

**U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN**

**INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR
COURT TRAINING AND IMPROVEMENTS GRANT PROGRAM**

INTRODUCTION

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including number of persons served and number of persons seeking services who could not be served. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to complete this **Semi-Annual Progress Report**.

A grant administrator or coordinator must ensure that the form is completed fully with regard to all grant activities. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Grant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period.** Sections B and H of this form must be completed by all grantees. In section A, subsection A1 must be completed by all grantees. In section C, subsection C2 must be completed by all grantees with a development project. In sections C, D, E, F, G, and subsection A2, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

All information should reflect only Courts Program-funded activities engaged in during the current reporting period. The activities of volunteers or interns may be reported if they are coordinated or supervised by Courts Program grant-funded staff or if Courts Program grant funds substantially support their activities.

This form must be submitted to OVW within 30 days of the end of the current reporting period (i.e., July 30 or January 30).

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292) or send your questions by e-mail to vawamei@usm.maine.edu. Helpful hints, reporting forms, instructions and other information on the Semi-Annual Progress Report can be found at <http://muskie.usm.maine.edu/vawamei/>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS

Please note: It may be helpful to have the Courts Program Application Guideline and your original grant proposal available at the time you complete this form. The application guideline is available on the OVW website (www.ovw.usdoj.gov/).

In most of the questions on this form, you are given the option of an “Other” category. However, whenever possible, use existing categories to describe your grant-funded staff or activities. These existing categories should adequately capture the majority of activities. The “Other” category will rarely be needed.

A. General Information

A1. Grant Information

All grantees must complete this subsection.

1. Date of report
Enter the date on which you submit this form.
2. Current reporting period
This information will be pre-populated by the GMS system. You must download a new reporting form for each reporting period.
3. Grantee name
This information will be pre-populated by the GMS system.
4. Grant number
This information will be pre-populated by the GMS system.
5. Type of grant project
Indicate whether your project has a development grant in the planning or implementation phase, or a supplemental training grant.
- 5a. Type of grantee organization
In question 5a, choose the box that best describes the type of grantee organization. Check one box only.
- 5b. Project partners receiving Courts Program funds
If you indicated in question 5a that you are a court-based program, indicate the type(s) of program(s) that are receiving Courts Program funds.
- 5c. Type of development project funded by the Courts Program grant
If you indicated in question 5 that you are a development project, choose the box that best describes the type of project by checking all that apply.

5d. (Optional) Additional information

Use this space to provide more detail about your Courts Program-funded development project or court-based program. For example, “We are using funds to develop a juvenile domestic violence/dating violence court, unified family court, drug or mental health court, etc.

6. Point of contact

Provide the name, agency/organization name, mailing address, telephone number, facsimile number, and e-mail address for the person responsible for the day-to-day coordination of the grant.

7. Tribal populations

Check yes if your grant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve.

The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

EXAMPLE A: You are a tribal court project and you held a regional training event for tribal judges. The training content was the result of collaboration among several tribes in your region and addressed issues of model tribal codes relating to sexual assault, domestic violence, and stalking; full faith and credit; and the use of culturally appropriate sanctions and programs in negotiating plea agreements and imposing sentences. You would answer YES to this question and report the tribes and nations represented at your training.

EXAMPLE B: You held a statewide training event for judges and judicial officers and invited tribal judges from your state to attend. Your training did not specifically address tribal codes relating to sexual assault, domestic violence, or stalking, and no part of your training focused on tribal courts. Even though tribal judges attended the training, you would answer NO to this question and you would NOT report the tribes or nations represented at your training.

8. Percentage of grant funds

Report the area(s) addressed by your Courts Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The grantee may choose how to make this determination.

Definitions

Sexual assault is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include sexual assaults committed by offenders who are strangers to the victim/survivor and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly

rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

The Violence Against Women Act defines **domestic violence** as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence.

The Violence Against Women Act defines **dating violence** as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

A2. Staff Information

If Courts Program funds were used to fund staff positions during the current reporting period, check yes and answer question 9. If not, check no and skip to section B.

9. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these grant funds as well as consultants/contractors. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. Report all FTEs in decimals, not percentages. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

Administrator: individual in an administrative position, such as executive director, grant administrator, or fiscal officer/manager

Case/docket manager: individual who coordinates or manages the screening, scheduling, and assigning of cases and sharing of relevant case information in or between civil, criminal, and/or family courts.

Compliance monitor: individual who manages the continuous process of obtaining information about respondents/defendants' compliance with court orders, such as refraining from certain activities (e.g., contact with victim, use of alcohol or drugs) and/or participating in mandated activities (e.g., batterer intervention program, substance abuse counseling, parenting classes, etc.) and reports this information to the court.

Court improvement consultant: technical assistance provider or other expert who works with court staff to develop, enhance, and/or implement specialized courts or dedicated dockets by providing guidance on best practices, model policies and protocols, training materials, and tools (e.g., on information sharing processes; scheduling, screening, and coordination of cases; evaluation; coordinated community response, etc.)

Information technology staff: person who develops, installs, implements, and/or maintains computer systems, applications, and networks for the processing and distribution of data

Program coordinator: individual who coordinates specific aspects of the program, such as training coordinator, victim services coordinator, and legal staff coordinator

Trainer/educator: person who develops and/or delivers training content/curricula

Victim advocate (includes domestic violence, sexual assault, and dual): person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams. Communications with victims/survivors are usually considered confidential.

Victim assistant (includes victim-witness advocate/specialist/coordinator): person who provides victim assessments and coordination in support of case prosecution activities, assists with victim-witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are generally limited to the period and scope of court proceedings. Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court, and confidential communications are usually limited.

EXAMPLE 1: If you have one full-time judicial officer whose salary was 100% funded with Courts Program funds and another judicial officer whose salary was 25% funded with Courts Program funds during the current reporting period, report 1.25 FTEs in the category "Judge/judicial officer."

EXAMPLE 2: If a full-time Courts Program-funded compliance monitor was hired three months into the reporting period (i.e., in April or October), report that staff person as .50 FTE in the category "compliance monitor."

EXAMPLE 3: Using Court Program funds, you contracted with a consultant to advise you about processes and protocols to ensure information-sharing between family court and protection order cases to eliminate the issuance of conflicting court orders. That person provided services for the equivalent of two months of full-time work over the course of the reporting period. You would report that person as .33 FTE (2 months divided by 6 months) in the category "Court improvement consultant."

