

FISCAL YEARS 2013–2015

APACHE
INFORMATION TECHNOLOGY
STRATEGIC PLAN



ARIZONA SUPREME COURT



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APACHE COUNTY COURTS

INFORMATION TECHNOLOGY STRATEGIC PLAN FOR FISCAL YEARS 2013-2015

INTRODUCTION

This is a three year information technology strategic plan for the courts in Apache County covering the period from January 2013 through June 2015.

The courts in Apache are composed of the following:

Superior Court in Apache County

Chinle Justice Court

Puerco Justice Court

Round Valley Justice Court

Saint Johns Justice Court

Eagar Magistrate Court

Saint Johns Magistrate Court

Springerville Magistrate Court

The Superior Court in Apache County provides administrative direction to the courts. Each court also works closely with its local funding agency, which is county government for superior and justice courts and city government for municipal or magistrate courts.

The automation for the county's courts is primarily centralized with the Administrative Office of the Courts (AOC). The courts participate in providing direction for the strategic automation projects through a variety of user and other statewide policy groups. These include:

- The Commission on Technology and its subcommittees:
 - Court Automation Coordinating Committee,
 - Probation Automation Coordination Committee,
 - The Technical Advisory Council, and
 - The COT e-Courts Subcommittee
- The Arizona Court Automation Project (ACAP) Users' Group,
- The AJACS General Jurisdiction CMS Steering Committee;
- The Juvenile On-Line Tracking System (JOLTS) Users' Group and the Adult Probation Enterprise Tracking System (APETS) Statewide Users' Group.

A. PLANNING METHOD AND PARTICIPANTS

This section outlines the participants, processes and events that contributed to formulating the Information Technology Plan for Apache County Courts.

Representatives from various Apache County Courts and Departments contributed information to this plan. Participants included:

Caroline Benally	Chief Clerk, Puerco Justice Court
Hon. Sherry Geisler	Judge, Round Valley Justice Court, Eagar Magistrate Court & Springerville Magistrate Court
Yvette Greer	Chief Clerk, St. Johns Justice Court
Hon. Donna J. Grimsley	Presiding Judge, Superior Court in Apache County
Ada Guinn	Administrative Coordinator, Probation Services
Sue Hall	Clerk of Superior Court in Apache County
Chuck Moter	Director of Probation Services, Apache County
Shirley Pulsipher	Apache County Information Technology Department
Roberta Reed	Chief Clerk, Round Valley Justice Court
Diana Ryan	CASA Program Coordinator, Apache County
Betty Smith	Court Administrator, Superior Court in Apache County
Teri Softley	IT Specialist, Clerk of the Court's Office
Bowen Udall	Apache County Information Technology Department
Delana Waite	Chief Deputy, Clerk of Court's Office
Rolinda Yazzie	Chief Clerk, Chinle Justice Court

B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL

B.1. JUDICIAL BRANCH STATEWIDE AGENDA

The courts support **JUSTICE 20/20: A VISION FOR THE FUTURE OF THE ARIZONA JUDICIAL BRANCH 2010-2015** and its vision to increase the public's trust in the court system, to inspire confidence that individual rights are being protected, and to ensure that all citizens are being treated fairly. This strategic agenda was adopted in March 2010 at the direction of the judiciary's new Chief Justice. It remains consistent with the previous **GOOD TO GREAT** vision and encompasses five broad goals, each associated with several key strategic business needs.

B.2. LOCAL COURT AND AGENCY STRATEGIC AGENDAS, INITIATIVES, AND BUSINESS PRESSURES WITH RESPONDING LOCAL COURT AND AGENCY TECHNOLOGY INITIATIVES

The county's courts and their associated local funding agencies have identified additional strategic business goals, initiatives, and pressures. Applicable information technology initiatives or projects have been aligned with them as follow:

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Clerk of the Court Superior Court	<p>Ongoing implementation of statewide case management system in Apache County</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES; IMPROVING COMMUNICATIONS)</i></p> <p>Understand and evaluate functionality of new case management system in terms of replacing current processes and functionality. Scrub, map, and convert data into new case management system tables. Work with AOC and AMCAD vendor to install new application on local computers & train personnel.</p>	<ul style="list-style-type: none"> • Insure appropriate training for all Clerk & Superior Court personnel. • Increase speed and efficiency of processing digital and paper documents by installing a virtual print driver, eliminating the use of barcode sheets. • Implement electronic work flow in AJACS system. • Continued assessment of automated minute entry process to improve efficiency and workflow. • Assist AOC in development of an enhanced Exhibit tracking system module for AJACS. • Assist AOC in development of an enhanced file tracking system module for AJACS. • Reduce paper by promoting electronic communication between AJACS and other State programs (i.e. ACJIS, NCIC and Sheriff's Office databases).

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Clerk of the Court Superior Court	<p>Increase the availability of Court records to the public, court officers, and court partners</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS)</i></p> <p>Correctly identify and manage data subject to release under public access rules. Provide internet-based access to appropriate court records as well as more efficient retrieval of documents and information within the Clerk's office. Make court records visible and available to court partners. Provide electronic transmission of records on appeal.</p>	<ul style="list-style-type: none"> • Insure availability of document images to court partners via web access to OnBase replication server. • Continue to back scan Apache County Court case documents currently in deep storage to OnBase system. • Retain, install and maintain public access terminals available onsite at the Clerk's Office. • Maintain Law Library computer. • Expand Court of Appeals Division I electronic transmission of records on appeal to include exhibits and improve processing, eliminating some of the human interaction currently required. (i.e. Changing AJACS descriptions to reflect actual document titles). • Automate C2C/OMEA project to include an interface with OnBase to remove Rule 123 restricted/sealed cases, reducing staff review time.
Clerk of the Court	<p>Implement electronic filing and distribution of court documents.</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS)</i></p> <p>Accept court filing via electronic means, make the electronic documents the 'official' document with an eventual goal of eliminating paper files altogether. This will require changes to the way the court does business from the front counter to the Judge sitting on the bench.</p>	<ul style="list-style-type: none"> • Participate in State program for electronic filing of documents. • Assess Clerk's electronic document distribution program for aging software (Febooti).
Clerk of the Court Superior Court	<p>Move to a paperless office.</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL</i></p>	<ul style="list-style-type: none"> • Acquire hardware and develop procedures to comply with 1-507 for Records Destruction. • Participate in E-Filing (via AZ

