



Washington State Administrative Office of the Courts

Superior Court Management Feasibility Study

Stage 2 – Business Requirements
Version 1.5

Deliverable 3

PSC 11291 Superior Court Management Feasibility Study Project

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Date: June 2, 2011

TABLE OF CONTENTS

- I. Introduction3**
 - A. Purpose.....3**
 - B. Acronyms and Definitions4**

- II. Business Requirements7**
 - A. Requirements Scope and Category Definitions7**
 - B. Business Process Documentation..... 16**
 - C. Stage 1 Business Requirements 17**
 - D. Stage 2 Business Requirements 18**

- III. Signatures 21**

- Appendix A – Business Process Documentation**
- Appendix B – Stage 1 Business Requirements**
- Appendix C – Stage 2 Business Requirements**

Document History

Author	Version	Date	Comments
Brent Wigen	1.0	2/3/2011	Initial unedited working draft for WA AOC review.
Robert Marlatt	1.1	2/9/2011	Updated to reflect comments from Tom Sampson; includes complete business process and Stage 1 requirements, and an updated scope diagram.
Brent Wigen	1.2	5/6/2011	Updated to include Stage 2 Business Requirements.
Brent Wigen	1.3	5/13/2011	Updated to reflect Tom Sampson's mapping of Stage 2 Business Requirements to business process documentation. Appendix C also updated to provide formatting that accommodates sort functions.
Brent Wigen	1.4	5/20/2011	Updated to reflect changes to scope definition and diagram. Also includes updates to caseflow narratives provided by Lori Murphy.
Brent Wigen	1.5	5/26/2011	Updated to reflect final comments from Tom Sampson and Lori Murphy. Includes definition of two key terms and updates to business process documentation.

I. Introduction

Business requirements define the functions of a software system or its components. The purpose of defining business requirements is to articulate the capabilities and behaviors that a system must provide in order to conduct the day-to-day business operations of an organization. These capabilities represent a combination of current functions and desired future functions and are driven by existing practices, issues in need of resolution, and desired expansion of capabilities.

Business requirements are a component of the Superior Court Management Feasibility Study (SCMFS) project. This project was initially intended to provide the research and analysis needed to make informed decisions on which software applications would meet the business needs of the superior courts for managing caseflow and calendaring functions. Since project initiation, the Executive Sponsor Committee (ESC) expanded the scope to include certain functions provided by existing case management applications (currently defined as Superior Court Management Information System [SCOMIS] functionality).

A. Purpose

This document is intended to support the SCMFS Feasibility Study alternative analysis and the feasibility study. It identifies the high-level business requirements against which alternative solutions will be compared. The results of that comparison will be used in the feasibility study to help determine the AOC's ability to successfully acquire and implement a solution that suits one of the following four alternatives:

- Continuation of operations with existing systems, undertaking no major upgrades.
- Expansion and update of SCOMIS to conform to current technology and business needs.
- Statewide adoption of the LINX solution utilized by Pierce County.
- Acquisition and implementation of a commercial off-the-shelf (COTS) solution.

The feasibility study will result in the adoption of one of the four strategies listed above. In the case that one of the last three strategies is chosen, the detailed business requirements will serve to inform specifications for upgrade of SCOMIS, alterations to LINX deemed necessary for statewide use, or procurement and implementation of a COTS solution.

The goals of this document are as follows:

- Provide definition of the scope of business functions to be assessed in the SCMFS.
- Provide a common set of business process documentation that describes the work conducted in superior courts throughout the state of Washington.
- Provide a high-level list of business requirements that will be used to communicate project needs to the solution provider community and conduct assessment of each alternative.
- Provide a categorized list of business requirements to be used to evaluate each prospective solution's capability to meet the needs of the superior courts.

B. Acronyms and Definitions

This subsection provides definitions for acronyms and terms used throughout the document.

Acronym or Term	Definition
ADR	Alternative Dispute Resolution.
AOC	Washington State Administrative Office of the Courts.
CAPS	Court Automated Proceeding System – an application, currently in production and in use at one county, which offers resource management and event scheduling for the superior courts.
CMS	Case Management System.
COTS	Common Off-the-Shelf Software – commercial application software packages.
DIS	Washington Department of Information Services.
DSHS	Washington Department of Social and Health Services.
ESC	Executive Sponsor Committee.
IT	Information Technology.
JABS	Judicial Access Browser System – an application that provides a simplified view of criminal history and other offender profile information. It is available to all court levels and used typically by judicial officers and court staff. It provides a Web-based interface to allow court personnel to view cases and proceedings scheduled to be heard for a judge or a room for a day.
JIS	Judicial Information System – the family of applications that supports the Washington Judiciary.
JISC	Judicial Information Systems Committee – the customer governance council for court information systems managed by AOC.
JRS	Judicial Receipting System – a receipting system used by the County Clerk's offices (superior court) that uploads data nightly to JIS.
LINX	Legal Information Network Exchange – Pierce County court application.
NCSC	National Center for State Courts.
SCMFS	Superior Court Management Feasibility Study.
SCOMIS	The AOC Superior Court Management Information System supports Washington Superior Courts business operations.
SCOMIS Index	The SCOMIS Search Index command provides a means to find case numbers for a court, case type, and litigant's name. ¹ Each search is

¹ Details found in SCOMIS Manual, SCOMIS Commands, Using the Search Index Command. (<http://inside.courts.wa.gov/?fa=cntlManuals.showJisPage&manualid=userman§ionid=501&folder=scomis&file=Commands>)

Acronym or Term	Definition
	specific to a court, case type, and the search name. There are three options for the name matching and name display sequence. The three name search options are alphabetic, weighted, and unweighted. The alphabetic search matches names that “begin with” the specified search name or partial search name. The weighted and unweighted searches are phonetic searches that use full words of the name, and/or initials. The unweighted phonetic search finds names that “sound like” the specified search name and displays them in alphabetic sequence. The weighted phonetic search also finds names that “sound like” the specified search name, but assigns a matching weight number based on how well the search name matches the litigant name and displays the names in the weight number sequence.
SME	Subject Matter Expert.

II. Business Requirements

This section will provide the business context within which the SCMFS project will be conducted. The business documentation contained in this section serves to provide the scope of the project, the current superior court business environment, and the desired future state of business operations in terms of system requirements.

It is organized into the following subsections:

- *Requirements Scope and Category Definitions* – Provides a high-level depiction of the scope of the SCMFS project and supporting definitions for each of the categories.
- *Business Process Documentation* – Provides business process flowcharts and supporting narratives that describe the common work processes of all of Washington’s Superior Courts.
- *Stage 1 and Stage 2 Business Requirements* – Provide categorized lists of the detailed business requirements developed for the SCMFS project.

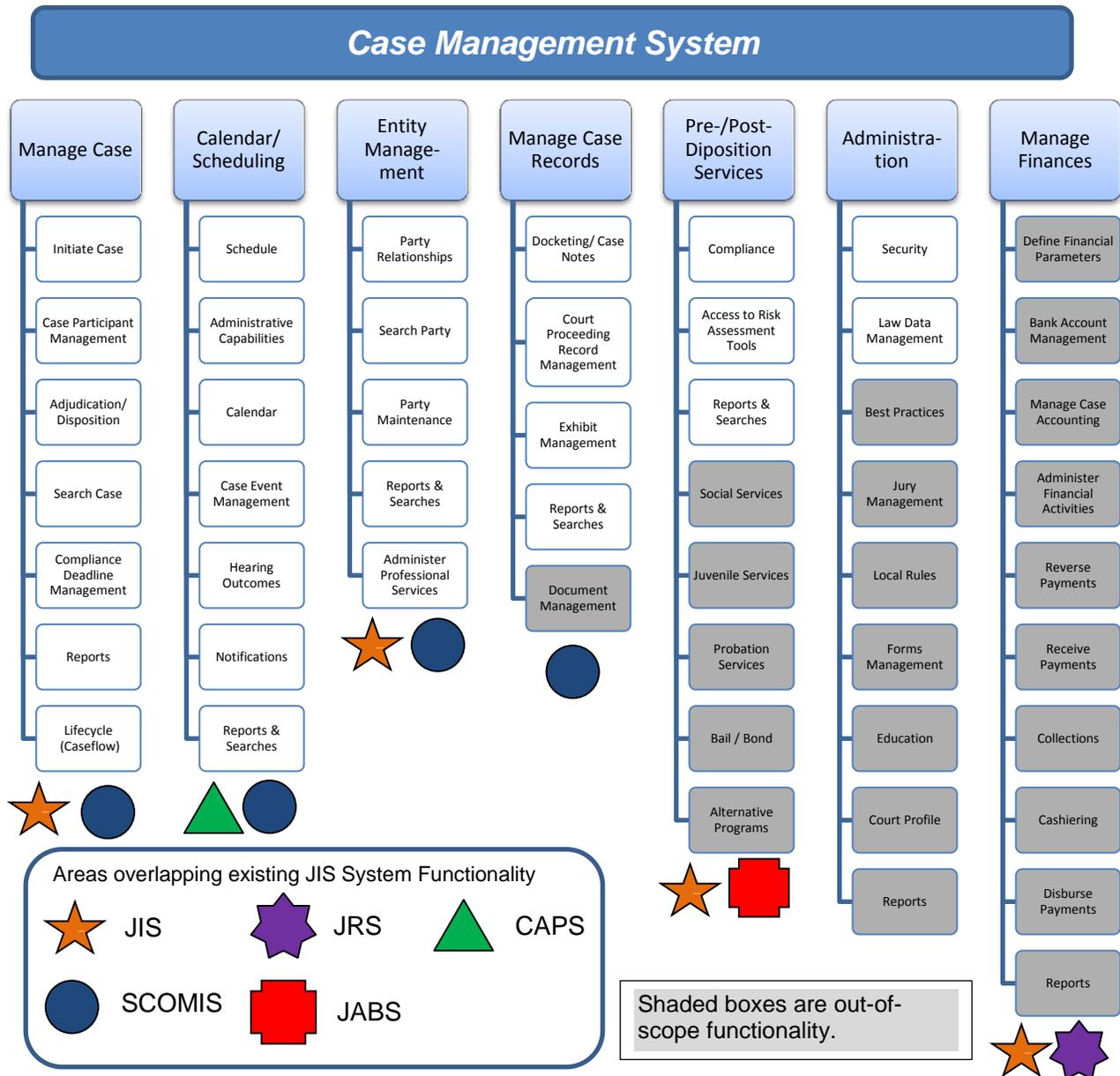
The first two subsections serve as documentation that has been developed in order to define scope and inform the final work product – the SCMFS Business Requirements. They are included as both reference materials and as artifacts of key decisions made by JISC and input from the superior court personnel, County Clerks, and AOC personnel.

A. Requirements Scope and Category Definitions

The scope of the SCMFS project is based upon current and desired operations, as well as the functional boundaries of existing systems with which the future solution will interact.

1. Scope Diagram

The following diagram provides a depiction of the scope of business operations conducted by the superior courts that are supported by JIS systems and are included in the SCMFS project. Top-level boxes indicate the major functional areas associated with case management operations. The boxes beneath them indicate sub-functions: white boxes indicate sub-functions that are in the SCMFS scope; gray boxes indicate sub-functions that are out of scope.



Definitions for each item in the diagram are provided in the following subsection.

2. In-Scope Category Definitions

The functions described in this subsection are business functions that are considered to be in the scope of the SCMFS. Each of the functions below corresponds to a “bubble” in the SCMFS Scope Diagram shown in the previous subsection.

a) Manage Case

Capabilities listed are focused on the processes associated with superior court case management. These capabilities are broke down into seven sub-capabilities.

- *Initiate Case* – The Initiate Case capability focuses on the activities of creating a case in the superior court. This capability is broad in scope and covers superior court: civil, juvenile, and criminal cases.
- *Case Participant Management* – The Case Participant Management capability involves assigning specific people to cases. This assigning of people actually links participants defined in Party Management to actual cases. Activities include the addition, maintenance, removal, and sealing of participants on a case, seal (participant) for a case, and expunging a party/person from a case.
- *Adjudication/Disposition* – The Adjudication/Disposition capability supports the decision-making process in the courts. It is made up of the processes of entering the resolution and completion outcomes of a case.
- *Search Case* – The Search Case capability describes the ability to search for case information, and presents the results in a useful and meaningful way. Includes at a minimum those capabilities currently supported by the SCOMIS index.
- *Compliance Deadline Management* – The Compliance Deadline Management capability supports efforts to track and enforce due dates and obligations for court processes. An example of this is establishing a due date for the exchange of witness lists and monitoring whether the exchange is done.
- *Reports* – The Reports capability provides general reporting and searching capabilities used to support Case Management activities.
- *Lifecycle* – The sub-capabilities that make up the Lifecycle capability support the work flow process of the court. They include tracking and monitoring milestones, setting statuses, and sealing cases. The following two quotations from the Caseflow Management Guide help to explain the nature of caseflow management.
 - “Caseflow management is the court supervision of the case progress of all cases filed in that court. It includes management of the time and events necessary to move a case from the point of initiation (filing, date of contest, or arrest) through disposition, regardless of the type of disposition. Caseflow management is an administrative process; therefore, it does not directly impact the adjudication of substantive legal or procedural issues.”
 - “Caseflow management includes early court intervention, establishing meaningful events, establishing reasonable timeframes for events, establishing reasonable timeframes for disposition, and creating a judicial system that is predictable to all users of that system. In a predictable system, events occur on the first date scheduled by the court. This results in counsel being prepared, less need for adjournments, and enhanced ability to effectively allocate staff and judicial resources.”²

b) Calendar/Scheduling

All aspects of Calendaring and Scheduling for courts are captured in this capability. This capability is broken down into seven sub-capabilities.

- *Schedule* – Scheduling capabilities deal with the details of scheduling court resources and participants for a case/hearing: assigning resources and producing reports.

² *Caseflow Management Guide*, Page 1, State Court Administrative Office of the Courts, Lansing, Michigan, Undated.

- *Administrative Capabilities* – Administrative capabilities related to Calendaring/Scheduling are focused on scheduling resources. These include judicial officers, equipment, courtrooms, court resources, interpreters, etc. It also involves the timing of scheduling events such as divorce proceedings, which are held the third Wednesday of the month. These events are typically completed as a Court Administration function: set up, manage caseload, manage resources – establish available times (courtrooms, judicial officers, etc.), delete resources, calendar profile/date – session profile.
- *Calendar* – This capability includes the creation, formatting, maintenance, and distribution of court calendars for each type of hearing and conference. Calendars, as considered within this context, may also include Alternative Dispute Resolution (ADR) events such as mediation, as well as other events that are quasi-judicial in nature. Calendaring, therefore, encompasses all proceedings in which arguments, witnesses, or evidence is considered by a judicial officer, magistrate, referee, commissioner, or other judicial officer in court events such as trials and hearings, lower court reviews, trial court conferences aimed at information gathering or pre-trial resolution, and ADR events.

The scheduling of hearings and conferences (see Scheduling function) provides the source information for court calendars. The Calendaring function creates calendars by accepting schedule information, combining it with information from other functions (e.g., basic case information from the Docketing and Related Recordkeeping function, judicial officers' notes), and arranging the information into the calendar format. As the hearing date approaches, users maintain calendars by regenerating all or part of the calendar to reflect scheduling changes, entering or updating calendar notes, and making changes to the format or organization of calendars. They then generate the updated calendars for electronic or printed distribution.

The ability to create and maintain blocked calendar entries is included here. This includes the functionality to set limits on the number of events to schedule in a block and to override a limit when needed. The functionality to move a single event or the entire block of events in a single action is included here also.

Calendaring is the activity of scheduling cases for hearings before the court and consists of the coordination of case actors (judges, attorneys, litigants, interpreters, etc.) and physical resources (courtrooms, AV equipment, etc.) based on a set of conditions that include case type, hearing type, required actors, and required physical resources. For example, a request for a motion hearing in a domestic case before Judge A (conditions) would result in the hearing being set on the next future date that Judge A is scheduled to hear domestic case motions.

A calendaring system supports calendaring through automation of case hearing scheduling based on a set of rules (conditions). A calendaring system produces reports that detail all cases scheduled for a particular date, time, and place, and reports the details of the scheduled hearings for a specific case. A calendaring system generates notices to individuals regarding the scheduling of hearings in a particular case.

Calendaring is a sub-activity of case management. That is, you may have a calendaring system without having a case management system. A case management system presumes the existence of a calendaring system, either as part of the case management system or through the exchange of data with a separate calendaring system.

- *Case Event Management* – Case Event Management focuses on those activities that support management of case events. This includes confirmation of notice/warrant service, confirmation that all case/court papers have been timely filed, and confirmation that all actions have been completed before a participant steps into the courtroom. These activities help facilitate all the prehearing/pretrial events. At a minimum, these activities mirror what is done in the SCOMIS “Case Schedule Tracking/Caseflow Management Track” functionality, as documented in the SCOMIS Online Manual.³
- *Hearing Outcomes* – These capabilities revolve around the documentation of events (recording the outcomes) of hearings: actions taken and follow-up on actions to perform. Recorded outcomes of events include County Clerk minutes, capturing the outcome of the event (Continuance, Stricken, Court Order, etc.) in a searchable/selectable format, and not just as a note in a docket entry.
- *Notifications* – The capabilities associated with Notifications revolve around the functions of scheduling and monitoring the disbursement of notifications from court to participants: confirming, monitoring, verifying, and recording who they are sent to. This includes the capability of parties to confirm or strike motions electronically when responding to notifications.
- *Reports and Searches* – This capability supports the reporting needs of the court related to public calendaring information, scheduling notices to send out, sending notifications to participants for dates due in court or information required, and other notification functions. The capability includes at a minimum those capabilities currently supported by the SCOMIS Index.

c) Entity Management

This area captures all business capabilities related to the tasks associated with Party Management. This includes search, identification, adding, deleting, association with other parties, and related processes in the court environment. A party is any entity associated with a court case or court activity. This includes, but is not limited to, judicial officers, businesses, victims, litigants, attorneys, defendants, and other court staff, etc. There are five sub-capabilities associated with Entity Management.

- *Party Relationships* – The Party Relationships capability covers the activities needed to tie party members together, indicating some form of relationship and maintaining that relationship. This can be parent/child, guardian/participant, attorney/client, or another relationship.
- *Search Party* – The Search Party capability allows searching for parties based on a variety of variables. The party information may reside in any number of physical databases: phonetic, alpha, weighted. The capability includes at a minimum those capabilities currently supported by the SCOMIS Index.
- *Party Maintenance* – The Party Maintenance capability covers the activities related to keeping party (person) data current and accurate. This includes addition of new information to a party and updating existing information as it changes. Official and organization person records are part of the JIS Person Database. An official/organization person record must exist in the system before that person can be granted security as a JIS user or be associated with a case as a participant. Judicial officers are added as officials in a court when they fill a seat on the bench at a particular

³

<http://inside.courts.wa.gov/index.cfm?fa=cntlManuals.listUsermanSection§ionid=501>

court, and removed when they leave a court and the time for appeal of cases has passed.

- *Reports* – Reports for Party Management fall into two categories. They are either ad hoc reports or structured/standard reports. Ad hoc reporting includes reports that provide onetime answers on a nonscheduled/nonrecurring basis. Structured/standard reports are produced on a regular basis and are produced more than once. Both of these reports provide only information related to parties.
- *Administer Professional Services* – The Administer Professional Services capability deals with inventorying the social services that are available to case participants. This includes activities such as ensuring that the social service agency complies with rules and regulations and that the inventory of available organizations is kept current, and in some cases that the individual providers are qualified.

d) **Manage Case Records**

The Manage Case Record capability is focused on the management of court records, including document indexing (docketing), managing and processing exhibits, and managing recordings of court proceedings. There are four sub-capabilities in the Manage Record capability that are within the scope of this project.

- *Docketing/Case Notes* – Docketing is the creation and maintenance of the legal record of the index of court actions taken and documents filed in a particular case. A docketing system creates and maintains that legal index record in electronic form.

NOTE: As a general rule and practical matter, calendaring and/or case management systems are highly dependent upon the data and information in a docketing system. For example, when a summary judgment motion is filed, the official record of that document is created in the docket. The motion serves as the request for court time to be calendared. The motion also serves as the date marker relative to a case management rule regarding the sequencing and timing of the request and scheduling of the hearing for purposes of compliance monitoring and enforcement.

- *Court Proceeding Record Management* – Court Proceeding Record Management capabilities focus on the maintenance, indexing, access, and deletion/destruction of the recordings of court proceedings.
- *Exhibit Management* – Exhibit Management capabilities focus on the receiving, storing, and destruction of court exhibits. Exhibits are physical assets that need to be tracked.
- *Reports and Searches* – The Report capabilities support record management functions/activities through ad hoc reporting and standard reports to fulfill mandatory reporting requirements. This capability includes at a minimum those capabilities currently supported by the SCOMIS Index.

e) **Pre-/Post-Disposition Services**

These capabilities are related to activities that take place before and after a case is heard, including decision-making activities. The three in-scope components of this function are described below.

- *Compliance* – Compliance capabilities support the establishment, tracking, and monitoring of the terms of predisposition conditions of release, probation imposed (juvenile), treatment options, and sentencing.

- *Access to Risk Assessment Tools* – This capability includes the access to/integration with existing tools used to perform an assessment of an individual to support monitoring terms imposed by the court. The assessment includes identifying whether the person is a risk to self or others, and to assist with the management of risk of harm.
- *Reports and Searches* – The Reports and Searches capability falls into two categories, ad hoc reporting and structured reporting to support tracking and monitoring needs of the court. This capability includes at a minimum those capabilities currently supported by the SCOMIS Index and the Judicial Access Browser System (JABS). This includes access to all relevant information/records, access to participant historical information, the ability to issue and manage decision records, access to participant history, and access to Washington State Patrol and Department of Licensing data.

f) Administration

These capabilities involve activities conducted for managing and supporting a court as it carries out its business mission. There are two in-scope sub-capabilities that fall under Administration.

- *Security (Non-Functional)* – The Security capability focuses on the computer application and data security functions of the court. This includes creating logon IDs, assigning access rights to applications, the maintenance of security privileges, the removal of security privileges as needed, and monitoring access activities using security reports. Data and applications are secured from unauthorized access, and access is granted as needed to authorized individuals.

The security of cases, calendars, case notes, and other information is a major component of the integrity of the court functions. The need to securely and effectively restrict access to sealed cases falls under the security umbrella. System users' ability to gain access to processes they need to perform their job functions, and only those processes, is a critical aspect of security in any business environment, but even more so in the court environment, due to the amount of confidential data maintained in the court systems.

- *Law Data Management (Non-Functional)* – The Law Data Management capability covers activities associated with adding, updating, and deleting laws that the court enforces (local and statewide). It provides for the review and interpretation of newly enacted statutes on penalty assessments for proper categorization in the law table; coordinates law data between JIS and the Washington State Patrol, the Washington Association of Prosecuting Attorneys charging manual, and the Fish and Wildlife bail schedules; determines the class of offense for each law; and handles law data and effective beginning-and-ending dates.

All non-civil cases require a reference to a law in a charging document, or a referral notice.

3. Out-of-Scope Category Definitions

This subsection includes descriptions of the functions that are out of scope. Out-of-scope functions are not listed in the requirements, but they are included here for reference purposes, to help to ensure clarity on what is included in each function and what is not. Each of the functions described in this subsection corresponds to a “bubble” from the chart shown in Section II.A.1.

a) Manage Case Records

The Manage Case Records capability is focused on the management of court records, including document indexing (docketing), managing and processing exhibits, and management of court proceeding recordings. The majority of Manage Case Record sub-functions are in scope, but document management, which is described below, is considered out of the scope of this project.

- *Document Management* – Document Management capabilities support all functions related to the processing of physical documents (paper or electronic) in the court environment. There are eight sub-capabilities that support this capability: receive, imaging, e-filing, disburse, search, store, archive, and delete/destroy.

b) Pre-/Post-Disposition Services

These capabilities are related to activities that take place before and after a case is heard, including decision-making activities. The out-of-scope components of this function are described below.

- *Social Services* – This capability supports the ability to interact with various social service agencies and private providers to monitor those individuals placed in foster care, rehabilitation services, or other programs.
- *Juvenile Services*:
 - *Juvenile Detention* – The Juvenile Detention capabilities support activities and actions around the juvenile detention services. This includes the capabilities of Admission, Release, Tracking, and Facility Management.
 - *Admit Juvenile to Detention* – This capability includes the activities needed to support admitting a youth into a detention facility.
 - *Monitor Juvenile in Detention* – This capability includes the activities needed to support monitoring a youth in a detention facility.
 - *Release Juvenile From Detention* – This capability includes the activities needed to support releasing a youth from a detention facility.
- *Probation Services* – This capability supports monitoring a person convicted of a crime who is allowed to remain at liberty, subject to certain conditions and under the supervision of a probation officer.
- *Bail/Bond* – This capability includes the activities associated with bail management (e.g. collecting bail money, issuing bail bonds, and producing receipts and reports).
- *Alternative Programs* – This capability includes activities for tracking juveniles enrolled in an alternative program (i.e., electronic home monitoring, work crew, group care) in lieu of detention.

c) Administration

These capabilities involve activities conducted for managing and supporting a court in carrying out its business mission. There are seven out-of-scope sub-capabilities that fall under Administration.

- *Best Practices* – The capabilities associated with Best Practices deal with the creation, maintenance, and education of court staff on the best practices developed in the administration of court processes and functions.
- *Jury Management* – The Jury Management capability involves all activities related to jury pool setup, selection, notification, jury service postponement, tracking, and payment.

- *Local Rules* – The capabilities associated with Local Rules deal with the creation and maintenance of those rules that each individual jurisdiction/court makes on how to do business in their business area.
- *Forms Management* – This capability revolves around the creation and maintenance of forms used by the courts from a global perspective. Those forms that are unique to a given court are not included in the scope of work covered by this capability.
- *Education* – This capability involves the function of providing educational services to the different courts by AOC related to new judicial officer training, new global court processes and procedures, and system usage.
- *Court Profile* – The court profile contains information that is specific to a particular court. This information may include court location, hours of operation, form letters, and any other court specific information that may be required when performing court business processes.
- *Reports* – The Reports activity focuses on the general reporting needs of the organization.

d) **Manage Finances**

These capabilities relate to financial processes at a court. There are ten sub-capabilities that fall under the Manage Finances area.

- *Define Financial Parameters* – This capability supports the court processes and functions that involve the accounting and financial operations of a court.
- *Bank Account Management* – This capability addresses the activities associated with establishing, maintaining, and tracking bank accounts (as opposed to case accounts) and performing ancillary tasks such as accruing interest, reconciling accounts, and producing journals and reports. These tasks address accruing interest on bank accounts but not within the court accounting system on the case, party, or other funds in bank accounts. Similarly, these tasks do not address interest on delinquent payments.
- *Manage Case Accounting* – The Manage Case Accounting capabilities focus on the management functions for financial operations. This includes maintaining the chart of accounts, maintaining bank relationships, and reporting activities.
- *Administer Financial Activities* – The Administer Financial Activities capabilities focus on those activities that deal with financial activities other than receiving and distributing funds for a court. This includes end of period activities, bank reconciliations, audits, and processing unclaimed property.
- *Reverse Payments* – This capability should include but not be limited to identifying and processing dishonored payments (e.g., checks with insufficient funds, credit card payments, counterfeit currency, or payments done in error).
- *Receive Payments* – The Receive Payments capability focuses on the activities at a court related to the receipt of payments for any activity/reason. The Receive Payments capability consists of three sub-capabilities. These sub-capabilities are based on the type of payment that can be received. They are Trust Payments, Court Payments, and Bail Payments.
- *Collections* – The Collections capability focuses on the activities related to accounts receivable collections. This includes sending notifications to owing party, assigning the account to a collection agency, tracking payment history, etc.

- *Cashiering* – This capability includes activities around funds collected from parties and their representatives who submit payments required by the court. Receipting (cashiering) functions can be performed at the cashiering station of the front counter in the County Clerk's office if payments are made in person rather than electronically or by mail.
- *Disburse Payments* – The Disburse Payments capabilities focus on the activities at a court related to the distribution of assets (primarily money) to owed parties. The Disburse Payments capabilities consist of three sub-capabilities. These sub-capabilities are Recipients of Trust Payments, Remittances to Government Entities, and Returns to Payee/Applied to Case.
- *Reports* – This capability deals with all financial data reports not specifically identified in the other sub-capability areas.

B. Business Process Documentation

This subsection provides documentation of the business processes used by the superior courts to conduct the business of the courts. The process diagrams and descriptions included below have been developed in an effort to identify a common set of business practices among all of the superior courts. As a result, the processes have been developed at a relatively high level in order to identify commonalities in processing while avoiding the nuances that are associated with local rules and organizational practices adopted due to differences in staffing and roles.

APPENDIX A contains the process documentation developed for the superior courts. Each business process is made up of three components: a process description, one or more process diagrams, and a process narrative. These components are described in the following subsections.

Several numbers are missing from the sequence of process diagrams. These numbers were not used in the process documentation. The diagrams have not been re-sequenced, as other documentation (primarily the Stage 2 Business Requirements) reference the existing flowchart numbers.

1. Business Process Descriptions

The process descriptions are to supplement the business process flows created for the SCMFS project. These narratives are intended to provide a general overview of each business process and identify unique conditions or requirements that are not easily captured in the business flow diagrams. Each description contains the following information about its corresponding flowchart(s):

- *Process Diagram Name* – The title of the process; corresponds to a case type.
- *Number of Diagrams* – The number of flowcharts associated with the business process.
- *Process Introduction* – A brief description of the case type or process the flowchart is intended to depict.
- *Process Diagram Name/Identifier* – The alphanumeric identifier given to the flowchart.
- *Process Flow Overview* – A narrative overview of the business process.
- *Unique/Important Details* – Notable characteristics (rules, practices, etc.) associated with this flowchart that should be reflected in the requirements.

2. Business Process Diagrams

Business process diagrams are presented in swimlane flowchart format. Each diagram includes the following information:

- *Heading* – Includes the process name and a legend for the symbols included in the flowchart.
- *Left-Hand Column* – Includes the names of the entities involved in the business process.

In many processes, there may be instances where the process interacts with a second or third process, either by communication or a shared step. In such cases, the additional process is noted within the flowchart by a horizontal pink bar that indicates the process name and the step identifiers associated with the flowchart.

3. Business Process Narratives

The third component of the business process documentation is the process narrative, which provides a detailed description of each step in the business process. Each item in a process narrative corresponds to a step shown in the process flowcharts. The narratives describe the action that takes place and indicate what person or entity performs the action. Process narratives are constructed as follows:

- *Definition* – The title of the process.
- *Number* – The identification number associated with the step in the process; corresponds to a step in a business process flowchart.
- *Name* – The name of the step in the process; corresponds to the text inside the identified step in the appropriate business process flowchart.
- *Description* – A narrative description of the step in the process flowchart.
- *User* – The person, people, or entities that perform the step shown in the flowchart and described in the narrative.

