

**Government Services Committee  
April 2, 2014**

**Testimony of Sally Holewa  
State Court Administrator**

Good morning, Chairman Sorvaag and members of the Government Services Committee. For the record, my name is Sally Holewa. I am the North Dakota State Court Administrator. I am appearing today to present information on the space needs of the court system.

Following the committee meeting in August, we hired JLG Architects to conduct a space needs analysis for the Supreme Court. This analysis includes the Supreme Court, the office of the clerk of the Supreme Court, the Board of Law Examiners, the Law Library, Central Legal Services, and the office of the State Court Administrator and covers both current unmet needs as well as projected needs for the next 5 – 10 years. The study was completed on March 28, 2014 and is attached.

The court currently occupies 21,604 net square feet in the Judicial Wing and another 8,400 net square feet in a building downtown. The study indicates that we have an unmet space need of 18,540 net (24,660 gross) square feet.

We have been offered approximately 4,000 additional square feet of the space in the capitol that was freed up when ITD relocated to their new building. We appreciate the additional space and will put it to good use. However, the space is still not sufficient to meet all of our current needs or any of our future needs.

I would be happy to answer any questions the committee may have.



# NORTH DAKOTA SUPREME COURT SPACE ANALYSIS

**SUPREME COURT STATE OFFICES**  
FACILITY ANALYSIS  
MARCH 28th, 2014



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# 3 EXISTING CONDITIONS

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## A. EXECUTIVE SUMMARY

The Judicial Wing of the North Dakota Capitol was designed in response to a space needs study done in 1977 and completed in 1980. This study projected a need for 52,720 square feet of space for state court offices for the next 25 years, which was not exclusively dedicated to the ND Court System usage. It is now thirty-seven years later, and the state court offices currently occupy only 21,604 square feet on the Capital grounds and 8,400 square feet downtown for a total of 30,004 square feet.

Meanwhile, both the structure and scope of the ND Court System have gone through a major expansion, resulting in a large increase in staffing and space needs for the daily functions of the court. This space analysis identifies the immediate, pressing space needs of the Court System and projects its additional needs over the next 5-10 years.

- In 1977 most state court functions were provided by the counties. Today, the Supreme Court serves a direct management role for the district and juvenile courts, comprising 53 locations, 5 justices, 47 judges, 311 state employees, and 35 contract county employees.
- This changed role now requires management of a human resources and compensation system; budget management systems and accounting services; information management systems for district court, juvenile court and jury management; grant writing and administration; legal assistance to clerks of court; juvenile court directors and court administrators; and staffing for numerous committees, boards and task forces that provide advice and recommendations to the Supreme Court.
- In 2008 the expansion needs of the Court System reached a breaking point and the Judicial Branch Information Technology department had to move into a leased office in downtown Bismarck. The current cost of the leased space is \$256,500 for the 2013-2014 biennium.
- It is highly desirable that all Court System departments be housed at one site. Working toward a single common mission, staff needs to have repeated, daily interactions to carry out their work efficiently. Combined office space is also more efficient office space.
- The Court System has inadequate space to hold trainings, meetings and conference committees, resulting in additional costs of renting meeting rooms. Bringing all departments into one, adequate state-owned facility would eliminate these costs, as well as the costs for staff travel between locations.
- In addition to being too small, the current spaces occupied by the Court System pose significant challenges related to work efficiency, security, confidentiality, public access and ADA accessibility.

In a growing state, future growth of the court system is a certainty. The full scope of this study includes a statistical projection for future space needs to accommodate projected growth and current space needs. The shortfall in space to meet current needs as well as needs for the next 5-10 years is 18,540 net square feet (24,660 gross square feet).

# 1 EXECUTIVE SUMMARY

# 2 FACILITY NEEDS

# 3 EXISTING CONDITIONS

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# APPENDIX

## A. INTRODUCTION TO THE STUDY

The Judicial Wing of the North Dakota Capitol, completed in 1980, was designed in response to a space needs study done in 1977. The study projected a need for 52,720 square feet of space for state court offices for the ensuing 25 years. Thirty seven years later, state court offices occupy 30,004 net square feet, split between two locations. By 2008, court office needs had outgrown the available space in the Judicial Wing, and the Judicial Branch Information Technology Department had to be moved off site to a building in downtown Bismarck.

In the time since the 1977 study was conducted, the role of the state court has changed significantly. Previously, it held an oversight role over a non-unified system, with most court functions provided by county courts. Since then, those functions have been consolidated into a district court system, with funding coming from the state instead of the counties. The state Supreme Court is now a direct manager of district and juvenile courts, including 53 locations, 5 justices, 47 judges, 311 state employees, and 35 contract county employees. The state offices of the North Dakota Court System comprise 68 employees and 3 extern/intern positions.

These staff oversee the daily functioning of the Court System's human resources and compensation system, accounting services, judicial and staff education, information management systems, jury management, grant writing and administration, legal assistance to clerks of the court and administrators, as well as staffing for committees and task forces that provide advice and recommendations to the Supreme Court. A portion of the space currently occupied by the Court System is public, including the Supreme Court courtroom and its lobby, the Law Library and a waiting area for the Clerk of Court office.

The office space allocated to the North Dakota Court System has grown too small, not only for its existing needs, but also the certain future growth needs that accompany a growing state. Moreover, current space does not allow for effective, efficient operations. Several departments are physically divided from departments they do business with multiple times per day. Inefficiencies related to this separation hinder proper, timely flow of information and daily interactions.

Other problems with the current space include poor acoustical separation in offices that require confidentiality; inadequate security between public and private areas; heating, ventilation and air conditioning controls that are not easily managed; and lack of handicapped access to many areas.

Redesigning the court offices for today's needs offers significant advantages. In addition to eliminating lease payments for off-campus office space, the cost of holding trainings, conference committees and other gatherings in off-site rented meeting spaces could be reduced. Providing additional space for the North Dakota Court System within the Judicial Wing would also reunite all the court's state functions under one roof. As Sally Holewa, North Dakota State Administrator, explained in her testimony to the Government Services Committee last August, "It is our desire to have all our staff in one location. Unlike some other government entities, where decisions can stand independently of each other, the court system has one focus and only one mission. To carry out our work efficiently, we need to have repeated, daily interactions between all of our departments."

## B. EFFICIENCY AND OVERCROWDING

In 2008, overcrowding in the Court System reached a breaking point, and a decision was made to relocate the JBIT department to a leased space in downtown Bismarck. While this temporarily eased overcrowding, it did not completely or satisfactorily solve the space needs problem. Efficient, effective communication between departments is compromised due to the split locations.

The cost of leasing space amounts to \$256,500 per biennium, plus an additional \$18,840 for leased space for the Judicial Conduct Commission. In addition, the Court System has inadequate space to hold trainings, meetings and conference committees, and must regularly rent space at an additional cost.



Meeting space in the basement of the leased JBIT office in downtown Bismarck

Staff housed in the Judicial Wing have outgrown their allocated space, while staffing and space needs continue to grow. Without increasing and redesigning space for the Court System within the Judicial Wing or Capitol complex, it is very likely that the Court Offices will be forced to expand into another leased space off campus, furthering the inefficiency and reducing staff productivity, while also raising costs.

The following list indicates departments and functions that are currently separated but are a high priority for adjacent location:

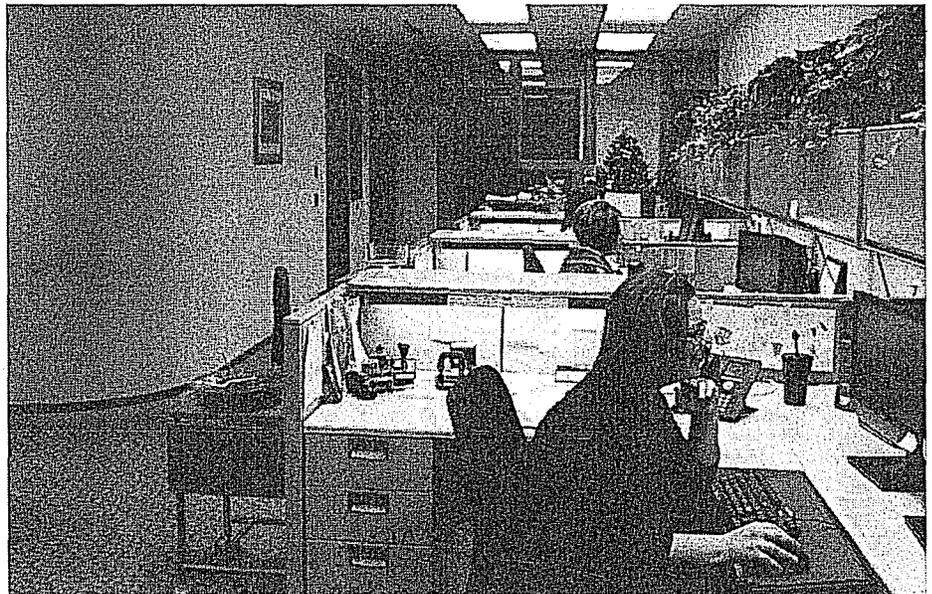
- Current departments in Court Administration are split between two levels in the Judicial Wing.
- The Board of Law Examiners workstations are currently not located together.
- Supreme Court Justices, Central Legal and Clerk of Court offices should be situated close together.
- The JBIT department should be on-site, close to the Justices, Clerk of Court and Court Administration.
- The Justices work closely with the Central Legal department, who need easy access to the Law Library and the library's Annex, which requires climate control for its sensitive books and papers.

## C. SECURITY AND PUBLIC ACCESS

Several items of concern need to be addressed in order to improve the security for the North Dakota Court System offices and employees. The current front entrance to the offices is a vestibule that gives a full view of a row of workstations. While there is a physical barrier with a locked door between the entry and the workstations, there is potential for a motivated individual to cause serious injury to the employees via an opening in the barrier meant for speaking through.

If an individual were to breach this initial barrier, he or she would then have access to a number of offices and departments without having to encounter any other security point or locked corridor.

For example, sensitive offices such as those of the Supreme Court Justices are accessible to anyone who gains access to the Court Administration or Clerk of Court offices. The Central Legal offices are easily accessed with no security barrier from the public Law Library.



View from Clerk of Court Workstations towards the public entry

These and other concerns compromise the security of information in Court System offices, computers and storage rooms, and put employees at risk from potentially disgruntled members of the public.

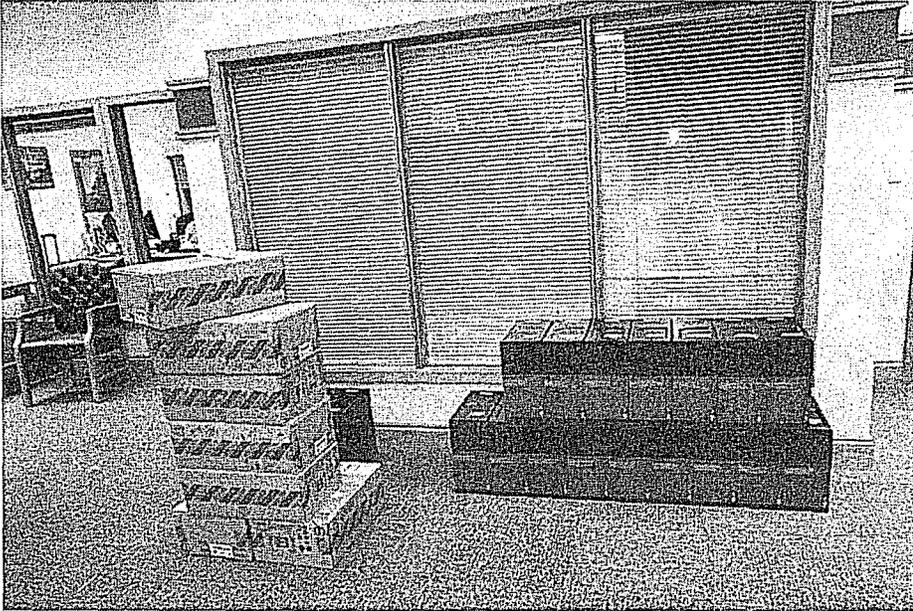
Any new space configuration for the Court System must include adequate space to provide effective security barriers between public and private functions, and protect workers and sensitive information from threats to their security.

The following list outlines the desired level of access to the different departments:

- Court Administration - Offices are not open to the public
- Clerk of Courts - Certain offices within the department are open to the public
- Law Library - Stacks are open to the public and monitored by Library staff
- Central Legal - Offices are not open to the public
- Technology - Offices are not open to the public

## TECHNOLOGY SECURITY

The Judicial Branch Information Technology (JBIT) department is located on the main floor and basement of an office building in downtown Bismarck. While the office is inconspicuously located, it, too, is lacking in proper security. The department serves the entire North Dakota Court System, in addition to every practicing attorney in the state, and contains highly confidential information.



Equipment staged for deployment to court system offices throughout the state

If the JBIT offices were breached, those responsible would have access not only to that information, but also to technology awaiting deployment to offices across the state. These offices need to be located in an area that can only be accessed by secure means. In addition, backup tapes for the servers need to be housed in a secure, physically separated area from the servers themselves.

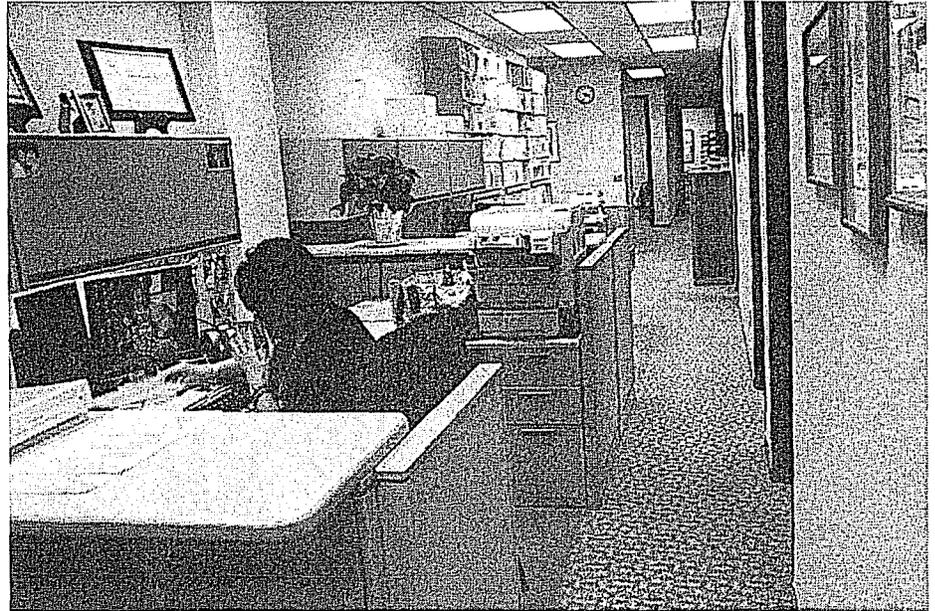
## D. CONFIDENTIALITY

Due to the confidential nature of the Court System's work, there is a need for acoustical separation between departments and employee workstations. In departments such as JBIT, Central Legal and Clerk of Courts, employees are often conducting their business via telephone calls, or meeting with clients in their offices. Not only are many of these conversations confidential, but they can also be a disturbance to others working adjacently. When these employees are in a shared or open office space with cubicles, it becomes difficult to conduct their work privately and effectively. Due to the space shortage, there are not enough private offices and meeting rooms to meet the confidentiality needs of the Court System's daily operations.

Past remodeling of the Judicial Wing space has resulted in ineffective acoustical separation due to air ducts running between offices that do not properly eliminate sound travel. Employees in some areas can hear entire conversations that are happening in another office. Some employees have brought in white noise machines in an attempt to mitigate the problem. Some employees have to take their conversations and meetings elsewhere to ensure confidentiality.

## E. ADA ACCESSIBILITY

Issues with overcrowding have created numerous accessibility issues around workstations, within offices, and in break areas, and the Law Library resulting in a failure to meet the requirements for accessibility as described by the Americans with Disabilities Act (ADA). The problem is compounded by the old, bulky furniture currently in use in many of the Court System offices.



View along narrow access to Court Administration workstations and offices

This is an issue not only for the permanently disabled, but for any employee or visitor who becomes injured and is no longer fully able-bodied. Ms. Sally Holewa described a time to us when she was injured and required crutches. Several of the walkways within her department are not wide enough to maneuver on crutches. Thankfully her injuries were temporary, and she was able to use alternative, albeit longer, routes to her destinations. However, many other areas of the Court System offices would require changes in office and/or storage location in order to accommodate an employee who requires mobility assistance.

## F. ADDITIONAL NEEDS

### STORAGE

The Court System requires a large amount of storage space. In addition to files and materials related to each department's daily work, the Court System provides additional resources to the state. Court Administration stores materials for the district courts and the Court Education department to disseminate to students and educators throughout the state. Clerk of Court is required by law to hold court files for five years in secure, yet accessible storage. After this period, the files move to the Annex archive. Central Legal retains certain sensitive court documents on file, as well as many archived journals and case studies. Their existing storage area is at capacity.

