

UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS



**ANNUAL REPORT
2000**

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

2000 ANNUAL REPORT

UNITED STATES DISTRICT JUDGES

Hon. William G. Young
Chief Judge

Hon. Joseph L. Tauro
Hon. Robert E. Keeton
Hon. Rya W. Zobel
Hon. Mark L. Wolf
Hon. Douglas P. Woodlock
Hon. Edward F. Harrington
Hon. Nathaniel M. Gorton
Hon. Richard G. Stearns
Hon. Reginald C. Lindsay
Hon. Patti B. Saris
Hon. Nancy Gertner
Hon. Michael A. Ponsor
Hon. George A. O'Toole, Jr.

SENIOR UNITED STATES DISTRICT JUDGES

Hon. Frank H. Freedman
Hon. Walter Jay Skinner
Hon. A. David Mazzone
Hon. Morris E. Lasker

UNITED STATES MAGISTRATE JUDGES

Hon. Robert B. Collings
Chief Magistrate Judge

Hon. Lawrence P. Cohen
Hon. Joyce London Alexander
Hon. Marianne B. Bowler
Hon. Charles B. Swartwood, III
Hon. Kenneth P. Neiman
Hon. Judith G. Dein

OFFICE OF THE CLERK

Tony Anastas
Clerk of Court

William L. Ruane, Jr., Chief Deputy
Helen M. Costello, Projects Manager
Stuart Barer, Systems Manager
Virginia A. Hurley, Operations Manager
Francis B. Dello Russo, Administrative Manager
Nancy M. Cashman, Human Resources Manager
John Stuckenbruck, Division Manager, Springfield
Deborah F. Shattuck, Division Manager, Worcester

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MISSION STATEMENT





Clerk's Office

United States District Court

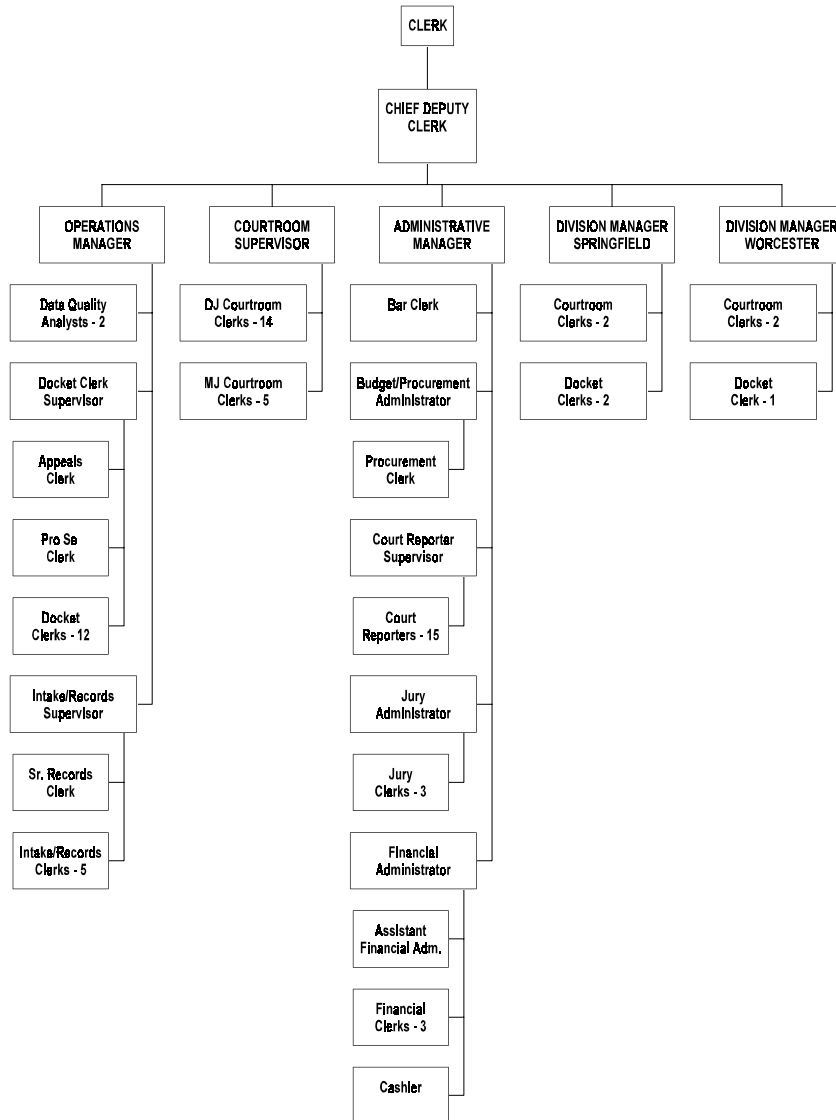
District of Massachusetts

We, the staff of the Clerk's Office, are dedicated to providing access to an impartial forum for the resolution of disputes, through prompt service to the Court, members of the bar, and the public. Our services include processing civil and criminal cases, maintaining records, assembling juries, disseminating information on the activities of the Court, and providing other administrative and management support to the Court and its affiliates.

We take pride in working as a team, and pledge to:

-  *perform our duties with courtesy, respect, equality and fairness, in an accurate and knowledgeable fashion;*
-  *maintain the highest standards of professionalism and ethics, in compliance with the governing rules and regulations;*
-  *strive to improve the quality of our services, thereby promoting public trust and confidence in the judicial system; and*
-  *encourage education and pursue training programs to adapt to the growing needs of the Court and the public, in response to technological advances and innovations in the law.*

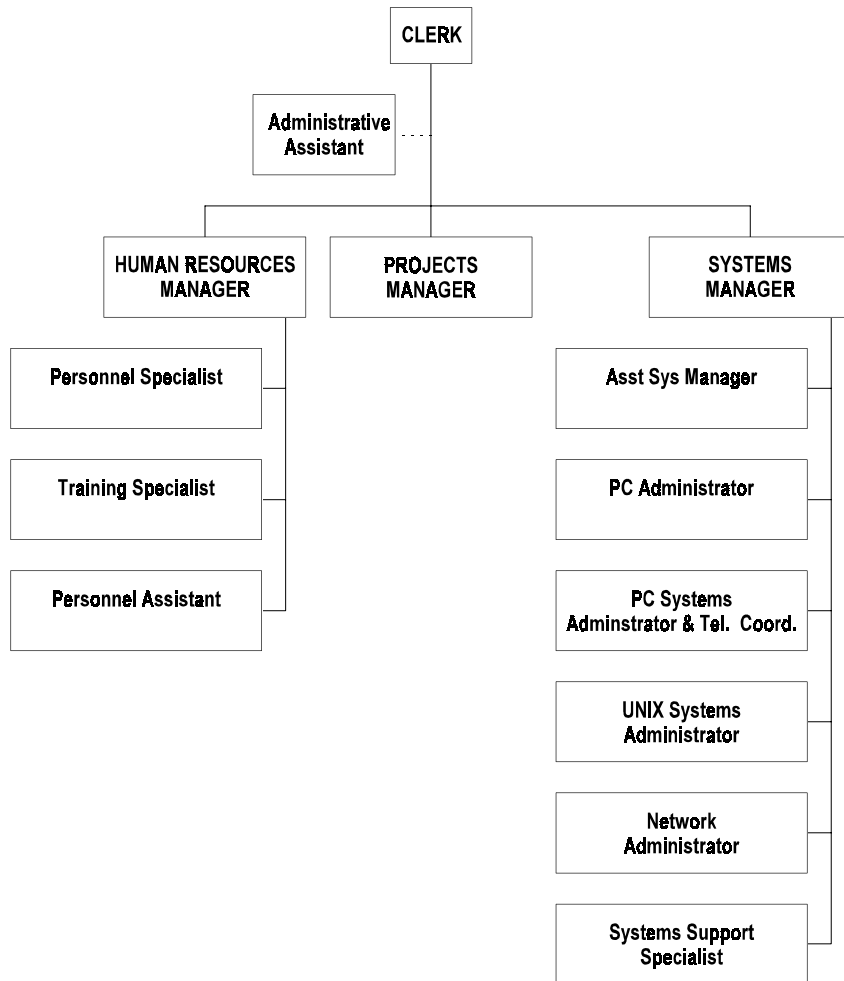
ORGANIZATION CHARTS



CLERK'S OFFICE

ORGANIZATION CHART 1

February 2001



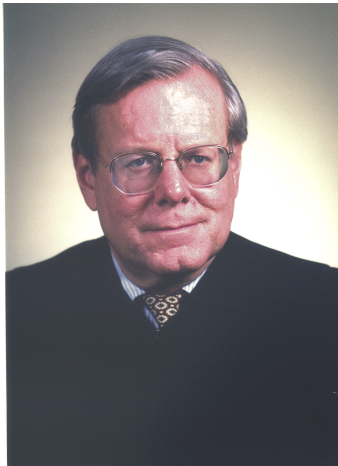
CLERK'S OFFICE

ORGANIZATION CHART 2

February 2001

FORWARD

CHIEF UNITED STATES DISTRICT JUDGE WILLIAM G. YOUNG



Chief Judge William G. Young

The United States District Court for the District of Massachusetts continues to rank as one of the premier federal district courts in the United States. A recognized leader in patent and securities law litigation, its opinions are frequently cited and followed by other courts nationwide and are thoughtfully discussed by commentators in the legal literature. Moreover, the extraordinarily high quality of justice enjoyed by litigants in this Court is emphasized by the fact that the number of hours of in-court activity has increased in this District for the second straight year. The complexity and diversity of the Court's workload may be seen in criminal case filings (up 9.2 percent), prisoner petitions (up 23 percent), copyright, patent & trademark actions (up 22 percent), and labor law cases (up 15 percent).

Mention of these accomplishments and continued challenges serves to remind us of the especial contributions made by every member of the court family. Each one of these dedicated professionals contributes directly to the quality of justice we all strive for continually.

In the largest and most meaningful sense, this Report is their book, it chronicles their considerable achievements and points up the work yet to be done. As you peruse this report, I hope you can recognize the human faces behind each paragraph and the countless hours of work that make such public service possible.

I speak for each of the Judges of the District of Massachusetts in enthusiastic appreciation of the work of each of the many persons who contributed to the milestones reflected in this Annual Report. Reading this report will, I hope, give you a clearer sense of this Court's mission and how we all strive to accomplish it.

TONY ANASTAS, CLERK OF COURT

One of the pledges in our Mission Statement reads that "...we strive to improve the quality of our services, thereby promoting public trust and confidence in the judicial system." All of us here in Massachusetts are dedicated and committed to maintaining the highest level of public and customer service. In our efforts to fulfill this pledge, last year we initiated a number of new services and programs:



Tony Anastas, Clerk of Court

- * An imaging project in Boston, which allows electronic access to court pleadings was implemented in Boston. After we experimented with this program for awhile, the project was expanded to include our Worcester and Springfield divisions.
- * Massachusetts' ADR program was finalized. It continues to offer another means to resolve disputes quickly, fairly, and in a cost effective manner. This program has been effective in settling cases and reducing the cost of litigation.
- * We made a number of improvements to our web site, offering more on-line information to the Bar and the public, and more improvements are on the way.
- * We improved service to the public with the implementation of our Jury Management System, and the installation of the Interactive Voice Response system.

Last year, the judges and staff of the United States District Court faced many challenges and we had many accomplishments. It is with the dedication and support of the staff that we are able to reach our goals and provide the superior service we attest to. I am truly appreciative to the professionals I work with in the District of Massachusetts.

YEAR IN REVIEW

The year 2000 began with an air of expectancy for many. Had all of the work during 1999 planning for the millennium been enough?

What really would happen when the year changed? Well, the new year came and went here in the District of Massachusetts with only minor impact on a few software programs. All major systems and programs survived the Y2K rollover thanks to the efforts of the AO and our excellent systems staff.

