

Louisiana Supreme Court
Office of the Judicial Administrator

Louisiana Court Connection

Application Functionality Requirements Agreement

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Definitions:

Civil Case Processing

The civil case processing system is defined as case based with the capability to query at the person level (person oriented). The basic processing unit is either the case or the litigants in the case. Regardless of the orientation, cross references must exist to connect each case and its litigants.

Traffic/Criminal Case Processing

The traffic/criminal case processing system is defined at the person level; the system will account for each defendant and the charge(s) associated with that defendant for a given incident—as a separate case.

Case

Civil Case

This group consists of a single data type—the case data type, which includes various case categories (e.g., tort, contracts, real property rights, small claims) within the civil case type. Information maintained on each case includes data such as case number, type, status, and style; court; initial filing information; and cross references to party, judge, attorney, and other data.

Traffic/Criminal Case

This group consists of the traffic case data type, the charge(s) that initiate the case, conviction(s), and sentence(s) that terminate the case.

- Case -- includes case categories (e.g., traffic, misdemeanor), and maintains information on each case such as case number, type, status, and style; court; initial filing information; and cross references to person data type, and other data.
- Charge -- data on each charge and count within the charge for a given defendant including incident information; statute, fingerprint, and other identifiers; offense date, time, and location; arrest, booking, and custody information; fingerprint identifier; modifications; and disposition information.
- Conviction and Sentence -- data on the conviction and sentence for each charge and count within the charge for a given defendant including sentence type (e.g., restitution, jail, suspended, fine, probation, work program), conviction and sentencing dates, sentence details (e.g., fine amount and payment schedule, restitution program), incarceration and probation information, sentence start date and duration, time served or excludable as of current date, and consecutive or concurrent sentences with respect to other charges and counts.

Person

Civil

This group consists of data types that contain information on litigants, judges, attorneys, and other individual and organizational participants in a case.

- Party - data on each party (civil: i.e., individual or organization with standing to bring an action before a court such as a plaintiff, defendant, third party) in a court proceeding including identifier; name; type of party; address(es); personal information; status; aliases; and cross references to case, attorney, financial, and other information.
- Participant - data on each individual or organization who is a participant (e.g., court officer, witness, credit agency) in a court proceeding including name; type of participant; address(es); status; and cross references to case, attorney, financial, company, and other information.
- Judge - data on each judge including identifier, name, assignment, assignment history, status, and other information with cross references to other data such as cases (for ease of discussion, the term “judge” includes judges and other judicial officers such as ADR providers [e.g., mediators, arbitrators]).
- Attorney - data on each attorney including identifier, name, firm name, location(s), e-mail address, voice and facsimile telephone numbers, bar association linkages, and status and other information with cross references to other data such as cases.
- Non-court agencies - data on agencies external to the courts (e.g., process service, collection) that may participate in a case including name and location with cross references to case number, party, and other information.

Traffic/Criminal

This group consists of data types that contain information on judge, defense attorney, prosecutor, victim, defendant, witness, and participant in a case. In certain instances this document will refer to “person data types” which is defined as any one or more of the following five (5) defined individuals.

- Judge -- is defined as an elected or appointed public official, charged with the responsibility of conducting cases, controlling proceedings, and deciding questions based on statutory law or discretion.

Information on each judge might include: identifier, name, assignment, assignment history, status, address(es), location(s) and other information with cross references to other data such as on cases (for ease of discussion in this document, the term “judge” includes judges, magistrates, and other judicial officers such as quasi-judicial personnel who conduct conferences aimed at plea agreements).

- Defense Attorney -- is defined as the law trained and licensed individual or firm charged with the responsibility of protecting the legal rights of and defending the individual (defendant) in this case at law. If authorized by law or the court, the term defense attorney may include a non-lawyer citizen acting as attorney for the defendant.

Information on each defense attorney might include: name, type (e.g., private attorney, public defender), firm name, location(s), email address, voice and facsimile (fax) telephone numbers, bar number, bar status, and other information with cross references to other data such as on client cases and the defendant.

- Prosecutor -- is defined as an elected or appointed official, representing the government, and charged with the responsibility of pursuing legal remediation regarding the crime(s) with which the defendant is charged, in a court of law. The term prosecutor may include a private citizen who is authorized to perform this legal function by state law.

Information on each prosecuting attorney might include: name, type, government entity, location(s), email address, voice and facsimile (fax) telephone numbers, bar association linkages, bar numbers, bar status, and other information with cross references to other data such as on assigned cases.

- Victim -- is defined as the individual or individuals who are alleged to have been harmed by the defendant in this case at law.

Information might include: name, address(es), phone number, and other information appropriate to identify and notify the individual.

- Defendant -- is defined as the individual alleged to have committed this offense. This definition includes U.S. citizens, foreign nationals, and illegal aliens as the case may be.

Information might include: name, address(es), phone number, and any and all information necessary to positively identify the individual as appropriate which should include biometric identifiers, with cross-references to other pertinent information as required.

Event

Civil

This group consists of data types that contain information on past and future events in a case.

- Filings - data on each pleading and other documents (e.g., complaint, petition) filed with the court including document type; filing date; filing party; method of filing; and

follow-up actions with cross references to case, financial, document generation, and other information.

- Disposition - data on each disposed civil case (i.e., case for which a judgment, which is any type of disposition resulting from a court decision, has been rendered) including party; nature of disposition; date of disposition; judgment and payment details if applicable; other information in minutes; and cross references to case, party, hearing, financial, judge, minute, and other information.
- Post trial - data on any type of post-disposition activity (e.g., execution of judgment) including date of activity; judge; and cross references to case, disposition, financial, and other information.
- Other events and entities - appropriate information on each event and entity (e.g., parcels in real property rights cases) not covered by other data types.
- Scheduled events - data on each scheduled event (e.g., hearing dates, deadlines for submission of documents such as answers or responses and affidavits) including identification of the event; date, time, and location of the event; participants in the event (e.g., parties, witnesses, interpreters); security requirements; activities initiated by the event (e.g., forms and subsequent events); periods associated with the event (e.g., deadlines for form issuance or initiation of next event); and cross references to case, hearing, and other information.
- Hearing - data on each calendared event (i.e., proceedings in which arguments, witnesses, or evidence are heard by a judge or administrative body including court events, such as trials and motion hearings; calendar calls; conferences aimed at pre-trial settlement; and quasi-judicial events involving alternate dispute resolution (ADR), such as mediation and arbitration) including type; scheduled and actual dates and times; judge; location (e.g., courtroom type and its location); attorneys; results; and cross references to case, party, and other information.

Traffic/Criminal

This group consists of data types that contain information on past and future events in a case.

- Filings -- data on each citation, pleading and other document (e.g., complaint, petition) filed with the court including document type; filing date; filing individual or agency; method of filing; and follow-up actions with cross references to case, financial, document generation, and other information.
- Plea -- data on each plea for a given defendant including defendant, charge and count, plea type, date of plea, and other information with cross references to case, defendant, and other information.

- Disposition -- data on each disposed case (i.e., case for which any type of disposition resulting from a court decision has been rendered) including defendant, charge and count; nature of disposition; date of disposition; other information in minutes; and cross references to case, “person data types”, hearing, financial, minute, charge, conviction and sentence, and other information.
- Sentence -- data on a disposed case resulting from a court decision that identifies the remediation ordered by the judge (e.g., fine, incarceration, public service, probation) and any special judicial orders attached (e.g., no contact with victim, payment of restitution) to that sentence.
- Post sentence -- data on any type of post-conviction activity (e.g., reduction of sentence, withdrawal of guilty plea, failure to pay fine) including date of activity; judge; and cross references to case, defendant, disposition, financial, and other information.
- Scheduled events -- data on each scheduled event (e.g., hearing dates, deadlines for submission of documents and exhibit, completion of diversion programs) including identification of the event; date, time, and location of the event; participants in the event (e.g., defendant, witnesses, interpreters); security and data integrity requirements; activities initiated by the event (e.g., forms and subsequent events); periods associated with the event (e.g., deadlines for form issuance or initiation of next event); and cross references to case, hearing, and other information.
- Hearing -- data on each calendared event (i.e., proceedings in which arguments, witnesses, evidence and exhibits are heard and examined by a judge including court events -- such as trials, motion hearings, and sentencing hearings -- and other judicial proceedings -- such as conferences aimed at plea agreement), including type; scheduled and actual dates and times; judge; location (e.g., courtroom type and its location); prosecutor, defense attorneys; results; and cross references to case, defendant, other participant, and other information.

A. INTRODUCTION

The Application Functionality Requirements Agreement (AFRA) is a document systematically outlining the required system functionalities of the *LOUISIANA COURT CONNECTION*. The format of the AFRA follows the guidelines set forth by the IEEE Standard 830-1998, "IEEE Recommended Practice for Software Requirements Specifications."

The content of the AFRA is organized into an alphanumerical hierarchy. The numbering convention of the hierarchy consists of an alphabetic and a numeric component. The alphabetic component is used to identify and locate the root line item to which each subsequent numerical component is linked. The following information is an explanatory reference to the alphanumerical hierarchy system:

Example: X – Operating Environments

X.1 – Client Computer

X.1.1 The database application shall be compatible with the Windows 95, Windows 98 and Windows NT Workstation Operating Systems used on the client computers.

X.2 – Server System

X.2.1 The server component of the database application shall be compatible with the Windows NT Server Operating System. As indicated by the example above, the character 'X' represents the root topic of 'Operating Environments' while the numerical component following the character is indicative of sub-topics associated with the root. Each sub-topic is further delineated by the addition of a decimal point and an additional digit to indicate its relationship to the sub-component. The use of this method of sub-topic relationships is continued through the most detailed sub-topic is reached.

A.1 – Purpose

The purpose of this AFRA is to provide guidance to the *LOUISIANA COURT CONNECTION* software developer as a means of ensuring maximum uniformity of system functionalities, the accommodation of all essential operational needs of local user groups in terms of their unique business environments, and the data needs of local and statewide users.

A.2 – Document Conventions

The following conventions are used within this document:

A.2.1 - Single Quotation Marks

Single quotation marks surrounding a word or phrase is used to denote either client terminology or a reference to a system component, function, field or control.

A.2.2 - Italicized Text

Italicized text is used to denote a section of explanatory information or an example relating to a topic or sub-topic.

A.3 – Intended Audience

The structure and content of the AFRA is intended to be used by the program manager, the planning team, user group(s), the technical RFP review, forms, and evaluation committees, project manager, and members of the client's administrative, project management, information management and applications support staff. The functional requirements specified in this document shall be referenced as the *LOUISIANA COURT CONNECTION* functional requirements.

A.4 – Product and General Uses

A.4.1 - Local Users

The *LOUISIANA COURT CONNECTION* will enable local justice users (clerks of court, judges, prosecutors, law enforcement agencies, clerks of court, defense counsel, agency attorneys, state and local probation workers, local detention, state and local correctional personnel, and treatment providers) to manage city court cases (misdemeanor criminal, traffic, and civil cases) more efficiently and effectively. The automation of such court-related functions and sub-functions such as intake and initiation, proper venue determination (See Section B.2.1.1.1), participant indexing, case indexing, random allotment, calendaring, scheduling, service of process, tracking of court costs and fines, conditional release from custody, minute entries, document generation, risk management, evidence management, finances, compliance with orders and judgments, the management of continuances, and case closings will vastly improve the processing of city court cases. City court justice entities will be able to assess risks and needs more effectively and to track and report on participants, cases, orders,

judgments, confirmation of warrants, the results of adjudications and dispositions, service of process and notifications. Local city courts will also be able to plan and use data more effectively to improve pre-dispositional and court rendered sanctions.

A.4.2 - Statewide Users

The project will also enable the Louisiana Supreme Court and other agencies involved in city court cases to improve their current reporting to federal agencies and to meet the mandates imposed by the Federal Motor Carrier Safety Administration (FMCSA), such as Regulation part 384.209 regarding the reporting of commercial driver's license violations. Federal law, effective September 30, 2008, requires states to report commercial driver's license violations electronically to the federal database within a 10 day period after the court has rendered the disposition, or risk losing federal highway funding. In order to comply with this timeline, electronic data from the courts must be transmitted to the Office of Motor Vehicles so they can forward to the federal database within the mandated 10 day period.

A.5 – General Requirements and Scope

The functional requirements set forth within this document are intended to guide the development of the *LOUISIANA COURT CONNECTION*. The intended product of the *LOUISIANA COURT CONNECTION* is a case management information system having three levels of information integration: the integration of information from each case type and sub-type; the integration information derived from and relating to all court-related functions of the city court process; and the sharing of city court information among all users of the court.

A.5.1 - Case Types and Sub-Types

The *LOUISIANA COURT CONNECTION* shall include the following case and sub-case types within its scope:

- (a) Civil
- (b) Adult Criminal
- (c) Adult Traffic
- (d) Probation
- (e) Appeals

In addition to the integration of information from the above-referenced cases types, the *LOUISIANA COURT CONNECTION* system should be designed to integrate eventually data from all other cases types including:

- (a) CRIMES System (District Attorneys/Prosecutors)

- (b) Pilot Site Local Law Enforcement Agencies
- (c) Local Attorneys-Civil Electronic Case Filings
- (d) Local and State Department of Corrections
- (e) Department of Public Safety
- (f) Louisiana Protective Order Registry

A.5.2 - Functions

The *LOUISIANA COURT CONNECTION* should automate the following court-related functions of the adult justice process as these terms are defined herein throughout the document.

(a) Docketing

- Intake and Initiation
- Manual File Management
- Electronic File Management
- Random Allotment
- Calendaring
- Scheduling

(b) Minute Entries

(c) Form and Document Generation

- Form Generation (All Types)
- Document Generation
 - Docket Master
 - Summary Docket Master
 - Case Schedule
 - Minute Entries
 - Service of Process and Confirmation
 - Participant Lists
 - List of Evidence
 - Disposition Placement Report
 - Financial Reports
 - Orders and Judgments
 - Other Digital Documents Relating to a Case

(d) Tracking

- Participant Tracking
- Case Tracking
- Document Tracking

(e) Reporting

- Participant Report
- Records Retention and Expungement Report
- Financial and Accounting Reports
- System Security Reports
- Groups of Cases (List-Type Information)
 - Arrests (Taking into Custody)
 - Cases Refused by District Attorney
 - Cases Out of Compliance
 - Cases Awaiting Type of Proceeding
 - Cases Continued and Reasons for Continuances
 - Cases Needing Service of Process
 - Cases Having Confirmation of Process
 - Cases Transferred or on Appeal
 - Transfer for Convenience
 - Transfer to Proper Venue
 - Change of Venue
 - Appeal
 - Cases Referred to Diversionary Program (By Type)
 - Cases Involving Mental Incapacity to Proceed
 - Cases Awaiting Specific Actions
 - Case Adjudications
 - Case Dispositions and Placements
 - Cases Involving Outstanding Warrants
 - Cases Having Waiver of Counsel

- Bail and other Conditional Release Report
- Case Closure Report

A.5.3 - Data Sharing

The type and amount of data sharing through the *LOUISIANA COURT CONNECTION* program will vary from area to area depending on the mutual agreements of the agencies involved. However, the *LOUISIANA COURT CONNECTION* should be developed in such a way as to allow maximum data sharing among the following agencies

- (a) Courts
- (b) Clerks of Court
- (c) Law Enforcement
- (d) Local and State Probation
- (e) Local Detention
- (f) State Corrections
- (g) Treatment Services
- (h) Prosecutors
- (i) Indigent Defense
- (j) Mental Health Advocacy Service
- (k) Private Attorneys
- (p) Drug Courts
- (q) Drug Treatment Programs

A.5.4 - Data Groups

The *LOUISIANA COURT CONNECTION* shall be designed to support five data groups:

- (a) information on participants;
- (b) information on cases;
- (c) information on documents and forms;
- (d) information on finances; and
- (e) information on files, evidence, and records.

A.5.5 - General Technical Requirements

The *LOUISIANA COURT CONNECTION* system shall address and meet all of the following general requirements:

A.5.5.1 – Open Source Software

The system shall be built in the open domain and shall be made accessible to all justice users, as well as to other users who may wish to use components of the system for the development of other types of court information systems). The Louisiana Supreme Court Judicial Administrators' Office reserves the right to advertise the *LOUISIANA COURT CONNECTION* as an open-source license or arrange any other licensing agreement at will.

Open-source software is computer software whose source code is available under a copyright license that permits users to study, change, and improve the software, and to redistribute it in modified or unmodified form.

A.5.5.2 – Scalability

The system shall be scalable and designed to support small, medium, and large agencies using microcomputer and server technologies;

A.5.5.3 - Formal and Informal Processes

The system shall support not only formal processes (filings, hearings, etc.) but also informal processes, such as diversion programs, alternative dispute resolution techniques (e.g. mediation), and restorative justice approaches (drug treatment program, victim restitution, etc.);

A.5.5.4 - Functional Integration

The system shall provide for seamless integration of all proposed functions, systems, and subsystems. The system must have the ability to provide seamless (to the end-user) client-based API integration with form generation software, via Microsoft Windows, DDE, or via a Visual Basic client application. The system will, to the extent possible and feasible within the project's budget, integrate, automate, and trigger all functional and sub-functional aspects of case processing (intake, random allotment, calendaring, scheduling, service of process, financing, minute entries, tracking, document and form generation, reporting etc.) Each function and sub-function covered in this document should be designed to

interact with each other function in a completely integrated fashion with minimal — preferably no — manual intervention except when the user enters new data, edits existing data, or executes an override. In addition to sharing data between and among functions, the integration should permit users to access specific functions from the display screens of other functions. When the functions are performed by separate systems (e.g. separate case processing by the clerk of court or financial systems), the level of integration should be such that the existence of separate systems is transparent — or at least is not an inhibiting factor — to the user. The system shall integrate e-mail within the case-processing component to permit easy exchanges of messages and short documents. For this capability to be effective, a comprehensive and maintainable directory must be available to permit communication among users of different electronic mail platforms. Examples of such functional integration are provided throughout this document.

A.5.5.5 - Modular Open Architecture

The system shall have modular, open architecture allowing for greater portability and expansion.

A.5.5.6 - XML Web-Based System

The system shall be XML web-based and shall enable the downloading of appropriate data via the Internet and provide for easy understanding and navigation among screens by using point-and-click, function keys, drop-down menus, and other capabilities.

A.5.5.7 - Interface Standards

The system shall provide a user interface that conforms to one of the generally accepted user interface standards such as the IBM System Application Architecture (SAA), the Microsoft Windows common user access protocol (CUA), the SUN/JAVA Swing architecture, or a similar generally accepted architecture. Moreover the system must be designed to support electronic filing of documents as well as more traditional data acquisition options.

A.5.5.8 - End-to-End Data Security

The system shall have end-to-end data security and integrity control through the database design, the use of encryption, and other controls.

A.5.5.9 - Privacy and Confidentiality Requirements

The system shall meet all requirements of privacy and confidentiality as provided in the Louisiana Revised Statutes, other Louisiana law, and HIPPA and other privacy requirements of the federal government.

A.5.5.10 - Help-Screen Capabilities

The system shall provide complete help screen capabilities that contain information on a comprehensive array of topics, allow easy searches for and indexes of topics, allow access directly from specific parts of the system (e.g. data elements, documents, procedures), and that will provide easy-to-understand instructions for using each part of the system. The instructions should be available in display or printed form and should be updated to reflect system changes.

The proposer shall provide a comprehensive user help-screen guide detailing system capabilities, errors, incomplete data, missing data, triggers, and corrections needed in a manual to include alphabetical listings of help topics with a table of contents and index. This feature will limit the number of user support calls and make the software user friendly.

A.5.5.11 - Document Management/Reporting Capabilities

Document management embraces the input and output, indexing, storage, search and retrieval, manipulation, maintenance, protection, and purging of electronic and imaged documents. The system shall provide enhanced document management capabilities that will enable interfacing with the case management information system. These capabilities should include workflow and document version control, improvements in existing document and text indexing, storage, search and retrieval, manipulation, maintenance, and input and output (e.g. through electronic filing, Internet enablement, imaging, word processing, and conversion from imaged characters to data or word processing formats using Optical Character Reader). The system shall support specific standard software packages for functions such as statistical reporting and ad hoc reporting through standard, independent query languages. The *LOUISIANA COURT CONNECTION* shall be designed to distribute electronic court documents, drafts of documents for review, and detailed and summary standard and ad-hoc reports using dial-up lines, the Internet or intranet, facsimile transmissions,

electronic mail, and other technologies (using “push” as well as “pull” technology). While a rudimentary capability is for electronic documents to be distributed for viewing only, the court may need advanced capabilities, such as to distribute electronic documents that can be acted on by recipients (e.g., by extracting XML or other types of tagged parts of calendars for use in individual schedules). Each local court may establish procedures for electronic document distribution analogous to those needed in electronic filing.

A.5.5.12 – Distributed Processing

The system shall provide for distributed processing within the same case processing system or with different processing systems as a means of accommodating multiple court locations in multi-parish districts and data sharing among several justice users.

A.5.5.13 - Database

The system shall use a relational, object-oriented database design and data element definitions that will permit easy inquiry and data access. The system shall also provide customized and easy-to-understand views of relational data for various users and should accommodate advanced programming, data warehousing, and other recent system development and database technologies. Unless convinced otherwise, the Planning Team intends to use Microsoft SQL Server 2005 as its database software. Nevertheless, the *LOUISIANA COURT CONNECTION* system must be planned to supply any of the ODBC database drivers available. The system objects must be able to be stored and retrieved as standard files from a variety of magnetic, DAT, and CD-ROM subsystems. The system back-end must support standard file system interfaces allowing any PC desktop allocation to “see” the back-end as a logical drive and utilize its storage potential. The system must support the ability to migrate one ODBC database application to another. The system back-end must support SCSI, optical WORM, M/O drives and jukeboxes, DAT drives and jukeboxes, and CD-ROM drives and jukeboxes. The system back-end must support a simple, standard Windows interface. Proprietary user interfaces will not be accepted. Windows must be running at all times and be native to anything (feature and/or process) the application is doing. Furthermore, the system back-end must support a variety of hardware systems from many different vendors and must support sophisticated caching capabilities, back-up and archive features, reports, platter management, and move scheduling through a standard GUI. The SQL packages shall be pre-compiled and shall

be ready to execute without the need to be reparsed or interpreted. The system must support database triggers.

A.5.5.14 - Scheduling

The system shall maintain and allow display of a real-time calendar. The system shall be able to automatically schedule events based on completion of prior events (e.g. the deadline for response due 30 days after service of process) and creating documents associated with scheduled events (e.g. notices, subpoenas, calendars, schedules, etc.). The system shall be able to handle leap years.

A.5.5.15 - Ticklers, Alerts, and Prompts

The system shall create automatic ticklers, alerts, notices, and prompts to identify and inform users (including groups of users) of events coming due or overdue, periods about to expire or expired, and events of which a user or users should be aware based on locally defined needs, of cases with no scheduled events, of case events that are out of sequence, and of required actions that relate to the current activity. For further requirements on ticklers, alerts, and prompts see Section B.2.1.5.4.