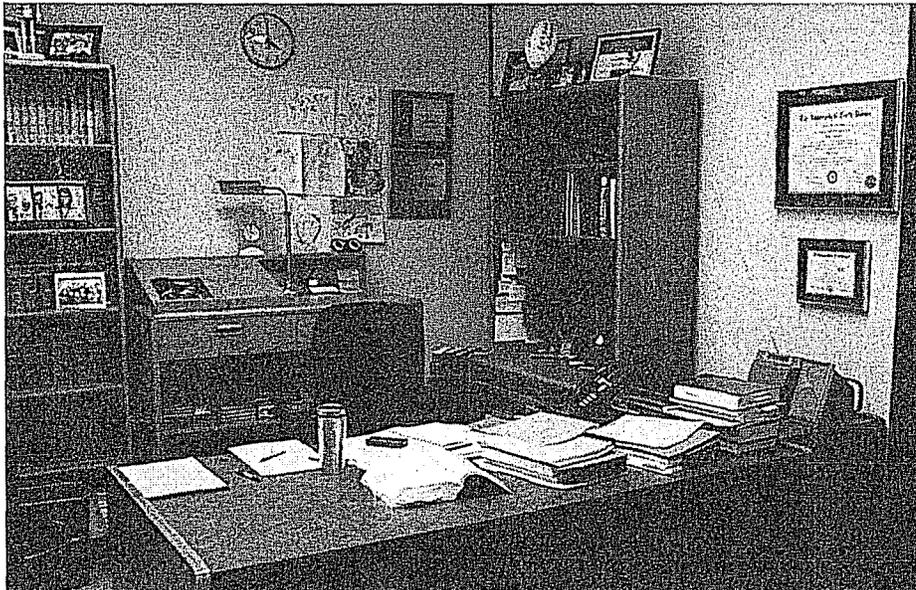
The Law Library holds a vast number of peer journals and court cases on its shelves, and its collection continues to grow every year. Even with the use of compact shelving, the Library is currently running out of space. The Annex, a climate controlled archive, is also nearing its capacity. JBIT requires a large area for storing, refurbishing and staging

computers and other equipment it services for various offices throughout the state, in addition to space for the Court System servers and backup tapes. These needs will continue to expand along with future growth of the Court System.

#### OFFICE FURNITURE AND WORKSTATIONS

The existing furniture for the Court System's workstations is in fair shape and allows for easy rearrangement of workplaces when employees are added or move departments. However, many offices throughout the department have bulky, outdated furniture that doesn't easily accommodate use of computers and contributes to space inefficiency and accessibility issues.

Modern office furniture, designed for today's computer-centered workplace, is both



Inside a Central Legal office with furniture accumulated from other Capitol offices

more comfortable to use and slimmer in profile, which allows more efficient and flexible use of office space. Furniture systems can also be equipped with individual storage area for books, reference journals, and files.

#### BREAK ROOMS

Currently, each department or office group has a small coffee counter or break room. In surveying the department representatives, we found that the most frequently used items in the break rooms are the coffee pot and refrigerators used to store lunch and other food items. Most employees either leave the office for lunch or eat at their desks. Very few tend to gather in the break rooms, and most departments as a whole do not take a standard break. Several of the coffee counters do not meet ADA accessibility standards. Some space efficiency can be gained by improving and consolidating break rooms and counters.

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A. EXISTING OFFICE SQUARE FOOTAGE

**LEASED SPACE IN DOWNTOWN BISMARCK**

Offices & Workstations	(2,680 s.f.)	
Meeting Rooms	(1,725 s.f.)	
Break Room	(145 s.f.)	
<u>Storage</u>	<u>(3,850 s.f.)</u>	<u>8,400 s.f.</u>
Circulation	(2,756 s.f.)	11,156 s.f.

**SUPREME COURT OFFICES IN JUDICIAL WING**

Offices & Workstations	(7,250 s.f.)	
Meeting Rooms	(1,345 s.f.)	
Break Rooms & Auxiliary	(1,065 s.f.)	
Supreme Court	(4,954 s.f.)	
Storage	(1,035 s.f.)	
<u>Law Library Stacks &amp; Annex</u>	<u>(6,015 s.f.)</u>	<u>21,604 s.f.</u>
Circulation	(7,606 s.f.)	29,210 s.f.

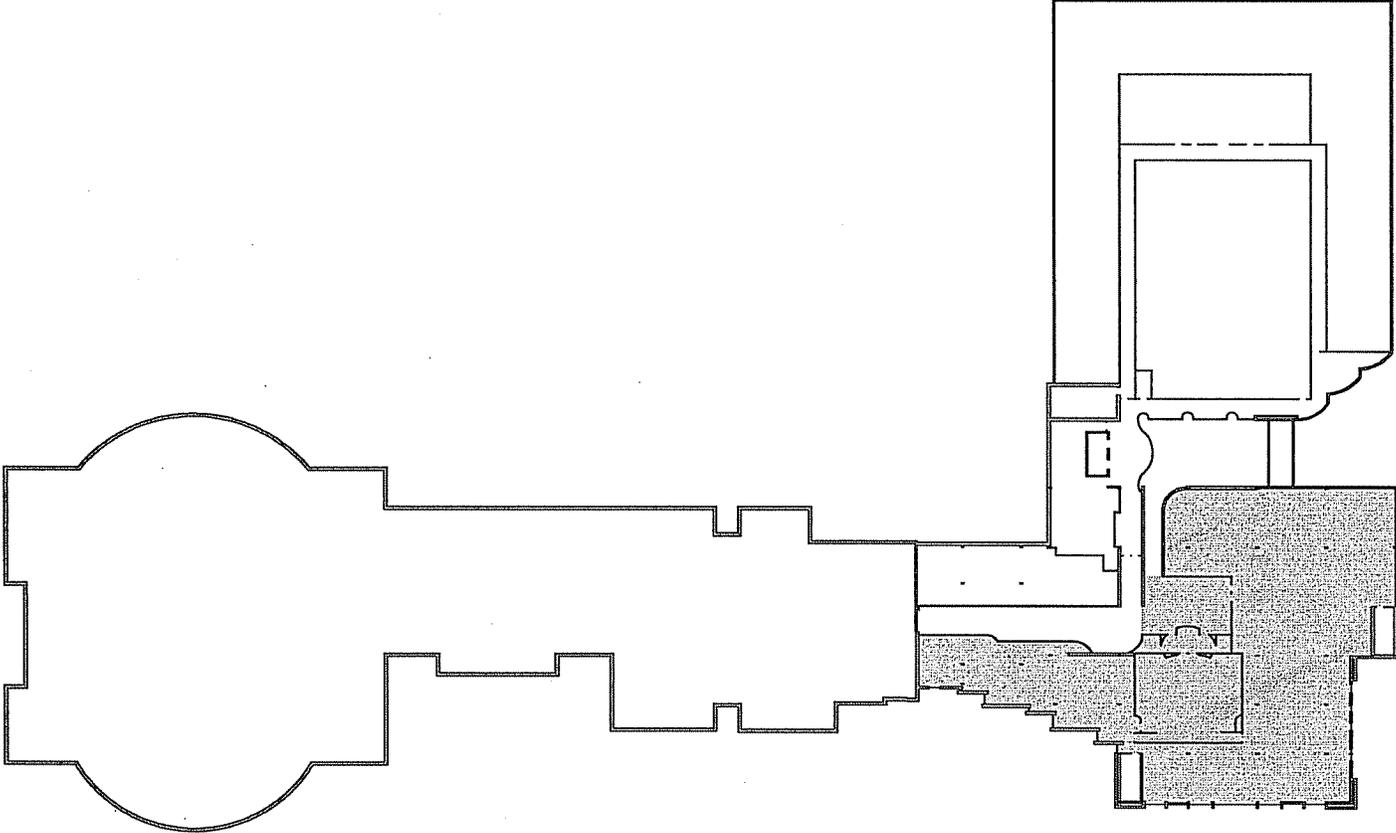
**TOTAL NET SPACE OCCUPIED BY SUPREME COURT OFFICES**

30,004 s.f.

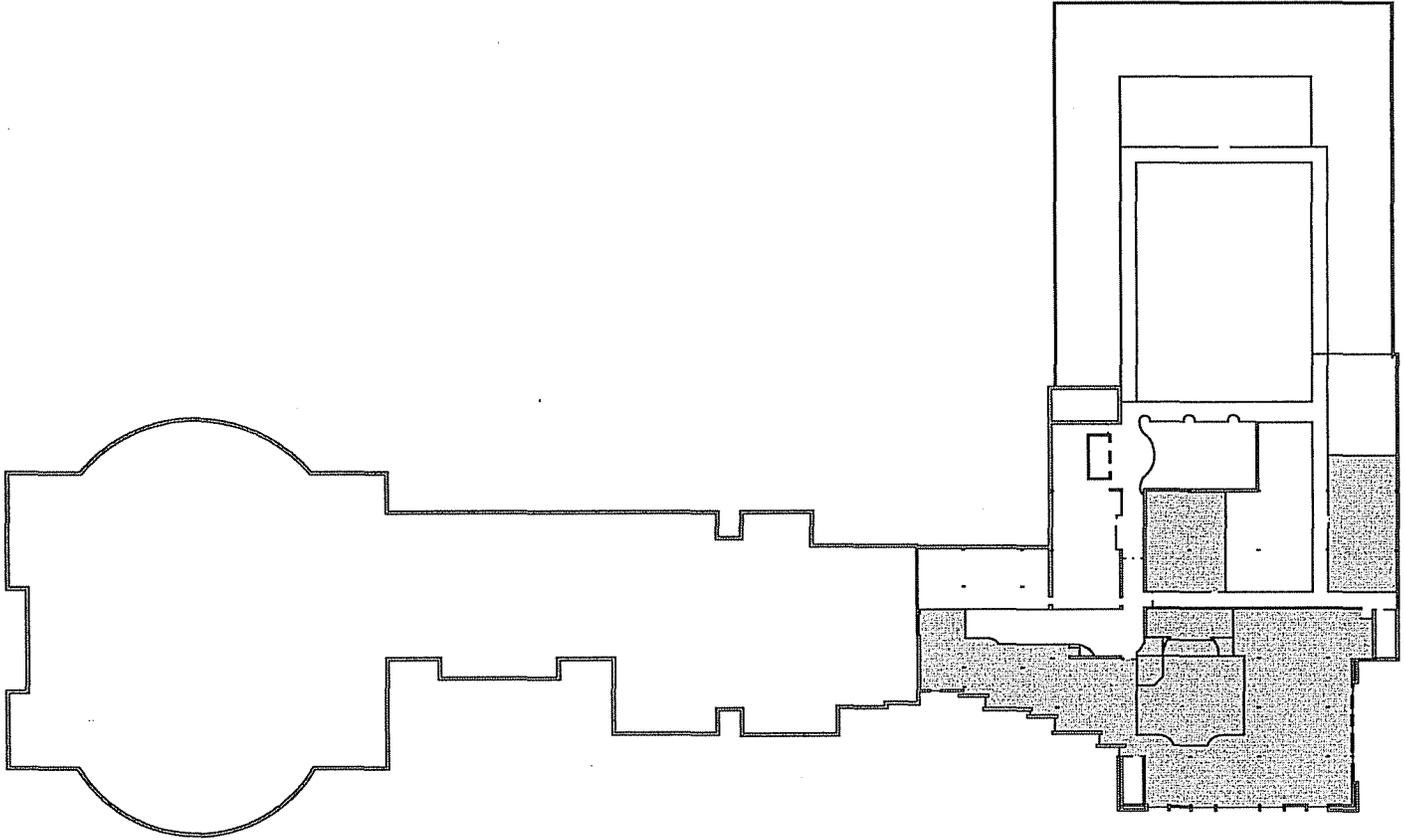
**TOTAL GROSS SPACE OCCUPIED BY SUPREME COURT OFFICES**

40,366 s.f.

B. EXISTING OFFICE LOCATIONS - CAPITOL COMPLEX

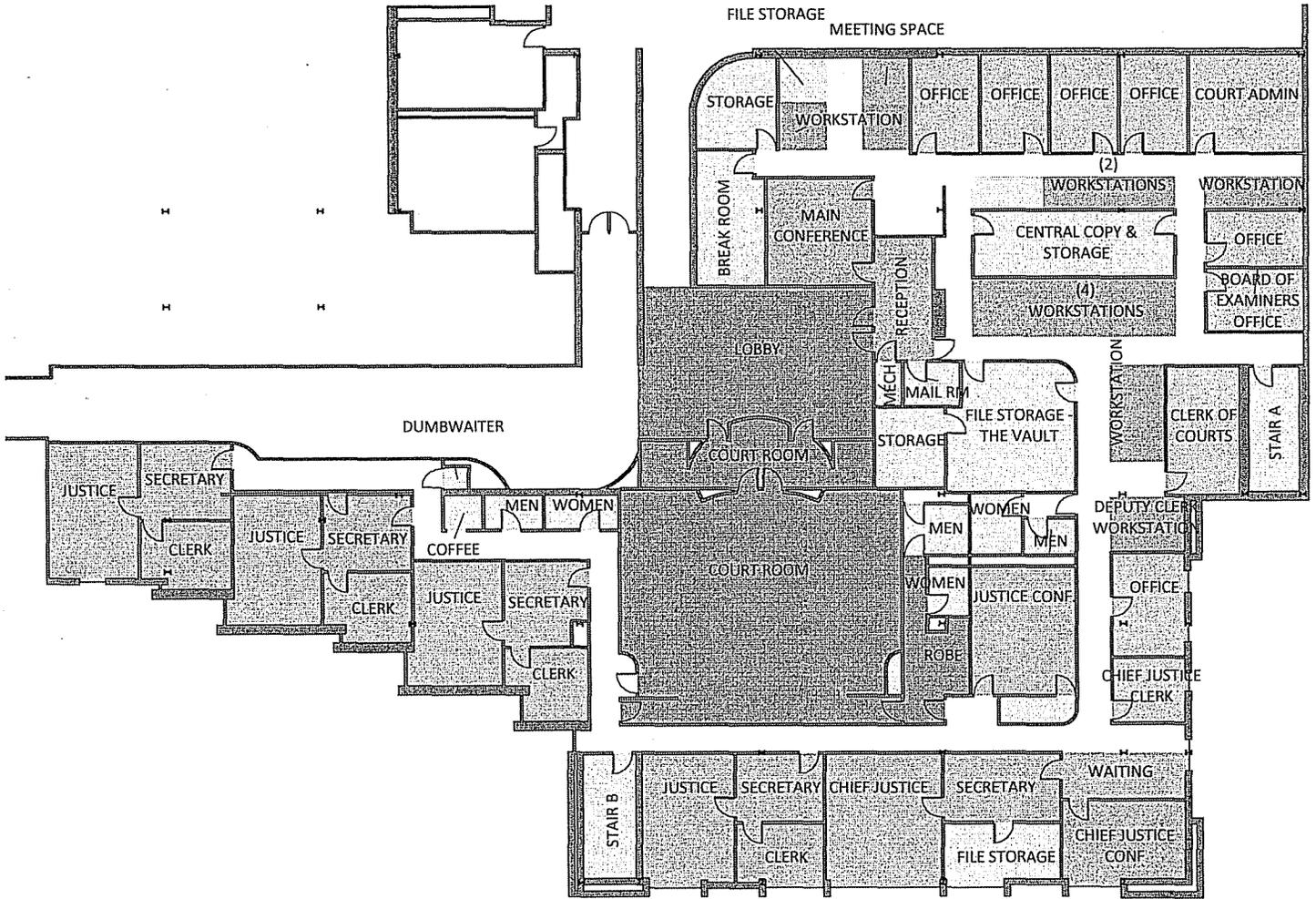


NORTH DAKOTA STATE CAPITOL COMPLEX - FIRST FLOOR

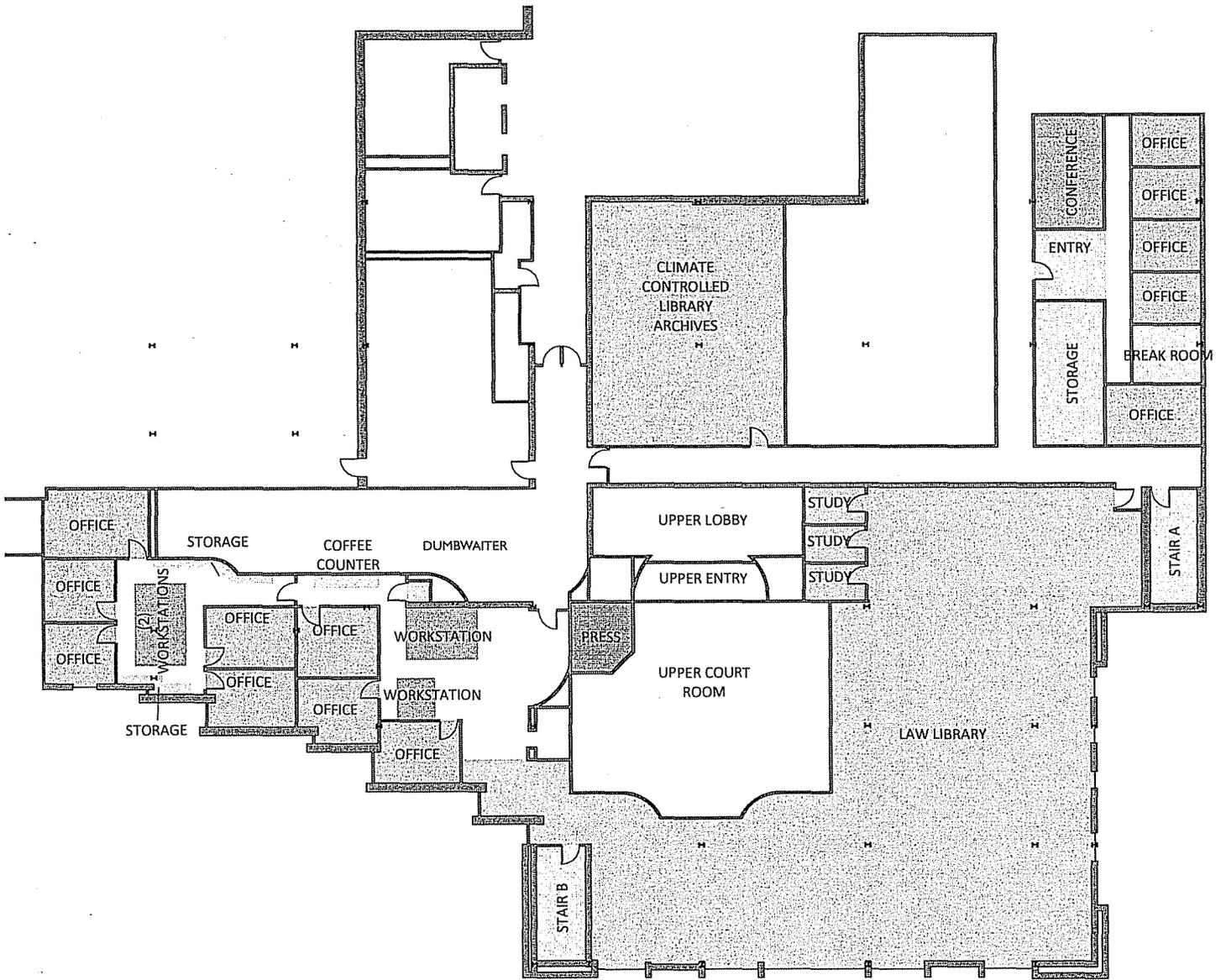


NORTH DAKOTA STATE CAPITOL COMPLEX - SECOND FLOOR

# C. EXISTING OFFICE PLANS - CAPITOL COMPLEX



SUPREME COURT OFFICES - FIRST FLOOR JUDICIAL WING



SUPREME COURT OFFICES - SECOND FLOOR JUDICIAL WING

# 1 EXECUTIVE SUMMARY

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## APPENDIX

## A. CURRENT UNMET FACILITY NEEDS

The North Dakota Court System offices are currently at full capacity. There are several departments in need of additional staff, but are not able to add those positions because there is no space for their office or workstation.

