

FISCAL YEARS 2012–2014

**COCHISE COUNTY COURTS
INFORMATION TECHNOLOGY
STRATEGIC PLAN**



ARIZONA SUPREME COURT

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COCHISE COUNTY COURTS

INFORMATION TECHNOLOGY STRATEGIC PLAN

FOR FISCAL YEARS 2012-2014

INTRODUCTION

This is a three year information technology strategic plan for the courts in Cochise County covering the period from January 2011 through June 2014.

The courts in Cochise County are composed of the following:

Superior Court in Cochise County
Bisbee Justice & Municipal Courts
Douglas Justice & Municipal Courts
Benson Justice & Municipal Courts
Willcox Justice & Municipal Courts
Sierra Vista Justice & Municipal Courts
Bowie Justice Court
Tombstone Municipal Court
Huachuca City Municipal Court
Cochise County Juvenile Court

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

Automation methodologies for the county's courts are 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.

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, Code Standardization and Caseflow Managers Groups, and 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 Cochise County Courts.

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

Mary Ellen Dunlap	Clerk of the Court
Karen Ferrara	Court Administrator
Faye Coakley	Deputy Court Administrator/Limited Jurisdiction Court Administrator
Lelora Fox	Associate Clerk
Casey Streeter	Director of Automation and Field Training, Field Trainer
Delcy Scull	Director, Juvenile Court Services
Denise Caraballo	Probation Services Division Director
Tracey Rocco	Administrative Division Manager, Juvenile Court Services
Karin Humiston	Court Services Manager
Martha Huntley	JOLTS Manager
Cheryl Tomlinson	JIS Coordinator/APETS Coordinator, Adult Probation

B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL

B.1. JUDICIAL BRANCH STATEWIDE AGENDA

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

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

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

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Cochise Superior Court, Clerk of the Court, Adult Probation, Juvenile Court Services and Justice Courts	<p><u>PROTECTING CHILDREN, FAMILIES AND COMMUNITIES</u></p> <p>Audit filings of annual accountings. Improve oversight of fiduciaries using AJACS probate screens.</p> <p>Establish, implement, and monitor policies concerning probation officer safety, utilizing the continuum of force model, up to and including the provision of firearms to officers.</p> <p>Continue to Improve current education IT equipment in Juvenile Detention Education Center and in the new Learn Lab.</p> <p>Check with other departments using the same software to ensure it meets the needs. Investigate the possibility of other</p>	<p>Continue using AJACS.</p> <p>Update wireless laptops</p> <p>Increase access to training by adding and updating PCs</p> <p>Update phone system</p>

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
<p>Cochise Superior Court Clerk of the Court and Limited Jurisdiction Courts</p>	<p><u>CONNECTING WITH THE COMMUNITY</u></p> <p>Continue Law Day Committee through which the Court sponsors an educational program in the county schools taught by juvenile probation officers and local attorneys.</p> <p>Obtain interpreters for languages other than Spanish.</p> <p>Continue to provide good service to all staff, community resources and outside agencies</p>	<p>Create Arizona Memory Project commemorative court webpage.</p> <p>Use videoconferencing through County network for inclusion of outsourced interpreters.</p>
<p>Cochise Superior Court Clerk</p>	<p><u>Improve the Legal Profession</u></p> <p>Providing information for the public</p>	<p>Arizona Memory Project with Department of Library, Archives and Public Record</p>
<p>Cochise Superior Court, Adult Probation, and Juvenile Probation</p>	<p><u>Improve Operational Efficiencies</u></p> <p>Continue to enhance and update Juvenile and Adult Probation's case management systems</p>	<p>Implement JOLTSAZ Juvenile Management System</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 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: RM266UA hp Compaq 8510p, Intel Core 2 Duo 2.2GHz, 160 GB, 2 GB RAM, NIC
- Printer: HP LaserJet 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.