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	<p><i>WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES; IMPROVING COMMUNICATIONS)</i></p> <p>Obtain efficiency associated with electronic workflow. Eliminate time and resources required to print documents for and maintain paper hard copy case files. Recover physical space associated with file storage and paper movement.</p>	<p>Turbo Court).</p> <ul style="list-style-type: none"> • Review and establish business processes to implement electronic workflow. • Train users on electronic access to records and assess/eliminate historical practices regarding paper.
<p>All Apache County Courts and related Departments</p>	<p>Increase and improve IT-related skills & support resources locally available in Apache County.</p> <p><i>(MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p> <p>Obtain or locally provide training to improve IT related technical skills of both users and support personnel.</p>	<ul style="list-style-type: none"> • Improve skills for the utilization of SSRS Reporting to successfully extract data from AJACS in the form of a report. • Ensure support agreements are in place to assure availability of county resources to the courts. • Contract for training or conduct local training classes as needed to improve and maintain IT related skills of both users and IT resources. • Increase use of WebEx for trainings and meetings, reducing the need for costs associated with travel. • Continue to participate in AJACS committees and workgroups. • Maintain continued education of local OnBase Administrator.
<p>All Apache County Courts and related Departments</p>	<p>Decreased budget and reduction in staff.</p> <p><i>(MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p>	<ul style="list-style-type: none"> • Research and retain the ability to automate more processes to reach higher goals with less staff. • Identify and pursue alternate funding sources. • Virtualize two stagnant servers in order to save on costs of maintaining and upgrading the physical servers.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
All Apache County Courts	<p>Increase jury participation in Apache County</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p> <p>The Apache County jury pool is pulled from a large geographic area and diverse population base. This agenda includes a variety of initiatives which will make it easier for jurors to participate, and will increase the likelihood of willing participation.</p>	<ul style="list-style-type: none"> • Continue to pursue a one-step juror summoning process. • Develop and distribute information packets on Court related internet pages to Justice Courts and Chapter Houses on the reservation. • Explore social media to disseminate public relations information concerning jury trials.
Clerk of the Court	<p>Streamline processing of Jury related documentation and information.</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p>	<ul style="list-style-type: none"> • Research and implement a process to electronically import data from mailed-in jury questionnaires.
All Apache County Courts and related Departments	<p>Evaluate current courthouse and other facilities' office/department allocation and develop plan to best utilize current space, including relocation of some departments to other buildings, if necessary, to secure additional space for growing departments</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p>	<ul style="list-style-type: none"> • Ongoing renovation of existing courthouse and department facilities' office space and network wiring as needed for most efficient use of current space. • Ensure availability of DCATS at courthouse upon relocation of CASA Program Office.
Superior Court Clerk of the Court	<p>Plan for Implementation of Apache County Superior Court Division 2</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p>	<ul style="list-style-type: none"> • Enter additional codes and information to software applications as needed to accommodate new staff and division. • Train new personnel on court procedures and software applications.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	<p>Due to caseload and population growth, the need for a second division is inevitable. This will involve additional personnel, rearranging of office space in the courthouse, and acquiring additional desktop equipment. Some software applications in use at the Clerk's Office may require adjustment to support two divisions.</p>	
<p>Clerk of Court</p>	<p>Increase collections on Apache County Court-ordered fines & fees</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p> <p>Collect monies 'up front' as often as possible. Provide as many options as possible to accept payment on fines and fees including credit card acceptance and payment via the internet. Actively pursue past due accounts and unpaid fees.</p>	<ul style="list-style-type: none"> • Accept credit card payment via the internet. • Participate in FARE and TIPS through AJACS.
<p>Clerk of the Court</p>	<p>Comply with statutes and rules related to calculating and charging interest on outstanding financial obligations</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE)</i></p> <p>The complexity of the rules and requirements related to calculation and tracking of interest will require a more robust financial system than is currently available.</p>	<ul style="list-style-type: none"> • Evaluate and understand requirements of state statutes and local rules related to charging interest on financial obligations. • Work with AOC to ensure that enhancements to AJACS will facilitate the calculation of interest accruals.
<p>All Apache County Courts and related Departments</p>	<p>Establish a system of public education and outreach that promotes understanding of and access to the legal system</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p>	<ul style="list-style-type: none"> • Maintain and enhance court and agency web sites. • Explore social media as an additional tool to disseminate court information. • Provide training to public on use of AZTurbo Court for the filing of case documents.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	<p>Produce and provide to the community written educational material to assist <i>pro se</i> defendants, parents and juveniles, and enhance court website to provide educational information.</p>	
<p>Clerk of the Court Justice Courts</p>	<p>Facilitate technology needs of counsel for jury trials. <i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS)</i></p>	<ul style="list-style-type: none"> • Obtain and install a Wi-Fi connection for use by counsel within courthouse facilities. • Install additional floor outlets to accommodate multimedia devices.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
<p>All Apache County Courts and related Departments</p>	<p>Facilitate timely and efficient criminal and juvenile case processing and management in Apache County</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p> <p>Decrease the cost and increase the efficiency of handling personal appearances by defendants and juveniles at hearings and probation meetings. Avoid transportation time and costs. Standardize the electronic data format and increase the speed of document transmission from Justice to Superior Court. Offer alternative case document filing processes.</p>	<ul style="list-style-type: none"> • Continued communication with Apache County IT to maintain connectivity for remote sites using County infrastructure. • Plan for replacement and upgrading of hardware and software. • Maintain connectivity to County administrative functions such as budgeting and purchasing. • Install microwave dishes and towers in strategic locations to serve remote court locations. • Establish document scanning and transmission capability (EDMS) in the Justice Courts for use by Courts and Special Masters. • Implement video arraignments and probation meetings from remote Justice Court locations. • Promote countywide court integration to avoid duplicate data entry and promote data sharing. • Establish Clerk & Superior Court satellite offices in Round Valley. • Pursue paperless option for inmate transport orders and warrants between Sheriff's Office and Clerk of Court.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
<p>Adult Probation Dept. Juvenile Probation Dept.</p>	<p>Enhance the availability of probation services throughout the County</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p>	<ul style="list-style-type: none"> • Implement JOLTSaz, and APETS integration w/AJACS.
<p>All Apache County Courts and related Departments</p>	<p>Improve Security at all courts and department offices</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p> <p>Identify and implement procedures to provide a safe and secure environment for court officers, employees, and members of the public.</p>	<ul style="list-style-type: none"> • Complete regular security assessments at each court and department office and incorporate suggestions in building redesign and business processes.
<p>All Apache County Courts and related departments</p>	<p>Emergency & Contingency Planning</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p> <p>Develop contingency response plans to keep the court open for business under a variety of emergency situations. Implement appropriate security and backup measures to minimize risk to data. Identify critical court functions to continue in emergency and their interdependencies.</p>	<ul style="list-style-type: none"> • Formalize a budget and plan for hardware replacement and backup hardware acquisition. • Acquire and outfit additional laptops for remote work. • Update and maintain Business Continuity plan as use of technology changes in Apache County. • Pursue and develop COOP training opportunities for staff members.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
All Justice Courts	<p>Secure ability to electronically store documents and access needed forms online</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p> <p>Serious document storage problem exists.</p>	<ul style="list-style-type: none"> • Participate in statewide EDMS project through AOC.
All Apache County Courts	<p>Promote further development and use of Alternative Dispute Resolution (ADR) program</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p> <p>Interest in ADR program has been minimal and further steps need to be taken to promote its use.</p>	<ul style="list-style-type: none"> • No technology initiatives.
All Apache County Courts and related departments	<p>Expand Court Interpreter resources</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES)</i></p> <p>Explore training programs to assist court staff in dealing with non-English speaking litigants.</p> <p>Understand and use LEP services available through teleconference or web services.</p>	<ul style="list-style-type: none"> • Understand and use language access programs available through web services. • Provide access to customers at all levels of court services to language assistance available through web or telephone services.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
All Justice Courts	<p>Expand use of e-Citation to electronically transfer citation information from law enforcement</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES IMPROVING COMMUNICATIONS)</i></p>	<ul style="list-style-type: none"> • Provide on-going training and support to staff. • Encourage greater participation by local law enforcement agencies.
Superior Court	<p>Promote and sponsor CLE opportunities for the local Bar</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; IMPROVING THE LEGAL PROFESSION)</i></p>	<ul style="list-style-type: none"> • No technology initiatives.
Superior Court CASA Program	<p>Intensify CASA volunteer recruitment efforts</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p>	<ul style="list-style-type: none"> • Utilize social media to aid in recruitment efforts. • Enhance local program web page to aid in recruitment efforts.
All Apache County Courts and related departments	<p>Expand local training opportunities to include a local staff conference and development of training manuals</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; MAINTAINING A PROFESSIONAL WORKFORCE AND IMPROVING OPERATIONAL EFFICIENCIES IMPROVING COMMUNICATIONS)</i></p>	<ul style="list-style-type: none"> • Complete establishment of local training/conference room including installation of network wiring and audio/visual equipment.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
<p>Superior Court Adult Probation Dept. Juvenile Probation Dept.</p>	<p>Support and expand local therapeutic court programs</p> <p><i>(STRENGTHENING THE ADMINISTRATION OF JUSTICE; IMPROVING COMMUNICATIONS; PROTECTING CHILDREN, FAMILIES, AND COMMUNITIES)</i></p> <p>Seek support from local public service organizations and businesses.</p>	<ul style="list-style-type: none"> • Develop Microsoft ACCESS database to aid in tracking program data.
<p>All Limited Jurisdiction Courts</p>	<p>Prepare for implementation of planned statewide Limited Jurisdiction CMS to replace AZTEC</p>	<ul style="list-style-type: none"> • Standardize limited jurisdiction court business processes. • Continue local data clean-up in preparation for new LJCMS rollout.

