

FISCAL YEARS 2013–2015

COCONINO
INFORMATION TECHNOLOGY
STRATEGIC PLAN



ARIZONA SUPREME COURT



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COCONINO 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 Coconino County covering the period from January 2012 through June 2015. It was created as an update to the FY11-FY13 plan submitted in March 2010.

The courts in Coconino County are comprised of the following:

Superior Court in Coconino County

Flagstaff Justice Court

Fredonia Justice Court

Page Justice Court

Williams Justice Court

Flagstaff Municipal Court

Fredonia Municipal Court

Page Municipal Court

Williams Municipal Court

The Superior Court 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 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 Coconino County Courts.

A countywide automation committee made up of representatives from courts developed this plan. Participants included:

Hon. Mark Moran	Presiding Judge of the Coconino County Superior Court
Debbie Young	Clerk of the Superior Court
Hon. Howard Grodman	Flagstaff Justice Court Presiding JP
Hon. Mark R. Baron	Fredonia Justice Court Presiding JP
Hon. Donald G. Roberts	Page Justice Court Presiding JP
Hon. Robert Krombeen	Williams Justice Court Presiding JP/Williams Municipal Court Presiding Magistrate
Hon. Thomas Chotena	Flagstaff Municipal Court Presiding Magistrate
Hon. Serena Cutchen	Fredonia Municipal Court Presiding Magistrate
Hon. Derek Oliverson	Page Municipal Court Presiding Magistrate
Gary Krcmarik	County Court Administrator
Don Jacobson	Flagstaff Municipal Court Administrator
Jessica Cortes	Flagstaff Municipal Deputy Court Administrator
Sharon Yates	Deputy Court Administrator
Cindy Winn	Chief of Adult Probation
Bryon Matsuda	Director of Juvenile Court Services
Jared Nishimoto	Court Information Systems Coordinator

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)
Coconino County Courts	Increase the quality of service to constituents.	Expand and update the services provided on the Coconino County Courts web page. This would include putting more self-help forms on the web page that would allow customers to complete forms on-line. This would allow for the form to be completed on-line, printed, and then filed at the appropriate courts office. This will also include the web page being available in other languages.
Coconino County Courts	Improve workplace environment in all courts.	Continue expansion of the electronic document management system (EDMS).
Limited Jurisdiction Courts	Improve workplace environment in all courts and increase the quality of service to constituents.	Implement the new AJACS Case Management System that will replace AZTEC and expand the courts ability to serve the public.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Coconino County Courts	Increase inter-agency communication and cooperation.	Work in conjunction with Coconino County Information Technology and AOC to enhance electronic data transfer for Initial Appearances, Attorney Filings, Court Event / Calendaring, Court Order, Minute entries, Sentencing Doc's, Register of Action extractions, Court Modifier and disposition information, Electronic Booking/Citation information, Person Bio information, for AZTEC and APETS, where applicable.
Coconino County Courts	Increase the quality of service to constituents.	Continue to expand the use of e-courts and electronic filing technology.
Coconino County Courts	Improve workplace environment in all courts.	Expand the use of technology to enhance courtroom presentation systems.
Coconino County Courts	Improve workplace environment in all courts.	Expand the usage of remote reporting/interpreting (foreign language and deaf) capability via teleconferencing.
Flagstaff Municipal Court	Increase the quality of service to constituents.	Expand technology and hardware related to delivery of field electronic citations.
Coconino County Courts	Increase the quality of service to constituents.	Implement or replace aging video conference/arraignment systems.
Flagstaff Municipal Court	Increase the quality of service to constituents and improve workplace environment.	Provide a new court facility with enhanced IT infrastructure and services.
Page Municipal Court	Increase the quality of service to constituents and improve workplace environment.	Move Page Muni to unused portion of current building