EXAMPLE 4: If you used Courts Program funds to cover 25% of the salary of someone in your court's IT department to make changes to your database that enabled clerks to more easily access

and share data between family court and protection order cases, report that person as .25 FTE in the category “information technology staff.”

B. Purpose Areas and Program Priority Areas
All grantees must complete this section.

10. Statutory purpose areas

Check all purpose areas that apply to activities engaged in with Courts Program grant funds during the current reporting period, even if those activities are different from the purpose area(s) indicated in your original application for funding or in previous reports.

11. Priority areas or special interest categories addressed by your grant

In addition to the purpose areas identified in question ten, the Courts Grant Program Application and Program Guidelines may have identified several program priority areas that would receive priority consideration. If your program addressed any of these priority areas during the current reporting period, list them. Because these priority areas may change in each year's program guidelines, you will need to consult the guidelines for the fiscal year for which you received your grant funds and/or refer to your grant application.

C. Function Areas

C1. Training

If your Courts Program funds were used for training and/or staff development during the current reporting period, check yes and answer questions 12-19. If not, check no and skip to C2.

For purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system.

12. Training events provided by supplemental training projects

Report the total number of training events provided during the current reporting period that were either provided by Courts Program-funded staff or directly supported by Courts Program funds. If non-grant-funded staff were sent to training with Courts Program funds, count the training as an event. Training provided to Courts Program-funded staff should not be counted.

EXAMPLE: You use Courts Program funds to send five judges to the same judicial institute. Count this as one training event in question 12, and report five (5) court personnel trained in question 13.

13. Number of people trained at training events provided by supplemental training projects

Report the number of people trained during training events reported in question 12. Use the category that is most descriptive of the people who attended the training event and indicate whether the event was a national OVW TA event, or a statewide or local event.

14. Training event content areas

Check the topics covered in training events reported in question 12. Check all that apply. Do not use the "Other" category to report the name of the group that received the training, the title of the training event (unless it is the same as the content and no existing category is appropriate), or the name of the conference that was attended.

15. (Optional) Additional information
Use this space to discuss the effectiveness of training activities funded or supported by your Courts Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided.
16. Training events provided by development projects
Report the total number of training events provided during the current reporting period that were either provided by Courts Program-funded staff or directly supported by Courts Program funds. If non-grant-funded staff were included in the training, you will count the training event in this question. However, you will NOT count training events provided ONLY to Courts Program-funded staff.
17. Number of people trained at training events provided by development projects
Report the number of people trained during training events provided by development projects with Courts Program funds. Use the category that is most descriptive of the people who attended the training event and indicate whether the persons trained were Courts Program-funded staff (whose FTEs you have reported in question 9 Staff) or non-grant funded.
18. Training content areas
Check the topics covered in training events reported in question 16. Check all that apply. Do not use the “Other” category to report the name of the group that received the training, the title of the training event, or the name of the conference that was attended.
19. (Optional) Additional information
Use this space to discuss the effectiveness of training activities funded or supported by your Courts Program grant and to provide any additional information you would like to share about your training activities beyond what you have provided in the data above. An example might be an increase in the number of intimate partner sexual assault charges coming into your court following a multi-disciplinary training provided to advocates, victim assistants, prosecutors, and judges on intimate partner sexual assault; or any other positive changes in practice or outcomes as a result of Courts Program-funded training.

C2. Planning

If you have Courts Program funds and you are or were in the planning phase during the current reporting period, check yes and answer questions 20-22. If not, check no and skip to C3.

NOTE: This section applies only to Courts Program development projects that were in the planning phase during the current reporting period.

20. Planning activities conducted
Check all activities that were conducted in the planning phase supported by your Courts Program grant during the current reporting period.
21. (Mandatory) Technical assistance activities with OVW-designated technical assistance providers
Describe the site visits, consultations, tools, and resources received from OVW TA providers during the current reporting period.

Technical assistance: A wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem.

Site visit: A visit made to the grantee/project for the purpose of providing technical assistance. This includes weekly, bi-weekly, or monthly site visits from the OVW TA provider.

Consultation: Technical assistance consultations conducted by telephonic, electronic, videoconference, TTY/TDD, or other types of technology. This includes quarterly tele/video conference calls and all mandatory OVW-sponsored meetings

22. (Optional) Additional information

Use the space provided to discuss the effectiveness of planning and development activities that were funded or supported by your Courts Program grant. You may provide examples, data, or any other information about your planning and development activities that you have not already provided.

C3. Coordinated Community Response

All grantees with development projects must answer questions 23 and 24. Supplemental training projects may complete this subsection if they used Courts Program funds to engage in CCR activities during the current reporting period. If you do not have a development project or supplemental training project, skip to C4.

23. Coordinated community response activities (CCR)/coordination activities

Check the appropriate boxes to indicate the agencies or organizations, even if they are not memorandum of understanding (MOU) partners or partners who provided letters of support, that you provided victim/survivor referrals to, received victim/survivor referrals from, or with which you engaged in other coordination activities, and/or attended meetings, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. In the last column, indicate the agencies or organizations with which you have an MOU or organizations that provided letters of support for purposes of the Courts Program grant.

The following numbers can help you determine the frequency of contact. For a six month reporting period, daily is approximately 130 contacts, weekly is approximately 26 contacts, monthly is approximately 6 contacts, and quarterly is approximately 1 contact. More than likely, your contacts will fall between these numbers. The grantee may determine the most accurate frequency.

EXAMPLE: A Courts Program-funded compliance monitor has regular consultations with victim advocates regarding issues of victim safety and whether offenders are complying with the conditions of their probation regarding contact with victims/survivors. During the current reporting period, the monitor logged 75 phone calls or meetings with the advocates from a domestic violence organization. The monitor also is a member of a regional task force that meets four times a year to address the system response to offender non-compliance with court orders. The task force includes the funded court, probation, prosecutor's office, law enforcement, a local domestic violence program, and the director of a batterer intervention program. There is an MOU between court and probation, the prosecutor's office, and a domestic violence program for purposes of the Courts Program-funded project. You would report the CCR activities by checking the box under the Daily

column for domestic violence organization, and checking the boxes under the Quarterly column for Domestic violence organization, Corrections, Batterer intervention program, Law enforcement agency, and Prosecutor's office. You would also check the boxes under the Project partner column for Domestic violence organization, Corrections, and Prosecutor's office.

