



<b>Family Court General Monitoring Form</b>			
Monitor's Name:		Court Observed:	
Date Observed:			
<b>Access to the Courthouse Building, Courtroom and Clerk's Office</b>			
			Notes
<b>SIGNS</b>			
1. Signs directing the public from the parking area to the courthouse/building are accurate and easy to follow		Yes	No
2. As you enter the Family Court, there are signs that are accurate and easy to follow		Yes	No
a. To the Clerk's Office (to file papers)		Yes	No
b. To the courtroom/waiting area		Yes	No
3. Signs are multi-lingual/in Braille		Yes	No
<b>LINES</b>			
4. There are long lines getting into the courthouse		Yes	No
5. There are long lines getting through security		Yes	No
<b>CLERK'S OFFICE</b> (place for public to fill out/file petitions)			
6. The Clerk's office was easy to find		Yes	No
7. There are long lines for the clerk's office		Yes	No
8. There was help available to assist people in filling out petitions		Yes	No

<b>Waiting Area to Courtroom</b>				<b>Notes</b>
<b>SPACE</b>				
9. There is enough seating in the waiting area	Yes	No		
10. There a separate area especially for children	Yes	No		
11. There is a separate room with childcare	Yes	No		
<b>MAINTENANCE</b>				
12. The waiting area is clean/well-maintained	Yes	No		
13. The waiting area is quiet and orderly	Yes	No		
<b>INFORMATION PROVIDED</b>				
14. There is written information/brochures for the public	Yes	No		
15. The written information/brochures are multi-lingual	Yes	No		
16. There is written information about court procedures	Yes	No		
<b>SAFETY AND SECURITY</b>				
17. Court Officers are present in the waiting area at all times	Yes	No		
18. Safety precautions were offered to victims of domestic violence	Yes	No		
<b>ATTORNEY/CLIENT</b>				
19. Separate space/room is available for <u>private</u> client-attorney conferencing	Yes	No		
<b>General Conditions</b>				
20. Restrooms are clean/well maintained	Yes	No		
21. Water fountains work properly	Yes	No		
22. Access for disabled persons is available	Yes	No		
<b>Inside the Courtroom: Space/Facilities/Safety</b>				
23. There is enough seating in the courtroom	Yes	No		
a. For the parties, attorneys, and other interested parties (government representatives)	Yes	No		
b. For observers and the public	Yes	No		
24. The court room provides sufficient space for the clerks, court officers, and judge	Yes	No		
25. The courtroom is clean/well maintained	Yes	No		

Monitor's Name \_\_\_\_\_ Court Observed \_\_\_\_\_ Date Observed \_\_\_\_\_

<b>Inside the Courtroom: Space/Facilities/Safety (continued)</b>			
26. The judge can enter the courtroom without using a public hallway	Yes	No	
27. The courtroom is well lighted	Yes	No	
28. The courtroom is comfortable in terms of heat or a/c	Yes	No	
29. There is sufficient distance between the parties and the judge	Yes	No	
30. There is a safe distance between the parties in the event an argument occurs	Yes	No	
31. The proceedings are audible	Yes	No	
<b>RECOMMENDATIONS:</b>			
Please make suggestions or report any concerns:			

Please return this form to Jeffrey Stewart, Director, RSVP Warren and Washington County  
 696 Upper Glen Street, Queensbury, NY 12804 or mail it to  
 Connie Lynch, Director of Court Monitoring,  
 The Fund for Modern Courts 351 West 54<sup>th</sup> St., New York, NY 10019

The Fund for Modern Courts General Monitoring Form  
 For help with this form please contact, Connie Lynch, Director of Court Monitoring  
[lynch@moderncourts.org](mailto:lynch@moderncourts.org)  
 (212) 541-6741 [www.moderncourts.org](http://www.moderncourts.org)