

FISCAL YEARS 2013–2015

YAVAPAI  
INFORMATION TECHNOLOGY  
STRATEGIC PLAN



ARIZONA SUPREME COURT



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# YAVAPAI 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 Yavapai County covering the period from January 2012 through June 2015. It was created as an update to the FY10-FY12 plan submitted in March 2009. With the exception of Prescott Consolidated City/Justice Court, all courts in Yavapai County participate in the Arizona Courts Automation Project (ACAP).

All courts in Yavapai County 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. Judges, the Clerk of Court, and court personnel in Yavapai County are active participants in local and statewide technology efforts to advance this Agenda.

Below are highlights of some of our 2009/10/11 technology accomplishments and projects that are planned or ongoing, as included in the Court Projects Master Listing.

- AJACS System was acquired and implemented in late 2009.
- Clerk of Court currently holds back restitution payments until they equal \$30 minimum, then issues one check for said balance.
- Interest is now being applied for Criminal Restitution Orders
- Paper has been reduced using OnBase keywords. Clerk of Court is sending to seven county agencies through OnBase. They also send copies to over 300 attorneys and the general public when requested through OnBase.
- Currently AOC and the Clerk of Court are working to ensure that the security settings in OnBase are mirrored in AJACS. When that is accomplished, then minute entries can be generated and distributed through AJACS and OnBase.
- Clerk of Court has 6 public access terminals, both in Prescott and Camp Verde. The County Records Dept. has 2 microfilm readers for public use. Minute Entries in criminal cases are posted weekly onto the OMEA website for public access. High profile cases are posted on the Clerk's website.

- Clerk of Court has increased availability of on-line forms for the public by use of web-based forms. Additional packets have been created and added to the online self service center. Most forms are available online. Prospective jurors can answer jury questionnaire online now.
- Clerk of Court is currently implementing online credit card payments.
- Clerk of Court reduced space needs for archived records by increasing back scanning capabilities and microfilming old records. To date, 8,659 files have been sent to the State Library. 2947 have been imaged and are being sent to the State Library.
- Yavapai Superior continues to work with criminal justice agencies on integration and data-sharing opportunities. Some of our efforts to integrate and share data are dependent upon the replacement of outdated case management systems in the Courts, Sheriff's Office, County Attorney's Office and Public Defender's Office. Local criminal justice agencies are in varying stages of conversion. We requested and were granted a monthly report to be sent electronically from DOC with release information from inmates where Yavapai was the arresting agency. Jury selection data will be electronically transferred from ADOT and MVD instead of using CDs.
- Infrastructure upgrades performed by County MIS included upgrade of the line (Metro Ethernet 40 Meg) between the Camp Verde and Prescott Courthouses. All Justice Courts have been upgraded to allow the installation of IP Phones, although most do not have them yet. Superior Court, Juvenile Probation, Adult Probation will have the current IP phones replaced within the next three years.
- Installed two new servers for FTR Archiving at both locations of Yavapai Superior Court.
- A new Juvenile Facility is being built with modern technological capabilities including a high-tech security system with locking doors, video/audio equipment in the courtrooms for video FTR, and videoconferencing capabilities, and presentation carts.
- Social networking needs to be incorporated into our three year plan. We need to investigate how it will best be used in our environment.
- The current offer for Limited Jurisdiction Electronic Document Management System has only been implemented in one of our LJ Courts (Cottonwood Municipal).

As evidenced by these initiatives, the Courts, criminal justice agencies and funding authorities have been working together to apply technological solutions to meet diverse business needs and improve public service.

The courts in Yavapai County are composed of the following:

<b>Superior Court in Yavapai County</b>
<b>Bagdad Justice Court</b>
<b>Camp Verde Municipal Court</b>
<b>Chino Valley Municipal Court</b>
<b>Clarkdale Municipal Court</b>
<b>Cottonwood Municipal Court</b>
<b>Dewey-Humboldt Magistrate Court</b>
<b>Jerome Municipal Court</b>
<b>Mayer Justice Court</b>
<b>Prescott Consolidated City/Justice Court</b>
<b>Prescott Valley Municipal Court</b>
<b>Sedona Municipal Court</b>
<b>Seligman Justice Court</b>
<b>Verde Valley Justice Court</b>
<b>Yarnell Justice Court</b>

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 Courts in Yavapai County.

The IT Manager with the assistance from the Superior Court Administrator distributed the template and requested input from individuals listed below. Updates to the plan were received, reviewed, and incorporated as appropriate.