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Coconino County Courts	Increase the quality of service to constituents.	Explore an automated calling system to reduce FTAs.
Coconino County Courts	Increase the quality of service to constituents.	Implement electronic display of court calendars.
Coconino County Courts	Improve workplace environment in all courts.	Explore expansion of video security systems.
Flagstaff Municipal Court	Increase the quality of service to constituents.	Implement a pilot project for E-courts and electronic filing for pro per litigants.
Coconino County Courts	Increase the quality of service to constituents and improve workplace environment.	Continue to utilize webcast and web-based trainings.
Coconino County Courts	Increase the quality of service to constituents and improve workplace environment in all courts.	Continue to improve the COOP for all courts.
Coconino County Courts	Increase the quality of service to constituents.	Explore the expanded use of video conferencing. (i.e. virtual presentations, meetings, visitation).
Coconino County Courts	Increase the quality of service to constituents.	Explore using video arraignment/initial appearances for all courts.
Coconino County Courts	Increase the quality of service to constituents and improve workplace environment.	Expansion of electronic minute entries.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Coconino County Courts	Increase the quality of service to constituents and improve workplace environment.	Expansion of acceptance of online payments.
Coconino County Justice Courts	Increase the quality of service to constituents and improve workplace environment.	Implement AZTraCS in all Justice Courts.
Coconino County Superior Court	Increase the quality of service to constituents and improve workplace environment.	Continue Expansion of the use of the AJACS Calendaring system.
Coconino County Courts	Increase the quality of service to constituents and improve workplace environment.	Expansion and Enhancement of Criminal Justice Integration project.

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.

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. In the most recent refresh activity, the following models were placed in service:

- 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.

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 CY2010/11

This section lists the accomplishments of the county's courts information technology projects from January 2010 to January 2012.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local/State	OnBase 9.2	Upgrade all participating court computers to OnBase 9.2	Upgrade completed
Local	Electronic submission of jury questionnaires	All jury questionnaires are scanned and submitted electronically for review by the designated lawyers for jury selection.	All questionnaires are now submitted in this fashion
State	C2C Appeals	Submission of all files related to an appeal are to be submitted electronically using the state C2C software	All Appeals are now submitted electronically
Local	Implementation of Office Communicator	Implement the use of Office Communicator in the work environment to increase communication among employees	Implemented Office Communicator in Flagstaff Muni Court, Williams Justice Court, Page Muni Court, Page Justice Court
Local	Collections workflow	Implement a workflow in Onbase to increase productivity the collections dept of Flagstaff Muni Court	Implementation of workflow complete
Local	Fiche to Digital	Complete the transference of microfiche to digital images	All fiche have been transferred to Digital Reel
Local	Online payments	To provide customers with alternative ways to pay court fines	Williams and Fredonia Justice Courts have contracted with Official Payments to collect fines and fees online.
Local	Remote Court Reporter	Test the ability to have a remote court reporter from Maricopa transcribe a hearing in Superior Court	Successful test

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
LJCMS	Roll out the LJCMS in all Limited Jurisdictions	LJ CMS Dev/Pilot/Rollout	Early Adoptors	FY15	Plan	
AZTraCS	Roll out AZTraCS in all Justice courts	Other Local/Independent Project	Mid-Cycle Adoptors	FY13	Execute	

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Web page expansion	Expand the services of information listed on the Coconino County Courts web page. This would include putting more self-help forms on the web page that would allow customers to complete forms on-line. This would allow for the form to be completed on-line, printed, and then filed at a clerk's office.	FY15	Execute	
Self-help videos	Expand the number of self-help videos available to the public, both on physical media on the internet.	FY15	Execute	
Electronic data transfers (CJI)	Enhance electronic data transfer for Appearances, Filings, Orders, Minutes, Sentencing, extractions, Modifier and disposition, Booking, Citation, Bios, and Calendaring, for AZTEC and APETS	FY13	Plan	
Explore e-courts and electronic filing	Continue to explore the use of e-courts and electronic filing technology.	FY13	Plan	
Courtroom presentation systems	Explore the use of technology to enhance courtroom presentation systems in order to enhance clarity of communications in Court proceedings.	FY13	Plan	

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Field electronic citations	Finalize implementation of field electronic citations.	FY13	Execute	
Replace aging Video Conf. systems	Replace Aging Video Conferencing units	FY13	Plan	Bandwidth, quality and reliability of transmission
Call Out System	Create Call Out system to reduce FTAs	FY14	Concept	Connecting Call Out System with AZTEC/AJACS
Electronic Display of Calendars	Display Calendars Electronically to reduce use of paper	FY13	Concept	
Video Surveillance	Implement and Improve video Surveillance	FY12	Concept	
Update COOP Plan and ERP	Write and implement COOP Plan	FY13	Plan	

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Page, AZ courthouse Expansion	Expand the Courthouse into the adjacent area not currently being used	FY13	Concept	Involving AOC with network management
Move to SSRS	Convert from Crystal Reports to SSRS	FY14	Execute	
Disconnected Scanning	Implement disconnected Scanning in LJ Courts	FY15	Concept	
New city court facility	Construct a new courthouse in Flagstaff	>FY16	Concept	

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	
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. 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. Anticipated rollout timeline: Summer 2013 through Fall 2017	
1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)	Immediately
2. General Importance or Impact to Your Court: To improve business processes by fully integrating case management systems, and add the ability to accept electronic citations, as well as to submit disposition data to the Motor Vehicle Department and the Department of Public Safety.	

