



# FISCAL YEARS 2016-2018



# GREENLEE COUNTY ARIZONA JUDICIAL BRANCH INFORMATION TECHNOLOGY STRATEGIC PLAN

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# GREENLEE COUNTY COURTS

## INFORMATION TECHNOLOGY STRATEGIC PLAN FOR FISCAL YEARS 2016-2018

### INTRODUCTION

This is a three year information technology strategic plan for the courts in Greenlee County covering the period from January 2014 through June 2018. It was created as an update to the FY14-FY16 plan submitted in March 2013.

The courts in Greenlee County are composed of the following:

<b>Superior Court in Greenlee County</b>
<b>Justice Court Precinct 1 -- Clifton</b>
<b>Justice Court Precinct 2 -- Duncan</b>
<b>Clifton Magistrate Court</b>
<b>Duncan Magistrate Court</b>

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

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

- The Commission on Technology and its subcommittees:
  - Court Automation Coordinating Committee,
  - Probation Automation Coordination Committee, and
  - The Technical Advisory Council
- The General Jurisdiction (GJ) Case Management System (CMS) Users' Group,
- The Juvenile On-Line Tracking System (JOLTS) Users' Group and
- The Adult Probation Enterprise Tracking System (APETS) Statewide Users' Group.

Courts are also represented on the Clerks of the Court Association, General Jurisdiction Case Management System Committee, Arizona Judicial Council, Committee on Superior Court, Committee on Limited Jurisdiction Courts, Superior Court

Administrators Association, Limited Jurisdiction Court Administrators Association, PAM Users, as well as Code Standardization and Caseflow Managers Groups.

All courts in the county are participating in the Arizona Court Automation Project (ACAP).

## A. PLANNING METHOD AND PARTICIPANTS

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

An AOC representative met with representatives from courts and departments in the County to develop the FY08-10 plan. That plan has since been revised several times to keep it current. Participants in the latest revision included:

<b>Monica Stauffer</b>	Judge of the Superior Court
<b>Pamela Pollock</b>	Clerk of Superior Court
<b>Rick Guerena</b>	Court Services
<b>JoAnn Miranda</b>	Probation Department
<b>Julie Galusky</b>	Probation Department
<b>Charles Bérubé</b>	County IT Manager
<b>Cristina O’Coyné</b>	Court Administrator/Judicial Assistant

## B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL

### B.1. JUDICIAL BRANCH STATEWIDE AGENDA

The courts support **ADVANCING JUSTICE TOGETHER: COURTS & COMMUNITIES 2014-2019** 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 released in July 2014 at the direction of the judiciary's new chief justice. It remains consistent with the previous **JUSTICE 20/20** vision and encompasses five broad goals, each associated with several key strategic business needs. The goals are:

1. Promoting Access to Justice;
2. Protecting Children, Families, and Communities;
3. Improving Court Processes to Better Serve the Public;
4. Enhancing Professionalism within Arizona's Courts; and
5. Improving Communications and Community Participation.

### 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)
All Courts in Greenlee County	<p>1-Provide ability to video-conference for meetings and trainings.</p> <p>2-Due to the requirements of 16 COJET hours, provide a training room along with a computer to complete on-line classes free from interruption.</p> <p>3-Update court website to include court calendars, link to child support calculator, link to Public Access and the fee schedule.</p>	<p>1-Install and procure video conferencing equipment on AJIN.</p> <p>2-Obtain an additional ACAP PC.</p> <p>3-Maintain court website hosted by county.</p>
Greenlee County Superior Court	1-Reduce high cost of contracting court reporters and	1-Join Remote Court Reporters statewide project to use

