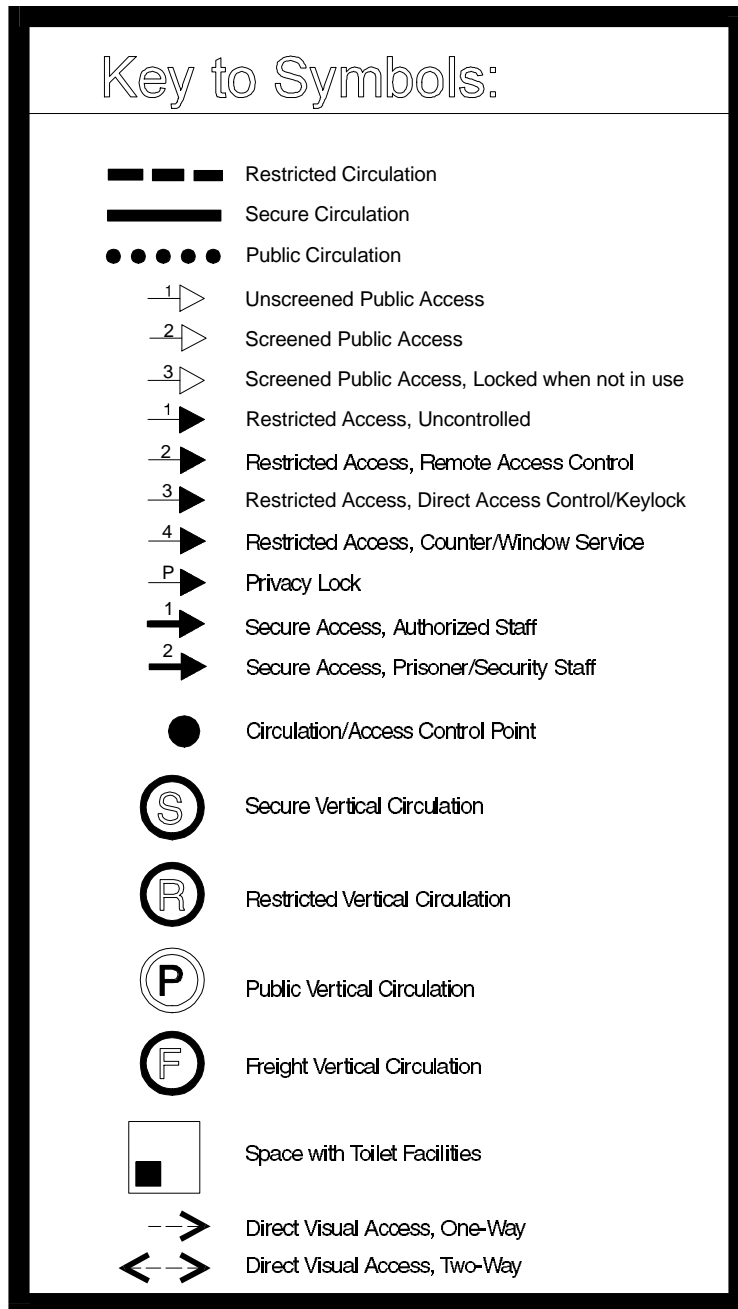
When provided in the courthouse, a daycare center can be located either on the first floor or an adjacent floor. The daycare center must conform to requirements described in GSA's *Child Care Center Design Guide* and *Facilities Standards for the Public Buildings Service*. Due to the threat of violence in court facilities, the location of daycare centers must be considered in consultation with the USMS.