The following offices and workstations are immediate facility needs:

- (1) office in Court Administration for an R/E staff member
- (4) workstations in Court Administration for Human Resources, Fiscal Department, and Quality Assurance Monitors
- (1) office for existing Deputy Clerk of Courts
- (1) office for Citizen Access Coordinator

The offices are also very short on meeting space. Many large group meetings, trainings, and conference committees are held off site in hotel conference centers or ballrooms. This not only costs the State of North Dakota money, but also the hours staff have to dedicate to setting up, traveling to, and attending meetings in places other than their offices.

The following meeting spaces are immediate facility needs:

- (1) Large conference & committee room for 20-30 people
- (2) Smaller conference rooms for 10-20 people
- (1) Small meeting room for 2-6 people
- (1) Large training room for 50+ people

Storage is often a need in large offices. The Court System is no different, but is also unique in the variety of storage types, uses, and security needed throughout the various departments.

The following departments and offices are in need of additional storage space:

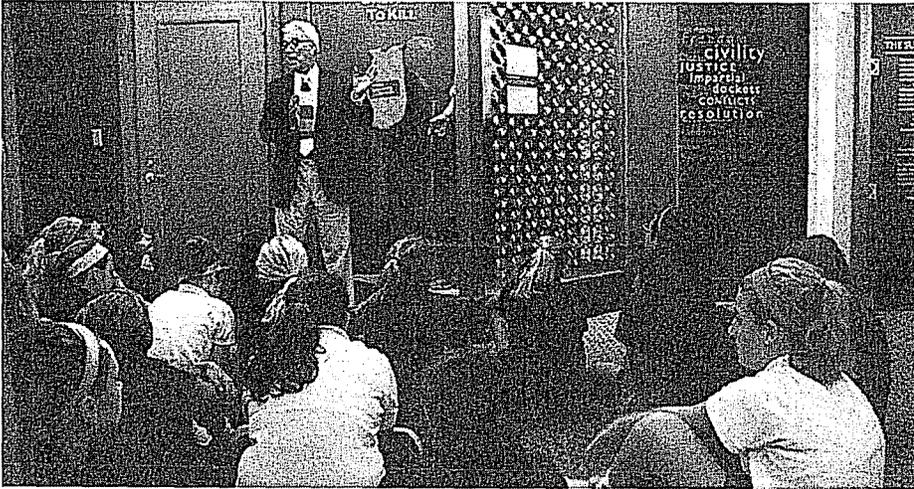
- Court Administration for Court Outreach and Education materials; file storage consolidation and growth
- Clerk of Courts for case files, Board of Examiner's records, and other materials required by law
- Central Legal for case files, archived journals and published court cases

## B. FUTURE FACILITY NEEDS (5-10 YEARS)

As the State of North Dakota continues to grow, future growth of the court system is a certainty. Some future facility needs comprise space for additional employees that will be needed for the Court to function effectively, as identified by the directors of the various Court departments. Additional space pertains to the Court's role in educating citizens about the Court System: its mission and how it functions to execute that mission.

To fulfill its educational role, the Court System is very interested in launching a Supreme Court Visitor's Education Center in the Capitol Complex. This would be a place for visitors of all ages to come and learn about the many facets of state government, as well as the state Supreme Court and its relationship to the United States Supreme Court. This education center would serve those who visit the physical Court in the Capitol Complex, and would also have components available to students or groups around the state.

This type of Visitor Education Center is common in many other states throughout the country. The Ohio Judicial Court Visitor Education Center allows students to role play fictional and actual cases that have come before the State Supreme Court. Through these and other interactions they learn about and discuss past court cases, the governmental Balance of Power, the courts' role in Dispute Resolution, and the use of science and DNA in the courtroom through Identity on Trial.



Students partaking in a tour of the Ohio Judicial System Visitor Education Center

## FUTURE FACILITY NEEDS

The Court System offices have the following approximated future facility needs in the next five to ten years as more cases come before the Court and more case files with them:

- Additional file and material storage in Court Administration
- (8) offices for potential positions in Human Resources, Accounting, Education Department, JBIT, and Juvenile Court Coordinator
- Offices for potential staff attorneys or law clerks
- (1) office and (1) workstation for Law Library
- Additional Stack and Archive shelves for Law Library
- Visitor's Center

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## APPENDIX

## CONTRIBUTORS

JLG would like to take a moment to thank the following contributors for their time and assistance during the research for this analysis:

- Supreme Court Chief Justice Gerald W. VandeWalle
- Sally Holewa, State Court Administrator
- Penny L. Miller, Clerk of the Supreme Court
- James E. Harris, Director of Central Legal Staff
- Ted Smith, Supreme Court Law Librarian
- Larry Zubke, Director of Technology

Dates, facts and figures were obtained from the following documents:

- Testimony of Sally Holewa, ND State Court Administrator, to the Government Services Committee on August 22, 2013
- 2009-2011 State Agency Office Space Analysis
- Centennial Plaza Addendum to Lease
- State of North Dakota website: [www.nd.gov](http://www.nd.gov)

## APPENDIX SUMMARY

- i. Programming Document
- ii. Interior Photos - Leased Downtown Space
- iv. Interior Photos - Capitol Complex Judicial Wing

# i. PROGRAMMING DOCUMENT



## 13131 ND SUPREME COURT SPACE NEEDS ANALYSIS PROGRAM SUMMARY

Situation: Offices within the Judicial Wing of the Capitol Complex & within an office building in downtown Bismarck

	Room Name	Existing SF	Unmet Facility Needs	Future Facility Needs	Total Needs
<b>Leased Space</b>					
Judicial Branch Information Technology (Currently located in 11,156 SF of leased space in Downtown Bismarck and holds 15 occupants)  IT moves to Judicial Wing	Offices	2200			
	Workstations	480			
	Break Room	145			
	Conference Rooms	1725			
	Equipment Staging	1000			
	Equipment Storage	2850			
	IT Server Space			650*	
<b>Total SF Leased</b>		<b>8,400</b>			
<b>Gross Area</b>		<b>11,156</b>			
					<b>Total Needs</b>
<b>Common Areas</b>					
	Front Lobby/reception		300		300
	Break Room		250		250
	Large Conference Room		750		750
	Huddle Room		200	200	400
	Large Training Room		2000		2000
	Storage		300	300	600
	Toilets		500		500
<b>Court Administration</b>					
	Entry	160			160
	Break Room	320			320
	Conference Room	575			575
	Offices	1890	750	600	3240
	Storage		300	300	600
	Coffee Area		30		30
	Storage-edu./conf.	165	250	140	555
	Workstations	360	135		495
	Storage-family mediation	295	250		545
Judicial Branch Information Technology	IT Equipment Staging		500		500
	Conference Rooms		400		400
	IT Equipment Storage		1400		1400
	IT Offices		2100	300	2400
<b>Clerk of Courts</b>					
	Reception	160			160
	Small Conference Room	60			60
	Coffee Area	30			30
	Toilets	200			200
	Storage	525	25		550
	Offices	640	300	150	1090
	Workstations	220			220
Supreme Court Justice Suites	Admin Assistant	650	100		750
	Law Clerk Office	650	100		750
	Justice Office	1500			1500
	Justice Conference Room	530	10		540
	Waiting Area	110	10		120
<b>Central Legal</b>					
	Storage - case files	50	100	100	250
	Offices	675	75	150	900
	Workstations	120			120
<b>Law Library</b>					
	Coffee Area	25	5		30
	Stacks	4815		685	5500
	Annex	1200		400	1600
	Meeting Rooms	180			180
	Offices	405	150	135	690
	Workstations	140		40	180
<b>Supreme Court</b>					
	Supreme Court Room	3860			3860
	Justice Robing Room	290	110		400
	Citizen Access Attorney			170	170
	Visitors' Center			3,000	3000
	Visitors' Center Toilets			300	300
	Visitors' Center Office			170	170
	Lobby	804			804
<b>Total Net (SF)</b>		<b>21,604</b>	<b>11,400</b>	<b>7,140</b>	<b>40,144</b>
<b>Total Gross (SF)</b>		<b>28,733</b>	<b>15,162</b>	<b>9,496</b>	<b>53,392</b>
<b>Total Gross (SF): Leased +Judicial Wing</b>		<b>39,889</b>			

\*located on ground floor of capitol's J-wing in ITD's datacenter - this would be an unmet need if the data center becomes unavailable, or if the court establishes a disaster recovery site in the future



**13131 ND SUPREME COURT SPACE NEEDS ANALYSIS**

**EXISTING PROGRAM**

Situation: Offices within the Judicial Wing of the Capitol Complex & within an office building in downtown Bismarck

Area Name	Room Name	Existing SF	NOTES:
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**Leased Space in Downtown Bismarck**

Judicial Branch Information Technology	Offices	2200	Need space to meet in groups of 4-6, either in an office or small conf. room; want all private offices; need room for PC staging in offices or other room
	Workstations	480	
	Break Room	145	
	Meeting Rooms	1725	
	Equipment Staging	1000	
	Equipment Storage	2850	
	IT Server Space	-	located on ground floor of capitol's J-wing in ITD's datacenter
Existing Net Area		8,400	SF
Existing Leased Gross Area		11,156	SF
Existing Occupants		15	

**Supreme Court Judicial Wing**

Court Administration	Entry	160	Finance Offices - used as copier room	
	Break Room	200	Main Court Administration break room	
	Break Room	120	Finance Offices	
	Conference Room	275	Main Court Administration conference room	
	Conference Room	300	Finance Offices	
	Storage	165	Finance Offices	
	Storage	295	Central Work Room	
	Offices	1890		
	Workstations	360		
	Clerk of Courts	Reception	160	
Small Conference Room		60		
Coffee Area		30		
Toilets		200		
Storage		525		
Offices		640		
Workstations		220		
Supreme Court Justice Suites		Admin Assistant	650	
Law Clerk Office		650		
Justice Office		1500		
Central Legal	Justice Conference Room	530		
	Waiting Area	110		
	Storage	50		
Law Library	Offices	675		
	Workstations	120		
	Coffee Area	25		
	Stacks	4815		
Supreme Court	Annex	1200		
	Meeting Rooms	180		
	Offices	405		
	Workstations	140		
	Supreme Court Room	3860		
Supreme Court	Justice Robing Room	290		
	Lobby	804		
	Existing Net Area	21,604	SF	
Occupants		56		

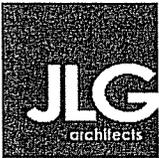


**13131 ND SUPREME COURT SPACE NEEDS ANALYSIS**

**UNMET FACILITY NEEDS**

Situation: Moving all Court Offices to the Judicial Wing of the Capitol Complex; "right sizing" the offices & departments

Area Name	Room Name	Additional SF	NOTES:
Common Areas	Front Lobby/Reception	300	Secure entrance into the offices is needed; adjacent to the conference room
	Break Room	250	Offices/workstations
	Large Conference Room	750	
	Huddle Room	200	Offices/workstations
	Large Training Room	2000	
	Storage	300	
	Toilets	500	Break Room/Offices
Court Administration	Storage	300	
	Coffee Area	30	
	Offices	750	Not open to public; Existing staff offices, plus office for R/E staff; Fiscal & HR Departments adjacent to one another
	Storage-edu./conf.	250	
	Workstations	135	5 existing staff workstations, plus workstations for HR, Fiscal, & QA Monitors
	Storage-Family mediation	250	
	Judicial Branch Information Technology Offices	2100	Existing offices moved into the J-Wing*; IT Department needs to be completely self contained with badge security because of the sensitive data stored on computers
	Conference Rooms	400	
	IT Equipment Staging	500	
	IT Equipment Storage	1400	
IT Server Space		located on ground floor of capitol's J-wing in ITD's datacenter	
Clerk of Court	Storage	25	
	Coffee Area		Adjacent to Justice offices
	Offices	300	Some offices with in Clerk of Court department are open to the public, others need to be secure; Front entry sequence could be made more secure
	Workstations		
	Supreme Court Justice Suites Admin Assistant	100	Need to be secure - not open to the public; Adjacent to the Supreme Court Room, each other, and Central Legal department
	Law Clerk Office	100	
	Justice Office		
	Justice Conference Room	10	
Waiting Area	10		
Central Legal	Storage	100	Offices/workstations
	Offices	75	Need to be secure - not open to the public; Adjacent to the Supreme Court Justices, Law Library: temperature and acoustical control issues
	Workstations		
Law Library	Coffee Area	5	Offices/workstations
	Stacks		Open to public, monitored by staff; Adjacent to Central Legal - ADA issues
	Annex		Needs to be secure; Stores temperature & humidity sensitive documents - needs full HVAC regulation; Adjacent to Central Legal
	Meeting Rooms		Open to public, monitored by staff; Adjacent to stacks/Law Library offices
	Offices	150	Open to public
	Workstations		Stacks/Front Door
Supreme Court	Supreme Court Room		
	Justice Robing Room	110	Supreme Court Room
	Court Room Lobby		
<b>TOTAL NET AREA</b>		<b>11,400</b>	SF*



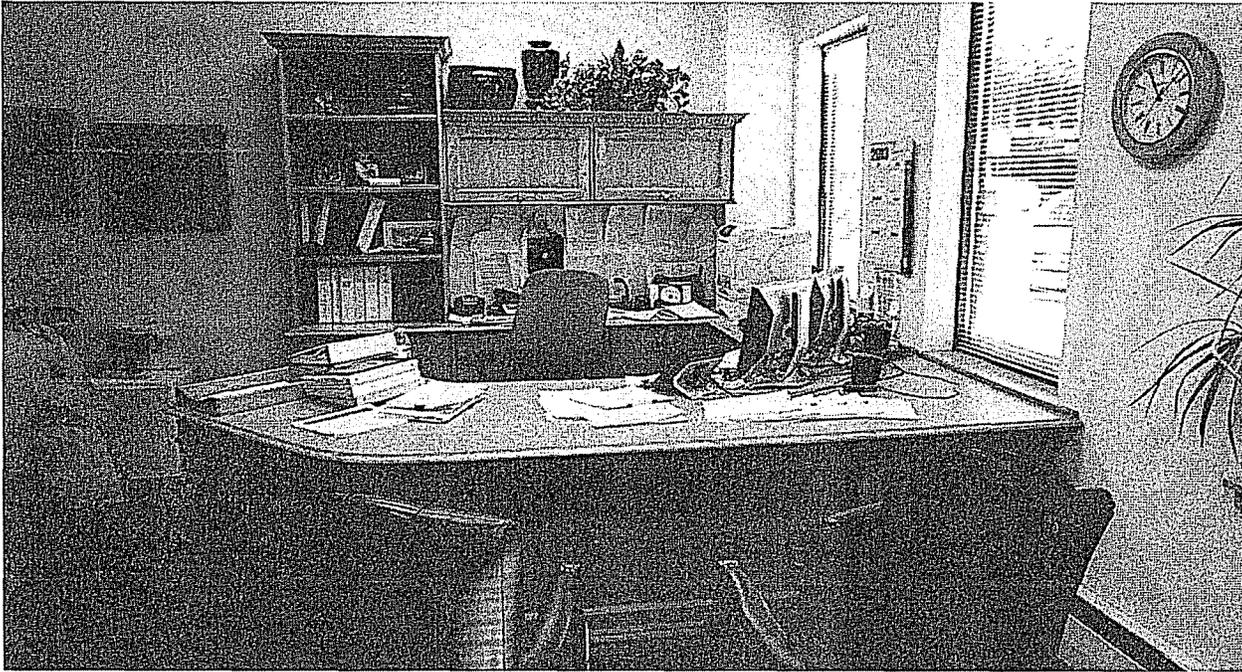
**13131 ND SUPREME COURT SPACE NEEDS ANALYSIS**

