

# City of Lake Forest Park | Municipal Court

## Lake Forest Park Municipal Court

### Our Mission

*Dedicated to the fair and impartial administration of justice and equal access for all individuals.*

*Committed to serving with respect, competence, and efficiency*

**Judge** Linda Portnoy

**Administrator** Jane Poppe

**Probation** Phil Stanley

17425 Ballinger Way NE, 2<sup>nd</sup> Floor

Lake Forest Park, WA 98155

Telephone (206) 364-7711

Fax (206) 364-7712

Email: [cityhall@ci.lake-forest-park.wa.us](mailto:cityhall@ci.lake-forest-park.wa.us)

[www.cityoflfp.com](http://www.cityoflfp.com)

### Filings By The Numbers—2008

**1998** Traffic Infractions

**75** Non-Traffic Infractions

**62** Driving Under the Influence (DUI)

**337** Criminal Traffic

*(Includes Driving While License Suspended)*

**111** Non-Traffic Criminal

*(Includes Domestic Violence)*

**78** Parking

### **2661 TOTAL FILINGS**

**2437** Proceedings

**1** Jury Trials

**0** Appeal

## Executive Summary

Lake Forest Park Municipal Court is organized under RCW 3.50 as a limited jurisdiction court to hear misdemeanor crimes and civil infractions committed within its geographic boundaries. The Court is open for business from 9AM to 5PM, Monday through Friday, and hears cases in open court twice a week. The Court consists of the following positions:

- Judge – The judge is appointed by the Mayor and confirmed by the City Council for a four-year term. Judge Linda Portnoy was first appointed in July 1998 to fill an unexpired term and was reappointed in 2001 and again in 2005.
- Court Administrator – The Court Administrator, Jane Poppe, runs the day-to-day operations of the court and oversees training for court staff. She is the financial officer for the court as well as the court liaison to the City's leadership team. Poppe has been with the Court since 1979 and Administrator since 1996.
- Lead Clerk (Full Time) – This position is held by Kelley Gradwohl, who has been with the court for 16 years. Duties include data entry and case management.
- Probation Clerk/Juror Coordinator – This part time position is held by Nichole Rhoten who has been with the Court for four years. Duties include monitoring approximately 1000 cases per month and processing 2000 juror summons annually.
- Probation Officer – Phil Stanley, supervises high risk defendants at the direction of the Court and works under the supervision of Judge Portnoy.

Lake Forest Park Municipal Court strives to provide exceptional service to the community. Our staff participates in training each year to improve skills and avails itself of the latest improvements in court management and administration. Judge Portnoy actively participates in many activities within the judicial and legal community and through these activities, works to improve the culture and structure of courts of limited jurisdictions in our state. The staff and the judge continue to work with the Shoreline/Lake Forest Park Youth Court to maintain a strong program. In May, Judge Portnoy will participate in the Statewide Youth Court Training at Seattle University Law School. In November, the Judge was chosen by Supreme Court Justice Barbara Madsen to address a delegation of Russian judges on improving law enforcement/judicial responses to domestic violence cases. The Judge and Prosecutor met with King County to discuss a regional approach jail alternatives for defendants with significant mental health issues (2009 if funding becomes available). The Judge is also working with King County to allow Lake Forest Park to enter into the work crew program, as a jail alternative. In October the Court conducted an Access to Justice Survey. Volunteers collected completed surveys and tallied responses. A written report was prepared and results are available from the Court or on the Court's homepage.

### **Education and Outreach—Improving Access to the Court System**

Lake Forest Park Municipal Court is fortunate to be able to work with the police, the Domestic Violence Legal Advocate, the Prosecutor's Office, the Public Defender, and the city to do outreach and education about the criminal justice system. Through the Police Department, the Court distributes three publications. The first is a brochure about suspended driver licenses. Providing defendants information at the time of arrest on how to reinstate their license improves the efficiency of the court because more defendants will get their license sooner and avoid repeat appearances in court. Our second publication is about options for persons cited for traffic offenses. Providing this information in the field cuts down on confusion and educates people about their choices to help them make a decision about how they want to handle their case. Our third most recent publication concerns protection orders for domestic violence victims and tells them how and where to obtain protection orders. This publication is currently distributed by the Court, the Police, the Probation Officer and the Domestic Violence Legal Advocate, and will help get valuable information to vulnerable persons in a timely manner.

