

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|----------------|--|----|----|--------------|---|
| Accounting | Prevent financial transactions from being dated and posted to a closed accounting period. | x | x | 1 - Critical | |
| Accounting | Provide functionality to establish and maintain draw-down accounts. | x | x | 3 - Enhanced | |
| Accounting | Submit and track overages and shortages to collected fees. | x | x | 1 - Critical | |
| Accounting | Financial functionality must comply with Minimum Accounting Standards. | x | x | 1 - Critical | |
| Accounting | Initiate, print, and disburse refund checks individually or cumulatively within user specified date range. | x | x | 2 - Desired | |
| 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. | x | x | 2 - Desired | |
| Accounting | Allow a maintained account structure that permits funds to be allocated to appropriate accounts, e.g., for city, county, state, court. | x | x | 1 - Critical | |
| Accounting | Apply adjusting entries to receipt without changing or deleting previously recorded transactions. Record and store adjusting financial entries. | x | x | 1 - Critical | |
| Accounting | Provide for bank account reconciliation. | x | x | 2 - Desired | |
| Accounting | Capture and track negative balances. | x | x | 1 - Critical | |
| Accounting | Create and maintain pre-determined chart of accounts. | x | x | 1 - Critical | |
| Accounting | Create general ledger by posting journal entries, subsidiary ledger totals, and other information to each account in chart of accounts. | x | x | 1 - Critical | |
| Accounting | Disburse funds electronically to recipient bank accounts. | x | x | 3 - Enhanced | |
| Accounting | Electronically authorize and transfer collected fees to other agencies. | x | x | 3 - Enhanced | |
| Accounting | Establish individual and combined bank accounts. | x | x | 3 - Enhanced | |
| Accounting | Provide IRS prompt for transactions of \$10,000 and more. | x | x | 3 - Enhanced | |
| Accounting | List discrepancies among payments, receipts, and cases over specific periods for each cashier for whom summary shows imbalance, e.g., financial audit. | x | x | 1 - Critical | |
| Accounting | Maintain and track various types of individual and combined bank accounts and balances by case, due date, and party, e.g., general ledger. | x | x | 1 - Critical | |
| Accounting | Maintain state and local standard tables for court costs and fees. | x | x | 1 - Critical | |
| Accounting | Post, track and report on non-case related receipts and disbursements. | x | x | 1 - Critical | |
| Accounting | Produce trial balance and balance report for each account over specified date range, e.g., at end of month before posting to general ledger. | x | x | 1 - Critical | |

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| Accounting | Provide capability to issue checks for pass through, e.g., trust, monies individually or periodically based on accumulated payments. | x | x | 2 - Desired | |
| Accounting | Provide information for disbursement of undistributed/unclaimed moneys, e.g., unreturned checks for moneys paid by court, update ledgers, and produce reports, e.g., for each check not cleared over specific period. | x | x | 1 - Critical | |
| Accounting | Display or print lists of transactions for specific cases within user specified date range. | x | x | 1 - Critical | |
| Accounting | The system should have the ability to track and provide notification of returned checks. | x | x | 1 - Critical | |
| Accounting | The system should allow for the including of payments of restitution for several cases on one check. | x | x | 1 - Critical | |
| Accounting | The system must set an indicator for amounts of money that have not been disbursed after a year (i.e. restitution due to a victim but court does not have a current address for the recipient). So that some action can be taken to resolve the undisbursed funds, e.g. escheatment. | x | x | 1 - Critical | |
| Accounting | Allocate parts of fees to be distributed to local and state agencies according to a predefined formula, allowing for override. | x | x | 1 - Critical | |
| Accounting | Allow for setting and overriding minimum threshold for disbursements of refunds. | x | x | 1 - Critical | |
| Accounting | Identify cashier on all transactions. | x | x | 1 - Critical | |
| Accounting | Post, process and track partial payments from litigants or defendants subsequent to judgments. | x | x | 1 - Critical | |
| Accounting | Populate subsidiary ledger, reconcile and balance all accounts automatically, e.g., <i>general ledger</i> . | x | x | 1 - Critical | |
| Accounting | Post interest accruals to bank accounting records. | x | x | 1 - Critical | |
| Accounting | Print and reprint bank deposit slips for specific banks and user specified date ranges. | x | x | 2 - Desired | |
| Accounting | Produce check register for user specified date range. | x | x | 1 - Critical | |
| Accounting | Prohibit modification of receipt number sequence and provide audit trail of receipt number usage. | x | x | 1 - Critical | |
| Accounting | The system must have the ability to void a check. The system must force the user to enter a reason code or description. | x | x | 1 - Critical | |
| Accounting | The system must allow users to queue checks in a variety of sequences. | x | x | 1 - Critical | |
| Accounting | The system must have the ability to calculate and assess "convenience fee" for costs incurred by customers using credit cards. (Applicable only if local ordinance is in place) | x | x | 3 - Enhanced | |
| Accounting | The system should have the ability to alert a financial user of any condition that might affect period-end balancing being successfully completed (e.g. negative account balance, missed bank deposits, allocation errors) | x | x | 1 - Critical | |

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| Adjudication | Process and track information concerning post adjudication activities. | x | x | 1 - Critical | |
| Adjudication | Process and distribute electronically all disposition and post judgment information, e.g., update docket and other records, if not updated automatically. | x | x | 1 - Critical | |
| Adjudication | Ability to track partial compliance of sentencing conditions (e.g., <i>partial community restitution, traffic school, alcohol school, AA</i>). | x | x | 1 - Critical | |
| Adjudication | Provide a judgment screen that displays case/parties caption, date of judgment, type of judgment, post adjudication activity. | x | x | 1 - Critical | |
| Adjudication | Provide the ability to enter disposition and sentencing in same screen with the ability to override. | x | x | 2 - Desired | |
| Adjudication | Provide the ability to designate the cases which may be assigned to diversion or deferment programs. (e.g., <i>DWI/Drug Court, pretrial diversion</i>) | x | x | 2 - Desired | |
| Adjudication | The system should allow for re-sentencing when a revocation of probation has been ordered. | x | x | 1 - Critical | |
| 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. | x | x | 1 - Critical | |
| 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. | x | x | 1 - Critical | |
| Adjudication | Calculate and track consecutive and concurrent sentencing. | x | x | 1 - Critical | |
| Adjudication | Compute expiration date of probation with ability to override. | x | x | 1 - Critical | |
| Adjudication | Maintain and record disposition and sentence for each case, charge, and sequence. | x | x | 1 - Critical | |
| Adjudication | Record resolution/disposition type, e.g., type of judgment including those involving entire cases, individual or multiple issues, individual parties, multiple cases, and cross petitions. | x | x | 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. | x | x | 2 - Desired | |
| Arch/purge | Provide functionality for re-opening previously closed cases. | x | x | 1 - Critical | |
| Calendar/Scheduling | Display or print summary calendar information and provide interface to other parts of system to access other types of information. | x | x | 2 - Desired | |
| Calendar/Scheduling | Provide functionality to maintain availability on judges, attorneys, participants and court facilities. | x | x | 1 - Critical | |
| 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. | x | x | 2 - Desired | |
| Calendar/Scheduling | Allow more than one case to have same scheduled date and time. | x | x | 1 - Critical | |
| Calendar/Scheduling | Chronological view of calendar which displays current, past and/or future scheduled events by date, judge, case/party or participant. | x | x | 1 - Critical | |