24. (Optional) Additional information

Use this space to discuss the effectiveness of CCR activities funded or supported by your Courts Program grant. You may provide examples, data, or any other information about your CCR activities that you have not already provided.

C4. Policies

If Courts Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 25-26. If not, check no and skip to C5.

25. Protocols and/or policies developed, substantially revised, or implemented

Check all the types of policies or protocols developed, substantially revised, or implemented during the current reporting period. These activities should be completed by Courts Program-funded staff or directly supported by Courts Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should not be reported until it is actually finished.

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

EXAMPLE 1a: A multidisciplinary court advisory group identified inconsistencies in how your various district courts and judges in the same court handle judicial monitoring of domestic violence offenders' compliance with court orders. You used Courts Program funding to hire a court improvement consultant who worked with the advisory group to develop a protocol that would enhance the effectiveness of judicial monitoring and provide greater consistency throughout your system. The protocol was to set forth the standard practice to be followed by the court clerk and judge in each case, including time between scheduled review hearings, methods for reporting on defendants' activities between hearings, and guidelines for providing notice to victims/survivors. As of the end of the current reporting period, the consultant had completed an initial draft of the protocol and presented it to the advisory group and Chief Judge for review and comment.

You would NOT report this activity because the development of the protocol was not yet completed during the current reporting period.

EXAMPLE 1b: In the example above, if the protocol had been approved and finalized by the Court you WOULD report this because the development of the protocol had been completed during the current reporting period.

EXAMPLE 1c: In the example above, if all court staff and partners involved in the judicial monitoring process received the written protocol, were trained on it, and began to apply it, you WOULD report this because the protocol had been implemented during the current reporting period.

period. However, you would not continue to report this protocol as implemented—you would only report it once.

EXAMPLE 2: Using Courts Program funding, you developed procedures to ensure consistency in the issuance of stay-away/no-contact orders as a condition of bond or probation in domestic violence, sexual assault, and stalking cases. As of the end of the current reporting period, these procedures had been vetted and approved by your advisory committee and the Chief Judge; you had trained bail commissioners, prosecutors, judges, clerks, and probation officers on the new procedures; and all system partners had made the procedures their standard practice.

You WOULD report this activity because your new procedures were implemented as a standard practice for your court system. You WOULD NOT, however, continue to report this in future reporting periods.

EXAMPLE 3: With Courts Program funding your project completed revisions to its intake/screening tool to better address the unique needs of teen dating violence victims/survivors. The tool was in need of significant amendment as it had been developed for adult victims only and was not sensitive to the challenges/needs of younger victims.

You would NOT report this activity in this section, but you WOULD report it in question 27 Products, since you substantially revised a product (but not a policy or protocol) during the current reporting period.

26. (Optional) Additional information

Use this space to discuss the effectiveness of policies you have developed or implemented that were funded or supported by your Courts Program grant and to provide any additional information you would like to share about your activities beyond what you have provided in question 25. An example might include greater consistency in the imposition of bail following implementation of a protocol that provides bail commissioners or judicial officers setting bail with detailed information about the past criminal history of the defendant.

C5. Products

If Courts Program funds were used to develop, substantially revise, or distribute products during the current reporting period, check yes and answer question 27. If not, check no and skip to C6.

27. Product development, substantial revisions, and/or distribution

Report the number of products developed, substantially revised, or distributed with Courts Program funds during the current reporting period. Report the number of new products developed or substantially revised during the current reporting period; the title/topic; intended audience for each product developed, revised, or distributed; and the number of products used or distributed. If a product was created in, or translated into, a language other than English, including Braille, indicate the language. Report on products that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised and were used or distributed during the current reporting period. Do not report the number of products printed or copied; only report the number developed or revised—

in most cases that number will be one for each product described—and/or the number used or distributed.

EXAMPLE: You used Courts Program funds to develop a bench book for your specialized protection order judge to use during PO hearings and distributed the bench book to that judge and six others during a statewide judicial training, all during the current reporting period. You also substantially revised a brochure for victim/survivors on how to obtain protection orders, since your state's statute on protection orders had been amended, and you had the brochure translated into Spanish. While you completed the brochure revisions and translation during the current reporting period, you had not distributed the brochures to victims/survivors. You would report these as follows: for the bench book, enter "1" in the Number developed or revised category, enter the title in the Title/topic category, enter "Judges/judicial officers" in the Intended audience category, and enter "6" in the Number used or distributed column. For the brochure, enter "2" in the Number developed/revised column (the translated brochure is considered to be a separate product developed), enter the title in the Title/topic category, enter "Victims/survivors" in the Intended audience category, and enter "Spanish" in the Other languages category.

C6. System Improvement

If your Courts Program funds were used to support system improvement during the current reporting period, check yes and answer question 28. If not, check no and skip to C7.

28. Use of Courts Program funds for system improvement

Indicate the system improvement activities engaged in during the current reporting period and identify the system(s) in which the improvement occurred. Check all that apply.

29. (Optional) Additional information

Use this space to discuss the effectiveness of your system improvement activities that are funded or supported by Court Program funds and to provide any additional information you would like to share about those activities beyond what you have provided in question 28.

C7. Data Collection/Case Coordination

If Courts Program funds were used for data collection/case coordination during the current reporting period, check yes and answer questions 30-31. If not, check no and skip to C8. This section only applies to grantees with a development grant.

30. Use of Courts Program funds for data collection and/or communication systems

Indicate whether the Courts Program grant was used to develop, expand, or link data collection and/or communications systems or to purchase computers or other equipment during the current reporting period. Check all that apply. If you purchased equipment in the previous reporting period, you will not report it as purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

31. Purpose of data collection, communication and/or coordination systems

Indicate the types of information that have been or will be identified and tracked using the technology identified in question 30.

EXAMPLE: You have used Courts Program funds for an IT firm to install software and provide training to court staff on the use of the software, the purpose of which is to better coordinate information regarding pending court orders—including bail conditions, protection orders, and family court orders—in real time. In question 30, you would check “develop electronic data sharing capacity,” “engage services of IT expert,” and “purchase computers and other equipment” and in question 31 you would check “case coordination,” “civil and criminal case information sharing in real time,” “probation conditions/violation,” and “protection orders.”