Listed below are some of our other accomplishments, issues addressed and special occasions that were held in the year 2000:

- In early January, the Clerk's Office began an imaging project in Boston which provided electronic access to certain documents in civil, criminal and magistrate judge cases. Documents such as complaints, indictments, answers, opinions and orders were scanned and could be accessed by court personnel through CHASER. In February the project was expanded to the divisional offices in Worcester and Springfield and scanned documents are now available to the public through PACER or the public terminals in the Clerk's Office.
- Web PACER was made available to the public on February 18. During the first week 48 registered users accessed the Web PACER system. The total PACER revenue for 2000 was \$84,228 which was an increase of 15 percent over the 1999 figures.
- Work continued on the development of an opinions retrieval system for use by the court.
- A new Y2K compliant Time and Attendance Program was installed for use by Clerk's Office personnel to track leave usage and hours worked. The program used in prior years was not Y2K compatible.
- Renovations were made to the Worcester Clerk's Office to provide office space for a courtroom deputy, an additional work station, as well as relocation of the supply room and copy machine for more efficient use of the space.
- The new CJA Payment System was in full swing in 2000 for payment of all CJA vouchers including court reporters vouchers. There was a 68 percent increase in the number of CJA vouchers processed from 1999 to 2000.
- On March 21, all of the managers and supervisors participated in their second annual day-long retreat. This year the morning session of the program focused on identifying learning and thinking styles while the afternoon session concentrated on learning collaboratively.
- A Quality Assurance Manual was completed for use in the Operations section to identify the various tools available to monitor and review work done through ICMS.
- Web pages, internal and external, continued to be developed with more links and information added to the sites during the year.
- Several opinions of public interest were posted for the first time on our external web page.
- Mail sorting facilities were reorganized in the records room in Boston with the purchase of higher capacity organizers.
- The FJC training program, "Putting Effective Learning Skills to Work" was provided for the staff on March 22 at Marriott Long Wharf Hotel. Another off-site program on Myers-Briggs was held on Sept. 28 at the Seaport Hotel.

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- Law Day festivities were held on April 27 with Judge Saris presiding and a class from Brookline High School participating in the event.
- A Courtroom Clerk training program was developed and introduced for Clerk's Office personnel interested in learning about the position for future promotional opportunities.
- Installation and training for the new Jury Management System (JMS) was conducted in Boston. The new JMS system was fully utilized for the first time in November for the pool of jurors scheduled to report in January 2001.
- In May a kick-off meeting was held in Springfield with GSA and the architects selected to design the new courthouse.
- The Alternative Dispute Resolution Plan for the District of Massachusetts was finalized in June.
- Proposed amendments to the Local Rules were published for comments in June. After consideration of the comments received and further review, the Court adopted the Local Rules amendments to be effective December 1, 2000 and January 1, 2001.
- A ceremony for the unveiling of a portrait of U.S. District Judge Robert E. Keeton was held on June 16.
- A Transit Subsidy Program was implemented for Clerk's Office staff. Partial reimbursement for use of public transportation was provided to Clerk's Office staff for several months last year.
- An Employee Opinion Survey was conducted to provide feedback from the staff on a number of issues.
- Human resource services for the District Court was consolidated with Probation and Pretrial Services.
- An induction ceremony was held on September 15 for Judith Gail Dein who was sworn in as Magistrate Judge to fill the slot left open by the untimely death of Magistrate Judge Zachary Karol in September 1999.
- The annual Awards Ceremony for Clerk's Office staff was held on September 19, 2000.
- A tribute to Magistrate Judge Zachary Karol (7/31/46 - 9/23/99) was held on November 13, 2000.
- A tribute to Judge W. Arthur Garrity, Jr. (6/20/20 - 9/16/99) was held on September 27, 2000.
- Work continued on a videoconferencing system for the Boston courthouse. This joint project with the Court of Appeals and Circuit Executive's office will include a building-wide ISDN infrastructure, an integrated multi-camera system for Courtroom 2 and a roll-about system for Courtroom 17. We are looking forward to completion of the project in early 2001.
- Research and demonstrations were conducted on several file management software applications. A bar coded file management system called Opus 32 by Information Management Systems was purchased for the records room and implemented in December.
- Web CJRA software was installed for use by the courtroom clerks for the reporting period ending Sept. 30, 2000.
- The Interactive Voice Response system (IVR) used to disseminate information pertaining to juror status was installed and training was provided to the jury staff in September 2000 as part of new JMS system.
- A law clerk orientation was held for all incoming law clerks on October 11.
- The Plan for the Effective and Fair Management of Official Court Reporters

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for the District of Massachusetts was completed and provided to the judges for review and approval.

This Plan is a guide for staff who want to take the initiative to develop themselves both professionally and personally.

- A Professional Development Plan was completed and approved by the Clerk.

STATISTICAL OVERVIEW

FILINGS IN THE DISTRICT OF MASSACHUSETTS

◆ CRIMINAL CASE FILINGS

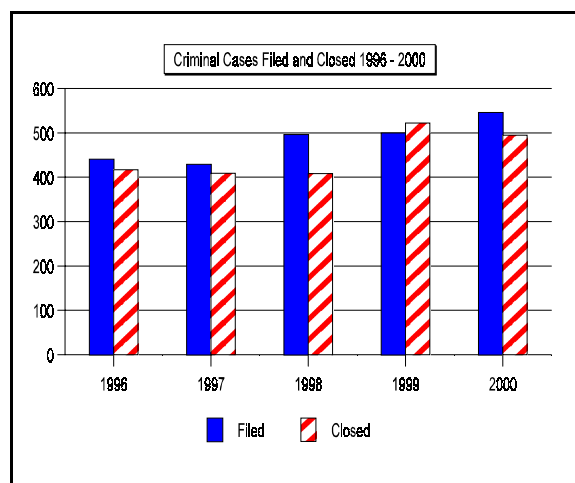
Criminal case filings rose 9.2 percent from 500 in 1999 to 546 in 2000, the third consecutive year that this district experienced an increase. This increase was consistent with the national trend which recorded a 5 percent increase in 2000. Drug and fraud cases continued to represent the most significant part of the criminal caseload in this district. Although drug case filings remained stable nationally in 2000, drug cases increased 3 percent in Massachusetts and represented 29 percent of all criminal cases filed in this district. Fraud cases rose 2 percent nationally in 2000 but declined 25 percent in the District of Massachusetts. Even with this significant decline, fraud cases still accounted for 22 percent of the criminal filings in this district.

Other categories of criminal cases that experienced an increase in filings in Massachusetts in 2000 were:

- # Immigration - up 21 percent
- # Burglary & Larceny - up 81 percent
- # Robbery - up 45 percent
- # Homicide & Assault - up 200 percent

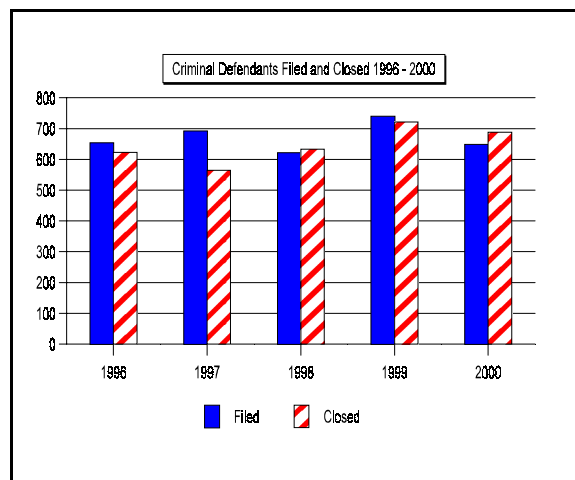
With the increase in criminal case filings in 2000, one would naturally assume that criminal defendant filings would climb.

However, that was not the case in the District of Massachusetts in 2000. The number of criminal defendant filings decreased 12 percent from 740 in 1999 to 649 in 2000. Nationally, defendant filings rose 4 percent.



Criminal Case Activity	1996	1997	1998	1999	2000
Filed	441	429	496	500	546
Closed	417	409	408	522	495

Source: Locally generated report on criminal case filing activity for calendar year.



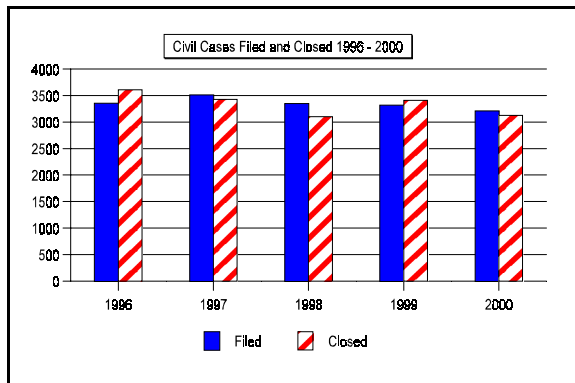
Criminal Defendants	1996	1997	1998	1999	2000
Filed	654	692	622	740	649
Closed	623	564	633	721	688

Source: Locally generated report on criminal defendant filing activity for calendar year.

◆ **CIVIL CASE FILINGS**

Civil case filings in the District of Massachusetts decreased 3 percent from 3321 in 1999 to 3212 in 2000. This decrease was somewhat consistent with the national trend which showed an overall decline of three-tenths of one percent. Of the major categories of civil cases, reductions occurred in Social Security filings, Recovery of Overpayments and Enforcement of Judgment, Forfeitures and Penalties and Tax Suits, Real Property filings, and Tort filings. Even with the drop in tort cases, contract cases, civil rights cases, and tort filings still represented roughly 50 percent of all civil cases filed in this district in 2000. Contract filings and civil rights cases were up 5 percent and 4 percent, respectively, in 2000. Other categories of civil cases that experienced significant growth were:

- # Prisoner Petitions - up 23 percent
- # Copyright, Patent & Trademark - up 22 percent
- # Labor Suits - up 15 percent



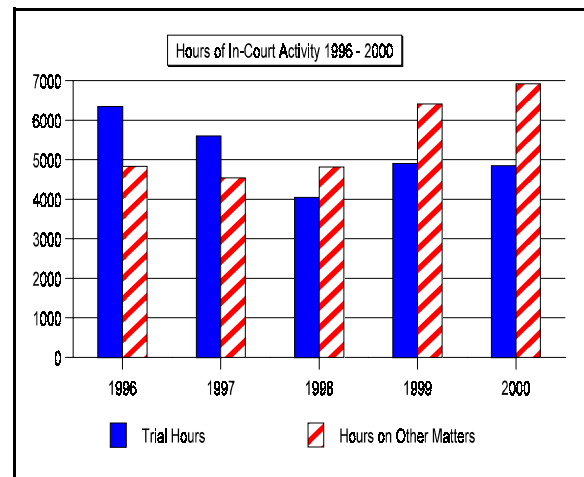
Civil Case Activity	1996	1997	1998	1999	2000
Filed	3353	3513	3348	3321	3212
Closed	3610	3429	3099	3407	3124

Source: Locally generated report on civil case filing activity for calendar year.

◆ **TRIALS & HOURS OF IN-COURT ACTIVITY**

The number of trials commenced decreased 7 percent in the District of Massachusetts during 2000. Because of this decrease, the number of trial hours fell from 4907 in 1999 to 4844 in 2000. Total hours of in-court activity (trial hours + in-court hours on other matters) climbed for the second straight year. The 11,761 hours spent in court in 2000 represented a 4 percent increase over the 1999 figure. Other noteworthy increases included:

- # Number of days on other matters - up 3 percent
- # Number of hours on other matters - up 8 percent



In-Court Activity	1996	1997	1998	1999	2000
Trial Hours	6343	5599	4049	4907	4844
Hours on Other Matters	4835	4535	4811	6413	6917
Total Hours	11178	10134	8860	11320	11761

Source: Local report on district-wide in court activity from JS 10 reports.

◆ **JURY UTILIZATION**

During calendar year 2000, 21 percent of the petit jurors present for jury selection were not selected or challenged. This marked the fourth consecutive year that the District of Massachusetts experienced a slide in jury utilization. Much of the poor utilization is directly

attributable to a notorious trial which commenced in Springfield in October 2000. More than 600 jurors reported for jury selection and only 24 percent of the total present were either selected or challenged. Fortunately, the District of Massachusetts still finished the year ranked 14th nationally (94 districts) in jury utilization.