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	<p>court interpreters.</p> <p>2-Implement courtroom digital video recording, video conference capability, and evidence presentation.</p> <p>3-Continue efforts to increase safety, confidentiality, and privacy of the superior court. Replace front counter and add Plexiglas barrier. Add a Plexiglas door to ensure confidentiality and privacy in the clerk's office from the lobby. Activate panic buttons already installed in courts and court offices and educate staff on proper use.</p> <p>4-Provide a computer for parties in probate/guardianship/conservatorship cases to review required programs.</p> <p>5-Enable attorney connection to internet.</p> <p>6-Ensure audio records are protected from loss.</p>	<p>Maricopa-based resources via videoconferencing.</p> <p>2-Install video equipment that can be accessed outside of the courtroom to allow employees and/or law enforcement to view the courtroom without having to enter. This would allow for better planning in potentially dangerous situations.</p> <p>3-Install video recording/security cameras and monitoring devices. Ensure installed panic buttons are fully functional.</p> <p>4-Obtain an additional ACAP PC.</p> <p>5-Install Wi-Fi in the courtroom.</p> <p>6-Install a back-up system for FTR Gold should the system go down.</p>
<b>Clerk of the Superior Court</b>	<p>1-Ensure longer life of audio records, better storage methods for FTR Gold CDs and audiocassette tapes. Develop procedures for better storage and retrieval.</p> <p>2-Enable clerks to spend less time conducting criminal searches. Train staff on how to</p>	<p>1-Convert audiotapes to CD Media or store on audio server.</p> <p>2-N/A</p>

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
	<p>retrieve old files which were scanned onto On-Base which would eliminate retrieving the documents from storage.</p> <p>3-Obtain access to court records from offsite locations for key personnel.</p> <p>4-Develop juror brochure and plan for communicating with jurors in a manner that is appropriate and that will inspire them to be willing to serve; develop brochures/flow charts for different case types to better inform the public.</p> <p>5-Work with IT manager, sheriff, county attorney, and other court agencies to interface programs and allow for data to be entered <b>once</b> and not re-entered at every step through the criminal process.</p> <p>6-Provide Greenlee specific court forms on county website which would reduce counter traffic and would eliminate the need to correct forms provided by other counties' websites.</p> <p>7-Obtain training for the clerk's office so reports in AJACS can be run correctly.</p> <p>8-Use templates in AJACS.</p>	<p>3- Obtain ACAP laptops for Clerks include EVDO wide area network capability and VPN for business continuity.</p> <p>4-Enhance court website content for jurors.</p> <p>5-Implement integration between AJACS and other stakeholder programs.</p> <p>6-Enhance court website hosted by county.</p> <p>7-N/A</p> <p>8-N/A</p>

## 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 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, is replacing all the State-owned external (ACAP and JOLTS) PCs (about 4000) in FY15. Because of the long hardware life expected for the new PCs and the ever-shortening support cycle by software manufacturers, the project also includes a change to a subscription model for the operating system and office productivity applications utilized by all PCs deployed in the courts' environment. This most recent refresh activity placed the following models in service:

- Desktop: C8N26AV HP EliteDesk 800 G1 Small Form Factor: Intel Core i5-4570 Processor (3.20 GHz, 6MB Cache), Intel HD Graphics 4600, 8GB RAM, 500GB Hard Drive, Intel Gigabit Network Connection, Intel Core i5 vPro
- Laptop: D1F64AV HP EliteBook 850 G1 Notebook PC: Intel - i5-4300U (1.9 GHz w/ Turbo, 3MB Cache) Processor, Intel HD Graphics 4400, 8GB RAM, 500GB Hard Drive, Intel Gigabit Network Connection, Core i5 vPro, D8U08AV Integrated camera
- Printer: CE991A HP LaserJet - HP Laser Jet M602M

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 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 eCourt**

- Deploy New eFiling Engine
- Deploy Judge Automation
- Launch eAccess
- Build Online Citation Pay

### **Top Tier Court Automation**

- AJACS - LV/Mesa
- JOLTSaz Deployment
- Technology Refresh
- AJACS - AZTEC Replacement
- AJACS - GJ Enhancements
- AJACS - GJ eFiling Enhancement
- NICS Reporting
- FARE - Infrastructure Port

### **Second Tier**

- Time Standards Reporting
- eWarrant Pilot
- Data Destruction
- Appellate CMS
- Disaster Recovery Study
- APETS Integration

## COURT IT ACCOMPLISHMENTS CY2013/2014

This section lists the accomplishments of the county's courts in information technology projects from January 2013 to January 2015.