C8. Specialized Courts or Dedicated Dockets Infrastructure and Activities

If your Courts Program funds were used to support a specialized court or dedicated docket during the current reporting period, answer questions 32-34. If not, check no and skip to Section C9.

Specialized court: has a specific infrastructure and procedural practices for handling sexual assault, domestic violence, dating violence, and/or stalking cases.

Dedicated docket: has a designated schedule for hearing matters and screening mechanisms to identify matters related to sexual assault, domestic violence, dating violence, and/or stalking cases.

32. Types of cases and types of victimizations addressed by Courts Program-funded specialized courts or dedicated dockets

Check all types of cases and victimizations addressed by your dedicated docket or specialized court during the current reporting period. Development projects that engaged only in planning during the current reporting period should not answer this question.

33. Specialized court infrastructure and activities

Indicate which of the listed specialized court infrastructure and activities were previously established, meaning they were in place prior to the current reporting period (whether as a result of Courts Program funding or not); in the process of being developed or enhanced during the current reporting period (with Courts Program funds); and/or were completed or fully implemented during the current reporting period (with Courts Program funds) during the current reporting period.

EXAMPLE 1a: Your court has been involved in a local working group whose purpose is to improve the court’s handling of domestic violence cases. When you began receiving Courts Program funding, the group was in the process of establishing a specialized domestic violence court with a single judge presiding over the cases—a protocol had been developed and several judges and court staff were receiving training and technical assistance from an OVW TA provider as of the end of the reporting period. You would report this by checking the category “Local working group to create policies . . .” under “Previously established” and checking the category “Single judge with authority to handle criminal matters” under “Developing/enhancing.”

EXAMPLE 1b: In the example above, if the single judge began hearing all domestic violence cases during the current reporting period, you would report that ONLY under “Completed/fully implemented.”

34. (Optional) Additional information

Use this space to further describe and to discuss the effectiveness of your specialized court or

docket infrastructure activities and to provide any additional information you would like to share about your court structure and specific activities beyond what you have provided in question 33 or elsewhere on this reporting form.

C9. Victim/Survivor Outreach, Information, and Referrals to Victim Services

If Courts Program funds were used for victim/survivor outreach, information, and referrals during the current reporting period, check yes and answer questions 35-37. If not, check no and skip to D. This section only applies to grantees with a development grant.

35. Victim-witness notification/outreach

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence/dating violence, and stalking identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served in question 38 unless they also received at least one of the services reported in question 42 Victim Services.

EXAMPLE: Your Courts Program-funded victim assistant/victim witness advocate sent out 75 unsolicited letters during the current reporting period to victims/survivors of sexual assault crimes; twenty-five of those victims/survivors called and requested information about and assistance with their cases, which is a grant-funded service. In this case, you would report 75 in question 35 Victim-witness notification and the 5 victims/survivors requesting criminal justice advocacy services would also be counted in question 42 Victim services. These 5 victims/survivors would be reported in question 38 as victims/survivors served under sexual assault. Demographics and relationship to offender information would also need to be reported in questions 40 and 41. However, if none of the victims/survivors responded with requests for services, or received services, you would only report the letters as outreach activities in question 35.

36. Information provided to victims/survivors

Report the types of information routinely provided to victims/survivors using Courts Program funds during the current reporting period by checking all that apply.

37. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services made by Courts Program-funded staff during the current reporting period. “Governmental” refers to victim services provided by victim assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation. “Non-governmental” refers to services provided by non-profit community-based agencies to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking.)

D. Victim Services

If Courts Program-funded staff provided victim services or if grant funds were used to support victim services during the current reporting period, check yes and answer questions 38 – 44. If your Courts Program funds were not used for victim services, check no and skip to section E.

Only provide information in this section that represents victims/survivors served and services provided with Courts Program funding. Report all victim services provided with Courts Program funds, whether by legal services staff, a victim services agency, or by staff providing victim services within law enforcement, prosecution, probation, or the court system, in this section.

38. Number of primary victims/survivors served, partially served, and victims/survivors seeking services who were not served

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence/dating violence, or stalking was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to definitions of sexual assault, domestic violence, dating violence, and stalking on pages three and four of these instructions.) Do not report secondary victims here.

EXAMPLE 1: A victim/survivor requested Courts Program-funded services three different times during the current reporting period; you will report this person only once in the appropriate categories in question 38.

EXAMPLE 2: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. (These were both Courts Program-funded services.) Although this victim came two times and requested two different services, you will only count that victim once in question 38. You will count the victim once for each type of service received in question 42.

Victims/survivors served are those who received all of the service(s) they requested, if those services were provided under your Courts Program grant.

Victims/survivors partially served are those who received some service(s), but not all of the services they requested, if those services were provided under your Courts Program grant.

Victims/survivors not served are those who sought services but did not receive the requested service(s) they were seeking, if those services were provided under your Courts Program grant.

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your grant, that person should NOT BE COUNTED in any category. If you contact victims/survivors to offer services, and they do not want services or you cannot locate them, do not count them in this question. (See instructions for question 35 Victim-witness notification/outreach to victims/survivors.)

EXAMPLE 1: (Primary victimization) A victim/survivor sought assistance from your Courts Program-funded court advocate with requesting a protection order. Her estranged intimate partner, who had a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic violence/dating violence or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services.

EXAMPLE 2: (Served) A domestic violence victim called your Courts Program-funded court advocate program looking for assistance obtaining a protection order. The advocate assisted her with the paperwork and with the filing and service of the emergency protection order and accompanied her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your Courts Program grant, she should be counted as “served” in the domestic violence/dating violence column.

EXAMPLE 3: (Partially served) A victim whose ex-husband had been charged with stalking came to the prosecutor’s office to get information about the criminal process. She was referred to the Courts Program-funded victim assistant who explained the process to her, what she could expect, the different hearings that would take place, etc. She asked the victim assistant to attend the arraignment with her, but this person already was scheduled to be in another court at the time of the arraignment. This victim received information from the victim assistant, but not the other services she requested that are funded under your Courts Program grant. She should be counted as “partially served.”

