

ASSET MANAGEMENT PLANNING

Process Handbook



June 2023



Administrative Office of the U.S. Courts

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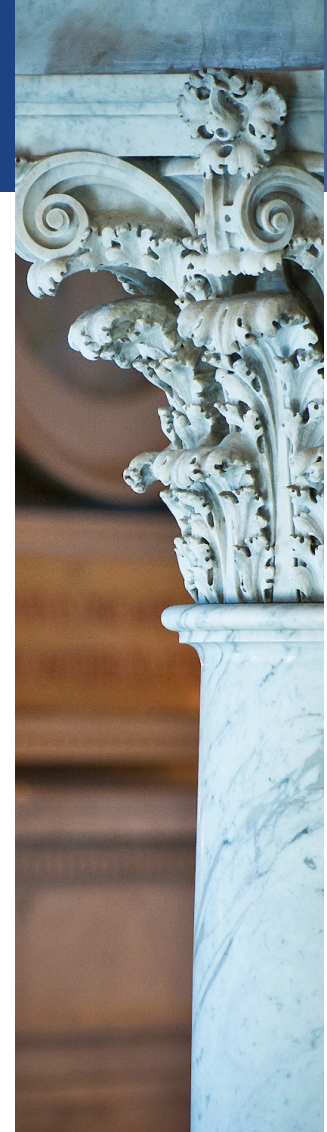
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List of Abbreviations

Acronym/Abbreviation	Definition
A/E	Architecture/Engineering
ACE	Assistant Circuit Executive for Space and Facilities
AMP	Asset Management Planning
AOUSC	Administrative Office of the U.S. Courts
BAP	Bankruptcy Appellate Panel
BAT	Building Assessment Tool
CAPP	Circuit Advanced Planning Program
CDO	Community Defender Organization
CE	Circuit Executive
CPM	Critical Path Method
<i>CPP</i>	Federal Judiciary Courthouse Project Priorities
CRB	Circuit Rent Budget
CSP	Capital Security Program
EOUSA	Executive Office for the U.S. Attorneys
EOUST	Executive Office for U.S. Trustees
FBA	Facility Benefit Assessment
FBF	Federal Buildings Fund
FPDO	Federal Public Defender Organization
FPM	Facilities Program Manager
FSO	AOUSC Facilities and Security Office
GAO	Government Accountability Office
GSA	General Services Administration
IWI	Integrated Workplace Initiative
JCUS	Judicial Conference of the United States
JIFMS	Judiciary Integrated Financial Management System
LRFP	Long-Range Facilities Plan
NTP	Notice to Proceed
OLA	AOUSC Office of Legislative Affairs



Acronym/Abbreviation	Definition
OMB	Office of Management and Budget
PBS	GSA Public Buildings Service
PDS	Prospectus Development Study
PMD	AOUSC Procurement Management Division
POR	Program of Requirements
R&A	Repair and Alteration
RFP	Request for Proposal
SFD	AOUSC/FSO Space and Facilities Division
SOW	Statement of Work
UE	Urgency Evaluation
USAO	U.S. Attorney's Office
USCDG	U.S. Courts Design Guide
USMS	U.S. Marshals Service
UST	Office of the U.S. Trustee

Glossary

Term	Definition
Addition/Annex Strategy	One of the four types of preliminary recommended housing strategies that can be identified in an AMP process LRFP to address a facility's current and future space needs. This strategy entails enlarging an existing court-occupied building with an addition or annex. The strategy may also require one or more interim renovation projects prior to construction of the addition or annex.
Administrative Office of the U.S. Courts (AOUSC)	The Judicial Branch's central support entity that provides a wide range of administrative, legal, financial, management, program, and information technology services to the federal courts.
AnyCourt	An automated space programming tool based on the <i>USCDG</i> that generates a program of requirements (POR) by calculating the usable square feet of space needed to satisfy the housing needs and operational requirements of new courthouses, annexes, and additions 10 and 30 years into the future from the assumed year of design.
Asset Management Planning (AMP)	The Judiciary's comprehensive approach to facility planning that integrates cost-containment, space needs, and courthouse functionality. It considers the pros and cons of specific space strategies and identifies a preliminary recommended housing strategy to meet the Judiciary's current and future operational needs in each court location.
Bankruptcy Administrator	Congress established the bankruptcy administrator program as part of the Judiciary in 1986. Bankruptcy administrator offices are unique to the six judicial districts of Alabama and North Carolina. They oversee the administration of bankruptcy cases, maintain a panel of private trustees, and monitor the transactions and conduct of parties in bankruptcy.
Bankruptcy Appellate Panel (BAP)	In most circuits, an appeal of a ruling by a bankruptcy judge may be taken to the district court. Five Courts of Appeals (the First, Sixth, Eighth, Ninth, and Tenth Circuits), however, have established a Bankruptcy Appellate Panel to hear appeals directly from their bankruptcy court. BAPs consist of three bankruptcy judges from the districts within each circuit. The judges sit for multi-year terms as determined and fixed by the respective circuit judicia council.
Bankruptcy Court	A specialized federal court that is a unit of the U.S. district court in which bankruptcy matters under the Federal Bankruptcy Act are conducted.



Term	Definition
Building Assessment Tool (BAT) (formerly known as Physical Condition Survey)	<p>A strategic GSA planning tool used to assess and analyze the reinvestment requirements of the GSA-owned real property portfolio. The BAT is the computer application by which GSA can periodically inspect and electronically document building conditions. The BAT identifies building liabilities that are later used for developing multi-year plans for repair and alteration projects. It also consolidates and prioritizes building deficiencies through survey inspections that help in identifying deferred maintenance costs. GSA identifies and tracks the overall condition of its inventory through internal BATs and external studies such as building engineering reports and feasibility studies. In general, the BAT is updated every other year. However, it can be updated more or less frequently based on various factors.</p>
Building Engineering Report (BER)	<p>A report developed by GSA for existing buildings to establish future building repair needs. The report is part of a rolling five-year community planning effort. Community Plans are established by each GSA regional office to identify a preferred course to meet future federal space needs in all major metropolitan areas.</p>
Capital Security Program (CSP)	<p>This program is designed to ameliorate security deficiencies in courthouses where physical renovations are feasible, and the construction of a new courthouse is unlikely or unneeded for the foreseeable future. The program was first funded in FY 2012, when Congress designated \$20 million from GSA's Federal Buildings Fund to address security deficiencies in federal courthouses. Improvements include projects such as building secure or restricted corridors, adding or reconfiguring elevators, enclosing prisoner drop-off areas to create sallyports, creating visual barriers, and reconfiguring security screening areas.</p>
Circuit Advanced Planning Program (CAPP)	<p>A collaborative, voluntary program lead by SFD and GSA involving stakeholders from the USMS, circuit, and courts to develop a five-year road map of Judiciary, GSA, and USMS project needs for all courthouse within a given circuit.</p>
Circuit Rent Budget Program (CRB)	<p>A cost containment tool that improves the Judiciary's ability to control space cost and growth. Circuit judicial councils are given authority and responsibility for determining how a portion of the budget resources reserved for rent are to be expended. The CRB consists of three funding components: Component A, Component B, and Component C. Component A is the rent cost of space the circuit currently occupies. Component B is a project-based budget increment which funds rent and/or tenant improvement costs for specific Conference-approved major projects (i.e., new federal courthouse construction, leased courthouses, and major building modernizations). Component B also funds the rent and/or tenant improvement costs for new chambers and courtrooms, as approved by the Space and Facilities Committee, for additional judgeships, judges taking senior status, or replacement judges. The Judiciary pays for rent increases and alteration costs for use of the space. Component C constitutes each circuit's discretionary portion of the rent budget, allowing each circuit judicial council to address other space needs outside of those covered by Component B.</p>

Term	Definition
Community Defender Organization (CDO)	A non-profit defense counsel organization incorporated under state laws and funded through grants from the federal Judiciary. CDOs provide legal representation to defendants who have been charged criminally and are unable to pay for an attorney.
Courthouse Project Priorities List (CPP)	The <i>CPP</i> is the Judiciary's list of courthouse construction funding priorities as approved by the Judicial Conference of the United States. The <i>CPP</i> is developed using the results of the AMP process.
Court of Appeals (COA)	The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a U.S. Court of Appeals (COA). A COA hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. In addition, the COA for the Federal Circuit has nationwide jurisdiction to hear appeals in specialized cases, such as those involving patent laws and cases decided by the Court of International Trade and the Court of Federal Claims.
Court Security Officers (CSOs)	Security professionals funded by the Judiciary and managed by the USMS who protect the Judiciary, court participants, and visitors in court facilities nationwide.
Courthouse	A court-occupied facility that houses one or more courtrooms, including those where there are no resident judges.
Courtroom Utilization Study Matrix	A housing plan prepared in conjunction with an AnyCourt that documents the current and future building location of all judges in a city. The number and type of current and future courtrooms allocated to all judges, as well as the number of current and future chambers, are displayed.
District Courts	The trial courts of the federal court system. Within limits set by Congress and the Constitution, the district courts have jurisdiction to hear nearly all categories of federal cases, including both civil and criminal matters.
Facility Benefit Assessment (FBA)	An AMP process assessment conducted by the Judiciary to determine how well an existing courthouse supports (e.g., benefits) the needs and operations of the court. The FBA consists of a standardized set of factors used as a checklist by an LRFP contractor's architects to rate space during a tour of each courthouse. Tours occur as part of the district or circuit's LRFP on-site planning session. The FBA covers four main weighted categories (building condition, space functionality, security, and space standards). The criterion and their weights were developed by a nationwide working group composed of space professionals and court managers.
Federal Buildings Fund (FBF)	The primary fund established for financial administration of PBS activities. PBS provides workplaces for federal agencies and their employees. The FBF is primarily supported by rent paid to GSA from other federal entities.
Federal Public Defender Organization (FPDO)	A federal agency that operates under the judicial branch of the federal government. The FPDO provides legal representation to defendants who have been charged criminally and who are unable to pay for an attorney.

Term	Definition
Government Accountability Office (GAO)	An independent, nonpartisan agency that works for Congress. The GAO is the U.S. government's audit institution and is part of the legislative branch. Often called the "congressional watchdog," GAO examines how taxpayer dollars are spent and provides Congress and federal agencies with objective, reliable information to help the government save money and work more efficiently.
General Services Administration (GSA)	The federal agency that is the government's "landlord," meeting the office and other space requirements of the federal workforce. The PBS branch of GSA is involved in space acquisition through new construction or leasing and lifecycle asset management of the acquired space. PBS is the largest public real estate entity in the country.
Housing Strategy	A sequence of space-related projects developed to address short- and long-term space needs, maximize the use of existing facilities, and support cost containment. One or more strategies for each court location are identified and evaluated within the Long-Range Facilities Plan (LRFP). Housing strategies within the court's existing footprint are explored before those in expansion space are considered.
Independent Government Cost Estimate (IGCE)	The government's estimate of the resources and projected cost a contractor would incur in performance of a task.
Integrated Workplace Initiative (IWI)	A program administered by the AOUSC, the purpose of which is to reduce the Judiciary's real estate footprint and create a more efficient workplace environment by capitalizing on technologies that provide flexibility with regard to where and when traditionally workplace-based jobs are performed. The initiative focuses primarily on office space.
Judicial Conference of the United States (JCUS)	The JCUS is the national policy-making body for the federal courts.
Long-Range Facilities Plan (LRFP)	A report that assesses the existing condition of each court facility and projects the space needs of court components for a defined planning period, typically 15 years into the future. The AOUSC began using LRFPs in 1988 to identify space needs and plan for future growth. LRFPs are prepared and periodically updated for each of the 94 district courts and 12 regional circuits.
New Courthouse Strategy	An LRFP housing strategy for a court location that addresses future Judiciary space needs by way of construction of a new courthouse that is not attached to an existing court-occupied building. This strategy may also require interim renovation projects prior to delivery of the new courthouse to accommodate the Judiciary's short-term needs during the feasibility study, funding, design, site acquisition, and construction stages of the new building.
Non-Resident Courthouse	A courthouse that does not have a full-time resident district, senior district, magistrate, bankruptcy, circuit, or senior circuit judge located in the facility.

Term	Definition
Office of the United States Trustee (UST)	A component of the Department of Justice responsible for overseeing the administration of bankruptcy cases and private trustees in every judicial district except for the six located in North Carolina and Alabama, which instead have a Bankruptcy Administrator.
Prospectus-level Project	A project reaching a monetary threshold value that is adjusted annually to reflect the percentage increase or decrease in construction costs during the prior calendar year. GSA utilizes multiple data sources to make an informed determination on the setting of the prospectus threshold. According to 40 USC § 3307, no appropriation shall be made to construct, alter, or lease a building which involves an expenditure exceeding a particular threshold if such construction, alteration, or lease has not been approved by resolutions adopted by the House Committee on Transportation and Infrastructure and the Senate Committee on Environment and Public Works (Congress).
Renovation Strategy	An LRFP housing strategy for a court location that addresses future Judiciary space needs through renovation projects within an existing court-occupied building. This strategy may include relocation of court-related and non-court related agencies (potentially involving forced moves) and court components until only the district court and USMS remain in the building.
Right Fit Program	This program helps courts implement IWI concepts and reduce space across the Judiciary. The Right Fit Program encompasses court units releasing unused space, renovation projects incorporating IWI concepts, and “right-sizing” space to align with the <i>U.S. Courts Design Guide</i> .
Sallyport	A secure enclosed area where in custody defendants and inmates enter and exit transport vehicles.
Space and Security Advisory Council	Advises the Administrative Office on the needs and views of the Judiciary on crosscutting plans, innovations, projects, policies, and procedures in the areas of courthouse facilities and security. In addition, when necessary, council members may be asked to provide input on issues relating to other program areas.
Usable Square Feet (USF)	USF is the basis upon which the Judiciary pays rent and develops the AnyCourt POR. The area within a building assigned to a specific tenant. The USF of a single organization is the footprint of that organization on the floor plan of the building. USF excludes building infrastructure spaces such as mechanical rooms, building common area, circulation, and public toilets but does include columns and other structural elements located within a court unit’s space. In addition, the total USF of a court unit includes any joint use spaces.

Term	Definition
U.S. Attorney's Office (USAO)	The U.S. Attorney's Office (USAO) serves as the nation's principal litigators within the U.S. Department of Justice under the direction of the U.S. Attorney General. There is one presidentially-appointed U.S. Attorney assigned to each of the 94 judicial districts except for Guam and the Northern Mariana Islands, where a single U.S. Attorney serves both districts. Each U.S. Attorney is the chief federal law enforcement officer within his or her particular jurisdiction.
<i>U.S. Courts Design Guide (USCDG)</i>	The JCUS-approved design standards for federal courthouses.
U.S. Marshals Service (USMS)	The nation's oldest law enforcement agency that is part of the U.S. Department of Justice and serves as the enforcement arm of the federal courts. USMS duties include apprehension of federal fugitives, protection of the federal Judiciary, operation of the Witness Security Program, transportation of federal prisoners, and seizure of property acquired through illegal activity. There is one presidentially-appointed U.S. Marshal assigned to each of the 94 judicial districts along with a staff responsible for carrying out USMS judicial support activities.
U.S. Office of Management and Budget (OMB)	The federal entity charged with assisting the President in overseeing preparation of the federal budget and supervising its administration in executive branch agencies.
Urgency Evaluation (UE)	An annual evaluation process that determines which courthouses throughout the nation have the most urgent space needs based on chambers needs, courtroom needs, FBA results, and projected caseload growth. The criterion and their weights were developed by a nationwide working group composed of space professionals and court managers.

1 Introduction to the Asset Management Planning (AMP) Process

1.1 Handbook Purpose

The purpose of this handbook is to document and communicate the Judiciary's AMP process and related activities to internal and external stakeholders. Topics addressed include:

- the development of Long-Range Facilities Plans (LRFPs), Facility Benefit Assessments (FBAs), and Urgency Evaluation (UE) scores,
- the Circuit Advanced Planning Program (CAPP),
- the *Judiciary's Courthouse Project Priorities (CPP)* list,
- General Services Administration (GSA) Phase I and Phase II feasibility studies,
- AnyCourt programs of requirements (PORs), and
- the life cycle of a courthouse project from funding through construction.

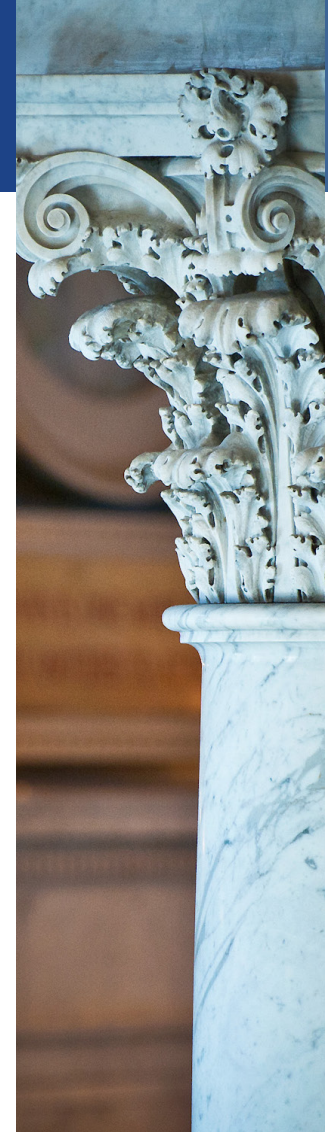
1.2 AMP Process History and Background

Since 1988, the Administrative Office of the U.S. Courts (AOUSC) has maintained a long-range facilities planning program to identify space needs and plan for future growth in the Judiciary. In March 2006, the program entered a new phase when the Judicial Conference of the United States (JCUS) approved the concept of AMP to enhance the Judiciary's previous long-range facilities planning process and to provide a new, objective methodology for scoring and placing courthouse projects on a five-year courthouse project plan (JCUS-MAR 2006, p. 25). In March 2008, the JCUS approved the key features of the AMP methodology and delegated to its Committee on Space and Facilities (Committee) the authority to establish and amend a set of business rules governing the AMP process. (JCUS-Mar 2008, p. 26).

As a comprehensive planning approach that incorporates rigorous facility assessments and consistently applied standards and guidelines to evaluate space needs in federal courthouses throughout the nation, the AMP supports the *Strategic Plan for the Federal Judiciary*, addresses cost-containment concerns, captures lessons learned from past planning efforts, and incorporates applicable industry standards and best practices. The objective is to help the Judiciary achieve the best value per dollar for courthouse projects in both the short- and long-term.

1.3 Authorities and Responsibilities

The Committee has oversight of the Judiciary's long-range facilities planning process. The AOUSC's Facilities and Security Office (FSO), FSO's Space and Facilities Division (SFD), and SFD's Long-Range Planning Team are responsible for its implementation. FSO's Security and Facilities Policy Staff provides support for this work. Additional details on authorities, roles, and responsibilities follow.



1.3.1 JCUS

In 1922, Congress created the Conference of Senior Circuit Judges to serve as the principal policy-making body concerned with the administration of the United States Courts. In 1948, Congress enacted Section 331 of Title 28, United States Code, changing the name to JCUS. The Chief Justice of the United States is the presiding officer of JCUS. Membership is comprised of the chief judge of each judicial circuit, the chief judge of the Court of International Trade, and a district judge from each regional judicial circuit.

1.3.2 JCUS COMMITTEE

The JCUS Committee has jurisdiction to review, monitor, and propose to the JCUS policies regarding the Judiciary's space and facilities requirements and to make recommendations for changes as appropriate. Its specific jurisdiction includes the following:

- Oversee long-range planning for court facilities, including facilities for additional judgeships recommended by JCUS,
- Review the provision of design, construction, and maintenance services for court facilities by the GSA and make recommendations for changes, where deemed advisable,
- Serve as a liaison between GSA, the United States Marshals Service (USMS), the Department of Justice, the Department of Homeland Security, and the federal courts on space and facilities matters,
- Propose adequate funding and resources to support the Judiciary's space and facilities program, including education and training, taking into account the overall fiscal situation of the Judiciary, and

Oversee the budget and other cost-containment initiatives involving the space and facilities program.

1.3.3 ADMINISTRATIVE OFFICE OF THE U.S. COURTS

Per AOUSC policies, FSO is responsible for the management, oversight, and support of:

- Security,
- Emergency preparedness,
- Space and facilities programs, and

- Various administrative services within the Thurgood Marshall Federal Judiciary Building, courts, other Judiciary offices, and the AOUSC.

Within FSO, there are several divisions and staffs. FSO's SFD is responsible for carrying out the AOUSC director's statutory responsibility to provide accommodations to the Judiciary and to assist the courts in meeting their space needs (consistent with 28 U.S.C. §§ 604(a)(12) and 462(b) & (f)). SFD's specific responsibilities include the following:

- Implement conference policies regarding space and facilities and related programs,
- Develop and communicate program policies and guidance on space and facilities for the Judiciary and respond to inquiries from the courts, AOUSC, Congress, and others,
- Assist the courts in translating space requirements into specific prospectus projects consistent with long-range facilities plans,
- Review GSA feasibility studies on proposed new courthouses and prospectus-level repair and alteration projects, and
- Develop requirements and review and oversee the planning, design, and construction phases of new prospectus-level courthouses and major repair and alteration projects.

To coordinate the Judiciary's long-range facilities planning, SFD's Long-Range Planning Team has responsibility for the following:

- Develop annual personnel and caseload forecasts for use and reference in the LRFPs,
- Develop Courtroom Utilization Study matrix and AnyCourt documents,
- Develop and maintain the AMP database,
- Develop district and circuit LRFPs,
- Conduct FBAs,
- Update the UE Results List,
- Manage the development of the *CPP* list,
- Conduct special planning studies,
- Coordinate Phase I and Phase II GSA feasibility studies, and



- Work with FSO/SFD/PMB facilities program managers (FPMs), FSO/Security and Facilities Policy Staff, assistant circuit executives for space and facilities (ACEs), court unit executives, representatives from the USMS, USAO, UST, and GSA in the execution of the AMP process.

1.3.4 STAKEHOLDERS AND PARTICIPANTS

The AMP process is collaborative. The list of stakeholders is broad, roles are varied, and involvement is extensive. Refer to Table 1.1 for a complete list of AMP key process stakeholders. In addition to the key stakeholders, contractors are engaged to help develop and produce such deliverables as LRFPs, facility benefit assessments, and forecasting models. The actual roles and responsibilities of key stakeholders and participants are described in detail in Chapters 1 through 4.

TABLE 1.1: AMP PROCESS KEY STAKEHOLDERS

Internal To Judiciary	
AOUSC	Court
<ul style="list-style-type: none"> • Director’s Office • FSO <ul style="list-style-type: none"> » Space and Facilities Division <ul style="list-style-type: none"> – Long-Range Planning Team – Program Management Branch » Judiciary Security Division <ul style="list-style-type: none"> – Physical Security Branch » Security and Facilities Policy Staff • Other AOUSC Departments <ul style="list-style-type: none"> » Judiciary Data and Analysis Office (JDAO) 	<ul style="list-style-type: none"> • JCUS <ul style="list-style-type: none"> » Committee <ul style="list-style-type: none"> – Subcommittee on Space Planning • Space and Security Advisory Council • Federal Courts
External To Judiciary	
Court Related Agencies	Non-Court-Related Agencies
<ul style="list-style-type: none"> • Department of Justice <ul style="list-style-type: none"> » U.S. Attorney’s Office (USAO) » USMS » Office of the U.S. Trustee (UST) 	<ul style="list-style-type: none"> • Congress • Office of Management and Budget • GSA • Department of Homeland Security <ul style="list-style-type: none"> » Federal Protective Service (FPS)

1.4 Governing Standards

The AMP process and development of LRFPs are conducted in compliance with and in consideration of several guidance documents, rules, policies, and initiatives that have been approved by JCUS and/or its committees and updated as required. These include the *Guide to Judiciary Policy*, *U.S. Courts Design Guide (USCDG)*, *AMP Business Rules*, and other related policies and initiatives discussed below.

1.4.1 JUDICIARY POLICIES

The AMP and long-range facilities planning process is addressed in Judiciary policies as described below:

- (a) The acquisition and management of space requires a series of specific actions, multiple levels of authorities and approvals, and funding through specific budgetary mechanisms.
- (b) Rent is a significant part of the Judiciary's salaries and expenses budget.
- (c) To maximize its value to the government, the Judiciary promotes maximum utilization of federal Judiciary workspace, consistent with mission requirements. Refer to: 41 CFR 102-79.10.
- (d) JCUS has approved and endorsed a number of cost-containment initiatives related to space acquisition and space management. In September 2004, it approved a cost-containment strategy recommended by its Executive Committee that identified three major factors that drive the acquisition and cost of new space:
 - (1) the long-range facilities planning process, which continues to identify new requirements, primarily for additional courtrooms, chambers and capital security program projects;
 - (2) *USCDG* requirements, which define space standards, finishes, and performance guidelines; and
 - (3) budgetary controls in the facilities planning and acquisition processes.
- (e) Cost containment in these three areas (refer to: Cost-Containment Strategy for the Federal Judiciary: 2005 and Beyond) has been addressed through:
 - (1) an AMP process, which was adopted by the Judicial Conference in 2008;

- (2) the *USCDG* and later JCUS actions that establish space policies and allotments, and address exceptions to space policies and square footage allotments;
- (3) the Circuit Rent Budget (CRB) program, which was developed to control the rate of growth of rent costs for space; and
- (4) national "No Net New" space reduction policies, adopted to reduce and manage the Judiciary's overall space footprint and rental costs.

1.4.2 USCDG

The *USCDG* contains the Federal Judiciary's requirements for the design, construction, and renovation of court facilities and is intended for use by judges, planners, architects, engineers, GSA personnel, and court administrators who are involved in federal court construction projects.

The *USCDG* is both a design and financial commitment document. The JCUS's space-rental budget correlates to the design standards contained in the *USCDG*. The *USCDG* lists and describes major spaces and spatial groupings located within federal courthouses. The number of major space groupings required for a particular court building is not determined by this document, rather they are determined by the POR developed and submitted by the Judiciary. Individual project circumstances and requirements dictate which of the major space groupings should be included in a building program.

1.4.3 AMP BUSINESS RULES

When the JCUS adopted the AMP process, the *AMP Business Rules* were developed to guide the process and provide a framework to identify planning alternatives and housing strategies that optimize existing court facilities, support operational needs, and ensure cost efficiency and effectiveness. The rules also specifically address the application of space standards, planning assumptions, and parameters for determining if and when a potential housing strategy will be recommended to progress to the next stage of the planning process.

The AMP process and original *AMP Business Rules* were approved by JCUS in March 2008 (JCUS – MAR 2008, p. 26). They have been coordinated with the *USCDG* and the *CRB Business Rules*. The rules have since been revised to incorporate new policies, including the sharing

of courtrooms by senior district judges, magistrate judges, and bankruptcy judges.

The *AMP Business Rules* are organized into two sections: Planning Assumptions and Housing Strategies.

- 1) The Planning Assumptions section addresses general guidelines, courthouse functional relationships, and chambers, courtroom, and trial preparation space allocations. They provide a framework to document eligibility for space based on judge type and location and are used for long-range facilities planning within the AMP process.
- 2) The Housing Strategies section consists of general guidelines and a hierarchy of solutions to address space deficiencies, improve building functionality, and address operational requirements over a 15-year planning timeframe. This includes identification of projects to address existing and future needs related to JCUS recommended and approved judgeships, projected judgeships, court personnel staffing, and judges taking senior status.

A copy of the current *AMP Business Rules* and *CRB Business Rules* can be found in *Appendix 6.1 AMP Business Rules* and *Appendix 6.2 CRB Business Rules*.

1.4.4 OTHER RELATED POLICIES AND INITIATIVES

Since 2013, the JCUS has approved several important space reduction and space efficiency policies and initiatives. These policies and initiatives address space sharing, consolidation, and reduction. They are considered when developing the LRFP recommended preliminary housing strategies to help ensure cost-effective and space-efficient solutions. The policies and initiatives are described in the following sections.

1.4.4.1 National Three Percent Space Reduction Target

In 2013, the Judiciary set a three percent national space reduction target to be met by the end of FY 2018. This target was prorated among the circuits based upon the square footage occupied by each, taking into consideration the amount of square footage allotted to the circuit under the current version of the *USCDG*. The target excludes new courthouse construction, renovation, and alteration projects approved by Congress. It is also contingent upon the Judiciary having access to funding to analyze, design,

and implement space reductions. The baseline for this policy is the square footage of space holdings within each circuit as of the beginning of FY 2013 (JCUS-SEP 2013, p. 32).

1.4.4.2 No Net New Policy

The Judiciary has a No Net New policy that requires any increase in square footage within a circuit to be offset by an equivalent reduction in square footage identified within the same fiscal year. The No Net New policy excludes new courthouse construction, renovation, or alteration projects approved by Congress. The baseline for this policy is the square footage of space holdings within each circuit as of the beginning of FY 2013 (JCUS-SEP 2013, p. 32; JCUS-SEP 2014, p. 29).

Although the space reduction program concluded at the end of FY 2018, the No Net New policy remains in effect. Courts face new challenges as they continue operating within their reduced space footprints. As workforces expand, judges take senior status, and new judges are confirmed, courts need to utilize their space more efficiently and find creative ways to work within existing space inventories. These issues are considered in the recommended preliminary housing strategies of each LRFP.

1.4.4.3 Banking Policy

As an incentive to reduce space to the greatest extent possible, the space banking policy allows a circuit to “bank” space released in excess of its target for use in fiscal years beyond 2018 to offset acquisition of new space in compliance with the No Net New policy (JCUS-MAR 2016, pp. 24-25).

1.4.4.4 Circuit Space and Rent Management Plans

To implement the space reduction policies, each circuit judicial council is required to formulate (pursuant to 28 U.S.C. §332(e)(5)) and update twice a year, a space and rent management plan articulating how the space reduction policies will be implemented (JCUS-SEP 2013, p. 32).

1.4.4.5 IWI and Alternative Workplace Strategies

The Integrated Workplace Initiative (IWI) capitalizes on technology and mobile working to reduce the Judiciary’s real estate footprint while creating a better and more efficient workplace environment implementing flexible, open plan office concepts and collaborative spaces. The

USCDG, Chapter 18, Alternative Workplace Strategies (AWS), identifies work modes, mobility strategies, and workspace setting standards that incorporate IWI concepts and provide examples of workspace configurations. Projects incorporating IWI and AWS strategies can also be designed so that future increases in staff are accommodated by increased mobility rather than space expansion. These types of projects are expected to continue to be significant components of the Judiciary's space management and efficiency efforts.

1.5 AMP Process Goals, Outcomes, and Deliverables

AMP process outcomes and deliverables are guided by the goals of the AMP process. Those goals are to (1) identify and document court space needs using objective and consistently applied standards and guidelines; (2) develop preliminary housing solutions for each courthouse; and (3) determine the relative urgency of space needs on a nationwide basis. The *AMP Business Rules* and *USCDG* provide standards and guidelines to ensure the methodology is consistently applied nationwide.

AMP process outcomes consist of three main deliverables: a district-wide or circuit-wide LRFP with recommended preliminary housing strategies for each courthouse, an FBA score for each courthouse, and a UE ranking for each city.

Recommendations from the LRFPs, including the recommended preliminary housing strategies, are then used to help identify and prioritize potential projects submitted for the Judiciary's CRB Program, the joint Judiciary/GSA Capital Security Program (CSP), the Judiciary No Net New space efficiency initiative, and the Judiciary's *CPP*. Many courts also often find the deliverables are a helpful planning resource in terms of the information they contain on staff and caseload projections, planned GSA projects, and near- and long-term housing strategies.

2 LRFPs

2.1 Introduction

2.1.1 PURPOSE

The purpose of an LRFP is to identify and analyze court facility needs and provide near-term and 15-year strategies to address those needs. LRFPs are completed for each district and each circuit nationwide.

LRFPs include a comprehensive overview of the district, including facility location maps and building summaries, court operational and caseload trends, historic and projected caseload and personnel figures, and divisional space needs summaries. The plans also provide courtroom inventories, chambers inventories, site plans, stacking diagrams, floor plans, building condition summaries, and a list of GSA-identified projects. The results include an FBA rating, and recommended preliminary housing strategy for each courthouse in the district or circuit being assessed, along with a timeline for when those strategies may be needed.

2.1.2 PARTICIPANTS AND STAKEHOLDERS

Participants in the LRFP development process include the AOUSC Planning Team, District or Circuit Planning Team, and specific court- and non-court-related agencies.

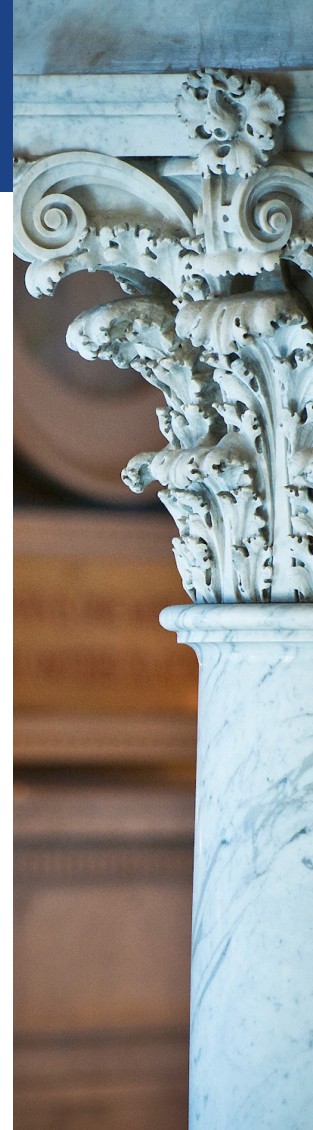
As a consensus-based process, the court plays a particularly active role in developing its district or circuit LRFP from beginning to end. Table 2.1: LRFP Process Participants provides details on the make-up of the LRFP stakeholder team. Additional staff and subject matter experts from each of these organizations may also participate in the process as needed.

For a checklist of tasks and deliverables requested from stakeholders refer to Checklist 6.1 in Appendix 6.3.

2.1.3 SELECTION OF LOCATIONS AND FREQUENCY OF UPDATES

LRFPs are typically updated every five to ten years.

Each year, the Long-Range Planning Team chief requests that ACEs and AOUSC PMB FPMs review a list of districts and circuits that potentially require an LRFP update. The



ACEs and FPMs then submit their priorities for LRFP updates to the Long-Range Planning Team chief. Districts and circuits are selected and prioritized for an LRFP update based on the following potential scenarios:

- A new courthouse has been constructed or otherwise added to the inventory since the last LRFP was completed,
- A courthouse has changed from non-resident to resident (or vice versa),
- The current LRFP is more than five years old,
- A major IWI or other type of space reduction project has been completed or is nearing completion,
- A CSP project has been completed or is nearing completion,
- The number and/or location of judgeships has changed or is expected to change, thus impacting space needs and potentially the last LRFP's recommended housing strategies,
- Since the previous LRFP was completed, a major change in building condition, court operations, etc., has occurred that potentially affects space needs, and

- An upcoming potential sale, expiring lease, or other real property action may result in the loss of an existing courthouse.

Long-Range Planning Team staffing and funding availability are also considered in determining the number of districts or circuits that can undergo an LRFP update in a given year.

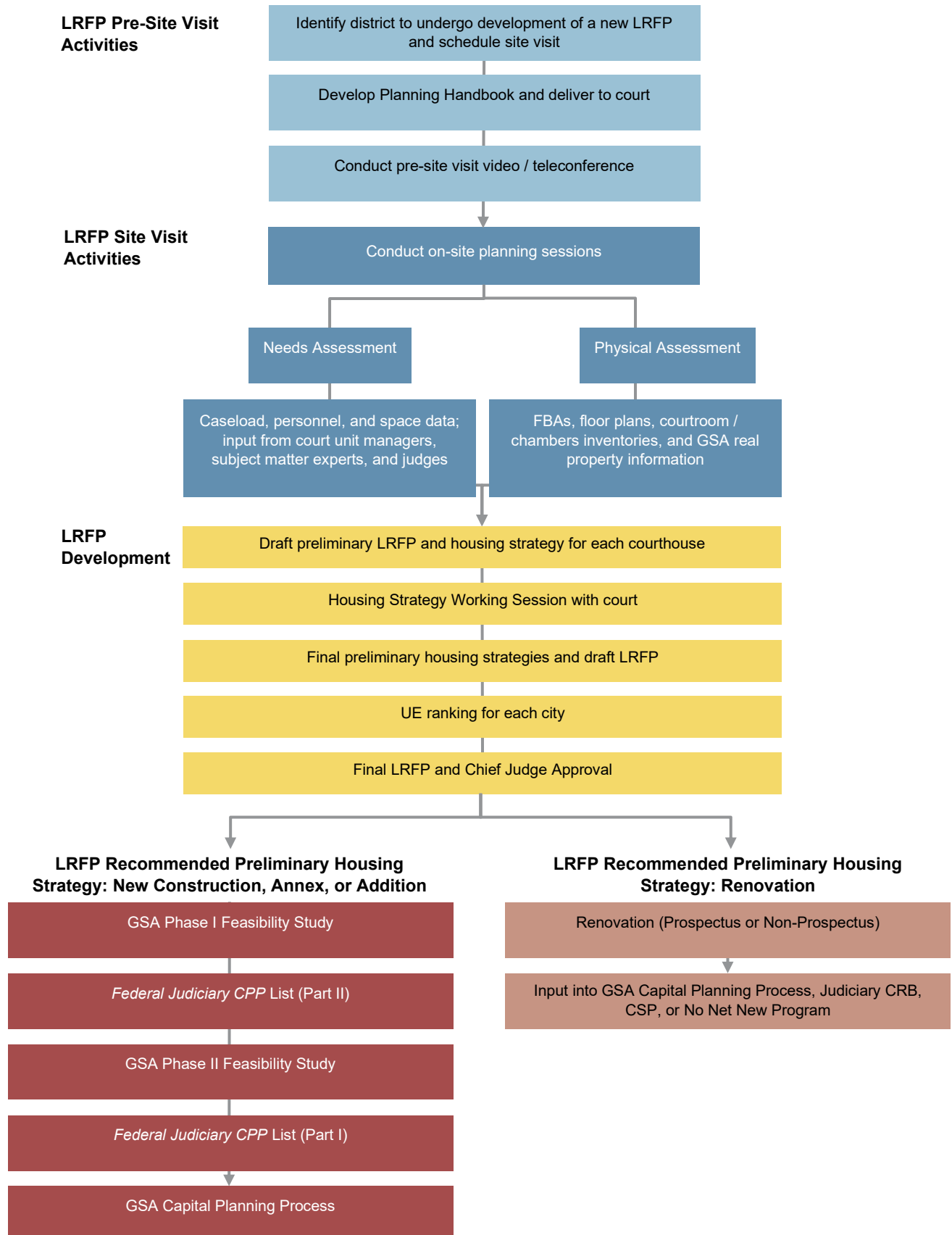
2.1.4 LRFP PROCESS SUMMARY FLOWCHART

The flow chart that follows (Figure 2.1) summarizes the AMP process and related follow-on processes. Subsequent chapters in this handbook provide details on each step of the process, as well as stakeholder roles and responsibilities.

TABLE 2.1: LRFP PROCESS PARTICIPANTS

DISTRICT LRFP			
AOUSC Planning Team	Court Planning Team	Court Related Agencies	Non-Court-Related Agency
<ul style="list-style-type: none"> • LRFP Program Manager • FPM • Physical Security Specialist • LRFP Contractor (Facilitator, Analyst, and Architect) • ACE • GSA Regional Office Representative 	<ul style="list-style-type: none"> • Clerk of the District Court • Clerk of the Bankruptcy Court • Chief Probation Officer • Chief Pretrial Services Officer (if applicable) • FPD or CD • Bankruptcy Administrator (if applicable) • Satellite Circuit Librarian • Local Chief of the USMS • Local U.S. Attorney • Local U.S. Trustee • Local GSA Representative 	<ul style="list-style-type: none"> • USMS Headquarters • Executive Office for the U.S. Attorneys (EOUSA) • Executive Office for U.S. Trustees (EOUST) 	<ul style="list-style-type: none"> • GSA Central Office
CIRCUIT LRFP			
AOUSC Planning Team	Court Planning Team	Court Related Agencies	Non-Court-Related Agency
<ul style="list-style-type: none"> • LRFP Program Manager • FPM • Physical Security Specialist • LRFP Contractor (Facilitator, Analyst, and Architect) • ACE • GSA Regional Office Representative 	<ul style="list-style-type: none"> • Circuit Executive • ACE • Circuit Mediator • Clerk of the Court of Appeals • Chief Staff Attorney • BAP Clerk (if applicable) • Circuit Librarian • Local GSA Representative 	<ul style="list-style-type: none"> • USMS Headquarters 	<ul style="list-style-type: none"> • GSA

FIGURE 2.1: LRFP PROCESS FLOW CHART



2.2 Preparing for Your LRFP Site Visit

After it is determined which districts and circuits will undergo an LRFP update, a program manager from the Long-Range Planning Team is assigned to oversee each plan's development. The LRFP program manager will also identify potential dates for the LRFP site visit. These dates are coordinated with the AOUSC Planning Team and the District/Circuit Planning Team and adjusted as needed based on feedback from key participants. The following sections provide additional details on preparing and participating in the LRFP site visit.

2.2.1 PURPOSE OF THE LRFP SITE VISIT

The LRFP site visit entails three to five days of on-site planning sessions. The planning sessions cover two key areas:

- 1) a **needs assessment** that consists of group and individual sessions designed to gather input from court components and related agencies on operations, workload, judgeships, personnel, and space; and
- 2) a **physical assessment** that includes comprehensive tours of court-occupied space and GSA general building space in all courthouses.

The purpose of the tours is to evaluate how well each courthouse meets the court's needs and to collect information necessary to complete an FBA and develop preliminary housing strategies.

Typically, planning sessions are held at the court's headquarters location. In cases where planning sessions cannot be held on-site due to travel restrictions, safety, or emergency situations, virtual planning sessions will be conducted using available collaboration tools. While planning sessions may be held virtually, the physical assessments must be conducted on-site. Physical assessments will be conducted as soon as possible before, during, or after the planning sessions are held.

2.2.2 PARTICIPANTS IN THE ON-SITE PLANNING SESSIONS

Members of the AOUSC Planning Team and District/Circuit Planning Team participate in the planning sessions. Additional representatives from the court, court-related agencies, and non-court-related agencies may also participate. Refer to Table 2.1 for a full list of participants.

2.2.3 OVERVIEW OF THE COURT'S ROLE

The court plays an active role in the LRFP process. Before the LRFP site visit, the clerk of the district court (or in the case of a circuit LRFP, the ACE or clerk of the court of appeals) coordinates the planning session schedule for their respective district/circuit with the LRFP program manager and District or Circuit Planning Team.

During the LRFP site visit, the respective District or Circuit Planning Team participate in the on-site planning sessions to discuss caseload, personnel, and space issues. The court, USMS staff, and GSA building managers also assist by providing the LRFP contract architect(s) with access to all courthouses for the purpose of conducting the FBAs. Members of the AOUSC Planning Team may also tour some or all courthouses to gain additional insight and understanding of current and future space needs and security issues in a particular location.

For a district LRFP, the circuit is also involved. Specifically, the ACE actively participates in the planning sessions, housing strategy draft review and teleconference, and LRFP review process. Court of appeals space within the district's courthouses, including circuit judges' chambers, satellite circuit libraries, and courtrooms, are assessed as part of the FBA.

Finally, the chief judge will receive a final draft to review and approve. After notification of the chief judge's approval, printed copies of the final LRFP are sent to the clerk of the district court (for district LRFPs), ACE (for both district and circuit LRFPs), and GSA Regional Client Executive or Planning Manager. For district LRFPs, the clerk of the district court is provided additional printed copies of the final LRFP for distribution. For circuit LRFPs, the ACE or clerk of the court of appeals is provided additional printed copies of the final LRFP for distribution. The clerk and ACE also receive an electronic version of the final LRFP.

2.2.4 BEFORE YOUR SITE VISIT

Long-Range Planning Team staff initiate the planning and coordination of the on-site planning sessions by first identifying and notifying the AOUSC Planning Team. A draft site visit schedule is submitted to the clerk of court (district or circuit) for approval. The clerk of court (district or circuit) coordinates with their planning team. The LRFP program manager also shares the site visit date with headquarters representatives from GSA, USMS,

USAO, and UST. For a complete list of site visit document recipients refer to Checklist 6.3.1.

The task order selection process begins when Long-Range Planning Team staff define and prepare a requirements package. The package includes a statement of work (SOW), independent government cost estimate (IGCE), funded requisition, and a Technical Evaluation Panel (TEP) report.

After the TEP convenes, discussions are held with at least three potential architecture/engineering (A/E) contractors under the Indefinite Delivery/Indefinite Quantity (IDIQ) contracting mechanism. After discussions, the TEP completes its report and recommendation and sends the requirements package to the AOUSC Procurement Management Division (PMD). PMD then forwards the SOW in a Request for Proposal (RFP) to the TEP-recommended LRFP contractor.

The contractor submits its response to PMD. The project's Contracting Officer's Technical Representative (COTR) evaluates the proposal based on the contractor's capacity to perform, consistency of the proposed project schedule with the SOW and the Judiciary's needs, and consistency and completeness of the proposed labor hour and pricing information relative to the IGCE. If needed, PMD will negotiate with the contractor. The COTR then provides its recommendation for award to PMD based on the contractor's final proposal and PMD finalizes the award.

2.2.5 DATA COLLECTION

In advance of the LRFP site visit, the LRFP Team staff gather data for the selected LRFP contractor to develop a planning handbook. Data contained in the planning handbook are largely provided by the AOUSC.

Another preliminary step in preparing for site visits is the collection of GSA data. The Long-Range Planning Team staff contact the appropriate GSA regional office to obtain facility data including floor plans for each courthouse to be assessed during the site visit, floor plans of each leased office building, site plans, housing plans, Building Assessment Tool (BAT) reports, historic structure reports, and lists of ongoing or planned GSA projects.

For each district or circuit scheduled for an LRFP update, Long-Range Planning Team staff also contact the USMS headquarters and the EOUSA to obtain their personnel and space information. The information provided includes staffing data, building location data, and usable square

footage of agency-occupied space at each courthouse location.

Once the data are received, the information is filed electronically for use by the LRFP program manager and contractor to prepare for the respective site visit and develop the LRFP planning handbook.

For a checklist of data requested from stakeholders refer to Checklist 6.3.2.

2.2.6 PLANNING HANDBOOK

The planning handbook is a working document used to guide discussion during the LRFP on-site planning sessions. The handbook contains caseload, personnel, and space data from these sources:

- Caseload data comes from the *Judicial Business of the United States Courts, Annual Report of the Director*; the AOUSC Probation and Pretrial Services Office; and the AOUSC JDAO,
- AOUSC personnel data comes from www.uscourts.gov and AOUSC payroll records,
- Related agency personnel data comes from the UST Program website, the headquarters of the USMS, and the AOUSC Judiciary Security Division,
- Local U.S. Attorney's Office staffing data is collected during the planning sessions,
- All space data comes from GSA's client billing records, and
- The preliminary caseload and personnel forecasts are provided by JDAO.

During the on-site planning sessions, the District or Circuit Planning Team are encouraged to provide their insight and knowledge to help tailor the preliminary projections so they reflect each court's unique circumstances. This information is later used in the development of the LRFP, particularly for the recommended preliminary housing strategies.

The planning handbook is developed by the selected LRFP contractor who researches and compiles data related to district geography, population, employment, historic and projected personnel and caseload, and current space. The planning handbook also contains a site visit schedule and sample questions that will be posed to the District or Circuit Planning Team during the on-site planning sessions. On-site planning session

participants need not prepare written responses to the sample questions; however, it is helpful to read through the questions and be prepared with the requested information.

After the LRFP program manager has reviewed and approved the planning handbook, copies are printed and distributed by the contractor to the LRFP program manager, ACE, and the clerk of court (district court or court of appeals) for further distribution to their planning team. The LRFP program manager distributes printed copies to the FPM and physical security specialist.

In addition to the printed copies, an electronic version of the planning handbook is sent by the LRFP program manager to the AOUSC Planning Team and the clerk of court (district court or court of appeals) for distribution to their planning team. The LRFP program manager also sends the electronic version of the planning handbook to representatives from GSA, USMS, EOUSA, and EOUST (district LRFPs only). This is completed approximately one to two weeks in advance of the on-site planning sessions and in preparation for the next step in the process – the pre-site visit video/teleconference.

2.2.7 PRE-SITE VISIT VIDEO/ TELECONFERENCE

After the planning handbook has been developed and distributed, the next step in developing the LRFP is to conduct the pre-site visit video/teleconference.

The pre-site visit video/teleconference is held one to two weeks before the LRFP site visit. The goals of the video/teleconference are to acquaint the District or Circuit Planning Team with the AOUSC Planning Team, review the planning handbook, and confirm the site visit schedule and logistics.

This video/teleconference is scheduled and coordinated by the LRFP program manager with input from the clerk of court. The LRFP program manager will contact the clerk of the district court (or in the case of a circuit LRFP the ACE or clerk of the court of appeals) to determine the best time and date for meeting and then follow up with invitations and video/teleconference information.

For a checklist of tasks and deliverables requested from stakeholders to develop the LRFP planning handbook and plan the site visit refer to Checklist 6.3.3.

2.3 Building Your LRFP: On-Site Planning Sessions and Beyond

2.3.1 WHAT TO EXPECT DURING THE SITE VISIT

The three-to-five-day site visit covers two key areas:

- The first is the **needs assessment**. This consists of group and individual stakeholder sessions designed to gather input from court components and related agencies on operations, caseload, judgeships, personnel, and space.
- The second key area is completion of the **physical assessment**. The physical assessment evaluates how well each courthouse meets court needs. To do this, the LRFP contract architect conducts a comprehensive tour of each courthouse and its court-occupied space, USMS space, and GSA common areas.

During the tours, the architect takes photographs and collects information needed to complete the AMP FBA checklist and help develop potential preliminary housing strategies. Additional details on both the needs assessment and physical assessment are provided in the following sections.

2.3.1.1 District LRFP Needs Assessment Planning Sessions

The series of meetings that comprise the district LRFP needs assessment planning sessions are facilitated by the LRFP contractor or LRFP program manager on the AOUSC Planning Team. Participants in the planning sessions include the District Planning Team. The planning sessions are usually conducted and attended in person at the district headquarters location. Under special circumstances (e.g., travel restrictions due to pandemic) the planning sessions may be held virtually.

The objectives of the district planning sessions are to:

- Validate past and current caseload and staffing numbers,
- Verify current space occupancy,
- Discuss operational policies and preferences, both circuit-wide and at each divisional location,



- Gather information and perspectives from court and court-related agency managers regarding trends and projections for operations, caseload, personnel, and space, and
- Identify and document space concerns, ongoing and planned space projects, and future needs for expansion, consolidation, and/or space reduction.

Insight gained from these discussions helps inform existing and future facility needs, as well as the potential preliminary housing strategies that will be included in the LRFP.