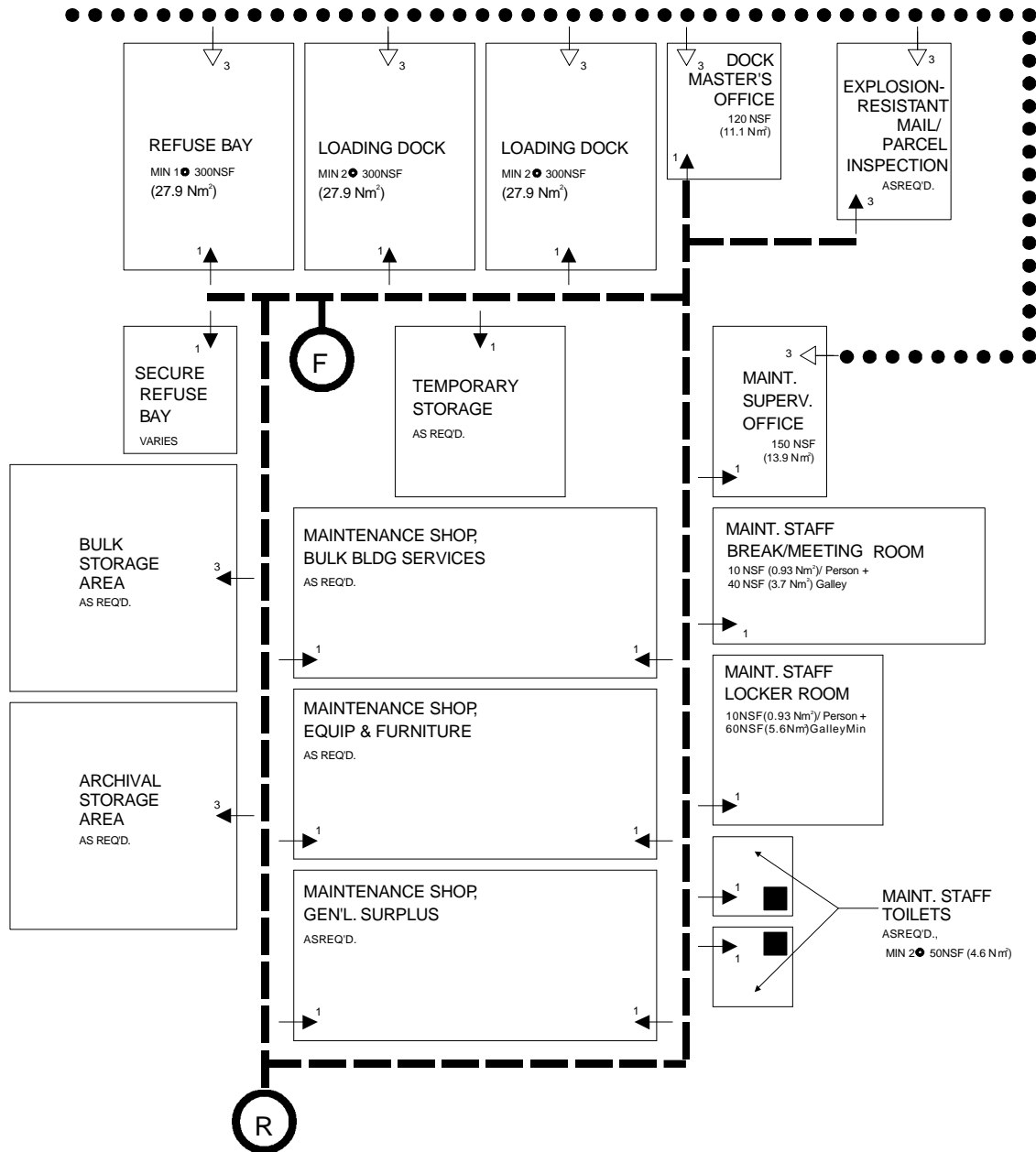
CHAPTER 12: BUILDING SUPPORT FACILITIES

This chapter contains a spatial relationship, accessibility, and circulation (SRAC) diagram for delivery, disposal, storage, and maintenance staff areas. A design table and specific guidelines are provided for delivery, disposal, and storage areas; maintenance staff areas; equipment rooms and risers; public lobbies; and circulation and service areas.

The number of spaces shown on the SRAC diagrams is intended only as an illustration; the actual number of spaces required for a specific facility is determined in the building program.

Figure 12.1
Building Support Facilities
Delivery, Disposal, Storage and Maintenance Staff Areas
SRAC Diagram





**Table 12.1
Building Support Facilities
Space**

SPACES	SIZE NSF (NM ²)
DELIVERY, DISPOSAL, AND STORAGE AREAS	
Loading dock	minimum 2 @ 300 (27.9) each
Temporary storage	as required
Dock Master's Office	
Refuse bay	
Secure refuse bay	
Bulk storage area	
Archival storage area	
Explosion-resistant mail/ parcel inspection	
MAINTENANCE STAFF AREAS	
Supervisor Office	150 (13.9)
Locker room	
Break/ Meeting room	
Staff toilet	
Maintenance shop, bulk building services	
Maintenance shop, equipment and furniture	
Maintenance shop, general surplus material	
EQUIPMENT ROOMS AND RISERS	
Electric	as required
Telephone	as required
Data	as required
Heating, Ventilating, and Air Conditioning (HVAC)	as required
Elevator	as required
Fire	as required
Plumbing/ Drainage	as required
OTHER AREAS	
Public toilets	per code requirements
Janitorial closets	30 (2.5)/closet, minimum one/floor
Public stairs	as required
Public circulation corridor	as required
Public elevator lobby	as required
Main public lobby	size dependent upon building design
Pay phones	15 (1.4)

Functions/Activities

The spaces addressed in this chapter are used for delivery, disposal, storage, maintenance, repair, and public circulation and services.

User Capacity

Users vary according to the size of the courthouse, the type and volume of cases, and the number of maintenance staff, service company/agency personnel, and public.

Adjacency and Circulation

Maintenance/building service spaces must be accessible by maintenance personnel through restricted circulation, preferably by restricted service corridors and elevators. Public access must be provided for vendors and other service providers. Delivery personnel must enter the building through the loading dock area, after first notifying the dock master or appropriate personnel. Vendors and deliveries must be screened by court security personnel before they are admitted to the building.

Equipment Rooms

Service personnel must enter equipment rooms through restricted access from either public or restricted circulation, depending on the type of equipment stored. To prevent vandalism, access must be strictly controlled, especially when the rooms are located on public corridors.

Storage

Janitorial supplies as well as bulk, equipment, furniture, and archive storage must be accessed from restricted circulation and conveniently located near the loading dock and service elevator. In the archival storage area, each judiciary-related office must only have access to its assigned space, as this area houses case records, administrative files, and other confidential materials.

General Building Service Areas

General service areas must be accessed directly from main public circulation.

Size

The net areas specified in the *Guide* exclude space required to accommodate circulation among listed spaces. While the amount of circulation space required varies with each facility's specific design, 20% can be added to the net programmed space to determine the total usable area of the building support facilities (i.e., the estimated total usable area of a building support facility is equal to the sum of all the net programmed spaces plus 20%).

Design Requirements

Refer to the General Services Administration's (GSA) document *Facilities Standards for the Public Buildings Service*.

Security

Public Lobby

Security criteria that apply to public entry and lobby may include the following:

- Screening checkpoint manned by court security officers
- Persons entering the building pass through a magnetometer
- All packages and briefcases scanned by X-ray
- Security station equipped with ballistic-resistant materials (UL Standard 752 Level III)
- Security console for monitors and communications equipment
- Closed circuit television (CCTV) connected to the U.S. Marshals Service (USMS) Command and Control Center

The lobby shall be configured and sized to allow security systems to be built as part of the architectural design and circulation path from the entrance. Sufficient space for queuing during peak periods and wheelchair access shall be provided.

Loading Dock

Security for the loading dock is determined on a case-by-case basis. Security provisions may include the following:

- CCTV cameras inside and outside the loading dock
- Local and remote control from the USMS Command and Control Center of overhead and access doors
- Intercom between security station and outside loading area
- Duress alarm device in general loading area
- X-ray machine and metal detector
- Doors into loading dock area with door contacts that are self-locking after opening

- Explosion-resistant mailroom with x-ray and metal detector in the delivery area

The security and alarm systems for building support facilities function as an integral part of the security and alarm systems for the total facility. Refer to document *Facilities Standards for the Public Buildings Service*.

Acoustics

Refer to *Facilities Standards for the Public Buildings Service*.

Heating, Ventilating, and Air Conditioning

Refer to *Facilities Standards for the Public Buildings Service*.

Lighting

Refer to *Facilities Standards for the Public Buildings Service*.

Electrical, Audio, Video, Communications, and Data Transmission

Refer to *Facilities Standards for the Public Buildings Service*.

CHAPTER 13: CONSIDERATIONS FOR SPECIAL FACILITIES

This chapter discusses special facilities and modifications to standard design criteria set forth in Chapters 2 through 12. Each court location has specific needs and must be dealt with individually.

Renovation of Existing Courthouses

Space Planning

An existing facility's non-compliance with *Guide* standards does not necessarily justify the need for a new facility. Often, a more cost-effective approach is renovation. Renovation of existing courthouses requires a detailed site condition survey and a report outlining problem areas. The report must assess the capability of existing building systems to accommodate upgrading the facility. When considering renovation, a careful balance must be struck between cost and consistency with criteria in the *Guide*. Limitations include basic structural design, column spacing, ceiling height, etc. that cannot be modified. Although criteria in the *Guide* are somewhat flexible, particularly with regard to renovation projects, functionality and security must not be sacrificed. If limitations prohibit efficient court use, or if the cost of renovation is exorbitant, a new court building is justified.