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| Calendar/Scheduling | Automatically track party hearing appearance and compliance. | x | x | 2 - Desired | |
| Calendar/Scheduling | Schedule maximum number of cases for specific time interval by lowest level calendar code/hearing type. | x | x | 1 - Critical | |
| Calendar/Scheduling | The system must provide the ability to produce an available date in courtrooms. This list would indicate the next available time for a particular judge, courtroom, court appearance type within a designated date range. This list must be available online and in printed form. The system must allow for override by user based on appropriate user and group level security levels. The scheduling in the courtroom must update the schedule in real time, so that the current status of the schedule is always up-to-the-minute throughout the system. | x | x | 1 - Critical | |
| Calendar/Scheduling | Provide the ability to calculate incarceration days and excluded days (Rule 8). See also Case Event/Alert function group. | x | x | 2 - Desired | |
| Calendar/Scheduling | Provide the ability to have court calendar viewable on the internet. | x | x | 2 - Desired | |
| Calendar/Scheduling | Provide the ability to maintain/display history of judicial officers presiding at all proceedings. | x | x | 1 - Critical | |
| Calendar/Scheduling | Apply specific change, e.g., judge, hearing type, case type to multiple schedules. | x | x | 1 - Critical | |
| Calendar/Scheduling | Assign and reassign individual and group of judges randomly or by other pre-defined methods. | x | x | 1 - Critical | |
| Calendar/Scheduling | Assign and reassign individual or group of cases from one judge or calendar to another. | x | x | 1 - Critical | |
| Calendar/Scheduling | Allow for calendar entry, docket entry, and notice generation to be combined in one step with option for descriptive data. | x | x | 1 - Critical | |
| Calendar/Scheduling | Create and maintain judges' notes for judges' viewing only in accordance with rules and statutes. | x | x | 3 - Enhanced | |
| Calendar/Scheduling | Generate docket entry automatically based on scheduled and completed events. | x | x | 1 - Critical | |
| Calendar/Scheduling | Identify and display schedule conflicts. | x | x | 1 - Critical | |
| Calendar/Scheduling | Relate individual judges and group of judges to courtrooms, departments, benches and staff. | x | x | 1 - Critical | |
| Calendar/Scheduling | When multiple schedules change, modify records of all affected entities. | x | x | 1 - Critical | |
| Calendar/Scheduling | Ability to display case participant check in information on judge's bench calendar. | x | x | 3 - Enhanced | |
| Calendar/Scheduling | The system must have the ability to vacate an arraignment, set next event, and generate notice automatically if a Waiver of Arraignment/Notice of Appearance has been docketed in the system. | x | x | 1 - Critical | |
| Case Events/Alerts | Identify completed events and prompt users. | x | x | 1 - Critical | |

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| Case Events/Alerts | Allow for on screen view of item creation and modification information. | x | x | 1 - Critical | |
| Case Events/Alerts | Provide ability to track requestor and result of each event. | x | x | 1 - Critical | |
| Case Events/Alerts | Provide the ability to calculate incarceration days and excluded days (Rule 8). See also Calendar/Scheduling function group. | x | x | 2 - Desired | |
| Case Events/Alerts | The system should record appointment of counsel and any order or motions associated with the process. | x | x | 1 - Critical | |
| Case Events/Alerts | Enter decision on referral, e.g., 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, in intake file and retain all information on referral. | N/A | x | 1 - Critical | |
| Case Events/Alerts | Record if filing requires special consideration such as time-sensitive filing that requires rapid action, e.g., schedule emergency child abuse hearing even though only minimal data available, issue restraining order, process stay request or ex-parte filing, or case in special category. | x | x | 1 - Critical | |
| Case Events/Alerts | Identify capital or complex designation. | N/A | x | 1 - Critical | |
| Case Events/Alerts | The system should provide a mechanism for notifying interested parties of the receipt of a case. | x | x | 1 - Critical | |
| Case Events/Alerts | The system should provide the ability to designate attorneys from out of state with provisional rights to represent parties in AZ (pro hac vice). | x | x | 3 - Enhanced | |
| Case Events/Alerts | The system must have the ability to establish a date by which post adjudication motions must be received. The system must have the ability to modify the post adjudication due date. | x | x | 2 - Desired | |
| Case Events/Alerts | The system should provide for automatic assignment of counsel, the assignment of conflict counsel, and the assignment of standby counsel | x | x | 1 - Critical | |
| Case Events/Alerts | System should scan the vehicle description for words that identify a Commercial Motor Vehicle (CMV) (e.g., Peterbilt) to make sure the CMV box is marked to identify the citation as a CMV violation. If the vehicle is a CMV and the CMV box is not marked then prompt the user to verify the accuracy of the CMV box. | x | x | 3 - Enhanced | |
| Case Events/Alerts | The system must have the ability to set an indicator if restitution cannot yet be determined and notify the prosecutor. | x | x | 2 - Desired | |
| Case Events/Alerts | Provide the ability to designate cases that have a criminal debt converted to civil judgment, e.g., restitution lien. | x | x | 2 - Desired | |
| Case Events/Alerts | Allow for email notification and tracking capability. Provide for potential ability to attach forms and reports to electronic communications. | x | x | 2 - Desired | |
| Case Events/Alerts | Allow for the entry of information once and automatically apply to multiple cases or individuals. | x | x | 2 - Desired | |
| Case Events/Alerts | Process, and store all court ordered actions pertaining to outside agency program or internal program, e.g., compliance, MVD. | x | x | 1 - Critical | |