### **Improved Access to Justice for Persons with Limited English Language Proficiency**

This last year, our court completed an extensive review of our access to justice for persons with limited English language proficiency. With the assistance of the Administrative Office of the Courts, we completed a *Language Assistance Plan* (LAP) and filed it with the State. Last year the State Legislature allocated money to assist courts in providing translators. Because we filed our LAP plan with the state, our court is now eligible for state funds for interpreters, although state funding will not be available to small courts in the near future. Our court is working hard to improve handling of cases with interpreter needs, including:

- a. All staff training in 2007 with a certified Spanish language interpreter
- b. Translation of essential forms into Spanish
- c. Provide information on how to obtain an interpreter in three most commonly needed languages,
- d. Creation of "I speak" cards, used to identify which languages people speak
- e. Joined with other King County courts to develop a standardized interpreter payment policy

## Security

The Court continues to work to improve security inside and outside the courtroom. Safety is an important concern to the Court and we are pleased with the response from the City to our needs. The Cities of Lake Forest Park and Kenmore have convened regular meetings of the Safety Committee. Jane Poppe has been appointed Court representative to the committee. We appreciate the City's continued support for security screening before court proceedings and for the security window at the clerk's counter.

### Shoreline/Lake Forest Park Youth Court: A Constructive Alternative for Teenage Drivers

2008-9 Judges   Katie Grindle  
                      Sarah Moehrke

Staff Advisor    Jennifer Etter  
                      Andre Berkbigler

15343 25<sup>th</sup> Ave NE  
Shoreline, WA 98155

Email             judge.yc@gmail.com  
Website          slfpyouthcourt.webs.com

#### About the Shoreline/Lake Forest Park Youth Court

Founded in 2000 as a Shorecrest High School senior project, the Shoreline/Lake Forest Park Youth Court is an organization run by Shorecrest High School students. Court sessions are typically held the second Monday of each month from September to June

The Shoreline/Lake Forest Park Youth Court (SLFPYC) operates under the supervision of the Shoreline District Court and the Lake Forest Park Municipal Court. The SLFPYC serves as an alternative disposition option for teenagers with an outstanding traffic infraction on their record.

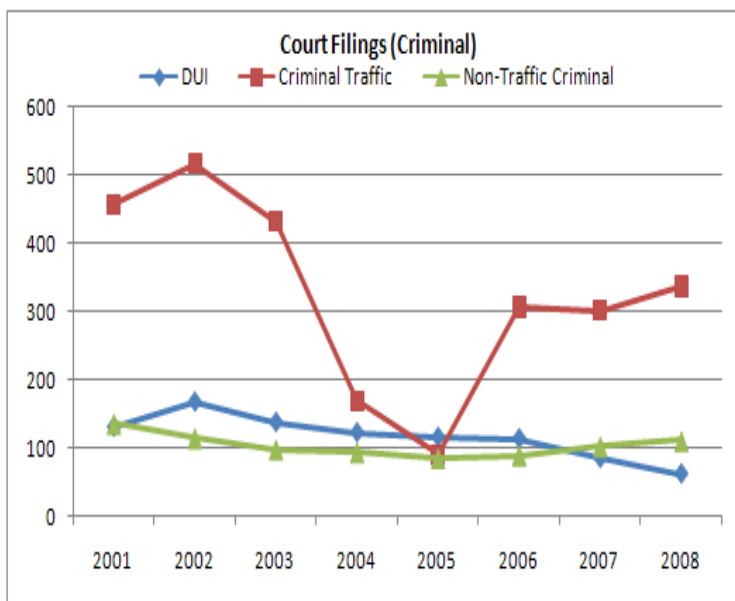
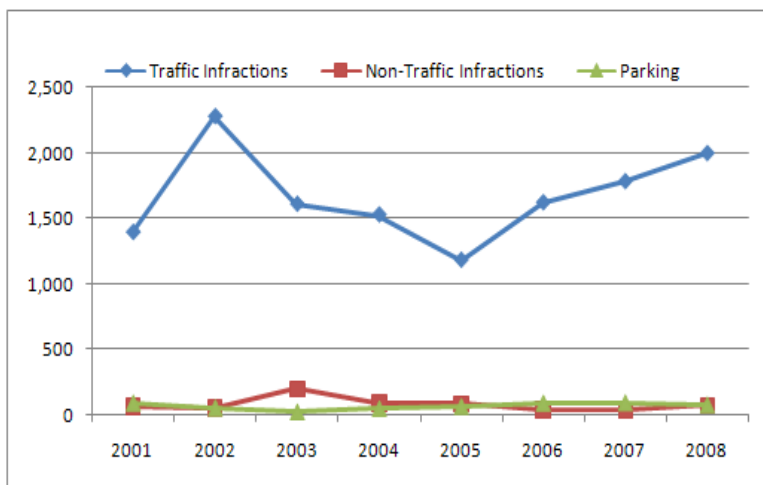
Teenagers who commit a traffic infraction in the cities of Shoreline and Lake Forest Park have the option of referring their case to Youth Court at their court hearing. By agreeing to appear before Youth Court, the defendant takes responsibility for the alleged infraction and cannot contest it at their Youth Court hearing.