2.3.1.2 Circuit LRFP Needs Assessment Planning Sessions

The circuit LRFP needs assessment planning sessions consist of a series of meetings conducted by the AOUSC Planning Team. Participants in the planning sessions include the Circuit Planning Team. The planning sessions are usually conducted in person at the circuit headquarters location. Under special circumstances (e.g., travel restrictions due to pandemic), the planning sessions may be held virtually.

Like the district planning sessions, the objectives of the circuit planning sessions are to:

- Validate past and current workload and staffing numbers,
- Verify current space occupancy,
- Discuss operational policies and preferences circuit-wide,
- Gather information and perspectives from court and court-related agency managers regarding trends and projections for operations, caseload, personnel, and space, and
- Identify and document space concerns, ongoing and planned space projects, and future needs for expansion, consolidation, and/or space reduction.

Insight gained from these discussions helps inform existing and future facility needs, as well as the potential preliminary housing strategies that will be developed and included in the LRFP.

2.3.1.3 District and Circuit Physical Assessment Courthouse Tours and Evaluations

Either the week before, during, or after the planning sessions, the LRFP contractor architect(s) travels throughout the district (or circuit) to assess court-occupied space, USMS space, and GSA general building space in all resident facilities containing at least one courtroom.

The tours typically take three to five days in total, depending on the number of courthouses and/or city locations. The assessment is a high-level interior and exterior evaluation of the building from an operational perspective, based upon the *USCDG*. A standardized set of 328 weighted factors that comprise the FBA checklist is used during the assessment to determine how well the facility functions for the courts. In this way, the assets and deficiencies of courthouse spaces are objectively identified and consistently documented for each courthouse across the Judiciary. During their tours, the architects also:

- Discuss space issues with court staff, building management personnel (can be GSA staff, court representatives, or building maintenance contractors; whoever can detail building systems issues and projects), local USMS staff, and local GSA representatives,
- Photograph, verify and document the existing facilities in terms of space sizes, adjacencies, functions, circulation paths, security, and building systems in accordance with *USCDG* standards,
- Gather information on building deficiencies affecting operations, security, and building condition,
- Identify underutilized, poorly configured, or unused space within court component spaces in the facility, and
- Gather any other information needed to develop an FBA rating and a preliminary housing strategy.

For additional information on FBAs and how they are calculated, refer to Section 2.4 of this handbook.

For a checklist of tasks and deliverables requested from stakeholders to complete a district LRFP on-site planning session and the FBA refer to Checklist 6.3.4.

For a checklist of tasks and deliverables requested from stakeholders to complete a circuit LRFP on-site planning session and the FBA refer to Checklist 6.3.5.

2.3.2 LRFP DEVELOPMENT AND STAKEHOLDER INVOLVEMENT

After the site visit, the LRFP program manager collaborates with the LRFP contractor and District or Circuit Planning Team to develop the LRFP. The LRFP development phases are the same for district and circuit courts:

- Develop and review LRFP Preliminary and First Drafts,
- Develop and review FBAs,
- Conduct Housing Strategy Working Session,
- Develop LRFP Full and Pre-Final Drafts, and
- Develop Final LRFP.

At a minimum, the contractor develops five drafts of the LRFP and one draft of the FBAs. In addition to an in-depth review of each draft by the LRFP program manager, the District or Circuit Planning Team, ACE, and FPM are asked to provide comments and feedback at three key milestones during the process. These milestones and the roles of the stakeholder teams are described in more detail in the following sections.

2.3.2.1 LRFP Drafts

After the site visit, the LRFP contractor prepares and submits the preliminary draft of the LRFP to the AOUSC. The preliminary draft includes the data and information gathered during the site visit, as well as AMP background, historical and projected caseload and personnel data, and facility information. This preliminary draft goes through an internal AOUSC review process to ensure all information is accurately documented. Any comments are incorporated into the first draft LRFP by the LRFP contractor.

Once the first draft is deemed complete, the LRFP program manager electronically sends a copy to the clerk of court, ACE, and FPM. The clerk of court distributes the draft to the other members of the District or Circuit Planning Team for review. The clerk of court compiles all their respective planning team comments and returns those to the LRFP program manager. The ACE and FPM also provide comments directly to the LRFP program manager. Reviewers have approximately five weeks to provide comments.

For a checklist of tasks and deliverables requested from stakeholders to develop a district or circuit LRFP refer to Checklist 6.3.6.

2.3.3 ASSESSING HOW WELL A BUILDING PERFORMS: COURTHOUSE FBAS

Using the data, notes, and photographs obtained from the on-site contract architect physical assessment courthouse tours and the on-site planning sessions, a set of FBA ratings called the AMP A-1 is developed for each courthouse. An FBA is an assessment of a courthouse to help determine how well the facility supports the needs and operations of the court.

The FBA consists of a standardized set of factors used as a checklist by the LRFP contractor's architect(s) to rate space based on a tour of each courthouse. Tours occur as part of the district or circuit's LRFP site visit. The outcome of the FBA is the calculation of an overall FBA rating, along with ratings for each of the following categories: building condition, space functionality, security, and space standards. Further information on the FBA process can be found in Section 2.4.

2.3.4 HOUSING STRATEGY DEVELOPMENT

Projected space needs for the 15-year AMP planning period (divided into five-year increments) are generated by applying the *AMP Business Rules* to the existing court-occupied space and determining any additional space needed for projected judgeships and personnel. Once these space needs are identified, preliminary conceptual housing strategies are developed by the LRFP contractor. The preliminary housing strategies are designed to:

- 1) address existing major operational deficiencies,
- 2) accommodate projected growth in judgeships and personnel, and
- 3) acknowledge the Judiciary's No Net New policy and ongoing space efficiency efforts.

The preliminary housing strategies do not identify building-specific GSA projects or project costs and are only intended as a starting point for future strategy discussions.

Per the *AMP Business Rules*, there are three housing strategy categories:

- renovation (R),
- addition/annex to a federally owned facility (A), and
- new courthouse (N).

A renovation strategy within the court's existing footprint is considered first. Annex or new construction strategies are only developed if a renovation strategy cannot adequately meet the court's 15-year space needs or if renovation is not likely to be the most cost-effective option. The goal of the housing strategies is to address space needs using the most cost-effective and space-efficient approach. Space sharing, consolidation, and reduction opportunities are considered during the development of every housing strategy.

The LRFP preliminary housing strategy proposed for each courthouse is potentially just one of many possible viable solutions. Other possible options to meet current and future space needs may be explored in subsequent project-specific planning stages as needed.

After the LRFP contractor develops a draft preliminary housing strategy for each courthouse, this information is summarized in a draft housing strategy working session handout. A meeting with the LRFP program manager, FPM, and ACE is held to discuss the preliminary housing strategies. After the handout is finalized, the LRFP program manager sends it to the clerk of court (who may disseminate the handout to their planning team as desired), ACE, and FPM to be used as a discussion guide during the next step in the process – the housing strategy working session.

2.3.5 THE COURT'S HOUSING STRATEGY WORKING SESSION: BUILDING CONSENSUS

The housing strategy working session is a discussion scheduled by the LRFP program manager to determine the feasibility of the proposed housing strategies. Participants include the LRFP program manager, ACE, FPM, clerk of court, District or Circuit Planning Team (as applicable), and LRFP contractor. Based on feedback received from the clerk of court (and their respective planning team if applicable) during the teleconference, the recommended housing strategies are refined and revised as needed. The housing strategies are then incorporated into the next submittal of the full draft LRFP.

2.3.6 FULL DRAFT LRFP COURT REVIEW

The next submittal in the process is the full draft LRFP. This submittal incorporates stakeholder comments from the first draft and adds the completed FBA scores (if not included in first draft) and final housing strategies. In addition, a geographic overview of the district, caseload

analysis, and information on economic, crime, and justice system trends within the district or circuit are provided.

The full draft LRFP first goes through an internal AOUSC Planning Team review process to ensure all content is accurate and complete. The full draft is then submitted to the clerk of court (district or court of appeals) for their planning team review. The court has approximately five weeks to review the full draft and provide comments. Once final comments are returned from the clerk of court to the LRFP program manager, they are reviewed for compliance with the *AMP Business Rules* and *USCDG*. The comments are incorporated as appropriate, with the LRFP program manager contacting the District or Circuit Planning Team to discuss or explain comments that were not incorporated. The resulting draft is submitted back to the clerk of court for distribution to their planning team as the pre-final LRFP.

2.3.7 CONCLUDING THE PROCESS: LRFP APPROVAL

When the pre-final LRFP is sent to the clerk of court by the LRFP program manager, it is accompanied by a request to the chief district judge (district LRFPs) or chief circuit judge (circuit LRFPs) for approval.

Per the AMP Business Rules, the chief judge has 90 days to provide comments, request additional review time, or approve the LRFP. If the chief judge neither approves, appeals, or requests an extension of time to consider the plan, within 90 days from the time the plan is sent to the district and circuit, the plan will be considered approved and final, as is. Approval is required in the form of a letter signed by the chief judge on his/her letterhead, addressed to the LRFP program manager. Once the letter is received by the LRFP program manager or the 90-day rule takes effect, the LRFP is considered final and then prepared for distribution.

2.3.7.1 LRFP Distribution

Following approval of the LRFP, the LRFP program manager directs the contractor to coordinate the printing of copies and electronic media containing the LRFP and supporting files (photos, FBA, chief judge approval letter). These copies are distributed by the contractor to the AOUSC, ACE, and clerk of court (district or court of appeals). The clerk of court then distributes copies to their planning team. The LRFP program manager also sends a PDF version to the clerk of court, District or Circuit Planning Team, and regional and central office GSA, USMS, USAO, and UST representatives.

2.4 FBA Development

In cities where courtrooms and chambers are located in multiple facilities, the city-wide benefit assessment score is calculated separately from the FBA score. The city-wide benefit assessment score incorporates and assigns weights to the individual FBAs for each facility, the type and mix of facility ownership (i.e., federally owned, leased or postal), and the fragmentation of court operations among multiple buildings. An example of the AMP A-1 and city-wide benefit assessment scoring tables are included in Appendix 6.4 AMP A1: Current FBAs Page Examples.

The factors that make up the FBA checklist are grouped into four weighted categories:

- Building Condition (30%) – considers the condition of general building (15%) and Judiciary tenant space (15%), including the condition of building systems (e.g., plumbing, heating, air-conditioning, etc.), common areas, lobbies, elevators, stairwells, and exterior on-site spaces (e.g., plaza, walkways, parking, etc.),
- Space Functionality (30%) – documents the extent to which space supports the operational requirements of the judges and staff present in the courthouse, including space adjacencies, layout, accessibility, and circulation,
- Security (25%) – assesses the presence of physical security features in the facility, such as secure and restricted circulation patterns, prisoner holding cells, sallyports, and break-resistant glazing, and
- Space Standards (15%) – looks at the degree to which the courthouse conforms with *USCDG* standards for space size and proportions (e.g., courtrooms, chambers, jury facilities, etc.).

Within the four categories, the factors associated with each court component are weighted as follows. If a particular court component is not present in the courthouse being assessed, the weight of those factors is mathematically reassigned to court components that are present:

- District Court (34.1%)
- Court of Appeals (15.4%)
- Pretrial Services (14.2%)

- Bankruptcy Court (13.5%)
- Probation Office (12.3%)
- Federal Public Defender (6.0%)
- Bankruptcy Administrator (4.5%)

The higher the resulting FBA (or city-wide benefit assessment) rating, the more the existing courthouse (or aggregate of facilities within a city) meets the operational needs of the court. In general, a rating of 100 represents an ideal courthouse, a rating of 80-99 represents a good courthouse, a rating of 70 to 79 represents an adequately functioning courthouse, a rating of 60 to 69 represents a marginal courthouse, and a rating below 60 represents a poor courthouse. Likewise, a rating of 100 in any of the four main criteria (building condition, space functionality, security, or space standards) or two sub-criterion (general building and Judiciary tenant space) represents an ideal courthouse for that criterion. Although any one number cannot capture all nuances of each building's suitability for court operations, the FBA process provides the Judiciary with a means to objectively assess each existing courthouse nationwide.

The FBA assessments are conducted during the development of a district or circuit's LRFP. Thus, when new FBA assessments are completed as part of an LRFP update, the FBA results can change. FBA results are also updated upon completion of a CSP project.

FBA rating results for a specific courthouse can be found in each district and circuit LRFP. Before the FBA rating is calculated, the draft FBA checklist goes through an internal AOUSC review process to ensure that the data are accurately documented. The LRFP program manager then sends a copy of the draft FBA checklist to the clerk of court (district or court of appeals). If the clerk of court provides comments on the FBA checklist, they are incorporated as appropriate. The draft FBA checklist is sent to an AOUSC contractor who scores the FBA. Once the LRFP program manager receives the scored FBA, it is sent to the LRFP contractor for incorporation into the first or second draft of the LRFP (time dependent).

3 UE Ratings and the UE Results List

3.1 Purpose of UE Ratings, Rankings, and the UE Results List

The purpose of UE ratings and the UE Results List is to identify and document which courthouses throughout the nation have the most urgent space needs regardless of the size of the courthouse or type of LRFP recommended preliminary housing solution. A UE ranking is the order in which a courthouse falls on the UE Results List in relation to other courthouses nationwide. The ratings and rankings are used to help identify and prioritize projects recommended for the CRB Program, CSP, No Net New space efficiency initiative, and *CPP* list for new courthouse and courthouse annex construction.

3.2 UE Rating Methodology

The UE Model consists of four weighted main criteria and several sub-criteria. The four main criteria and their weights are:

- FBA Results/City-Wide Benefit Assessment Score - 40%
- Current and Future Chambers Needs - 30%
- Current and Future Courtroom Needs - 20%
- Past and Future Average Annual Criminal Defendant Caseload Growth and Civil Caseload Growth - 10%

All courthouses on the UE Results List receive a UE rating that is updated annually to reflect evolving courtroom and chambers needs and updates in projected caseload growth since the previous year's list. As of January 2022, a total of 452 courthouses have been assessed under the AMP process. The AMP process assesses courthouses using a set of standardized factors to generate an FBA score for each courthouse. Courthouses that have not been assessed are not included in the counts. As part of the annual update, courthouses may be removed or added to the UE Results List for various specific reasons. Since 2011, a total of 245 courthouses have been added and 80 courthouses have been removed.

The annual update includes both resident and non-resident courthouses. All courthouses are evaluated using the same criteria and compiled into a single ranked list. Non-resident courthouses are included in the UE to ensure their condition and needs are documented, tracked, and receive the appropriate attention. This frame of reference helps inform and facilitate holistic decision-making as it pertains to the potential retention or closure of non-resident courthouses, as well as the potential transition of a non-resident courthouse to a resident courthouse. It also highlights broader trends in terms of building condition and security issues across the entire stock of non-resident courthouses that may spur analysis and solutions to resolve such issues.

A UE rating of "Not Assessed" indicates a location which was not assessed as part of the AMP process. These locations do not have an FBA rating, space needs, or any associated civil or criminal defendant filings, and therefore do not receive a UE rating. These locations are included in the UE Results List for completeness of the data set.

The UE is a comparative analysis, meaning that each location's rank is established relative to all other locations. The rank order of locations can change from year to year. Rank order changes occur as new locations are added to



the list, some locations are removed from the list, and data are updated annually for all locations. The relative scores on each of the four criteria determine the rank order for each location. As such, the rank order of any given location is sensitive to the amount of “credit” (i.e., proportion of the UE model weight) that location receives for each of the four criteria. Locations that receive the most credit across all four criteria are ranked highest.

From this perspective, it becomes helpful to identify for each criterion a point above which all locations receive “full credit” in the model. The reason is that each year, a relatively small handful of locations exhibit data values for one or more criteria that are best described as “outliers.” These values are often temporary. For example, a court that manages a multi-district litigation case may exhibit an extremely high volume of civil case filings for two or three years. Within the UE model, this location would not only receive full credit for the civil caseload-related criteria, but the outlier value would be so high in relation to all other locations that it would commensurately reduce the credit available for all other locations in the comparative analysis. Left unchecked, outlier values for all criteria within the UE model have the potential to skew the overall rankings by elevating a few locations relative to all others.

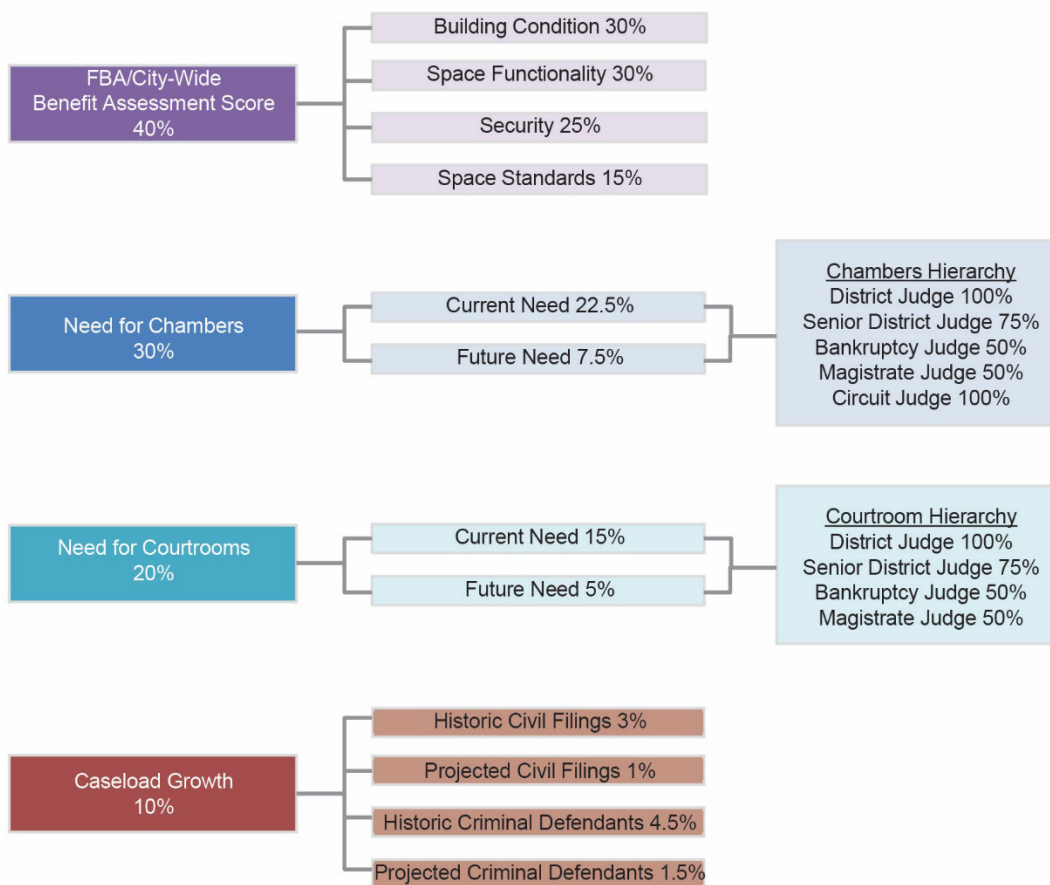
To avoid skewing the results in this manner, the UE model is implemented each year using “caps” for the criteria. For each criterion, a cap is established above which all locations receive full credit for that criterion. In this way, any locations with outlier values still receive full credit within the model, but the overall rankings are not skewed by outliers. In other words, caps are used to manage the disproportionate influence that outlier values have on both the individual criteria ratings and the overall UE ratings. While their application can alter the raw results, they in turn reduce the instances where locations have UE ratings driven solely by outlier values for one or more of the criteria.

To determine the cap for each criterion, natural breaks in the data were identified by a panel of subject matter experts and statisticians through a combination of quantitative and qualitative evaluation. All locations with values at or above the cap for each criterion receive full credit for that criterion. All other locations receive credit in relation to the cap value and receive a percentage of the UE model’s weight for that criterion.

3.3 UE Model Data Sources

The data used to calculate the UE rating is derived from each circuit or district’s LRFP. Every year the chambers and courtroom data, as well as caseload growth statistics, are reviewed and updated for all courthouses in the UE Results List. The following diagram illustrates the full model, including both the four main criteria, their sub-criteria, and the weights for each:

FIGURE 3.1: UE MODEL DATA SOURCES



3.4 Participants and the Process

Participants in the UE rating and UE Results List update process include staff from the AOUSC and circuits and the AOUSC's UE contractor. The process also sometimes necessitates direct interaction between the AOUSC and court staff to validate data. There are five steps in the process:

1) UE Data Update

- Staff from the Long-Range Planning Team are responsible for updating the data used to calculate the UE results. This work occurs throughout the year with the most concentrated effort taking place in November, December, and January.
- To update these data, Long-Range Planning Team staff rely on such sources as FBA results and courtroom and chambers counts from the most recent LRFPs; judge data from payroll records; current JCUS judgeship approvals and recommendations; Component B projects approved annually by the Space and Facilities Committee; and results from the Long-Range Planning Team's annual caseload and personnel forecasting task.
- As needed, the Long-Range Planning Team will also consult with FPMs, the respective circuit ACE, and even court staff familiar with courthouse staffing, housing, and facility needs.

2) Draft UE Results List and Initial Internal Review

- The UE contractor uses Expert Choice software to process the updated data and generate a draft UE results list.
- The draft list goes through a rigorous internal AOUSC review process to ensure all data are consistently and accurately documented. Long-Range Planning Team staff and the UE contractor revise the draft UE results as needed based on the review team's input.

3) Draft UE Results List Circuit Review

- In addition to the AOUSC and contractor review team quality control, Long-Range Planning Team staff meet with each ACE and the corresponding FPM to review the revised draft UE results list.
- These meetings provide an opportunity for the ACEs and FPMs to review the draft UE results for each court location in their respective circuit, as well provide additional information and updates, as needed.

4) Final Draft UE Results List

- Long-Range Planning Team staff and the UE contractor revise the draft UE results list as needed based on input from the discussions with the ACEs and FPMs.
- The final draft UE results list is then reviewed internally within the FSO and shared with the Office of Legislative Affairs (OLA).

5) Final UE Results List

- The draft UE results list is reviewed once more by Long-Range Planning Team staff and the UE contractor.
- It is then finalized by the Long-Range Planning Team UE program manager and Team chief.

The final UE Results List is published in February by SFD. The results are sent from the SFD Chief to the Committee, CEs, and ACEs. The final UE Results List is also uploaded to the JNet where it can be accessed by everyone within the Judiciary.

For a checklist of tasks and deliverables requested from stakeholders to produce the UE Results List refer to Checklist 6.3.7.

4 AMP Process Follow-on Programs and Processes

The AMP process and the resulting data and analysis are the foundation of the Judiciary's space and facilities program. This information also helps inform related follow-on programs and processes administered by the Judiciary and partner agencies such as GSA and the USMS. The following section presents information on these programs and processes, including the collaborative GSA/AOUSC Circuit Advanced Planning Program (CAPP), the *CPP* list, development of GSA Phase I and Phase II feasibility studies, Judiciary AnyCourt PORs, and lifecycle management of courthouse construction projects from funding through construction.

4.1 Circuit Advanced Planning Program (CAPP)

4.1.1 HOW THE CAPP CAN HELP YOUR COURT

The purpose of the CAPP is to provide a forum where key partner agencies meet and discuss their major facility project initiatives, priorities, and challenges for a Judicial Circuit. The end result is a fully coordinated circuit-wide strategic space and facilities project plan (CAPP Plan) that includes building-by-building court facility space summaries, needs summaries, and annualized five-year project lists with cost estimates by district.

4.1.2 PARTICIPANTS AND STAKEHOLDERS

The CAPP is a collaborative effort lead by the AOUSC and GSA. Program participants also include the circuits, courts, USMS, and FPS.

4.1.3 DEVELOPING THE CAPP DOCUMENT

The CAPP process begins with the identification and scheduling of a circuit's CAPP meeting. The primary goal of the CAPP meeting is to develop a five-year, circuit-wide strategic plan of space and facilities program priorities and project needs. This multi-day space planning meeting is hosted by the circuit and facilitated by the AOUSC and GSA.

Invitees include the circuit's chief district judges, chair of the circuit's Space and Facilities Committee (or

equivalent), CE, ACE, AOUSC SFD staff, GSA national and regional client executives, and national and local staff from the USMS and FPS. Input is gathered, district-by-district for each courthouse, and then validated against the AMP data documented in each district's LRFP.

4.1.3.1 What to Expect During the CAPP Meetings

During the CAPP meetings, the districts are provided an opportunity to communicate their priorities to the circuit, AOUSC, and GSA as a means to document their upcoming project and funding needs. Based on the district's responses and projected growth, potential No Net New projects are identified, along with highlighting judicial vacancies that would result in chambers renovations to be funded either locally or by the circuit. GSA's investment in, and future plans for, court facilities is also reviewed.

The multi-day planning meeting begins with a half day of high-level discussions, including an overview of the circuit's space portfolio, the Judiciary's AMP process and outcomes, and a discussion of nationwide building and space-related challenges faced by the Judiciary, GSA, USMS, and FPS. Over the following one to two days, attendees participate in a series of working sessions to review projected GSA, USMS, FPS, and court facility projects, five-year housing requirements, and the



challenges those requirements could present for each courthouse in each district in the circuit.

4.1.3.2 What to Expect After the CAPP Meetings

Following the circuit CAPP meetings, the CAPP plan is developed by the AOUSC and GSA, reviewed by all stakeholders, including the courts, and finalized by the AOUSC and GSA. The document is to be used for planning and reference purposes only, as projects included in the plan are subject to availability of funds and can be pushed out to future fiscal years based on this and other priorities. Due to the changing nature of space, facilities, funding, and priorities, the plan is revisited every two years.

4.2 The CPP and Identification of Potential New Courthouse Construction Projects

4.2.1 THE ROLE OF LRFPS AND THE UE

LRFPS and UE ratings and rankings assist the JCUS in objectively identifying the potential need for new courthouse construction, selecting GSA Phase I feasibility study candidates, selecting GSA Phase II feasibility study candidates, and determining the placement and prioritization of projects in Part II of the *CPP* list.

The first prerequisite for placement of a location on the *CPP* is a completed, approved LRFP that documents the current and projected space needs of each court location in the district/circuit. The second prerequisite is completion of a GSA Phase I feasibility study.

4.2.2 GSA PHASE I FEASIBILITY STUDIES

4.2.2.1 Purpose

GSA Phase I feasibility studies are completed to further evaluate the potential need for a new courthouse or annex/addition as identified in the project location's LRFP preliminary housing strategy recommendation. The studies are developed by GSA staff. They include an overview of existing conditions, review of Judiciary and GSA portfolio goals, and identification and comparison of potential housing alternatives. Each viable housing alternative is further evaluated based upon its advantages and disadvantages. Neither a preferred alternative nor cost estimates are included in these studies.

4.2.2.2 Request Process

If a court wishes to pursue a potential new courthouse or annex/addition construction project, following completion of the LRFP and based on the LRFP's preliminary housing strategy and UE rating, a district court may request a GSA Phase I feasibility study through its circuit judicial council. After the circuit judicial council approves the request, a letter is sent from the circuit to the SFO chief requesting JCUS consideration and approval of initiating a GSA Phase I feasibility study for the location.

The Committee and Subcommittee review circuit requests for GSA Phase I feasibility studies during their spring and fall sessions. The Subcommittee's recommendation is sent to the full Committee for review at its next subsequent session (typically June and December). If the Committee approves the request, its recommendation is forwarded to the JCUS for review and approval at the next subsequent Conference session (either March or September).

4.2.2.3 Courtroom Utilization Study Matrices and AnyCourt PORs

If the JCUS approves the recommendation for a GSA Phase I feasibility study, GSA is notified and the Long-Range Planning Team develops a draft Courtroom Utilization Study matrix and AnyCourt POR for both the district and circuit's review and written approval.

At its March 2022 session, JCUS "approved a policy requiring the circuit judicial council and the chief judge of the appropriate district court to certify, as part of their approval of an AnyCourt POR and the associated courtroom and chambers utilization matrix for new courthouse construction projects, their commitment to any necessary relocation of judges and/or closure of facilities associated with the planned project, subject to exemptions due to unforeseen circumstances beyond the court's control. The certification should confirm that:

- 1) any facility to be closed in conjunction with the occupancy of the new space will also be deemed to be no longer necessary consistent with 28 U.S.C. § 462(b) following the opening of the new courthouse,
- 2) identify the number and type of judges to be housed in the new facility as a result of the consolidation or relocation of court operations, and
- 3) be provided to and acknowledged by all judges in the affected district, as well as any later confirmed judge in the district at the time the judge's duty station is established." (JCUS-MAR 2022, p. 26)

This certification or recertification is required each time an AnyCourt POR is developed for transmittal to GSA, which typically includes:

- before the onset of a GSA Phase I feasibility study,
- before the onset of a GSA Phase II feasibility study, and
- before transmission of an AnyCourt post project design.

The Courtroom Utilization Study matrix and AnyCourt POR development, review, and approval process are described in the following paragraphs.

4.2.2.4 Courtroom Utilization Matrix and AnyCourt Review and Approval Process

After a request is received, the Long-Range Planning Team develops the initial draft Courtroom Utilization Study matrix. The initial draft Courtroom Utilization Study matrix is reviewed by AOUSC SFD staff (the assigned LRFP Program Manager and FPM). The matrix is transmitted to the Clerk of the District Court along with a routing slip and instruction letter to obtain signatures from judges impacted by the move (signature confirms commitment with intent to move) and signatures from other judges in the district (signature confirms acknowledgement).

An AnyCourt POR is developed and a draft package containing the Courtroom Utilization Study matrix, AnyCourt POR, and commitment with intent to move and acknowledgement routing form are transmitted to the Clerk of the District Court along with a courtesy copy to the ACE and GSA's Courthouse Programs Management Division. Including GSA in the initial review of the Courtroom Utilization Study matrix and AnyCourt POR before circuit judicial council approval has been proven valuable to all parties involved and has assisted in eliminating delays in providing the necessary materials required for GSA to move forward with feasibility studies in a timely manner.

A conference call is held with the district court and the ACE to discuss the draft projected ten-year and thirty-year Courtroom Utilization Study matrix and AnyCourt POR. A second call is then held with GSA's Courthouse Programs Management Division, as needed.

The Long-Range Planning Team is responsible for incorporating all revisions and ensuring the final circuit judicial council approved matrix and AnyCourt POR are transmitted to GSA to inform development of the GSA

Phase I feasibility study. The Courtroom Utilization Study matrix and AnyCourt POR are revised as needed based on the conference calls and re-submitted to the district court and circuit executive's office for final review and approval.

Approval letters from the chief district judge and the circuit judicial council to the AOUSC are required. After the approval letters are received from the district court and circuit judicial council, the approved Courtroom Utilization Study matrix and AnyCourt are officially transmitted to the GSA Administrator, PBS Commissioner, and regional CE, accompanied by a cover letter from the FSO chief requesting that the GSA Phase I feasibility study be initiated.

After receipt of a request from the AOUSC, GSA initiates and manages the process to complete a GSA Phase I feasibility study.

For a checklist of tasks and deliverables requested from stakeholders to identify potential new courthouse construction projects refer to Checklist 6.3.8.

4.2.2.5 Developing the GSA Phase I Feasibility Study

After receipt of a request from the AOUSC, GSA initiates and manages the development of GSA Phase I feasibility studies. The process takes approximately 10-12 months to complete. The first step is to gather requirements. The GSA team reaches out to stakeholder agencies, including the court, AOUSC, USMS, USAO, UST, and potential non-court related courthouse tenants, to solicit their space and parking needs.

After that, GSA begins to evaluate existing conditions by gathering current building documentation, such as maps, floor plans, site plans, GSA building evaluation reports, prior feasibility studies, and historic preservation reports. GSA also consults the most recent LRFP and evaluates the impact of ongoing and planned capital improvement projects, floodplain maps, seismic data, local zoning and master planning, wind loads, special weather considerations, and the area's real estate market.

Upon completion of requirements gathering and the initial evaluation of existing conditions, GSA, in coordination with AOUSC SFD staff, works with the court and stakeholder agencies to schedule and hold a project kick-off meeting. The kick-off is typically held at the project location and includes a series of meetings and tours to further evaluate building condition and space utilization, as well solicit input and feedback from the court.

Approximately three to four months after the on-site kick-off, GSA completes its concept development. This phase of the project includes development of alternatives and leasing, backfill, disposal, and new construction options, schematic planning diagrams, documentation of each scheme with site and housing plans, and a preliminary comparative analysis of each option's advantages and disadvantages.

The resulting draft document undergoes an internal headquarters level stakeholder review. After all resulting comments are addressed, GSA schedules and leads a meeting to present the concepts to the entire stakeholder group, including the court and court-related agencies. Following the presentation, stakeholders are provided an opportunity to follow up with written comments on the draft concepts.

After reconciliation of those comments, GSA works to finalize schematic diagrams (blocking and stacking), site plans, housing plans, and a comparative analysis of the remaining viable options. During this phase of study development, GSA also creates a general schedule showing the potential timing of a project funding request, timeline for design development, and duration and phasing of construction.

A second internal headquarters level stakeholder review is conducted, followed by a final presentation of viable alternatives to the court and court-related stakeholders. A copy of the final draft report is sent to stakeholders for review and comment. After all comments have been appropriately addressed and/or reconciled, the GSA Phase I feasibility study is finalized, published, and distributed to the stakeholder team.

4.2.2.6 After the Study Is Done

If the completed GSA Phase I feasibility study validates the potential need for a new courthouse or annex/addition, and the court and circuit judicial council both approve the study, the circuit judicial council may send a letter to the FSO chief requesting that the location be considered for inclusion in Part II of the *CPP*. The *CPP*, and the process for adding a courthouse to the *CPP* list, is described in Section 4.2.3.

4.2.3 THE *CPP* LIST

4.2.3.1 Purpose of the *CPP*

The *CPP* is the Judiciary's list of courthouse construction funding priorities as approved by the JCUS. The *CPP* is

developed using the results of the AMP process. The *CPP* is divided into two parts:

- When a location is in Part I of the *CPP*, it means the location is a Judiciary courthouse construction funding priority for the fiscal year represented in the most recently approved *CPP*.
- When a location is in Part II of the *CPP*, it means that location is in line as an out-year courthouse construction priority.

The *CPP* is sent to GSA, the Office of Management and Budget (OMB), and Congress to promote awareness of the Judiciary's courthouse construction needs and priorities. GSA uses it to guide their annual budget request as it relates to new courthouse construction.

4.2.3.2 Organization of the *CPP*: Part I vs. Part II

Part I lists the projects for which the Judiciary will request federal funding in its annual budget submission. The priority order of all projects in Part I is frozen until a project has been fully funded, at which point the funded project is removed from Part I.

Each year, all projects in Part II of the *CPP*—whether a project was on the previous year's *CPP* or is appearing for the first time—are ranked in priority based on each project's updated UE rating. When a project is added to the *CPP*, Part I, it is placed at the bottom of that section's list.

As projects in Part I are fully funded and removed from Part I of the *CPP*, the project(s) in Part II that are ranked highest at that time may potentially move to Part I. For a project to move up to Part I, there must be a completed GSA Phase II feasibility study.

Upon completion of the GSA Phase II feasibility study, the location is moved to Part I the next time the *CPP* is reviewed and approved by the Committee. Until a project is moved to Part I, its UE score is refreshed each year, and its place in the prioritization of Part II projects may change. In addition, as new projects are added to Part II based upon their UE rating, the priority order of the existing projects may change.

4.2.3.3 Adding New Locations to the *CPP*

Before a location can be added to the *CPP*, an LRFP must be completed under the AMP process, including review and approval by the chief district or circuit judge. A city-wide UE rating is also calculated and documented for

each location addressed in the LRFP. In addition, a GSA Phase I feasibility study must be completed, reviewed, and approved by the district and circuit. After all three of these prerequisites are met, the circuit judicial council may then send a letter to the Committee on Space and Facilities requesting that the location be considered for inclusion on the *CPP*.

An agenda item is sent to the Subcommittee; if they agree with the conclusions of the GSA Phase I feasibility study, it may recommend the location be added to the *CPP* and the recommendation is sent to the Committee for review and approval. The Committee's recommendation is sent to the JCUS for final review and approval. The Committee considers such requests at its June session.

If the JCUS approves the recommendation to add the location to the *CPP*, the project is added to Part II in order of its UE ranking. The JCUS considers requests to add new locations to the *CPP* at its September session.

4.2.3.4 *Prioritization of Projects on the CPP*

Part I of the *CPP* consists of the Judiciary's highest courthouse construction funding priorities for the budget year. These projects are prioritized in the order they were added to Part I. Part II of the *CPP* identifies out-year courthouse construction priorities. They are prioritized annually based on the most recent UE rating.

4.2.3.5 *Moving Projects from Part II to Part I of the CPP*

As projects in Part I are fully funded and removed from Part I of the *CPP*, the Committee identifies locations in Part II of the *CPP* that are to undergo completion of a GSA Phase II feasibility study. Upon completion of the GSA Phase II feasibility study, the location will move up to Part I of the *CPP* the next time the JCUS reviews and approves an annual *CPP*. Completion of a GSA Phase II feasibility study is a pre-requisite to a project being placed in Part I of the *CPP*.

For a checklist of tasks and deliverables requested from stakeholders for the Judiciary's *CPP* list refer to Checklist 6.3.9.

4.2.3.6 *GSA Phase II Feasibility Studies: Purpose*

A GSA Phase II feasibility study is developed by a contract A/E firm under the direction of GSA and involves a more detailed analysis of options and potential special project requirements, selection of a preferred alternative, and development of benchmark cost estimates that include

costs associated with design and construction, life cycle, site acquisition, building disposal, and tenant moves, as applicable. A high-level project delivery schedule is also developed to identify critical events (i.e., environmental compliance, site acquisition, swing space needs, lease terminations/relocations, etc.) for all stages of the project.

4.2.3.7 *GSA Phase II Feasibility Studies: Timing and Selection Process*

After a project's inclusion in Part II of the *CPP* and based on input from AOUSC staff in coordination with GSA, the Committee determines the appropriate time to request a GSA Phase II feasibility study. A Phase II study is generally initiated once a project is within three years of expected funding and has moved toward the top of Part II of the *CPP*. Such determination can be made by the Committee at either its June or December session.

4.2.3.8 *GSA Phase II Feasibility Studies: Participants and Stakeholders*

The GSA Phase II feasibility study process is a collaborative effort lead by GSA and their contractor team. The studies are developed in close coordination with the court, circuit, AOUSC, and court-related stakeholders (e.g., the USMS, USAO, and FPS).

4.2.3.9 *Developing the GSA Phase II Feasibility Study*

After receipt of a request from the AOUSC, GSA initiates and manages the development of GSA Phase II feasibility studies. The process takes approximately 12 months to complete.

The first step is requirements gathering. As part of this effort, the GSA team reaches out to stakeholder agencies, including the court, AOUSC, USMS, USAO, UST, and potential non-court related courthouse tenants, to solicit their space and parking needs. The AOUSC, in coordination with the court and circuit, updates the previous AnyCourt POR that was used to guide the GSA Phase I feasibility study. Like the original AnyCourt used for the GSA Phase I feasibility study, the updated version must also be formally reviewed and approved by the court and circuit.

After receipt of stakeholder agency space requirements, GSA evaluates existing conditions by gathering current building documentation such as maps, floor plans, site plans, GSA building evaluation reports, prior feasibility studies, and historic preservation reports.

The most recent LRFP and the GSA Phase I feasibility study are also consulted and the impact of ongoing and planned capital improvement projects, floodplain maps, seismic data, local zoning and master planning, wind loads, special weather considerations, and the area's real estate market are evaluated.

Upon completion of requirements gathering and the initial evaluation of existing conditions, GSA, in coordination with AOUSC SFD staff, work with the court and stakeholder agencies to schedule and hold a project kick-off meeting. The kick-off is typically held at the project location and lasts approximately three days. During this time a series of meetings and tours are scheduled to further evaluate building condition and space utilization, as well solicit input and feedback from the court. The contractor conducts in-depth field investigations and assesses existing courthouse conditions, including structural, heating, ventilation, air conditioning, electrical, roofing, plumbing, building envelope, life safety, and communications systems.

Approximately three months after the on-site kick-off, GSA's contractor completes its submittal of possible housing alternatives and concepts. These alternatives typically include leasing, backfill, disposal, and new construction scenarios, schematic planning diagrams, documentation of each scheme with site and housing plans, and a preliminary comparative analysis of each option's advantages and disadvantages.

The resulting draft document undergoes an internal GSA central and regional office stakeholder review and after all resulting comments are addressed, GSA schedules and leads a virtual workshop to present the concepts to the entire stakeholder group, including the court and court-related agencies.

Following the presentation of possible housing alternatives, stakeholders are provided an opportunity to follow-up with written comments on the draft concepts. After reconciliation of those comments, GSA's contractor moves from the possible alternatives phase to identifying a minimum of three viable alternatives. For each viable alternative, GSA will provide projected housing plans by building, an implementation and delivery strategy with phasing timeline, and identification of advantages and disadvantages of each alternative.

A second review and comment workshop is held with stakeholders and subsequently, the contractor further develops the viable alternatives to include a submittal that delineates the significant characteristics, strengths, and weaknesses of each alternative and a description of why particular possible alternatives were rejected or selected for further analysis.

At the conclusion of the comparative analysis, the GSA contractor provides a recommended preferred alternative, documenting the factors that justify the recommendation, including why and how it best meets GSA, court, and other stakeholder needs. It is then the responsibility of GSA, with input from the stakeholder group, to select the preferred alternative.

After selection of the preferred alternative the next step toward completion of the study is development of the preferred alternative. This will be documented in the form of a report describing the characteristics of the preferred alternative and a written summary that concisely documents the decisions, explains the findings, and provides justification for proceeding with the preferred alternative. The summary shall also include any anticipated design issues, a project schedule, funding sources and budget schedule, and customer assignment drawings. After resolving GSA and stakeholder responses to this report, the contractor prepares and submits the final study for distribution to stakeholder agencies.

4.2.3.10 *Next Steps After Phase II Study Completion*

Upon completion of the GSA Phase II feasibility study for a given location, and if new construction is selected as the preferred alternative, the location will be "automatically" elevated to Part I of the *CPP* and placed behind any other locations already in Part I. This action occurs when the next annual *CPP* update is reviewed by the JCUS Space and Facilities Committee and subsequently approved by the JCUS. A request from the respective court and/or circuit is not required in order for this action to occur.

For a checklist of tasks and deliverables requested from stakeholders for a GSA Phase II feasibility study refer to Checklist 6.3.10.

4.3 Lifecycle of a Courthouse Construction Project: From Funding Request to Ribbon Cutting

4.3.1 COURTHOUSE PROJECT FUNDING

4.3.1.1 *Judiciary and GSA Roles and Responsibilities*

The next step after a location moves to Part I of the *CPP* is funding. Requests for project funding are made through GSA. The GSA's PBS formulates its annual budget beginning 18 or more months prior to the start of the budget year. In the spring, the PBS headquarters asks all PBS regions to propose new construction, acquisition, and prospectus-level repair and alteration (R&A) projects needed in each region and provide detailed justifications. The proposed budget builds on projects requested in the current year or previous years' budgets. PBS' priorities for new projects change from year to year.

After GSA reviews the budget request, it is included with the rest of the agency's programs in GSA's annual budget submission to OMB during the fall season. The budget goes through an OMB examination process that evaluates it against Administration and spending priorities. After Thanksgiving, OMB "passes back" its recommendations and GSA has an opportunity to appeal. Final decisions on the budget are made by the end of the calendar year. The budget is typically finalized by OMB and GSA in January and by law is submitted to Congress on the first Monday in February.

For a checklist of tasks and deliverables requested from stakeholders for project development, funding, and execution refer to Checklist 6.3.11.

4.3.1.2 *Where Congress Comes In: Authorizations and Appropriations*

Congressional review of GSA's budget request involves two congressional authorizing committees: the House Committee on Transportation and Infrastructure and the Senate Committee on Environment and Public Works. The authorizing committees review and approve GSA's prospectuses for leases, R&A projects, and new construction and acquisition projects. Committee approvals are in the form of committee resolutions.

GSA must receive authorization from the authorizing committees of Congress before proceeding with any repair and alteration, construction, or acquisition projects that

exceed the annual prospectus funding level or any lease that exceeds the annual prospectus funding level.

To receive authorization for projects or leases, GSA is required to submit a prospectus to the House Committee on Transportation and Infrastructure, Economic Development, Public Buildings and Emergency Management Subcommittee; and the Senate Committee on Environment and Public Works' Transportation and Infrastructure Subcommittee. The prospectus describes the project or lease, including the location, size, estimated cost, and plan of agency tenants to be housed. Each subcommittee approves the prospectus with a committee resolution. No further act of Congress is necessary other than appropriation of funds. While prospectuses can be authorized before funds are requested, appropriations are generally not available to be spent until the projects have been authorized.

The appropriation itself typically begins with the full appropriations committee allocating funds to each of their subcommittees. Then, the appropriations subcommittees (Financial Services and General Government in both the House and Senate) will draft an appropriations bill. These bills may or may not fund all the projects requested by GSA or even provide authority to GSA to spend all the funds available to GSA from agency rent payments.

After Congress and the President enact appropriations for the Federal Buildings Fund and GSA submits a spending plan to Congress, GSA initiates its process to spend the appropriations.

For a checklist of tasks and deliverables requested from stakeholders for project funding refer to Checklist 6.3.12.

4.3.1.3 *Process Flowchart and Timeline*

GSA headquarters and regional staff support and guide other GSA offices in the assessment of federal facility needs and project development and execution. These preliminary steps, including site selection, prospectus development, and obtaining congressional authorization and funding, can span several years. Once a repair, alteration, or new construction project is authorized and funded, it is assigned to a project manager in the GSA region. The project manager assembles a project team composed of an A/E, a construction manager, GSA client/tenant groups, property development professionals, and other program offices.

This project management by GSA ends only after all needs of the new tenants have been met and the facility is occupied and functioning. Throughout the project, the court works with the GSA project manager as well as the ACE and FPM as needed. The level of effort for the circuit depends on the respective court. The USMS has primary responsibility for the security of the Federal Judiciary and thus participates throughout the duration of the project.

Understanding the lifecycle of a project is key to successful project management. Projects in federal buildings, including courthouses, follow a standard course from start to finish. GSA project management is generally divided in two phases: project development and project execution. This project life cycle process is used for all projects.

The following is a step-by-step outline of the project management process:

Project Development

- 1) Community Plan and Building Evaluation – define client/tenant space requirements
 - Obtain BAT, if required, and determine whether new construction or modernization projects are required
 - Conduct preliminary life cycle/space delivery analysis
- 2) Site Selection – conduct preliminary site evaluation
 - Perform preliminary environmental impact assessment(s)
 - Select preferred site (R&A projects do not require a site selection as the building is already identified)
- 3) Prospectus Development Study (PDS) – define project scope/implementation plan/budget
 - Develop the prospectus (GSA regions) and review the regional submission (GSA headquarters)
 - Evaluate tenant and GSA portfolio needs to determine appropriate housing strategy (new construction, R&A, lease, acquisition)
 - Develop preliminary concept design
 - Prepare project management plan
- 4) Approval and Funding – Submit PDS to GSA headquarters for budget request (GSA Regions). During this stage, many projects are reviewed at GSA headquarters and only a portion ultimately make the budget. Projects are prioritized based on several GSA criteria.
 - Evaluate projects and place them in preliminary priority order within GSA's Five-Year Capital Plan
 - Identify project budget through feasibility studies and cost estimates
 - Select project
 - Prepare prospectus for congressional submittal
 - Submit budget request to OMB for consideration. OMB passes back GSA's budget request for inclusion into the overall President's Budget.
 - Brief GSA's oversight and appropriations committees on the entire capital program
 - Obtain congressional approval of the prospectus and appropriation of funds

4.3.2 COURTHOUSE CONSTRUCTION PROJECT DEVELOPMENT AND EXECUTION

- 1) Pre-Design Activity/Finalize Environmental Impact Assessment
 - Acquire site
 - Update project management plan
 - Advertise for A/E, construction management, and other professional services (if required)
 - Select professional A/E services consultants using Design Excellence (if appropriate), negotiate fees
 - Begin design work
- 2) Design, Review, and Approval
 - Hold charrette with the AOUSC and court after receiving congressional funding. A charrette is a collaborative planning process involving project stakeholders, the purpose of which is to resolve conflicts and map solutions.
 - Perform value engineering
 - Conduct GSA owner's review with client/tenants



- Conduct code/standards/constructability review
 - Develop preliminary scope, project duration, and initial cost estimate(s) such as base building, exterior materials, finishes, furniture and equipment, signage, artwork, interior plantings, security systems, acoustic planning, clock and clock systems, audiovisual, telecommunications, master antenna/TV, satellite downlink, and computer equipment.
 - » Reserve one-half of one percent of the estimated construction cost of each new federal building to commission GSA “Art in Architecture” Program artists. These artworks enhance the civic meaning of federal architecture and showcase the vibrancy of American visual arts. Together, the art and architecture of federal buildings create a lasting cultural legacy for the people of the United States. GSA reserves one-half of one percent of the estimated construction cost of each new federal building to commission project artists.
 - Provide design services (including services for finishes, security systems, furniture, information technology, swing space, move coordination, etc.) if needed from an A/E firm. GSA contracts with several companies to provide these services.
 - » Issue a Reimbursable Work Authorization (RWA) for design services only or for design and construction services based on Summary Cost Estimate (SCE) (performed by tenant).
 - » Develop construction documents at 35%, 65%, 95%, and 100% phases (A/E firm works with the tenant and GSA).
 - » Include 100% design documents in the procurement package used to obtain construction proposals.
 - Finalize and present design concept for new buildings to GSA headquarters for approval
 - Prepare final construction document
 - Verify that project estimate is within budget
- 3) Pre-Construction Activity
- Complete swing space relocations of existing tenants (if required)
 - Obtain Congressional construction authorization and appropriations (if not previously obtained)
 - Prepare site (demolition/clearing) (if required)
 - Advertise for construction
 - Award construction contract(s)
- 4) Construction
- Obtain security clearances for general contractor employees and sub-contractors
 - Issue a Notice to Proceed, which sets the clock on the time allowed for completion of the project
 - Approve submittals, order materials, and begin preliminary construction
 - » Construct building and site improvements
 - » Arrange for utilities and other primary services
 - » Control cost growth
 - » Provide integrated occupancy services (telecommunications, furniture, moves)
 - Obtain from general contractor a Gantt or Critical Path Method (CPM) schedule detailing each step of construction after NTP, per the contract requirements
 - Hold regular meetings and inspections throughout the construction phase so all parties are informed of construction progress
 - Identify a date for “substantial completion”. Schedule a final walk-through when the majority of the work is completed and the agency can begin occupying the space.
 - » Prepare for occupancy
 - » Arrange for building turnover to property manager
- 5) Closeout – review completed work and identify any remaining “punch list” items to be completed:
- Conduct a final walk-through of the project, identify “punch list” items and schedule for completion
 - Schedule and complete stakeholders training on newly installed technology and systems

- Acknowledge tenant acceptance of the completed work and turn over the space for occupancy
- Conduct a post-construction review to help improve project management and success of future projects
- Perform a contractor evaluation (performed by project manager)

For a checklist of tasks and deliverables requested from stakeholders for project development, funding, and execution refer to Checklist 6.3.11.