EXAMPLE 4: (Not counted) A victim of dating violence called the Courts Program-funded project seeking shelter services. In a previous reporting period, the funded legal advocate had assisted her with a protection order because her former dating partner was stalking her. She was given the phone number for the nearest shelter. Because the victim was requesting a service not supported with Courts Program funding, this victim would not be counted at all in question 38.

39. Reasons that victims/survivors seeking services were not served or were partially served

Report the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

Hours of operation: Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

Insufficient/lack of culturally appropriate services: Services currently provided under the grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of language capacity (including sign language): Interpreter services are not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

Insufficient/lack of services for people with disabilities: The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able to use shelter services.

Lack of child care: Victim/survivor is unable to receive requested services due to the lack of available child care.

Program unable to provide service due to limited resources/priority setting: Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger or who have complex legal issues related to their protection orders) and

is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.

Other: Describe any other reason for not serving that is not captured above.

Below are examples of responses in the “other” category that indicate the victim/survivor should have been reported in a different category or should not have been reported at all in answer to this question.

EXAMPLE 1: In the “Other” category, you report “Victim refused services.” If your Courts Program-funded resource coordinator offers services to a victim/survivor, and the victim refuses the services or does not accept those services, you would not count this person at all in this section.

EXAMPLE 2: In the “Other” category you report “Service was not provided by our program.” Only consider services supported with grant funds. For example, Court Program funds only supported victim advocacy and crisis intervention services but a victim/survivor contacted your program seeking crisis intervention and emergency shelter. You only consider your ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since emergency shelter services are not funded under your Court Program grant.

40. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 38A and 38B, report the total numbers for all demographic categories that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “Other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 38A and 38B. However, the total number of victim/survivors reported in the “Gender” and “Age” categories should equal the total number of victims/survivors reported in 38A and 38B. Those victims/survivors for whom gender, age, and/or race/ethnicity is not known should be reported in the “unknown” category. The demographic categories listed under “Race/ethnicity” are mandated by the federal Office of Management and Budget.

Race/ethnicity: Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories. Victims/survivors should not be counted more than once in either the category “American Indian or Alaska Native” or in the category “Native Hawaiian or other Pacific Islander.” For example if a victim identifies as Hawaiian and Samoan you would only report her once in the category “Native Hawaiian or other Pacific Islander.”

Gender: Report the gender of each victim/survivor or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 38A and 38B.

Age: Report the number of victims/survivors served in the applicable age category. This is an unduplicated count, and the total number for age should equal the sum of 38A and 38B.

People with disabilities: Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people who are hearing-impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.

People with limited English proficiency: Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants/refugees/asylum seekers: Where possible, report the number of victims/survivors who are immigrants, refugees, or asylum seekers. This is not a question about immigration or legal status.

People who live in rural areas: Report the number of victims/survivors who live in a rural area or community. If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.

EXAMPLE: You served a 20-year-old woman who is a victim/survivor of domestic violence, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-24), and as a person with limited English proficiency.

41. Victims/survivors' relationships to offender by victimization

For those victims/survivors reported as served and partially served in items 38A and 38B, report the relationship of the victims/survivors to the offender by type of victimization. Victims/survivors are those against whom the sexual assault, domestic violence/dating violence, or stalking was directed. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 38A and 38B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 38A and 38B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 38A and 38B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 38A and 38B. Do not report relationships to offenders for secondary victims.

Current or former spouse or intimate partner: The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving grant monies.

Other family member or household member: The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.

Acquaintance: The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.

Current or former dating relationship: The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Stranger: The victim/survivor and the offender are not known to each other.

EXAMPLE: A victim/survivor who was being stalked by her former intimate partner and was sexually assaulted by a family member would be counted as follows: enter “1” in the Current or former spouse or intimate partner row under the Stalking column and enter “1” in the Other family or household member row under the Sexual assault column.

42. Victim services

Based on the victims/survivors reported in 38A and 38B, report the number of primary victims/survivors who received Court Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim/survivor. Do not report secondary victims receiving services in this question.

Child care: Group or individual child care for persons under age 18.

Civil legal advocacy/court accompaniment: Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing. Does not include services provided by an attorney or paralegal.

Criminal justice advocacy/court accompaniment: Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

Victim/survivor advocacy: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim’s compensation, etc.

43. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Courts Program-funded victim services staff assisted victims/survivors during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no contact” or “stay away” orders in your jurisdiction, and they may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

44. (Optional) Additional information

Use the space provided to discuss the effectiveness of victim services activities funded or supported by your Courts Program grant. You may provide examples, data, or any other information about your victim services activities that you have not already provided.

E. Criminal Justice

Criminal Cases

If your Courts Program funds were used for criminal cases during the current reporting period, check yes and answer questions 45 - 50. If not, check no and skip to Section F.

45. Number of criminal cases

Report the total number of new sexual assault, domestic violence, dating violence, and/or stalking cases filed in your Courts Program-funded court during the current reporting period. Cases involving multiple charges or counts should be characterized by the most serious offense or charge.

Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name the offense domestic violence for the case to be counted here. Similarly, cases addressing sexual assault and stalking offenses that occur in the context of domestic violence should be counted, even if your state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

EXAMPLE: The victim’s estranged husband forced the victim into her car, threatened and assaulted her, and then smashed the front windshield of her car. The defendant was charged with kidnapping, criminal threatening, simple assault, and destruction of property, which amounted to two felonies and two misdemeanors in your jurisdiction. Even though your jurisdiction has no crimes that are called “domestic violence kidnapping” or “domestic violence assault,” etc., you would report this in the category “felony domestic violence/dating violence.” This represents the most serious of the four charges resulting from the incident. You would NOT report the other charges, since this question asks for cases not charges.

46. Disposition of cases

Report the disposition of listed types of cases that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

Dismissed: Report cases that were dismissed.

Deferred adjudication: Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.

Convicted (plea or trial): Report cases in which there was a conviction, and indicate whether the offender was convicted as the result of a plea or was found guilty at trial

Acquitted: Report cases in which the offender was acquitted as the result of a trial.

