

Purpose: Identify functions needed in a CMS in order to do court business in a Superior Court		CASES/BENCH						COMPARISON	
Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/ Domestic Relations	Juvenile	Non Case	Does CMS Provide This	Comments
Accounting	Allocate parts of fees to be distributed to local and state agencies according to a predefined formula, allowing for override.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Allow for setting and overriding minimum threshold for disbursements of refunds.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Financial functionality should comply with Minimum Accounting Standards.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Identify cashier on all transactions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Initiate, print, and disburse refund checks individually or cumulatively within user specified date range.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Initiate, print, and disburse sequentially numbered checks, stop payment on checks, void checks, identify and process outstanding checks, report on checks that have cleared, and record checks on check register.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Post, process and track garnishments and partial payments from litigants subsequent to judgments.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Allow a maintained account structure that permits funds to be allocated to appropriate accounts, e.g., <i>for city, county, state, court.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Apply adjusting entries without changing or deleting previously recorded transactions. Record and store adjusting financial entries.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Provide for bank account reconciliation.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Capture and track negative balances for fee book agency fund, converting negative balance to zero until shortage is recovered.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Create and maintain pre-determined chart of accounts.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Create general ledger by posting journal entries, subsidiary ledger totals, and other information to each account in chart of accounts.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Accounting	Disburse funds electronically to recipient bank accounts.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Accounting	Electronically authorize and transfer collected fees to other agencies.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Accounting	Establish individual and combined bank accounts.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Provide IRS prompt for transactions of \$10,000 and more.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	List discrepancies among payments, receipts, and cases over specific periods for each cashier for whom summary shows imbalance.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		

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Accounting	Maintain and track various types of individual and combined bank accounts and balances by case, due date, and party, e.g., <i>general ledger</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Maintain state standard tables for court costs and fees.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Populate subsidiary ledger, reconcile and balance all accounts automatically.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Accounting	Post interest accruals to bank accounting records.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Post non-case related receipts and disbursements to accounting records and associate both with proper account.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Prevent financial transactions from being dated and posted to a closed accounting period.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Print and reprint bank deposit slips for specific banks and user specified date ranges.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Accounting	Produce check register for user specified date range.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Produce list of items that remain open for accounts that carry balance forward from one period to next period, e.g., <i>bonds</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Produce trial balance and balance report for each account over specified date range, e.g., <i>at end of month before posting to general ledger</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Prohibit modification of receipt number sequence and provide audit trail of receipt number usage.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Provide capability to issue checks for pass through, e.g., <i>trust</i> , monies individually or periodically based on accumulated payments.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Provide functionality to establish and maintain draw-down accounts.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Accounting	Provide information for disbursement of undistributed/unclaimed moneys, e.g.,	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Record and maintain front-counter bookkeeping information on receipts and disbursements, e.g., <i>register numbers</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Submit and track overages and shortages to collected fees.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Accounting	Display or print lists of transactions for specific cases within user specified date range.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

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Adjudication	Provide a judgment screen that displays case/parties caption, date of judgment, type of judgment, post adjudication activity.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Adjudication	Process and track information concerning post adjudication activities.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Adjudication	Provide the ability to enter sentencing and disposition in same screen.	N/A	2 - Desired	N/A	N/A	2 - Desired	2 - Desired		
Adjudication	Allow the entry of credit for time served or excludable time into sentence imposed for each combination of charge and defendant in accordance with statutes, rules, or procedures.	N/A	2 - Desired	N/A	N/A	2 - Desired	N/A		
Adjudication	Allow for the entry of monetary and non-monetary obligations based on sentence imposed for each combination of charge and defendant in accordance with statutes, rules, or procedures.	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Adjudication	Calculate and track consecutive and concurrent sentencing.	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Adjudication	Compute expiration date of probation with ability to override.	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Adjudication	Maintain and record disposition and sentence for each case, charge, and sequence.	N/A	1 - Critical	N/A	N/A	1 - Critical	1 - Critical		
Adjudication	Process and distribute electronically all disposition and post judgment information, e.g., <i>update docket and other records, if not updated automatically.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	N/A		
Adjudication	Provide user with assessment tools, risks, and probable results to assist with decision on referral.	N/A	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	N/A		
Adjudication	Record resolution/disposition type, e.g., <i>type of judgment</i> including those involving entire cases, individual or multiple issues, individual parties, multiple cases, and cross petitions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Arch/purge	Identify and automatically archive or purge cases/parties per retention schedule based on case type and automatically post event to docket.	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		
Arch/purge	Provide functionality for re-opening previously closed cases.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Provide the ability to calculate incarceration days and excluded days (Rule 8). <i>See also Case Event/Alert function group.</i>	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	N/A		
Calendar/Scheduling	Provide the ability to enter a party name or participant and have the system list all hearing dates for that person for all case types connected to that person or party.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