C. Stage 1 Business Requirements

Stage 1 Business Requirements are the requirements that are intended for use in the SCMFS project; these requirements have been developed in order to provide an appropriate level of detail to support market-wide analysis, rather than detailed differentiation among a set of proposed solutions. Additionally, given the voluntary nature of solution provider participation in the feasibility study (which includes no guarantee of procurement or award); the requirements have been developed in such a way as to ensure that response is not so onerous as to discourage participation.

The Stage 1 Business Requirements have been developed using several sources, including, but not limited to:

- Previous AOC case management planning and procurement efforts.
- Requirements elicitation sessions with Washington Superior Court judges, court administrators, and County Clerks.

- The National Center for State Courts’ (NCSC’s) Consolidated Case Management System Functional Standards.⁴
- Procurement efforts by other states, particularly the recent court case management system procurement by the state of North Dakota.

The functional requirements from these reference efforts have been compiled into a large list of functional requirements that was used as the source for Stage 1 Business Requirements and will serve in the development of the Stage 2 Business Requirements. For the Stage 1 effort, these requirements were “rolled up” into a relatively small number of general requirements in order to suit the needs of the SCMFS, as well as the ability and willingness of feasibility study participants to respond.

This subsection provides the description of the Stage 1 Business Requirements, which are included in this document as APPENDIX B. The requirements are provided in the format shown below; descriptions of each component are provided after the table.

Number	Description	Detail Link
FUNCTION: MANAGE CASE		
Sub-Function: Initiate Case		
1	Case initiation must interact with front counter and cashiering functions to initiate the case, determine case type based on documents filed, and record filing fees in a single procedure.	302

- *Heading Row (Dark Blue Bar):*
 - *Number* – The identifier assigned to the requirement.
 - *Description* – A narrative description of the desired functionality.
 - *Detail Link* – Reflects an association with one or more line items in the document *Business Requirements List – Version 3-1a*, which was used as the source for compiling the Stage 1 requirements.
- *Function (Light Blue Bar)* – A major functional area; corresponds to a column heading on the scope chart shown in Section II.A.1.
- *Sub-Function (Tan Bar)* – A subsection of a major functional area; corresponds to a “bubble” in the chart shown in Section II.A.1.

D. Stage 2 Business Requirements

Stage 2 Business Requirements are a detailed set of business functions that are intended to serve as an evaluation tool in assessing an individual solution’s ability to meet the needs of the courts. Most often used in software procurements, detailed requirements may also be used to identify gaps in existing systems and help to develop specifications for update or adaptation of those systems. Detailed requirements may also be used to assess a solution provider’s delivery of contracted functionality in the implementation phase of a software project, using requirements traceability tools.

⁴ Available at http://www.ncsconline.org/d_tech/standards/.

III. Signatures

Reviewed by:

Title	Name	Signature	Date
Project Sponsor	Vonnie Diseth		6/13/2011
MTG Project Officer	Joseph Wheeler		6/2/2011
AOC Project Manager	Kate Kruller		6-15-11
MTG Project Lead	Robert Marlatt		6/2/2011

Appendix A

Business Process Documentation

Introduction to Process Flow Diagrams

The symbols below are used in the diagrams that follow.

The black lines (→) are used to indicate the general process flow path that is followed when going through a given case process flow.

The red lines (→) indicate the exchange of information between a process flow step and a case participant.

The diamonds (◇) indicate decision points in the process.

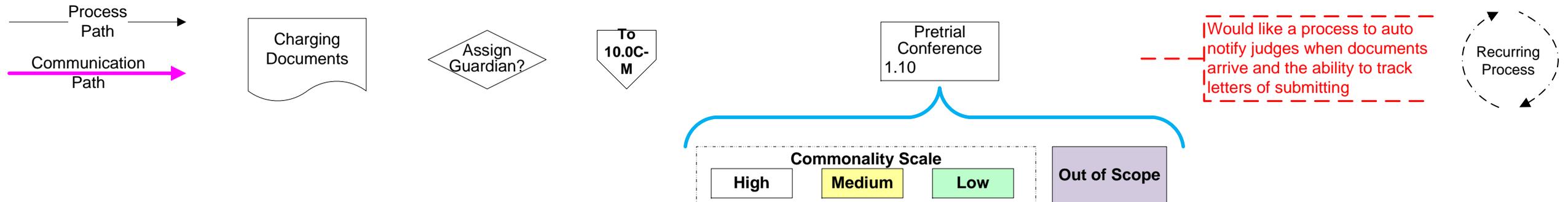
The home plate symbols (⏏) indicate that the process flow continues on a different page. The reference format is Document Number – Location. For example, on document number 1.0A there is an off page connected that contains 1.0B-B. This means to go to document 1.0B and find the off page connector labeled 1.0A-B.

The (📄) symbol indicates that a document is generated in a process step or feeds into a process step.

The squares (□) are the process steps in the workflows. These shapes are color coded to show the commonality the process shares among the various superior courts. The white squares indicate high commonality of the process from court to court. The yellow shaded squares indicate moderately common process across all courts. The processes that are shaded green indicate those processes that are not very common across all courts. Processes are shaded purple if the business process is included in the process flow, but outside the scope of the current SCMFS project,

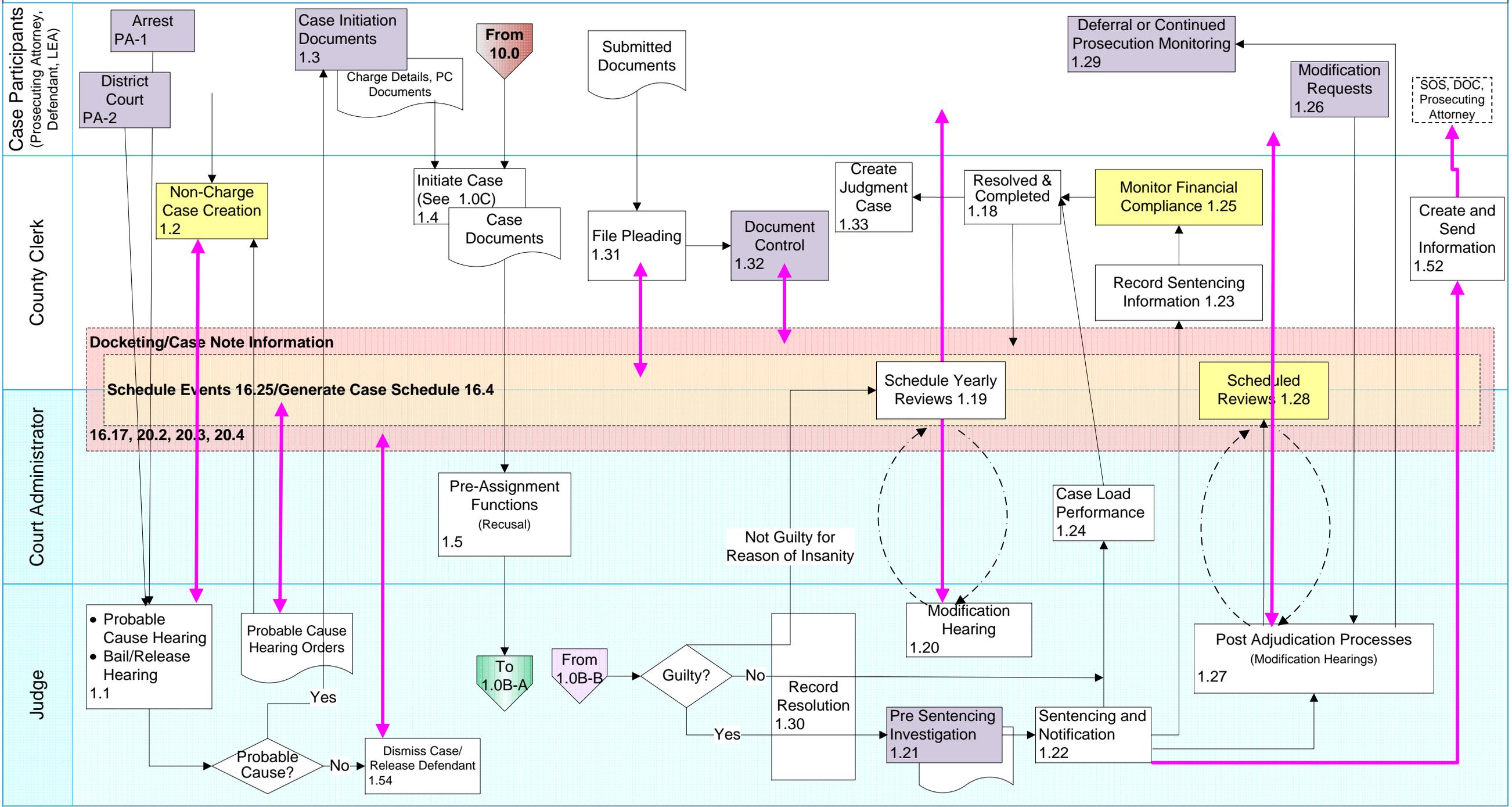
Red dashed boxes (⎓) contain comments about a specific step in the process. The comments are used to clarify given actions, provide additional information about a process, or indicate any unique aspect of the process step.

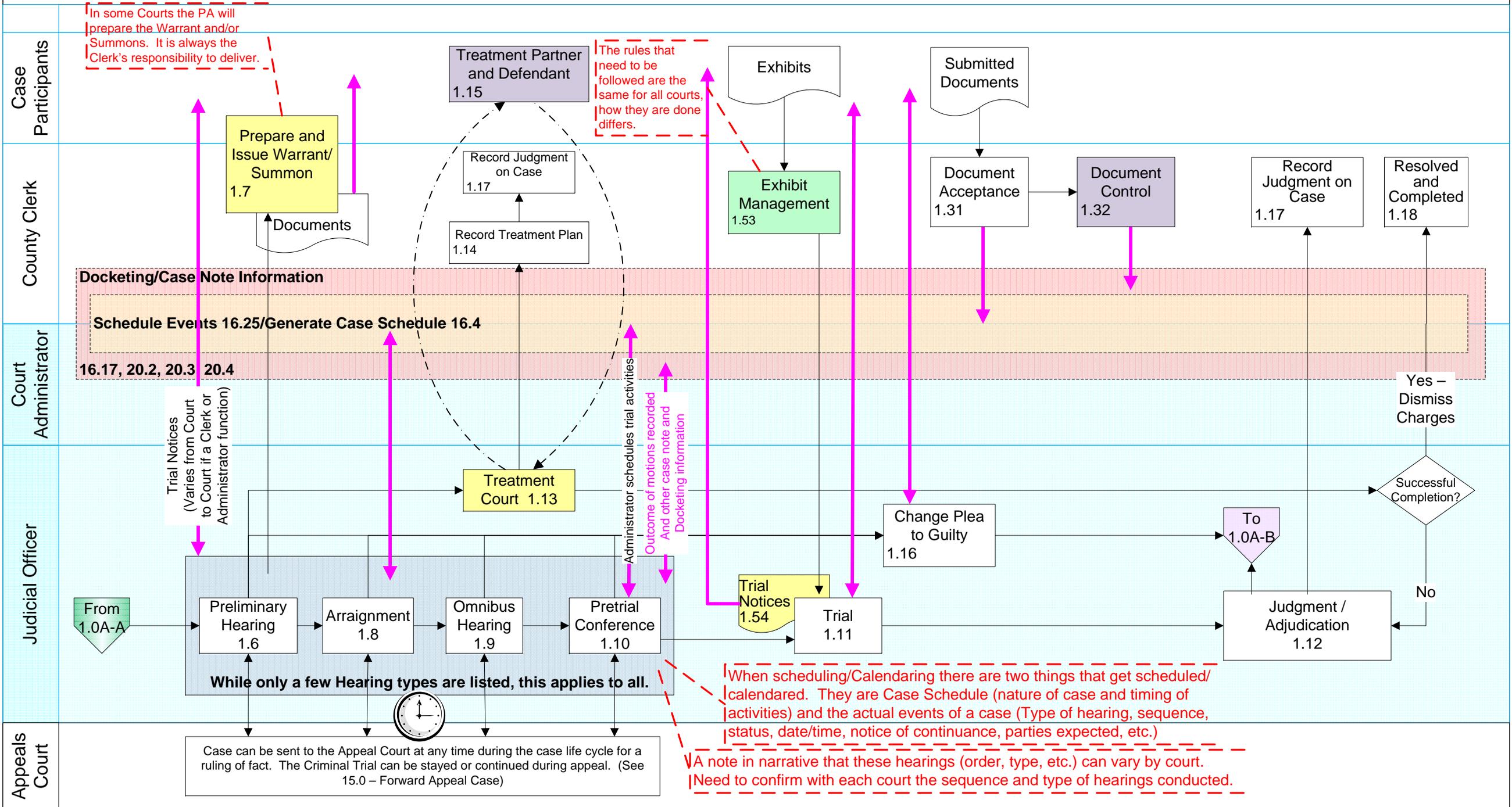
Curved dashed lines (↻) are used to indicate recursive process between two process steps.

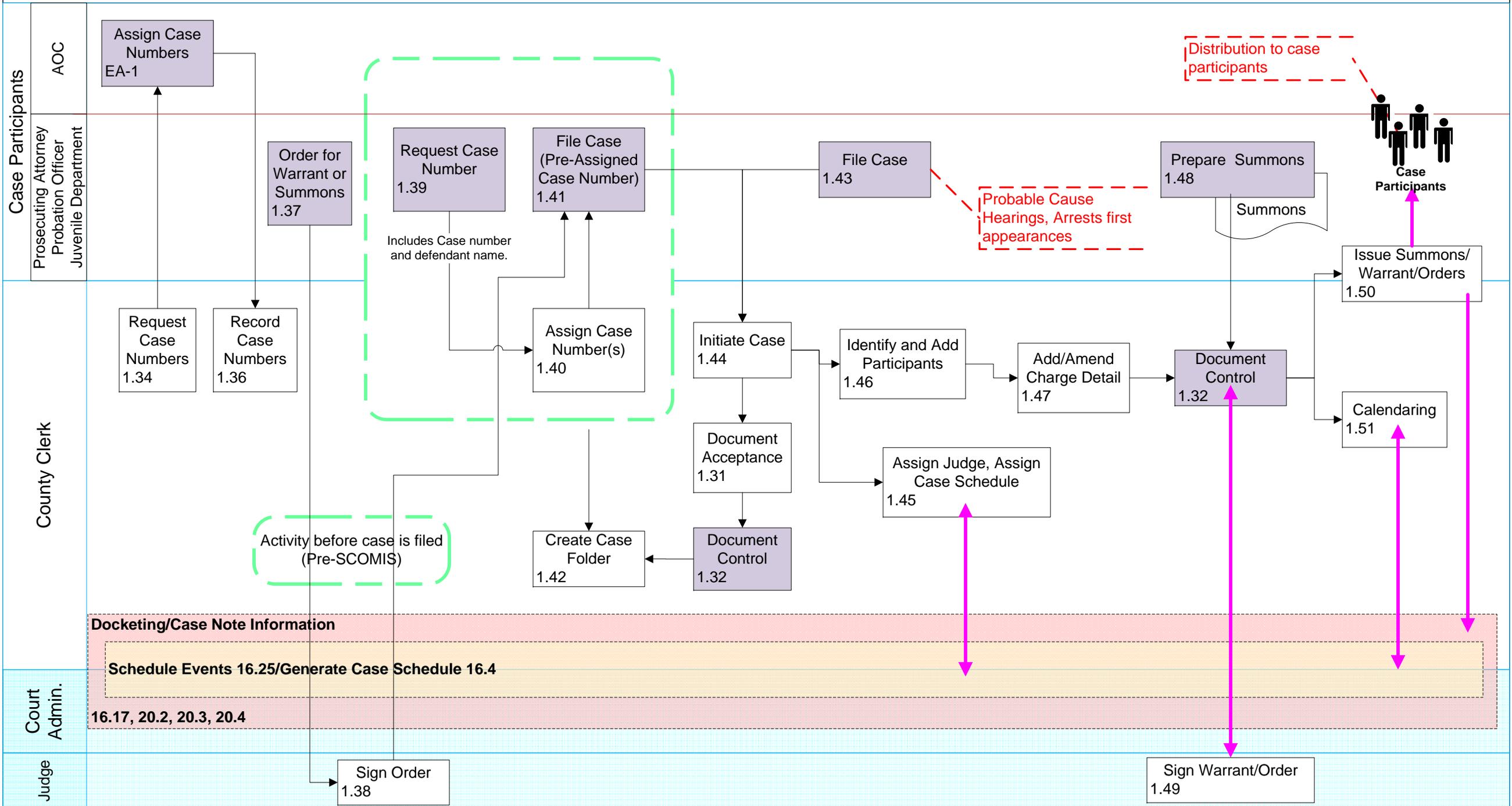


Appendix A.1 – Criminal Caseflow Process

PROCESS DESCRIPTION	
Process Diagram Name: Criminal	Number of Diagrams: 3
Process Introduction:	
<p>The Criminal Case Business Process is fairly consistent across all Superior Court jurisdictions. This case type is initiated by the arrest of a defendant that is brought to court (can be initiated in a District Court and passed on to the Superior Court) for a probable cause and/or Bail Release Hearing or by the filing of a charging document by the prosecuting attorney. The Criminal Case process is initiated in the JIS system by associating a well identified person (by finding an existing or creating a new one) to the case.</p>	
Process Diagram Name/Identifier: Criminal Case Process – 1.0A, 1.0B, and 1.0C	
Process Diagram Overview:	
<p>This process focuses on the activities associated with a criminal case from initiation of a case to the variety of hearings through judgment/adjudication. Two important aspects of the case management is the ability to schedule events (hearings) and due dates of actions (e.g., exchange of witness lists) and documents (e.g., witness lists).</p> <p>As a case progresses through the hearing and trial steps, the defendant may change their plea to guilty and skip right to the Judgment/ Adjudication process. Also, either side in the case may send an issue to the Appeals Court for a ruling. The Superior court judge has the option of continuing the trial while an issue is on appeal, or pause the case process.</p> <p>During the case lifecycle there are many instances of documents and exhibits being submitted for a case to the court. The ability to accept, file, manage, and control the documents and exhibits at the case level is crucial to court proceedings.</p> <p>A case may also be routed to a Treatment Court. The treatment court creates a treatment plan, and schedules recurring meetings with the defendant. If the defendant successfully completes the Treatment Plan, the case is closed, if not the defendant is sent to a criminal sentencing hearing.</p> <p>There are a number of hearings that occur as part of a criminal trial before the actual trial begins. Each court has the flexibility to hold and conduct these hearings on their own timeline as long the basic court rules and timelines are met.</p> <p>Throughout this process, the Judge may sign a variety of Orders, Warrants, and Summons. These documents are distributed by the County Clerk.</p>	
Unique/Important Details:	
<p>A key requirement in this process is the management and publication of case schedules. It is very important that all parties are kept current on the status of the case and of scheduled activities/due dates.</p> <p>The ability to create case scheduling templates is high on the list of needs. Another key scheduling need is the ability to make one change to a case schedule and have that change reflected in subsequent events. If event B is postponed 2 weeks all subsequent events should be moved back 2 weeks. Notifications and new calendars would be auto sent to participants.</p> <p>The ability to create and track unique persons/entities/parties is key to the criminal case business processes.</p>	







BUSINESS PROCESS NARRATIVE

Definition: The Criminal Case Process Flow deals with all actions undertaken for adult criminal cases. At this level there are three diagrams used to represent the process. The first diagram shows the basic initiation process and closing process. The second diagram depicts the detail of the processes surrounding the court room activities. The third diagram represents a more detailed view of the case initiation process.

Number	Name	Description	User
Pre-Action 1	Arrest	A person is arrested by the police. Based on the age, severity of the alleged incident, and other factors, the arrested person may be sent to district court or the Superior court for their first hearing.	Law Enforcement
Pre-Action 2	District Court	The district court may hold a probable cause hearing and bail/release hearing for a suspect before the case is opened at Superior Court.	Local District Court
1.1	Probable Cause Hearing/ Bail/Release Hearing	Upon the arrest of a suspect, a Probable Cause Hearing is held to determine if there is a reasonable ground for belief in the existence of facts warranting particular proceedings. If probable cause is determined, a Bail/Release Hearing is held to determine if the suspect should be released and if so, what the bail for the individual should be.	Judicial Officer
1.54	Dismiss Case / Release Defendant	When a probable cause hearing determines there is no probable cause to hold or charge the accused the case is closed and the accused is released.	Judicial Officer / County Clerk
1.2	Non-Charge Case Creation	A "shell" of a case is created to track information about a person in custody, prior to the filing of charges.	County Clerk
1.3	Case Initiation Documents	The Prosecuting Attorney creates/completes the documents (charging documents) that are used to initiate a Criminal Case. These Charging document identify the party(ies) involved and the laws that were alleged to be violated.	Case Participant (Prosecuting Attorney)
1.4	Initiate Case	The capturing of information related to a criminal activity. This information consists of what crime was alleged (charge), who the alleged perpetrator(s) is (are), when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, the creation of person records, and the creation of a case file. A Criminal Case can be initiated by the Prosecuting Attorney by filing the appropriate documentation and the County Clerk creating a case, or if can be initiated by the County Clerk as a result of Probable Cause Hearing/Bail-Release Hearing action.	County Clerk
1.5	Pre-Assignment Functions	The pre-assignment functions deal with judicial officer recusal screening for a case and initial scheduling activities.	Court Administrator
1.6	Preliminary Hearing	Hearing conducted to determine whether sufficient evidence exists to proceed with criminal charges against a defendant, or to determine other preliminary matters in a criminal case.	Judicial Officer
1.7	Issue Warrant/Summons	In the course of the case lifecycle there are times when a Judge will issue a warrant or summons. When that occurs, the County Clerk creates the warrant or summons.	County Clerk

BUSINESS PROCESS NARRATIVE

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Number	Name	Description	User
1.8	Arraignment	Criminal defendant's appear in court, held for the purpose of informing them of the charges, allowing the defendant to plead guilty or not guilty, setting bail, and appointing an attorney if necessary.	Judicial Officer
1.9	Omnibus Hearing	The purpose of an Omnibus Hearing is to ensure each party receives (or "discovers") vital information concerning the case, held by the other. In addition, the judge may rule on the scope of discovery or on the admissibility of challenged evidence.	Judicial Officer
1.10	Pretrial Conference	When a defendant enters a plea of not guilty, a pretrial conference is set. The hearing provides an opportunity for plea negotiations, resolution of all discovery issues, and trial setting. If the case is set for trial, an order is entered setting forth the following, if applicable (The Court Administrator schedules these activities): (i) discovery schedule; (ii) date and nature of pretrial motions; (iii) date of readiness hearing; (iv) date of trial; and (v) time for filing witness lists.	Judicial Officer/ Court Administrator
1.54	Trial Notices	Trial notices are sent to trial participants. Trial notices differ from county to county. In some counties it is the Clerk who is responsible for the function, usually for criminal cases, and others it is the Superior Court Administrator.	County Clerk / Court Administrator
1.53	Exhibit Management	The County Clerk is responsible for managing and tracking all exhibits submitted into evidence for a case. This includes acceptance and assigning to a case, tracking storage locations, monitoring location while the case is proceeding (assigned to jury room if jury request to review the exhibit).	County Clerk
1.11	Trial	The presentation of evidence in court to a Trier of fact who applies the applicable law to those facts and decides the case. The examination before a competent tribunal, according to the law put in issue in a cause, for the purpose of determining such issue.	Judicial Officer
1.12	Judgment/Adjudication	The final determination of the rights of the parties to an action or proceeding; the formal, written document reflecting such a final determination; the term is used in both civil and criminal cases. A judgment or decree.	Judicial Officer

BUSINESS PROCESS NARRATIVE

Definition: The Criminal Case Process Flow deals with all actions undertaken for adult criminal cases. At this level there are three diagrams used to represent the process. The first diagram shows the basic initiation process and closing process. The second diagram depicts the detail of the processes surrounding the court room activities. The third diagram represents a more detailed view of the case initiation process.

Number	Name	Description	User
1.13	Treatment Court	At any point before the trial begins, the defendant may apply for Treatment Court. In this process a defendant pleads guilty to the charges and is offered a treatment path/program to complete instead of going to trial. If the treatment path/program is successfully completed, the case is closed. If it is not successfully completed the defendant is sentenced based on the guilty plea to the charges.	Judicial Officer
1.14	Record Treatment Plan	The County Clerk records the developed treatment plan and conditions from the plan. Regularly scheduled checks are set up between the court, defendant, and treatment provider to evaluate progress in meeting the treatment plan goals/objectives.	County Clerk
1.15	Treatment Partner and Defendant	The defendant works with the identified treatment provider to meet the goals and objectives of the treatment plan to successfully complete the program. There are regular check-ins with the court to track progress and compliance.	Defendant and Treatment Partner
1.16	Change Plea to Guilty	At any time during the course of the case lifecycle between the preliminary hearing and trial, the defendant may change their plea to guilty and jump the queue to the Judgment and sentencing phase of the case lifecycle.	Judicial Officer
1.17	Record Judgment on Case	Upon completion of the case, the judgment is recorded. Based on the judgment, there are three paths that can be followed. The defendant is either found not guilty, guilty, or not guilty for reason of insanity. Each takes a different path after Judgment/Adjudication (step 1.12)	County Clerk
1.18	Resolve and Complete	A case is closed upon successful completion of the treatment court conditions, a defendant is found not guilty, or if found guilty all conditions of the sentence have been successfully completed.	County Clerk
1.19	Schedule Yearly Review	If a defendant is found not guilty for reason of insanity, yearly reviews for that defendant are scheduled to determine the mental capacity of the defendant.	County Clerk/ Court Administrator
1.20	Modification Hearing	The yearly reviews, Modification Hearings, are conducted by a Judicial Officer to assess the information about the defendant's mental capacity and determine the sentencing conditions.	Judicial Officer
1.21	Pre-Sentence Investigation	The function of reviewing the criminal and sentencing history of the defendant that was found guilty.	Generally outside court function. Can be probation officers

BUSINESS PROCESS NARRATIVE

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Number	Name	Description	User
1.22	Sentencing and Notification	If the defendant is found guilty, a sentence is issued (jail time, probation, financial restitution, community services, etc. or any combination of actions) and external parties are notified as needed/required by law.	Judicial Officer
1.23	Record Sentencing Information	The sentence issued for the defendant is recorded for all guilty and not guilty for reason of insanity cases.	County Clerk/ Court Administrator
1.24	Case Load Performance	The Court Administrator tracks the case load performance statistics for all cases heard in the court.	Court Administrator
1.25	Monitor Financial Compliance	The County Clerk monitors the defendants financial obligations created as part of the sentence for the defendant.	County Clerk
1.26	Modification Requests	The defendant has the ability to file a modification request in the court. This is a request to modify the issued sentence.	Defendant
1.27	Post Adjudication Processes	The Post Adjudication Process includes requests to modify sentences (change type of community service or location), restoring voting rights, etc.	Judicial Officer
1.28	Scheduled Reviews	There are a number of Post Adjudication Processes that are recurring in nature and need to be scheduled in the future.	County Clerk/ Court Administrator
1.29	Deferral or Continued Prosecution Monitoring	There are instances where a defendant is released and monitored. If the defendant stays on the straight and narrow, the case will be closed and no further action taken. If the defendant runs afoul of the law, the original charges will be re issued against them along with any new ones.	Prosecutor
1.30	Record Resolution	When a decision is reached on a case and a resolution is determined, it is recorded. The recording of the resolution of the case does not close the case, it records the resolution. This can be an independent step or part of the process of closing a case if the verdict indicates no further actions are required (is not guilty verdict or acquittal returned).	All
1.31	Document Acceptance	When documents are presented to the County Clerk for creation of a case or adding to a case, there is review process that occurs to ensure the documents can be accepted and a case opened or added to an existing case.	County Clerk

BUSINESS PROCESS NARRATIVE

Definition: The Criminal Case Process Flow deals with all actions undertaken for adult criminal cases. At this level there are three diagrams used to represent the process. The first diagram shows the basic initiation process and closing process. The second diagram depicts the detail of the processes surrounding the court room activities. The third diagram represents a more detailed view of the case initiation process.

Number	Name	Description	User
1.32	Document Control	Once a document is received and accepted it must be processed, assigned to the appropriate case, and associated with that case file. This can be any combination of processes. Either pure paper, pure electronic, or a combination of both. A filing date is recorded on each document filed.	County Clerk
1.33	Create Judgment Case	Upon completion of a Criminal or Civil case, if the disposition requires the losing party to provide financial relief to the winning party a judgment is entered indicating the actions required to be completed. Currently these awards are captured in a new case with a special case type (9) called a Judgment Case. This judgment case is used to track and monitor completion of the financial obligations ordered.	County Clerk
1.34	Request Case Number	Local courts request case numbers from AOC that are used by the local court for case creation. Each case type has its own set of numbers.	County Clerk
EA-1	Assign Case Numbers	AOC assigns each local court a set of case numbers, by case type.	
1.36	Record Case Numbers	The local court records and tracks the assigned case numbers.	County Clerk
1.37	Order for Warrant or Summons	The prosecuting attorney creates orders for a summons or warrant in criminal cases for a judge to sign. The orders are served on the identified party.	Prosecuting Attorney
1.38	Sign Order	The judicial officer reviews the warrant/summons request and signs if appropriate and returns to the requesting party.	Judicial Officer
1.39	Request Case Number	Depending how the prosecuting attorney's (PA) office and local court have agreed to do business, The PA can request a case number by submitting some basic information (type of case and case name/party name(s)). The local court provides the case number and creates a "shell" case to track participant information awaiting the formal paper work. This can be a paper process or an electronic process.	Prosecuting Attorney
1.40	Assign Case Numbers(s)	The County Clerk's office provides the PA office the requested case number (s) and notes its assignment.	County Clerk
1.41	File Case (With Pre-Assigned Case Number)	Once the PA has the case number the case is filed with the court.	Prosecuting Attorney
1.42	Create Case Folder	The local court creates a case file when a request for a case number is received or when documents are filed initiating a new case	County Clerk

BUSINESS PROCESS NARRATIVE

Definition: The Criminal Case Process Flow deals with all actions undertaken for adult criminal cases. At this level there are three diagrams used to represent the process. The first diagram shows the basic initiation process and closing process. The second diagram depicts the detail of the processes surrounding the court room activities. The third diagram represents a more detailed view of the case initiation process.