For a checklist of tasks and deliverables requested from stakeholders for developing the CAPP refer to Checklist 6.3.13.

5 Frequently Asked Questions

5.1 AMP

Where can I get information on the AMP process?

The AMP Process Handbook describes the AMP process. For inquiries or more information on the AMP process, contact the Long-Range Planning Team chief at (202) 502-1184.

5.2 LRFPs

1. What is the purpose of an LRFP?

The purpose of an LRFP is to identify and analyze court facility needs and provide near-term and 15-year strategies to address those needs. LRFPs are completed for each district and circuit nationwide.

2. What type of information is in an LRFP?

LRFPs include a comprehensive overview of the district, including facility location maps and building summaries, court operational and caseload trends, historic and projected caseload and personnel figures, and divisional space needs summaries. The plans also provide courtroom inventories, chambers inventories, site plans, stacking diagrams, floor plans, building systems summaries, and a list of GSA-identified projects. The result is an FBA and recommended preliminary housing strategy for each courthouse in the district or circuit being assessed, along with a timeline for when those strategies may be needed.

3. How often are LRFPs updated?

The LRFPs are typically updated every five to ten years.

4. What is the purpose of an LRFP site visit?

The LRFP site visit entails 3-5 days of on-site planning sessions. The planning sessions cover two key areas:

- 1) a **needs assessment** that consists of group and individual sessions designed to gather input from court components and related agencies on operations, workload, judgeships, personnel, and space; and

- 2) a **physical assessment** that includes comprehensive tours of court-occupied space USMS space, and GSA general building space in all courthouses.

The purpose of the tours is to evaluate how well each courthouse meets the court's needs and to collect information necessary to complete an FBA and develop the LRFP preliminary housing strategies.

5. Who participates in an LRFP site visit?

Participants in the site visit include the AOUSC Planning Team, court executives from all court components, USMS, USAO, UST, GSA, AOUSC, and LRFP contractor. The AOUSC Planning Team is made up of the LRFP program manager, FPM, physical security specialist, LRFP contractor (facilitator, analyst, and architect), ACE, and GSA regional office representative.

The court plays an active role in the LRFP process. For district LRFPs, the District Planning Team is made up of the clerk of the district court, clerk of the bankruptcy court, chief probation officer, chief pretrial services officer (if applicable), FPD or community defender, bankruptcy administrator (if applicable), satellite circuit librarian, local chief of the USMS, local U.S. Attorney, local U.S. Trustee, and local GSA representative. For circuit LRFPs, the



Circuit Planning Team is made up of the CE, ACE, circuit mediator, clerk of the court of appeals, chief staff attorney, BAP clerk (if applicable), circuit librarian, and local GSA representative.

6. What activities are involved in an LRFP site visit?

The three-to-five-day site visit covers two key areas. The first is the **needs assessment**. This consists of group and individual stakeholder sessions designed to gather input from court components and related agencies on operations, caseload, judgeships, personnel, and space. The second key area is completion of the **physical assessment**. The physical assessment evaluates how well each courthouse meets court needs. To do this, the LRFP contract architect conducts a comprehensive tour of each courthouse and its court-occupied space, USMS space, and GSA common use space. During the tours, the architect collects information needed to complete the AMP FBA checklist and help develop potential preliminary housing strategies.

7. What is the court's role in the development of an LRFP?

The court plays an active role in the LRFP process. Before the LRFP site visit, the clerk of the district court (or in the case of a circuit LRFP, the ACE or clerk of the court of appeals) coordinates the planning session schedule for their respective court with the LRFP project manager and District or Circuit Planning Team.

During the LRFP site visit, the District and Circuit Planning Teams participate in the on-site planning sessions to discuss caseload, personnel, and space issues. The court, USMS staff, and GSA building managers also assist by providing the LRFP contractor architect(s) with access to all courthouses for the purpose of conducting the FBAs. Members of the AOUSC Planning Team may also tour some or all courthouses to gain additional insight and understanding of current and future space needs and security issues in a particular location.

For a district LRFP, the circuit is also involved. Specifically, the ACE actively participates in the planning sessions, housing strategy initial review and teleconference, and LRFP review process. Court of appeals space within the district's courthouses, including circuit judges' chambers, satellite circuit libraries, and courtrooms, are also assessed as part of the FBA.

Finally, the chief judge will receive a final draft to review and approve. After notification of the chief judge's approval, printed hardcopies of the final LRFP are sent to the clerk of the district court (for district LRFPs), ACE (for both district and circuit LRFPs), and GSA regional client executive or planning manager. For district LRFPs, the clerk of the district court is provided additional hardcopies of the final LRFP for distribution. For circuit LRFPs, the ACE or clerk of the court of appeals is provided additional hardcopies of the final LRFP for distribution. The clerk or ACE also receives an electronic version of the final LRFP.

8. How can I request an update of my district or circuit's LRFP?

Each year, the Long-Range Planning Team chief issues a call to the ACEs and FPMs to review a list of districts and circuits that potentially require an LRFP update. The ACEs and FPMs then submit their priorities for LRFP updates to the Long-Range Planning Team chief. Districts and circuits are selected and prioritized for an LRFP update based on the following potential scenarios:

- A new courthouse has been constructed or otherwise added to the inventory since the last LRFP was completed
- A courthouse has changed from non-resident to resident (or vice versa)
- The current LRFP is more than five years old
- A major IWI or other type of space reduction project has been completed or is nearing completion
- A CSP project has been completed or is nearing completion
- The number and/or location of judgeships has changed or is expected to change, thus impacting space needs and potentially the last LRFP's recommended housing strategies
- Since the previous LRFP was completed, a major change in building condition, court operations, etc., has occurred that potentially affects space needs
- An upcoming potential sale, expiring lease, or other real property action may result in the loss of an existing courthouse

Long-Range Planning Team staffing availability and funding for new LRFPs are also considered in determining the number of districts or circuits that can undergo an LRFP update in a given year.

9. Where can I find a copy of a particular district's or circuit's completed LRFP?

Contact the respective AOUSC FPM, ACE, CE, or clerk of the District Court.

5.3 FBA

1. What is an FBA?

An FBA is an assessment of a courthouse to help determine how well the facility supports the needs and operations of the court. The FBA consists of a standardized set of factors used as a checklist by the LRFP contractor's architect(s) to rate space based on a tour of each courthouse. Tours occur as part of the district or circuit's LRFP site visit. The outcome of the FBA is the calculation of an overall FBA rating, along with ratings for each of the following categories: building condition, space functionality, security, and space standards.

2. Where can I find information on the FBA results for a specific courthouse?

FBA results for a specific courthouse can be found in each district and circuit LRFP. In addition, completed FBA assessment checklists are sent to the respective clerk of the court or CE for their review and records.

3. Does the order of courthouses on the FBA results list change from year to year?

The FBA assessments are conducted during the development of a district or circuit's LRFP. Thus, when new FBA assessments are completed as part of the LRFP update, or an FBA result is updated upon completion of a CSP project, the FBA results list can change.

5.4 UE

1. What is the UE?

The UE is an annual evaluation process that determines which courthouses throughout the nation have the most urgent space needs based on chambers needs, courtroom needs, FBA results, and projected caseload growth.

2. What is the UE results list and how is it used?

The purpose of UE ratings and the UE Results List is to identify and document which courthouses throughout the nation have the most urgent space needs regardless of the size of the courthouse or type of LRFP recommended preliminary housing solution. The ratings are used to help identify and prioritize projects recommended for the CRB Program, CSP, No Net New space efficiency initiative, and *CPP* list for new courthouse and courthouse annex construction. Each year, typically in February, the ratings are published in the UE Results List.

3. What is a UE and what information is used to calculate it?

UE ratings are calculated at the city level and include all courthouses in a given city. The scoring is scaled from 0 to 100 – the higher the score, the greater the urgency of need. The methodology is based on the *AMP Business Rules*, including a planning timeframe of 15 years and application of the JCUS courtroom sharing policies.

The UE Model consists of four weighted main criteria and several sub-criteria. The four main criteria and their weights are:

- FBA Results/City-Wide Benefit Assessment Score - 40%
- Current and Future Chambers Needs - 30%
- Current and Future Courtroom Needs - 20%
- Past and Future Average Annual Criminal Defendant Caseload Growth and Civil Caseload Growth - 10%

4. What is a UE ranking?

A UE ranking is the order in which a courthouse falls on the UE Results List in relation to other courthouses nationwide.

5. How often is the UE Results List updated and what specific information is updated?

The UE Results List is updated annually with data current as of December 31.

Annually, courthouse-by-courthouse, judgeships, chambers needs, courtroom needs, and projected caseload growth are updated in the AMP database and used in the UE rating process.

The final UE Results List is published in February by SFD. The results are delivered from the SFD chief to the CEs and ACEs, with copies sent to the Committee.

6. How does a courthouse's ranking on the UE Results List relate to the CPP and getting a new courthouse?

The annually updated UE ratings and rankings assist the JCUS in objectively determining the placement and prioritization of projects in Part II of the *CPP* list. When project locations are added to the *CPP*, Part II, they are prioritized in order of UE rating.

7. Where can I find information on the UE results for a specific courthouse?

The UE Results List is posted on JNet where it can be accessed by everyone within the Judiciary. In addition, it is separately provided to all CEs, clerks of court, and ACEs via a memo from the SFD chief. The Committee is also copied on the memo.

5.5 GSA Feasibility Studies

1. I understand there are two types of GSA feasibility studies. What are those and how are they utilized?

The first type is called a GSA Phase I feasibility study; the second type is a GSA Phase II feasibility study.

A GSA Phase I feasibility study is developed to validate the potential need for a new courthouse or annex/addition as identified in the location's LRFP preliminary housing strategy recommendation. The study is developed by in-house GSA staff and focuses on identifying potential viable housing alternatives. Completion and approval of a GSA Phase I feasibility study is one of the prerequisites to a location being considered for placement on the Judiciary's *CPP*.

A GSA Phase II feasibility study is generally initiated as a project moves up in priority in Part II of the *CPP*. GSA Phase II feasibility studies are developed by an A/E firm under the direction of GSA in coordination with the court, circuit, AOUSC and USMS. They involve a more detailed analysis of requirement options, selection of a preferred alternative, and development of detailed cost estimates

that include life-cycle cost analysis, site acquisition and building disposal costs, and tenant move costs. A draft project delivery schedule is also developed to identify critical events (environmental compliance, site acquisition, swing space needs, lease terminations/relocations, etc.) for all stages of the project. Completion of a GSA Phase II feasibility study is a pre-requisite to a project being placed in Part I of the *CPP*.

2. Under what circumstances might a district request a GSA Phase I feasibility study?

A GSA Phase I feasibility study may be requested when:

- 1) the preliminary housing strategy recommended in the district or circuit's LRFP states a new courthouse or annex/addition is needed to address space requirements; and
- 2) the district's LRFP has been approved by the chief district judge.

3. Does my district need a completed and approved LRFP to request a GSA Phase I feasibility study?

Per the *AMP Business Rules*, the Committee on Space and Facilities will only consider locations for a GSA Phase I feasibility study if:

- (a) the chief judge has approved the respective LRFP in writing, and;
- (b) the respective circuit judicial council or designee has agreed that a GSA Phase I feasibility study is needed.

5.6 Courthouse Projects Priorities (CPP) List

1. How does a courthouse location get on the CPP list?

Before a location can be added to the *CPP*, an LRFP must be completed under the AMP process, including review and approval by the chief district or circuit judge. A UE rating is also calculated and documented for each city-wide location addressed in the LRFP. In addition, a GSA Phase I feasibility study must be completed, reviewed, and approved by the district and circuit. Then, the circuit judicial council may send a letter to the AOUSC requesting that the JCUS consider and approve the location for inclusion on the *CPP*.

If the Committee and Subcommittee agree with the conclusions of the GSA Phase I feasibility study, it may recommend the location be added to the *CPP* and the recommendation is sent to the Committee for review and approval. The Committee's recommendation is sent to the JCUS for final review and approval. The Committee considers such requests at its June session.

If the JCUS approves the recommendation to add the location to the *CPP*, the project is added to the list. The JCUS considers requests at its September session.

2. What does it mean to be on the CPP?

The *CPP* is divided into two parts. When a location is in Part II of the *CPP*, it means that a location is in line as an out-year courthouse construction priority. When a location is in Part I of the *CPP*, it means a location is a Judiciary courthouse construction funding priority.

3. How often is the CPP reviewed and updated?

The *CPP* is reviewed one time per year – by the Committee at its June session and the JCUS at its September session.

4. Who receives copies of the approved CPP and how do they use it?

The *CPP* is sent to GSA, OMB, and Congress to promote awareness of the Judiciary's courthouse construction needs and priorities. GSA uses it to guide their annual budget request to Congress as it relates to new courthouse construction.

5. What is the difference between Part I and Part II of the CPP?

Part I of the *CPP* lists the projects for which the Judiciary will request federal funding in its annual budget submission. Part II of the *CPP* identifies out-year courthouse construction priorities.

6. Who approves the CPP?

JCUS upon recommendation by the Committee.

7. How does a project move from Part II to Part I of the CPP?

As projects in Part I are fully funded and removed from Part I of the *CPP*, locations in Part II of the *CPP* are identified by the Space and Facilities Committee for completion of a GSA Phase II feasibility study. Upon completion of the Phase II study, the location will move up to Part I of the *CPP* the next time the JCUS reviews and approves an annual *CPP*.

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6 Appendices

6.1 *AMP Business Rules*

The current version of the *AMP Business Rules* can be located on JNet.



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I. Background

In March 2006, the Judicial Conference of the United States (Conference) adopted the concept of Asset Management Planning (AMP) as an objective, long-range facilities planning process (JCUS – MAR 06, p. 25). The *AMP Business Rules* were developed to guide this process, providing a framework to identify planning alternatives and housing strategies that optimize existing court facilities, support operational needs, and ensure cost efficiency and effectiveness. The rules also specifically address the application of space standards, planning assumptions, and parameters for determining if and when a potential housing strategy will be recommended for progression to the next stage of the planning process, i.e., a prospectus-level GSA feasibility study or a below prospectus-level project.

The AMP process and original *AMP Business Rules* were approved by the Conference in March 2008 (JCUS – MAR 08, p. 26). They have been coordinated with the *U.S. Courts Design Guide (USCDG)* and the *Circuit Rent Budget (CRB) Business Rules*. The rules have since been revised to incorporate new policies,¹ including senior district judge, magistrate judge, and bankruptcy judge courtroom sharing.

The *AMP Business Rules* are organized into two sections: Planning Assumptions and Housing Strategies.

- The Planning Assumptions section addresses general guidelines, courthouse functional relationships, and chambers, courtroom, and trial preparation space allocations. They provide a framework to document eligibility for space based on type and location of judge and are used for long-range facilities planning within the AMP process.
- The Housing Strategies section consists of general guidelines and a hierarchy of solutions to address space deficiencies, improve building functionality, and address operational requirements over the 15-year planning timeframe. This includes identification of projects to address existing and future needs related to Conference recommended and approved judgeships, projected judgeships, court personnel staffing, and judges taking senior status.

II. Planning Assumptions

A. General Guidelines

1. For planning purposes, current Conference policy affecting space and facilities is used unless otherwise noted.
2. The planning timeframe for AMP purposes is 15 years into the future.
3. It is assumed that district and circuit judges will elect senior status upon eligibility.
4. The assumed retirement age (for planning purposes) for circuit and district judges is 85.
5. If a court plans to move into new space or space renovated through a prospectus-level project, space allocations shall be per the *AMP Business Rules*, the *USCDG*, and all other applicable Judicial Conference policies.
6. Requests for the replacement of an existing non-resident courthouse, including the proposed type of replacement courtroom, will be evaluated based upon the *Criteria to be Used to Justify Replacement Space for Non-Resident Courthouses* approved by the Conference in March 2019 (JCUS-MAR 19, p. 31). The court, through its respective circuit judicial council or designee, must submit such requests for consideration by the Conference Committee on Space and Facilities. Space allocations shall be per the *AMP Business Rules*, the *USCDG*, and all other applicable Conference policies.

¹ The Conference Committee on Space and Facilities oversees the AMP process. The Committee has been delegated authority by the Conference to review and approve updates to the *AMP Business Rules* (JCUS – MAR 08, p. 26).

7. If chief judge action either approving or appealing a Long-Range Facilities Plan (LRFP) or requesting a reasonable extension of time to consider the plan, is not received within 90 days from the time the plan is sent to the district and circuit, the plan will be considered approved and final.
8. The Conference Committee on Space and Facilities will only consider locations for a Phase 1 feasibility study if:
 - a. the chief judge has approved the respective LRFP in writing, and;
 - b. the court, through its respective circuit judicial council or designee, has approved and submitted a written request for a Phase I feasibility study.

B. Courthouse Functional Relationships

1. Proposed housing strategies must, at a minimum, maintain current functionality of the courthouse, including secured/restricted circulation.
2. The district court, bankruptcy court, and probation office may be located in separate facilities.
3. District courts, including courtrooms, chambers, clerk's office space, and the associated U.S. Marshals Service space, should not be split and located in multiple facilities (unless by court policy).
4. Bankruptcy courts, including courtrooms, chambers, and clerk's office space, should not be split and located in multiple facilities (unless by court policy).
5. Court of appeals headquarters, including courtrooms, chambers, clerk's office space, and circuit executive office space, should not be split and located in multiple facilities (unless by court policy).
6. Effective scheduling of proceedings should occur in non-resident (visiting) courthouses to maximize the use of the facility and minimize space requirements. Space sharing among court components is encouraged, and projects that support such arrangements will be considered and recommended, as appropriate.

C. Chambers Allocation

1. Each active district, magistrate, and bankruptcy judge is allocated one dedicated chambers at his/her resident location.
2. Each roving judge is allocated one dedicated chambers at his/her resident location and one dedicated visiting judges' chambers at his/her non-resident location.
3. Each active² senior district judge is allocated one dedicated chambers in his/her resident location from the date of senior status eligibility until the age of 85, the assumed age of retirement for planning purposes.
4. Recalled magistrate and bankruptcy judges are not allocated a dedicated chambers.
5. Part-time magistrate judges are not allocated a dedicated chambers.
6. The provision of a visiting judges' chambers for district, senior district, magistrate, and bankruptcy judges is predicated upon the caseload and operations of the court, with a maximum of one visiting judges' chambers allocated per courthouse, whether resident or non-resident.
7. Approved replacement non-resident courthouses are allocated one visiting judges' chambers.
8. Each circuit judge is allocated one dedicated chambers at his/her resident location in either a courthouse or leased space.
9. Each senior circuit judge is allocated one dedicated chambers at his/her resident location in either a courthouse or leased space from the date of senior status eligibility until the age of 85, the assumed age of retirement.
10. For circuit headquarters, the total chambers allocation in the circuit headquarters is a combination of resident and non-resident chambers. Each resident circuit judge is allocated one dedicated resident chambers and each non-resident circuit judge is allocated one non-resident chambers, with the total number of resident and non-resident chambers for circuit judges equaling the number of authorized circuit judgeships. In addition, each resident senior circuit judge is allocated one dedicated resident chambers and every two non-resident senior circuit judges are allocated one non-resident chambers. If

² An active senior district judge carries a caseload. An inactive senior district judge does not hear cases.

the number of non-resident senior circuit judges is uneven, the number of allocated non-resident chambers is rounded up (e.g., seven non-resident senior circuit judges are allocated four non-resident chambers).

11. For non-headquarters circuit locations where circuit judges sit en banc, the total chambers allocation in that location is a combination of resident and non-resident chambers. Each resident circuit judge in that location is allocated one dedicated resident chambers, and each non-resident circuit judge is allocated one non-resident chambers, with the total number of resident and non-resident chambers for circuit judges equaling the number of circuit judges that sit en banc at that location, plus the number of non-resident chambers needed for active and senior non-resident judges who sit concurrently on panel proceedings. In addition, each resident senior circuit judge in that location is allocated one dedicated resident chambers.
12. For circuit locations where circuit judges hold only three-judge panel proceedings, the total number of chambers in that location is a combination of resident and non-resident chambers equaling the number of judges that meet at one time in that location. Each resident circuit judge and senior circuit judge in that location is allocated one dedicated resident chambers, and non-resident circuit and senior circuit judges are allocated non-resident chambers so that the total number of resident and non-resident chambers provided equals the number of judges that meet at one time in that location. For example, if one resident circuit judge and a rotation of five non-resident circuit or senior circuit judges meet quarterly for a week to hold proceedings with two concurrent panels in a location, a total of six chambers – one resident and five non-resident – should be provided in that location.
13. Generally, a space is classified as a judge’s chambers, as opposed to an office, if it has a private restroom.
14. New courthouse construction projects will be designed to provide chambers for the existing circuit, district, bankruptcy, magistrate judges (including vacant judgeship positions), and senior judges, as well as those judges who will be eligible for senior status within the 10-year planning period for the project consistent with Conference policy and congressional direction (JCUS – SEPT 11, p. 36).

D. Courtroom Allocation

1. Each active district judge is allocated one dedicated courtroom.
2. Each roving district judge is allocated one dedicated courtroom at his/her resident location. At other locations, a dedicated courtroom is not allocated.
3. Active senior district judges are allocated courtrooms per the table below.
4. Magistrate judges are allocated courtrooms per the table below.
5. Part-time magistrate judges are not allocated a dedicated courtroom.
6. Recalled magistrate judges are not allocated a dedicated courtroom.
7. Bankruptcy judges are allocated courtrooms per the table below.
8. Recalled bankruptcy judges are not allocated a dedicated courtroom.
9. Visiting judges are not allocated a dedicated courtroom.
10. Approved replacement non-resident courthouses are allocated one courtroom. The courtroom type (i.e., district, magistrate, or bankruptcy judge) shall be determined at the time the replacement courthouse is approved by the Conference Committee on Space and Facilities based upon recent, current, and future projected usage to meet the specific needs of the court and maximize the utilization of the courtroom.
11. Circuit headquarters locations are allocated a maximum of one en banc and two panel courtrooms.
12. Circuit non-headquarters locations are not allocated a dedicated courtroom.
13. A multi-party courtroom is considered available for allocation as a dedicated courtroom.
14. En banc and panel courtrooms outside a circuit headquarters location are considered available for temporary and long-term use by the district and bankruptcy courts.
15. Generally, a space is classified as a courtroom as opposed to a hearing room if the following all apply: there is a permanent, fixed bench (applies to district, multi-party, magistrate judge, and bankruptcy courtrooms); there is a jury box (applies to district, multi-party, and magistrate judge courtrooms); and, the room is 1,200 USF or larger.
16. New courthouse construction projects will be designed to provide courtrooms for the existing district,

bankruptcy, magistrate judges (including vacant judgeship positions), and senior judges, as well as those judges who will be eligible for senior status within the 10-year planning period for the project consistent with Conference policy and congressional direction (JCUS – SEPT 11, p. 36).

Table: Courtroom Sharing Policy

Senior District Judges (SDJs)		Magistrate Judges (MJs)		Bankruptcy Judges (BJs)	
Number of SDJs	Number of Courtrooms Allocated	Number of MJs	Number of Courtrooms Allocated	Number of BJs	Number of Courtrooms Allocated
1	1	1	1	1	1
2	1	2	2	2	2
3	2	3	2	3	2
4	2	4	3	4	3
5	3	5	3	5	3
6	3	6	4	6	4
7	4	7	4	7	4
8	4	8	5	8	5
9	5	9	5	9	5
10	5	10	6	10	6

Source: Vol.16, Ch. 2, § 230 of the Guide to Judiciary Policy

E. Trial Preparation Suite Allocation

1. When needed, the Federal Defender is allocated a 450 USF trial preparation suite.
2. The U.S. Attorney's Office is allocated a 2,000 USF trial preparation suite, unless advised otherwise.

III. Housing Strategies

A. General Guidelines

1. Housing strategies for individual buildings and cities are developed to maximize cost containment and judiciary savings. Housing strategies are identified to address space deficiencies, increase functionality, and meet operational requirements for judges and personnel over the AMP planning period (15 years).
2. The housing strategies assess how to best meet the short- and long-term needs of the court while maximizing the use of existing facilities and preserving efficient operations. Housing strategies within the court's existing footprint are explored first and before housing strategies in expansion space are considered. Any new space acquisition must comply with the judiciary's No Net New policy and all related circuit space management policies.
3. Evaluation of housing strategies occurs in sequential order: Renovation (R); Addition/Annex (A); New Courthouse (N). Once a potential strategy (generally the least costly) that meets both current and projected space needs is identified, additional alternatives are not explored. For example, if a Renovation (R) strategy addresses space needs, the Addition/Annex (A) and New Courthouse (N) options are not evaluated.
4. A disparity between space in an existing facility and the *USCDG* standards is not justification for facility alteration and/or expansion. In such cases, alternatives to expansion are investigated before acquisition of additional space is considered a potential solution.
5. Each court-occupied facility is evaluated individually. Housing strategies are then developed for each court facility. If there are multiple court facilities in one city, city-wide strategies are developed.
6. In some cases, district-wide scenarios may be developed and assessed. Examples include situations when:
 - a. caseload has significantly shifted in terms of number or type from one location to another;
 - b. non-resident or small courthouses might be closed if the caseload (and judges) can be

- relocated elsewhere in the district;
 - c. two or more courthouses might be consolidated into one courthouse at a single location;
 - d. there is the potential to establish a new court location; and/or
 - e. a significant number of unassigned courtrooms and chambers are available in one or more cities within normal commuting distance.
7. Each circuit headquarters, and other facilities containing circuit courtrooms, is evaluated individually.
 8. In circuits with courtrooms in more than one location, circuit-wide strategies are developed and assessed, as needed.
 9. Under no circumstance will the New Courthouse strategy be recommended when:
 - a. all current and future space needs can be met in an existing facility;
 - b. all current and future chambers and courtroom needs can be met in an existing facility with the exception of one courtroom; or
 - c. all current and future chambers and courtrooms needs can be met by utilizing existing available courtrooms and chambers located within normal commuting distance.

B. Categories of Housing Strategies

There are three housing strategy categories with a total of eight subcategories. The categories and subcategories are defined as follows:

1. **Renovation (R)** - Repair and alteration (R&A) within an existing facility; this option includes lease options for relocated agencies:
 - R-1** All court components and court-related agencies remain in the facility; non-court-related agencies are force moved, as required.
 - R-2** All court components remain in the facility; relocate court-related agencies and provide trial preparation suites, as required.
 - R-3** Relocate court components, as required, until only the district court and associated U.S. Marshals Service space remain in the facility.
2. **Addition/Annex (A)** - Major expansion of an existing federally-owned facility; this category does not apply to leased facilities, including USPS-owned facilities:
 - A-1** Project confined to the existing site.
 - A-2** Project located on an acquired site(s).
3. **New Courthouse (N)** - Construction of a new courthouse facility:
 - N-1** New courthouse including all court components.
 - N-2** New courthouse with backfill of the existing courthouse by one or more court components (e.g., bankruptcy court and circuit judges' chambers).
 - N-3** New courthouse with one or more court components (e.g., bankruptcy court) located in leased space.

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6.2 *CRB Business Rules*

The current version of the *CRB* Business Rules can be located on JNet.

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CIRCUIT RENT BUDGET PROGRAM MANUAL

A Reference Guide for Employees of the Judiciary

Approved by the Space and Facilities Committee of the Judicial Conference
Dec 4, 2008

Updated September 30, 2019

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I. Background and Introduction

1.1 Pre-CRB rent cost containment measures. The Circuit Rent Budget (CRB) initiative is a program developed by the Judiciary to control the rate of growth in the rental cost of space. Since the early 1990's, the rental cost of space to the Judiciary had been growing at a rate in excess of the rate of growth in the Judiciary's general appropriations. This disproportion is roughly coincident with the start of a major new courthouse construction effort launched by GSA, at the prompting of the Judiciary, and with the support of Congress, to address numerous overcrowded and outmoded court facilities across the country. Various cost containment measures were enacted to slow the rate of growth, as catalogued below:

- Moratorium on new courthouse construction (3/2004 -3/2006)
- Moratorium on small space projects (i.e., below prospectus actions) (9/2004-9/2006)
- Interim budget check process (6/2006 -9/2007)
- *U.S. Courts Design Guide* reductions in space standards (2007)
- Review of GSA rent bills for accuracy (2006 onward)
- Request to GSA for a partial rent exemption (2005)

1.2 Budget Cap Concept established. While most of these measures either provided interim relief, or set the stage for future cost savings, the Judiciary was still faced with the prospect of having rent payments to GSA absorb an increasing share of the Salaries and Expenses account. Accordingly, at the prompting of the Budget Committee, in 2006, the Judicial Conference (JCUS) approved the concept of budget caps on rents as part of the Judiciary's overall cost containment efforts.

1.3 Executive Committee Direction. In further support of and guidance for the rent management initiative, the Executive Committee, in a Memorandum of Action dated March 13, 2006, noted that:

“Committee members acknowledged concerns that space moratoriums, budget checks and similar policies have tended to centralize decision-making in this [space] area...implementation of budget caps on space rental costs would have the effect of restoring to the circuits and individual courts substantial authority to determine their own space needs and priorities.”

1.4 Judicial Conference sets 4.9% cap on annual rent growth. The Executive Committee directed the Administrative Office “to move expeditiously in developing...budget caps” to control the growth of rental payments to GSA. At its September 2006, meeting, the Judicial Conference adopted a 4.9% average annual growth cap on rental payments to GSA through fiscal year 2016. This multiyear cap provides that, while in any individual year, the growth in space rents may be more or less than 4.9%, over the entire governance period, the average growth per year, for all years combined, cannot exceed 4.9%.

1.5 Working Group Chartered. Director Duff formally chartered a working group in the fall of calendar year 2006, with the primary objective of developing a method by which rent caps could be established in a fashion that complied with Executive Committee direction to decentralize decision-making and restore “substantial authority” to the circuit judicial councils to establish their own space priorities. The working group, comprised of both court and AO employees, was commissioned to develop an allotment model that was 1) comprehensive, 2) needs-based and forward-looking, 3) able to provide incentives for efficient space use, and 4) fair and equitable to all circuits. (See Appendix A for Rent Cap Working Group Charter.) The working group’s efforts culminated in the development of a concept paper that defined the key elements of the Circuit Rent Budget program.

1.6 JCUS approves CRB. In June, 2007, the Space and Facilities Committee approved the CRB concept paper. On recommendation by the Space and Facilities Committee, the Judicial Conference in September 2007:

- a. Adopted a rent allotment methodology consisting of three components (A, B and C).
- b. Delegated to the Committee on Space and Facilities the authority to establish and amend business rules that would govern the rent allotment methodology approved by the Judicial Conference.
- c. Agreed that all newly constructed courthouses or annexes, build-to-suit lease projects, requests for General Services Administration feasibility studies, and prospectus-level repair and alteration projects¹ must have the approval of the Committee and Conference as Component B projects.
- d. Agreed that requests for Component B funding for necessary chambers and courtrooms for judges taking senior status, replacement judges, and new (additional) judgeships must have the approval of the Committee.
- e. Agreed that non-prospectus projects that will utilize Component C funds are not subject to Committee and Conference approval unless the circuit judicial council’s space action involves an exception to *U.S. Courts Design Guide* standards. [see Appendix B]

1.7 Federal Budgeting Terminology

In the interest of technical accuracy with respect to federal budgeting terms, since the GSA rent bill continues to be paid centrally by the Administrative Office, funding for the rent components

¹ In the body of the Committee’s report to the Conference, “prospectus-level repair and alteration projects” are defined as major building modernization projects, involving the replacement or updating of building core and shell elements, and not merely tenant alterations. The point of the distinction is that a tenant alteration project by itself, e.g., construction of a chambers suite and/or a courtroom within an existing building, does not require Conference approval, but rather only Committee approval, even if the project is prospectus level.

is *allocated* rather than *allotted* to the circuits. An allocation connotes the setting-aside of funds for a particular use or uses; an allotment connotes the actual transfer of funds from one organization to another. Thus, rent funds for the three components are allocated to each circuit; they are not allotted to each circuit as part of a circuit's decentralized funding.

1.8 Purpose, Organization and Use of this Manual

This manual is intended as a guide to assist all levels of court personnel (judges, circuit executives, assistant circuit executives for space, court unit executives and their deputies, budget analysts, and others) as well as staff in the Administrative Office, whose work in any way involves requesting or managing a space action, to be able to determine the appropriate treatment of the space action under the CRB program.

The manual is divided into two principal sections: a policy guidance section which sets forth the 11 formal business rules as well as other policy matters, with detailed guidance for each policy; and a procedural guidance section [under development] that outlines the specific steps that need to be followed and the forms to be used: by court personnel in initiating and administering projects, by AO personnel in processing actions, and by judges, both on circuit judicial councils and the Space and Facilities Committee of the Judicial Conference, in deciding whether or not to approve specific projects.

The chart on the next page is intended to serve as a quick guide to orient all users as to which CRB Rent Component, and which business rules are applicable to the most common types of space actions. While the chart identifies the business rules that are most likely in play for a specific space action, the reader is encouraged to go to the appropriate sections of the Manual and read each applicable business rule in full and all the accompanying clarifying guidance to ensure complete capture of the policy as it may apply to the particular instance.

The balance of the policy guidance portion of this manual is organized around the three CRB funding components and their attendant business rules.

1.9 Applying CRB to Common Types of Space Actions

Space Action Type	Funding Component	Applicable Business Rules	Comments	Approvals Needed
New resident chambers for a new judgeship, new replacement judge, or new senior judge.	B	#2, #3a, #4, #6,		Circuit Council; S&F Committee
New visiting chambers suite	C	#2, #8, #11,		Circuit Council
New appellate non-resident chambers suite at circuit headquarters	B or C	#2, #3a, #4, #6	Not currently addressed in policy; S&F Committee will entertain project requests on a case-by-case basis.	Circuit Council; S&F Committee if submitted for B funding
Refurbishment of existing chambers suite, or courtroom. (No square footage change; rather, updating of space finishes.)	Not funded under CRB		Refurbishment to be funded from either: Alterations BOC 2515, Cyclical Maintenance BOC 2510, or other decentralized funds	Funds managers for the funding source
Courtroom for new judgeship, new replacement judge or new senior judge	B or C	#2, #3b, #4, #6	Courtrooms to be approved by S&F Committee on a case-by-case basis	Circuit Council; S&F Committee
Expanding an existing courtroom, or building a new courtroom, for a sitting judge	C	#2, #8, #11		Circuit Council
New grand jury suite(s)	C	#2, #8, #11		Circuit Council
New or expanded space for clerk, pretrial, probation, circuit library, or circuit executive's office	C	#2, #8, #11		Circuit Council
New federally-constructed courthouse or annex, lease-construct courthouse, or prospectus-level building modernization.	B	#2, #5, #6, #7,		S&F Committee; Judicial Conference
Replacement space for expiring lease	A	#6	Component A for replacement square footage only; expansion square footage funded by C, unless entire project approved by S&F Committee as Component B.	No approval required for replacement square footage; expansion space requires circuit council approval, and S&F Committee if B funding sought.
Replacement space for non-resident courthouses	A or B	#3c	Component A for replacement square footage of office space; courtroom and visiting chambers space funded by Component B.	Circuit council and S&F Committee approval required.

Space Action Type	Funding Component	Applicable Business Rules	Comments	Approvals Needed
Parking	C		Generally additional parking is C, but limited to employees entitled to parking per Judiciary's policy; parking for new judgeships and replacement judges is funded by Component B. Parking for employees not covered by Judiciary's parking policy is court-reimbursed parking.	

II. Policy Guidance

2.1 General Description of the Allocation Method

2.1.1 The CRB method for allocating the Judiciary’s rent funds to circuits is a distribution model that combines some elements of decentralized decision-making, with a central-planning and budgeting element for major projects, and certain chambers and courtroom projects. In essence, CRB allocates sufficient rent funds to circuits to cover both existing space assignments as well as space growth, with space growth limited through centralized approval of certain kinds of projects, and by a formulaic distribution to individual circuits of authority to add to the rental base. The allocation for each circuit consists of three funding increments. A set of 11 business rules governs how the three increments are determined and how the rent funds can be used.

2.1.2 The three funding increments are:

- **Component A: Funds for Current Space**
 - Rent funding is provided for the existing space inventory, including inflationary increases.
- **Component B: Project-Specific Funding**
 - Major projects (i.e., new courthouses, annexes, modernizations, and lease-construct courthouses) approved by both the Space and Facilities Committee and the Judicial Conference, and;
 - Chambers and courtrooms for senior/replacement judges and new judgeships, approved by the S&F Committee.
- **Component C: Circuit Discretionary Funding**
 - Funding distributed to circuit councils by formula for sub-prospectus space acquisitions and alteration projects.

2.1.3 The Business Rules

For ease of quick reference, the 11 Business Rules are *synopsized* below, in order. The Business Rules appear **in full** within the body of the subsections dealing with the three funding components, because each business rule relates principally to only one funding component, but more importantly because, in these sections, additional clarifying guidance is provided for each business rule. This clarifying guidance is critical to a full understanding of how the business rules operate. Readers are encouraged to examine the clarifying guidance in detail whenever there is a question as to how a business rule applies to a particular space project or problem.

Business Rule #1.

CRB business rule number one was replaced in September 2012 to allow that an allotment be provided to any court that releases space, subject to funding availability. The allotment funding will be equal to the actual annual net rental savings and available for use for the remainder of the fiscal year in which the allotment is provided plus two full fiscal years after the initial allotment. See:

[Change to Circuit Rent Budget Program memorandum, dated August 6, 2015](#). The space release allotment will be provided to the chief judge of any district court, bankruptcy court, or court of appeals, on behalf of a court unit that releases space accepted by GSA as marketable.

The original rule provided that the rent savings related to released space accrued to the circuit judicial council for use in acquiring additional space.

Business Rule #2. Rent associated with new courthouses sized to the *U.S. Courts Design Guide* (AnyCourt model) will be covered by Component B funding.

For any Component B project, if the circuit judicial council chooses either to exceed the square footage amount determined by the AnyCourt model, or exceed the tenant finish standards established by the *U.S. Courts Design Guide*, the circuit council must:

- Fund the additional cost (rent and/or lump sum tenant improvements) out of its Component C allotment.
- Moreover, if the change constitutes an “exception” to the *Design Guide* (See Appendix B), then Judicial Conference approval must first be secured, even if Component C funding is available.

Business Rule #3.

#3a. For chambers, no Component B funding if:

- The number of existing chambers exceeds the number of authorized judgeships plus seniors.
- Appropriately sized chambers space is available within a normal commuting distance of the location of the proposed chambers project.

#3b. For courtrooms, no Component B funding if:

- The number of appropriately sized courtrooms exceeds the number of authorized judgeships, adjusted for Judicial Conference-approved courtroom sharing policies including one courtroom for every two senior judges.
- The courtroom shortage problem is of 5 years or less duration.

#3c. For existing non-resident courthouse locations in need of replacement space, Component B funding may be provided for the build-out of one courtroom and one visiting chambers, both sized according to the standards in the most current version of the *U.S. Courts Design Guide* at the time the Committee on Space and Facilities approves the request, absent exigent circumstances that warrant above-standard accommodations requiring prior Judicial Conference approval. The type of courtroom to be funded must be in accordance with the *AMP Business Rules* and Judicial Conference policy.

Business Rule #4. For chambers that meet Business Rule #3a, and courtrooms that both meet Business Rule #3b and are approved by the Space and Facilities Committee:

- For construction within the court’s existing space envelope, Component B tenant improvement allowance is set by cost estimate, developed by the circuit, approved by the Rent Management Subcommittee.
- For projects entailing expansion space, Component B budget is set to fund the best value solution, after a cost study of alternative strategies. Best value analysis is prepared by the circuit, approved by the Rent Management Subcommittee.

Business Rule #5. For prospectus-level repair and alteration projects that will affect rent:

- Project must first be approved by the Space and Facilities Committee, including feasibility studies.
- Tenant improvement allowances to be financed through higher rent payments will be set in accordance with GSA cost benchmarks.

Business Rule #6. For all Component B projects, if rent costs escalate for reasons other than scope or program additions, then the increased rent or lump sum tenant improvement costs will be covered by the Component B contingency reserve, up to 10% of the original cost projection. If the 10% contingency reserve is exhausted, the circuit can:

- Apply to the Rent Management Subcommittee for additional funding, or if the space program remains unchanged, inquire of the AO as to availability of additional contingency funds. (See 2.3.8 for more detail)
- Fund additional rental/lump sum costs from Component C.
- Re-scope the project (without deleting program).

Business Rule #7. Accounting for Double Occupancy Costs in the Event of Moves. For Component B projects entailing a physical move, additional rent will also be accorded to circuits to account for the need to pay rent at both the existing location and the new location while personal property moves occur. The amount of time overlap will be established by relocation benchmarks.

For court-caused delay in the design and construction of the new space, or in the move process, that results in a period of double rent beyond the benchmark, the circuit is liable for the rental amount for the more expensive of the two locations, for the time in excess of the move performance benchmark. Circuits can cover this cost by drawing upon its Component C allocation or other available discretionary funds. The circuit may apply to the Space and Facilities Committee for funding relief.

Business Rule #8. Component C can be used for space expansion, provided that the annual value of the circuit’s total expansion space actions does not exceed: a) the funds available in Component C for the current year, as well as b) the sum of the circuit’s pro-rata share of one half of one percent (.5%) of the total rent bill for the current year, plus the circuit’s projected share of the next year, plus any unused “roll-into-A” authority carried over from the prior year.

Business Rule #9. At the end of each fiscal year, additional space acquired with a circuit's Component C allocation becomes part of the Component A base, up to each circuit's share of the national total set-aside for Component C space growth. The national total set aside is pre-set as ½ of 1 percent of the total Judiciary rent bill.

Business Rule #10. If a circuit does not, in a given fiscal year, use its full pro-rata share of the national Component C rent set-aside for space growth, it may carry forward the unused authority for one year. The unused authority from the prior year can be combined with the circuit's pro rata share of the national rent set-aside for the current fiscal year, thus enabling the acquisition of, potentially, a larger block of expansion space. All space acquisitions, however, must accord with the AnyCourt model in terms of square footage requirements.

Business Rule #11: Using Component C for lump sum funding.

Component C rent funds can be used in the form of a lump sum payment under four circumstances:

- a.) to fund lump sum tenant improvement cost overruns on Component B projects, as well as to fund lump sum costs associated with a chambers or courtroom project as long as that project would qualify for Component B funding.
- b.) to fund lump sum tenant improvement costs above the GSA general allowance for the circuit's own expansion projects,
- c.) to fund lump sum tenant improvements associated with a re-stacking or consolidation project which will result in an overall reduction in rent; for example, through release of space or avoidance of expansion space, within generally no more than a 5 year "pay-back" period,
- d.) to fund lump sum repairs and replacements of tenant equipment and fixtures, exclusive of tenant finishes, not to exceed in aggregate 50% of a circuit's Component C allocation, or
- e.) to provide metering (sub-meters and related costs) for existing court 24/7 air conditioned spaces, such as server rooms and A/V closets, where practical. More than one meter may be required depending on how the spaces are wired. Also see page 28.

2.2 Component A. The Base: Current Rental Costs

2.2.1 Component A allocates to each circuit sufficient rent funding to cover the cost of the circuit's existing space inventory, without any change in square footage amounts or service levels. Cost growth that is the consequence of inflation is included in this component. Inflation, in this context, is defined as increases in rental costs that occur during the budget year for a space inventory that is unchanged in terms of both square footage and levels of service. Inflation covers *rate* changes for shell rent, operating costs, basic security, parking, and joint use space charges. Changes that fall outside of the definition of inflation are not covered by Component A, and are chargeable against a circuit's Component C account, or, in the case of specific Committee-approved projects, the B account, as explained below. Examples of changes that fall outside the definition of inflation include:

- the addition of usable area to a space assignment.
- a new space assignment. (One that is other than a replacement, at the same square footage, for an existing space assignment.)
- rent charges to amortize the cost, funded by GSA, of new tenant alterations (post-initial occupancy space changes) in existing space.
- the upgrading of any building service, such as a change from evening to daytime cleaning, or the extension of building operating hours, for which there is a change in the rental cost.

2.2.2 The Component A budget amount for each circuit is set to correspond exactly to the rent costs associated with each circuit's existing space inventory. Component A budgets are based initially upon GSA's annual Rent Estimate (RentEst). Each circuit's Component A allocation will be monitored and adjusted throughout the budget year to account for inflation-related changes that were not foreseen by the RentEst. The monitoring and adjusting tasks will be performed by the AO. With the approval of the Space and Facilities Committee, the AO will determine and hold a certain amount of the annual rent budget in a contingency reserve to cover the risk that additional or higher charges materialize in Component A than those forecast by RentEst.

2.2.3 Component A –related events which the Contingency Reserve must be sized to cover include the following possible events:

1. The rental rate associated with a replacement lease action (i.e., GSA competes the space requirement housed in an expiring lease) comes in higher than GSA's estimate contained in the RentEst projection.
2. The annual operating cost escalation in a given lease is higher than GSA's RentEst projection.
3. The annual increase in GSA's joint use charges in federally owned space is higher than GSA's RentEst projection.

The Contingency Reserve is discussed in detail in Section 2.4 below.

2.2.4 Changes in GSA rent charges (whether up or down) as a consequence of structural revisions in GSA’s rent pricing policy, or as a consequence of rent appeals and other rent validation-related activity, will be accompanied by commensurate changes in Component A allocations. In other words, for the existing space inventory, any rent savings or additional rent obligations, that come about through changes in GSA pricing policy or through the Judiciary’s initiative to validate GSA rent charges, are managed at the national level; additional costs are funded out of the central contingency reserve, and any savings grow the contingency reserve. Savings due to GSA rent policy changes or space re-measurement do not accrue automatically and directly to the circuit occupying the space to which the savings apply. Conversely, circuits are not individually at risk for any increases in rent due to space measurement validation. To the degree to which there are aggregate net savings from these activities, and to the degree to which the Judiciary can retain such savings in the Salaries and Expenses account, the savings create additional budget authority to be distributed in a subsequent budget year as either Components B or C, as discussed below.

2.2.5 For replacement lease situations (a replacement lease action is a GSA procurement, typically conducted near the expiration of the term of a current lease, to provide for the continuing housing of that space requirement) in the event that GSA’s escalation estimate provided through the RentEst proves to be either too low or too high, the AO will adjust the circuit’s Component A allocation to match the actual lease cost—*as long as the square footage amount does not change*. At the time the new lease commences, regardless of whether the new lease is in a new location or a succeeding lease in the old location, Component A will be adjusted to cover the cost for an amount of space equal to the Judiciary’s assigned space under the expiring lease. Rental costs associated with any expansion space will need to be covered by the circuit’s Component C funding, unless the expansion space is specifically approved as a Component B project. Component A funding also covers the rental cost associated with the repayment of tenant improvement allowances funded by a lessor and amortized in the rent, when such allowances are in accord with *US Courts Design Guide* standards.

2.2.6 The Contingency Reserve/Component A is not the source of funds to cover the cost to alter, repair, replace or upgrade Judiciary tenant improvements. Fixtures, finishes, and equipment within tenanted space may need periodic repair, updating, or replacement. Cyclical maintenance funds and tenant alteration funds are provided annually by formula to circuits and/or court units to defray the cost of altering, repairing, upgrading or replacing these items. Further, it is also permissible for a circuit to tap its Component C allocation to fund the repair and replacement of tenant fixtures and equipment. Component A is intended to cover the cost of tenant improvements installed at the time of initial occupancy, whether those costs are paid lump sum or amortized in the rent over a period of years. Thereafter, the cost to maintain, replace or update those tenant improvements is the funding responsibility of the circuit and/or court unit, through reliance upon the Cyclical Maintenance formulaic allotment, the alterations allotment, or, for repairs and replacements of tenant fixtures and equipment, Component C. Most tenant

improvements are theoretically subject to wear out over time, but as a practical matter, the most common elements that will require repair, updating or replacement are as follows:

- Carpeting
- Paint/Wall coverings
- Equipment and finishes in judges' secure elevators
- Faucets/sinks/appliances and fixtures in galleys and private bathrooms
- Specialty light fixtures and dimmer switches (building standard ceiling lighting is part of building shell)
- Locks and door hardware
- Drapes and blinds
- Package air conditioning units (those not part of base building)

In the case of leased space, at the occasion of a lease renewal or a succeeding lease, new carpet and painting may be funded by the lessor and recovered through rent as part of Component A.

2.2.7 There is one business rule associated with Component A.

Business Rule #1:

CRB business rule number one was replaced in September 2012 to allow that an allotment be provided to any court that releases space, subject to funding availability. The allotment funding will be equal to the actual annual net rental savings and available for use for the remainder of the fiscal year in which the allotment is provided plus two full fiscal years after the initial allotment.

The space release allotment will be provided to the chief judge of any district court, bankruptcy court, or court of appeals, on behalf of a court unit that releases space accepted by GSA as marketable. Courts may not receive an allotment for space release in addition to funding for costs associated with a project that would be paid for with space reduction funds.

The Committee on Space and Facilities (Committee) recommended, at its September 2014 meeting, that the Judicial Conference formally sanction the Committee's recommendation of the following approach to allotments for space release:

- Allotments are based on availability of funds in the annual financial plan
- Allotments are made on a first-come, first-served basis
- If a court receives an allotment to fund all or part of the project costs, those funds are deducted from the space release allotment amount. These costs include, for example, tenant alterations, (construction), scanning files, furniture and related costs.
- If there are insufficient funds, the AO will distribute allotments over \$100,000 on a phased basis and the Committee will address requests for allotments in excess of \$1 million on a case-by-case basis.

The funds will be allotted after receipt of a written acknowledgment from GSA confirming a date certain when the rent billing for the released space will cease. The court would then use those funds to: (1) fund requirements related to space relinquishment, such as tenant alterations or furniture; or (2) fund other activities or items necessary for its operations. The new rule was effective October 1, 2012.

The original rule (no longer permissible) provided that the rent savings related to released space accrued to the circuit judicial council for use in acquiring additional space. The credit, or “chit,” to the circuit applies to space released before October 1, 2012. Please see the Addendum to the CRB manual, dated January 4, 2016. http://jnet.ao.dcn/sites/default/files/pdf/CRB-Addendum_Jan_2016.pdf

COMPONENT A SUMMARY CHART

Includes:			
At Beginning of FY	AT End of FY	Consisting of:	Not Automatically Part of “A”
All existing space in base.	Inflation on Base	1.Shell Rate changes. 2.Operating expense increases. 3. Joint Use charge changes. 4. Bldg-specific amortized capital charges. 5. Lease renewals/replacements.	
	B project rents	As B projects come onto the rent bill.	
	Adjustments for expiration of TI amortization periods		New amortized TIs unless part of Circuit’s “roll-into-A”
	“Roll into A” portion of Circuits’ C expansions	Collectively not to exceed ½% of total rent base per year.	Any circuit’s expansion in excess of its “roll-into-A” authority
	Allotment for space relinquishment	Annualized actual rent savings resulting from the space relinquishment, less any project funds that may have been provided for the space reduction project.	