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Calendar/Scheduling	Provide the ability to have court calendar viewable on the internet.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Provide the ability to maintain/display history of judicial officers presiding at all proceedings.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Allow associated cases to have same scheduled date and time.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Apply specific change, e.g., <i>judge, hearing type, case type</i> to multiple schedules.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Assign and reassign individual and group of judges randomly or by other pre-defined methods.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Assign and reassign individual or group of cases from one judge or calendar to another.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Allow for calendar entry, docket entry, and notice generation to be combined in one step with option for descriptive data.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Calendar/Scheduling	Create and maintain judges' notes for judges' viewing only in accordance with rules and statutes.	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		
Calendar/Scheduling	Display or print summary calendar information and provide interface to other parts of system to access other types of information.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Calendar/Scheduling	Chronological view of calendar which displays past and future scheduled events by date, judge, case/party or participant.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Generate docket entry automatically based on scheduled and completed events.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Identify and display schedule conflicts.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Identify party hearing attendance requirement and compliance.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Maintain availability on judges, attorneys, participants and court facilities.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Relate individual judges and group of judges to courtrooms, departments, benches and staff.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	Schedule maximum number of cases for specific time interval by event.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Calendar/Scheduling	When multiple schedules change, modify records of all affected entities.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Establish cross references between consolidated cases for docketing, scheduling, notice generation, and other functions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

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Case Events/Alerts	Enter decision on referral, e.g., <i>file a petition in juvenile court, conduct informal adjustment or diversion program, in conjunction with juvenile court support functions, refer to medical or social evaluation, reject</i> , in intake file and retain all information on referral.	N/A	N/A	N/A	N/A	1 - Critical	N/A		
Case Events/Alerts	Record if filing requires special consideration such as time-sensitive filing that requires rapid action, e.g., <i>schedule emergency child abuse hearing even though only minimal data available, issue restraining order, process stay request or ex-parte filing</i> , or case in special category.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Provide the ability to designate cases that have a criminal debt converted to civil judgment, e.g., <i>restitution lien</i> .	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Case Events/Alerts	Allow events to be associated with one, all or specified parties.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Allow for email notification capability.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Allow for filing and entry of initial value of inventory.	N/A	N/A	1 - Critical	N/A	N/A	N/A		
Case Events/Alerts	Allow functionality to appoint fiduciaries and set restrictions.	N/A	N/A	1 - Critical	N/A	N/A	N/A		
Case Events/Alerts	Automatically perform case closing routine, e.g., <i>change status to closed; update docket; generate required forms, notices, reports and flag case as complete</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Allow for entry and tracking of all charges, initial and modified, filed in the court and linked to defendant and incident.	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Case Events/Alerts	Allow for the entry and tracking of information once and automatically apply to multiple cases or individuals.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Allow for the tracking of attorneys for a specific case or multiple cases.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Allow for the entry and tracking of information on special case processing requirements or orders, e.g., <i>sealed case or document, suppressed indictment</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Process and store information pertaining to temporary actions, e.g., <i>informal supervision, shelter care, or temporary protective custody</i> , including recording events; creating letters, forms, and pleadings	N/A	N/A	N/A	N/A	1 - Critical	N/A		