JUDICIAL OFFICERS

In addition to their case management responsibilities, several of the judges have been designated to work on a number of committees on the national level. During 2000, the judges in the District of Massachusetts worked, and in some instances continue to work, on the following Judicial Conference Committees or national assignments:

Chief Judge Young	Committee on the Budget
Judge Gorton	Committee on Judicial Resources
Judge Stearns	Committee on Federal-State Jurisdiction
Judge Saris	Committee on Defender Services
Judge Ponsor	Committee on the Administration of the Magistrate Judges System
Judge O'Toole	Committee on Security and Facilities
Senior Judge Mazzone	Chair - F.J.C. Bench Book Committee
Senior Judge Mazzone	Committee on Criminal Law

Each judge also has an important role, locally, as a liaison to at least one of the agencies or functional areas that are necessary for the efficient operation of the court. In this capacity, they confer and meet regularly with the persons responsible for the functional area to resolve problems, address concerns and plan for the future. There are also several standing committees that one or more district judges participate in, with one district judge designated as chair of the committee. The liaison judge and local committee assignments during 2000 were the following:

LIAISON JUDGE ASSIGNMENTS

Alternative Dispute Resolution	Senior Judge A. David Mazzone
Automation & Information Systems	Judge Nancy Gertner
Benefits for Judicial Officers	Judge Michael A. Ponsor
Bankruptcy Court	Judge Nathaniel M. Gorton
Bureau of Prisons	Judge Douglas P. Woodlock
Central Division - Worcester	Judge Nathaniel M. Gorton
Circuit Library	Judge Richard G. Stearns
Civil Pro Se Staff Attorney	Judge Reginald C. Lindsay
Counselor	Judge Joseph L. Tauro
Court Security	Judge Richard G. Stearns
Court Interpreters	Judge Nancy Gertner
Court Historian	Judge Douglas P. Woodlock
Court Reporters	Judge Patti B. Saris
Criminal Justice Act Program	Judge Mark L. Wolf
Education Programs	Judge Patti B. Saris
Federal Protective Service	Judge Richard G. Stearns
G.S.A. - Space & Facilities	Judge Douglas P. Woodlock

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Happy Observances	Judge Nathaniel M. Gorton
Immigration & Naturalization	Judge Mark L. Wolf
Jury	Judge Reginald C. Lindsay
Media	Judge George A. O'Toole
Office of the Federal Defender	Judge Patti B. Saris
Office of the Clerk of Court	Chief Judge William G. Young
Office of the U.S. Marshal	Judge Richard G. Stearns
Office of the U.S. Attorney	Judge Edward F. Harrington
Pretrial Services Agency	Judge George A. O'Toole
Reporter to the Court	Judge George A. O'Toole
Senior Judges	Judge Robert E. Keeton
U.S. Probation Department	Judge Nancy Gertner
U.S. Magistrate Judges	Judge Robert E. Keeton
Western Division - Springfield	Judge Michael A. Ponsor

LOCAL COMMITTEE ASSIGNMENTS

Committee on the Budget	Judge Mark L. Wolf, Chair
Committee on Court Reporters	Judge Patti B. Saris, Chair
Committee on Court Security	Judge Richard G. Stearns, Chair
Committee on Rules and Practice	Judge Douglas P. Woodlock, Chair

Chief Judge William G. Young completed his second year as Chief Judge for the District of Massachusetts in December 2000. During the year he presided over regular monthly judges' meetings and a number of special events held here at the courthouse, including:

- ◆ Portrait unveiling ceremony in honor of Judge Robert E. Keeton on June 16;
- ◆ Induction ceremony for Magistrate Judge Judith Gail Dein on September 15;
- ◆ Tribute to the Honorable W. Arthur Garrity, Jr., U.S. District Judge on September 27;
- ◆ Tribute to the Honorable Zachary R. Karol, U.S. Magistrate Judge on November 13.

During 2000, many of the judges participated in a number of programs to educate the bar and the public in various functions of the judiciary. Some of these efforts included:

- ◆ Participating in MCLE sponsored seminars, including:
 - # Federal Court Judicial Forum 2000;
 - # On Trial with Judge Young;

DISTRICT OF MASSACHUSETTS

- # Trial Practice, Trial Procedure and Evidence;
 - # Representing Indigent Plaintiffs in Federal Court; and
 - # Federal Civil Litigation in the District of Massachusetts.
-
- ◆ Participating in programs and events sponsored by various bar associations, including the Massachusetts Bar Association, the Worcester County Bar Association and the Boston Bar Association.
 - ◆ Supporting and participating in various programs to help promote public understanding of the role of the justice system in American democracy coordinated through the Federal Court Public Education Project. This is done through mock trials, court visits, historical presentations and a number of other programs that bring students, seniors and other members of the public to this new courthouse building.

The pairing system which began in 1993 matches a magistrate judge with two district judges for a period of two years for the handling of any civil matters referred by the district judge. The following pairings were announced in January 1999 for a two year period through 2000:

C.M.J. Collings:	J. Woodlock and J. Gertner
M.J. Cohen:	J. Lindsay, J. Tauro, and J. Zobel
M.J. Alexander:	J. Wolf and J. O'Toole
M.J. Bowler:	J. Keeton and J. Stearns
M.J. Karol:	J. Harrington and J. Saris

Magistrate Judge Robert B. Collings continued to serve his term as Chief Magistrate Judge for the District of Massachusetts. In January, Magistrate Judge Cohen was reappointed by the judges for another 8 year term.

The judges also continued their support of the Judge David S. Nelson Fellowship Program for the fifth year. This program provides the opportunity for public high school students, who have completed the eleventh or twelfth grade, to receive paid internships working in offices of the District Judges, Magistrate Judges and Clerk's Office. Generally about eight students participate in this summer program.

HUMAN RESOURCES

The Deputy Clerks assigned to the Human Resources (HR) section of the office during 2000 included Nancy Cashman, Human Resources Manager, Joanne Cull, Personnel Specialist and Marilyn Bond, Training Specialist.

In October, the District Court Human Resources section assumed responsibility for the HR function in the U. S. Probation Department and, on a more limited basis in the U.S. Pretrial Services agency, in addition to the District Court. This reorganization added oversight of approximately 80 additional staff and 6 additional offices to the responsibilities of our Human Resources section. As a result of this integration of the Human Resources function, Joanne Cull has become the primary contact for the Probation Department, in addition to a continuing role in the Clerk's Office personnel duties. Marilyn Bond, Training Specialist, has taken on the additional function of the appointment and separation of all Law Clerks, as well as other personnel responsibilities. Because of this consolidation an additional position under the supervision of Nancy Cashman has been added to the Human Resources section. By the end of the year interviews had been completed for the additional position of Personnel Assistant and a decision was imminent.

Following is a brief overview of monthly activity involving transitions of District Court personnel:

January

- ◆ Christine Karjel transferred from Atlanta, GA to become the new Financial Administrator

February

- ◆ Eleanor Creamer retired from the position of Financial Administrator
- ◆ Barbara Sakurai, Official Court Reporter for Judge Tauro retired

- ◆ Carol Scott transferred from floater to Official Court Reporter for Judge Tauro
- ◆ Karen Joyce resigned from her position as a Jury Clerk

March

- ◆ Mark Bumble resigned as the Systems Administrator

April

- ◆ Jennifer Filo was hired as a new Jury Clerk
- ◆ Elaine Daniels-Lynch was reassigned to the position of Scanning Clerk
- ◆ James Kitsock, Intake/Records Clerk was reassigned to the Financial Clerk position.
- ◆ Stephen Schonhoff was hired as an Intake/Records Clerk
- ◆ Edis Feldhouse returned to us from the U.S. Bankruptcy Court as the Systems Administrator

May

- ◆ Elaine Daniels-Lynch Scanning/Mail Clerk resigned her position to relocate to Florida

June

- ◆ Catherine Vandell was temporarily hired in the Worcester office as a Student Trainee
- ◆ Nancy Eaton was selected for the position of Floating Official Court Reporter
- ◆ Evelyn Krupa, Docket Clerk in

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Springfield retired		to assume the position as Courtroom Deputy for Judge O'Toole	
July			
◆	Susan Lopez was hired for a temporary position in Boston as a Student Trainee	◆	Todd McGrath took a temporary assignment as a Law Clerk for, Senior Judge Mazzone
◆	Eric Schlupf came on board as an Intake/Records Clerk	◆	Other temporary reassignments included:
◆	Maurice Lindsay was promoted to a Docket Clerk position in the Springfield Divisional Office	#	Philip Lyons covering as Courtroom Deputy assigned to Judge Saris for Todd
August		#	George Howarth covering as Courtroom Deputy assigned to Senior Judge Lasker for Phil
◆	John Greene was hired as the new Courtroom Deputy assigned to Chief Magistrate Judge Collings	#	Jeanette Ramos covering Appeals for George
◆	Annie Ng resigned from her position as Property/Procurement Assistant	#	Tony Lardiere substituting as Judge Woodlock's Docket Clerk for Michelle Rynne's maternity leave.
◆	Catherine Vandell resigned from a temporary position as Student Trainee in Worcester	◆	Eugenia Edge was hired as the new Financial Clerk
September		November	
◆	Nancy Eaton resigned as the Floating Official Court Reporter	◆	Robert Masuret was temporarily hired for Records/Intake
◆	Deborah Nemitz was hired for the position of Floating Official Court Reporter	◆	Douglas Holmes was promoted to Property/Procurement Asst.
◆	Timothy Rooney resigned as Courtroom Deputy for Judge O'Toole for a job in Pretrial Services in Brooklyn, New York	◆	Maria Simeone was hired as an Intake/Records Clerk
◆	Susan Lopez resigned from a temporary summer position	December	
◆	Robyn Shahid, Intake/Records Clerk, resigned	◆	Francis Orozco was hired as an Intake/Records Clerk
October		◆	Sherry Spencer was hired for the position of Jury Clerk
◆	Karen Bain-Morgado transferred from the U. S. Bankruptcy Court in Worcester	◆	Shawna Kelliher resigned as the Jury Administrator to take a position in the

DISTRICT OF MASSACHUSETTS

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| <ul style="list-style-type: none">◆ U.S. District Court in Rhode Island◆ Sherry Jones was hired for the temporary position as Jury/Intake Clerk in Worcester◆ James McAlear was promoted to the position of Jury Administrator◆ Karen Donovan and Cathy Gawlik were selected to cover the Courtroom Deputy position for Judge Lindsay during Lisa Hourihan's maternity leave. <p>During 2000, 30 Law Clerks were hired and 31 Law Clerks separated. The Human Resources section continued to oversee the Student Intern Program.. Eleven interns volunteered their time to assist in various sections of the Clerk's Office including jury, intake and records. They came to us from several colleges in the area, including Suffolk University, Salem State College, University of Massachusetts at Boston and Merrimack College. The Clerk's Office also had the assistance of the Austin Jones Scholarship recipient from Boston Latin School who spent the summer working on a variety of tasks.</p> <h3>TRAINING</h3> <p>The importance of training continued to be emphasized during 2000. The Training Council, permanently chaired by Marilyn Bond, continued its work to identify the training needs and resources for the office. The Council consists of six volunteer members of the Clerk's Office staff who serve a term of two years. The current members of the council include: Doug Holmes, Maurice Lindsay, Zita Lovett, Jennifer Mulcahy, Deborah Shattuck and Linda Topalian,</p> <p>Training during 2000 included many programs both onsite and offsite to enhance the skills and knowledge of employees. There were more than 30 programs offered to the staff this year totaling 180 hours of training. Some of the programs were offered on the following subjects:</p> | <ul style="list-style-type: none">◆ Orientation for New Clerk's Office employees◆ Frontline Leadership◆ Sexual Harassment Awareness◆ Employee Dispute Resolution (EDR)◆ Jury Management System (JMS)◆ Court Financial System (CFS)◆ Records Management◆ Training in courtroom clerk duties◆ Civil and Criminal docketing◆ Appeals Training◆ Speedy Trial Act◆ Security Training◆ Supervisory Training◆ Time Management◆ Team Excellence◆ CPR◆ Dealing With Conflict |
|---|---|

Training was also provided through the Federal Judicial Television Network (FJTN). This consisted of more than 35 programs for 115 employees totaling 52 hours. The FJTN programs watched included:

- ◆ Adaptive manager
- ◆ Electronic Case Filing
- ◆ Flexible Benefits Programs
- ◆ Court to Court
- ◆ Leadership 2000

◆ Employee Assistance Program

All Clerk's Office personnel are encouraged to attend the training programs that are offered in order to enhance their current job skills, to improve their knowledge for promotional opportunities, and for personal enrichment. The Training Specialist is responsible for the arrangements for all training programs and for keeping a record of the overall training offered to the staff. The Training Specialist plays a major role in monitoring the progress of new employees through the orientation program. In addition, the Training Specialist conducts Orientation and Customer Service Workshops to all new employees and interns when they first come on board and maintains an in-house training library which contains a variety of books, training videotapes, audiotapes and other

training programs and materials for use by management and employees.

