

# Electronic Document Management System

November 2006



# What is EDMS

Electronic Filing  
Document Management  
Workflow  
Electronic Court Files  
Electronic Notices  
Access – of court files on-line

## What are the business problems we face with court files now?

Paper case files can only be checked out by one person at a time.

Paper case files not updated with recent filings.

Clerk and Court staff time locating and delivering case files.

There is not enough space in county courthouses.

## What are the business problems we face with court files now? 2

Case file materials are damaged by repeated access.

Case files and documents are lost, defaced, or stolen.

Attorneys and judges cannot get timely access to case files.

Mail delays

## **What are the business problems we face with court files now? 3**

Judge travel and the need for access to the case file immediately.

Judges and lawyers can not search by specific text in a paper case file.

# Benefits of EDMS

- Reduced physical storage requirements.
- Time savings in locating and delivering files.
- Workload reduction.
- Greater accuracy/fewer errors.
- Increased efficiency.
- Minimized duplication of efforts.
- Greater job satisfaction.

## Benefits of EDMS 2

Faster information turn-around/processing.

Financial savings.

Workplace flexibility.

Around the clock access to court information and files.

Standard forms accessible.

Reduced mailing costs.

# Business Initiative

This is a business solution to a business problem.

This is not a technology project.

Solution is not new. Many jurisdictions have implemented E-Filing.

Managed and implemented by our judges and court staff.

## Vision of EDMS

Increased Access to courts  
Security with Attorney ID and password.  
Kiosk in each county courthouse.  
Be able to better serve Pro Se Litigants.  
Follow along with the Federal Courts E-filing.  
Workflow for judges and court staff.

# EDMS – Governance

Daily oversight by Judges and Court staff.

Directions and policies.

Project Management.

Project manager.

Daily monitoring.

# Ad Hoc Rules Committee

Purpose to develop – Proposed Rules for electronic filing

Rules posted for Public comment in January 2007

Available at Judicial Branch website

[http://www.judicial.state.ia.us/Supreme\\_Court/Orders/index.asp](http://www.judicial.state.ia.us/Supreme_Court/Orders/index.asp)

# Scope of EDMS

All Case types.

Implementation approach - Day one forward.

Provide all elements for electronic document management.

Provide the technology infrastructure to support EDMS

Provide training and support of EDMS

# How will judges be impacted?

Judges cases files on hard drive.

Connection to network.

Tablet pc's.