Number	Name	Description	User
1.43	File Case	The PA Office completes the required paper work and files a case without a pre-assigned case number. This often happens when initiating a Probable Cause hearing or first appearance after an arrest.	Prosecuting Attorney
1.44	Initiate Case	Once the case paper work is filed (electronically or by paper) the County Clerk's office opens and initiates that case.	County Clerk
1.45	Assign Judge, Assign Case Schedule	Based on the type of case and other factors (complexity, juvenile, etc.) the case is scheduled for its first court events. A judge may also be assigned at this time.	County Clerk
1.46	Identify and Add Participants	A critical part of initiating a case is the proper identification of parties and adding them to the case. This process involves specific business rules and access to several sources of information to ensure proper and correct identification of parties associated with a case.	County Clerk
1.47	Add/Amend Charge Detail	As a criminal case processes through the court, charges are added, amended, removed, or otherwise modified.	County Clerk
1.48	Prepare Summons	During the course of trial, the prosecuting attorney or defense attorney may produce summons for case participants to appear in court. The summons is recorded with the court on the case.	Prosecuting Attorney
1.49	Sign Warrant/Order	During the course of the case a judge may issue warrants and orders for/on the case participants. Upon issuance, these are filed in the case file.	Judicial Officer, County Clerk
1.50	Issue Summons/Warrant/Orders	The PA or defense attorney may issue a warrant or a summons to the parties. The County Clerk's Office records the issuance in the case file.	County Clerk
1.51	Calendaring	The County Clerk calendars the initial court activity for a case. Once initial activity is scheduled, future events are scheduled and calendared by the judge and/or court administrator.	County Clerk/Court Administrator
1.52	Create and Send Information	Based on the outcome of a case, third parties require information about the participants and the outcome of the case. Examples of interested third parties include the Secretary of State, Department of Corrections, and Washington State Patrol.	County Clerk

Appendix A.2 – Civil Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Civil

Number of Diagrams: 2

Process Introduction:

The Civil Case process varies based on the participants involved, and how they chose to proceed. Civil Case rules are used in the process as well, in order to move cases through in a timely manner. Based on the type of case type and subject area, the case may be sent to mandatory arbitration (see Arbitration process diagram).

Process Diagram Identifier/Name: Civil Case – 2.0A and 2.0B

Process Diagram Overview:

This process focuses on activities associated with a civil case from the initiation by a party through resolution of the case.

Parties can request to have their case heard by an Arbitrator, which diverts the civil case to an Arbitration Case. The point at which a case is transferred to arbitration and the procedures for accomplishing the transfer to an arbitration calendar shall be established by local rule adopted in accordance with Rule 8.2. Resolution occurs when a case is tried, settled, or otherwise concluded. If a party loses in arbitration they may request a Trial de Novo through a civil case proceeding.

If the case is processed through as a civil matter, the matters progress through hearings and in some cases a trial.

A party can appeal a ruling at any time during the lifecycle of the case, which is sent to the Court of Appeals.

Some cases are settled out of court, which moves the case through the process without a trial by the court.

Any civil action will be dismissed, without prejudice, for want of prosecution whenever the plaintiff, counterclaimant, cross-claimant, or third-party plaintiff neglects to note the action for trial or hearing within one year after any issue of law or fact has been joined.

If the Defendant does not respond to the summons and complaint within a time specified by Civil Rules, the Plaintiff may request that the court enter a judgment by default, and file a motion seeking an order of default against the Defendant.

Once all matters are settled, a judgment may be entered, and the case is resolved. Once all dispositive documents are filed, the case is completed; however the case remains open to enforce a judgment of either money, or property. The case is closed when case resolution papers are filed by the winning party.

Unique/Important Details:

At any point prior to trial the case participants may partake in mediation of the issues. If the mediation is successful, a settlement statement needs to be filed with the court to close the filed case.

Generating case schedules is an important task in civil cases. There are over 30 templates with set schedules that are used in civil cases.

The ability to create case scheduling templates is high on the list of needs. Another key scheduling need is the ability to make one change to a case schedule and have that change reflected in subsequent events. If event B is postponed 2 weeks all subsequent events should be moved back 2 weeks. Notifications would be auto sent to participants. This is true for criminal case types also.

PROCESS DESCRIPTION

Process Diagram Name: Civil

Number of Diagrams: 2

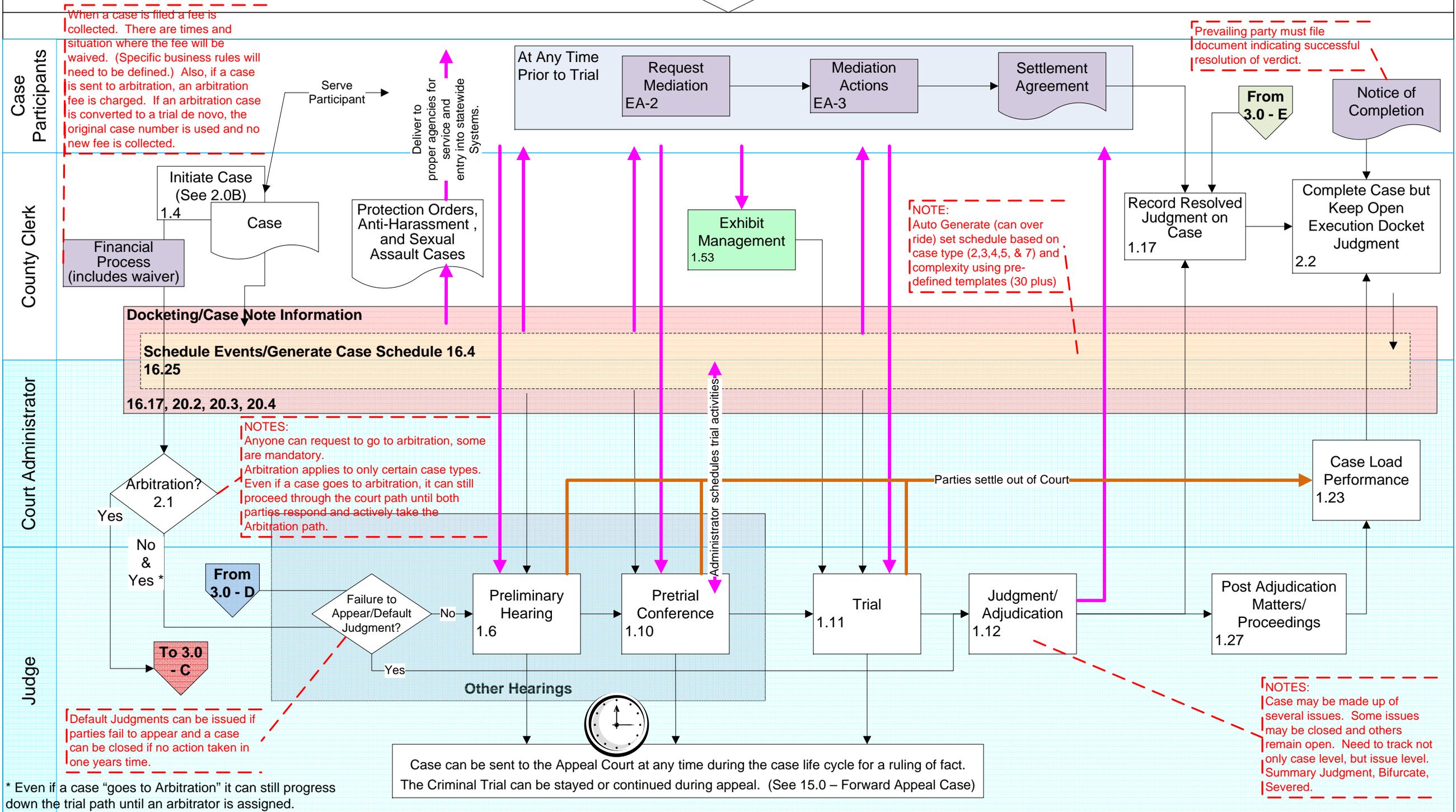
Process Introduction:

The Civil Case process varies based on the participants involved, and how they chose to proceed. Civil Case rules are used in the process as well, in order to move cases through in a timely manner. Based on the type of case type and subject area, the case may be sent to mandatory arbitration (see Arbitration process diagram).

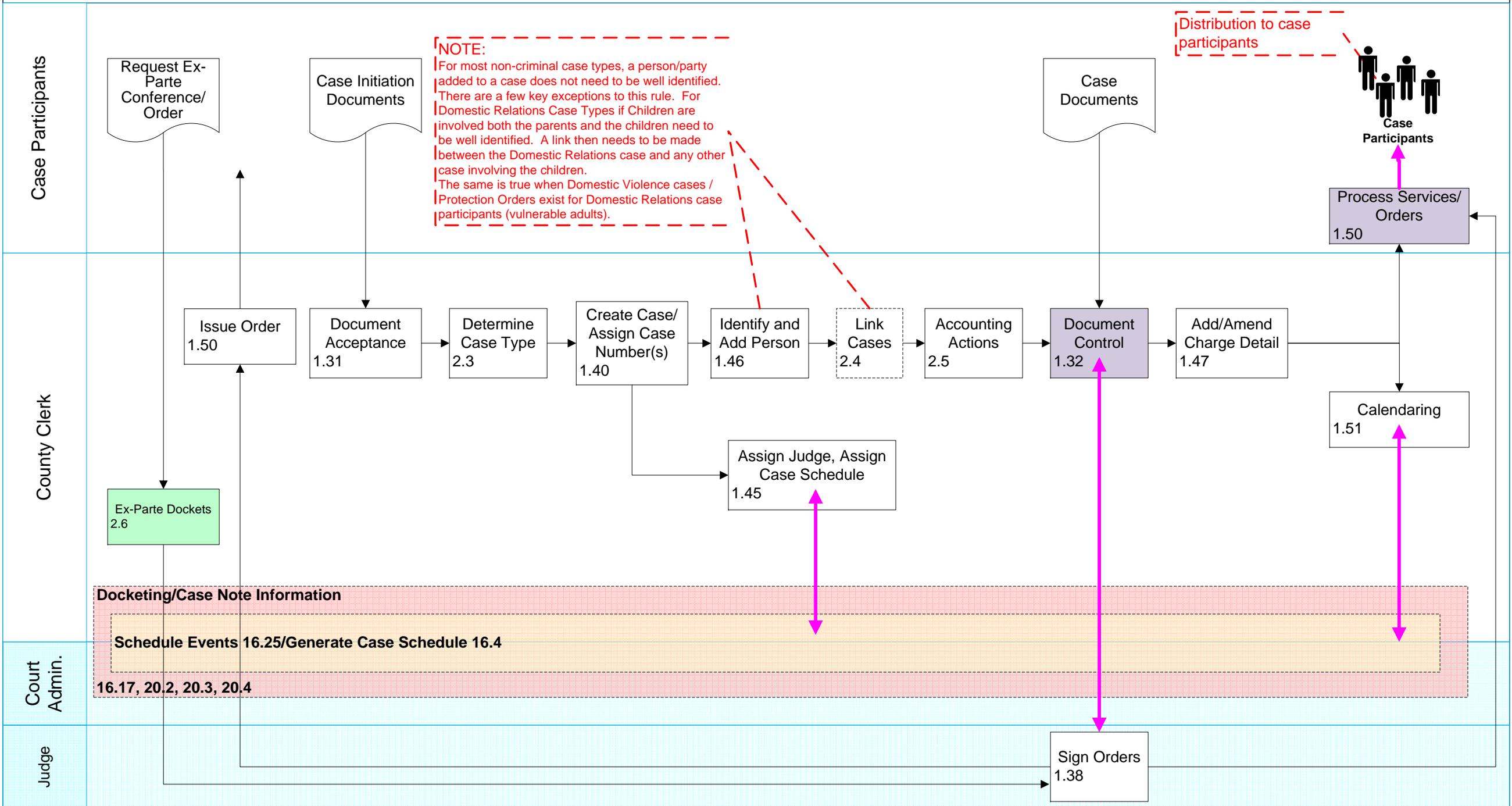
Process Diagram Identifier/Name: Civil Case – 2.0A and 2.0B

For most non-criminal case types, a person/party added to a case does not need to be well identified. There are a few key exceptions to this rule. For Domestic Relations Case Types if children are involved the parents and the children are well identified. A link is made between the Domestic Relations case and any other case involving the children.

The same is true when Domestic Violence cases /Protection Orders exist for Domestic Relations case participants (vulnerable adults). Also if a restraining order is issued against one of the parties.



* Even if a case "goes to Arbitration" it can still progress down the trial path until an arbitrator is assigned.



PROCESS NARRATIVE

Definition: The Case Process focus on the initiation of general civil case type activities. It excludes specific civil case actions (Arbitration, Domestic Relations, Probate, Guardianship, Relinquishment & Termination, Adoption, Mental Illness, Juvenile Petition of Termination, Paternity, Truancy, and At Risk Youth/Child in Need of Services. Detail on initiation of a civil case is provided in this set of process steps and referenced to by the other civil type cases.

Number	Name	Description	User
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
2.1	Arbitration	The submission of a disputed matter to a disinterested private party, whose decision is accepted in lieu of a decision by the court.	County Clerk or Court Administrator?
1.6	Preliminary Hearing	Hearing conducted to determine preliminary matters for a civil trial.	Judicial Officer
1.10	Pretrial Conference	When a defendant enters a plea of not guilty, a pretrial conference is set. The hearing provides an opportunity for plea negotiations, resolution of all discovery issues, and trial setting. If the case is set for trial, an order is entered setting forth the following, if applicable (The Court Administrator schedules these activities): (i) discovery schedule; (ii) date and nature of pretrial motions; (iii) date of readiness hearing; (iv) date of trial; and (v) time for filing witness lists.	Judicial Officer
1.53	Exhibit Management	The County Clerk is responsible for managing and tracking all exhibits submitted into evidence for a case. This includes acceptance and assigning to a case, tracking storage locations, and monitoring the location while the case is proceeding (assigned to jury room if jury request to review the exhibit).	County Clerk
1.11	Trial	The presentation of evidence in court to a trier of fact who applies the applicable law to those facts and then decides the case. The examination before a competent tribunal, according to the law put in issue in a cause, for the purpose of determining such issue.	Judicial Officer
1.12	Judgment/Adjudication	The final determination of the rights of the parties to an action or proceeding; the formal, written document reflecting a final determination; the term is used in both civil and criminal cases. A judgment or decree.	Judicial Officer
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk

PROCESS NARRATIVE

Definition: The Case Process focus on the initiation of general civil case type activities. It excludes specific civil case actions (Arbitration, Domestic Relations, Probate, Guardianship, Relinquishment & Termination, Adoption, Mental Illness, Juvenile Petition of Termination, Paternity, Truancy, and At Risk Youth/Child in Need of Services. Detail on initiation of a civil case is provided in this set of process steps and referenced to by the other civil type cases.

Number	Name	Description	User
1.23	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
1.27	Post Adjudication Matters/Proceedings	The Post Adjudication Process includes requests to modify, or change a ruling or judgment.	Judicial Officer
2.2	Complete Case	Upon case completion, the County Clerk records information.	County Clerk
1.50	Issue Summons/Warrant/ Orders	The Court or case participants may issue summons to parties to appear in court. The judge may also issue Warrants and Orders. The County Clerk's Office records the issuance in the case file.	County Clerk
1.31	Document Acceptance	When documents are presented to the County Clerk for creation of a case or adding to a case, there is review process that occurs to ensure the documents can be accepted and a case opened or added to an existing case.	County Clerk
2.3	Determine Case Type	Based on the cause of action filed and the information in the cover sheet, the County Clerk verifies the case type for case initiation. The case type is critical for proper assignment of judicial resources and for tracking actions to defined standards.	County Clerk
1.40	Assign Case Numbers(s)	The County Clerk's office provides the PA office the requested case number (s) and notes its assignment.	County Clerk
1.46	Identify and Add Participants	For some Civil Cases, it is not critical to uniquely identify the parties on the case, but they are added and maintained on the case.	County Clerk
2.4	Link Cases	The County Clerk links cases with common parties and/or interest, if it will assist the parties in the case find justice. It is in the best interest for all parties that if domestic relations case participants have domestic violence issues pending, these cases should be linked to help provide additional information to the Judicial Officer.	County Clerk
2.5	Accounting Actions	While initially out of scope for this project, this is where financial actions during case initiation occur.	County Clerk
1.32	Document Control	Once a document is received and accepted it must be processed, assigned to the appropriate case, and associated with that case file. This can be any combination of processes. Either pure paper, pure electronic, or a combination of both. A filing date is recorded on each document filed.	County Clerk

PROCESS NARRATIVE

Definition: The Case Process focus on the initiation of general civil case type activities. It excludes specific civil case actions (Arbitration, Domestic Relations, Probate, Guardianship, Relinquishment & Termination, Adoption, Mental Illness, Juvenile Petition of Termination, Paternity, Truancy, and At Risk Youth/Child in Need of Services. Detail on initiation of a civil case is provided in this set of process steps and referenced to by the other civil type cases.

Number	Name	Description	User
1.47	Add/Amend Detail	As a civil case processes through the court, issues maybe added, removed, or modified.	County Clerk
1.50	Issue Summons/Warrant/Orders	The PA or defense attorney will issue a summons to the parties. The County Clerk's Office records the issuance in the case file.	County Clerk
1.51	Calendaring	The County Clerk calendars the initial court activity for a case. Once initial activity is scheduled, future events are scheduled and calendared by the judge and/or court administrator.	County Clerk/Court Administrator
1.45	Assign Judge, Assign Case Schedule	Based on the type of case and other factors (complexity, juvenile, etc.) the case is scheduled for its first court events. A judge may also be assigned at this time.	County Clerk
1.38	Sign Order	The judicial officer reviews the warrant/summons request and signs if appropriate and returns to the requesting party.	Judicial Officer
EA – 2	Request Mediation	External Activity: The parties involved in a civil case can explore and partake in mediation activities to resolve an issue/case at any time before a judgment is issued on the case by a judicial official.	Case Participants
EA – 3	Mediation Actions	External Activities: If the case participants reach a mediated agreement the parties sign a settlement agreement and file it with the court. This settlement filing will resolve the case.	Case Participants
	Financial Process	When a case is filed a fee is collected. Sometimes the fee is waived. (Specific business rules will need to be defined.) Also, if a case is sent to arbitration, an arbitration fee is charged. If an arbitration case is converted to a trial de novo, the original case number is used and no new fee is collected.	County Clerk
2.6	Ex-parte Docket	This is the process of setting up a Judicial Officials / Courts ex-parte calendar and scheduling of Ex-parte activities	County Clerk

Appendix A.3 – Arbitration Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Arbitration

Number of Diagrams: 1

Process Introduction:

Arbitration cases are initiated in Superior Court as a civil case. Based on state rules some cases are automatically sent to the arbitration process. Participants may choose to place their case in arbitration if it is not automatically sent to that process. Once in the arbitration flow, the Court Administrator is tasked with tracking the cases progress

Process Diagram Identifier/Name: Arbitration Case – 3.0

Process Diagram Overview:

This process focuses on activities associated with an arbitration case from the initiation through resolution of the case.

The appointment of arbitrators is prescribed by rules adopted by the Supreme Court. An arbitrator must be a member of the Washington State Bar Association (WSBA) who has been admitted to the WSBA for a minimum of five years or who is a retired judge. The parties may stipulate to a “nonlawyer” arbitrator. By rule the Supreme Court may prescribe additional qualifications of arbitrators.

Some cases are subject to mandatory arbitration, or parties may request arbitration on their case. When parties request arbitration they agree to accept the decision of a disinterested private party (the Arbitrator) in lieu of a decision by the court.

A list of potential Arbitrators is created through a random process and provided to the participants. The participants must come to agreement on the Arbitrator to use. The chosen Arbitrator then hears arguments presented by both sides, and decides the case based on the information provided by the participants.

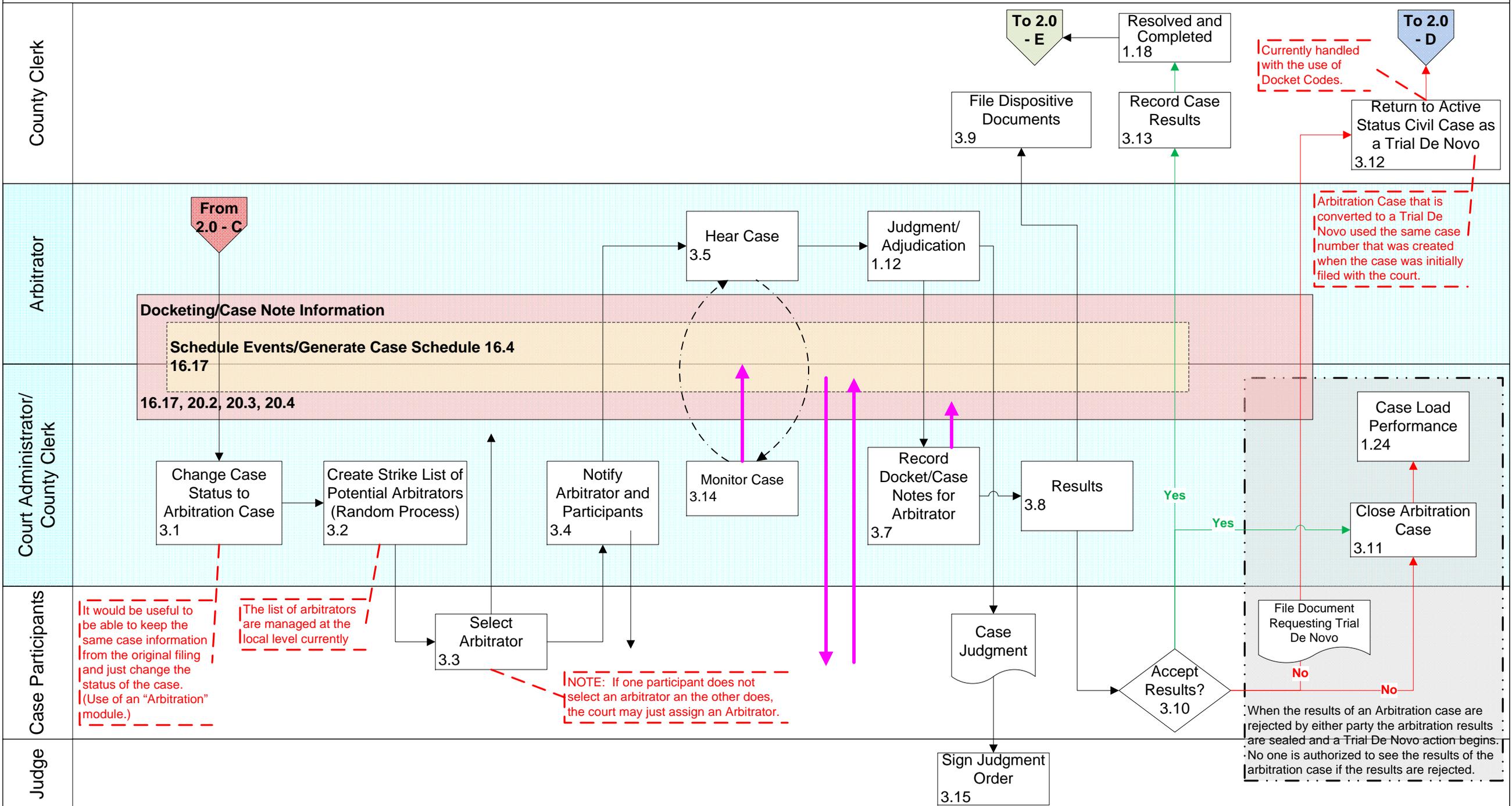
Each side of the case decides to accept, or not accept the judgment of the arbitrator. If one side chooses not to accept the results, they can request to open a civil trial case/Trial De Novo. The results of the arbitration decision are sealed and civil proceedings are commenced. The case continues with the same case number created when originally filed with the court.

Once all dispositive documents are filed, the results are recorded, and the case is closed.

Unique/Important Details:

If either party disagrees with the arbitrators ruling they may return the case to the civil case process. If this occurs, the arbitrator’s results are sealed. A trial De Novo begins in the superior court under the original case number the paper work was originally filed under.

The arbitrators notes are recorded as part of the case history in the case file at the superior court.



PROCESS NARRATIVE

Definition: The hearing and settlement of a dispute between opposing parties by a third party whose decision the parties have agreed to accept.

Number	Name	Description	User
3.1	Create Arbitration Case	The Court Administrator creates a case record for the arbitration case. <i>NOTE:</i> It is possible that a new system can eliminate this step and allow the Court Administrator to just set a flag or other indicator that the case is move to arbitration from a trial court process eliminating the need to re-key any data. Authority is in RCW 7.06.010.	Court Administrator
3.2	Identify Potential Arbitrators	The Court Administrator will provide a list of candidate arbitrators to the participants.	Court Administrator
3.3	Select Arbitrator	The participants in the arbitration action must come to agreement on who will be the arbitrator for the case.	Case Participants
3.4	Notify Arbitrator and Participants	Once the parties have agreed on an arbitrator all participants involved in the case are notified.	Court Administrator
3.5	Hear Case	The arbitrator hears the arguments presented by both sides.	Arbitrator
3.14	Monitor Case	Inquiry of case status and send notices as needed (30 days).	Court Administrator
1.12	Judgment/Adjudication	The arbitrator decides the case based on information provided by the participants.	Arbitrator
3.7	Record Docket/Case Notes for Arbitrator	The Court Administrator records the results for the arbitrator.	Court Administrator
3.8	Results	The award including a determination of all issues raised by the pleadings and any damages.	Case Participants
3.9	File Dispositive Documents	The arbitrator files the award with the County Clerk, with proof of service to each party.	County Clerk
3.10	Accept Results	Each side of the case must decide if they are going to accept the judgment of the arbitrator.	Participants
3.11	Close Arbitration case	The Court Administrator records that the arbitration process has been completed for the case	Court Administrator
3.12	Return to Active status, Civil Case as a Trial De Novo	Upon a party filing a written request for a trial de novo the arbitration award is sealed and the case is pending in the Superior Court as though no arbitration proceeding has occurred.	County Clerk
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
3.13	Record Case Results	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
3.15	Sign Judgment Order	Judicial Official signs the order as created by the arbitrator and agreed to by the parties.	Judicial Official

Appendix A.4 – Domestic Relations Caseflow

PROCESS DESCRIPTION

Process Diagram Name: Domestic Relations

Number of Diagrams: 1

Process Introduction:

Domestic Relations cases are civil type cases that deal with issues related to the family unit as defined in Title 26 RCW Domestic Relations.

Process Diagram Identifier/Name: Domestic Relations Case – 4.0

Process Diagram Overview:

This process focuses on activities associated with a domestic relations case from the initiation by a party through resolution of the case. The subject matter covered in Domestic Relations cases is defined in Title 26 RCW and includes the following subsections/Chapters: Marriage; Divorce, annulment, and separate maintenance; Dissolution of marriage – legal separation; Family Court; husband and wife – rights and liabilities – community property; Child support enforcement; Child support schedule; Family abandonment or nonsupport; Uniform interstate family support act; State support registry; Filiation proceedings; Uniform parentage act; Uniform child custody jurisdiction act; Age of majority; Adoption *{presented in detail below – 7.0B}*; Child agencies; Protection of orphan, homeless, or neglected children; Abuse of children; and State registered domestic partnerships.

A party files a petition with the court for dissolution of marriage, legal separation, or for a declaration concerning the validity of a marriage with the court. Either or both parties may initiate the proceeding.

Upon written demand by the respondent, the petitioner pays the filing fee and files the summons and petition within 14 days after service of the demand, or the service shall be void. No summons is necessary if both spouses sign a joint petition or if the respondent files a written joinder in the proceeding.

Parties can contest the case else the process moves directly to granting the petition. No additional hearings are necessary.

The court may enter protection orders in these matters during the life of the case.

The court's final decision is called a decree instead of a judgment. Resolution occurs when a case is tried, settled, or otherwise concluded.

Post-adjudicated hearings may occur for several reasons on these cases; the hearings are scheduled with the court upon motion by the either party.

Unique/Important Details:

Tracking multiple case schedules on Domestic Relations cases is needed. Some parties have their own motions that may impact the participants in separate cases that may need to be treated as one case from a scheduling perspective. This is in support to the general desire to move to a full feature Unified Family Court concept.

There is a desire to stream line the interface of data interfaces with the Department of Health and the statistical information the courts are required to provide them. The courts want to move to an electronic interface away from 4-part carbon paper forms.