Maurice Lindsay, docket clerk in the Springfield office, was accepted into the Federal Court Leadership Program. This two-and-a-half-year program offered by the Federal Judicial Center combines on-line computer instruction, face-to-face workshops, and self-directed projects at the court unit level to teach and develop leadership skills. The Federal Court Leadership Program is designed to develop learning skills so that individuals can further their own growth as leaders; enhance problem-solving and decision-making skills; build the skills needed to motivate and inspire others; broaden an individual's perceptions about their role in judicial administration; and develop commitment to serving the courts.

OPERATIONS SECTION

PERSONNEL

The Intake/Records Section of the Clerk's Office in Boston was the site of many personnel changes in 2000. Jim Kitsock transferred to the Accounting office in April, Maurice Lindsay transferred to the Springfield office in July and Robyn Shahid resigned her position in October. Steve Schonhoff joined the office in April, Eric Schulpf in July, Maria Simeone in November, and Francis Orozco in December. We were also lucky enough to employ the services of two terrific temporary employees, Susie Lopez during the summer and Bob Masuret in November and December.

Personnel in the Intake/Records office were also called upon to help cover other positions in the office: Tony Lardiere volunteered to cover as Judge Woodlock's docket clerk during the docket clerk's maternity leave. That reassignment occurred in October and is expected to last until the end of March 2001.

Jeanette Ramos assumed the duties of the appeals clerk in November while George Howarth continues as Judge Lasker's courtroom clerk.

SCANNING

In January this district began an extensive imaging project. The operations and systems staff worked together to purchase and implement software that links images of documents to the docket entries on docket sheets available on CHASER and PACER. Docket clerks scan all newly filed civil complaints, answers, criminal indictments and informations, judgments, and certain selected orders. As of December 31, 2000 we have over 15,000 images in the scanned database. This project has already proven to be a valuable tool to the bench, the bar and the public.

TRAINING

A great deal of training occurred throughout the year. Intake/Records clerks were trained to docket in anticipation of reassignments and/or promotions, docket clerks were trained in the use of the scanning equipment, and finally intake/records clerks attended training on the use of the Records Management System.

RECORDS MANAGEMENT SYSTEM

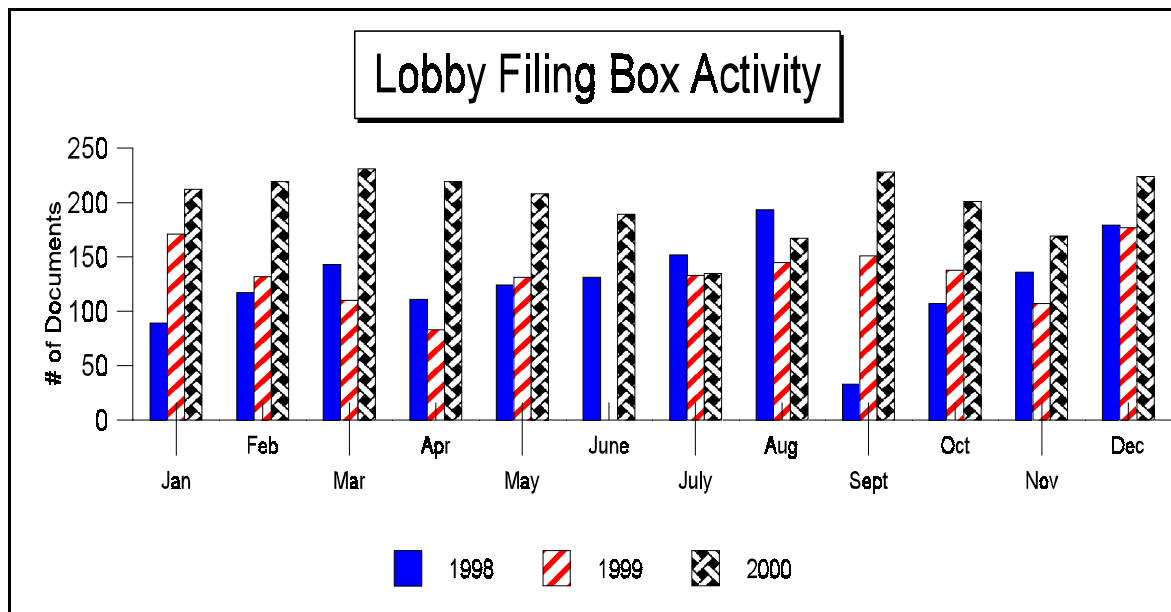
The Intake/Records office has begun the implementation of a new Records Management System. This system will allow that office to scan the bar code on every file as it moves in and out of their custody. Intake/Records clerks spent a full day training on the software, and worked together to design a plan that will allow them to use this software to its fullest.

Future plans for the software will link the Records Management System with the CHASER program, offering court personnel the chance to check on the location of a file or place a reservation.

OTHER

To meet the demands of the public and the press, a report is now available at the front counter that lists all orders and judgments entered on ICMS the previous day. Anyone may take a copy of the report, and then view any orders or judgments of interest through PACER.

The chart below depicts the frequency of use of the filing box located in the lobby of the courthouse in Boston. There has generally been an increase in activity since we began using a lobby filing box in 1997. In all but two months of 2000, there was a significant increase in the number of documents filed with the court using this method as compared to prior years.



COURTROOM CLERK SECTION

Mary Cummings, Courtroom Supervisor, continued to coordinate the activities of 19 courtroom clerks in Boston during 2000. In addition to her supervisory duties, Mary coordinates information regarding interpreter usage and payments. Mary also worked with a team of courtroom clerks to develop a courtroom clerk training program for the Court. The courtroom clerks who volunteered their time to develop the program and become mentors for employees trying to learn the basics of the duties of a courtroom deputy include: Zita Lovett, Liz French, Rebecca Greenberg, Todd McGrath, Robert Alba, Marty Castles and Tom Quinn. Though unable to participate in the program, Mary Johnson Robbins has devoted hours in assisting clerks new to the Court.

During the last several months of the year there were a number of changes in the assignment of courtroom deputies.

- ◆ In August John Greene was hired as courtroom deputy for Chief Magistrate Judge Collings.
- ◆ Tom Quinn was selected for the position of courtroom deputy for newly appointed Magistrate Judge Dein.
- ◆ Tim Rooney moved to New York and Karen Bain-Morgado transferred from the Bankruptcy Court in October to replace him as courtroom deputy for Judge O'Toole.
- ◆ Todd McGrath was given the opportunity to be assigned as a temporary law clerk for Judge Mazzone to cover a three-month maternity leave which began in October. Coverage for Todd's position as courtroom deputy for Judge Saris was provided by Phil Lyons, while George Howarth took over for Judge Lasker.
- ◆ In November Catherine Gawlik and Karen Donovan, docket clerks, were selected to share coverage as

temporary courtroom clerks for Judge Lindsay for a five-month period beginning in December. They received some training for this transition during November and December. They will be sharing the courtroom clerk responsibilities in addition to their duties as docket clerks.

Courtroom Clerks Assigned to District Judges in Boston: Elizabeth Smith, Zita Lovett, Craig Nicewicz, Lisa Urso, Basil Cronin, Rebecca Greenberg, Peter Gallagher, Mary Johnson Robbins, Lisa Hourihan, Todd McGrath, Maryellen Molloy, Karen Bain-Morgado, Philip Lyons, George Howarth.

Courtroom Clerks Assigned to Magistrate Judges in Boston: Ellen Hayes, Rex Brown, John Greene, Robert Alba, and Thomas Quinn .

The courtroom clerks continued to monitor the CJRA reports for the status of motions and bench trials pending more than six months and cases pending more than three years that are required for the periods ending March 31 and September 30 each year. There has been and continues to be a steady decline in the number of reportable motions since we began using the CJRA reporting software in 1994.

The CJRA reports for matters pending as of September 30, 2000 included the following:

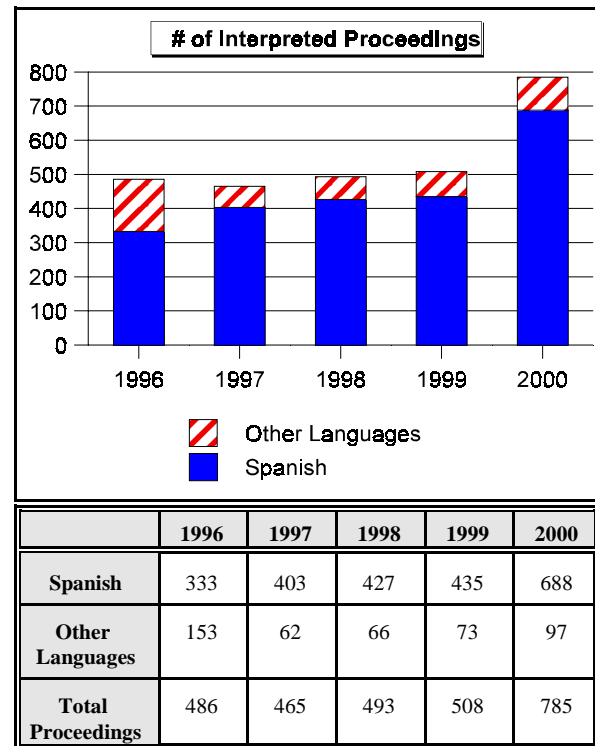
◆ Six Month Pending Motions	310
◆ Three Year Pending Cases	253
◆ Bench Trials	2
◆ Bankruptcy Appeals	9
◆ Social Security Appeals	3

INTERPRETERS

New rates went into effect for court interpreters for all work performed on or after January 3, 2000. For certified interpreters this meant an increase to \$305 for a full-day, \$165 for a half-day and \$45 an hour for overtime. There was a slight increase in the overall use of court interpreters in the District of Massachusetts during 2000. The use of Spanish interpreters increased by 58.2 percent from the figures available for the same time period in 1999. There was also a less significant increase in the use of interpreters in other languages of about 32.9 percent. There was a 54.5 percent increase overall from 1999 to 2000 for all interpreted proceedings. The chart below provides data on the use of interpreters in the District of Massachusetts for the last five years.

The three languages certified by the Administrative Office are Spanish, Haitian Creole and Navajo. The AO also maintains a list of interpreters who have passed a written examination in the following languages: Arabic, Cantonese, Hebrew, Italian, Korean, Mandarin, Polish and Russian. This list is available on the AO Web page, along with the new National Court Interpreter Database that provides information on interpreters used by various federal courts throughout the country. Mary

Cummings, Courtroom Supervisor, gathered and input the information into the national database on the court interpreters for the District of Massachusetts.



Source: Annual Report on Use of Court Interpreters

DIVISIONAL OFFICES

WESTERN DIVISION

In 2000, there was a total of 236 civil cases filed in the Western Division, down from 299 for the 1999 calendar year. A total of 36 new criminal cases were filed, up from 33 in 1999.

At the end of the year Judge Ponsor had 175 civil cases and 29 criminal cases pending. Judge Freedman had 72 civil cases and 15 criminal cases pending. Magistrate Judge Neiman had 36 civil cases pending.

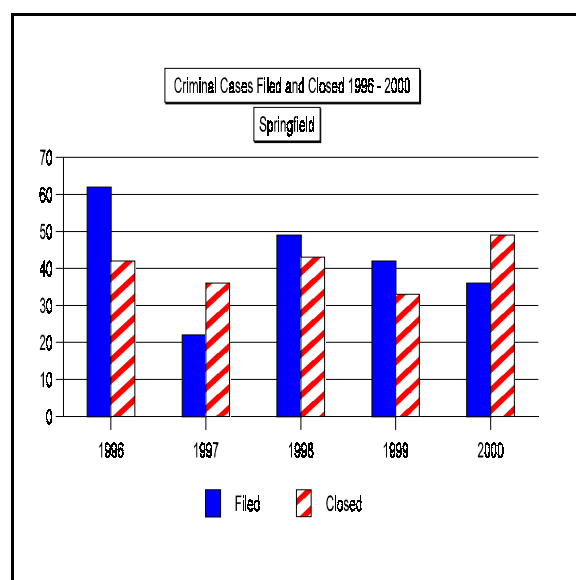
During 2000, the Western Section began scanning certain designated documents such as complaints, answers, indictments, etc. These scanned images are linked to the docket entries and then can be accessed through the U.S. District Court PACER or CHASER system. Scanned documents can be viewed and/or printed out by attorneys and interested parties who have access to the PACER system.