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| Case Events/Alerts | Generate alert when displaying cases that are not public record or contain protected parties. | x | x | 1 - Critical | |
| Case Events/Alerts | Maintain multiple current and historical addresses, with beginning and ending dates, for parties on the case, by address type. | x | x | 1 - Critical | |
| Case Events/Alerts | Produce documents for resolutions and dispositions. | x | x | 2 - Desired | |
| Case Events/Alerts | Provide ability to flag case when hard-copy file has been reported lost. | x | x | 3 - Enhanced | |
| Case Events/Alerts | Provide visual reinforcements for alerts such as flashing text or colors on screen. <i>Allow user to de-activate.</i> | x | x | 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. | x | x | 2 - Desired | |
| Case Events/Alerts | Track the hours of contract participants, e.g., interpreters, attorneys. | x | x | 3 - Enhanced | |
| Case Events/Alerts | Track document service, return of service, proof or certificate of service, re-service if necessary, and notification to all appropriate parties. | x | x | 1 - Critical | |
| Case Events/Alerts | Track reasons for issuance, resolution, and status of all warrants and other served documents, e.g., subpoenas, bench warrants, search warrants, warrant recalls. | x | x | 1 - Critical | |
| Case Events/Alerts | Use events captured in electronic orders to update case records systemically. | x | x | 1 - Critical | |
| Case Events/Alerts | Generate a consolidated case alert | x | x | 1 - Critical | |
| Case Events/Alerts | Allow user management team to define prompts, set special alerts and remarks which can be printed on calendars and displayed on courtroom display screens. | x | x | 3 - Enhanced | |
| Case Events/Alerts | In a commercial vehicle or license situation the system should “look-up” the federal regulations or State statutes regarding commercial driver offenses and provides those to the Judge if requested (via web site link.) | x | x | 3 - Enhanced | |
| Case Events/Alerts | Ability to block the acceptance of future payments by check and trigger a returned check alert. The duration of the block period against the issuer will be defined by local business rules. | x | x | 2 - Desired | |
| Case Events/Alerts | Flags special conditions, (e.g., <i>post and forfeitable; night service; do not release on own recognizance, etc.</i>) | x | x | 1 - Critical | |
| Case Events/Alerts | Provide person status to user displaying the status of fees and fines in previous cases and future calendar events. | x | x | 1 - Critical | |
| Case Events/Alerts | Provide an alert to prevent a personal check from being receipted for bad check violations, according to local policy. | n/a | x | 1 - Critical | |
| Case Events/Alerts | The system should distinguish between private counsel and a public defender, both table and/or case level. | x | x | 1 - Critical | |

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| Case Events/Alerts | The system must have the ability to maintain a list of approved bondsmen/agents and track the history, current total obligations, obligation limits, defaults, unsatisfied judgments and any restrictions imposed upon them. | x | x | 3 - Enhanced | |
| Case Events/Alerts | The system must have the ability to set an indicator flag on all cases for a defendant who has an active warrant(s). | x | x | 1 - Critical | |
| Case Events/Alerts | The system must provide the ability to track the number of times that counsel changes for a case and the reason. | x | x | 2 - Desired | |
| Case Events/Alerts | The system must have the ability to record ADA requirements for defendants and witnesses. | x | x | 1 - Critical | |
| Case Events/Alerts | The system must have the ability to track appeals along with associated timelines and due dates, calculate time for processing and alert when response time has expired (e.g., appeal memorandums and trial transcripts). | x | x | 1 - Critical | |
| Case Events/Alerts | The system must have the ability to track the progress of preparation of all required documents and transcriptions for the case to be forwarded to the appellate court. | x | x | 2 - Desired | |
| Case Events/Alerts | Provide a charge code table screen indicator to determine if any charges require fingerprinting or DNA testing. | x | x | 1 - Critical | |
| Case Events/Alerts | NEW - Ability to track (report, tickler, pop up) that probation/compliance is expiring | x | x | 2 - Desired | |
| Case Events/Alerts | Establish cross references between consolidated cases for docketing, scheduling, notice generation, and other functions. | x | x | 1 - Critical | |
| Case Events/Alerts | Allow events to be associated with one, all or specified parties. | x | x | 1 - Critical | |
| Case Events/Alerts | Automatically perform case closing routine, e.g., change status to closed; update docket; generate required forms, notices, reports and flag case as complete. | x | x | 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. | x | x | 1 - Critical | |
| Case Events/Alerts | Allow for the tracking of attorneys for a specific case or multiple cases. | x | x | 1 - Critical | |
| Case Events/Alerts | Allow for the entry and tracking of information on special case processing requirements or orders, e.g., sealed case or document, suppressed indictment. | x | x | 1 - Critical | |
| Case Events/Alerts | Capture unique qualifiers in all charges, e.g., class reduction, class, domestic violence. | x | x | 1 - Critical | |
| Case Events/Alerts | Generate alert for judges, attorneys and participants when schedule is unavailable. | x | x | 1 - Critical | |
| Case Events/Alerts | Generate alert when maximum number of events are scheduled. | x | x | 1 - Critical | |
| Case Events/Alerts | Identify activities and conditions that can prevent case from being closed, e.g., outstanding or open charge, unpaid fines/fees/judgments. | x | x | 1 - Critical | |
| Case Events/Alerts | Provide tickler capability; prompt or notify users of events coming due or overdue and initiate proper functions. | x | x | 1 - Critical | |

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| Case Events/Alerts | Include case age (number of days) with any display of case status or adherence to schedules. (CourTools) | x | x | 1 - Critical | |
| Case Events/Alerts | Display alert to a user not authorized to see a portion of or a field within a record (e.g. clerk views a sealed document) | x | x | 1 - Critical | |
| Case Events/Alerts | Ability to flag if the violation occurred in a commercial motor vehicle, and/or the defendant holds a commercial driver's license, issue an alert that federal guidelines apply to the case. | x | x | 1 - Critical | |
| Case Events/Alerts | The system must provide the ability to inquire as to the counsel of a co-defendant in order to avoid a conflict of counsel. | N/A | x | 1 - Critical | |
| Case Events/Alerts | The system must have the ability to maintain a list of qualified counsel for assignment including the number of cases to which counsel has been appointed per year, the number of cases that counsel may be assigned per year and must have an indicator when a counsel has reached its case limitation for the year. | x | x | 2 - Desired | |
| Case Events/Alerts | The system should allow for a warrant to be issued for counsel or a witness. | x | x | 2 - Desired | |
| Case Events/Alerts | The system must have the ability to record whether a person has been rejected from a diversionary program. | x | x | 2 - Desired | |
| Case Events/Alerts | The system must have the ability to present diversion history for a specific defendant to help determine eligibility for the program. | x | x | 2 - Desired | |
| Case Events/Alerts | The system must have the ability to track and link search warrant numbers to a criminal case. | x | x | 3 - Enhanced | |
| Case Events/Alerts | The system must have the ability to establish a date by which a sealed search warrant will be unsealed and permit an extension to the date for the unsealing | x | x | 1 - Critical | |
| Case Events/Alerts | The system must have the ability to identify cases that have portions sealed/restricted. | x | x | 1 - Critical | |
| Case Events/Alerts | The system must have the ability to select the most severe charge for issuing warrant and days for dollars with ability to override. | x | x | 1 - Critical | |
| Case Financials | Maintain case financial docket that can be isolated from or combined with general docket. | x | x | 1 - Critical | |
| Case Financials | Ability to add or remove a case from a payment plan without affecting existing payment plans. | x | x | 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 | x | x | 1 - Critical | |
| Case Financials | Identify and record arrearages, generate alerts and prompt user when scheduled payments are not made. | x | x | 1 - Critical | |
| Case Financials | Post case-related receipts to accounting records and register of actions. | x | x | 1 - Critical | |
| Case Financials | Ability to capture, update, and display the financial information (e.g., income, assets, monthly expenses, etc) for the defendant which will help determine payment plan, e.g calculator. | x | x | 2 - Desired | |