PROCESS NARRATIVE

Definition: This process flow covers the basic process associated with the filing and hearing of domestic relation type cases. Reference is made to the initiation of a case in Process – Civil Case Initiation – 2.0

Number	Name	Description	User
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of what civil cause is initiated, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken and the creation of a case file.	County Clerk
4.1	Modification	A party requests a modification of the terms of a court order or decree of dissolution, including support, custody, and visitation.	County Clerk
4.2	Contested	Parties have the option of contesting the case. If none, the process moves directly to Judgment/Adjudication. If one party contests, the case moves to the trial process.	Judicial Officer
1.6	Preliminary Hearing	Hearing conducted to determine preliminary matters for a civil trial.	Judicial Officer
4.3	Settlement Conference	The Settlement Conference allows the parties to come to agreement before the case goes to trial. The initiating party provides documentary information necessary to inform the court and the opposing party of the submitting party's issues. If the case fails to settle at the settlement conference, the parties will immediately appear before the Court Administrator to select a trial date. If the settlement conference results in a partial or full settlement of the case, a record of the settlement shall be made, either by a written CR 2A settlement agreement, signed by both parties and their attorneys, or, if available, on the record in open court.	Judicial Officer
4.4/1.11	Hear Case/Trial	The Judicial Officer hears the case as presented by both sides.	Judicial Officer
1.12	Judgment/Adjudication	The final determination of the rights of the parties to an action or proceeding; the formal, written document reflecting a final determination; the term is used in both civil and criminal cases. A judgment or decree.	Judicial Officer
4.5	Grant Petition (s)	The Judicial Officer issues/grants a petition (e.g. domestic relations).	Judicial Officer
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
1.53	Exhibit Management	The County Clerk is responsible for managing and tracking all exhibits submitted into evidence for a case. This includes acceptance and assigning to a case, tracking storage locations, and monitoring the location while the case is proceeding (assigned to jury room if jury request to review the exhibit).	County Clerk
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk

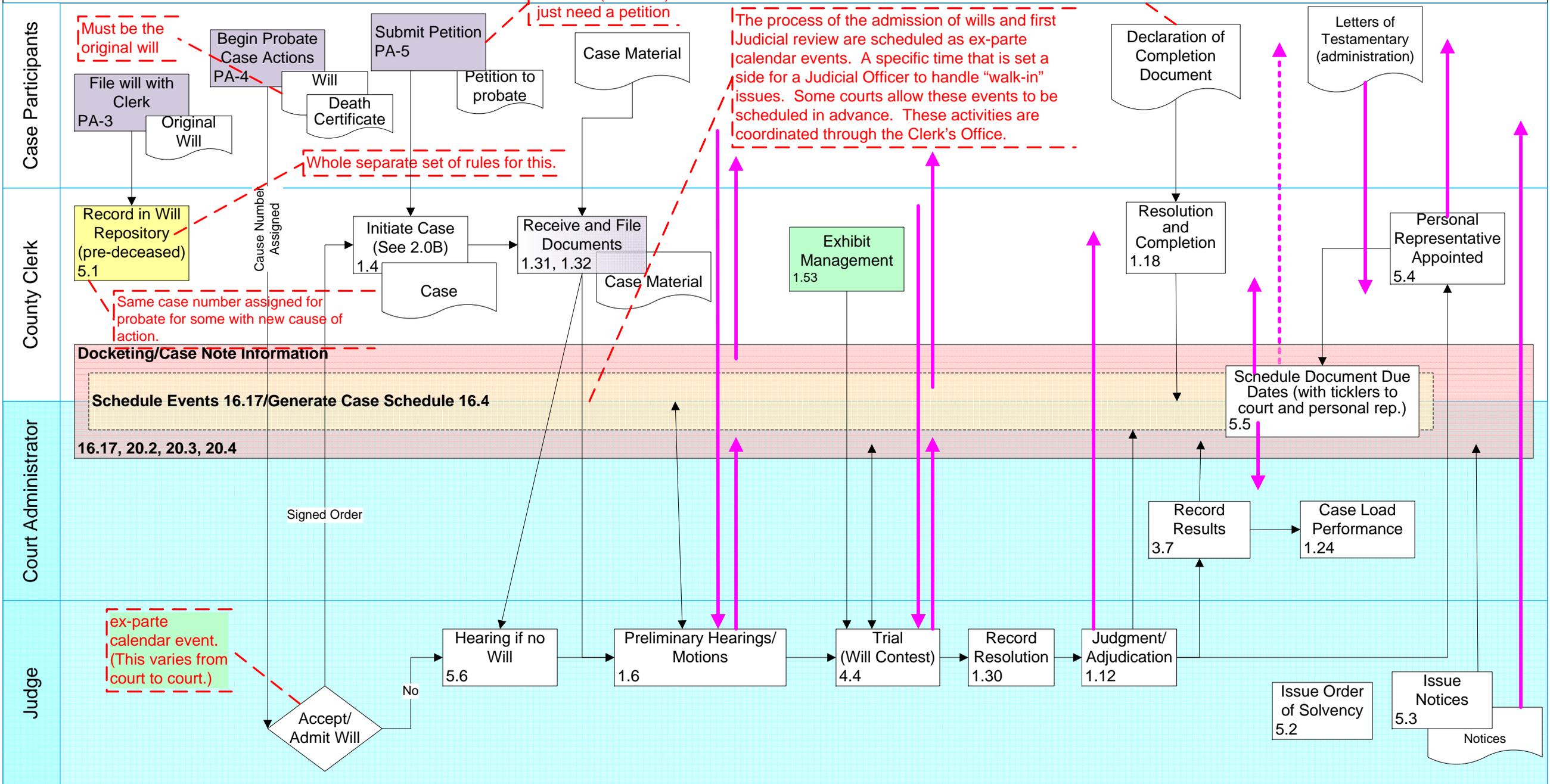
PROCESS NARRATIVE

Definition: This process flow covers the basic process associated with the filing and hearing of domestic relation type cases. Reference is made to the initiation of a case in Process – Civil Case Initiation – 2.0

Number	Name	Description	User
1.18	Close Case	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
1.27	Post Adjudication Matters/Proceedings	The Post Adjudication Process includes requests to modify, or change a ruling or judgment.	Judicial Officer
1.31	Document Acceptance	When documents are presented to the County Clerk for creation of a case or adding to a case, there is review process that occurs to ensure the documents can be accepted and a case opened or added to an existing case.	County Clerk
1.32	Document Control	Once a document is received and accepted it must be processed, assigned to the appropriate case, and associated with that case file. This can be any combination of processes. Either pure paper, pure electronic, or a combination of both. A filing date is recorded on each document filed.	County Clerk
1.30	Record Resolution	When a decision is reached on a case and a resolution is determined, it is recorded. The recording of the resolution of the case does not close the case, it records the resolution. This can be an independent step or part of the process of closing a case if the verdict indicates no further actions are required (is not guilty verdict or acquittal returned).	All
4.6	Judgment to DSHS and Other Organizations	Upon completion of a Domestic Relation Case some records and documents are sent to interested third parties. This includes DSHS and other organizations.	County Clerk

Appendix A.5 – Probate Caseflow

PROCESS DESCRIPTION	
Process Diagram Name: Probate	Number of Diagrams: 1
Process Introduction: Probate is a formal process by which the court oversees the settlement of a deceased person's (decedent's) estate.	
Process Diagram Identifier/Name: Probate Process – 5.0	
Process Diagram Overview: <p>This process focuses on activities associated with a probate case from the initiation by a party through resolution.</p> <p>A party (Personal Representative or an Attorney) registers a will with the court, and the court jurisdiction is invoked by the filing of a petition for the probate of the will.</p> <p>A Testator or Testatrix also can file a Will and Codicil with the County Clerk's office prior to death. The Will, Codicil(s) and Will Repository Cover Sheet (WRCS) are sealed. The Will and Codicil can be removed by the Testator or Testatrix with approval by County Clerk's Office or with a court order for all other non-testator/trix requests. All documents filed under the Will Repository Act are moved into a secure Will Repository folder only accessible by Administration.</p> <p>There are 5 different types of letters issued when a will is admitted into Probate, or when there is no will, or no valid will. The letters are issued when a personal representative or other person is named in the will as the executor or personal representative.</p> <p>If an award exhausts the estate, and probate proceedings have been commenced in the state of Washington, the court in the order of award or allowance orders the estate closed, discharges the personal representative, and exonerates the personal representative's bond, if any.</p> <p>A <i>will contest</i> is a proceeding in which someone challenges the validity of a will that has been admitted to probate, or challenges the court's decision not to admit a will to probate.</p> <p>There are hearings, and in some cases trials on probate matters heard by a Superior Court Judicial Officer.</p> <p>Once all matters are resolved, the results are recorded, and the case is completed.</p>	
Unique/Important Details: <p>A Party may submit a will to the court for safe keeping. It is kept in a will repository at the court. When the will is submitted it is issued a case number. The case stays open until sometime in the future when the party dies and the case is moved to probate proceedings. There is a moderate level of unique business process at each court for this action.</p>	



PROCESS NARRATIVE

Definition: Probate is a formal process by which the court oversees the settlement of a deceased person's (decedent's) estate.

Number	Name	Description	User
Pre Activity 3	File Will With County Clerk	A case participant initiates a case by filing their will with the County Clerk. The case is created and held until the death of filer of the will.	Case Participant (John Q. Public)
Pre Activity 4	Begin Probate Case Action	The will of a deceased person is submitted to the County Clerk.	Case Participant (John Q. Public)
Pre Activity 5	Submit Petition	If no will is available a petition is submitted on behalf of the deceased.	Case Participant (John Q. Public)
5.1	Record in Will Repository	When a will is submitted it is issued a case number for the current year, and remains open until death of the will party.	County Clerk
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
1.31, 1.32	Receive and File Documents	County Clerks receive, record, and file all documents related to cases. The County Clerk also distributes files to appropriate parties as needed or requested.	County Clerk
5.6	Hearing if no will	If there is no will submitted or if the will is not accepted a hearing is held to determine the next course of action.	Judicial Officer
1.6	Preliminary Hearing (Motions)	Hearing conducted to determine preliminary matters for a civil trial.	Judicial Officer
1.53	Exhibit Management	The County Clerk is responsible for managing and tracking all exhibits submitted into evidence for a case. This includes acceptance and assigning to a case, tracking storage locations, and monitoring the location while the case is proceeding (assigned to jury room if jury request to review the exhibit).	County Clerk
4.4	Trial (Will Contest)	The Judicial Officer hears the case as presented by parties.	Judicial Officer
1.30	Record Resolution	When a decision is reached on a case and a resolution is determined, it is recorded. The recording of the resolution of the case does not close the case, it records the resolution. This can be an independent step or part of the process of closing a case if the verdict indicates no further actions are required (is not guilty verdict or acquittal returned).	All
1.12	Judgment/Adjudication	The final determination of the rights of the parties to an action or proceeding; the formal, written document reflecting a final determination; the term is used in both civil and criminal cases. A judgment or decree.	Judicial Officer

PROCESS NARRATIVE

Definition: Probate is a formal process by which the court oversees the settlement of a deceased person's (decedent's) estate.

Number	Name	Description	User
3.7	Record Results	The County Clerk records results of the case.	Court Administrator
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
5.2	Issue Order of Solvency	Based on status and facts of a probate case, an order of solvency maybe issued on behalf of the deceased.	Judicial Officer
5.3	Issue Notices	The judicial officer will issue notices to be published to case participants and others.	Judicial Officer
5.4	Personal Representative Appointed	Based on the actions of the case, a judicial officer may determine a case participant is entitled to a personal representative and the County Clerk will see that this occurs.	County Clerk
5.5	Schedule Document Due Dates (with ticklers)	During the course of a probate case documents and reports of actions/activities may be ordered to be produced by specified dates. The receipt dates need to scheduled/calendared and tickler reminders created in the system.	County Clerk/Court Administrator
5.6	Hearing if no will	If no will exists, a hearing is held to set the course of action.	Judicial Officer

Appendix A.6 – Guardianship Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Guardianship

Number of Diagrams: 2

Process Introduction:

A guardianship is a fiduciary relationship in which one person or entity, the guardian, acts for an incapacitated person, sometimes called the ward, who the law regards as incapable of managing his or her own affairs.

Process Diagram Identifier/Name: Guardianship Case Process – 6.0A and 6.0B

Process Diagram Overview:

This process focuses on activities associated with a guardianship case from the initiation by a party through resolution of the case.

The superior court of each county has the power to appoint guardians for the incapacitated persons or estates of those persons, and also to appoint guardians for the estates of nonresidents of Washington State who have property in the county needing care and attention.

The attorney general may petition for the appointment of a guardian or limited guardian, in any case in which there is cause to believe that a guardianship is necessary and no private party is able or willing to petition.

All petitions filed shall be heard within sixty days, unless an extension of time is requested by a party or the guardian ad litem, and granted for good cause shown within that sixty day period and granted. If an extension is granted, the court sets a new hearing date.

A hearing is held to appoint a guardian, either full or limited appointment to a person, or an estate.

Unique/Important Details:

Guardianships are either issued for specific functions, (e.g., financial management) or all life aspects of an incapacitated person.

There are strict rules related to who can be a guardian and how to be registered. There is a need to uniquely identify a guardian from a statewide perspective since some guardians are limited by law to the number of cases they can be working at a given time.

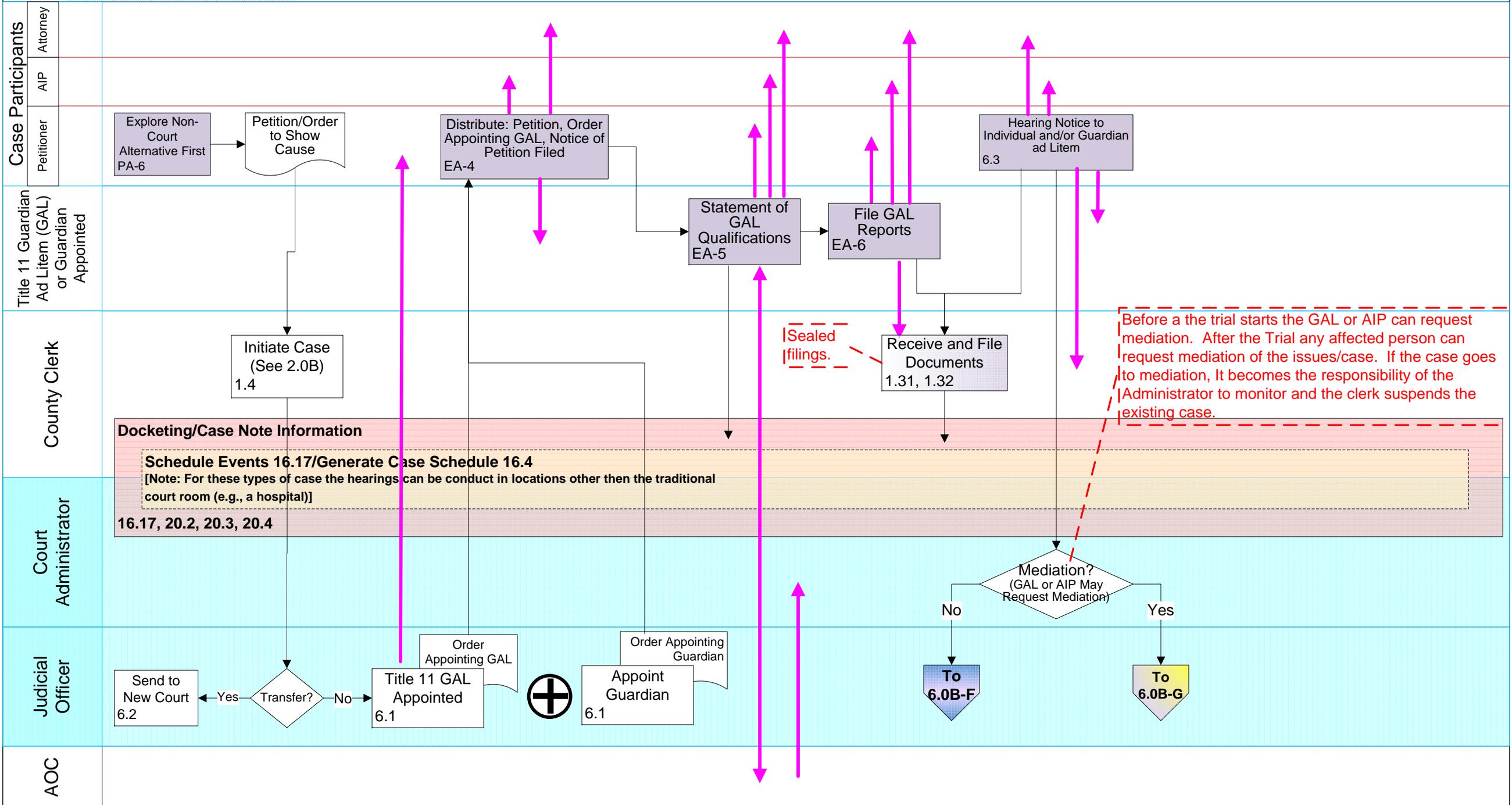
There is an important difference to be made between the role and functions of a Guardian Ad Litem and a Guardian.

Guardian Ad Litem: Guardian ad litem shall mean any person or program appointed by the Superior Court (per Title 11, 13, or 26 RCW action under the Revised Code of Washington) to represent the best interest of a child, an alleged incapacitated person, or an adjudicated incapacitated person.

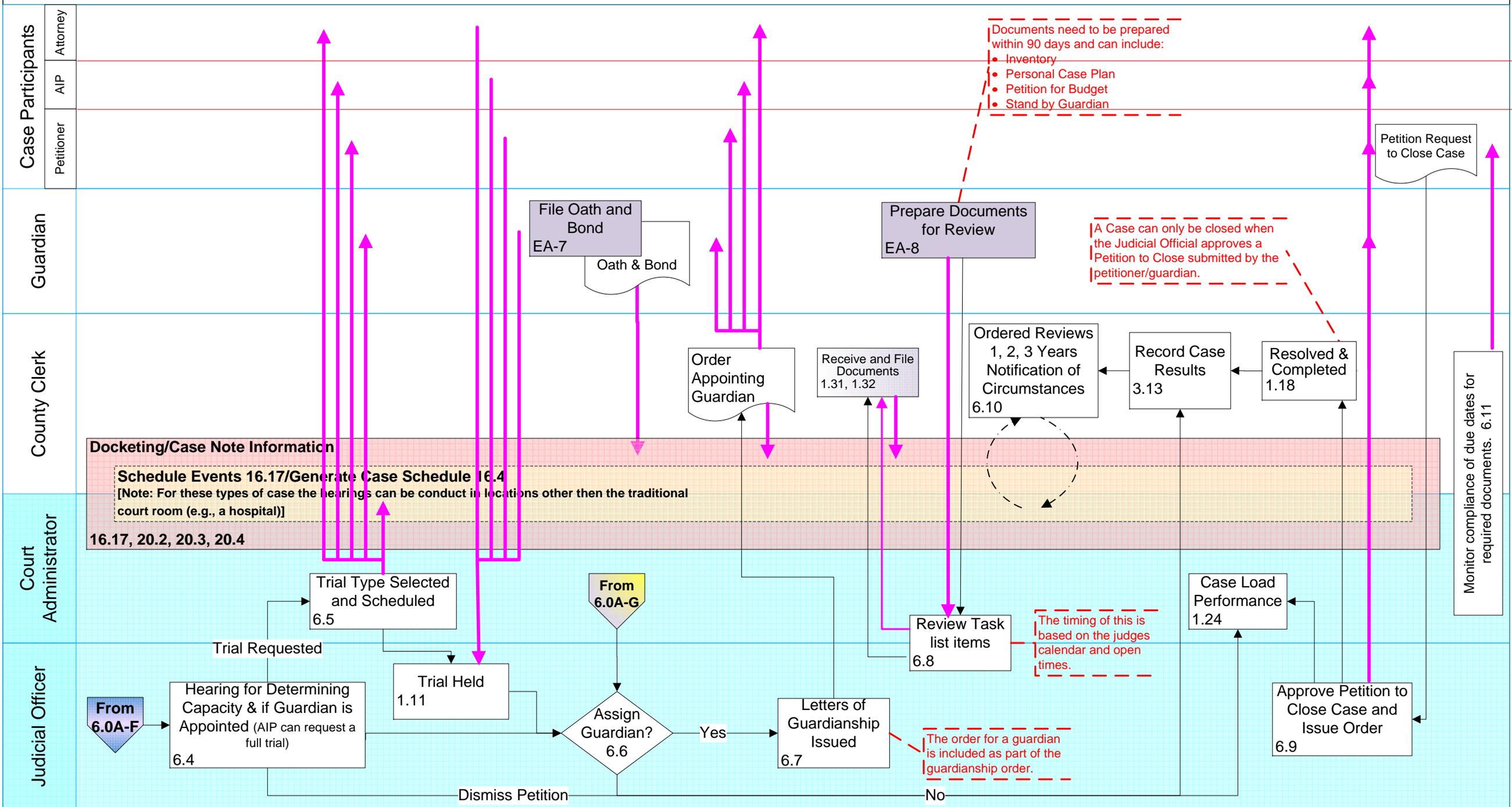
Guardian: A guardian is one who has been appointed by the Superior Court to act for a person whom the superior court has found to be incapacitated. The court may appoint a guardian of the person, a guardian of the estate, or a guardian of the person and the estate, depending on the needs and capabilities of the incapacitated person. In general, a guardian is responsible for the individual's "care, custody, and control," while considering and respecting the individual's preferences. Guardianship of the Person and/or Estate can be limited in any manner that the court believes to be appropriate (RCW 11.88.010 [2]). In those instances, the powers of the guardian are limited to those specified in the court order and the limitations are reflected in the Letters of Guardianship issued by the County Clerk of the Court.

APS (AG), DDD (AG), Facilities, Private

AIP = Alleged Incapacitated Person



AIP = Alleged Incapacitated Person



PROCESS NARRATIVE

Definition: A guardianship is a fiduciary relationship in which one person or entity, the guardian, acts for an incapacitated person, sometimes called the ward, who the law regards as incapable of managing his or her own affairs.

Number	Name	Description	User
Pre-Activity 6	Explore Non-Court Alternative First	There are a number of non-court initiated processes/alternatives that can be, and should be, explored before a guardianship case is brought to the court.	Case Participants
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
6.1	Guardian and/or GAL Appointed	The superior court of each county shall have power to appoint guardians for the persons and/or estates of incapacitated persons, and guardians for the estates of nonresidents of the state who have property in the county needing care and attention. RCW 11.88.010 "Authority to appoint guardians".	Judicial Officer
External Activity 4	Distribution: Petition, Order Appointing GAL, Notice of Petition	The petitioner for guardianship is tasked with distributing all court issued/order documents/communications with the case participants.	Case Participants
External Activity 5	Statement of Gal Qualifications	The Guardian Ad Litem (GAL) needs to produce and submit a statement of qualifications to the court before beginning work on the case.	Guardian Ad Litem
External Activity 6	File GAL Reports	The GAL will issue a required/requested report to the court for the case on hand.	Guardian Ad Litem
6.2	Send to New Court	There are times when a case is initiated in the incorrect court based on an error by the issuing party. The case documentation will be forward to the appropriate court.	Court
6.3	Notice to Individual and/or Guardian Ad Litem	See RCW 11.88.030 (4) (a) and (b)	County Clerk
6.4	Hearing to Determine Capacity & Appointment of Guardian	The Judicial Officer presides over court proceedings to determine the capacity of the defendant party.	Judicial Officer
6.5	Trial Type Selection and Scheduled	The defendant party has the option to select the type of court proceeding that will decide their fate. They may opt for either a Jury Trial, arbitration/mediation activity, or a judicial hearing.	Participant the guardianship question revolves around

PROCESS NARRATIVE

Definition: A guardianship is a fiduciary relationship in which one person or entity, the guardian, acts for an incapacitated person, sometimes called the ward, who the law regards as incapable of managing his or her own affairs.

Number	Name	Description	User
1.11	Trial	The presentation of evidence in court to a trier of fact who applies the applicable law to those facts and then decides the case. The examination before a competent tribunal, according to the law put in issue in a cause, for the purpose of determining such issue.	Judicial Officer
External Activity 7	File Oath and Bond	The guardian needs to file an Oath and Bond with the courts before they can be assigned to a case.	Guardian
6.6	Assign Guardian?	The court's decision about whether or not to assign a guardian.	Judicial Officer/Mediator/ Arbitrator
6.7	Letters of Guardianship Issued	Guardianship letters issued.	Judicial Officer/ Court Administrator (?)
6.8	Review Task List Items	The judicial officer schedules a time to review all submitted documents for a guardianship case.	Judicial Officer
External Activity 8	Prepare Documents for Review	The guardian produces required documents for the court case.	Guardian
3.13	Record Case Results	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
6.9	Approve Petition to Close Case and Issue Order	Action taken by the Court upon a filing of a declaration of completion of guardianship.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
6.10	Ordered Reviews	The court will schedule reviews (yearly) for several years out of circumstances of a defendant.	County Clerk
6.11	Monitor Compliance	Monitor compliance of due dates for required documents. System generated ticklers and notifications to ensure that required actions are taken by case participants.	Court Administrator / County Clerk
1.31, 1.32	Receive and File Documents	County Clerks receive, record, and file all documents related to cases. The County Clerk also distributes files to appropriate parties as needed or requested.	County Clerk

Appendix A.7A – Relinquishment and Termination Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Relinquishment & Termination

Number of Diagrams: 1

Process Introduction:

Relinquishment is the first step in the adoption process. The court must confirm the relinquishment of a parent, before an adoption may proceed.

Process Diagram Identifier/Name: Relinquishment & Termination Process – 7.0A

Process Diagram Overview:

This process focuses on activities associated with relinquishment and termination cases from the initiation by a party through resolution.

A petition for relinquishment is filed with the court. If the natural parent does not voluntarily relinquish the child, the adoption may not proceed.

Once the relationship is severed between the natural parent and child, either voluntarily or involuntarily, the court proceeds with the adoption.

If the court or the petitioning party knows or has reason to know that an Indian child is involved in any termination, relinquishment, or placement proceeding, the petitioning party shall promptly provide notice to the child's parent or Indian custodian and to the agent designated by the child's Indian tribe to receive such notices.

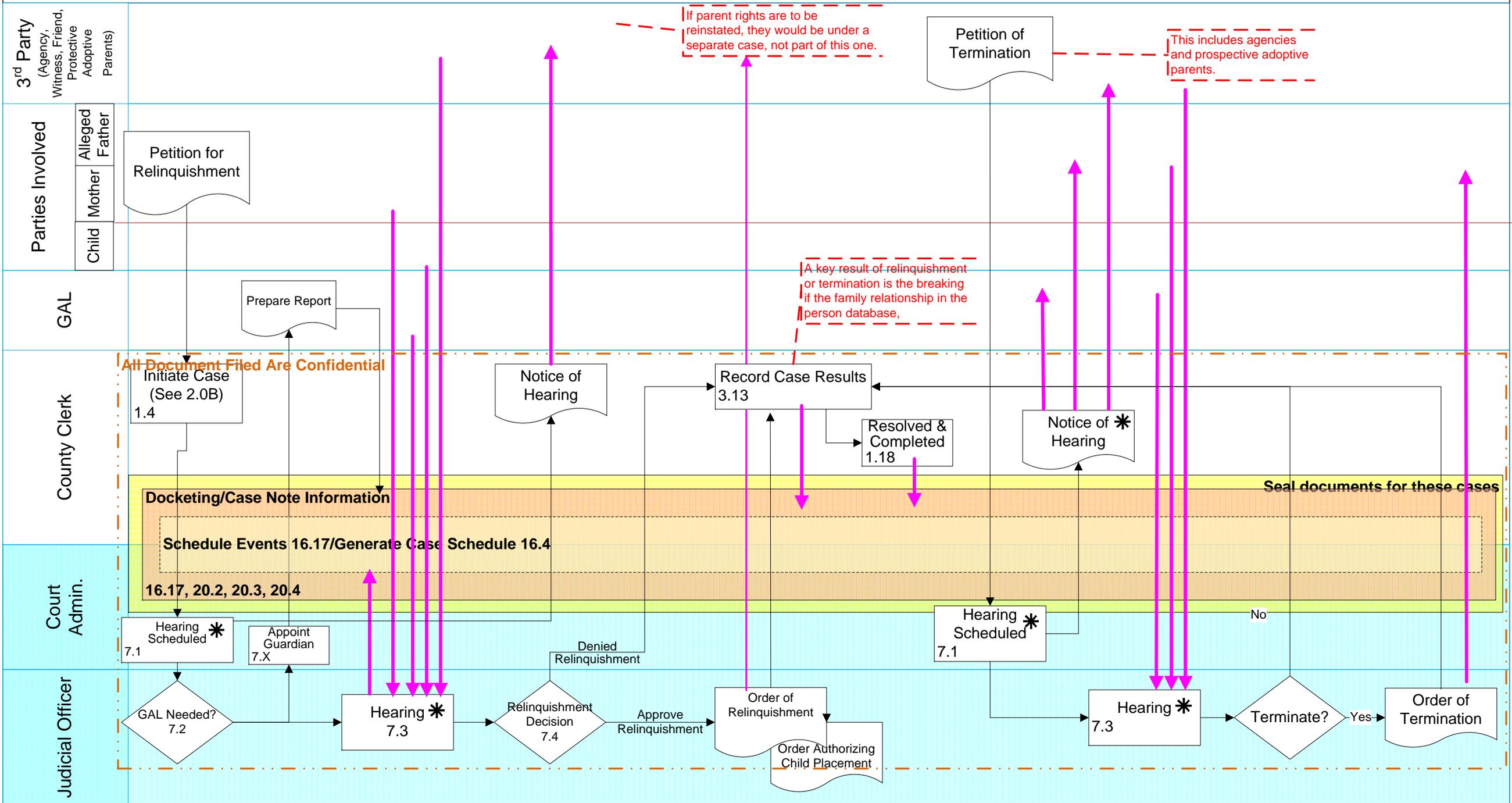
All hearings are heard by the court, without a jury, the general public is excluded, and only parties whose presence is required attend the hearings.

If the court approves the petition, it awards custody of the child to the department, agency, or prospective adoptive parent, who is appointed legal guardian. The court shall also enter an order pursuant to RCW 26.33.130 terminating the parent-child relationship of the parent and the child.

Unique/Important Details:

There are special rules that apply to cases that involve a native American child (Indian Children). Extra notifications are needed and standard case lifecycle timelines are extended.

Relinquishment



PROCESS NARRATIVE

Definition: Relinquishment is the first step in the adoption process. The court must confirm the relinquishment of a parent, before an adoption may proceed.

Number	Name	Description	User
1.4	File Petition/Open Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
7.1	Hearing Scheduled	For a petition of Termination	Court Administrator
7.2	Guardian Ad Litem Needed?	Based on the facts presented to the Judicial Officer, the Judicial Officer determines if a case participant requires a guardian ad litem to participate and help the party during the case activities.	Judicial Officer
7.3	Hearing	The Judicial Officer conducts a hearing to determine if a relinquishment order is to be issued or not.	Judicial Officer
7.4	Relinquishment Decision	The Judicial Officer will hear a case and issue a decision on the relinquishment of the individual.	Judicial Officer
3.13	Record Case Results	The act and processes of recording the outcome of the hearings.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms.	County Clerk
7.1	Hearing Scheduled	For a petition of Termination	Court Administrator
7.3	Hearing	The Judicial Officer conducts a hearing to determine if a termination order is to be issued or not.	Judicial Officer
	Sealed Case	All documents and information about a Relinquishment and Termination case are confidential and need sealing activities throughout the life of the case.	County Clerk

Appendix A.7B – Adoption Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Adoption

Number of Diagrams: 1

Process Introduction:

An adoption proceeding is initiated when a petition for adoption is filed with the Court. The petition shall be filed by the prospective adoptive parent.

Process Diagram Identifier/Name: Adoption Case Process – 7.0B

Process Diagram Overview:

This process focuses on activities associated with an adoption case from the initiation by a party through resolution.

The prospective adoptive parent files a petition to adopt with the County Clerk’s office. The County Clerk then initiates a case file.

Parties to the adoption file a Consent to Adopt, which is required in most circumstances, except as otherwise provided in RCW 26.33.170.

The court holds a hearing on the petition upon request of the petitioner.