2.3 Component B. Conference and Committee-Approved Projects

2.3.1 This component is the project-based budget increment. It sets aside, for each circuit, sufficient funds to cover rent for specific Conference-approved major projects (i.e., new federal courthouse construction, leased courthouses, and major building modernizations). Additionally, subject to the business rules, it sets aside funds to cover rent and/or tenant improvement costs, for new chambers and courtrooms, as approved by the Space and Facilities Committee, for additional judgeships, for judges taking senior status, or for replacement judges. At the end of each budget year, the Component B projects that have come on line during that year are added to the base and become part of Component A for the next budget year. For all succeeding budget years in which the space is retained, this remains a part of Component A rent. In accordance with the Judicial Conference's approval of the Space and Facilities Committee's July 2007 report, Committee approval alone is required for Component B chambers and courtroom projects, even if these projects are prospectus-level.

2.3.2. The rent and/or tenant improvement lump sum amounts that are set aside for Component B projects are governed by business rules 2 through 7.

Business Rule #2. For new courthouses, the rent amount in Component B is set to cover only the square footage as established by the AnyCourt model. The AnyCourt model translates the *U.S. Courts Design Guide* standards into specific usable square footage space requirements. The rent associated with the new courthouse sized to the AnyCourt model will be covered by Component B funding.

If, for any Component B project, the circuit council chooses either to exceed the square footage amount determined by the AnyCourt model, or exceed the tenant finish standards established by the *US Courts Design Guide*, the circuit council must fund the additional cost (rent and/or lump sum tenant improvements) out of its Component C allotment. Moreover, if the change constitutes an "exception" to the *Design Guide* (See Appendix B), then Judicial Conference approval must first be secured, even if Component C funding is available.

2.3.3. Additional guidance concerning Business Rule #2.

1. New courthouses, whether constructed by GSA or leased, are based upon district Long-Range Facilities Plans. In order for any prospectus-level courthouse project (e.g., new courthouse, annex, modernization) or any lease-construct project to become eligible for coverage by Component B funding, it must first be approved by the circuit council. Moreover, the district's Long-Range Facilities Plan, which, through the Asset Management Planning process, identifies the most cost-effective project solutions for the district's space needs, must support the project before the Space and Facilities Committee will take up the project for consideration and funding.
2. For all major projects (i.e., a new federally owned courthouse, annex, modernization, or a lease-construct courthouse) approval by the Committee and the Conference will come with a specific rent limit for the space program (i.e., housing plan) proposed. The space

program identifies the court units and their sizes that are to be housed through the new action, and specifically identifies the numbers of chambers and courtrooms and their types. After approval by the Conference, if a circuit council later wishes to change (i.e., add, reduce or delete) elements of the program, the Space and Facilities Committee has the right to re-examine the approved Component B project's rent amount, and to decide whether to adjust the amount commensurate with the program change. Program additions (i.e., additions of court units, or additions in the number of staff or judges) for major projects must be approved by the Conference rather than the Committee alone.

Business Rule #3.a. For *chambers* needed to accommodate new judgeships and judges taking senior status or replacement judges, no Component B funding will be provided to build-out, construct or lease a new chambers if:

- The number of appropriately sized existing chambers exceeds the number of authorized judgeships, plus senior judges at that location, or
- Appropriately sized chambers space is available within a normal commuting distance of the court location for which a new chambers project is proposed.

2.3.4. Additional guidance concerning Business Rule #3a.

1. Rent associated with one additional parking space is also included within the Component B funding for an approved chambers project.
2. Component B funding is for resident chambers; visiting/non-resident chambers are not candidate projects for Component B funding, with the exception of non-resident appellate chambers, at a circuit's headquarters location only, and only with the following stipulations:
 - a. The number of unassigned resident chambers plus all non-resident chambers, does not exceed the number of non-resident active circuit judges, plus one half the number of non-resident senior circuit judges. (Circuits may use Component C to fund both rent and tenant alterations for additional non-resident chambers.)
 - b. The Component B funding will be for a non-resident chambers suite sized to the 2007 *U.S. Courts Design Guide* (i.e., 602 net square feet) unless the 1997 Design Guide is applicable for the building, in which case the 1997 standard (900 net square feet) will be funded by Component B.
 - c. All other guidance pertaining to Rule #3a is observed.
3. An existing vacant chambers that is not "appropriately sized" but which could be rendered so with alterations, could be a viable candidate project for Component B funding. In such a case, the Component B funding would be set as a tenant improvement funding amount, and additional rent if expansion space is involved, necessary to alter the existing vacant chambers to size it for the intended judgeship use.
4. Refurbishment of an existing, appropriately sized vacant chambers may be paid for by either cyclical maintenance funding (BOC 2510); alterations funding (BOC 2515); or unobligated decentralized funds, if available, and with the permission of the local

approving authority. Rent funds (Components B or C) are not available for the purpose of refurbishment.

5. Recalled bankruptcy and magistrate judges are not included within the meaning of the phrase “authorized judgeships, plus senior judges.”
6. This business rule establishes that there is a specific event which triggers a Component B chambers project: a new judge is appointed, either as a replacement for a judge taking senior status, or to fill a newly established judgeship position created by an Act of Congress, or to fill a judgeship vacancy. In some cases, the chambers project may actually be for the senior judge, and the replacement takes the senior judge’s former chambers. Nonetheless, in each case, there is a new/additional judge to be housed. (Note: The only other instance that a Component B chambers project will be considered is for replacement space for an existing non-resident courthouse.
7. In terms of available chambers, consideration is to be given, where practicable, to *all* available chambers, not merely to those assigned to the court unit from which the need for a new chambers suite arises. For instance, if there is a need for a chambers for a senior/replacement district judge, and there are two bankruptcy or magistrate chambers that are vacant and not likely to be needed within the foreseeable future, then consideration should be given to using or altering one of the vacant chambers rather than annexing additional space to build a new chambers.
8. In terms of sizing the new chambers, if the practice in the local court is to house the courtroom deputy in chambers space rather than in the clerk’s office, then the size of the district judge chambers may be expanded by 150 usable square feet to accommodate the courtroom deputy.
9. Component B funding is for permanent chambers space. The S&F Committee will approve the use of Component B funds for a temporary chambers suite in either leased or government-owned space only if the circumstances are extraordinary and the circuit has no practical means or budget resources to cover the cost of provisional accommodations for the judge.
10. In the event that the Component B chambers request is in a location where there is a full-sized chambers assigned to a senior district judge who is not certified for space and staff, then if the new chambers request is approved for B funding by the S&F Committee, the approval is for a visiting judge chambers rather than a full-sized chambers.

Business Rule #3.b. For *courtrooms* needed to accommodate new judgeships and judges taking senior status or replacement judges, the following rules apply:

1. Component B funding will not be provided to build-out, construct or lease a new courtroom, if the number of appropriately-sized courtrooms at that location exceeds the number of authorized judgeships, adjusted for Judicial Conference-approved courtroom sharing policies including one courtroom for every two senior judges.
2. All funding for Component B courtrooms (whether in the form of additional rent, or tenant improvement funds) must be approved by the Space and Facilities Committee on a case-by-case basis. Moreover, requests to the Committee are reviewed for conformity with the following threshold test: the duration of the courtroom shortage problem to be remedied must exceed the minimum threshold of 5 years. In determining

whether the five year threshold is met, the Space and Facilities Committee relies upon the Judiciary's space planning assumption that judges will cease hearing cases upon reaching the age of 85. Since some judges do, in fact, continue to hear cases beyond the age of 85, the Committee will take note of actual circumstances rather than rely upon the planning assumption, for those senior judges who have passed the age of 85 and continue to hear cases, when reviewing specific courtroom requests.

Business Rule #3.c. Notwithstanding Business Rules #3a and #3b, Component B funding may be used to construct a courtroom and a visiting chambers in replacement space for an existing non-resident courthouse location with the following stipulations:

1. Component B funding may be provided for only one courtroom and one visiting chambers, sized according to the *U.S. Courts Design Guide* at the time the request is considered by the Space and Facilities Committee, even if the current non-resident location for which replacement space is sought has a larger-than-standard courtroom or visiting chambers, or more than one courtroom and chambers. Exigent circumstances that warrant the build-out of an above-standard-sized courtroom or visiting chambers would be an exception to the *U.S. Courts Design Guide*, which also requires Judicial Conference approval. The type of courtroom (i.e., district, bankruptcy, or magistrate) for which funding is requested must be in compliance with the *AMP Business Rules* and Judicial Conference policy.
2. Component B funding for one courtroom and one visiting chambers will only be provided upon request from the affected district or circuit to the Space and Facilities Committee after the Committee has determined that a bona fide need exists for replacement non-resident space, based upon the Criteria to be Used to Justify Replacement Space for Non-Resident Courthouses approved by the Judicial Conference at its March 2019 session (JCUS-MAR 19, p. 31).

Business Rule 4. For all additional chambers that meet the business rules identified in 3a, and for all additional courtrooms that both meet the business rules identified in 3b and are approved by the Space and Facilities Committee, the Component B rent set aside will be set as follows:

1. For all courtrooms and chambers that are to be constructed within the court's existing space envelope and funded lump sum in whole or part by the Judiciary, (rather than financed by GSA) the tenant improvement allowance will be set in accordance with a construction cost estimate developed by the circuit, and approved by the Rent Management Subcommittee of the Space and Facilities Committee.
2. For courtrooms and chambers that require expanding beyond the Judiciary's existing space envelope, possibly entailing forced moves of other agencies, new leases, or new construction of any kind, then each circuit needs to undertake the following tasks:
 - Identify the alternative strategies that can meet the space need,
 - Prepare cost estimates and a 10 year present value analysis for all viable strategies,
 - Evaluate the strategies in terms of both cost and benefits, and
 - Identify the best-value programmatic solution.

2.3.5. Additional guidance relative to Business Rule #4.

1. Cost-estimation and scope development funding assistance for the circuits will be available from the AO subject to annual funding availability. These funds are provided via Budget Object Class 2559 and cannot be reprogrammed for other uses. The funds can be given to GSA via Reimbursable Work Authorizations (RWAs) to enable GSA to task Architectural/Engineering consultants to prepare estimates.
2. AO Space and Facilities Division staff and consultants will be available to help with identification of space strategies, cost estimation, and evaluating benefits.
3. Component B funding, as approved first by the Rent Management Subcommittee, and then by the full Space and Facilities Committee, may take the form of either or both additional rent and lump sum tenant improvement funding.
4. The Rent Management Subcommittee has discretion to approve a tenant improvement allowance that differs from the estimate submitted by the circuit, based upon construction cost benchmarks, other information available to the Subcommittee, or due to limited availability of funds.
5. For judges taking senior status, the following conventions apply:
 - a. Planning for additional chambers and courtrooms can begin not earlier than 2 years prior to the date a judge becomes eligible for senior status for non-prospectus projects, and not earlier than 3 years prior for prospectus-level projects.
 - b. The assumed accession date for a replacement judge is one year following the date the senior becomes eligible for senior status.
6. There are two classes of potential seniors:
 - a. those who will become eligible within the next two years (three years for prospectus-level projects). If a Component B project is for a judge in this group, there is no requirement that the judge in question declare his/her intention of taking senior status, but the Component B project submission to the Space and Facilities Committee must include the name of the judge for whom, or for whose replacement, the chambers/courtroom is planned.
 - b. those who are already eligible but who have not yet taken senior status. If a Component B project is for a judge in this group who has not yet declared his/her intention of taking senior status, submission of a chambers and/or courtroom project should accord with the circuit council's planning assumptions regarding the judge in question.

Business Rule #5. For GSA prospectus-level repair and alteration projects (i.e., building modernizations) that entail either new tenant alterations for the courts or increases in court space assignments which will increase Judiciary rental costs, each project must be approved by the circuit judicial council, the Space and Facilities (S&F) Committee, and the Judicial Conference.

Moreover, for those modernization projects approved by both the council and the S&F Committee, the tenant improvement allowances to be accorded to the court units will be capped at the amounts established by GSA, based upon the GSA construction cost study which estimates the cost to create functional space in accordance with the standards established in the *U.S. Courts Design Guide*. The Component B rent for that circuit may be increased by an amount equal to the annual charge which amortizes that tenant allowance amount over the amortization term. The amortization term is typically 20 years for courtrooms and chambers, and 10 years for office-type space.

2.3.7. Additional guidance relative to business rule #5.

1. Modernization projects undertaken by GSA are not, in and of themselves, subject to approval or disapproval by the Space and Facilities Committee or the Judicial Conference. Committee/Conference approval for modernization projects relates solely to the matter of whether the circuit is attempting to use the occasion of GSA's pursuit of a prospectus-level building modernization project, to have GSA fund alterations in existing court space, or tenant improvements in new, expansion space for the courts. In either case, since these tenant improvement costs would be amortized in the rent, and any additional space would also increase the rent, and because prospectus-level building modernizations are Component B projects by definition, the rent impact associated with these tenant improvements/additional space must have Committee and Conference approval.
2. In the case of a modernization project, the Committee will look to GSA's cost estimate in setting the Component B project allowance rather than to the circuit, because it is GSA that will seek the funding for the project, and it is the GSA funding that will eventually translate into an increased rental cost.
3. The Committee has discretion, for Component B coverage, not to approve the project, or to approve a tenant improvement allowance amount below the amount to be provided by GSA. If the circuit wishes to avail itself of additional tenant improvements beyond what the Committee/Conference approves, the annual rental increase (i.e., the amortization charge) associated with the tenant improvements funded by GSA above the amount approved by the Committee, is charged against the circuit's Component C fund.
4. New chambers and/or courtroom projects for senior/replacement judges and new judgeship positions, do not, by themselves, constitute a building "modernization," and therefore do not require Judicial Conference approval, even if the project cost exceeds the prospectus threshold. Only if the courtroom/chambers project is timed to coincide with a GSA modernization project is it necessary to secure JCUS approval.

Business Rule #6. For all Component B projects, if the rental cost of the project escalates for reasons other than scope or program additions, then the increased rental cost will be covered by Component B up to 10% of the original rental cost projection. For purposes of covering price escalation/cost overruns on these projects, a 10% contingency amount will be set aside for each Component B project.

Once the 10% project contingency is exhausted, circuit councils generally have three options:

1. fund the additional rental cost out of the circuit's Component C allocation (discussed below),

2. apply to the Space and Facilities Committee to secure Component B rent funding in excess of the project contingency, or
3. examine ways to reduce project scope, without reducing the space program. (Space program deletions may entail commensurate reductions in project funding. See 2.3.10. #4 below for a more thorough explanation of the distinction between scope and program deletions.)

2.3.8. To facilitate timely action on projects that may exceed the 10% cost contingency, the Space and Facilities Committee has delegated to the AO the authority to provide additional funds above the 10% contingency for already-approved Component B projects when:

- a) the space program (i.e., housing plan) of the Component B project remains constant;
- b) sufficient rent and/or lump sum tenant improvement funds are available within the rent budget cap and the Salaries and Expenses Financial Plan approved by the Executive Committee; and
- c) the increased project cost has the consent of either the Chair of the Space and Facilities Committee, the Chair of the Rent Management Subcommittee, or his/her designee.

2.3.9 The Space and Facilities Committee has also delegated to the AO the authority to provide up to an additional 10% in cost for projects which were approved under interim budget check procedures that have since been identified as qualifying for Component B coverage, as well as for all projects which pre-date interim budget check that have since been identified as qualifying for Component B coverage. This delegation is contingent upon each project meeting the same three conditions identified under paragraph 2.3.8.

2.3.10. Additional guidance relative to business rule #6.

1. The 10% contingency is applied to both the rent and the tenant improvement lump sum amount, if specific Component B limits are imposed on both rent and lump sum payments. In some cases, the Component B project entails no space expansion, but rather new tenant improvements to existing space. In such cases, the 10% contingency applies only to the cost of the tenant improvements.
2. If GSA has agreed to fund all or part of the tenant improvement costs, then there will be an increased rental cost in the form of an amortization charge for the capital which GSA funded. If the Component B project is approved for an increased rent associated with the amortization of GSA- funded tenant improvements, then that increased rent is also subject to the 10% contingency.
3. Whatever assumptions in terms of amortization durations (10 years vs 20 years) that are in place when the B project request is made, these assumptions must then hold for the project through execution. Accordingly, it is not permissible to submit a project for Component B funding with a rent increase premised upon a 10 year amortization of the tenant improvements, and then, if the project goes over budget, attempt to lower the annual rental payment by increasing the amortization term from 10 to 20 years.

This clearly would be a circumvention of the Space and Facilities Committee's rent management intent.

4. The second of the three options mentioned in Business Rule #6 available to the circuit in the event that a project exceeds the Component B approved budget by more than 10%, legitimates scope (e.g., square footage or finish level) reductions but not program (i.e., housing plan) reductions. By way of example, what is meant here is that it is not acceptable, in trying to reduce the project cost of a new facility, to decide to leave a court unit (e.g., probation) in its present location, when the intent was to house it along with other court units in the new facility. This course of action is not acceptable because, when the project was approved, it was with the understanding that the space the probation office currently occupies would be relinquished. Deleting program from a project, when the program has to be satisfied somewhere else, is not an overall savings to the Judiciary. On the other hand, what is meant by a reduction in scope, is that the same space program (i.e., court unit or units) is still to be housed, but with reduced square footage allowances or finished standards, vis-à-vis those specified in the *U.S. Courts Design Guide*. A reduction in scope means the same program requirement is met, but in a smaller amount of space, or less expensive space.

Although scope reductions raise the issue of controversial precedent with GSA and Congress, in the interests of overall rent cost containment, the Space and Facilities Committee accepts that this is a legitimate exercise of circuit council discretion, serving the larger interests of the Judiciary's management of rent.

5. Prospectus-level projects that require re-authorization or additional authorization by Congress as a consequence of scope or project cost changes must come back to the Space and Facilities Committee for re-approval. If projects, including new courthouses on the Five-Year Courthouse Project Plan, were not obliged to come back to the S&F Committee for re-certification of funding, the Committee would lose control of the aggregate rent budget, which could result in exceeding the 4.9% overall rent cap.
6. In the event of a cost-overrun in excess of the 10% contingency amount on a project which originally required Judicial Conference approval (i.e., a new courthouse, annex, lease construct project, or building modernization) and the cost overrun in excess of the 10% contingency does not necessitate GSA to seek additional authorization or re-authorization from Congress, then the project will require only Committee and not Judicial Conference approval for increases above the 10% contingency.
7. If the rental cost is expected to escalate for combined reasons, that is, due both to scope growth as well as to inflationary price increases beyond the control of the Judiciary, then the project will need to be scrutinized to determine what part of the expected increase in rental cost can be applied against the contingency and what part would need to be covered by Component C.

Business Rule #7: Accounting for Double Occupancy Costs in the Event of Moves. For Component B projects entailing a physical move, additional rent will also be accorded to circuits to account for the need to pay rent at both the existing location and the new location while personal property moves occur. Relocation benchmarks will be applied to provide a reasonable period of time (typically 60,000 square feet per weekend) for moving office furniture, files and equipment.

Relocation benchmarks are not intended, however, to cover court-caused delays in the design and construction process which translate into accelerated and/or double rent charges for court space. This entails paying rent both for the current location as well as for the new courthouse, which is not yet ready for occupancy because of court-caused delay, or which is indeed ready, but the court has failed to occupy expeditiously.

In the event of court-caused double rent, the circuit will need to draw upon Component C or other discretionary funds to cover the rental amount for the more expensive of the two locations, beyond the time allotted by the move performance benchmark. The circuit may apply to the Space and Facilities Committee to request that double rent costs be covered by the centrally-managed contingency fund in addition to or in lieu of tapping the circuit's Component C funds.

2.3.11 Additional guidance relative to business rule #7.

1. While the business rule addresses Component B projects specifically, there is risk of double rent in the case of Component C projects as well. In cases in which a Component C project entails a move, *any* period of overlapping rent is chargeable to a circuit's Component C account. For C projects, there is no Component B-funded move benchmark period, but circuit councils may find it useful to establish an expectation for an expeditious move schedule to minimize the time during which GSA is charging rent for two locations for the same office.
2. A period of double rent, or overlapping occupancy associated with a physical move at the expiration of a lease, is neither a Component B nor a Component C expense, but rather must be covered by the central Contingency Reserve, since it relates to the replacement of existing Component A space.

2.4. Contingency Reserve

The centrally-managed contingency reserve amount needed to provide for unforeseen additional rental costs for Component A and to fund the 10% contingency for all Component B projects, must be sized to cover the following possible adverse outcomes:

1. Higher-than-expected operating cost escalations for leases, and higher than expected costs for lease renewals, succeeding leases or replacement leases.
2. Unplanned increases in GSA joint-use space assignments.
3. Unplanned building-specific amortized capital security charges for "mandatory" security enhancements, approved by the Court Security Office.
4. Cost-overruns on all Component B projects (for which there will be, at least initially, a stock contingency of 10%. The percentage for the contingency may be revised over time if empiric evidence supports a lower or higher rate.)
5. Double rent costs for cases of protracted delay, attributed by GSA to the Judiciary, in the delivery of Component B projects.
6. A period of double rent for the occupancy term overlap between a lease expiration and the commencement of a new lease in a new location, providing time for the physical move between locations.

Conversely, in addition to the budget amount set aside for the contingency reserve, there are two ways in which the reserve may grow:

1. As a consequence of schedule slippage, due to GSA or its contractors' actions or to force majeure, on the delivery of Component B projects.
2. When succeeding or replacement lease actions are less costly than GSA's projection in the RentEst.

2.5 Component C Circuit Council Discretionary Funds

2.5.1 Component C consists of the balance of the national rent budget, after accounting for Components A and B and the contingency reserve.

2.5.2 Component C funds constitute a discretionary account for use by circuit councils to address space needs that are not expected to be met by a major project or by the project-specific funding associated with the accession of a new judgeship/senior/replacement judge (for which Component B funding is set aside). Component C funds are fenced funds, meaning that they are not available to be reprogrammed and spent on other than real estate-related expenses (rent, tenant alterations or certain cyclical maintenance items).

2.5.3 Component C is envisioned to have four principal uses: 1.) to fund tenant improvements in alteration projects leading to space expansion, or to space reconfiguration which enables avoidance of space growth, 2.) to fund rent for expansion space ; 3) to defray additional tenant improvement costs stemming from Component B projects which exceed Circuit construction cost estimates or GSA benchmarks, for protracted double-rent periods when there is court-caused delay on a major project, or for courtroom and chambers projects as long as they would qualify for Component B funding, and 4.) to pay for the repair and replacement of tenant fixtures and equipment, including sub-meters.

2.5.4 Component C funds are divided on the basis of each circuit's percentage share of the national total of all staffing needs run through the AnyCourt model, and adjusted for average cost of space by district. Mechanically, the process works as follows: every year (or every other year) using current on-board staffing, an AnyCourt model is run for each court location in the country. The total of all the AnyCourt models represents the amount of space that the Judiciary would need to construct in a (purely theoretical) "start-over" scenario. Next, each district's AnyCourt square footage total is multiplied by the average cost of space in that district. The districts are summed by circuit, and then nationally. Each circuit's pro rata share of the national AnyCourt total, translated into rent, determines what percentage share each circuit receives of Component C funds. The following chart illustrates what, in terms of percentage of the total of the AnyCourt rent (third column from the right) each circuit received in FY2008, as its Component C allocation in the pilot year.

Circuit	AnyCourt Sq Ft	AnyCourt Rent \$	Pct. Of Anycourt USF	Pct. Of AnyCourt Rent	Actual 2006 Rent	Pct of Total Actual Rent
1	750,825	\$39,813,591	3.6084%	5.7872%	\$51,788,186	5.4520%
2	1,750,489	\$89,947,790	8.4128%	13.0746%	\$141,340,075	14.8796%
3	1,569,259	\$50,671,842	7.5418%	7.3655%	\$67,721,516	7.1294%
4	1,813,318	\$50,642,429	8.7147%	7.3613%	\$68,131,598	7.1726%
5	2,418,840	\$55,618,346	11.6248%	8.0846%	\$70,363,161	7.4075%
6	2,042,408	\$54,922,800	9.8157%	7.9835%	\$74,062,124	7.7969%
7	1,361,707	\$42,680,652	6.5443%	6.2040%	\$48,668,874	5.1236%
8	1,442,433	\$50,208,003	6.9323%	7.2981%	\$65,425,241	6.8877%
9	3,713,817	\$150,778,851	17.8484%	21.9169%	\$222,518,320	23.4257%
10	1,328,031	\$34,641,840	6.3825%	5.0355%	\$49,193,635	5.1789%
11	2,316,235	\$52,733,578	11.1317%	7.6652%	\$67,085,621	7.0625%
DC	300,175	\$15,298,129	1.4426%	2.2237%	\$23,590,649	2.4835%
	20,807,537	\$687,957,850	100.0000%	100.0000%	\$949,889,000	100.0000%

2.5.5. This constitutes an equitable way to distribute Component C for several reasons, but the chief argument is that, because the AnyCourt translates *Design Guide* standards into space area needs, it is the only normative means to measure relative space need between circuits.

Business Rule # 8. A circuit’s Component C annual rent allocation can be used for space expansion, provided that the annualized total cost of the circuit’s expansion space actions does not exceed: a) the funds available in Component C for the current year, as well as b) the sum of the circuit’s pro rata share of one half of one percent (.5%) of the total rent bill for the current year, plus the circuit’s projected share for the next year. The circuit’s pro rata share of one half of one percent is also known as its “roll-into-Component A-authority.”

Business Rule #8 restated: A circuit’s ability to expand, using Component C funding, is limited to its current year roll-into-A-authority, plus next year’s roll-into-A-authority, plus, if applicable, any prior year unused roll-into-A authority, provided, too, that it has sufficient funds available in its current year Component C account to cover the full (annualized) cost of the expansion space.

2.5.6. The calculation of the *annualized* value of rent for the expansion space is necessary to ensure that circuits do not enter into long term space arrangements based only upon partial year rent effects. In other words, while expansion space brought into the Judiciary’s portfolio might only have a partial year rent impact in the first year of occupancy (if rent start occurs any time after October 1) nonetheless, the circuit must be able to demonstrate that it could fund a full year’s worth of rental costs for the expansion space out of its Component C allocation for that budget year.

Business Rule #9. At the end of each fiscal year, additional space acquired with a circuit's Component C allocation becomes part of the Component A base, up to each circuit's share of the national total set-aside for Component C space growth. The national total set aside is pre-set as ½ of 1 percent of the total Judiciary rent bill. Each circuit's share of this ½ of 1 percent is set as the same percentage that each circuit receives of Component C funds generally.

Business Rule #10. If a circuit does not, in a given fiscal year, use its full pro-rata share of the national Component C rent set-aside for space growth, it may carry forward the unspent balance for one year. The unspent balance from the prior year can be combined with the circuit's pro rata share of the national rent set-aside for the current fiscal year, thus enabling the acquisition of, potentially, a larger block of expansion space. All space acquisitions, however, must accord with the AnyCourt model in terms of square footage requirements.

Component C Spending Scenarios

The following table of simplified scenarios depicts how the “roll-into-A,” and carry-over of “roll-into-A” authorities work, for a hypothetical case in which the circuit’s Component C allocation is \$1 million; with \$250,000 annual “roll-into-A” authority.

Scenario	Treatment
#1. Circuit acquires space with an annualized rent value of \$150,000.	End of Year (EOY): The \$150,000 of rental costs is rolled into the A base; circuit carries forward \$100,000 of unused roll-into-A authority into year 2. For Yr 2, circuit’s roll-into-A authority is \$350,000 (\$100,000 of carry-over, plus a new \$250,000.)
#2. Circuit acquires space with an annualized rental value of \$400,000.	EOY 1: \$250,000 of rental cost is rolled into A. Beginning Year 2, circuit’s Component C funding is debited by \$150,000 (the rental cost of space acquired in the prior year that was in excess of its Year 1 roll-into-A authority.)
#3. Circuit acquires no expansion space in the first year; instead, expends entire Component C budget on lump sum tenant alterations in space reconfiguration projects.	EOY 1: Circuit carries forward into year 2 the full \$250,000 roll-into-A authority, even though Component C funds were exhausted in the prior year.
#4. Year 1: Circuit acquires no expansion space; Year 2: circuit acquires space with an annualized rent value of \$700,000.	EOY 1: Circuit carries forward into year 2 the full unused \$250,000 roll-into-A authority; Year 2: circuit’s authority to expand [per Business Rule #8, this is different from its accrued roll-into-A authority] is \$750,000: the sum of Yr 1’s unused roll-into-A authority, plus Yr 2’s roll-into-A authority, plus—in accordance with Business Rule #8—the roll-into-A authority guaranteed for Yr 3. EOY Yr 2: \$500,000 is rolled into A. Beginning Yr 3, circuit’s Component C funding is debited by \$200,000 (the rental cost of space acquired in Yr 2 that was in excess of its then aggregate roll-into-A authority.)

Business Rule #11: Uses of Component C Funding

Component C rent funds may be used for lump sum tenant alterations or for certain repair and replacement (cyclical maintenance) work under these five circumstances:

- a.) to fund lump sum tenant improvement cost overruns on Component B projects, as well as to fund chambers and courtroom projects as long as they would qualify for Component B funding,
- b.) to fund lump sum tenant improvement costs above the GSA general allowance for the circuit's own expansion projects,
- c.) to fund lump sum tenant improvements associated with a re-stacking or consolidation project which will result in an overall reduction in rent, for example, through release of space or avoidance of expansion space, within generally no more than a 5 year "pay-back" period,
- d.) to fund lump sum repairs and replacements (cyclical maintenance) of tenant equipment and fixtures, exclusive of tenant finishes,
or
- e.) to provide metering (sub-meters and related costs) for existing court 24/7 air conditioned spaces, such as server rooms and A/V closets, where practical. More than one meter may be required depending on how the spaces are wired. Also see page 11. The AO should be contacted to determine whether installing electrical meter(s) is viable before proceeding. Frequently, court IT equipment is wired from a single point, the UPS, but the associated air conditioning equipment for the space is not. Providing two meters may still cost less than the annual savings from using meter readings instead of a GSA estimate. Sub-metering can produce substantial savings in overtime utility estimates, especially for server rooms. Component C projects do not require AO or Committee approval; the contact with the AO would be to provide assistance and input into the development of the project, not approval.

Items d) and e) are not to exceed in aggregate 50% of a circuit's Component C allocation.

2.5.7 Relative to Business Rule #11b, “expansion” is defined with respect to an individual court unit’s space assignment in a given location, rather than to the Judiciary’s entire assigned space at that location. Accordingly, it is possible for one court unit to expand into space already assigned to another court unit, without increasing the Judiciary’s overall space holdings. For purposes of this Business Rule, the amount of space assigned to any given court unit is established by the GSA Client Billing Record (CBR) for that court unit. Each court unit is assigned a unique Agency/Bureau (A/B) Code. If a circuit is increasing the total amount of space assigned under a particular A/B code, even though the overall amount of space assigned to the Judiciary does not increase, that project can nonetheless qualify for Component C funding under Business Rule #11b. In short, expansion is measured at the A/B Code level.

2.5.8 Relative to Business Rule #11c, a circuit can use Component C funds for an alteration project that would lead to more efficient utilization of existing space, resulting in the surrender of space to GSA, *or* avoidance of space growth for expanding needs (benchmarked to AnyCourt space standards). The consequent rent reduction or rent cost-avoidance should, within no more than five years, exceed the capital cost of the tenant alteration expenditure.

2.5.9 A useful way to determine whether a project qualifies for Component C funding under the 5 year pay-back provision of rule #11c is to determine whether, but for the restacking project, the court unit would need to expand. This entails determining how much space the court unit is currently assigned, and how much space the court unit would be assigned, given current staffing, per the *U.S. Courts Design Guide*. If the amount of space currently assigned to the court unit is below the *Design Guide* space allocation, the difference in square footage identifies the potential space savings to be used in the comparison of costs between restacking and expansion. In other words, the annual rental value of the expansion space foregone is a direct savings of the reconfiguration project, and can be used when calculating whether the 5 year payback provision has been met.

Example: If a clerk’s office picked up additional staffing due to workload increases, and the clerk’s current space is 2,000 square feet less than what the *US Courts Design Guide* indicates is warranted, and if, further, it were possible to reconfigure the clerk’s existing space in such a way as to avoid acquiring the additional 2,000 square feet, then the project to reconfigure the space would qualify for Component C funding if the cost of altering the existing space were less than the cost of renting 2,000 square feet of additional space for the next 5 years. It is important, when the cost comparison is conducted, to include the cost of alterations to the new/expansion space in addition to the fully-serviced shell rent. In many instances, the cost of the tenant work to the new space, in addition to the additional rent on the extra 2,000 square feet, will exceed the cost to reconfigure the existing space to make it more efficient.

2.5.10 In federal budgeting parlance, rent payments to GSA are classified as object class 2310. While it is possible to use funds appropriated for rent to pay instead for tenant improvements, the funds must nonetheless first be reprogrammed to a different object class. Budget object class, 2511, was established to denote funds used for rent management alterations—to be distinguished from object class 2515, which is used for other tenant alterations and space changes. All Component C funds that circuits wish to use for tenant alterations will need to be reprogrammed from object class 2310 to 2511. Component C funds that are used for lump sum repairs and replacements (cyclical maintenance) of tenant equipment and fixtures, exclusive of tenant finishes, need to be reprogrammed to object class 2510.

2.5.11 For purposes of converting rent funds into lump sum tenant alterations or lump sum repairs and replacement funds, Component C allotments can be rolled over once, from one fiscal year into the next fiscal year. Unspent Component C funds, if not obligated before the end of the second year, become lapsed funds and are no longer available to the circuit.

2.5.12 While discretion is lodged with circuit councils to choose how Component C funds are expended, circuits are encouraged to consider the following in making allocation decisions for Component C:

Does the space request address an important functional need?

Has the court unit making the request demonstrated efficient use of existing space?

Does the district have under-utilized space available within the same city that can be restacked or relinquished?

Will the request result in improved space efficiency, as in a higher utilization rate of square feet per person than the current space?

Have all district and court unit needs been surveyed, and are they represented in the decision process?

2.5.13 With respect to Business Rule #11(d), the permissible use of Component C lump sum funds applies only to a.) tenant fixtures (e.g., specialty lights and switches that are not part of building shell, porcelain fixtures in non-public bathrooms, and sinks and faucets in galleys and kitchenettes) and b.) equipment (e.g., lift motors in judges secure elevators, and supplemental air-conditioning units that are not part of base building equipment.) It does not cover the repair or replacement of tenant finishes, such as paint, vinyl wall coverings, carpeting, and wood paneling. Cyclical maintenance formula allotments are provided to courts to address the periodic repair and replacement of these finishes.

2.6 Overall Funds Management of the three Rent Components

2.6.1 While Component C is the third and smallest of the funding increments, it is not the remainder or residual, after Components A and B have been accounted for in the annual rent budget assembly process. Funding for Component C is a planned, deliberate amount, and not determined only as the amount remaining after providing for the Component A base, and B Component projects. At a minimum, funding for Component C in aggregate needs to be one half of one percent of the rent bill. This minimum amount is necessary because even small space actions which circuits will undertake often do not deliver for one to two years from the point of project inception, and the circuits need to have some assurance that Component C funding levels for the out-years will be able to support the space projects they have in the pipeline.

2.6.2 In terms of constructing the overall rent budget, the working group recommended, and the Space and Facilities Committee endorsed, a budgeting approach which accounts: first for the requirements of Component A, the existing space portfolio; second, for major space actions to which the Judicial Conference has committed and for Component B projects which the Committee had previously approved but for which rent has not yet commenced; third, for the setting aside of at least one half of one percent of the rent bill for Component C in aggregate, to be shared among the circuits; and fourth, for new Component B projects.

2.6.3 In order to manage the overall rent budget within the 4.9% national budget growth ceiling, the Rent Management Subcommittee of the full Space and Facilities Committee, will annually engage in an iterative optimization exercise, balancing the level of funding for discretionary B projects with the level of additional funding (above the minimum one half of one percent) for Component C. The expectation is that the Space and Facilities Committee, in order to conduce overall rent growth to no more than 4.9% per annum, on average, will carefully control the number and size of approved new courthouse projects.

GLOSSARY

Allocation: in the federal budgeting context, the setting aside of funds for a particular organization's use, without the actual transfer of funds to that organization. Contrast with "allotment."

Allotment: in the federal budgeting context, the transfer of appropriated (?) funds to organizational units, which, in turn, are responsible for obligating payments and issuing orders to pay vendors from the allotted funds. Contrast with "allocation."

AnyCourt model: a computer program which calculates, on the basis of the *US Courts Design Guide*, space needs in terms of square footage for all court unit types, given the number of personnel to be housed.

Build-to-suit lease (also Lease-construct): a lease contract in which the landlord agrees to construct a new building to house the functions of the tenant, in return for the tenant's agreement to occupy the building under a long term lease agreement.

Building Modernization: an undertaking by the building owner to update or replace base building systems or components (e.g., upgrades to public lobbies, elevators or bathrooms; replacement of heating, ventilation and air conditioning system components; sprinkler installation, hazardous materials removal or abatement, seismic retrofitting, roof replacement, etc.)

Fixture: a device securely, and usually permanently, attached or appended, to a building, such as a light fixture or a kitchen or bathroom fixture. In law, moveable chattel that, by reason of annexation to real property and adaptation to continuing use in connection with the realty, is considered a part of the realty.

Inflation: in the context of CRB, changes (increases or decreases) in rental costs that occur during the budget year for a space inventory that is unchanged in terms of both square footage and levels of service. Inflation covers *rate* changes for shell rent, operating costs, basic security, parking, and joint use space charges.

Nonresident Facility: a facility with a courtroom but without a full-time judge in residence.

Operating Costs: in terms of GSA rental charges, the charge for services associated with the operation of real property, including utility payments, operation and maintenance of building mechanical equipment including the heating, ventilation and air conditioning (HVAC) systems and elevator equipment, cleaning and janitorial services, landscaping and snow removal.

Prospectus: a Congressional authorization for a project, issued in the form of a committee resolution. By statute, in order to lease, construct, alter or repair a building in which the cost in any one year will exceed the prospectus threshold (in FY 2008, the threshold is \$2.69 mil) [confirm] GSA must first secure authorizing resolutions from both the Senate Environment and Public Works Committee and the House Committee on Transportation and Infrastructure.

Refurbishment: The renovation or redecoration of existing space, including the updating of finishes and fixtures (e.g., new painting and carpeting, new drapes or blinds, new light fixtures and switches, new appliances or floor tile in the pantry area.) Refurbishment does *not* entail the expansion of an office suite, or the re-partitioning of an office suite. Expansion and re-partitioning are space alterations.

Tenant alterations: as used by the Judiciary, real property fixtures, finishes and building components used in post-initial occupancy changes to tenant spaces.

Tenant improvements: as used by the Judiciary, the real property fixtures, finishes and building components used to “fit-out” tenant spaces at the point of initial occupancy. Tenant improvements are additions to the building shell that customize the tenant’s usable area to the tenant’s specific needs. In rare instances, tenant improvements are made outside the tenant’s assigned space, as in the case of the addition of a sally port to a building.

Rent Estimate (RentEst): a formal step in the annual federal appropriations process whereby GSA previews the total cost of space for all federal tenants in GSA-controlled space, including the Judiciary, approximately 16 months before the commencement of the budget year.

Replacement lease: a GSA procurement, typically conducted near the expiration of the term of a current lease, to provide for the continuing housing of that space requirement.

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6.3 Stakeholder Roles and Responsibilities Checklists

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CHECKLIST 6.3.1: INITIATE LRFP ASSESSMENT

STAKEHOLDERS	TASK	DELIVERABLES
<p style="text-align: center;">AOUSC (SFD/LRFP/PMD TEAM)</p>	<ul style="list-style-type: none"> • Coordinate with ACEs and FPMs to review potential locations that may require an LRFP update • Coordinate dates for on-site planning sessions with clerks of court, ACEs, and FPMs • Develop LRFP A/E IDIQ requirements package • Convene TEP to determine preferred contractors and submit LRFP A/E IDIQ requirements package in an RFP to contractors • Evaluate and submit LRFP requirements package to preferred contractor • Award contract to selected contractor 	<ul style="list-style-type: none"> • Annual list of district and/or circuit LRFP locations to update • Onsite planning session dates • Statement of Work and IGCE • RFP • PMD contract award
<p style="text-align: center;">CIRCUIT</p>	<ul style="list-style-type: none"> • Coordinate with Long-Range Planning Team staff and FPMs to provide input on potential locations that may require an LRFP update 	<ul style="list-style-type: none"> • N/A
<p style="text-align: center;">COURT</p>	<ul style="list-style-type: none"> • Coordinate dates for on-site planning sessions with LRFP program manager 	<ul style="list-style-type: none"> • N/A
<p style="text-align: center;">CONTRACTOR</p>	<ul style="list-style-type: none"> • Develop and submit LRFP A/E IDIQ proposals to PMD 	<ul style="list-style-type: none"> • Response to RFP

CHECKLIST 6.3.2: DATA REQUESTED FROM STAKEHOLDERS BY LRFP PROGRAM MANAGER

STAKEHOLDERS	DATA REQUESTED
<p style="text-align: center;">AOUSC (LRFP PROGRAM MANAGER)</p>	<ul style="list-style-type: none"> • Caseload and personnel forecasts • Court personnel, judges data, and court contacts list • Building and rent data • Previous LRFP and other previous plans, as available
<p style="text-align: center;">GSA</p>	<p>For each building in the district or circuit (federal and leased):</p> <ul style="list-style-type: none"> • Site plans in AutoCAD DWG format (PDF files if AutoCAD is not available) • Housing plans • Space Assignment reports or E-Smart reports titled “Building by Floor/Agency Summary” for all court components, the USAO, USMS, UST, GSA, joint use space, vacant space, and building common areas • BAT reports (or physical condition survey reports) • Historic structures reports or Historic Building Preservation Plans (HBPP) • Facility studies (i.e., master plans, feasibility studies, programs of requirement, etc.) • List of ongoing or planned projects • List of planned building disposals <p>For leased buildings ONLY:</p> <ul style="list-style-type: none"> • Space assignment drawings/floor plans in AutoCAD DWG format (including all space and AB codes assigned to the court, USAO, USMS, UST, GSA, joint use space, vacant space, and building common areas) (PDF files if AutoCAD is not available)
<p style="text-align: center;">USMS</p>	<ul style="list-style-type: none"> • Current and projected personnel and space data
<p style="text-align: center;">USAO*</p>	<ul style="list-style-type: none"> • Current and projected personnel and space data
<p style="text-align: center;">UST*</p>	<ul style="list-style-type: none"> • Current space and location data (obtained from UST website)

*The USAO and UST are stakeholders for the district LRFP process only; they are not participants in the circuit LRFP process. USAO and/or UST tasks are only applicable to the district LRFP.

CHECKLIST 6.3.3: DEVELOP LRFP PLANNING HANDBOOK AND PLAN SITE VISIT

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC (LRFP PROGRAM MANAGER)	<ul style="list-style-type: none"> Obtain courthouse and leased office facility data from GSA Obtain personnel and space data from USMS headquarters Obtain personnel and space data from USAO headquarters* Obtain personnel and space data from UST website* Identify planning team members by name Submit site visit schedule to clerk of court for approval Review and approve planning handbook Distribute printed copies of the planning handbook to the FPM and physical security specialist, and send PDF version to participants from GSA, USMS, and USAO* headquarters 	<ul style="list-style-type: none"> Handbook caseload, space, personnel, and facility data Site visit schedule
COURT	<ul style="list-style-type: none"> Clerk of court coordinates site visit schedule with court unit executives, local related agencies, and local GSA personnel and provides input to LRFP program manager Clerk of court receives and disseminates LRFP planning handbooks to court planning team 	<ul style="list-style-type: none"> N/A
GSA	<ul style="list-style-type: none"> Send courthouse and office building facility data to AOUSC 	<ul style="list-style-type: none"> Courthouse and office building facility data
RELATED AGENCIES (USAO*, USMS)	<ul style="list-style-type: none"> Send personnel and space data to AOUSC 	<ul style="list-style-type: none"> Personnel and space data
LRFP CONTRACTOR	<ul style="list-style-type: none"> Develop LRFP planning handbook Print and distribute LRFP planning handbook to AOUSC planning team and clerk of court 	<ul style="list-style-type: none"> LRFP planning handbook Physical assessment site visit schedule

*The USAO and UST are stakeholders for the district LRFP process only; they are not participants in the circuit LRFP process. USAO and/or UST tasks are only applicable to the district LRFP.