C. CURRENT TECHNOLOGY ENVIRONMENT

This section describes both the statewide and local hardware and software environment. Hardware includes mainframes, servers, desktops, and other peripherals. Software includes statewide applications, local software and desktop productivity tools.

C.1. HARDWARE

The Arizona Judicial Department has a diverse mix of hardware used by the various projects and programs that have evolved and applications that have been acquired and/or developed over the last several years. The mix of hardware that the county courts accesses includes the newest architectures designed to support the complexity of these applications and the large geographical area served by the Judicial Branch.

The server environment, hosted at the Administrative Office of the Courts Data Center, includes IBM AS/400s for JOLTS and general administrative operations of the Administrative Office of the Courts. The ACAP courts and the appellate courts are operating on IBM AIX systems. Windows servers provide for Internet, Intranet, e-mail, Statewide Crystal Enterprise/SSRS ad-hoc reporting, and statewide remote on-line training as well as file and print sharing.

The desktop environment includes a variety of PCs. AOC/ITD, under COT's direction, has undertaken a four year equipment leasing cycle which is designed to refresh desktop hardware regularly to ensure that it incorporates the technology needed to support the evolution of statewide applications and projects:

- Desktop: EW290AV hp Compaq Business Desktop dc5700 SFF, Intel Core 2 Duo 2.13GHz, 160 GB, 2 GB RAM, NIC
- Laptop: HP 8540p Elitebook, Intel i7-640M, 2.8GHz, 160 GB, 4 GB RAM, NIC
- Printer: Q5401A hp LaserJet 4015N

The hardware listed in Appendix A reflects equipment used to support the court management system software, the juvenile tracking software, other state-provided applications as well as additional local record keeping functions. Additional hardware beyond these desktop items is also listed.

C.2. SOFTWARE

Appendix A also identifies all the software used in the county's courts. It includes the state-provided applications such as AJACS, AZTEC, APETS, TIP, JOLTS, and any word processing, spreadsheet, report writing, and other database or other tracking applications.

D. INFORMATION TECHNOLOGY STRATEGIC PROJECTS

This section identifies each statewide and local strategic project in which the county's courts participate or will actively be pursuing in over the next three years. For those projects primarily supported at the state level, it will identify project status and describe the local courts' planned participation and note any related, independent future plans. For independent but complimentary local projects, additional details on resources and future plans are included.

This section also includes information for independent technology projects which are not primarily supported by state resources. Information on these projects includes showing alignment to both statewide and local technology strategic initiatives and enterprise architecture standards. Any technologies or products appearing in the "Retirement" column of the Enterprise Architecture standards table have a corresponding migration or replacement project identified.