Finishes, Furniture, and Fixtures

Any redesign of built-in finishes, furniture, and fixtures must reflect the architectural character of the existing structure.

Security

When planning for the renovation of court facilities, architects, engineers, consultants, judicial staff, and U.S. Marshals Service (USMS) personnel must work together to review planning and design documents to assure that departures from security criteria in the *Guide* are acceptable. For example, current security criteria require separate public, restricted, and secure circulation patterns in court facilities that handle criminal trials; therefore, an existing facility with one circulation system used by both court personnel and the public could not be used for criminal trials. Potential risks must be weighed against the cost of renovation.

Acoustics

Acoustical quality is often diminished in older court facilities. The following conditions provide examples of acoustical impact in courtrooms:

- Courtrooms located on the periphery of the building often have inadequate exterior noise isolation through the facade or existing windows.

- Existing or retrofit heating, ventilating, and air conditioning (HVAC) systems frequently produce unacceptable noise due to inadequate maintenance, improper duct treatment, or inappropriate equipment sizing.
- Older interior finishes were often chosen for aesthetic rather than acoustic considerations, resulting in unacceptable reverberation times or inadequate sound absorption.
- Outdated sound systems can hamper acoustical quality.

For the above conditions, redesigning the space and replacing mechanical and electrical equipment is often the best solution.

Like courtrooms, judiciary-related office areas sometimes must be redesigned to overcome acoustically-deficient HVAC systems and room finishes. In addition, modern workloads, expanded personnel, and additional office equipment often result in increased noise. For example, equipment containing a cooling fan can compromise speech intelligibility. To reduce noise, increased acoustical isolation is necessary between public spaces and offices.

Mechanical-Electrical Systems

Mechanical-electrical systems often have shortcomings in older court facilities. These shortcomings include the following:

- Little or no provision has been made for after-hours use of the facility.
- The older the building, the less likely that provisions for expansion and/or modernization have been included.
- Fan systems cover large areas in older facilities and ducts may be noisier close to the fan.
- In some older facilities, the outside air intake is inadequate to supply sufficient outside air to comply with modern HVAC design standards.
- Control systems in older facilities are generally pneumatic rather than digital.
- The lighting system is generally inadequate.
- Electrical services are often inadequate. The quality and reliability of electrical service depends upon the location of the courthouse, the local utility company, and the condition of existing transformers and switch gear.
- Electric circuit distribution capabilities are generally inadequate.
- In older facilities, little consideration was given to upgrading the electrical

supply to critical systems, or for establishing “quiet” grounding systems for security and data transmission networks.

A mechanical engineer can provide guidance on how HVAC systems for a specific courthouse can be improved after a careful site analysis.

Conversion of Alternate-Use Buildings Into Courthouses

Converting existing buildings to courthouses is similar to new construction. Due to the special space, security, acoustical, mechanical, and electrical needs of court facilities, conversion of a building to court use can require removal of all existing interior partitions, mechanical and electrical equipment, and service facilities. Such conversions should proceed only in buildings determined by architects and engineers to be structurally capable of meeting the requirements of the courts.

Historic Buildings

Restoration and conversion of historic buildings for court use is only possible if historic spaces can be adapted to achieve the functional requirements of the courts. In many cases, it is not cost-effective to modernize historical buildings to accommodate court requirements. Even if a facility appears adaptable, it may not be possible to alter building features and systems without approval of the state historical preservation officer or other authorities. This is especially true for buildings designated as “landmark structures.”

Courts in Multi-Tenant Buildings

Multi-tenant buildings generally house combinations of judicial operations and other federal and private tenants. Such facilities can be new construction or renovation of existing space. The design, construction, and maintenance of multi-tenant buildings is the responsibility of the General Services Administration (GSA).

Space Planning

The structural systems of multi-tenant court buildings must be designed (or redesigned) specifically for the needs of the courts.

In multi-tenant buildings, the federal courts and related agencies must occupy the upper floors, with lower floors occupied by other federal and private tenants.

Courts must expand downward to adjacent court-occupied floors, or to floors occupied by non-court agencies that can be relocated. Such expansion may span several years due to the availability of adequate space, the budgeting cycle of the U.S. Congress, and contracting work by GSA.

Security

Multi-tenant buildings can pose serious problems for court security. Some federal agencies, such as the Internal Revenue Service, Social Security Administration, and U.S. Post Office, attract large numbers of patrons. This complicates security screening at the main building entrance. Additionally, these agencies sometimes draw disruptive customers. Ideally, these agencies would not be located in court-occupied facilities.

In those instances where a court is located in a multi-tenant facility, the USMS will determine and provide the appropriate level of building access control. These decisions must be coordinated with the Building Security Committee/Court Security Committee.

Acoustics

Increased workload has forced the courts to expand into multi-tenant facilities not designed for court use. In these cases, the court must be acoustically isolated from other tenants to protect the confidentiality of the judicial process.

Mechanical-Electrical Systems

Mechanical-electrical systems in multi-tenant buildings must be adaptable in the event that most if not all of the entire building must be devoted to court use. HVAC equipment and ducts, as well as the electrical supply distribution system, must accommodate the courts' long-term automation and technology needs. The systems must not prohibit future expansion of courtrooms and ancillary facilities.

The mechanical-electrical systems in multi-tenant buildings generally can be described as follows:

- The facilities typically have a central cooling and heating plant, sized to serve the entire building.
- The buildings may have separate chilled or condenser water risers to serve incremental loads.
- If the buildings have separate, central, interior fan systems and perimeter systems, then court spaces are subject to operational limitations. After-hours operation will be costly. Individual fan rooms on each floor and all-air interior and perimeter systems reduce the cost of after-hours operation.
- Expansion of court operations depends upon the ease of relocating tenants directly above and below court-occupied floors.
- The base building systems directly impact the extent to which the courts are able to maintain comfortable conditions.

Improvements to the mechanical-electrical systems of multi-tenant facilities include the following:

- If feasible, increase outside air intake to conform to American Society for Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidelines.
- To supplement inadequate air conditioning, add local air-conditioning units if possible.

When possible, courts in converted multi-tenant facilities must be provided the following:

- Separate control of environmental conditions in the court facility during normal and after-hours operation.
- Separate control of normal and emergency electrical switchboards serving the court facility, including all of the building's mechanical systems.

Court Facilities in Leased Space

Some courts have expanded into leased space that is owned and operated privately or by the government. Lease space is usually not designed for efficient judicial operations. For this reason, architects and engineers must determine that the building's base characteristics (i.e., structure, mechanical systems, exits, etc.) meet *Guide* requirements. Departures from *Guide* standards are permissible if court facilities are temporarily housed in leased space.