**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:

To improve business processes by fully integrating case management systems.

**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 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)

1 – 2 years

2. General Importance or Impact to Your Court: The ability to transmit and process documents electronically as well as developing a workflow for documents

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)

1 - 2 years

2. General Importance or Impact to Your Court:

To allow the Courts to provide improved customer service and business flow through electronic filings to be accepted by the new case management system.

**STATEWIDE INITIATIVE
JUDGE/BENCH AUTOMATION**

Description:

Thus far, court automation has largely been limited to backoffice functions that assist the clerk or court administrator. Digitization 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 for 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)

Next 12 months

2. General Importance or Impact to Your Court: The ability to have the judges be able to have OnBase and the GJCMS available on the bench.

D.2. LOCAL INFORMATION TECHNOLOGY STRATEGIC RESOURCES

This section provides high-level information about the technology spending and resources by court for FY11.

LOCAL TECHNOLOGY RESOURCES				
Court	State Device Cost	Other Technical Cost	Number of:	
			Court FTE Technical Staff	City or County FTE Technical Support Staff
Coconino County Superior Court	\$50,250	\$117,785	.25	0
Flagstaff Municipal Court	\$32,000	\$210,000	1.50	.75
Flagstaff Justice Court	\$23,250	\$12,000	.15	0
Fredonia Justice Court	\$3,000	\$750	.0125	-
Fredonia Municipal Court	\$1,500	-	-	-
Page Justice Court	\$6,000	\$2,625	.04375	-
Page Municipal Court	\$5,250	-	-	-
Williams Justice Court	\$5,750	\$2,625	.04375	-
Williams Municipal Court	\$2,250	-	-	-

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
Coconino County Clerk of the Court (AOC)	28	Windows Vista	0	-	4
Coconino County Clerk of the Court (County)	3	Windows XP/ Windows 7	0	-	2
Coconino County Superior Court (AOC)	31	Windows Vista	0	-	10
Coconino County Superior Court (County)	13	Windows XP Professional	6	Windows XP Professional	18
Flagstaff Justice Court (AOC)	27	Windows Vista	0	-	4
Flagstaff Justice Court (County)	2	Windows XP Professional	1	Windows XP Professional	6
Flagstaff Municipal Court (AOC)	38	Windows Vista	1	Windows Vista	4
Flagstaff Municipal Court (City)	0	-	1	Windows XP	9
Fredonia Justice (AOC)	3	Windows Vista	0	-	1

Court	Number of PCs	PC Operating System	Number of Laptops	Laptop Operating System	Number of Network Printers
Fredonia Justice (County)	1	Windows XP	1	Windows XP	1
Fredonia Municipal Court	1	Windows Vista	-	-	1
Page Justice Court	7	Windows Vista	-	-	1
Page Municipal Court	6	Windows Vista	-	-	1
Williams Justice Court	5	Windows Vista	1	Windows Vista	1
Williams Municipal Court	2	Windows Vista	-	-	1
Juvenile (AOC)	43	Windows Vista	0	-	3
Juvenile (County)	15	Windows XP Windows 2000 & 2003	10	Windows Vista, XP, 2000	17

2. HARDWARE FOR SPECIAL FUNCTIONS

Hardware listed below also appears in the above count.

Hardware for special functions

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Dedicated Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Coconino County Superior Court	4 (county)	6	6	1	5	-
Flagstaff Municipal Court	-	3	3	4JWI	3	4
Flagstaff Justice Court	-	2	2	-	-	-
Fredonia Justice Court	-	1 (county)	1	-	-	-
Fredonia Municipal Court	-	-	1	-	-	-
Page Justice Court	-	1	1	-	-	-
Page Municipal Court	-	-	1	-	-	-
Williams Justice Court	-	1	1	-	-	-
Williams Municipal Court	-	-	1	-	-	-
Juvenile	-	1 (county)	1	1	-	-

3. LOCAL SERVER HARDWARE AND FUNCTION

None

4. NETWORK ENVIRONMENT

The business network is the Arizona Judicial Information Network (AJIN), maintained by the AOC, and all court computer equipment is attached to it.

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.