STRATEGIC PROJECT (STATE OR LOCAL)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	FTR Gold Recording System	Upgrade all courts' recording system to FTR Gold.	Superior Court upgraded their FTR Gold system and JP Courts have obtained FTR Gold for use in their courts.
Local	Improve Audio Intelligibility in the Courtroom	Eliminate inaudible portions in transcripts which would eliminate clerks from spending extra time trying to hear the recorded proceedings.	The sound system in the courtroom was upgraded.
Local	Courtroom Attorney Tables	Purchase or reconfigure attorney tables in the courtroom which will allow them to be placed in a safe manner.	New tables were purchased in the courtroom which were designed to be placed in multiple ways.
Local	Computer on Judge's Bench	Install computer on the judge's bench.	A laptop computer was placed on the bench for the judge's use.
Local	Back-up System to FTR Gold	Provide a back-up system for FTR Gold so that the record is not lost.	The system backs-up to a server.
Local	Scanning System in Judge's Office	Provide a scanning system in the judge's office to use for out-of-county cases so that documents can be sent electronically.	A scanner/fax machine has been purchased for the judge's office.
Local	Transcribing Court Proceedings	Transcribing requested transcripts in a more expeditious manner.	The Clerk's Office has located and uses a transcribing service that is able to transcribe in an expeditious manner.

STRATEGIC PROJECT (STATE OR LOCAL)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Electronic Distribution of Minute Entries and Court Documents	Electronically distribute minute entries to attorneys.	The Clerk's Office now distributes minute entries to the attorneys and copies of requested documents which eliminates copying costs and postage.
Local	PDF Acrobat	Provide PDF Acrobat Reader to all clerk's computers to enable them to access and edit Maricopa County forms.	The Clerk's Office has installed PDF Acrobat to their computers. They are able to edit some Maricopa County forms.
State	LAP Update	Ensure website reflects Language Access policies.	The Courts' website was updated to comply with the Language Access requirements.
Local	Court Website	Create website for all county courts.	The court website was completed several years ago and is maintained by the county.

## COURT PROJECTS MASTER LISTING

This section collects all information technology project-related information for all the county's courts during the plan period. 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
None						

## OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
<b>Courthouse Security</b>	Security cameras, monitoring devices, panic buttons, and install new counter with Plexiglas barrier and door in clerk's office.	FY16	Execute	Funding, coordination with Sheriff and Homeland Security.
<b>Courtroom Digital Video Recording, Videoconference, and Evidence Presentation</b>	Install video equipment for use with remote appearance.	FY16	Plan	Funding; help with County IT.
<b>Audio Records</b>	Ensure longer life of audio records, better storage and retrieval.	FY18	Concept	Funding resources, and priority.
<b>Interface Programs</b>	Interface programs with IT manager, sheriff, county attorney, and other court agencies.	FY18	Concept	Funding
<b>Improve Access to Electronic Records</b>	Obtain access to court records from offsite locations for key court personnel	FY18	Concept	Funding resources and data security risk.

## OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
<b>Courtroom Wi-Fi</b>	Install Wi-Fi in Superior court courtroom	FY16	Concept	Funding resources, County IT, and data security.

