Appellate ECMS Project
Strategic Planning Outline
Adopted by the AC – ECMS Executive Steering Committee
July 31, 2017

<u>Phase I – Implementation and Stabilization</u> 7/16 – 6/18

Release 1 → July 2016 – June 2017

Release 1 is the initial implementation of a common Hyland OnBase Document Management System (DMS) for all Washington appellate courts.

- Replicate functionality of existing Document Management Systems
- Implement five Court of Appeals workflows and three Supreme Court workflows
- Conduct customer "system test drive" to validate system readiness
- Develop system and training documentation
- Conversion of documents from existing internal Court of Appeals Document Management Systems (DMS) to OnBase
- Conversion of Supreme Court documents from shared drive to OnBase
- Support Go Live efforts at four court locations
- Implement common internal DMS for all appellate courts
- Configuration of the new portal to upload documents directly into OnBase

Release 2 (No additional funding)→ July 2017 – June 2018

Release 2 is the stabilization and continued maturation of the common OnBase DMS.

- Implement "WebStart" which is an interim solution/platform for ACORDS to eliminate the issues with Java versions.
- Stabilize on Onbase platform
- Keep the system current and on a supported version of the software. Enhance/expand system user documentation and training. The Clerks will define their operational business processes and will create an OnBase Desk Manual for staff.
- Develop and implement a system stability and reliability plan to maintain system availability to the court users.

- Create a development and test environment to support post implementation development, as well as the live production database.
- Define operational processes.
- Continue to maintain, enhance, and/or expand system functionality based on the sprint backlog.
- System maturation regarding user interface, basic statistical reporting, and integration with the Appellate CMS database (ACORDS) – based on court priority.
- Develop supplemental budget request for Phase II, including a larger support staff component.
- Obtain JISC approval for supplemental budget request.
- Secure funding in supplemental budget for Phase II enhancements and ACORDS modifications.
- Establish operational governance for the system (i.e., formation of a Court User Work Group (CUWG) for the Appellate Courts).
- Develop a "Help Desk" Operational Support Plan.

Phase II – System Enhancement and Maturation 7/18 – 6/19 (2018 Supplemental Budget Request)

- Keep the system current and on a supported version of the software; including updates to end user training and documentation. Expand the integration capability to the Appellate CMS (ACORDS) by purchasing the 'enterprise' version of Application Enabler license to allow more than one application to integrate to OnBase.
- Purchase Reporting Dashboard module/license
- Continue system development to support the following functionality that does not currently exist in the ECMS and needs to be developed.
    - Screening
    - Calendar support
    - Develop and support management, annual, and ad hoc report generation
    - Recusal management
    - Support processing payment of filing fee for personal restraint petitions filed through the web portal
    - Electronic transmission of mandates and certificates of finality to trial court
    - Full utilization of Application Enabler
    - Records management/archiving

- Continue E-Filing portal development to support user registration, system integration, and enhanced access
- ACORDS enhancements/modifications to support electronic court records environment
- Develop a business plan for development and implementation of statewide Appellate Electronic Court Records, which may include the modernization of ACORDS.
- Obtain JISC support for Electronic Court Records Project

Develop and submit 19 – 21 biennial budget request for full implementation of electronic court records in appellate courts and associated web interface to the bar and public.

Phase III – Appellate Electronic Court Records 7/19 – 6/21
Goal: No More Paper; Print on Demand

- Implement/transition appellate courts to Electronic Court Records (ECR) environment
- Keep the system current and on a supported version of the software; including updates to end user training and documentation. Enhance, improve, modernize ACORDS code/platform
- Expand system access to include improved case participant interface and functionality
- Expand system functionality to include public access component
- Expand system functionality to support access and interface with justice partners