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Case Events/Alerts	Process, and store intermediate and final information pertaining to outside agency program or internal program.	N/A	N/A	N/A	N/A	1 - Critical	N/A		
Case Events/Alerts	Capture unique qualifiers in all charges, e.g., <i>class reduction, class, domestic violence.</i>	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Case Events/Alerts	Generate alert for judges, attorneys and participants when schedule is unavailable.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Generate alert when displaying cases that are not public record.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Generate alert when maximum number of events are scheduled.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Generate report or display that lists all events due on specific date or date range sorted by date, event or other criteria.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Identify activities and conditions that can prevent case from being closed, e.g., <i>outstanding or open charge, unpaid fines/fees/judgments.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Identify capital or complex designation.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Identify completed events and prompt users.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Maintain multiple current and historical addresses, with beginning and ending dates, for each judge, defense attorney, prosecutor, victim, defendant, witness, and participant.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Merge multiple related referrals for single child into one course of action.	N/A	N/A	N/A	1 - Critical	1 - Critical	N/A		
Case Events/Alerts	Allow for on screen view of item creation and modification information.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Produce documents for resolutions and dispositions.	1 - Critical	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Events/Alerts	Provide ability to flag electronic files when hard-copy file has been reported lost.	1 - Critical	2 - Desired	2 - Desired	2 - Desired	1 - Critical	2 - Desired		
Case Events/Alerts	Provide ability to track requestor and result of each event.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Provide tickler capability; prompt or notify users of events coming due or overdue and initiate proper functions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Provide user-activated or de-activated visual reinforcements for alerts such as flashing text or colors on screen.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Events/Alerts	Provide warning when scheduled events and groups of events do not conform to statutory time standards and other established guidelines.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Track the hours of contract participants, e.g., <i>interpreters, attorneys.</i>	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		

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Case Events/Alerts	Allow for Title IV-D designation/ automatic status/ calendar scheduling based on Title IV-D rules and business practices.	N/A	N/A	N/A	1 - Critical	N/A	N/A		
Case Events/Alerts	Track document service, return of service, proof or certificate of service, re-service if necessary, and notification to all appropriate agencies and any other events.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Track reasons for issuance, resolution, and status of all warrants and other served documents, e.g., <i>subpoenas, bench warrants, search warrants, warrant recalls, capiases.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Use events captured in minutes to update records throughout system.	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		
Case Events/Alerts	When cases are consolidating and unconsolidating, display an alert that multiple records may be affected.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Events/Alerts	Include case age (number of days) with any display of case status or adherence to schedules.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Events/Alerts	Provide the ability to calculate incarceration days and excluded days (Rule 8). <i>See also Calendar/Scheduling function group.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Allow for the modification or deletion of a transaction in the system.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Generate accounting notices, e.g., <i>FARE notices, notice of payment due.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Post case-related disbursements to accounting Post interest accruals to receivables.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Provide appropriate security and authorization for all accounting functions	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Support trust fund accounting, e.g., <i>post trust funds to case; track receipts, disbursements, account status; credit interest; reports, process refunds and forfeitures.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Transfer collected funds from one case to another or between receivables.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	All case financial transactions should be based on the fee schedule and other statutorily authorized monetary obligations, but also provide flexibility to include local financial transactions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Allow allocation of payments across selected cases.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

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Case Financials	Automatically record funds received from other local, state, and private units in real time or batch, e.g., <i>court-ordered payments, state tax intercepts, FARE/TIP.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Compute fees based on occurrence of specific event, e.g., <i>quantity.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Allow for joint and several liability.	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Case Financials	Create payment schedule, apply payments received to scheduled amount due, and produce reports on balance and/or overdue amounts	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Debit accounts established by attorneys to cover court expenses, and credit attorney accounts based on electronic funds transfers from attorney bank accounts, debiting attorney credit card accounts, and writing on-line checks	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		
Case Financials	Identify and record arrearages, generate alerts and prompt user when scheduled payments are not made.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Maintain case financial docket that can be isolated from general docket.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Place hold on disbursements of funds deposited for a case and allow release holds individually or in batch as individual and multiple checks.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Post case-related receipts to accounting records and register of actions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Process and track fee waivers, deferrals and suspensions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Provide capability to adjust receivables when directed by court order, e.g., <i>write off uncollected debt when obligor dies.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Receipt and distribute fees associated with parties that may or may not be case related and process appropriately.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Financials	Track non-monetary obligations, e.g., <i>community service, time served</i> in lieu of reduction of fines, fees and restitution.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Generate and assign separate party identifier for each party, e.g., <i>party type and number "D-1".</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Accommodate aliases in conjunction with indexing and the processing of party names.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for the entry of a booking number.	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		