A.5.5.16 - Case-Type Integration

The system shall allow for case-type integration once the various stand-alone systems: criminal, civil, traffic, probation, services referral (e.g. drug treatment, anger management, adult learning), etc are combined and merged into a fully functional *LOUISIANA COURT CONNECTION* system.

A.5.5.17 - User Maintenance

The system shall allow for user definition and maintenance of systems values and rules without requiring programmer intervention or recompilation of programs. The system will have the ability to link screens in a user-defined, logical progression without requiring programmer intervention or recompilation of programs. The system will have the ability to exit pre-defined linked screens at any point during the process.

A.5.5.18 - Unlimited Number of Case Events and Participants

The system shall allow for the establishment of unlimited user-defined events for case activities (types of hearings and

proceedings, motions, actions) and an unlimited amount of data on participants (types of participants, addresses, communication numbers, etc.).

A.5.5.19 - Document Imaging

Document imaging shall be an integral part of the proposed system. The system should support a large database of stored images that are seamlessly accessed via API's from the application software. Intuitive ease of operation is of major important. The document imaging system should provide the software to handle all operations related to the scanning and retrieval of documents that are received for recording. The system should support multiple objects including: image objects (bi-tonal, color, or grayscale images up to E-size); cold objects (computer output files and generic text); and OLE objects (voice, video, sound, Microsoft, Word, Excel, etc.). The system should provide desktop utilities that can enhance and process images including: bi-tonal image enhancement (e.g. de-skewing, de-speckling, de-shading, line removal, margin alignment), color image enhancement (e.g. contrast adjustment, softening/sharpening, RGP modification, intensity of adjustment, etc.) It should be able to format images into a variety of image formats and convert image files from one format to another. The system's objects should be able to be compressed and decompressed through software and, if desired, a hardware option may be obtained. The system should support the display of an object on a VGA screen or better. The system should provide desktop utilities that can enhance and process images and that will enable images to be mailed electronically. The system should support visual image annotation. It should have the capability of receiving images from industry standard microfilm sources for concurrent update of image index and document image databases. It should also have the ability to support one hundred thousand to 5+ million of multi-page on-line documents and provide full document image and image database integrity and backup provisions. It should provide disaster recovery procedures of the image index and document image database and must perform basic server imaging functions via a server API for retrieval, queuing, faxing, etc. The system should be OLE 1 and 2 compliant. In OLE, the system should support container and automation standards as well as drag and drop. The Windows interface should support the ability to create and/or add objects through a scanner, file importation facility, fax queue, clipboard, or OLE application. Minimally, the system must support bi-tonal, grayscale, color and engineering drawing size scanners. The system must directly support a variety

of OCR and workflow packages. It must have the ability to scan documents using multiple scan stations at resolutions of 100-400 DPI in halftone, gray-scale modes. It must provide document verification during the individual and batch scanning process and must have the ability to accept input from remote scanners and FAX machines. It must be able to scan, index, and commit documents in batches as well as individually. It must be able to re-scan a complete document or part of a document without having to manually delete all pages of the mis-scanned document, then having to re-scan the complete document.

A.5.5.20 - Printing and Faxing Objects

The system shall support the ability to print and fax any object (bi-tonal, grayscale, and color) on existing Windows print or fax devices. Color images should be able to be converted to an acceptable (e.g. bi-tonal) format to an output device “on the fly”. The system must not force the user to run any other program to convert them. The system must be able to publish applications including the database, viewer, and objects to CD-R for self-contained CD retrieval, viewing, printing, and faxing.

A.5.5.21 - Table-Driven System/Code Translation Tables

The system shall be table driven and shall support several code translation tables (see **B.1.11**).

A.5.5.22 – Training and User Support

Proposer should provide a program for user training (judges, clerks and court staff). The training program should include the ability to enter “practice” events into a training version of the case scheduling system. The proposer will also provide a “Comprehensive Help-Screen Guide” for users to understand and easily navigate the help options. Moreover, proposer should provide user manual(s) and on-line “Help” system supporting each group of users, including judges, clerks, and attorneys. The *LOUISIANA COURT CONNECTION* should include built-in utilities to assist users in resolving conflicts, performing manual scheduling and/or schedule overrides. Assistance should be provided to pro se litigants to request that events be scheduled.

Proposer should provide toll-free, dial-in access to an in-person “Help Desk” service for schedulers and other users for 1-year (implementation year).

A.6 - Governance and Management of Project

The project will be managed by the Louisiana Supreme Court, Judicial Administrator's Office (LASC-JAO), Court Case Management Information Systems (CMIS), as depicted in the organizational chart, Figure 3.

The Chief Information Officer of the Court Management Information Division will be responsible for the execution and management of all agreements, the submission of all grant status reports to the Federal Motor Carrier Safety Association (FMCSA) and LASC-JAO, and the organization and management of the Forms Committee, *LOUISIANA COURT CONNECTION* Planning and Evaluation Team, the User Group, the technical project manager, and the software developer.

The Planning and Evaluation Team, chaired by the Chief Information Officer and co-chaired by a Clerk of Court or designee to include city court personnel consisting of programmatic and technical persons from state government, will be responsible for broad project planning from a programmatic point of view and for managing the technical project manager.

The User Group, chaired by the Monique Spruill, data analyst, of the Court Management Information Division, and co-chaired by a court appointed designee will be responsible for identifying user needs and for reviewing and commenting on the project's planning and the system design.

A.7- Global Justice XML Data Model (GJXDM)

The Global Justice Extensible Markup Language (XML) Data Model (Global JXDM) is an XML standard designed specifically for criminal justice information exchanges, providing law enforcement, public safety agencies, prosecutors, public defenders, and the judicial branch with a tool to effectively share data and information in a timely manner.

The Global JXDM removes the burden from agencies to independently create exchange standards, and because of its extensibility, there is more flexibility to deal with unique agency requirements and changes.

The Global JXDM is an object-oriented data model for organizing the content of a data dictionary, the Global Justice XML Data Dictionary (Global JXDD), in a database. From this database, an XML schema specification can be generated that consistently represents the semantics and structure of common data elements and types required for information exchange within the justice and public safety communities.

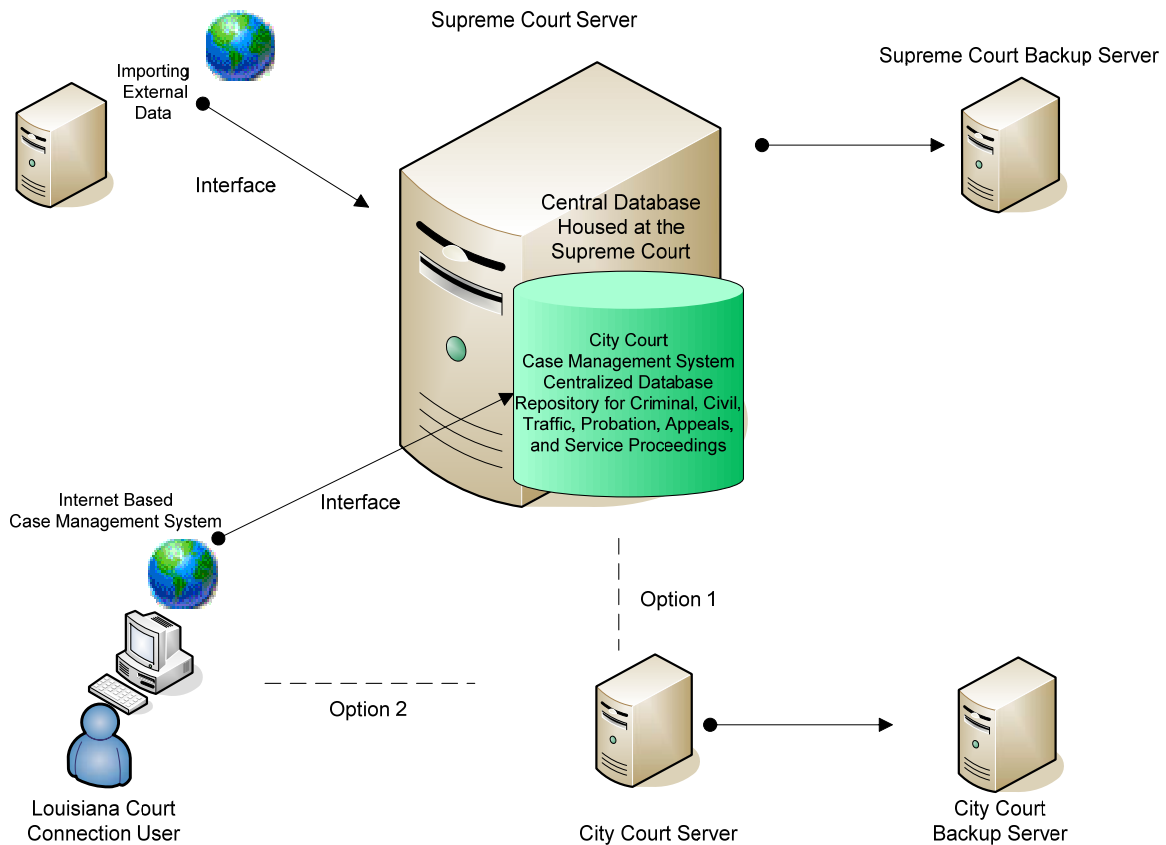
There are three primary parts to the Global JXDM: the Data Dictionary (identifying content and meaning), the Data Model (defining structure and organization), and the Component Reuse Repository (a database).

A.7.1 – GJXDM Standards

The *LOUISIANA COURT CONNECTION* project will adhere to the Global JXDM standards as much as practicable. Global JXDD elements will be utilized to facilitate standard information exchanges. Global JXDM schemas will be utilized when available to the greatest extent possible.

A.8. – Networking schema:

The proposer will define the process of obtaining and converting backup data for the city courts. The proposer will be responsible for recommending a detailed network plan that is optimal for data storage, considering a centralized repository, server capacity, and bandwidth. Option (1) below displays a centralized repository, LASC-JAO server, acting as the main storage unit for all data entry files with a detailed transaction log. Courts will receive data directly from the LASC-JAO server on a suggested schedule proposed by the vendor. Option (2) displays a mirror image network plan with the Supreme Court server and city court server receiving data in real time with backups occurring on defined vendor suggested schedules.



B. APPLICATION FUNCTIONALITY REQUIREMENTS

B.1 – General Application Requirements

B.1.1 – Operating Environments

The system must be operational within the current environment of the LASC JAO Computer Center, or the Proposer must identify all host hardware (including the proposed server size and disk storage capacity), and software (including operating system, application software, and database software) that will be required, in addition to, or as an enhancement of, this platform. This also extends to any third-party software or technology licensing (such as the operating system, database, or system software) that may be required to implement the proposers' solution.

The *LOUISIANA COURT CONNECTION* System shall be operable within the following specific operating environments:

B.1.1.1 – Client System

The client component of the *LOUISIANA COURT CONNECTION* System shall be operable within the Windows 2000, Windows XP, and Windows Vista Operating Environments.

B.1.1.2 – Server System

The server component of the *LOUISIANA COURT CONNECTION* System shall be operable within the Windows 2000-2003 Server Operating Environment (or higher) with the latest release service pack installed.

B.1.2 – Operational Host/Development Environments

The basic system functional components, consisting of the database component and the interface component shall use the applicable Host Environments specified below:

B.1.2.1 – Interface Component

The interface component of the *LOUISIANA COURT CONNECTION* System shall be developed using standard development tools including JAVA, Microsoft Visual Basic for Applications, Microsoft Visual Basic, Microsoft Office 2003 or higher Suite Applications and Related ActiveX developer controls. The system shall have the ability to run in a Web browser with the same functionality as a client-server environment.

B.1.2.2 – Database Component

The database component of the JOIN-IJJIS System shall support the ODBC database standard. Unless convinced otherwise, the Planning Team intends to use Microsoft SQL Server 2005 or higher as its database software. Nevertheless, the system must be planned to supply any of the ODBC database drivers available. Furthermore the system back-end must support a variety of hardware systems from many different vendors and must support sophisticated caching capabilities, back-up and archive features, reports, platter management, and move scheduling through a standard GUI to be used consistently through all modules.

B.1.3 – Interface Navigation

B.1.3.1 – Mouse Navigation

The user interface of the *LOUISIANA COURT CONNECTION* System shall permit navigation to all permitted system areas either directly or indirectly with the use of a Mouse.

B.1.3.2 – Keyboard Navigation

The user interface of the *LOUISIANA COURT CONNECTION* System shall permit navigation to all permitted system areas either directly or indirectly with the use of short cut or hot keystrokes from a computer keyboard.

B.1.3.2.1 – Navigation Key Identification

Each navigation button within the *LOUISIANA COURT CONNECTION* System interface shall provide indication of the keystroke combination necessary to navigate to the indicated location via the computer keyboard. The indication shall be made by placing an underscore symbol below the applicable key character.

B.1.3.3 – Button Help Tips

Each navigation button within the *LOUISIANA COURT CONNECTION* System interface shall provide an indication of its associated function by way of a small explanatory caption being displayed near the button when the user places the mouse pointer over the button without clicking.

B.1.3.4 – Search Criteria

The *LOUISIANA COURT CONNECTION* shall use Soundex or similar algorithms to allow names to be searched based on how they sound (“Sounds Like...”). This will allow a user to search the system for a name without needing to know the exact correct spelling of the name.

B.1.3.4.1- Minimum Search Criteria

Permit access to information through multiple search criteria (e.g., citation number, case number, name, assigned judge or magistrate, attorney, hearing date, filing date, violation date, case type, address, date of birth, driver's license number, and social security number.)

Associate each defendant with a case using locally defined procedures including the ability to perform functions to search for a person already in the system.

Provide search and retrieval by identifying specific criteria (e.g., *participant name, role, case filed date range*) and then obtaining index information by selecting from a list of matching cases

B.1.4 – Data Validation and Quality Rules

The *LOUISIANA COURT CONNECTION* System shall assist in the assurance of data quality by enforcing the following validation rules:

B.1.4.1 – Date Structure

The *LOUISIANA COURT CONNECTION* System shall reduce date-related data entry errors by requiring that all dates are entered using the following structure:

Structure: mm/dd/yyyy

mm = Two digit representation of month. Months which are less than 10 in numerical value must be preceded by '0'

dd = Two digit representation of day within the month. Days which are less than 10 in numerical value must be preceded by '0'

yyyy = Four digit representation of year.

B.1.4.2 – Date Values

The *LOUISIANA COURT CONNECTION* System shall reference a true calendar value set when validating any date-related data entered by the user. Such a reference will require the user to correct the invalid date value (i.e. 02/31/1996) prior to a record being saved.

B.1.4.3 - Maintaining Uniqueness for All Identifiers

The *LOUISIANA COURT CONNECTION* shall prevent duplicate entries for all personal and case identifiers used in the system that are required to be unique. A requirement of uniqueness can be defined as whenever the duplication of an identifier would cause the system to malfunction in any way. This uniqueness may pertain to the system as a whole (absolute uniqueness) or it may only be

required within certain areas of the system (relative uniqueness). Some examples of identifiers that must remain unique are:

- (a) unique identifiers for all participants – see B.2.1.9,
- (b) unique identifiers for a cases, or case number,
- (c) a document number,
- (d) All identifiers imported from systems outside of the *LOUISIANA COURT CONNECTION*.

Should a duplicate entry be made or imported, a user must be notified in order to resolve the conflict.

B.1.4.4 – Maintaining Integrity of Data During Import

The system shall maintain the relative uniqueness and integrity of all data received from other agencies. When importing data from an outside source, the system shall check that data for conflicts against the existing data already stored in the *LOUISIANA COURT CONNECTION*. This check shall include ensuring the uniqueness of unique identifiers as well as checking for differences between existing data and incoming data. Further checks shall include checking for missing data, bad data types, and inappropriate data length. When a conflict is detected in a new case, the system shall notify the clerk of court to resolve the conflict. When a conflict is detected in an existing case to which data is being appended, the system shall notify the appropriate case manager to resolve the conflict.

B.1.4.5 - Data Validation During Input and Edit

The system shall not allow inappropriate data to be entered during initial data input or data update.

B.1.5 – General User Interface Requirements

The User Interface of the *LOUISIANA COURT CONNECTION* System shall provide the following general components unless otherwise specified within another requirement section of this document:

B.1.5.1 – Main System Menus

The *LOUISIANA COURT CONNECTION* System shall use switchboard style menu structures for Main System Menus. The Switchboard style permits a user to navigate to main processing systems of *LOUISIANA COURT CONNECTION* by clicking on a single button within a list of other buttons contained within the switchboard.

B.1.5.2 – Processing Screen Interfaces

Processing Screens within *LOUISIANA COURT CONNECTION* are those that relate to the processing and interactivity of particular cases or associated information. The *LOUISIANA COURT CONNECTION* System shall provide the following components unless otherwise specified within another requirement section of this document:

B.1.5.2.1 – Identification Reference Section

The processing screen interfaces of *LOUISIANA COURT CONNECTION* shall provide a small read-only area at the upper border of the screen which displays information on the current Participant Name, associated Identification Number and applicable case number for reference purposes of the user.

B.1.5.2.2 – Navigational Record List

The processing screen interfaces of *LOUISIANA COURT CONNECTION* shall contain a listing of other associated records relating to the current record being processed which permits instant navigation to another associated record by clicking on the appropriate item within the listing. All items within the record list box shall be sorted either chronologically for historical based data or alphabetically.

B.1.5.2.3 – Screen Header Names

Each processing screen within the *LOUISIANA COURT CONNECTION* System shall indicate its descriptive name in the header portion of the screen to aid users in identifying one open screen from another.

B.1.5.2.4 – Screen Use Help

Each processing screen within the *LOUISIANA COURT CONNECTION* System shall contain a button which, when clicked on displays a brief explanatory message which indicates the general purpose of the associated screen.

B.1.5.2.5 – Field Help Tips

Each processing screen within the *LOUISIANA COURT CONNECTION* System shall contain a read-only information window, which displays the purpose of a field when the cursor enters each field on the associated form.

The specific requirements for the user interface will be dependent upon the specific job function of the user accessing the system. Each job function should have a customized user interface that presents only the information needed to fulfill the job function. For example, a user in a low-level job function should not be aware of the existence of data to which they do not have access; therefore, the interface for this job function should only present the user with options to access data that is required by their job function.

B.1.5.2.6 – Error Messages

The system shall display plain language error messages that end users will understand and will help the user correct the error.

B.1.6 – Help, User and Technical Documentation

B.1.6.1 – Help Documentation

The *LOUISIANA COURT CONNECTION* shall provide on-line help documentation as indicated below:

B.1.6.1.1 – Help System Access Point

The *LOUISIANA COURT CONNECTION* shall provide access to a help-dialogue screen by way of clicking on the ‘Help’ item of the applications main menu or by pressing the ‘F1’ button of the keyboard.

B.1.6.1.2 – Help Contents

The Help component of the *LOUISIANA COURT CONNECTION* shall provide a ‘Contents’ tab that is structured and utilized in the same fashion as the standard Windows Help system.

B.1.6.1.3 – Help System Index

The Help component of the *LOUISIANA COURT CONNECTION* shall provide an ‘Index’ tab which is structured and utilized in the same fashion as the standard Windows Help system.

B.1.6.2 – User Documentation

Comprehensive user documentation and “how-to” guides will be provided with the *LOUISIANA COURT CONNECTION*. The user documentation shall include sample copies of all documents and standards reports.

B.1.6.2.1 – Screen Illustrations and Descriptions

The *LOUISIANA COURT CONNECTION* user documentation will include illustrations of all application screens containing explanations of each field, button and tool included on the screen.

B.1.6.2.2 – Screen Data Entry Requirements

The *LOUISIANA COURT CONNECTION* user documentation will clearly indicate which fields require data entry on each screen.

B.1.6.2.3 – Availability of User Documentation

The user documentation shall be available in three forms: 1) printed manual; 2) on-line during use of the *LOUISIANA COURT CONNECTION*; and 3) on CD-ROM.

B.1.6.2.4 – Changes in User Documentation

Any changes in the software during the term of development agreement shall require changes in the user documentation.

B.1.6.3 – Technical Documentation

Comprehensive Technical Documentation shall be provided with the *LOUISIANA COURT CONNECTION*.

B.1.6.3.1 – Data Element Dictionary

The *LOUISIANA COURT CONNECTION* Technical Documentation shall include a complete data element dictionary to include name, type, and size. The Dictionary shall also include a description of each element and its intended use.

B.1.6.3.2 – Naming Conventions and Programming Standards

The technical documentation shall include a detailed description of the naming conventions and programming standards used for the *LOUISIANA COURT CONNECTION*.

B.1.6.3.3 – Code and Narrative

The *LOUISIANA COURT CONNECTION* Technical Documentation shall include all code used for queries, stored procedures or other functions within the *LOUISIANA COURT*

CONNECTION. The Documentation shall also include a description of the code with its intended purpose and references within the program.

B.1.6.3.4 – Availability of Technical Documentation

The Technical Documentation shall be available both in printed form and on CD-ROM.

B.1.6.3.5 -- Changes in Technical Documentation

Any changes in the software during the term of the development agreement shall require changes in the technical documentation.

B.1.7 – Record Entry/Modification Audit Indicators

The *LOUISIANA COURT CONNECTION* shall track the entry of new records and modification of existing records in the following way:

B.1.7.1 – New Record Entry

Each new record entered into the *LOUISIANA COURT CONNECTION* shall be flagged with the date and time of entry, the operator who entered the information and a status code of 'N' indicating a new entry.

B.1.7.2 – Record Modification

Each record modified in the *LOUISIANA COURT CONNECTION* shall be flagged with the date and time of modification, the operator who modified the information and a status code of 'M' indicating a modified record.

B.1.7.3 – Trigger Factors

Record entry and modification indicators shall be updated upon the following events occurring:

B.1.7.3.1 – New Entry

A record will be flagged as a new entry when the user creates a new record and saves the newly entered record before exiting the associated screen.

B.1.7.3.2 – Modified Record

A record will be flagged as a modified when the field values of an existing record are modified by the user and the associated changes are saved before exiting the associated screen.

B.1.8 – Computation of Time

In computing a period of time allowed or prescribed by law or by order of the court, the *LOUISIANA COURT CONNECTION* shall use the rules of computation of time provided by Louisiana Statutory Criminal and Civil Law and Procedure.

B.1.9 – Internet Interface Readiness

The *LOUISIANA COURT CONNECTION* shall provide accessibility to all captured data for use by the client in creating web interface components by way of third-party development software.

B.1.10 – User Maintained Constants

The *LOUISIANA COURT CONNECTION* shall provide a mechanism for the user to maintain all lists and constants that are specific to that court location, as well as the ability to maintain all lists of state statutory citations for changes and updates. The mechanism chosen shall not require any intervention of a programmer.

