

## Memorandum of Understanding

This document constitutes a Memorandum of Understanding (MOU) between the \_\_\_\_\_ District Attorney's office and the \_\_\_\_\_ Court of \_\_\_\_\_ Clerk's office regarding the implementation of an electronic exchange of traffic offense data 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 \_\_\_\_\_ District Attorney's Office and the \_\_\_\_\_ 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 \_\_\_\_\_ District Attorney's office agrees to:

- A) Electronically provide complete data to the Clerk's office 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:
- 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
  - Filed/Original/Billed Charge(s)
  - Violation Date
  - Posted/Actual Speeds

For DWI's Additional Information  
Blood Alcohol Content

- B) Designate one staff member as the project leader on behalf of the District Attorney'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.

- C) Allocate the required staffing and facility resources in order to meet the project timeline.
- D) Promptly respond to requests from the Louisiana Supreme Court and vendor for decisions, testing or additional information in order to meet project timelines.
- E) Promptly response to requests from the Louisiana Supreme Court for corrections to errors in the data or missing information

The \_\_\_\_\_ Clerk’s office agrees to:

- A) Verify the accuracy of the information provided by the District Attorney’s office
- B) Record in the case management system the:
  - Docket Number
  - Conviction Charge
  - Final Disposition
  - Fine and Sentencing Information
  - Disposition Date
- 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 \_\_\_\_\_ Judicial District Attorney Office and the \_\_\_\_\_ Clerk’s Office for the purpose of implementing an electronic data exchange is agreed to and affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Project Leader, \_\_\_\_ District Attorney's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Attorney \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Leader, \_\_\_\_ Clerk's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Court \_\_\_\_\_

\_\_\_\_\_  
Date