The statewide strategic technology projects, and their priority as assigned by the Commission on Technology, are as follows:

Top Tier, Category "A"

- AzTurboCourt- Civil
- AJACS- Aztec replace
- AJACS- Mesa
- Reporting- AJACS
- JoltsAZ- Pima

Top Tier, Category "B"

- AJACS-GJ Enhancements
- AzTurboCourt- Criminal
- AJACS- eFiling
- AzTurboCourt- BofA / EFSS
- AzTurboCourt- DR

Next Tier

- ePayment
- eDocs- Fee based
- eDocs- Free
- APETS Integration
- Bench Automation
- JoltsAZ- Rural
- Probate

COURT IT ACCOMPLISHMENTS CY2011

This section lists the accomplishments of the county's courts in information technology projects from January 2011 to January 2012.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Electronic Filing to Court of Appeals Division 1	Electronic transmission of record to Court of Appeals	Implemented C2C program to transfer records on appeal to Division 1.
Local	Probation Department Relocation	Relocate staff and resources to new offices	Completed relocation of Probation Department staff and IT resources to new office space in St. Johns & Springerville.
Local	Upgrade Liberty Software	Upgrade digital recording software used for court hearings	Successfully upgraded to digital recording software to Liberty ver. 6.2.
Local	Round Valley Justice Court Renovation	Complete renovation of court building and improvement to technology resources	Building renovation completed and additional ACAP computers installed at Round Valley Justice Court.
Local	Wireless Network Upgrade	Replace WEP components of wireless network in the Superior Courthouse with WPA2 with EAP-TLS.	Upgraded wireless network to meet enterprise architecture standards.
Local	Automate Bench	Install computers in all courtrooms for use by judicial officers.	ACAP computers with enhanced resources for judicial officers installed on each bench.
Local	VPN Access	Obtain VPN access for key personnel to access county network & clerk systems remotely.	VPN access established for key personnel.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
State	Business Contingency Planning	Update Court Continuation of Operations Plan (COOP) for all courts and probation depts.	Successfully implemented COOP during Wallow Fire emergency.

COURT PROJECTS MASTER LISTING

This section collects all information technology project-related information for all the county's courts during fiscal year 2012 (really January 2011 to January 2012). Projects listed include both those in support of statewide efforts as well as independent strategic technology projects that support the court's strategic initiatives independent from the statewide projects.

STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Business Contingency Plan Rewrite	Rewrite technology systems portion of continuity plan after new case management system is implemented.	Business Continuity	Early adoptors	FY13	Initiate	Availability of human resources to revise plan.
Electronic Filing to Superior Court	Electronic filing is accepting electronic documents from litigants and storing and managing them in an electronic document management system which is interfaced to a case management system.	Electronic Filing	Among the last to implement	FY14	Concept	Court's acceptance of electronic file as official / original record. Potential need to continue to print hard copy paper for files even from electronically filed documents in order to accommodate judges. Local attorney's likely low level of acceptance and usage of electronic filing.

STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
AJACS		AJACS GJ Enhancements & Reports	Early adoptors	FY12	Execute	Version regression and bugs, efficiency,
E-Appeals		Electronic Filing	Early adoptors	FY12	Execute	Need a better way to bring across document titles to eliminate having to retype each one, application crashes, losing work and data
OMEA		Access to Electronic Documents	Early adoptors	FY12	Execute	Minute entries not being uploaded, wrong minute entries being uploaded.
FARE		Online Payments	Among the last to implement	FY13	Concept	issues with calculations including interest accrual and removing people from FARE, need real time updates of changed information

STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
JOLTSaz Integration Project		JOLTSaz + Needs Assessment	Early adoptors	FY13	Concept	unknown
APETS Integration Project		APETS-CMS Integration	Mid-Cycle adoptors	FY13	Concept	unknown
Reporting-AJACS		Electronic Filing	Early adoptors	FY12	Execute	adequate training on tools, changing of the table / field names with each roll out, inaccurate data, data clean up
Centralized Documents-Limited Jurisdiction	Electronic document management system that will support e-filing.	Access to Electronic Documents	Mid-Cycle adoptors	FY14	Initiate	Costs & limited resources for back-scanning projects.

STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Limited Jurisdiction CMS	Limited jurisdiction court case management system to replace AZTEC.	LJ CMS Dev/Pilot/Rollout	Among the last to implement	FY14	Concept	Data conversion, lack of local resources & local bandwidth.
Judge/Bench Automation	Judge specific automation project that will help to improve workflow and reduce costs.	Judge/Bench Automation	Mid-Cycle adoptors	FY14	Execute	Buy-in from the Bench, training.
Electronic Communication from AJACS to other programs	Reduce paper by promoting electronic communication between AJACS and other State programs (i.e. ACJIS, NCIC and Sheriff's Office databases.	AJACS GJ Enhancements & Reports	Mid-Cycle adoptors	FY14	Concept	Data integrity, IT time utilized for the project and maintenance.
OnBase replication server	Insure availability of document images to court partners via web access to OnBase replication server.	Access to Electronic Documents	Not a Statewide Initiative	FY14	Concept	Security of images and time interval between write to disk and copy to replication server.

STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Workflow in AJACS	Implement electronic workflow in AJACS.	AJACS GJ Enhancements & Reports	Mid-Cycle adoptors	FY14	Plan	Buy-in from the Bench, training.

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Clerk of the Court Public Access Stations	<p>Install one public access station in the Clerk of the Court's office which will allow the public to search and view electronic cases documents online, print behind the desk and pay for copies. Eventually these stations would also allow members of the public to do electronic filing.</p>	FY12	Concept	<p>Physical space for public access stations will be difficult to find. Public may require substantial support from Clerk personnel to use the public access stations.</p>
EDMS - Back Scanning Superior Court Case Files	<p>Contract with a vendor to scan old case files. Integrate these images to our existing EDMS system. Stop storing and destroy paper files according to records retention rules.</p>	FY12	Execute	<p>Case files will need to be 'scrubbed' for secret documents, good order, & items already scanned before being scanned by vendor. Scrubbing is time consuming. Complying with records destruction policy is difficult so we are not yet experiencing relief of storage needs despite making progress on back scanning.</p>
Clerk of the Court Web Site Redesign	<p>Refresh and rebuild the Clerk of the Court public web site without frames and with improved format and additional information.</p>	F12	Plan	None