EXAMPLE: The defendant forced the victim into her car, threatened and assaulted her, and then smashed the front windshield of her car. The defendant was charged with kidnapping, criminal threatening, simple assault, and destruction of property, which amounted to two felonies and two misdemeanors in your jurisdiction. A jury found the defendant guilty of all four counts. Although the defendant was convicted of four different charges, you will report the disposition of the case only ONCE, according to the most serious charge. In this case, you will report the case type as “Felony

domestic violence/dating violence” (because the kidnapping charge was the most serious of the four) and the disposition as “Number convicted: Trial.”

46a. Number of offenders ordered to BIP, SOM, or other offender treatment

For all cases in which dispositions were reported in question 46, report the number of offenders who were ordered to batterer intervention, sex offender management, or other offender treatment during the current reporting period.

47. Criminal protection orders

Report the total number of requests for criminal protection orders and the total number of criminal protection orders granted for victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Courts Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no contact” or “stay away” orders. Generally, these orders are requested by the prosecutor’s office, do not require the victim/survivor to appear in court, and are effective only while the criminal case is active. Criminal protection orders may be issued as a condition of bail or probation.

48. Judicial monitoring

Report the number of felonies, misdemeanors, protection order, or other cases involving sexual assault, domestic violence, dating violence, and/or stalking that were reviewed by the court for compliance with conditions of probation or other court-ordered conditions (including pre-trial, bail, protection orders, and other conditions of release), or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

EXAMPLE: During the current reporting period, 10 offenders were reviewed at the same three sessions. The number of offenders reviewed would be 10, and the number of review hearings conducted would be 10 multiplied by 3, or 30.

49. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, and/or stalking cases reviewed by the court in which there were judicial dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report during this reporting period. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period.

No action taken: No action is taken by the presiding judge or magistrate.

Verbal/written warning: The offender is given a warning of future consequences.

Fine: A fine is imposed on the offender.

Conditions added: Conditions are added to offender’s term of probation.

Partial revocation of probation: The offender is ordered to serve part of suspended sentence.

Probation revoked/incarcerated: The offender’s probation is revoked and the offender is ordered to serve the entire sentence.

50. (Optional) Additional information

Use this space to discuss the effectiveness of criminal case activities funded or supported by your Courts Program grant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might include expedited prosecution of felony domestic violence and sexual assault cases, or an increase in the number of those cases brought to trial, as the result of establishing a dedicated docket and assigning a specialized prosecutor to handle those cases.

F. Civil Justice

F1. If Courts Program funds were used for civil protection orders during the current reporting period, check yes and answer questions 51a-54. If not, check no and skip to F2.

51a. Civil protection orders by type of victimization

For Courts Program-funded courts that distinguish between sexual assault, domestic violence, dating violence and stalking protection orders, report each type of temporary and/or final protection order separately in question 51a. If your court does not separate protection orders by type, report the total number of temporary and/or final protection orders in 51b.

Report the total number of requests received for both temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Courts Program grant. If your court does not make this distinction, report the number of protection orders in 51b. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). Civil protection orders are those requested by the plaintiff.

51b. Civil protection orders

If your court does not distinguish protection orders by type of victimization, report total temporary and final orders requested and granted here. Report the total number of requests for temporary protection orders and final protection orders and the total number of temporary protection orders granted for the victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Courts Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). Civil protection orders are those requested by the plaintiff.

52. Relief granted in final protection orders

For final protection orders only that were reported in question 51a or 51b, report the number of orders granted with the specific categories of relief set forth in this question. Protection orders may be granted on the basis of more than one category of relief. If so, report the protection order in each applicable category of relief. Report cases in the general “custody” category only if you are not able to report the specific type of custody ordered -- do not use custody category as a total of the specific subcategories. The total number of protection orders reported in all categories of relief may be greater than the total number of protection orders reported in question 51a or 51b.

EXAMPLE: Your Courts Program-funded protection order court issued a stay-away order against the respondent, granting sole parental rights of minor children to the petitioner, and ordering the respondent to pay child support and attend a batterer intervention program. You would report this protection order case in all of the following categories of relief: 1) stay away/no-contact, 2) sole parental rights to the petitioner, 3) child support, and 4) BIP.

Jurisdictions differ in definitions of custodial relationships. Use the following descriptions to decide which is the most appropriate category of relief:

Sole parental rights: One parent is given exclusive custodial rights of the children with the right to make all decisions regarding their care. The other parent may or may not have visitation with the children.

Shared parental rights: Both parents share custodial rights of the children and are jointly involved in decision making regarding their care. Shared parental rights does not equal shared residence. Thus a court could award shared parental rights between the parents yet grant primary residence to one parent.

Allocated parental rights: The court awards decision making authority to one parent related to a specific topic. For example, a court may award equal decision-making authority over health and education needs to both parents but allocate religious decision-making authority to one parent. This is usually used in cases where there is general agreement between parents but in limited areas they cannot agree.

Supervised visitation/exchange: Supervised exchange is when the court orders parents to exchange children in the presence of a third party. The third party can be a family or community member or can be the employee of an organization that provides supervised exchange services. This can include an order to exchange children at the police station or similar government agency.

Economic relief: Economic relief should be broadly construed.

EXAMPLES of economic relief:

- a. The court orders the defendant to pay the plaintiff spousal support for a period of time.*
- b. The court orders the defendant to pay the mortgage payments on the home while the plaintiff continues to reside in the home.*
- c. The parties incurred large credit card debt. The court orders the defendant to make regular payments on the debt.*
- d. The defendant caused property damage in a rented home/apartment and the landlord is seeking payment. The court orders the defendant to pay any obligations to the landlord.*
- e. The plaintiff is evicted from her apartment and loses her security deposit because of the defendant's violent conduct and material damage to the property. The court orders the defendant to pay the amount of the security deposit to the plaintiff to secure a new apartment.*
- f. The defendant smashed all the windows of the plaintiff's vehicle. The court orders the defendant to pay for all necessary repairs to the vehicle.*

53. Post-judgment/post-adjudication judicial reviews of protection order conditions
Post-judgment/post-adjudication reviews refer to any type of judicial review of a final protection order. In your jurisdiction, the hearing may be referred to as a show cause hearing, motion for contempt, motion for failure to comply, or a review hearing to monitor compliance with conditions of the protection order.

Report the number of sexual assault, domestic violence, dating violence, and/or stalking protection order cases that were heard or reviewed at hearing for compliance with court-ordered conditions or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each case, even when that case is reviewed during the same court sessions as other cases.