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:

STRATEGIC PROJECTS	PRIORITY*
ELECTRONIC FILING — CENTRAL CASE INDEX	1
ELECTRONIC FILING — CENTRAL DOCUMENT REPOSITORY	1
ELECTRONIC FILING — PAYMENT PORTAL	1
AJACS (GJ CMS) ENHANCEMENTS	1
AJACS (GJ CMS) REPORTS	1
LJ EDMS CENTRAL REPOSITORY	2
DEFENSIVE DRIVING PHASE 2	2
JUDGE/BENCH AUTOMATION (AJACS)	2
PROBATION CASE ACCESS	2
LJ CMS — DEVELOPMENT	2
APETS-CMS INTEGRATION	2
JOLTSAZ — STATEWIDE NEEDS ASSESSMENT	2
JOLTSAZ — DEVELOPMENT	2
LJ CMS PILOT(S)	3
LJ DISCONNECTED SCANNING	3
LJ DOCUMENT BRIEFCASE	3
JOLTSAZ — PILOT	3
ELECTRONIC DOCUMENT ACCESS	4
JOLTSAZ — ROLLOUT	4

STRATEGIC PROJECTS	PRIORITY*
LJ CMS ROLLOUT	4
APETS ENHANCEMENTS (EBP)	4
JOLTSAZ PHASE 2 DEVELOPMENT	5

COURT IT ACCOMPLISHMENTS CY2010

This section lists the accomplishments of the county's courts in information technology projects from January 2010 to January 2011.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
State/ Local	Electronically distribute minute entries	Electronic Document Management	E-Mailing of minute entries to attorneys. Develop electronic minute entry delivery/ web posting system for use in Cochise County
State/Local	Electronically share access to victim information	Electronic Document Management	Integrated Adult Probation's, County Attorney's and Clerk's victim information, so that each department can access it
State/ Local	Expand Electronic Distribution of Minute Entries Project	Electronic Document Management	Provided ability to send minute entries to outside agencies
State	E-filing civil cases in Justice Court	Electronic Document Management	Implemented with AZTurboCourt pay & print function
Local	Post criminal minute entries to a website	Electronic Document Management	In cooperation with county IT provided ability to post minute entries to the county website
Local	Performance Measures – Ongoing	Develop set of common definitions for measures	Using AOC error reports and Crystal Reports to track data efficiency
Local	Standard Form Data	Posting court forms on website	Forms to be used by the public Replaced by AZTurboCourt e-filing
Local	EDMS Access for AG	Record access for Attorney General using OnBase.	Provided OnBase access for AG's office
Local	Encryption software	Access to encryption software for all Superior Court Judges	All Superior Court judges now able to view encrypted information sent by Adult Probation

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Copy machine upgrade	Upgrading copy machines	Scanning, faxing, printing capability on the copy machine initiated for 5 justice courts
Local	Public Outreach/ information	Implement a web stream juror video produced by AOC	Educated the public on the importance of the court system, jury duty, the court's role in the community, etc.
Local	Public Outreach	PC update	Juvenile Detention Center updated 20 computers in the Learn Lab, purchase of new software, installation of MS PowerPoint in three regional offices
Local	FTR upgrade	FTR 5.2 software upgrade	Installation of FTR 5.2 software

COURT PROJECTS MASTER LISTING

This section collects all information technology project-related information for all the county's courts during fiscal year 2011 (really January 2010 to January 2011). 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
JOLTS AZ Juvenile Management System	Implementation of a new probation automation system	JOLTSaz + Needs Assessment	Mid-Cycle adoptors	FY12	Execute	OnBase interface with Superior Court database; coordination with County IT, funding issues
E-filing Civil Documents	E-filing of civil cases online for Superior Court	Electronic Filing	Mid-Cycle adoptors	FY13	Plan	Coordination with AZTurboCourt
Update APS Software	Update software to allow easier user access	Electronic Filing	Mid-Cycle adoptors	FY12	Execute	Cost of software; coordination with County IT
Justice Web Interface	Interface with AZ DPS ACJIS	Electronic Filing	Mid-Cycle adoptors	FY13	Plan	Coordination with AZ DPS

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Arizona Memory Project with Department of Library, Archives and Public Record	Posting historical information to the court web page	FY13	Execute	
Electronic Citation	Implementation of E-citation in all LJ courts	FY13	Plan	Funding issues
Expand EDMS to LJ Level	Implement document imaging in justice courts	FY13	Concept	Money; process changes
Imaging for Superior Court Phase II	Court document images will be transferred to microfilm and indexed meeting state archival standards.	FY12	Execute	Coordination with County IT
Outsource Interpreter Services	Use videoconferencing on county network to connect courts to outsourced interpreter services.	FY12	Concept	Quality of audio/video

OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
Phone System Update	Update phones system for Probation Dept.	FY13	Plan	Coordination with Probation
Red Light Cameras	Installation of cameras at various intersections in Sierra Vista	FY12	Plan	Coordination with SVPD
Update ADR Website	Update website according to needs and demands of arbitrators and public	FY12	Execute	Coordination with County IT
Web Payments	Making payments via the web	FY12	Execute	Vendor issues, learning a new software

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

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

STATEWIDE INITIATIVE LIMITED JURISDICTION CASE MANAGEMENT SYSTEM – CONVERSION AND IMPLEMENTATION	
<p>Description: A limited jurisdiction court case management system to replace AZTEC is being developed by extending the GJ CMS (AJACS) codeset to incorporate certain functionality favored in the Tempe CMS product with AZTEC system improvements developed by Scottsdale Municipal Court called AZTEC Wizard. Significant, large volume, non-AOC-supported courts are collaborating with the AOC and the vendor 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 applications age and become un-supportable.</p> <p>Program interfaces that permit integration with other automation systems, like electronic citations, the e-filing manager application, and central document management system are being included. Conversion of certain AZTEC case data and extensive training will be undertaken by the AOC to minimize disruption to local courts during the changeover. Business process and code standardization are also major components of the conversion and implementation effort.</p> <p>Anticipated rollout timeline: Summer 2011 through Fall 2014</p>	
<p>1. Timeframe in which needed: (immediately, next 12 months, 1-2 years, 3-4 years)</p>	<p>Fall 2014</p>
<p>2. General Importance or Impact to Your Court: Reducing staff work load by using electronic filing of tickets, case filings and an imaging system.</p>	

**STATEWIDE INITIATIVE
JOLTSaz JUVENILE MANAGEMENT SYSTEM**

Description:

Phase 1 of JOLTSaz, the next-generation probation automation system, lays the foundation for building interfaces and exchanging the data required in the juvenile services and justice arenas while continuing the functionality in legacy JOLTS using new technology. Also included is the development and implementation of a statewide juvenile identification number that will be utilized by all counties [one unique, statewide identifier (SWID) for each juvenile] and an interface with the Clerks of Courts' case management systems, namely AJACS for the rural counties and AGAVE for Pima County. Following extensive testing, data conversion from JOLTS will accompany a methodical, county-by-county rollout across the state. Phase II will be undertaken in parallel with the statewide rollout and will enhance JOLTSaz with new functionality beyond legacy JOLTS. In addition, a Juvenile Needs Assessment (JNA) module is presently in the final stages of development.

Anticipated rollout timelines:

SWID – January 2011 (Pima) and February 2011 (Rural Counties)

JOLTSaz Phase 1 -- May 2011 (Pima) and TBD (Rural Counties)

JOLTSaz Phase II -- TBD

JNA – TBD (Anticipated to be implemented in legacy JOLTS)

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

Immediately

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

Importance is to maintain same level of data processing capability with Superior Court installation of AJACS in December 2008. To increase efficiency by utilizing AJACS interfacing capability with JOLTSaz thereby reducing man-hours for duplication of effort at the user level.

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

Description:

The vision of court leadership is hastening the day in which no paper comes into the court at all and judges have the information they need right when they need it on the bench or in chambers without printing any case-related documents. Photo radar and e-citation started courts on that journey by auto-calendaring cases using a stream of digital data supplied by a vendor. 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 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 is therefore constructing a shared document management environment for use by limited jurisdiction courts to accomplish both document imaging and e-filing. Following the ACAP subscription model, each LJ court will receive a scanner and licenses to access the central system, along with necessary training to ensure documents are successfully deposited in and retrieved from the system.

Anticipated rollout timeline: Pilot Spring 2010, general rollout starting Fall 2010 to requesting courts

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

3-4 years

2. General Importance or Impact to Your Court:

Work load reduction by retrieving information faster to serve the public expediently.