Courtrooms

Courtrooms must be designed in accordance with *Guide* standards set forth in Chapter 4, as well as the following criteria:

- Leased space must be assessed to determine whether appropriate courtroom heights can be achieved in the existing structure. Minimum ceiling height requirements for courtrooms in leased space is 12 feet (3700 mm).
- Built-in furniture should be easily dismantled and reinstalled in permanent or other leased facilities.
- Public traffic created by court functions can require greater noise isolation between public space, offices, and courtrooms.

Judges' Chambers

In certain circumstances, judges' chambers might be located in leased space. Each judge's chambers must be designed in accordance with *Guide* standards set forth in Chapter 5, as well as the following criteria:

- Parking and access to chambers for both judges and visitors must comply with GSA's security construction criteria. A court security officer must be present to protect isolated judges.
- Toilet facilities must include a toilet within the judge's chambers and private toilets with key access for the judge's staff.

- The structure of the leased space must accommodate loads associated with a judge's reference/conference room.
- Acoustical privacy must be assured.

Court Libraries

Library space must be designed in accordance with *Guide* standards set forth in Chapter 8, as well as the following criteria:

- The structure of the leased space must accommodate loads associated with library book stacks.

Court Buildings Housing One to Three Courtrooms

Space Planning

Judiciary-related offices such as the U.S. Probation Office, Pretrial Services Office, and Federal Defender are smaller in courthouses with one to three courtrooms. In addition, there is generally no special proceedings courtroom in smaller court locations.

Security

Due to the reduced number of security personnel in smaller court locations, alternative security arrangements can be required. For example, a separate employee entrance should not be provided; instead, employees should enter through a secured public entrance.

In small court buildings with one U.S. District Court (USDC) or magistrate judge courtroom, the USMS Command and Control Center must be located adjacent to the rear of the courtroom. The location must not compromise the separation of restricted and secure circulation patterns, and must allow for public access to the USMS office counter. Judicial and USMS parking areas can be combined. Judges' elevators can be controlled by key access.

Smaller Courtrooms

The standard size for USDC courtrooms is 2,400 net square feet (NSF) [223 net square meters (Nm²)]; for magistrate judge courtrooms and U.S. Bankruptcy Court (USBC) courtrooms, the standard size is 1,800 NSF (167.2 Nm²). To accommodate restrictive structural dimensions, a minimum of 2,000 NSF (185.8 Nm²) can be afforded to USDC courtrooms. A minimum of 1,500 NSF (139.4 Nm²) must be provided for magistrate judge and USBC courtrooms. Permission to deviate from *Guide* standards depends upon demonstrated need and approval of the appropriate circuit judicial council.

CHAPTER 14: COURTHOUSE SECURITY

This chapter discusses the planning and design of courthouse security including agency responsibilities, security planning and design concepts, and security systems and equipment. Criteria in this chapter apply to overall courthouse design and must be coordinated with requirements listed in the General Services Administration's (GSA) *Facilities Standards for the Public Buildings Service and Security Criteria Manual*, as well as the U.S. Marshals Service's (USMS) *Requirements and Specifications for Special Purpose and Support Space Manual*.

Agency Responsibilities

Courthouse security is the joint responsibility of the judiciary, GSA Federal Protective Service (FPS), and USMS. Decisions regarding security planning and design are made by individual agencies and the local Court Security Committee (CSC) or for multi-tenant buildings the Building Security Committee (BSC).

The CSC in each of the 94 federal court districts is chaired by the appropriate U.S. District Court (USDC) chief judge and includes representatives of the USMS, GSA, USDC Clerk's Office, U.S. Attorney, U.S. Bankruptcy Court (USBC), U.S. Court of Appeals (USCA), and other parties as approved by the CSC. The CSC is responsible for identifying the court's specific security requirements and developing a security plan for judicial facilities and operations throughout the district. The CSC also reviews facility and security system designs and coordinates the various agencies responsible for the design, construction, and operation of court security systems.

In multi-tenant buildings, these functions are the responsibility of the BSC. The BSC includes representatives of all tenant agencies and is chaired by the chief district judge or by the highest ranking official of the agency occupying the most space in the building.

All security systems and equipment must be consistent with requirements in GSA's *Security Criteria Manual* (Class C buildings) and the Department of Justice's (DOJ) *Vulnerability Assessment of Federal Facilities* (Level IV buildings). The CSC must be informed about and have the opportunity to review all security-related design decisions.

GSA/FPS is responsible for the security of all federal buildings, including court facilities. GSA/FPS provides security for the building perimeter, service access, and non-court-related agency space. The GSA/FPS or an authorized local government law enforcement agency responds to calls or duress alarms when the USMS is not on duty in the building. GSA installs intrusion-detection systems in federal buildings that are monitored from a remote regional communications center. Building access systems (i.e., locks, keys, card readers, and the integrity of door hardware) and parking protection/lighting are typically the responsibility of the GSA building manager.

The local U.S. Marshal coordinates the Judiciary's security requirements with the GSA building manager. Where the building is totally or almost exclusively devoted to court operations, the CSC may request GSA to relinquish some of its building security functions to the USMS.

While the FPS is responsible for the protection of the courthouse and its contents, the USMS is responsible to the judiciary for the personal security of judges, court staff, and the public. This includes the protection of judges, witnesses, jurors, and prisoners.

USMS security planning responsibilities are handled by the Business Services Division of the Central Courthouse Management Group (CCMG). The CCMG's Facilities Management Team is responsible for design considerations involving secure prisoner movement, holding cell and interview facility requirements, and USMS-occupied office and support space. The Judicial Security Systems Team within the CCMG is responsible for the planning, design, and installation of security systems in spaces occupied by the judiciary including: judges and their staffs, Clerks of Court, Probation Officers, Pretrial Services Officers, Librarians, Federal Defenders, Staff Attorneys, Circuit and District Court Executives, and other members of the court family. The USMS does not specify security systems for the U.S. Attorney or U.S. Trustee, as they are part of the executive branch and do not fall under the courts' jurisdiction.

In addition, the CCMG often acts as security engineer for court buildings, designing and integrating security systems for building perimeters in conjunction with GSA. The USMS retains a national security systems contractor for security system installation and service in all courthouses and space leased for court activities. To facilitate coordination and integration of security systems, the contractor can be consulted regarding all electronic security systems for the building.

Security Concepts

Courthouse security requires coordination of architectural design, security personnel, and security systems and equipment. Basic architectural solutions to security problems are an integral part of planning and design for the courthouse. Separation of public, restricted, and secure circulation patterns and provision of secure prisoner holding and interview facilities are essential security design elements. Courthouse design must consider security needs to meet short-term and long-range housing requirements.