- SC – Coconino County Superior Court
- FM – Flagstaff Municipal Court
- FJ – Flagstaff Justice Court
- FRJ – Fredonia Justice Court
- FRM – Fredonia Municipal Court
- PJ – Page Justice Court
- PM – Page Municipal court
- WJ – Williams Justice Court
- WM – Williams Municipal Court

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone)	Courts Using	Description of Application
AJACS application software for the Arizona Court Automation Project (ACAP)	AOC	N/A	Superior Court	State standard case management system.
AZTEC application software for the Arizona Court Automation Project (ACAP)	AOC	N/A	All Justice and Municipal 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: Probate case management	AOC	N/A	Superior Court and all Justice and Municipal Courts	A module of AZTEC to process Superior Court probate cases.
Other Calendaring	Judicial Assistants	N/A (typed in)	SC,FM,FJ	PDF uploaded to web
AZTEC module: Financials	AOC	N/A	Superior Court and all Justice and Municipal Courts	A module of AZTEC that performs the cash management functions.
AZTEC module: File Tracking	AOC	N/A	Superior Court and all Justice and Municipal Courts	A module of AZTEC that uses bar coding to track file locations.
AZTEC Forms Generation	AOC	N/A	Superior Court and all Justice and Municipal Courts	A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word Perfect.
APETS (Adult Probation Enterprise Tracking System)	AOC	N/A	SC	The new state standard system for tracking adult probationers.
DCATS - CASA	AOC	N/A	SC	The statewide system for tracking court appointed special advocates.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone)	Courts Using	Description of Application
JOLTS (Juvenile On-Line Tracking System)	AOC	N/A	SC	The state standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.
Statistical Reports (CASPER)	AOC	N/A	Superior Court and all Justice and Municipal Courts	A statewide statistical reporting application.
Tax Intercept Program (TIP)	AOC	N/A	Superior Court and all Justice and Municipal Courts	A state standard system for reporting and collecting delinquent debt via Department of Revenue and AZ Lottery.
Windows Vista	Microsoft/AOC staff	Package	Superior Court and all Justice and Municipal Courts	The operating system of the state standard desktop PCs.
Windows XP Professional	Microsoft/Local Staff	Package	Superior Court and all Justice and Municipal Courts	Coconino County standard PC/laptop operating system.
Windows 7	Microsoft/Local Staff	Package	Superior and Justice Courts	Coconino County/ Standalone PC/laptop operating system.
Server operating System	Microsoft/Local Staff	Package	Superior Court and all Justice and Municipal Courts	MS Server 2008

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone)	Courts Using	Description of Application
Network operating system	Cisco/AOC	Package	Superior Court and all Justice and Municipal Courts	Cisco IOS 12.x
Outlook 2007	Microsoft/AOC staff	Package	Superior Court and all Justice and Municipal Courts	The email and calendaring software used by AJIN.
Microsoft Word 2007	Microsoft/local & AOC staff	Package	Superior Court and all Justice and Municipal Courts	A word processing system. (not as good as WP)
Excel 2003-2007	Microsoft	Package	Superior Court and all Justice and Municipal Courts	A spreadsheet product from Microsoft.
MS Access 2007	Local staff	Package	SC FM	MS Access local databases.
Adobe Acrobat Reader 9.0	Adobe	Package	Superior Court and all Justice and Municipal Courts	A free product from Adobe Acrobat for reading documents in pdf format.
Other virus prevention	Vendor/Local staff	Package	Superior and all Justice and FM	Sophos and AVG used to protect County and Standalone PCs
Seagate Info/Crystal Reports/Crystal Enterprise	Crystal/AOC staff	Package	Superior Court, FJ, FM	A report-writing tool for user ad hoc reports from various applications.
Hardware and software inventory	Local staff	Package	Superior Court and all Justice and Municipal Courts	Using Excel for all inventory tracking