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Case Initiation/Indexing	Allow for the entry of in-custody indicator with the ability to update from multiple screens.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Initiation/Indexing	Allow for party types to hold more than one role in a case, e.g., <i>relationship, age at death, etc.</i>	N/A	N/A	1 - Critical	1 - Critical	N/A	N/A		
Case Initiation/Indexing	Allow full flexibility concerning demographic data entry including required and non-required fields, e.g., <i>relationship, age calculator, profession, etc.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for random court appointed attorney assignment.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow user to designate the nature of the relationship between cases, e.g., <i>codefendants, multiple cases against same defendant.</i>	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Initiation/Indexing	Assign appropriate security to records, particularly those with data on children and other minors, e.g., <i>for each party with increased security for child and family records.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Automatically identify lead charge, if appropriate, among group of charges for a given defendant, e.g., <i>the most serious charge.</i>	N/A	1 - Critical	N/A	N/A	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for batch processing of forcible detainers and writs of restitution.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Initiation/Indexing	Convert one referral for family or multiple persons into separate petitions and track separately through resolution for each juvenile.	N/A	N/A	N/A	N/A	1 - Critical	N/A		
Case Initiation/Indexing	Coordinate and track changes in case numbers, individual identifiers and other identifiers, e.g., <i>across courts, criminal support units, Criminal Justice agencies, and non-justice agencies.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for court identifiers.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Create groups of related cases, charges, petitions, juveniles, other parties, participants, court types, locations, and departments from single or multiple filings such that future actions can be applied to each case in group.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	N/A		
Case Initiation/Indexing	Designate cases with special scheduling needs, e.g., <i>interpreter, disabilities</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Ensure only single set of demographic data exists for each defendant, e.g., <i>various identifiers for given defendant must be correlated.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

Purpose: Identify functions needed in a CMS in order to do court business in a Superior Court		CASES/BENCH						COMPARISON	
Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/ Domestic Relations	Juvenile	Non Case	Does CMS Provide This	Comments
Case Initiation/Indexing	Enter arrest, custody, and bail information for each defendant or acquire this information electronically from criminal justice agency.	N/A	1 - Critical	N/A	N/A	1 - Critical	1 - Critical		
Case Initiation/Indexing	Enter each allegation and its identifier when the petition filed.	N/A	N/A	N/A	N/A	1 - Critical	N/A		
Case Initiation/Indexing	Enter each charge and count based on charging documents.	N/A	1 - Critical	N/A	N/A	1 - Critical	N/A		
Case Initiation/Indexing	Enter each count and its identifier and correlate with allegation(s) within group of allegations in delinquency case categories.	N/A	N/A	N/A	N/A	1 - Critical	N/A		
Case Initiation/Indexing	Enter origin of oversight, placement, and detention status.	N/A	N/A	N/A	N/A	1 - Critical	N/A		
Case Initiation/Indexing	Establish relationships, including links to others in referral and others in family, within newly-entered information and between new and existing information.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Provide ability to track filing date.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for filing type, e.g., <i>new filing, transferred from another jurisdiction, reopened or remanded case, counter or cross claims</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Generate and assign a case number using a defined format.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Generate case title or caption from party names and other information, e.g., <i>short phrase that identifies case and includes plaintiff and defendant names</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Provide a process for adding court special appointments that are not parties to the action.	1-Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	N/A		
Case Initiation/Indexing	Provide the ability to process and track protective orders.	1 - Critical	N/A	N/A	1 - Critical	N/A	N/A		
Case Initiation/Indexing	Maintain information on multiple cases or individuals associated with those cases, e.g., <i>status including dismissals, consolidations, bifurcations, previously-closed cases that have been reopened</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for party addresses.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Allow for physical description of party.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Randomly assign cases to judges according to a predetermined criteria, with an option to override.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Provide a search button on each screen, e.g., <i>ability to search for data values on individual fields within a screen</i> .	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Initiation/Indexing	Allow for search functionality for person by case type.	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		