**FUTURE FACILITY NEEDS**

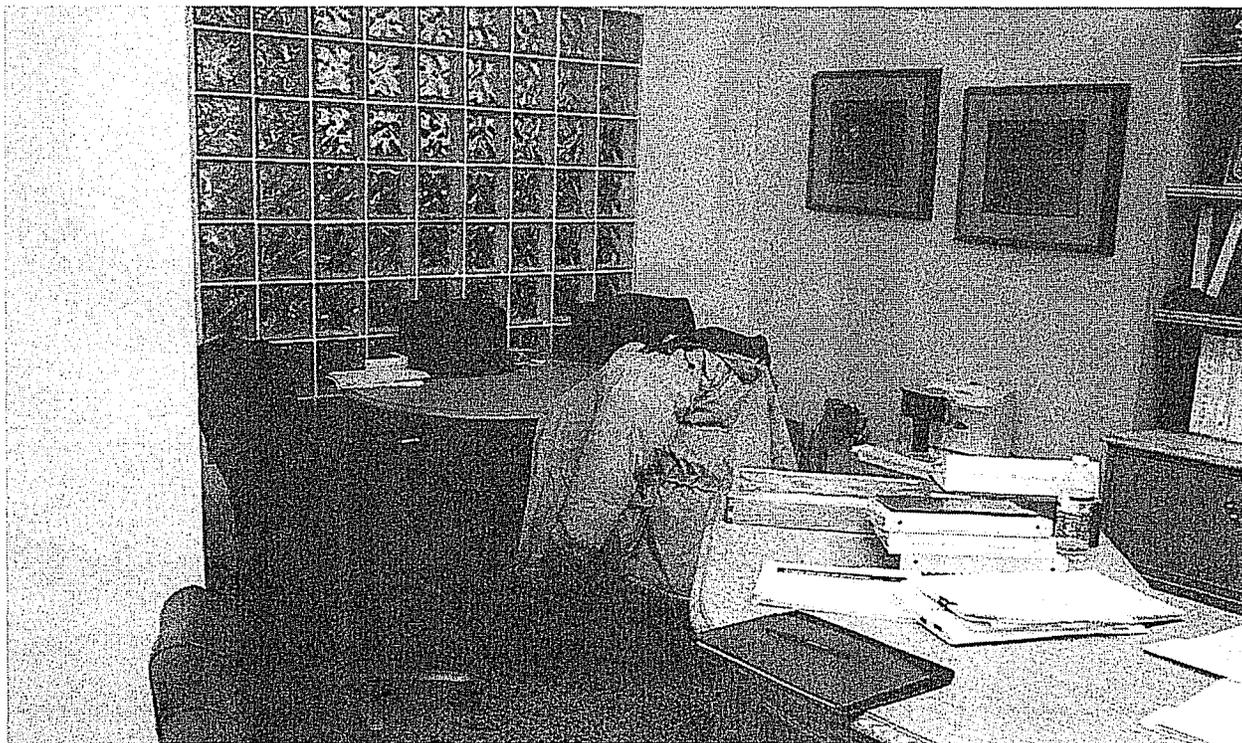
Situation: Moving all Court Offices to the Judicial Wing of the Capitol Complex; addition of space for projected 5-10 year growth

Area Name	Room Name	Additional SF	NOTES & ADJACENCIES:
Common Areas	Front Lobby/Reception		Secure entrance into the offices is needed; adjacent to the conference room
	Break Room		Offices/workstations
	Large Conference Room		
	Small Conference Room		Secure Entrance; Adjacent to front reception
	Huddle Room	200	Offices/workstations
	Large Training Room		
	Storage	300	
	Toilets		Break Room/Offices
Court Administration	Storage	300	
	Coffee		
	Offices	600	Not open to public
	Storage-edu./conf.	140	
	Workstations		Not open to public
	Judicial Branch Information Technology Offices	300	
	IT Equipment Staging		The IT Department needs to be completely self contained with badge security because of the sensitive data stored on computers
IT Equipment Storage			
	IT Server Space		located on ground floor of capitol's J-wing in ITD's datacenter
Clerk of Court	Storage		
	Coffee Area		Adjacent to Justice offices
	Offices	150	Some offices with in Clerk of Court department are open to the public, others need to be secure; Front entry sequence could be made more secure
	Workstations		
	Supreme Court Justice Suites Admin Assistant		
	Law Clerk Office		Need to be secure - not open to the public; Adjacent to the Supreme Court Room, each other, and Central Legal department
	Justice Office		
Justice Conference Room			
	Waiting Area		
Central Legal	Storage	100	Offices/workstations
	Offices	150	Need to be secure - not open to the public; Adjacent to the Supreme Court Justices, Law Library
	Workstations		
Law Library	Coffee Area		Offices/workstations
	Stacks	685	Open to public, monitored by staff; Adjacent to Central Legal
	Annex	400	Needs to be secure; Stores temperature & humidity sensitive documents - needs full HVAC regulation; Adjacent to Central Legal
	Meeting Rooms		Open to public, monitored by staff; Adjacent to stacks/Law Library offices
	Offices	135	Open to public
	Workstations	40	Stacks/Front Door
Supreme Court	Supreme Court Room		Supreme Court Room
	Justice Robing Room		
	Court Room Lobby		
	Citizen Access Attorney	170	
	Supreme Court Visitor Center Visitors' Center	3000	Open to the public; Adjacent to the Supreme Court Room
	Visitors' Center Office	170	Visitor's Center
	Visitors' Center Toilets	300	Open to the public
	<b>PROPOSED NET AREA</b>	<b>7,140</b>	<b>SF</b>

iii. INTERIOR PHOTOS - LEASED OFFICE DOWNTOWN BISMARCK



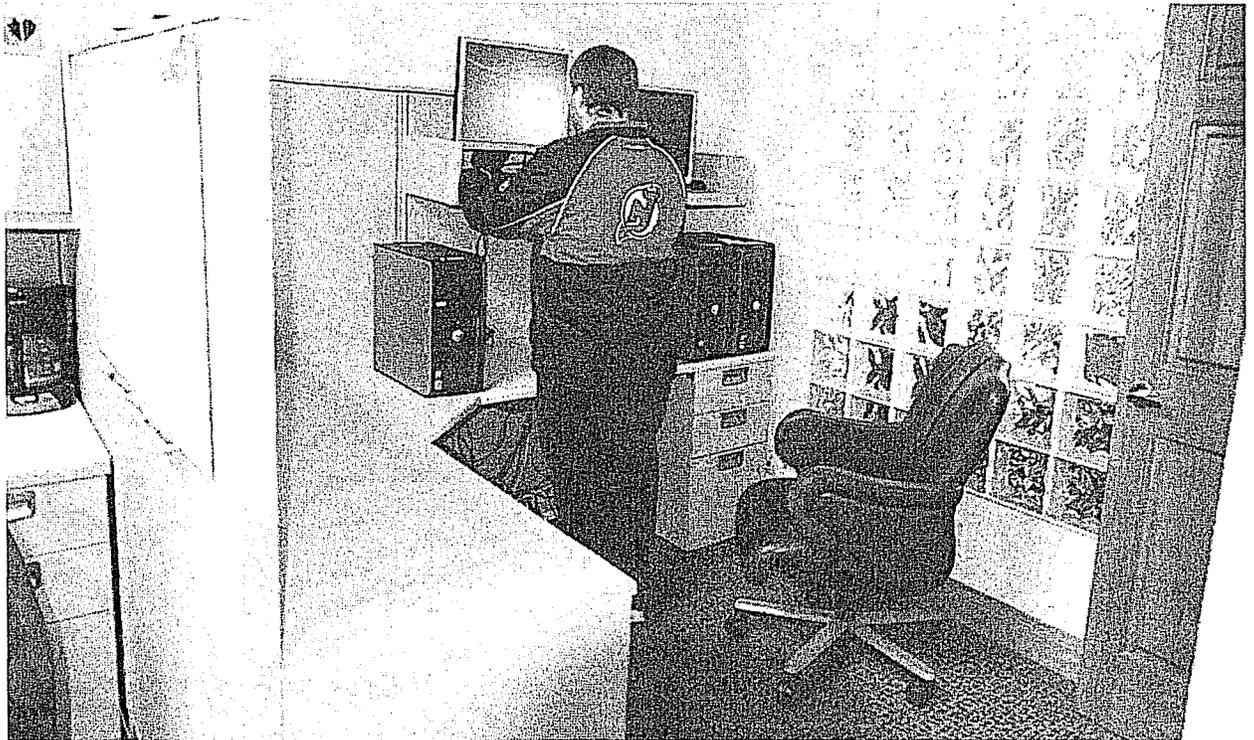
Director's Office



Meeting area for groups of 4-6

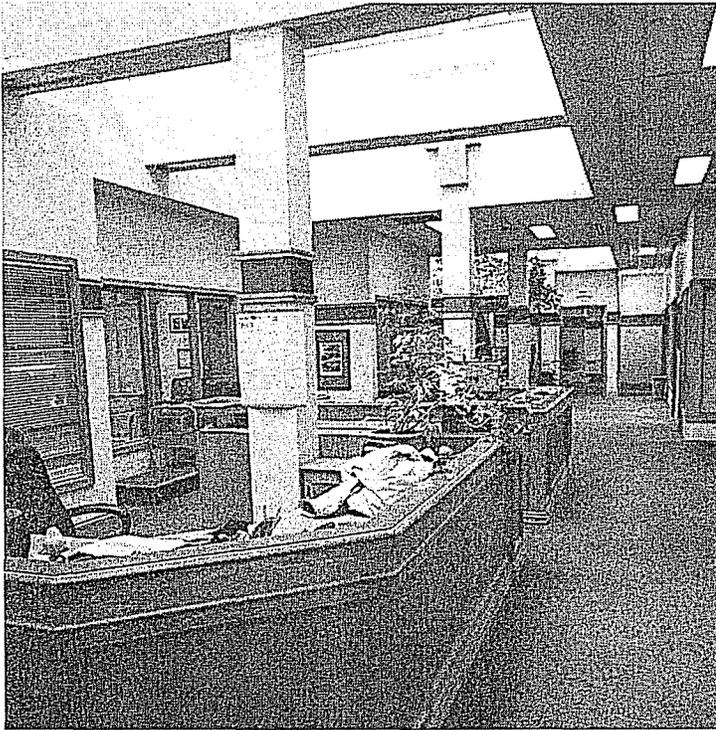


Office shared with two workstations

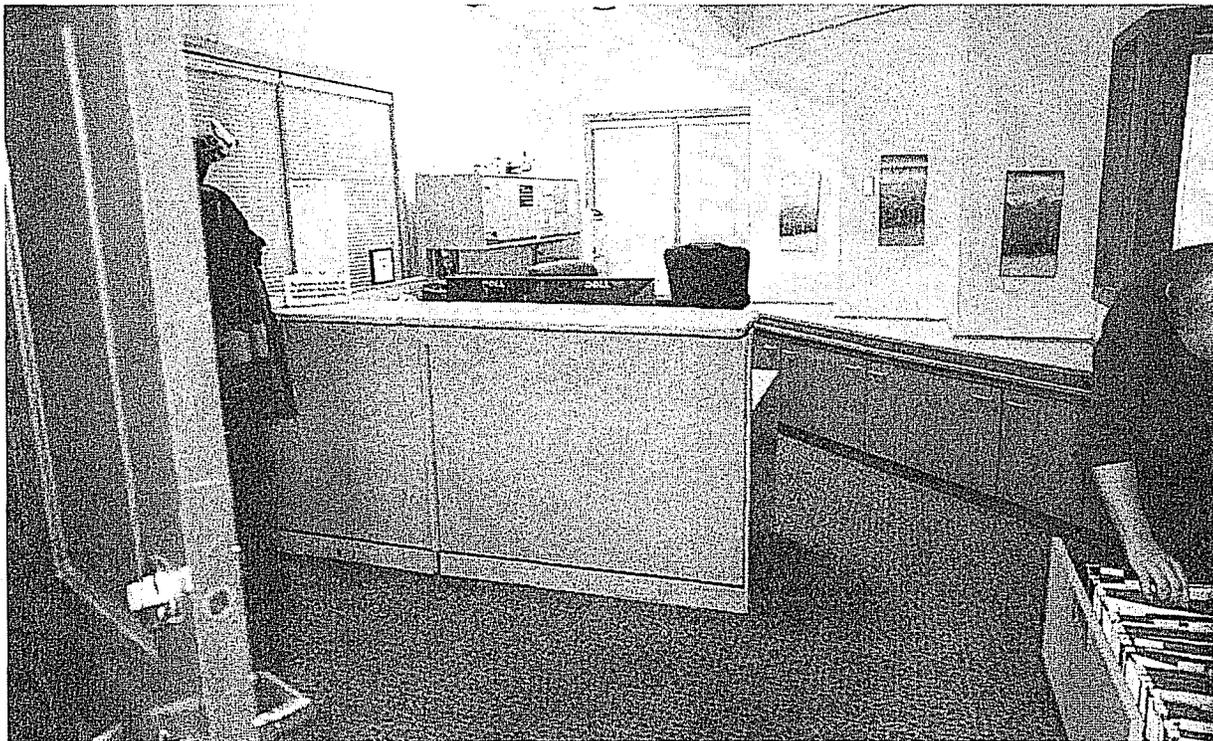


Typical computer staging in a workstation

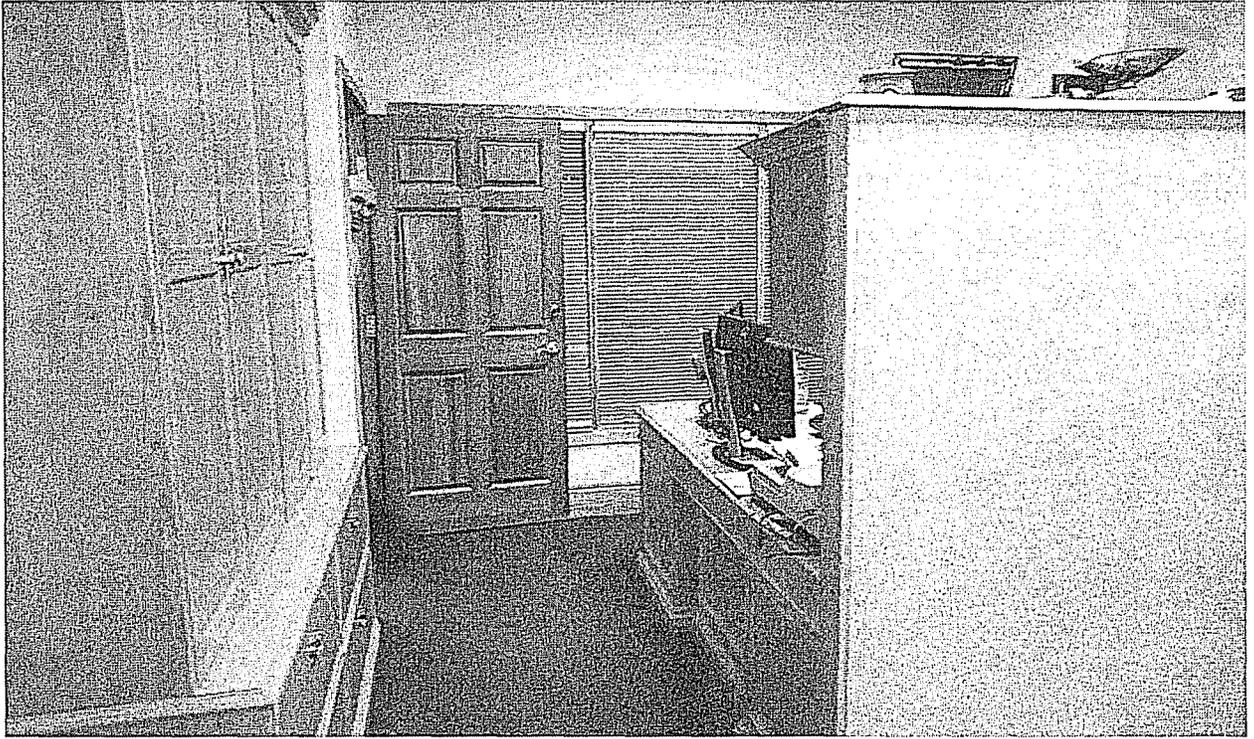
iii. INTERIOR PHOTOS - LEASED OFFICE DOWNTOWN BISMARCK