B.1.11 – Code Translation Tables

The system shall be designed to maintain and properly use the following code translation tables, which shall be supplied to the developer within the first three months of the project:

- The CMIS Court Code Table
- Agency Code Table
- The CMIS Charge Code Table
- The Automated Minute Entry Table
- Action Codes that trigger other court events
- Hearing/Proceeding Types
- Orders
- Judgments
- Motions (Filings, Etc.)

B.2 – Global Case Processing Requirements – Local Users

The level of priority of the function and sub-function is listed at the end of each description under these “Global Case Processing Requirements” as: “*HIGH PRIORITY*”; “*MEDIUM PRIORITY*”; or “*LOW PRIORITY*.” A function having “*HIGH PRIORITY*” **must** be developed within the scope of this Agreement either as specified by the requirements or in other more innovative ways as may be proposed by the developer. A function having “*MEDIUM*” or “*LOW PRIORITY*” **should** preferably be developed within the scope of this Agreement. However, if the developer cannot meet these priorities within the project’s budget, they may be omitted, provided such omissions do not impair the functionality of the mandated and “*HIGH PRIORITY*” requirements. The addressing of “*MEDIUM PRIORITY*” requirements will be valued and scored higher than the addressing of “*LOW PRIORITY*” requirements.

B.2.1 – Docketing

For the purposes of these requirements, “docketing” shall be defined as all of those processes employed by docketing clerks to take in, initiate, index, allot, calendar, and schedule a case to be heard by a judge or an officer of the court and to maintain the manual and electronic records of the case.

B.2.1.1 - Intake and Case Initiation (*HIGH PRIORITY*)

Verify case is filed in the proper jurisdiction or retains jurisdiction from an external source.

“Intake and case initiation” may be defined as the capturing of data and the initiation of a case in the *LOUISIANA COURT CONNECTION* through any one or more of the following three types of processes:

- (a) information derived electronically from the intake processes of a unit not part of the adult court or its clerk (e.g. police booking, risk assessment);
- (b) information derived from electronic filings submitted to the clerk of court by various agencies outside of the court, including: the person, the district attorney, the attorneys or parties involved in litigation or procedures affecting the various case types specified below; and,
- (c) information derived from manual filings submitted to the clerk of court by various agencies outside of the court, as listed in (b) above, and as processed by the clerk of court’s docketing clerks.

For the purposes of the *LOUISIANA COURT CONNECTION*, a case is initiated when the system receives the first pieces of data on a case type.

But, depending on the data sharing agreements and capabilities in each user environment, cases may be initiated and data forwarded digitally at any point in the process district attorney, or filings with the clerk of court.

B.2.1.1.1 - Proper Venue Identification (HIGH PRIORITY)

The LOUISIANA COURT CONNECTION shall use the protocols specified below to identify whether the filing or other instrument of case initiation is in the proper venue and jurisdiction of the court. If the case is in the proper jurisdiction of the court, the system shall automatically assign to the case a number from the CMIS Court ID Listing to indicate the parish and the jurisdiction or court. Both numbers shall stay with the case throughout its life until the case is either closed or transferred. If the case is not in the proper jurisdiction, the system shall automatically communicate the problem to an authorized user and shall, to the extent possible, suggest the proper venue to which the jurisdiction belongs.

B.2.1.1.1.1 – Protocol for the Identification of Proper Venue (HIGH PRIORITY)

The system should identify the type of case from the charge code or grounds code.

DISTRICT CASES

If the case is a district court case (e.g. DWI's with prior convictions or civil suits exceeding city court jurisdiction), the system should alert an authorized user that the preferred proper venue is the appropriate district court.

APPEALS

If the case is on appeal, the system should alert an authorized user that the preferred proper venue is the court of appeal in which formal case processing will occur.

B.2.1.1.2 - Data Elements (HIGH PRIORITY)

A complete list of data elements by type is available upon request.

B.2.1.1.2.1 - Capture of Data Elements for Initial Case-Types at Intake and Initiation (HIGH PRIORITY)

The system shall be designed to capture at the time of intake and case initiation some data elements pertaining to participant information, the charge or ground codes, and other information from the petition or other case initiation instrument initially for only the following case types:

- (a) Criminal (CRIM)
- (b) Adult Traffic (A_TRAF)
- (c) Civil (CIV)
- (d) Domestic (DOM)
- (e) Probation and Parole (PRPA)

The system shall automatically identify and label the case type and subtype of the filing or other case initiation instrument from the charge and ground codes built into its database. The system shall prompt the user when related information already exists and will allow the user to output existing information. It shall also allow an authorized user to electronically replace the existing data with the new data if necessary.

B.2.1.1.2.2 - Capture of Data Elements for Other Case-Types (HIGH PRIORITY)

The LOUISIANA COURT CONNECTION shall be designed to enable the system, once completely integrated, to capture data at intake for all city court case types and subtypes and to automatically identify these case types and subtypes based on information in the petition, the charge or ground

codes, or other initiatory filing instrument. The other case types and documentation shall include:

Domestic Abuse (DOMAB) - flag

DWI Felony (DWIF)

Juvenile Victim (JV) - flag

Services (SER)

B.2.1.1.2.3 - Capture of Data Elements at Other Times (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall allow the input of data elements not captured at the time of intake at any time during the processing of the case and shall allow an authorized user to electronically replace the existing data with the new data if necessary.

B.2.1.1.3 – General Requirements Regarding Participants (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture, store, and be capable of retrieving certain defined information relating to all types of participants, including but not limited to: probation officers; parole officers; corrections officers; curator(s); district attorneys; city prosecutors; judges; traffic referees, hearing officers, mediators, sanity commission members; coroners; victims; neighbors; employer; spouse; witnesses; ministers; and other such participants. The system shall have the ability to establish an unlimited number of user-defined participant types, allowing for an unlimited number of persons, alternate names, addresses, and communication numbers for each. The *LOUISIANA COURT CONNECTION* shall have the ability to add participants, and to associate and define their relationships to a person, a case, a case event or action, or a document or set of documents.

B.2.1.1.3.1 - Unique Personal Identifiers (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* system shall generate at the time of intake/case initiation an intelligent unique identification number for all case participants that shall have a statistical history of being unique within a population of at least 100,000 instances. The unique identification number shall be used to search and identify participants.

B.2.1.1.3.2 - Other Personal Identifiers (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture and maintain all other personal identifiers used by other agencies to identify case participants and supplied by such agencies at the time of intake or at other times throughout the process (see list of personal identifiers in the data elements). The *LOUISIANA COURT CONNECTION* shall automatically relate all personal identifiers to the unique personal identifiers required under **Section B.2.1.1.6** below.

B.2.1.1.3.3 - Participant Indexing Capabilities (*HIGH PRIORITY*)

“Participant Indexing” means the functionality of being able to identify persons through their various names and personal identifiers, and to cross-reference these names and personal identifiers with case identifiers, hearings, and other events and actions. The *LOUISIANA COURT CONNECTION* shall have several name indexing capabilities, including index functions that allow for phonetic searches, soundex searches, partial name searches, wild card name searches, suffix names searches, searches for aliases, and monikers, searches using all other personal identifiers, searches and cross-referencing by case identifier and document

identifier. As part of these capabilities, the *LOUISIANA COURT CONNECTION* shall prompt a user when information already exists on participants, and shall allow user to integrate or replace existing information with new information.

B.2.1.1.3.4 - Initial Participant Information Processing (*HIGH PRIORITY*)

The system shall allow the user to electronically capture data in order to avoid redundant data entry and shall store all information (i.e. new data with existing historical data) into a combined or integrated data file. The system shall establish relationships, within newly entered information and between new and existing information. It shall store all (i.e. new combined with existing data, as well as historical data resulting from research) referral information in the updated or the new intake file as the case progresses. It shall enter, maintain, process and store all information on participants. It shall have the ability to automatically transfer and link participant information to cases.

B.2.1.1.4 – General Requirements Regarding Cases (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall have the ability to link the information derived from intake to initiate a case. “Case initiation” begins when the first data is captured. “Case closure” occurs at any of the following points: (1) dismissal by the judge prior to disposition ; (2) transfer of the case to another venue; (3) after a successful informal process (mediation or other form of alternative dispute resolution technique, informal adjustment agreement, DA or other diversion; (4) completion of the time required by a formal disposition; .

B.2.1.1.4.1 - Case Number Assignment (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall automatically generate a case number for each type of intake relating to the same individual or filing and the same incident using the numbering system used by the clerk of court of the parish, as specified later in the project. The case numbering protocols of each parish are different. The *LOUISIANA COURT CONNECTION* shall automatically relate the case number to the unique personal identifiers required under Section B.2.1.1.5 below.

B.2.1.1.4.2 - Other Case Identifiers (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture and maintain all other case numbers used by other agencies to identify a case and supplied by such agencies at the time of intake or at other times throughout the process. The *LOUISIANA COURT CONNECTION* shall automatically relate all case identifiers to the case number specified under Section B.2.1.1.6.1 below and to the unique personal identifiers required under Section B.2.1.1.5 below.

B.2.1.1.4.3 - Case Naming Convention (*HIGH PRIORITY*)

Case Naming means the convention used in each jurisdiction to provide a name to the case. The JOIN-IJJIS shall automatically assign a case name to the case based upon the following case naming convention: “State of Louisiana Vs. (Defendant) in criminal and Traffic Cases and (Plaintiff) vs. (Defendant) in civil cases.”

B.2.1.1.4.4 - Case Indexing Capabilities (*HIGH PRIORITY*)

Case indexing means the functionality of being able to identify cases through their names, case numbers, and other case identifiers, and to cross-reference these names and personal identifiers with case identifiers, hearings, and other events and actions. The *LOUISIANA COURT CONNECTION* shall have several case indexing capabilities, including index functions that allow for phonetic searches, soundex searches, partial name searches, wild card name searches, searches by personal identifier, case identifier numbers, and document numbers. . As part of these capabilities, the *LOUISIANA COURT CONNECTION* shall prompt a user when information already exists on previous cases involving the participants, and shall allow user to integrate existing information with new information. The system shall allow user to capture electronically captured data to avoid redundant data entry and shall store all (i.e. new data with existing historical data) into a combined or integrated data file.

B.2.1.1.4.5 - Initial Case Processing (*HIGH PRIORITY*)

The system shall require the entering of each allegation, count, ground, or reason why the person is before the court. The system shall identify the most serious allegation, count, ground, or reason among the group of allegations, counts, grounds, or reasons given and shall use the most serious element in the group to establish case sub-types designations and to compute case statistics. The computer shall flag serious deficiencies in the filing of instruments in which such allegations, counts, grounds or reasons are given and shall alert an authorized user about such deficiencies. The system shall initiate the electronic file, the docket master,

and the summary docket master at the time of case initiation.

B.2.1.1.4.6 - Answering Inquiries (*HIGH PRIORITY*)

The Louisiana Court Connection shall:

- Allow a user to interrupt work in mid-transaction to perform an inquiry or another transaction and then resume the interrupted transaction
- Allow a user performing an inquiry to navigate directly to any element related to a case, defendant, or attorney without re-entering search criteria or traversing menus
- Display case summary information on one screen based on locally defined preferences (e.g., case type; case status; next scheduled event; amount owed for both fines and bail and next payment date; court department; related cases(s) and cross-reference(s); special alerts; disposition information; and date case last updated)

B.2.1.1.4.7 - Case Inquiry (*HIGH PRIORITY*)

The Louisiana Court Connection shall:

- Provide the ability to display all the cases for a defendant/plaintiff
- Provide the ability to display all the scheduled appearances for the defendant/plaintiff
- Provide ability to list all the citation numbers associated with a case
- Provide ability to list all the summons/complaint violations including ordinance number, description and violation date, time and location for a case or defendant/plaintiff

- Provide remote access to case information as permitted by local rules or statutes

B.2.1.1.4.8 - Managing Cases (*HIGH PRIORITY*)

- Provide the ability to designate which cases need to be seen by court intervention program (e.g., DWI/Drug Court, pretrial diversion)
- Provide ability to reclassify cases (e.g., change case type-criminal misdemeanor/felony-civil-small claims court/formal civil suit)
- Allow the user to change to which court location the case is assigned
- Support the entry of an unlimited number of staff viewable notes regarding a case, which can be viewed by other staff with appropriate security
- Provide ability to cross-reference cases (e.g., accommodate multiple external case numbers or tracking codes assigned to a case)

B.2.1.1.4.9 - Managing Case Defendants/Plaintiffs (*HIGH PRIORITY*)

The Louisiana Court Connection shall:

- Capture multiple sets of demographic, descriptive, or informational data on the same person or business (e.g., one person may use two or more Social Security numbers, Dates of Birth, Names, Drivers License Numbers or Sets of Address Data or a business may have both a legal name and a trade name)
- Ability to match potential duplicates (e.g., last name, first name, middle initial, DOB, SSN, and race) and merge the records once it is verified
- Ability to accommodate hyphenated names; individuals with only one name (e.g., Sting); doing business as (i.e., DBA); and corporate names

- Provide electronic capability to link person information as AKA to known individuals and link cases of AKA to known individuals
- Ability to track name change history for a given person
- Allow a user to identify and link an existing person record rather than re-entering person information for each case or complaint

Allow the association of one or more vehicles to one or more persons or businesses

***B.2.1.1.5 – General Requirements Regarding Documents
(HIGH PRIORITY)***

For the purposes of this system, The term “document” shall include all case specific reports generated automatically by the system, including: (1) service of process notices and confirmations; (2) the docket master and summary docket master; (3) judgments and orders; (4) automated minute entries; (5) letters; and (6) other case-specific information automatically generated by the system and not identified as a court-generated “standard report” in Section B.2.8.1 of these Requirements (e.g., e-filings and electronic documents sent by outside agencies and relating to a specific case). These types of documents shall be referred to as “digital documents.” The term “document”, however, shall also mean those printed materials generated in printed form by the system for inclusion in the individual case files of the manual file system as well as those printed materials submitted by outside agencies including: letters, reports, statistical tables, graphical exhibits and other materials for inclusion in the case files of the manual system. These types of documents shall be referred to as “printed documents.” The *LOUISIANA COURT CONNECTION* shall provide automated and semi-automated document generation capabilities for a full-range of digital documents to be included in the electronic file. It shall print copies of these digital documents for inclusion in the manual file.

B.2.1.1.5.1 - Bar-Coded Document Numbering System (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* system should automatically generate a unique, bar-coded incremental document identification number when triggered by an authorized user. The number shall be the case number with a sequential three (3) digit number appended to it signifying the document number. The order of the 3-digit number shall begin with “001” for each case. Unless the system can obtain digital documents from outside sources (e.g. filers), the system shall require the docket clerks or the minute entry clerks to enter the name and type of all printed documents, the name of the filer of the document, the date filed, and the date (if any) of the physical document. The document number shall provide the ability to index and associate digital and printed documents received by the court with a particular participant and/or case number. The system shall permit the user to enter the following additional information that may be associated through the physical document identification number with other data within the system:

Name of document; name of filer and the date of filing/submittal (date stamped).

B.2.1.1.5.2 – Personal and Case Identification Referencing (*MEDIUM PRIORITY*)

The system should permit the user to associate a physical document by way of entering a personal identifier or case identifier and associating it with the generated document identification number.

B.2.1.1.5.3 – Agency (*MEDIUM PRIORITY*)

The system should permit the user to associate a physical document with one or more agency Identification Numbers (see Supplemental Identification Collection) by way of entering the associated agency identification number and associating it with the generated document identification number.

**B.2.1.1.5.4 – Combination Referencing
(MEDIUM PRIORITY)**

The system should permit physical document identification number associations with the following:

- (a) Participant ID Only
- (b) Case Number ID Only
- (c) Participant ID and Case Number

B.2.1.1.5.5 – Supplemental Document Information (MEDIUM PRIORITY)

The system should associate the following supplemental information with each document identification number generated:

- (a) Index Date – Read Only
- (b) Index Time – Read Only
- (c) Document Date – User Supplied
- (d) Document Time – User Supplied
- (e) Document Title – User Supplied
- (f) Document Type – User Supplied
- (g) Page Count – User Supplied

B.2.1.1.5.6 - Digital Document and Form Generation (HIGH PRIORITY)

The system shall be capable of digitally generating and printing petitions, standard motions, warrants, service of process and other forms of notification, standard orders, standard judgments, form letters, the shell of pre-disposition reports, and other documents as defined by each user group. The system shall allow for notice and documentary text to be easily modified by authorized users. The system shall also be capable of generating mailing labels, e-mail, and faxed documents. The system shall allow for the printing of documents for inclusion in the manual record but shall not, at this

time, provide for the electronic storage of documents except for petitions, docket masters, orders, judgments, and minute entries. The system shall be able to call up standard forms from the formulary database and shall allow judges, attorneys, and other appropriate court personnel to enter case-specific information into each form.

Allow for user management team defined automated notifications (e.g., email) based upon business rules governing case tracks.

Provide electronic acknowledgment and notify appropriate individuals that filings, pleadings, and other documents received and accepted when document filed electronically.

Generate documents (e.g., complaints, warrants and other served documents triggered by specific event (e.g., hearing scheduled, plea agreement conference rescheduled, case dismissed, bail forfeited). The application integrates calendaring and notice generation so defendants and counsel receive notices upon scheduling or rescheduling of an event

Generate miscellaneous documents including user-defined form templates (e.g., for re-scheduled and canceled events; orders signed by judge in chambers such as for bail or bail reinstatement, postponement of proceedings due to pre-trial intervention, defense attorney appointment; follow-up letters, other types of documents); automatically generate an entry in system, case history, and log file for each notice generated

Print defendant notices in multiple languages (e.g., English and Spanish)

Distribute documents electronically (e.g., documents to be sent to process server; notices and other documents to defense attorneys and other persons; notices, warrants and other served documents (e.g., subpoenas), and other documents to be entered in docket; update the court record including the register or actions) in accordance with state and local statutes, rules, or procedures.

Print, reprint and display documents individually (e.g., citations and complaints), in batches, and in multiple locations.

Support integration with electronic mail for electronic noticing.

Perform document generation, print, and distribution functions for group of related cases as if group were single case (e.g. civil Katrina cases and/or insurance cases).

Generate mailing labels.

Ability to print, display and reprint selected notices from a list of notices.

The following forms were obtained from various city courts throughout the state. Although not an all inclusive list, the following sections represent a best faith effort to capture as many examples of forms from the city courts as possible.

B.2.1.1.5.6.1 - Appeal Referral Form Generation (HIGH PRIORITY)

The *Louisiana Court Connection* will have the ability to generate the following forms:

- a) Notice of Appeal Record: District Court notified suit/case appeals at City Court Level
- b) Appeal Checklist-lists case information
- c) Appeal Filing Fee Notification (transcript and filing fee)
- d) Requested Document Notification (enclosed documents and N/A notice)
- e) Certification of Photostat Copy by Clerk of Court
- f) Civil Appeal Record Checklist
- g) Request Documentation of a DWI citation (no transcript notification)
- h) Judgment of Dismissal of Appeal

- i) Minute Entry (Per Curiam)
- j) Motion for Appeal Civil Case and Order
- k) Notice of Appeal
- l) Notice of Appeal Civil Case
- m) Notice of Appeal Decision
- n) Notice of Appeal to Appellee
- o) Request for Information Return Notice
- p) Return Date Notification
- q) Request for Extension of Return Day
- r) Rule to Show Cause (Non-Payment of Estimated Costs for Civil Appeal)
- s) Rule to Show Cause (Non-Payment of Estimated Costs for Criminal Appeal)
- t) Rule to Show Cause (Failure to File Assignment of Errors Timely)
- u) Special Request for Transcript
- v) Notice of Estimated Cost on Appeal
- w) Writ of Review

B.2.1.1.5.6.2 – Civil Form Generation (HIGH PRIORITY)

The Louisiana Court Connection will have the ability to generate the following forms:

I. Witness Subpoena and II. Subpoena

Comply with demand contained in the Judgment versus Garnishee

Civil Court Docket Judgment

I. Notice of Trial Setting and II. Notice of Trial

Rule to Show Cause form

Civil Bench Warrant

I. Writ of Fieri Facias and II. Writ of Fi Fa
(Garnishment)

Writ of Seizure and Sale

I. Dismissal and II Motion to Dismiss
Garnishment and III. Motion to Dismiss
plaintiff's cost/defendant's cost

Clerk's Certificate

Notice of Judgment

Judgment

I. Citation Notification of Lawsuit and II.
Citation (Third Part Demand)

Petition to Recover Money Affidavit/Court
Order

I. Notice of Garnishment and II. Notice of
Seizure (Garnishment)

Judgment versus Garnishee

I. Motion for Memorandum for Judgment
Pro Confesso and II. Judgment on Rule for
Proconfesso

I. Interrogations to Garnishee and II.
Interrogations and III. Notice of Fling
Garnishee's Answers to Interrogations

Citation to Garnishee

I. In Proper Person Suit on Promissory
Note: Affidavit for Suit on Note and II.
Promissory Note

I. Petition on Promissory Note and For Writ
of Sequestration and II. Writ of
Sequestration

Sequestration Order

Payment of Damage as may be Suffered if
the writ of Sequestration

Greeting to sequester, seize and detain and
cause to-wit

I. Eviction Judgment and II. Rule on Eviction

Notice of Judgment of Eviction

Writ of Possession

Citation on Eviction Rule

Statement of Claim and Citation

I. In Proper Person Suit for Past Due Rent and II. Past Due Rent

Petition for Executory Process with Benefit of Appraisal Affidavit

I. Petition and Order to Make Judgment Executory and for Garnishment: Order and II. Petition for Garnishment: Order

I. Petition and Order to Make Judgment Executory and for Judgment Debtor Exam: Order and II. Summons to Judgment Debtor: Motion with order attached to appear before court and produce books paper or other documents to support claim

In Proper Person Suit on Open Account

I. Open Account Affidavit and II. Contract on Open Account (i.e. Non-payment by defendant)

In Proper Person General Denial

In Proper Person Answer and Counter Claim

Petition to Recover Money and/or property affidavit and In Proper Per Suit on Rental Contract and For Sequestration Order and Affidavit for Suit on Rental Contract

Order Releasing Sequestered Property

In Proper Person Suit for Affidavit

Motion and Order For Appointment of Person to Make Service of Process

I. In Proper Person Suit for Overdrawn
Checking Account
Affidavit and II. Overdrafts

I. Rule For Examination of Judgment
Debtor and II. Judgment Debtor Rule

I. Writ of Subpoena Duces Tecum and II.
Subpoena Duces Tecum

Fact Concerning Plaintiff Order

Notice in Rule: I. Why judgment should not
be rendered in favor of the plaintiff as
originally prayed and in alternative and II.
Why the defendant should not be compelled
to answer all discovery

Notice of Request for Production of
Documents

True and faithful copy whereof accompany
this notice

Statement of Sums due Under Garnishment

Hearing on Garnishment

Rule for Judgment Pro Confesso for
Garnishee's Failure to Answer
Interrogations

Rule to Traverse Garnishee's Answers

Rule to Determine Non-Exempt Portion of
Wages

Standard Form: Evidence filed in regard to
a civil suit

Defendant's Answer in small claims court
(SCD)

Open Account, (Statement of person
knowledgeable of business records of
plaintiff), Copy of any invoices sued upon
and/or a statement of said account which
shows the dates services were rendered or
goods were sold, Payments made since
filing of suit, Remaining balance, Signature
of Affiant, and Statement of Act 456 of the

1982 Regular Session of the Louisiana Legislature

Check for SCD, Defendant failed and/or refused to pay said check

Attachment: Command to Arrest and appear before court due to failure to appear

Notice to Quit (i.e. Notice to Vacate Premises), Reasons for Eviction

I. Judgment on Rule and II. Judgment

Affidavit on NSF Checks

Authorization to Cancel (i.e. cancel and erase mortgage records)

Notice of Removal of Small Claims Action to Regular Civil Docket

Writ of Restitution

Warrant to Break Open Doors

Citation to Supplemental Petition, Supplemental and Amended Petition

Notice of Request for Admissions

Notice of Re-Assignment: Type of hearing re-assigned , Re-assignment date, and Re-assignment time

Notice to Plaintiff: Defendant moves matter from small claims docket to civil docket, No hearsay evidence is permitted

Notice of Fixing for Trial, Responsible for Court Reporter and Subpoena of any witness/records

Returned Citation Notice: Another address needed to deliver citation

Notice of received certified copy

Judgment Reviving Judgment: Reinstated judgment: Subpoena to Take Deposition, Subpoena Duces Tecum to Take

Deposition, Appear before court and examined under oath

Notice that citation delivery at particular address was attempted for small claims suit

Citation in Reconviction: Notification of reconviction lawsuit

Citation on Intervention: Petition of Intervention

Citation on Interrogations: Summons to apply with Interrogations filed

Citation on Cross-Claim: Cross-Claim lawsuit

Processing of certified original: Process server

Letter of Transmittal: Sent to Sheriff as a certified copy of an attachment for the arrest of_____, Bond amount \$_____, Date, Time, No bond posted-Marshal's office to transport him/her to our jail, Unable to arrest defendant by date___return attached with reason for non-service, Provide fee for services, Deputy Clerk Signature and Title

To be Used for All Other Cases Except Open Account, Promissory Note, Negotiable Instrument or Other Contract Obligation, File an answer within 10 days, Ways to proceed: 1. Appear in court by certain date and time /or/ 2. Come to court on a date court is being held, Today's Date

Signature Acquaintance: Clerk for Judge, Judge for Clerk

Default Judgment: Defendant duly serves having failed to answer or appear at trial the plaintiff having proved claim , Judgment in favor of plaintiff

Summons and Cited: Comply with plaintiff demands or state your answer

B.2.1.1.5.6.3 - Criminal/Traffic Form Generation (HIGH PRIORITY)

The *Louisiana Court Connection* will have the ability to:

Issue warrants, recalls/quash; and returns, warrants and holds.