<b>David L. Mackey</b>	Presiding Judge, Yavapai Superior Court
<b>Deborah M. Schaefer</b>	Superior Court Administrator
<b>Valerie Burns</b>	IT Manager
<b>Sandra Markham</b>	Clerk of Superior Court
<b>Billie E. Grobe</b>	Chief Adult Probation Officer
<b>John Ryder</b>	Adult Probation
<b>Scott Mabery</b>	Director of Juvenile Court Services
<b>Tracey Morley</b>	Juvenile Probation
<b>Anna Mary Glaab</b>	Judge, Bagdad/Yarnell Justice Court
<b>William Rummer</b>	Judge, Mayer Justice Court
<b>Arthur Markham</b>	Judge Prescott Consolidated Court
<b>Janice Kulp</b>	Judge, Seligman Justice Court
<b>William Lundy, Jr</b>	Judge, Verde Valley Justice Court
<b>John G. Walker</b>	Judge, Chino Valley Municipal Court
<b>Douglas LaSota</b>	Judge, Cottonwood Municipal Court
<b>Catherine J. Kelley</b>	Judge, Dewey-Humboldt Magistrate Court
<b>Roy Keith Carson</b>	Judge, Prescott Valley Municipal Court
<b>Ronald Ramsey</b>	Judge, Clarkdale Magistrate Court
<b>Joan Dwyer</b>	Judge, Jerome Municipal Court
<b>Harry Cipriano</b>	Judge, Camp Verde Municipal Court
<b>Rodger Overholser</b>	Judge, Sedona Municipal Court
<b>Jacque Daughety</b>	Court Supervisor, Camp Verde Municipal Court
<b>Rolf Eckel</b>	Prescott Consolidated City/Justice Court Administrator
<b>Traci Snow</b>	Court Supervisor, Mayer Justice Court,
<b>Christina O'Shaughnessy</b>	Court Supervisor, Verde Valley Justice Court
<b>Therese Christopher</b>	Court Supervisor, Dewey-Humboldt Magistrate Court
<b>Rhonda Apolinar</b>	Court Supervisor, Chino Valley Municipal Court
<b>Lucille Sallee</b>	Court Supervisor, Sedona Municipal Court
<b>Katie Ihnen</b>	Court Supervisor, Clarkdale Municipal Court
<b>Rebecca Rubash</b>	Court Supervisor, Bagdad/Yarnell Justice Court
<b>Ann Felten</b>	Court Supervisor, Prescott Valley Municipal Court
<b>Janie Randall</b>	Court Supervisor, Cottonwood Municipal Court
<b>Ruth Turner</b>	Court Supervisor, Chino Valley Municipal Court
<b>Tina Bratz</b>	Court Supervisor, Seligman Justice Court

## B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL

### B.1. JUDICIAL BRANCH STATEWIDE AGENDA

All Courts in Yavapai County 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. Local technology projects support the Judicial Branch Statewide Agenda.

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

The Clerk of Court and Adult Probation Dept. have identified strategic business goals, initiatives, and pressures. Court technology has responded to those initiatives, where applicable, as shown.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Clerk of Superior Court	Improving Communications	Begin changes to data in AJACS to align for the integration of JOLTSaz. Investigate the SWID that JOLTS is currently using.
Clerk of Superior Court	Improving Communications	Investigate what will be needed with the integration of APETS and plan accordingly
Clerk of Superior Court	Improving Communications	Creation and Implementation of Financial Report from AJACS for Adult Probation to use for defendants on probation
Clerk of Superior Court	Increase Collections	Increase electronic payment of filing fees, fines, etc. by providing technology for on-line payments
Clerk of Superior Court	Increase Collections	Implementation of FARE
Clerk of Superior Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Reduce handling of paper documents by implementing electronic document transfer between courts, agencies and the public
Clerk of Superior Court	Maintaining a Professional Workforce and Improving	Reduce handling of paper documents by implementing e-filing between

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	Operational Efficiencies	courts, agencies and the public (AZTurboCourt)
Clerk of Superior Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Investigate e-signatures
Clerk of Superior Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Transition to paperless (no physical chart) Would like to start with Juvenile Files.
Clerk of Superior Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Preserve (by scanning) and restore old docket books as funds are available in Document Storage & Retrieval Fund.
Clerk of Superior Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Obtain workflow software (available through OnBase) which allows a scanned document to be distributed to various departments electronically. With workflow software, the document can be sent simultaneously, thus improving efficiency.
Clerk of Superior Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Replace scanners and upgrade PCs in the next 2 years. Include new bar code readers for PCs/
Superior Court Administration	Infrastructure Upgrade	IP Phones will be replaced in Superior Court within the next 3 years. To be completed by County MIS.
Superior Court Administration	Infrastructure Upgrade	Network closets to be reconfigured with racks and consistent labeling throughout building. To be completed with help from County MIS.
Superior Court Administration	Improving Communications	Permanent Teleconferencing Equipment in Presiding Judge's chambers will reduce travel costs for communication between Prescott and Verde facilities.
Superior Court Administration	Improving Communication	Video/Audio equipment to be installed in Historic Courtroom that will allow viewing in other parts of the building. This will be used for overflow purposes to the Jury Assembly room.
Superior Court Administration	Improving Communication	Tie Wireless credentials together for all three facilities Judges will be present, Prescott, Camp Verde and Juvenile facilities.
Superior Court Administration	Improving Communication	Ensure seamless file access for

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
		Judges in all three facilities: Prescott, Camp Verde and Juvenile facilities.
Superior Court Administration	Improving Communication	Individual Teleconferencing capability in all Judges' Chambers
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Upgrade all FTR Hardware in Prescott courthouse including the capability of Video
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Add electronic presentation carts to all Prescott Courtrooms (to match capability in Verde)
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Match teleconferencing and videoconferencing capabilities in the Prescott Courthouse to those of the Camp Verde Courthouse
Superior Court Administration	Improving Communication	Electronic Calendar Display that interfaces to AJACS. Include electronic distribution or web access to all interested agencies.
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Allow for centralized control of FTR Archive locations for Prescott Courthouse, Camp Verde Courthouse, and the new Juvenile facility.
Superior Court Administration	Improving Communications	GovNET (a communications company), to provide backup communications via microwave to all locations connected to the AOC network. There is no upfront cost to the courts or AOC for the microwave dish and its installation. The dish will be used for future bandwidth and/or resources as they become available and funded.
Superior Court Administration	Improving Communications	Improve workflow of documents with a FAX server. This would allow easy distribution of documents currently faxes from other agencies.
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	SSRS or other report writing training to improve efficiency of work in courthouse. Ad hoc reporting for data cleanup, special queries and local statistics. Investigate Visual Studio capabilities.
Superior Court Administration	Security	Obtain new security surveillance system for the Prescott Courthouse to include at least 2 cameras on each floor and 1 at each outside entrance. Night time Security cameras in