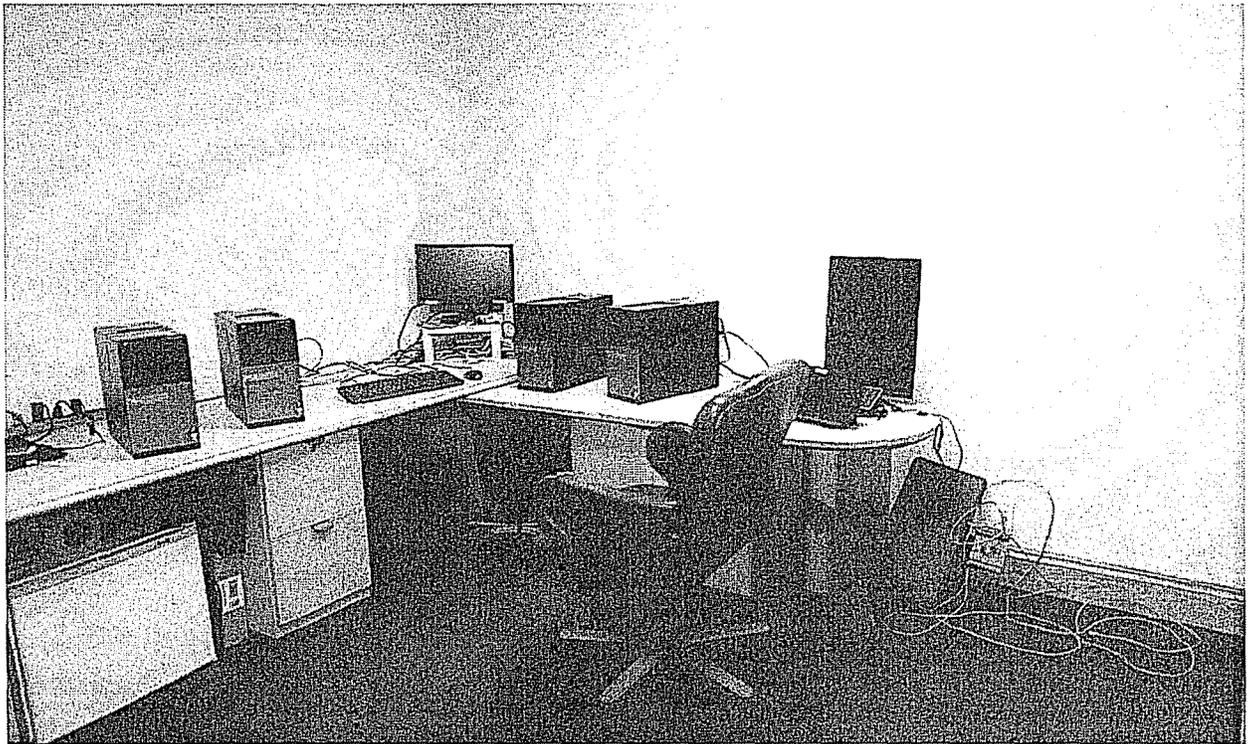
Workstations in center atrium - atrium is open to second floor occupant circulation



Existing Receptionist area repurposed as a workstation

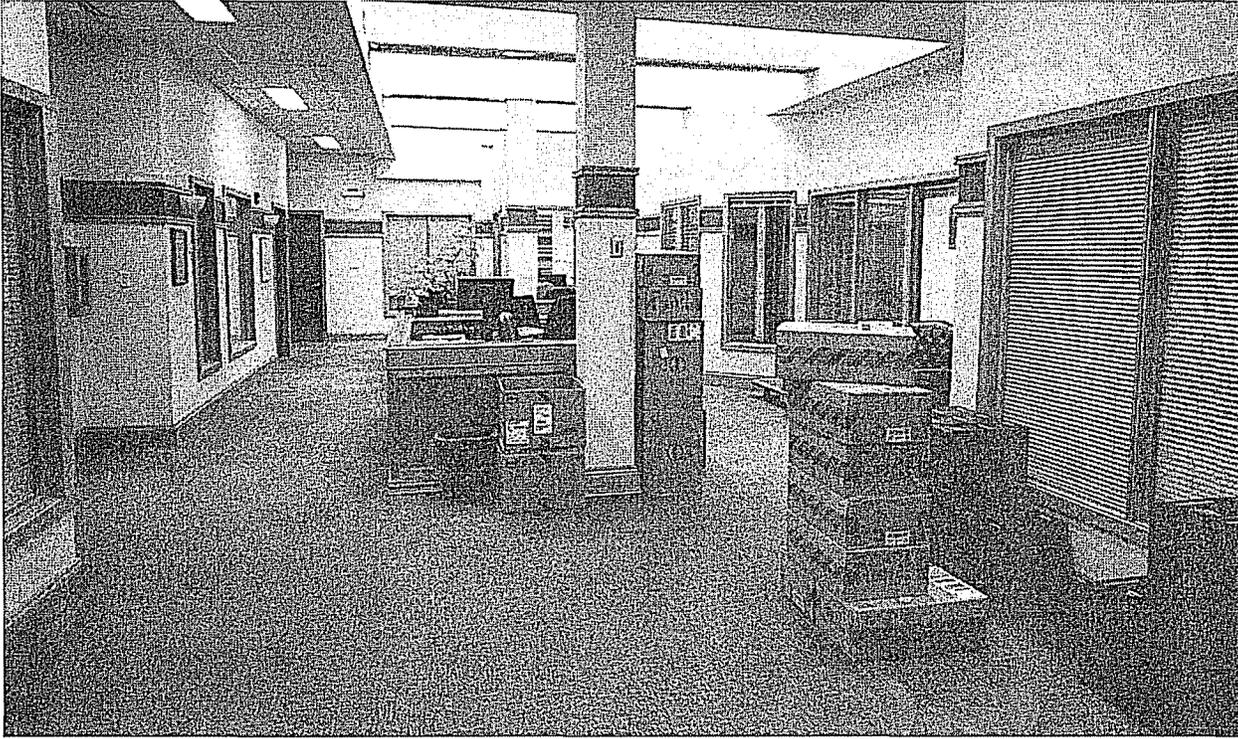


Workstation and equipment storage cabinet in front half of large office

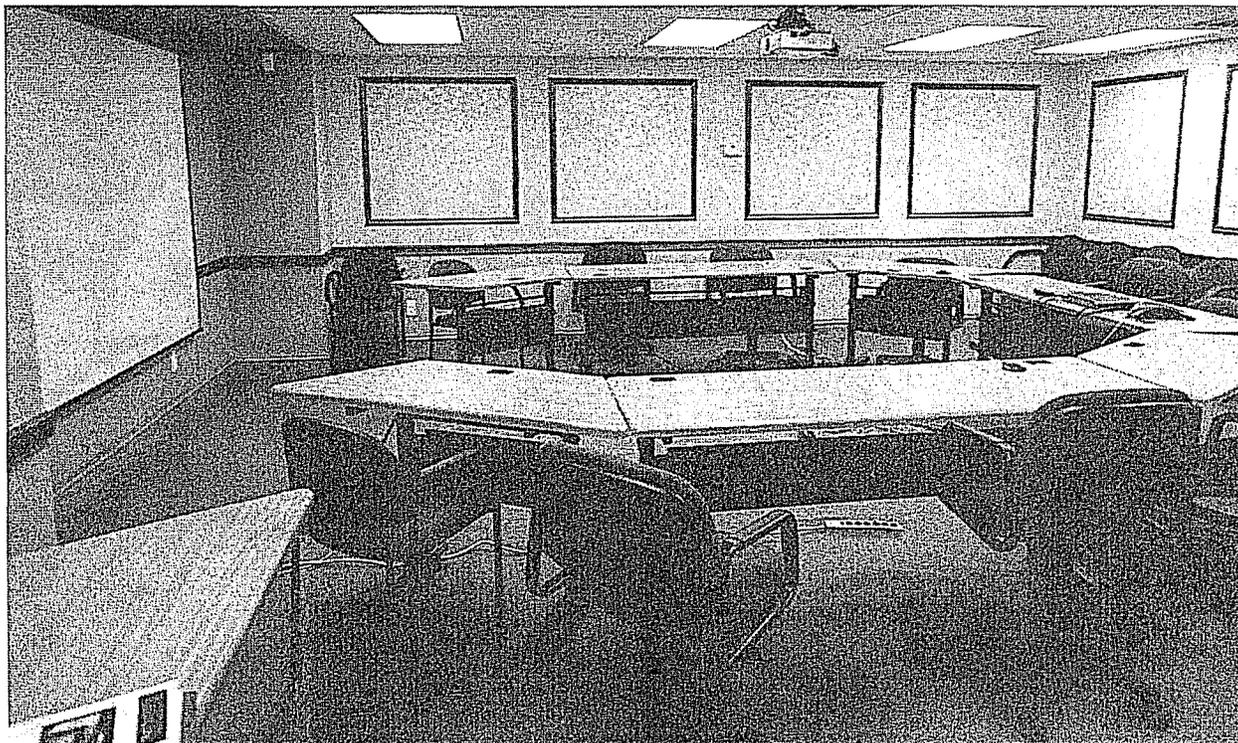


Equipment staging in the back half of large office

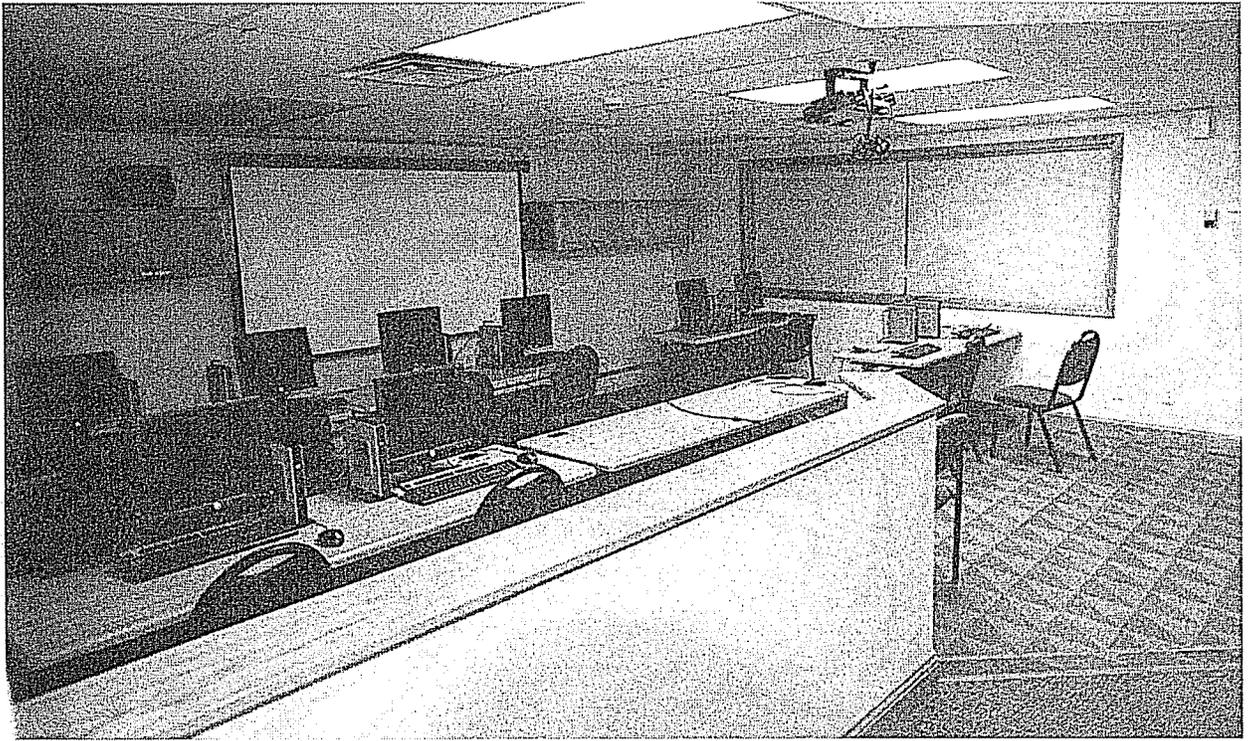
iii. INTERIOR PHOTOS - LEASED OFFICE DOWNTOWN BISMARCK