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

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

STATEWIDE INITIATIVE LIMITED JURISDICTION CASE MANAGEMENT SYSTEM – CONVERSION AND IMPLEMENTATION	
<p><b>Description:</b> A limited jurisdiction court case management system is being developed to replace AZTEC by taking the base GJ CMS (AJACS) application and expanding the functionality to specifically address limited jurisdiction needs then extending the use of system automation that is of specific benefit to Arizona’s justice and municipal courts. Significant, large volume, non-AOC-supported courts have collaborated with the AOC through the provision of resources, funding, and business analysis to build upon the AZTEC-replacement application and develop a solution that meets the needs of all LJ courts, large or small, rural or metropolitan. Additional courts could be consolidated into this solution as their current case management systems age and become un-supportable.</p> <p>Program interfaces that permit integration with other automation systems, like electronic citations, the e-filing manager application, and central document management system are being included. Conversion of certain AZTEC case data and extensive training will be undertaken by the AOC to minimize disruption to local courts during the changeover. Business process and code standardization are also major components of the conversion and implementation effort.</p> <p>Anticipated rollout timeline: Winter 2015 through Fall 2019</p>	
<p><b>1. Timeframe in which needed:</b> (immediately, next 12 months, 1-2 years, 3-4 years)</p>	<p>Next 12 months</p>
<p><b>2. General Importance or Impact to Your Court:</b></p> <p>The implementation and integration of automated systems would greatly reduce the extensive time used in manually inputting redundant information, resulting in a faster caseflow.</p>	

**STATEWIDE INITIATIVE  
JOLTSaz JUVENILE MANAGEMENT SYSTEM**

**Description:**

JOLTSaz, the new, fully functional, juvenile tracking system, includes many new features and enhancements beyond Legacy JOLTS screens and functionality. It was successfully implemented in Pima County in June 2013. Following JOLTSaz going live in Pima County, a decision was reached that the system be implemented in the rural counties in a standalone mode initially without the Probation/CMS integration that required so much testing time and coordinated effort in Pima. Further JOLTSaz development in support of the standalone approach is currently underway for case information modules, calendaring, and data conversion activities. This includes enabling Probation financials to be entered directly into JOLTSaz until CMS integration takes place later.

A statewide version of the application will be rolled out in Pima then Yuma in early 2015. Phase II development of JOLTSaz is scheduled to begin concurrent with the rural county rollout and incorporate Court Appointed Special Advocate (CASA), Foster Care Review Board (FCRB), and Juvenile Treatment (JTX) functionality in the new system. In addition, a statewide data repository to replace the juvenile portion of the data warehouse with a real-time feed of juvenile data from iCIS in Maricopa County is planned to coincide with the completion of the rollout in 2016.

Several Phase II projects are scheduled to begin concurrent with the rural county rollout including incorporation of Court Appointed Special Advocates (CASA), Foster Care Review Board (FCRB), and Juvenile Treatment (JTX) functionality into the new system. In addition, the creation of a statewide Juvenile Data Repository will be complete with the real-time feed of juvenile data from iCIS in Maricopa County.

Anticipated rollout timeline for the new statewide version of JOLTSaz

Pima County -- January 2015

Yuma County – March 2015

Remaining Rural Counties -- June 2015 through July 2016

**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:**

The implementation and integration of JOLTSaz would greatly reduce the extensive time used in manually inputting redundant information and will be user friendly.

**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.

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 has been added.

Anticipated rollout timeline: Started Fall 2011 to requesting courts; will be implemented in remaining courts as part of the AJACS rollout

**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:**

Digital imaging/electronic records will greatly reduce over-crowding in storage area and decrease the time spent searching for and reviewing "old records". The court could perform background checks/information requests in a timely manner, thus allowing staff to process current cases in a timely manner.

**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. Currently in production for four courts, the vision is to eventually allow electronic filing for all courts and case types statewide via an Internet portal with multiple e-filing vendors.

E-filing includes a mechanism for filers to pay filing fees online and provides parties and counsel the ability to quickly locate and retrieve documents they have filed and secondary copies of the official court record.

Capabilities will be expanded following an enhancement for participant matching to allow filers to select the parties associated with the filing rather than entering them into the system manually. Also on the horizon is expansion of small claims intelligent forms, which currently can be printed by the filer, into a full electronic filing solution.