Allow for holding, releasing, or recalling of warrants and holds on future dates.

Flags special conditions, (e.g., post and forfeitable; night service; do not release on own recognizance, etc.).

Report warrants executed but not returned for filing.

Create a register of action with information regarding all documents sent or served.

Track document issuance and follow-up activities including type of process, recipient, method of service, date of service, return of service, proof or certificate of service, failed service, re-service, any judicial proceedings, and status information (e.g., warrant tracking and warrant recall).

Produce report and display status of documents sent or served.

Allow multiple recorded warrants per defendant per case; produce an alert when subsequent warrants are issued for a case.

The *Louisiana Court Connection* will have the ability to generate the following forms:

1. Recalled Warrants
2. Video Tape Acquisition Request
3. Release Order
4. Police Report for Motion of Discovery Letter
5. Certified Laboratory Analysis Report Evidence Letter

6. Excuse from work/school due to court appearance letter
7. Crime Lab Report Request
8. Compliant Affidavit
9. Finger Print Form
10. I. Witness Subpoena Recall
II. Subpoena
11. 894 Order
Article 894 Letter
12. Transmittal of Court Reports
13. Prosecutor's Screening/Review Sheet for New Criminal Charges
14. City Prosecutor's Diversion Program
15. Theft Diversion Letter
16. Off Duty Law Officer Witness Subpoenas
17. Proof of Diversion Program Attendance
18. Waiver of Attorney
19. Request for Transfer of Community Service Work
20. Community Service Work Order
21. Defendant's Request for Criminal Witness Subpoena(es)
22. Judgment of Conviction, Sentencing Order, Probation Order, Arrest Warrant, and Notice of Rendition of Civil Judgment
23. Bench Warrant
24. Law Officer Criminal Witness Subpoena
25. Witness Subpoena
26. Waiver of Constitutional Rights and Plea of Guilty

27. Referrals to the Indigent Defender Board (I.D.B.) from _____

28. Criminal Court Summons

29. I. Arrest Warrant

II. Pay Fine or Serve Days

30. Judgment of Conviction for UNDERAGE Driving while intoxicated-1st Sentencing Order, Probation Order, Arrest Warrant, and Notice of Rendition of Civil Judgment

31. Judgment of Conviction for UNDERAGE Driving while intoxicated-2nd Sentencing Order, Probation Order, Arrest Warrant, and Notice of Rendition of Civil Judgment

32. Judgment of Conviction for Driving while intoxicated-1st Offense and Enhanced Sentencing Order, Probation Order, Arrest Warrant, and Notice of Rendition of Civil Judgment

33. Judgment of Conviction for Driving while intoxicated-2nd Offense and Enhanced Sentencing Order, Probation Order, Arrest Warrant, and Notice of Rendition of Civil Judgment

34. Judgment of Conviction for Driving while intoxicated-Sentencing Order, Probation Order, Arrest Warrant, and Notice of Rendition of Civil Judgment

35. Letter notifying accused individual an affidavit has been filed

36. Bench Warrant Notification

Letter: Contempt of Court for not complying with sentence imposed

37. Subpoena Duces Tecum

Letter to the Dept of Public Safety Motor Vehicles Division

Produce certified driving record and
give testimony on behalf of the state

38. Trials

Accused

Plea Bargain with Nolle Prosequi

Charge(s) Listed

Return of Plea of

Guilty---Nolo Contendre

Court explained right to defendant

Defendant understands rights

Witnesses Sworn in

Filed in evidence

Verdict

Disposition

Minutes Taken by

39. Arraignment

40. Letter stating defendants name,
appearance in court, counts, and violations

41. Notice of Re-Assignment

Change of trial date/time

42. Notice of Assignment

43. Notice of Trial

44. Waiver of Right to Attorney

45. Letter stating traffic fine

46. Letter stating failure to comply with
sentence

Fine stated

Date to appear in court states

47. Notice of Bond Forfeiture

48. Judgment Bond Forfeiture

***B.2.1.1.5.6.4 - Financial Form Generation
(HIGH PRIORITY)***

The *Louisiana Court Connection* will have the ability to generate the following forms:

- a) *Balance due letter* to include name, address, postmarked date, check number, amount received, case number, court date, total amount due, reason case could not be closed and notice date of mailing.
- b) *Cash Bond Surety Name and Address Change* to include ticket or suit number, plaintiff and/or defendant name, address change (update), and address where case bond refund can be mailed.
- c) *Evidence Testing* to include date, name, case and/or suit number, breakdown of crime lab fee analysis, date form generated, letter content, and space for defendant signature.
- d) *Consent to Garnish Wages* to include file and ticket number, defendant name, letter content, date form generated, and space for defendant signature.
- e) *Payroll Payment History Application* to produce a partial payment plan to include date, commercial drivers license number, race, social security number, date of birth, gender, ticket number and/or file number, name, address, phone number, employment source, payment scheduled amount due, name of nearest relative and contact information, and payment schedule (due date and amount), and space for defendant signature.
- f) *Permission to Use Case Bond for Payment of Fine* to include current date, ticket/suit number, statement of permission, space for defendant signature of surety, and defendant name.

g) A *Returned Payment* to include name, mailing address, postmark date of payment received, check number, amount received, state of inadequate information, check boxes to designate missing information (DL#, License plate #, ticket and case number), and other reasons for return (ticket or case/ticket is closed), current date, accounting department manager/supervisor name and contract information for divisions (user defined).

h) *Motion/Order for Rule to Show Cause - Non Sufficient Funds (NSF)* to include listing of plaintiff and defendant name, case/suit number, contact information (name/address) for individual who has NSF, Statement of motion to rule to show cause, date of motion, total funds due, space for signature of accounts manager/supervisor, order to show cause for non-payment, space for signature of Clerk/Judicial Administrator, Constable's serving documentation (personal, domiciliary, no such address, and individual has moved), statement of processing fee and credit case service fee.

B.2.1.1.5.6.5 - Probation Form Generation (HIGH PRIORITY)

The *Louisiana Court Connection* will have the ability to generate the following forms:

- a) Warrant for Arrest
- b) Affidavit for Arrest
- c) Motion and Order To Revoke Probation or Motion and Order For Probation Revocation Hearing
- d) Motion and Order To Terminate Probation
- e) Probation Appointment
- f) Bench Warrant Request

- g) Motion of Order for an Arrest Warrant For Probation Violation
- h) Notice of Bench Warrant Status
- i) Agreement of Confidentiality
- j) Deceased Defendant Inter-Office Memorandum
- k) Probation Department-Request for Disposition
- l) House Arrest Program Consent Form
- m) Letter to Department of Services
- n) Probation Monthly Supervision Report
- o) Condition of Probation Certificate and Status Report
- p) Probation Hold Letter: subject detained for Probation Department, statement of pending hearing for revocation relative to probation violation.
- q) Recall of Bench Warrant: Inter-Office Memorandum Form will detail current date, name of defendant, date original warrant was issued, sentence reassignment date, and additional letter contact (could not verify defendant knew to return to complete the PSI process, no notice to appear form signed confirming any instructions to do so, probation dept. did not request another probation warrant for failing to appear and subsequently a PSI report was not completed).
- r) Authorization for Release of Information
- s) Letter of Authority to Release Probation Hold
- t) Motion and Order for Probation Revocation Hearing Addendum

- u) School and Community Service Work Verification
- v) Service/Transfer Referral Progress/Violation Report
- w) Probation-Transferring of Conditions to Another Agency (32 hours of community service work, 240 hours of community service work, and accredited D.W.I. School, and other user defined terms).
- x) Treatment Diagnosis Progress Report Form-treatment, diagnosis, prognosis request
- y) Verification of Attendance-required court and/or probation appointment
- z) Victim Letter: confirm report from victim about defendant prior to sentencing recommendation
- aa) Will Call Letter: Parolee will call probation officer on a certain date and thereafter to schedule an appointment
- bb) Probation increment

B.2.1.1.5.6.6 – Document Utilities and Processing (HIGH PRIORITY)

This feature will include various utility functions that support document generation, processing, and receipt such as output templates (i.e., forms -- that may be imaged to permit court seals and signatures -- into which text can be inserted), standard text (e.g., “standardized” text used in many documents), and recipients for specific documents. These utilities may be used to generate documents in conjunction with or as an alternative to building a completely new document each time using program logic and user- or system-supplied parameters.

Ability to integrate with user defined word processing package (e.g., Word and WordPerfect) to generate documents

Ability to create and maintain files of output templates and standard text, including entire “standardized” paragraphs, and use files to (1) create official court documents by inserting case management system information (e.g., addresses, names, alias) and graphics into templates (e.g., warrants and other served documents (e.g., subpoenas), with text and images of court seals and signatures) and (2) create other documents consisting of text, graphics and/or case management system information (e.g., case brief progress reports on plea agreements, some types of notices).

Maintain files of standard text and use to create entire documents or to insert text into “standardized” court forms

Ability to print date and time in any conventional format (e.g., the default format could be mm/dd/yyyy but could be printed as January 1, 2004)

B.2.1.1.5.6.7 – Document and Form Templates (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall use document and form templates in Microsoft Word 2003 or higher and WordPerfect 12 for the generation of pre-formatted documents and/or many forms. The Word 2003 and WordPerfect 12 templates will contain standard content text in addition to a set range of pre-defined bookmarks, which allow the content of the document to be modified by the user provided that the bookmark items are not altered. The templates shall be developed by the Planning Team.

B.2.1.1.5.6.8 – Report Tools (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall use a combination of various reporting tools to accommodate the document generation requirements that cannot be achieved by use of Word 2003 or WordPerfect 12 templates. These tools shall include the use of independent query/report language providing inquiry and report generation capabilities and standard statistical packages. The system shall also provide the ability to query data using phonetic and wildcard search criteria.

B.2.1.1.5.6.9 – Template Merge Fields (HIGH PRIORITY)

To the extent defined by the Planning Team, the *LOUISIANA COURT CONNECTION* shall populate data bookmarks within the document templates by retrieving information from the process that triggered the document generation.

B.2.1.1.5.6.10 – User Input Fields (HIGH PRIORITY)

In cases where *LOUISIANA COURT CONNECTION* cannot determine the needed data to merge into a document template, the user shall be permitted to manually enter the information for inclusion by populating the associated fields within the document template.

B.2.1.1.5.6.11 – Comprehensive Form and Document Capabilities (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall have the capability of capturing any of the data elements in its databases for inclusion in system generated forms and documents.

B.2.1.1.5.7 - Types of Digital Documents (HIGH PRIORITY)

The system shall generate and maintain the following types of case specific documents, and shall make these documents immediately accessible to authorized users either in printed form or as a screen display at the user's option:

- Docket Master or a Register of Actions providing all dates and events in the life of a case from the time of intake and initiation to case closure.
- A Summary Docket Master, providing all key dates and events in the life of a case as required by each user.
- The Case Schedule, showing all past and scheduled future proceedings on a case.
- The Minute Entries of a Case.
- Service of Process Documents, including subpoenas, summons, readiness notices, and other notices, including confirmation of service of process.
- A List of Participants in Each Case, indicating the role of each participant and how and when they have participated.
- A List of Evidence in each case, providing information on: the name, address, and communication numbers of owner of the evidence or property; the date and time received by the court; the name of the receiving officer of the court; the bar-code tag numbers for each piece of evidence; the location of each piece of property or evidence; the date and time in which the evidence or property was returned to the owner or was destroyed.
- Disposition Placement Report, providing the history of the person's disposition and placement from the time of disposition to case closure.

- A Financial Report, providing information on all costs relative to the case that have either been paid or need to be paid, including information on bail, probation fees, traffic fines, etc.
- All Orders and Judgments pertaining to the case.
- All official digital correspondence and notes relating to the case.
- All Digital Documents pertaining to the case that have been filed by others agencies, e.g., OCS letters and reports, petitions, sanity commission reports, predisposition evaluations, etc.

B.2.1.1.6 - Manual File Management (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* should generate printed documents for placement in the manual file and shall automatically generate bar-coded folder labels by case number for attachment to each manual file as a means of organizing and tracking the location of each physical file. Further the system should also keep track of any person who may have checked out a specific file, when a file may have been checked out and when the file should be returned. The system should also provide notification to the user when a particular file may be eligible for off-site storage.

File Tracking and Storage (HIGH PRIORITY)

- Provide capability to track files (e.g., barcodes and smart chips) and generate labels.
- Track paper files from time checked out of clerk's office through each borrower (including those external to courts such as prosecutor) until returned to clerk's office.
- Identify location (e.g. storage facility, location in facility) for paper files (e.g. details about case storage box, including box#, data and box code; re-evaluate case information and set a new box date).

- View and print list of cases which are to be moved to off-site storage based on user defined parameters.
- Provide ability to track multi-volume files.
- Provide ability to flag electronic files when paper copy file has been reported lost.

Document Management (*HIGH PRIORITY*)

- Provide for or interface with an electronic document management system (e.g., the scanning, storage, retrieval, and display of digital images, word-processing documents, and other document types).
- Allow search, retrieval, view, and printing of electronic documents and images (e.g., the user should not know or care if the document is imaged or created by the court in Word; all documents relating to a case should show as title of the document and be available for viewing on demand).
- Provide capability to toggle between views of several different documents.
- Create and maintain electronic documents.

B.2.1.1.7 - Creation and Maintenance of the Electronic File (HIGH PRIORITY)

On the basis of the data gathered at intake, the information on the person that may have been previously stored in the *LOUISIANA COURT CONNECTION* databases, and the data captured later in the case's history by the docketing or minute entry functions, the *LOUISIANA COURT CONNECTION* shall develop and maintain an electronic file for each case.

B.2.1.1.8 - Electronic Filing (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* shall be designed to accommodate electronic filing whenever such filing is authorized by law and defined by proper regulation. In anticipation of e-filing, the system shall be designed to handle XML files and to capture all needed data elements electronically. It shall also be designed to:

(1) allow users to “sign” the e-documents; (2) to transmit the e-documents between filers and the court; (3) to “stamp” the documents as received and acknowledge their receipt to senders; (4) to index and store the documents securely; (5) to allow internal and external users to access the files while preserving their integrity and security; (6) to describe the document structure and content (e.g., with an Internet markup method for text and group tagging, such as XML or a word processing application); and (7) to transfer data from the documents to the case processing system (e.g., by user-defined tags for specific data in XML documents). It shall also be designed to generate acknowledgement to appropriate parties that the electronic filing has been received and accepted. In the meantime, the system shall be designed to accept properly secured electronic communications that may be used to generate an official filing record for inclusion in the manual file and a virtual record for inclusion in the electronic file. In addition, the system should be designed to capture data elements from the electronic communication as a means of saving the time required by manual input.

B.2.1.1.9 - Assessment Tools and Information-Probation and Service Division (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* shall provide users with assessment tools to be supplied by the Project Manager early in the design process. The assessment tools shall consist of portal risk assessments as well as needs assessments that will also be provided by the Project Manager early in the design process. The *LOUISIANA COURT CONNECTION* shall be able to electronically score the assessment instruments and to provide these scores upon request. The system shall also be capable of grouping the results of these scores into such general indicators as:

- Substance Abuse Risk Indicators
- Physical Health Risk Indicators
- Mental Health Risk Indicators
- Family Relationship Risk Indicators
- Peer Relationship Risk Indicators

- Educational Risk Indicators
- Vocational Risk Indicators
- Social Skills Risk Indicators
- Leisure/Recreation Risk Indicators

B.2.1.2 – Random Case Allotment (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall randomly allot each incoming case to a court section according to the parameters indicated below:

B.2.1.2.1 – Selection of Eligible Divisions and Sections (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should identify the divisions and sections eligible for random case allotment by verifying that the division and section has been associated with the applicable case type and has not already been assigned the maximum number of cases as described in B.2.1.5.2.1. The *LOUISIANA COURT CONNECTION* shall also allot cases to duty judges based on the schedules established by each court.

B.2.1.2.2 - Random Allotment Factors

The process of random case allotment shall not be influenced by any outside parameters related to caseloads or calendar schedules with the following exceptions:

B.2.1.2.2.1 - Case Load Leveling (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should permit the optional activation of a caseload leveling function that causes the system to keep track of the number of random allotments to each section. When a sections count of random allotments reaches the pre-defined quantity, or cap, that section is then excluded from the random assignment process until all eligible sections reach the cap. When all eligible sections reach the cap of random assignments, the cap is reset to a random

number between 2 and 8 and the process starts over again.

B.2.1.2.2.2 - Allotment of Cases to Specialized Jurisdictional Sections (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should allot all specialized case types to those specialized sections of court as defined in each court's Allotment Policies.

B.2.1.2.2.3 - Allotment of Cases to General Jurisdictional Sections (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should allot all cases to its general jurisdictional sections in accordance with each court's Allotment Policies.

B.2.1.3.2.4 - Case Consolidation and Load Leveling (HIGH PRIORITY)

In situations of case consolidation, The *LOUISIANA COURT CONNECTION* shall be capable of linking the old case and the new case with respect to case identifiers, participants, financial accounts and other appropriate linkages. The system shall also automatically adjust load levels in accordance with the effect of the consolidation.

B.2.1.3.2.5 – Differentiated Case Management (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should support Differentiated Case Management (DCM), i.e. different categories of cases processed differently, such as in time sensitive filings, cases processed under different rules or standards, specific judicial assignment for specific types of cases). The costs of designing specific DCM systems shall not be covered by this Agreement.

B.2.1.3.2.6 – Random Allotment Override (*LOW PRIORITY*)

The *LOUISIANA COURT CONNECTION* should permit the re-allotment of a case randomly allotted by a supervisory override function. The supervisory override function should permit the randomly allotted case to be re-allotted to another section on the same random parameters except that the section it was previously allotted to will not be considered an eligible section.

B.2.1.3.2.7 – Override Permissions (*LOW PRIORITY*)

The ability to override the allotment of a randomly allotted case will be limited to the supervisory user level and will require a user name, security password, and a specific reason for the override to complete each transaction.

B.2.1.3 – Notice of Service of Process Information (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall enable docket clerks and servers of process to enter information on notices and service of process. The *LOUISIANA COURT CONNECTION* shall also enable information to be obtained from electronic filing data through the docketing function and from the automated minute entries made through the minute entry function. The *LOUISIANA COURT CONNECTION* shall process such information, however, derived into an electronically generated notice or service of process, as shown in Form 2 below. The *LOUISIANA COURT CONNECTION* shall also electronically track and report on the results of notice and service of process as indicated in **Section B.2.6.7**.

SERVICE OF PROCESS AND CONFIRMATION

Name of Court
Name of Parish
Section of Court
Presiding Officer
Case Number
Case Name

Type of Service Instrument

Summons

Subpoena

Habeas Writ

Rule to Show Cause

Other: Specify:

Type of Service Delivery

Certified Mail

Domiciliary Service

Personal Service

Regular Mail

Other. Specify:

Name of Person Served/Notified

Address of Person Served/Notified

Type of Person Served/Notified

Child

Parent or Caretaker

Attorney for Child

Attorney for Parent/Caretaker

District Attorney

Agency Attorney

Agency Case Worker

Witness

Victim

Other. Specify:

Type of Proceeding

Date of Proceeding

Time of Proceeding

Place of Proceeding

Service/Notice Confirmed

Yes

No

Date of Confirmation

Name of Server

Date of Attempt at Service/Notice

Reason for Failure of Service/Notice

Person Moved

Incorrect Address

Vacant Dwelling or Lot

No Municipal Address on Building

Barriers to Service

Dogs/Other Threatening Pets

Locked Gates

Person Won't Open Door

New Address Known But Service Cannot be Timely

Address Number

Directional Name of Street

Street Name

Type of Street

Apartment Number

City

State

ZIP

Date of Next Possible Service/Notice

Name of Server

B.2.1.4 – Calendaring

For the purposes of these requirements, “calendaring” shall be defined as the process of setting a schedule of duty judges, hearing officers, and traffic referees

in each division and of setting the schedule of the types of proceedings to be heard on different days and times of the week.