EXAMPLE: During the current reporting period, 10 protection order cases were reviewed at the same three sessions. The number of cases reviewed at hearing would be 10, and the number of individual review hearings conducted would be 10 multiplied by 3, or 30.

54. Additional information on post-judgment/post-adjudication reviews of protection order conditions and process for handling protection order violations
If you reported cases reviewed by question 53, please discuss the types of issues and violations your court is seeing most frequently in post-judgment reviews (e.g. contempt motions regarding custody, visitation, and/or child or spousal support; motions to modify custody and/or visitation; violations of no-contact provisions; failure to attend BIP or offender treatment, etc. Describe any patterns the funded court is seeing and how it is responding. Also please describe how your court handles protection order violations.

55. (Optional) Additional information
Use this space to discuss the effectiveness of the civil protection order activities that were funded or supported by Courts Program funds and to share any additional information about your civil protection order activities beyond what you have provided in the data above. An example might be an increase in successful offender participation in batterer intervention programs following the institution of protection order review hearings.

F2. Family Cases

If your Courts Program funds were used for family cases during the current reporting period, check yes and answer questions 56-59. If not, check no and skip to Section G.

56. Number of new and pending family cases addressed by the court and number of hearings conducted in family cases
Report the number of new or continuing divorce or parental rights cases with issues of sexual assault, domestic violence, dating violence, and/or stalking addressed by Courts Program-funded courts during the current reporting period. Report only cases that are new cases filed with the court or cases still in process of being heard by the court during the current reporting period. Do not report cases that have been reopened after a final judgment--those cases will be reported in question 57.

Report new or continuing cases by type of case:

Divorce (no children in common): This refers to a court matter where the parties are seeking to dissolve a legal marriage where the parties have no children in common and/or subject to the court case.

Divorce (children in common): This refers to a court case where the parties are seeking to dissolve a legal marriage where the parties have children in common and those children are subject to the court case. This can include biological, adopted, or step children.

Parental rights/responsibilities: This refers to a court matter where the parties have never entered into a legal marriage but have children in common and are seeking to have the court make decisions about the custodial arrangement for the children.

EXAMPLE A: A victim filed a divorce action against the abuser, with whom she has children in common. In the current reporting period, the court held two hearings in the matter to get evidence regarding who should be awarded custody of the children. Report this case by entering "1" in the Divorce (children in common) row under "Number of cases" and "2" in the Divorce (children in common) row under "Number of hearings."

EXAMPLE B: A victim filed an action for parental rights and responsibilities in the previous six-month reporting period. In the current reporting period the court held one hearing on the case, hearing evidence related to custody of the children. Report this by entering "1" in the Parental rights/responsibilities category under "Number of cases" and "1" in Parental rights/responsibilities category under "Number of hearings."

EXAMPLE C: A victim filed a divorce action in December 2009 and the court entered a final judgment granting the victim and abuser shared parental rights of the children in September 2010. During the current reporting period, the victim filed an action asking the court to change the custody order and grant her sole parental rights of the children and two hearings were held on her motion. Do NOT report this case in question 56 but rather report it in question 57 as a post-judgment/post-adjudication review case.

57. Post-judgment/ post-adjudication reviews of family law cases

Report the number of family cases with issues of sexual assault, domestic violence, dating violence, and/or stalking that were reviewed by the Courts Program-funded court for compliance with terms/conditions imposed as part of the original family law case. Post-adjudication reviews can be referred to as a contempt hearing, hearing on motion to modify, failure to comply hearing, or any other term that signifies that the court is being asked to review the original judgment of the court. Report only cases where there was a final judgment being reviewed. Also report the total number of post-judgment/post-adjudication family law case review hearings conducted. The number of review hearings is the number of individual hearings held for each unique case. For example, if 10 unique cases were each reviewed three times during the reporting period, the number of cases reviewed at hearing would be 10 and the number of case review hearings conducted would be 10 multiplied by 3, or 30.

EXAMPLE: A victim filed a divorce action in 2009 and the court entered a final judgment granting the victim and abuser shared parental rights of the children in 2010. In 2011, the victim filed an action asking the court to change the custody order and grant her sole parental rights of the

children. In the current reporting period, the court held two review hearings on her request to modify the custody order. Report this by entering “1” under “Number of post-judgment/post-adjudication cases reviewed at hearing” and “2” under “Number of individual post-judgment/post-adjudication family case review hearings.”

58. Additional information on post-disposition enforcement actions/reviews of family cases
If you reported cases reviewed in question 57, please discuss the types of issues your funded court is seeing most frequently in the hearing--e.g., contempt motions regarding custody, visitation, and/or child or spousal support; motions to modify custody and/or visitation; violations of no-contact provisions; failure to attend BIP or offender treatment, etc. Describe any patterns in what the funded court is seeing and how it is responding.
59. (Optional) Additional Information
Use this space to discuss the effectiveness of your Courts Program- funded court’s treatment of family law cases and to share any additional information about your family law cases beyond what you have provided in the data above. An example might be a decrease in the number of custody and visitation motions and hearings after instituting a one-family/one judge court.

G. Other Court-Related Activities

G1. Court-based Probation or Other Offender/Respondent Compliance Monitoring
If Courts Program funds were used for probation or other offender/respondent compliance monitoring activities during the current reporting period, check yes and answer questions 60-62. Provide the following information only for offender monitoring activities paid for with Courts Program funds. If Courts Program funds were not used for probation or other offender/respondents monitoring activities, check no and skip to section G2.

EXAMPLE: Your Courts Program funds were used for two half-time probation officers to focus on juvenile domestic violence, dating violence, and sexual assault offenders. Even though they also worked with adult domestic violence probationers using state funds, you would only report on the cases and offenders supervised with Courts Program funds.

60. Number of offenders/respondents
Report the total number of continuing and new sexual assault, domestic violence/dating violence, and/or stalking offenders/respondents. This is an unduplicated count. If you have not previously filed a semi-annual report, include all pending offenders/respondents at the beginning of the current reporting period as “number of continuing offenders/respondents.” Report the number who were with or without violations as of the end of the reporting period.