Planning and designing of the new federal courthouse in Springfield continued throughout the year. The project is moving forward since Congress approved construction money for the new building for budget year 2002.

In October, 600 jurors reported to Springfield Symphony Hall to begin jury selection in the capital murder case of the United States v. Kristen Gilbert. Staff from the Boston office traveled to Springfield to assist the Springfield staff with processing the jurors who received a 20 page questionnaire to complete upon arrival. This initial proceeding took 4 ½ hours to complete. The actual jury selection then began on October 23 at the courthouse and it took Judge Ponsor four weeks to pick a jury of twelve and six alternates. Opening statements began on November 20. The trial was estimated to last three - four months.

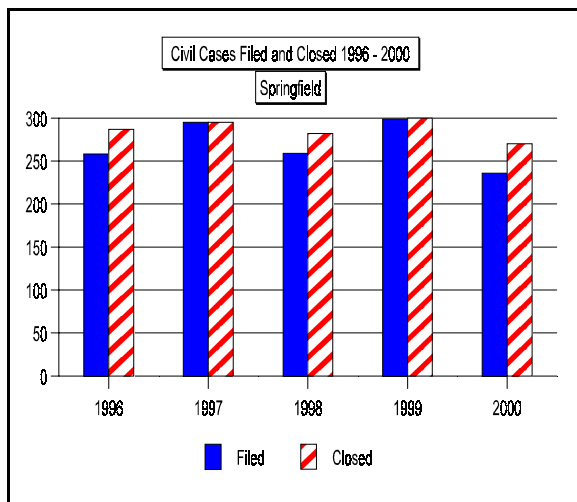
In June, Evelyn Krupa, a docket clerk since the divisional office opened in 1979, retired. Maurice Lindsay, a Springfield resident who had worked in the Boston Clerk's Office for three years, transferred to the Springfield office to replace Evelyn.

The annual Clerk's Office employee recognition luncheon was held on October 13 and was attended by the Judges, chambers staff, Tony Anastas, Clerk and Bill Ruane, Chief Deputy Clerk.



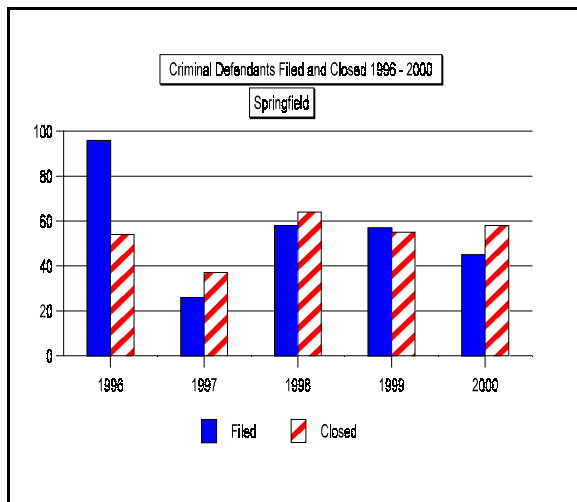
Criminal Case Activity	1996	1997	1998	1999	2000
Filed	62	22	49	42	36
Closed	42	36	43	33	49

Source: Locally generated report on criminal case filing activity for calendar year.



Civil Case Activity	1996	1997	1998	1999	2000
Filed	258	295	259	299	236
Closed	287	295	282	300	270

Source: Locally generated report on civil case filing activity for calendar year.



Criminal Defendants	1996	1997	1998	1999	2000
Filed	96	26	58	57	45
Closed	54	37	64	55	58

Source: Locally generated report on criminal defendant filing activity for calendar year.

CENTRAL DIVISION

The new civil case filings for Worcester slightly increased to 222 cases in the year 2000 over 216 filed in 1999. While the new criminal case filings increased by about 40 percent over the prior years figures, the criminal defendant filings decreased by approximately 35 percent from those in 1999.

In May 2000, the Worcester Division hosted a seminar entitled "Jury Trials in Federal Court." The panel consisted of Judge Gorton, Magistrate Judge Swartwood, Susan Broome, Ph.D., and members of the Worcester County Bar Association.

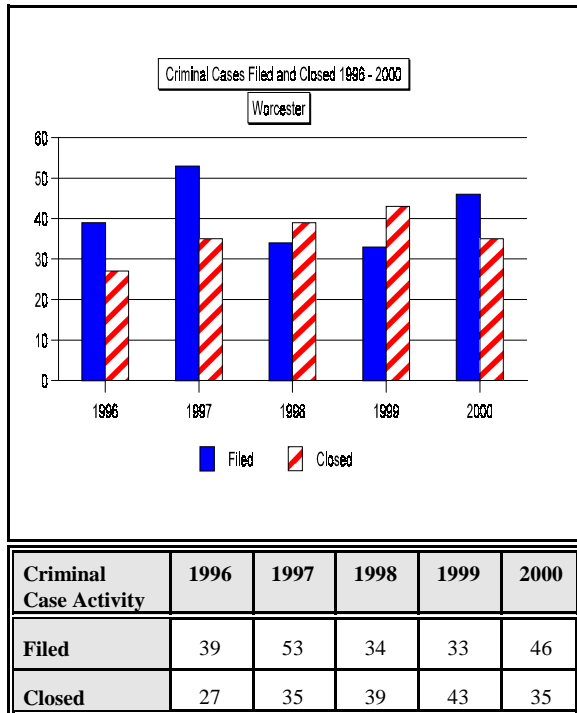
In August 2000, renovations began in the Clerk's Office to create an office for Judge Gorton's Courtroom Deputy, to add an additional workstation in the intake section, and to add a new workstation/multi-purpose room in our former supply closet.

Scanning of all documents in all files began in August 2000 to enable both Judge Gorton and Magistrate Judge Swartwood and their clerks to have access to the files through CHASER anytime without the need for having access to the original paper file. The scanned documents are also available to the public through the PACER system.

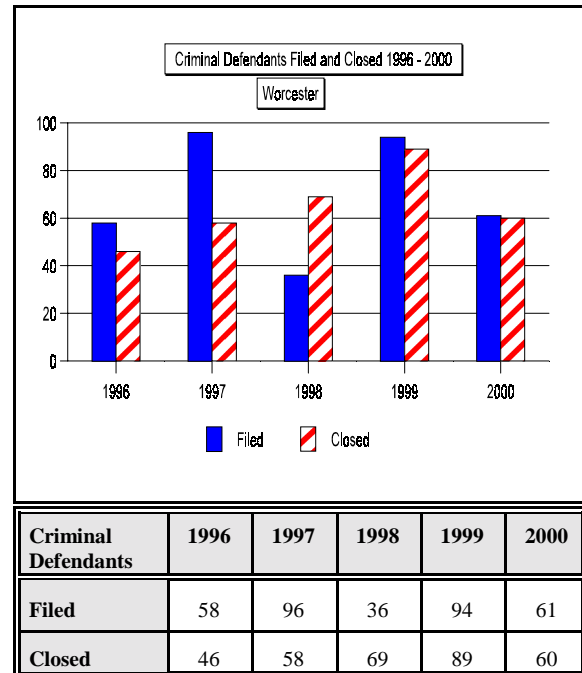
In October 2000, Ann Bossolt and Sherry Jones were two students from Becker College selected to participate in the Internship Program. Both were sworn in as deputy clerks and were trained to assist in many of the routine daily operations of the Clerk's Office. Sherry was hired as Jury/Intake Clerk for the Worcester office in December.

The Central Division in Worcester has adopted the Federal Court Public Education Project "Arts and the Law Series." We invited eighty students (per performance) from various Worcester Public Schools to each of the four programs. The grades of students ranged from sixth grade through high school. All programs were well received.

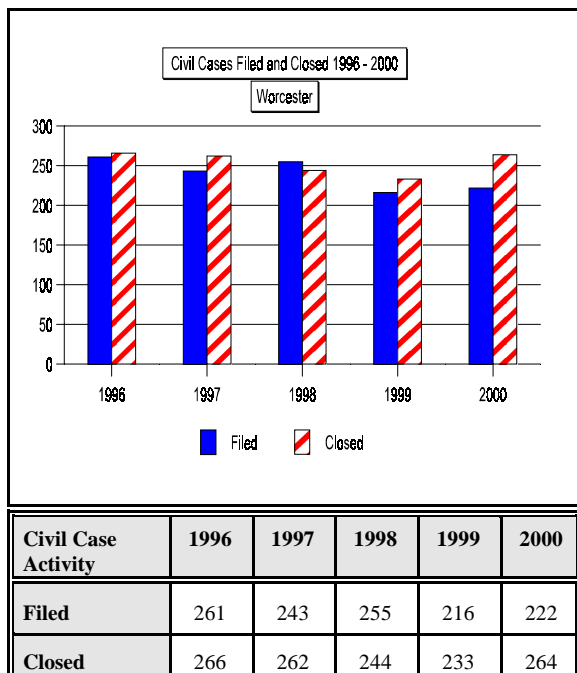
DISTRICT OF MASSACHUSETTS



Source: Locally generated report on criminal case activity for calendar year.



Source: Locally generated report on criminal defendant filing activity for calendar year.



Source: Locally generated report on civil case filing activity for calendar year.

ALTERNATIVE DISPUTE RESOLUTION

In 2000, the Alternative Dispute Resolution Program continued to provide an effective option other than litigation to resolve civil cases. The Program enjoyed the significant contribution of volunteer services from its ADR Panel. Thirty-four ADR practitioners serve as neutrals on behalf of the Court. Each Panel member was required to have at least ten years of experience in some combination of ADR and litigation in order to be chosen for the Panel. The Panel joined Judge Skinner and Judge Mazzone as well as the magistrate judges in Boston, Worcester and Springfield in helping parties to explore settlement. Judge Mazzone continued to serve as Liaison Judge to the Program.

This year, the trial judges referred 221 cases to the Program for mediation or, in a few instances, early neutral evaluation. Most of these cases were mediated during the calendar year, while some were scheduled for sessions in 2001. The court's ADR providers mediated 268 cases, occasionally holding several meetings. By the end of the year, 164 cases were reported settled and 96 cases were returned to the trial judges for further action. Of those cases for

which results were reported, 63 percent were settled while 37 percent were not resolved.

In March, Judge Mazzone demonstrated the benefits of the Program by spending two weeks mediating cases in the District of Puerto Rico. As a result of his efforts there, several complex cases were resolved prior to trial.

Goals for the Program for the year 2001 include encouraging more extensive use of the Panel and developing better methods for evaluating the success of the Program. The court's ADR Plan and list of Panel members are being added to the court's website for easy public access. The Systems Department currently is collaborating with the court's ADR Administrator to develop a computerized database to track case information and more efficiently monitor the progress of cases sent to ADR. Based on feedback from participants in court-annexed ADR, the Program expects to analyze ways in which it can improve its services and better serve the legal community.

CRIMINAL JUSTICE ACT

The local Criminal Justice Act (CJA) Plan, which was amended in 1993, continues in effect for the District of Massachusetts.

Charles Rankin, Esq. as Chair of the CJA Board, continued to participate in CJA-related activities in the District. Recommendations by the CJA Board concerning the annual application process for reappointment and replacement attorneys on the CJA Panel were pending at the end of the year. It is anticipated that the judges would make a decision on the recommendations early next year.

The CJA Board also continued to work with Owen Walker, the Federal Defender, and the other members of his office on training programs for CJA panel members and other criminal defense attorneys in 2000. Several programs were held in the Boston courthouse, including a reception for participants in a seminar entitled "Winning Strategies for Defending Federal Criminal Cases". Boston was one of three sites in the country where this program, sponsored by the Administrative Office of the U.S. Courts and the Federal Public and Community Defenders, was offered.

