

Memorandum of Understanding

This document constitutes a Memorandum of Understanding (MOU) between the Supreme Court of Louisiana and the _____ Court of _____ Clerk's office regarding the implementation of court case management system in order to improve the completeness, accuracy and timeliness of disposition information transmitted to the Louisiana Office of Motor Vehicles (OMV) through the Louisiana Supreme Court.

For the purpose of this project, the Supreme Court of Louisiana and the _____ Court of _____ Clerk's office have indicated a willingness to work together to improve traffic and DWI case management and information sharing across agencies, and increase the accuracy and timeliness of information maintained by implementing an electronic data exchange between their agencies.

Agency Roles and Responsibilities

The Supreme Court of Louisiana agrees to:

- A) Electronically provide complete data provided by the court to the Office of Motor Vehicles for all of the following data elements for each incident which are required for posting to State Driver History databases, in compliance with Louisiana revised statute 32:393:
- Docket Number
 - Ticket Number
 - Defendant's Full Name
 - Date of Birth
 - Driver's License Number
 - Driver's License Class
 - Issuing State of Driver's License
 - Defendant's Complete Address
 - Violation Date
 - Posted/Actual Speeds
 - Convicted Charge(s)
 - Convicted Date
 - Disposition

For DWI's Additional Information
Blood Alcohol Content

- B) Promptly provide exception reports on data provided by the court

The _____ Clerk's office agrees to:

A) Verify the accuracy of the information provided on the traffic citation

B) Record in the case management system the:

- Docket Number
- Ticket number
- Defendant's Full Name
- Date of Birth
- Driver's License Number
- Driver's License Class
- Issuing State of Driver's License
- Defendant's Complete Address
- Violation Date
- Posted/Actual Speeds
- Convicted Charge(s)
- Convicted Date
- Disposition
- Fine and Sentencing Information

For DWI's Additional Information

- Blood Alcohol Content

C) Designate one staff member as the project leader on behalf of the Clerk's Office. The project leader will be the single point of contact for scheduling and assignment of tasks to internal staff related to the implementation of this project. In addition, the project leader will be the single point of contact for final decisions regarding office procedures, business rules and workflow.

D) Allocate the required staffing and facility resources in order to meet the project timeline.

E) Promptly respond to requests from the Louisiana Supreme Court and vendor(s) for decisions, testing or additional information in order to meet project timelines.

F) Promptly response to requests from the Louisiana Supreme Court for corrections to errors in the data or missing information

The Louisiana Supreme Court will provide funding, in accordance with a grant, to cover reasonable and pre-approved costs for software and professional services to the vendor(s) to implement the technology required for the aforementioned electronic data exchange.

This Memorandum of Understanding between the Supreme Court of Louisiana and the _____ of _____ Court for the purpose of implementing court case management system is agreed to and affirmed on this _____ day of _____, 2016

Project Leader, _____ LASC

Date

CMIS Director, _____ LASC

Date

Project Leader, _____ Clerk's Office

Date

Clerk of _____ Court

Date