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
		courthouse parking areas.
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Investigate the use of Tablets and Bench automation software for Judges to be able to view case documents at the Bench.
Superior Court Administration	Security	Investigate central Intercom system to be used with IP Phones to be used in case of emergency.
Superior Court Administration	Security/Improving Communications	Allow for the electronic transmission of documents from the secure area of the Courthouse to the outside. (i.e. from inmate to attorney)
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Ability to do computer hardware and software inventory with inventory software.
Superior Court Administration	Maintaining a Professional Workforce and Improving Operational Efficiencies	Investigate and implement social networking strategies.
Adult Probation	Improving Communications	Need more accessibility to APETS info for Probation Officers while in field.
Adult Probation	Maintaining a Professional Workforce and Improving Operational Efficiencies	Improve compatibility between County and State computer systems.
Adult Probation	Maintaining a Professional Workforce and Improving Operational Efficiencies	Install copies of AJACS and train, so PO's can access the financial information
Adult Probation	Maintaining a Professional Workforce and Improving Operational Efficiencies	Create ad hoc reports in APETS to extract needed information.
Adult Probation	Maintaining a Professional Workforce and Improving Operational Efficiencies	GPS tracking of Sex Offenders. Improve functionality of new contract provider services.
Juvenile Probation	Maintaining a Professional Workforce and Improving Operational Efficiencies	Increase mobile access to online files, documents, JOLTS and AZYAZ in order to improve and expedite service to clients.
Juvenile Probation	Improving Communications	Improve Communications with clients, families, court personnel, treatment staff, and collaborating agencies.
Cottonwood Municipal Court	Maintaining a Professional Workforce and Improving Operational Efficiencies	Obtain local server for documents and records.
Cottonwood Municipal Court	Improving Communications	Install Wi-Fi access for court staff/attorneys
Cottonwood Municipal Court	Maintaining a Professional	New case management system with

<b>COURT/LOCAL AGENCY NAME</b>	<b>STRATEGIC AGENDA</b>	<b>RELATED IT INITIATIVE(S)</b>
	Workforce and Improving Operational Efficiencies	EDMS
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Online payment processing
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	EDMS install; develop paperless court
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Process court cases faster
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Additional scanner/computer
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Electronic access to closed cases (research)
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Touchscreen monitors for staff
<b>Cottonwood Municipal Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Electronic filing motions/forms
<b>Dewey-Humboldt Muni Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Need more efficient way to write courtroom records. Currently Judge is hand writing.
<b>Dewey-Humboldt Muni Court</b>	Improving Communication	Improve communication between the courtroom and waiting area.
<b>Prescott Justice/City Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Implement e-citations with Yavapai County Sherriff's Office
<b>Prescott Justice/City Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Implement e-parking citations with the Prescott Police Department
<b>Prescott Justice/City Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Connect an e-payment solution to our current CMS for online payments
<b>Prescott Justice/City Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Implement paperless processes, such as Initial Appearances.
<b>Sedona Municipal</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	e-payment capability connected to AZTEC
<b>Sedona Municipal</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Streamline process from disposition to receipting.

<b>COURT/LOCAL AGENCY NAME</b>	<b>STRATEGIC AGENDA</b>	<b>RELATED IT INITIATIVE(S)</b>
<b>Sedona Municipal</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Public Access review by public. More online assistance to guide public through the court process along with definitions of terms.
<b>Sedona Municipal</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Access to a real-time statewide database. To search defendant's history or identify "court shoppers"
<b>Mayer Justice</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Need scanning ability to convert documents to electronic thus freeing up storage space
<b>Mayer Justice</b>	Improving Communications	Update phone system with capabilities for conference calls, speaker phone, and voicemail
<b>Clarkdale Magistrate Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Update to more modern CMS system
<b>Clarkdale Magistrate Court</b>	Improving Communications	Statewide database with more information than Public Access.
<b>Clarkdale Magistrate Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Integrate Tablet to CMS. Used for research, log entries, schedule checks, and motion practice.
<b>Clarkdale Magistrate Court</b>	Improving Communications	Use social networking to share thoughts on new legislation, case management, exchange of std. forms, research points, useful websites.
<b>Clarkdale Magistrate Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Protective Order Module needs updated
<b>Clarkdale Magistrate Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	DDS Program is not needed. Too many issues with schools being non-compliant.
<b>Verde Valley Justice Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Would like to install Liberty and remove the FTR Gold recording. Compatibility issues with CD's and AZTEC.
<b>Verde Valley Justice Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Obtain scanner so court documents are electronic saving on time and paper. Update fax machine.
<b>Verde Valley Justice Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Accept payments online
<b>Verde Valley Justice Court</b>	Maintaining a Professional Workforce and Improving Operational Efficiencies	Ability to receive e-citations
<b>Verde Valley Justice Court</b>	Security	Enhance security in building.
<b>Camp Verde Municipal Court</b>	Maintaining a Professional	CMS to include working GL and check

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	Workforce and Improving Operational Efficiencies	reconciliation. Be sure receivables due are in a format that is compatible with the City.
Jerome Municipal Court	Improving Communication	Use of FaceTime of Skype with defendant's who want to appear telephonically. Financial savings and increase of appearances.
Jerome Municipal	Improving Communication	Generic forms on websites such as a variety of Motions

## 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, or 4250N

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.