Hearing schedules provide the source information that enables the Calendaring Function to produce court calendars. The Calendaring Function accepts schedule information from the Scheduling Function, combines it with information from other functions (e.g., basic case information from the Docketing and Related Record Keeping Function, judges notes described below), and arranges the information into the calendar format.

The *LOUISIANA COURT CONNECTION* should provide the following functionalities relating to the calendaring process:

Ability for courtroom management of an electronic calendar and courtroom document management

Provide flexibility with respect to calendar content and format (e.g., judges notes integrated into calendar)

Produce calendars and incorporate calendar addenda specifically identifying calendar addenda based on scheduling information for each type of hearing (e.g., jury trial, non-jury trial, motion, preliminary, dismissal) or mixed hearings (e.g., motions and plea agreements) for specific periods (e.g., daily, weekly, monthly) and according to various criteria (e.g., judge, date, time, case type, case category, hearing reason, other elements of calendar profiles)

Produce calendars individually (e.g., for a judge or courtroom) or batch (e.g., for posting throughout courthouse) according to various criteria including court date, branch number, judge, or courtroom; produce by session for branch scheduling (assign schedule session templates for creating a replicated schedule for traffic cases, add worksheet comment information to branch schedule, specify days and times branch will be and not be in session, allow different set of standard 'in-session' days by branch; set parameters for hearing reason, originating dept., max capacity, etc.; ability to have multiple rules for scheduling cases in each branch since rules per branch can be different)

Produce calendars (e.g., electronic and/or printed) and related outputs individually or in batches in local courts or central location displays calendars including scheduled and available time slots for each day and supports drill down to a greater level of detail

Ability to publish calendar to web

Ability to display case participant check in information on judge's bench calendar

No limit on when or how often a calendar may be viewed, produced and printed

Allow user to review daily, weekly and monthly schedules for departments and judicial officers

Produce summary of upcoming hearings for given judge/courtroom clerk or in given courtroom over specific period (e.g., one week)

Suppress inclusion of user-designated confidential information in calendars (e.g., mask out information)

B.2.1.4.1 – Calendar of Duty Judges/Hearing Officers/Traffic Referees (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* should permit the calendaring of the duty judge or judges on a fixed or a rotating basis. In addition, the *LOUISIANA COURT CONNECTION* should permit the previously set calendar to be modified in the event of vacation or sick time being taken by the particular judge, hearing officer, or traffic referee. The modification of the previously set calendar should require all affected proceedings to be updated with the new duty judge, hearing officer, or traffic referee.

B.2.1.4.2 – Calendar of Types of Proceedings (MEDIUM PRIORITY)

The *LOUISIANA COURT CONNECTION* should permit the creation of section and division specific calendars that will be used when calendaring related proceedings or related case types according to the parameters defined for the calendar. Each calendar created should include the section and division, case type, case event(s), date of the calendar, starting time, ending time, location, incremental time period and maximum number of cases to allow in the segment without a judicial staff override. The system should be able to print a calendar by judge, section of court, date, time, location, type of proceeding, and such other parameters as a user court may require.

B.2.1.4.3 – Judicial Staff Override (MEDIUM PRIORITY)

The *LOUISIANA COURT CONNECTION* should permit the maximum number of cases indicated for a calendar to be exceeded by a judicial staff override. The override capability should be required for each case in excess of the indicated maximum and requires the user login and password of a user belonging to an Administrative User level.

B.2.1.4.4 – Calendar Event Reassignments (MEDIUM PRIORITY)

A type of case event already docketed to a calendar may be re-assigned to another calendar.

B.2.1.4.5 – Individual Reassignments (MEDIUM PRIORITY)

The calendaring function should permit individual case type reassignment to another calendar within a part of the calendar by requiring the user login and password of a user belonging to a Supervisor User level.

B.2.1.4.6 – Multiple Reassignments (MEDIUM PRIORITY)

The calendaring function should permit the reassignment of multiple case type events to another calendar by requiring the user login and password of a user belonging to a Supervisor User level.

B.2.1.4.7– Calendar Sorting Method (LOW PRIORITY)

Only those case types and associated case events assigned to the Section during configuration should be available during the schedule creation process.

B.2.1.4.8 – Calendar Overlap (MEDIUM PRIORITY)

The LOUISIANA COURT CONNECTION should not allow two calendars to overlap one another by date or associated time spans.

B.2.1.4.9 – Assigned Case Events Window (LOW PRIORITY)

The schedule screen should display a chronologically sorted window indicated all case types and types of events currently attached to the selected calendar.

B.2.1.4.10 – Current Status Counts (LOW PRIORITY)

The calendaring screen should display information indicating the maximum number of events allowed within the selected segment, the number of events currently

assigned and number of available time slots within the schedule.

B.2.1.4.11– Types of Calendaring (MEDIUM PRIORITY)

The *LOUISIANA COURT CONNECTION* should have the ability to accommodate master, individual, or hybrid calendaring systems.

B.2.1.5 – Scheduling

For the purposes of these requirements, “scheduling” shall be defined as the process of setting the dates, times, and the places of specific hearings and other formal and informal court proceedings to be conducted by each judge, hearing officer, traffic referee, or other presiding officer, as well as the process of consolidating the individual schedules into a master schedule for the court as a whole.

B.2.1.5.1 -General Scheduling Requirements (HIGH PRIORITY)

1. The system shall be able to search ahead for the next available time slot or the next available day for the scheduling of specific cases by case type. These case types may have varying time requirements. Date availability shall be determined both by other schedule activity and by the application of case processing guidelines and/or rules of court.
2. The system shall provide, while scheduling the initial hearing and subsequent hearings during the case, a list of “date alerts” which would assist the court in completing the case within the case processing time guidelines. For example, at the scheduling of the initial hearing, the system shall alert the user to time “mileposts” that must be met in order for the case to be finally adjudicated within the time guidelines.
3. The system shall be able to accommodate blocked or segmented dockets where dockets are established with a particular number of cases per block (hour) or per segment, as well as where dockets are established through an average number of minutes per case.
4. The system shall provide on-screen visual representation of dockets showing scheduled cases and times as well as available times not yet scheduled. These

views shall be by day, week, and month. The system shall allow printing of these views as well.

5. The system shall allow a summary browse of scheduled cases and for any specific case allow the user to “pull-up” on the screen a list of all scheduled events for that case. This list shall show scheduled hearings as well as dates orders are due, etc., and shall list dates required by the case processing time standards as a point of comparison.

6. The system shall allow a search of scheduled cases by attorney, law enforcement officer, judge (confidential), plaintiff, and defendant.

7. The system shall allow the scheduling of “soft-dates,” that is, events, reports, actions required before actual hearing.

8. The system shall allow for mass hearing scheduling and update for multiple charges in a single incident (each charge is handled as a separate case, with a separate case number).

9. Judges and other authorized users shall be able to override the guidelines and rules, to “double-book” events and/or to schedule events outside normal parameters.

10. The system shall actively notify the judge, clerk, and attorneys of newly-scheduled events. (Proposers should specify how the notice could be made – e-mail or fax confirmation, etc.).

B.2.1.5.2 – Individual Scheduling (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall enable each clerk of court, judge, hearing officer, traffic referee, or other presiding officer to set the date, time, place, and presiding judicial officer for future hearings and other court proceedings based on the customary practice of each court. The *LOUISIANA COURT CONNECTION* shall enable appropriate schedulers to access a real-time, electronic calendar for the year and set the date, time, and place for future proceedings of any selected case. The system shall allow for the printing of individual schedules in both summary and detailed formats. The system shall be able to display or print an individual schedule by section of court, judicial officer, date, room, location, event type, and such other parameters in summary and detailed formats as

each user court may require. The system shall be able to schedule groups of cases pertaining to the same person at times most convenient to the person. The system shall identify, display and suggest resolutions to scheduling conflicts allowing user overrides and rescheduling with appropriate security and data integrity. The system shall schedule the maximum number of cases for specific, user-specified time intervals by event. When schedules change, the system shall automatically modify all records in its databases affecting scheduling and tracking. The system shall assign individual judges and other judicial officials to specific locations. The system shall be capable of providing printed schedules upon request, and for notifying through e-mail on a pre-determined schedule, all appropriate participants of the schedule or change in schedule of an event or proceeding. The system shall track compliance with a the time requirements of federal and state law, as well as the goal requirements set by each court or judge. The system shall be able to add parties to scheduled events. The system shall allow authorized participants to place the dates and times when they may be unavailable for court proceedings. The system shall be able to track holidays and leave days and shall be able to automatically identify conflicts in schedule for law enforcement officials, other justice agencies, and lawyers based on prior input of unavailable dates by said participants. The system shall allow the scheduling of a maximum number of cases for specific time interval by event type, including allowance of case “stacking”, where several cases are scheduled for the same trial date. The system shall allow multiple cases and events to have the same scheduled date and time, and shall have the ability to schedule a group of related cases as if the group was a single case. The system should be fully integrated with Microsoft Outlook.

B.2.1.5.3 – Master Schedule (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall generate a master schedule from the individual schedules listing all events scheduled for a given day, week, month and year. The system shall allow for the printing of the master schedule in both a summary and detailed format. The system shall be able to display and print a master schedule

by judge, date, room, location, event type, and such other parameters as each user court may require.

B.2.1.5.4 – Real-Time Calendar (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall have built into it a real-time calendar that will allow users to pre-set parameters for defining standard working hours and for designating non-working days, such as week-ends and holidays, and to automatically display working days and working hours for all parts of the calendar. The real-time calendar would also allow user inputs to schedule unanticipated holidays, sick and annual leave time, and days in which the court or section of court must close due to emergencies. The real-time calendar function shall enable the system to define specific working days for each section of court and each informal proceeding for each judge and judicial officer. The real-time calendar shall also enable the system to vary the elements of a calendar, including days, start- and end-times, location, and room, and to indicate days when judges and judicial officials are available for scheduling and when a case is ready for scheduling.

B.2.1.5.5 - Ticklers and Other User Alerts and Prompts (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall generate ticklers, alerts, notices, and prompts to identify and inform users of impending or expired deadlines relating to the calendar or of other required actions as generally specified in Section A.5.5 above and as indicated below.

The system shall track inactive cases and groups of cases, identify those inactive for excessive periods (e.g., no activity for six months pending completion of psychological evaluation) and shall prompt a user or users regarding the appropriate action to be taken (e.g., schedule hearing, extend dates, etc.).

The status of individual items/events (i.e., pending or completed) should be viewable online (via formatting or other means) and reportable online or by batch job. The user should be able to obtain a consolidated report of

items/events by due date or status (“overdue”, “coming due” etc.).

The system shall output lists of all events due on a specific date or date range sorted by date, event or other criteria. The system shall prompt user(s) to schedule pre-defined related cases (e.g. on the basis of case consolidation).

The system shall generate an alert when attempting an operation that should be subsequent to an event for which there is no record, or when resources are not available to conduct a hearing, or when a pleading is submitted for a closed case, or when a case is filed, continued, or displayed with no scheduled next event, or when compliance issues arise. The ACSS should be capable of generating an alert when displaying items that are not accessible by the public (sealed cases, etc.).

The system should also allow users to define ticklers, alerts, notices and prompts for purposes other than those indicated in these requirements.

The *LOUISIANA COURT CONNECTION* should provide tickler capability based on locally defined business rules; ability to prompt for the next logical activity when an event is entered or a condition is satisfied then notify user and allow overrides; identify events coming due or overdue; periods about to expire or expired (e.g., time in days or hours for next appearance, or delivery of a pretrial report to the judge, or delivery of a driving record to the judge, etc.); and events of which user should be aware (e.g., approaching maximum number of continuances, note reason for longer than expected trial; notify users; and initiate proper functions)

The *LOUISIANA COURT CONNECTION* should permit system-wide date and time default format; the system accepts date and time in any conventional format (e.g., military time) and converts to default format

The *LOUISIANA COURT CONNECTION* should prompt date and time default values when entering date and time

The *LOUISIANA COURT CONNECTION* should provide system-defined visual and/or audio reinforcement (e.g., flashing text, colors on screen, or computer icon) to ensure user sees message

Allow locally defined ticklers, alerts, and prompts for purposes including a Special Needs Flag (e.g., the need for interpreter, disabilities or other special needs), or Jury Requested Flag

Generate display of available slots on prospective calendar and prompt when approaching maximum number of events normally permitted (e.g., based on case type, case category, event type)

Generate prompt when resources (e.g., participant, court facilities, and other scheduling resources) unavailable

Event deadlines (i.e. bond forfeiture-exceeding and/or nearing 180 day limit & 892 traffic violation exceeding and/or nearing 90 day limit)

Alert clerk when a case has been filed with “no scheduled next event”

Allow supervisor at appropriate level to turn alerts on and off Generate alerts when scheduled payments not made (e.g., for unpaid assessments now due), and prompt user to take appropriate action (e.g., refer to collection agency or law enforcement)

B.2.1.5.6 – Scheduling Process (HIGH PRIORITY)

The system should provide attorneys with the ability to request that case events be scheduled. (Proposers should identify the media by which the request could be made – Internet, online, dial-up, etc.). Clerk staff should have the ability to review and approve or deny such requests, via a process requiring minimal additional data entry.

The system should have a method to track and report to the court any rejected schedule requests (and the reason(s) for rejection).

The system should allow multiple charges (cases) for a single defendant to be scheduled at the same time.

The system should be able to apply conditional scheduling guidelines and create “floating windows” and “blackout” periods (as, for example, when Event B should follow within two weeks of Event A, but not sooner than 7 days before Event C).

Events should be scheduled for specific planned starting and stopping times.

The system should allow the option of also recording actual starting and stopping times.

The system should allow for re-assignment of cases or events (from one judge to another and from one courtroom to another).

The ACSS should permit users to identify special scheduling needs for specific events and activities (such as an interpreter, disability assistance, additional security, etc.).

The system should permit the ready addition of court-specific or judge-specific customized data fields.

The ACSS should support juror schedule lookup.

The system should be able to classify and report events by hearing type and by charge type.

In the event that a case is expunged, the ACSS should be able to handle the removal of case scheduling events and information for that case.

B.2.1.5.7 – Access to Schedule Information (HIGH PRIORITY)

Users should have the ability to search for information (by date, case, by attorney, by court, by judge etc), and the search capability should be modifiable based upon the level of access that is authorized (attorney, clerk, judge).

Schedules should be reportable (viewable and printable) by case (showing all past and projected activity).

Schedules should be reportable by judge and by attorney and party (including across multiple courts)

Schedules should be reportable by court (including consolidating the activity of multiple judges).

Schedules should be reportable by time period (i.e., daily, weekly, etc.), or by available timeslots.

Schedules should be reportable by location (courtroom or other facility).

Schedules should be reportable for varying timeframes (such as “to” and “from” days, or by weeks, months, and years)

When multiple charges (cases) for the same defendant are scheduled at the same time, the system should have the capability to display and print either a summary, or a detail schedule.

The ACSS should be capable of scheduling cases involving incidents with multiple defendants.

Schedules should be viewable by judges, clerks, and authorized others using commonly-available browser software. (Proposers responding to this desirable should identify which browsers would be supported, as well as any preferred browser).

The system should have the capability for visually-impaired user to access and utilize the software via the internet(allowing the use of “reader” software, etc.). (optional)

Schedules should be downloadable to a judge’s personal computer, or Personal Digital Assistant (PDA) device.

B.2.1.5.8 – Conflicts (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall have the ability to check time conflicts for room locations, judges, parties, and attorneys and shall notify certain designated personal through user alerts and prompts of such potential conflicts. In the event of such conflicts, the system shall allow certain authorized users to over-ride the system and to resolve the scheduling conflicts. The system shall also have the ability to define a required sequence of events, such that an event cannot be scheduled unless a precursor event or events have been scheduled.

B.2.1.5.9 – Case Complexity (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall be able to calculate case complexity in scheduling by calculating the expected average time per proceeding from data to be supplied by the Planning Team.

B.2.1.6 Hearing Function (*HIGH PRIORITY*)

The hearings subfunctions in the table should accommodate various types of hearings and conferences (e.g., jury trial, non-jury trial, motion hearing, pre-trial and plea agreement conferences, sentencing hearing). Those that apply to all types of hearings or to a particular type of hearing are so noted.

Provide user-defined format for real-time, in-court entry of minutes and entry of minutes after judicial proceedings

Provide for minute entry suitable for multiple-case and multiple-defendant situations using one of methods noted above and to officially record court appearances

Produce worksheet, calendar, or some other document suitable for manually recording minutes (see Document Generation and Processing and Calendaring functions); worksheet templates and checklists- the application allows templates and checklists to be user-defined; retrieved by document and hearing type; and edited online (e.g., the application automatically updates case records accordingly).

Produce minutes recorded on calendar or worksheet; provide the ability to copy specified features of the case decision for similar cases of same defendants (e.g., comments, attendees, adjournments, extensions, plea, or motion)

Ability to complete data entry on specific data elements to account for what has occurred during court proceeding and allow for free form text in a remarks field and update records throughout system in accordance with state and local statutes, rules, or procedures (e.g., sentencing, accounting, adjournments, continuances, rescheduling, notice generation with accompanying docket entries).

Provide the ability to process no-show cases based on pre-defined business rules. Cases could be processed individually and in batch.

Provide person status to user (e.g., when a repeat offender is in before pretrial release or the judge) telling Judge the status of time payments of fees and fines in previous cases.

Accept secured digitized signatures on the completed form for a specific case at a specific hearing. i.e. Forms will automatically print with digital signature of the judge who issued the warrant. The defendant will be required to sign all document.

B.2.2 – Automated Minute Entries (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall permit the creation and maintenance of standardized automated minute entries/checklists for each type of proceeding within each case type. The minute entries and checklists shall be pre-formatted text entries accessible through the keyboard or the mouse that allow for certain data to be added as input into the pre-formatted minute entry either by a docketing clerk before the proceeding or by a minute entry clerk during the proceeding. The checklists shall be integrated with the minute entry formats to serve the dual purposes of providing information on the events that are supposed to occur in a particular proceeding as well as the events that do in fact occur.

B.2.2.1 – Case Type /Case Event Sorting (*HIGH PRIORITY*)

The automated minute entry/ checklist function of the *LOUISIANA COURT CONNECTION* shall sort available minute entries on the basis of the case types, case subtypes, and case events provided through the docketing function.

B.2.2.2 – Classification Code Sorting (*HIGH PRIORITY*)

The checklist function of the *LOUISIANA COURT CONNECTION* shall sort available minute entries by the classification assigned to it during initial entry. The classification is used to indicate which portion of the ‘checklist’ the particular available minute entry would fall under.

B.2.2.3 – User Input Prompts (*HIGH PRIORITY*)

In cases where *LOUISIANA COURT CONNECTION* cannot determine the needed data to merge into a minute entry, the user will be prompted to enter the information for inclusion via a ‘pop-up’ dialogue box. The inclusion of this dialogue boxes during entry creation shall be accomplished by using brackets ([]) during the entry of the associated record.

B.2.2.4 – Class Driven Document Generation Prompts (*HIGH PRIORITY*)

The automated minute entry function of *LOUISIANA COURT CONNECTION* shall have the capability of notifying the user that document generation is required for the selected minute entry and shall prompt further for selection of an associated document to generate.

The possible documents that can be selected for generation shall be determined by the class code indicated on the minute entry record.

B.2.2.5 – User Assistance Checklists (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall provide the user with case processing assistance checklists, which relate to either internal operational processes or the requirements of the Louisiana Children’s Code. Examples of checklists are provided (see data elements).

B.2.2.6 – Automated Minute Entry Interaction (*HIGH PRIORITY*)

The minute entries shall have the capability of being associated to one another as well as have cause/effect relationships with one another and other system functions. The minute entries, upon entry, shall automatically trigger other actions in the system. It shall, for example, trigger the docketing and tracking functions regarding continuances, the rescheduling of a hearing, the need for a new service of process, etc.

B.2.2.7 – Timing of Proceeding (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall provide a capability for capturing the time of each proceeding in minute intervals and for aggregating on a continuous basis the average time of each type of proceeding by section of court or program section and for the court as a whole.

B.2.3 - Participant Tracking and Reporting

B.2.3.1 - Participant Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall enable authorized users to track and receive reports on all participants involved in a case or a proceeding within a case. Users may choose to receive such reports in alphabetical order by type of participant, by case number order, or in alphabetical order by name of person.

***B.2.3.1.1 – Supplemental Identification Collection
(HIGH PRIORITY)***

The *LOUISIANA COURT CONNECTION* shall provide a user with a maintainable supplemental identification collection system for use in providing additional identification information outside of that represented in the Unique Participant Identification Number (see Section.) The supplemental identification collection shall be the component that captures identifiers from outside agencies.

B.2.3.1.2 – System Index of Participants (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall generate and assign the unique personal identifier defined in B.2.1.1.6 to each individual participant for the purpose of referencing and tracking individual participants by the relational logic of the *LOUISIANA COURT CONNECTION*. The *LOUISIANA COURT CONNECTION* shall also capture, relate and cross-reference all participants through a comprehensive system of indexing.

B.2.3.1.3 – Participant Search Procedures (HIGH PRIORITY)

Searches for participants within *LOUISIANA COURT CONNECTION* shall be accomplished by the following functions:

B.2.3.1.3.1 – Primary Searches (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall permit a search for a participant by entering parameters related to the Unique Identification Number and/or wildcard character combinations.

B.2.3.1.3.2 – Detail Searches (HIGH PRIORITY)

In cases where primary search parameters return more than one possible participant matches, *LOUISIANA COURT CONNECTION* shall permit further identification by allowing additional search parameters based on a participants supplemental identification collection to be entered.

B.2.3.1.4 – Outside Agency System Interfaces (HIGH PRIORITY)

Each interface between *LOUISIANA COURT CONNECTION* and an outside agency system shall be governed by its own Functional Requirements document. However, within the context of each specific functional requirements document, the *LOUISIANA COURT CONNECTION* shall generally allow cases to be initiated

or enhanced by information provided by each outside agency. The *LOUISIANA COURT CONNECTION* shall have the capability of cross-referencing incoming data with information in the *LOUISIANA COURT CONNECTION* databases as a means of identifying conflicting data for manual verification and correction. The *LOUISIANA COURT CONNECTION* shall also have the ability to query and search the databases of outside agencies using their identifiers.

Note: The Functional Requirements document of each interface is to be developed by the court and outside agencies.

B.2.3.1.5 – Relationships and Associations (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of generating reports on the relationships and associations as specified below:

- (a) Multiple Case Relationships
- (b) Multiple Charge Relationships
- (c) Multiple Case Relationships (across different venues)
- (d) Multiple Participant Relationships in the same Case
- (e) Other Relationships and Associations important to the case (e.g. Witnesses, etc)
- (f) Participant/Attorney Relationships
- (g) Witness Relationships
- (h) Sanitary Commission Relationships

B.2.3.1.6 – Existing Case Alerts (HIGH PRIORITY)

During initial entry of a case, *LOUISIANA COURT CONNECTION* shall determine if the associated participant is involved in any other open cases. If other open cases are encountered, the *LOUISIANA COURT CONNECTION* shall alert the sections containing the other open cases of the existence of a new case by secured e-mail messages.