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. Forms use an interview-based question and answer process to assist filers. Form data filed through AZTurboCourt is converted to a data stream, similar to electronic citation data, for use by the case management system, minimizing the need for manual intervention. In support of that goal, work is also underway to automate the entire workflow associated with case initiation and subsequent filings for select case types throughout the courts. Related rules and code changes to support statewide e-filing are also being accomplished.

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

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

1-2 years

2. General Importance or Impact to Your Court:

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. Digitization will necessarily bring about changes in the way judges operate on the bench and in chambers, as electronic filing shifts the medium for the majority of documents from paper to digital over time. Document review applications for judges are being constructed for use with for both the AZTEC and AJACS case management systems (CMSs).

Due to economic realities like the soaring cost of printing and distributing bench books, resources for judges are becoming electronic rather than paper-based. Preliminary user requirement sessions have been held to determine the information that judges need to have available in chambers and on the bench. A group of judges and a technical analyst are currently examining the workflow of bench operations to identify streamlining opportunities through automation and 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 2011 through Fall 2014

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

3-4 years

2. **General Importance or Impact to Your Court:**

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	
Clerk & Superior Court	\$74,850			
Limited Jurisdiction Courts	\$60,000 + \$6000 (Mag.Ct)			
Juvenile Court Services			1.0	
Adult Probation			1.0	0.1

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	63	Vista	1	WinXP	35
Juvenile Court Services in Six (6) Geographic Locations	69	Vista	15	12 WinXP 5 Win2000	33
Juvenile Court Services – Detention LEARN Center Classroom	20 (Non-ACAP)	Windows XP	2	Windows XP	2
Juvenile Court Services – Learn Lab	16 (Non-ACAP)	Windows XP			1
Adult Probation	1	Vista			1
Bisbee Justice Court	7	Vista	0		6
Benson Justice Court	8	Vista	0		2

Court	Number of PCs	PC Operating System	Number of Laptops	Laptop Operating System	Number of Network Printers
Benson Muni Court	1	Vista	0		1
Willcox Justice Court	5	Vista	0		1
Sierra Vista Justice & Muni Courts	22	Vista	0		6
Bowie Justice Court	4	Vista	0		2
Huachuca City Muni	1	Vista	0		1
Douglas Justice Court	8	Vista	0	0	4
Douglas Muni Court	3	Vista	0		1
Willcox Muni Court	2	Vista	0		1
Tombstone Muni Court	1	Vista			1

2. HARDWARE FOR SPECIAL FUNCTIONS

All items below are included in above desktop/laptop counts.

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Dedicated Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Clerk					2	
Sup Court	2	6	6	1	0	4 (training)
Juvenile Court Services	0	0	0	0	0	0
All LJs	0	9	7	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/ Opteron 5510	MS Windows 2003	MS SQL	County IT	Imaging EDMS storage server
Adult Probation	1 Dell	Windows Server 2003	PIMS Database	JIS Manager w/support from County IT	Stores probation data files and houses PIMS database which contains historical information
Juvenile Probation	1 Dell	Windows Server 2003	LEARN Center Educational Software	JIS Manager w/support from County IT	Stores Juvenile Probation data files

Local Server Information					
Court/Dept.	# Brand / Model	Operating System	Database	Managed by	Use/ Applications
Justice Courts/ Superior Court	Dell PowerEdge 2850	Windows 2003		County IT	FTR Digital Recording Archiving
Juvenile Court Services – Detention Classroom	Dell PowerEdge 2900	Windows XP		County IT/JCS has admin rights for most issues	Run Detention LEARN Center application for Orchard and Rosetta Stone software in classroom
Juvenile Court Services Learn Lab	Dell PowerEdge 2900	Windows XP		County IT/JCS has admin rights	Learn Lab with Orchard and Rosetta Stone software in classroom

4. NETWORK ENVIRONMENT

Network is the Arizona Judicial Information Network (AJIN), maintained by the AOC.