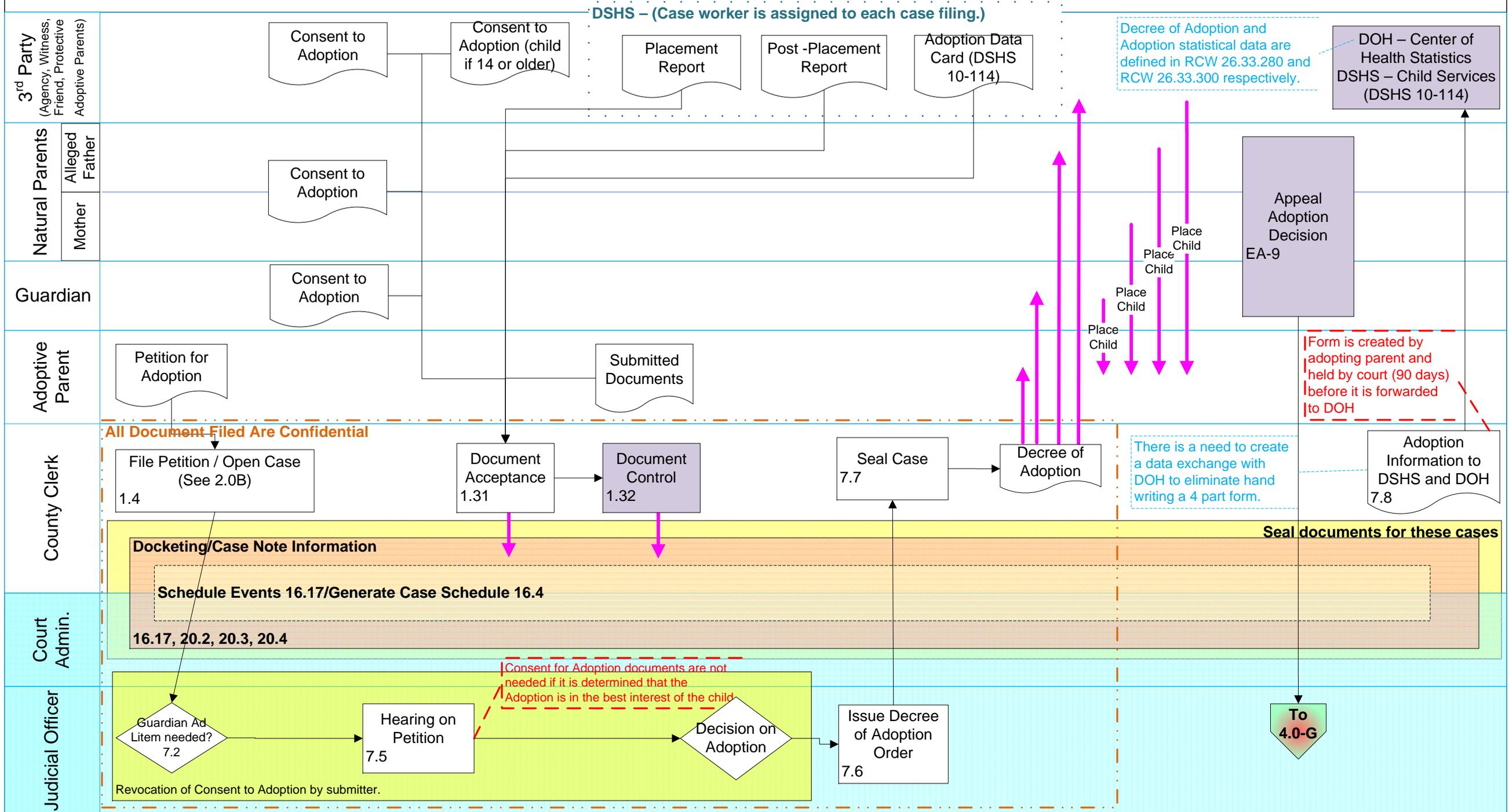
The consent for adoption is revocable by the consenting party at any time before its approval by the court if a written revocation is delivered or mailed to the County Clerk before approval. (Except as otherwise provided regarding the adoption of an Indian child--see RCW 26.33.160(4)(h).)

If the court determines, after review of the petition, pre-placement reports and post-placement reports, and other evidence introduced at the hearing, that all necessary consents to adoption are valid and that the adoption is in the best interest of the adoptee, and, in the case of an adoption of an Indian child, that the adoptive parents are within the placement preferences of 25 U.S.C. Sec. 1915 or good cause to the contrary has been shown on the record, the court enters a decree of adoption pursuant to RCW 26.33.250.

Unique/Important Details:

Upon completion of the adoption case the court is required to notify the Department of Health – Center of Health Statistics and the Department of Social and Health Services Child services section.

An adoption case can be appealed. If this happens, a domestic relations case is opened.



PROCESS NARRATIVE

Definition: An adoption proceeding is initiated when a petition for adoption is filed with the Court. The petition shall be filed by the prospective adoptive parent.

Number	Name	Description	User
1.4	File Petition/Open Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
7.2	Guardian Ad Litem Needed?	Based on the facts presented to the Judicial Officer, the Judicial Officer determines if a case participant requires a guardian ad litem to participate and help the party during the case activities.	Judicial Officer
7.5	Hearing on Petition	A Judicial Officer conducts a hearing to determine if a party or parties requesting the adoption of a child should be allowed, and if so, issues the appropriate orders to complete the adoption.	Judicial Officer
7.6	Issue Decree of Adoption Order	Judicial Officer issues an order for adoption and any orders that go with it.	Judicial Official
7.7	Seal Case	Formally seal the case. The case is confidential once it is initiated and security and control procedures are followed.	County Clerk
1.31	Document Acceptance	When documents are presented to the County Clerk for creation of a case or adding to a case, there is review process that occurs to ensure the documents can be accepted and a case opened or added to an existing case.	County Clerk
1.32	Document Control	Once a document is received and accepted it must be processed, assigned to the appropriate case, and associated with that case file. This can be any combination of processes. Either pure paper, pure electronic, or a combination of both. A filing date is recorded on each document filed.	County Clerk
7.8	Pass Data to Agencies	Information related to the adoption is sent to the Department of Health statistical section and DSHS child welfare office.	County Clerk
External Activity 9	Appeal Adoption Decision	The adoption decision can be appealed by any case participant. This then becomes a Civil Domestic Relations Case.	Other parties

Appendix A.8 – Mental Illness Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Mental Illness

Number of Diagrams: 1

Process Introduction:

A case for mental illness starts with a Mental Health Professional (MHP) placing a respondent in a facility for evaluation and treatment on a 72 hour hold. After the 72 hour hold, if the MHP believes further treatment is necessary the MHP files a petition for 14 day treatment.

Process Diagram Identifier/Name: Mental Illness Case Process – 8.0

Process Diagram Overview:

This process focuses on activities associated with a mental illness case from the initiation by a party through resolution.

The prosecuting attorney represents the person or agency seeking to have the patient committed. The attorney general represents state hospitals and institutions, with some exceptions. See RCW 71.05.130. The respondent has the right to be represented by an attorney and, if indigent, to have an attorney appointed by the court.

Upon receiving the petition from the MHP for the 14 day treatment, the court reviews the petition to determine if the additional hold is granted.

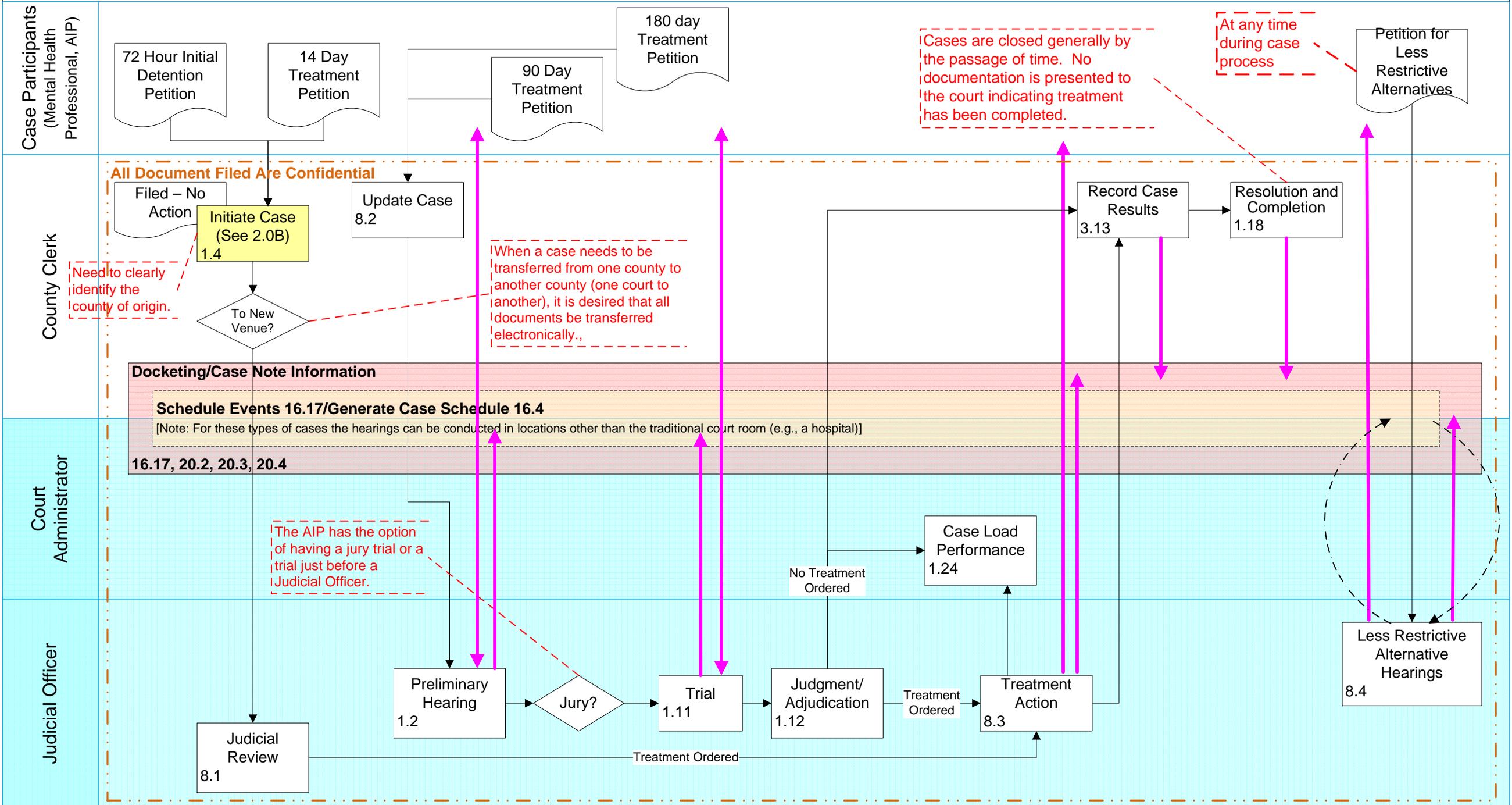
After the 14 day hold the MHP or a facility may file a petition for 90 day treatment. The Court holds a full hearing on the petition, with a jury if demanded by the respondent, to determine if the respondent should be committed for up to 90 days.

After a 90-day commitment, the respondent may similarly be committed for another 180 days if necessary. Successive commitments of 180 days each may be authorized.

Unique/Important Details:

Given the location of mental health facilities there is often the initiation of a case in one court and transferred to a court in the county where the mental health facility is located. This places an emphasis on the need to properly identify the county or origin for these cases. The transfer of documentation is critical to timely and successful case activities. A Mental Illness Case is generally closed with the passage of time and the passing of the party.

AIP = Alleged Incapacitated Person



Case Participants
(Mental Health Professional, AIP)

County Clerk

Court Administrator

Judicial Officer

72 Hour Initial Detention Petition

14 Day Treatment Petition

90 Day Treatment Petition

180 Day Treatment Petition

All Document Filed Are Confidential

Filed – No Action

Initiate Case (See 2.0B) 1.4

Update Case 8.2

To New Venue?

When a case needs to be transferred from one county to another county (one court to another), it is desired that all documents be transferred electronically.

Docketing/Case Note Information

Schedule Events 16.17/Generate Case Schedule 16.4

[Note: For these types of cases the hearings can be conducted in locations other than the traditional court room (e.g., a hospital)]

16.17, 20.2, 20.3, 20.4

The AIP has the option of having a jury trial or a trial just before a Judicial Officer.

Judicial Review 8.1

Preliminary Hearing 1.2

Jury?

Trial 1.11

Judgment/Adjudication 1.12

Treatment Action 8.3

No Treatment Ordered

Case Load Performance 1.24

Treatment Ordered

Less Restrictive Alternative Hearings 8.4

Cases are closed generally by the passage of time. No documentation is presented to the court indicating treatment has been completed.

At any time during case process

Petition for Less Restrictive Alternatives

PROCESS NARRATIVE

Definition: A case for mental illness starts with a Mental Health Professional (MHP) placing a respondent in a facility for evaluation and treatment on a 72 hour hold. After the 72 hour hold, if the MHP believes further treatment is necessary the MHP files a petition for 14 day treatment.

Number	Name	Description	User
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
8.1	Judicial Review	Hearing to determine: Reasonable cause; having more evidence for than against; a reasonable ground for belief in the existence of facts warranting particular proceedings; the prosecutor must demonstrate probable cause before obtaining a search warrant or an arrest warrant.	Judicial Officer
8.2	Update Case	Add or change case information based on new activity such as the filing of a petition for 90-day or 180-day treatment.	County Clerk
1.2	Preliminary Hearing	Hearing conducted to determine preliminary matters for a civil trial.	Judicial Officer
1.11	Trial	The presentation of evidence in court to a trier of fact who applies the applicable law to those facts and then decides the case. The examination before a competent tribunal, according to the law put in issue in a cause, for the purpose of determining such issue.	Judicial Officer
1.12	Judgment/Adjudication	The final determination of the rights of the parties to an action or proceeding; the formal, written document reflecting a final determination; the term is used in both civil and criminal cases. A judgment or decree.	Judicial Officer
8.3	Treatment Action	Judicial Officer signs a treatment plan for the defendant.	
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
3.13	Record Case Results	The act and processes of recording the outcome of the hearings.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
8.4	Less Restrictive Alternative Hearing	The Judicial Official will review the condition/situation and determine if the defined treatment plan can be delivered in a less restrictive method than is currently being followed.	Judicial Official

Appendix A.9A – Petition for Dependency Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Petition for Dependency

Number of Diagrams: 1

Process Introduction:

This process may be initiated in the Juvenile Department, or the County Clerk's office. In either case, it starts with a Petition for a dependent child. There is no filing fee for filing these petitions.

Process Diagram Identifier/Name: Juvenile Petition for Dependency – 9.0A

Process Diagram Overview:

This process focuses on activities associated with a dependency matter from the initiation by a party through resolution of the case.

A child is dependent if he or she has been abandoned, abused, neglected, has no parents willing and capable of caring for the child, or is developmentally disabled. Every petition filed in proceedings under this chapter contains a statement alleging whether the child is or may be an Indian child as defined in 25 U.S.C. Sec. 1903. If the child is an Indian child as defined under the Indian Child Welfare Act, the provisions of the act apply.

Upon the filing of the petition, the County Clerk of the court issues a summons, one directed to the child if the child is twelve or more years of age, another to the parents, guardian, or custodian, and another to any other persons that appear to the court to be proper or necessary parties to the proceedings. The summons requires those to appear personally before the court at the time fixed to hear the petition. The notice shall state that the petition begins a process which, if the juvenile is found dependent, may result in permanent termination of the parent-child relationship.

The court schedules a fact-finding hearing to be held within 45 days of the filing of the petition alleging dependency, giving preference to those cases where the juvenile is held in shelter care.

The court holds a fact-finding hearing on the petition and, unless the court dismisses the petition, makes written findings of fact, stating the reasons. Immediately after the entry of the findings of fact, the court shall hold a disposition hearing to determine where the child will live.

The status of all juveniles found to be dependent is reviewed by the court at least every 6 months, in accordance with RCW 13.34.130, except when a guardianship has been established under RCW 13.34.231 and RCW 13.34.232.

Cases are closed when a child turns 18, is adopted out with terminated parental rights, or the parents follow through with the prescribed action plan and the child returns home.

Unique/Important Details:

There are special rules that apply to cases that involve a native American child (Indian Children). Extra notifications are needed and standard case lifecycle timelines are extended.

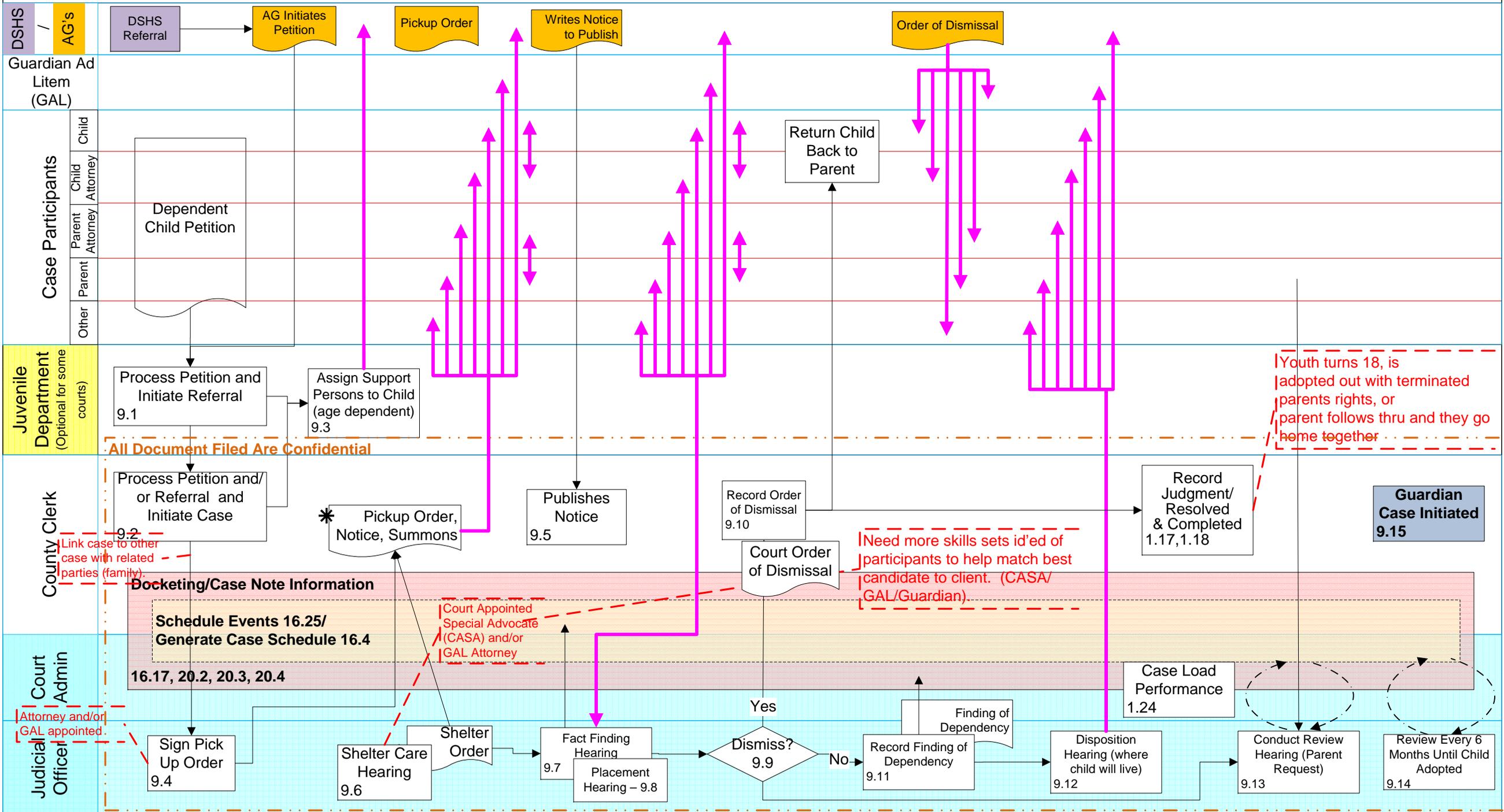
No filing fee is collected for the filing of a Juvenile Petition for Dependency.

Court Appointed Special Advocate (CASA) is assigned to children in these cases based on general court rules and local court rules. Each local court has the authority to create local rules that dictate how the CASA function works in their court.

Juvenile Petition for Dependency – 9.0A

Special note: There are several unique process requirements for Indian Children. The differences are primarily related to timelines and notifications. Asterisks (*) are used to show where the differences exist.

[Link to Symbol Description Page](#)



PROCESS NARRATIVE

Definition: This process may be initiated in the Juvenile Department, or the County Clerk's office. In either case, it starts with a Petition for a dependent child.

Number	Name	Description	User
9.1	Process Petition and Initiate Referral	In some courts the local Juvenile Department initiates a case with the issues of a referral. The Dependency Petition is initially filed here and sent to the Superior County Clerk.	Juvenile Department
9.2	Process Petition/Initiate Referral and/or Case	The capturing of information related to a Juvenile Dependency Case. This information consists of allegations of a dependent child; if he or she has been abandoned, abused, or neglected, or has no parents willing and capable of caring for the child, or is developmentally disabled. This step also implements business rules related to when the first actions by the court are taken, the creation of person records, and the creation of a case file.	County Clerk
9.3	Assign Guardian to Child	If a guardian is required, one is appointed by the court.	Judicial Officer/ Court Administrator
9.4	Sign Pick Up Order	Upon the filing of the petition, the County Clerk of the court shall issue a summons, one directed to the child, if the child is twelve or more years of age, and another to the parents, guardian, or custodian, and such other persons as appear to the court to be proper or necessary parties to the proceedings, requiring them to appear personally before the court at the time fixed to hear the petition.	County Clerk
9.5	Publish Notices	The County Clerk drafts and publishes a notice per court rules.	County Clerk
9.6	Shelter Care Hearing	The court shall schedule a fact-finding hearing to be held within 45 days of the filing of the petition alleging dependency, giving preference to those cases where the juvenile is held in shelter care. The court may, for good cause shown, continue the hearing to a later time at the request of a party.	Judicial Officer
9.7	Fact Finding Hearing	The process where the Judicial Officer gathers facts on the case as presented by the participating parties.	Judicial Officer
9.8	Placement Hearing	The Judicial Officer holds a dependency hearing to determine the placement of the child or children .	Judicial Officer
9.9	Dismiss	The status of all juveniles found to be dependent shall be reviewed by the court at least every 6 months, in accordance with RCW 13.34.130, except when a guardianship has been established under RCW 13.34.231 and RCW 13.34.232. The parties shall be given notice of the review hearing in accordance with rule 11.2. All parties shall have the right to be present at the review hearing and to be heard. Notice of a review hearing concerning a juvenile who has been found dependent under RCW 13.34.030(4) and who has been removed from the parental home shall include an advisement that a petition to terminate the parent-child relationship may be filed.	Judicial Officer

PROCESS NARRATIVE

Definition: This process may be initiated in the Juvenile Department, or the County Clerk's office. In either case, it starts with a Petition for a dependent child.

Number	Name	Description	User
9.10	Terminate Case	When a case is dismissed the case is terminated by the County Clerk.	County Clerk
1.17, 1.18	Record judgment / Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the resolution of the case and closes the case.	County Clerk
9.11	Record Finding of Dependency	Written findings of fact stating reasons the child is found dependent.	Judicial Officer
9.12	Disposition Hearing (where child will live)	A hearing following the entry of the findings of fact to determine suitable placement of the child.	Judicial Officer
9.13	Conduct Review Hearing (Parent Request)	A review hearing held at the request of a dependent child's parents.	Judicial Officer
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
9.14	Review Every 6 Months Until Child Adopted	A hearing at least every six months from the date of placement, or determination of dependency, to review the progress of the parties and determine whether court supervision should continue.	Judicial Officer
9.15	Guardian Case Initiated	During the lifecycle of a Petition for Dependency case a juvenile may have a Guardian assigned. If one is needed, a case is initiated to appoint a guardian for the Juvenile.	County Clerk

Appendix A.9B – Petition for Termination Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Petition for Termination

Number of Diagrams: 1

Process Introduction:

A petition requesting the termination of a parent-child relationship may be filed in the juvenile court. The petition conforms to the requirements of Rule 3.3, it is verified, and it states the facts which underlie each of the allegations required by RCW 13.34.180.

Process Diagram Identifier/Name: Juvenile Petition for Termination – 9.0B

Process Diagram Overview:

This process focuses on activities associated with a termination matter from the initiation by a party through resolution of the case.

Although a termination proceeding is often an extension of a dependency proceeding, the two are considered separate proceedings for most purposes.

The DSHS office sends a referral to the Attorney General, who initiates the petition. The County Clerk processes the petition and initiates a case.

Hearings are held regarding the future of the child. The court must decide on a Permanency Plan for the child. The options are: Return home, Adoption, Guardianship, Non-Parental custody, Long term placement with relative, Long term foster care, or Independent Living. If the adoption option is enacted, the court will perform six month follow ups on the child until the child is adopted.

Each option has a set of rules and procedures that must be followed to ensure the child is adequately provided for and cared for.

Unique/Important Details:

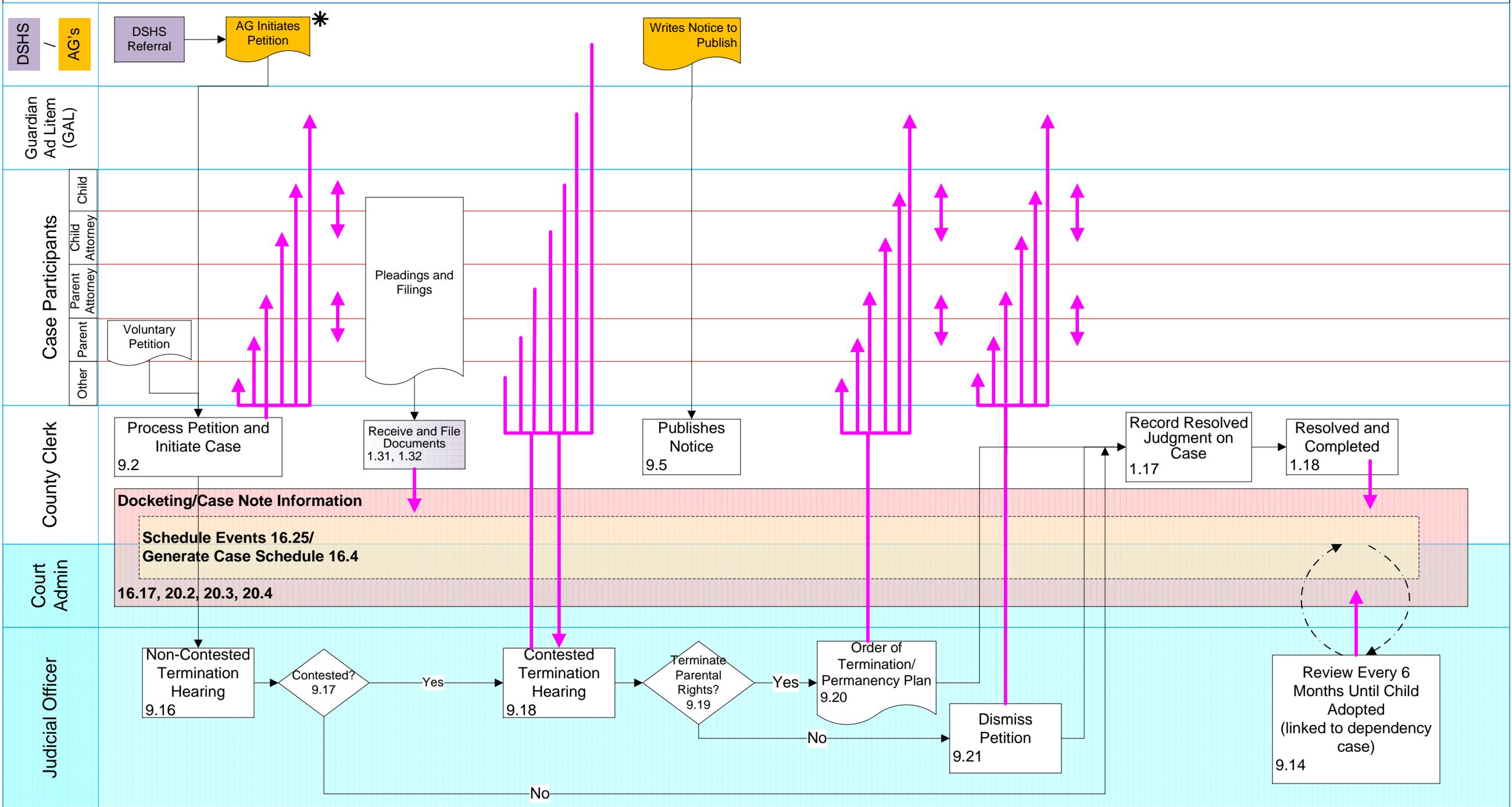
There are special rules that apply to cases that involve a native American child (Indian Children). Extra notifications are needed and standard case lifecycle timelines are extended.

See Juvenile Law Benchcards 2011 Judicial College for more details.

Juvenile Petition for Termination – 9.0B

Special note: There are several unique process requirements for Indian Children. The differences are primarily related to timelines and notifications. Asterisks (*) are used to show where the differences exist.

[Link to Symbol Description Page](#)



PROCESS NARRATIVE

Definition: A petition requesting the termination of a parent-child relationship may be filed in the juvenile court. The petition conforms to the requirements of Rule 3.3, it is verified, and it states the facts which underlie each of the allegations required by RCW 13.34.180.