B.2.3.1.7 – Case Related Participant Tracking (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture and track information relating to participants associated with a particular case including the role that the person has in the case or the reason of interest in the case.

B.2.3.1.8 - Participant Related Information (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture and track supplemental information related to a participant as indicated below and as specified in the data element tables.

B.2.3.1.8.1 – General Identification Information (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture, track and be capable of reporting on the general personal identification information of the person including name, alias, date of birth, gender, birth location, ethnicity, and other general identification information applicable to such a participant. The *LOUISIANA COURT CONNECTION* shall also capture, track, and be capable of reporting on the personal identification information of attorneys, witnesses, and court personnel, as this information is made available during the life of a case.

B.2.3.1.8.2 – Participant Communication Information (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in a chronological order both mailing and all other communication information for all participants (see data elements). The *LOUISIANA COURT CONNECTION* shall capture alternative contact information such as secondary addresses, telephone numbers, and other means of communication with all parties in a case.

**B.2.3.1.8.3 – Physical Identification Information
(MEDIUM PRIORITY)**

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting information relating to physical characteristics or identifiers of a participant (see data elements).

**B.2.3.1.8.4 – Participant Education Information
(HIGH PRIORITY)**

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting the educational history of the participant in a chronological fashion (see data elements).

**B.2.3.1.8.5 – Participant Employment
Information (MEDIUM
PRIORITY)**

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting on employment information related to the participant in a chronological fashion (see data elements).

**B.2.3.1.8.6 – Participant Military Information
(HIGH PRIORITY)**

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in a chronological order military involvement and service information relating to the participant (see data elements).

B.2.3.1.8.7 – Offense History (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in chronological fashion on the offense history of the person, including criminal and traffic violations (see data elements).

B.2.3.1.8.8 – Participant Alcohol and Drug Use Information (*MEDIUM PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting information relating to the abuse of alcohol or illegal drugs by the person (see data elements).

B.2.3.1.8.9 – Participant Physical Health Information (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting on information relating to the health of the participant (see data elements).

B.2.3.1.8.10 – Participant Mental Health Information (*MEDIUM PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting information relating to the mental health of the person (see data elements).

B.2.3.1.8.11 – Church Affiliation (*MEDIUM PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting information relating to the church affiliation of the participant. Such information shall include: name of religion; name of church; pastor of church; location of church; and membership of the person in church-sponsored activities (see data elements).

B.2.4 - Case Tracking and Reporting

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting on all case events, event variances, filings/actions, transfers, adjudications, dispositions, warrants, evidence, service of process and case closures, associated with a particular case or a group of cases in a particular court

or to all cases statewide. The tracking and reporting function shall address individual cases, groups of cases, and statistical information.

B.2.4.1 – Case Event/Case Type Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION*, by way of the docketing and automated minute entry functions, shall maintain an unlimited number of case events associated with a particular case or with particular groups of cases. Case events include all case proceedings (hearings, processes), formal and informal. Case events for an individual case may be accessed by case number or unique personal identifiers or case identifiers through the automated minute entries or the docket master of that case as well as through other specified means. Case events for groups of cases may be accessed by reference to a tracking issue relating to case type or case subtype or to any other form of grouping cases as may be specified by the Planning Team during the early phases of the project.

B.2.4.2 – Case Event/Case Type and Associated Variance Tracking (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture and track case events and associated variance information as indicated below:

B.2.4.2.1 – Event Variance Tracking (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall maintain a table of limited case event dates associated with a case for the use in determining variances from legal and goal benchmarks. The table contents shall be limited to only those events which will be required to compute the above referenced variance information.

B.2.4.3 – Case Transfers (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track and be capable of reporting information associated with the transfer to and from another venue, including the name of the transferring court and the receiving court, the reason for the transfer of venue, and the dates of transfer and reception, the case numbers and other identifiers of the transferred cases, and the dates on which the motion for transfer and transfer order were made. These capabilities shall apply to all transfers, transfers to proper venue, transfers for convenience of the parties, transfers for change of venue, and transfers to adult court for criminal prosecution.

B.2.4.4 – Section Transfers (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track and be capable of reporting information associated with the transfer to and from another section of court, including the name or designation of the transferring section and the receiving section, the reason for the transfer, the dates of transfer and reception, the case numbers and other identifiers of the transferred cases, and the dates on which the motion for transfer and the transfer order were made.

B.2.4.5 - Tracking of Cases on Appeal (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in pre-defined formats, information on cases on appeal, including information on the case numbers and identifiers of each case on appeal, the type of case, the date on which the motion for appeal was made, the date on which the appeal order was granted, the date when the appeal was lodged in the appellate court, the name of the appellate court, the date of the disposition of the appeal, the type of disposition, and the date the court received the judgment of disposition.

B.2.4.6 – Tracking of Case Type Changes (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track and be capable of reporting on information involving case type changes, including the case type that a case is being changed to as well as the original case type, and the reason for and date of the change in types.

B.2.4.7 – Tracking of Civil Case Closure / Review Notifications (*HIGH PRIORITY*)

Case closure refers to the ultimate resolution of a case and its allegations. Closure of a case occurs when:

- All allegations have an ultimate resolution.
- It is unlikely that the case will be reopened although it legally could be under certain circumstances.
- No further action is required.
- The court releases jurisdiction of the case.

The *LOUISIANA COURT CONNECTION* shall produce a monthly report listing all cases having the following characteristics:

- All cases adjudicated
- Sentencing statistics per charge

- Mediations whose target dates for completion are within 30 days of completion.
- Drug Court cases whose target dates for the completion of treatment are within 30 days of completion.
- Article 893/94 cases that are within 30 days of completion.
- Number and types of cases heard by judge
- Statistics on length of time taken to adjudicate cases
- Number of cases scheduled
- Warrants
- DWI warrants
- Recall Warrants
- Arraignments
- Deferments
- Total number of trials by type
- Total numbers of subpoena's by trial type
- Disposed cases guilty /non-guilty
- Number and percentage of cases contested and uncontested
- Number of cases reduced by charge type
- Number and percentage of trials presided over by a jury

B.2.4.8 - Filing (Action) Tracking (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in pre-defined formats information on the key filings associated with each case, including information on each type of filing, (motion, application, petition, writ, complaint, citation, and report), each document number, the date filed, the name of filer, the type of filer, the proceeding at which filed, the type of order or judgment made in response to the filing, the document number of the order/judgment, and the date of the order/ judgment.

B.2.4.9 - Tracking and Reporting of Adjudications, Dispositions, and Placements (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting individual case, group case, and statistical information on the results of the adjudications, formal and informal dispositions, and placements of each case. The results of adjudications and dispositions shall be related to each charge and each defendant. The system shall also be able to track and report on adjudications by a person's name, unique personal identifier, case number, case type, case subtype, court section, judge, case subtype, age, ethnicity, and gender, result of adjudication and types of disposition and placement.

Traffic/Criminal-Disposition Subfunctions

The disposition subfunctions will track and record dispositions of cases, defendants, and individual charges within a case (e.g., when some, but not all, charges have been disposed for a defendant with multiple charges). For each individual defendant, each charge must be disposed before the entire case can be recorded as disposed. The CMS should allow for documenting information recorded on the disposition of each charge and of the entire case.

Record plea, disposition, and sentence for entire case and/or each count of each charge

Maintain and produce disposition and sentence information that show, for each case and defendant, original and subsequent charges and dispositions and sentences for each charge

Support interfaces to law enforcement warrants system(s) for both batch transmission and interactive updates.

Traffic - Commercial Driver Violations

If the offense is committed by a person with a Commercial Driver's License (CDL) (it makes no difference if the person is in a personal vehicle or a Commercial Motor Vehicle (CMV) and if the case result is guilty, then the case result must be sent to DMV

If the offense is committed in a CMV by a non CDL holder and if the case result is guilty, then the case result must be sent to the DMV

If the offense is CDL or CMV related and the case result is guilty then the case result must be sent to the DMV within the federally mandated time period (e.g., as of September 30, 2005 the time period is 30 days for out of state convictions and 10 days for in state convictions. As of September 30, 2008 all convictions must be sent to DMV within 10 days)

System must time stamp date and time for each notice sent to the DMV

B.2.4.10 - Continuance Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in pre-defined formats information on each continuance made in a case, including information on the type of proceeding being continued, the date of the continuance order, the participant requesting the continuance by type, the reason for the continuance by type, the date of the rescheduled hearing, the elapsed time from original proceeding to continued proceeding, and the effect of the continuance on the legally-mandated or goal-driven timelines of the case type.

B.2.4.11 - Warrant Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting in pre-defined formats information on each warrant issued or recalled by a judge, including information on the document number of the warrant, the type of warrant, the case type of warrant, the case number or other identifiers associated with the warrant, the name of the party for whom the warrant was issued, the last known address of the party, the name of the issuing judge, the name of the receiving agency, the date service of process prepared on the warrant, the date the warrant was issued, the date the warrant was vacated or cancelled, the age of the warrant, the current status of the warrant, the judicial action taken on the warrant once the party was apprehended and brought to court, and a list of outstanding warrants by date, name, issuing agency, and case type.

B.2.4.12 - Service of Process and Notice Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting individual case, group case, and statistical information on service of process and notification including information on the case name and number, the case type and sub-type, the type of notice/service the hearing date for which service of process or notice was prepared, the names and addresses of those to whom service or notice was directed, the type of person being served, the name of the person serving the process or providing the notice, and the dates on which service of process or notice was confirmed to have occurred, the date of the attempt at notice of service, and the reason(s) for the failure to serve (See section B.2.1.3 above)

B.2.4.13 – Evidence Tracking/Review Notifications (*LOW PRIORITY*)

The *LOUISIANA COURT CONNECTION* should capture, track, and be capable of reporting information relating to evidence, as specified below, and shall provide timely notice or tickler reports as specified to assist court personnel in determining whether to destroy such evidence or return it to its owner.

B.2.4.13.1 – Intake Date (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should capture, track and be capable of reporting on the ownership and date of intake for each piece of evidence or property through the assignment of exhibit and property bar-coded numbers. The system shall generate tags for marking evidence and shall create a receipt for the submitting party.

B.2.4.13.2 – Description (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should capture and be capable of reporting on descriptive information relating to each piece of evidence, including a description of the evidence and the name of the owner of the evidence.

B.2.4.13.3 – Chain of Evidence (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should capture, track, and be capable of reporting on information associated with the handling of evidence from intake to destruction or return to owner. Supplemental information relating to each stage in the chain shall be captured by way of memo style fields permitting free-formed text entry.

B.2.4.13.4 – Storage Location (LOW PRIORITY)

The *LOUISIANA COURT CONNECTION* should capture, track, and be capable of reporting on the physical storage location for each piece of evidence, using a numbering system based on the case number, an exhibit number, and a number indicating whether the evidence relates to the prosecution or the defense.

B.2.4.13.5 - Notice Generation (LOW PRIORITY)

The system should generate notices to reclaim exhibits or property when the court's usage is completed and to inform owners of the time and fact that property or exhibits have been destroyed.

***B.2.4.13.6 - Exhibit Return, Release of Destruction
(LOW PRIORITY)***

The system should indicate when exhibits are returned, released, or destroyed and shall clearly the date of return, release or destruction with the property number and description.

B.2.4.13.7 - Court Orders (LOW PRIORITY)

The system should capture, track, and be capable of reporting all court orders and judgments pertaining to each exhibit property.

B.2.4.14 - Records Retention Tracking/Review Notifications (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* should capture, track, and be capable of reporting in pre-defined formats information on the age of records, as specified below, and shall provide timely notice or tickler reports as specified.

B.2.4.14.1 - Case Records (HIGH PRIORITY)

B.2.4.14.1.1 - Relationships.

The records retention and tracking and reporting function should be capable of relating the manual record file to case and participant and to the electronic file, and shall specify the date and time on and at which the case was initiated.

B.2.4.14.1.2 – Status.

The function should indicate the status of the case to which the record or records are associated, i.e.:

- Active case -- not closed and not five years old;
- Inactive case -- not closed but more than five years old;
- Closed case – closed and date closed.

The function should also specify the records status as a public record or non-public record, i.e.:

- Public record;
- Non-public record;
- Restricted record.

The function should also specify the name of the person confirming the status.

B.2.4.14.1.3 - Expungement.

The function should trigger the expungement of case records by notifying an authorized user that a set of case records are ready for expungement because one of another of the following conditions have been met:

- If the case is a criminal neglect of family case and has been closed and inactive for five years;
- If the case is another type of case and has been closed and inactive for ten years;
- If an Expungement Order has been issued by a judge.

The function should also track all actions and proceedings relating to expungement activated by motion of the court and all such actions and proceedings if activated by motion of a party.

B.2.4.14.2 Financial and Personnel Records (See Data Elements) (LOW PRIORITY)

B.2.4.15 – Waiver of Counsel Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting individual, group, and statistical information on waiver of counsel by unique personal identifier number, case number, case type, court section, judge, case subtype, age, ethnicity, and gender of a person, and result of adjudication and types of disposition.

B.2.4.16 – Workload Tracking and Reporting (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting workload data in a list format and in statistical formats for judges, IDB attorneys, traffic referees, hearing officers, district attorneys, mediators and other designated court personnel in terms of number of cases by case type and case

subtype, number of proceedings by case type and case subtype, total time of all proceedings by case type and case subtype, average and total time of each type of proceeding by case type and case subtype.

**B.2.4.17 – Bail and Other Conditional Release Tracking and Reporting
(HIGH PRIORITY)**

The *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting all forms of conditional release. The system shall capture and track the types of security pledged, the conditions of release, violations of conditions of release, bond amounts, bond defaults, bond cancellations, adjustments, modifications, all judgments and orders relating to conditional release and bond refunds and other forms of security (see data elements).

B.2.5 – Additional Case Management Tools (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall provide the additional case management tools as indicated below:

B.2.5.1 – Memo Entries (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture free text information relating to a participant or case and the captured information shall be available in chronological reference.

B.2.5.2 – Contact Entries (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall capture participant or case related contact information (meetings, telephone calls, correspondence). Available contact data shall be available in alphabetical, chronological, or number order reference as appropriate.

B.2.6 – Reporting

B.2.6.1 - Types of Information (HIGH PRIORITY)

The *LOUISIANA COURT CONNECTION* shall be capable of generating in pre-defined report formats three general types of information:

- Information on individual cases identifiable by specific case;
(For Example: the Docket Master, Summary Docket Master, Minute Entries, Electronic File, Participant Information, Financial Report; and the Dispositional Tracking Report Relating to “x” case)

The reports of this type of information are referred to as “documents.”

- Information on groups of cases, in the form of lists, identifiable by specific cases having certain common characteristics such as case type, participant type or aspect, age or time, case variance, etc.;

(For Example: lists of all specific cases of “x” case type or case sub-type, involving assigned to Judge “y”; list of all cases not in compliance with the timelines of the Louisiana Codes of Civil and Criminal Procedure; list of all cases of “x” type having outstanding warrants of “y” type; and lists of continuances granted per type of proceeding and per type of case; list of all cases of “x” type involving person with “y” characteristics.)

- Statistical information derived from calculations relating to specific cases.

(For Example: the number, range, median, mean, mode, standard deviation, and other statistical measures relating to participants, cases, cases and participants.)

- The ACSS should have the ability to track and report statistical information (such as traffic volumes) and basic management data (such as conformance with standards of timeliness and number of cases scheduled versus real court time per judge),

B.2.6.2 – Standard Reports and Ad-Hoc Reports (*HIGH PRIORITY*)

The LOUISIANA COURT CONNECTION shall be capable of generating regular (monthly, daily, weekly), standard reports as pre-defined by the Planning Team within two months of contract award. The system shall also enable authorized users to query, through independent, standard query languages, the database for ad hoc reports on specific issues of concern to the authorized users.

B.2.6.2.1 - Standard Reports – Groups of Cases (*HIGH PRIORITY*)

The system shall be able to generate the following standard reports compiled on a weekly, monthly, year-to-date, specified date range, and annual basis on groups of cases immediately upon request by an authorized user:

- A Participant Demographic and Geographic Report providing list-type information on an individual person by ethnicity, age, gender, marital status, employment status,

educational level, health, location, and other data . (**HIGH PRIORITY**)

- A Recidivism Report Listing defendant name, Case Type and Case Sub-type, Date of Arrest, Date of Adjudication, Result of Adjudication, Date of Disposition, and Result of Disposition. (**HIGH PRIORITY**)
- Arrest Reports providing information on the arrest number, the date and time of arrest, the arrest disposition; the date report submitted to the district attorney, the age, sex, and the ethnicity of the person arrested, the date and time that the affidavit is submitted to the court, and other data . (**HIGH PRIORITY**)

Case Tracking Reports providing list-type information on the following:

Cases Screened by the District Attorney, including the date of screening, the results of screening, and the actual or projected date of the petition. (**MEDIUM PRIORITY**)

- Cases Out of Compliance with Legal Requirements or Goals (**HIGH PRIORITY**)
- Cases Awaiting Type of Proceeding/Action (**HIGH PRIORITY**)
- Cases Continued and Reasons for Continuance (**HIGH PRIORITY**)
- Cases Needing Service of Process or Other Notifications (**HIGH PRIORITY**)
- Cases Transferred or on Appeal (**HIGH PRIORITY**)
- Cases Referred to Informal Processing, including but not limited to: law enforcement diversion, district attorney diversion, informal adjustment agreements, mediation, restorative justice processes, and other alternative forms of resolution. (**HIGH PRIORITY**)

- Cases Involving Mental Incapacity to Proceed. (MEDIUM PRIORITY)
- Cases Awaiting Specific Actions, e.g., sanity commission reports, pre-dispositional investigative reports, etc. (**HIGH PRIORITY**)
- Cases Near to Closure (**HIGH PRIORITY**)
- Case Adjudications, including date and time of adjudication, type of adjudication, and other data. (**HIGH PRIORITY**)
- Case Dispositions and Placements (Informal and Formal). (**HIGH PRIORITY**)
- Cases Having Outstanding Warrants Report including date and type of warrant, warrant officer, date of vacation or cancellation of warrant, and other data. (**HIGH PRIORITY**)
- Cases Having Exhibits Report providing information on exhibit numbers, exhibit types, case number, owner, date received, date released, returned or destroyed. (**LOW PRIORITY**)
- Cases Having Waiver of Counsel Report. (**HIGH PRIORITY**)
- Bail and Other Conditional Release Report. (**HIGH PRIORITY**)
- Records Retention Report in a list-type format. (**HIGH PRIORITY**)

**B.2.6.2.1.1 – List-Type Report General Format
(HIGH PRIORITY)**

The general format of the list-type report should be:

- A Report Trigger: e.g. “Defendant/Plaintiff”
- A Basis of Count: e.g. the jurisdiction or court, the parish, a section of court, a court program (traffic referee, hearing officer, etc.)

- A Time Period: e.g. a week, a month, year to date, date range, or a year
- One or More Standard Variables: e.g. ethnicity code, age code, gender code, domicile (zip code), location of offense code
- One or More Comparative Variables: e.g. defendant/plaintiff name, case number, unique personal identification number, case type, case subtype, other

Specific report formats shall be developed by the Planning Team and made available to the software developed within the first months of the project.

B.2.6.2.2 – Standard Reports – Statistical Reports (HIGH PRIORITY)

The system shall be able to generate the following statistical reports compiled weekly, monthly, year to date, date range, and annually on groups of cases immediately upon request by an authorized user:

- A Participant Demographic Report providing statistical information on an individual person by ethnicity, age, gender, marital status, employment status, educational level, disabilities and other data. ***(HIGH PRIORITY)***
- A Participant Geographic Report providing statistical information on the location of types of offenses or events triggering involvement with the court, the residences of the person. ***(HIGH PRIORITY)***
- Case Tracking Reports providing statistical information on the following:
 - Cases Screened by the District Attorney And Results of Screening. ***(HIGH PRIORITY)***
 - Cases Out of Compliance with Legal Requirements or Goals. ***(HIGH PRIORITY)***
 - Cases Awaiting Type of Proceeding or Action. ***(HIGH PRIORITY)***

- Cases Continued and Reasons for Continuance. (**HIGH PRIORITY**)
- Cases Needing Service of Process or Other Notification. (**MEDIUM PRIORITY**)
- Cases Transferred or on Appeal. (**HIGH PRIORITY**)
- Cases Involving Bail or Other Conditional Release. (**HIGH PRIORITY**)
- Cases Referred to Informal Processing. (**HIGH PRIORITY**)
- Cases Awaiting Specific Actions. (**HIGH PRIORITY**)
- Cases Near to Closure . (**HIGH PRIORITY**)
- Case Adjudications. (**HIGH PRIORITY**)
- Case Dispositions and Placements (Informal and Formal). (**HIGH PRIORITY**)
- Outstanding Warrant Statistical Report. (**LOW PRIORITY**)
- Records Retention Statistical Report. (**LOW PRIORITY**)
- Workload Statistical Report. (**HIGH PRIORITY**)

B.2.6.2.2.1 – Statistical-Type Report General Format (HIGH PRIORITY**)**

The general format of the statistical-type report should be:

- A Report Trigger: e.g. “Defendant/Plaintiff”
- A Basis of Count: e.g. the jurisdiction or court, the parish, a section of court, a court program (traffic referee, hearing officer, etc.)
- A Time Period: e.g. a week, a month, year to date, date range, or a year
- One or More Standard Variables: e.g. ethnicity code, age code, gender code, domicile (zip code), location of offense code

- One or More Comparative Variables: e.g. number, range, median, mean, mode, other statistical

Specific report formats shall be developed by the Planning Team and made available to the software developed within the first months of the project.

B.2.6.2.3 - Ad Hoc Reports (HIGH PRIORITY)

To supplement the standard reports identified above, users need to be able to create queries and retrieve information on cases and persons from the database using real-time inquiry with the following capabilities:

- Easy-to-use queries created by authorized users with minimal training;
- Inquiry as stand-alone function or subfunction of case processing system data entry;
- Varied and flexible inquiry keys (e.g. case number, unique personal identifier number, case type, type of participant, type of hearing or action and other search criteria as noted below);
- Variety of user-defined searches including phonetic, Boolean logic, substituting “wild cards” for a limited number of unknown characters, date range, and progressively more detailed queries;
- Inquiry and retrieval of individual database items or groups of database items (e.g. individual or multiple judges or other participants, cases, schedules, hearings, etc.);
- Retrieval of information on related events (e.g. all entries pertaining to a particular hearing type for a specific case, all pending motions in the case for which a new motion has been filed, etc.);
- Retrieval of information on related cases;
- Scroll backward or forward through information retrieved through inquiry;
- Simple arithmetic calculations (e.g. add, subtract, multiply and divide) available to operate on

retrieved information (e.g., elapsed days from one hearing to another);

- Retrieved and calculated information presented in a variety of user-defined formats and groupings (e.g., by date range or participant);
- User option to provide screen display, print, e-mail or fax;
- Ability to modify displayed information and sorting options on display screens with proper authorization.