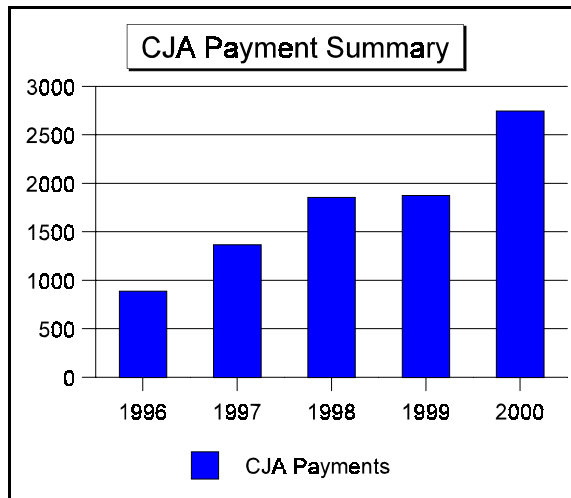
One of the major changes to affect the Clerk's Office concerning CJA activities was the implementation of a new appointment and voucher payment system in late 1999. As a result of this program the manner in which vouchers were processed was completely changed. During 2000 we made several adjustments to the appointment and payment processes utilized in the Clerk's Office. Judy Litwin assumed the primary responsibility for data entry and initial voucher processing. Steve Moynahan continued to perform the mathematical and technical review of the vouchers before the vouchers are forwarded to the judges for approval.

The number of CJA vouchers processed for payment increased and the amount of the payments made under CJA increased significantly from 1999 to 2000 as can be seen in the table and charts below. As a result, there was a corresponding increase in the work involved in processing these vouchers under the new CJA Payment System. Although the voucher payment activity increased during this time period the number of appointments made through the Attorney Assignment System decreased somewhat.

Another change that was made to accommodate the new CJA system was the assignment of appointment and voucher preparation responsibility to the clerks for the magistrate judges. This would limit the amount of licenses needed for the program and would also provide more consistency in the data entry since the courtroom clerks using the system regularly would be entering the data. The locally developed CJA Attorney Assignment System was modified with input from the clerks for the Magistrate Judges to be more user friendly.

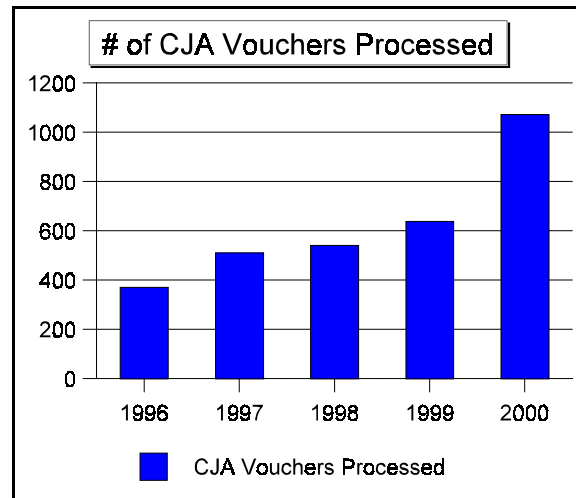
	CJA Payments	CJA Vouchers	Total Appointed		
			Boston	Spfld	Worc
1999	\$1,726,567.	638	378	38	35
2000	\$2,743,582.	1072	347	16	49
	62% increase	60% increase			

DISTRICT OF MASSACHUSETTS



	1996	1997	1998	1999	2000
CJA Payments	\$887	\$1,368	\$1,854	\$1,874	\$2,744

Note: Figures in thousands of dollars.



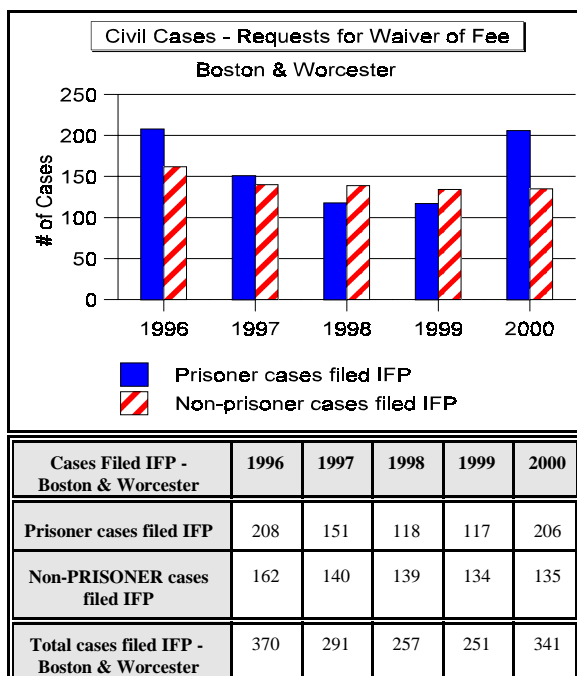
	1996	1997	1998	1999	2000
CJA Vouchers Processed	370	511	540	638	1072

PRO SE AND INDIGENT CASE PROCESSING

PRO SE CASE PROCESSING

Barbara Morse made a presentation at the law clerk orientation program held on Wednesday, October 11, 2000. Barbara provided an overview of pro se case processing procedures for civil, pro se cases. She also explained the court's pro bono program and encouraged the lawyers present to make themselves available to represent pro se litigants in appropriate cases at the request of the court.

With the opening of the Federal Medical Center at Fort Devens (FMC Devens), the court has seen an increasing number of lawsuits filed by FMC Devens inmates. This is despite the fact that the prison is not yet at full capacity (1,000 inmates). In order to avoid an excessive burden on the Worcester session, judicial assignments of these cases are made to the judges in the Boston and Worcester divisions on the customary random basis.



Source: Locally generated report of IFP filing activity prepared by Pro Se Staff Attorney.

The recent decision by the United States Supreme Court in *Apprendi v. New Jersey*, 530 U.S. 466, 120 S. Ct. 2348, 2362, 147 L. Ed. 2d 435 (2000), has opened the door for petitioners seeking to challenge their convictions and sentences. The court held "[o]ther than the fact of a prior conviction, any fact that increases the penalty for a crime beyond the prescribed statutory maximum must be submitted to a jury, and proved beyond a reasonable doubt." A number of prisoners in the commonwealth have already requested transcripts of at least their sentencing hearings. As more Massachusetts prisoners become aware of the ruling, we anticipate that they will challenge the dispositions of their cases.

A recent decision by the First Circuit Court of Appeals has closed the door for aliens awaiting deportation outside the Commonwealth to file habeas petitions in the District of Massachusetts. "[T]he court issuing the writ must have personal jurisdiction over the person who holds the petitioner in custody ... because [t]he writ of habeas corpus does not act upon the prisoner who seeks relief, but upon the person who holds him in what is alleged to be unlawful custody." *Vasquez v. Reno*, 233 F.3d 688, 690 (1st Cir. 2000). Many aliens detained outside the Commonwealth are not aware of this ruling and file their petitions with the District of Massachusetts. The court is therefore transferring these cases to the appropriate district courts.

PRO BONO PROGRAM

The court's pro bono program has been in operation since 1982. The Pro Se Staff Attorney coordinates this program which secures volunteer attorneys to represent indigent litigants in civil cases when allowed by the court. Pro Bono lawyers are appointed at a rate of 1-2 per month through this program.

New attorneys were recruited for the

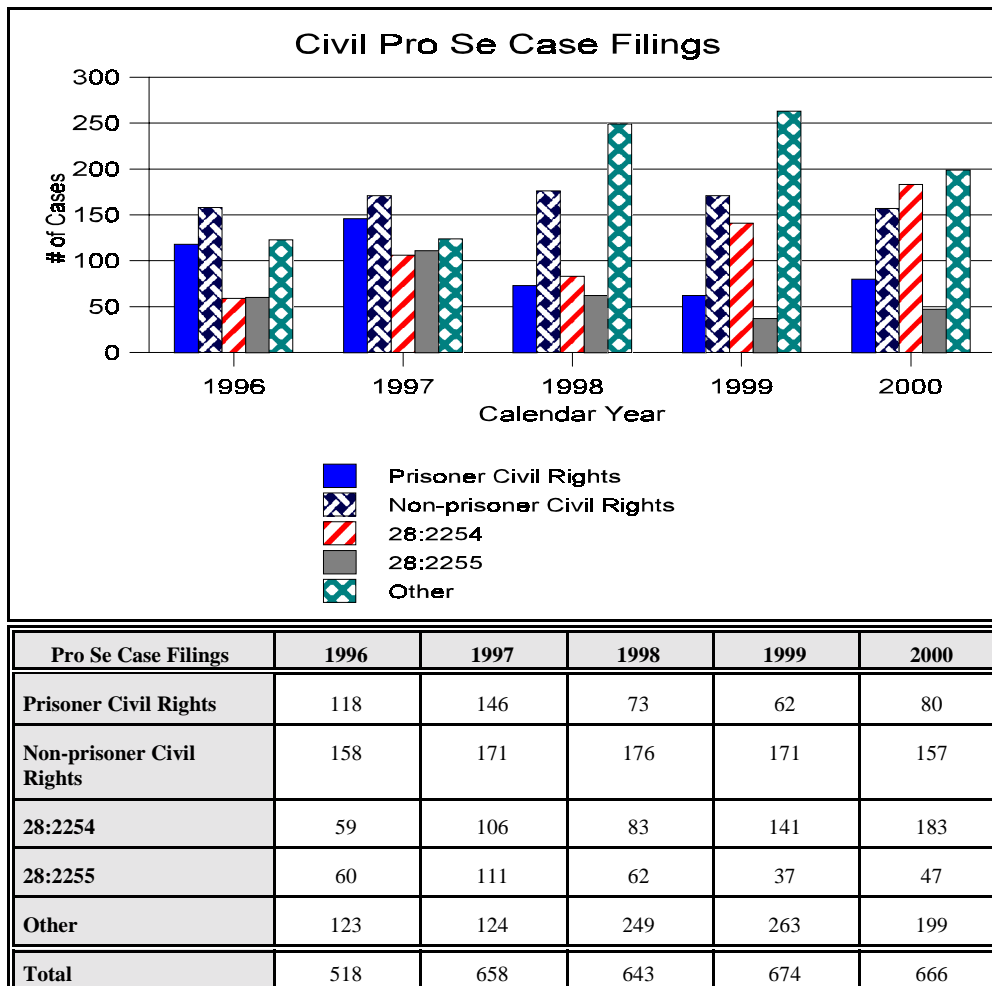
DISTRICT OF MASSACHUSETTS

court's pro bono panel through two Massachusetts Continuing Legal Education (MCLE) seminars. The Pro Se Staff Attorney invited new attorney participation at the MCLE Federal Court Judicial Forum held on November 16, 2000, and the MCLE program on Representing Indigent Plaintiffs in Federal Court held on May 16, 2000.

The MCLE seminar on Representing Indigent Plaintiffs in Federal Court provided training to attorneys who have joined the Court's pro bono panel. The program was supported by Chief Judge William G. Young; Hon. Reginald C. Lindsay, Program Liaison; Hon. Nancy Gertner, Program Chair; and Hon. Rya W. Zobel as well

as Howard Friedman, Esq.; Philip Kassel, Esq., Massachusetts Correctional Legal Services; Ellen J. Messing, Esq.; John Reinstein, Esq., ACLU of Massachusetts; and Nancy A. White, Esq., Massachusetts Department of Corrections.

Hon. Rya W. Zobel, former director of the Federal Judicial Center, arranged for program participants to receive an FJC publication on Section 1983 Litigation. The MCLE program materials are available from the MCLE bookstore. An MCLE training seminar with Hon. Michael A. Ponsor and Hon. Kenneth P. Neiman will be planned for attorneys in Western Massachusetts.



SYSTEMS SECTION

Systems 2000

◆ Current Staff:

Stuart Barer - Systems Manager

Len Rideout - Assistant Systems Manager

Chris Gross - PC Administrator

Bill Doe - PC Administrator

Edis Feldhouse - Unix Systems Administrator

Linda Topalian -Automation Support Specialist/Trainer

Ben Bauer - Network Administrator

◆ Y2K

For those of you who have been in suspense after reading our 1999 report, all automated systems were tested extensively on January 1, 2000. Aside from some minor issues with ICMS reports, there were no major problems resulting from the turn of the century. We immediately began working on our Y3K plan.

◆ Imaging Project

This system went live in Boston in January and was implemented in the divisional offices later in the year. In preparation of the CM/ECF initiative, orders, complaints, indictments, judgments and answers are now scanned and stored in the Adobe Acrobat format and linked to Web Chaser. Users are able to click on the referenced document number in a docket report and view the document on screen.

