

CourtWatch MA

FIRST 100 DAYS

CourtWatch MA Data Entry Instructions

Thank you so much for CourtWatching during our First 100 Days CourtWatch project. We are asking that everyone who does a courtwatch shift enters their own data in our data collection survey. This packet provides screenshots and instructions on how to transfer your hardcopy data forms into the digital survey.

The survey can be accessed here:

<https://www.surveymonkey.com/r/CourtWatchMAFirst100>

Please bookmark this link to enter your data after each courtwatch session.

Please note that you'll need to enter a separate survey response for *each person being arraigned*, corresponding to each hardcopy form you filled out during your shift.

All the CourtWatch tools can be found here.

<https://www.courtwatchma.org/court-watch-tools.html>

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CourtWatch MA First 100 Days

1. Welcome to CourtWatch MA First 100 Days Data Entry!

Thank you so much for helping us with this critical work.

Please enter the data from your court watching forms into the following fields. If you were UNABLE to hear/learn an answer to a specific field, please make a note of that where possible.

If you have any questions, please e-mail info@courtwatchma.org

Thank you!

CourtWatch MA Team

[CourtWatch Shift Information](#)

1. Courtwatcher Name:

2. Courtwatcher E-mail Address:

3. Date of Courtwatch Shift


Date

4. Judge Name

5. Courthouse

- BMC Central (24 New Chardon Street, Boston, MA 02114)
- Dorchester District Court (510 Washington St, Boston, MA 02124)
- Roxbury District Court (85 Warren St, Roxbury, MA 02119)

6. Courtroom

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Next

Glossary:

- Courtwatcher Name:** Please write your name
- Courtwatcher E-mail Address:** Please write your e-mail address
- Date of CourtWatch Shift:** Please write the date you watched
- Judge Name:** Please include the FULL name of the judge who heard the following case.
- Courthouse:** Please specify the courthouse where you watched
- Courtroom:** Please specify the courtroom where you watched.

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Case Information & ADA Ask

7. Name of Assistant District Attorney (First Last)

8. Docket Number

9. Name of Defendant (First Last)

10. Charges

- | | | |
|---|--|--|
| <input type="checkbox"/> Trespass | <input type="checkbox"/> Breaking & Entering; for the purpose of shelter and/or into vacant property | <input type="checkbox"/> Drug Possession with Intent to Distribute |
| <input type="checkbox"/> Shoplifting | <input type="checkbox"/> Breaking & Entering; other | <input type="checkbox"/> Resisting Arrest |
| <input type="checkbox"/> Larceny under \$1200 | <input type="checkbox"/> Wanton/Malicious Destruction of Property | <input type="checkbox"/> Probation Violation |
| <input type="checkbox"/> Disorderly Conduct | <input type="checkbox"/> Threats (NOT DV) | <input type="checkbox"/> Default Removal |
| <input type="checkbox"/> Disturbing the Peace | <input type="checkbox"/> Threats (DV) | <input type="checkbox"/> Owed Proof of Community Service |
| <input type="checkbox"/> Receiving Stolen Property (NOT vehicle) | <input type="checkbox"/> Minor in Possession Alcohol | |
| <input type="checkbox"/> Driving Cases: (examples include Op. w/ Suspended/Revoked License, Op w/ Suspended/Revoked Registration) | <input type="checkbox"/> Drug Possession | |
| <input type="checkbox"/> Other Charges - not on DNP list, please list (separated by comma): | | |

11. ADA Ask

- | | | |
|---|--|--|
| <input type="checkbox"/> Bail Revoked on another case | <input type="checkbox"/> Conditions - Stay Away/No Contact | <input type="checkbox"/> Dismiss - Conditions and/or Fines/Fees |
| <input type="checkbox"/> 58A Hearing | <input type="checkbox"/> Conditions - No Abuse | <input type="checkbox"/> Dismiss - Before Arraignment, No Conditions or Fines/Fees |
| <input type="checkbox"/> Conditions - GPS | <input type="checkbox"/> Conditions - Electronic Monitoring (GPS, SCRAM) | <input type="checkbox"/> No Bail - Released on Personal Recognizance |

Bail: Please specify amount

Glossary:

- Name of ADA:** Please enter the name of the Assistant District Attorney who argued this case on behalf of the prosecution. You may have to ask the court officer, another lawyer in the room, or the ADA directly. We understand that Rollins office has instructed the ADAs NOT to give us their names. We will do our best to try and learn them anyways.
- Docket Number:** You may hear this being read in open court, but you also may have to ask one of the attorneys on the case, or you can go into the clerk's office and ask for the docket number during a break. If you have the last/first name of the defendant you may also be able to call the court to get this as well.
- Charges:** This is the list of charges DA Rollins has promised she will decline to prosecute. Please include all of the charges that you hear read in court, and please follow up with attorneys or the clerk's office if you miss something. Please include any other charges that exist but are not on the list.
- ADA Ask:** What did the ADA ask for when making their argument? You should check off all that apply from these choices

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Next Steps - What Happened with the Case?

12. Arraignment Continued?

- No
 Yes
 Date?