5. SOFTWARE ENVIRONMENT

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

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
AJACS application software for the Arizona Court Automation Project (ACAP)	AOC	Local PC	Superior Court	AJACS to docket and case management that tracks all events and provide daily calendars.
AZTEC application software for the Arizona Court Automation Project (ACAP)	AOC	Local PC	All Justice and Municipal Courts Adult Probation	State standard case management system.
AZTEC module: Calendaring	AOC	Local PC	All justice courts, some magistrate courts	A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.
AJACS module: Financials	AOC	Local PC	Superior Court	AJACS performs the cash management functions.
AZTEC module: Financials	AOC	Local PC	All justice and magistrate courts	A module of AZTEC that performs the cash management functions.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Other Financials/ Cash Mgt. System	New World	County Server	Justice Courts, Superior Court, Juvenile Court Services, Adult Probation	The county financial system used to process accounts payable, purchase requests and to provide budget reports.
Other Financials/ Cash Mgt. System: QuickBooks	QuickBooks/ Field Trainer	Local PC/County PC	Limited Jurisdiction Courts – Sierra Vista and Willcox, Benson	Financials
Other Financials/ Cash Mgt. System: Quicken	Intuit/ Field Trainer	Local PC/County PC	Limited Jurisdiction Courts (Bowie JP#6), Adult Probation	Financials
AZTEC module: File Tracking	AOC	Local PC	None	A module of AZTEC that uses bar coding to track file locations.
AZTEC Forms Generation	AOC	Local PC	All limited jurisdiction courts	A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word 2007.
Other Forms Generation/ Processing	Local staff, Omni Forms, AJACS	Local PC	Superior Court	Used to create minute entries, marriage licenses, bench warrants, summons, case file labels.
APETS (Adult Probation Enterprise Tracking System)	AOC	Local PC/AOC Server	Adult Probation	The new state standard system for tracking adult probationers.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
DCATS - CASA	AOC	Local PC/AOC Server	CASA	The statewide system for tracking court appointed special advocates.
JOLTS (Juvenile On-Line Tracking System)	AOC	AS/400 JOLTS AOC Server Environment for JOLTSAZ	Juvenile Court Services	The state standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.
JOLTS Storage Area Network (SAN)	AOC	AOC Server	Juvenile Court Services	Centralize storage for documents, etc.
PIMS (Probation Information Management System)	AOC	Local PC/Local Server	Adult Probation	Research historical data – view only.
Statistical Reports (CASPER)	AOC	Local PC/AOC Server	All courts	A statewide statistical reporting application.
Tax Intercept Program (TIP)	AOC	Local PC/AOC Server	All courts Adult Probation	A state standard system for reporting and collecting delinquent debt via Department of Revenue and AZ Lottery.
Vista	Microsoft/AOC staff	Local PC	All courts	The operating system of the state standard desktop PCs.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Outlook 2007	Microsoft/AOC staff	Local PC	All courts	The e-mail and calendar software used by AJIN.
Outlook 2003	Microsoft/County IT	Local PC	Adult Probation	E-mail and calendar software.
Other e-mail application: GroupWise	County IT staff	County Server	All courts	E-mail and calendar software.
Trend Micro Encryption Client software	County IT staff	Local PC	Adult Probation	Encryption software
Word 2007	Microsoft/AOC/Loc al staff	Local PC	All courts	A word processing system.
Excel	Microsoft	Local PC	Field Trainer, Adult Probation, Clerk of the Court personnel, Case Mgmt, JAAs, Juvenile Court Services	A spreadsheet product from Microsoft.
PowerPoint	Microsoft	Local PC	Field Trainer, Adult Probation, Clerk of the Court, Juvenile Court Services	Used for presentations and training.
Database(s) MS- Access	Microsoft/Local staff	Local PC	Field Trainer, Alternative Dispute Resolution, Adult Probation, Court Security	Microsoft Access used for various small databases.
Adobe Acrobat Reader	Adobe/AOC	Local PC	All courts Field Trainer Adult Probation	A free product from Adobe Acrobat for reading documents in .pdf format.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Adobe Acrobat	Adobe/ Local staff	Local PC	Alternative Dispute Resolution, Field Trainer	Used to create documents in *.pdf format
McAfee Virus Scan	McAfee/AOC	Local PC and Various AOC Servers	All courts	Virus detection software to protect local PCs.
Other virus prevention (Trend Micro Virus Scan)	Vendor/Local staff	Local PC and Various Servers	Adult Probation, any county PC provided to the courts	Virus detection software to protect local PCs.
Data backup / recovery system BackupExec	Vendor/Local staff	Local Server	Adult Probation, Court Administration	Used for disaster recovery and business continuity.
Seagate Info/Crystal Reports/Crystal Enterprise	Crystal/AOC staff	AOC Server	Field trainer, Clerk of the Court personnel, Case Mgmt.	A report-writing tool for user ad hoc reports from various applications.
Centra	Centra	Local PC Client and AOC Server	All courts	Software for interactive, instructor-led on-line training.
Other on-line training tool	Windows Remote Assistance	AOC Server	All courts	Software for interactive, instructor-led in-line training and help.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Fines, Fees and Restitution Enforcement Module for FARE participation	AOC and vendor, ACS	Server	5 justice courts 6 magistrate courts	This is a package of programs for automated transfer of case data to a collections vendor for noticing and collections efforts. It also includes web payment and an IVR interface.
Digital Audio: Product Name: FTR 5.1 & 5.2	FTR/Local Staff	Local PC	All justice courts and superior court	Utilized for recording procedures.
Document Scanning Product Name: Kofax Ascent Capture	Kofax/OSAM/Local Staff	Local PCs	Superior Court clerk	Document scanning and indexing.
Electronic Document Management System Product Name: OnBase 7.2	Hyland/OSAM/Loc al Staff	Local PCs	Superior Court clerk Adult Probation	Document storage and retrieval integrated with AZTEC.
Jury system: Jury + Next Generation	JSI/Jury+/Local Staff	Local PC and Local Jury Server	All	Manages jury pulls and services.
Jury Financials: Microsoft Money	Microsoft/Local Staff	Local PC	Superior Court	For processing jury checks
Court Web site	Vendor/Local staff		Superior Court and Justice Courts	Provides general information for participating courts.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Interactive Voice Response System			None	Provides callers access to court information over the telephone.
Adobe Photoshop Elements	Vendor	Local PC	Adult Probation	Allows storage and enhancement of photos of probation clients.