Number	Name	Description	User
9.2	Process Petition/Initiate Referral and/or Case	The capturing of information related to a Juvenile Dependency Case. This information consists of allegations of a dependent child; if he or she has been abandoned, abused, or neglected, or has no parents willing and capable of caring for the child, or is developmentally disabled. This step also implements business rules related to when the first actions by the court are taken, the creation of person records, and the creation of a case file.	County Clerk
9.16	Non Contested Termination Hearing	A hearing held where in a parent, guardian or legal custodian of the child has waived their right to a fact-finding hearing or agrees to the entry of an order of termination. The parent, guardian or legal custodian may also stipulate to an order of disposition.	Judicial Officer
9.17	Contested?	A decision about whether a termination hearing is contested based on a parent's waiver, or stipulation to an order of termination, or disposition.	Judicial Officer
9.18	Contested Termination Hearing	A hearing held where the parent, guardian or legal custodian of a child is opposed to termination of their parental rights.	Judicial Officer
9.19	Terminate Parental Rights?	A court's decision about whether to terminate a parent's rights.	Judicial Officer
9.5	Publish Notices	The County Clerk drafts and has publishes notice per court rules.	County Clerk
9.20	Order of Termination/Permanency Plan	An order issued by a Judicial Officer upon finding that the allegations contained in the petition have been established, that termination is in the best interest of the child and directing the development of a permanency plan.	Judicial Officer
9.21	Dismiss Petition	Action taken by the Court to dismiss a petition of dependency or a petition of termination.	Judicial Officer
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
9.14	Review Every 6 Months Until Child Adopted	A hearing at least every six months from the date of placement, or determination of dependency, to review the progress of the parties and determine whether court supervision should continue.	Judicial Officer

Appendix A.10 – Juvenile Offender Caseflow Process

PROCESS DESCRIPTION	
Process Diagram Name: Juvenile Offender	Number of Diagrams: 3
Process Introduction:	
As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant, or under some circumstances, by a police officer without a warrant. This process describes how a Juvenile case is processed and identifies the differences between an adult case and juvenile case.	
Process Diagram Identifier/Name: Juvenile Offender Process – 10.0A, 10.0B, 10.0C	
Process Diagram Overview:	
<p>This process focuses on activities associated with a juvenile offender matter from the initiation of a referral through resolution of the referral or case if one is created.</p> <p>Pursuant to statutory criteria, the prosecuting attorney determines whether to file or divert the case.</p> <p>In most cases a referral is initiated in the Juvenile Department and if a diversion is entered into by the Prosecutor and the Juvenile, the Juvenile agrees to specific diversion tasks. If the tasks are successfully completed as agreed, the matter is closed. No legal case is filed with the Superior County Clerk’s office in these cases.</p> <p>The county legislative authority may authorize Juvenile Court Administrators to establish fees to cover the costs of the administration and operation of any diversion services provided.</p> <p>If the juvenile does not comply with the diversion agreement, the Prosecutor may choose to file an information document to initiate a legal case (see 10.0B). The alleged offender is notified by summons, warrant, or other method of the next required court appearance.</p> <p>The prosecutor, respondent, or the court on its own motion may, before a hearing on the information on its merits, file a motion requesting the court to transfer the respondent for adult criminal prosecution and the matter is then set for a hearing on the question of declining jurisdiction.</p> <p>If the case is not transferred for adult prosecution, the juvenile court conducts an adjudicatory hearing to determine the juvenile’s guilt or innocence. An adjudicatory hearing is similar to a trial in adult cases, except that a juvenile has no right to a jury trial.</p> <p>A case may also be routed to a Treatment Court. The treatment court creates a treatment plan, and schedules recurring update meetings with the juvenile offender. If the offender successfully completes the Treatment Plan, the case is closed, if not the offender is sent to a sentencing hearing.</p> <p>A disposition hearing shall be held if the juvenile has pleaded guilty or has been found guilty by the court.</p> <p>Throughout this process, the Judge may sign a variety of Orders, Warrants, and Summons. These documents are distributed by the County Clerk.</p> <p>If a juvenile is ordered to pay legal financial obligations, including fines, penalty assessments, attorneys’ fees, court costs, and restitution, the money judgment remains enforceable for a period of ten years.</p>	
Unique/Important Details:	
Juvenile Offender matters may start in the Juvenile Department of the Superior Court and if diverted, may remain in the Juvenile Department. If the	

PROCESS DESCRIPTION

Process Diagram Name: Juvenile Offender

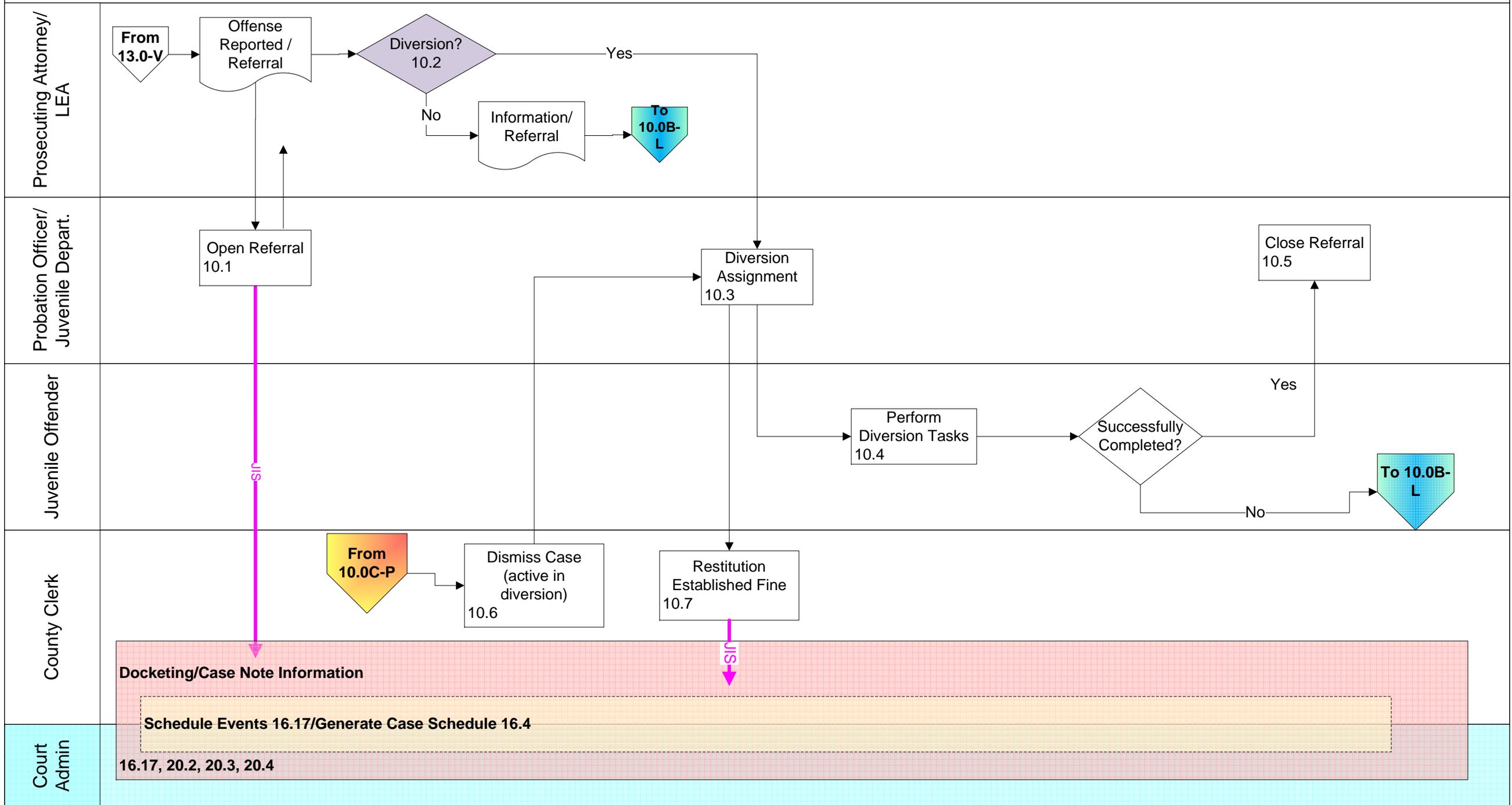
Number of Diagrams: 3

Process Introduction:

As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant, or under some circumstances, by a police officer without a warrant. This process describes how a Juvenile case is processed and identifies the differences between an adult case and juvenile case.

Process Diagram Identifier/Name: Juvenile Offender Process – 10.0A, 10.0B, 10.0C

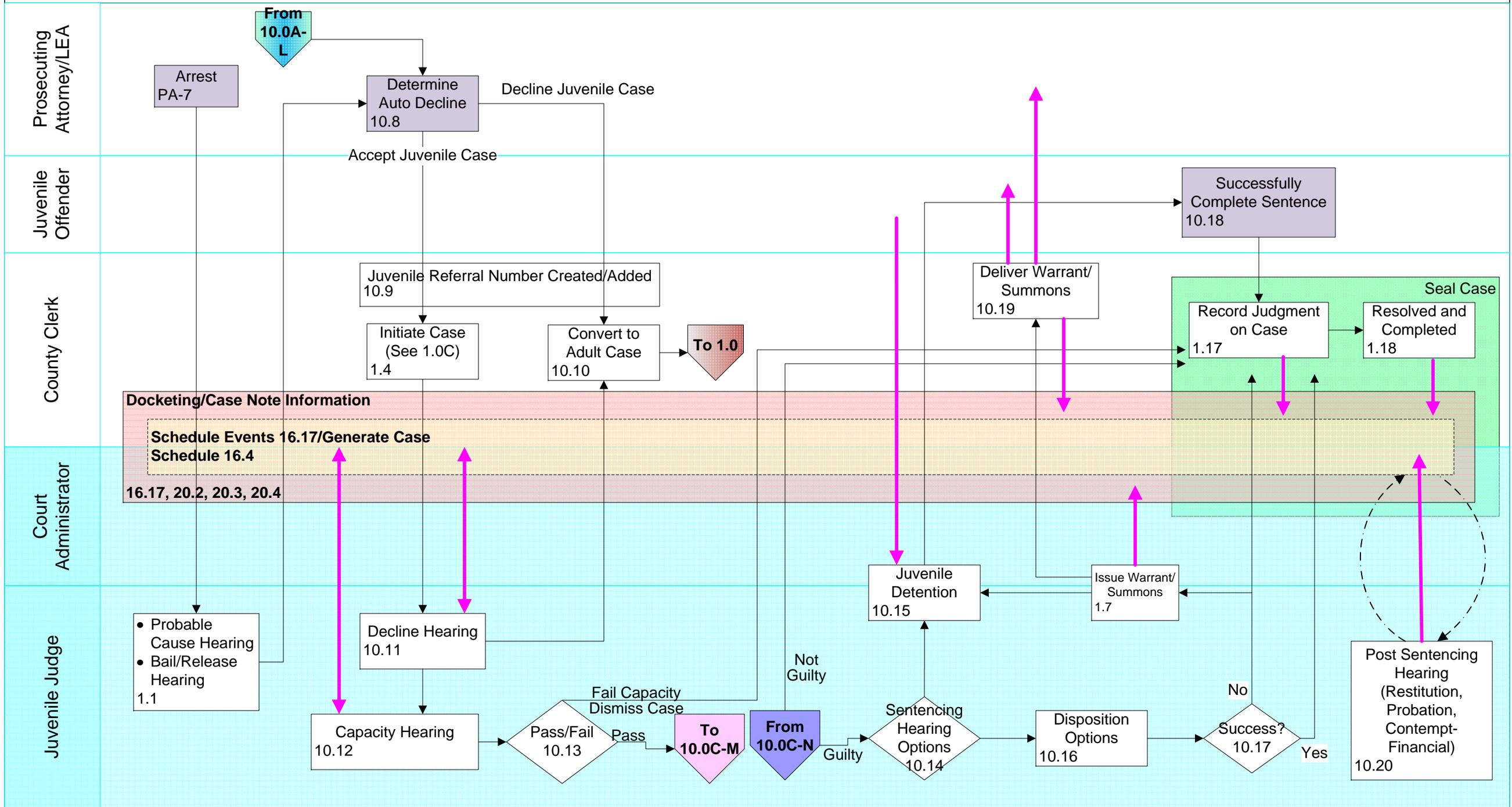
matter is not diverted, and the Prosecutor files a legal case, the Superior County Clerk’s office is involved.

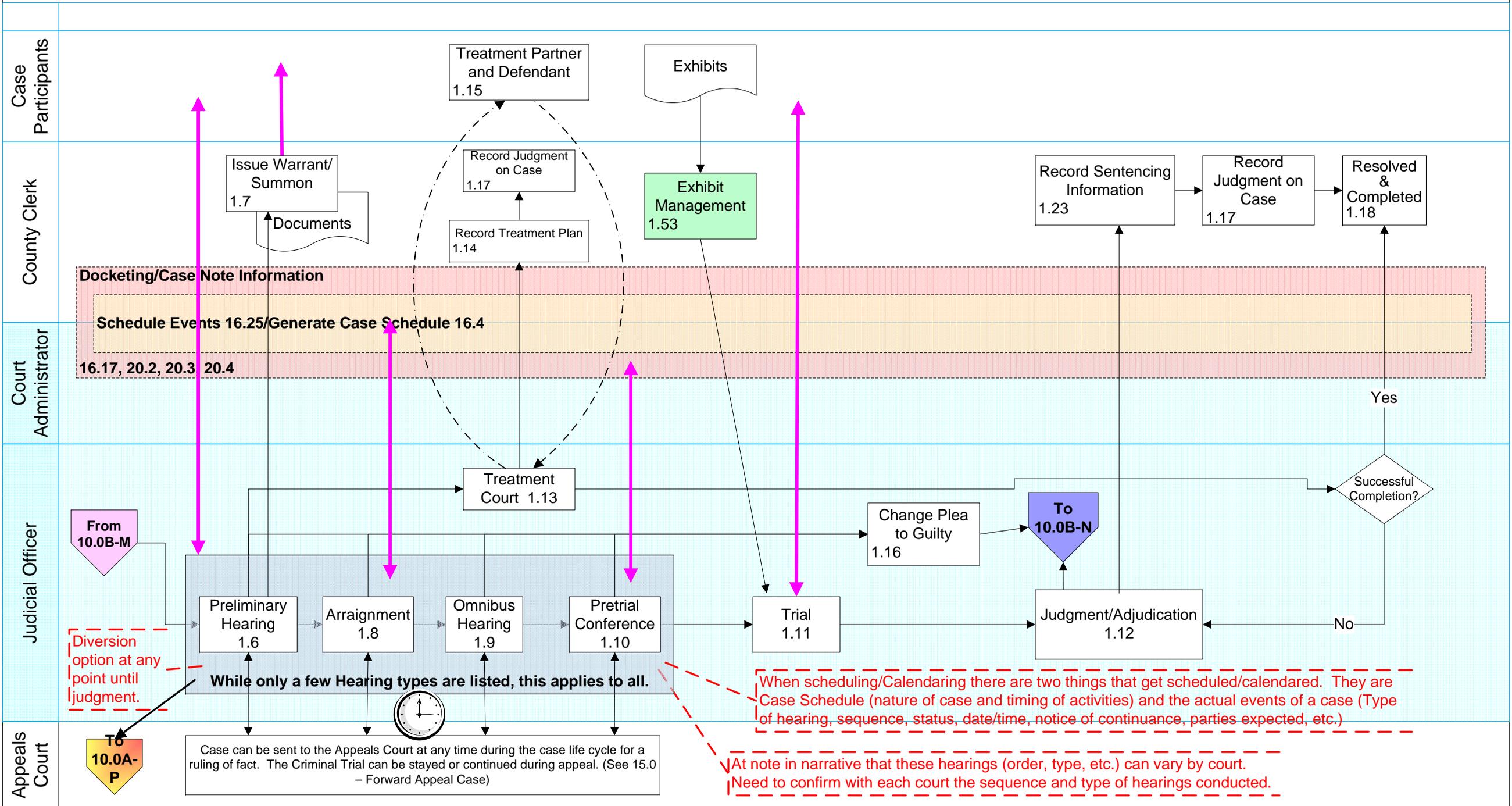


PROCESS NARRATIVE – DIAGRAM 10.0A

Definition: This process flow describes the processes associated with a juvenile that has a case worked under the diversion frame work and as a full juvenile criminal case.

Number	Name	Description	User
10.1	Open Referral	The capturing of information related to a juvenile offender activity. This information consists of information related to the incident in question, who the alleged perpetrator(s) is (are), when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, the creation of person records, and the creation of a referral.	County Clerk
10.2	Diversion	As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant or, under some circumstances, by a police officer without a warrant. Pursuant to statutory criteria, the prosecuting attorney determines whether to file or divert the case. If the case is diverted, the juvenile may enter into a diversion agreement, in which he or she agrees to perform community service or other obligations. Unless the juvenile violates the agreement, the case remains out of the court system.	Prosecuting Attorney/LEA
10.3	Diversion Assignment	A diversion agreement is a contract between a juvenile accused of an offense and a diversion unit whereby the juvenile agrees to fulfill certain conditions in lieu of prosecution. Such agreements may be entered into only after the prosecutor, or probation counselor has determined that probable cause exists to believe that a crime has been committed and that the juvenile committed it. Such agreements shall be entered into as expeditiously as possible.	Prosecutor/Probation Counselor
10.4	Perform Diversion Tasks	The Juvenile performs the prescribed diversion activities.	Juvenile Offender
10.5	Close Referral	If successfully completed, the incident is closed.	County Clerk
10.6	Dismiss Case (active in diversion)	A case may be moved to diversion process before it goes to trial. If that happens, the County Clerk will make modifications in the case to move from a Juvenile criminal case to a diversion case.	County Clerk
10.7	Restitution Established Fine	Restitution established as part of a diversion agreement.	County Clerk





PROCESS NARRATIVE – DIAGRAMS 10.0B, 10.0C

Definition: As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant or, under some circumstances, by a police officer without a warrant. This process describes how a Juvenile case is processed and identifies the differences between an adult case and juvenile case.

Number	Name	Description	User
Pre-Action 7	Arrest	A person is arrested by the police. Based on the age, severity of the alleged incident, and other factors, the arrested person may be sent to district court or the Superior court for their first hearing.	
1.1	Probable Cause Hearing	Upon the arrest of a suspect, a Probable Cause Hearing is held to determine if there is a reasonable ground for belief in the existence of facts warranting particular proceedings.	Judicial Officer
10.8	Determine Auto Decline	Determination that a juvenile offender is alleged to have committed an offense, which by law automatically transfers the case from juvenile court to superior court jurisdiction.	Prosecuting Attorney/LEA
10.9	Juvenile Referral Number Created/Added	The County Clerk will convert the case to an adult case from a juvenile case based on the Judicial Officer's decision.	County Clerk
1.4	Initiate Case	The capturing of information related to a criminal activity. This information consists of what crime was alleged (charge), who the alleged perpetrator(s) is (are), when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, the creation of person records, and the creation of a case file. This step occurs if diversion is deemed not an option or if the diversion actions are not successfully completed.	County Clerk
10.11	Decline Hearing	A hearing to determine if juvenile offender has the ability to understand the charges against him and participate in his defense.	Judicial Officer
10.10	Convert to Adult Case	The Judicial Officer has the option of keeping this a juvenile case or converting to an adult case. That decision occurs here.	Judicial Officer
10.12	Capacity Hearing	A hearing to determine if juvenile offender has the ability to understand the charges against him and participate in his defense	Judicial Officer
10.13	Pass/Fail	A decision in a capacity hearing about a juvenile's ability to understand the charges against him and participate in his defense.	Judicial Officer
10.14	Sentencing Hearing Options	Consideration of the options available for sentencing a juvenile offender.	Judicial Officer
10.15	Juvenile Detention	A term of confinement in a local detention facility or a facility of the Juvenile Rehabilitation Administration.	Court Administrator/Judicial Officer

PROCESS NARRATIVE – DIAGRAMS 10.0B, 10.0C

Definition: As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant or, under some circumstances, by a police officer without a warrant. This process describes how a Juvenile case is processed and identifies the differences between an adult case and juvenile case.

Number	Name	Description	User
10.16	Disposition Options	Disposition options include confinement, deferred disposition, mental health and special sexual offender alternations, chemical dependency alternatives, and local sanctions.	Judicial Officer
10.17	Success	A decision about whether an offender has successfully met the sentence conditions imposed.	Judicial Officer
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
10.18	Successfully Complete Sentence	The Juvenile completes imposed sentence.	Juvenile Offender
10.19	Deliver Warrant/Summons	The County Clerk will distribute all issued Warrants and Summons per court process procedures for the local court.	County Clerk
10.20	Post Sentence Hearing	Restitution, Probation, Contempt, Financial	Judicial Officer
1.6	Preliminary Hearing	Hearing conducted to determine whether sufficient evidence exists to proceed with criminal charges against a defendant, or to determine other preliminary matters in a criminal case.	Judicial Officer
1.7	Issue Warrant/Summons	In the course of the case lifecycle there are times when a Judge will issue a warrant or summons. When that occurs, the County Clerk creates the warrant or summons.	County Clerk
1.8	Arraignment	Criminal defendant's first appearance in court, held for the purpose of informing them of the charges, allowing the defendant to plead guilty or not guilty, setting bail, and appointing an attorney if necessary.	Judicial Officer
1.9	Omnibus Hearing	The purpose of the hearing is to ensure each party receives (or "discovers") vital information concerning the case held by the other. In addition, the judge may rule on the scope of discovery or on the admissibility of challenged evidence.	Judicial Officer

PROCESS NARRATIVE – DIAGRAMS 10.0B, 10.0C

Definition: As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant or, under some circumstances, by a police officer without a warrant. This process describes how a Juvenile case is processed and identifies the differences between an adult case and juvenile case.

Number	Name	Description	User
1.10	Pretrial Conference	When a defendant enters a plea of not guilty, a pretrial conference is set. The hearing provides an opportunity for plea negotiations, resolution of all discovery issues, and trial setting. If the case is set for trial, an order is entered setting forth the following, if applicable (The Court Administrator schedules these activities): (i) discovery schedule; (ii) date and nature of pretrial motions; (iii) date of readiness hearing; (iv) date of trial; and (v) time for filing witness lists.	Judicial Officer/ Court Administrator
1.53	Exhibit Management	The County Clerk is responsible for managing and tracking all exhibits submitted into evidence for a case. This includes acceptance and assigning to a case, tracking storage locations, and monitoring the location while the case is proceeding (assigned to jury room if jury request to review the exhibit).	County Clerk
1.11	Trial	The presentation of evidence in court to a Trier of fact who applies the applicable law to those facts and then decides the case. The examination before a competent tribunal, according to the law put in issue in a cause, for the purpose of determining such issue.	Judicial Officer
1.12	Judgment/Adjudication	The final determination of the rights of the parties to an action or proceeding; the formal, written document reflecting such a final determination; the term is used in both civil and criminal cases. A judgment or decree.	Judicial Officer
1.13	Treatment Court	At any point before the trial begins, the defendant may apply for the Treatment Court. In this process a defendant pleads guilty to the charges and is offered a treatment path/program to complete instead of going to trial. If the treatment path/program is successfully completed, the case is closed and all is good. If it is not successfully completed the defendant is sentenced based on guilty plea on the charges filed.	Judicial Officer
1.14	Record Treatment Plan	The County Clerk records the developed treatment plan and conditions from the plan. Regularly scheduled checks are set up between the court, defendant, and treatment provider to evaluate process in meeting the treatment plan goals/objectives.	County Clerk
1.15	Treatment Partner and Defendant	The defendant works with the identified treatment provider to meet the goals and objectives of the treatment plan to successfully complete the program. There are regular check-ins with the court to track progress and compliance.	Defendant and Treatment Partner

PROCESS NARRATIVE – DIAGRAMS 10.0B, 10.0C

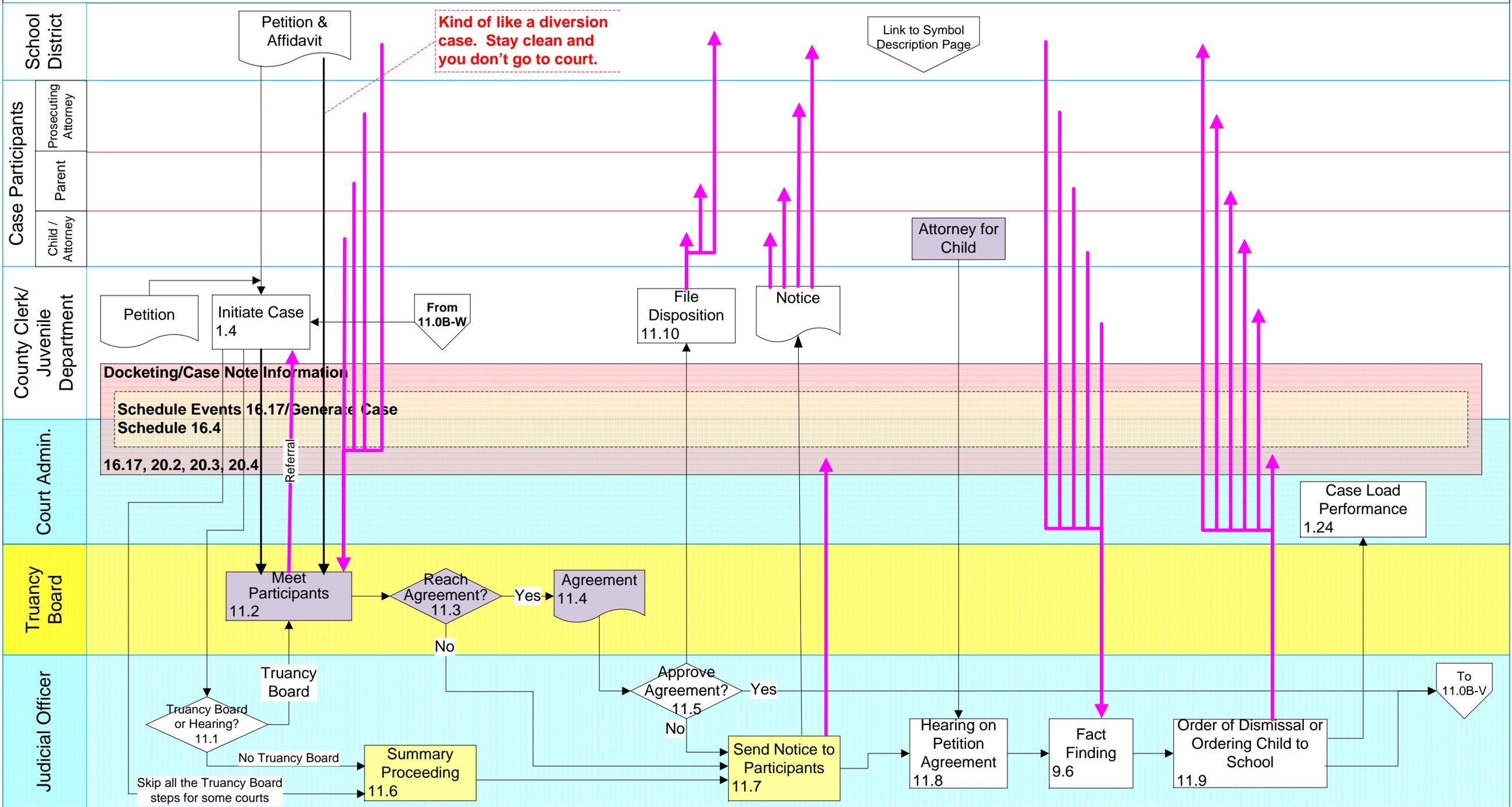
Definition: As in an adult prosecution, a juvenile may be arrested and taken into custody pursuant to a warrant or, under some circumstances, by a police officer without a warrant. This process describes how a Juvenile case is processed and identifies the differences between an adult case and juvenile case.

Number	Name	Description	User
1.16	Change Plea to Guilty	At any time during the course of the case lifecycle between the preliminary hearing and trial, the defendant may change their plea to guilty and jump the queue to the Judgment and sentencing phase of the case lifecycle.	Judicial Officer
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
1.23	Record Sentencing Information	The sentence issued for the juvenile offender is recorded for all guilty and not guilty for reason of insanity cases.	County Clerk/ Court Administrator

Appendix A.11 – Truancy Caseflow Process

PROCESS DESCRIPTION	
Process Diagram Name: Truancy	Number of Diagrams: 2
Process Introduction:	
<p>A School District files a petition and supporting affidavit for a civil action with the juvenile court. If the school district fails to file a petition under this section, the parent of a child with five or more unexcused absences in any month during the current school year or upon the tenth unexcused absence during the current school year may file a petition with the juvenile court alleging a violation.</p>	
Process Diagram Identifier/Name: Truancy Case Process – 11.0A, 11.0B	
Process Diagram Overview:	
<p>This process focuses on activities associated with a truancy matter from the initiation of a case through resolution.</p> <p>When a truancy petition is filed under RCW 28A.225.030 or RCW 28A.225.015, the juvenile court schedules a hearing. If the allegations in the petition are established the court grants the petition and enters an order assuming jurisdiction for a period of time determined by the court.</p> <p>The court considers the facts alleged in the petition, and circumstances of the juvenile. The goal is for the juvenile to return to and remain in school while the juvenile is subject to this chapter. The court may determine that a referral to a community truancy board, if available in the jurisdiction, may reduce the child's unexcused absences, and refer the child to the board. If the truancy board fails to reach an agreement, they return the case to the juvenile court for a hearing.</p> <p>In no case may the order expire before the end of the school year in which it is entered.</p> <p>If the court assumes jurisdiction, the school district shall regularly report any additional unexcused absences by the child to the court.</p> <p>If the child fails to comply with the court order, the court may order the child to detention, as provided in RCW 7.21.030(2)(e), or may impose alternatives to detention, such as community service.</p>	
Unique/Important Details:	
<p>This type of case seems to have the most variety to how it is processed by a court. Each Court has implemented a process that best works for them given the volume of cases, available resources, and participating parties. While there are variances in the Truancy segment, they all will convert to a Criminal Case per RCW's when the child is out of compliance.</p>	

This type of case seems to have the most variety to how it is processed by a court. Each Court has implemented a process that best works for them given the volume of cases, available resources, and participating parties. While there are variances in the Truancy segment, they all will convert to a Criminal Case per RCW's when the thresholds are met.



