

## Memorandum of Understanding

This document constitutes a Memorandum of Understanding (MOU) between the \_\_\_\_\_ Judicial District Attorney's Office of Louisiana and \_\_\_\_\_ Clerk's office and the -CMIS Division of the Louisiana Supreme Court regarding the implementation of an electronic exchange of criminal prosecution data in order to improve the completeness, accuracy and timeliness of disposition information transmitted to the State Criminal History repository and the National Instant Criminal Background Check System through the Louisiana Supreme Court.

For the purpose of this project, the \_\_\_\_\_ Judicial District Attorney's Office and the \_\_\_\_\_ Clerk's office, and the Judicial Administrator's Office of the Louisiana Supreme Court have indicated a willingness to work together to improve criminal 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 \_\_\_\_\_ Judicial 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:
- Defendant's Full Name
  - Arrest Date
  - Violation Date
  - Summons Date
  - Date of Birth
  - Race
  - Sex/Gender
  - SID# (State Identification Number)
  - Filed/Billed Charge (s)
  - Amended Charge(s) (when applicable)
  - Domestic Violence Flag

For DWI's Additional Information:

- Driver's License Number
  - Driver's License Class
  - Issuing State of Driver's License
  - Defendant's Complete Address
  - Posted/Actual Speeds
  - Blood Alcohol Content
- B) Designate one staff member as the project leader on behalf of the District Attorneys Office. The project leader will be the single point of contact for scheduling and assignment of tasks 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 reasonable staffing and facility resources in order to meet the project timeline.
- D) Promptly respond to requests from the Louisiana Supreme Court, and vendor(s) for decisions, testing or additional information in order to meet project timelines.
- E) Grantee will notify their vendor of data formatting and transmission errors within 48 hours. Grantee will provide daily status updates to the other parties to this agreement until the issue is resolved. Further, grantee shall make reasonable efforts to expedite resolution of data formatting and transmission errors in order to assist the other parties to this agreement in fulfilling the requirements of L.A. R.S. 13:753 and 32:393.

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

- A) Verify the accuracy the information provided by the District Attorney's office
- B) Record in the case management system the:
- Docket Number
  - Conviction Charge(s)
  - Final Disposition
  - Fine and Complete 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 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) Grantee will notify their vendor of data formatting and transmission errors within 48 hours. Grantee will provide daily status updates to the other parties to this agreement until the issue is resolved. Further, grantee shall make reasonable efforts to expedite resolution of data formatting and transmission errors in order to assist the other parties to this agreement in fulfilling the requirements of L.A. R.S. 13:753 and 32:393

The Louisiana Supreme Court will provide funding, in accordance with the terms of grant, to cover reasonable and pre-approved costs to the vendor(s) to implement the technology required for the aforementioned electronic data exchange. These costs will be outlined as part of an approved scope of work and exclude hardware -and travel. Payment will be provided on a reimbursement basis to the jurisdiction and will be rendered only after 30 days of successful data transmission.

This Memorandum of Understanding between the \_\_\_\_ Judicial District Attorney's Office and the \_\_\_\_\_ Clerk's Office for the purpose of implementing an electronic data exchange is agreed to and affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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

\_\_\_\_\_  
District Attorney, \_\_\_\_ Judicial District      Date

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

\_\_\_\_\_  
Clerk of Court \_\_\_\_\_ Parish      Date

**Approved and Awarded**

\_\_\_\_\_  
Project Leader, \_\_\_\_\_ Louisiana Supreme Court

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Administrator, Louisiana Supreme Court

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Information Officer, Louisiana Supreme Court

\_\_\_\_\_  
Date