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| Case Financials | Allow for the modification or deletion of a transaction, excluding receipts, in the system with appropriate user and group level security. | x | x | 1 - Critical | |
| Case Financials | Generate notices of payment due, filing fees owed, as set up be each court. | x | x | 1 - Critical | |
| Case Financials | Post case-related disbursements and receipts to register of actions | x | x | 1 - Critical | |
| Case Financials | Calculate and post interest accruals to receivables and judgments. | x | x | 3 - Enhanced | |
| Case Financials | Provide appropriate security and authorization for all accounting functions, based on appropriate user and group level security. | x | x | 1 - Critical | |
| Case Financials | Transfer collected funds from one case to another and/or between receivables. | x | x | 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 fees and fines. | x | x | 1 - Critical | |
| Case Financials | Automatically record to the case any funds received from other local, state, and other agencies in real time or batch, e.g., court-ordered payments, state tax intercepts, FARE/TIP. Include transaction log. | x | x | 1 - Critical | |
| Case Financials | Calculate total fees based on request for multiple services, e.g., clerk fees, certification fees, copy fees, filing fees, etc. | x | x | 1 - Critical | |
| Case Financials | Allow for joint and several liability. | x | x | 2 - Desired | |
| Case Financials | Provide capability to adjust receivables when directed by court. | x | x | 1 - Critical | |
| Case Financials | Receipt and distribute fees associated with non-party payers and process appropriately. | x | x | 1 - Critical | |
| Case Financials | Track non-monetary obligations, e.g., community restitution, time served. | x | x | 1 - Critical | |
| Case Financials | Automatically calculates the interest due on judgments and other receivables. | x | x | 1 - Critical | |
| Case Financials | Ability to track bail and cash and surety bonds | x | x | 1 - Critical | |
| Case Financials | Ability for the system to alert and then automatically apply a pre-payment to the appropriate case once the judgment has been issued. | x | x | 1 - Critical | |
| Case Financials | The system should provide for the setting of one bail amount for several cases. | x | x | 1 - Critical | |
| Case Financials | The system should provide for the collection, recording and distribution of diversion fees across multiple cases. | x | x | 1 - Critical | |
| Case Financials | The system must have the ability to require a reason code or description field when a change is made to a financial obligations on a case. | x | x | 1 - Critical | |
| Case Financials | The system must be flexible enough to accept payments at multiple office locations for the same case. All daily and monthly accounting reports must account for all receipts from all offices. | x | x | 3 - Enhanced | |