CHECKLIST 6.3.4: COMPLETE DISTRICT LRFP ON-SITE PLANNING SESSIONS AND FBAS

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> • Coordinate, schedule, and conduct pre-site visit video/teleconference (LRFP program manager) • Participate in pre-site visit video/teleconference, on-site planning sessions, and quick tours of courthouses (LRFP program manager, FPM, and physical security specialist) • Co-facilitate on-site planning sessions with LRFP contractor (LRFP program manager) 	<ul style="list-style-type: none"> • Pre-site visit video/teleconference meeting invitation
COURT PLANNING TEAM	<ul style="list-style-type: none"> • Coordinate court and local court-related and non-related agencies' participation in pre-site visit video/teleconference and site visit (clerk of the district court) • Participate in pre-site visit video/teleconference • Provide representative to accompany LRFP program manager, FPM, and physical security specialist during quick tours of the courthouses (clerk of the district court) • Provide a representative to tour architects through court-occupied spaces for FBA assessment (clerk of the district court) • Participate in on-site planning sessions 	<ul style="list-style-type: none"> • N/A
CIRCUIT (ACE AND REPRESENTATIVES FROM SATELLITE CIRCUIT LIBRARY)	<ul style="list-style-type: none"> • Participate in pre-site visit video/teleconference • Participate in on-site planning sessions • Provide representative to accompany LRFP contractor architects through satellite circuit library for FBA assessment 	<ul style="list-style-type: none"> • N/A
COURT-RELATED AGENCIES (CDO [WHERE APPLICABLE], USMS, USAO)	<ul style="list-style-type: none"> • Participate in pre-site visit video/teleconference • Participate in on-site planning sessions • Provide tours of USMS space and prisoner movement in courthouses 	<ul style="list-style-type: none"> • N/A
GSA	<ul style="list-style-type: none"> • Participate in pre-site visit video/teleconference • Participate in on-site planning sessions • Coordinate with LRFP contractor architects for their tour of the district's courthouses 	<ul style="list-style-type: none"> • N/A
LRFP CONTRACTOR	<ul style="list-style-type: none"> • Co-facilitate on-site needs assessment planning sessions with LRFP program manager • Travel throughout district to complete comprehensive tours and evaluations of prisoner movement, court-occupied space, and GSA general building space in all courthouses (architects) 	<ul style="list-style-type: none"> • N/A

CHECKLIST 6.3.5: COMPLETE CIRCUIT LRFP ON-SITE PLANNING SESSIONS AND FBAS

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> • Coordinate, schedule, and conduct pre-site visit video/teleconference (LRFP program manager) • Participate in pre-site visit video/teleconference, on-site planning sessions, and quick tours of courthouses (LRFP program manager, FPM, and physical security specialist) • Co-facilitate on-site planning sessions with LRFP contractor (LRFP program manager) 	<ul style="list-style-type: none"> • Pre-site visit video/teleconference meeting invitation
COURT PLANNING TEAM	<ul style="list-style-type: none"> • Coordinate court and local court-related and non-related agencies' participation in pre-site visit video/teleconference and site visit • Participate in pre-site visit video/teleconference • Provide representative to accompany LRFP program manager, FPM, and physical security specialist during quick tours of the courthouses (clerk of the court) • Provide a representative to tour architects through court-occupied spaces (clerk of the court) • Participate in on-site planning sessions 	<ul style="list-style-type: none"> • N/A
RELATED AGENCIES (USMS)	<ul style="list-style-type: none"> • Participate in pre-site visit video/teleconference • Participate in on-site planning sessions 	<ul style="list-style-type: none"> • N/A
GSA	<ul style="list-style-type: none"> • Participate in pre-site visit video/teleconference • Participate in on-site planning sessions • Coordinate with LRFP contractor's architects for tour of the circuit's courthouses 	<ul style="list-style-type: none"> • N/A
CONTRACTOR	<ul style="list-style-type: none"> • Co-facilitate on-site needs assessment planning sessions with LRFP program manager • Travel to circuit headquarters to complete comprehensive tours and evaluations of circuit-occupied space and GSA general building space in all courthouses (architects only) 	<ul style="list-style-type: none"> • N/A

CHECKLIST 6.3.6: DEVELOP DISTRICT OR CIRCUIT LRFP

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC (LRFP PROGRAM MANAGER)	<ul style="list-style-type: none"> Review and provide comments on the first draft LRFP and FBA to the LRFP contractor Review and submit first draft LRFP to the ACE and court planning team for comment Review and send finalized FBA to the clerk of court for comment Schedule housing strategy working session teleconference with the clerk of court and court planning team Review and provide comments on the preliminary housing strategies and draft housing strategy working session handout to the contractor Distribute housing strategy working session handout and schedule to clerk of court and to ACE and FPM for review and discussion Send housing strategy working session handout to clerk of court Co-facilitate housing strategy working session teleconference with LRFP contractor lead architect Review and provide comments on full draft LRFP to the contractor Review and submit full draft LRFP to the ACE and clerk of court for comment Send pre-final LRFP to clerk of court and request chief judge (district or circuit) approval Direct LRFP contractor to coordinate printing of printed copies and electronic media 	<ul style="list-style-type: none"> Preliminary draft LRFP Draft FBA Final FBA First draft LRFP Housing strategy working session handout Full draft LRFP Pre-final LRFP Final LRFP
CLERK OF COURT (COURT PLANNING TEAM AS REQUIRED)	<ul style="list-style-type: none"> Distribute first draft to court planning team for review and comment Review and provide comments on first draft LRFP to LRFP program manager Coordinate (with court planning team and LRFP program manager) and participate in housing strategy working session teleconference, and provide feedback as needed Distribute full draft to court planning team for review and comment Review and provide comments on full draft LRFP to LRFP program manager Obtain and submit chief district judge or chief circuit judge (per respective LRFP) approval letter to LRFP program manager 	<ul style="list-style-type: none"> First draft LRFP comments Housing strategy working session feedback Full draft LRFP comments Chief judge approval letter
LRFP CONTRACTOR	<ul style="list-style-type: none"> Prepare and submit preliminary draft LRFP and FBA to AOUSC Incorporate AOUSC comments on preliminary draft LRFP and FBA and return as first draft LRFP and final FBA to AOUSC Develop preliminary conceptual housing strategies Develop handout that summarizes housing strategies and submit to AOUSC Participate in call with ACE and FPM to review housing strategies, revise handout as needed and submit to AOUSC Co-facilitate housing strategy working session teleconference with LRFP program manager Revise housing strategies as needed and incorporate into full draft LRFP Develop and submit full draft LRFP to AOUSC Revise full draft LRFP based on AOUSC and court comments Revise and submit a pre-final LRFP to AOUSC Finalize LRFP Complete printing of LRFPs and electronic media Distribute printed copy of LRFPs and electronic media to AOUSC, ACE, regional and central office GSA, and the clerk of court 	<ul style="list-style-type: none"> Preliminary draft LRFP Draft FBA Final FBA First draft LRFP Preliminary housing strategy for each courthouse Housing strategy working session handout Full draft LRFP Pre-final LRFP Final LRFP Printed LRFPs and electronic media

CHECKLIST 6.3.7: PRODUCE UE RESULTS LIST

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> • Update UE ratings and rankings annually each winter • Conduct internal review of draft UE results list and revise as needed with UE contractor • Schedule and conduct teleconference with each ACE and FPM to review draft UE results list for that circuit's courthouses • Integrate any feedback from ACEs and FPMs • Review UE Results List with Long-Range Planning Team staff, FSO, and OLA • Finalize UE Results List • Publish UE Results List in February; distribute to JCUS' Committee on Space and Facilities, CEs, ACEs, FPMs, and other stakeholders; upload to JNet 	<ul style="list-style-type: none"> • Draft UE Results List • Final UE Results List
CIRCUIT (ACES)	<ul style="list-style-type: none"> • Participate in teleconference with Long-Range Planning Team staff to review draft UE Results List; provide feedback on courthouse information 	<ul style="list-style-type: none"> • N/A
UE CONTRACTOR	<ul style="list-style-type: none"> • Produce draft UE Results List with AOUSC • Revise and finalize UE Results List with AOUSC 	<ul style="list-style-type: none"> • N/A

CHECKLIST 6.3.8: IDENTIFY POTENTIAL NEW COURTHOUSE CONSTRUCTION PROJECTS

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> • Coordinate Committee and JCUS agenda items for consideration of court/circuit request for a GSA Phase I feasibility study • Notify GSA of JCUS action on Phase I feasibility study if it was approved by the JCUS • Develop draft Courtroom Utilization Study matrix and AnyCourt POR; send to GSA for courtesy review • Revise first draft Courtroom Utilization Study matrix and AnyCourt POR, as appropriate; send to district and circuit for initial review • Revise Courtroom Utilization Study matrix and AnyCourt POR (if necessary) based on court and circuit review • Send final draft of Courtroom Utilization Study matrix and AnyCourt POR to court for review and approval • Send approved Courtroom Utilization Study matrix, AnyCourt POR, and circuit judicial council letter of approval to GSA with a request to initiate a GSA Phase I feasibility study • Send letter to circuit requesting approval of a request for a GSA Phase I feasibility study 	<ul style="list-style-type: none"> • Committee and JCUS agenda item • Notification to GSA of approval to move forward on developing GSA Phase I feasibility study • Courtroom Utilization Study matrix • AnyCourt POR • Request to GSA for GSA Phase I feasibility study including transmittal of approved Courtroom Utilization Study matrix and AnyCourt POR • Comments on GSA Phase I feasibility study
COURT	<ul style="list-style-type: none"> • Review and approve Courtroom Utilization Study matrix and AnyCourt POR • Certify/recertify commitment to any necessary relocation of judges and/or closure of facilities associated with the planned project, before GSA Phase I feasibility project or an AnyCourt post project design is developed for transmittal to GSA (chief judge) • Send letter of approval to circuit and request approval from circuit judicial council for a GSA Phase I feasibility study request • Participate in development of the GSA Phase I feasibility study • Upon completion of the GSA Phase I feasibility study, send letter of approval to the circuit judicial council and a request to place the location on the <i>CPP</i> list. 	<ul style="list-style-type: none"> • Letter to FSO through circuit requesting GSA Phase I feasibility study • Comments on Courtroom Utilization Study matrix and AnyCourt POR • Approval of Courtroom Utilization Study matrix and AnyCourt POR; request to circuit to approve both documents • Host project kick-off meeting and provide comments on GSA Phase I feasibility study
CIRCUIT (CIRCUIT JUDICIAL COUNCIL)	<ul style="list-style-type: none"> • Approve court's request and send letter to FSO requesting a GSA Phase I feasibility study • Review and approve Courtroom Utilization Study matrix and AnyCourt, send letter of approval to FSO • Participate in development of the GSA Phase I feasibility study • Certify/recertify commitment to any necessary relocation of judges and/or closure of facilities associated with the planned project, before GSA Phase I feasibility project or an AnyCourt post project design is developed for transmittal to GSA • Send request for project location to be included on <i>CPP</i> if GSA Phase I feasibility study validates the potential need for new courthouse or annex/addition 	<ul style="list-style-type: none"> • Approval and request for GSA Phase I feasibility study • Comments on Courtroom Utilization Study matrix and AnyCourt POR • Comments on GSA Phase I feasibility study • Approval and request for inclusion on <i>CPP</i> list

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STAKEHOLDERS	TASK	DELIVERABLES
GSA	<ul style="list-style-type: none"> Review and comment on draft Courtroom Utilization Study matrix and AnyCourt POR Initiate, manage, and develop GSA Phase I feasibility study in coordination with court, circuit, AOUSC, and court-related agencies 	<ul style="list-style-type: none"> GSA Phase I feasibility study
JCUS (COMMITTEE)	<ul style="list-style-type: none"> Reviews request for GSA Phase I feasibility study and sends its recommendation to the JCUS for approval (Committee) Approves or not approves recommended GSA Phase I feasibility study (JCUS) 	<ul style="list-style-type: none"> N/A

CHECKLIST 6.3.9: THE JUDICIARY'S CPP LIST

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> Review and update <i>CPP</i> list annually Coordinate Committee and JCUS agenda items Send <i>CPP</i> list to GSA, OMB, and Congress 	<ul style="list-style-type: none"> Committee and JCUS agenda items <i>CPP</i> list
JCUS	<ul style="list-style-type: none"> Review the GSA Phase I feasibility study and recommend to Committee for location to be added to Part II of the <i>CPP</i> list (Subcommittee) Review and approve Subcommittee's recommendation at June session; send to JCUS for final review and approval (Committee) Review and approve recommendations to add project locations to the <i>CPP</i> list at September session (JCUS) 	<ul style="list-style-type: none"> N/A

CHECKLIST 6.3.10: GSA PHASE II FEASIBILITY STUDY

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> Coordinate with Committee and GSA to determine appropriate time to conduct a GSA Phase II feasibility study Alert court (chief judge) if recertification of commitment to any necessary relocation of judges and/or closure of facilities associated with the planned project is required Review and update Courtroom Utilization Study matrix and AnyCourt POR Send updated AnyCourt POR and formal request to GSA to initiate GSA Phase II feasibility study Provide review comments on GSA Phase II feasibility study deliverable 	<ul style="list-style-type: none"> Subcommittee and Committee agenda items and recommendations Updated Courtroom Utilization Study matrix and AnyCourt POR Request to GSA for GSA Phase II feasibility study
GSA	<ul style="list-style-type: none"> Coordinate with AOUSC to determine appropriate time to conduct a GSA Phase II feasibility study Provide input on updated AnyCourt POR as requested by AOUSC Direct A/E contractor to develop GSA Phase II feasibility study 	<ul style="list-style-type: none"> N/A
GSA A/E CONTRACTOR	<ul style="list-style-type: none"> Conduct and complete GSA Phase II feasibility study under the direction of GSA and in coordination with the court and AOUSC 	<ul style="list-style-type: none"> GSA Phase II feasibility study
COMMITTEE	<ul style="list-style-type: none"> Coordinate with AOUSC to determine and approve an appropriate time to conduct a GSA Phase II feasibility study 	<ul style="list-style-type: none"> N/A

CHECKLIST 6.3.11: PROJECT DEVELOPMENT, FUNDING, AND EXECUTION

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC (FPM)	<ul style="list-style-type: none"> Work with GSA project manager throughout the life cycle of project as needed by the court 	<ul style="list-style-type: none"> N/A
COURT	<ul style="list-style-type: none"> Work with GSA project manager throughout the life cycle of project 	<ul style="list-style-type: none"> N/A
CIRCUIT (ACE)	<ul style="list-style-type: none"> Work with GSA project manager throughout the life cycle of project as needed by the court 	<ul style="list-style-type: none"> N/A
RELATED AGENCIES (USMS)	<ul style="list-style-type: none"> Work with the court and GSA project manager throughout the life cycle of project to ensure the security of the federal Judiciary 	<ul style="list-style-type: none"> N/A
GSA	<ul style="list-style-type: none"> Assign project to a project manager in the GSA region Assemble project team and obtain contractors for professional services (project manager) Direct project through its life cycle from development through execution and closeout (project manager) 	<ul style="list-style-type: none"> Environmental Impact Assessment PDS Project Management Plan Scope of Work Notice to Proceed
A/E CONTRACTOR	<ul style="list-style-type: none"> Design, engineer, plan, and construct project Prepare for occupancy 	<ul style="list-style-type: none"> Concept designs Construction documents Project schedule

CHECKLIST 6.3.12: PROJECT FUNDING

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> Send copy of Judiciary <i>CPP</i> to GSA Provide responses to Congressional & OMB stakeholder questions as needed 	<ul style="list-style-type: none"> Letter to GSA
GSA	<ul style="list-style-type: none"> Propose new construction, acquisition, and prospectus-level R&A projects (PBS regions) Review PBS's budget request and include in overall GSA budget submission to OMB in the fall each year Appeal OMB recommendations as needed Finalize budget request in January and submit to Congress on first Monday in February Submit a prospectus for each project or lease to congressional authorizing committees Initiate apportionment process by submitting apportionment plan to OMB Submit spend plan to OMB Allot funds to PBS Sub-allot funds to appropriate regions for expenditure (PBS) 	<ul style="list-style-type: none"> GSA budget request Prospectuses Apportionment plan Spend plan
OMB	<ul style="list-style-type: none"> Examine budget request and pass back recommendations Finalize budget request in January and submit to Congress on first Monday in February Approve or modify and approve apportionment plan and send back to GSA Approve spend plans 	<ul style="list-style-type: none"> N/A
CONGRESS	<ul style="list-style-type: none"> Review and approve GSA prospectuses for leases, R&A projects, and new construction and acquisition projects (House Transportation and Infrastructure Committee and Senate Environment and Public Works Committee) Approve or not approve all the projects requested by the GSA (appropriations subcommittee) 	<ul style="list-style-type: none"> N/A

CHECKLIST 6.3.13: DEVELOP CAPP

STAKEHOLDERS	TASK	DELIVERABLES
AOUSC	<ul style="list-style-type: none"> Schedule and coordinate development of pre-CAPP meeting planning documents with GSA and USMS Conduct CAPP meeting in partnership with GSA Participate in CAPP meeting (SFD) 	<ul style="list-style-type: none"> N/A
COURT	<ul style="list-style-type: none"> Review and update space data collected from LRFP prior to meeting Participate in CAPP meeting 	<ul style="list-style-type: none"> N/A
CIRCUIT	<ul style="list-style-type: none"> Host CAPP meeting Participate in CAPP meeting (committee chair, circuit executive, and ACE) 	<ul style="list-style-type: none"> N/A
RELATED AGENCIES (USMS)	<ul style="list-style-type: none"> Participate in CAPP meeting (national and local staff) 	<ul style="list-style-type: none"> N/A
GSA	<ul style="list-style-type: none"> Assist SFD in development of pre-CAPP meeting planning documents Conduct CAPP meeting in partnership with SFD Participate in CAPP meeting (national and regional client executives) Develop CAPP 	<ul style="list-style-type: none"> CAPP

6.4 AMP A1: Current FBAs Page Examples

The current version of the FBA file can be located on JNet.

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City-wide Benefit Assessments

_____ District of _____

In cities where courtrooms and chambers are located in multiple facilities, a city-wide benefit assessment is also produced. This incorporates the individual facility benefit assessments for each facility, the type and mix of facility ownership (i.e. federally-owned, leased, or postal), and fragmentation of the court operations on a city-wide basis. Fragmentation assesses the degree to which court operations are split across multiple facilities within a city, except by court policy.

In cities with a single courthouse, the facility benefit assessment is the same for the individual facility and the city-wide assessment. As with the individual facility benefit assessments, the assessment results range from 1-100, and a higher number indicates a better facility.

The city-wide facility benefit assessment is also used in the annual urgency evaluation.

District	City	GSA Building Number	Facility (Courthouse) Name	Year Built/Renovated	Facility Benefit Assessment (FBA)	Ownership Weight	Subtotal	Fragmentation Factor	City-Wide Benefit Assessment
						Type:			
					0.0	0%	0.0		
							0.0		
							0.0		
							0.0	0.0	0.0

District	City	GSA Building Number	Facility (Courthouse) Name	Year Built/Renovated	Facility Benefit Assessment (FBA)	Ownership Weight	Subtotal	Fragmentation Factor	City-Wide Benefit Assessment
						Type:			
						0%	0.0		
							0.0		
							0.0		
							0.0		0.0

District	City	GSA Building Number	Facility (Courthouse) Name	Year Built/Renovated	Facility Benefit Assessment (FBA)	Ownership Weight	Subtotal	Fragmentation Factor	City-Wide Benefit Assessment
						Type:			
						0%	0.0		
							0.0		
							0.0		
							0.0		0.0

Each individual facility benefit assessment is multiplied by the relevant ownership weight for that facility. The results for each facility within a city are then added together and the subtotal multiplied by the fragmentation factor.

$$\left[\begin{array}{l} \text{FBA}^1 \times \text{Ownership Weight}^1 \\ + \text{FBA}^2 \times \text{Ownership Weight}^2 \end{array} \right] \times \text{Fragmentation} = \text{City-Wide Benefit Assessment}$$

City-wide Benefit Assessments: Facility Ownership

_____ District of _____

The ownership weight for each facility is determined by the ownership type (i.e., federally-owned, leased, and postal) and number of facilities in each city. The weight contributed by each facility's individual facility benefit assessment to the city-wide benefit assessment depends on the number of courtrooms and chambers housed within that facility, and whether the facility is leased or federally-owned. For example:

- The facility that houses the most district judge courtrooms is regarded as the main court facility in a city, and receives a higher weight than other court facilities in the city.
- A federally owned court facility receives a higher weight than a leased/postal facility.
- A facility that houses multiple courtrooms receives the same weight as a facility that houses one courtroom, if their ownership is comparable (i.e., both are federally-owned or both are leased/postal facilities) and neither is the main court facility.

Type	Facility Ownership Combinations	Main Court Facility	Federally-Owned Facilities				Leased/Postal Facilities						
			1	2	3	4	1	2	3	4			
1A	Main court facility	100											
2A	Main court facility + 1 federally owned	66.7	33.3										
2B	Main court facility + 1 leased/Postal	75						25					
3A	Main court facility + 2 federally owned	50	25	25									
3B	Main court facility + 1 federally owned + 1 leased/Postal	50	29.7					20.3					
3C	Main court facility + 2 leased/Postal	60						20	20				
4A	Main court facility + 3 federally owned	40	20	20	20								
4B	Main court facility + 2 federally owned + 1 leased/Postal	42.4	22.7	22.7				12.2					
4C	Main court facility + 1 federally owned + 2 leased/Postal	45.5	26.3					14.1	14.1				
4D	Main court facility + 3 leased/Postal	50						16.7	16.7	16.7			
5A	Main court facility + 4 federally owned	33.3	16.7	16.7	16.7	16.7							
5B	Main court facility + 3 federally owned + 1 leased/Postal	34.9	18.4	18.4	18.4			9.8					
5C	Main court facility + 2 federally owned + 2 leased/Postal	36.9	20.6	20.6				10.9	10.9				
5D	Main court facility + 1 federally owned + 3 leased/Postal	39.5	23.4					12.4	12.4	12.4			
5E	Main court facility + 4 leased/Postal	42.9						14.3	14.3	14.3	14.3		

Type	DST	City	GSA Building Number	Facility (Courthouse) Name	Year Built/Renovated									

Type	DST	City	GSA Building Number	Facility (Courthouse) Name	Year Built/Renovated									

City-wide Benefit Assessments: Fragmentation

_____ District of _____

Fragmentation is the degree to which court operations, and supporting operations such as prisoner movement, are split across more than one facility within a city (unless by court policy). If there is no fragmentation of these operations within a city, then the individual facility benefit assessment and the city-wide facility benefit assessment are the same.

The fragmentation multiplier is a value between 0 and 1. The closer the multiplier is to 0, the greater the degree of fragmentation. The more buildings across which courtrooms and chambers are split (except by policy), the smaller the multiplier and the lower the city-wide benefit assessment. No fragmentation in a city (e.g., all courtrooms and chambers are located in a single facility), results in a multiplier equal to 1 and the city-wide benefit assessment equals the individual facility benefit assessment.

The multiplier is calculated based upon a set of weights and performance measures derived from the overall AMP weights used for current facility benefit assessments.

Court Component (weight)		Performance Measure (value)*				City		City	
						GSA Bldg	Facility Names	GSA Bldg	Facility Names
						Rating	Comments	Rating	Comments
District Court (0.583)	Courtrooms and Chambers (0.350)	All courtrooms and chambers are in the main court facility, or the court is split by policy (1.00)	At least one, and up to 10%, of the courtrooms and chambers are located outside the main court facility (0.934)	At least 10% but less than 25% of the courtrooms and chambers are located outside the main court facility (0.867)	At least 25% of the courtrooms and chambers are located outside the main court facility (0.80)				
	Prisoner Movement (0.233)	All courtrooms and grand jury suites in which prisoner proceedings are held are located in the main court facility, or are split by court and USMS policy (1.00)	At least one, and up to 10%, of the courtrooms in which prisoner proceedings are held are located outside the main court facility (0.90)	At least 10% but less than 25% of the courtrooms in which prisoner proceedings are held are located outside the main court facility (0.80)	At least 25% of the courtrooms in which prisoner proceedings are held are located outside the main court facility (0.70)				
Bankruptcy Court (0.193)**		All operations are located in the main court facility or split by court policy (1.00)	All operations are located outside the main court facility, but co-located and within 3 blocks of main court facility (0.95)	All operations are located outside the main court facility, but co-located and more than 3 blocks away from main court facility (0.90)	Operations are split between two or more facilities (0.85)				
Court of Appeals (0.223)		All operations are located in the main court facility or split by court policy (1.00)	All operations are located outside the main court facility, but co-located and within 3 blocks of main court facility (0.95)	All operations are located outside the main court facility, but co-located and more than 3 blocks away from main court facility (0.90)	Operations are split between two or more facilities (0.85)				

* A corresponding value for each performance rating is shown in parentheses. The corresponding value is multiplied by the court component weight to determine the number of points counted toward the fragmentation multiplier. For example, a Bankruptcy Court for which all operations are located in the main court facility receives a performance rating of A. In this case, the corresponding value of 1.00 is multiplied by the weight of 0.193, thus 0.193 points are counted toward the fragmentation multiplier.

** Courts with combined district/bankruptcy court clerk's offices are assessed using the same set of performance ratings.

AMP Process
Current Facility Benefit Assessment

City _____ GSA Bldg Number _____ Facility Name _____ District of _____

Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
82	1	Space Functionality	District Court	District Judge Courtrooms	The required number of courtrooms are present to accommodate all district judges per Judicial Conference policy	Each district judge has a courtroom	Almost all (75% or more) judges have a dedicated courtroom	Most (50%-74%) judges have a dedicated courtroom	Some (25%-49%) judges have a dedicated courtroom	Few (less than 25%) judges have a dedicated courtroom	No judges have a dedicated courtroom		
83	2	Space Functionality	District Court	Senior District Judge Courtrooms	The required number of courtrooms is present to accommodate all senior district judges per Judicial Conference policy	The number of courtrooms meets the Judicial Conference policy	Almost all (75% or more) of the courtrooms are present.	Most (50%-74%) of the courtrooms are present.	Some (25%-49%) of the courtrooms are present.	Few (less than 25%) of the courtrooms are present.	There are no courtrooms present.		
168	3	Space Standards	District Court	District Judge Courtrooms	The multi-party courtroom meets <i>U.S. Courts Design Guide</i> standards for size and configuration	The multi-party courtroom meets USCDG standards		The multi-party courtroom does not meet USCDG standards, but is adequate		The multi-party courtroom is not adequate			
84	4	Space Functionality	District Court	District and Senior District Judge Courtrooms	District and senior district judge courtrooms are appropriately located relative to judges' chambers, holding cells, public access, and jury deliberation facilities	All courtrooms are appropriately located	Almost all (75% or more) courtrooms are appropriately located	Most (50%-74%) courtrooms are appropriately located	Some (25%-49%) courtrooms are appropriately located	Few (less than 25%) courtrooms are appropriately located	No courtrooms are appropriately located		
169	5	Space Standards	District Court	District and Senior District Judge Courtrooms	Courtrooms for district judges and senior district judges are sized to meet <i>U.S. Courts Design Guide</i> standards with proper proportions, height, and acoustics	All courtrooms meet or are within 10% of USCDG standards	Almost all (75% or more) courtrooms meet or are within 10% of USCDG standards	Most (50%-74%) courtrooms meet or are within 10% of USCDG standards	Some (25%-49%) courtrooms meet or are within 10% of USCDG standards	Few (less than 25%) courtrooms meet or are within 10% of USCDG standards	No courtrooms meet or are within 10% of USCDG standards		
85	6	Space Functionality	District Court	District and Senior District Judge Courtrooms	The layout of the district and senior district judge courtrooms (e.g., sight lines, well area, spectator seating, and circulation) accommodates the required number of court personnel, attorneys, litigants, jurors, and spectators	All courtrooms have appropriate layouts	Almost all (75% or more) courtrooms have appropriate layouts	Most (50%-74%) courtrooms have appropriate layouts	Some (25%-49%) courtrooms have appropriate layouts	Few (less than 25%) courtrooms have appropriate layouts	No courtrooms have appropriate layouts		
261	7	Security	District Court	District and Senior District Judge Courtrooms	Courtrooms for district and senior district judges provide separation of access with four entrances: one for judges; one for court personnel and jury members; one for prisoners and USMS personnel; and one for the public (spectators, news media, attorneys, litigants, and witnesses.) Entrances for the various groups should be located as close as possible to their stations in the courtroom.	All courtrooms provide separate access	Almost all (75% or more) courtrooms provide separate access	Most (50%-74%) courtrooms provide separate access	Some (25%-49%) courtrooms provide separate access	Few (less than 25%) courtrooms provide separate access	No courtrooms provide separate access		
170	8	Space Standards	District Court	District and Senior District Judge Courtrooms	Judges' conference room is provided and meets standards	Yes					No		
171	9	Space Standards	District Court	District and Senior District Judge Courtrooms	A robing room is provided where required.	All robing rooms are provided	Most (50% or more) robing rooms are provided	Some (less than 50%) robing rooms are provided	No robing rooms are provided				
263	10	Security	District Court	District and Senior District Judge Courtrooms	An adequate number of prisoner holding cells are provided for each district courtroom according to USMS standards	All courtrooms have an adequate number of holding cells	Almost all (75% or more) courtrooms have an adequate number of holding cells	Most (50%-74%) courtrooms have an adequate number of holding cells	Some (25%-49%) courtrooms have an adequate number of holding cells	Few (less than 25%) courtrooms have an adequate number of holding cells	No courtrooms have an adequate number of holding cells		
1	11	Building Condition	District Court	District and Senior District Judge Courtrooms	Courtrooms for district and senior district judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All courtrooms are in good repair	Almost all (75% or more) courtrooms are in good repair	Most (50%-74%) courtrooms are in good repair	Some (25%-49%) courtrooms are in good repair	Few (less than 25%) courtrooms are in good repair	No courtrooms are in good repair		
172	12	Space Standards	District Court	District and Senior District Judge Courtrooms	Two attorney/witness rooms are provided for each district courtroom to meet <i>U.S. Courts Design Guide</i> standards	All courtrooms are provided with two A/W rooms that meet USCDG standards	Almost all (75% or more) courtrooms are provided with two A/W rooms that meet USCDG standards	Most (50%-74%) courtrooms are provided with two A/W rooms that meet USCDG standards	Some (25%-49%) courtrooms are provided with two A/W rooms that meet USCDG standards	Few (less than 25%) courtrooms are provided with two A/W rooms that meet USCDG standards	No courtrooms are provided with two A/W rooms that meet USCDG standards		
2	13	Building Condition	District Court	District and Senior District Judge Courtrooms	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All courtrooms are serviced adequately by building systems	Almost all (75% or more) courtrooms are serviced adequately by building systems	Most (50%-74%) courtrooms are serviced adequately by building systems	Some (25%-49%) courtrooms are serviced adequately by building systems	Few (less than 25%) courtrooms are serviced adequately by building systems	No courtrooms are serviced adequately by building systems		
262	14	Security	District Court	District and Senior District Judge Courtrooms	If exterior windows exist in district judge and senior district judge courtrooms, they are ballistic-resistant	All courtrooms with exterior windows have ballistic-resistant windows	Almost all (75% or more) courtrooms with exterior windows have ballistic-resistant windows	Most (50%-74%) courtrooms with exterior windows have ballistic-resistant windows	Some (25%-49%) courtrooms with exterior windows have ballistic-resistant windows	Few (less than 25%) courtrooms with exterior windows have ballistic-resistant windows	No courtrooms with exterior windows have ballistic-resistant windows	X	
173	15	Space Standards	District Court	District and Senior District Judge Courtrooms	District judge and senior district judge courtrooms meet public accessibility requirements at the litigant/counsel tables, lectern, witness stand, jury box, and spectator seating.	All courtrooms meet accessibility requirements	Almost all (75% or more) courtrooms meet accessibility requirements	Most (50%-74%) courtrooms meet accessibility requirements	Some (25%-49%) courtrooms meet accessibility requirements	Few (less than 25%) courtrooms meet accessibility requirements	No courtrooms meet accessibility requirements		
86	16	Space Functionality	District Court	Magistrate Judge Courtrooms	The required number of courtrooms is present to accommodate all magistrate judges per Judicial Conference policy	The number of courtrooms meets the Judicial Conference policy	Almost all (75% or more) of the courtrooms are present.	Most (50%-74%) of the courtrooms are present.	Some (25%-49%) of the courtrooms are present.	Few (less than 25%) of the courtrooms are present.	There are no courtrooms present.		

AMP Process
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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
87	17	Space Functionality	District Court	Magistrate Judge Courtrooms	Magistrate judge courtrooms are appropriately located relative to judges' chambers, holding cells, public access, and jury deliberation facilities	All courtrooms are appropriately located	Almost all (75% or more) courtrooms are appropriately located	Most (50%-74%) courtrooms are appropriately located	Some (25%-49%) courtrooms are appropriately located	Few (less than 25%) courtrooms are appropriately located	No courtrooms are appropriately located		
174	18	Space Standards	District Court	Magistrate Judge Courtrooms	Magistrate judge courtrooms are sized to meet <i>U.S. Courts Design Guide</i> standards with proper proportions, height, and acoustics	All courtrooms meet or are within 10% of USCDG standards	Almost all (75% or more) courtrooms meet or are within 10% of USCDG standards	Most (50%-74%) courtrooms meet or are within 10% of USCDG standards	Some (25%-49%) courtrooms meet or are within 10% of USCDG standards	Few (less than 25%) courtrooms meet or are within 10% of USCDG standards	No courtrooms meet or are within 10% of USCDG standards		
88	19	Space Functionality	District Court	Magistrate Judge Courtrooms	The layout of the magistrate judge courtrooms (e.g., sight lines, well area, spectator seating, and circulation) accommodates the required number of court personnel, attorneys, litigants, jurors, and spectators	All courtrooms have appropriate layouts	Almost all (75% or more) courtrooms have appropriate layouts	Most (50%-74%) courtrooms have appropriate layouts	Some (25%-49%) courtrooms have appropriate layouts	Few (less than 25%) courtrooms have appropriate layouts	No courtrooms have appropriate layouts		
264	20	Security	District Court	Magistrate Judge Courtrooms	Courtrooms for magistrate judges provide separation of access with four entrances: one for judges; one for court personnel and jury members; one for prisoners and USMS personnel; and one for the public (spectators, news media, attorneys, litigants, and witnesses.) Entrances for the various groups should be located as close as possible to their stations in the courtroom.	All courtrooms provide separate access	Almost all (75% or more) courtrooms provide separate access	Most (50%-74%) courtrooms provide separate access	Some (25%-49%) courtrooms provide separate access	Few (less than 25%) courtrooms provide separate access	No courtrooms provide separate access		
266	21	Security	District Court	Magistrate Judge Courtrooms	An adequate number of prisoner holding cells are provided for each magistrate judge courtroom according to USMS standards	All courtrooms have an adequate number of holding cells	Almost all (75% or more) courtrooms have an adequate number of holding cells	Most (50%-74%) courtrooms have an adequate number of holding cells	Some (25%-49%) courtrooms have an adequate number of holding cells	Few (less than 25%) courtrooms have an adequate number of holding cells	No courtrooms have an adequate number of holding cells		
175	22	Space Standards	District Court	Magistrate Judge Courtrooms	Two attorney/witness rooms are provided for each magistrate judge courtroom to meet <i>U.S. Courts Design Guide</i> standards	All courtrooms are provided with two A/W rooms that meet USCDG standards	Almost all (75% or more) courtrooms are provided with two A/W rooms that meet USCDG standards	Most (50%-74%) courtrooms are provided with two A/W rooms that meet USCDG standards	Some (25%-49%) courtrooms are provided with two A/W rooms that meet USCDG standards	Few (less than 25%) courtrooms are provided with two A/W rooms that meet USCDG standards	No courtrooms are provided with two A/W rooms that meet USCDG standards		
3	23	Building Condition	District Court	Magistrate Judge Courtrooms	Courtrooms for magistrate judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All courtrooms are in good repair	Almost all (75% or more) courtrooms are in good repair	Most (50%-74%) courtrooms are in good repair	Some (25%-49%) courtrooms are in good repair	Few (less than 25%) courtrooms are in good repair	No courtrooms are in good repair		
4	24	Building Condition	District Court	Magistrate Judge Courtrooms	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All courtrooms are serviced adequately by building systems	Almost all (75% or more) courtrooms are serviced adequately by building systems	Most (50%-74%) courtrooms are serviced adequately by building systems	Some (25%-49%) courtrooms are serviced adequately by building systems	Few (less than 25%) courtrooms are serviced adequately by building systems	No courtrooms are serviced adequately by building systems		
265	25	Security	District Court	Magistrate Judge Courtrooms	If exterior windows exist in magistrate judge courtrooms, they are ballistic-resistant	All courtrooms with exterior windows have ballistic-resistant windows	Almost all (75% or more) courtrooms with exterior windows have ballistic-resistant windows	Most (50%-74%) courtrooms with exterior windows have ballistic-resistant windows	Some (25%-49%) courtrooms with exterior windows have ballistic-resistant windows	Few (less than 25%) courtrooms with exterior windows have ballistic-resistant windows	No courtrooms with exterior windows have ballistic-resistant windows	X	
176	26	Space Standards	District Court	Magistrate Judge Courtrooms	Magistrate judge courtrooms meet public accessibility requirements at the litigant/counsel tables, lectern, witness stand, jury box, and spectator seating.	All courtrooms meet accessibility requirements	Almost all (75% or more) courtrooms meet accessibility requirements	Most (50%-74%) courtrooms meet accessibility requirements	Some (25%-49%) courtrooms meet accessibility requirements	Few (less than 25%) courtrooms meet accessibility requirements	No courtrooms meet accessibility requirements		
89	27	Space Functionality	District Court	District Judges Chambers	The required number of judges' chambers are provided in the court facility to accommodate each judge	Each judge has a chambers suite	Almost all (75% or more) judges have a dedicated chambers suite	Most (50-75%) judges have a dedicated chambers suite	Some (25-50%) judges have a dedicated chambers suite	Few (less than 25%) judges have a dedicated chambers suite	No judges have a dedicated chambers suite		
267	28	Security	District Court	District Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access	Almost all (75% or more) chambers have restricted access	Most (50%-74%) chambers have restricted access	Some (25%-49%) chambers have restricted access	Few (less than 25%) chambers have restricted access	No chambers have restricted access		
177	29	Space Standards	District Court	District Judges' Chambers	District judges' chambers meet or are within 10% of U.S. Courts Design Guide standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards	Almost all (75% or more) chambers meet or are within 10% of USCDG standards	Most (50%-74%) chambers meet or are within 10% of USCDG standards	Some (25%-49%) chambers meet or are within 10% of USCDG standards	Few (less than 25%) chambers meet or are within 10% of USCDG standards	No chambers meet or are within 10% of USCDG standards		
90	30	Space Functionality	District Court	District Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts	Almost all (75% or more) chambers have appropriate layouts	Most (50%-74%) chambers have appropriate layouts	Some (25%-49%) chambers have appropriate layouts	Few (less than 25%) chambers have appropriate layouts	No chambers have appropriate layouts		
5	31	Building Condition	District Court	District Judges' Chambers	Chambers for district judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair	Almost all (75% or more) chambers are in good repair	Most (50%-74%) chambers are in good repair	Some (25%-49%) chambers are in good repair	Few (less than 25%) chambers are in good repair	No chambers are in good repair		

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6	32	Building Condition	District Court	District Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems	Almost all (75% or more) chambers are serviced adequately by building systems	Most (50%-74%) chambers are serviced adequately by building systems	Some (25%-49%) chambers are serviced adequately by building systems	Few (less than 25%) chambers are serviced adequately by building systems	No chambers are serviced adequately by building systems		
178	33	Space Standards	District Court	District Judges' Chambers	District judges' chambers meet accessibility requirements	All chambers meet accessibility requirements	Almost all (75% or more) chambers meet accessibility requirements	Most (50%-74%) chambers meet accessibility requirements	Some (25%-49%) chambers meet accessibility requirements	Few (less than 25%) chambers meet accessibility requirements	No chambers meet accessibility requirements		
268	34	Security	District Court	District Judges' Chambers	If exterior windows exist in district judges' chambers, they are ballistic-resistant	All chambers with exterior windows have ballistic-resistant windows	Almost all (75% or more) chambers with exterior windows have ballistic-resistant windows	Most (50%-74%) chambers with exterior windows have ballistic-resistant windows	Some (25%-49%) chambers with exterior windows have ballistic-resistant windows	Few (less than 25%) chambers with exterior windows have ballistic-resistant windows	No chambers with exterior windows have ballistic-resistant windows	X	
91	35	Space Functionality	District Court	Senior District Judges' Chambers	The required number of judges' chambers are provided in the court facility to accommodate each judge	Each judge has a chambers suite	Almost all (75% or more) judges have a dedicated chambers suite	Most (50-74%) judges have a dedicated chambers suite	Some (25-49%) judges have a dedicated chambers suite	Few (less than 25%) judges have a dedicated chambers suite	No judges have a dedicated chambers suite		
269	36	Security	District Court	Senior District Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access	Almost all (75% or more) chambers have restricted access	Most (50%-74%) chambers have restricted access	Some (25%-49%) chambers have restricted access	Few (less than 25%) chambers have restricted access	No chambers have restricted access		
179	37	Space Standards	District Court	Senior District Judges' Chambers	Senior district judges' chambers meet or are within 10% of U.S. Courts Design Guide standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards	Almost all (75% or more) chambers meet or are within 10% of USCDG standards	Most (50%-74%) chambers meet or are within 10% of USCDG standards	Some (25%-49%) chambers meet or are within 10% of USCDG standards	Few (less than 25%) chambers meet or are within 10% of USCDG standards	No chambers meet or are within 10% of USCDG standards		
92	38	Space Functionality	District Court	Senior District Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts	Almost all (75% or more) chambers have appropriate layouts	Most (50%-74%) chambers have appropriate layouts	Some (25%-49%) chambers have appropriate layouts	Few (less than 25%) chambers have appropriate layouts	No chambers have appropriate layouts		
7	39	Building Condition	District Court	Senior District Judges' Chambers	Chambers for senior district judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair	Almost all (75% or more) chambers are in good repair	Most (50%-74%) chambers are in good repair	Some (25%-49%) chambers are in good repair	Few (less than 25%) chambers are in good repair	No chambers are in good repair		
8	40	Building Condition	District Court	Senior District Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems	Almost all (75% or more) chambers are serviced adequately by building systems	Most (50%-74%) chambers are serviced adequately by building systems	Some (25%-49%) chambers are serviced adequately by building systems	Few (less than 25%) chambers are serviced adequately by building systems	No chambers are serviced adequately by building systems		
180	41	Space Standards	District Court	Senior District Judges' Chambers	Senior district judges' chambers meet accessibility requirements	All chambers meet accessibility requirements	Almost all (75% or more) chambers meet accessibility requirements	Most (50%-74%) chambers meet accessibility requirements	Some (25%-49%) chambers meet accessibility requirements	Few (less than 25%) chambers meet accessibility requirements	No chambers meet accessibility requirements		
270	42	Security	District Court	Senior District Judges' Chambers	If exterior windows exist in senior district judges' chambers, they are ballistic-resistant	All chambers with exterior windows have ballistic-resistant windows	Almost all (75% or more) chambers with exterior windows have ballistic-resistant windows	Most (50%-74%) chambers with exterior windows have ballistic-resistant windows	Some (25%-49%) chambers with exterior windows have ballistic-resistant windows	Few (less than 25%) chambers with exterior windows have ballistic-resistant windows	No chambers with exterior windows have ballistic-resistant windows	X	
93	43	Space Functionality	District Court	Magistrate Judges' Chambers	The required number of judges' chambers are provided in the court facility to accommodate each judge	Each judge has a chambers suite	Almost all (75% or more) judges have a dedicated chambers suite	Most (50-74%) judges have a dedicated chambers suite	Some (25-49%) judges have a dedicated chambers suite	Few (less than 25%) judges have a dedicated chambers suite	No judges have a dedicated chambers suite		
271	44	Security	District Court	Magistrate Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access	Almost all (75% or more) chambers have restricted access	Most (50%-74%) chambers have restricted access	Some (25%-49%) chambers have restricted access	Few (less than 25%) chambers have restricted access	No chambers have restricted access		
181	45	Space Standards	District Court	Magistrate Judges' Chambers	Magistrate judges' chambers meet or are within 10% of U.S. Courts Design Guide standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards	Almost all (75% or more) chambers meet or are within 10% of USCDG standards	Most (50%-74%) chambers meet or are within 10% of USCDG standards	Some (25%-49%) chambers meet or are within 10% of USCDG standards	Few (less than 25%) chambers meet or are within 10% of USCDG standards	No chambers meet or are within 10% of USCDG standards		
94	46	Space Functionality	District Court	Magistrate Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts	Almost all (75% or more) chambers have appropriate layouts	Most (50%-74%) chambers have appropriate layouts	Some (25%-49%) chambers have appropriate layouts	Few (less than 25%) chambers have appropriate layouts	No chambers have appropriate layouts		

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9	47	Building Condition	District Court	Magistrate Judges' Chambers	Chambers for magistrate judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair	Almost all (75% or more) chambers are in good repair	Most (50%-74%) chambers are in good repair	Some (25%-49%) chambers are in good repair	Few (less than 25%) chambers are in good repair	No chambers are in good repair		
10	48	Building Condition	District Court	Magistrate Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems	Almost all (75% or more) chambers are serviced adequately by building systems	Most (50%-74%) chambers are serviced adequately by building systems	Some (25%-49%) chambers are serviced adequately by building systems	Few (less than 25%) chambers are serviced adequately by building systems	No chambers are serviced adequately by building systems		
182	49	Space Standards	District Court	Magistrate Judges' Chambers	Magistrate judges' chambers meet accessibility requirements	All chambers meet accessibility requirements	Almost all (75% or more) chambers meet accessibility requirements	Most (50%-74%) chambers meet accessibility requirements	Some (25%-49%) chambers meet accessibility requirements	Few (less than 25%) chambers meet accessibility requirements	No chambers meet accessibility requirements		
272	50	Security	District Court	Magistrate Judges' Chambers	If exterior windows exist in magistrate judges' chambers, they are ballistic-resistant	All chambers with exterior windows have ballistic-resistant windows	Almost all (75% or more) chambers with exterior windows have ballistic-resistant windows	Most (50%-74%) chambers with exterior windows have ballistic-resistant windows	Some (25%-49%) chambers with exterior windows have ballistic-resistant windows	Few (less than 25%) chambers with exterior windows have ballistic-resistant windows	No chambers with exterior windows have ballistic-resistant windows	X	
95	51	Space Functionality	District Court	Visiting District Judges' Chambers	The number of visiting judges' chambers provided in the court facility accommodates each visiting district judge	Each judge has a chambers suite		Some visiting judges have a dedicated chambers suite		No visiting judges have a dedicated chambers suite			
273	52	Security	District Court	Visiting District Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access		Some chambers have restricted access		No chambers have restricted access			
183	53	Space Standards	District Court	Visiting District Judges' Chambers	Visiting district judges' chambers meet or are within 10% of U.S. Courts Design Guide standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards		Some chambers meet or are within 10% of USCDG standards		No chambers meet or are within 10% of USCDG standards			
96	54	Space Functionality	District Court	Visiting District Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts		Some chambers have appropriate layouts		No chambers have appropriate layouts			
11	55	Building Condition	District Court	Visiting District Judges' Chambers	Chambers for visiting district judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair		Some chambers are in good repair		No chambers are in good repair			
12	56	Building Condition	District Court	Visiting District Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems		Some chambers are serviced adequately by building systems		No chambers are serviced adequately by building systems			
184	57	Space Standards	District Court	Visiting District Judges' Chambers	Visiting district judges' chambers meet accessibility requirements	All chambers meet accessibility requirements		Some chambers meet accessibility requirements		No chambers meet accessibility requirements			
274	58	Security	District Court	Visiting District Judges' Chambers	If exterior windows exist in visiting district judges' chambers, they are ballistic-resistant	All chambers with exterior windows have ballistic-resistant windows		Some chambers with exterior windows have ballistic-resistant windows		No chambers with exterior windows have ballistic-resistant windows		X	
97	59	Space Functionality	District Court	Jury Assembly Area	The jury assembly area is located convenient to public access for prospective jurors	Yes					No		
185	60	Space Standards	District Court	Jury Assembly Area	The jury assembly area is sized and configured to meet <i>U.S. Courts Design Guide</i> standards, including a lounge, service unit, orientation room, toilets, and acoustics	Yes					No		
13	61	Building Condition	District Court	Jury Assembly Area	The jury assembly area is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	Yes					No		
14	62	Building Condition	District Court	Jury Assembly Area	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	Jury assembly area is serviced adequately by building systems					Jury assembly area is not serviced adequately by building systems		
186	63	Space Standards	District Court	Jury Assembly Area	Jury assembly area meets accessibility requirements	Yes					No		
98	64	Space Functionality	District Court	Trial Jury Suites	Trial jury suites are located adjacent to their related courtrooms or are proximate and accessible by restricted circulation	All jury suites are appropriately located	Almost all (75% or more) jury suites are appropriately located	Most (50%-74%) jury suites are appropriately located	Some (25%-49%) jury suites are appropriately located	Few (less than 25%) jury suites are appropriately located	No jury suites are appropriately located		
187	65	Space Standards	District Court	Trial Jury Suites	Trial jury suites are sized and configured to meet <i>U.S. Courts Design Guide</i> standards	All jury suites meet or are within 5% of USCDG standards	Almost all (75% or more) jury suites meet or are within 5% of USCDG standards	Most (50%-74%) jury suites meet or are within 5% of USCDG standards	Some (25%-49%) jury suites meet or are within 5% of USCDG standards	Few (less than 25%) jury suites meet or are within 5% of USCDG standards	No jury suites meet or are within 5% of USCDG standards		
15	66	Building Condition	District Court	Trial Jury Suites	Trial jury suites are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All jury suites are in good repair	Almost all (75% or more) jury suites are in good repair	Most (50%-74%) jury suites are in good repair	Some (25%-49%) jury suites are in good repair	Few (less than 25%) jury suites are in good repair	No jury suites are in good repair		

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
16	67	Building Condition	District Court	Trial Jury Suites	Trial jury suites provide sufficient acoustic privacy at the perimeter	All jury suites provide acoustic privacy	Almost all (75% or more) jury suites provide acoustic privacy	Most (50%-74%) jury suites provide acoustic privacy	Some (25%-49%) jury suites provide acoustic privacy	Few (less than 25%) jury suites provide acoustic privacy	No jury suites provide acoustic privacy		
17	68	Building Condition	District Court	Trial Jury Suites	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All jury suites are serviced adequately by building systems	Almost all (75% or more) jury suites are serviced adequately by building systems	Most (50%-74%) jury suites are serviced adequately by building systems	Some (25%-49%) jury suites are serviced adequately by building systems	Few (less than 25%) jury suites are serviced adequately by building systems	None of the jury suites are serviced adequately by building systems		
188	69	Space Standards	District Court	Trial Jury Suites	Trial jury suites meet accessibility requirements	All areas meet accessibility requirements	Almost all (75% or more) areas meet accessibility requirements	Most (50%-74%) areas meet accessibility requirements	Some (25%-49%) areas meet accessibility requirements	Few (less than 25%) areas meet accessibility requirements	No areas meet accessibility requirements		
99	70	Space Functionality	District Court	Grand Jury Suites	Access to the grand jury suites is not immediately visible to the public	All grand jury suites are not immediately visible		Some grand jury suites are not immediately visible		All grand jury suites are immediately visible			
189	71	Space Standards	District Court	Grand Jury Suites	The grand jury suites meet <i>U.S. Courts Design Guide</i> standards for size and proportion	All grand jury suites meet USCDG standards		Some grand jury suites meet USCDG standards		No grand jury suites meet USCDG standards			
100	72	Space Functionality	District Court	Grand Jury Suites	Layout accommodates the required number of attorneys, court personnel, witnesses and jurors (e.g., proper sight lines and internal circulation patterns)	All grand jury suites have appropriate layouts		Some grand jury suites have appropriate layouts		No grand jury suites have appropriate layouts			
18	73	Building Condition	District Court	Grand Jury Suites	Grand jury suites are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All grand jury suites are in good repair		Some grand jury suites are in good repair		No grand jury suites are in good repair			
19	74	Building Condition	District Court	Grand Jury Suites	The grand jury suites provide sufficient acoustic privacy at the perimeter	All grand jury suites provide sufficient acoustic privacy		Some grand jury suites provide sufficient acoustic privacy		No grand jury suites provide sufficient acoustic privacy			
20	75	Building Condition	District Court	Grand Jury Suites	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All grand jury suites are serviced adequately by building systems		Some grand jury suites are serviced adequately by building systems		No grand jury suites are serviced adequately by building systems			
190	76	Space Standards	District Court	Grand Jury Suites	Grand jury suites meet accessibility requirements	All grand jury suites meet accessibility requirements		Some grand jury suites meet accessibility requirements		No grand jury suites meet accessibility requirements			
102	77	Space Functionality	District Court	District Court Clerk's Office	A contiguous clerk's office is in the court facility	The clerk's office is located in the court facility and is contiguous		The clerk's office is located in the court facility, but it is not contiguous		The clerk's office is not fully located in the court facility.			
103	78	Space Functionality	District Court	District Court Clerk's Office	Clerk's office is conveniently located for public access	Yes					No		
104	79	Space Functionality	District Court	District Court Clerk's Office	Clerk's office has appropriate access to courtrooms and chambers	The clerk's office has appropriate access to all courtrooms and chambers	The clerk's office has appropriate access to almost all (75% or more) courtrooms and chambers	The clerk's office has appropriate access to most (50%-74%) courtrooms and chambers	The clerk's office has appropriate access to some (25%-49%) courtrooms and chambers	The clerk's office has appropriate access to few (less than 25%) courtrooms and chambers	The clerk's office has appropriate access to no courtrooms and chambers		
275	80	Security	District Court	District Court Clerk's Office	Access to clerk's staff offices is controlled	Yes					No		
191	81	Space Standards	District Court	District Court Clerk's Office	The public area, including the intake counter, is sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., counter space, preparation space, queuing area for the public, public access computer stations, records exam area, and work area for the required number of clerks)	All of the public area meets USCDG standards	Most (50% or more) of the public area meets USCDG standards	Some (less than 50%) of the public area meets USCDG standards	None of the public area meets USCDG standards				
276	82	Security	District Court	District Court Clerk's Office	The public intake counter has break-resistant glazing	Yes					No		
101	83	Space Functionality	District Court	District Court Clerk's Office	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
192	84	Space Standards	District Court	District Court Clerk's Office	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., clerk, chief deputy, managers, supervisors, and staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
193	85	Space Standards	District Court	District Court Clerk's Office	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, facility access card ID room, automation areas, conference/training rooms, secured, active, and inactive records storage, exhibit storage, and vault storage)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
105	86	Space Functionality	District Court	District Court Clerk's Office	Layout accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the clerk's office has an appropriate layout	Almost all (75% or more) of the clerk's office has an appropriate layout	Most (50%-74%) of the clerk's office has an appropriate layout	Some (25%-49%) of the clerk's office has an appropriate layout	Less than 25% of the clerk's office has an appropriate layout	None of the clerk's office has an appropriate layout		