Both the Court server and the stand-alone PCs at Prescott Consolidated City/Justice Court operate on Cache, a product of Intersystems, Inc. Cache provides the B-trieve data structure so valuable in record keeping applications, the Cache user interface, the hooks necessary to provide Visual Basic (VB) access and manipulation of the database, and the components necessary to provide straightforward Web access to the database. All of these capabilities are exploited in this system. The Court Clerks use both the VB and the Cache in the performance of their daily duties. The VB interface is used exclusively in the generation of minute entries and the documentation of the case process. Although most of the Court processes are available in the VB interface, most of the Court Clerks prefer to use the more familiar Cache-equivalent processes for their day-to-day activities. Cache is used to create and update case information as needed. It also manages financials: restitutions, bonds, fine assessments, and payments for each case in both courts. Statistical data are collected and reported using Cache.

## 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 Court information technology projects from January 2010 to January 2012.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
State	Superior Court/Clerk of Court	Implementation of AJACS	Completed
Local	Clerk of Court	Purchase of 21 Excel 2010 Licenses and 1 PowerPoint Purchase of Adobe Acrobat X Pro	Completed
Local	Clerk of Court	Self Service Forms posted to website	Ongoing
Local	Clerk of Court	Juror, Passport and Marriage License information available on the website	Completed
Local	Clerk of Court	Installed new FTR Server in Camp Verde Facility	Completed
Local	Clerk of Court	Created and implemented emergency plan for calling Jurors with limited computer access	Completed
Local	Superior Court	Allowed Court Reporters AJACS access through VPN	Completed those that were interested.
Local	Superior Court	Provided access for JA's to listen live to proceedings	Ongoing
Local	Superior Court	Moved past FTR Recordings to Server	Ongoing
Local	Superior Court	Moved Court Reporter notes to server	Completed

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Adult Probation	Improved wireless accessibility throughout the county	Completed
Local	Adult Probation	Back scanned documents	Complete
Local	Adult Probation	Purchased Teleconferencing equipment to reduce travel costs and improve communication	Ongoing-further expansion desired
Local	Adult Probation	Creating and piloting an OnBase document system which integrates department documents and data from APETS	Ongoing
State	Adult Probation	New Contracted GPS Provider	Completed
Local	Adult Probation	Utilization of Survey Monkey to track QA.	Ongoing
Local	Adult Probation	Fieldsearch – Computer search software to enhance supervision of Sex Offenders. Continued training.	Ongoing
Local	Adult Probation	Utilization of Social Media resources to assist officers in monitoring of offenders	Ongoing
Local	Adult Probation	Use of Visio software to assist Project Management and Process charting.	Ongoing
Local	Adult Probation	County MIS has begun upgrading to Windows 7 and Office 2010	Ongoing
Local	Juvenile Probation	Installed metal detector in detention to increase safety	Completed

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Juvenile Probation	Installed copier/scanner to increase quality of communications	Ongoing
Local	Chino Valley Muni	Completed e-citation program in cooperation with police department	Completed
Local	Chino Valley Muni	Commenced Justice EZ-Trac system	Ongoing
Local	Chino Valley Muni	Installing scanner to go paperless on files	Ongoing
Local	Prescott Justice/City Court	Enhanced automation to include payment information on DDS	Complete
Local	Prescott Justice/City Court	Modified CMS to consume DPS e-citation data.	Complete
Local	Prescott Justice/City Court	Upgraded system and hardware for hearings in the city council chambers	Complete
Local	Sedona Municipal	Installed copier	Complete
Local	Mayer Justice	Implemented court website for customers to have access to forms and information	Ongoing
Local	Mayer Justice	Installed digital recorder (Liberty) to facilitate recording and management of courtroom proceedings	Completed
Local	Mayer Justice	Installation of signs around the building street in front of building and highway to improve access to court	Ongoing

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Mayer Justice	Activated credit card machine to add more payment options for customers	Completed
Local	Mayer Justice	Installation of windows at front counter and civil counter. Replaced swinging gate with security door.	Completed

### 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
<b>E-filing (AZ TurboCourt)</b>	Accept electronic documents from litigants and criminal justice agencies.	Electronic Filing	Early adoptors	FY13		Unknown
<b>Install GovNet</b>	Microwave dishes on Roof of Court buildings	Other Local/Independent Projects	Mid-cycle adaptors'	FY13	Plan	None
<b>Bench Automation S/W</b>		Judge/Bench Automation	Mid-cycle adoptors	FY13	Plan	
<b>AJACS Rollout</b>		LJ CMS Dev/Pilot/Rollout	Mid-cycle adoptors	FY14	Plan	
<b>JOLTSaz Integration</b>	Integration of JOLTS and AJACS	JOLTSaz + Needs Assessment	Mid-cycle adoptors	FY14	Plan	

## 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
Disconnected Scanning	Scanning ability to interface with AZTEC in LJ Courts	Access to Electronic Documents	Early adoptors	FY14	Execute	
AZTurbo Court		Electronic Filing	Mid-cycle adoptors	FY14	Plan	
AJACS-APETS Integration	Integration of AJACS and APETS	Integration	Mid-cycle adoptors	FY14	Plan	

## OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
<b>Improve County-Wide Warrant Processing</b>	Organize & plan for data sharing & integration of computer systems used by courts & criminal justices agencies.	FY13	Initiate	
<b>Online Payments</b>	Provide capability for payment through court website.	FY13	Concept	Security
<b>Electronic Signature</b>	Identify appropriate processes and technologies for e-signature on court-generated documents, i.e. court orders, minute entries	FY13	Concept	Security
<b>Workflow/Work view</b>	Internal distribution of court documents electronically in lieu of paper copies.	FY13	Initiate	Unknown
<b>Electronic Transmission of Documents</b>	Transmission of electronic documents between LJ courts and the jails (Mayer Justice was proof of concept)	FY14	Execute	Project is at a standstill investigation to start up again.

## OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Security System	DVR system with expandable capability	FY13	Initiate	
FTR/Upgrade	Upgrade FTR to 5.5 and install Enterprise to better manage archive areas, and duplication	FY13	Initiate	
Teleconference Equipment for Judges	Install Polycom equipment in several Prescott Courthouse Chambers	FY13	Plan	
Upgrade Presentation Carts for Courtrooms	Upgrade Laptop, Overhead Projector, etc on Courtroom Presentation Carts	FY13	Plan	
Install AJACS	Provide AJACS access to Probation Officers to reduce or eliminate daily calls to the Clerk of Court Financial Dept.	FY12	Execute	

## **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

<b>Court</b>	<b>Timeframe</b>	<b>General Importance</b>
Cottonwood Muni	Next 12 months	Moderate importance
Dewey-Humboldt Muni	1-2 Years	AZTEC works well for our court
Prescott Justice/City Court	2-3 years	Very high. Current CMS is aging and will need replacement
Sedona Municipal Court	1-2 years	Integration with other automated systems
Mayer Justice Court	1-2 years	Need to streamline case management process and have improved options for case tracking, financial mgmt, search options, forms, calendar, and case follow up.
Verde Valley Justice Court	Next 12 months	This is important but we have a pretty good Case Management System
Jerome Municipal Court		AZTEC works well

**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

Court	Timeframe	General Importance
Juvenile Probation	1 year	JOLTSaz will have a high impact on our entire probation office and detention facility.
Superior Court/Clerk of Court	Immediate	High Impact and strong desire to integrate with AJACS

**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

Court	Timeframe	General Importance
Cottonwood Muni	Next 12 Months	Very important to productivity
Dewey-Humboldt Muni	Next 12 Months	Unlimited value to both court staff and the public served by them.
Prescott Justice/City Court	ASAP	Very high. Paperless processes have been an ongoing goal for this court.
Sedona Municipal Court	1-2 Years	Finally standardized forms.
Mayer Justice Court	3-6 months	To store and manage electronic copies of documents and eliminate paper files. Will also allow quicker retrieval of documents and response to customers/records requests.

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

Clarkdale Magistrate Court	1-2 years	Will help with time constraints
Verde Valley Justice Court	Immediately	This would save the Court time and money

**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

Court	Timeframe	General Importance
Cottonwood Muni	3-4 years	Not critical yet
Dewey-Humboldt Muni	3-4 years	Court has only Order of Protections and Injunction against Harassment Orders that require paperwork from the public.
Prescott Justice/City Court	1-2 years	High importance. When Yavapai County joins AZ TurboCourt.
Sedona Municipal Court	3-4 years	
Mayer Justice Court	1-2 years	e-filing will allow quicker retrieval of documents and add online payment convenience to filers.
Verde Valley Justice Court	Immediately	Very useful for the Public

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

Jerome Municipal Court		Limited importance as we do not have many attorneys filing documents
Yavapai Superior	Immediately	High Importance

**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

Court	Timeframe	General Importance
Cottonwood Muni	Next 12 Months	Important for modernizing and productivity
Dewey-Humboldt Muni	Next 12 Months	Unlimited value to both court staff and the public served by them
Prescott Justice/City Court	NOW	Very high. The court wants paperless IA now.
Sedona Municipal Court	1-2 years	Would be beneficial to the Judge. Courtroom is shared by other city personnel and would need to be extremely portable to remove from courtroom.
Mayer Justice Court	1-2 years	Will allow judicial reference materials to be easily accessed by the Judge and to view electronic images of case files instead of paper-based reference materials and case files. This will also save printing costs for the court.

STATEWIDE INITIATIVE JUDGE/BENCH AUTOMATION		
Clarkdale Magistrate Court	3-4 years	Would be helpful for the Judge to obtain court information instantly while on the bench
Verde Valley Justice Court	Immediately	Would be very helpful while on the Bench.
Yavapai Superior	Immediately	High Importance

## D.2. LOCAL INFORMATION TECHNOLOGY STRATEGIC RESOURCES

This section provides high-level information about the technology spending and resources by court, according to the invoices from AOC.

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	\$198,250	\$18,340	1	0
Adult Probation	*included above	\$0	0	0
Clerk of Court	*included above	\$37,465	0	0
Juvenile Court	*included above	\$0	1	0
All Justice Courts	*included above	\$0	0	0
Camp Verde MC	\$8250	\$2,350	0	0
Chino Valley MC	\$5250	\$734	0	0
Clarkdale MC	\$4250	\$540	0	0
Cottonwood MC	\$7250	\$540	0	0
Dewey-Humboldt MC	\$2250	\$0	0	0
Jerome MC	\$2250	\$0	0	0

Court	State Device Cost	Other Technical Cost	Number of:	City or County FTE Technical Support Staff
			Court FTE Technical Staff	
Prescott Consolidated City/JP	0	\$39,635	0	1
Prescott Valley MC	\$8750	\$0	0	0
Sedona MC	\$6500	\$540	0	0