At a typical Youth Court hearing, defendants present their story before a judge and a peer jury. The judge and jury question the defendant before deliberating on a constructive sentence, which is usually composed of community service hours and may also include an essay/research paper, letter of apology, a required NTSI safety course, or another option as determined by the jury.

Defendants usually have two months to complete the terms of their sentence. If the sentence is completed successfully, the SLFPYC notifies the court of origin and the fine and infraction are dismissed and taken off the student's driving record. In addition, defendants must maintain a clean driving record for six months after their Youth Court hearing. If a defendant receives a ticket within this period of time, the infraction is reinstated and the full fine is imposed.

## Court Statistics—Filings

	2001	2002	2003	2004	2005	2006	2007	2008	07/08 DIF
Traffic Infractions	1,395	2,280	1,610	1,528	1,182	1,622	1,783	1,998	12%
Non-Traffic Infractions	69	57	199	94	91	44	41	75	83%
Driving Under the Influence	131	168	138	123	116	114	85	62	-27%
Criminal Traffic <sup>1</sup>	457	516	432	170	92	307	302	337	12%
Non-Traffic Criminal <sup>2</sup>	136	115	99	95	86	90	103	111	8%
Parking	92	55	24	49	65	90	93	78	-16%
<b>Totals</b>	<b>2,280</b>	<b>3,191</b>	<b>2,502</b>	<b>2,059</b>	<b>1,632</b>	<b>2,267</b>	<b>2,407</b>	<b>2,661</b>	<b>11%</b>
Proceedings	2,596	2,879	2,476	2,076	NA	1,944	2,219	2,437	
Jury Trials	5	3	5	2	NA	2	0	1	
Appeals	4	0	2	1	NA	2	1	0	



## Trends

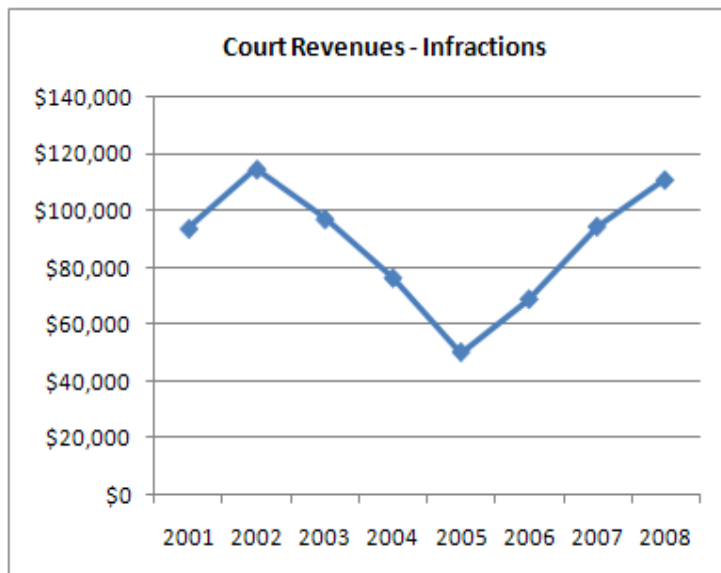
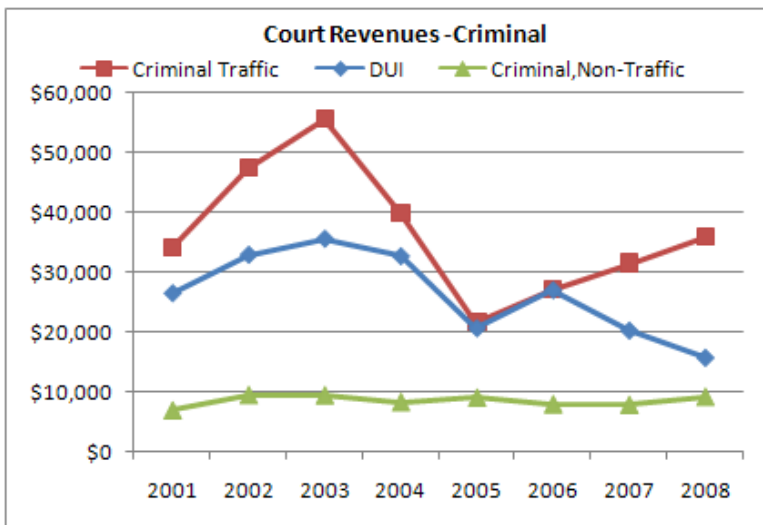
### NOTES