Security systems and equipment can reduce the number of security personnel required; however, systems and equipment are not intended to replace personnel. The cost of architectural solutions, as well as the initial installation, operation, and maintenance costs of security systems and equipment incorporated during planning and design, is often small compared with security personnel costs over the anticipated life of the facility.

Since the USMS may be responsible for on-site monitoring systems protecting the site, building perimeter, and non-judiciary or judiciary-related tenants, all security systems are integrated into the USMS Command and Control Center. Security systems monitored by the USMS typically include intrusion alarms, duress alarm devices, electronic access controls, closed circuit television (CCTV)/audio, video switching, and

recording systems. See the *Requirements and Specifications for Special Purpose and Support Space Manual* for additional details on the USMS Command and Control Center.

Security Systems and Equipment

Courthouse security system and equipment design includes both perimeter and interior security. Perimeter security includes considerations of site, parking, lighting, access control at building entrances, and intrusion detection/alarm systems. Interior security includes personnel security, security of property and documents, access control to interior spaces, personnel movement and circulation controls, security aspects of spatial arrangements, and the coordination and integration of security and fire safety requirements.

All security systems and equipment shall be consistent with GSA's *Security Criteria Manual* (Class C buildings) and DOJ's *Vulnerability Assessment of Federal Facilities* (Level IV buildings).

Perimeter Security

Site

Site Selection. While inner-city areas offer convenient access to transportation and other benefits, locating a courthouse in an inner-city must be weighed against threats to security from crime and terrorism.

Building Setback. The building setback defined in GSA's security criteria must be maintained using passive barriers such as bollards, berms, and planters, and/or active barriers such as hydraulic barriers and gates.

Landscaping. Special attention must be given to the location and configuration of plants outside the building, particularly at parking and building entrances. Plants must be small and low so they cannot be used as hiding places or obstruct site lines. Landscaping can also be used to enhance security by preventing encroachment on the building setback.

Site Lighting. Sufficient lighting is critical to the safety of the public and employees outside the courthouse. Illumination must be provided for areas between cars and around bushes and shrubs. Higher levels of illumination are required at vehicle and pedestrian entrances. All perimeter lighting must support the operation of CCTV cameras.

Separation of Vehicle Circulation. Four vehicle circulation systems are required: 1) judges; 2) designated court employees; 3) USMS prisoner transport; and 4) service. As needed, judges and court employees may share an entrance if parking areas are physically separated with automated controls. Vehicle access onto the site should be controlled at a single point with a guard station, electronic access control, and hydraulic vehicle barriers.

Closed Circuit Television. CCTV cameras, connected to the USMS Command and Control Center, are installed to provide complete perimeter coverage. Cameras might also be connected to a GSA regional communications office for after-hours surveillance.

Parking

Restricted Judges' Parking. Restricted parking, with electronic access control, must be provided for all judges. Judges' parking should be located in a totally enclosed area under the building, or if this is not possible, in a fenced area with minimal public view of the parking area and the judge's path to the building. A separate restricted entrance to the building from the parking area must be provided. If additional parking is available in a restricted garage or parking lot, parking can be made available to key court personnel in accordance with Judicial Conference policy, provided such use does not permit unauthorized access to restricted judicial space.

Employee and Visitor Parking. Court employee, juror, visitor, and non-court employee parking areas, if provided, are located adjacent to or outside the courthouse. These parking areas must be fenced and provided electronic access controls. Employee parking is generally assigned according to priorities set forth in the *Federal Property Management Regulations (FPMR)* (Chapter 101-20). Restricted parking is not required for jurors, including sequestered and anonymous jurors transported off-site by the USMS.

USMS Secure Parking. Separate secure parking must be provided for USMS vehicles. This area may function as part of a vehicle sallyport for the loading and unloading of prisoners and protected witnesses. The sallyport must have a roll-down door. Access to the secure parking and vehicle sallyport are controlled at the USMS Command and Control Center.

Closed Circuit Television. A CCTV system must be provided to monitor access to restricted and secure parking areas, parking spaces, and associated building entrance(s). Cameras are monitored in the USMS Command and Control Center.

Building Perimeter

Intrusion Detection. An intrusion-detection system covering all perimeter doors, including roof access, must be installed in the courthouse. Ground floor or accessible windows must be protected with glass break detectors or other sensor technology. Intrusion detection systems are monitored by GSA and/or USMS (on- or off-site) on a 24-hour basis.

Windows. All ground floor or accessible windows must be sealed and glazed with break-resistant (UL-972) or ballistic-resistant (UL Standard 752, Level III) materials. Ballistic-resistant glazing (UL Standard 752, Level VIII) is required for exterior windows in all courtrooms and judges' chambers suites located on the ground floor or directly adjacent (within 24 feet or 7300 mm) to public parking structures and elevated walkways.

Emergency Exits. Emergency doors must be self-locking and equipped with a remote alarm and interior CCTV camera, both monitored at the USMS Command and Control Center. Where permissible and as per code, emergency exits should be equipped with magnetic locks or electric strikes connected to an alarm/time delay mechanism or the fire alarm/sprinkler system. Electric locking systems on fire doors should be connected to battery back-up power and emergency generators. The systems must remain locked from the outside during a power failure.

Closed Circuit Television. A CCTV camera, monitored at the USMS Command and Control Center, must be installed inside the building at each remote exit.

Building Entrances

Public Entrance. Only one public entrance, with a lobby large enough to hold visitors during peak periods, must be configured and sized to allow security systems to be part of the architectural design and circulation path from the entrance. The security station shall be placed directly inside the building entrance with sufficient space for queuing during peak periods. Wheelchair access must be provided.

Employee Entry. All employees must enter the courthouse through the public entry screening point. If a separate employee entry is required, electronic access control, a CCTV camera, and an intercom should be installed, monitored in the USMS Command and Control Center.

Public Entry Security Station. The public entry is controlled by a security station, typically manned by two to three court security officers (CSOs). All persons entering the building must pass through a metal detector; packages and briefcases must be scanned by X-ray. Electrical service to the station must provide a 20-amp, 120-volt, dedicated circuit connected to the emergency generator. Outlets must avoid exposed cord connections. In addition, the lobby area must have a CCTV camera and the security station a duress alarm device connected to the USMS Command and Control

Center. The entrance screening system must be compatible with the architectural design of the facility and provide ballistic protection (UL 752, Level III).

Judges' Entry. Entrance from the judges' parking area to the restricted elevator via a restricted lobby must have electronic access control, a CCTV camera, an intercom and a duress alarm device. The entrance must be monitored at the USMS Command and Control Center.