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| Case Financials | The system must be able to recommend a payment schedule that will ensure full payment within statutory or locally established time limits. This payment schedule must be available for printing immediately after sentencing is recorded, either in the courtroom or by a clerk at another location. | x | x | 1 - Critical | |
| Case Financials | The system must ensure that the amount to be refunded has been received by the court. | x | x | 1 - Critical | |
| Case Financials | Support trust fund accounting, e.g., post trust funds to case; track receipts, disbursements, account status; credit interest; reports, process refunds and forfeitures. | x | x | 1 - Critical | |
| Case Financials | Allow allocation of payments across selected cases. | x | x | 1 - Critical | |
| Case Financials | Create payment schedule, apply payments received to scheduled amount due, and produce reports on balance and/or overdue amounts | x | x | 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. | x | x | 1 - Critical | |
| Case Financials | Process and track fine and fee waivers, deferrals and suspensions. | x | x | 1 - Critical | |
| Case Financials | Ability to enter a request for processing disbursements and to print a list of disbursement requests which can be sent to the finance department for processing. | x | x | 1 - Critical | |
| Case Financials | System automatically moves customer accounts into collection based on locally defined parameters <i>utilizing the current GJXDM standard</i> | x | x | 1 - Critical | |
| Case Financials | The system should default to the priority of payment schedule for payment when a defendant has multiple cases. The user needs to be able to override the default, with appropriate user and group level security. | x | x | 1 - Critical | |
| Case Financials | The system must be able to allow the user to assess/receipt fees while a case is in pre-adjudication, e.g, public defender fees. | x | x | 1 - Critical | |
| Case Financials | The system should provide a search for other cases of the defendant's which have case balances before issuing a refund. | x | x | 1 - Critical | |
| Case Initiation/indexing | Coordinate and track changes in case numbers, individual identifiers and other identifiers, e.g., across courts, criminal support units, Criminal Justice agencies, and non-justice agencies. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ensure only single set of demographic data exists for each defendant, e.g., various identifiers for given defendant must be correlated. | x | x | 1 - Critical | |
| Case Initiation/indexing | Support differential case management, e.g., different categories of cases are processed differently. | x | x | 2 - Desired | |
| Case Initiation/indexing | Allow for title, caption, and related labels display according to case type. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to use the mandatory Federal Information Processing Standards (FIPS) for geographic location of offense. | x | x | 3 - Enhanced | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|--------------------------|--|----|----|--------------|---|
| Case Initiation/indexing | Allow the association of one or more vehicles to one or more persons or businesses | x | x | 3 - Enhanced | |
| Case Initiation/indexing | The system should provide the ability to list content of the original record on transferred case. | x | x | 1 - Critical | |
| Case Initiation/indexing | Assign appropriate security to records, particularly those with data on minors and other protected parties. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to enter arrest, custody, and bail information for each defendant. | x | x | 1 - Critical | |
| Case Initiation/indexing | Enter each count and its identifier and correlate with allegation(s) within group of allegations in delinquency case categories. | x | x | 1 - Critical | |
| Case Initiation/indexing | Support incorporation of address data and data source information from outside databases if, after verification, that data is found to be different while retaining data entered from the charging document or booking notice | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for the entry of a booking and DR number. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow full flexibility concerning demographic data entry including non-required fields, e.g., relationship, age calculator, profession, etc. | x | x | 3 - Enhanced | |
| Case Initiation/indexing | Automatically identify the most serious charge, if appropriate, among group of charges for a given defendant. | x | x | 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. | x | x | 1 - Critical | |
| Case Initiation/indexing | Enter each allegation and its identifier when the petition filed. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to assign cases to judges according to predetermined criteria, with an option to override. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to search for data values on individual fields within a screen. | x | x | 1 - Critical | |
| Case Initiation/indexing | Create a unique party identifier (person number or name) that is associated to each party so user can associate the party into a current case. | x | x | 1 - Critical | |
| Case Initiation/indexing | View, and provide ability to print, information on docket(s) by specific date range in chronological or reverse chronological order, e.g., ROA, Case Docket Print | x | x | 1 - Critical | |
| Case Initiation/indexing | Enter and track all relevant Originating Routing Identifier (ORI) codes. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to accept and cross-reference required external agency identifiers for incident and alert user of duplicate unique identifiers, e.g., <i>LEA case number</i> . | x | x | 1 - Critical | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|--------------------------|--|-----|----|--------------|---|
| Case Initiation/indexing | Ability for user management team to define statute/ordinance tables (<i>e.g., offense code, descriptive text, bail amount, model driver violation code, effective and expiration date, severities,</i>) as well as NCIC (National Crime Information Center) offense codes and NIBRS (National Incident Based Reporting System) codes. (NCIC and NIBRS are not consistent, so the local jurisdiction may need to select which code to use). | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to edit citations and track changes during case initiation when it is entered in error (with appropriate user or group level security). | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to assign case based on circuit or judicial district boundaries, when a district is composed of several counties, cities, and courthouses | n/a | x | 1 - Critical | |
| Case Initiation/indexing | Ability to enter party type of individual (<i>e.g., Ann Smith</i>) or business name of organization (<i>e.g., Acme Investigative Service</i>) with optional primary contact person if an organization. | x | x | 1 - Critical | |
| Case Initiation/indexing | Provide ability to reclassify cases (<i>e.g., change case type</i>) with appropriate user and group level security. | x | x | 1 - Critical | |
| Case Initiation/indexing | Capture multiple sets of demographic, descriptive, or informational data on the same person or business (<i>e.g., one person may use two or more Social Security numbers, Dates of Birth, Names, Drivers License Numbers or Sets of Address Data or a business may have both a legal name and a trade name</i>) | x | x | 1 - Critical | |
| Case Initiation/indexing | Provide electronic capability to link person and case information as AKA to known individuals with appropriate user and group level security. | x | x | 1 - Critical | |
| Case Initiation/indexing | The system should provide the ability to produce the case caption from the party listings in the correct format | x | x | 1 - Critical | |
| Case Initiation/indexing | When connectivity between agencies is inoperable, a clerk of the court must be able to initiate a case in the system (e.g. electronic transmission failure) | x | x | 1 - Critical | |
| Case Initiation/indexing | The system must have the ability to relate an alleged local ordinance violation to the specific provision in the ordinance code, configurable at the local level | x | x | 1 - Critical | |
| Case Initiation/indexing | Generate and assign separate party identifier for each party, e.g., party type and number "D-1". | x | x | 1 - Critical | |
| Case Initiation/indexing | Accommodate aliases in conjunction with indexing and the processing of party names. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for the entry of in-custody indicator with the ability to update from multiple screens. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for random court appointed attorney assignment. | x | x | 2 - Desired | |
| Case Initiation/indexing | Allow user to designate the nature of the relationship between cases, e.g., codefendants, multiple cases against same defendant. | x | x | 2 - Desired | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|--------------------------|--|----|----|--------------|---|
| Case Initiation/indexing | Allow for batch entry and processing of cases, e.g., forcible detainers and writs of restitution, protective orders. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for court identifiers. | x | x | 1 - Critical | |
| Case Initiation/indexing | Designate cases with special scheduling needs, e.g., interpreter, disabilities | x | x | 1 - Critical | |
| Case Initiation/indexing | Enter each charge and count based on charging documents. | x | x | 1 - Critical | |
| Case Initiation/indexing | Provide ability to track filing date. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for filing type, e.g., new filing, transferred from another jurisdiction, reopened or remanded case, counter or cross claims. | x | x | 1 - Critical | |
| Case Initiation/indexing | Generate and assign a case number using a defined format. | x | x | 1 - Critical | |