PROCESS NARRATIVE – DIAGRAM 11.0A

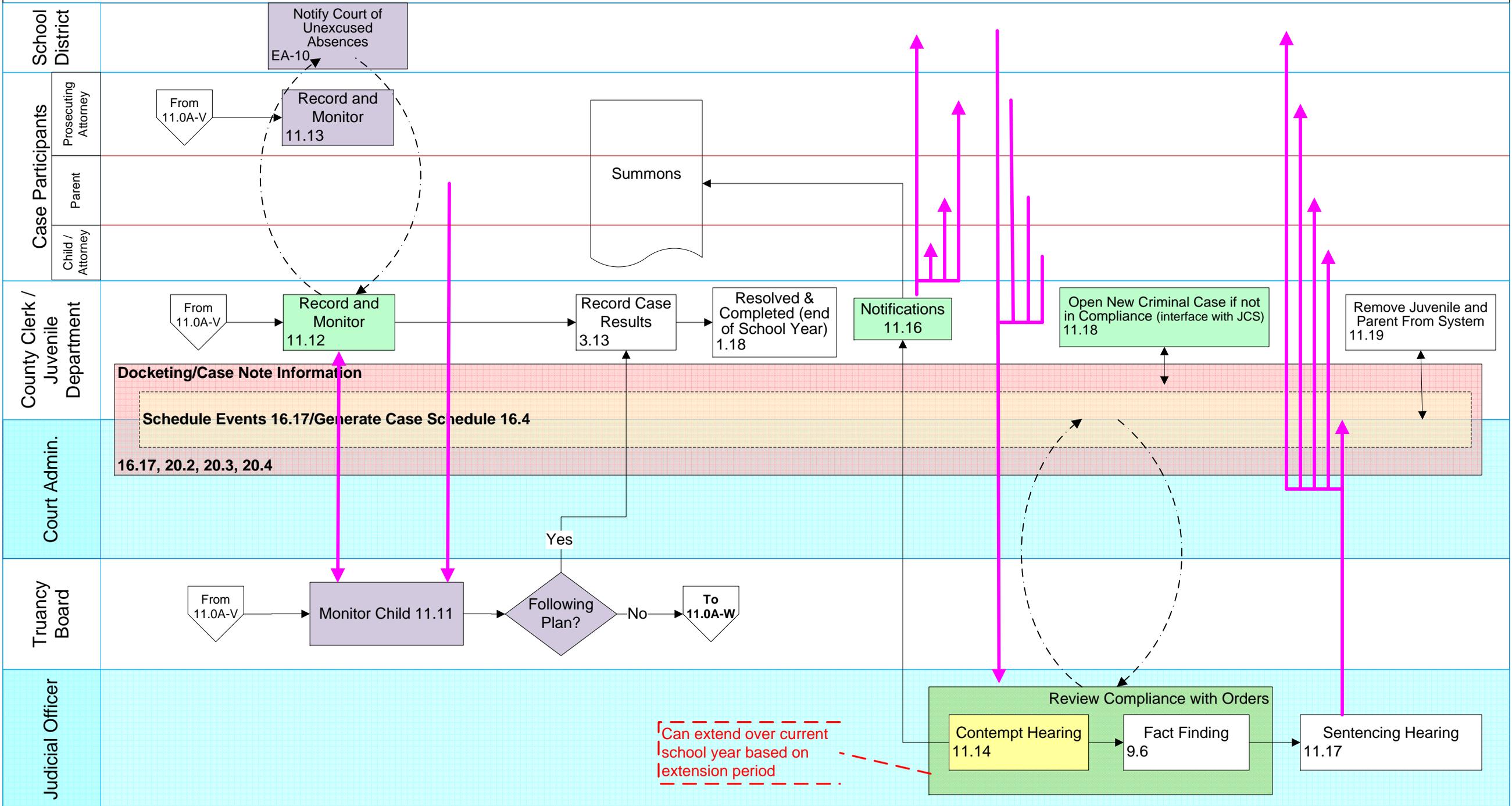
Definition: A School District files a petition and supporting affidavit for a civil action with the juvenile court. If the school district fails to file a petition under this section, the parent of a child with five or more unexcused absences in any month during the current school year or upon the tenth unexcused absence during the current school year may file a petition with the juvenile court alleging a violation.

Number	Name	Description	User
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
11.1	Truancy Board or Hearing	If the court determines that a referral to an available community truancy board would substantially reduce the child's unexcused absences, the court may refer the case to the board under the jurisdiction of the juvenile court.	Judicial Officer
11.2	Meet Participants	If a referral is made to a community truancy board, the board meets with the child, a parent, and the school district representative and enters into an agreement with the petitioner and respondent regarding expectations and any actions necessary to address the child's truancy within thirty days of the referral.	Truancy Board
11.3	Reach Agreement	If the truancy board fails to reach an agreement, they return the case to the juvenile court for a hearing.	Truancy Board
11.4	Agreement	The court shall approve the agreement by order or schedule a hearing.	Truancy Board
11.5	Approve by Order?	If the allegations in the petition are established, the court grants the petition and enters an order assuming jurisdiction for the period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the juvenile, to most likely cause the juvenile to return to and remain in school while the juvenile is subject to this chapter.	Judicial Officer
11.10	File Disposition	If a Truancy plan is agreed to by the child and court, or court officers, the judicial officer may approve the plan, and sign off on the disposition that will be filed and distributed to the case participants.	County Clerk
11.6	Summary Proceeding	The Summary Proceeding is an opportunity to develop a plan of action that is less serious than a court hearing process.	Judicial Officer
11.7	Send Notice to Participants	Notice of a hearing in Juvenile Court to participants, when a truancy board did not reach agreement with the parties regarding expectations and actions addressing a child's truancy.	County Clerk
11.8	Hearing on Petition Agreement	The court reviews the petition to determine validity.	Judicial Officer
9.6	Fact Finding	The process where the Judicial Officer gathers facts on the case as presented by the participating parties.	Judicial Officer

PROCESS NARRATIVE – DIAGRAM 11.0A

Definition: A School District files a petition and supporting affidavit for a civil action with the juvenile court. If the school district fails to file a petition under this section, the parent of a child with five or more unexcused absences in any month during the current school year or upon the tenth unexcused absence during the current school year may file a petition with the juvenile court alleging a violation.

Number	Name	Description	User
11.9	Order of Dismissal, or Ordering Child to School	A decision of the court either dismissing the petition or setting forth provisions for the child to attend school.	Judicial Officer
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator



PROCESS NARRATIVE – DIAGRAM 11.0B

Definition: A School District files a petition and supporting affidavit for a civil action with the juvenile court. If the school district fails to file a petition under this section, the parent of a child with five or more unexcused absences in any month during the current school year or upon the tenth unexcused absence during the current school year may file a petition with the juvenile court alleging a violation.

Number	Name	Description	User
11.11	Monitor Child and Report to Court	Truancy Board monitors child and reports to the court.	Truancy Board
11.12	Record and Monitor	County Clerk or Juvenile Department monitors child and reports. If the court assumes jurisdiction, the school district regularly reports any additional unexcused absences by the child to the court. If the child fails to comply with the court order, the court may order the child to detention, as provided in RCW 7.21.030(2)(e), or may impose alternatives to detention such as community service. If a child continues to be truant after entering into a court-approved order with the truancy board under RCW 28A.225.035, the juvenile court shall find the child in contempt, and the court may order the child to detention, as provided in RCW 7.21.030(2)(e), or may impose alternatives to detention such as meaningful community service.	County Clerk
11.13	Record and Monitor	Prosecuting Attorney monitors child and reports.	Prosecuting Attorney
External Activity 10		If the court assumes jurisdiction, the school district shall regularly report to the court any additional unexcused absences by the child. If the child fails to comply with the court order, the court may order the child to be subject to detention, as provided in RCW 7.21.030(2)(e), or may impose alternatives to detention such as community service. If a child continues to be truant after entering into a court-approved order with the truancy board under RCW 28A.225.035, the juvenile court shall find the child in contempt, and the court may order the child to be subject to detention, as provided in RCW 7.21.030(2)(e), or may impose alternatives to detention such as meaningful community service.	School District
3.13	Record Case Results	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
11.16	Notifications	Notifications are sent to all parties involved in the contempt hearing.	County Clerk
11.14	Contempt Hearing	If a child (or parent) does not comply with the court orders for the child they can be brought in front of the judge again on issues of contempt of a court order.	Judicial Officer
9.6	Fact Finding	The process where the Judicial Officer gathers facts on the case as presented by the participating parties.	Judicial Officer

PROCESS NARRATIVE – DIAGRAM 11.0B

Definition: A School District files a petition and supporting affidavit for a civil action with the juvenile court. If the school district fails to file a petition under this section, the parent of a child with five or more unexcused absences in any month during the current school year or upon the tenth unexcused absence during the current school year may file a petition with the juvenile court alleging a violation.

Number	Name	Description	User
11.17	Sentencing Hearing	Upon completion of the case (time expiration or all conditions/orders met), the case can be ordered purged.	Judicial Officer
11.18	Convert Truancy Case to Criminal Case if not in Compliance	If a child does not follow the orders issued by the court a contempt hearing is held. The number of contempt hearings held can trigger a child be referred to Juvenile Court for criminal case filing.	County Clerk/ Juvenile Department
11.19	Remove Juvenile and Parent From System	If a child follows court orders and no new truancy actions are committed the parent and child will be removed from the system.	County Clerk.

Appendix A.13 – At Risk Youth/Child in Need of Services Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: At Risk Youth/Child in Need of Services

Number of Diagrams: 1

Process Introduction:

Either a parent or the child may petition the court for an order authorizing the child to temporarily move to another place of residence. The petition is called a Child in Need of Services (CHINS) petition or a petition requesting out-of-home placement. An At-Risk Youth (ARY) Petition is designed primarily for situations in which a child is absent from the home or is abusing drugs or alcohol.

Process Diagram Identifier/Name: At Risk Youth/Child in Need of Services Case – 13.0

Process Diagram Overview:

This process focuses on activities associated with ARY or a CHINS matter, from the initiation of a case through resolution.

Juvenile court jurisdiction is invoked over a proceeding for a child in need of services by filing a petition.

When a CHINS petition to approve an out-of-home placement is filed under RCW 13.32A.120, RCW 13.32A.140, or RCW 13.32A.150 the juvenile court shall schedule a fact-finding hearing to be held. The fact-finding hearing to consider a proper CHINS petition shall be held in accordance with RCW 13.32A.170.

A disposition hearing is held within 14 days after approval of a temporary out-of-home placement. The court shall schedule a review of a dispositional order of an out-of-home placement within 3 months of the placement.

All hearings pursuant to this chapter may be conducted at any time or place within the county of the residence of the parent. These cases are not heard in conjunction with the business of any other division of the superior court. The public is excluded from hearings, and only such persons who are found by the court to have a direct interest in the case or the work of the court are admitted to the proceedings.

Upon making a disposition regarding an adjudicated ARY, the court schedules the matter on the calendar for review within three months.

At the review hearing, the court approves or disapproves the continuation of court supervision in accordance with the goal of assisting the parent to maintain the care, custody, and control of the child.

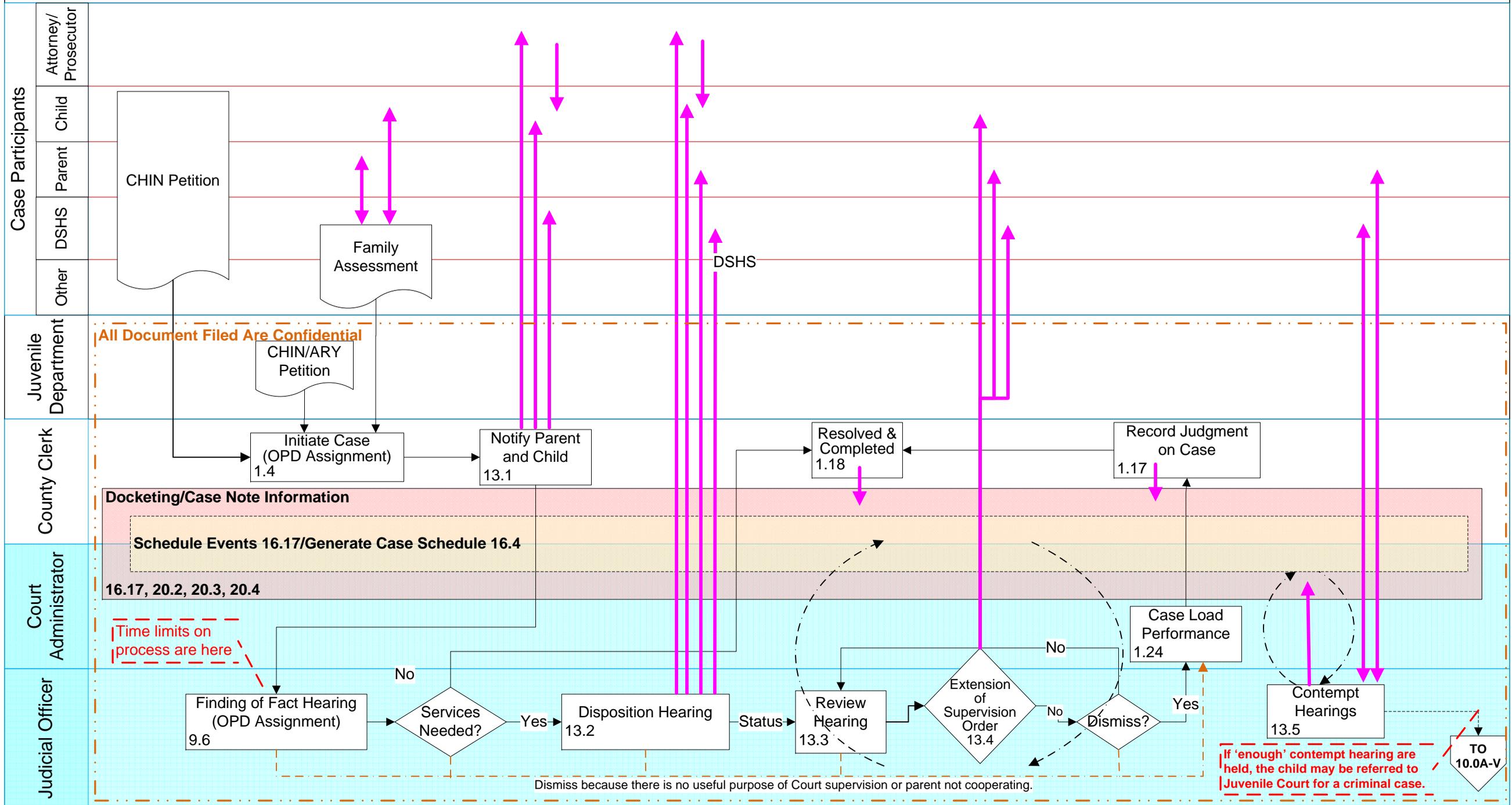
The court may dismiss an ARY proceeding at any time if the court finds good cause to believe that continuation of court supervision would serve no useful purpose, or that the parent is not cooperating with the court-ordered case plan.

Unique/Important Detail:

All documents are treated as confidential records.

A case may be transferred to criminal Juvenile Court case if the child is found to be repeatedly in contempt of court orders.

The Department of Social and Health Services (DSHS) staff are key players in this process.



PROCESS NARRATIVE

Definition: Either a parent or the child may petition the court for an order authorizing the child to temporarily move to another place of residence. The petition is called a Child in Need of Services petition or a petition requesting out-of-home placement. An At-Risk Youth Petition is designed primarily for situations in which a child is absent from the home or is abusing drugs or alcohol.

Number	Name	Description	User
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of identifying the cause of action, and when and where the action occurred. This step also implements business rules related to when the first actions by the court are taken, and the creation of a case file.	County Clerk
13.1	Notify Parent and Child	The Parent(s) and child(ren) are notified once a case is initiated related to the child(ren) being identified as "at risk".	County Clerk/ Court Administrator
9.6	Finding of Fact Hearing	The process where the Judicial Officer gathers facts on the case as presented by the participating parties. The fact-finding hearing to consider a proper ARY petition shall be held in accordance with RCW 13.32A.194 The court shall grant the petition and enter an order finding the child to be an at-risk youth if the allegations in the petition are established by a preponderance of the evidence, unless the child is the subject of a proceeding under RCW 13.34.	Judicial Officer
13.2	Disposition Hearing	The hearing to consider a disposition plan shall be held within 14 days after the fact-finding hearing of an ARY petition. Each party is notified of the time and date of the hearing.	Judicial Officer
13.3	Review Hearing	The court shall schedule a review of a dispositional order of an out-of-home placement within 3 months of the placement. The notice of the review hearing required by RCW 13.32A.190 may be given to the parties at the placement hearing, or they may be notified in accordance with rule 11.2. The hearing shall be conducted in accordance with RCW 13.32A.190.	Judicial Officer
13.4	Extension of Supervision Order	If the court finds, and the parent agrees, that there are compelling reasons for an extension of supervision, an extension of supervision can be granted not to exceed ninety days.	Judicial Officer
13.5	Contempt Hearing	If a child does not follow the orders issued by the courts there can be contempt hearing held. The number of contempt hearings held can trigger a child to be referred to Juvenile Court for criminal case filing.	Judicial Officer
1.24	Case Load Performance	Recording information used to track the status of the case and to measure performance of the court for meeting service delivery goals.	Court Administrator
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk

Appendix A.14 – Hear Appealed Case Process

PROCESS DESCRIPTION

Process Diagram Name: Hear Appeal

Number of Diagrams: 1

Process Introduction:

The Superior Court accepts appeals from Courts of Limited Jurisdiction (District and Municipal Courts), from State Administrative Agencies, and from County Boards and Commissions.

Process Diagram Identifier/Name: Hear Appeal Case Process – 14.0

Process Diagram Overview:

This process focuses on activities associated with Appeals.

In an appeal, the parties do not introduce new evidence and must rely on the evidence that was introduced in the earlier proceeding. The purpose of the proceeding in superior court is to determine whether the lower court or agency properly applied the law.

The one exception is an “appeal” in the form of a trial de novo. A trial de novo, which is allowed under only limited circumstances, is not an appeal in the traditional sense, but rather a new trial in which the parties essentially start over — introducing new evidence and making new arguments.

After a notice of appeal has been filed, the superior court has authority to perform all acts necessary to secure the fair and orderly review of the case.

The superior court may stay enforcement of a judgment in a civil case after a notice of appeal has been filed. The superior court may impose the same conditions on the granting of a stay as those imposable on parties before the Washington State Appellate Courts.

When a party files a notice for discretionary review of the Superior Court decision, the record of proceedings and the transcript of the electronic record considered by the Superior Court on direct appeal is transmitted to the Appellate court.

The superior court may reverse, affirm, or modify the decision of the court of limited jurisdiction or remand the case back to that court for further proceedings.

The decision of the superior court shall be in writing and filed in the County Clerk’s office with the other papers in the case. The reasons for the decision shall be stated. The decision shall be entered immediately after it is signed by the judge, and shall be deemed entered for all procedural purposes from the time of delivery to the superior County Clerk for filing.

A RALJ appeal sent to the superior court for review is resolved by dismissal (and remand), or a decision to affirm, reverse, or modify the previous ruling. A de novo appeal is resolved under this category when remanded; otherwise a de novo appeal is resolved under whatever other resolution category is appropriate.

The mechanical aspects of handling appeals are governed by local rules and local custom, and the details vary from county to county.

Unique/Important Details:

This process is for processing cases in the Superior Court, not appeals from the Superior Court to the Appellate Court.

PROCESS NARRATIVE

Definition: The Superior Court hears appeals from Courts of Limited Jurisdiction (District and Municipal Courts), from State Administrative Agencies, and from County Boards and Commissions.

Number	Name	Description	User
14.1	Notice to Appeal and Fee	<p>A party must seek review of a decision in a criminal case in the superior court of the county in which the offense allegedly occurred if the court of limited jurisdiction from which the appeal is taken is located in a joint justice court district. In all other cases, a party must seek review in the superior court for the county in which the court of limited jurisdiction from which the appeal is taken is located.</p> <p>A party appealing a decision subject to these rules must file a notice of appeal in the court of limited jurisdiction within the time provided by rule 2.5. This is the only jurisdictional requirement for an appeal.</p> <p>The first party to file a notice of appeal shall, at the time the notice is filed, pay the statutory filing fee to the County Clerk of the court of limited jurisdiction in which the notice is filed.</p>	Case Participants
14.2	CLJ County Clerk Perfect Appeal	<p>The County Clerk of the court of limited jurisdiction shall immediately, upon filing of a notice of appeal and payment of the filing fee, if required, file a copy of the notice with the superior court.</p> <p>RALJ 2.4, CRLJ 9.1 and CRLJ 73 require the District and Municipal Courts to perfect the appeal before transmitting it to the Superior Court.</p>	CLJ/Agency
1.4	Open Case/Initiate Case	The capturing of information related to the lower court case. This step implements business rules related to when the first actions by the court are taken and the creation of a case file.	County Clerk
14.3	No Action, Dismiss	<p>The superior court will, on motion of a party or on its own motion after 14 days' notice to the parties, dismiss an appeal of the case (1) except as provided in rule 10.3(c)(1), for failure to timely file a notice of appeal, or (2) for want of prosecution if the party appealing has abandoned the appeal. Unless good cause is shown, an appeal will be deemed abandoned if there has been no action of record for 90 days.</p> <p>The superior court may, in its discretion, dismiss an appeal on stipulation of all the parties and, in criminal cases, the written consent of the defendant. The superior court may, in its discretion, dismiss an appeal on the motion of a party who has filed a notice of appeal.</p>	County Clerk
14.4	Assign/Change Judicial Officer	A party may disqualify one superior court judge without cause by filing an affidavit of prejudice in accordance with RCW 4.12.050. A party may disqualify a superior court judge for cause as provided in RCW 4.12.040 for any grounds authorized by statute or decisional law.	County Clerk/ Court Administrator
14.5	Schedule Hearing	The Court Administrator schedules the hearing of the Appeal.	Court Administrator
14.6	Status Hearing	Hearing conducted to discuss preliminary matters of a case.	Judicial Officer

PROCESS NARRATIVE

Definition: The Superior Court hears appeals from Courts of Limited Jurisdiction (District and Municipal Courts), from State Administrative Agencies, and from County Boards and Commissions.

Number	Name	Description	User
14.7	Stay CLJ Decision	The superior court may stay enforcement of a judgment in a civil case after a notice of appeal has been filed. The superior court may impose the same conditions on the granting of a stay as those imposable on parties before the courts of appeals. APA stands for Administrative Procedures Act (APA). In a criminal case, the court of limited jurisdiction has authority, subject to RCW 9.95.062 and RCW 9.95.064, to stay enforcement of the sentence pending appeal and to fix conditions of release. Where the sentence is stayed pending appeal, the court of limited jurisdiction has authority to revoke the stay upon proof of violation of the conditions of release.	Judicial Officer
14.8	Issue Stay on Appealed Case Decision	The Superior Court judge has the option to issue a stay on the lower court's decision on the appealed case. If it is stayed, an order is issued, signed and delivered.	
14.9	Oral Arguments/ Decide Appeal	Each side shall be allowed 10 minutes for oral argument, or longer if ordered by the superior court.	Judicial Officer
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
14.10	Transmittal of Mandate	The mandate is transmitted to the lower court, and to each party, unless a party files a timely notice for discretionary review. The lower court shall comply with the mandate of the superior court and shall enter the judgment for enforcement in their court.	County Clerk
14.11	Review	An APA case will have a review and not a trial.	Judicial Officer
1.11	Trial	The presentation of evidence in court to a trier of fact who applies the applicable law to those facts and then decides the case. The examination before a competent tribunal, according to the law put in issue in a cause, for the purpose of determining such issue.	Judicial Officer

Appendix A.15 – Forward Appeal Caseflow Process

PROCESS DESCRIPTION

Process Diagram Name: Forward Appeal Case

Number of Diagrams: 1

Process Introduction:

The process and steps that need to be followed by Superior Court when a case participant chooses to appeal a decision of the Superior Court to the Court of Appeals.

Process Diagram Identifier/Name: Forward Appeal Case Process – 15.0

Process Diagram Overview:

Either side of a case can initiate an appeal. The party initiating an appeal must file a request for appeal form and pay the filing fee.

The County Clerk prepares the transcripts of the trial/hearings for distribution to the Appeal Court.

Each side will review the list of documents and identify those that best support their side of the story and indicate to the County Clerk that these should be forwarded to the appeal court as part of the appeal. Each side receives a list of the documents the other side requested be sent.

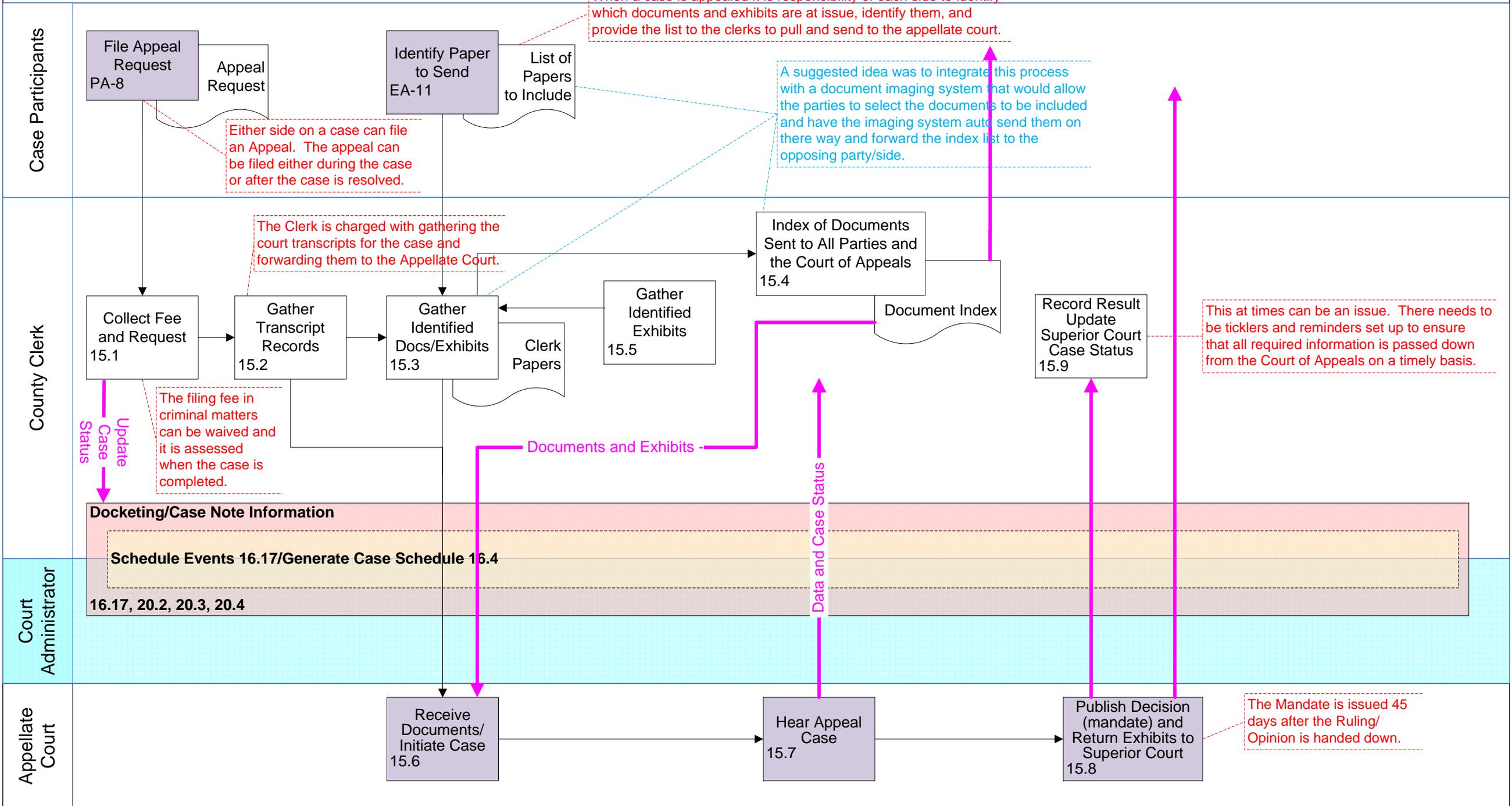
The superior court waits for the result from the appellate court to take the next action.

Unique/Important Details

The Superior Court collects the filing fee for the appealed case and forwards the documents to the Appeal Court.

The timing of passing documents/records/information between the Appeal Courts and the Superior Courts is critical.

There are opportunities for improved gathering, and passing of information in cases on appeal, if automated record gathering can be implemented. Specifically areas surrounding the selection of documents by participant's attorneys and creation of the index of selected documents.



PROCESS NARRATIVE

Definition: The process and steps that need to be followed by Superior Court when a case participant chooses to appeal a decision of the Superior Court to the Court of Appeals.