USMS Personnel/Prisoner Entry. USMS personnel must enter the USMS Office through a restricted entry leading from a secure parking area. A separate secure entry (with elevator if required) to the USMS Office and cellblock must be provided in the parking lot's sallyport for USMS personnel and prisoners.

Loading Dock. A single building entry point for supplies and services must be provided by the loading dock and service area. Parking for service vehicles must be located outside the court building. Where service and delivery vehicles are parked adjacent to the court building, the area must be designed to reflect and withstand explosions.

Delivery and service vehicles and personnel should be positively identified before proceeding beyond the hydraulic barrier. Where a parking lot guard is provided, vehicular deliveries can be channeled past the guard post for screening, or a separate guard station may be required. The loading dock entry must have electrically-controlled doors, with remote control and monitoring from the USMS Command and Control Center. A metal detector and X-ray equipment must be provided to screen people and packages entering the building. Intercom and CCTV systems must be installed to alert security personnel to the arrival of delivery trucks and allow surveillance of the loading dock area. This equipment can be monitored at the CSO security station in the public lobby or at the USMS Command and Control Center.

Interior Security

Circulation Controls

Three Separate Systems. An essential element of courthouse security design is the physical separation of public, restricted, and secure circulation systems. Trial participants should not meet until they are in the courtroom during formal court proceedings. The integrity of each circulation system must be maintained for all functions within the court facility, including dining and service access points.

Judicial Circulation. The facility design must allow judges to move from restricted

parking to chambers and to move between chambers, courtrooms, and other spaces through restricted corridors. Access may be controlled by electronic access control such as a card reader system.

Juror Circulation. Jurors must move between floors on restricted access elevators without crossing public spaces or secure prisoner corridors. Freight elevators must accommodate movement of up to 25 jurors at one time. The elevators must provide access to jury dining facilities (if provided) from trial jury suites. The elevators may need cab doors on opposite sides to serve both public and restricted corridor systems, and should be provided an electronic access control system.

Service Circulation. Service circulation can be located within restricted circulation.

Prisoner Circulation. The building design must allow the USMS to move prisoners from the vehicle sallyport into central holding facilities and to holding cells adjacent to trial courtrooms without passing or entering public or restricted spaces.

Life Safety Systems. Life safety protection systems and emergency egress requirements are prescribed by standards found in model national building, fire, and electrical codes. Life safety and security systems must be examined closely to ensure that the systems do not conflict. To coordinate security and fire prevention measures, the design team should consult with both the USMS and GSA.

Emergency exit doors should open into the public entrance area under surveillance by court security personnel. The public entrance area must also be designed as an exit corridor. Emergency doors into the lobby must not be used for normal public circulation. Emergency doors must be self-locking and equipped with either a local or remote alarm at the USMS Command and Control Center. An interior CCTV camera, monitored at the USMS Command and Control Center, must be provided. Where permissible and as per code, emergency exits should be equipped with magnetic locks or electric strikes connected to an alarm/time delay mechanism or the fire alarm/sprinkler system. Electric locking systems on fire doors should be connected to battery back-up power and connected to emergency generators. The systems must remain locked during a power failure.

Secure Areas-of-Refuge. The security protection system must prevent the use of emergency situations as a means to subvert the security of the judiciary. As part of the integrated secure zoning and circulation system, a secure area-of-refuge in the USMS area is required for protection of the judiciary during emergencies. In the event of an emergency, the judges can convene in the USMS area. At that point, the USMS may determine if evacuation of the building is required, and provide protection to the judiciary when exiting the building. Judicial and prisoner elevator systems must recall to the area-of-refuge in event of emergency.

In facilities with unusual design configurations, the secure area-of-refuge may be the judges' parking area. In buildings with more than 10-12 stories, additional secure areas-of-refuge may be necessary every 6-10 floors above the lower area-of-refuge.

The central cellblock must be designated an area-of-refuge for prisoners. In the event of

an emergency, all prisoners will be brought from the court and holding areas to the USMS central cellblock via the secure prisoner circulation system. The prisoner circulation system is comprised of prisoner sallyports, corridors, elevators, and stairwells. Evacuations from the building will be handled by the USMS through the vehicular sallyport.

Emergency Egress Into Unsecured Areas. In the interest of security, remote exits are not recommended. A remote exit can allow unscreened access to secure space, usually through someone holding the door open for a seemingly harmless visitor. If a remote exit is unavoidable, it must be self-locking and equipped with a remote alarm and interior CCTV camera, both monitored at the USMS Command and Control Center. Where permissible and as per code, remote exits should be equipped with magnetic locks or electric strikes connected to an alarm/time delay mechanism or the fire alarm/sprinkler system. Electric locking systems on remote doors should be connected to battery backup power and an emergency generator. The system must remain locked from the lobby side during power failures.

Security Alarms

Intrusion Detection. Normally, the first line of protection is the responsibility of GSA and is accomplished through the installation of building intrusion-detection and locking systems. The USMS installs security systems on any safe, vault, or secure room in the Clerk's Office, USMS, and other judiciary-related offices. Interior intrusion alarms must be incorporated into the USMS security system and/or GSA's perimeter intrusion-detection system. In some cases, these two systems can be combined and linked off-site to more than one location.

Duress Alarm Devices. Duress alarm devices are installed as specified for courtrooms, libraries, judicial and judiciary-related offices, and other site and building locations. Duress alarm devices should be logically zoned for connection to the USMS Command and Control Center.

Prisoner Security

Secure Perimeter Around Prisoner-Occupied Areas. A secure perimeter system must surround the USMS central cellblock and courtroom holding cell areas. See *Requirements and Specifications for Special Purpose and Support Space Manual*.

Courtrooms

Entry. All public entrances must be provided keylocks. Each courtroom must be keyed separately with a sub-master. Doors from restricted circulation, excluding fire exits, must have free access from restricted circulation and access control on the courtroom side.

Windows. Windows must not permit visual surveillance from exterior locations. Ballistic-resistant glazing (UL Standard 752, Level VIII) is required for exterior windows in all courtrooms located on the ground floor or directly adjacent (within 24 feet or 7300 mm) to public parking structures and elevated walkways.

Emergency Lighting. Emergency lighting in courtrooms must be provided to permit orderly evacuation in the event of an emergency. Selected lighting fixtures within the courtroom must provide an uninterrupted source of lighting in the event of a power outage. Standby power for emergency lighting to the courtrooms must be provided by local battery back-up units connected to an emergency generator. The judge's bench must not be spotlighted by emergency lighting.