Equipment staging in open atrium



Larger Meeting Room



Smaller Training & Meeting Room

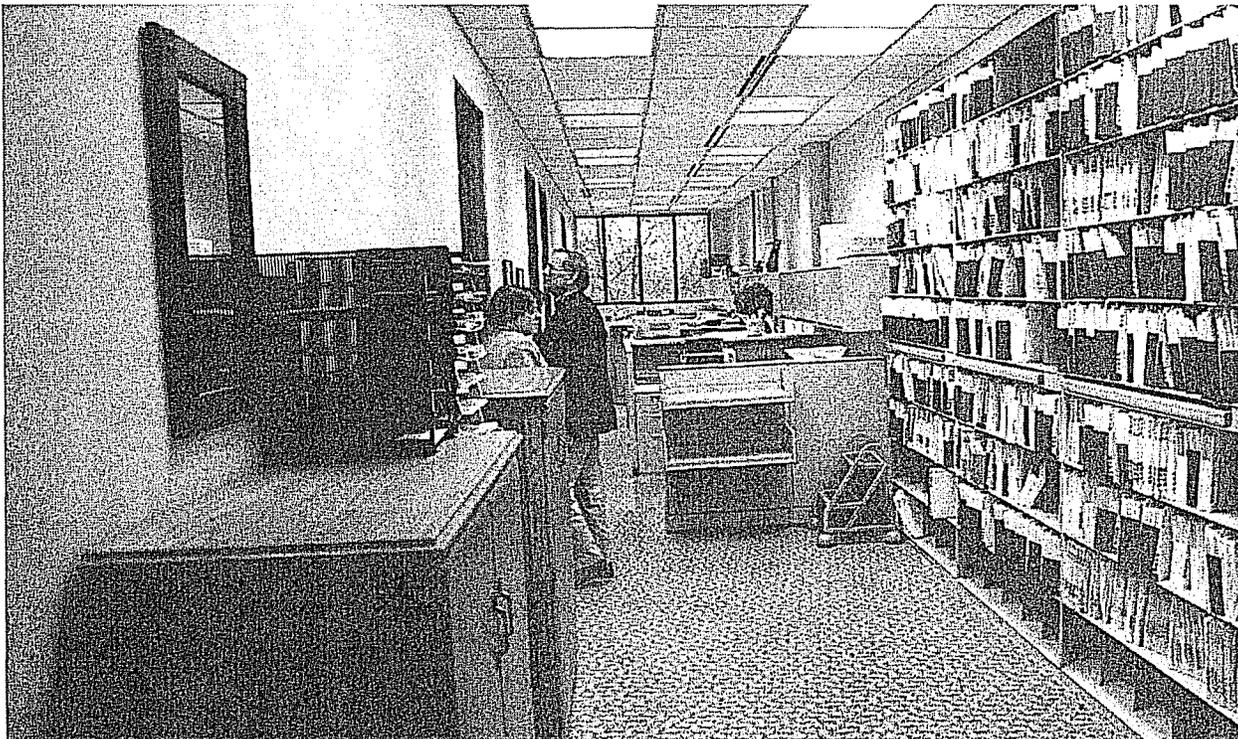


Break Room

iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



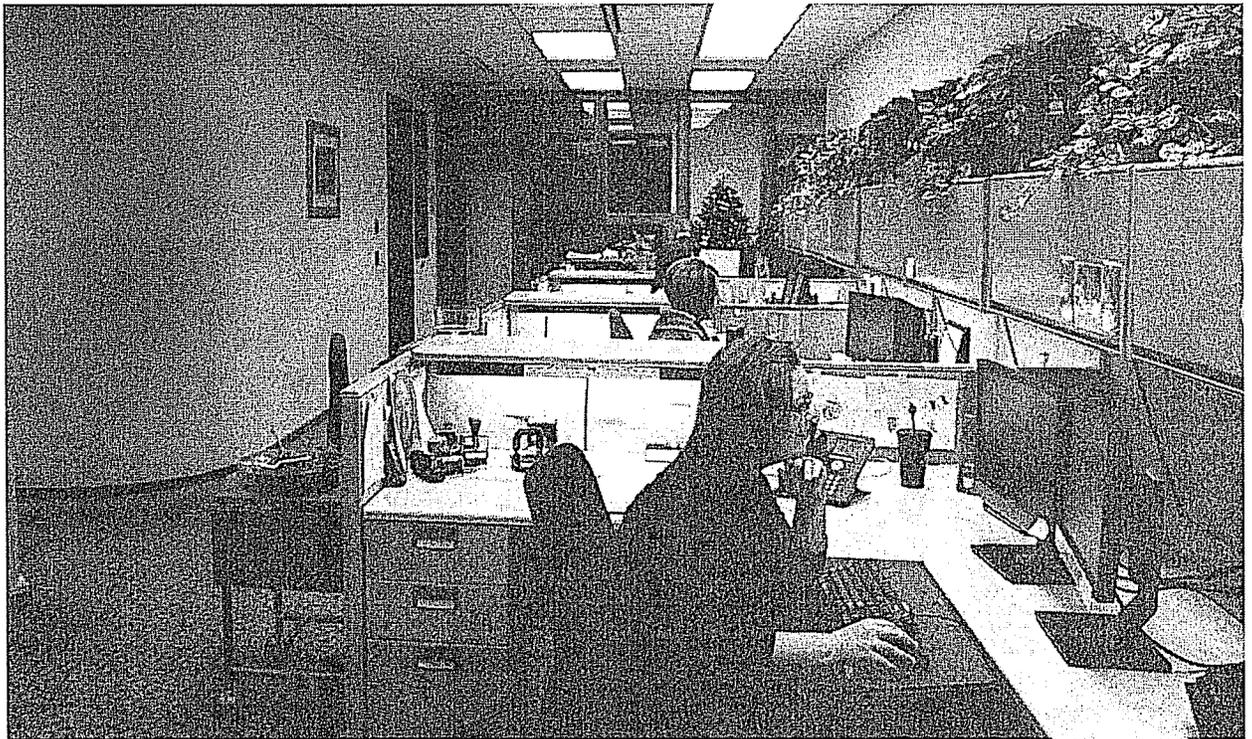
Court Administrator office



Court Administration and File Storage

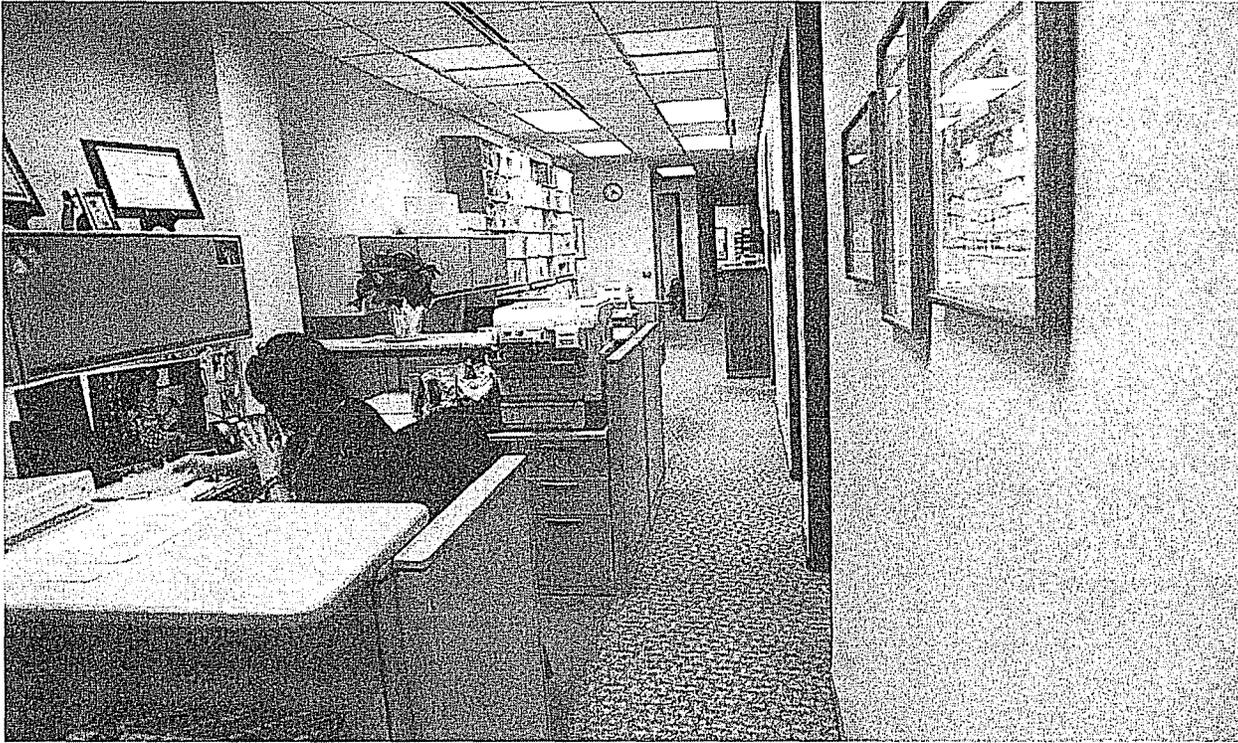


Central Copy & Storage room

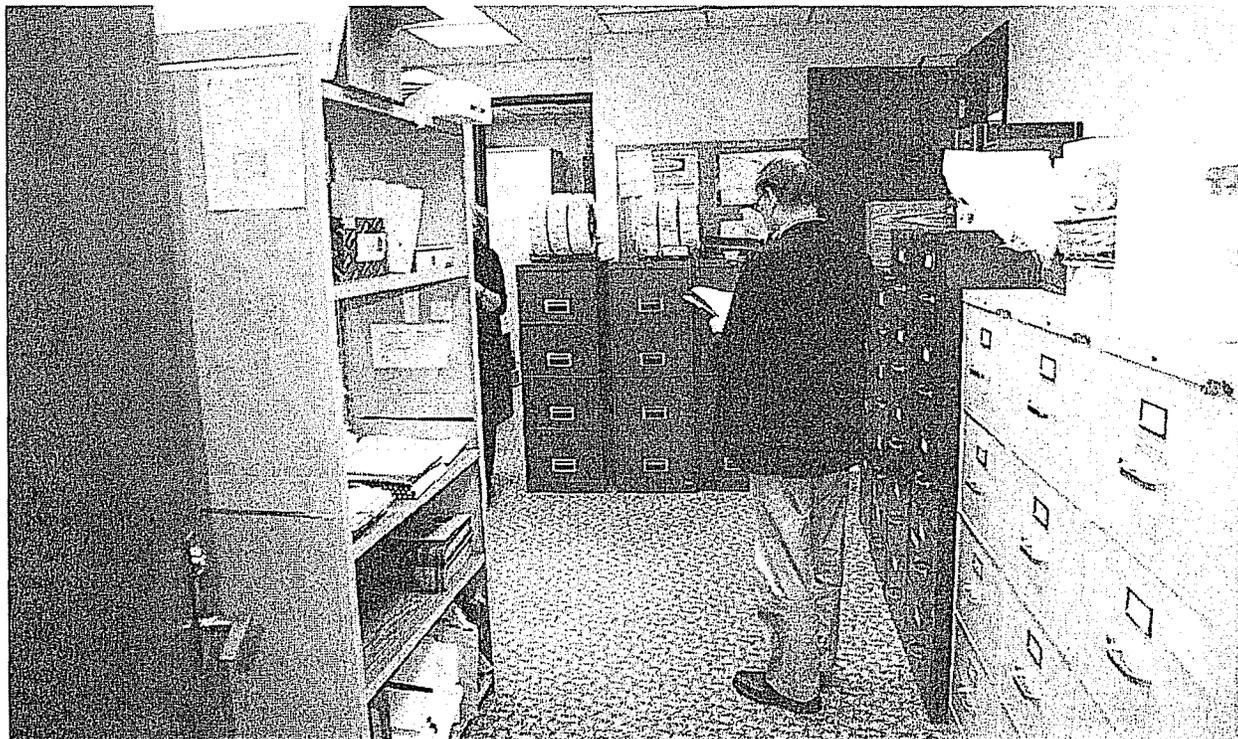


Clerk of Courts workstations, facing Public Entry

iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



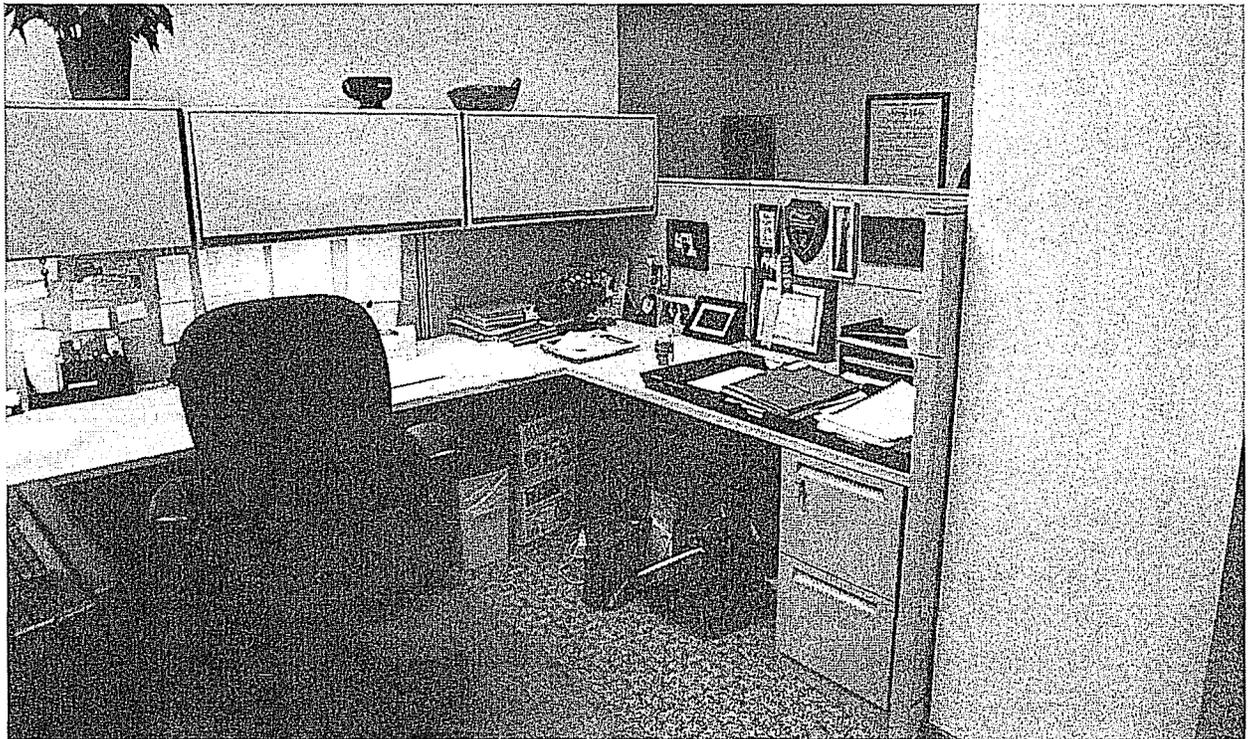
Court Administrator workstation with narrow access to workstations and offices



Clerk of Courts File Storage

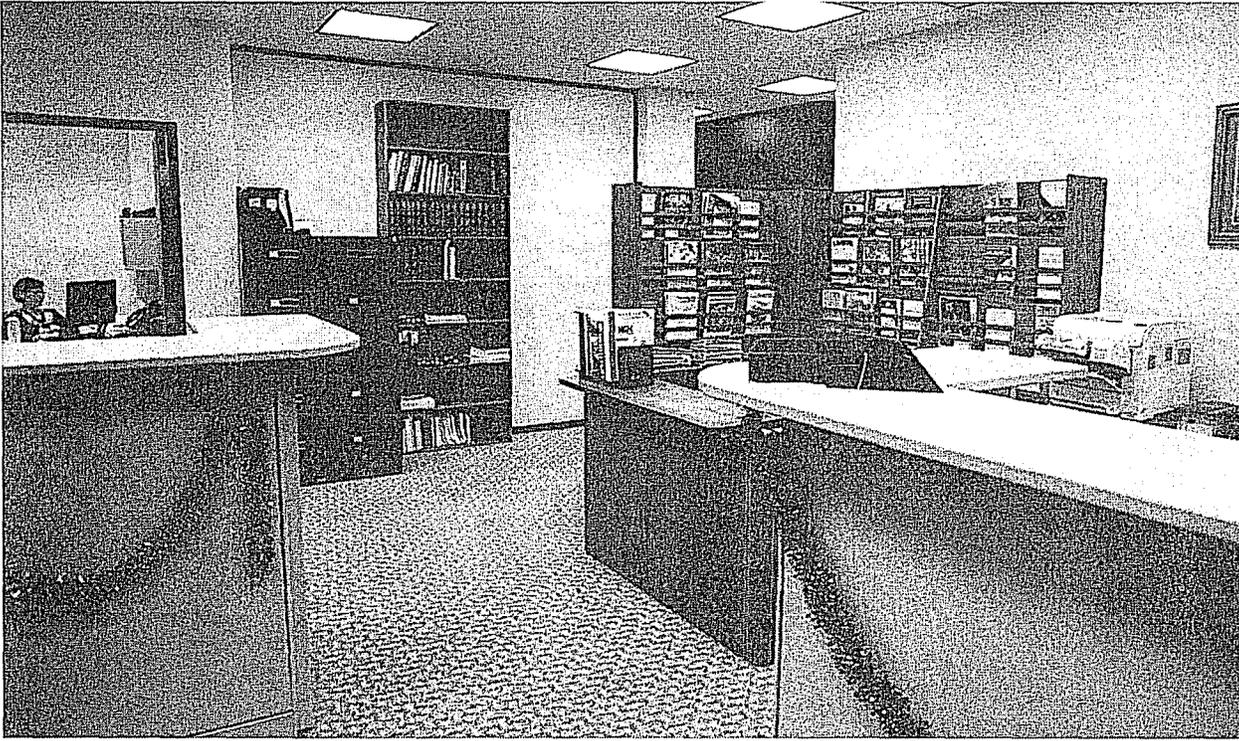


Clerk of Courts office

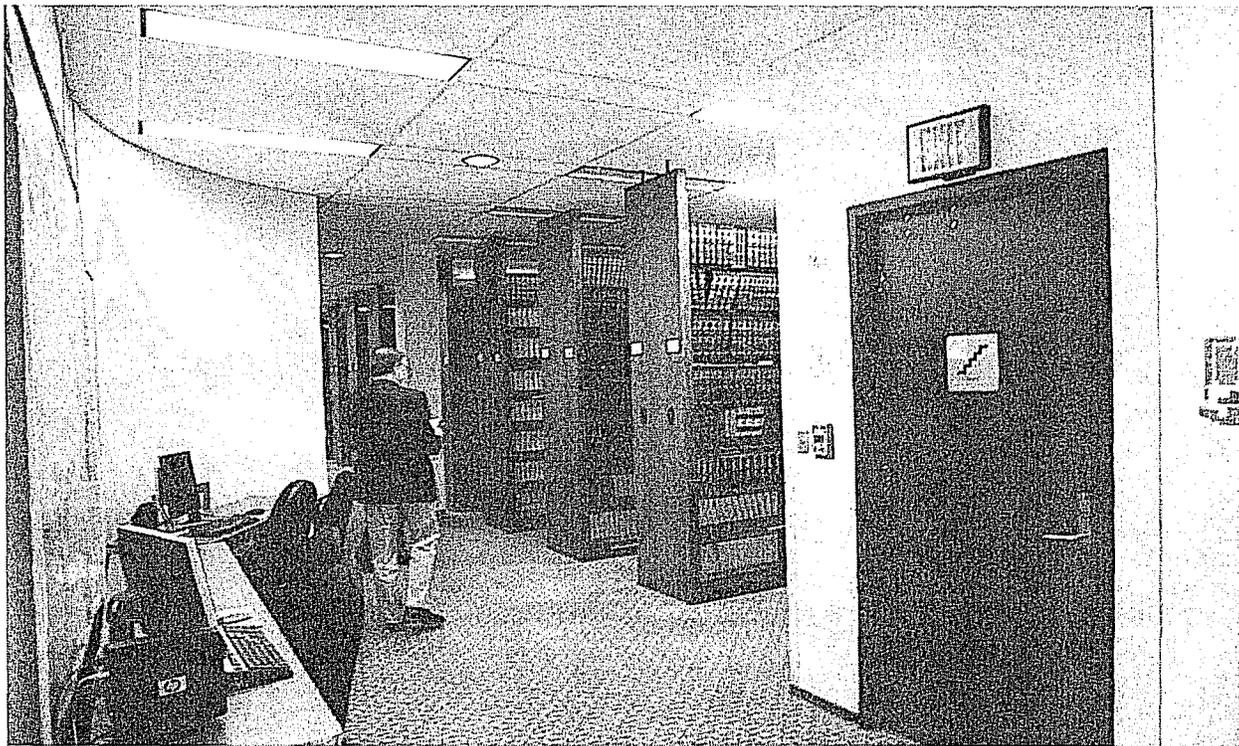


Deputy Clerk of Courts workstation

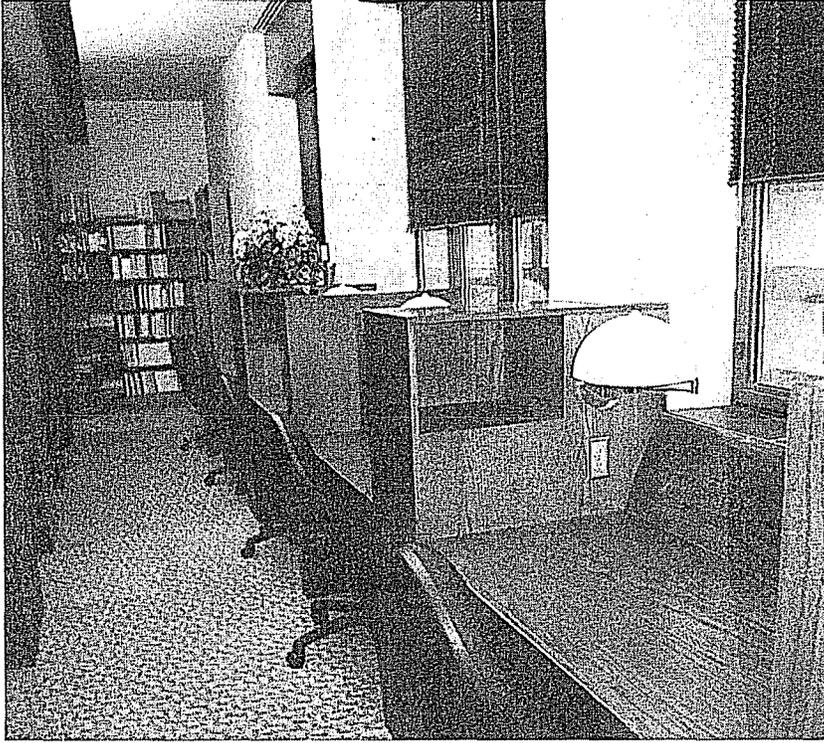
iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