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Establish Satellite Offices in Round Valley	Establish a Judge's office, Clerk's office, and Hearing Room in the Adult Probation building in Round Valley. These offices targeted to serve domestic and juvenile cases.	FY14	Concept	Network bandwidth available in Round Valley may not be sufficient to support satellite offices. Uncertainty concerning date the office space will be available.
Virtual Print Driver	Print to electronic format and reduce hard copy production.	FY12	Concept	None
Server Replacement and Software Upgrade	Replace physical server and upgrade software.	FY13	Concept	Compatibility
Upgrade Laptops	Replace out dated equipment.	FY12	Concept	None
Virtualize two stagnant servers	Convert two physical servers to virtual servers.	FY12	Concept	Unknown
Web Site Redesign	Upgrade Court websites to be more user-friendly and expand the availability of information, including court performance measures, in addition to providing easier access to court forms.	FY13	Plan	None

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Therapeutic Court Database	Automate therapeutic court data-tracking.	FY13	Execute	Lack of resources.
Obtain and install Wi-Fi connection	Obtain and install a Wi-Fi connection for use by counsel within courthouse facilities.	FY12	Execute	Down time and the Burdon to issue / track vouchers.
DCATS Access	Provide local CASA Program Office with local access to DCATS	FY12	Initiate	None
Video Arraignments	Utilize video-conferencing equipment to conduct arraignments.	FY14	Concept	Lack of funding for court and law enforcement to purchase necessary equipment.

D.1. MAJOR STATEWIDE INITIATIVES AND PLANNING/IMPACT INFORMATION

This section provides Commission on Technology with visibility into the demand for various statewide systems currently in development. Also listed below are initiatives that require long-range preparation and may have significant impacts on local infrastructures, resources, and training requirements. Courts should consider high-level impact perspectives that factor into their participation in statewide systems and initiatives.

STATEWIDE INITIATIVE LIMITED JURISDICTION CASE MANAGEMENT SYSTEM – CONVERSION AND IMPLEMENTATION	
<p>Description: A limited jurisdiction court case management system to replace AZTEC is being developed by extending the GJ CMS (AJACS) code set to include certain functionality unique to Arizona’s justice and municipal courts. The AOC is further building upon the AZTEC-replacement application and developing a solution that meets the needs of all LJ courts, large or small, rural or metropolitan. Significant, large volume, non-AOC-supported courts, spearheaded by Mesa, are engaged in collaborating with the AOC and the vendor. Additional courts could be consolidated into this solution as their current case management systems age and become un-supportable.</p> <p>Program interfaces that permit integration with other automation systems, like electronic citations, the e-filing manager application, and central document management system are being included. Conversion of certain AZTEC case data and extensive training will be undertaken by the AOC to minimize disruption to local courts during the changeover. Business process and code standardization are also major components of the conversion and implementation effort.</p> <p>Anticipated rollout timeline: Summer 2013 through Fall 2017</p>	
<p>1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)</p>	<p>3-4 years</p>
<p>2. General Importance or Impact to Your Court:</p> <p>The expectation of improved business processes and data integration are of great importance; however, data conversion will be a challenge due to limited local resources.</p>	

**STATEWIDE INITIATIVE
JOLTSAZ JUVENILE MANAGEMENT SYSTEM**

Description:

JOLTSaz will be a new, fully functional, juvenile tracking system for Pima and the 13 rural counties. This system development project represents a successful partnership between AOC and Pima, each building specific, functional modules of the new system. In addition, the elected Clerks of Court and Juvenile Probation Departments worked together to review processes and adopt standard business practices statewide. Probation/case management system integration is designed to provide “real time” access to court case, calendaring and financial information from the clerks of court CMSs around the state. The goal is to eliminate duplicate data entry, improve timeliness of data entry, reduce paper flow and make information available to everyone who needs it, when they need it.

In the past, no common, standard method existed by which counties identified juveniles in a timely and reliable fashion. The same juvenile could have active case histories in the same county or multiple counties under different identifiers. Creating a statewide identifier (SWID) to uniquely identify juveniles statewide is considered part of the JOLTSaz project. A SWID for each juvenile in the state will make tracking kids across counties more effective and efficient. Faster identification of juveniles will minimize duplicate work and improve productivity. SWID will provide the necessary statewide view of juvenile history as well as a single integration point for outside agencies and external interfaces to the new JOLTSaz system. Vital statistics and risk predictors may be distorted, inaccurate and not portray “the big picture” on a juvenile which hinders qualitative juvenile assessments and skews agency reports. Clear identification of juveniles and increased risk/need assessment accuracy promote juvenile accountability and increase public safety.

In addition, the Arizona Youth Assessment System (AZYAS) is currently in the final stages of development and will be available to start rollout with Maricopa and the rural counties in 2012. Pima County will be implemented in conjunction with JOLTSaz.

Anticipated rollout timeline:

- JNA - replaced by AZYAS
- AZYAS for Maricopa and the rural counties - February 2012
- AZYAS for Pima - February 2012 (rolled out with JOLTSaz)
- JOLTSaz for Pima - February 2012
- JOLTSaz for rural counties - January 2013 thru March 2015
- JOLTSaz Phase II - TBD

1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)

1-2 years

2. General Importance or Impact to Your Court/Probation Department

Improved business processes and greater data integration are extremely important due to ongoing staff reductions and limited local resources.

**STATEWIDE INITIATIVE
CENTRALIZED ELECTRONIC DOCUMENTS
(LIMITED JURISDICTION COURTS ONLY)**

Description:

Electronic case filing requires a more comprehensive business solution for managing digital documents from cradle to grave, since, by definition, no paper exists. As business becomes dependent on digital documents, they must be stored in a way that protects them, makes them reliably retrievable 24/7, associates them with the cases they relate to through integration with the case management system, enables appropriate public access as specified by Rule 123, and meets records retention requirements. While many limited jurisdiction courts have shown interest in imaging existing paper documents, very few can afford to implement and maintain the full-featured electronic document management system (EDMS) needed to adequately support e-filing.

At the same time, many courts are experiencing facilities issues caused by storing years of accumulated paper records. ACJA § 1-507 allows destruction of paper records for which equivalent electronic records exist, but stipulates that multiple redundant copies and various media must be employed before any paper records can be destroyed (short of reaching their required retention period). The same technical requirements must be met before courts accept e-filings because, by definition, no paper backup exists for these records. The AOC has constructed a shared document management environment for use by limited jurisdiction courts to support both document imaging and e-filing. Following the ACAP subscription model, each participating LJ court will receive a scanner and software licenses to access the central system, along with necessary training to ensure documents are successfully deposited in and retrieved from the system. Currently, participation is voluntary, but following changes to ACJA 1-501, any LJ court without an EDMS will be required to participate prior to accepting e-filings.