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21	87	Building Condition	District Court	District Court Clerk's Office	The clerk's office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the clerk's office is in good repair	Almost all (75% or more) of the clerk's office is in good repair	Most (50%-74%) of the clerk's office is in good repair	Some (25%-49%) of the clerk's office is in good repair	Less than 25% of the clerk's office is in good repair	None of the clerk's office is in good repair		
22	88	Building Condition	District Court	District Court Clerk's Office	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
194	89	Space Standards	District Court	District Court Clerk's Office	Clerk's office meets accessibility requirements	All of the office meets accessibility requirements	Most (50% or more) of the office meets accessibility requirements	Some (less than 50%) of the office meets accessibility requirements	None of the office meets accessibility requirements				
106	90	Space Functionality	Bankruptcy Court	Bankruptcy Judge Courtrooms	The bankruptcy court is located in the courthouse	Bankruptcy court is located in the courthouse		Bankruptcy court is located in a nearby facility		Bankruptcy court is not adequately located (e.g., long distance, in more than one facility)		X	
107	91	Space Functionality	Bankruptcy Court	Bankruptcy Judge Courtrooms	The number of courtrooms present accommodates all bankruptcy judges	Each judge has a courtroom	Almost all (75% or more) judges have a dedicated courtroom	Most (50%-74%) judges have a dedicated courtroom	Some (25%-49%) judges have a dedicated courtroom	Few (less than 25%) judges have a dedicated courtroom	No judges have a dedicated courtroom		
108	92	Space Functionality	Bankruptcy Court	Bankruptcy Judge Courtrooms	Courtrooms are appropriately located relative to judges' chambers and public access	All courtrooms are appropriately located	Almost all (75% or more) courtrooms are appropriately located	Most (50%-74%) courtrooms are appropriately located	Some (25%-49%) courtrooms are appropriately located	Few (less than 25%) courtrooms are appropriately located	No courtrooms are appropriately located		
195	93	Space Standards	Bankruptcy Court	Bankruptcy Judge Courtrooms	Courtrooms are sized to meet <i>U.S. Courts Design Guide</i> standards with proper proportions, height, and acoustics	All courtrooms meet or are within 10% of USCDG standards	Almost all (75% or more) courtrooms meet or are within 10% of USCDG standards	Most (50%-74%) courtrooms meet or are within 10% of USCDG standards	Some (25%-49%) courtrooms meet or are within 10% of USCDG standards	Few (less than 25%) courtrooms meet or are within 10% of USCDG standards	No courtrooms meet or are within 10% of USCDG standards		
109	94	Space Functionality	Bankruptcy Court	Bankruptcy Judge Courtrooms	The layout of the bankruptcy courtrooms (e.g., sight lines, well area, spectator seating, and circulation) accommodates the required number of court personnel, attorneys, litigants, and spectators	All courtrooms have appropriate layouts	Almost all (75% or more) courtrooms have appropriate layouts	Most (50%-74%) courtrooms have appropriate layouts	Some (25%-49%) courtrooms have appropriate layouts	Few (less than 25%) courtrooms have appropriate layouts	No courtrooms have appropriate layouts		
277	95	Security	Bankruptcy Court	Bankruptcy Judge Courtrooms	Courtrooms for bankruptcy judges provide separation of access with three entrances: one for judges; one for court personnel and jury members; and one for the public (spectators, news media, attorneys, litigants, and witnesses.) Entrances for the various groups should be located as close as possible to their stations in the courtroom.	All courtrooms provide separate access	Almost all (75% or more) courtrooms provide separate access	Most (50%-74%) courtrooms provide separate access	Some (25%-49%) courtrooms provide separate access	Few (less than 25%) courtrooms provide separate access	No courtrooms provide separate access		
196	96	Space Standards	Bankruptcy Court	Bankruptcy Judge Courtrooms	A robing room is provided where required	All robing rooms are provided	Most (50% or more) robing rooms are provided	Some (less than 50%) robing rooms are provided	No robing rooms are provided				
197	97	Space Standards	Bankruptcy Court	Bankruptcy Judge Courtrooms	Two attorney/witness rooms are provided for each courtroom to meet <i>U.S. Courts Design Guide</i> standards	All courtrooms are provided with two A/W rooms that meet USCDG standards	Almost all (75% or more) courtrooms are provided with two A/W rooms that meet USCDG standards	Most (50%-74%) courtrooms are provided with two A/W rooms that meet USCDG standards	Some (25%-49%) courtrooms are provided with two A/W rooms that meet USCDG standards	Few (less than 25%) courtrooms are provided with two A/W rooms that meet USCDG standards	No courtrooms are provided with two A/W rooms that meet USCDG standards		
23	98	Building Condition	Bankruptcy Court	Bankruptcy Judge Courtrooms	Bankruptcy courtrooms are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All courtrooms are in good repair	Almost all (75% or more) courtrooms are in good repair	Most (50%-74%) courtrooms are in good repair	Some (25%-49%) courtrooms are in good repair	Few (less than 25%) courtrooms are in good repair	No courtrooms are in good repair		
24	99	Building Condition	Bankruptcy Court	Bankruptcy Judge Courtrooms	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All courtrooms are serviced adequately by building systems	Almost all (75% or more) courtrooms are serviced adequately by building systems	Most (50%-74%) courtrooms are serviced adequately by building systems	Some (25%-49%) courtrooms are serviced adequately by building systems	Few (less than 25%) courtrooms are serviced adequately by building systems	No courtrooms are serviced adequately by building systems		
278	100	Security	Bankruptcy Court	Bankruptcy Judge Courtrooms	If exterior windows exist in the bankruptcy courtrooms, they are ballistic-resistant	All courtrooms with exterior windows have ballistic-resistant windows	Almost all (75% or more) courtrooms with exterior windows have ballistic-resistant windows	Most (50%-74%) courtrooms with exterior windows have ballistic-resistant windows	Some (25%-49%) courtrooms with exterior windows have ballistic-resistant windows	Few (less than 25%) courtrooms with exterior windows have ballistic-resistant windows	No courtrooms with exterior windows have ballistic-resistant windows	X	
198	101	Space Standards	Bankruptcy Court	Bankruptcy Judge Courtrooms	Bankruptcy courtrooms meet public accessibility requirements at the litigant/counsel tables, lectern, witness stand, jury box, and spectator seating.	All courtrooms meet accessibility requirements	Almost all (75% or more) courtrooms meet accessibility requirements	Most (50%-74%) courtrooms meet accessibility requirements	Some (25%-49%) courtrooms meet accessibility requirements	Few (less than 25%) courtrooms meet accessibility requirements	No courtrooms meet accessibility requirements		
110	102	Space Functionality	Bankruptcy Court	Bankruptcy Judges' Chambers	The number of judges' chambers provided in the court facility accommodates each judge	Each judge has a chambers suite	Almost all (75% or more) judges have a dedicated chambers suite	Most (50%-74%) judges have a dedicated chambers suite	Some (25%-49%) judges have a dedicated chambers suite	Few (less than 25%) judges have a dedicated chambers suite	No judges have a dedicated chambers suite		

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
279	103	Security	Bankruptcy Court	Bankruptcy Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access	Almost all (75% or more) chambers have restricted access	Most (50%-74%) chambers have restricted access	Some (25%-49%) chambers have restricted access	Few (less than 25%) chambers have restricted access	No chambers have restricted access		
199	104	Space Standards	Bankruptcy Court	Bankruptcy Judges' Chambers	Each chambers suite meets or is within 10% of <i>U.S. Courts Design Guide</i> standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards	Almost all (75% or more) chambers meet or are within 10% of USCDG standards	Most (50%-74%) chambers meet or are within 10% of USCDG standards	Some (25%-49%) chambers meet or are within 10% of USCDG standards	Few (less than 25%) chambers meet or are within 10% of USCDG standards	No chambers meet or are within 10% of USCDG standards		
111	105	Space Functionality	Bankruptcy Court	Bankruptcy Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts	Almost all (75% or more) chambers have appropriate layouts	Most (50%-74%) chambers have appropriate layouts	Some (25%-49%) chambers have appropriate layouts	Few (less than 25%) chambers have appropriate layouts	No chambers have appropriate layouts		
25	106	Building Condition	Bankruptcy Court	Bankruptcy Judges' Chambers	Chambers for bankruptcy judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair	Almost all (75% or more) chambers are in good repair	Most (50%-74%) chambers are in good repair	Some (25%-49%) chambers are in good repair	Few (less than 25%) chambers are in good repair	No chambers are in good repair		
26	107	Building Condition	Bankruptcy Court	Bankruptcy Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems	Almost all (75% or more) chambers are serviced adequately by building systems	Most (50%-74%) chambers are serviced adequately by building systems	Some (25%-49%) chambers are serviced adequately by building systems	Few (less than 25%) chambers are serviced adequately by building systems	No chambers are serviced adequately by building systems		
200	108	Space Standards	Bankruptcy Court	Bankruptcy Judges' Chambers	Bankruptcy judges' chambers meet accessibility requirements	All chambers meet accessibility requirements	Almost all (75% or more) chambers meet accessibility requirements	Most (50%-74%) chambers meet accessibility requirements	Some (25%-49%) chambers meet accessibility requirements	Few (less than 25%) chambers meet accessibility requirements	No chambers meet accessibility requirements		
280	109	Security	Bankruptcy Court	Bankruptcy Judges' Chambers	If exterior windows exist for bankruptcy judges' chambers, they are ballistic-resistant	All chambers with exterior windows have ballistic-resistant windows	Almost all (75% or more) chambers with exterior windows have ballistic-resistant windows	Most (50%-74%) chambers with exterior windows have ballistic-resistant windows	Some (25%-49%) chambers with exterior windows have ballistic-resistant windows	Few (less than 25%) chambers with exterior windows have ballistic-resistant windows	No chambers with exterior windows have ballistic-resistant windows	X	
113	110	Space Functionality	Bankruptcy Court	Bankruptcy Court Clerk's Office	A contiguous clerk's office is in the court facility	The clerk's office is located in the court facility and is contiguous		The clerk's office is located in the court facility, but it is not contiguous		The clerk's office is not fully located in the court facility			
114	111	Space Functionality	Bankruptcy Court	Bankruptcy Court Clerk's Office	Clerk's office is conveniently located for public access	Yes					No		
115	112	Space Functionality	Bankruptcy Court	Bankruptcy Court Clerk's Office	Clerk's office has appropriate access to courtrooms and chambers	The clerk's office has appropriate access to all courtrooms and chambers	The clerk's office has appropriate access to almost all (75% or more) courtrooms and chambers	The clerk's office has appropriate access to most (50%-74%) courtrooms and chambers	The clerk's office has appropriate access to some (25%-49%) courtrooms and chambers	The clerk's office has appropriate access to few (less than 25%) courtrooms and chambers	The clerk's office has appropriate access to no courtrooms and chambers		
281	113	Security	Bankruptcy Court	Bankruptcy Court Clerk's Office	There is controlled access to staff offices	Yes					No		
201	114	Space Standards	Bankruptcy Court	Bankruptcy Court Clerk's Office	The public area, including the intake counter, is sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., counter space, preparation space, queuing area for the public, public access computer stations, records exam area, and work area for the required number of clerks)	All of the public area meets USCDG standards	Most (50% or more) of the public area meets USCDG standards	Some (less than 50%) of the public area meets USCDG standards	None of the public area meets USCDG standards				
282	115	Security	Bankruptcy Court	Bankruptcy Court Clerk's Office	The public intake counter has break-resistant glazing	Yes					No		
112	116	Space Functionality	Bankruptcy Court	Bankruptcy Court Clerk's Office	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
202	117	Space Standards	Bankruptcy Court	Bankruptcy Court Clerk's Office	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., clerk, chief deputy, managers, supervisors, and staff)	All office areas meet USCDG standards	Most (50% or more) of the office areas meet USCDG standards	Some (less than 50%) of the office areas meet USCDG standards	None of the office areas meet USCDG standards				
203	118	Space Standards	Bankruptcy Court	Bankruptcy Court Clerk's Office	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, facility access card ID room, automation areas, conference/training rooms, secured, active, and inactive records storage, exhibit storage, and vault storage)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
116	119	Space Functionality	Bankruptcy Court	Bankruptcy Court Clerk's Office	Layout accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the clerk's office has an appropriate layout	Almost all (75% or more) of the clerk's office has an appropriate layout	Most (50%-74%) of the clerk's office has an appropriate layout	Some (25%-49%) of the clerk's office has an appropriate layout	Less than 25% of the clerk's office has an appropriate layout	None of the clerk's office has an appropriate layout		
27	120	Building Condition	Bankruptcy Court	Bankruptcy Court Clerk's Office	The clerk's office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the clerk's office is in good repair	Almost all (75% or more) of the clerk's office is in good repair	Most (50%-74%) of the clerk's office is in good repair	Some (25%-49%) of the clerk's office is in good repair	Less than 25% of the clerk's office is in good repair	None of the clerk's office is in good repair		
28	121	Building Condition	Bankruptcy Court	Bankruptcy Court Clerk's Office	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
204	122	Space Standards	Bankruptcy Court	Bankruptcy Court Clerk's Office	Clerk's office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
117	123	Space Functionality	Court of Appeals	Court of Appeals En Banc Courtrooms	The number of en banc courtrooms present in the court facility accommodates the court	All courtrooms are present	Most (50% or more) of the courtrooms are present	Some (less than 50%) of the courtrooms are present	None of the courtrooms are present				
118	124	Space Functionality	Court of Appeals	Court of Appeals En Banc Courtrooms	En banc courtrooms are appropriately located in the court facility	All courtrooms are appropriately located	Most (50% or more) courtrooms are appropriately located	Some (less than 50%) courtrooms are appropriately located	No courtrooms are appropriately located				
207	125	Space Standards	Court of Appeals	Court of Appeals En Banc Courtrooms	The en banc courtrooms meet <i>U.S. Courts Design Guide</i> standards with proper proportions, height, and acoustics	All courtrooms meet or are within 10% of USCDG standards	Most (50% or more) courtrooms meet or are within 10% of USCDG standards	Some (less than 50%) courtrooms meet or are within 10% of USCDG standards	No courtrooms meet or are within 10% of USCDG standards				
119	126	Space Functionality	Court of Appeals	Court of Appeals En Banc Courtrooms	The layout of the en banc courtrooms (e.g., sight lines, well area, spectator seating, and circulation) accommodates the required number of court personnel, attorneys, and spectators	All courtrooms have appropriate layouts	Most (50% or more) courtrooms have appropriate layouts	Some (less than 50%) courtrooms have appropriate layouts	No courtrooms have appropriate layouts				
283	127	Security	Court of Appeals	Court of Appeals En Banc Courtrooms	Appellate courtrooms provide separation of access with three entrances: one for judges (close to robing and conference rooms); one for court personnel (just below the bench); and one for the public and attorneys.	All courtrooms provide separate access	Most (50% or more) courtrooms provide separate access	Some (less than 50%) courtrooms provide separate access	No courtrooms provide separate access				
208	128	Space Standards	Court of Appeals	Court of Appeals En Banc Courtrooms	A robing room for judges is provided where required	All robing rooms are provided	Most (50% or more) robing rooms are provided	Some (less than 50%) robing rooms are provided	No robing rooms are provided				
29	129	Building Condition	Court of Appeals	Court of Appeals En Banc Courtrooms	En banc courtrooms for circuit judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All courtrooms are in good repair	Most (50% or more) courtrooms are in good repair	Some (less than 50%) courtrooms are in good repair	No courtrooms are in good repair				
30	130	Building Condition	Court of Appeals	Court of Appeals En Banc Courtrooms	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All courtrooms are serviced adequately by building systems	Most (50% or more) courtrooms are serviced adequately by building systems	Some (less than 50%) courtrooms are serviced adequately by building systems	No courtrooms are serviced adequately by building systems				
209	131	Space Standards	Court of Appeals	Court of Appeals En Banc Courtrooms	En banc courtrooms meet public accessibility requirements at the counsel tables, lectern, and spectator seating.	All courtrooms meet accessibility requirements	Most (50% or more) courtrooms meet accessibility requirements	Some (less than 50%) courtrooms meet accessibility requirements	No courtrooms meet accessibility requirements				
284	132	Security	Court of Appeals	Court of Appeals En Banc Courtrooms	If exterior windows exist in the en banc courtroom, they are ballistic-resistant	All courtrooms with exterior windows have ballistic-resistant windows	Most (50% or more) courtrooms with exterior windows have ballistic-resistant windows	Some (less than 50%) courtrooms with exterior windows have ballistic-resistant windows	No courtrooms with exterior windows have ballistic-resistant windows			X	
120	133	Space Functionality	Court of Appeals	Court of Appeals Panel Courtrooms	The number of panel courtrooms present in the court facility accommodates the court	All courtrooms are present	Most (50% or more) of the courtrooms are present	Some (less than 50%) of the courtrooms are present	None of the courtrooms are present				
121	134	Space Functionality	Court of Appeals	Court of Appeals Panel Courtrooms	Panel courtrooms are appropriately located in the court facility	All courtrooms are appropriately located	Most (50% or more) courtrooms are appropriately located	Some (less than 50%) courtrooms are appropriately located	No courtrooms are appropriately located				
210	135	Space Standards	Court of Appeals	Court of Appeals Panel Courtrooms	The panel courtrooms meet <i>U.S. Courts Design Guide</i> standards with proper proportions, height, and acoustics	All courtrooms meet or are within 10% of USCDG standards	Most (50% or more) courtrooms meet or are within 10% of USCDG standards	Some (less than 50%) courtrooms meet or are within 10% of USCDG standards	No courtrooms meet or are within 10% of USCDG standards				
122	136	Space Functionality	Court of Appeals	Court of Appeals Panel Courtrooms	The layout of the panel courtrooms (e.g., sight lines, well area, spectator seating, and circulation) accommodates the required number of court personnel, attorneys, and spectators	All courtrooms have appropriate layouts	Most (50% or more) courtrooms have appropriate layouts	Some (less than 50%) courtrooms have appropriate layouts	No courtrooms have appropriate layouts				
285	137	Security	Court of Appeals	Court of Appeals Panel Courtrooms	Appellate courtrooms provide separation of access with three entrances: one for judges (close to robing and conference rooms); one for court personnel (just below the bench); and one for the public and attorneys.	All courtrooms provide separate access	Most (50% or more) courtrooms provide separate access	Some (less than 50%) courtrooms provide separate access	No courtrooms provide separate access				
205	138	Space Standards	Court of Appeals	Court of Appeals Courtrooms	Judges' conference room is provided and meets <i>U.S. Courts Design Guide</i> standards	Yes					No		
211	139	Space Standards	Court of Appeals	Court of Appeals Panel Courtrooms	A robing room for judges is provided where required	All robing rooms are provided	Most (50% or more) robing rooms are provided	Some (less than 50%) robing rooms are provided	No robing rooms are provided				

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
206	140	Space Standards	Court of Appeals	Court of Appeals Courtrooms	Attorney lounge is provided to meet <i>U.S. Courts Design Guide</i> standards	Attorney lounge meets USCDG standards	Attorney lounge does not meet USCDG standards, but alternative space is adequate	Attorney lounge is not adequate	No attorney lounge is present				
31	141	Building Condition	Court of Appeals	Court of Appeals Panel Courtrooms	Panel courtrooms for circuit judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All courtrooms are in good repair	Most (50% or more) courtrooms are in good repair	Some (less than 50%) courtrooms are in good repair	No courtrooms are in good repair				
32	142	Building Condition	Court of Appeals	Court of Appeals Panel Courtrooms	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All courtrooms are serviced adequately by building systems	Most (50% or more) courtrooms are serviced adequately by building systems	Some (less than 50%) courtrooms are serviced adequately by building systems	No courtrooms are serviced adequately by building systems				
212	143	Space Standards	Court of Appeals	Court of Appeals Panel Courtrooms	Panel courtrooms meet public accessibility requirements at the counsel tables, lectern, and spectator seating.	All courtrooms meet accessibility requirements	Most (50% or more) courtrooms meet accessibility requirements	Some (less than 50%) courtrooms meet accessibility requirements	No courtrooms meet accessibility requirements				
286	144	Security	Court of Appeals	Court of Appeals Panel Courtrooms	If exterior windows exist in the panel courtroom, they are ballistic-resistant	All courtrooms with exterior windows have ballistic-resistant windows	Most (50% or more) courtrooms with exterior windows have ballistic-resistant windows	Some (less than 50%) courtrooms with exterior windows have ballistic-resistant windows	No courtrooms with exterior windows have ballistic-resistant windows			X	
123	145	Space Functionality	Court of Appeals	Resident Circuit Judges' Chambers	The number of resident judges' chambers provided in the court facility accommodates each resident judge	Each judge has a chambers suite	Most (50% or more) judges have a dedicated chambers suite	Some (less than 50%) judges have a dedicated chambers suite	No judges have a dedicated chambers suite				
287	146	Security	Court of Appeals	Resident Circuit Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access	Most (50% or more) chambers have restricted access	Some (less than 50%) chambers have restricted access	No chambers have restricted access				
213	147	Space Standards	Court of Appeals	Resident Circuit Judges' Chambers	Resident judges' chambers meet or are within 10% of U.S. Courts Design Guide standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards	Almost all (75% or more) chambers meet or are within 10% of USCDG standards	Most (50%-74%) chambers meet or are within 10% of USCDG standards	Some (25%-49%) chambers meet or are within 10% of USCDG standards	Few (less than 25%) chambers meet or are within 10% of USCDG standards	No chambers meet or are within 10% of USCDG standards		
124	148	Space Functionality	Court of Appeals	Resident Circuit Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts	Most (50% or more) chambers have appropriate layouts	Some (less than 50%) chambers have appropriate layouts	No chambers have appropriate layouts				
33	149	Building Condition	Court of Appeals	Resident Circuit Judges' Chambers	Chambers for resident judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair	Most (50% or more) chambers are in good repair	Some (less than 50%) chambers are in good repair	No chambers are in good repair				
34	150	Building Condition	Court of Appeals	Resident Circuit Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems	Most (50% or more) chambers are serviced adequately by building systems	Some (less than 50%) chambers are serviced adequately by building systems	No chambers are serviced adequately by building systems				
214	151	Space Standards	Court of Appeals	Resident Circuit Judges' Chambers	Resident judges' chambers meet accessibility requirements	All chambers meet accessibility requirements	Most (50% or more) chambers meet accessibility requirements	Some (less than 50%) chambers meet accessibility requirements	No chambers meet accessibility requirements				
288	152	Security	Court of Appeals	Resident Circuit Judges' Chambers	If exterior windows exist in resident judges' chambers, they are ballistic-resistant	All chambers have ballistic-resistant windows	Most (50% or more) chambers with exterior windows have ballistic-resistant windows	Some (less than 50%) chambers with exterior windows have ballistic-resistant windows	No chambers have ballistic-resistant windows			X	
125	153	Space Functionality	Court of Appeals	Non-Resident Circuit Judges' Chambers	The number of non-resident judges' chambers provided in the court facility accommodates each non-resident judge	Each judge has a chambers suite	Most (50% or more) judges have a dedicated chambers suite	Some (less than 50%) judges have a dedicated chambers suite	No judges have a dedicated chambers suite				
289	154	Security	Court of Appeals	Non-Resident Circuit Judges' Chambers	Chambers are accessed from restricted circulation	All chambers have restricted access	Most (50% or more) chambers have restricted access	Some (less than 50%) chambers have restricted access	No chambers have restricted access				
215	155	Space Standards	Court of Appeals	Non-Resident Circuit Judges' Chambers	Non-resident judges' chambers meet or are within 10% of U.S. Courts Design Guide standards (e.g., size and acoustics)	All chambers meet or are within 10% of USCDG standards	Almost all (75% or more) chambers meet or are within 10% of USCDG standards	Most (50%-74%) chambers meet or are within 10% of USCDG standards	Some (25%-49%) chambers meet or are within 10% of USCDG standards	Few (less than 25%) chambers meet or are within 10% of USCDG standards	No chambers meet or are within 10% of USCDG standards		

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
126	156	Space Functionality	Court of Appeals	Non-Resident Circuit Judges' Chambers	Layout is contiguous and accommodates the judge, law clerks, reception area (e.g., internal circulation patterns and adjacencies)	All chambers have appropriate layouts	Most (50% or more) chambers have appropriate layouts	Some (less than 50%) chambers have appropriate layouts	No chambers have appropriate layouts				
35	157	Building Condition	Court of Appeals	Non-Resident Circuit Judges' Chambers	Chambers for non-resident judges are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All chambers are in good repair	Most (50% or more) chambers are in good repair	Some (less than 50%) chambers are in good repair	No chambers are in good repair				
36	158	Building Condition	Court of Appeals	Non-Resident Circuit Judges' Chambers	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All chambers are serviced adequately by building systems	Most (50% or more) chambers are serviced adequately by building systems	Some (less than 50%) chambers are serviced adequately by building systems	No chambers are serviced adequately by building systems				
216	159	Space Standards	Court of Appeals	Non-Resident Circuit Judges' Chambers	Non-resident judges' chambers meet accessibility requirements	All chambers meet accessibility requirements	Most (50% or more) chambers meet accessibility requirements	Some (less than 50%) chambers meet accessibility requirements	No chambers meet accessibility requirements				
290	160	Security	Court of Appeals	Non-Resident Circuit Judges' Chambers	If exterior windows exist in non-resident judges' chambers, they are ballistic-resistant	All chambers with exterior windows have ballistic-resistant windows	Most (50% or more) chambers with exterior windows have ballistic-resistant windows	Some (less than 50%) chambers with exterior windows have ballistic-resistant windows	No chambers with exterior windows have ballistic-resistant windows			X	
128	161	Space Functionality	Court of Appeals	Court of Appeals Clerk's Office	A contiguous clerk's office is in the court facility	The clerk's office is located in the court facility and is contiguous		The clerk's office is located in the court facility, but it is not contiguous		The clerk's office is not fully located in the court facility.			
129	162	Space Functionality	Court of Appeals	Court of Appeals Clerk's Office	Clerk's office is conveniently located for public access	Yes				No			
130	163	Space Functionality	Court of Appeals	Court of Appeals Clerk's Office	Clerk's office has appropriate access to courtrooms and chambers	The clerk's office has appropriate access to all courtrooms and chambers	The clerk's office has appropriate access to most (50% or more) courtrooms and chambers	The clerk's office has appropriate access to some (less than 50%) courtrooms and chambers	The clerk's office has appropriate access to no courtrooms and chambers				
291	164	Security	Court of Appeals	Court of Appeals Clerk's Office	There is controlled access to clerk's staff offices	Yes				No			
217	165	Space Standards	Court of Appeals	Court of Appeals Clerk's Office	The public area, including the intake counter, is sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., counter space, preparation space, queuing area for the public, public access computer stations, records exam area, and work area for the required number of clerks)	All of the public area meets USCDG standards	Most (50% or more) of the public area meets USCDG standards	Some (less than 50%) of the public area meets USCDG standards	None of the public area meets USCDG standards				
292	166	Security	Court of Appeals	Court of Appeals Clerk's Office	The public intake counter has break-resistant glazing	Yes				No			
127	167	Space Functionality	Court of Appeals	Court of Appeals Clerk's Office	The number of office areas and workstations present in the court facility accommodates the court	Yes				No			
218	168	Space Standards	Court of Appeals	Court of Appeals Clerk's Office	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., circuit executive, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
219	169	Space Standards	Court of Appeals	Court of Appeals Clerk's Office	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, facility access card ID room, conference rooms, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
131	170	Space Functionality	Court of Appeals	Court of Appeals Clerk's Office	Layout accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the clerk's office has an appropriate layout	Most (50% or more) of the clerk's office has an appropriate layout	Some (less than 50%) of the clerk's office has an appropriate layout	None of the clerk's office has an appropriate layout				
37	171	Building Condition	Court of Appeals	Court of Appeals Clerk's Office	The clerk's office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the clerk's office is in good repair	Most (50% or more) of the clerk's office is in good repair	Some (less than 50%) of the clerk's office is in good repair	None of the clerk's office is in good repair				
38	172	Building Condition	Court of Appeals	Court of Appeals Clerk's Office	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
220	173	Space Standards	Court of Appeals	Court of Appeals Clerk's Office	Clerk's office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
133	174	Space Functionality	Court of Appeals	Circuit Executive	The office is located in proximity to judges' chambers and the clerk's office, and is connected by restricted access	The office is appropriately located and is connected by restricted access		The office is not appropriately located and does not have restricted access		The office is not appropriately located and does not have restricted access			
132	175	Space Functionality	Court of Appeals	Circuit Executive	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
221	176	Space Standards	Court of Appeals	Circuit Executive	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., circuit executive, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
222	177	Space Standards	Court of Appeals	Circuit Executive	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, conference rooms, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
134	178	Space Functionality	Court of Appeals	Circuit Executive	Layout is contiguous and accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the office has an appropriate layout	Most (50% or more) of the office has an appropriate layout	Some (less than 50%) of the office has an appropriate layout	None of the office has an appropriate layout				
39	179	Building Condition	Court of Appeals	Circuit Executive	The office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Most (50% or more) of the office is in good repair	Some (less than 50%) of the office is in good repair	None of the office is in good repair				
40	180	Building Condition	Court of Appeals	Circuit Executive	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
223	181	Space Standards	Court of Appeals	Circuit Executive	Circuit executive office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
137	182	Space Functionality	Court of Appeals	Court of Appeals Mediation Attorney	The office is accessible to the public and is located in proximity to and connected by restricted access to the conference rooms, clerk's office, and library	The office is appropriately located and accessed		The office is not appropriately located or does not have appropriate access		The office is not appropriately located and accessed			
135	183	Space Functionality	Court of Appeals	Court of Appeals Mediation Attorney	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
224	184	Space Standards	Court of Appeals	Court of Appeals Mediation Attorney	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., circuit executive, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
225	185	Space Standards	Court of Appeals	Court of Appeals Mediation Attorney	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, conference rooms, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
136	186	Space Functionality	Court of Appeals	Court of Appeals Mediation Attorney	The required number of conference rooms is present with appropriate acoustics	Yes					No		
138	187	Space Functionality	Court of Appeals	Court of Appeals Mediation Attorney	Layout is contiguous and accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the office has an appropriate layout	Most (50% or more) of the office has an appropriate layout	Some (less than 50%) of the office has an appropriate layout	None of the office has an appropriate layout				
41	188	Building Condition	Court of Appeals	Court of Appeals Mediation Attorney	The office area is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Most (50% or more) of the office is in good repair	Some (less than 50%) of the office is in good repair	None of the office is in good repair				
226	189	Space Standards	Court of Appeals	Court of Appeals Mediation Attorney	The office provides sufficient acoustic privacy	Yes					No		
42	190	Building Condition	Court of Appeals	Court of Appeals Mediation Attorney	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
227	191	Space Standards	Court of Appeals	Court of Appeals Mediation Attorney	Mediation attorney office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
140	192	Space Functionality	Court of Appeals	Court of Appeals Staff Attorney	The office is located in proximity to the clerk's office, and is connected by restricted access	The office is appropriately located and is connected by restricted access		The office is not appropriately located or does not have restricted access		The office is not appropriately located and does not have restricted access			

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
139	193	Space Functionality	Court of Appeals	Court of Appeals Staff Attorney	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
228	194	Space Standards	Court of Appeals	Court of Appeals Staff Attorney	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., circuit executive, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
229	195	Space Standards	Court of Appeals	Court of Appeals Staff Attorney	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, conference rooms, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
141	196	Space Functionality	Court of Appeals	Court of Appeals Staff Attorney	Layout is contiguous and accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the office has an appropriate layout	Most (50% or more) of the office has an appropriate layout	Some (less than 50%) of the office has an appropriate layout	None of the office has an appropriate layout				
43	197	Building Condition	Court of Appeals	Court of Appeals Staff Attorney	The office area is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Most (50% or more) of the office is in good repair	Some (less than 50%) of the office is in good repair	None of the office is in good repair				
44	198	Building Condition	Court of Appeals	Court of Appeals Staff Attorney	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
230	199	Space Standards	Court of Appeals	Court of Appeals Staff Attorney	Office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
143	200	Space Functionality	Court of Appeals	Circuit Library	Access to the library meets court policy	Yes					No		
293	201	Security	Court of Appeals	Circuit Library	The library entrances and exits are located so that staff can monitor access	Yes					No		
142	202	Space Functionality	Court of Appeals	Circuit Library	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
231	203	Space Standards	Court of Appeals	Circuit Library	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., circuit executive, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
232	204	Space Standards	Court of Appeals	Circuit Library	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., display of periodicals, access to catalogues and microfiche, photocopying, research facilities, records storage, supplies, equipment, and surplus book storage)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
233	205	Space Standards	Court of Appeals	Circuit Library	Stack area is sized to meet <i>U.S. Courts Design Guide</i> standards for storage of the hard copy collection	All stack areas are sized to meet USCDG standards	Most (50% or more) stack areas meet USCDG standards	Some (less than 50%) stack areas meet USCDG standards	No stack areas meet USCDG standards				
144	206	Space Functionality	Court of Appeals	Circuit Library	Layout accommodates staff functions and library users (e.g., internal circulation patterns and adjacencies)	All of the library has an appropriate layout	Most (50% or more) of the library has an appropriate layout	Some (less than 50%) of the library has an appropriate layout	None of the library has an appropriate layout				
45	207	Building Condition	Court of Appeals	Circuit Library	Library is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the library is in good repair	Most (50% or more) of the library is in good repair	Some (less than 50%) of the library is in good repair	None of the library is in good repair				
46	208	Building Condition	Court of Appeals	Circuit Library	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	Yes					No		
234	209	Space Standards	Court of Appeals	Circuit Library	Library areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
147	210	Space Functionality	Pretrial Services	Pretrial Services Office	Pretrial services office is located in the court facility	Pretrial services office is located in the court facility		Appropriate functions of the pretrial services office are located in the court facility	Pretrial services office location is not adequate			X	
148	211	Space Functionality	Pretrial Services	Pretrial Services Office	When in the court facility, the pretrial services office is appropriately located	Yes					No		
149	212	Space Functionality	Pretrial Services	Pretrial Services Office	The building configuration and location of the pretrial services office allows for after-hours access	Yes					No		
294	213	Security	Pretrial Services	Pretrial Services Office	When located outside a courthouse, security controls (e.g., x-ray equipment, magnetometer, etc.) are located in the building	All security controls are provided in the building	Security controls are provided on each court-occupied floor	Security controls are provided only at public intake counter (ballistic-resistant glazing)	Security controls are not adequate				

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
295	214	Security	Pretrial Services	Pretrial Services Office	When located outside a courthouse, no high-risk tenants are located in the facility (e.g., USPS, Secret Service, FBI, DEA, IRS, ATF, ICE, and CIS)	Yes					No	X	
298	215	Security	Pretrial Services	Pretrial Services Office	Separate restricted access is provided for the staff to enter the office without passing through the public reception area of the suite	Yes					No		
296	216	Security	Pretrial Services	Pretrial Services Office	From the waiting area, the public cannot enter the staff offices without going through controlled access	Yes					No		
297	217	Security	Pretrial Services	Pretrial Services Office	When located in a courthouse, the reception counter has break-resistant glazing (or ballistic-resistant glazing when outside a courthouse)	Yes					No		
145	218	Space Functionality	Pretrial Services	Pretrial Services Office	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
235	219	Space Standards	Pretrial Services	Pretrial Services Office	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., officers, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
236	220	Space Standards	Pretrial Services	Pretrial Services Office	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, conference rooms, multipurpose room, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
146	221	Space Functionality	Pretrial Services	Pretrial Services Office	The number of drug testing areas present in the court facility accommodates the court	Yes					No		
237	222	Space Standards	Pretrial Services	Pretrial Services Office	Drug testing areas are sized to meet <i>U.S. Courts Design Guide</i> standards for urinalysis collection and testing	Yes					No		
238	223	Space Standards	Pretrial Services	Pretrial Services Office	Drug testing areas are sized to meet <i>U.S. Courts Design Guide</i> standards for storage facilities	Yes					No		
150	224	Space Functionality	Pretrial Services	Pretrial Services Office	Layout is contiguous and accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the office has an appropriate layout	Almost all (75% or more) of the office has an appropriate layout	Most (50%-74%) of the office has an appropriate layout	Some (25%-49%) of the office has an appropriate layout	Less than 25% of the office has an appropriate layout	None of the office has an appropriate layout		
47	225	Building Condition	Pretrial Services	Pretrial Services Office	Office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Almost all (75% or more) of the office is in good repair	Most (50%-74%) of the office is in good repair	Some (25%-49%) of the office is in good repair	Less than 25% of the office is in good repair	None of the office is in good repair		
239	226	Space Standards	Pretrial Services	Pretrial Services Office	The office provides sufficient acoustic privacy	Yes					No		
48	227	Building Condition	Pretrial Services	Pretrial Services Office	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
240	228	Space Standards	Pretrial Services	Pretrial Services Office	Pretrial services office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
153	229	Space Functionality	Probation Office	Probation Office	Probation office is located in the court facility	Probation office is located in the court facility		Appropriate functions of the probation office are located in the court facility		Probation office location is not adequate		X	
154	230	Space Functionality	Probation Office	Probation Office	When in the court facility, the probation office is appropriately located	Yes					No		
155	231	Space Functionality	Probation Office	Probation Office	The building configuration and location of the probation office allows for after-hours access	Yes					No		
299	232	Security	Probation Office	Probation Office	When located outside a courthouse, security controls (e.g., x-ray equipment, magnetometer, etc.) are located in the building	All security controls are provided in the building	Security controls are provided on each court-occupied floor	Security controls are provided only at public intake counter (ballistic-resistant glazing)	Security controls are not adequate				
300	233	Security	Probation Office	Probation Office	When located outside a courthouse, no high-risk tenants are located in the facility (e.g., USPS, Secret Service, FBI, DEA, IRS, ATF, ICE, and CIS)	Yes					No	X	
303	234	Security	Probation Office	Probation Office	Separate restricted access is provided for the staff to enter the office without passing through the public reception area of the suite	Yes					No		
301	235	Security	Probation Office	Probation Office	From the waiting area, the public cannot enter the staff offices without going through controlled access	Yes					No		
302	236	Security	Probation Office	Probation Office	When located in a courthouse, the reception counter has break-resistant glazing (or ballistic-resistant glazing when outside a courthouse)	Yes					No		
151	237	Space Functionality	Probation Office	Probation Office	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
241	238	Space Standards	Probation Office	Probation Office	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., officers, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
242	239	Space Standards	Probation Office	Probation Office	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, conference rooms, multipurpose room, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
152	240	Space Functionality	Probation Office	Probation Office	The number of drug testing areas present in the court facility accommodates the court	Yes					No		
243	241	Space Standards	Probation Office	Probation Office	Drug testing areas are sized to meet <i>U.S. Courts Design Guide</i> standards for urinalysis collection and testing	Yes					No		
244	242	Space Standards	Probation Office	Probation Office	Drug testing areas are sized to meet <i>U.S. Courts Design Guide</i> standards for storage facilities	Yes					No		
156	243	Space Functionality	Probation Office	Probation Office	Layout is contiguous and accommodates staff functions (e.g., internal circulation patterns and adjacencies)	All of the office has an appropriate layout	Almost all (75% or more) of the office has an appropriate layout	Most (50%-74%) of the office has an appropriate layout	Some (25%-49%) of the office has an appropriate layout	Less than 25% of the office has an appropriate layout	None of the office has an appropriate layout		
49	244	Building Condition	Probation Office	Probation Office	Office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Almost all (75% or more) of the office is in good repair	Most (50%-74%) of the office is in good repair	Some (25%-49%) of the office is in good repair	Less than 25% of the office is in good repair	None of the office is in good repair		
245	245	Space Standards	Probation Office	Probation Office	The office provides sufficient acoustic privacy	Yes					No		
50	246	Building Condition	Probation Office	Probation Office	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
246	247	Space Standards	Probation Office	Probation Office	Probation office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
158	248	Space Functionality	Federal Public Defender	Federal Public Defender	The office is located significantly distant from the USAO, USMS, Probation Office, Pretrial Services Office, and BOP, preferably in a building that does not house these or other federal law enforcement agencies	Office is located in a building with no law enforcement agencies		The office is significantly separated (by at least one floor) from law enforcement agencies located in the same building		The office location is not adequate			
159	249	Space Functionality	Federal Public Defender	Federal Public Defender	The office is located in the court facility	Yes					No		
247	250	Space Standards	Federal Public Defender	Federal Public Defender	When Office is located outside a courthouse, a trial preparation suite of offices is provided in the courthouse	Yes					No		
304	251	Security	Federal Public Defender	Federal Public Defender	There is controlled access to staff offices	Yes					No		
306	252	Security	Federal Public Defender	Federal Public Defender	Restricted access is provided for the staff separate from the public access to the client reception area	Yes					No		
305	253	Security	Federal Public Defender	Federal Public Defender	When in a court facility, the reception counter has break-resistant glazing	Yes					No		
157	254	Space Functionality	Federal Public Defender	Federal Public Defender	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
248	255	Space Standards	Federal Public Defender	Federal Public Defender	Office areas and workstations are sized to meet FPD design guide standards (e.g., officers, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
249	256	Space Standards	Federal Public Defender	Federal Public Defender	Support and storage areas are sized to meet FPD design guide standards (e.g., copier/workrooms, mailroom, conference rooms, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
160	257	Space Functionality	Federal Public Defender	Federal Public Defender	Office is contiguous	Yes					No		
51	258	Building Condition	Federal Public Defender	Federal Public Defender	Office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Almost all (75% or more) of the office is in good repair	Most (50%-74%) of the office is in good repair	Some (25%-49%) of the office is in good repair	Less than 25% of the office is in good repair	None of the office is in good repair		
250	259	Space Standards	Federal Public Defender	Federal Public Defender	The office provides sufficient acoustic privacy	Yes					No		
52	260	Building Condition	Federal Public Defender	Federal Public Defender	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
251	261	Space Standards	Federal Public Defender	Federal Public Defender	Office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				

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Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
163	262	Space Functionality	Bankruptcy Administrator	341 Hearing Rooms	The 341 hearing and conference rooms are co-located in the same facility as the bankruptcy administrator office	The rooms are located in the same facility as the office and bankruptcy court		The rooms are located in the same facility as either the office or bankruptcy court		The rooms are not located in the same facility as the office or bankruptcy court			
161	263	Space Functionality	Bankruptcy Administrator	341 Hearing Rooms	A 341 hearing room is present	Yes					No		
252	264	Space Standards	Bankruptcy Administrator	341 Hearing Rooms	The 341 hearing room is sized to meet standards	Yes					No		
253	265	Space Standards	Bankruptcy Administrator	341 Hearing Rooms	The 341 hearing room provides sufficient acoustic privacy	Yes					No		
162	266	Space Functionality	Bankruptcy Administrator	341 Hearing Rooms	The number of 341 conference rooms accommodates the bankruptcy administrator	Yes					No		
254	267	Space Standards	Bankruptcy Administrator	341 Hearing Rooms	The 341 conference rooms are sized to meet standards	Yes					No		
255	268	Space Standards	Bankruptcy Administrator	341 Hearing Rooms	The 341 conference rooms provide sufficient acoustic privacy	Yes					No		
256	269	Space Standards	Bankruptcy Administrator	341 Hearing Rooms	341 hearing and conference rooms meet accessibility requirements	All rooms meet accessibility requirements		Some rooms meet accessibility requirements		No rooms meet accessibility requirements			
164	270	Space Functionality	Bankruptcy Administrator	341 Hearing Rooms	Layout accommodates the required number of court personnel, attorneys, creditors, and spectators (e.g., proper sight lines, well area, spectator seating, and circulation)	All rooms have an appropriate layout		Some rooms have an appropriate layout		No rooms have an appropriate layout	No		
53	271	Building Condition	Bankruptcy Administrator	341 Hearing Rooms	341 hearing and conference rooms are in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All rooms are in good repair		Some rooms are in good repair		No rooms are in good repair	No 341 hearing rooms are in good repair		
54	272	Building Condition	Bankruptcy Administrator	341 Hearing Rooms	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	Yes					No		
166	273	Space Functionality	Bankruptcy Administrator	Bankruptcy Administrator	The bankruptcy administrator office is located proximate to the bankruptcy court	The office is co-located with the bankruptcy court		The office is not located with the bankruptcy court, by preference		The office is not located with the bankruptcy court, against preference			
307	274	Security	Bankruptcy Administrator	Bankruptcy Administrator	There is controlled access to staff offices	Yes					No		
308	275	Security	Bankruptcy Administrator	Bankruptcy Administrator	When in a court facility, the reception counter has break-resistant glazing	Yes					No		
165	276	Space Functionality	Bankruptcy Administrator	Bankruptcy Administrator	The number of office areas and workstations present in the court facility accommodates the court	Yes					No		
257	277	Space Standards	Bankruptcy Administrator	Bankruptcy Administrator	Office areas and workstations are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., circuit executive, managers, supervisors, staff)	All office areas meet USCDG standards	Most (50% or more) office areas meet USCDG standards	Some (less than 50%) office areas meet USCDG standards	No office areas meet USCDG standards				
258	278	Space Standards	Bankruptcy Administrator	Bankruptcy Administrator	Support and storage areas are sized to meet <i>U.S. Courts Design Guide</i> standards (e.g., copier/workrooms, mail work area, conference rooms, records storage, supplies, and equipment)	All support and storage areas meet USCDG standards	Most (50% or more) support and storage areas meet USCDG standards	Some (less than 50%) support and storage areas meet USCDG standards	No support and storage areas meet USCDG standards				
167	279	Space Functionality	Bankruptcy Administrator	Bankruptcy Administrator	Layout is contiguous and accommodates the law clerks, support staff, and reception area (e.g., internal circulation patterns and adjacencies)	All of the office has an appropriate layout	Most (50% or more) of the office has an appropriate layout	Some (less than 50%) of the office has an appropriate layout	None of the office has an appropriate layout				
55	280	Building Condition	Bankruptcy Administrator	Bankruptcy Administrator	Office is in good repair (e.g., no water damage, water leaks, mold, damaged millwork, etc.)	All of the office is in good repair	Almost all (75% or more) of the office is in good repair	Most (50%-74%) of the office is in good repair	Some (25%-49%) of the office is in good repair	Less than 25% of the office is in good repair	None of the office is in good repair		
259	281	Space Standards	Bankruptcy Administrator	Bankruptcy Administrator	The bankruptcy administrator office provides sufficient acoustic privacy	Yes					No		
56	282	Building Condition	Bankruptcy Administrator	Bankruptcy Administrator	Building systems (e.g., lighting, temperature control/HVAC, etc.) perform adequately	All of the office is serviced adequately by building systems	Most (50% or more) of the office is serviced adequately by building systems	Some (less than 50%) of the office is serviced adequately by building systems	None of the office is serviced adequately by building systems				
260	283	Space Standards	Bankruptcy Administrator	Bankruptcy Administrator	Bankruptcy administrator office areas meet accessibility requirements	All areas meet accessibility requirements	Most (50% or more) areas meet accessibility requirements	Some (less than 50%) areas meet accessibility requirements	No areas meet accessibility requirements				
71	284	Building Condition	General Building	Public Access	Staff parking is available	Staff parking is available		There is adequate parking nearby		Parking is not adequate			
72	285	Building Condition	General Building	Public Access	Parking is available for jurors and the public	Parking is available		There is adequate parking nearby		Parking is not adequate			
73	286	Building Condition	General Building	Public Access	Public transportation is available to the court facility	Public transportation is available		Public transportation is available but has limited service		Public transportation is not available			

AMP Process
Current Facility Benefit Assessment

City _____ GSA Bldg Number _____ Facility Name _____ District of _____

Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
309	287	Security	General Building	Public Access	Court facility access for the public is through a single security entrance	Court facility has a single security entrance		Court facility has multiple security entrance locations		Entrance security is not adequate			
310	288	Security	General Building	Public Access	No high-risk tenants are located in the court facility (e.g., USPS, Secret Service, FBI, DEA, IRS, ATF, ICE, and CIS)	Yes					No		
311	289	Security	General Building	Public Access	Court personnel enter through the secured public entrance	Court personnel enter through the secured public entrance		Court personnel enter through separate secured entrances		Court personnel enter through multiple unsecured entrances			
74	290	Building Condition	General Building	Adjacency and Circulation	The entry lobby is sized to accommodate the required volume of public and court personnel traffic, sufficient queue space, and the required security equipment	Yes					No		
75	291	Building Condition	General Building	Adjacency and Circulation	Corridors are sized to accommodate the volume of public, court personnel, and prisoner traffic	All corridors are adequate	Almost all (75% or more) corridors are adequate	Most (50%-74%) corridors are adequate	Some (25%-49%) corridors are adequate	Few (less than 25%) corridors are adequate	No corridors are adequate		
76	292	Building Condition	General Building	Adjacency and Circulation	Public elevators are adequate to accommodate the needs of the court	All elevators are adequate	Almost all (75% or more) elevators are adequate	Most (50%-74%) elevators are adequate	Some (25%-49%) elevators are adequate	Few (less than 25%) elevators are adequate	No elevators are adequate		
77	293	Building Condition	General Building	Adjacency and Circulation	Public waiting areas outside the courtroom accommodate participants and spectators	All public waiting areas are appropriately sized	Almost all (75% or more) public waiting areas are appropriately sized	Most (50%-74%) public waiting areas are appropriately sized	Some (25%-49%) public waiting areas are appropriately sized	Few (less than 25%) public waiting areas are appropriately sized	No public waiting areas are appropriately sized		
78	294	Building Condition	General Building	Adjacency and Circulation	Toilet rooms are provided to accommodate the public and court personnel	All toilet rooms are appropriately provided	Almost all (75% or more) toilet rooms are appropriately provided	Most (50%-74%) toilet rooms are appropriately provided	Some (25%-49%) toilet rooms are appropriately provided	Few (less than 25%) toilet rooms are appropriately provided	No toilet rooms are appropriately provided		
57	295	Building Condition	General Building	Adjacency and Circulation	The court facility hallways, elevators, and stairways are in good repair	All areas are in good repair	Almost all (75% or more) areas are in good repair	Most (50%-74%) areas are in good repair	Some (25%-49%) areas are in good repair	Few (less than 25%) areas are in good repair	No areas are in good repair		
58	296	Building Condition	General Building	Adjacency and Circulation	The acoustics, lighting, and temperature control are appropriate for the court facility hallways, elevators, and stairways	All areas have adequate acoustics, lighting, and temperature control	Almost all (75% or more) areas have adequate acoustics, lighting, and temperature control	Most (50%-74%) areas have adequate acoustics, lighting, and temperature control	Some (25%-49%) areas have adequate acoustics, lighting, and temperature control	Few (less than 25%) areas have adequate acoustics, lighting, and temperature control	No areas have adequate acoustics, lighting, and temperature control		
79	297	Building Condition	General Building	Adjacency and Circulation	Public areas (e.g., entrances, lobbies, corridors, stairways, elevators, and toilets) meet accessibility requirements	All areas meet accessibility requirements	Almost all (75% or more) areas meet accessibility requirements	Most (50%-74%) areas meet accessibility requirements	Some (25%-49%) areas meet accessibility requirements	Few (less than 25%) areas meet accessibility requirements	No areas meet accessibility requirements		
59	298	Building Condition	General Building	Exterior	On-site surface paving is in good condition	All paving is in good condition	Almost all (75% or more) paving is in good condition	Most (50%-74%) paving is in good condition	Some (25%-49%) paving is in good condition	Less than 25% paving is in good condition	No paving is in good condition		
60	299	Building Condition	General Building	Exterior	Exterior walkways and plazas, stairs, and ramps are in good condition	All areas are in good condition	Almost all (75% or more) areas are in good condition	Most (50%-74%) areas are in good condition	Some (25%-49%) areas are in good condition	Few (less than 25%) areas are in good condition	No areas are in good condition		
61	300	Building Condition	General Building	Exterior	Exterior landscaped areas are in good condition	All areas are in good condition	Almost all (75% or more) areas are in good condition	Most (50%-74%) areas are in good condition	Some (25%-49%) areas are in good condition	Few (less than 25%) areas are in good condition	No areas are in good condition		
312	301	Security	General Building	Exterior	The location and condition of the area surrounding the court facility provides a safe and secure environment for the public and court personnel	Yes					No		
313	302	Security	General Building	Exterior	No adjacent facilities have sight lines into restricted court areas	Yes					No		
314	303	Security	General Building	Exterior	The court facility setback from the property line is in accordance with the ISC Security Design Criteria Manual	All sides of the building meet setback requirements	Three sides of the building meet setback requirements	Two sides of the building meet setback requirements	One side of the building meets setback requirements	No sides of the building meet setback requirements			
315	304	Security	General Building	Exterior	There are physical barriers on site to protect the court facility from unwarranted vehicular access	Yes					No		
316	305	Security	General Building	Exterior	Perimeter doors, windows, and other entrances are properly secured	All perimeter doors, windows, and other entrances are properly secured	Almost all (75% or more) perimeter doors, windows, and other entrances are properly secured	Most (50%-74%) perimeter doors, windows, and other entrances are properly secured	Some (25%-49%) perimeter doors, windows, and other entrances are properly secured	Few (less than 25%) perimeter doors, windows, and other entrances are properly secured	No perimeter doors, windows, or other entrances are properly secured		
317	306	Security	General Building	Exterior	Fresh-air intakes and other utility entrances are properly secured to prevent contaminants	Yes					No		
318	307	Security	General Building	Exterior	The court facility shell is resistant to blasts	The court facility shell is resistant to blasts in accordance with the ISC Security Design Criteria Manual		The court facility shell is partially resistant from blasts		The court facility shell is not blast-resistant			
319	308	Security	General Building	Exterior	The court facility shell incorporates progressive collapse	Yes					No		

AMP Process
Current Facility Benefit Assessment

City _____ GSA Bldg Number _____ Facility Name _____ District of _____

Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
321	309	Security	General Building	Restricted Access	Courthouse hallways, elevators, and stairways provide separation of public, restricted, and secure circulation	Public, restricted, and secure circulation is separated	Circulation is mostly separated and electronic security measures are used where circulation paths cross or converge	Circulation is generally separated and manual security measures are used where circulation paths cross or converge	A portion of the circulation is separated, but situations exist where paths converge and there is no security	There is no separation of circulation			
80	310	Building Condition	General Building	Restricted Access	The court facility has a loading dock or service entrance	There is service entrance and internal loading dock		There is a service entry and external loading dock		There is a service entry but no loading dock			
81	311	Building Condition	General Building	Restricted Access	The freight elevator has convenient access to the loading dock	There is access convenient access to the elevator from the loading dock		There is a freight elevator but no loading dock		There is no freight elevator			
322	312	Security	General Building	Restricted Access	Judges have a path of restricted travel from the building entrance to chambers	All judges have a path of restricted travel	Almost all (75% or more) judges have a path of restricted travel	Most (50%-74%) judges have a path of restricted travel	Some (25%-49%) judges have a path of restricted travel	Few (less than 25%) judges have a path of restricted travel	No judges have a path of restricted travel		
323	313	Security	General Building	Prisoner Movement	A prisoner sallyport is provided	The sallyport meets USMS standards and accommodates vehicles of all size		The sallyport only accommodates vans and smaller vehicles		There is no sallyport			
324	314	Security	General Building	Prisoner Movement	The central cellblock is connected to the prisoner sallyport through secure prisoner circulation	Yes					No		
325	315	Security	General Building	Prisoner Movement	Secure circulation is provided between the central cellblock and the courtroom holding cells	All holding cells have appropriate circulation from the central cellblock	Almost all (75% or more) holding cells have appropriate circulation from the central cellblock	Most (50%-74%) holding cells have appropriate circulation from the central cellblock	Some (25%-49%) holding cells have appropriate circulation from the central cellblock	Few (less than 25%) holding cells have appropriate circulation from the central cellblock	No holding cells have appropriate circulation from the central cellblock		
326	316	Security	General Building	Prisoner Movement	Secure circulation is provided between the prisoner holding cells and the courtrooms	All courtrooms have appropriate circulation from the holding cells	Almost all (75% or more) courtrooms have appropriate circulation from the holding cells	Most (50%-74%) courtrooms have appropriate circulation from the holding cells	Some (25%-49%) courtrooms have appropriate circulation from the holding cells	Few (less than 25%) courtrooms have appropriate circulation from the holding cells	No courtrooms have appropriate circulation from the holding cells		
62	317	Building Condition	General Building	Building Systems	The electrical infrastructure, including building service and wiring, is sufficient to support court operations	The electrical infrastructure is sufficient to support all court operations		The electrical infrastructure is sufficient to support most (50% or more) court operations		The electrical infrastructure is sufficient to support less than 50% of court operations			
63	318	Building Condition	General Building	Building Systems	Emergency generator adequately supports the court facility	Emergency power is fully provided for life safety purposes (e.g., emergency lighting, security, one elevator, smoke evacuation, and fire alarms)		Emergency power is partially provided for life safety purposes (e.g., emergency lighting, security, one elevator, smoke evacuation, and fire alarms)		There is no emergency generator			
64	319	Building Condition	General Building	Building Systems	The data and telecommunications infrastructure supports court operations	Technology infrastructure is adequate		Technology infrastructure is partially adequate		Technology infrastructure is not adequate			
65	320	Building Condition	General Building	Building Systems	The main HVAC system is sufficient to support court operations	The main HVAC system is sufficient to support all court operations		The main HVAC system is sufficient to support most (50% or more) court operations		The main HVAC system is sufficient to support less than 50% of court operations			
66	321	Building Condition	General Building	Building Systems	The water supply and plumbing systems are sufficient to support court operations	Yes					No		
67	322	Building Condition	General Building	Building Systems	The building has a fire sprinkler system	All of the building has a fire sprinkler system		Most (50% or more) of the building has a fire sprinkler system		Less than 50% of the building has a fire sprinkler system			
68	323	Building Condition	General Building	Building Systems	The building has an integrated fire alarm system	The entire building, including its HVAC system, has automated smoke detection and manual alarms reporting to the USMS and other security on a 24/7 basis	The entire building has automated smoke detection and manual alarms reporting to the USMS and other security on a 24/7 basis	The building has only manual alarms reporting to the USMS and other security on a 24/7 basis	The building has only manual alarms reporting within the building	The building does not have smoke detection or fire alarms			

AMP Process
Current Facility Benefit Assessment

City _____ GSA Bldg Number _____ Facility Name _____ District of _____

Expert Choice Number	Assessment Number	Main Criterion	Court Component	Category	Functionality Factor	Level A Performance Rating	Level B Performance Rating	Level C Performance Rating	Level D Performance Rating	Level E Performance Rating	Level F Performance Rating	Rating	Comments
69	324	Building Condition	General Building	Building Systems	The roof is in good condition (e.g., no leaks, damage, unsecured debris)	The roof is in good condition		The roof has minor leaks of damage		The roof has major leaks or damage			
70	325	Building Condition	General Building	Building Systems	Building shell, basement, and below-grade is in good condition (e.g., no water leaks, structural cracks, etc.)	The area is in good condition		The area has minor leaks or damage		The area has major leaks or damage			
327	326	Security	General Building	Central Mail Room	The court facility has a central mail room that meets MSFJ standards	There is a central mail room that meets MSFJ standards		There is a central mail room that does not meet MSFJ standards		There is no central mail room			
328	327	Security	General Building	Central Mail Room	X-ray equipment and a magnetometer are provided to screen mail at the loading dock or directly entering the mail room	Yes					No		
320	328	Security	General Building	Exterior	Restricted parking, with electronic access control, is provided for judges. Parking is located in a totally enclosed area under the building or in a fenced area with no public view of the parking area or the judge's path to the building. A separate restricted entrance to the building is provided.	Interior restricted parking is provided for all judges	Interior or exterior restricted parking is provided for all judges	Interior or exterior restricted parking is provided for some judges	Interior or exterior restricted parking is not provided for all judges				

6.5 Current FBA Results List

The current version of the FBA Results list can be located on JNet.