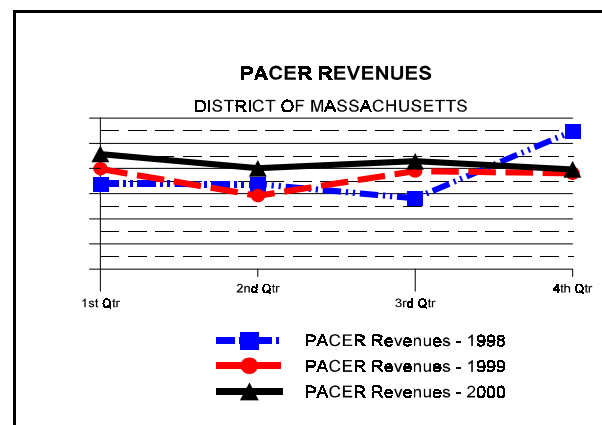
◆ Time and Attendance Program

A new program was installed in January

to track attendance for all clerk's office employees. The system supports punch-in and punch-out functions with automatic leave tracking and accruals.

◆ PACER/Public Access

PACER usage dramatically increased during calendar year 2000. The amount of revenue generated started the year at 1 percent in the first quarter. It then rose to 54 percent in the second quarter. It rose again to precisely 75 percent in both the third and fourth quarters. The number of minutes users dialed-in to the modem bank decreased from 33,000 in the first quarter to just under 8,000 by the fourth quarter. Throughout the year, PACER users spent an average of seven minutes connected to our site.



PACER Revenues	1998	1999	2000
1 st Quarter	\$16,961	\$19,969	\$22,900
2 nd Quarter	\$16,907	\$14,599	\$20,044
3 rd Quarter	\$14,807	\$19,493	\$21,448
4 th Quarter	\$27,480	\$19,037	\$19,837
Total	\$76,155	\$73,098	\$84,228

Web PACER was made available on the public Internet in February. This allowed our 25,000+ registered PACER users the ability to view and print documents using a web browser. Scanned documents were later made available

on Web PACER in a similar fashion to the Web CHASER links described above. These documents were available free of charge until September 5th. A Civil Case Filings option was added in October. These reports can be viewed by current day, current month, specific day, or specific month. Procedures for requesting archived cases from the Records Center in Waltham, Mass. were added in November.

Secure public terminals were installed in Boston and the divisional offices to enable onsite access to Web PACER. There is no viewing charge for using these terminals. Users only pay the standard fifty cents per page fee for reports or imaged documents they wish to print. A demonstration was held for newspaper representatives from *The Boston Herald* and *The Patriot Ledger*.

In July, the U.S. Courts PACER Service Center reported that all users of Web PACER on the Internet also have instant access to all other courts' PACER systems. PACER users from other courts also have instant access to our Massachusetts PACER system. Users need only log in once to access nationwide data.

Other additions to our World Wide Web home page at <http://www.mad.uscourts.gov/> included:

- The daily court docket in WordPerfect and Adobe Acrobat formats.
- Bar Admissions application and instructions.
- The Springfield CJA Panel application and questionnaire.
- Local Rules of Civil Procedure
- A link to the U.S. Party/Case Index

♦ **Jury Management System (JMS)**

Much of 2000 was spent in the implementation of the new Jury Management System, a national application to replace our existing Jury Assembly Room Automation

(JARA) system, to process juror attendance, impanelment, payroll, and other administrative functions. The preparatory phase included the following activities:

- bi-weekly conference calls with the AO other JMS courts
- visits to previously implemented courts by staff members
- systems staff administrative training in San Antonio
- workstation upgrades to support the application
- purchase of additional equipment not specified in the national rollout but deemed necessary
- creating customized versions of local summonses, judges' impanelment lists and laser-generated wheel cards not supported in the national application

The system was installed and users were trained in July and August. After a transition period, the jury staff went live on JMS in November when summonses were sent to a pool of jurors scheduled for reporting in January.

To supplement JMS, an Interactive Voice Response (IVR) System was purchased and installed to disseminate reporting information to jurors. The system accesses the JMS database to customize messages for reporting jurors based on their ID number. Jurors call the system, enter their ID numbers, and are told when and where to report. This was used for the first time very effectively during the impanelment for the Gilbert murder trial in Springfield.

♦ **Bar-coded File Management System for Records Room**

This system was purchased to help our records room keep track of the status of case files and to improve service to the court. Data is imported directly from Case Assignment and ICMS to create and update database records for each file. Bar codes are printed and affixed

to each case folder to be scanned by staff members whenever a file is removed or returned. A simple desktop application allows them to easily retrieve the current location of each file.

◆ **Springfield Electronic Courtroom**

A new electronic evidence presentation system was installed in Springfield in October. The system includes a document camera, VCRs for recording and playback, inputs for computer presentations, a witness touch screen, a video printer, and a tablet-based annotation system at the lectern. Flat screen display monitors are located at the judge, clerk, court reporter, witness, attorneys, and juror locations.

◆ **Miscellaneous, Yet By No Means Insignificant, Accomplishments In 2000**

The following resources were added to our internal, intranet web pages:

-A Judicial Officers Page to consolidate several useful links such as Web CHASER, Court of Appeals dockets, sentencing information, and opinions.

- When querying criminal cases in Web CHASER, a "Case Summary" link now appears to pull up sentencing guidelines for all defendants in the current case.

Judges and secretaries received new computers equipped with Windows 98 and WordPerfect 9. Their existing computers were rotated to the Clerk's office. Palm computers were also purchased for managers and judges that requested them.

ADMINISTRATIVE SERVICES

The Administrative Services function provides support to the Clerk's office and the judges in the following areas: financial, jury, space/facilities, procurement, bar admission and court reporters. As Administrative Manager, Frank Dello Russo has oversight for these functions and working with the supervisors and staff successfully worked through a number of changes during 2000.

The financial section began the year with a change and continued to encounter changes in procedures and staff during the year. Eleanor Creamer retired as Financial Administrator and Christine Karjel came on board to replace her. Chris brought with her the training and experiences she encountered in two other courts, the Western District of New York and the Northern District of Georgia. A number of changes both in procedures and personnel helped to expand the responsibilities of the financial staff and encouraged team work and cross training. The work in the financial section is discussed in more detail later in the report.

The jury function comprises another major area of responsibility in the Administrative Services section. Two changes that had a significant effect on the jury section were the implementation of the new Jury Management System (JMS) and the changes in personnel during the year. Although there were a few difficult times during the year, the teamwork paid off and everything was in place for the first jury pool under JMS to report in January 2001. More details on activities during the year are provided in the jury section of this report.

All space, facilities and procurement activity continued to be managed by Tim Schroeder with the assistance of Annie Ng until August when she moved on to the private sector. Doug Holmes moved from the jury section to take over as Assistant Property and Procurement Administrator and has been able to help improve the organization and coordination of efforts in the property and procurement area. Cataloguing of space used for storage of supplies and furniture is one of the projects

currently underway, as well as evaluating the need for newer equipment for courtrooms such as infra-red interpreting equipment and sound system upgrades.

As Bar Admissions Clerk, Steve Moynahan is responsible for scheduling the attorney admissions ceremonies for the district and as a result 723 attorneys were added to our roles in 2000. This is a decrease of approximately 26 percent over the admissions in 1999. In addition to his duties as Bar Admissions Clerk, Steve also continued to provide the mathematical and technical review for CJA vouchers submitted for payment.

	1996	1997	1998	1999	2000
Attorneys Admitted	1052	955	1,007	985	723

The court reporters were not without personnel changes in 2000. Carol Scott took over as Judge Tauro's official court reporter after Barbara Sakurai decided to take a well-earned retirement having been with the Federal Court for twenty-four years. Carol's assignment with Judge Tauro created a vacancy for the floater official court reporter which was filled for several months by Nancy Eaton. In September Nancy decided that floating was not for her and resigned her position which was subsequently filled by Deborah Nemitz. The current roster of official court reporters for the District of Massachusetts includes:

Patricia Casey-Price
 Marie Cloonan
 Cheryl Dahlstrom - Worcester
 James Gibbons
 Teri Gibson
 Harold Hagopian
 Lee Marzilli
 James McLaughlin
 Alice Moran - Springfield
 Deborah Nemitz - Floater
 Pamela Owens
 Jill Ruggieri

Carol Scott
Judith Twomey
Donald Womack

During 2000, the official reporters logged a total of 7,725 hours in court and produced total transcript pages in excess of 142,442. In addition to the official reporters, contractual reporters were hired in approximately 154 instances.

Debbie Lowe, the Court Reporter Supervisor, spent time reviewing and revising the Court Reporter Plan for the District. Working with several court reporters and Judge Saris as the liaison judge, a final draft was produced and approved by the judges by year end. It is expected that it will be officially implemented in early 2001.

In addition to her duties as Court Reporter Supervisor, Debbie Lowe also coordinates the naturalization ceremonies held by the court. During 2000, approximately 8959 new citizens were sworn in by the judges of this court.

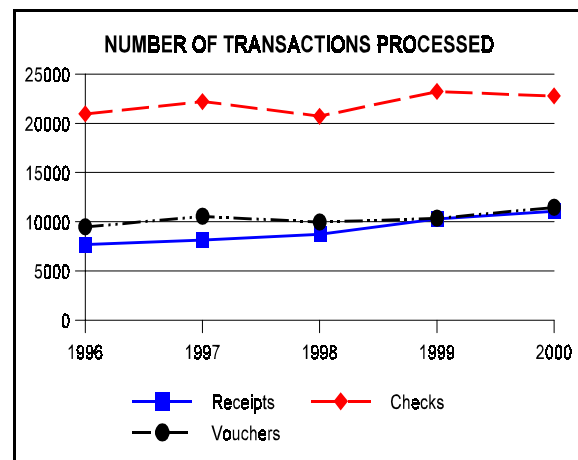
	1998	1997	1996	1995	2000
Aliens Naturalized	9,814	11,680	9,907	10,797	8959

FINANCIAL OFFICE

The year 2000 was one of transition for the Financial Office. Ellie Creamer finished her work as Financial Administrator in January upon her retirement. She turned the reins over to Christine Karjel who had experience in both the Western District of New York and the Northern District of Georgia. As one could expect, Christine's varied experiences brought new ideas and some different ways of processing the work in the Financial Office. Chris, along with other members of her staff, has worked towards automating many of the reports and records that were previously maintained manually and eliminating the need for redundant records previously maintained by

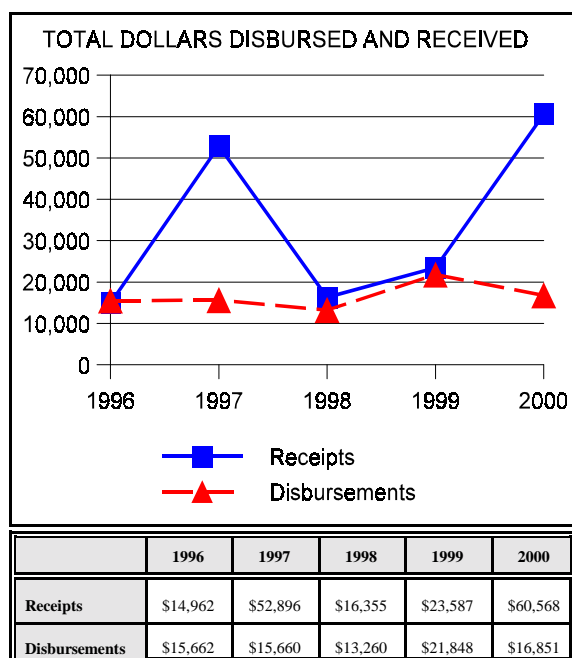
the office.

There were also other changes in the staff of the financial office during the year. In April, Elaine Daniels-Lynch was reassigned to the position of Scanning Clerk in Judicial Operations and James Kitsock, Intake/Records Clerk, was selected to fill the vacant Financial Clerk position. The number of personnel assigned to the Financial Office was also expanded with the transfer of the Cashier position held by Judy Nappi from Intake to Financial and with the addition of a new Financial Clerk position filled by Eugenia Edge.