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)
Applications & Tools			
User Interface Delivery Method for Public Access	Netscape		
User Interface Delivery Method for Business Applications	Character based		
Electronic Document Imaging/ Management	LaserFiche	Kofax	OnBase, Kofax
Report Writer for Ad Hoc Reporting	Crystal <10 MS-SSRS 2000	Crystal ≤10 MS-SSRS 2005	Crystal 10
Report Writer for Business Application Reports	Crystal <10	Crystal 10 MS-SSRS 2005	Crystal 10
Development Languages	COBOL, JAM, RPG, MUMPS, FoxPro	Java (on a business case need basis), ASP (Classic), .NET Framework V1.1	
Development Environment	Panther, Visual Studio ≤2003, Visual Studio 6	Visual Interdev, Visual Studio 2005, PowerBuilder, MS-Access	
Source Control	Aldon		
Analysis Tools	HOW		
Word Processing	WordPerfect, Word <2003	Word 2003	Word 2007, WordPerfect 8
Spreadsheet	Excel <2003 Quattro Pro	Excel 2003	Excel 2007
Presentation	PowerPoint ≤2003 CorelDraw	PowerPoint 2003	PowerPoint 2007

Architecture Layers	Retirement (targeted for de-investment)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
E-mail Client	Outlook ≤2003, Lotus Notes, GroupWise (unsupported)	Outlook 2003, Lotus Notes, GroupWise (supported)	Outlook 2007
Instant Messaging	IRC Chat		
Data Architecture			
DBMS	SQL Server ≤2005, FoxPro, Clipper	SQL Server 2005	SQL 2000 server
Data Warehouse DBMS		Informix XPS	
Data Exchange Model		Fixed format, XML homegrown	
Audio File Format		Proprietary	FTR
Networks and Platforms			
Network Protocol	SNA		
Wireless Network Access	WEP		
Network Operating System	Novell (unsupported) Windows (unsupported)	Windows Server 2003	
Client Operating System	≤ Windows 2000	Windows XP	Vista Windows XP
Server Operating Systems	OS/400, DEC VMS	Windows Server 2003	Windows 2003
Shared Services			

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