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Facility Benefit Assessment Results

2022

Courthouses and Facility Benefit Assessments (FBAs)

As part of the AMP process, Facility Benefit Assessments (FBAs) are conducted on courthouses^[1] to determine how well the existing facility supports (i.e., benefits) the needs and operations of the court. The facility assessment consists of a standardized set of factors that is used as a checklist by the Administrative Office's architects during a tour of each courthouse. Tours occur as part of the district or circuit's Long-Range Facilities Plan (LRFP) on-site planning session. The classification of space by type (e.g., district judge courtroom, magistrate judge courtroom) is also standardized within the AMP process and documented in the *AMP Business Rules*.

The individual FBA factors are used to assess the space occupied by each court component within a courthouse. In this way, the benefits and deficiencies of court-occupied space are objectively identified and consistently documented for each court-occupied facility across the judiciary. In cities where courtrooms and chambers are located in multiple facilities, a city-wide benefit assessment^[2] is produced.

The facility benefit assessment covers the four main categories of space functionality, space standards, security, and building condition:

- Building Condition (30%) – the condition of general building (15%) and judiciary tenant space (15%) of the facility, including the condition of the building systems (e.g., plumbing, heating, air-conditioning, etc.), common areas, lobbies, elevators and stairways, and exterior spaces on the site (e.g., plaza, walkways, parking, etc.);
- Space Functionality (30%) – the extent to which space supports the number and operations of judges and staff, and functions properly for adjacencies, layout, accessibility, and circulation;
- Security (25%) – the security features in the facility, such as secure and restricted circulation patterns, prisoner holding areas, sallyports, and break-resistant glazing; and
- Space Standards (15%) – the conformance of space with the *U.S. Courts Design Guide* and other applicable standards for size and proportion.

The higher the resulting FBA (or city-wide benefit assessment) rating, the better the existing facility (or aggregate of facilities within a city) meets the operational needs of the court. In general, a rating of 100 represents an ideal courthouse, a rating of 80-99 represents a good courthouse, a rating of 70 to 79 represents an adequately functioning courthouse, a rating of 60 to 69 represents a marginal courthouse, and a rating below 60 represents a poor courthouse.

^[1] For the AMP process, a courthouse is a court-occupied facility that houses one or more courtrooms, whether or not there are resident judges.

^[2] The city-wide benefit assessment incorporates the individual facility benefit assessments for each facility, the type and mix of facility ownership (i.e., federally owned, leased or postal), and fragmentation of the court operations on a city-wide basis. Fragmentation assesses the degree to which court operations, such as courtrooms, chambers and prisoner movement, are split across multiple facilities within a city (except by court policy).

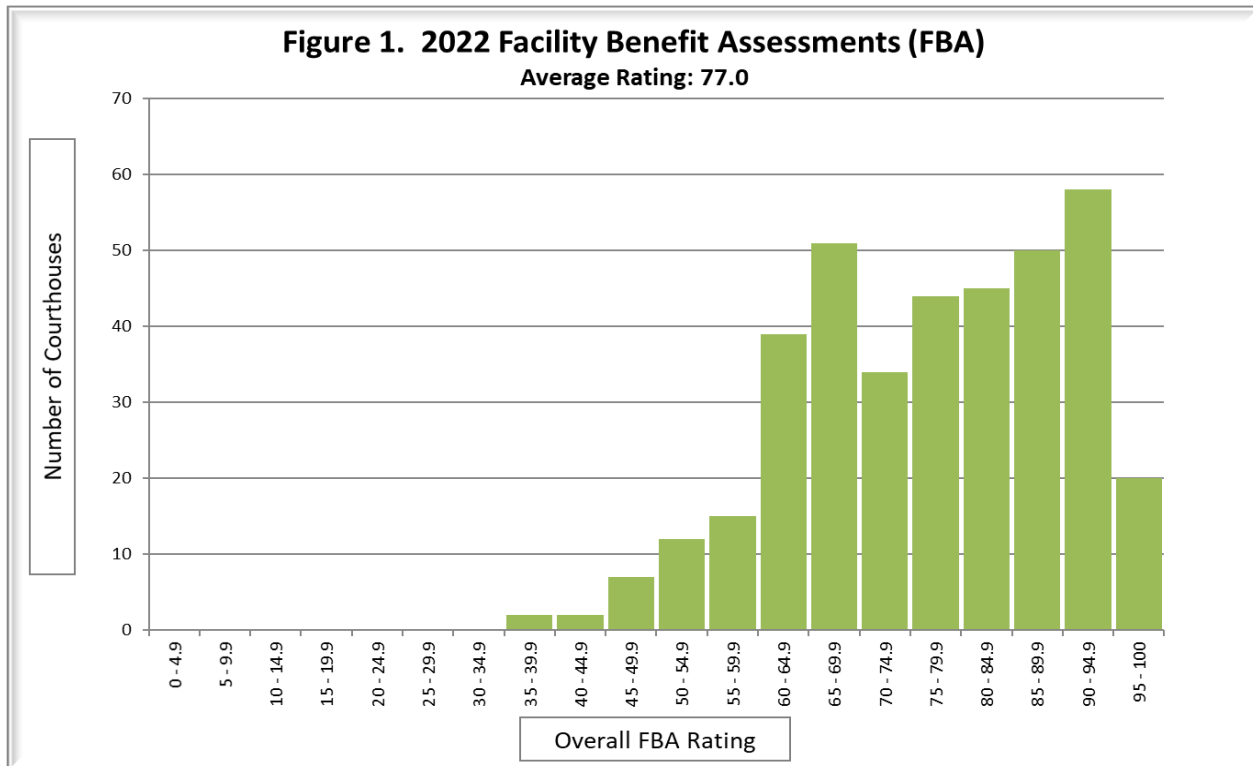
The FBA results for the courthouses in the District of XXXX are shown in **Table 1**. To provide some comparative context, the national summary of FBA results of courthouses assessed through January 2022 is shown in the following figures. These summary results correspond to the courthouses included on the 2022 AMP Annual Urgency Evaluation (UE) Results List (379 courthouses located in 301 cities and 94 districts, including 12 circuit headquarters).

Table 1. District of XXXX: Courthouses and Facility Benefit Assessments (FBA)

(Insert FBA table here.)

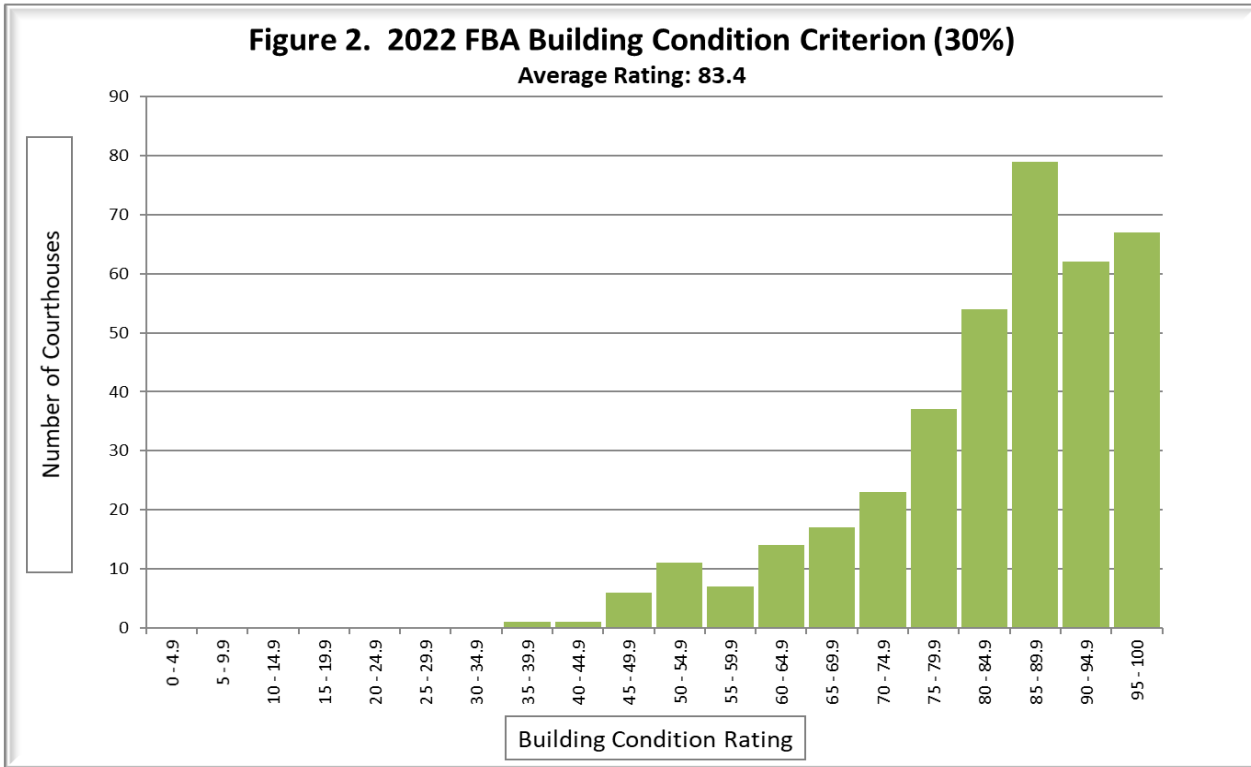
National Summary of FBA Results

FBA's assess how well an existing facility supports the operations of the court: 100 represents an ideal courthouse (Figure 1).

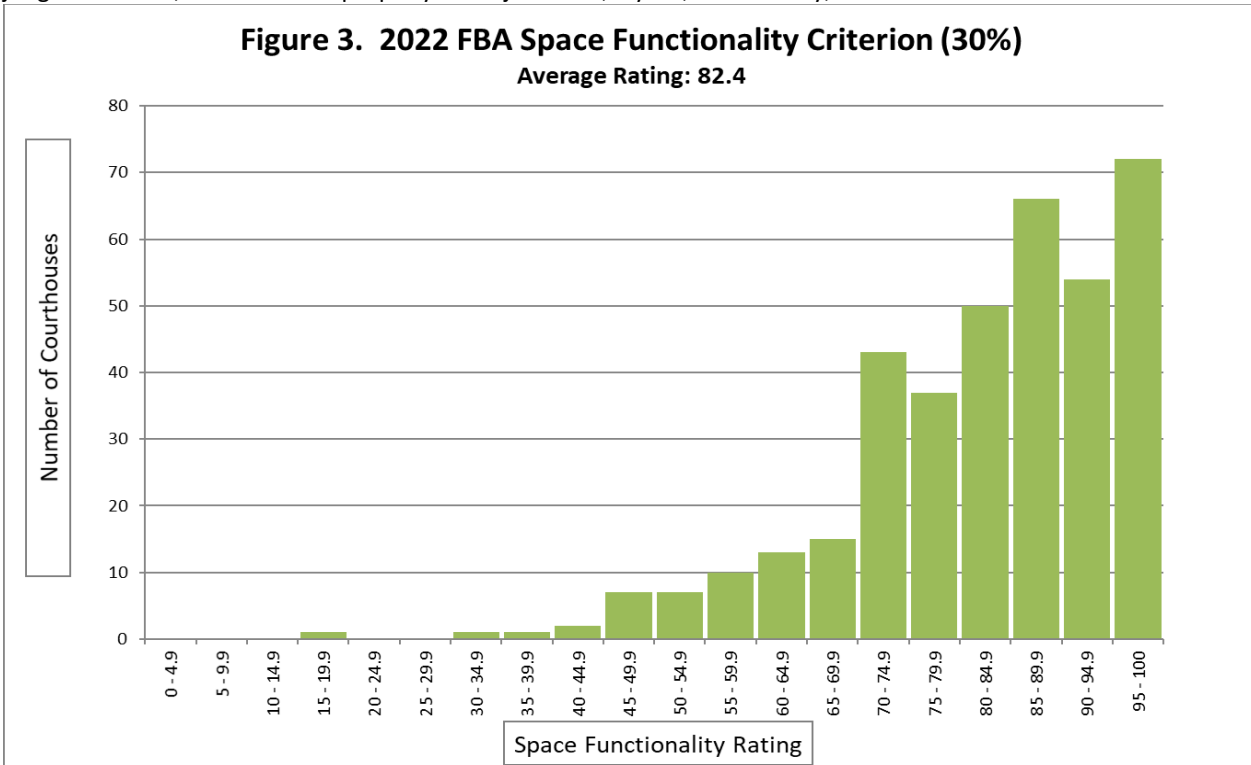


The national results for each of the four main criteria of the FBA are depicted in Figures 2 through 7.

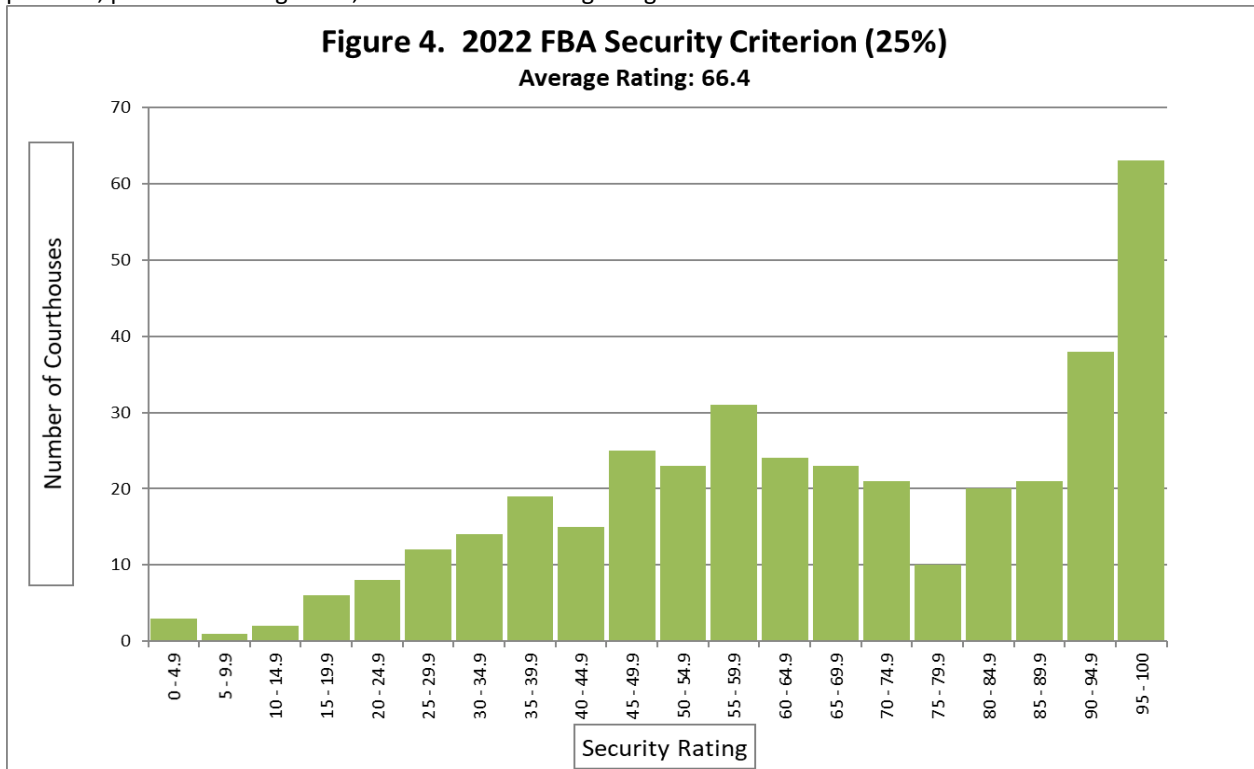
Building Condition Criterion (30%) (Figure 2) – assesses the condition of general building space (15%) and judiciary tenant space (15%) of the facility, including the condition of the building systems (e.g., plumbing, heating, air-conditioning, etc.), common areas, lobbies, elevators and stairways, and exterior spaces on the site (e.g., plaza, walkways, parking, etc.)



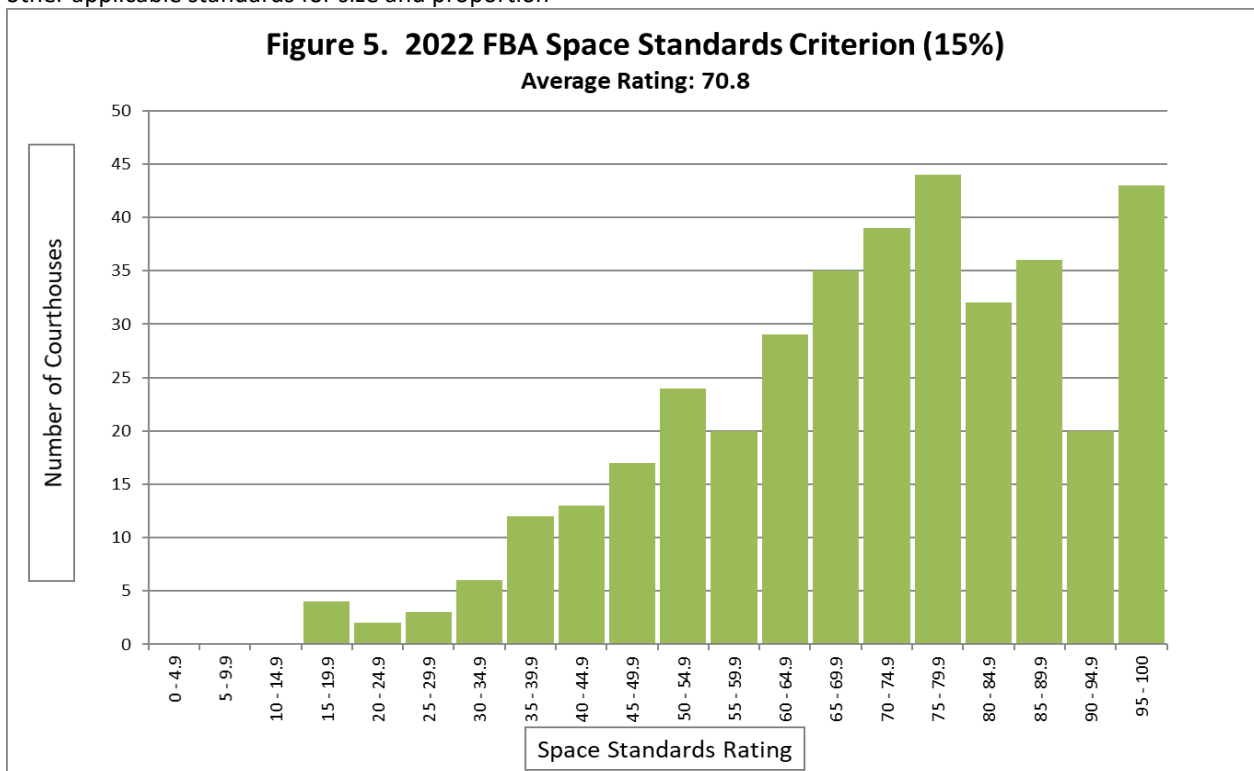
Space Functionality Criterion (30%) (Figure 3) – assesses the extent to which space supports the number and operations of judges and staff, and functions properly for adjacencies, layout, accessibility, and circulation



Security Criterion (25%) (Figure 4) – assesses the security features in the facility, such as secure and restricted circulation patterns, prisoner holding areas, and break-resistant glazing

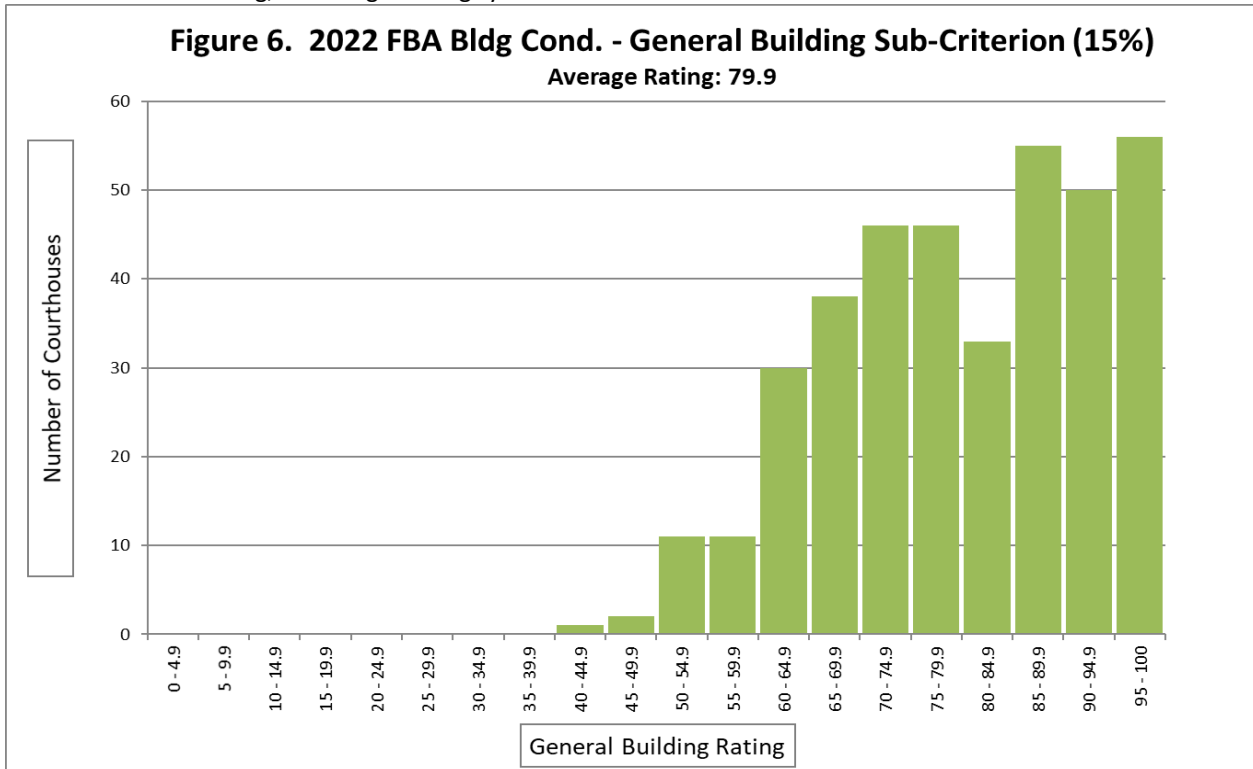


Space Standards Criterion (15%) (Figure 5)– assesses the conformance of space with the *U.S. Courts Design Guide* and other applicable standards for size and proportion

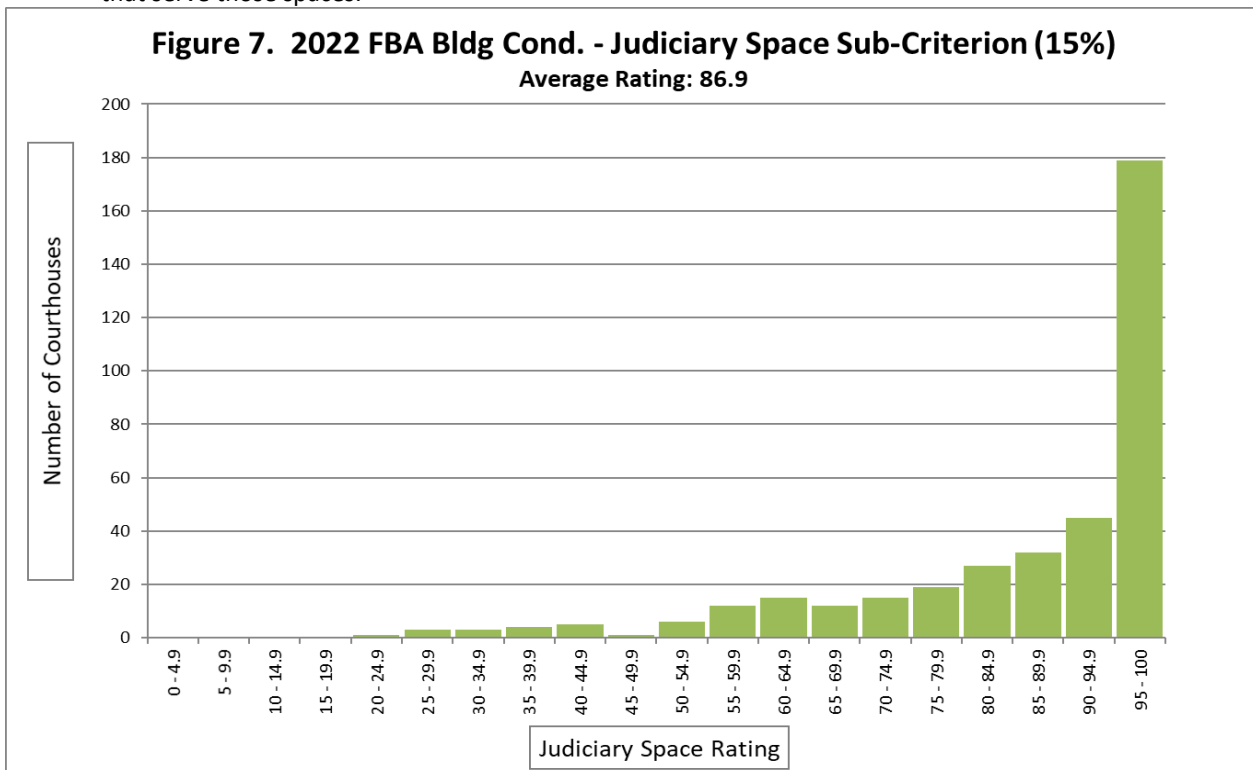


The Building Condition Criterion (30%) is further segmented as follows:

1. **General Building Sub-Criterion (15%) (Figure 6)**– assesses the interior and exterior spaces that are part of the overall building, including building systems.



2. **Judiciary Space Sub-Criterion (15%) (Figure 7)** – assesses space occupied by the Judiciary, including the systems that serve those spaces.



6.6 Current UE Results List

The current version of the UE Results list can be located on JNet.

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HONORABLE ROSLYNN R. MAUSKOPF
Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

JAMES R. BAUGHER
Associate Director
Department of Administrative Services

LEE ANN BENNETT
Deputy Director


WASHINGTON, D.C. 20544

PAUL C. GAMBLE
Acting Chief
Facilities and Security Office

March 21, 2023

MEMORANDUM

To: Circuit Executives
District Court Executives
Clerks, United States Courts

From: David J. Insinga 
Chief, Space and Facilities Division

RE: 2023 URGENCY EVALUATION RESULTS LIST (**INFORMATION**)

Attached for your information and posted on the JNet is a copy of the 2023 Asset Management Planning (AMP) Urgency Evaluation (UE) Results list and its accompanying UE Annual Update Summary (Attachment 1). This UE Results list updates and replaces the previous version dated February 2022. It includes 380 courthouses and factors in newly constructed chambers and courtroom projects, emergent courtroom and chambers needs, updated annualized caseload growth projections, and additional court locations assessed under the AMP process since the previous update in 2022. In addition, an objective statistical approach, the Interquartile Range Method, was used in this year's analysis to determine the cap for each criterion.

The UE Annual Update Summary, which is published annually, provides a wrap-up on revisions made to the UE Results list (Attachment 2). Specifically, it includes information on courthouses added and removed from the list since its inception in 2011, locations in the UE top 50 with a significant change in UE ranking, the status of *Judiciary Courthouse Project Priorities* list and Courthouse Security Program locations, and an explanation of the methodology used to calculate key parts of the UE ratings.

If you have questions or need additional information, please contact Suzanne Allan at (202) 502-1184, or by email at Suzanne_Allan@ao.uscourts.gov.

Attachments

cc: Members, Committee on Space and Facilities

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

Yearly evaluation results are used to assist in the assessment and prioritization of space needs. A higher urgency evaluation rating (number) represents a more urgent need.

February 14, 2023 AMP Annual Update

City-level results sorted by Urgency Evaluation

Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)								Chambers Needs by Judge Type (30%)								City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)						
								Current (15.0%)				Future (5.0%)				Current (22.5%)				Future (7.5%)					Civil Filings (4.0%)		Criminal Defendants (6.0%)				
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges		Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)	
								100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%		100%	100%	60.49	94.50	35.50	13.00	15.57
5	TXE	Sherman/Plano	49.830	1	59.827	4	60.011	-	1	-	-	2	2	3	-	-	-	-	3	-	4	-	-	50.170	40.14	8.36	22.79	6.79			
10	OKN	Tulsa	71.646	2	57.809	9	45.429	-	-	-	-	2	1	-	-	1	-	-	1	-	3	-	2	1	-	28.354	(8.71)	7.79	34.71	11.36	
11	GAM	Macon	48.973	3	54.878	3	63.166	-	-	-	-	1	-	-	-	1	-	-	-	-	2	-	-	-	51.027	3.50	5.50	(4.21)	4.29		
9	AKX	Anchorage	64.249	4	54.360	5	59.524	-	2	1	-	-	2	1	-	-	-	-	1	-	-	1	1	-	35.751	1.71	4.29	(1.50)	3.50		
9	CAC	Riverside	83.873	5	51.960	2	63.252	-	-	2	-	3	1	3	-	1	-	-	-	-	5	-	1	1	-	16.127	44.00	37.79	3.21	2.86	
10	OKE	Muskogee	58.747	6	48.450	7	55.819	-	-	-	1	2	1	1	1	-	-	-	-	-	1	-	3	1	-	41.253	(1.86)	11.50	21.36	5.36	
4	NCM	Greensboro	55.973	7	45.459	13	43.205	-	1	-	-	1	2	-	-	-	-	-	-	-	2	-	1	-	-	44.027	-	7.64	-	3.57	
7	INS	Indianapolis	61.737	8	42.801	46	32.865	-	-	-	-	3	-	-	-	-	-	-	-	-	1	-	2	-	-	38.263	141.14	28.36	13.07	3.36	
4	VAW	Roanoke	68.437	9	40.657	15	42.125	1	-	1	-	1	1	1	-	-	-	-	-	-	-	-	1	-	-	31.563	6.79	21.29	(5.21)	2.71	
9	CAS	San Diego	68.091	10	40.594	16	41.700	-	-	-	-	8	-	-	-	-	-	-	-	-	11	-	-	-	-	31.909	(24.57)	51.00	27.50	77.36	
8	ARW	Fort Smith	65.165	11	40.532	14	42.809	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	34.835	5.71	2.50	(2.86)	1.07	
5	5th Circuit	New Orleans (Circuit HQ)	67.080	12	40.283	91	25.818	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	32.920	(592.29)	321.43	(21.29)	3.86	
11	ALN	Florence (NR)	39.509	13	40.012	19	40.012	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60.491	(3.57)	1.21	(1.79)	-	
4	NCE	Raleigh	61.906	14	39.995	11	44.011	-	-	-	-	3	1	1	-	-	-	-	-	-	2	-	2	-	1	38.094	24.64	28.93	(2.79)	7.43	
5	TXN	Dallas	77.961	15	39.880	10	45.376	-	1	-	-	-	4	-	-	-	-	-	-	-	3	-	-	-	1	22.039	62.79	67.29	8.93	7.21	
7	WIE	Green Bay	59.635	16	39.685	12	43.893	-	-	-	-	1	-	-	-	-	-	1	-	-	1	-	-	1	-	40.365	6.71	6.50	1.29	2.79	
5	TXS	McAllen	65.373	17	39.249	22	38.514	-	-	-	-	-	2	-	1	-	-	-	-	-	3	-	-	1	-	34.627	11.50	5.00	90.36	34.64	
1	MEX	Portland	62.291	18	38.906	8	47.065	-	1	-	-	-	2	-	-	-	-	-	-	-	1	-	-	-	1	37.709	(2.86)	5.50	(0.64)	2.86	
6	TNW	Memphis	80.200	19	38.644	126	23.502	-	1	-	-	-	2	-	-	-	1	-	1	-	1	-	3	-	1	19.800	(4.86)	9.14	(14.64)	10.64	
3	PAW	Pittsburgh	82.049	20	37.959	18	40.466	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	2	17.951	17.07	17.36	8.93	5.50	
5	TXW	Del Rio	60.985	21	37.565	25	38.178	-	-	-	-	-	1	1	-	-	-	-	-	-	1	-	2	-	-	39.015	(1.14)	0.71	73.93	52.64	
11	FLS	West Palm Beach	56.277	22	37.263	27	37.594	-	-	-	-	2	-	-	-	-	-	-	-	-	1	-	-	-	-	43.723	71.00	29.50	(7.29)	8.14	
7	INS	Evansville	58.924	23	36.300	36	35.445	-	-	1	-	-	1	1	-	-	-	-	-	-	1	-	-	-	-	41.076	2.14	1.57	1.07	0.57	
10	COX	Colorado Springs	58.159	24	36.230	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	41.841	-	-	(0.21)	-	
9	AZX	Tucson	79.186	25	36.192	32	36.165	-	1	-	-	-	4	1	-	-	-	-	-	-	-	-	4	-	-	20.814	(7.36)	18.79	29.07	61.57	
9	CAE	Yosemite	45.518	26	36.007	24	38.191	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54.482	-	-	-	-	
4	SCX	Charleston	50.254	27	35.842	23	38.232	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	49.746	23.21	22.43	(3.14)	4.36	
2	NYW	Rochester	63.421	28	35.821	28	36.809	-	-	-	1	1	1	-	1	-	-	-	-	-	-	-	-	-	1	36.579	28.71	5.36	(3.79)	8.21	
4	VAE	Norfolk	69.299	29	35.335	21	38.711	1	-	-	-	1	-	-	-	-	-	-	-	-	1	-	-	-	-	30.701	(11.29)	7.93	(44.14)	17.86	
5	TXN	Fort Worth	65.215	30	34.917	43	33.826	-	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	34.785	44.29	30.07	10.57	4.43	
9	ORX	Pendleton (NR)	47.891	31	34.806	30	36.545	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52.109	10.36	1.36	-	-	
6	KYW	Louisville	70.148	32	34.763	31	36.489	-	1	1	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	29.852	6.57	8.57	(6.93)	6.36	
11	FLN	Pensacola	62.829	33	34.474	42	34.146	-	-	-	-	-	1	-	-	-	-	-	-	-	2	-	-	-	-	37.171	5,985.07	49.57	(10.50)	7.64	
8	ARW	Texarkana	49.323	34	33.679	44	33.362	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.677	(2.21)	1.07	0.21	0.86	
3	DEX	Wilmington	70.768	35	33.639	35	35.554	-	-	-	-	1	2	1	-	-	-	-	-	-	-	-	3	-	3	-	29.232	73.50	25.21	(7.86)	2.50
10	WYX	Mammoth Hot Springs	49.273	36	33.525	34	35.559	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.727	-	-	-	-	
11	ALM	Dothan (NR)	50.053	37	33.175	37	35.254	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	49.947	(2.43)	3.43	(0.93)	0.71	

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

Yearly evaluation results are used to assist in the assessment and prioritization of space needs. A higher urgency evaluation rating (number) represents a more urgent need.

February 14, 2023 AMP Annual Update

City-level results sorted by Urgency Evaluation

Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)								Chambers Needs by Judge Type (30%)								City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)					
								Current (15.0%)				Future (5.0%)				Current (22.5%)				Future (7.5%)					Civil Filings (4.0%)		Criminal Defendants (6.0%)			
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges		Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								1.5	Roanoke, VAW			4.25	Raleigh, NCE			1.5	Tulsa, OKN			3.5	McAllen, TXS Los Angeles, CAC Las Vegas, NVX Tampa, FLM				60.49	94.50	35.50	13.00	15.57	
100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%	100%	Florence, ALN	San Francisco, CAN	Washington, DCX	Helena, ARE	San Antonio, TXW									
9	WAW	Vancouver (NR)	49.904	38	33.108	38	35.117	-	-	-	-	-	-	-	-	-	-	-	-	50.096	-	-	-	-						
8	MNX	Fergus Falls (NR)	49.985	39	33.055	39	35.060	-	-	-	-	-	-	-	-	-	-	-	-	50.015	-	-	-	-						
9	CAN	Oakland	80.687	40	33.041	54	31.550	-	1	-	-	1	2	-	-	-	-	2	-	2	-	-	19.313	96.36	6.21	(5.86)	2.36			
5	LAW	Monroe	50.256	41	33.029	40	34.978	-	-	-	-	-	-	-	-	-	-	-	-	49.744	(2.21)	2.50	(2.29)	0.86						
9	CAC	Los Angeles	76.072	42	32.607	55	31.270	-	-	-	-	-	7	-	-	-	-	-	7	-	-	-	23.928	126.14	140.50	(48.50)	12.14			
7	ILS	Benton	67.778	43	32.036	20	39.929	-	1	-	-	1	-	-	-	-	-	-	1	-	-	-	32.222	(0.14)	-	(3.14)	2.21			
2	VTX	Burlington	70.815	44	31.017	45	33.097	-	1	-	-	2	-	-	-	-	-	-	1	-	-	-	29.185	2.79	2.07	(3.86)	1.79			
6	KYE	Pikeville (NR)	53.439	45	30.877	47	32.722	-	-	-	-	-	-	-	-	-	-	-	-	46.561	(11.71)	1.79	(2.71)	0.57						
3	NJX	Newark	76.779	46	30.785	61	30.225	-	-	-	-	1	2	-	-	-	-	-	6	-	1	-	23.221	172.93	28.00	1.79	6.07			
6	MIW	Marquette	55.146	47	30.487	49	32.368	-	-	-	-	-	1	-	-	-	-	-	-	44.854	0.79	3.29	(0.79)	1.43						
5	TXN	Wichita Falls (NR)	54.560	48	30.460	48	32.483	-	-	-	-	-	-	-	-	-	-	-	-	45.440	(4.21)	3.21	0.86	0.43						
5	TXS	Corpus Christi	93.692	49	30.433	29	36.722	-	-	-	-	1	-	-	-	-	-	2	-	-	-	6.308	(16.21)	2.93	35.50	17.43				
6	KYW	Paducah	54.875	50	30.372	51	32.001	-	-	-	-	-	-	-	-	-	-	-	-	45.125	(1.36)	2.14	(21.21)	5.07						
4	SCX	Florence	74.820	51	30.268	60	30.486	1	-	-	-	1	-	-	-	-	-	1	-	-	-	25.180	(11.93)	5.64	(12.71)	4.57				
5	MSS	Hattiesburg	55.006	52	30.264	53	31.780	-	-	-	-	-	-	-	-	-	-	-	-	44.994	(7.79)	2.57	0.86	1.64						
11	11th Circuit	Atlanta (Circuit HQ)	64.873	53	30.227	68	29.264	-	-	-	-	-	-	-	-	-	-	-	-	35.127	147.64	70.64	(7.86)	9.00						
11	FLM	Tampa	83.494	54	30.224	50	32.034	-	-	-	-	-	-	-	1	-	-	7	-	-	-	16.506	56.86	45.79	(7.50)	25.79				
4	VAW	Danville (NR)	54.527	55	30.163	52	31.980	-	-	-	-	-	-	-	-	-	-	-	-	45.473	(0.36)	1.71	(2.07)	0.64						
11	GAN	Atlanta	71.835	56	29.829	63	30.029	-	-	-	-	1	2	-	-	-	-	2	-	-	-	28.165	147.64	70.64	(7.86)	9.00				
5	LAW	Alexandria	55.964	57	29.490	56	31.096	-	-	-	-	-	-	-	-	-	-	-	-	44.036	0.36	2.64	0.57	1.07						
9	WAE	Richland	86.021	58	29.229	230	11.916	-	-	-	-	-	-	-	-	-	-	1	-	-	-	13.979	19.21	2.79	5.07	4.07				
4	SCX	Anderson	56.221	59	29.215	58	30.798	-	-	-	-	-	-	-	-	-	-	-	-	43.779	(9.29)	3.64	(6.36)	1.86						
4	VAW	Abingdon	82.844	60	29.141	33	36.098	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	17.156	(2.29)	1.86	0.43	4.64			
8	IAN	Sioux City	56.448	61	28.891	59	30.638	-	-	-	-	-	-	-	-	-	-	-	-	43.552	(4.43)	0.64	(1.93)	0.93						
8	SDX	Sioux Falls	57.382	62	28.672	62	30.041	-	-	-	-	-	-	-	-	-	-	-	-	42.618	(0.29)	2.29	0.50	2.79						
7	ILS	East St. Louis	70.476	63	28.378	145	21.773	-	-	-	-	2	-	-	-	-	-	2	-	-	-	29.524	40.50	18.64	(4.00)	4.29				
6	KYE	Lexington	70.909	64	28.159	66	29.655	-	1	-	-	1	-	-	-	-	-	-	-	29.091	(5.86)	5.36	(8.43)	4.14						
10	10th Circuit	Denver (Circuit HQ)	67.018	65	28.132	73	28.365	-	-	-	-	-	-	-	-	-	-	-	-	32.982	53.21	43.43	(20.71)	18.71						
10	COX	Denver	67.018	65	28.132	65	29.729	-	-	-	-	-	-	-	-	-	-	-	-	32.982	53.21	43.43	(20.71)	18.71						
11	ALM	Opelika (NR)	57.635	66	28.128	64	29.757	-	-	-	-	-	-	-	-	-	-	-	-	42.365	(3.14)	3.36	(1.79)	0.36						
8	NDX	Minot (NR)	57.785	67	27.900	67	29.592	-	-	-	-	-	-	-	-	-	-	-	-	42.215	(2.00)	-	(4.50)	-						
5	TXW	Midland	78.111	68	27.629	92	25.778	-	-	1	-	1	1	-	-	-	-	1	-	1	-	21.889	9.57	3.07	6.29	9.43				
11	GAM	Columbus	63.931	69	27.578	71	28.488	-	-	-	-	1	-	-	-	-	-	1	-	-	-	36.069	4.07	3.14	(12.43)	5.14				
11	FLN	Gainesville (NR)	58.826	70	27.388	69	29.086	-	-	-	-	-	-	-	-	-	-	-	-	41.174	(3.50)	0.14	(1.93)	1.79						
DC	DC Circuit	Washington	73.105	71	27.206	134	22.627	-	-	-	-	-	-	-	-	-	-	-	-	26.895	89.79	35.50	19.07	11.21						
DC	DCX	Washington	73.105	71	27.206	134	22.627	-	-	-	-	-	-	-	-	-	-	-	-	26.895	89.79	35.50	19.07	11.21						
9	AKX	Fairbanks	59.498	72	26.844	72	28.436	-	-	-	-	-	-	-	-	-	-	-	-	40.502	(0.50)	0.50	(0.64)	0.64						

Asset Management Planning: Urgency Evaluation Results

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								Current (15.0%)				Future (5.0%)				Current (22.5%)				Future (7.5%)					Civil Filings (4.0%)		Criminal Defendants (6.0%)			
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges		Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%		100%	100%	60.49	94.50	35.50	13.00
6	MIE	Port Huron	61.143	73	26.837	74	28.275	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38.857	11.14	1.57	2.07	0.43		
2	CTX	New Haven	60.100	74	26.760	75	28.184	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39.900	-	9.21	-	1.36		
5	TXE	Texarkana	64.298	75	26.712	78	27.689	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35.702	(4.64)	1.50	(0.64)	0.50		
1	RIX	Providence	68.572	76	26.639	148	21.422	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	31.428	(5.14)	6.79	1.14	1.14		
11	GAS	Augusta	65.484	77	26.598	80	27.549	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	34.516	0.43	2.36	(1.36)	4.00		
8	ARW	Fayetteville	63.598	78	26.587	57	30.995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36.402	0.29	2.57	(0.29)	3.14		
6	MIE	Bay City	73.800	79	26.389	84	27.034	-	-	1	-	-	1	1	-	-	-	-	-	-	-	-	-	26.200	(6.36)	1.93	0.93	0.86		
9	AKX	Juneau (NR)	60.648	80	26.322	79	27.615	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39.352	(0.07)	0.29	0.79	0.36		
6	KYW	Owensboro	60.565	81	26.260	76	27.876	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39.435	0.07	1.57	(0.21)	1.57		
2	VTX	Rutland	62.870	82	26.252	81	27.449	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.130	8.57	1.36	3.71	1.21		
7	ILC	Springfield	61.148	83	26.180	70	28.923	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38.852	(2.93)	3.43	(1.79)	4.21		
10	COX	Grand Junction (NR)	60.466	84	26.128	77	27.713	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39.534	-	-	(0.07)	-		
9	MTX	Butte	61.125	85	25.906	82	27.294	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38.875	1.57	0.93	(1.36)	1.43		
11	ALN	Decatur	61.091	86	25.715	83	27.275	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38.909	-	-	-	-		
5	TXS	Victoria	66.808	87	25.643	109	24.405	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33.192	(3.14)	0.57	9.79	3.14		
11	ALN	Birmingham	68.800	88	25.516	123	23.619	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	31.200	(32.50)	10.07	(6.86)	3.36		
11	ALS	Selma (NR)	61.693	89	25.477	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38.307	(9.36)	2.21	0.14	0.50		
7	INN	South Bend	74.132	90	25.318	6	57.717	-	-	1	-	-	1	1	-	-	-	-	-	-	-	-	-	25.868	25.50	22.93	(3.21)	3.07		
3	NJX	Camden	84.237	91	25.211	187	16.469	-	-	-	-	-	-	-	-	1	-	-	2	-	1	-	-	15.763	49.43	10.29	(9.07)	0.71		
7	ILC	Urbana	62.978	92	25.178	87	26.444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.022	9.36	3.93	(3.93)	3.14		
4	VAW	Harrisonburg	62.278	93	25.162	86	26.620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.722	(1.29)	3.36	(5.36)	1.43		
6	MIE	Detroit	70.573	94	25.033	132	22.996	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	29.427	(183.64)	22.07	(11.07)	7.00		
11	GAS	Brunswick	67.705	95	24.956	88	26.235	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	32.295	(6.64)	1.57	0.93	2.29		
11	GAS	Dublin (NR)	64.164	96	24.945	99	25.164	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35.836	(1.07)	0.79	3.14	1.57		
11	GAM	Valdosta (NR)	65.350	97	24.890	94	25.450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34.650	1.93	2.21	4.36	3.71		
8	ARW	El Dorado	71.555	98	24.761	26	37.989	-	-	-	-	-	1	1	-	-	-	-	1	-	-	-	1	28.445	(4.71)	0.71	0.43	0.36		
6	MIE	Flint	72.700	99	24.757	121	23.737	-	-	-	-	1	-	-	-	-	-	-	2	-	-	-	-	27.300	4.29	3.29	2.57	1.36		
10	NMX	Santa Fe	62.652	100	24.683	89	26.181	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.348	(19.43)	-	-	-		
3	PAE	Easton	67.421	101	24.558	93	25.452	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	32.579	-	-	-	-		
4	NCE	Greenville	63.050	102	24.420	90	25.902	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36.950	-	-	-	-		
7	WIE	Milwaukee	66.429	103	24.218	103	24.833	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33.571	19.21	27.50	(21.43)	6.71		
5	TXE	Marshall	64.309	104	24.141	97	25.274	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35.691	(7.86)	12.14	0.57	0.14		
6	OHS	Columbus	74.558	105	24.117	101	24.901	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	25.442	361.64	22.43	(2.57)	4.71		
8	ARE	Jonesboro	66.359	106	23.919	102	24.895	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33.641	9.43	5.14	3.43	0.57		
10	OKW	Lawton	63.895	107	23.862	96	25.309	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36.105	-	-	-	-		
8	NDX	Grand Forks	63.962	108	23.817	98	25.262	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36.038	(2.07)	-	(4.64)	-		
5	TXW	San Antonio ^a	67.897	109	23.721	111	24.330	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32.103	17.50	15.93	(8.29)	15.57		