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone)	Courts Using	Description of Application
Centra	Centra	N/A	Superior Court and all Justice and Municipal Courts	Software for interactive, instructor-led n-line training.
Fines, Fees and Restitution Enforcement Module for FARE participation	AOC and vendor, ACS	N/A	FJ, FM, FJ, WJ	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 an IVR interface.
Other collections tracking	OSAM/Local Staff	Bolt-on	FM	OnBase workflow
Payment gateway	Vendor	Vendor	WJ,FRJ	Official Payments.com
Digital Audio: FTR Gold 5.2	Vendor	Package	Superior Court and all Justice and Municipal Courts	For Courtroom recording.
Electronic Document Management System Product Name: OnBase	OSAM	Package	Superior Court, WM,FM	Standardized EDMS application suite.
Data warehouse			None	
Integration-electronic data sharing with county/city law enforcement	AOC, Coconino County IT	Coconino County server, AOC server, DPS server	SC, FJ, FM	Data transfer through IBM MQ series.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone)	Courts Using	Description of Application
Integration-electronic data sharing with city/county prosecutor	AOC, Coconino County IT	Coconino County server, AOC server, DPS server	SC, FJ, FM	Data transfer through IBM MQ series.
Integration-electronic data reporting of dispositions to DPS	AOC developed and supported.	N/A	SC, FJ, FM	An electronic transaction to DPS with court dispositions.
Integration-electronic data reporting of citations/dispositions to MVD.	AOC developed and supported	N/A	FM	An electronic transaction to MVD for traffic citations.
Jury system: Next Generation version	JSI/Jury+	N/A	SC, FM	Jury Pool Management
Public access	BMI Imaging Systems (Digital Fiche)	Package	SC	Public access of scanned documents, Clerk of the Superior Court.
Court Website	Coconino County Information Technology	Standalone	Superior Court and all Justice and Municipal Courts	Provides general information for participating courts well as Electronic court documents, self help videos.
AZTracs	DPS	Package	All Justice Courts	e-citations from DPS

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.supreme.state.az.us/cot/Documents/EAS/EAS.htm>. 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)
Applications & Tools			
User Interface Delivery Method for Public Access	Netscape		IE, Firefox
User Interface Delivery Method for Business Applications	Character based		
Electronic Document Imaging/Management	LaserFiche, OnBase <9.2	Kofax	OnBase 9.2
Report Writer for Ad Hoc Reporting	Crystal <10, MS-SSRS 2000	Crystal 10, MS-SSRS 2005	Crystal 10
Report Writer for Business Application Reports	Crystal <10	Crystal 10	Crystal 10
Development Languages	COBOL, JAM, RPG, MUMPS, FoxPro	Java (on a business case need basis), ASP (Classic), .NET Framework V1.1	.NET
Development Environment	Panther, Visual Studio ≤2003, Visual Studio 6, Visual Interdev	Visual Interdev, Visual Studio 2005, PowerBuilder, MS-Access	
Analysis Tools	HOW		
Office Productivity Tools			
Word Processing	Word Perfect, Word <2003	Word 2003	Word 2007
Spreadsheet	Excel <2003, QuattroPro	Excel 2003	MS Excel 2003 and 2007

Architecture Layers	Retirement (targeted for de-investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
Presentation	PowerPoint ≤2003, CorelDraw	PowerPoint 2003	Power Point 2003 and 2007
Local Standalone Database	MS-Access <2003	MS-Access 2003	MS Access 2003
E-mail Client	Outlook <2003, Lotus Notes, GroupWise (unsupported)	Outlook 2003, Lotus Notes, GroupWise (supported versions)	Outlook 2007
Data Architecture			
DBMS	SQL Server ≤2005 FoxPro, Clipper	SQL Server 2005	
Data Warehouse DBMS		Informix XPS	
Data Exchange Model		Fixed format, XML homegrown	
Networks and Platforms			
Network Protocol	SNA		
Wireless Network Access	WEP		WPA2
Network Operating System	Novell (unsupported) Windows (unsupported)	MS-Windows Server 2003	MS-Windows Server 2003
Client Operating System	≤ Windows 2000	Windows XP	Vista
Server Operating Systems	OS/400, DEC VMS	Microsoft Windows 2003	Microsoft Windows 2003

Architecture Layers	Retirement (targeted for de-investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
Mobile Operating System			BlackBerry, Apple, Android
Shared Services			
Component Service Layer		Web Services (current version), DCOM, ASP (classic)	
Message Transport Middleware			
Message Transport	MQ ≤ V5.2	MQ V5.3/V6.0	MQ 6.0
Data Transformation ETL	Data Junction, MQSI ≤ V2.1, DTS	Cloverleaf, WMB V6.0	
Data Routing/Publish and Subscribe	MQSI ≤ V2.1	Cloverleaf, WMB V6.0	
File Transfer, Scheduled Production	FTP (intercourt and using public Internet), MQ ≤ 5.2	FTP (intra-court only), MQ V5.3/V6.0	
File Transfer, As Hoc	MQ ≤ 5.2	MQ V5.3/V6.0	