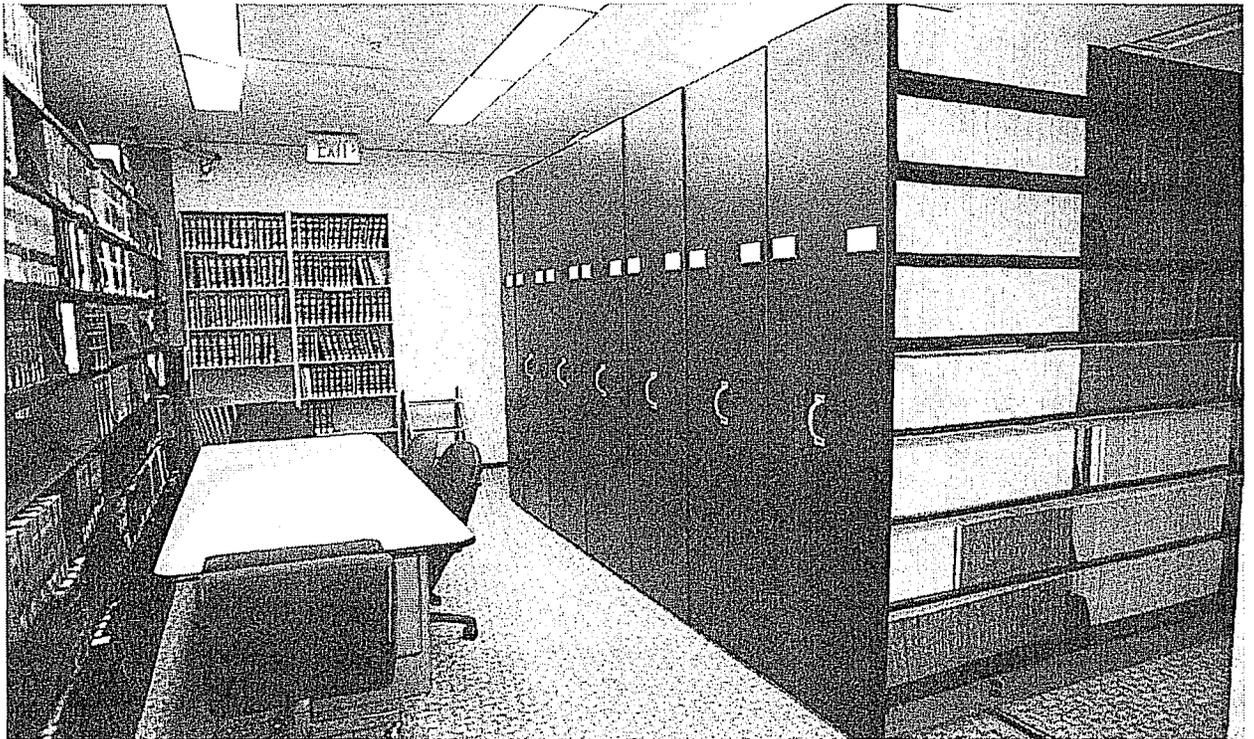
Law Library workstations & offices



Entry to Law Library stacks

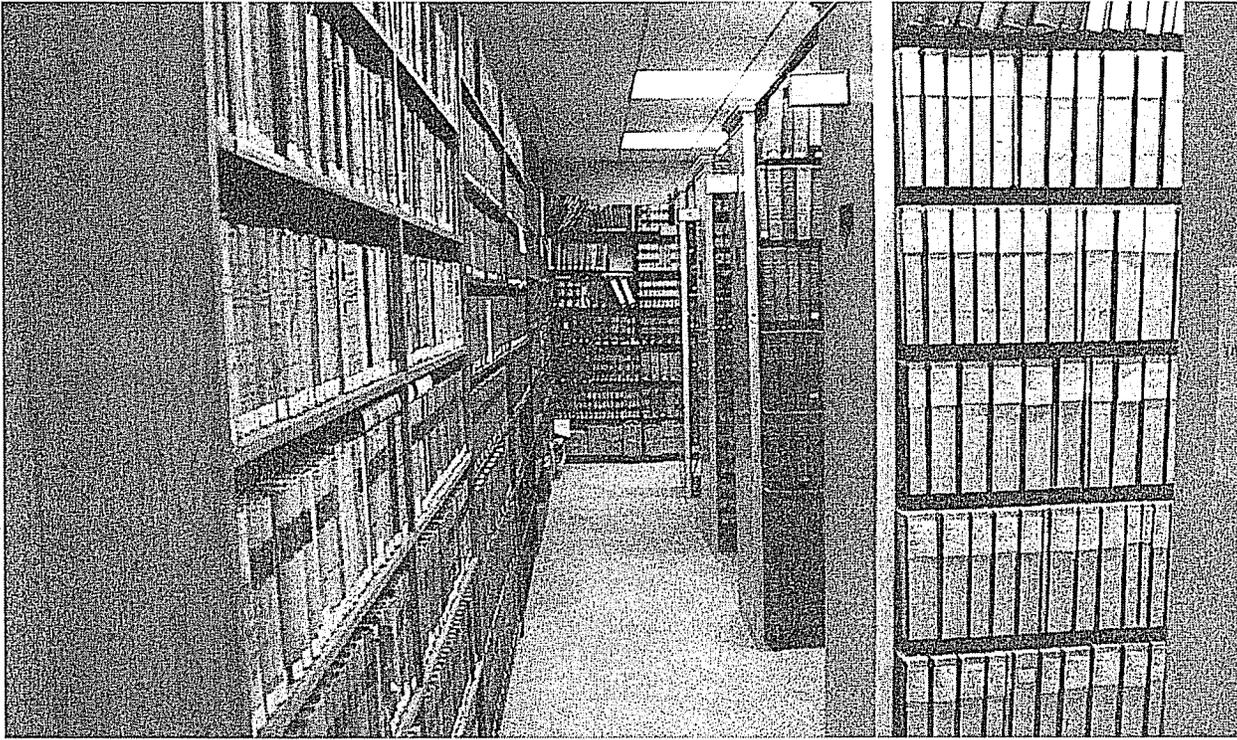


Reading tables in Law Library

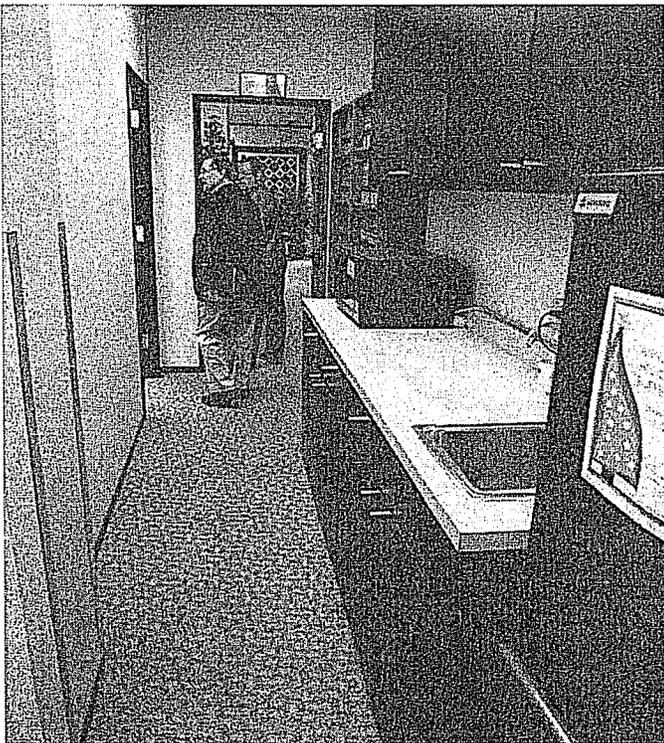


Law Library compact shelving

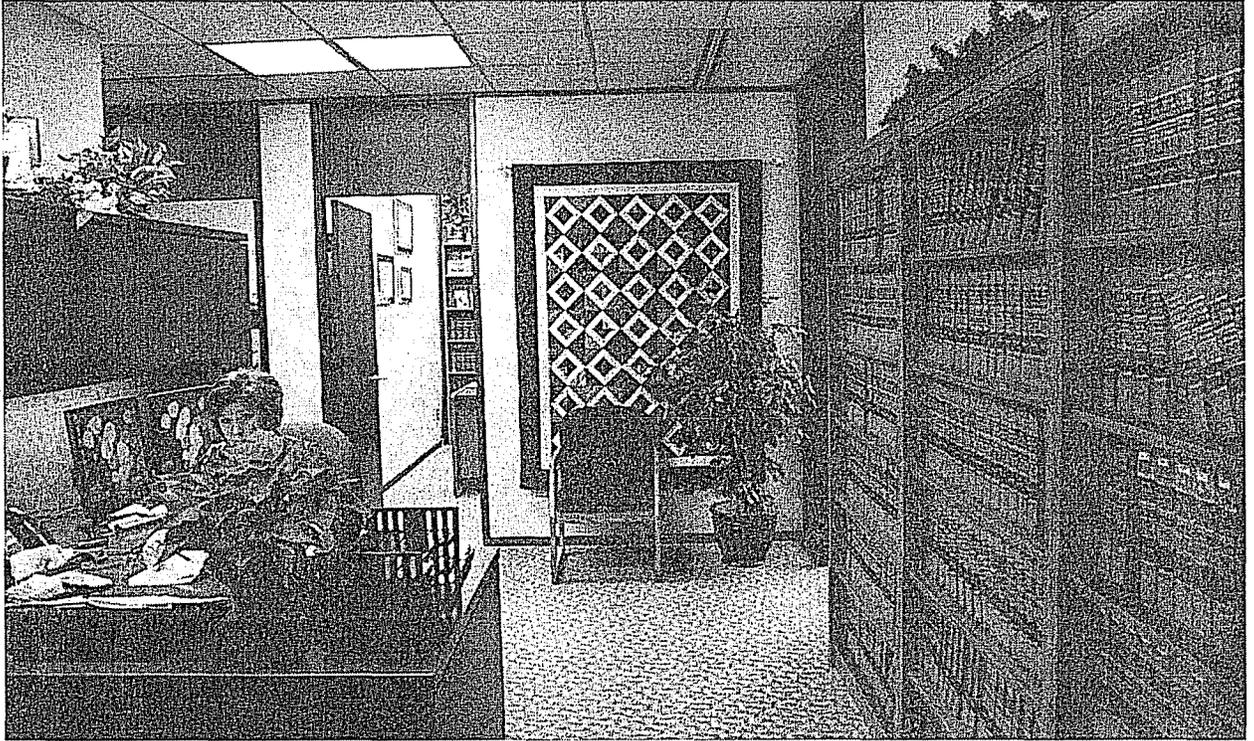
iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