| Case Initiation/indexing | Generate case title or caption from party names and other information, e.g., short phrase that identifies case and includes plaintiff and defendant names. | x | x | 1 - Critical | |
| Case Initiation/indexing | Provide a process for adding court special appointments that are not parties to the action. | x | x | 1 - Critical | |
| Case Initiation/indexing | Provide the ability to process and track protective orders. | x | x | 1 - Critical | |
| Case Initiation/indexing | Maintain information on multiple cases or individuals associated with those cases, e.g., status including dismissals, consolidations, bifurcations, previously-closed cases that have been reopened. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for party addresses. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for physical description of party. | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow for search functionality for person by case type. | x | x | 3 - Enhanced | |
| Case Initiation/indexing | Support electronic filing and move designated data from electronic document to case management system. | x | x | 1 - Critical | |
| Case Initiation/indexing | The CMS should collect, display, store, purge and report on all manually and electronically entered data. | x | x | 1 - Critical | |
| Case Initiation/indexing | Provide ability to list all the citation numbers associated with a case. | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to accommodate hyphenated names; individuals with only one name (e.g., <i>Sting</i>); doing business as (i.e., DBA); and corporate names | x | x | 1 - Critical | |
| Case Initiation/indexing | Ability to track name change history for a given person | x | x | 1 - Critical | |
| Case Initiation/indexing | Allow the ability to enter Arrest Record information and disposition information within the same screen for electronic disposition reporting. | x | x | 1 - Critical | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|----------------|--|----|----|--------------|---|
| Cashiering | Permit individual cashiers to open and close at specified intervals pursuant to best practice and MAS. | x | x | 1 - Critical | |
| Cashiering | Permit transactions that arrive after close of business to be entered as transaction for next day, e.g., post date receipt. | x | x | 1 - Critical | |
| Cashiering | The system must provide for bulk entry of manual receipts when the system is not functional. The input screen(s) must allow for rapid navigation between required fields and require minimal time and effort to move from one receipt to the next. In cases where manual receipts are being entered, the unique receipt identifier must be captured by the system. | x | x | 1 - Critical | |
| Cashiering | The system should allow for payment of Probation Fees from another county. | x | x | 2 - Desired | |
| Cashiering | Record and print front-counter bookkeeping information on receipts and disbursements, e.g., register numbers. | x | x | 1 - Critical | |
| Cashiering | Allow for back dating of receipt, with appropriate user and/or group level security. | x | x | 1 - Critical | |
| Cashiering | The system must provide the ability for users to enter payments received by mail in a "batch" mode and post to individual cases. | x | x | 1 - Critical | |
| Cashiering | Accept multiple payments for a single case with the capability to process as either a single payment or separate payments. | x | x | 1 - Critical | |
| Cashiering | Accept multiple types of payments in a single transaction. | x | x | 1 - Critical | |
| Cashiering | Accept a single payment for multiple cases with the capability to process separately for each case. | x | x | 1 - Critical | |
| Cashiering | Permit payments to be voided and re-entered before or after daily balancing. | x | x | 1 - Critical | |
| Cashiering | Allow for the automatic receipting of electronically transferred funds. | x | x | 1 - Critical | |
| Cashiering | Generate and print receipts with unique, locally defined, sequential receipt numbers. | x | x | 1 - Critical | |
| Cashiering | Permit payment to be receipted to cases with minimal data entry, e.g., counter filing. | x | x | 1 - Critical | |
| Cashiering | Permit receipts to be reprinted with same receipt numbers individually or in batch. | x | x | 1 - Critical | |
| Cashiering | The system must provide the ability for the cashier to accept and receipt for payments in excess of the scheduled payment for one month and either apply the excess to the balance of the total amount owed or to the next month's payment (override capability). | x | x | 1 - Critical | |
| Docketing | Supplement docket entries with additional party demographic information. | x | x | 1 - Critical | |
| Docketing | The system should reflect the defendant's current incarceration status on all of the defendant's cases. | x | x | 1 - Critical | |
| Docketing | The system should have a memo area for the user to record information about a non-monetary adjustment, e.g probation, jail. | x | x | 1 - Critical | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|---------------------------|---|----|----|--------------|---|
| Docketing | The system must flag or have the means of tracking how a court proceeding is recorded. e.g., Stenographic; Court reporter; FTR; Audio/Visual/Digital. | x | x | 3 - Enhanced | |
| Docketing | The system should provide the ability to link cases, e.g. protective orders, civil cases, petitions, motions, and applications with answers and orders. | x | x | 1 - Critical | |
| Docketing | System generated docket to distinguish between electronically submitted or manually entered complaints. | x | x | 1 - Critical | |
| Docketing | Allow chronological listing of events in docket. | x | x | 1 - Critical | |
| Docketing | Allow single event to create multiple docket entries. | x | x | 1 - Critical | |
| Docketing | Create docket entry based on the electronic filing of documents, e.g., notices, warrants, orders. | x | x | 1 - Critical | |
| Docketing | Enter and associate docket information for specific parties and participants as individuals or organizations. | x | x | 1 - Critical | |
| EDMS | Permit user to search, retrieve and print electronic documents from the case docket. | x | x | 1 - Critical | |
| EDMS | Allow for interface with document management system if case management system excludes document management capability. | x | x | 1 - Critical | |
| E-Filing | Provide the capability to accept electronic documents, brand them accordingly and update the docket. | x | x | 1 - Critical | |
| E-Filing | Provide for unique e-filing processes based on case type. | x | x | 1 - Critical | |
| E-Filing | The system should allow the use of electronic signatures, i.e court generated documents and documents filed with the court (with approval of the Supreme Court). | x | x | 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. | x | x | 1 - Critical | |
| Forms/document generation | The system must have the ability to generate appropriate notices when bail has been posted for a defendant in a case. | x | x | 1 - Critical | |
| Forms/document generation | Automatically re-create notices when attorney, party, or participant is changed for a case with a future scheduled event. | x | x | 1 - Critical | |
| Forms/document generation | Provide a tool box of templates which allows merge capability in conjunction with case data using an embedded report writing tool; relate each output template to documents and court events for which they are used. | x | x | 1 - Critical | |
| Forms/document generation | Provide the ability to process no-show cases based on pre-defined business rules. (e.g., default judgments, suspension) but allow the user to override. | x | x | 1 - Critical | |
| Forms/document generation | The system should provide the ability to merge case information into a report writer. | x | x | 1 - Critical | |
| Forms/document generation | The system must have the ability to accommodate development and generation of documents in languages other than English | x | x | 2 - Desired | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|---------------------------|--|-----|----|--------------|---|
| Forms/document generation | Generate notices that are triggered by a specific event with ability to override. | x | x | 1 - Critical | |
| Forms/document generation | Provide for minute entry generation and distribution within the application or integrated with an external program. | x | x | 1 - Critical | |
| Forms/document generation | Suppress inclusion of confidential information such as victim and witness information in notices, other documents, and calendars. | x | x | 1 - Critical | |
| Forms/document generation | Generate worksheet or minute entry for on-line, rapid, in-court sentencing information. | x | x | 1 - Critical | |
| Forms/document generation | Generate a report that includes warrants executed but not returned for filing. | x | x | 1 - Critical | |
| Forms/document generation | Provide user-defined format for real-time, in-court processing of judicial proceedings, e.g., sentencing documents. | x | x | 1 - Critical | |
| Forms/document generation | The system must have the ability to produce verdict forms for the jury. | x | x | 3 - Enhanced | |
| Forms/document generation | The system must also have the ability to prepare jury instructions. | x | x | 3 - Enhanced | |
| Forms/document generation | The system must have the ability to generate attendance forms for individuals involved in the courtroom event as necessary. | x | x | 3 - Enhanced | |
| Integration | If the transferred case has incomplete information in any of the required fields (e.g. bail status), the system must notify the sending office of the incomplete information. | x | x | 3 - Enhanced | |
| Integration | Acquire arrest, custody, and bail information for each defendant electronically from criminal justice agency. | x | x | 2 - Desired | |
| Integration | The system must have the ability, when interfaces exist, to notify other agencies when a case is sealed. | x | x | 2 - Desired | |