Video Systems. Courtroom security cameras must be connected to the USMS video surveillance system and may be activated by a duress alarm device. The security camera and courtroom audio can be connected to the central cellblock for monitoring by defendants who are removed from the courtroom. USBC, magistrate judge, and standard USDC courtrooms must have one camera, typically mounted on the back wall, with a view of the entire well area. Large special proceedings and en banc courtrooms have an additional camera mounted on the front wall. Conduits for CCTV must be installed in all four corners of courtrooms to accommodate current and future camera installation. Where cameras are installed, recessed housings must be provided in the wall or ceiling. Cameras must be positioned to prevent room lighting from interfering with the view or picture quality.

Ballistic-Resistant Material. The judge's bench must be lined with ballistic-resistant material (UL Standard 752, Level III) on all vertical surfaces.

Duress Alarm Devices. Duress alarm devices must be located at the judge's bench, courtroom deputy clerk station, and bailiff station (if present). In appeals panel courtrooms, the center position of the panel is equipped with the alarm button. Additional bench locations for alarms must be provided in en banc courtrooms. Alarms are connected to the USMS Command and Control Center. All duress alarm devices in a courtroom should report as a single zone.

Weapons Screening. For trials requiring a high level of security, spectators entering the courtroom are subject to additional weapons screening. Equipment must be provided when necessary to detect firearms, bombs, and other weapons at the entrance to the spectator area from the public lobby. Electrical service must provide a 20-amp, 120-volt, dedicated circuit connected to the emergency generator. Outlets outside the courtroom entrance must be placed to avoid exposed cord connections.

Emergency Egress Doors. Public egress from the courtroom should be through public circulation. If egress is through restricted circulation, doors must be equipped with a fail-safe electric lock interfaced with the fire-alarm system. Emergency egress doors, used by judges, must have free access from restricted circulation and a keylock or electronic access control on the courtroom side.

Judges' Chambers Suite

Entry. A CCTV camera, intercom, and electric door strike must be provided at the visitor entry door to restricted circulation and at the suite entrance. The system must be monitored and controlled from the secretary workstation and from one of the law clerk offices in the suite. Electronically-controlled entry doors must be fail-secure.

Duress Alarm Devices. Duress alarm devices must be installed in the chambers suite under the secretary's desk, judge's desk, and one law clerk's desk, with all three reporting as a single zone to the USMS Command and Control Center.

Windows. Ballistic-resistant glazing (UL Standard 752, Level VIII) is required for exterior windows in all judges' chambers suites located on the ground floor or directly adjacent (within 24 feet or 7300 mm) to public parking structures and elevated walkways.

Emergency Lighting. Emergency lighting must be provided for selected lighting units in the judge's private chambers, reference/conference room, and circulation spaces within the suite.

Ancillary Facilities

Entry. The judges' conference room, robing room, and conference/robing room must have key locks or an electronic access control device. Electronic locks should be fail-secure.

Duress Alarm Devices. The judges' conference room, robing room, and conference/robing room, as well as the alternative dispute resolution (ADR) suite, must each have at least one duress alarm device. The duress alarm devices must be connected to the USMS Command and Control Center.

CCTV Camera. A CCTV camera must be provided for the public lobby areas outside each courtroom. Cameras are monitored in the USMS Command and Control Center.

Emergency Lighting. The judges' conference room, robing room, and conference/robing room must have emergency lighting.

Jury Facilities

Duress Alarm Devices. A duress alarm device must be provided at the jury check-in counter, located in the jury assembly area and at the trial jury and grand jury suite security workstations.

Emergency Lighting. Emergency lighting must be provided in the jury assembly area, trial jury suite, and grand jury suite.

Central Court Libraries

Entry. The public entrance to the library must be provided a keylock. A keylock or electronic access control from the library to restricted circulation must also be provided.

Duress Alarm Devices. The circulation desk, library staff offices, and study areas in unstaffed libraries must be provided duress alarm devices.

Clerk's Office

Entry. Public entrances to Clerk's Offices must be provided a keylock. Public access to restricted office areas is controlled with an electric lock operated at the public counter workstation. Employee access from public circulation is controlled by keylock or electronic access control. Access from the Clerk's Office to restricted circulation, if provided, is controlled by keylock or electronic access control.

Vaults. Evidence and financial vaults in the Clerk's Office must have a keypad shunt, vault door contacts, heat sensors, motion detector, and a duress alarm device monitored in the USMS Command and Control Center.

Duress Alarm Devices. The clerk's private office, as well as the staff side of the public counter, secure storage, vaults, and other selected office areas, must be equipped with duress alarm devices. The alarms must be logically zoned and connected to the USMS Command and Control Center.

Break-Resistant and Ballistic-Resistant Shielding. Clerk's Offices located in a facility where weapons are screened at the entry must have break-resistant (UL Standard 972) transaction windows. Clerk's Offices located in a facility where weapons screening is not conducted at the entrance must have a public counter with a ballistic-resistant (UL Standard 752, Level III) transaction window. Access doors and hardware from the public area to the restricted office area should be ballistic-resistant (UL Standard 752, Level III). In addition, surfaces within four feet of the counter must have ballistic-resistant surfaces from floor to ceiling.

Judiciary-Related Offices

Entry. The public entrance to judiciary-related offices must be provided a keylock. If public access to the office areas is restricted, access is controlled with an electric lock operated at the public counter or reception workstation. Employee access from public circulation is controlled by keylock or electronic access control. Access from the judiciary-related offices to restricted circulation, if provided, is controlled by keylock or electronic access control.

Vaults. Vaults must have a keypad shunt, vault door contact, heat sensor, motion

detector, and duress alarm device monitored in the USMS Command and Control Center.

Duress Alarm Devices. Duress alarm devices must be placed on the staff side of transaction windows, near the receptionist at the main entrance door, secure storage, and other selected areas. Duress alarm devices are also placed in interview rooms, supervisors' offices, and offices of Probation/Pretrial Services supervision officers. The duress alarm devices must be logically zoned and are monitored in the USMS Command and Control Center.

Break-Resistant and Ballistic-Resistant Shielding. Judiciary-related offices located in a facility where weapons are screened at the entry must have break-resistant (UL Standard 972) transaction windows. Judiciary-related offices located in a facility where weapons screening is not conducted at the entry must have a public counter with a ballistic-resistant (UL Standard 752, Level III) transaction window, where required. Access doors and hardware from the public area to the restricted office area should be ballistic-resistant (UL Standard 752, Level III). In addition, surfaces within four feet of the counter must have ballistic-resistant surfaces from floor to ceiling. Where appropriate in Probation/Pretrial Services and Federal Defender Offices, a CCTV camera, monitor, and intercom can be used to screen visitors before entering lobby areas.

Security in Special Facilities

Existing Courthouses

The USMS should perform annual security evaluations of existing court facilities and provide recommendations for needed enhancements to the CSC/BSC.