- 2005 numbers for proceedings, jury trials, and appeals are not available.
- <sup>1</sup> Criminal Traffic – Includes Driving While License Suspended
- <sup>2</sup> Non-Traffic Criminal – Includes Domestic Violence

*For more detailed definitions, refer to the definitions section on Page 8.*

## Court Statistics – Revenues

	2001	2002	2003	2004	2005	2006	2007	2008	07/08 DIF
Probation	\$36,213	\$55,658	\$68,455	\$70,121	\$56,515	\$62,094	\$73,026	\$71,510	-2%
Electronic Home Monitoring	\$2,327	\$4,536	\$6,996	\$9,123	\$3,197	\$2,694	\$1,023	\$250	-76%
Infractions	\$93,717	\$114,684	\$97,117	\$76,328	\$50,091	\$68,860	\$94,519	\$111,021	17%
Criminal Traffic	\$34,100	\$47,408	\$55,662	\$39,834	\$21,696	\$27,202	\$31,504	\$35,933	14%
Driving Under the Influence	\$26,600	\$32,999	\$35,645	\$32,756	\$20,754	\$27,108	\$20,366	\$15,826	-22%
Criminal, Non-Traffic	\$7,010	\$9,558	\$9,526	\$8,383	\$9,127	\$8,027	\$7,934	\$9,267	17%
Court Costs (filing fees)	\$9,767	\$10,226	\$9,201	\$8,410	\$7,933	\$7,812	\$5,634	\$5,556	-1%
All Other <sup>3</sup>	\$32,240	\$47,287	\$45,679	\$48,298	\$45,234	\$41,150	\$62,522	\$58,524	-6%
Parking	\$2,660	\$1,615	\$1,231	\$1,860	\$1,573	\$1,750	\$1,505	\$2,618	74%
Jail/Booking Fees	\$359	\$1,966	\$4,588	\$12,928	\$12,521	\$25,107	\$24,037	\$18,821	-22%
<b>Totals</b>	<b>\$244,993</b>	<b>\$325,937</b>	<b>\$334,100</b>	<b>\$308,041</b>	<b>\$228,641</b>	<b>\$271,804</b>	<b>\$322,070</b>	<b>\$329,326</b>	<b>2%</b>