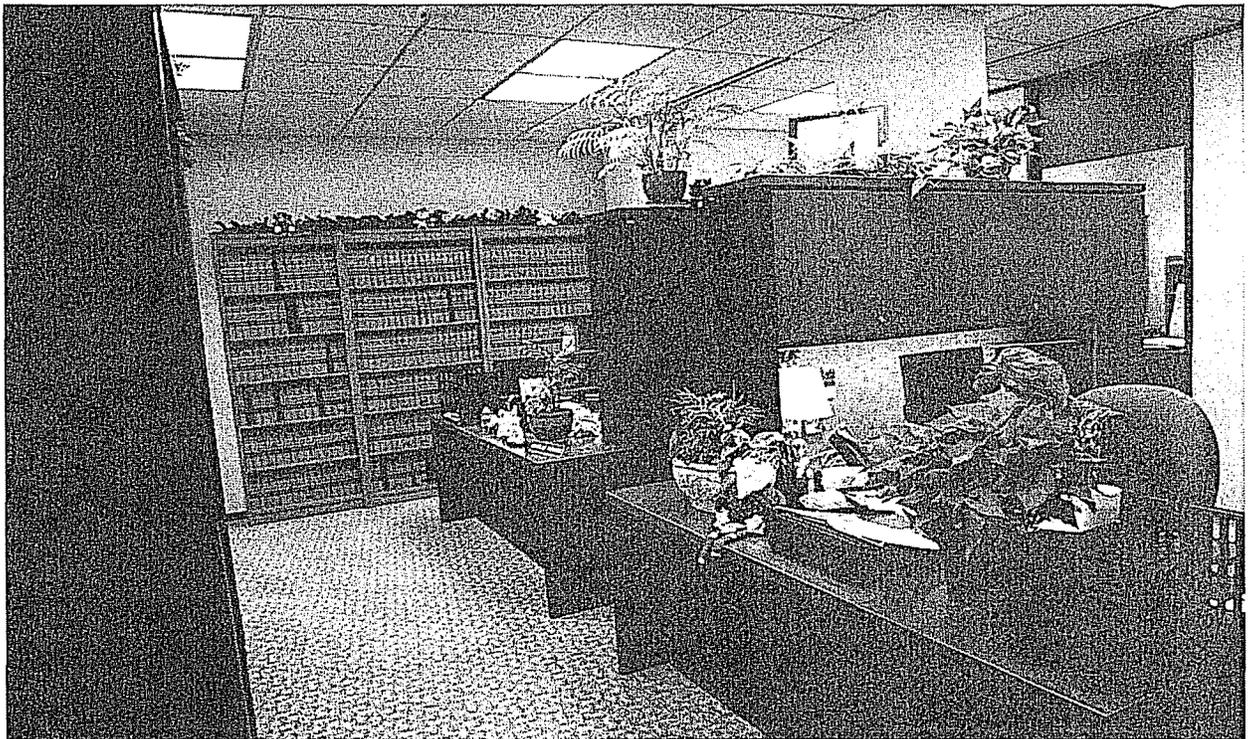
Law Library climate controlled archives



Law Library coffee counter and narrow access hall to Central Legal offices

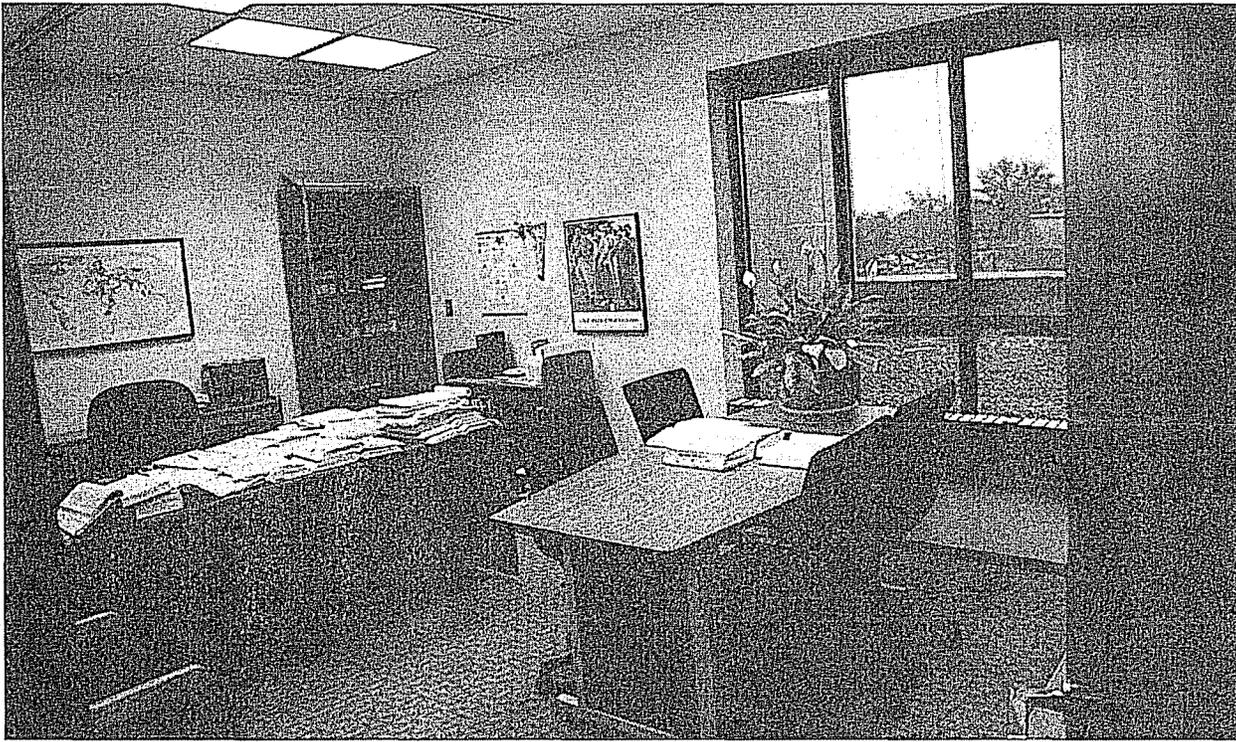


Central Legal workstation with bookshelves lining the room

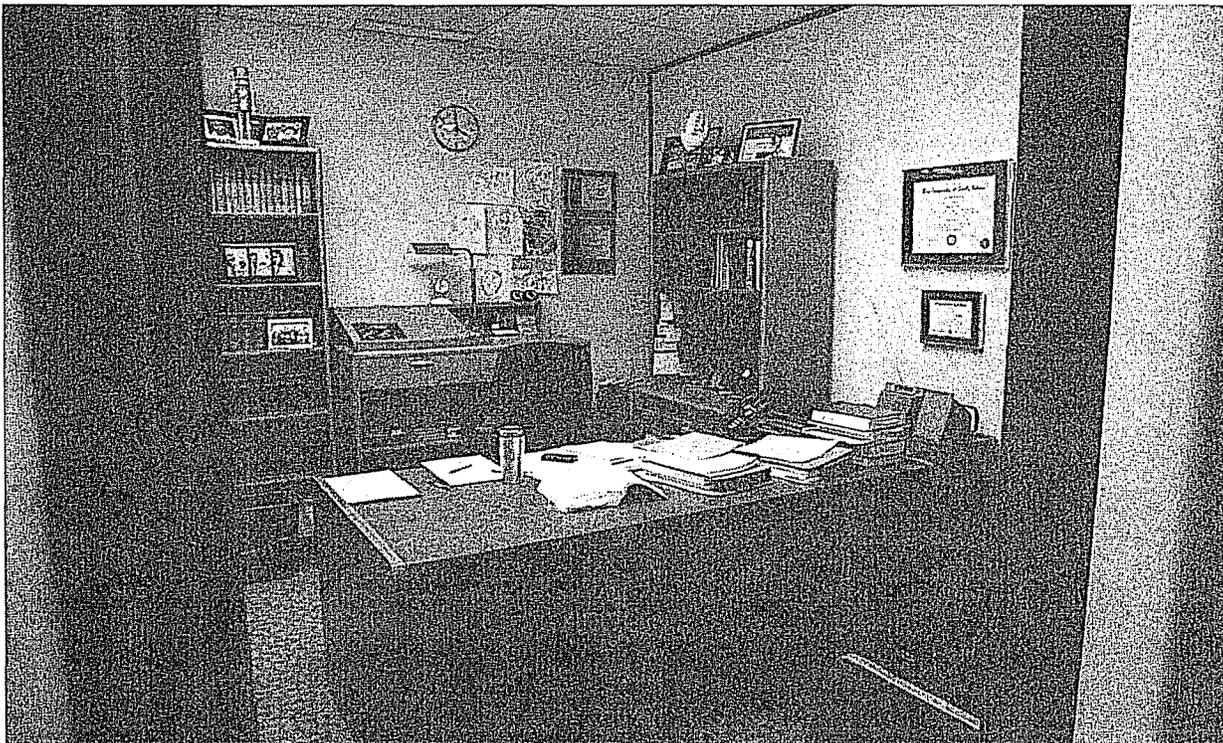


Central Legal workstations with bookshelves lining the room

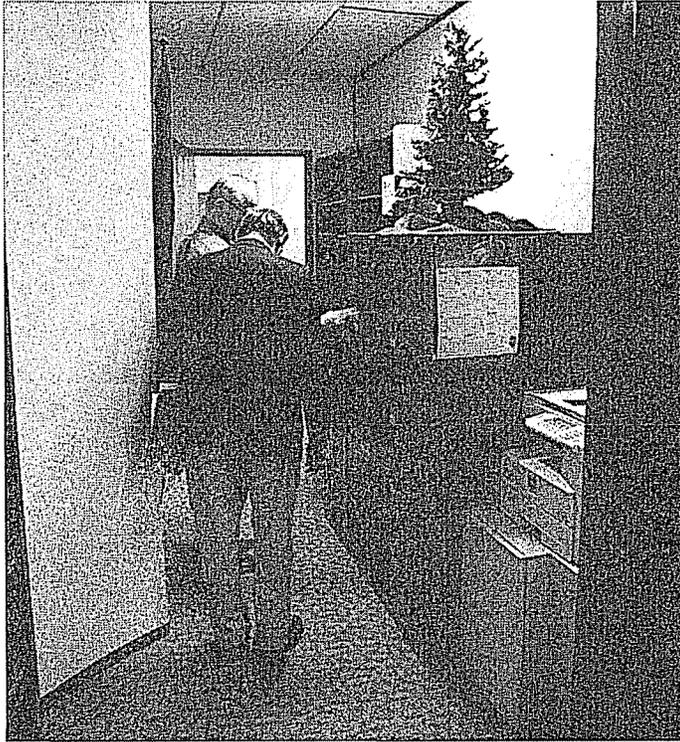
iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



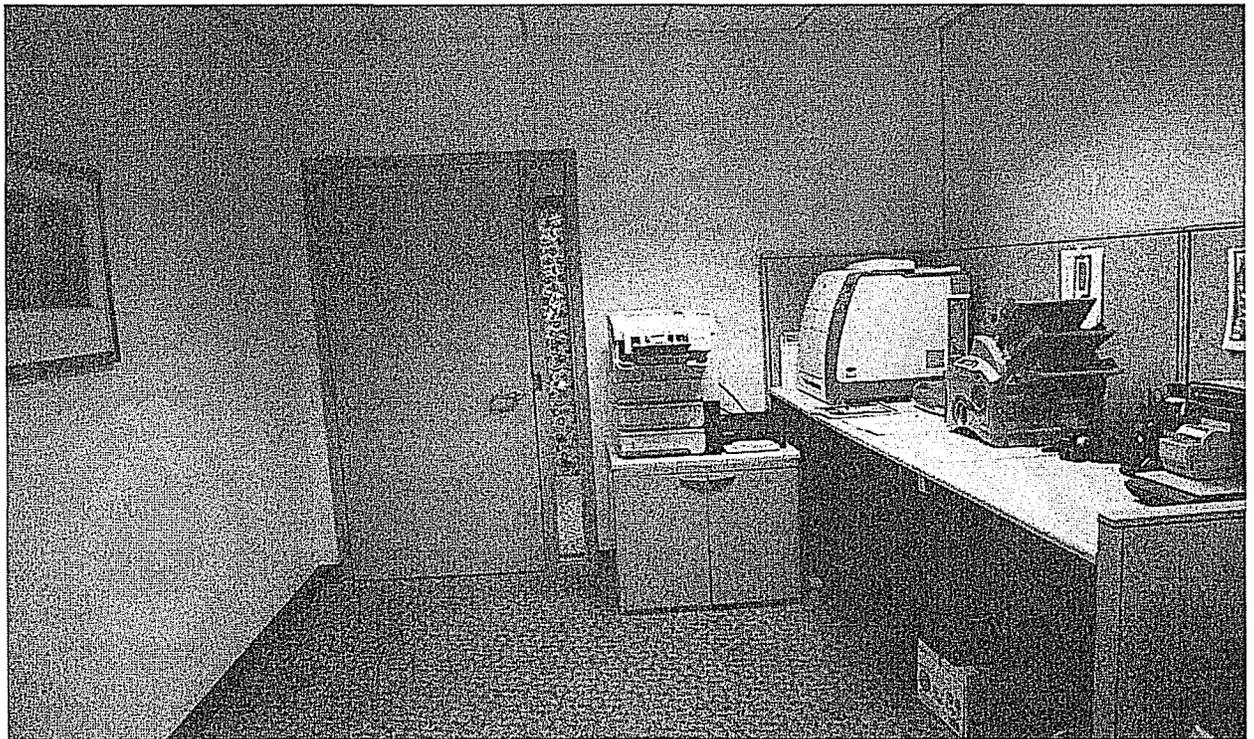
Central Legal Director office



Typical Central Legal office

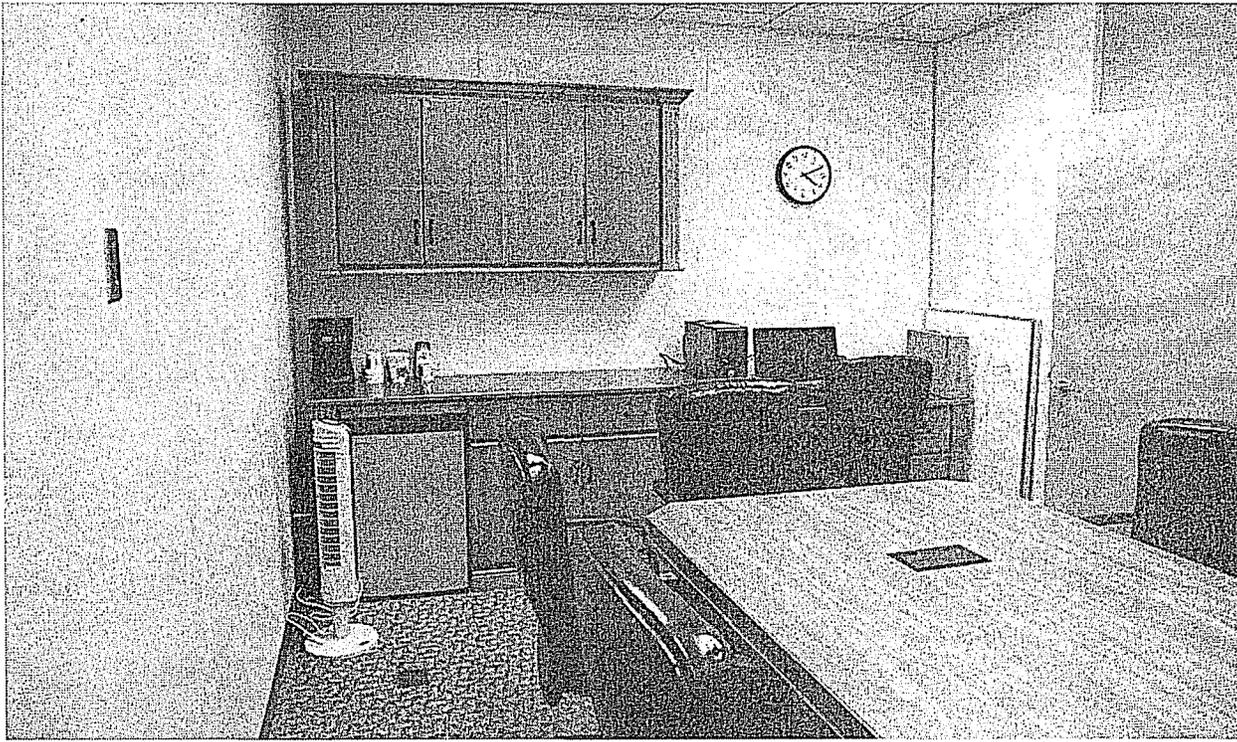


File storage in narrow access hall in Central Legal offices

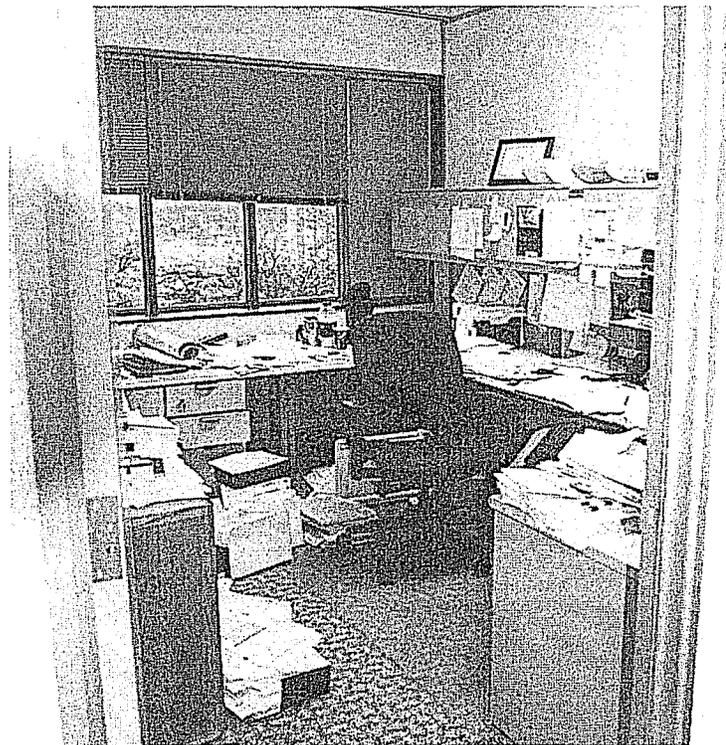


Entry & Copy counter for Fiscal Department offices

iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



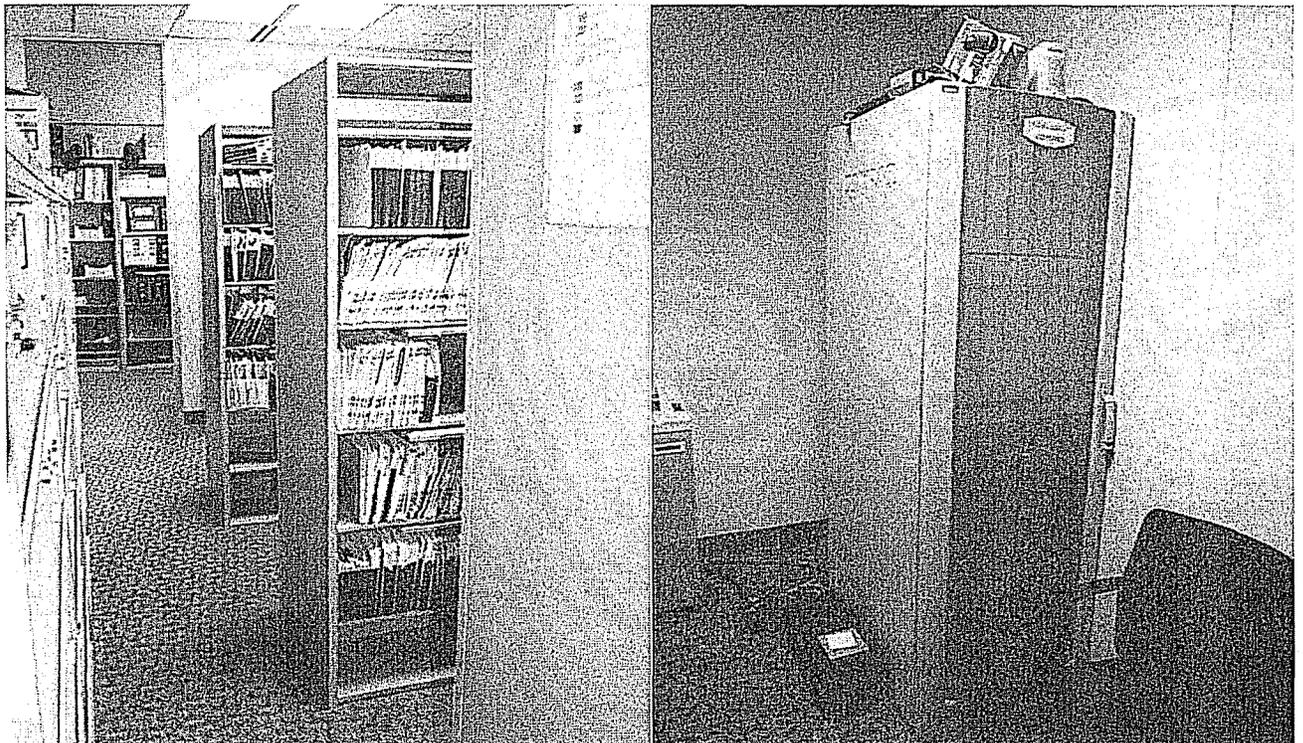
Fiscal Department conference room with conference computer and storage



Typical Fiscal Department office

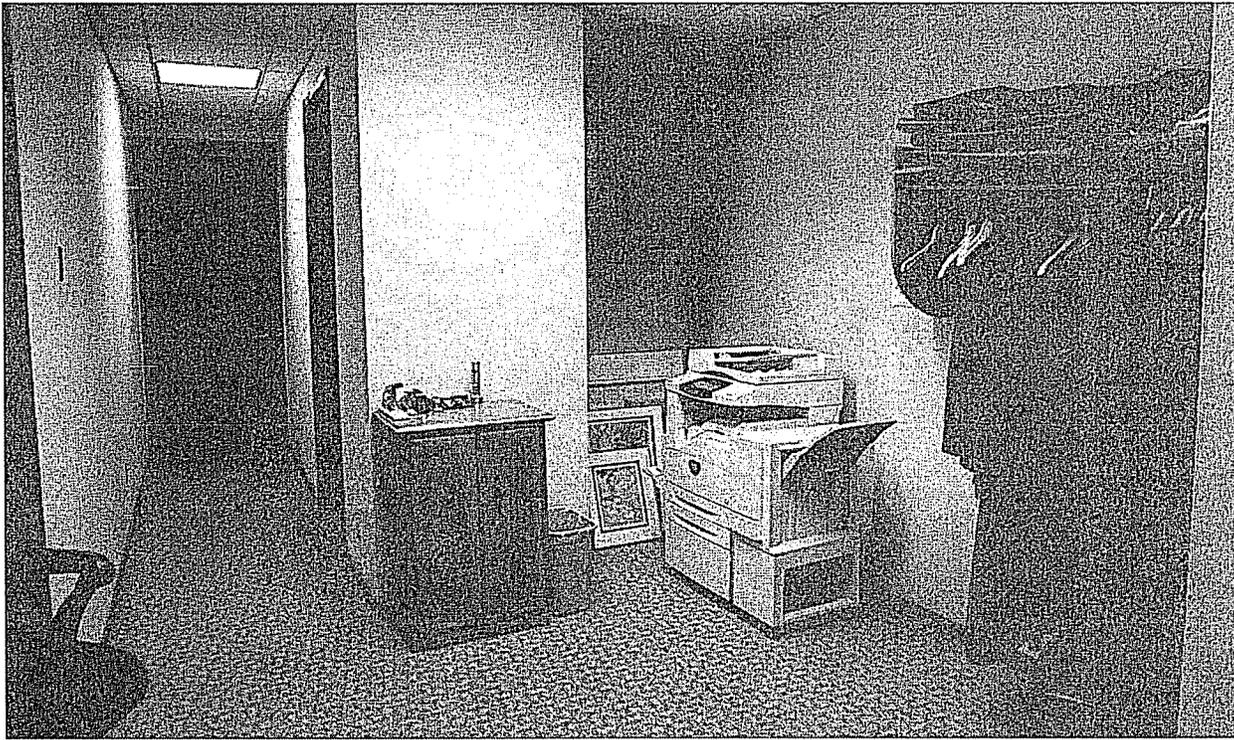


Fiscal Department Break Room



Fiscal Department Storage room with Web Hosting Server

iv. INTERIOR PHOTOS - JUDICIAL WING IN CAPITOL COMPLEX



Justice Robing room



Chief Justice Conference room

NORTH DAKOTA SUPREME COURT STATE OFFICES | SPACE NEEDS ANALYSIS

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BISMARCK | MINOT | WILLISTON | FARGO | GRAND FORKS | MINNEAPOLIS | ALEXANDRIA  
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