**Detail – Other Technical Costs**

1) <b><u>Superior Court</u></b>	
Maintenance of Audio/Visual Equipment for Verde Courthouse ((\$9,170 for six-month contract)	\$18,340
<b>Superior Court Total</b>	<b><u>\$18,340</u></b>
2) <b><u>Clerk of Court</u></b>	
<b>SOFTWARE LICENSES AND MAINTENANCE CONTRACTS</b>	
Jury + Next Generation: Jury Software Program	9,100
Exhibit One -FTR Gold Audio Digital Software: FTR Gold	
13 Emerald Annual Service Contracts	9,778
Electronic Document Scanning System:	
OnBase Software	9,510
Hardware ( 5 scanners)	7,077
10 Hour Annual Support Contract	2,000
<b>Clerk of Court Total</b>	<b><u>\$37,465</u></b>

3)	<b><u>Camp Verde Municipal Court</u></b>	
	Annual maintenance on Liberty digital recording system	\$600
	Audio/Visual Maintenance & Upgrade & DSL Fees	\$1200
	Annual maintenance and monitoring by Safe Alert Systems motion & fire sensors on work area, courtroom & doors	<u>500</u>
	<b>Camp Verde Municipal Court Total</b>	<b><u>\$2,350</u></b>
4)	<b><u>Prescott Consolidated City/JP Court</u></b>	
	City cost for consultant to provide CMS upgrades and maintenance	\$34,850
	Cache licenses for CMS	4,785
	<b>Prescott Consolidated City/JP Court Total</b>	<b><u>\$39,635</u></b>
5)	<b><u>Chino Valley Municipal Court</u></b>	
	Liberty Digital Recording System – Annual Maintenance Cost	\$ 534
	ACJIS over AJIN – Annual Maintenance Cost	<u>200</u>
	<b>Chino Valley Municipal Court Total</b>	<b><u>\$734</u></b>
6)	<b><u>Clarkdale Municipal Court</u></b>	
	Liberty Digital Recording System – Annual Maintenance Cost	<u>\$ 540</u>
	<b>Clarkdale Municipal Court Total</b>	<b><u>\$ 540</u></b>
7)	<b><u>Sedona Magistrate</u></b>	
	Liberty Digital Recording System – Annual Maintenance Cost paid by City IT Dept.	<u>\$ 540</u>
	<b>Sedona Magistrate Court Total</b>	<b><u>\$ 540</u></b>
8)	<b><u>Cottonwood Municipal</u></b>	
	Liberty Digital Recording System –	<u>\$ 540</u>
	<b>Cottonwood Municipal Court Total</b>	<b><u>\$ 540</u></b>

## 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
Superior Ct, Clerk, Adult Prob., Juv Ct., All Justice Crts.	178	Windows Vista	11	Windows Vista	68
Cottonwood Muni	6	Windows Vista	1	Windows Vista	2
Sedona Muni	5	Windows Vista	1	Windows Vista	2
Prescott Valley Muni	10	Windows Vista	0	NA	1
Clarkdale Muni	4	Windows Vista	0	NA	1
Jerome Municipal	2	Windows Vista	0	NA	1
Chino Valley Municipal	6	Windows Vista	0	NA	1
Camp Verde Municipal	8	Windows Vista	0	NA	3
Dewey/Humboldt Muni	2	Windows Vista	0	NA	1

## 2. HARDWARE FOR SPECIAL FUNCTIONS

Items below are included in above desktop/laptop counts.

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Superior Court	3	20	9	0		0
Adult Probation	0	NA	NA	2	1	0
Clerk of Superior Court	3	NA	NA	0	5	0
Juvenile Court	0	1	1	0		0
Bagdad JP	0	1	1	0		
Camp Verde Municipal	0	2	1	0		
Chino Valley Municipal	0	1	1	0		
Clarkdale Magistrate	0	1	1	0		
Cottonwood Municipal	0	1	1	0	1	
Dewey-Humboldt Magistrate	0	0	1	0		
Jerome Magistrate	0	0	1	0		

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Mayer JP	0	1	1	0		
Prescott Consol. City/JP Court	0	3	1	0		
Prescott Valley Municipal	0	1 laptop primarily used in court room	1	0		
Sedona Municipal	0	1	2 (AZTEC & city CPUs w/ 1 monitor)	0		
Seligman JP	0	1	1	0	1	
Verde Valley JP	0	1	1	0		
Yarnell JP	0	1	1	0		

Many courts have Polycom VSX 3000 Equipment. (Superior Court, Juvenile Probation, Adult Probation, Seligman Justice, Verde Valley Justice, Camp Verde Muni., Cottonwood Muni., Prescott Valley Muni., Chino Valley Muni., Mayer Justice, Sedona Muni.)

### 3. LOCAL SERVER HARDWARE AND FUNCTION

Local Server Information					
Court/Dept.	# Brand / Model	Operating System	Database	Managed by	Use/ Applications
Superior Court & Clerk of Court	Compaq/HP purchased through AOC 12/2002	Windows Server 2003	N/A	AOC	File shares
Superior Court & Clerk of Court	(2) HP ProLiant ML150	Windows Server 2008	N/A	AOC	FTR and File shares. One located in Prescott, one in Verde.
Prescott Consolidated City/JP Court	Dell PowerEdge Dual Processor 2.26 GHZ	Microsoft Server 2008	Cache	h/w: County MIS Database: Independent Consultant	Total management and operation of the Court

### 4. NETWORK ENVIRONMENT

Our network is the Arizona Judicial Information Network (AJIN), maintained by the AOC. Prescott Consolidated City/Justice Court is on the Yavapai County network maintained by the County MIS department.