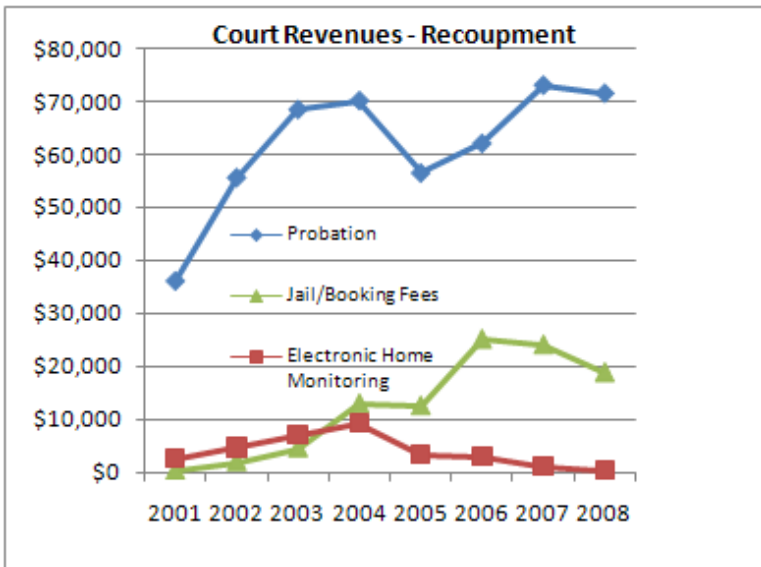
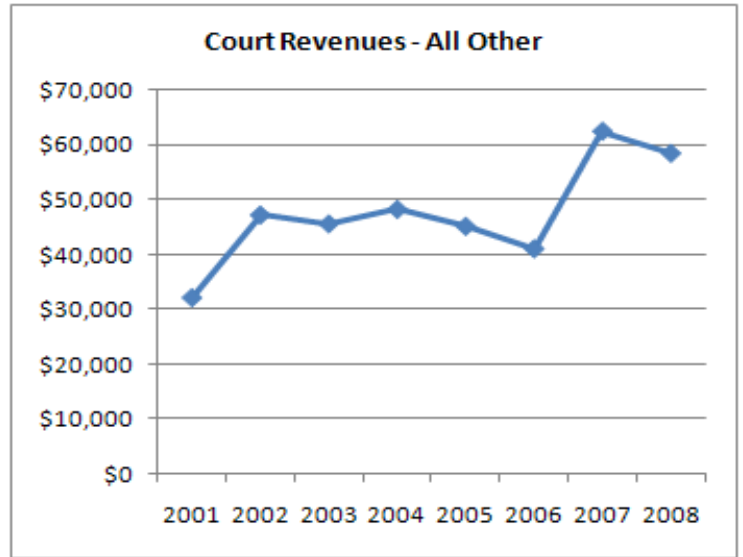
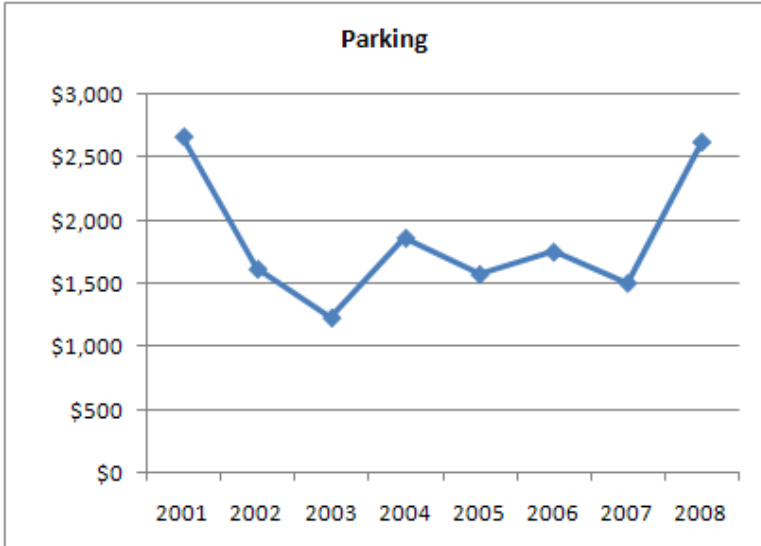


## Trends

### NOTES

- <sup>3</sup> Includes warrant fees, public defender recoupment, and miscellaneous costs/fees.

## Court Statistics—Revenue



## Trends

### NOTES

## DEFINITIONS

**Traffic Infractions**—Cases that pertain to (1) the operation or condition of a vehicle whether it is moving, standing, or stopping, and (2) pedestrian offenses.

**Non-Traffic Infractions**—Cases including civil violations of RCW 18.27.340 and 18.106.020, land use license violations, and offenses decriminalized under municipal code, such as dog leash violations and bicycle offenses.

**Parking Infractions**—Cases pertaining only to violations of parking statutes and ordinances.

**Driving Under the Influence**—Cases that cite RCW 46.61.502, driving while under the influence of intoxicating liquor or drugs, or RCW 46.61.504, actual physical control of a motor vehicle while under the influence of intoxicating liquor or drugs.

**Criminal (Traffic)**—All citations and complaints other than those counted under DUI or Physical Control, that pertain to the operation or use of a vehicle.

**Criminal (Non-Traffic)**—Criminal cases, excluding DUI and Physical Control, Other Traffic Misdemeanors, punishable by up to one year in jail and/or a fine of up to \$5000.