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

February 14, 2023 AMP Annual Update

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City-level results sorted by Urgency Evaluation

Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)				Chambers Needs by Judge Type (30%)					City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)												
								Current (15.0%)				Future (5.0%)				Current (22.5%)			Future (7.5%)		Civil Filings (4.0%)		Criminal Defendants (6.0%)							
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								100%	75%	50%	50%	100%	75%	50%	50%	100%		75%	50%	50%	100%	100%	75%	50%	50%	100%				
9	CAE	Redding	64.307	110	23.596	85	26.926	-	-	-	-	-	-	-	-	-	-	-	-	60.49	94.50	35.50	13.00	15.57						
8	MOW	Springfield	66.682	111	23.513	119	23.897	-	-	-	-	-	-	-	-	-	-	-	-	Florence, ALN	San Francisco, CAN	Washington, DCX	Helena, ARE	San Antonio, TXW						
6	TNM	Columbia (NR)	64.845	112	23.365	104	24.755	-	-	-	-	-	-	-	-	-	-	-	-		-	-	(0.86)	0.07						
5	TXE	Lufkin	65.372	113	23.327	110	24.334	-	-	-	-	-	-	-	-	-	-	-	-		(7.21)	3.00	3.21	3.07						
8	ARE	Helena	72.082	114	23.313	129	23.077	-	-	-	-	-	-	-	-	-	-	-	-		(0.50)	4.43	(0.29)	0.07						
7	WIW	Eau Claire (NR)	64.735	115	23.306	105	24.720	-	-	-	-	-	-	-	-	-	-	-	-		(0.29)	1.57	0.93	0.79						
4	NCM	Durham	64.952	116	23.163	108	24.568	-	-	-	-	-	-	-	-	-	-	-	-		1.79	3.00	13.00	2.29						
4	NCE	Elizabeth City	68.573	117	23.126	113	24.205	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-						
4	NCE	Elizabeth City	68.573	117	23.126	113	24.205	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-						
2	CTX	Bridgeport	65.650	118	23.092	112	24.294	-	-	-	-	-	-	-	-	-	-	-	-		1.07	1.57	6.14	1.57						
5	TXS	Galveston	69.874	119	23.084	120	23.828	-	-	-	-	-	-	-	-	-	-	-	-		-	9.21	-	1.36						
5	TXS	Galveston	69.874	119	23.084	120	23.828	-	-	-	-	-	-	-	-	-	-	-	-		(25.21)	3.50	-	0.50						
11	FLS	Miami	72.024	120	23.078	106	24.658	-	-	-	-	-	-	-	-	-	-	-	-		65.79	54.21	(36.79)	38.57						
7	INN	Fort Wayne	66.889	121	22.773	118	23.957	-	-	-	-	-	-	-	-	-	-	-	-		12.14	11.57	(2.14)	1.86						
8	SDX	Aberdeen	65.742	122	22.727	115	24.056	-	-	-	-	-	-	-	-	-	-	-	-		-	0.36	(1.86)	0.79						
5	TXE	Tyler	66.500	123	22.605	116	24.039	-	-	-	-	-	-	-	-	-	-	-	-		(6.36)	11.14	(3.64)	1.57						
8	SDX	Rapid City	67.691	124	22.420	107	24.639	-	-	-	-	-	-	-	-	-	-	-	-		(1.36)	0.79	2.14	3.14						
2	2nd Circuit	New York (Circuit HQ)	72.467	125	22.401	131	23.009	-	-	-	-	-	-	-	-	-	-	-	-		(343.29)	78.43	(34.64)	11.00						
2	NYS	New York	72.467	125	22.401	131	23.009	-	-	-	-	-	-	-	-	-	-	-	-		(343.29)	78.43	(34.64)	11.00						
6	TNM	Nashville ^a	67.878	126	22.381	125	23.577	-	-	-	-	-	-	-	-	-	-	-	-		(20.86)	53.00	(1.57)	1.57						
4	WVS	Bluefield	66.656	127	22.338	127	23.480	-	-	-	-	-	-	-	-	-	-	-	-		3.00	6.57	(0.43)	0.21						
7	INN	Lafayette	66.364	128	22.302	124	23.602	-	-	-	-	-	-	-	-	-	-	-	-		0.50	2.00	-	-						
6	KYE	Frankfort	66.875	129	22.056	117	23.976	-	-	-	-	-	-	-	-	-	-	-	-		(0.64)	1.00	0.21	0.64						
9	WAE	Yakima	73.263	130	21.975	140	22.171	-	-	-	-	-	-	-	-	-	-	-	-		24.07	3.50	3.07	2.43						
10	NMX	Roswell	69.776	131	21.972	141	22.155	-	-	-	-	-	-	-	-	-	-	-	-		0.07	-	4.93	3.00						
11	GAS	Waycross (NR)	66.871	132	21.971	114	24.087	-	-	-	-	-	-	-	-	-	-	-	-		(2.79)	1.00	(0.43)	0.50						
2	NYN	Utica	67.247	133	21.961	128	23.247	-	-	-	-	-	-	-	-	-	-	-	-		8.64	1.43	-	-						
5	TXS	Houston	81.958	134	21.954	147	21.545	-	-	-	-	-	-	-	-	-	-	-	-		(5.14)	42.14	10.71	10.71						
6	TNE	Winchester (NR)	68.838	135	21.801	142	21.974	-	-	-	-	-	-	-	-	-	-	-	-		(1.79)	2.00	2.79	1.93						
5	LAE	New Orleans	75.584	136	21.797	149	21.222	-	-	-	-	-	-	-	-	-	-	-	-		(592.29)	321.43	(21.29)	3.86						
11	GAN	Gainesville	68.771	137	21.734	130	23.065	-	-	-	-	-	-	-	-	-	-	-	-		9.86	3.93	(1.36)	0.86						
2	NYN	Binghamton	67.745	138	21.606	133	22.852	-	-	-	-	-	-	-	-	-	-	-	-		4.36	1.93	(0.64)	1.00						
4	NCW	Asheville	69.843	139	21.343	136	22.543	-	-	-	-	-	-	-	-	-	-	-	-		-	4.64	(6.93)	4.14						
8	MNX	Duluth	67.761	140	21.307	135	22.599	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-						
5	TXE	Beaumont	68.274	141	21.303	138	22.419	-	-	-	-	-	-	-	-	-	-	-	-		(21.29)	3.86	(10.21)	2.36						
6	MIW	Lansing	67.901	142	21.214	137	22.501	-	-	-	-	-	-	-	-	-	-	-	-		(6.14)	-	-	-						
9	IDX	Boise	68.765	143	21.114	122	23.700	-	-	-	-	-	-	-	-	-	-	-	-		(0.43)	3.29	(0.29)	3.93						
11	GAN	Rome	68.445	144	21.027	139	22.240	-	-	-	-	-	-	-	-	-	-	-	-		31.235	3.43	(1.71)	0.79						
4	VAW	Charlottesville	68.969	145	20.616	144	21.849	-	-	-	-	-	-	-	-	-	-	-	-		(0.86)	1.64	(2.14)	0.64						

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

February 14, 2023 AMP Annual Update

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Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)				Chambers Needs by Judge Type (30%)					City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)												
								Current (15.0%)		Future (5.0%)		Current (22.5%)			Future (7.5%)			Civil Filings (4.0%)		Criminal Defendants (6.0%)										
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								100%	75%	50%	50%	100%	75%	50%	50%	100%		75%	50%	50%	100%	100%	75%	50%	50%	100%				
1	MEX	Bangor	73.950	146	20.543	160	18.482	-	-	-	-	1	-	-	-	-	1	-	-	-	-	26.050	94.50	35.50	13.00	15.57				
9	CAN	Salinas (NR)	69.122	147	20.407	146	21.645	-	-	-	-	-	-	-	-	-	1	-	-	-	-	30.878	-	-	-	-				
3	PAW	Johnstown	70.183	148	20.091	143	21.933	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29.817	(3.07)	2.29	0.79	0.50				
11	GAM	Athens (NR)	72.046	149	20.075	153	20.687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27.954	0.71	1.71	3.29	4.07				
8	MOE	Hannibal (NR)	69.974	150	19.998	150	21.066	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30.026	1.93	3.29	-	-				
10	WYX	Casper	75.941	151	19.992	154	20.459	-	-	-	-	-	-	-	-	-	1	-	-	-	-	24.059	2.57	0.86	4.29	3.71				
6	TNM	Cookeville (NR)	70.277	152	19.728	151	20.911	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29.723	(2.71)	3.00	(1.86)	-				
4	SCX	Spartanburg	70.574	153	19.606	152	20.699	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29.426	(4.00)	1.71	(9.29)	1.14				
8	NDX	Bismarck	81.189	154	19.309	164	18.134	-	-	-	-	-	-	-	-	-	1	-	-	-	-	18.811	4.93	2.57	11.86	4.14				
4	4th Circuit	Richmond (Circuit HQ)	75.802	155	19.302	157	19.275	-	-	-	-	-	-	-	-	-	-	-	-	-	1	24.198	1.00	9.71	(62.36)	8.93				
5	TXS	Laredo	89.674	156	19.204	184	16.750	-	-	-	1	-	-	-	-	-	2	-	1	-	-	10.326	2.50	2.00	25.64	28.79				
10	NMX	Albuquerque	80.884	157	19.116	189	16.330	-	-	-	-	-	1	-	-	-	-	2	-	-	-	19.116	5.50	6.64	2.36	25.14				
6	MIW	Kalamazoo	74.694	158	18.869	170	17.663	-	-	-	-	-	-	-	-	-	1	-	-	-	-	25.306	(2.86)	-	-	-				
5	TXN	Abilene	72.391	159	18.572	155	20.263	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27.609	3.07	5.64	(0.29)	0.71				
10	KSX	Topeka	76.277	160	18.512	161	18.371	-	-	-	-	-	-	-	-	-	-	-	-	-	1	23.723	(6.50)	3.21	(4.86)	6.21				
2	NYS	White Plains	88.735	161	18.468	194	14.947	-	-	-	-	2	-	-	-	-	4	-	1	-	-	11.265	13.43	10.07	2.36	2.36				
9	CAN	San Jose	85.746	162	18.407	17	41.330	-	-	-	-	1	-	-	-	-	3	-	-	-	-	14.254	28.36	5.21	(6.71)	3.43				
7	7th Circuit	Chicago (Circuit HQ)	78.323	163	18.276	95	25.334	-	-	-	-	-	-	-	-	-	-	-	-	-	1	21.677	(14.21)	69.86	(8.79)	8.36				
7	ILN	Chicago	78.323	163	18.276	95	25.334	-	-	-	-	-	-	-	-	-	-	-	-	-	1	21.677	(14.21)	69.86	(8.79)	8.36				
4	WVN	Martinsburg	78.364	164	18.226	165	18.122	-	-	-	-	1	-	-	-	-	1	-	-	-	-	21.636	2.43	5.86	1.29	2.21				
3	3rd Circuit	Philadelphia (Circuit HQ)	76.210	165	18.223	158	18.914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23.790	(1,002.14)	59.86	(38.21)	19.00				
3	PAE	Philadelphia	76.210	165	18.223	158	18.914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23.790	(1,002.14)	59.86	(38.21)	19.00				
9	CAN	San Francisco	85.415	166	18.154	212	13.336	-	-	-	-	-	-	-	-	-	2	-	-	-	-	14.585	94.50	17.86	(1.86)	7.50				
8	ARW	Hot Springs (NR)	73.719	167	17.973	170	17.663	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26.281	6.43	2.14	0.64	1.21				
6	6th Circuit	Cincinnati (Circuit HQ)	78.802	168	17.940	181	16.925	-	-	-	-	-	-	-	-	-	-	-	2	-	-	21.198	(15.36)	3.07	3.86	3.79				
6	OHS	Cincinnati	78.802	168	17.940	181	16.925	-	-	-	-	-	-	-	-	-	-	-	2	-	-	21.198	(15.36)	3.07	3.86	3.79				
8	MNX	St. Paul	86.704	169	17.763	216	12.883	-	-	-	-	1	1	-	-	-	3	-	2	-	-	13.296	(0.07)	-	-	-				
9	9th Circuit	Portland	78.834	170	17.647	178	17.222	-	-	-	-	-	-	-	-	-	-	-	-	-	1	21.166	(19.96)	11.50	(14.64)	12.36				
6	OHN	Youngstown	78.539	171	17.645	172	17.575	-	-	-	-	1	-	-	-	-	-	-	-	-	-	21.461	(17.36)	1.43	5.93	2.00				
4	NCE	Fayetteville (NR)	73.520	172	17.500	159	18.562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26.480	-	-	-	-				
10	KSX	Wichita	74.855	173	17.259	163	18.147	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.145	(3.79)	2.71	(14.21)	5.86				
4	SCX	Columbia	75.804	174	16.967	176	17.355	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24.196	(10.64)	10.71	(7.71)	7.00				
2	NYN	Albany	80.533	175	16.802	180	16.965	-	-	-	-	1	-	-	-	-	1	-	-	-	-	19.467	6.14	5.57	(9.57)	5.79				
6	OHN	Akron	79.754	176	16.759	190	15.853	-	-	-	-	-	-	-	-	-	-	-	1	-	-	20.246	(29.00)	2.86	5.71	2.57				
6	KYE	Ashland (NR)	74.877	177	16.752	167	17.879	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.123	(2.14)	1.71	0.07	0.79				
8	SDX	Pierre	75.023	178	16.699	162	18.185	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24.977	(1.86)	0.21	(2.00)	1.93				
4	WVN	Elkins (NR)	74.897	179	16.687	171	17.638	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.103	(5.36)	1.00	(0.57)	0.71				
3	NJX	Trenton	82.623	180	16.639	168	17.827	-	-	-	-	-	-	-	-	-	-	-	1	-	-	17.377	1,182.21	81.36	(6.50)	0.86				

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								Current (15.0%)				Future (5.0%)				Current (22.5%)			Future (7.5%)		Civil Filings (4.0%)		Criminal Defendants (6.0%)							
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								1.5	Roanoke, VAW			4.25	Raleigh, NCE			1.5		Tulsa, OKN			3.5	McAllen, TXS Los Angeles, CAC Las Vegas, NVX Tampa, FLM		60.49	94.50	35.50	13.00	15.57		
100%	75%	50%	50%	100%	75%	50%	50%	100%	75%	50%	50%	100%	100%	75%	50%	50%	100%	Florence, ALN	San Francisco, CAN	Washington, DCX	Helena, ARE	San Antonio, TXW								
6	OHS	Dayton	75.477	181	16.523	173	17.574	-	-	-	-	-	-	-	-	-	-	-	24.523	(7.14)	1.43	(5.64)	2.86							
4	MDX	Salisbury (NR)	75.210	182	16.384	175	17.378	-	-	-	-	-	-	-	-	-	-	-	24.790	-	-	-	-							
7	ILC	Peoria	76.090	183	16.355	166	18.018	-	-	-	-	-	-	-	-	-	-	-	23.910	5.57	4.57	(7.36)	2.57							
3	PAM	Williamsport	78.428	184	16.243	183	16.822	-	-	-	-	-	1	-	-	-	-	1	21.572	(11.29)	4.71	(4.71)	2.00							
5	LAM	Baton Rouge	86.658	185	16.160	211	13.354	-	-	-	-	1	-	-	-	1	-	1	13.342	(13.50)	11.43	(15.07)	8.07							
1	MAX	Worcester	76.246	186	16.093	174	17.381	-	-	-	-	-	-	-	-	-	-	-	23.754	(11.50)	4.00	0.71	0.36							
6	MIE	Ann Arbor	78.200	187	15.996	179	17.005	-	-	-	-	1	-	-	-	-	-	-	21.800	(6.07)	1.64	0.86	0.71							
11	GAN	Newnan	76.882	188	15.968	186	16.506	-	-	-	-	-	-	-	-	-	-	-	23.118	6.64	3.00	1.00	0.50							
4	MDX	Greenbelt	82.080	189	15.916	182	16.871	-	-	-	-	-	-	-	-	-	-	-	17.920	(11.29)	15.21	(22.43)	19.21							
3	PAM	Wilkes Barre	76.349	190	15.744	185	16.691	-	-	-	-	-	-	-	-	-	-	-	23.651	-	-	0.29	0.14							
11	FLS	Key West (NR)	76.636	191	15.611	188	16.443	-	-	-	-	-	-	-	-	-	-	-	23.364	0.86	1.64	(6.79)	1.00							
7	INS	New Albany	76.926	192	15.423	192	15.769	-	-	-	-	-	-	-	-	-	-	-	23.074	3.36	1.64	(1.00)	0.21							
9	WAE	Spokane	78.413	193	15.369	191	15.810	-	-	-	-	-	-	-	-	-	-	-	21.587	(11.93)	4.93	(21.79)	10.00							
9	NVX	Las Vegas	95.362	194	15.177	234	11.286	-	-	-	-	-	-	-	2	-	1	-	4.638	41.29	32.14	2.57	17.14							
10	UTX	Salt Lake City	83.207	195	14.719	203	14.134	-	-	-	-	-	-	-	-	-	-	-	16.793	-	11.86	-	11.86							
10	OKW	Oklahoma City	80.275	196	14.529	195	14.859	-	-	-	-	-	-	-	-	-	-	-	19.725	(15.57)	12.93	(23.86)	11.71							
6	MIW	Traverse City	81.310	197	14.496	196	14.466	-	-	-	-	-	-	-	-	-	-	-	18.690	-	-	-	-							
3	VIX	St. Thomas	78.504	198	14.454	177	17.324	-	-	-	-	-	-	-	-	-	-	-	21.496	(7.29)	0.71	(1.86)	2.36							
5	TXW	Pecos (NR)	87.260	199	14.451	200	14.275	-	-	-	-	-	-	-	-	-	-	-	12.740	0.14	0.93	49.64	26.43							
5	MSS	Natchez	79.133	200	14.406	193	15.338	-	-	-	-	-	-	-	-	-	-	-	20.867	9.14	1.64	0.79	0.07							
9	MTX	Missoula	82.053	201	14.272	219	12.684	-	-	-	-	-	-	-	-	-	-	-	17.947	(0.71)	1.64	(2.79)	2.29							
5	TXN	Amarillo	79.013	202	14.213	169	17.742	-	-	-	-	-	-	-	-	-	-	-	20.987	(1.36)	6.07	(0.07)	1.79							
3	PAE	Allentown	90.285	203	14.206	210	13.589	-	-	-	-	-	1	-	-	1	-	-	9.715	66.93	9.79	3.93	2.29							
10	WYX	Cheyenne	86.317	204	14.018	218	12.700	-	-	-	-	-	-	-	1	-	-	-	13.683	(5.21)	1.64	(22.93)	6.64							
11	FLM	Ocala	81.794	205	13.927	197	14.328	-	-	-	-	-	1	-	-	-	-	-	18.206	11.29	9.14	1.00	3.57							
5	TXN	San Angelo (NR)	79.847	206	13.874	202	14.191	-	-	-	-	-	-	-	-	-	-	-	20.153	3.71	2.07	0.86	0.86							
9	9th Circuit	San Francisco (Circuit HQ)	85.408	207	13.870	229	11.977	-	-	-	-	-	-	-	-	-	-	-	14.592	94.50	17.86	(1.86)	7.50							
8	NEX	Lincoln	79.795	208	13.704	199	14.293	-	-	-	-	-	-	-	-	-	-	-	20.205	(1.29)	0.14	0.29	2.57							
5	LAW	Lake Charles	85.207	209	13.606	236	10.550	-	-	-	-	-	-	-	-	-	-	-	14.793	121.50	24.79	(6.79)	1.36							
5	TXN	Lubbock	84.484	210	13.605	225	12.245	-	-	-	-	-	-	-	-	-	-	-	15.516	(0.50)	5.79	8.57	2.29							
4	WVS	Huntington	80.823	211	13.532	204	14.047	-	-	-	-	-	-	-	-	-	-	-	19.177	(0.21)	8.36	1.50	1.07							
6	MIW	Grand Rapids	82.080	212	13.489	206	13.805	-	-	-	-	-	-	-	-	-	-	-	17.920	4.71	14.50	(11.43)	11.29							
5	LAW	Shreveport	95.965	213	13.274	294	5.276	-	-	-	-	-	1	-	-	-	2	-	4.035	(7.00)	4.07	(1.50)	2.64							
9	AZX	Phoenix	90.295	214	13.203	228	12.032	-	-	-	-	-	-	-	-	-	4	-	9.705	(5.50)	83.00	(19.00)	18.50							
5	MSN	Oxford	80.750	215	13.123	208	13.601	-	-	-	-	-	-	-	-	-	-	-	19.250	(6.57)	10.07	(6.57)	1.21							
2	NYS	Poughkeepsie	80.219	216	13.073	205	13.866	-	-	-	-	-	-	-	-	-	-	-	19.781	-	-	-	-							
8	ARE	Little Rock	81.929	217	12.906	209	13.591	-	-	-	-	-	-	-	-	-	-	-	18.071	(2.86)	19.29	(12.14)	4.36							
9	WAW	Tacoma	84.856	218	12.489	214	13.032	-	-	-	-	-	-	-	-	-	-	-	15.144	21.14	18.79	(28.07)	13.29							

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

February 14, 2023 AMP Annual Update

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City-level results sorted by Urgency Evaluation

Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)				Chambers Needs by Judge Type (30%)					City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)												
								Current (15.0%)				Future (5.0%)				Current (22.5%)			Future (7.5%)		Civil Filings (4.0%)		Criminal Defendants (6.0%)							
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								100%	75%	50%	50%	100%	75%	50%	50%	100%		75%	50%	50%	100%	100%	75%	50%	50%	100%				
4	NCW	Statesville (NR)	82.611	219	12.416	223	12.391	-	-	-	-	-	-	-	-	-	-	-	-	17.389	94.50	35.50	13.00	15.57						
4	VAE	Alexandria	84.926	220	12.342	226	12.085	-	-	-	-	-	-	-	-	-	-	-	-	15.074	San Francisco, CAN	Washington, DCX	Helena, ARE	San Antonio, TXW						
11	GAM	Albany	82.162	221	12.094	215	12.973	-	-	-	-	-	-	-	-	-	-	-	-	17.838	4.07	2.29	(63.71)	17.36						
9	MTX	Great Falls	83.860	222	12.082	227	12.080	-	-	-	-	-	-	-	-	-	-	-	-	16.140	(0.79)	3.00	(0.57)	2.29						
7	INS	Terre Haute (NR)	83.094	223	12.064	277	6.588	-	-	-	-	-	-	-	-	-	-	-	-	16.906	17.00	4.21	0.57	0.36						
8	8th Circuit	St. Louis (Circuit HQ)	92.083	224	12.021	244	9.703	-	-	-	-	-	-	-	2	-	-	-	-	7.917	(32.21)	64.07	(8.36)	18.00						
8	MOE	St. Louis	92.083	224	12.021	244	9.703	-	-	-	-	-	-	-	2	-	-	-	-	7.917	(32.21)	64.07	(8.36)	18.00						
9	CAC	Santa Barbara	82.074	225	11.847	220	12.566	-	-	-	-	-	-	-	-	-	-	-	-	17.926	-	-	-	-						
9	CAE	Sacramento	91.868	226	11.814	237	10.357	-	-	-	-	-	-	-	-	-	-	-	-	8.132	(24.29)	27.00	(37.07)	14.43						
9	CAC	Woodland Hills	82.153	227	11.795	221	12.511	-	-	-	-	-	-	-	-	-	-	-	-	17.847	-	-	-	-						
4	NCE	Wilmington	83.219	228	11.763	201	14.192	-	-	-	-	-	-	-	-	-	-	-	-	16.781	4.07	5.50	0.29	3.00						
3	PAM	Scranton	83.285	229	11.743	224	12.253	-	-	-	-	-	-	-	-	-	-	-	-	16.715	(18.36)	10.79	(11.50)	4.07						
7	WIW	Madison	84.275	230	11.740	222	12.401	-	-	-	-	-	-	-	-	-	-	-	-	15.725	6.86	25.21	(5.57)	4.36						
2	NYN	Syracuse	83.793	231	11.721	207	13.616	-	-	-	-	-	-	-	-	-	-	-	-	16.207	(4.64)	10.43	(8.86)	7.43						
6	OHN	Cleveland	85.436	232	11.662	233	11.407	-	-	-	-	-	-	-	-	-	-	-	-	14.564	(75.21)	26.21	1.64	7.57						
1	NHX	Concord	89.262	233	11.631	198	14.307	-	-	-	-	1	-	-	1	-	-	-	-	10.738	39.57	7.14	(0.64)	3.57						
9	HIX	Honolulu	90.823	234	11.609	242	9.812	-	-	-	-	-	-	-	1	-	-	-	1	9.177	(5.21)	6.93	(16.07)	11.00						
4	VAE	Newport News (NR)	84.411	235	11.050	232	11.551	-	-	-	-	-	-	-	-	-	-	-	-	15.589	(0.29)	1.86	(28.36)	7.21						
4	NCE	New Bern	83.926	236	11.048	231	11.572	-	-	-	-	-	-	-	-	-	-	-	-	16.074	(4.64)	3.50	0.64	1.07						
4	MDX	Baltimore	86.991	237	10.991	213	13.056	-	-	-	-	-	-	-	-	-	-	-	-	13.009	5.00	26.07	(49.00)	28.29						
8	NDX	Fargo	86.093	238	10.664	235	10.563	-	-	-	-	-	-	-	-	-	-	-	-	13.907	2.71	2.50	2.93	3.14						
5	TXW	Waco	88.692	239	10.609	243	9.721	-	-	-	-	-	-	-	-	-	-	-	-	11.308	62.21	15.79	(6.43)	7.43						
4	NCM	Winston-Salem	84.854	240	10.569	217	12.845	-	-	-	-	-	-	-	-	-	-	-	-	15.146	-	7.64	-	3.57						
10	KSX	Kansas City	88.548	241	10.336	240	10.045	-	-	-	-	-	-	-	1	-	-	-	-	11.452	(1.57)	4.79	(12.14)	5.07						
2	NYE	Brooklyn	91.929	242	10.131	258	7.734	-	-	-	-	-	-	-	-	-	-	-	-	8.071	72.36	61.43	(31.71)	16.57						
11	FLM	Fort Myers	89.303	243	10.029	239	10.229	-	-	-	-	-	-	-	-	-	-	1	-	10.697	14.57	14.07	(5.14)	4.57						
3	VIX	St. Croix	85.927	244	9.797	156	19.534	-	-	-	-	-	-	-	-	-	-	-	-	14.073	12.29	2.29	(4.57)	0.43						
11	FLN	Tallahassee	86.005	245	9.533	241	9.921	-	-	-	-	-	-	-	-	-	-	-	-	13.995	(0.71)	0.29	(0.71)	2.86						
11	GAS	Statesboro (NR)	85.885	246	9.452	238	10.257	-	-	-	-	-	-	-	-	-	-	-	-	14.115	0.86	1.21	(3.86)	0.64						
10	NMX	Las Cruces	91.956	247	9.198	246	9.157	-	-	-	-	-	-	-	1	-	-	-	-	8.044	5.50	2.21	(73.71)	50.36						
8	IAN	Cedar Rapids	92.225	248	9.070	251	8.498	-	-	-	-	-	-	-	-	-	-	1	-	7.775	(1.79)	1.57	(3.57)	0.86						
9	CAN	Santa Rosa	86.347	249	9.023	245	9.571	-	-	-	-	-	-	-	-	-	-	-	-	13.653	-	-	-	-						
9	CAE	Fresno	89.733	250	8.907	248	8.783	-	-	-	-	-	-	-	-	-	-	-	-	10.267	(3.43)	22.07	(14.29)	17.36						
11	ALS	Mobile	90.463	251	8.627	Not Assessed	Not Assessed	-	-	-	-	1	-	-	-	-	-	-	-	9.537	(19.07)	19.43	(13.50)	9.29						
9	IDX	Pocatello	90.629	252	8.610	253	8.053	-	-	-	-	-	-	-	1	-	-	-	-	9.371	1.93	1.14	(0.21)	1.86						
6	KYE	London	94.234	253	8.426	260	7.579	-	-	-	-	-	-	-	-	-	-	2	-	5.766	(16.79)	3.43	0.36	3.07						
1	1st Circuit	Boston (Circuit HQ)	89.308	254	8.424	252	8.341	-	-	-	-	-	-	-	-	-	-	-	-	10.692	(32.07)	44.07	(1.00)	3.71						

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								Current (15.0%)				Future (5.0%)				Current (22.5%)			Future (7.5%)		Civil Filings (4.0%)		Criminal Defendants (6.0%)							
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								100%	75%	50%	50%	100%	75%	50%	50%	100%		75%	50%	50%	100%	100%	75%	50%	50%	100%				
1	MAX	Boston	89.308	254	8.424	252	8.341	-	-	-	-	-	-	-	-	-	-	-	-	10.692	94.50	35.50	13.00	15.57						
5	TXW	Austin	95.558	255	8.349	272	6.821	-	-	-	-	-	-	-	-	-	-	-	-	4.442	32.07	44.07	(1.00)	3.71						
5	MSS	Gulfport	87.978	256	8.329	247	8.790	-	-	-	-	-	-	-	-	-	-	-	-	12.022	2.43	13.00	(0.57)	7.07						
2	NYW	Buffalo	92.132	257	8.097	257	7.856	-	-	-	-	-	-	-	-	-	-	-	-	7.868	(59.50)	6.29	(4.79)	2.14						
9	MTX	Helena	87.980	258	8.048	249	8.518	-	-	-	-	-	-	-	-	-	-	-	-	12.020	52.86	8.57	(15.86)	10.14						
1	PRX	Ponce	87.869	259	8.017	250	8.504	-	-	-	-	-	-	-	-	-	-	-	-	12.131	0.71	0.93	(1.50)	0.57						
6	KYE	Covington	88.777	260	7.655	255	8.015	-	-	-	-	-	-	-	-	-	-	-	-	11.223	-	-	-	-						
9	CAC	Santa Ana	97.440	261	7.485	254	8.020	-	-	-	-	-	-	-	-	-	-	-	-	2.560	(2.64)	2.57	(4.21)	1.71						
9	9th Circuit	Seattle	91.307	262	7.456	256	7.975	-	-	-	-	-	-	-	-	-	-	-	-	2.560	43.64	31.50	(2.14)	2.07						
9	MTX	Billings	89.479	263	7.415	262	7.515	-	-	-	-	-	-	-	-	-	-	-	-	8.693	(29.36)	31.43	(23.43)	8.57						
9	ORX	Portland	91.314	264	7.239	265	7.109	-	-	-	-	-	-	-	-	-	-	-	-	10.521	(1.43)	1.50	(5.86)	4.36						
5	MSS	Jackson	90.259	265	7.189	261	7.551	-	-	-	-	-	-	-	-	-	-	-	-	9.741	(39.07)	10.93	(14.64)	12.36						
9	IDX	Coeur dAlene	89.489	266	7.162	263	7.422	-	-	-	-	-	-	-	-	-	-	-	-	10.511	3.64	12.79	(0.64)	2.86						
8	NEX	Omaha	93.244	267	7.127	278	6.540	-	-	-	-	-	-	-	-	-	-	-	-	10.511	(0.14)	0.57	0.36	0.79						
11	FLM	Jacksonville	92.267	268	7.117	273	6.793	-	-	-	-	-	-	-	-	-	-	-	-	6.756	(0.71)	0.29	(10.14)	5.29						
7	ILN	Rockford	91.011	269	6.697	305	1.970	-	-	-	-	-	-	-	-	-	-	-	-	7.733	24.57	21.79	(17.14)	6.36						
9	9th Circuit	Pasadena	89.920	270	6.662	268	7.066	-	-	-	-	-	-	-	-	-	-	-	-	8.989	17.86	5.00	(1.79)	0.50						
11	FLM	Orlando	92.335	271	6.624	264	7.405	-	-	-	-	-	-	-	-	-	-	-	-	10.080	-	-	-	-						
9	ORX	Eugene	93.252	272	6.623	279	6.498	-	-	-	-	-	-	-	-	-	-	-	-	7.665	(386.79)	32.36	(12.21)	6.71						
9	CAE	Bakersfield	93.428	273	6.599	269	6.956	-	-	-	-	-	-	-	-	-	-	-	-	6.748	(0.71)	5.14	(4.00)	3.71						
1	MAX	Springfield	93.726	274	6.593	285	5.854	-	-	-	-	-	-	-	-	-	-	-	-	6.572	-	-	(2.29)	0.07						
9	GUX	Hagatna	90.316	275	6.581	271	6.894	-	-	-	-	-	-	-	-	-	-	-	-	6.274	(6.21)	3.86	0.50	0.21						
5	TXS	Brownsville	94.035	276	6.578	291	5.546	-	-	-	-	-	-	-	-	-	-	-	-	9.684	0.57	1.86	(9.79)	1.14						
9	WAW	Seattle	92.769	277	6.490	270	6.950	-	-	-	-	-	-	-	-	-	-	-	-	5.965	0.43	2.00	(5.57)	15.50						
2	NYE	Central Islip	96.835	278	6.426	290	5.604	-	-	-	-	-	-	-	-	-	-	-	-	7.231	(29.36)	31.43	(23.43)	8.57						
4	WVS	Charleston	91.811	279	6.387	284	5.952	-	-	-	-	-	-	-	-	-	-	-	-	3.165	34.50	23.71	(1.29)	4.43						
9	AZX	Yuma	90.411	280	6.337	274	6.722	-	-	-	-	-	-	-	-	-	-	-	-	8.189	(4.14)	15.86	0.93	2.14						
9	CAN	McKinleyville	90.485	281	6.288	275	6.670	-	-	-	-	-	-	-	-	-	-	-	-	9.589	-	-	-	-						
9	CAE	Modesto (NR)	90.503	282	6.277	276	6.657	-	-	-	-	-	-	-	-	-	-	-	-	9.515	-	-	-	-						
11	ALM	Montgomery	91.815	283	6.046	282	6.036	-	-	-	-	-	-	-	-	-	-	-	-	9.497	(9.57)	14.29	(5.00)	2.43						
4	WVN	Wheeling	91.890	284	5.984	283	6.007	-	-	-	-	-	-	-	-	-	-	-	-	8.110	3.21	6.36	0.71	1.00						
5	LAW	Lafayette	92.162	285	5.960	267	7.088	-	-	-	-	-	-	-	-	-	-	-	-	7.838	(7.71)	5.71	1.07	2.57						
4	VAW	Lynchburg	91.464	286	5.854	280	6.153	-	-	-	-	-	-	-	-	-	-	-	-	8.536	0.71	1.86	(0.71)	1.43						
5	TXW	Alpine	91.241	287	5.789	281	6.140	-	-	-	-	-	-	-	-	-	-	-	-	8.759	-	-	-	-						
7	INN	Hammond	92.381	287	5.789	289	5.749	-	-	-	-	-	-	-	-	-	-	-	-	7.619	(1.14)	10.14	(3.43)	4.86						
6	TNW	Jackson	93.571	288	5.780	296	5.026	-	-	-	-	-	-	-	-	-	-	-	-	6.429	(0.64)	2.36	(2.64)	4.07						
8	IAS	Davenport	91.783	289	5.661	266	7.107	-	-	-	-	-	-	-	-	-	-	-	-	8.217	(2.00)	0.86	(3.50)	2.14						
11	FLS	Fort Pierce	92.242	290	5.626	286	5.816	-	-	-	-	-	-	-	-	-	-	-	-	7.758	4.64	6.36	(8.00)	1.79						

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

February 14, 2023 AMP Annual Update

Yearly evaluation results are used to assist in the assessment and prioritization of space needs. A higher urgency evaluation rating (number) represents a more urgent need.

City-level results sorted by Urgency Evaluation

Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)				Chambers Needs by Judge Type (30%)					City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)												
								Current (15.0%)				Future (5.0%)				Current (22.5%)			Future (7.5%)		Civil Filings (4.0%)		Criminal Defendants (6.0%)							
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	Average Annual Growth (Decline) 2007 to 2021 (3.0%)	Average Annual Growth (Decline) 2022 to 2036 (1.0%)	Average Annual Growth (Decline) 2007 to 2021 (4.5%)	Average Annual Growth (Decline) 2022 to 2036 (1.5%)
								100%	75%	50%	50%	100%	75%	50%	50%	100%		75%	50%	50%	100%	100%	75%	50%	50%	100%	60.49	94.50	35.50	13.00
9	NVX	Reno	92.400	291	5.510	288	5.793	-	-	-	-	-	-	-	-	-	-	-	-	7.600	(4.29)	8.50	(4.29)	2.57						
3	PAW	Erie	92.228	292	5.406	287	5.808	-	-	-	-	-	-	-	-	-	-	-	-	7.772	3.86	3.50	(0.93)	0.50						
6	OHN	Canton	92.144	293	5.192	292	5.507	-	-	-	-	-	-	-	-	-	-	-	-	7.856	-	-	-	-						
6	TNE	Greeneville	98.047	294	5.144	297	4.734	-	-	-	-	-	-	-	1	-	-	-	-	1.953	(7.00)	7.86	2.79	5.43						
8	MNX	Minneapolis	94.529	295	4.987	295	5.030	-	-	-	-	-	-	-	-	-	-	-	-	5.471	(189.57)	132.50	(22.86)	3.86						
8	MOW	Kansas City	93.701	296	4.980	293	5.375	-	-	-	-	-	-	-	-	-	-	-	-	6.299	(0.14)	8.00	(16.36)	6.14						
5	TXW	El Paso	95.345	297	4.677	259	7.611	-	-	-	-	-	-	-	-	-	-	-	-	4.655	(10.57)	3.57	(93.86)	49.36						
8	MOW	Jefferson City	95.841	298	4.225	299	3.858	-	-	-	-	-	-	-	-	-	-	-	-	4.159	(1.57)	2.07	3.50	2.14						
4	WVS	Beckley	94.289	299	4.121	298	4.049	-	-	-	-	-	-	-	-	-	-	-	-	5.711	(2.71)	10.36	(3.71)	0.57						
4	VAE	Richmond	97.547	300	3.859	301	3.349	-	-	-	-	-	-	-	-	1	-	-	-	2.453	1.00	9.71	(62.36)	8.93						
8	MOE	Cape Girardeau	95.690	301	3.737	300	3.364	-	-	-	-	-	-	-	-	-	-	-	-	4.310	0.79	7.86	0.64	4.36						
6	TNE	Knoxville	97.196	302	2.906	303	2.855	-	-	-	-	-	-	-	-	-	-	-	-	2.804	(2.00)	17.36	(2.71)	5.86						
9	CAS	El Centro	96.094	303	2.581	304	2.738	-	-	-	-	-	-	-	-	-	-	-	-	3.906	(0.07)	-	-	-						
4	VAW	Salem	Not Assessed	304	2.144	306	1.365	-	-	-	-	-	-	-	-	-	-	-	-	1	Not Assessed	-	-	-	-					
2	NYW	Geneseo	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
3	PAE	Reading	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
3	PAW	Duncansville	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
4	MDX	Bethesda	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
6	OHN	Medina	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
7	INS	Bloomington	Not Assessed	Not Assessed	Not Assessed	306	1.365	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
9	CAC	El Segundo	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
9	CAS	Carlsbad	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
9	IDX	Idaho Falls	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
10	KSX	Lawrence	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						
11	GAN	Jasper	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	-	-	-	-	-	-	-	-	-	-	-	-	Not Assessed	-	-	-	-						

^a - The existing bankruptcy courthouses in Nashville, TN, and San Antonio, TX, remain in use following the construction of new district courthouses in those cities. These two bankruptcy courthouses are included in the 2023 Annual Update; Urgency Evaluation ratings for these cities will be recalculated after the new district courthouses are assessed.

General Notes

Asset Management Planning: Urgency Evaluation Results

City-level results sorted by Urgency Evaluation

February 14, 2023 AMP Annual Update

Yearly evaluation results are used to assist in the assessment and prioritization of space needs. A higher urgency evaluation rating (number) represents a more urgent need.

City-level results sorted by Urgency Evaluation

Circuit	District	City	City-Wide Benefit Assessment 2023	Urgency Evaluation Rank Order 2023 (most urgent to least)	Urgency Evaluation Rating 2023	Urgency Evaluation Rank Order 2022 (most urgent to least)	Urgency Evaluation Rating 2022	Courtroom Needs by Judge Type (20%)				Chambers Needs by Judge Type (30%)					City-Wide Benefit Assessment Gap (40%)	Caseload Growth (10%)								
								Current (15.0%)		Future (5.0%)		Current (22.5%)			Future (7.5%)			Civil Filings (4.0%)		Criminal Defendants (6.0%)						
								District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	District Judges		Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges	District Judges	Senior District Judges	Magistrate Judges	Bankruptcy Judges	Circuit Judges
								1.5	Roanoke, VAW	4.25	Raleigh, NCE	1.5	Tulsa, OKN	3.5	McAllen, TXS Los Angeles, CAC Las Vegas, NVX Tampa, FLM	60.49	94.50	35.50	13.00	15.57						
								100%	75%	50%	50%	100%	75%	50%	50%	100%	100%	75%	50%	50%	100%	Florence, ALN	San Francisco, CAN	Washington, DCX	Helena, ARE	San Antonio, TXW

Rows shaded in **Teal** indicate new locations added to the 2023 UE results [Carlsbad, CA; Colorado Springs, CO; Mobile, AL; Selma, AL].

Columns shaded in **Teal** highlight the 2023 UE Rankings and Ratings.

The following locations are on Part I of the FY 2024 CPP list and are excluded from the 2023 UE results list per JCUS policy: San Juan (Hato Rey), PR – Judicial Space Emergency (and CSP project); Hartford, CT; Chattanooga, TN; and Bowling Green, KY.

Italicized Bold black text - indicates court locations on Part II of the Judiciary’s fiscal year (FY) 2024 Courthouse Project Priorities (CPP) list with a completed, ongoing, or approved request for a Phase 2 GSA feasibility study [Anchorage, AK; McAllen, TX].

Bold black text - indicates court locations on Part II of the Judiciary’s FY 2024 CPP list with a completed Phase 1 GSA feasibility study (or equivalent) [Macon, GA; Greensboro/Winston-Salem, NC; and Norfolk, VA].

Blue text - indicates court locations with a completed, ongoing, or approved request for a Phase 1 GSA feasibility study [Green Bay, WI; Rochester, NY; Sherman/Plano, TX; Dallas, TX; Portland, ME; West Palm Beach, FL; Tampa, FL; Riverside, CA; and South Bend, IN].

Red text - indicates court locations with a completed CSP project, locations funded for a Capital Security Program (CSP) project, locations awaiting project funding, or locations approved for a CSP project study. Completed project locations are Benton, IL; Brunswick, GA; San Juan, PR (Phase 1); Lexington, KY; Columbus, GA; and St. Thomas, VI; facility benefit assessments (FBAs) for these locations have been updated to reflect the CSP projects. Funded project locations are Texarkana, AR/TX; Monroe, LA; Fort Worth, TX; Detroit, MI; and Hato Rey, PR (Phase 2). Locations with partial funding for design only are Alexandria, LA; Augusta, GA; and Fort Wayne, IN. Locations awaiting both design & construction funding are Burlington, VT, and Hattiesburg, MS. Yakima, WA, is funded for a CSP project study in FY 2023.

6.7 Current Judiciary *CPP* List

The current version of the *CPP* list can be located on JNet.

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**FEDERAL JUDICIARY COURTHOUSE PROJECT PRIORITIES (CPP) FOR FISCAL YEAR 2024
AS APPROVED BY THE JUDICIAL CONFERENCE OF THE UNITED STATES
September 2022**

The *Federal Judiciary Courthouse Project Priorities (CPP)* is the Judiciary’s list of courthouse construction funding priorities as approved by the Judicial Conference of the United States (Judicial Conference). The *CPP* was developed using the results of the Asset Management Planning (AMP) process. Approved by the Judicial Conference in 2008, AMP is a comprehensive facility planning tool designed to identify the Judiciary’s most urgent space needs, address cost-containment concerns, and incorporate applicable industry best practices.

Under the AMP process, each courthouse nationwide is assessed to determine current and future needs, identify preliminary housing solutions as needed, and calculate the relative urgency of need compared to other courts nationwide. Factors considered include building condition, building functionality, security, compliance with space standards, courtroom and chambers needs, and caseload and personnel growth. From this assessment, an Urgency Evaluation (UE) Results List that ranks space urgency by court location on a “worst first” basis is developed. Each location’s UE rating is updated annually until a project is placed on Part I of the *CPP*, at which time its rating is “frozen” for purposes of planning certainty.

The *CPP* is divided into two parts. Part I, provided below, consists of the Judiciary’s courthouse construction funding priorities for FY 2024. In addition, in September 2020, the Judicial Conference declared a judicial space emergency for the Nazario U.S. Courthouse and Degetau Federal Building in Hato Rey, Puerto Rico, due to unique circumstances resulting from GSA’s planned seismic retrofit of the Degetau Federal Building and the significant detrimental impact it would have on district court components housed in the Degetau Federal Building. These projects all have a completed GSA Phase II feasibility study or equivalent to establish cost estimates and housing solutions needed to address local court housing needs.

Judicial Space Emergency									
			FUNDING SUMMARY (\$M)						
District	City	Project Description	FY 2024 Funding Request		Previously Funded		Est.Total (Site/Design, Construction)	Site Acquired	Status (as of 3/2022)
			Site/Design	Construction	Site/Design	Construction			
District of Puerto Rico	San Juan	Courthouse Annex	20.020	295.532	22.476	0.000	338.028	Yes	GSA Feas. Study Completed
NOTES: Cost estimate based on GSA’s November 2022 new courthouse budget update; Degetau R&A design funding included with new annex construction to ensure Degetau project is coordinated with the two-phased annex construction. Follow-on R&A construction funding for Degetau will be requested by GSA in a future budget year. Site for Courthouse Annex federally owned.									

Part I: Fiscal Year (FY) 2024 Courthouse Construction Funding Priorities										
				FUNDING SUMMARY (\$M)						
Priority	District	City	Project Description	FY 2024 Funding Request		Previously Funded		Est.Total (Site/Design, Construction)	Site Acquired	Status (as of 3/2022)
				Site/Design	Construction	Site/Design	Construction			
1	District of Connecticut	Hartford	New Courthouse	0	128.069	69.340	265.660	463.069	No	GSA Ph II Feas. Study Completed
2	Eastern District of Tennessee	Chattanooga	New Courthouse	0	76.315	42.085	176.315	294.715	No	GSA Ph II Feas. Study Completed
3	Western District of Kentucky	Bowling Green	New Courthouse	TBD	TBD	0.000	0.000	TBD	No	GSA Ph II Feas. Study Completed
			TOTAL:	TBD	TBD	TBD	TBD	TBD		
NOTES: All projects have been assessed using the AMP process. Judiciary policies pertaining to courtroom sharing and the exclusion of projected judgeships have been applied to all projects. GSA is still developing a cost estimate for the Bowling Green project; a revised <i>CPP</i> will be provided when the estimate is available.										

Part II of the *CPP* identifies outyear courthouse construction priorities. All locations have been assessed under the AMP process and prioritized based on the project location's UE rating. As projects in Part I are funded and constructed, projects in Part II may potentially move to Part I. A project location must have a completed GSA Phase II feasibility study before moving to Part I. In selecting which projects should begin a Phase II study, the Judicial Conference's Committee on Space and Facilities will rely heavily on a location's UE rating. Where multiple locations have similar scores, additional factors may be considered, including prisoner production figures during a given period of time, previous funding, and whether the current facility is owned by GSA. When a GSA Phase II feasibility study has been completed, that project will be elevated to Part I and placed behind any other locations already on Part I the next time the *CPP* is updated. Until a location is moved to Part I, its UE rating will be refreshed each year to capture changes in courtroom needs, chambers needs, and caseload growth, and as a result, its place in the prioritization of Part II projects may change.

Part II: CPP Outyear Courthouse Construction Priorities (Based on 2022 Urgency Evaluation Rating)				
District	City	2022 UE Rating	Site Acquired	Status (as of 9/2022)
Middle District of Georgia	Macon	63.166	No	GSA Ph I Feasibility Study Completed
District of Alaska	Anchorage	59.524	No	GSA Ph I Feasibility Study Completed; GSA Ph II Feasibility Study In Progress
Middle District of North Carolina	Greensboro/W-S	43.205	No	GSA Ph I Feasibility Study Completed
Eastern District of Virginia	Norfolk	38.711	Yes	GSA Feasibility Study Completed in 2010; needs refresh
Southern District of Texas	McAllen	38.514	No	GSA Ph I Feasibility Study Completed; GSA Ph II Feasibility Study Requested
NOTE: All projects have been assessed using the AMP process; Judiciary policies pertaining to courtroom sharing and the exclusion of projected judgeships have been applied to all projects				