### 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.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>App Category (Vendor Package, Bolt-On, or Standalone)</b>	<b>Courts Using</b>	<b>Description of Application</b>
AJACS application software for the Arizona Court Automation Project (ACAP)	AOC	N/A	Superior Court, Clerk of Court	State standard case management system.
AZTEC application software for the Arizona Court Automation Project (ACAP)	AOC	N/A	All JP & Municipal Courts except Prescott Consolidated City/JP Court; view-only access for Co Atty, Public Defender, Jail, Adult Probation	State standard case management system.
Cache application software	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	Standard case management system.
AZTEC module: Calendaring	AOC	N/A	JP & Municipal Courts	A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.
Cache module: Calendaring	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	A module of Cache integrated to docket and case management that tracks all events and provides daily calendars.
AZTEC module: Financials	AOC	N/A	Clerk of Court, JP & Municipal Courts, Adult Probation	A module of AZTEC that performs the cash management functions.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone))	Courts Using	Description of Application
Cache module: Financials	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	A module of Cache that performs the cash management functions.
AZTEC forms generation used	AOC	N/A	Clerk of Court, JP & Municipal Courts	A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word Perfect.
Cache Forms Generation	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	A feature of Cache that allows automatic generation of forms and minute entries using imported data and converts them to .pdf files.
Cache module: File Tracking	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	A module of Cache used to track file locations.
APETS (Adult Probation Enterprise Tracking System)	AOC	N/A	Adult Probation (July 2005)	The state standard system for tracking adult probationers.
DCATS - CASA	AOC	N/A	Superior Court, CASA Program	The statewide system for tracking juvenile dependency cases.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>App Category (Vendor Package, Bolt-On, or Standalone)</b>	<b>Courts Using</b>	<b>Description of Application</b>
JOLTS (Juvenile On-Line Tracking System)	AOC	AS/400 JOLTS N/A	Juvenile Ct, Co. Atty, Victim Witness, Judge, CASA, Public Defender; planning to provide access for Attorney General	The state standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.
Statistical Reports (CASPER)	AOC	N/A	JP & Municipal Courts	A statewide statistical reporting application.
Cache Statistical Reports	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	Statistical reporting application.
Tax Intercept Program (TIP)	AOC	N/A	Juvenile Ct, Clerk of Court, some JP & Municipal Courts, including Prescott Consolidated City/JP Court	A state standard system for reporting and collecting delinquent debt via Dept. of Revenue and AZ Lottery.
Windows Vista	Microsoft/AOC staff	Vendor Pkg	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP & Municipal Courts	The operating system of the state standard desktop PCs.
Windows XP Professional	Microsoft/County Network	Vendor Pkg	Prescott Justice/City Courts	The operating system of Prescott City/JP desktop PCs.
Crystal 10/Crystal Enterprise	Crystal/AOC staff	Vendor Pkg	Superior Court, Clerk of Court, Juvenile Court, CASA, Camp Verde MN	A report-writing tool for user ad hoc reports from various applications.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>App Category (Vendor Package, Bolt-On, or Standalone))</b>	<b>Courts Using</b>	<b>Description of Application</b>
Centra	Centra	N/A	Superior Court, Clerk of Court, JP & Municipal Courts	Software for interactive, instructor-led n- line training
Adobe Acrobat Reader	Adobe	Vendor Pkg	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP & Municipal Courts	A free product from Adobe Acrobat for reading documents in PDF format.
Microsoft Word	Microsoft/local & AOC staff	Vendor Pkg	Adult Probation, Juvenile Court; some users in Superior Court, Clerk of Court, JPs & Municipal Courts	A word processing system.
Excel	Microsoft	Vendor Pkg	Adult Probation, Juvenile Court; some users in Superior Court, Clerk of Court, JP & Municipal Courts	A spreadsheet product from Microsoft.
PowerPoint	Microsoft	Vendor Pkg	Juvenile Court; some users in Superior Court, Clerk of Court, Camp Verde MN	Presentation program used to create court process demos & training
Outlook 2007	Microsoft	Vendor Pkg	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP & Municipal Courts	Email system of state standard desktop PCs
McAfee Virus Scan	McAfee	Vendor Pkg	Superior Court, Clerk of Court, Juvenile Court, JP & Municipal Courts	Virus detection software to protect local PCs.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone))	Courts Using	Description of Application
Digital Audio: Product Name: FTR Gold	ExhibitOne	Vendor Pkg	Superior Court, Clerk of Court, some JP & Municipal Courts	System to digitally record audio in court proceedings
Digital Audio: Product Name: Liberty	JCG Technologies	Vendor Pkg	Sedona, Chino Valley, Clarkdale & Camp Verde Municipal Courts	System to digitally record audio in court proceedings
Electronic Document Management OnBase V 7.2	OSAM	Vendor Pkg	Clerk of Court, Juvenile Court	System to scan & manage documents
Access	Microsoft	Vendor Pkg	Juvenile Court	Database used for Juvenile Drug Court
Integration- electronic data sharing with county/city law enforcement	Spillman	Vendor Pkg	Adult Probation	Computer system used by Sheriff & accessed by Adult Probation Dept.
Cache electronic data sharing with county/city law enforcement; county/city prosecutors; public defenders; adult probation	M. C. Woodfill and Associates, L.L.C.	Standalone	Prescott Justice/City Courts	Ability to access of the courts system by different agencies.
Jury system: Jury+ version Next Generation	Jury+ JSI	N/A	Clerk of Court	Collection & mgt of Jury services
Court Web site	County MIS	Standalone	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP Courts	Provides general information for participating courts and depts.