As technologies evolve and more experience is gained, new concepts and approaches arise for handling electronic filing in efficient and effective ways. Work is underway on a next-generation e-filing approach to handle rapid expansion to a greater number of courts and to significantly increase overall case volume.

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:**

Improve filings from out-of-county attorneys.

**STATEWIDE INITIATIVE  
JUDGE/BENCH AUTOMATION**

**Description:**

Historically, court automation has largely been limited to back-office functions that assisted the clerk or court administrator. As the medium for the majority of documents and judicial resources shifts from paper to digital, out of necessity the way judges operate on the bench and in chambers will also change. The initial effort involved constructing a document review application for use with the AJACS case management system (CMS) that would provide a necessary component for automating the work of judges but not the totality of functions they require.

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 and a business analyst are examining the workflow of bench operations to identify process improvement opportunities while ensuring that workload doesn't increase by switching to digital documents. Procurement of a solution has been completed. The product is a judicial decision support application, integrated with the target CMS automation, which allows judges in their day-to-day activities to efficiently work with digital documents.

Anticipated rollout timeline: August 2014 (pilot launch at Pima Superior) Winter 2014 (pilot launch at an AJACS superior court)

**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: MEDIUM**

Transitioning from paper to digital will require new equipment and training, but will reduce cost over-all by eliminating paper, printing and staff time.

**D.2. LOCAL INFORMATION TECHNOLOGY STRATEGIC RESOURCES**

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

LOCAL TECHNOLOGY RESOURCES				
Court	State Device Cost	Other Technical Cost	Number of:	City or County FTE Technical Support Staff
			Court FTE Technical Staff	
All Greenlee Courts	\$22,000	\$10,000	0	.1 (2 people)

## 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
Clerk & Superior Court	7	Windows 8.1	4	Windows 8.1	4
Clifton JP #1	3	Windows 8.1			1
Clifton Muni	2	Windows 8.1			1
Duncan JP & Muni	2	Windows 8.1	1	Windows 8.1	1
Probation (not ACAP)	13	Windows 8.1			3

### 2. HARDWARE FOR SPECIAL FUNCTIONS

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Imaging/ Scanning Stations	Dedicated Training PCs
Clerk/Court	0	1	1	0	1	0
Probation Dept	0	0	0	0	0	0

### 3. LOCAL SERVER HARDWARE AND FUNCTION

Local Server Information					
Court/Dept.	# Brand / Model	Operating System	Database	Managed by	Use/ Applications
Clerk of the Court	1 Dell/ PER 720	Windows Server 2012	MS SQL Server 2012	County IT	OnBase image storage and retrieval

### 4. NETWORK ENVIRONMENT

Network is the Arizona Judicial Information Network (AJIN), maintained by the AOC, and all court computer equipment is attached to it. Some departments, like Probation, also make use of County-provided computing equipment and applications.

## 5. SOFTWARE ENVIRONMENT

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

Local Applications						
Application Name	Description of Application	Courts Using	Developed/Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
AJACS	Case & Financial Management	Superior Court, Clerk	AOC/AmCad	AOC Supported	2008	
AZTEC application software for the Arizona Court Automation Project (ACAP)	State standard case management system.	All Justice and Municipal Courts	AOC	AOC Supported	1993	LJ AJACS
AZTEC module: Calendaring	A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.	All Justice and Municipal Courts	AOC	AOC Supported	1993	LJ AJACS
Other Financials/ Cash Mgt. System:						
AZTEC module: File Tracking	A module of AZTEC that uses bar coding to track file locations.		AOC	AOC Supported	2002	LJ AJACS