Participation in the shared LJ EDMS enables a court to both accept e-filings and destroy paper copies of imaged records. An enhancement for bulk scanning of closed case records is currently being tested.

Anticipated rollout timeline: Starting Fall 2011 to requesting courts or by time of LJ AJACS implementation for non-requesting courts

1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)

Next 12 months

2. General Importance or Impact to Your Court:

Anxious to have all LJ courts participate as we anticipate costs savings, relief from paper storage issues and greater opportunities for electronic document exchange.

**STATEWIDE INITIATIVE
AZTURBOCOURT: E-FILING AND STANDARDIZED FORMS**

Description:

Electronic Filing, aka “e-filing,” is a composite project that uses portions of other individual projects to construct a pinnacle application to enable filing of documents and data along with appropriate and validated indexing information so that data can be automatically accepted and recorded into both the electronic document management and case management systems, thus removing the need for a document scanning function. AZTurboCourt is the all-encompassing system that supports electronic filing for all courts and case types statewide via an Internet portal.

AZTurboCourt includes a mechanism for filers to pay filing fees online. Through a central case index and central document repository, it also provides parties and counsel the ability to quickly locate and retrieve documents they have filed and secondary copies of the official court record, eliminating the need for direct access to the CMSs to access case records.

Simultaneously, work is underway to expand the Judicial Branch’s self-service capabilities on the Web, to standardize forms, and provide other information helpful to those who appear unrepresented in the limited and general jurisdictions as well as appellate courts. Forms needed for dissolution and other domestic-relations-related cases, small claims, eviction actions, probate, and certain general civil cases are being developed for filing. Completing forms in AZTurboCourt leverages an interview-based question and answer process to assist filers. Form data elements then get converted to a data stream, similar to electronic citation data, for use by the case management system, minimizing the need for manual intervention. In support of that goal, work is also underway to automate the entire workflow associated with case initiation and subsequent filings for select case types throughout the courts. Related rules and code changes to support statewide e-filing are also being accomplished.

Anticipated rollout timeline: July 2009 onward, by level of court and case type

1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)

Limited Jurisdiction: 1-2 years
Superior Court: 1-2 years

2. General Importance or Impact to Your Court:

Local participation in the shared LJ EDMS has begun and we are anxious for full implementation of AZTurboCourt. Due to high number of unrepresented litigants, any tools that aid court users in navigating the legal system are of great importance. In addition, there is an expectation that this project will help to reduce workload in courts that are already understaffed.

**STATEWIDE INITIATIVE
JUDGE/BENCH AUTOMATION**

Description:

Thus far, court automation has largely been limited to back-office functions that assist the clerk or court administrator. Automation will necessarily bring about changes in the way judges operate on the bench and in chambers, as electronic filing shifts the medium for the majority of documents from paper to digital over time. Document review applications for judges are being constructed for use with both the AZTEC and AJACS case management systems (CMSs).

Due to economic realities like the soaring cost of printing and distributing bench books, resources for judges are becoming electronic rather than paper-based. Preliminary user requirement sessions have been held to determine the information that judges need to have available in chambers and on the bench. A group of judges from both limited and general jurisdiction courts and AOC technical resources have spent considerable time together examining the workflow of bench operations to identify streamlining opportunities through automation. A major goal of the project is ensuring that judges' workload doesn't increase in comparison to paper processing. The eventual outcome will be a judge information management capability that assists with the day-to-day activities of the judiciary, integrated with target CMS automation efforts.

Anticipated rollout timeline: Summer 2013 through Fall 2017

1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)

1-2 years

2. General Importance or Impact to Your Court:

There is an expectation that this project will help to improve productivity; however, buy-in from the Bench may be a challenge.

D.2. LOCAL INFORMATION TECHNOLOGY STRATEGIC RESOURCES

LOCAL TECHNOLOGY RESOURCES				
Court	State Device Cost	Other Technical Cost	Number of:	City or County FTE Technical Support Staff
			Court FTE Technical Staff	
Superior Court & Clerk of Court	27,750	41,281	1	.2
Chinle Justice Court	3,000	0	0	0
Puerco Justice Court	4,500	0	0	0
Round Valley Justice Court	8,250	1,000	0	0
St. Johns Justice Court	2,625	0	0	0
Eagar Municipal Court	1,500	250	0	0
St. Johns Municipal Court	1,875	0	0	0
Springerville Municipal Court	1,500	250	0	0

APPENDIX A. CURRENT ENVIRONMENT

1. HARDWARE ENVIRONMENT BY COURT

This section lists the **judicial branch-owned hardware** deployed in the courts, including mainframes, servers, desktops, and other peripherals.

Court	Number of PCs	PC Operating System	Number of Laptops	Laptop Operating System	Number of Network Printers
Apache County Superior Court	9	Vista	0	NA	3
Clerk of the Court	20	Vista	0	NA	3
Adult Probation	1	Vista	0	NA	1
Juvenile Probation	21	Vista	0	NA	5
Chinle Justice	3	Vista	0	NA	1
Puerco Justice	5	Vista	0	NA	1
Round Valley Justice, Springerville/ Eagar Magistrate	8	Vista	0	NA	3
St. Johns Justice	2	Vista	0	NA	1
St. Johns Magistrate	1	Vista	0	NA	1

2. HARDWARE FOR SPECIAL FUNCTIONS

Hardware listed in this table ARE NOT included in the counts above or below.
This is Apache County owned hardware.