Local Applications				
Application Name	Developed/ Supported by	App Category (Vendor Package, Bolt-On, or Standalone))	Courts Using	Description of Application
Court Web site	Sedona MIS	Standalone	Sedona Municipal Court	Provides general court information
Court Web site	M.C. Woodfill and Associates, L.L.C.	Standalone	Prescott Consolidated City/JP Court	Provides public access to court case files.
Court Web site	Clarkdale MIS	Standalone	Clarkdale Municipal Court	Provides general court information
Court Web site	Camp Verde MIS	Standalone	Camp Verde Municipal Court	Provides general court information
Quicken 2011	Intuit	Vendor Pkg	Verde Valley Justice Court	Financial program
Quicken Deluxe 2008	Intuit	Vendor Pkg	Juvenile Court	Financial program
Quickbooks Pro 2009	Intuit	Vendor Pkg	Dewey-Humboldt	Financial program
QuickBooks 2012	Intuit	Vendor Pkg	Adult Probation	Financial program
MSMoney 7	Microsoft	Vendor Pkg	Clarkdale Mun.	Financial Program
Fines, Fees and Restitution Enforcement Module for FARE participation	AOC and vendor, ACS	N/A	<u>Muni Courts:</u> Camp Verde, Chino Valley, Clarkdale, Cottonwood, Jerome, Prescott Valley, Sedona <u>Justice Courts:</u> Verde Valley	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.
Lexis-Nexis	Lexis-Nexis	Vendor Pkg	Justice of the Peace and Municipal Courts	References for Judges: ARS, Rules of Court, judicial decisions, AG opinions

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>App Category (Vendor Package, Bolt-On, or Standalone)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Web Solutions Online Questionnaire	AOC & Vendor Jury Systems, Inc.	N/A	Clerk of Court	Online application for completion of Jury Question- naires
ICOTS	ICAOS	Federal	Adult Probation Dept. and receiving jurisdictions	Scans & transfers Interstate Compact data
Adobe 9	Acrobat	Vendor Pkg	Superior Court	Creates .pdf documents
Citation Inquiry	AOC		LJ Courts	for APS e-citations
MVD File Transmission	AOC		Justice Courts and Muni Courts	Nightly Transmittal of info (payments, warrants, suspended, everything dispo'd out)

**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.

<b>Architecture Layers</b>	<b>Retirement</b> (targeted for de-investment)	<b>Containment</b> (limited to maintenance & current commitments)	<b>Current Court Technology or Product</b> (fill in)
<b>Applications &amp; Tools</b>			
User Interface Delivery Method for Public Access	Netscape		
User Interface Delivery Method for Business Applications	Character based		
Electronic Document Management	LaserFiche, Hyland 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 (Clerk’s Office) SSRS Report Builder 2.0
Report Writer for Business Application Reports	Crystal <10	Crystal 10, MS-SSRS 2005	Crystal 10 (Clerk’s Office) SSRS Report Builder 2.0
Development Languages	COBOL, JAM, RPG, MUMPS, FoxPro	Java (on a business case need basis), ASP (Classic), .NET Framework V1.1	NA

<b>Architecture Layers</b>	<b>Retirement (targeted for de- investment)</b>	<b>Containment (limited to maintenance &amp; current commitments)</b>	<b>Current Court Technology or Product (fill in)</b>
Development Environment	Panther, Visual Studio ≤2003, Visual Studio 6, Visual Interdev	Visual Studio 2005, PowerBuilder	NA
Source Control	Aldon		
Analysis Tools	HOW		
<b>Office Productivity Tools</b>			
Word Processing	Word Perfect, Word <2003	Word 2003	Word 2007
Spreadsheet	Excel <2003, Quattro Pro	Excel 2003	Excel 2010/2007
Presentation	PowerPoint <2003, CorelDraw	PowerPoint 2003	PowerPoint 2010/2007
Local Standalone Database	MS-Access <2003	MS-Access 2003	MS-Access 2007
E-mail Client Product	Outlook <2003, Lotus Notes, GroupWise (unsupported)	Outlook 2003, Lotus Notes, GroupWise (supported)	Outlook 2007
<b>Data Architecture</b>			
DBMS	SQL Server ≤2005, FoxPro, Clipper	SQL Server 2005	Access2007 (Juvenile for Drug Court DB and Employee DB)
Data Warehouse		Informix XPS	
Data Exchange Model		Fixed format, XML homegrown	NA

Architecture Layers	Retirement (targeted for de- investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
<b>Networks and Platforms</b>			
Network Protocol	SNA		
Wireless Network Access	WEP		
Network Operating System	Novell (unsupported) Windows (unsupported)	MS-Windows Server 2003	Windows Server 2003/2008
Client Operating System	≤ Windows 2000	Windows XP	Windows Vista
Server Operating Systems	OS/400, DEC VMS	Microsoft Windows 2003	Windows Server 2003/2008
Mobile Operating Systems		BlackBerry O/S	BlackBerry O/S, Android, iOS
<b>Shared Services</b>			
Component Service Layer		Web Services (current version), DCOM, ASP (classic)	NA
<b>Message Transport Middleware</b>			
Message Transport	MQ ≤ V5.2	MQ V5.3/V6.0	AOC
Data Transformation ETL	Data Junction, MQSI ≤ V2.1, DTS	Cloverleaf, WMB V6.0	AOC
Data Routing/Publish and Subscribe	MQSI ≤ V2.1	Cloverleaf, WMB V6.0	AOC

<b>Architecture Layers</b>	<b>Retirement</b> (targeted for de-investment)	<b>Containment</b> (limited to maintenance & current commitments)	<b>Current Court Technology or Product</b> (fill in)
File Transfer, Scheduled Production	FTP (intercourt and using public Internet), MQ ≤ 5.2	FTP (intra-court only), MQ V5.3/V6.0	
File Transfer, Ad Hoc	MQ ≤ 5.2	MQ V5.3/V6.0	