Purpose: Identify functions needed in a CMS in order to do court business in a Superior Court		CASES/BENCH						COMPARISON	
Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/Domestic Relations	Juvenile	Non Case	Does CMS Provide This	Comments
Case Initiation/Indexing	Support differential case management, e.g., <i>different categories of cases are processed differently.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Case Initiation/Indexing	Support electronic filing and move designated data from electronic document to case management system.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Initiation/Indexing	Allow for title, caption, and related labels display according to case type.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Case Initiation/Indexing	Create a unique party identifier that is associated to each party on a case so user can associate the party into a current case to avoid unnecessary data entry.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Accept multiple payments for a single case with the capability to process as either a single payment or separate payments.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Accept multiple types of payments in a single transaction.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Accept a single payment for multiple cases with the capability to process separately for each case.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Permit payments to be voided and re-entered before or after daily balancing.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Allow for back dating of receipt.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Allow for the automatic receipting of electronically transferred funds.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Generate and print receipts with unique, locally defined, sequential receipt numbers.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Permit individual cashiers to open and close at specified intervals pursuant to best practice and MAS.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Permit payment to be receipted to cases with minimal data entry, e.g., <i>counter filing.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Permit receipts to be reprinted with same receipt numbers individually or in batch.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Cashiering	Permit transactions that arrive after cashier closeout to be entered as transaction for next day, e.g., <i>post date receipt.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Docketing	Allow chronological listing of events in docket.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Docketing	Allow single event to create multiple docket entries.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Docketing	Create docket entry based on the electronic filing of documents, e.g., <i>notices, warrants, orders.</i>	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Docketing	Enter and associate docket information for specific parties and participants as individuals or organizations.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

Purpose: Identify functions needed in a CMS in order to do court business in a Superior Court		CASES/BENCH						COMPARISON	
Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/ Domestic Relations	Juvenile	Non Case	Does CMS Provide This	Comments
Docketing	Supplement docket entries with additional demographic information on children and parents.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
EDMS	Permit user to search, retrieve and print electronic documents from the case docket.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
EDMS	Allow for interface with document management system if case management system excludes document management capability.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
E-Filing	Provide the capability to accept electronic documents, brand them accordingly and update the docket.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
E-Filing	Provide for unique e-filing processes based on case type.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Create notices when attorney, party, or participant is changed for a case with a future scheduled event.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Generate notices that are triggered by a specific event with ability to override.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Generate notices or electronic acknowledgments and notify appropriate parties, including attorneys and agencies, when applicable that filings, pleadings, and other documents are received and accepted.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Provide for minute entry generation and distribution within the application or integrated with an external program.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Suppress inclusion of confidential information such as victim and witness information in notices, other documents, and calendars.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Provide a tool box of templates which allows merge capability in conjunction with case data; relate each output template to documents and court events for which they are used.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Forms/document generation	Generate worksheet or minute entry for on-line, rapid, in-court sentencing information.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Integration	Establish interfaces between CMS and support entities that allow for the collection and receipting of fines, fees, and bonds. Prohibit the deletion or modification of financial or other case data within the security module.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