| Integration | Parking license plate notification; After 30 days if no response the system must have the ability to request plate information from law enforcement | x | x | 2 - Desired | |
| Integration | Establish interfaces between CMS and support entities that allow for the collection and receipting of fines, fees, and bonds, while prohibiting the deletion or modification of financial or other case data. | x | x | 1 - Critical | |
| 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. | x | x | 3 - Enhanced | |
| Integration | Send and receive information electronically for pre-trial services including referrals for pre-sentence reports. | n/a | x | 2 - Desired | |
| Integration | Share information with external agencies, e.g., FARE, DPS, MVD., LEA, etc. | x | x | 1 - Critical | |
| Integration | Ability to look up defendant credit and collection information (e.g., collection case number, court case number and defendant name) | x | x | 3 - Enhanced | |
| Integration | Support address verification against multiple address databases external to the case management system (e.g., MVD and Credit Reporting Bureau, US Postal Service and/or GIS) | x | x | 2 - Desired | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|----------------------|--|-----|----|--------------|---|
| Integration | The court should have access to view cases that are in other courts. | x | x | 2 - Desired | |
| Integration | The system should hold cases in a "queue" until accepted by the receiving Court on electronic filings. | x | x | 1 - Critical | |
| Integration | The system should provide a list of prisoners to be transported to court events and send electronically to the appropriate agencies. This list must be available one or more days before the court action. | x | x | 3 - Enhanced | |
| Integration | The system should for automatic or manual entry of officer schedules or conflicts. | x | x | 2 - Desired | |
| Integration | Provide ability to upload assessment tool information from probation and probable results to assist with decision on referral | x | x | 3 - Enhanced | |
| Integration | Should allow for the capture, sort and reporting of all the data required to implement the CourTools Trial Court Performance Measures for any specified date range. | x | x | 1 - Critical | |
| Integration | Provide the ability to automatically file a civil lien with the superior court and then to the county recorders office on civil deferred filing fees within specified time limits (defined in ARS 12-302) and send update to county recorders office once the judgment has been satisfied. | N/A | x | 3 - Enhanced | |
| Integration | Provide for the creation of external agency reports and their electronic transfer to another justice or non-justice agency per locally defined rules utilizing the current GJXDM standard | x | x | 1 - Critical | |
| Integration | The system should have the ability to search for and input attorney information using the State ID Number. | x | x | 3 - Enhanced | |
| Integration | The system should provide for obtaining attorney information from the Disciplinary Board. | x | x | 3 - Enhanced | |
| Management Reporting | Produce documents for dispositions, internal and external to the court. | x | x | 3 - Enhanced | |
| Management Reporting | Provide case summary report with user specified detail. | x | x | 2 - Desired | |
| Management Reporting | Produce a report that captures data for Judicial Performance Review. | x | x | 2 - Desired | |
| Management Reporting | The system should track the amount of time the defendant remains under any commitment for use by the judge at the time of sentencing. | x | x | 1 - Critical | |
| Management Reporting | Maintain history of changes in judge assignments and display reason for change. | x | x | 1 - Critical | |
| Management Reporting | Produce report that permits monitoring conformance with time and other performance standards relative to various guidelines and tracking. | x | x | 1 - Critical | |
| Management Reporting | Produce report that shows whether specific cases have been disposed with cross references to calendars in which they were disposed. | x | x | 1 - Critical | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|----------------------|---|-----|----|--------------|---|
| Management Reporting | The system must generate a deposit slip for each account with the account number, the amount of cash, a listing of each check being deposited, and total amount to be deposited in each account each day. | x | x | 1 - Critical | |
| Management Reporting | Track arbitrator and mediator assignments, decisions, and performance criteria. | n/a | x | 1 - Critical | |
| Management Reporting | The system must be able to split financial reports detailing restitution and fines assessed and collected by court, county, satellite and/or statewide or person. | x | x | 2 - Desired | |
| Management Reporting | Produce list of items that remain open for accounts that carry balance forward from one period to next period, e.g., bonds. | x | x | 1 - Critical | |
| Management Reporting | Generate report or display that lists all events due on specific date or date range sorted by date, event or other criteria. | x | x | 1 - Critical | |
| Management Reporting | Generate report of terminated cases, by user defined date range. | x | x | 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. | x | x | 3 - Enhanced | |
| Management Reporting | Produce a report that shows all cases with a user defined action pending within a specific date range. | x | x | 2 - Desired | |
| Management Reporting | Produce a report that shows original and subsequent judgments by case and party. | x | x | 1 - Critical | |
| Management Reporting | Generate report showing archived, purged or transferred cases. | x | x | 2 - Desired | |
| Management Reporting | Generate report displaying pending cases for which there is no future scheduled event. | x | x | 1 - Critical | |
| Management Reporting | Generate report displaying post-adjudication cases based on pending matters for which there is no future scheduled event. | x | x | 1 - Critical | |
| Management Reporting | Provide functionality for user defined reporting based on query criteria, e.g., open cases, active warrants, open judgments, etc. | x | x | 1 - Critical | |
| Management Reporting | Maintain history of prosecutor and defense attorney changes for specific cases or defendants with reason for change. | x | x | 2 - Desired | |
| Management Reporting | Print or display lists of exhibits and other property according to case, case type, party, and other user defined criteria, including law enforcement case number. | x | x | 1 - Critical | |
| Management Reporting | Produce report identifying amounts owed, waived, suspended and/or deferred for each party by user defined query criteria, including user defined date range. | x | x | 1 - Critical | |
| Management Reporting | Produce report on electronic transactions received, accepted, and rejected within a specified date range. | x | x | 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. | x | x | 1 - Critical | |
| Management Reporting | Provide audit trail of all charges, e.g., from initial complaint through final disposition, for a given defendant and case. | x | x | 2 - Desired | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|----------------------|---|----|----|--------------|---|
| Management Reporting | Track and provide report on conformance to time standards including modifications, overrides, and suspension of time counting under certain conditions. | x | x | 1 - Critical | |
| Management Reporting | Track and provide report on the status of accounts referred to other agencies, organizations or programs, e.g., FARE, DSO, etc.. | x | x | 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. | x | x | 1 - Critical | |
| Management Reporting | Produce report to Identify inactive or incomplete cases by user defined date range. | x | x | 1 - Critical | |
| Management Reporting | The CMS should store contacts which will allow users to create and modify distribution lists. Further, the system should allow for the automatic electronic distribution of data reports at a pre-defined date and time, i.e., a scheduler, FTP, email etc. | x | x | 1 - Critical | |
| Management Reporting | The ability to see where the data is stored in the screen/table. | x | x | 1 - Critical | |
| Management Reporting | Generate report of incomplete cases. | x | x | 1 - Critical | |
| Management Reporting | Ability to automatically identify traffic cases eligible for amnesty and calculate the amount due and flag those cases upon approval. | x | x | 3 - Enhanced | |
| Management Reporting | Report of all appeals filed for a specified date range allowing for user defined query criteria. | x | x | 1 - Critical | |
| Management Reporting | Provide statistical reports on collection of payments (<i>e.g., due date changes, extensions, balance adjustments, financial activity, payments, clearance rate</i>) | x | x | 1 - Critical | |
| Management Reporting | Produce statistics on electronic transactions received, accepted and rejected over specific time period | x | x | 1 - Critical | |
| Management Reporting | The system should alert the user to address bond after the appeal period. | x | x | 1 - Critical | |
| Management Reporting | The system should provide a tickler report of Rule 11 cases. | x | x | 1 - Critical | |
| Management Reporting | The system must have the ability to list all open appeals and their case status. | x | x | 1 - Critical | |
| Management Reporting | Produce report showing allocation and disbursements to other state and local agencies within specified date range | x | x | 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. | x | x | 1 - Critical | |
| Management Reporting | Produce report that summarizes calendars according to various criteria. | x | x | 1 - Critical | |
| Management Reporting | Produce reports, displays or extracted files that are suitable for transfer to other systems or internet postings e.g., <i>Index of record on appeal</i> . | x | x | 2 - Desired | |