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Dedicated Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Clerk of the Court	0	2-Liberty Recording Systems	2-Portable Liberty Recording Systems	0	2	0
Superior Court	1	0	1	0	0	5
Adult Probation	0	0	0	0	0	0
Juvenile Probation	0	0	0	0	0	0
Chinle Justice Court	0	1-Liberty Recording System	0	0	0	0
Puerco Justice	0	1-Liberty Recording System	0	0	0	0
Round Valley Justice	0	1-Liberty Recording System	0	0	0	0
St. Johns Justice	0	0	1-Liberty Recording System	0	1	0

3. LOCAL SERVER HARDWARE AND FUNCTION

Local Server Information					
Court/Dept.	# Brand / Model	Operating System	Database	Managed by	Use/ Applications
Clerk of the Court	Dell Intel-Moving to Virtual	MS Windows 2003	MS SQL	Apache County (PUEBLO)	Production EDMS database server
Clerk of the Court	Dell Intel +PowerVault	MS Windows 2000 Web	<i>Accesses SQL database on other Server</i>	Apache County (CLERKWEB)	Production EDMS application Web server & images storage
Clerk of the Court	Moving to Virtual	MS Windows 2000	MS SQL	Apache County (SIERRA)	CrimWeb and CrimJuv Archives
Clerk of the Court	Virtual	MS Windows Server 2008 R2	MS SQL	Apache County (SULAFAT)	OnBase Test Server
Clerk of the Court	Dell 1750	MS Windows Server 2003	None	Apache County (CETUS)	AJACS Template Server
Juvenile Probation	APC Smartups 1000XL	AOC Server	JOLTS	Supreme Court JOLTS ITD	JOLTS

4. NETWORK ENVIRONMENT

LOCAL AREA NETWORK & COUNTY HARDWARE						
Court	O/S	Number of PC's on Network	Number of Laptops on Network	Number of Printers on Network	Network Firewall Brand/Model	Other Security Provisions
Superior Court	Windows XP	3	2	4	ASA 5510 Appliance in addition to County Firewall	Barracuda Web Filter
Clerk of the Court	Windows XP	2	2	5 printers 1 copier (+10 local)		Barracuda Web Filter
Adult Probation	Windows XP; Windows 7	22	3	5	County Firewall	Barracuda Web Filter
Juvenile Justice Center	Vista	11	3	1	County Firewall	Barracuda Web Filter

5. SOFTWARE ENVIRONMENT

This section identifies all the software used in the county's courts. It includes the state-provided applications (such as AJACS, AZTEC, TIP, JOLTS, and APETS) and also any word processing, spreadsheet, report writing and other database or other tracking applications.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
ADOBE Acrobat Reader	Adobe	Local PC	All Apache County Courts	Adobe product for reading files in .pdf format.
AJACS application software for the Arizona Court Automation Project (ACAP)	AOC	Local PC/AOC Server	Superior Court	State standard case management system.
APACHE FILE TRACK	Apache County Clerk of Court	Local PC	Superior Court	MS Access database and user interface. Exhibit tracking is a component of the file tracking system.
APETS (Adult Probation Enterprise Tracking System)	AOC	Local PC/AOC Server	Adult Probation	State standard system for tracking adult probationers.
ATLAS	Arizona Department of Economic Security	Local PC/DES Server	Clerk of the Court	Child Support tracking software.
AZTEC application software for the Arizona Court Automation Project (ACAP)	AOC	Local PC	All Justice and Magistrate Courts	State standard case management system.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
AZTEC Module: Calendaring	AOC	Local PC	All Justice and Magistrate Courts	A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.
AZTEC Module: Financials	AOC	Local PC	All Justice and Magistrate Courts	A module of AZTEC that performs the cash management functions.
AZTEC Module: Forms Generation	AOC	Local PC	All Justice and Magistrate Courts	A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Microsoft Word.
BrightStor Tape Backup	Vendor/Local staff	Local Server	Superior Court Clerk of the Court	Used for disaster recovery and business continuity.
CASPER (Statistical Reports)	AOC	Local PC/AOC Server	Round Valley Justice Court St. Johns Justice Court	Statewide statistical reporting application.
CENTRA	Centra	Local PC Client & AOC Server	All Apache County Courts	Software for interactive, instructor led- online training.
CRYSTAL Reports 10.0/CRYSTAL Enterprise	Crystal/AOC	AOC Server	Select users in: Superior Court Clerk of the Court	A report-writing tool for user ad- hoc reports from various applications.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
Data Warehouse	AOC	AOC Server	All Apache County Courts	Statewide application that checks case files to ensure that secure information does not to public,
DCATS - CASA	AOC	Local PC/AOC Server	Superior Court	Statewide system for tracking court- appointed special advocates.
Electronic Document Distribution System	Clerk of the Court	Standalone	Clerk of Court	Batch file process combined with Feeboti e-mail software distributes all documents normally mailed by the Clerk of the Court via e- mail attachments to Court Partners who have agreed to receive electronic distribution.
Electronic Document Management System OnBase V9.2_	OSAM Vendor	Vendor Pkg.	Clerk of the Court	Scans batches of documents with bar code cover sheets, breaks them into documents and names the files by the bar code.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
FARE (Fines, Fees & Restitution Enforcement)	AOC & Vendor ACS	Server	All Justice and Magistrate Courts	This is a package of programs for automated transfer of case data to a collections vendor for noticing and collections efforts. It also includes web payment and IVR interface.
HMS	County IT Staff	Vendor Pkg.	Superior Court Clerk of the Court St. Johns Justice	Government administrative software system including finances, requisition and human resources functions for Apache County.
INTEGRATION: Electronic data reporting of citations/dispositions to MVD	AOC	Local PC AOC Server	St. Johns Justice	An electronic transaction to MVD for traffic citations.
JOLTS (Juvenile On-Line Tracking System)	AOC	AS/400 JOLTS AOC Server Environment for JOLTSaz	Superior Court, Juvenile Probation & Juvenile Justice Center	State standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.
JOLTS Storage Area Network (SAN)	AOC	AOC Server	Juvenile Probation & Juvenile Justice Center	Centralized storage for documents, etc.
Jury Plus Next Generation	JSI/Jury+	Local PC/AOC Server	Clerk of the Court	Jury management software.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
LIBERTY Court Digital Recorder & Player	JCG Technologies	Local PC/ Vendor Pkg.	All Apache County Courts	Digital audio recording, retrieval and playback of court proceedings.
McAfee Virus Scan	McAfee	Local PC/ Vendor Pkg.	All Apache County Courts	Virus Detection Software
Microsoft OFFICE 2003-2010	Microsoft/Local Staff/AOC	Local PC	All Apache County Courts & Probation Departments	Office software suite.
Microsoft ACCESS	Microsoft/Local Staff	Local PC	Select users in: Superior Court Clerk of the Court Justice Courts Probation Depts.	Database creation and management program.
Microsoft EXCEL	Microsoft/Local Staff	Local PC	Select users in: Superior Court Clerk of the Court Justice Courts Probation Depts.	Spreadsheet software.
Microsoft OUTLOOK	Microsoft/Local Staff	Local PC	All Apache County Courts & Probation Departments	E-mail and calendaring software.
Microsoft POWERPOINT	Microsoft/Local Staff	Local PC	Select users in: Superior Court Clerk of the Court Probation Depts.	Presentation creation software.
Microsoft PUBLISHER	Microsoft/Local Staff	Local PC	Select users in: Superior Court	Document publishing software.
Microsoft SSRS	Microsoft/AOC	Local PC	Select users in: Superior Court Clerk of the Court	A report-writing tool for user ad-hoc reports.
Microsoft WORD	Microsoft/Local Staff	Local PC	All Apache County Courts & Probation Departments	Word processing software.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
OnBase Ver. 9.2	Hyland Software/AOC/ Local Staff	Local PC	Clerk of Court St. Johns Justice	Electronic Document Management Software
Public Access	AOC	AOC Web Server	All Apache County Courts	Provides public access to case information.
QUICKEN Basic 2000	Intuit/Local Staff	Local PC/ Vendor Pkg.	Clerk of the Court	Used in conjunction with Jury+ to issue expense reimbursement checks. This version is required by Jury+.
QUICKEN Financial Management System	Intuit / Local Staff	Local PC/ Vendor Pkg.	Clerk of the Court Adult Probation	Financial software used to balance bank accounts.
TIP (Tax Intercept Program)	AOC	Local PC/AOC Server	All Apache County Courts except Puerco Justice	State standard system for reporting and collecting delinquent debt via Department of Revenue and Arizona Lottery.
Vital Check	Lexis-Nexis/ Local Staff	Local PC/Website/ Vendor Pkg.	All Justice and Magistrate Courts	Software package that facilitates face-to-face and online payment of fines and fees by credit card.
Court WEBSITE(s)	Local Staff/County IT	Apache County Web Server	All Apache County Courts, Clerk of Court Probation Depts.	Provides general information about each court and court department.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt- On, or Standalone)	Courts Using	Description of Application
Windows 7	Microsoft/Local Staff	Local PC	Select users in: Probation Depts.	Newest Microsoft operating system and choice for new locally purchased computers.
Windows VISTA	Microsoft/Local Staff/AOC	Local PC	All Apache County Courts	Operating system of State standard desktop PCs.
Windows XP	Microsoft/Local Staff	Local PC	Select users in: Probation Depts.	Operating system of older locally purchased systems.