### Local Applications

Application Name	Description of Application	Courts Using	Developed/Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
AZTEC Forms Generation	A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word.		AOC	AOC Supported	1993	LJ AJACS
APETS (Adult Probation Enterprise Tracking System)	The new state standard system for tracking adult probationers.	Probation	AOC	AOC Supported	2006	
DCATS – CASA	The statewide system for tracking court appointed special advocates.	CASA	AOC	AOC Supported	Early 90's	CASAaz
JOLTS (Juvenile On-Line Tracking System)	The state standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.	Probation	AOC	AOC Supported	1991	JOLTSaz
JOLTS Storage Area Network (SAN)	Centralized storage for documents, etc	Probation	AOC	AOC Supported		
Statistical Reports (CASPER)		All Justice and Municipal Courts	AOC	AOC Supported		
CourTools						

### Local Applications

Application Name	Description of Application	Courts Using	Developed/ Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
Other court performance / metrics tracking tool						
Tax Intercept Program (TIP)	A state standard system for reporting and collecting delinquent debt via Department of Revenue and AZ Lottery.	Superior Court and all Justice and Municipal Courts	AOC	AOC Supported		
Windows 8.1	The operating system of the state standard desktop PCs.	Superior Court and all Justice and Municipal Courts	Microsoft/AOC staff	Vendor Pkg	2015	
Server operating system: Windows 2012	Server O/S	Clerk of Court	Local staff	Vendor Pkg		
Electronic Storage (SAN, NAS, etc)						
Data backup / recovery system: Backup Exec, Symantec	Used for disaster recovery and business continuity	Superior Court	Vendor/Local staff	Vendor Pkg		
Office Outlook 2013	The email and calendaring software used by AJIN.	Superior Court and all Justice and Municipal Courts	Microsoft/AOC staff	Vendor Pkg	2015	

### Local Applications

Application Name	Description of Application	Courts Using	Developed/ Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
Seagate Info/Crystal Reports/Crystal Enterprise	A report-writing tool for user ad hoc reports from various applications.	Superior Court and Probation	Crystal/AOC staff	Vendor Pkg		
Problem and change management						
Software configuration management						
Hardware and software inventory						
Procurement / Materials Mgmt						
Other on-line training tool						
Adobe Acrobat Reader	A free product from Adobe Acrobat for reading documents in pdf format.	Superior Court and all Justice and Municipal Courts	Adobe	Vendor Pkg		
Adobe Acrobat Professional 11		Superior Court	Adobe	Vendor Pkg		

### Local Applications

Application Name	Description of Application	Courts Using	Developed/ Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
Microsoft Office Power Point 2013		Superior Court and all Justice and Municipal Courts	Microsoft	Vendor Pkg	2015	
Microsoft Office Word 2013	A word processing system.	Superior Courts and all Justice	Microsoft/local & AOC staff	Vendor Pkg	2015	
Microsoft Office Excel 2013	A spreadsheet product from Microsoft.	Superior Court	Microsoft	Vendor Pkg	2015	
Database(s)	MS SQL 2012	Superior Court	Microsoft	Vendor Pkg	2014	
Project management / tracking						
Timekeeping						
Human Resources						
McAfee Virus Scan	Virus detection software to protect local PCs.	Superior Court and all Justice and Municipal Courts	McAfee	Vendor Pkg		
Fines, Fees and Restitution Enforcement Module for FARE participation		Superior Court and all Justice and Municipal Courts	AOC and vendor, ACS	AOC Supported	2003	

### Local Applications

Application Name	Description of Application	Courts Using	Developed/ Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
Other collections tracking: Probation	Collection notification and tracking	Superior Court	Probation "Dave's Program" (Written in C)	Standalone		
Pre-adjudication payment/online pmt processing						
Digital Audio: Product Name: FTR Gold	Courtroom recording	All courts	For the Record	Vendor Pkg		
Document Scanning Product Name: Production Document Imaging	Document image capture	Superior Court	OSAM	Vendor Pkg		
Electronic Document Management System Product Name: OnBase Ver. 13.2	Image store and retrieve	Superior Court	Hyland/OSAM	Vendor Pkg	2014	

