

**CERTIFIED ASSURANCES
CLERK OF COURT
CASE MANAGEMENT SYSTEMS GRANT**

Please provide the following assurances pursuant to federal guidelines to the CMIS Division, Louisiana Supreme Court, so that we may forward to you Federal funds:

- A. The grantee assures that all funds provided through this grant will be used exclusively for project expenses as described in the Grant Award Letter.
- B. The grantee assures that he/she shall submit, at such times and in such form as may be prescribed, such data and reports as the CMIS Division, Louisiana Supreme Court may reasonably require.
- C. The grantee will provide the CMIS Division, Office of the Judicial Administrator, Louisiana Supreme Court, at a minimum the following information on each criminal, traffic and DWI traffic case filed with the Court. Traffic cases reported by the court to CMIS will include citations, Failure to Appear violations and DWI, if applicable to the jurisdiction. The data will be transmitted electronically, using the CMIS specifications and transmitted in an XML format, on a nightly recurring basis, within 10 days after the date of such person's conviction and sentencing thereupon, forfeiture of his bail and final judgment of forfeiture, or the final disposition, adjudication, or commitment as required by Louisiana Revised Statute 32:393.C.(1)(b)(ii): Parish identification number, Court identification number, Court section, Ticket number, Multi-Violation sequence number, Docket number, Defendant last name, Defendant first name, Defendant date of birth, Defendant race, Defendant sex, Defendant's complete address with zip code, Defendant driver license number, State of issuance of the defendant's driver license, Driver license class, Commercial Vehicle flag, Hazardous Material flag, Fatality flag, Offense/violation date, Defendant state identification (SID) number, Prosecuting attorney, Defense attorney, Charge(s) filed by district attorney, OMV Original Charge, Posted and Actual Speeds, Case title, Arrest date, Judge, Arraignment date, Date the case is filed, Type of trial (judge/ jury or no trial), Trial start date, Final disposition date, Convicted charge, OMV Conviction Charge, Final disposition, Sentencing data (bond forfeiture/fine paid/jail time), Sentencing date, Sentence start date, Sentence length, Fine amount, Credit for time served, Suspended sentence length, Probation type, Probation length, Community service length, Defendant plea, and Article 893/894 flag. For each DWI traffic case filed with the Court, the following additional information is required: Blood Alcohol Content, Posted and Motion granted type (Q-quash/S-suppress/D-dismiss), all other additional information available from the ticket. If the transmission exceeds ten (10) days, the grantee will notify the CMIS Division, Louisiana Supreme Court, in writing.
- D. Failure to forward electronic information in a timely manner as noted in paragraph C, above will result in a letter of notification to the Clerk of Court indicating that electronic transmissions on criminal and traffic cases are not being received. Reasonable allowances will be made for Clerks to resolve transmission issues with their vendors on a case by case basis. A continued lack of responsiveness from the Clerk of Court may result in a request for the return of grant funding issued by the CMIS Division, Louisiana Supreme Court.

- E. The grantee assures that he/she will maintain adequate records on equipment and supply purchases, etc. to support an audit of the program so that the CMIS Division, Louisiana Supreme Court, Federal Motor Carrier Safety Administration, and the State of Louisiana Legislative Auditor shall have access, for the purpose of audit and examination of any documents, records, papers, etc., of the grantee and/or contractors.
- F. All required records, including inventory of software, or a record of services purchased with grant funds, shall be maintained by grantee until an audit is completed and all questions arising thereof are resolved, or five (5) years after completion of project, whichever is later.
- G. Software, and professional services acquired under the grant will be used in the criminal justice system consistent with the objectives described in the Grant Award Letter.
- H. The grantee certifies that procurement of contract services shall be on the basis of competition, in accordance with applicable State and Local procurement regulations.
- I. The grantee certifies that no grant agreement changes shall occur without prior written approval from the CMIS Division, Office of the Judicial Administrator, Louisiana Supreme Court including changes in the approved vendor proposal, changes in the implementation period or changes to the project completion date.
- J. The grantee certifies that any statements or press releases coming from the Court describing projects, activities, or results shall name the CMIS Division, Louisiana Supreme Court and the Federal Motor Carrier Safety Administration as responsible for making funds available for such activity.
- K. The grantee certifies to abide by and incorporate any additional Special Conditions and Requirements placed on the grant.
- L. Any grant funds not used for direct procurement of software, or professional services needed for access to driver or criminal history records, will be immediately returned by the grantee to the Supreme Court, State of Louisiana.
- M. The grantee will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

I HEREBY AGREE TO COMPLY WITH AND ABIDE BY THE ABOVE CERTIFIED ASSURANCES.

Project Leader, ____ Clerk of Court's Office

Date

Clerk of Court _____ Parish

Date