Purpose: Identify functions needed in a CMS in order to do court business in a Superior Court		CASES/BENCH						COMPARISON	
Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/ Domestic Relations	Juvenile	Non Case	Does CMS Provide This	Comments
Integration	Electronically receive information on defendants who have completed payment plans, probation or any programs administered by probation, detention, corrections, or other programs that would result in case closure under local and state rules.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Integration	Send and receive information electronically for pre-trial services including referrals for pre-sentence reports.	N/A	1 - Critical	N/A	N/A	1 - Critical	1 - Critical		
Integration	Share information with external agencies to coordinate collection of court-ordered payments, e.g., <i>FARE, DPS, MVD</i> .	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Integration	Include an interface with certified fiduciary database to check on status and/or add as party on a case.	N/A	N/A	1 - Critical	N/A	N/A	N/A		
Management Reporting	Generate report of completed cases.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce documents for dispositions, internal and external to the court.	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	N/A		
Management Reporting	Produce report showing allocation and disbursements to other state and local agencies within specified date range	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Capture and track duration of trials by user-specified criteria such as courtroom, judicial officer, jury or non-jury, and how estimated duration of trial compares with actual duration.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Management Reporting	Provide case summary report with user specified detail.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Compute totals, list transactions, and balance for each cash drawer including register number, cashier ID, receipt number, and type of payment.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Create, maintain, and display or print administrative or clerk's report that shows all cases with action pending within specific date range and update report.	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired	2 - Desired		
Management Reporting	Create, print, and maintain separate dispositions and judgments indices that show original and subsequent judgments by case and party	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced	3 - Enhanced		
Management Reporting	Provide functionality to capture all data for Judicial Performance Review.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Generate report showing archived/destroyed or transferred cases.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Generate report displaying pending cases for which there is no scheduled next event.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

Purpose: Identify functions needed in a CMS in order to do court business in a Superior Court		CASES/BENCH						COMPARISON	
Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/ Domestic Relations	Juvenile	Non Case	Does CMS Provide This	Comments
Management Reporting	Generate report displaying post-adjudication cases based on pending matters for which there is no scheduled next event.	1-Critical	1-Critical	1-Critical	1-Critical	1-Critical	1-Critical		
Management Reporting	List cases and provide supporting information such as attorneys, open judgments, open warrants, continuances.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Maintain history of changes in judge assignments and display reason for change.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Maintain history of prosecutor and defense attorney changes for specific cases or defendants with reason for change.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Print or display lists of exhibits and other property according to case, party, and other user defined criteria.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce periodic report or display showing financial status, Title IV-D status, and history.	1 - Critical	N/A	N/A	1 - Critical	N/A	N/A		
Management Reporting	Produce report identifying amounts owed and waived and deferred for each person or organization.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce report that permits monitoring conformance with time and other performance standards relative to various guidelines and tracking.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce report that shows whether specific cases have been disposed with cross references to calendars in which they were disposed.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce report that summarizes calendars according to various criteria.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce reports, displays or extracted files that are suitable for transfer to other systems or internet postings.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce statistics on transactions received, accepted, and rejected within a specified date range.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Produce various detail and summary reports giving docket contents for specific cases/persons and groups of cases by case and party.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Provide audit trail of all charges, e.g., <i>from initial complaint through final disposition</i> , for a given defendant and case.	N/A	1 - Critical	N/A	N/A	1 - Critical	1 - Critical		
Management Reporting	Provide report and track information for disbursement of undistributed or unclaimed moneys and update ledgers.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Satisfy case and financial reporting requirements of judicial branch and state agencies electronically.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		

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Function Group	Function Requirements	Civil	Criminal	Probate/Mental Health	Family/ Domestic Relations	Juvenile	Non Case	Does __ CMS Provide This	Comments
Management Reporting	Track arbitrator and mediator assignments, decisions, and performance criteria.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Track conformance to time standards including modifications, overrides, and suspension of time counting under certain conditions.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Track status of accounts referred to other agencies or organizations for collection, e.g., <i>FARE, DSO, etc.</i>	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	View information on docket(s) by specific date range in chronological or reverse chronological order.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Within user specified date range, produce separate reports showing (1) cases for which fees received, no fees received, fees waived, no fees due, waived or deferred fees; (2) all adjustments to accounts; (3) accounts receivable or payable for each case.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	Identify inactive cases.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		
Management Reporting	The CMS should collect and store all manually and electronically entered data.	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical	1 - Critical		