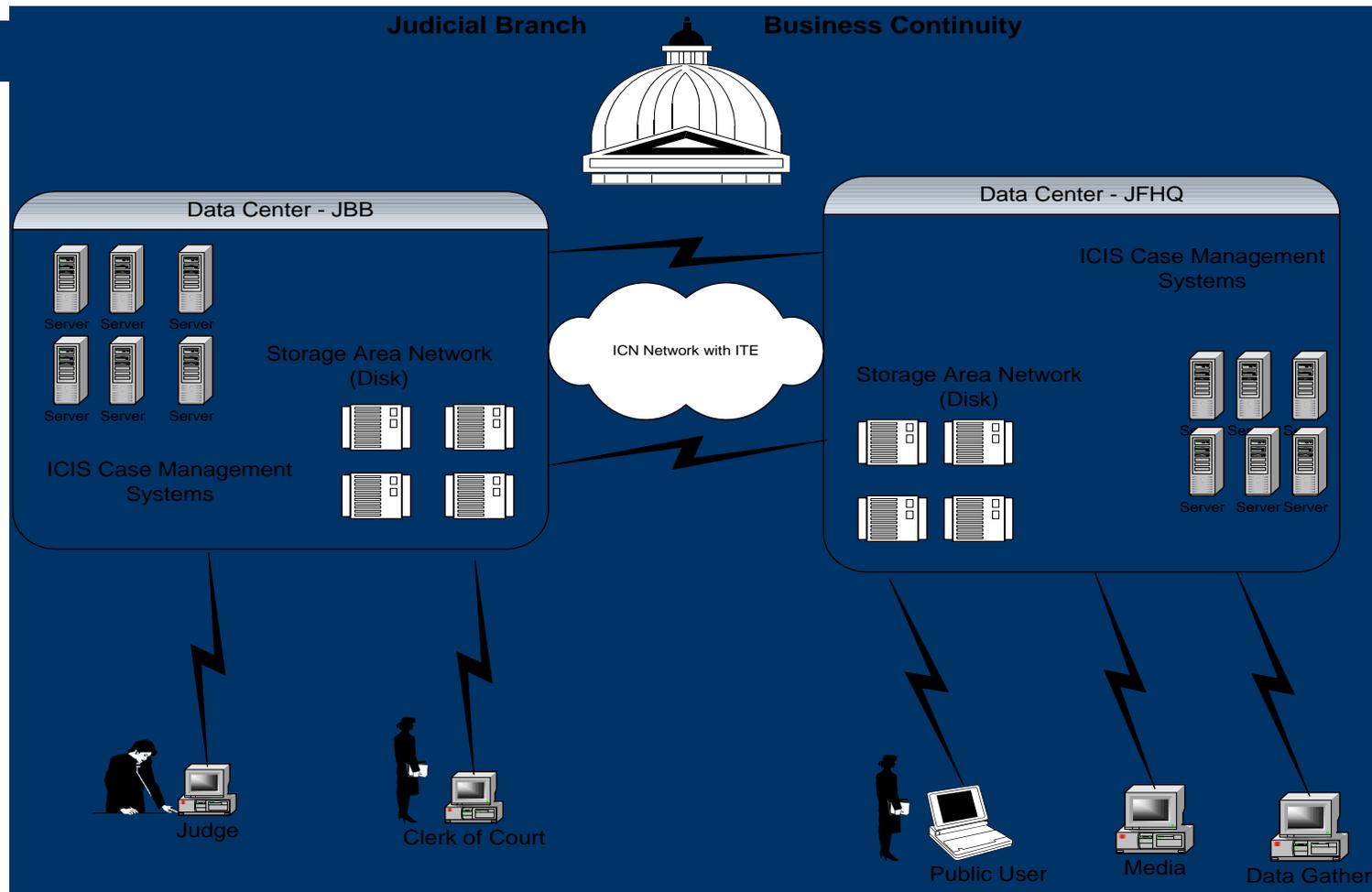
Create document and files.

Reconnect to network.

Update of central files.

New documents appear – in-basket.

# EDMS - Architecture



# How will lawyers be impacted?

- Access our E-Filing website.
- Lawyer id and password.
- Complete coversheet.
- Attach document/s.
- Receive acknowledgement of filing.
- Receive return of service.
- Access and review court file on-line.

## How will clerk's be impacted?

Log in to network.

Open EDMS for in-basket.

Documents will be placed with in-basket for clerk processing.

Priority processing will receive priority.

More efficient processing.

Fewer lawyers at the counter for filing.

# Feasibility Study

Hired independent consultant to perform a feasibility study in 1999.

The study reviewed the business case, estimated costs and outlined an architecture.



# NCSC Review of Feasibility Study



August 2005

Recommendations

# NCSC Recommendations

EDMS must be a business initiative and managed by judges and court staff.

Develop a business plan for the development.

Data analysis and volume of documents.

Organize the EDMS solution solving business problems of the courts.

## NCSC Recommendations 2

Begin work on policy issues immediately.

Design EDMS to support judges.

Coordination of EDMS with the CJIS initiative.

Focus on system performance in development.

EDMS servers in data centers with redundancy.

## NCSC Recommendations 3

Adopt PDF as standard.

Adopt web page technology for delivering electronic cover sheets.

Design flexibility into the workflow technology.

# Implementation Strategy

Interface with ICIS case management.

2 pilot test counties.

Appellate courts next.

Evaluation period.

Modify software and other aspects of EDMS.

Cover sheet for lawyers to complete.

Install by Judicial sub-district.

## Implementation Strategy 2

- Outreach to legal community.
- Training for judges and lawyers provided.
- Wireless access for lawyers.
- Kiosk for public and lawyers.
- Support for judges and lawyers.
- 4 to 5 year implementation schedule.

## Next Steps

Pilot county bidding.

Proposed rule review.

RFP for products and services.

Court Reporters – filing of notes

Appellate Case Management system

Evaluation, Training, Support and

maintenance.