6. COMPARISON OF ENVIRONMENT TO ARIZONA JUDICIAL BRANCH ENTERPRISE ARCHITECTURE

The table below prompts you to identify any current technologies and products classified in the retirement and containment categories of the architecture. Beginning with the FY08 plan, COT requires that a project be defined for the removal/replacement or any item listed in the “retirement” category within plan period. Items in the “containment” category can have no additional use without exception being granted by COT. The next stop on the lifecycle is retirement; therefore, further investment is unwise and serves to make removal/replacement only more difficult and expensive.

The complete, updated table appears on the COT website at <http://www.azcourts.gov/cot/EnterpriseArchitectureStandards.aspx>. Where there are unique, local undertakings that cannot be leveraged, a court is free to go beyond the standards set in the table. When sharable modules related to core applications are developed, the standards must be followed.

Architecture Layers	Retirement (targeted for de- investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
User Interface Delivery Method for Public Access	Netscape		Web and graphics based.
User Interface Delivery Method for Business Applications	Character based		We're stuck with AZTEC's character based stuff Other apps are web or graphics based UI.
Electronic Document Management	LaserFiche, Hyland OnBase <9.2	Kofax	OnBase
Report Writer for Ad Hoc Reporting	Crystal <10, MS SSRS 2000	Crystal 10, MS SSRS 2005	Crystal 10 MS Access
Report Writer for Business Application Reports	Crystal <10	Crystal 10, MS SSRS 2005	Crystal 10 MS Access
Development Languages	COBOL, JAM, RPG, MUMPS, FoxPro	Java (on a business case need basis), ASP (Classic), .NET Framework V1.1	VB .ASP .NET
Development Environment	Panther, Visual Studio ≤2003, Visual Studio 6, Visual Interdev	Visual Studio 2005, PowerBuilder	MS Access (VB)
Analysis Tools	HOW		N/A

Architecture Layers	Retirement (targeted for de-investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
Word Processing	Word Perfect, Word <2003	Word 2003	MS Word 2002 or later
Spreadsheet	Excel <2003	Excel 2003	MS Excel 2002 or later
Presentation	PowerPoint ≤2003, CorelDraw	PowerPoint 2003	PowerPoint 2002 or later
Local Standalone Database	MS-Access <2003	MS-Access 2003	MS Access 2002 or later
E-mail Client Product	Outlook <2003, Lotus Notes, GroupWise (unsupported)	Outlook <2003, Lotus Notes, GroupWise (supported)	Outlook 2002 or later
DBMS	SQL Server ≤2005, FoxPro, Clipper	SQL Server 2005	AZTEC is Informix CMS/Record Search - FoxPro & SQL 2000 MS Access – multiple apps Paradox 9 – one dbase in Superior Court
Data Exchange Model		Fixed format, XML homegrown	N/A
Network Protocol	SNA		TCP/IP (County Network)
Wireless Network Access	WEP		WEP Shared Key (County Network)
Network Operating System	Novell (unsupported) Windows (unsupported)	MS-Windows Server 2003	MS Active Directory 2003 (County Network)
Client Operating System	≤ Windows 2000	Windows XP	Windows XP (County Computers) Windows Vista (AJIN computers)
Server Operating Systems	OS/400, DEC VMS	Microsoft Windows 2003	MS Windows 2000 MS Windows 2003
Mobile Operating Systems		BlackBerry O/S	

Architecture Layers	Retirement (targeted for de-investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
Component Service Layer		Web Services (current version), DCOM, ASP (classic)	N/A
Message Transport	MQ ≤ V5.2	MQ V5.3/V6.0	N/A
Data Transformation	Data Junction, MQSI ≤ V2.1, DTS	Cloverleaf, WMB V6.0	N/A
Data Routing/Publish and Subscribe	MQSI ≤ V2.1	Cloverleaf, WMB V6.0	N/A
File Transfer, Scheduled Production	FTP (intercourt and using public Internet), MQ ≤ 5.2	FTP (intra-court only), MQ V5.3/ V6.0	FTP used to transmit & post web pages to Apache County Web servers only.
File Transfer, Ad Hoc	MQ ≤ 5.2	MQ V5.3/ V6.0	