B.2.6.2.4 – Reporting Media (HIGH PRIORITY)

The system shall be able to provide the reports identified above for on-screen viewing, in a general printed format, in a fax format, or in an e-mail format. The system shall also be able to present the statistical data in tabular and graphical formats. Tabular formats shall include general purpose and special purpose tables organized in accordance with generally accepted rules for table construction. Graphical formats shall include, but not be limited to, line or curve graphs, bar charts, pie charts, area diagrams, solid diagrams, and statistical maps.

B.2.7 – Financial Functions (*HIGH PRIORITY*)

The *LOUISIANA COURT CONNECTION* shall be developed to provide easy interfacing with Quickbooks and Peachtree Software, or other similar compatible off-the-shelf software to perform financial invoicing, collection and posting procedures associated with the various case functions of the court. Through the accounting software, the *LOUISIANA COURT CONNECTION* shall be able to maintain information on fines, court costs, payments, collections, and fee schedules, and to maintain bond limits by bondsman and bonding company.

Courts must have the ability to define court costs at the local level. All payments received at the individual level must be linked to the overall case management record. Therefore, payment history should be linked to the individual record. In addition, court staff should have the ability to reset fine and contempt terms. Likewise, court staff should have the ability to waive court costs and warrant fee; fines and fees need account for a reduction in offense and excluded payments. Ticket correction is defined as the ability to search for a particular ticket and/or driver, display violation type and description and fine, then reduce fine or totally exclude.

Financial tracking to include warrant issues and updates. The clerk staff need issue a warrant date; define ticket number and bond amount to be issued for a particular driver.

Traffic violations need document commercial driver license suspensions and fines and court costs due to suspension. Receipt generation for traffic violations to include driver name, driver license number, ticket number, date paid, violation, payment type, fine, contempt, warrant fee, total court costs, and amount paid.

The complete listing of financial functions necessary for interfacing with the *LOUISIANA COURT CONNECTION* shall be defined by the RFP Review Committee. The *LOUISIANA COURT CONNECTION* shall be capable of linking fines and court cost assessments with types of charges and of automatically displaying and, by action of the judge, setting fine amounts based on the type of charges. The *LOUISIANA COURT CONNECTION* shall also be capable of automatically reporting fine amounts and court cost assessments to an external financial tracking system.

The system will provide the capability of the user defining partial payment activity for a set number of days (i.e. 60 days). Tickler system will report payments that are past due 60 days or greater. The system will also generate a partial payment court appearance date for all individuals who have not adhered to a user defined schedule exceeding a set number of days.

Funds Collection (*HIGH PRIORITY*)

- Associate payment with proper case and person when money is collected.

- Provide integration with financial management systems that support such tasks as cash receipting, check disbursement, receivables tracking, and posting of collections to the general ledger.
- Permit payment to be accepted for cases filed but not docketed completely (e.g., all data not entered into system) and recorded by entering minimal amount of data (e. g., case number, case type, case category, case style or title, name of person submitting payment, date of payment, nature of payment) as precursor to full docket entry.
- Provide distribution of monies collected by the Court according to locally defined business rules.
- Allow the receipting of unidentified payments.
- Allow the assignment of previously receipted, unidentified payments to a specific obligation.
- Accept full and partial payments by various methods (e.g., cash, check, credit card, fee waiver).
- Provide for the accounting of time payments.
- Accept payments by electronic standards (e.g., EFT, XML).
- Apply payments from draw-down or escrow accounts pre-established by attorneys and law firms (e.g., credit card accounts, bank accounts, general-purpose funds deposited with clerk), and debit draw-down accounts to cover court expenses (e.g., for specific case, general expenses).
- Associate fees that may or may not be case related (e.g., for forms, document copies, certified copies) with persons who may not be directly involved in a case (e.g., from general draw-down accounts, couriers, media) and process appropriately (e.g., not docketed if not related to specific case).
- Record information on payments and other transactions including type of payment, payee, cashier identifier, amount tendered, payment amount, change given, and related information (i.e., case related and non-case related).
- Accept multiple types of payments in single transaction (e.g., cash, check).
- Accept multiple cost and fee payments for single case with capability to process as either single payment or separate payments.

- Accept single payment for multiple cases with capability to process separately for each case.
- Permit cashier to override pre-established funds distribution priorities.
- Transfer funds from one case to another case or between accounts in a given case with proper audit trail.
- Provide a process for handling NSF payments based on locally defined business rules (e.g. process for creating a docket entry, charge a processing fee if applicable, post the current accounting entry and generate an appropriate letter to collect the funds).
- Link charges and fine or restitution amounts.
- Automatically calculates the interest due on judgments and other receivables.
- Ability for a defendant to pay remotely via available technology (e.g., phone or web). Online payment will have a 2% additional charge for credit card charges.
- A user defined partial payment fee will also be assessed for any individual requiring a payment schedule.
- Additional user defined fees will consist of officer witness fund, probation fees, administrative fees, supervised probation fee, drug program fee, etc.
- Provide a statement of monies due.

Receipt Generation (*HIGH PRIORITY*)

- Generate and produce receipts (same day) with proper identifiers (e.g., fee, fine, restitution code; court location and address) and supporting information (e.g., amount assessed, reason for assessment, amount collected, payment or partial payment plan and status) based on collections with user option to receive single or multiple copies
- Generate and distribute electronic receipts for electronic payments
- Generate and print (including ability to reprint) receipts with unique, locally defined, sequential receipt numbers
- Generate and print (including ability to reprint) either a single receipt or multiple receipts from one financial transaction covering multiple payments for single and multiple case (e.g., defense attorney files and pays fees for pleading, forms, and copies for given case in one trip to courthouse)

- Individuals will be charged a fee to print receipts that are user defined.

Cashier Close Out (**HIGH PRIORITY**)

- Maintain bookkeeping information on receipts and disbursements (e.g., payer, payee, receipt number, case number, purpose of payment or disbursement); permits decentralized cashiering and supports multiple cash drawers and multiple cashiers.
- Allow a user with appropriate security level to correct transactions while maintaining an appropriate audit trail.
- Compute totals, list transactions, and balance for each cash drawer, register, cashier, and payment (e.g., fee, fine) type; cash drawer balancing includes case number, cashier, Defendant last name, user; date; time; receipt number; payment type; user totals; and user voids; the application generates a teller report, which minimally displays the revenue distribution for each payment.
- List contents of each drawer (e.g., cash, checks, credit card receipts, fee waivers, money orders).
- Produce summary for each cashier including totals for each type of payment (e.g., cash, checks, credit card receipts, traveler's checks, money orders).
- List any discrepancies between payments, receipts, defendants, and cases over specific periods for each cashier for whom above summary shows imbalance for any type of payment.
- Permit individual cashiers to open and close as needed (e.g., when several cashiers work different shifts at same register during same day).
- Suspend cashier operations multiple times during day (e.g., close without balancing to permit lunch and other breaks).
- Permit transactions that arrive after end-of-business-day close-out to be entered as transaction for next day.

Cashier Management (**HIGH PRIORITY**)

- Permit payments to be voided and corresponding adjusting entries to be made before daily balancing.
- Allow adjusting entry to correct payment type (e.g., cash, checks, credit card receipts, fee waivers, money orders).

- Allow adjusting entry to correct a distribution allocation from receipts.
- Receipt number sequence must be system generated and provide audit trail of receipt number usage.
- Produce summary reports for all cash drawers, cash register, and cashier by location.

Case Account Management (**HIGH PRIORITY**)

Case processing

- Maintain financial parts of case files and register of actions (e.g., payments collected, liabilities with linkage to accounts receivable in finance).
- Automatically populate appropriate fees/costs (not fines) based on violation and allow for clerk override.
- Populate appropriate fines based on violation and local business rules and allow for clerk override.
- Compute and display costs and fees based on occurrence of specific event (e.g. traffic school, warrant issuance, subpoena.).
- Track fee waivers and deferrals.
- Track funds collected by external agencies for the court and update the register of actions for specific case.
- Ability to establish a priority ranking for funds collected, funds paid out, and for reconciliation of all fund categories paid to state and county criminal justice agencies.
- Record changes to accounting records that result from court orders (e.g., change in monthly restitution amount) and modify appropriate records.
- Maintain standard tables for court costs, fees, and fines.

Case processing or Financial (**HIGH PRIORITY**)

- Post case or defendant related receipts to accounting records and register of actions.
- Post case and defendant related disbursements to accounting records.
- Apply correcting entries without changing or deleting previously-recorded transactions, record and store adjusting financial entries (e.g., bank adjustments for errors or bad checks), and modify amounts due with proper authorization.

- Supply financial reports as defined by local jurisdiction reporting needs (i.e. Marshalls can directly collect fees).

Financial (HIGH PRIORITY)

- Generate and print (including ability to reprint) invoices for and document collection of all money (e.g., fees for re-service of process).
- Generate a report of all inactive cases that have been inactive for 3 years or greater, documenting cases that are pending with money being held.
- Produce correspondence (e.g. payment notices and Dunning letters)
- Provide capability to adjust receivables on a specific case or account when directed by court order (e.g., write off uncollected debt when obligor dies).
- Financial (primarily court support).
- Create payment schedule, collect payments, apply payments collected to scheduled amount due (e.g., amount in judgment), and produce reports on overdue amounts.
- Track installment payments and partial payments.
- Share information with state or external agencies to coordinate collection of court-ordered payments.

B.2.8 - System Security Plan (HIGH PRIORITY)

The user courts and the central system must ensure security and integrity of the case processing system, its data, and its documents during normal operations and after a system failure or outage. This should be accomplished through a combination of features in the case processing application software, the normal computer hardware and system software, and all special purpose hardware and software. Audit trails must be maintained for all electronic data managed by the system. The system's security and data integrity capabilities also must address five types of systems users:

Role 1 – For court users (e.g. the clerk's office staff) who individually have different privileges on the system but can collectively enter data and documents, access most data and documents, and change some data and documents, the system must be protected from unauthorized access and erroneous data entry.

Role 2 – For official users outside the court who frequently submit filings and need information from the system, there must be protection from

access to unauthorized parts of the system, from submission of erroneous data and documents, and from direct entry of data and documents.

Role 3 – For unofficial users (e.g. the public), there must be protection from any access that goes beyond viewing limited parts of the system’s data and documents that will be displayed on the web.

Role 4 – For city court administrative staff with privileges on the system to define both “user” functions and “staff” access privileges. They will be allowed to enter data and access all documents. The system must be protected from unauthorized access and not allow authorized users the ability to delete vital functions nor override the deletion of voided records.

Role 5 – For LASC JAO users (e.g. chief information officer, system administrator, data base administrator, data analysts, data security officer), there will be access to files and data as defined within a Memorandum of Understanding between the city court and LASC JAO. The system will not allow the staff of the LASC JAO to have the ability to update, change, or delete any records.

Superimposed on the privileges and restrictions defined by the above roles are the security and integrity provisions assigned to specific case types, parts of cases, cases with special restrictions, device, locations, and system operations.

The *LOUISIANA COURT CONNECTION* shall include multiple levels of security controls both on the front-and back-ends of the system. The system shall have the ability to control access to information based on organizational and individual authorizations. It shall be able to tailor individual security profiles based on user ids, agency, location and types of cases. It shall be able to assign a weight and security level to each case type. The system shall perform locally defined edit and data validation checks such as content of the individual data field and the relationship of the data field to other data. It should be capable of identifying mandatory entries and invalid entries. It should be designed to ensure that electronic filings and orders cannot be modified. It should enable modification of other electronic records by properly authorized persons.

Minimal Security Issues:

- Electronic schedule and case management requests should be checked for viruses and related hazards prior to transmittal to the court.
- The system should have an automated method for ensuring anti-viral software is kept up-to-date.
- Case scheduling and management transmissions should be secure.
- The system should maintain an audit log of all transactions.

- The system should maintain a registry of all users with their identifying information (name, locators, State Bar ID, etc.).
- The system should have a method for authenticating users. At minimum this should include identification of schedulers with user IDs and passwords.
- Access to the system should be controllable by both the courts and CMIS (i.e., system administrators must be able to review usage, and if necessary, remove or change IDs and passwords).
- System security should provide for multiple levels of scheduling authority and access to schedules. Scheduling and access capability should be variable by user category, by user, by case type, by case and by event type.
- Viewing of judge assignments should be restricted except for court authorized personnel.
- Ensure electronic case records (e.g., electronic filings, docket entries, system-generated documents, and calendars) cannot be modified without proper authority.
- Allow restricted access to security authorization tables defined, maintained, and controlled by system administrators (e.g., access authorization tables controlled by system administrator).
- Create and maintain records on access privileges for specific groups of users and types of data (e.g., case, defendant, and victim).
- Restrict access to and permissible operations (i.e., view; add; change; delete; seal; and expunge) on case types, case categories, files, parts of files, and system functions from and to other system functions, device (e.g., terminals, PC's, printers) locations, users, and groups of users.
- Restrict access to certain cases, classifications of cases, and parts of cases (e.g., access to sealed cases, access to defendant name and address in suppressed indictments) from specific system functions, device (e.g., terminals, PC's) locations, users, and groups of users in accordance with rules, statutes, or court orders (e.g., active, inactive, archived cases and in large multi-court systems, a court clerk in one city or district should not be able to modify or delete case data in another city or district).
- Provide security for public access allowed viewings. System should have the ability to restrict certain data fields from public view, such as social security numbers, the address of the arresting officers.

- Provide secure passwords for user (e.g., require password change periodically, automatic password expiration, suppress password display, support user created passwords, etc).
- Provide automatic logoff of application after predetermined period of inactivity, user defined feature at the court level.
- Support positive authentication of user.
- Maintain and produce audit trail of additions, modifications, deletions, and rejected transactions (e.g., filings entered into docket) including who made entry, when entry made, whether date entered and date filed differ.
- Allow court supervisors (e.g., clerk of court, deputy clerks, supervisors, system administrator) to determine access levels to specific groups of information (i.e., victim, witness, juvenile victim, and juvenile witness) in order to comply with locally defined procedures as they pertain to witness and victim protection.
- Support secure access by authorized non-justice agencies for the maintenance of compliance data resulting from court orders.
- Provide field level security.
- Provide security for standard and ad hoc reporting.

B.3 – Global Case Processing Requirements – Central System and Statewide Users (HIGH PRIORITY)

The relationship between local justice users and statewide users of the *LOUISIANA COURT CONNECTION* is depicted below. The local users will use the system essentially for case management purposes. The statewide users will use the system to obtain statewide data for the following purposes: (1) the development of justice policy; (2) federal and other national reporting; (3) providing statistical information to the public for accountability purposes; (4) developing statewide benchmarks for workload and other purposes; and (5) providing offender information from one jurisdiction to another, especially to identify multi-jurisdictional recidivism.

B.3.1 – Transfer of Local Data from Local Court Users to Central System (HIGH PRIORITY)

The local city court systems will be required to enter the *Louisiana Court Connection* software via the internet on a daily basis and transmit data to a central system (server) housed at the Supreme Court. Upon successful transfer to the central system site, successfully transmitted records will be flagged as having been transmitted. The Central System will validate the file and import the records into the Central System server database. An error report of invalid records will be generated and sent to appropriate

staff members of the Central and Local System sites. Invalid records will be flagged for re-transmittal subsequent to correction by the local system.

B.3.2 - Processing of Local Data by Central System (*HIGH PRIORITY*)

The system shall be designed to provide four levels of processing local data. At the first level of processing, the Central System shall process all data on behalf of a local user requesting the service. At this level, the local user 's computers would act as terminals vis-à-vis the Central System and the Central System would perform all of the functional requirements under Section B.2 of this document. Level-two processing would involve the central processing of local data designed precisely to support the development of adult justice policy and to provide the means for mandated federal and other national reporting. Level-three processing would involve the capability of storing, retrieving, aggregating, tracking, cross-indexing, and accessing data by authorized statewide and local user groups needing multi-jurisdictional data on offenders. Level –four processing would involve the development of statistical data for placement on the web to achieve public accountability purposes and for the development of workload benchmarks.

B.3.3 - Participant Tracking (*HIGH PRIORITY*)

Using unique personal identifiers and other identifiers, the central system shall be able to capture, track, and be capable of reporting information on a person through the data transferred to it from all participating courts. In addition, the central *LOUISIANA COURT CONNECTION* shall capture, track, and be capable of reporting information on all other participants. The central system shall also be capable of linking participant information from all participating courts with information on cases, documents, and actions from those courts.

B.3.4 - Case Tracking (*HIGH PRIORITY*)

Using case numbers and other case identifiers, the central system shall be able to capture, track, and be capable of reporting specified information on each case through the data transferred to it from all participating courts. In addition, the central system shall also be capable of linking information on cases, documents, and actions with participant information from all participating courts.

B.3.5 – Reporting

B.3.5.1 - Standard Reports – Groups of Cases and Level of Reporting (*HIGH PRIORITY*)

The system shall be able to generate the following standard reports compiled on a weekly, monthly, and annual basis on groups of cases immediately upon request by an authorized user:

Financial Reports (*HIGH PRIORITY*)

- a. *Disbursement of Fine and Court Costs by Account Number (user defined)* report lists current date, defendant, case number, receipt date, statement of case favoring party as city court, for court fine and costs, and amount, total amount, and amount of appearance bond deposited, fund account number and description (criminal fines, traffic fines, judicial, school fees, FTA & contempt fees, miscellaneous court fees, BAC-TEST, VRC, CITY NSF, Constable costs, constable warrant arrest fee, state costs, LCLEA, BAC MACHINE, CMIS, THSCITF, and Crime Stopper, officer witness fee, building fund, judicial fund, and the Clerk of Court's name.
- b. Past due payments 60 days or greater.
- c. *City Court Cash Bond Account* report account for the following received from, account of (violator), violation, amount, overall total, and voucher number.
- d. *Daily Financial Report* by department (i.e. traffic, criminal, and civil), credit card fees (by credit card type i.e. master, visa, discover card), total charge cards, service charges, public safety 301's, public defender, P/A Pretrial, and cash bond, by finance (fine, fees, charges, costs, etc., i.e., GF criminal fine, parking fine, traffic fine, city court prosecutor's parish attorney (pretrial), parish attorney (school fees), DWI sobriety testing, victims compensation fund, interest, city charge-NSF, Photostat, credit card charges, vending, misc. communications, city police fee, P.O. salary (at JDC level), city court judicial fund court cost, school fees, bench warrant/contempt fees, misc. fees, constable court cost fund. Constable bench warrant fees, constable execution fee, constable (bond forfeiture), city court indigent (state stature), public defender (court assessed) disability affairs trust fund, civil, LCLEA, PEI Test equipment, CMIS, THSCITF, Cash Bonds Account, Sub-Total, Cash Short/Over, Overage (-), Shortage (+), TOTAL, space to write overage/shortage reason, name of person who prepared the report, and date report was prepared.

- e. *Accounting City Jail Money* report to record name, file number, bond type, receipt number, amount(\$), and TOTAL cash received.
- f. *Accounting Parish Jail Money* report to record date received, defendants' name, case number, cash bond, fine amount(\$), and TOTAL cash received.
- g. *Fines Paid in Probation* report to detail docket number, defendant, last date payment received, amount, and total fines paid.
- h. *Fine Payments Completed In Probation* for a particular reporting period report to detail docket number, defendant, and amount paid.
- i. *Money Received in the Probation* for a particular reporting period report to detail type of payment (fines/Sup. Payment), docket number, defendant, amount paid, and grand total.

City Court Specific Reports (**HIGH PRIORITY**)

- a. Minutes to detail date, time, judge, plaintiff, defendant, case/suit number, individuals present, attorney for plaintiff, attorney for defendant, witnesses sworn, documents files into evidence, statement that matter previously fixed for today (Took the matter under advisement, Judgment and Dollar Amount to be paid in favor of the plaintiff, Judgment in favor of defendant, dismiss matter with/without prejudice at plaintiff's cost), continuance on motion of, continuance on a particular date, additional notes, and minutes taken by.

Specialized Minute Report: Civil Minutes Default Judgments report to include date, judge, Article 4903, suit number, date proof of claimed received, Record Reviewed and Judgment Rendered, Record Reviewed and Hearing Ordered, Notice of Judgment Required, Minutes Taken by a particular individual.

- b. Minute Sheet (Minute History) to include date, charge, arraignments, bond, clerk in attendance, section, and case number.
- c. Offense Category Listing
- d. Code File Listing
- e. Distribution Listing
- f. Account Listing
- g. Arraignment Report Date
- h. Arraignment Report
- i. Fixing Report

- j. Trial Report
- k. Sentence Report
- l. Failure to Pay Report
- m. Probation Hearing Report
- n. Crime Report (Supreme Court)
- o. Priors Report
- p. Minute Reports
- q. Notice of Arraignment Listing Offense
- r. Request for Driving Record
- s. Arraignment
- t. Trial Minute Report
- u. Log In Index

Probation Reports (**HIGH PRIORITY**)

- a. *List of Individuals with Active Probation Status* to detail defendant, docket number, date probation began, DOB, SSN, and drivers license number).
- b. *List of Individuals with Terminated Satisfactory from Probation* to detail defendant, docket number, date probation began, DOB, SSN, and drivers license number).
- c. *List of Individuals with Terminated Unsatisfactory from Probation* to detail defendant, docket number, date probation began, DOB, SSN, and drivers license number).
- d. *List of Status: Probation Warrant* to detail defendant, docket number, date probation began, DOB, SSN, and drivers license number).
- e. *Report of Probation Nearing Completion* to detail defendant, docket number, date probation began, date probation is scheduled to end, current status (i.e. terminated satisfactory, probation warrant, active probation, etc.) DOB, SSN, and drivers license number), description of activity (failed to refrain from criminal activity, failed to report trustfully, failed to complete driver improvement, failed to complete substance abuse class, failed to complete \$40 IDB, failed to complete community service, failed to pay court fines, etc.)

- f. *Probation Status Report Completion Date* to detail docket number defendant name, date probation completed/terminated, and status description (i.e. terminated satisfactory, probation warrant, active probation, etc.).
- g. *Prior Sentencing Activity*

Judges Reports (**HIGH PRIORITY**)

The system will provide judges the capability to search for records by ticket number, last name, first name, commercial driver's license number, date of birth and social security number. The system shall detail recall warrants, waive of warrant fees, print warrants by district attorney, city and judge.

Marshals Reports (**HIGH PRIORITY**)

The system will provide marshals the capability to search for records by ticket number, ticket date, last name, first name, and commercial driver's license number. The marshal will have the capability to print warrants, recalled warrants, print warrant by ticket number, and waive warrant fees. The system will allow marshals to query DWI warrants for a specified date range.