Existing court facilities often have a single circulation system used by judges, staff, the public, attorneys, witnesses, jurors, and prisoners. Courtrooms and ancillary facilities (including judges' chambers and trial jury suites) are typically grouped in suites on either side of a central corridor. Security criteria now require separation of public, restricted, and secure circulation patterns in court facilities that handle criminal trials. When planning for the possible renovation of existing spaces for court use, architects, engineers, judicial staff, and USMS personnel should develop a list of acceptable and unacceptable security compromises. Security in the existing facility should then be evaluated against this list.

Multi-Tenant Buildings

Multi-tenant buildings can pose serious problems for court security, since some federal agencies with which the courts share space, such as the Internal Revenue Service, Social Security Administration, and U.S. Post Office, attract large numbers of patrons. This complicates security screening at building entrances. Additionally, these agencies sometimes draw disruptive customers, which can increase the danger to court staff and unnecessarily burden USMS staff. Ideally, these agencies would not be located within the same building as a court. In those instances where a court is located in a multi-tenant building, the USMS will determine and provide the appropriate level of building access control. These decisions must be coordinated with the CSC/BSC.

Electrical Systems

The power supply and grounding systems serving courthouse security systems and equipment must be obtained from a clean, regulated, phase-balanced power source. The power supply must be connected to a separate, dedicated grounding system.

To maintain security in the event of a power failure, all security systems must have individual, short-term battery power supplies connected to the building's emergency power system.

Where walk-through metal detectors and X-ray equipment are required, electrical service shall provide a 20-amp, 120-volt dedicated circuit connected to the emergency power generator. Outlets must avoid exposed cord connections. Electrical service to the USMS Command and Control Center shall provide three 20-amp, 120-volt dedicated circuits connected to the emergency power generator.

Emergency Lighting

Selected lighting fixtures within a designated area must provide an uninterrupted source of lighting in the event of a power outage. Standby power for emergency lighting must be provided by local battery back-up units connected to an emergency generator.

To permit orderly evacuation, emergency lighting facilities must maintain a specified

degree of illumination throughout the means of egress for 1-½ hours. During that time, the footcandles (FTC) must not be less than one (1). At the end of that period, the illumination may decline to 0.6 FTC.

APPENDIX: GLOSSARY OF ABBREVIATIONS

AC:	alternating current
ACH:	air changes per hour
ADR:	alternative dispute resolution
A/E:	architecture/engineering; architect/engineer
AHU:	air handling unit
AI:	articulation index
amp:	ampere
ANSI:	American National Standards Institute
AOUSC:	Administrative Office of the U.S. Courts
ASHRAE:	American Society for Heating, Refrigerating, and Air Conditioning Engineers
ASTM:	American Society of Testing and Materials
AV:	audiovisual (equipment)
AWI:	American Woodworking Institute
BOMA:	Building Owners and Manager Association
°C:	Celsius
CAB:	cabinet
CALR:	computer-assisted legal research
CAT:	computer-aided transcription
CD-ROM:	compact disk - read only memory
CIRC:	circulation
CL or CLOS:	closet
CCTV:	closed circuit television
CFM:	cubic feet (of air) per minute
CMU:	concrete masonry unit
CONF:	conference
CONT. CIR.:	controlled circulation
CRT:	computer terminal

CSO:	court security officer
CTRM:	courtroom
CUST or CUSTOD:	custodian
D:	deep; direct (lighting)
dB:	decibel
DDC:	direct digital control
DUSM:	deputy U.S. marshal
ELEC:	electrical
ELEV:	elevator
EPA:	Environmental Protection Agency
EQUIP:	equipment
ERS:	electronic recording system
EMIT:	enzyme multiplied immunoassay technique (machine)
EXEC:	executive
EXHIB:	exhibit
°F:	Fahrenheit
FINANC.:	financial
FIT:	Fitness In Total (program)
FLUOR:	fluorescent (lighting)
FPMR:	Federal Property Management Regulations
FPS:	Federal Protection Service
FT:	Foot
FTC:	footcandle(s)
ga:	gauge
Gm ² :	Gross square meters
GSA:	General Services Administration
GSF:	gross square feet
H:	high; high ceiling height of 10 feet and up
HC:	handicapped
HI:	high
HVAC:	heating, ventilating, and air conditioning
I:	indirect (lighting)
ID:	identification
IN:	inches
INCAN:	incandescent (lighting)
kg:	kilograms
L:	Liter
LAN:	local area network
LF:	linear foot or feet
LG:	large
LIN.FT.:	linear foot (feet)
LIN.IN.:	linear inch

L/s:	Liters per second
lx:	lux
m:	meter
m ² :	square meter
MAG:	magistrate judge
MATV:	master antenna television (system)
max.:	maximum
MED:	medium
min.:	minimum
mm:	millimeter
NC:	noise criteria
NEC:	National Electrical Code
NFPA:	National Fire Protection Association
NIC:	noise isolation class
Nm ² :	Net square meters
NRC:	noise reduction coefficient
NSF:	net square feet
OCLC:	on-line computerized library catalogue
OFC:	office
OP:	operated
OSHA:	Occupational Safety and Health Administration
oz:	ounce
Pa:	Pascals
PA:	public address (system)
PBS:	Public Buildings Service
PC:	personal computer
PDS:	Prospectus Development Study
PRIV:	private
PROF:	professional
PSF:	pounds per square foot
PTR:	printer
RASTI:	Rapid Speech Transmission Index
RDR:	reader
REC or RECEIPT:	reception
REP/REC:	reporter/recorder
REQ:	requirement
REQ'D:	required
REVERB:	reverberation
RM:	room
S:	standard ceiling height of 8-10 feet; summer
SCR:	silicone-controlled rectifier
SEC:	security

SECR:	secretary
SF:	square feet
SHRED:	shredder
SI:	System International
SL:	soundlock
SRAC:	spatial relationship, accessibility, and circulation (diagram)
ST or STOR:	storage
SUP:	supply
TDD:	telecommunication devices for the deaf
TEL:	telephone
TEMP:	temperature
TERM:	terminal
TL:	transmission loss
TLT:	toilet
UA:	urinalysis
UPS:	uninterrupted power supply
USBC:	United States Bankruptcy Court
USCA:	United States Court of Appeals
USDC:	United States District Court
USMS:	United States Marshals Service
V:	volt
VAV:	variable air volume
VCR:	video cassette recorder
VDT:	video display terminal
VEST:	vestibule
VOL:	volume
W:	wide; winter
WAN:	wide area network
WC:	water closet
WK:	work
WKRM:	work room
WKSTA:	work station
x:	time(s) or by

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