### Local Applications

Application Name	Description of Application	Courts Using	Developed/Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
Integration-electronic data sharing with city/county law enforcement						
Integration-electronic data sharing with city/county prosecutor						
Integration-electronic data reporting of citations/dispositions to DPS			AOC developed and supported	AOC Supported		
Integration-electronic data reporting of citations/dispositions to MVD			AOC developed and supported	AOC Supported		
Jury system: Jury + Next Gen	Jury management software	All courts	JSI/Jury+	Vendor Pkg		
Public access						
Court Web site	Provides general information for participating courts as well as links to forms.	All courts	County IT/Local staff	Standalone on County server at Greenlee County	2012	

### Local Applications

Application Name	Description of Application	Courts Using	Developed/Supported by	Vendor Package, Bolt-On, or Standalone	Implementation Date	Replacement Date/Strategy
Interactive voice response system						

## 6. COMPARISON OF ENVIRONMENT TO ARIZONA JUDICIAL BRANCH ENTERPRISE ARCHITECTURE

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

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

Architecture Layers	Retirement (targeted for de-investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
<b>Applications &amp; Tools</b>			
User Interface Delivery Method for Public Access	Netscape		IE 11
User Interface Delivery Method for Business Applications	Character based	Silverlight	
Electronic Document Management	LaserFiche, Hyland OnBase <9.2		OnBase 13.2
Document Imaging	Kofax Card	Kofax Ascent Capture	PDI
Report Writer for Ad Hoc Reporting	Crystal <10 MS-SSRS 2000	Crystal 10 MS-SSRS 2005	
Report Writer for Business Application Reports	Crystal <10	Crystal 10 MS-SSRS 2005	
Development Languages	COBOL, JAM, RPG, MUMPS, FoxPro	Java (on a business case need basis), ASP (Classic), .NET Framework ≤V2.X, Silverlight	

<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 ≤2005, Visual Studio 6, Visual Interdev	Visual Studio 2008, PowerBuilder, MS-Access	
Source Control	Aldon		
Analysis Tools	HOW		
<b>Office Productivity Tools</b>			
Word Processing	MS Word ≤2013	Word 2013	Word 2013
Spreadsheet	Excel ≤2013 Quattro Pro	Excel 2013	Excel 2013
Presentation	PowerPoint ≤2013 CorelDraw	PowerPoint 2013	PowerPoint 2013
Local Standalone Database	MS-Access ≤2003	MS-Access 2007	
E-mail Client	Outlook ≤2013, Lotus Notes, GroupWise (unsupported)	Outlook 2007, Lotus Notes, GroupWise (supported)	Outlook 2013
Instant Messaging		MS-Live Communication Server	LYNC 2013
<b>Data Architecture</b>			
DBMS	SQL Server ≤2005, FoxPro, Clipper	SQL Server 2008	SQL Server 2012
Data Warehouse DBMS		Informix XPS, SQL Server 2008	
Data Exchange Model		Fixed format, XML homegrown	

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)	Windows Server 2003	
Client Operating System	Windows ≤8.1	Windows 8.1	Windows 8.1
Server Operating Systems	OS/400, DEC VMS, Windows <2003	Windows Server 2003	Win 2003 Server
Mobile Operating Systems	BlackBerry O/S		
<b>Shared Services</b>			
Component Service Layer		Web Services previous version, DCOM, ASP (classic)	
<b>Message Transport Middleware</b>			
Message Transport	MQ ≤V5.2	MQ V5.3/V6.0	
Data Transformation	Data Junction, MQSI ≤V2.1, DTS	Cloverleaf, WMB 6.0, BizTalk	
Data Routing/Publish and Subscribe	MQSI ≤V2.1	Cloverleaf, WMB 6.0, BizTalk	
File Transfer, Scheduled Production	FTP (intercourt and using public Internet), MQ ≤5.2	FTP (intra-court only), MQ V5.3/V6.0	

<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, Ad Hoc	MQ ≤5.2	MQ V5.3/V6.0	