13. Court Fees Assessed

- \$150 Attorney Fee None
 Other; please specify amount

14. Released on Personal Recognizance? (ie with no bail set)?

- Yes No

15. Released with Conditions?

- Not Applicable Cash Bail
 GPS (Electronic Monitoring) Surrender Passport
 Other; please specify:

16. If cash bail was set, please enter amount here:

- Not Applicable
 Cash Bail Amount:

Glossary:

- Court Fees Assessed:** You may hear that a \$150 fee is assessed in many cases. This fee is generally NOT a bail amount, but is, instead, an Attorney Fee, assessed when someone is assigned a public defender. Other fees such as Victim Witness Advocate Fee or general Court Costs may also be assessed.
- Released on Personal** Personal Recognizance (PR) means that someone is released, with no conditions, to return on their own. They cannot both be released on PR and have a bail set.
- Released with Conditions?:** Please specify the conditions of release here. Please note that Cash Bail is a condition of release and specify the amount, if applicable in the case.
- Cash Bail Set:** Please specify the bail amount set here.

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17. Was the case diverted (i.e. not prosecuted, but rather the defendant was required to fulfill some kind of court ordered obligation for a period of time before coming back to court)?

No Yes

18. If the case was diverted, were any of the following conditions given:

Community Service Probation Case was not diverted
 Restitution Community Based Program

19. If community service was ordered, how many hours were specified?

Not Applicable
 Community Service Hours were:

20. If a community based program was ordered, please specify type:

Not Applicable Drug Treatment Unspecified
 Mental Health Job Training
 Other

Glossary:

Dismissed/Diverted A Dismissal happens when a case ends at the arraignment and the person has no other obligations to the court. A case is diverted anytime the person has continued obligations to the court (ie, treatment, fines, showing proof of license, etc.)

Conditions If the case was diverted, please check all the applicable conditions the judge indicated were necessary to resolve the civil offense. If not diverted, check "Case was not diverted."

Community Service **Please note: a judge may offer 15 hours of community service instead of the \$150 attorney fee. Please be mindful of this, and do not include this as diversion-related hours. ** If the judge ordered community service to resolve the case, please note how many hours.

Community Program Please specify the type of community-based program imposed, such as substance abuse treatment (drug or alcohol), mental health treatment, or job training. If no program was ordered by the judge, check "Not Applicable." If a program was ordered but you don't know what kind, check "Unspecified." If a specific program was ordered beyond our categories, check "Other" and describe it briefly.

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21. Was the case dismissed?

22. Conditions of Dismissal, if any:

Not Applicable

No Conditions

Court Costs

Other:

23. If court costs were a condition of dismissal please specify amount:

Glossary:

Dismissed:

Choose yes or no from the dropdown, depending on whether the case was dismissed outright.

Conditions:

Even if a case is dismissed, the judge may impose court costs or other conditions. Please check all that apply. If the case was not dismissed, check "Not Applicable." If the case was dismissed but no conditions were ordered, check "No Conditions."

Amount:

Please give the dollar amount of any court costs imposed, separate and apart from the potential \$150 attorney fee for appointed counsel.

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24. 58A (Dangerousness Hearing)

- Not Requested
 Requested
 Granted

25. Was bail already posted before arraignment?

- No
 Yes, amount posted:

26. If bail was posted before arraignment, was it adjusted by the judge AT the arraignment?

- No
 Yes, adjusted to Personal Recognizance
 Yes, adjusted to:

27. Was the person held without bail?

- No
 Yes - 58A
 Yes - Other
- Yes - Probation Hold
 Yes - Bail Revocation
- Yes - Continuance
 Yes - Held for Transport to Another Court for a Warrant

58A

If the person appearing before the court was arrested on what is considered a crime of Hearing: violence—i.e. a felony offense that involves the use, attempted use, or threatened use of physical force against another person or involves a substantial risk of physical force against another person—the ADA may ask the judge for a 58A hearing, also referred to as a “dangerousness” hearing. The ADA would seek this kind of hearing to get an order of pretrial detention or release on enhanced conditions. Please check all the boxes that apply. For example, if the hearing was both requested and granted, check both “Requested” and “Granted.” If such a hearing was not addressed, check “Not Requested.”

Posted Already

If bail was posted at the police station and the person has walked in on their own you may here the clerk or the judge announce that “bail is set at x amount, already posted.”

Held Without

If the person leaves the courtroom without being released and it’s not because a bail was set, please specify why they continued to be held here.

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4.

Person Information

23. Race

- White S. Asian Black
 Latinx E. Asia Native
 Other (please specify)

24. Gender

- Man Trans Masculine
 Woman Trans Feminine

25. Age

- 19-24 35-44 55+
 25-34 45-54

26. Jail

- In Jail
 Out of Jail

27. Language

- Interpreter Not Used Interpreter Requested but not Available
 Interpreter Used (please specify language)

28. Notes (please include any notes you took during CourtWatching, including any personal reflections you would like to share)

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Done

Glossary:

Race / Gender / Age:

Please do your best to fill out these demographic categories based on your observations.

Jail: Indicate whether the person being arraigned was in custody at the time of arraignment. Check "in jail" if they were in custody and "out of jail" if they were not.

Language: Indicate whether an interpreter was used, if so what language, and if not whether the interpreter was "Not Used" or "Requested but not Available" in the language needed.

Notes: This is the final catch-all on the form. Please write any notes about the case and/or your observations, including personal reflections on what you experienced in court.