Limited Jurisdiction Case Management System Requirements Matrix

Purpose:

Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court

| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
|---------------------------------|--|----|----|--------------|---|
| Management Reporting | Provide report and track information for disbursement of undistributed or unclaimed moneys and update ledgers. | x | x | 1 - Critical | |
| Management Reporting | Satisfy case and financial reporting requirements of judicial branch and state agencies electronically. | x | x | 1 - Critical | |
| Management Reporting | The CMS should compile collected data into user defined reports and allow for creation, modification, saving, printing and reprinting of the reports. | x | x | 1 - Critical | |
| Management Reporting | Provide report of defendants on payment plans and status, <i>e.g., payments, placements, active accounts, compliance statistics, non-compliance.</i> | x | x | 1 - Critical | |
| Management Reporting | The system should provide a mechanism for warrant reviews. | x | x | 1 - Critical | |
| Management Reporting | The system must have the ability to support the creation of calculated data fields for reports including percent, mean, mode, median, addition and subtraction and ranking or sorting by frequency. | x | x | 1 - Critical | |
| Management Reporting | Ability to generate a report of all expired cases, <i>e.g.</i> protective orders that have expired. | x | x | 1 - Critical | |
| Navigation | Allow for filtering to display appropriate values based on case type or other specified criteria, <i>e.g.,</i> only criminal event codes are available if user is working in criminal module. | x | x | 1 - Critical | |
| Navigation | Provide action or “smart” screens that navigate to the next logical screen in the workflow, <i>e.g.,</i> after entering an order continuing a hearing, the system moves to the scheduling screen. | x | x | 1 - Critical | |
| Navigation | Provide quick access to navigational help in every screen. | x | x | 1 - Critical | |
| Navigation | Provide quick access to field and screen help. | x | x | 1 - Critical | |
| Navigation | Navigation must comply with security set up. | x | x | 1 - Critical | |
| Navigation | When applicable, the system generated error message will prompt the user to take corrective action, or cease attempting the transaction, while concurrently recording to the operations error log for review and action. | x | x | 1 - Critical | |
| Navigation | Provide consistent and logical user interface with easy to follow menu options. | x | x | 1 - Critical | |
| Navigation | Provide custom links to other modules / screens within the CMS. | x | x | 1 - Critical | |
| Navigation | Allow for re-sizing or positioning of display in any screen with the ability to save or easily modify as needed. | x | x | 2 - Desired | |
| Navigation | All CMS generated error messages must be relevant and easily understood by the user. | x | x | 1 - Critical | |
| Navigation | Allow a user to interrupt work in mid-transaction to perform an inquiry or another transaction and then resume the interrupted transaction. | x | x | 1 - Critical | |
| Physical File/Evidence Tracking | Provide file tracking to include generating labels with title, bar code, and restrictions, for physical file tracking and to include multi-volume files. | x | x | 1 - Critical | |

Limited Jurisdiction Case Management System Requirements Matrix

| Purpose: Identify functions needed in a CMS in order to do court business in a Limited Jurisdiction Court | | | | | |
|---|--|----|----|--------------|---|
| Function Group | Function Requirements | MC | JP | Importance | Does assessed CMS provide this functionality? |
| Physical File/Evidence Tracking | Generate notices to parties and record the return or destruction of exhibits and other property. | x | x | 1 - Critical | |
| Physical File/Evidence Tracking | Maintain audit trail of location for exhibits and case files and allow for receipt generation. | x | x | 1 - Critical | |
| Physical File/Evidence Tracking | Provide ability to label and track exhibits, maintain audit trail of location, allow for receipt generation and record the return or destruction by case or party. | x | x | 1 - Critical | |
| Security | Provide custom menus based on user or group authority and/or responsibilities, e.g., user who only works civil cases could have civil menu options. | x | x | 1 - Critical | |
| Security | The system must provide for centralized security level definition and control while allowing for limited delegation of security management at the local level. | x | x | 1 - Critical | |
| Security | Provide for disaster recovery | x | x | 1 - Critical | |
| Security | All CMS electronic transmissions are secure as required by generally accepted security protocols (including the use of HTTP's and SSL's) and the AOC System Security Directives. | x | x | 1 - Critical | |
| Security | Record electronic transactions via an audit log and make available for review by data managers as well as court management and staff. | x | x | 1 - Critical | |
| Security | Electronic interfaces with external agencies must be sufficiently robust, secure, and meet CMS software requirements. The data interpretation must be limited with minimal transmission interruptions. | x | x | 1 - Critical | |
| Security | The system must provide state-of-the-art virus control for all incoming and outgoing transmissions of data with front end notification to filer/sender of virus detection before the transmission is complete. | x | x | 1 - Critical | |
| Security | All CMS security functions must support system navigation requirements while maintaining data integrity and transmission security. | x | x | 1 - Critical | |

Limited Jurisdiction Case Management System Requirements Matrix

| | |
|---------------------|--|
| Introduction | Provide a tool that allows a comparative analysis of any case management system to the identified functional requirements for the Arizona Limited Jurisdiction Courts |
| Worksheets | The main worksheet contains details sorted by function group and labeled by level of importance across six broad case/bench categories. Each worksheet is further separated into more specific areas, e.g., civil, criminal. |
| Definitions | Function Requirements: The details of processes in a case management system that satisfy court business requirements. |
| | <p>Function Group: Function details are grouped according to the impact on the case as it moves through the courts' automated system.</p> <ul style="list-style-type: none"> 1 - Case Initiation/indexing: Initial entry of a case into a CMS/Ability to search and retrieve 2 - Docketing: Initiating and maintaining the docket or register of actions of activities that are part of the official court record. 3 - Case Financials: Case accounting to include assessments, adjustments, allocation and disbursements 4 - Calendar/Scheduling: Generating and distributing court calendars/maintaining and displaying information on scheduled court events 5 - Adjudication: Judicial activities that facilitate case completion. 6 - Cashiering: The process of receipting monies into the CMS, which includes all front office processing. 7 - Physical File/Evidence Tracking: Labeling, managing, tracking, and disposing of the physical file and exhibits. 8 - Forms/document generation: Automatic generation of forms and notices from within the CMS. 9 - Integration: Electronic data exchange between internal and external agencies. 10 - Management Reporting: Ability to organize and display CMS data. 11 - Accounting: Back office processing of court financial records, including general ledger activities. 12 - Arch/purge: Automated process of storing, purging, and retrieving case data according to the retention schedule 13 - Case Events/Alerts: Event and party tracking which provides alerts related to significant milestones and due dates 14 - EDMS: Electronic Document Management Systems 15 - Security: The methodology and protocol employed in protecting data and managing access to an application and/or database. 16 - E-Filing: Electronic filing of case information into the case management system, requiring no manual intervention. 17 - Navigation: The movement to and from modules and screens within an automated application. |
| | <p>Level of Importance: Label indicating how import the funtional detail is according to the type of bench.</p> <ul style="list-style-type: none"> 1 - Critical: Court must have to fully process case 2 - Desired: Does not currently exist in CMS, but if implemented would improve court efficiency 3 - Enhancement: Future improvement |
| Sources | <p>GJ Matrix NCSC - TR Case Management System Documentation Quality Center - Defects Pennsylvania Documentation Indiana Documentation LJ Code Standardization User Group Minutes Tempe Documentation</p> |