Domestic violence offenders/respondents include those who have been charged with or convicted of assaults, battery, vandalism, or other offenses in a domestic violence incident, or who are respondents in civil cases involving domestic violence. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, offenders who have been charged with or convicted of sexual assault or stalking offenses should be counted, even if your state law or tribal code uses another name for these types of offenses, such as “sexual battery” or “harassment.”

61. Monitoring activities

For new and continuing offenders/respondents reported in question 60, report the number on whose behalf the listed activities were conducted. Report only those offenders/respondents who were monitored using the specific activity under “Number of offenders/respondents” and indicate whether they were being monitored for sexual assault, domestic violence, dating violence, or stalking-related offenses. Also report the number and type of offenders/respondents whose victims/survivors you had contact with regarding the offenders/respondents’ compliance with court-ordered conditions.

EXAMPLE: The Courts Program-funded compliance monitor had monthly telephone contact with BIP staff regarding the attendance of 25 domestic violence offenders and reviewed information received from substance abuse treatment agencies regarding 17 of those offenders. The table would be filled out as follows: enter “25” in the Review of information received from, or contact with, batterer intervention programs row, under the Domestic violence/dating violence column; enter “17” in the Review of information received from, or contact with, substance abuse counselors/agencies, under the Domestic violence/dating violence column.

62. (Optional) Additional information

Use the space provided to discuss the effectiveness of offender/respondent compliance monitoring activities funded or supported by your Courts Program grant and to provide any information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your compliance monitoring or probation activities that you have not already provided. An example might include an initial increase in the number of offenders reviewed by the court for failing to attend BIP, followed by a decrease in that number due to greater compliance with the condition to attend BIP. You attribute this improved compliance to the updated reliable information obtained by the compliance monitor, including information provided through regular contact with victims/survivors, and consistent sanctions imposed by the court for failure to attend BIP or to comply with other court-ordered conditions.

G2. Batterer Intervention Program (BIP)/Sex Offender Management (SOM)

If your Courts Program funds were used for a BIP or other offender management activities, check yes and answer questions 63-67. If not, check no and skip to section H. Report only Courts Program-funded activities.

63. Offenders/respondents in program

Report the number of continuing and new offenders/respondents in your BIP/SOM during the current reporting period. If you have not previously filed a semi-annual report, include all cases at the beginning of the current reporting period as “Number of offenders/respondents continuing in BIP [or SOM] from last reporting period.”

64. Outcomes

Report the number of sexual assault, domestic violence, dating violence, or stalking offenders/respondents in your BIP or SOM who successfully completed the program, who were terminated from the program, or who returned after termination during the current reporting period.

65. Length of BIP in weeks

Report the number of weeks that batterers are expected to remain in the program to achieve successful completion. If you have programs of more than one length, report the length of each type of program under A, B, and C.

EXAMPLE: Your BIP program has two different models, one designed for male offenders that is 48 weeks long and a second model designed for female offenders that is 26 weeks long. You would report this as follows: enter "48" in column A and enter "26" in column B.

66. Description of sex offender management (SOM) program

If you have reported offenders in a Courts Program-funded SOM program in question 61, use the space below to describe the nature of your program and what type of services you provide (e.g., that you provide individual counseling, residential treatment, etc.)

67. (Optional) Additional information

Use this space to discuss the effectiveness of the BIP or SOM activities funded or supported by your Courts Program grant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above.

H. Narrative

For all narrative questions please limit your responses to the space provided. The number of characters allowed (this includes spaces) will be indicated. Please avoid the use of any formatting, including bullets and apostrophes.

All grantees must answer question 68.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED.

68. Report on the status of your Courts Program grant goals and objectives as of the end of the current reporting period.

Report on the status of the goals and objectives for your Courts Program grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed, or have been revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

EXAMPLE:

Objective: Coordinate the sharing of information on bail bonds with local law enforcement agencies and victim services.

Activity: Hire data specialist to create tracking system for bail bond information.

Status: Delayed.

Comments: We hired someone who left the position because of a family emergency six weeks after he was hired. We are interviewing new candidates and hope to have someone in the position by February 15, 2011.

All grantees must answer questions 69 and 70 on an annual basis. Submit these answers on the January to June reporting form only.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED, 8,000 CHARACTERS FOR EACH QUESTION.

69. What do you see as the most significant areas of remaining need, with regard to meeting the needs of victims/survivors of sexual assault, domestic violence, dating violence, and stalking, and their families and increasing offender accountability?

Describe any significant remaining areas of need. Consider geographic regions, underserved populations, service delivery systems, types of legal issues, types of victims/survivors, and challenges and barriers unique to your court, your court system, and your jurisdiction.

70. What has the Courts Program funding allowed you to do that you could not do prior to receiving this funding?

Describe anything Courts Program funding has enabled you to do that you could not do before you received Courts Program funding.

EXAMPLE 1: Before we received Courts Program funds, we did not coordinate case information between our family law and protection order dockets. Our judges were issuing orders that conflicted with prior orders, creating confusion for families and for law enforcement and sometimes endangering victims/survivors and their children. Our Courts Program-funded docket manager follows a protocol, also developed with this funding, that ensures that judges who preside over family law and/or protection order cases are made aware of pending orders and the status of cases involving the same parties. This has nearly eliminated the issuance of conflicting orders and is resulting in better decisions for families served by our court.

EXAMPLE 2: The conviction rate for misdemeanors in our dedicated domestic violence court was 84% (155 cases of 185 disposed of) in this reporting period. In the two years prior to receiving Courts Program funding, our conviction rate for domestic violence misdemeanors ranged from 38-58%. Nearly all—95%--of convicted DV offenders are ordered to BIP programs.

Questions 71 and 72 are optional.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED, 8,000 CHARACTERS FOR EACH QUESTION.

71. Provide additional information that you would like us to know about your Courts Program grant and/or the effectiveness of your grant.

If you have any other information that you have not already reported in answer to previous questions on this form that demonstrates the effectiveness of your Courts Program-funded program, please provide it below. Feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols; systems-level changes; community collaboration; the removal or reduction of barriers and challenges for victims/survivors; promising practices; and positive or negative unintended consequences.

72. Provide any additional information that you would like us to know about the data submitted.

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if you funded staff—e.g., a docket manager and a compliance monitor.--but did not report any corresponding court activities in Sections C through F, you may explain why; or if you did not use program funds to support either staff or activities during the reporting period, please explain.