

Vision Statement for EDMS

Electronic Filing

Method One:

The vision for EDMS is to allow lawyers or citizens to electronically file documents using their personal computer and the Internet. Court access will be 24 hours a day, seven days a week. Once the document is prepared the lawyer/citizen must transfer the document to a PDF format. Once this is complete, they would then go to the Internet and visit the Judicial Branch website and click on the E-Filing link. This link will bring up a cover sheet.

The cover sheet will have several data elements necessary to complete. Following are some examples of data that could be on the cover sheet: case name, case number, document type to be filed, filer name. Once the cover sheet is complete, the filer will attach the document or documents desired to be filed with the Court.

The cover sheet information is associated with the document or documents when filed. The filing will have an electronic file stamp when received by Court servers from the Internet. An e-mail acknowledgement will be sent to the lawyer/citizen.

Either a lawyer or citizen must register in order to file a document with the Court.

Method Two:

Another method for electronic filing will be a data exchange based upon established business units. An example of this is a traffic citation. Data is collected on the roadside by the law enforcement officer and entered into a system called TraCS. The data is uploaded to the Courts case management system. The data will be transformed into a document for each ticket and saved and stored as a document for filing.

Method Three:

Pro Se litigants

Citizens representing themselves often file documents with the Court. Our vision is to have a Kiosk available for public filing in the county courthouse. This Kiosk will have a personal computer with forms for filing (cover sheet) and instructions, a printer and a scanner. This will enable citizens to bring their documents to the courthouse for electronic filing if they choose.

Integration with Case Management:

The electronic filing aspect of EDMS will integrate into the Courts case management system (ICIS). Cover sheet data will be transformed into docket entries. This will also enable access of public access to the court docket as well as the court document.

Document Management:

The document will be placed in an electronic case folder within software called a document management system. This software is the electronic file storage for the electronic case file. This will ensure security and document integrity.

The vision with EDMS is to provide multiple individuals access to a document or case file at the same time. With the combination of document management and the Courts Online docket/document Internet access, this will be provided.

Internet access to the case file is important from the aspect of lawyers viewing any new document filings. It also allows citizens access to document filings so they can follow a case through the court process. Judges who maybe in another county will also have access to view a case file. With existing paper files, only one person can access the court file at a time.

The document management software will handle at least three levels of masking confidential information relating to people (social security numbers, victim name and address, etc.) One level is to mask an entire document. Another level is to mask a paragraph, and yet a third is to mask a word within a document.

Workflow Management:

When a document arrives at a county, the Court has established business rules for the business processing of the document. The document will need to move to the Clerk's docket entry process, then to the financial assessment process, then to a case scheduler for establishing a hearing time and location, then to the judge for hearing. The moves will take place with software called workflow. We intend to use roles for the various business processes, so it will be role based. This software will be flexible enough to allow for a manager to redirect work for a day or a week when an employee is sick or on vacation.

The business rules of the Court establish priorities for documents and docketing. With workflow the Court can be assured the high priority work is finished first throughout the workday.

Integration with Electronic Public Access

As mentioned before, the vision of EDMS is to extend the Internet access to Court dockets and documents. This will publish the documents filed by parties to a case as well as the judge's ruling or judgment entry.

This will provide citizens a greater of understanding of and access to the Courts.

Electronic Notices

The Court sends out thousands of notices to lawyers, litigants and officials each year. The vision of EDMS is to provide the vast majority of these notices by email. This will save time and money.

Business solution to a business problem

This is not a technology project. This is a business solution for business problems of the Court. Working in a paper system leads to a vast number of problems. This solution will not be without its own set of problems, but it will be more efficient and require less space for a volume of cases the Court has yet to encounter.