Prosecutor Reports (**HIGH PRIORITY**)

The system will provide marshals the capability to search for records by ticket number, ticket date, last name, first name, and commercial driver's license number. Prosecutors will have the capability to print a single subpoena, print a group of subpoena's for a trial, and enter subpoenas. The prosecutor will access notices of arraignment and trial and view reports of warrants cleared by date, continuances, a daily report review. The prosecutor will have access to dockets by arraignment, arraignment prisoner, deferments, individual arraignments, and trails. The prosecutor will also have access to data entry screens for entering court work, dispositions, history, reviews, tickets, and warrants.

Standard Reports (**HIGH PRIORITY**)

- A Participant Demographic Report providing list-type information on an individual person by ethnicity, age, gender, marital status,

employment status, educational level, and disability (**HIGH PRIORITY**) (see data elements).

- A Participant Geographic Report providing list-type information on the location of types of offenses or events triggering involvement with the court, the residences of the person (**HIGH PRIORITY**) (see data elements).
- A Recidivism Report Listing Name of person, case type and subtype, date taken into custody, date of adjudication, result of adjudication, date of disposition, and result of disposition. (**HIGH PRIORITY**)
- Arrest Reports providing information on the arrest number, the date and time of arrest, the arrest disposition; the date report submitted to the district attorney, the age, sex, and the ethnicity of the person arrested, the date and time that the affidavit is submitted to the court, and other data . (**HIGH PRIORITY**)
- Bond Address: list of address changes, list address on a surety of appearance bond i.e. collection of forfeiture. (**HIGH PRIORITY**)
- Case Tracking Reports providing list-type information on the following:
 - Cases Screened by the District Attorney, including the date of screening, the results of screening, and the actual or projected date of the petition . (**MEDIUM PRIORITY**)
 - Cases Out of Compliance with Legal Requirements or Goals . (**HIGH PRIORITY**)
 - Cases Awaiting Type of Proceeding/Action . (**HIGH PRIORITY**)
 - Cases Continued and Reasons for Continuance . (**HIGH PRIORITY**)
 - Cases Needing Service of Process or Other Notifications. (**MEDIUM PRIORITY**)
 - Cases Transferred or on Appeal.(**HIGH PRIORITY**)
 - Cases Referred to Informal Processing, including but not limited to: law enforcement diversion, district attorney diversion, informal adjustment agreements, mediation, restorative justice

processes, and other alternative forms of resolution . (**HIGH PRIORITY**)

- Cases Involving Mental Incapacity to Proceed. (**MEDIUM PRIORITY**)
- Cases Awaiting Specific Actions, e.g., sanity commission reports, pre-dispositional investigative reports, etc. (**HIGH PRIORITY**)
- Cases Near to Closure. (**HIGH PRIORITY**)
- Case Adjudications, including date and time of adjudication, type of adjudication, and other data. (**HIGH PRIORITY**)
- Case Dispositions and Placements (Informal and Formal) . (**HIGH PRIORITY**)
- Cases Having Outstanding Warrants Report including date and type of warrant, warrant officer, date of vacation or cancellation of warrant, and other data . (**HIGH PRIORITY**)
- Cases Having Exhibits Report providing information on exhibit numbers, exhibit types, case number, owner, date received, date released, returned or destroyed. (**LOW PRIORITY**)
- Cases Having Waiver of Counsel Report . (**HIGH PRIORITY**)
- Bail and Other Conditional Release Report. (**HIGH PRIORITY**)
- Records Retention Report in a list-type format. (**LOW PRIORITY**)

B.3.5.2 – Standard Reports – Statistical Reports (HIGH PRIORITY**)**

The system shall be able to generate the following statistical reports compiled weekly, monthly and annually on groups of cases immediately upon request by an authorized user:

- A Participant Demographic Report providing statistical information on an individual person by ethnicity, age, gender, marital status, employment status, educational level, and disability (**HIGH PRIORITY**).

- A Participant Geographic Report providing statistical information on the location of types of offenses or events triggering involvement with the court, the residences of a person (**HIGH PRIORITY**)
- A Recidivism Report providing statistical data on the number or recidivists by age, ethnicity, sex and domicile of person, case type and subtype, location of offense, and other data. (**HIGH PRIORITY**)
- Arrest Reports providing information on the number of arrests by age, sex, ethnicity, and domicile of arrestees, location of offense, and other data. (**HIGH PRIORITY**)
- Case Tracking Reports providing statistical information on the following:
 - Cases Screened by the District Attorney And Results of Screening (**HIGH PRIORITY**)
 - Cases Out of Compliance with Legal Requirements or Goals (**HIGH PRIORITY**)
 - Cases Awaiting Type of Proceeding or Action (**HIGH PRIORITY**)
 - Cases Continued and Reasons for Continuance. (**HIGH PRIORITY**)
 - Cases Transferred or on Appeal. (**HIGH PRIORITY**)
 - Cases Involving Bail or Other Conditional Release. (**HIGH PRIORITY**)
 - Cases Referred to Informal Processing. (**HIGH PRIORITY**)
 - Cases Awaiting Specific Actions. (**HIGH PRIORITY**)
 - Cases Near to Closure. (**HIGH PRIORITY**)
 - Case Adjudications. (**HIGH PRIORITY**)
 - Case Dispositions and Placements (Informal and Formal). (**HIGH PRIORITY**)
- Average Processing Time per Type of Proceeding in Minutes. (**HIGH PRIORITY**)
- Workload Data (**HIGH PRIORITY**)

B.3.6 – Performance Monitoring Information (*HIGH PRIORITY*)

- Case processing performance -- monitors conformance to time and other performance standards (e.g., ABA Time to Disposition Standards);
- Cases disposed -- reports whether specific cases have been disposed with cross references to calendars in which they were disposed;
- Inactive cases -- gives information on inactive cases by last and next event;
- Continuances -- lists and gives supporting information on cases that have been continued over specific period by judge, defendant, defense attorney, and other criteria;
- Trial duration -- tracks duration of trials and compares estimated and actual duration by courtroom, judge, whether jury or non-jury trial, and other criteria;
- Milestone events -- tracks milestone events for specific cases or groups of cases giving more flexible case flow information than is available in standard statistical reports described in previous section;
- Timeliness of hearings -- reports timeliness of hearings after entry of plea;
- timeliness of orders -- provides timeliness of entry of court orders in time-sensitive situations such as sex crimes;
- Order type and compliance ratios -- gives percentages of court orders with specific characteristics such as restitution, substance abuse treatment, or community service ordered and completed;
- Status of court-ordered services and remedies -- gives status of program referrals by type of program;
- Results of court-ordered services and remedies -- gives results of program referrals by type of program;
- Service or remedy evaluation -- gives information on program referrals to permit evaluation of program providers and compliance by defendants;
- Service or remedy ratios -- gives percentages of defendants entering and completing court-ordered programs by type of program;
- Disposition ratios -- gives percentages of cases disposed by disposition type;

B.3.7 System Usage and Quality Assurance Information (*HIGH PRIORITY*)

- System usage audit trail-user defined selected staff view -- provides audit trail reports that show (1) which users and workstation locations logged on to system during specified period and (2) file additions, modifications, and deletions including who made entry, when entry made, whether dates entered and filed differ;
- Case inventory -- provides periodic inventory of cases in system;
- Case file location -- reports, by file or person who checked out file, physical location of each manual case file and how long file has been checked out;

B.3.8 – Confidentiality

B.3.8.1 – ACSS (*HIGH PRIORITY*)

- The system should be capable of presumptively blocking selected timeslots or restricting access to schedules based upon established user or case categories (as defined by statute or rule of court).
- The system should be capable of allowing judges to restrict access to schedules “on demand”, either by user or by case type, or by individual event.

B.3.9 – System Changes (*HIGH PRIORITY*)

- The system should maintain reference files, and be able to display scheduling and case management rules by court.
- Date parameters of scheduling rules should be changeable at the level of the user interface-city court (i.e., without back office re-programming) by an authorized administrator at a court and/or by CMIS.
- Proposer should have a migration strategy for new releases during pilot and implementation year.

B.3.10 Compliance Function (*HIGH PRIORITY*)

Ability to track partial compliance of sentencing conditions (e.g., partial community service, traffic school, alcohol school, AA).

Electronically distribute post-conviction information (e.g., documents and data) in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement, DMV services, and corrections).

Automatically update register of action.

B.3.11 Case Close Function (*HIGH PRIORITY*)

The case close subfunctions would either be performed separately in the Case Close Function or in a continuum consisting of the Disposition Function and the Case Close Function.

Coordinate disposition, accounting, and compliance functions to determine if case should be closed according to locally defined business rules, and update register of action (e.g., all charges disposed, all fees and fines paid).

Prompt user to dispose of open charges on a single case before case can be closed.

Prompt user to close case when all locally defined business rule conditions are met.

Allow user to manually close case (e.g., change status to closed; update docket; generate required forms, notices, reports for that case).

Allow ability to reopen a previously closed traffic case.

Account for individuals who have completed probation.

An expungement case is defined by restricted user access; however these cases are not destroyed. Therefore, system will have to account for expunge cases by restricting user view and access.

The system should have the capability to re-open a case due to a probation violation. System must address the communication needs between the court services program and the probation department to report and account for probation violations.

B.3.12 User-Defined Functions (*HIGH PRIORITY*)

These functions will be defined at the local court level to meet the case management needs of individual courts:

Enter or track all relevant Originating Agency Identifier (ORI) codes

Ability to use the mandatory Federal Information Processing Standards (FIPS) for geographic location of offense.

Ability for user management team to define statute/ordinance tables (e.g., offense code, descriptive text, bail amount, model driver violation code, effective and expiration date, severities,) as well as NCIC (National Crime Information Center) offense codes and NIBRS (National Incident Based Reporting System) codes. (NCIC and NIBRS are not consistent, so the local jurisdiction may need to select which code to use).

Provide the ability to have user-defined types of cases (e.g., traffic, parking, criminal traffic, civil and other).

Allow the user management team to enter and maintain codes for data tables (e.g., charge codes and descriptions).

Provide valid “drop down boxes” (e.g., list of charge codes and descriptions that apply to data entry situation that currently confronts user).

Allow the user management team to define initiation of automated scheduling processes based upon locally defined business rules.

Allow the user management team to define the sequence of events in any case track for differentiated case management.

Allow the user management team to define hearing load and balance formulas based on locally defined business rules.

Allow override of predefined hearing load and balance formulas.

Allow the user management team to define the number of days between triggers for differential case management and time standards as needed and automatically generate events, alerts and document production.

Allow user management team to define frequency of prompts at user level; user can set special alerts and remarks which can be printed on calendars and displayed on courtroom display screens.

Case notes template.

Partial payment activity and acceptance.

Hierarchy of payment disbursement user will set priority code as discussed previously.

Define failure to appear at the court level (i.e. 30, 60, or 90 days).

B.3.13 Traffic Specific Functions (*HIGH PRIORITY*)

Ability to maintain traffic case information as official court record in accordance with state and local statutes, rules, or procedures.

If the violation occurred in a commercial motor vehicle, and/or the defendant holds a commercial driver's license, issue an alert.

System should scan the vehicle description for words that identify a Commercial Motor Vehicle (CMV) (e.g., Peterbilt) to make sure the CMV box is marked to identify the citation as a CMV violation. If the vehicle is a CMV and the CMV box is not marked then prompt the user to verify the accuracy of the CMV box.

B.3.14. Criminal Support Functions (*HIGH PRIORITY*)

Bail and pre-trial services functions often accompany case initiation, and pre-sentence investigation and adult probation functions normally occur during and after disposition. Since a criminal case can be heard in limited and general jurisdiction trial courts and typically involve Criminal Justice (CJ) agencies, information must be exchanged and tracked throughout the life of the case. This introduces several support functions that are unique to criminal cases.

- Pre-Trial Services -- conducting research on defendants (e.g., prior arrests and convictions, aliases) and administering of pre-trial intervention programs.
- Pre-Sentence Investigation -- conducting and reporting on investigation used by the court to set sentences.
- Criminal case tracking -- addressing the accuracy and currency of criminal data that may change during the life of a case (e.g., charges, pleas, sentences).
- *LOUISIANA COURT CONNECTION* interfaces -- information exchange with criminal justice (CJ) agencies (i.e., law enforcement, prosecutor, public defender (defense attorney), and adult probation), and non-justice agencies such as social services.

B.3.14.1 Pre-Trial Services (*HIGH PRIORITY*)

The pre-trial services unit typically conducts research on defendants (e.g., indigent status, prior arrests and convictions, aliases, risk assessment, verification of employment, verification of residence and length of habitation, alcohol and drug screening and testing) for the purpose of recommending pre-trial conditions of release. This unit may also administer pre-trial intervention

programs, including diversion used by the court for specific purposes (e.g., alcohol and drug programs).

Send request for pre-trial services with associated case and defendant information and internal investigation (see Docketing and Related Record Keeping Function)

Receive results of research on defendant (prior arrests and convictions, aliases, duplicate identifiers) to docket and related individual records (see Docketing and Related Record Keeping Function).

Receive information regarding non-compliance of pre-trial intervention or supervision requirements.

Receive conditions of release.

B.3.14.2 Pre-Sentence Investigation (*HIGH PRIORITY*)

The pre-sentence investigation unit conducts and reports on investigations used by the court to set sentences. In part this investigation will also include pertinent information on foreign nationals and illegal aliens. In some jurisdictions this may include a pre-plea investigation.

Send information on adult referrals for pre-sentence report (see Hearings Function).

Receive pre-sentence information electronically or contents of report (e.g., date ordered, date returned, results, extension requests) (see Hearings Function).

User will have the capability to open a Word/WordPerfect document and type a paragraph and edit narrative and define case information.

B.3.14.3 Criminal Case Tracking (*HIGH PRIORITY*)

Coordinate and track changes in case numbers (e.g., for cases transferred to general jurisdiction court), individual identifiers (e.g., across courts, criminal support units, CJ agencies, and non-justice agencies), and other identifiers.

Track changes in modified or amended charges from point of arrest or initial filing through completion of sentence while remaining linked to incident for disposition tracking purposes.

Track changes in dismissed charges from point of arrest or initial filing through disposition while remaining linked to incident for disposition tracking purposes.

Track pleas entered and their verdicts.

Track sentence compliance and modifications (see Disposition and Compliance functions).

Maintain sufficient information for sentencing documents (e.g., for jail commitment, probation, work referral) (see Disposition Function).

Track location, reasons for issuance and resolution, and status of all warrants and other served documents (e.g., subpoenas, bench warrants, search warrants, warrant recalls, capiases) (see Document Generation and Processing Function).

B.3.14.4 General *LOUISIANA COURT CONNECTION* Interface (*HIGH PRIORITY*)

Send, receive, and correlate case and individual identification information from each CJ agency; correlate information for court use, and transfer to court functions such as case initiation, indexing, and docketing (e.g., charges for a defendant from perspective of law enforcement, prosecutor, grand jury, courts; arrest by law enforcement and citation numbers; use of defendant information to set bail, assign public defender (defense attorney), monitor an individuals release).

Allow access to docket, financial, and case status information.

Provide information to appropriate criminal support units, CJ agencies, and non-justice agencies and state criminal history repositories regarding the specifics of court orders (e.g., expungements, sealed cases).

Provide defendant information by defendant or charge.

Allow for multiple numbering and index systems required by different courts, criminal support units, CJ agencies, and non-justice agencies (e.g., state identification number (SID), personal identification number (PID), state and local criminal history numbers).

Provide court and case index as part of individual identification information index for courts, criminal support units, CJ agencies, and non-justice agencies.

Provide criminal support units and CJ agencies (1) access to input and output templates and (2) use of templates to complete documents (e.g., pleadings, warrants, orders) (see Multi-Function Capabilities and Integration and Docketing and Related Record Keeping and Document Generation and Processing functions).

Send all final disposition information to state criminal history repository.

Send warrants and other served documents (e.g., subpoenas), to appropriate agency with request for acknowledgement of receipt.

Receive, acknowledging receipt of, warrants and other served documents (e.g., subpoenas), from appropriate agencies.

Receive return of service on warrants and other served documents (e.g., subpoenas).

Facilitate warrant reconciliation with appropriate agency maintaining state criminal history repository.

Send notice of expungements, sealed case, and special access information to all appropriate agencies.

Send and receive all pertinent risk and need assessments between court, criminal support units, CJ agencies, and non-justice agencies.

Send case, docket, court scheduling or calendaring information, disposition, sentence information (see Docketing and Related Record Keeping, Scheduling, Calendaring, Disposition functions).

Allow access to case, calendar, court minute, court order, sentence, and disposition information.

Allow access to exhibit information (e.g., for disposal of exhibit).

Send information on court schedules, convictions, sentences (e.g., DMV notification of license suspension, tax information to IRS and department of revenue) (see Scheduling, Calendaring, Hearings functions).

Receive special alert information from prosecution or confinement facility regarding defendant in-custody behavior.

B.3.14.5 Law enforcement (*HIGH PRIORITY*)

Receive booking, arrest, custody, bail information with individual identification information (see Case Initiation and Indexing Function).

Allow access to case, docket, calendar, court minute, sentencing, and disposition information (see Docketing and Related Record Keeping, Calendaring, Hearings functions).

Allow view of exhibit information (e.g., for disposal of exhibit).

Send orders (e.g., minute, disposition, commitment, license suspension) electronically (see Document Generation and Processing and Hearings functions).

Receive basic defendant identification information including that on foreign nationals and illegal aliens and enhanced identification information.

B.3.14.6 Prosecutor (*HIGH PRIORITY*)

Allow access to exhibit information (e.g., for disposal of exhibit).

Receive data on initial complaint, indictment, or information (see Case Initiation and Indexing Function).

Receive witness and victim information.

B.3.14.7 Public Defender (Defense Attorney) (*HIGH PRIORITY*)

Maintain list of eligible attorneys that could be selected for criminal defense assignment by judge (see Case Initiation and Indexing and Docketing and Related Record Keeping functions).

Maintain accounting for attorneys fees paid for criminal defense assignments.

Send and receive all notices for out-of-jurisdiction requests for appearance.

B.3.14.8 Adult Probation (*HIGH PRIORITY*)

Receive summary probation information (e.g., content of probation order including terms and conditions; type of probation program such as work program, home arrest, jail and work release, alcohol and drug program; level of supervision; status of probation such as suspended, reinstated, extended, revoked; progress of probation; history of probation) sufficient for court review of each defendant ordered to probation.

Allow access to case, calendar, court minute, court order, disposition information (see Docketing and Related Record Keeping, Calendaring, Hearings, Disposition, Compliance functions).

Accounting – Receipting and Bookkeeping Functions interface with probation unit to collect, generate receipts for, track, and disburse fines and monetary restitution for each defendant within each case.

Allow access to account information involving an individual on probation (see Accounting – Bookkeeping Function).

Accounting -- Bookkeeping Function interface with probation unit to generate payment history and other status reports or displays for fines and monetary restitution.

Receive violation of probation information (see Docketing and Related Record Keeping and Scheduling functions).

Receive information on defendant who has completed probation (e.g., fine paid, restitution paid or completed) (see Case Close Function).

Functional Requirements Appendix

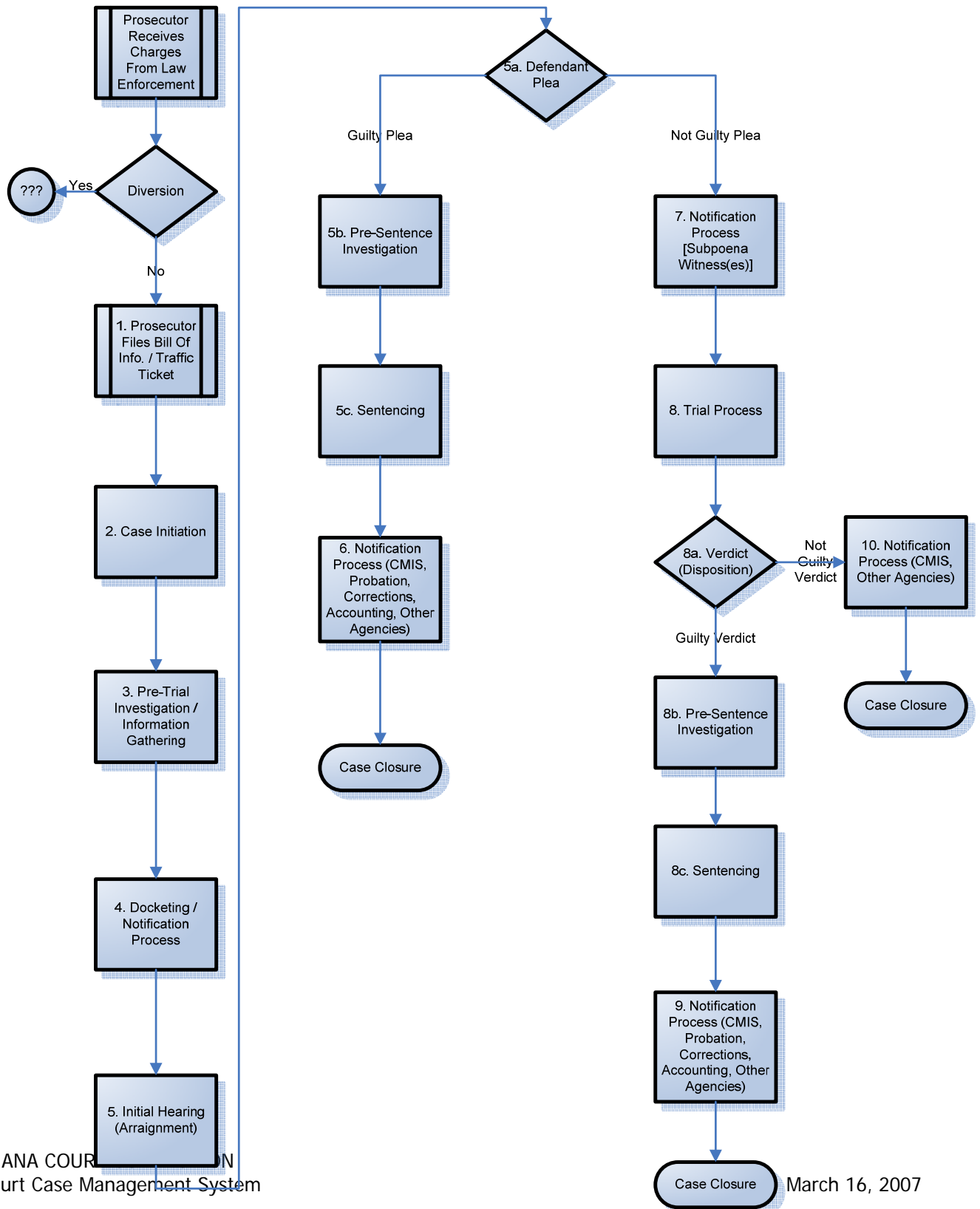
Court Case Process Flow

Criminal/Traffic

Civil

CMIS Organization Chart

Court Case Process (Criminal/Traffic)



Court Case Process (Civil)