	1996	1997	1998	1999	2000
Receipts	7688	8145	8755	10306	11083
Checks	20958	22210	20723	23234	22789
Vouchers	9472	10559	9985	10350	11463

The statistics for the Financial Office indicate that the number of receipts issued increased by about 7 percent and the number of vouchers processed increased approximately 10 percent over the figures for 1999. However the amount of checks that were issued decreased slightly by about 2 percent over the previous year.



Figures in Thousands of Dollars

NOTE: Large receipt figure in 2000 due to wire transfer for fine payments.

JURY

The Jury Department is another area of the office that encountered a significant amount of change during the year 2000.

By December Jim McAlear was the only constant in jury. All else had changed. In April, Jennifer Filo joined our jury staff from a position in the Office of the Massachusetts Jury Commissioner. Doug Holmes moved from jury to a position in the procurement section in November. Another departure followed when Shawna Kelliher, the Jury Administrator, left for a new position in the District of Rhode Island in December. The year concluded with the addition of Sherry Spencer who came to us from the Administrative Office of the Trial Courts of the Commonwealth of Massachusetts and the promotion of Jim McAlear to the position of Jury Administrator.

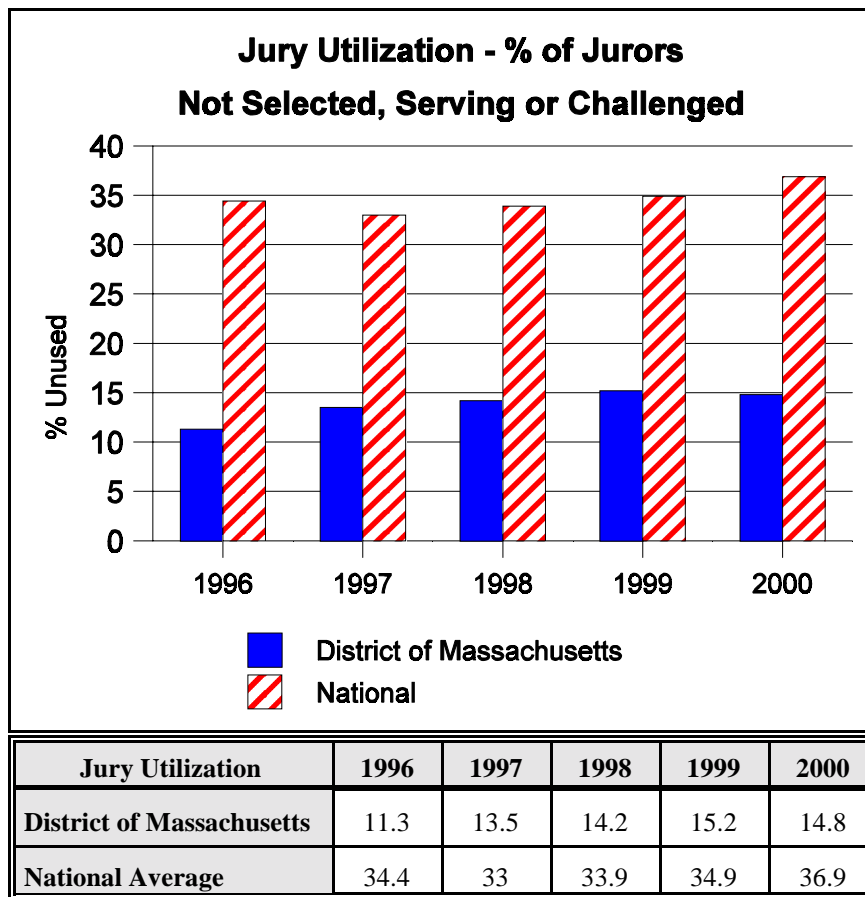
As if the personnel changes in jury were

not enough, Y2K also brought on the implementation of the new Jury Management System (JMS). JMS/Juror for Windows (JFW) is a Windows-based software application that facilitates all aspects of jury management from the creation and maintenance of a pool, to panel creation, and jury selection. The system also generates the information needed to provide complete and accurate payment for service. Although, in the long run it looked like this new software program would facilitate the processing of jury information, it was a complete change from the Jury Assembly Room Automation (JARA) program that had been in use for over fifteen years. There was a significant amount of training and testing involved for the jury staff in order to transition to the new system. By the end of the year everything was in motion to bring in their first jury panel in January using the new JMS system.

In addition an interactive voice response (IVR) system was implemented. This new system allowed jurors to find out by an automated phone system if they had been deferred or excused or were required to report for jury duty. The new system also contacts jurors the night before they are due to report as a reminder of their jury service.

In order to implement the new JMS system, changes were needed to the existing Jury Plan for the court. As a result, the Jury Plan for the District of Massachusetts was reviewed and revised considerably. A new Jury Plan was approved by the Court in November.

Even with the many changes that occurred within the jury department, the Court was still able to maintain a very low percentage of jurors not selected, serving or challenged for fiscal year 2000. The figures represented in the chart indicate that the District of Massachusetts remained the best in the country for jury utilization for courts with 6 or more active Article III judges.



Source: 2000 Federal Court Management Statistics for 12 month period ended September 30

AWARDS

EMPLOYEE RECOGNITION AWARDS

An Employee Recognition Awards Program was developed and implemented in July 1997. The purpose of the program "is to recognize outstanding achievement by individuals, groups and organizational units in the performance of their duties; to improve morale and inspire greater achievement; to promote organizational identification and career commitment; and, to encourage and reward innovative thinking."

The Awards Committee is composed of six (6) members representing various sections of the court. Bill Ruane, the Chief Deputy Clerk, serves as the permanent Chairman. Each year, a new set of volunteers is selected to serve on the Awards Committee to review the nominations submitted and make recommendations to the Clerk. In addition to Bill Ruane, this year's committee was comprised of Stuart Barer, John Bisceglia, Basil Cronin, Karen Donovan, Tim Schroeder and Sue Sladen.

The recipients of the 2000 Employee Recognition Awards were announced by the Awards Committee on August 1, 2000. The awards were presented at this year's "Employee Appreciation Day Program" conducted in Boston, Worcester and Springfield in September and October. These programs included lunch and the presentation of awards.

At the ceremonies, the recipients of cash awards were honored with a framed certificate, personnel selected for an honorary award received gift certificates, and members of the Clerk's Office staff who reached a milestone anniversary were acknowledged with the presentation of a pin to commemorate their years of service to the government.

The 2000 Employee Recognition Award Recipients were:



SPECIAL SERVICES AWARD - CASH AWARD

Individual:

- ◆ Marie Bell - Docket Clerk for her work on Judge Young's cases pending in Arizona and Florida.
- ◆ Bill Doe - PC Administrator for his contributions during the courthouse move in 1998.
- ◆ Doug Holmes - Jury Clerk for accepting the added duties as Court Reporter Supervisor during a colleague's maternity leave.
- ◆ Judy Litwin - Administrative Assistant for volunteering to implement the new CJA Automated Payment System.
- ◆ Steve Moynahan - Bar Clerk for his help as Naturalization Clerk during a colleague's maternity leave.



SUGGESTION/INNOVATION AWARD - CASH AWARD

- ◆ Joanne Cull - Personnel Specialist for suggestions that have greatly improved the Human Resources Department.



SUPERIOR PERFORMANCE AWARD - CASH AWARD

- ◆ Marty Castles - Courtroom Deputy for his tireless work ethic and superior support to the Clerk's Office in Worcester
- ◆ Sheila Diskes - Docket Supervisor for her tireless work

DISTRICT OF MASSACHUSETTS

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| <ul style="list-style-type: none">and dedication to the Clerk's Office.◆ Chris Gross - PC Systems Administrator/Telephone Coordinator for his consistent high level of support as the Telecommunications Coordinator.◆ Harry Hagopian - Court Reporter for his exceptional contribution as Court Reporter Liaison.◆ Jim McAlear - Jury Clerk for his professionalism and commitment to the future of the Clerk's Office.◆ Susan Tebo - Docket Clerk for her steady and exceptional service to the Clerk's Office. | <ul style="list-style-type: none">◆ Jennifer Mulcahy and◆ Craig Nicewicz <p>Ten years -</p> <ul style="list-style-type: none">◆ Robert Alba,◆ Stuart Barer,◆ Patricia Coppola,◆ Rebecca Greenberg,◆ Matthew Hogan,◆ Sandra Holahan, and◆ Jeannette Ramos <p>Twenty years -</p> <ul style="list-style-type: none">◆ Joanne Cull <p>Twenty-five years -</p> <ul style="list-style-type: none">◆ Marie Cloonan,◆ William Ruane and◆ Susan Tebo |
|---|--|
- ◆ **HONORARY AWARD - NON CASH AWARD**

Group Awards:

- ◆ Robert Alba, Kathy Boyce, Basil Cronin, Karen Donovan, Todd McGrath, Craig Nicewicz, Tim Rooney and Lisa Urso

◆ **LENGTH OF SERVICE AWARDS**

A pin, denoting the milestone reached in government service in 1999, was presented to the following employees:

Five years -

- ◆ Basil Cronin,
- ◆ Douglas Holmes,

SUPPORT PERSONNEL AWARDS

On April 10 a luncheon was held at the Boston Park Plaza Hotel for the 26th Annual "Support Personnel Awards Program" hosted by the Greater Boston Federal Executive Board. This was the first year that the District Court participated in this program. Three Clerk's Office employees, George Howarth, Judy Litwin and Susan Tebo, were honored with awards at the luncheon which they attended, along with Bill Ruane, the Chief Deputy Clerk. The purpose of this award is to give Federal agencies the opportunity to recognize support staff who achieve the highest standards in their fields.

VOLUNTEER/COMMUNITY ACTIVITIES

During the course of 2000, many members of the court staff participated in volunteer and fund raising activities which required efforts beyond their normal work activities.

- ◆ The arrival of spring was celebrated by the 2nd Annual Daffodil Days campaign for the benefit of the American Cancer Society. The tenants of the U.S. Courthouse participated in this event and raised \$5500.00 to help fight the spread of cancer. The Clerk's Office was the highest contributor among the other agencies in the building. The United States Courthouse was honored with the first ever Team Spirit Award at the Annual Daffodil Days luncheon held to kick off the next years fund raising event. Thanks go to Sheila Diskes for her gentle arm twisting, Ginny Hurley and Judy Litwin for their efforts on behalf of the Clerk's Office for this worthy cause.
- ◆ On April 20, 2000 the U.S. Attorney's Office in conjunction with the Clerk's Office and other Federal agencies located in the Courthouse sponsored a "Take Our Daughters and Sons to Work Day". The Court family played host to approximately 40 children who were relatives and friends of employees. The day began with breakfast for the kids in the atrium outside the jury lounge and included a number of varied events such as a mock trial, wildlife demonstrations, and tours of the cell block in the Marshal's Office. The event was well attended and enjoyed by both children and adults.
- ◆ The Clerk's Office, in conjunction with Massachusetts General Hospital, and on behalf of the Federal Court Clerk's Association sponsored two blood drives during 2000 on April 27 and October 18. Of course, as in the past, our resident vampire, George Howarth, reminded and encouraged all to participate in these blood drives. Mary Cummings and Ginny Hurley did all of the coordinating and scheduling for these very successful events. The Clerk's Office for the District of Massachusetts was rewarded at the Annual FCCA Conference held in Spokane, Washington for its efforts in the blood drives. A certificate of appreciation was presented to Mary Cummings for the most units of blood (183) donated by participating courts during the past year.
- ◆ The proceeds from the sale of court memorabilia including polo shirts, sweat shirts, bags, mugs, etc. in the amount of \$2,000 were donated to Dean College to be applied to the Brian Cohen Memorial Scholarship Fund. Thanks go to Mary Cummings for coordinating these efforts.
- ◆ Through the efforts of Marilyn Bond and the generosity of 10 employees, a donation totaling \$3,072 was made to the Combined Federal Campaign. The court staff also donated 415 hours to the Leave Share Program for federal court employees throughout the United States. Leave is donated to federal employees who are in need of additional leave for medical purposes.

ACKNOWLEDGMENT

In concluding this report for the year 2000, I would like to thank all of the judges, managers and staff members who contributed information, ideas and suggestions for this annual report of activity in the District of Massachusetts. I sincerely appreciate the support and assistance provided by the Clerk, managers and supervisors in writing and editing various sections of the report. I would also like to thank Nancy Irwin, Judicial Administrative Assistant, for her comments and editing efforts.

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