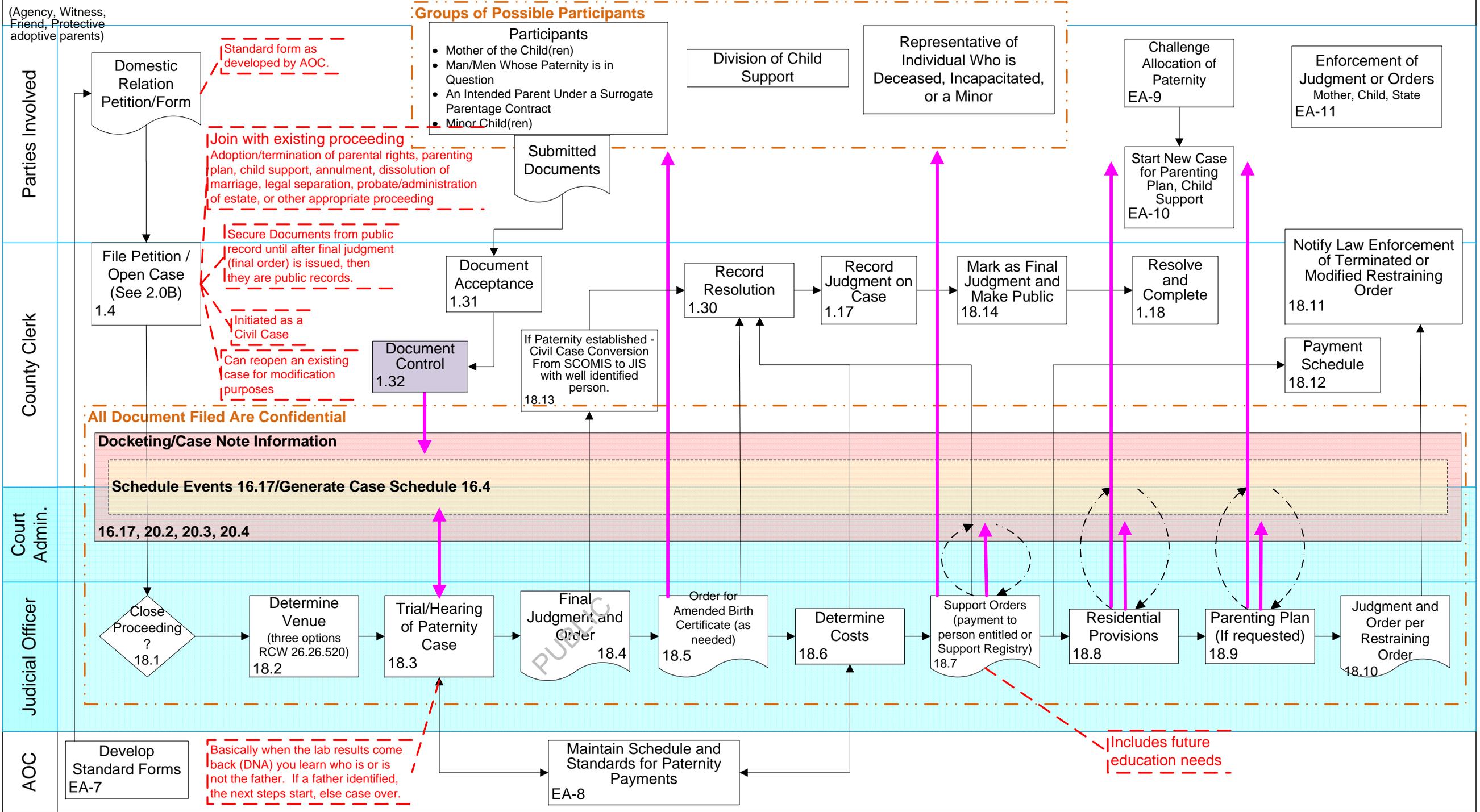
Number	Name	Description	User
Pre Activity 8	File Appeal Request	A case participant has the option within certain time constraints to appeal a decision for the Superior Court with the Court of Appeals. The participant files a request to appeal and pays a filing fee.	Case Participants
15.1	Collect Fee and Request	The County Clerk of the Superior Court where the original case was heard collects the fee and filing document and prepares the documentation on the case to forward to the Appeals Court.	County Clerk
15.2	Gather Transcript Records	The County Clerk is tasked with gathering the verbatim transcripts in written form, of the case being appealed.	County Clerk
External Activity 11	Identify Documents to Send	Each side of the case being appealed is required to identify which documents are to be forwarded to the appeal court to use in making its decision.	Case Participants
15.3	Gather Identified Documents	The County Clerk is charged with collecting the documents identified by the case participants to forward to the Appeal Court.	County Clerk
15.4	Index of Documents sent to all Parties	The County Clerk is tasked with sharing the list of requested documents with both parties in the case.	County Clerk
15.5	Gather Identified Exhibits	The County Clerk must collect and ship to the Appeals Court any exhibits that are pertinent to the issues on appeal for the case at hand.	County Clerk
15.6	Receive Documents/ Initiate Case	The Appeals court receives the request for appeal and opens a case.	Appellate Court
15.7	Hear Appeal Case	The case is heard and a decision is issued.	Appellate Court
15.8	Publish Decision and Return to Superior Court.	The appeals court makes a decision and forwards it to the participants and the originating court.	Appellate Court
15.9	Record Result Update Superior Court Case Status	The originating Superior Court will record the Appeal Court's opinion and perform actions mandated by the order/decision.	County Clerk

Appendix A.18 – Paternity Caseflow Process

PROCESS DESCRIPTION	
Process Diagram Name: Paternity	Number of Diagrams: 1
Process Introduction: A paternity case is a civil action, governed by the civil rules (RCW 26.26.500). An action to establish paternity may be joined with any civil proceeding in which paternity is an issue, including probate, adoption, or dissolution.	
Process Diagram Identifier/Name: Paternity Case Process – 18.0	
Process Diagram Overview: The Administrative Office of the Courts creates and maintains the standard forms used to initiate a Paternity case. A paternity case may be joined with any civil action where paternity is an issue, including probate, adoption, or dissolution. The paternity form is filed with the court to initiate the court action. Once the question of paternity is answered in the affirmative the case can get complicated. If the man is determined by a DNA test to not be the father the case is closed. If a father is identified the final judgment order will be issued (which will become a public document), an order for amending a birth certificate may be issued, cost will be determined (as established by statute), the father is converted to a well identified person in the system, support orders will be issued, residential provisions will be determined, parenting plans will be created, and restraining orders may be rescinded. The support orders, residential provisions, and parenting plans can be re-opened and reviewed over time. If, after the paternity case is resolved, a new case can be created to establish a parenting plan and/or child support. Possible participants in these cases include Mothers, man/men accused of being the father, an intended parent under a surrogate parentage contract, minor child (ren), DSHS – Division of Child Support, and possibly representatives of a minor child, or deceased or, incapacitated individuals.	
Unique/Important Details: A Paternity case is treated as a confidential case and the records are sealed. However, upon completion of the case the result (positive statement of who the father is) becomes a public record. A case can be initiated listing more than one potential father. In some instances two fathers can be identified since it is not one child per case. As with all domestic relations type cases, it is important to be able to link/join related party cases. This does not mean to combine into one case, but to be able to identify all cases involving the parties. Because the action is civil, counsel need not be appointed for indigent parents, <i>except</i> a minor parent must be represented by a GAL. See Family Law Bench Book: http://inside.courts.wa.gov/?fa=cntlManuals.showManualsPage&manualid=famlaw&file=Section14-01	

A challenge with these type of cases is the combination of confidential and public information that gets created. There is a need to publish some information yet keep the rest confidential.

Link to Symbol Description Page



PROCESS NARRATIVE			
Definition:			
Number	Name	Description	User
1.4	Initiate Case	The capturing of information related to civil activity. This information consists of what civil cause is initiated, and when and where the action occurred. This step also implements business rules related to when the first actions by the court needs to be taken and the creation of a case file.	County Clerk
18.1	Close Proceeding	While all documents are treated as confidential during hearings and processing the case, the judicial official can chose to close all proceedings for the case as well.	Judicial Official
18.2	Determine Venue	The venue of the case is determined based on RCW 26.26.520. Three options are available to the judicial official: 1) where the child resides or is found; 2) where the respondent resides or is found if the child does not reside in this state; or 3) a proceeding for probate of the presumed or alleged father's estate had been commenced.	Judicial Official
18.3	Trial/Hearing of Paternity Case	Waiting for the lab results to determine if the alleged father is really the father. If not, that person is removed from the case. If that person is the father the next stages of the case begin.	Judicial Official
18.4	Final Judgment Order	Based on the finding of the trial/hearing a Final Judgment and Order is issued. This Final Judgment and Order is considered a public document. However, in the current system functionality in order to make this a public record a new case (of case type 9) needs to be created and the order associated with this new case type 9 case. Some courts do not create a case type 9 cases and keep the judgment and order sealed as part of the original case.	Judicial Official
18.5	Order for amended Birth Certificate	When a father is identified the judicial official has the option of issuing an order to amend the child's birth certificate identifying the father.	Judicial Official
18.6	Determine Costs	The court may order reasonable fees of experts and the child's guardian ad litem, and other costs of the action, including blood or genetic test costs, to be paid by the parties in proportions and at times determined by the court. The court may order that all or a portion of a party's reasonable attorney's fees be paid by another party, except that an award of attorney's fees assessed against the state or any of its agencies or representatives shall be awarded under RCW 4.84.185. After considering all relevant factors, the court shall order either or both parents to pay an amount determined pursuant to the schedule and standards contained in RCW 26.19	Judicial Official
External Action 8	Maintain Schedule and Standards for payments	The schedule and standards for paternity payments is maintained in RCW 26.19. The numbers in the payment schedule are reviewed by the joint legislative audit and review committee along with the child support work group created in RCW 26.19.025 on a four year cycle starting in 2011.	AOC

PROCESS NARRATIVE			
Definition:			
Number	Name	Description	User
18.7	Support Orders	Once costs are determined and child support payments are identified a support order is issued by the judicial official. The support order remains open in case there are conditions/reasons brought to the court that may change the original order amount.	Judicial Official
18.13	If Paternity is Established Convert to JIS With a Well Identified Person	When paternity is establish the case is modified to identify the father as a "well identified person". In current terms this means convert the case from SCOMIS to JIS.	County Clerk
1.17	Record Judgment on Case	The act and processes of recording the outcome of the trial and notification of all impacted parties/participants.	County Clerk
18.14	Mark as Final Judgment	Upon filing of the final judgment the case documents related to a paternity case are reviewed by the County Clerk and marked as "Final Judgment" documents and made public.	County Clerk
1.18	Resolve and Complete	Upon case completion, the County Clerk records information indicating terms of the judgment have been satisfied.	County Clerk
18.8	Residential Provisions	The case may be revisited if issues/concerns with the child's residential provisions are raised. This can be an ongoing activity.	Judicial Official
18.9	Parenting Plan	If a parenting plan is needed, one will be created. This too can be revisited as needed as long as the child in question resides with the parent and is a minor.	Judicial Official
18.10	Judgment and Order Per Restraining Order	If a restraining order has been issued it may be lifted or modified by the judicial officer once the paternity case has been resolved.	Judicial Official
18.11	Notify Law Enforcement of Restraining Order Issues	The County Clerk is responsible for notifying the local law enforcement agencies that a restraining order has been lifted or modified (see step 18.10).	County Clerk
18.12	Payment Schedule	Once a payment plan has been created (see step 18.7) the County Clerk will record required payment schedule.	County Clerk
External Activity 9	Challenge Allocation of Paternity	A person can open a case that challenges the allocation of paternity of a child.	Other
External Activity 10	Start New Case for Parenting Plan and Child Support	A new case will be created if a parenting plan is needed of if child support is needed.	Other
External Activity 11	Enforcement of Judgment Orders	It is up to the parties to bring actions to enforce judgment and orders related to paternity cases. These will be new cases opened linked to the original paternity case.	Other
1.30	Record Resolution	When a decision is reached on a case and a resolution is determined, it is recorded. The recording of the resolution of the case does not close the case, it records the resolution. This can be an independent step or part of the process of closing a case if the verdict indicates no further actions are required (is not guilty verdict or acquittal returned).	County Clerk

PROCESS NARRATIVE

Definition:

Number	Name	Description	User
1.31	File Pleading	When documents are presented to the County Clerk for creation of a case or adding to a case, there is review process that occurs to ensure the documents can be accepted and a case opened or added to an existing case.	County Clerk
1.32	Document Control	Once a document is received and accepted it must be processed, assigned to the appropriate case, and associated with that case file. This can be any combination of processes. Either pure paper, pure electronic, or a combination of both. A filing date is recorded on each document filed.	County Clerk

Appendix B

Stage 1 Business Requirements

Number	Description	Detail Link
FUNCTION: MANAGE CASE		
Subfunction: Initiate Case		
1	Case initiation must interact with front counter and cashiering functions to initiate the case, determine case type based on documents filed, and record filing fees in a single procedure.	302
2	Case initiation activities must give the case an identifier, a description, and a case file.	306.2, 312.2
3	Allow for case initiation when skeletal/minimal information is entered.	303.1
4	Manage case initiation into a system so information and filings (e.g., complaints, petitions) regarding the case are recorded, retained, and retrievable.	
5	Data entered into the system must conform to a unified data model, but must allow presentation according to locally used conventions (e.g., in case numbers, case style, or title, local jurisdiction identifiers, base case information).	
6	Creation of unique case numbers, either system generated, or manually assigned.	306.1-2,
7	When appropriate, create, or associate an existing, juvenile referral number.	336.1-2
8	Associate other unique local or agency identifiers to a case (e.g., process control number/booking number).	
9	Associate one or more legal cases with a juvenile department referral, when applicable. If no legal case exists, create a juvenile referral upon initiation of a juvenile matter.	336.2
10	Require a specific cause of action for initiation of a civil matter. Require entry of at least one charge upon initiation of a criminal or juvenile matter.	372, 376
11	Manage case consolidation of two or more cases, with ability to sever the link when needed. One case may be designated as the "anchor", or "master" case.	347.1, 350
12	Capturing of Judgment Information for a case (both criminal and non-criminal) is required. The information needed is Case Number, Judgment Order, Signed By, Date Signed, Number of Judgments for the case, Judgment Type (with modifier, Judgment Status, Judgment Debtor(s), Judgment Creditor(s), and ability to link Debtors to Creditors.	[Combined 775.1, 775.2, 775.3]
13	Allow a Juvenile Criminal Case/Referral to be converted to an Adult Criminal Case.	
14	Allow "CASE" events and documents to be scheduled and tracked without an official case being initiated.	
Subfunction: Case Participant Management		
15	Manage case participants on cases by adding, maintaining, removing, sealing, and expunging individual participants. Maintain the data for statistical information.	323, 590.2, 600.1-3, 603
16	Manage status and status history of all participants on a case, or referral/episode, including associations and relationships between participants. Allow severing the link between parties, but retain the information for statistical information.	308, 593.1, 597.1-4, 598.1-2
17	Manage parties on calendared events, the status of the party to the event, and details of any waivers of the presence of parties.	553, 754
18	Manage participants on a case by their role. Some cases require specific participants based on case type and, or cause of action. Also specific events require specific participants to be involved (e.g., Protection Orders require a protected and a restrained participant). A participant may have multiple roles on the same case.	427, 591, 592
19	Manage assignment of cases to participants, all history of the assignment, and or reassignment. Assignments are done individually, in a batch, randomly, and by using business rules.	545, 549.1-5
20	Manage rules for adding mandatory, or default participants on cases, based on case type and cause of action.	669
21	The ability to record, monitor, and track both official and unofficial participants on a case. Have unofficial participants reported as participating on a case even if only participating on one hearing.	754
22	Track issued Orders and communications to unofficial participants.	754

Number	Description	Detail Link
Subfunction: Adjudication/Disposition		
23	Capture outcome and changes of issues on a case. On a family court case, visitation, child support, etc. On a criminal case decisions on charges/allegations, including alternatives to sentences (e.g., home monitoring), and enhancement statutes applied to a sentence.	247, 236, 248.1
23	Manage sentencing orders; track all modifications, and dates to the orders. Manage all sentencing information; create a complete history of additions, modifications, and deletions.	265, 267.1, 272
23	Manage terms and conditions of Judicial orders, and the relationship to a charge, with the ability to analyze for statistics.	232, 252, 253, 255, 330, 331.1-3
23	Manage recording one or more dispositions and resolution reasons, dates, and other data as needed. Ability to associate a disposition with an issue (e.g., violation of a sentencing order creates a probation violation {PV}), and associate some conditions with dispositions (e.g., attend classes for a PV).	229, 409, 434, 435, 664
23	Data Exchange abilities between the courts and other government justice partners. (Data exchange includes data elements and documents.)	
23	Allow for formatted data capture related to sentencing information.	
Subfunction: Search Case		
29	Manage search functionality in case management to present case information results to the requestor in a desired format. Allow flexibility by user, based on role and desire.	
30	Ability to search for case information, and present the results in a useful and meaningful way.	
Subfunction: Compliance Deadline Management		
31	Manage due dates and deadlines with the ability to notify participants and court staff for specific circumstances (e.g., approaching speedy trial deadline, and statutorily required notices such as termination of support when a child becomes an adult). When motions are granted extending time on due dates, record new due dates with documents filed.	32.4-5, 39, 34.2, 44, 283, 390
Subfunction: Reports & Searches		
32	Reports for case management on statistical information regarding all case activity. Report of events on cases, including future, and past due events. Other general reporting needs for support of all case management activities is needed. Various parameters, and display criteria will define how the results will be presented.	35, 36, 749
33	Case index reports display an index of cases by participant name, case number, case type, and cause of action. The results returned are filtered based on user security. Multiple options on display and print functionality are needed.	
34	Must include at a minimum the capabilities currently supported by the SCOMIS index.	
35	Workload statistics need to be captured and reported on all court activity including probable cause hearings before case number has been assigned.	736
36	The system must generate ticklers/alerts for stayed cases to remind superior court staff to follow up on Appealed case information.	742
37	The ability to search all Superior Court Appeal opinions on CLJ cases on selected subject area.	763
38	The ability to track and report on the number and type of Contempt hearings held on a given case (primarily truancy, but applies to others as well).	762
39	Generate reports that alert when case due dates are coming and/or passed.	SME – 1/5
40	Generate report indicating when and to who notices are to be mailed.	SME – 1/5
41	Data Exchange with justice partners (WSP, DOH, DSHS, etc.).	774
42	Information needs for tracking dependency cases as required by federal law to meet the Adoptions and Safe Families Act (ASFA) guidelines.	New

Number	Description	Detail Link
Subfunction: Lifecycle/Caseload		
43	Manage cases by case type and cause of action for caseload activities, including scheduling events and or sequences of events. Events are mandatory case events, or participant requested events. Caseload activities include identifying milestones in cases for tracking due dates, and scheduling events. Allow for entry of time standards set by statute or court rule, by case type, using the system to pre-calculate and track whether standards are met. This also includes "non case" related events.	30.1-2, 67, 80, 152, 193.1, 381, 392, 398
44	Manage ticklers on cases for a variety of reasons to include notifications to court staff as well as participants.	32.5, 403
45	Manage case status based on events scheduled, held, etc.; documents filed for continuances, case transfers, warrant activity, etc., and resolution of the case. Case management status is used to provide management tools for tracking pending caseload, and for accurate measurement of case processing time compared to standards.	58.1, 303.2, 312.1, 364, 365, 366, 367, 368, 412, 452, 668, 748
46	Manage charges on criminal and juvenile offender matters from the original charge; any additions, deletions, and amendments. Allow multiple charges on a case, with the ability to add modifiers and enhancements to charges (e.g., Burglary with a dangerous weapon, domestic violence). This includes entry of pleas and all outcomes, findings, and resolutions of each charge. Include the ability to see the history of all activity on charges.	231.1, 241, 373, 374, 419,
47	Allow creation of Case Scheduling templates that will auto-schedule all case activities based on case type and complexity indicators.	739, 746
48	The system shall remove scheduled calendar dates for a case when actions cause them to be not needed.	740
49	Auto generate reminders to non-Criminal case (Civil) participants of actions that must be completed to keep the case open and on track to completion.	747
50	For Non-Criminal Cases, based on case type, allow case to be automatically closed if no action is taken on the case within a specified time of filing.	748
51	Allow for arbitration case to automatically be converted to a civil case upon rejection of arbitration judgment.	752
52	Create a link between a remanded Appeal Case and the associated Superior Court Case.	743
53	Automatically migrate a civil case to an arbitration case when the arbitration path is selected.	751
54	The ability to manage individual case issues for a case. This includes changing status (i.e., open to closed), tracking status, treating issues independently or as a group.	750, 767
55	Allow for cases to be linked for scheduling purposes.	755
56	Support full function linking of cases related by family member participation.	756, 757
57	Need to manage not only cases, people, and issues, but events as well.	768
58	Allow for the maintenance of relationships (add, remove, modify) between a specific case type/cause type, with departments, based on locally defined rules.	5, 5.1
59	Ability to Automate the closing of cases that meet certain business rules.	780
60	Flexible create on case types and usage.	779, 778, 777, 775

Number	Description	Detail Link
FUNCTION: CALENDARING / SCHEDULING		
Subfunction: Schedule		
61	Maintain schedules for judicial officers for the assignment of cases. Assignment of cases can be manual or automatic based on local rules, work schedules, and recusal lists.	6, 6.1,6.2,6.3, 130, 163.1
62	Assign related cases, as designated by user, to same judicial officer. Provide indicator when a case is to be schedule if the participant is related to any other party with an active case in the court and provide list of all other cases the participant is involved in statewide.	7, 517
63	Allow for the ability to group related cases together and schedule them in a block with one action.	16.1, 124
64	When scheduling cases, identify, display, and suggest resolutions to scheduling conflicts allowing for overrides (based on appropriate security) with docketing reason for change/override recorded, who performed, and when. This includes overriding automatic scheduling decisions.	18, 19, 20, 21.1, 169, 471
65	During manual scheduling activities, display all future calendar events for the case(s).	20.1
66	Apply a specific change to multiple schedules for a group of cases as a single user action.	22
67	Scheduling activities include: <ul style="list-style-type: none"> ▪ Scheduling phone conferences with participants. ▪ Consolidation of pending cases. ▪ Schedule recurring appointments. ▪ Ability to add time standards at the beginning of scheduling of associated with a case type template. ▪ Ability to reserve resources statewide. ▪ Ability to schedule events more than one year out in the future (3 years would be good). 	184, 185, 186.1, 388, 503, 737
68	When assigning judges: Ability to re-assign cases from one judge to another individually or a group of cases. Ability to confirm assigned judges calendar for openings that match the original trial date(s), so a reassigned cases is still on schedule.	547, 548
Subfunction: Administrative Capabilities		
69	Allow for data exchanges (to/from) related to case schedules/calendars.	New
70	Manage a list/inventory of court resources and availability.	2, 3, 539, 98, 116, 145.1
71	Maintain parameters surrounding judicial calendars including relationships between judicial officers to department staff, scheduling non-court time for judicial officers.	4, 151
72	Manage groups of people and other resources in an association, with the ability to schedule hearings for the association as a whole group with the ability to manage available/unavailable time for court staff (i.e., judicial officers, prosecutors, probation officers, law enforcement, etc.).	144, 150
73	Record audio/video, record begin and end counter/CD/tape information when recording the outcome of the hearing held.	534
74	Maintain list of attorneys and parties, by judge, for disqualification purposes to prevent assignment of cases and scheduling of hearings. Prevent scheduling of a hearing with a judicial officer that is recused on the case.	8.1, 8.2, 8.3, 14, 131, 527, 529, 158, 160
75	Manage block schedules. This includes setting maximum number of events per block (with over ride ability), ability to reserve a subset of the block for specified tasks, the ability to reschedule an entire block of events at one time, ability to assign a recurring block schedule for a specific case-type or event (e.g. Theft, Arraignment) with or without assigning any resources, and creating ex parte schedules, Associate a specific site (e.g., a physical building) with a scheduled block of time and a specific judicial officer, and provide for automated backfilling as events drop off scheduling blocks. (ability to reschedule case order in a block schedule).	90, 91, 92, 129, 759, 148, 15.2, 119, 143, 173.1, 173.2, 173.3, 173.4, 181, 496, 500
76	The ability to share scheduling information electronically with case participants (Police offices, Attorneys, etc.).	10
77	Establish and maintain a master schedule for each judicial officer and/or courtroom within a court, lock a judicial officer's calendar for periods of time, associate judges with individual case hearings.	100, 149, 528,

Number	Description	Detail Link
78	Record resource unavailable for scheduling (e.g., judicial conference, working on briefs, personal vacations, etc.); have fixed holidays (e.g., New Years Day) on calendar 5 years in the future at a minimum.	555, 738
79	Support general calendaring/Scheduling functions such as: support scheduling for multiple courts and locations; ability to configure a calendar; set maximum number of cases for specified calendar, taking into account the length of each event.	165, 457, 468
80	Manage the minimum and maximum number of cases that are assigned to a block schedule and to quickly identify those blocks so the scheduled cases may be cancelled and rescheduled if appropriate.	93, 94.1, 15.1
81	Allow for the creation of process standard (locally and statewide) with the ability to override/modify locally.	24.2, 102, 168, 502, 459
82	Maintain a list of codes at the statewide and local level. This includes proceeding codes and other process/type indicators.	95, 96,
83	Manage court schedule hours/rules. This includes rules that vary by case type within a court and standard working hours and designate non-working days, such as weekends and holidays, for the entire court or individuals and default that information for all judicial officers and court staff.	146, 167
84	Maintain rules for the assignment of cases to judicial resources in multiple modes; to be defined locally.	118
85	The ability to import/export calendar data in a common format to share/exchange with other courts or court participants (Attorneys).	470, 515
86	Provide security to calendar data to allow for creation of draft/preliminary calendars and the ability to suppress inclusion of user defined confidential information in calendars.	458, 525
Subfunction: Calendar		
87	Allow for the creation of case templates that will automatically schedule events based on case types and the schedule to be modified automatically based on the outcome each step of the way for the case.	12
88	Provide for the creation of block schedule events with the ability to set block limits, override predefined limits, and auto back fill when events are dropped from the block schedule.	15.1, 15.2, 119, 143, 173.1, 173.2, 173.3, 173.4, 181, 496, 500
89	The ability to manage individuals and resources (e.g., court room) schedules and track time utilization with comparisons to established standards, create of scheduling templates, track workload assignments (court staff and attorneys).	197, 24 145.2, 26 103, 514, 46.1, 46.2, 46.3
Subfunction: Hearing Outcomes		
90	The ability to track the outcome of events/hearings (stricken, court order, continuance) other than by just notes in a docket entry. The ability to search on results for a hearing, track each cancellation and continuance (ability to report on), provide a minute entry process at time if a hearing, and the ability to see the court order issued for the event/hearing.	532.1, 135, 532.2, 537.1, 537.2
91	The ability to track in detail continuance activity for a case.	135, 528
92	Automation of Case Continuance activities include notify all participants, schedule new date, record reason and requestor, etc.	174.1
93	Automatically update case schedules based on change of plea by defendant and record outcome of event as cancelled due to plea change.	178
94	Provide real time updates to calendars and schedules based on outcomes of hearings. This includes both case schedules and entire court calendars.	23.1
95	Manage case record based on modified, scheduled, and completed events as appropriate.	13

Number	Description	Detail Link
Subfunction: Notifications		
96	The ability for the system to produce alerts / notices when scheduling events based on predefined criteria related to defendant's jail status/time or other critical defendant information.	772
97	When given calendaring / scheduling events occur notify predefined users based on local business rules. For example, when a court resource is scheduled (projector) notify responsible party (IT Group).	32.3
98	Generate alert when resources become unavailable after an event has been scheduled.	38
99	Prevent an event from being scheduled if resources are unavailable, with the ability to override if needed.	38 – sort of
100	When scheduling events, create notifications/alerts when blocks of time are filled, when prerequisite events have not been scheduled or conducted, and when related cases have existing scheduled events.	40, 41, 64.2
101	Produce warning/alert when case is filed with no scheduled next event or when displaying open/active cases with no scheduled next event.	42
102	If a case is taken off a calendar, notify all participants that they are no longer needed for the case and the reason why.	551
103	Manage distribution of calendars electronically, and to the public on the Internet where allowed by rule.	51
104	Provide automatic notification to case participants when scheduled events are modified/calendar is changed.	190, 223, 228, 761, 8.5, 17
105	Provide alerts/warning in the calendaring system when performing calendaring events like scheduling an event on a non-court date, adding an event to a closed calendar (allow override).	362, 475, 550
106	Notices need to be delivered/sent to participants in multiple formats and sent to more than one address for a participant.	656, 31, 108, 227, 223, 549.7
107	Manage recording of generated notices on a case.	17.1
108	Notification need to be sent automatically and on-demand (individually or batch mode). This can be reminders of upcoming events, notices of missed events, etc. to all participants on a case (including non-case participants like parents and foster parents).	188.2, 479, 523, 312.7, 549.6, 552, 460
109	Notices need to be produced for case and "non-case" events/actions.	182.2
110	Notify support participants (interpreters/guardians/guardians ad litem) when services are needed for a case.	554.1, 554.2
111	Create ticklers for waiting cases on appeal (and other case types). Notice should be sent to court staff and participants.	764
Subfunction: Reports & Searches		
112	Management reporting for scheduling activities includes: <ul style="list-style-type: none"> ▪ Monitoring conformance to time standards. ▪ Schedule modifications over specific periods. ▪ Scheduling information by type of hearing. ▪ Scheduling information by mixed hearing types and by specific periods. ▪ Scheduling information by various user defined criteria. 	24, 26, 46.1, 46.2, 46.3
113	When printing a calendar allow it to be printed in multiple languages (Spanish, Chinese, Vietnamese, etc.).	New
114	Any creation of a new scheduled event or modification of an existing event requires a docket / case note entry indicating who, when, why.	436.2, 473, 476, 491, 495
115	The ability to turn off case life cycle clock based on predefined events (i.e., case sent to appeal court).	24.3
116	The ability to add or edit details on generated reports (proceedings detail) before printing/distributing.	524, 52, 49, 54

Number	Description	Detail Link
117	Ability to generate reports based on canned reports (or ad hoc request) and applying filter criteria and provide selection parameters for selection of needed data.	521, 522, 189, 47.1
118	Provide tickler/alert/warnings reports/screen displays to users when standards are not meet (mandated time standards), changes to calendars after they have been published, due dates for requested judicial information, pending actions that are awaiting additional information (investigations, evaluation orders) based on local and general court rules for schedules and other statutory requirements.	25, 32, 139, 262, 477
119	Provide user-activated or -deactivated visual reinforcement to ensure user sees tickler message.	33
120	Display proceedings for cases that are linked/consolidated together.	125
121	Provide reports for staff work assignments/efforts. Includes amount of time per case, per type of case, and a history of assignments.	1, 281, 544
122	Calendar must have option of showing aliases and related cases for defendant.	517
123	Creation of and the Display of court calendars in multiple forms (paper, pdf, html), views (by time/day, by person/role), and including or excluding secure data (juvenile names and confidential information) creation of public views or private views of calendars. The ability to sort calendar by any selected field used in the creation of the calendar. Ability to print calendars in central location or multiple locations in groups or individually. Ability to select the order that report is printed (i.e., proceeding order).	217, 219, 220, 464 221.2, 23 222, 224, 226.1, 226.2, 520, 519, 101, 47, 45, 55, 45.1, 53, 518
124	View total settings on any calendar selected. View availability of the resources for each calendar by day, week, or month. View proceeding by selected timeframe and provide detail on the proceeding.	508, 511, 512, 557, 556
125	Produce list of cases where all preliminary actions are completed (paper filed) and ready to be scheduled.	166
126	Generate the appropriate notices for rescheduled and relocated blocks of events.	173.5
127	Print report listing/detailing recurring appointments for court, judicial officer, or court room, etc.	186.2
128	Create schedules for various persons, event and hearing types, dates, and facilities (e.g., courtrooms) for each time interval within specific period.	28, 29
129	Provide reports on events of which user should be aware (identify events coming due or overdue, periods about to expire or that are already expired) based on locally defined needs.	32.1, 32.2
FUNCTION: ENTITY MANAGEMENT		
Subfunction: Party Relationships		
130	Manage family relationships which are developed to establish relationships between parties. Relationships are between actual family members (e.g., parent/child), and others (e.g., child/non family guardian).	587, 594, 595, 608.1, 627
131	Manage views of statewide family relationship histories for authorized users. Relationships are managed to retain history for statistics when relationships are established, ended, or deleted.	587,
132	Manage specified data between parties in a personal relationship, (e.g., when an address is changed for one party in the relationship, populate the address for the party he/she resides with).	586
133	Allow for the creation and maintenance of a recusal list for each judicial official.	8.1
Subfunction: Search Party		
59	Manage searches on participants related to cases, other parties, or organizations, using multiple search option capabilities, and a variety of variables.	575

Number	Description	Detail Link
Subfunction: Party Maintenance		
61	Allow representation by: <ul style="list-style-type: none"> • attorney with an "Active" bar status. • out of state attorneys. • prosecutor's and other offices. • pro se participant (a party is representing him/herself). 	
62	Allow multiple attorneys to represent one participant and one attorney to represent multiple participants.	
63	Maintain, and display a person's family relationships including but not limited to: Type of relationship, Name, Sex, Person ID, Number of aliases, Add date, Court, DOB, Resides with, and Responsible party.	
64	Manage true name and alias names in a relationship, with the ability to change the designation as needed. Provide the ability for one, or more alias identities, and the source of the alias information.	581, 582, 583, 585,
65	Manage current data attributes of a party including the unique identifier for each, along with any alias person record.	461.2, 559, 566.2,
66	Maintain and display a juvenile's social file storage information. (The social file is identified and stored according to local department business rules and is confidential and contains documents related to juvenile department contacts, and perhaps copies of legal case documents.)	
Subfunction: Reports & Searches		
67	Manage report generation of party/person information upon request. Include reports on alert type notifications.	461.2, 617
68	Manage report generation of person/party status information upon request. Include ability for display option of information, prior to generation.	589.2, 622.2
Subfunction: Administer Professional Services		
69	Manage the inventory of the social services available to case participants, including the agencies status, and current credentials.	
70	Maintain list of secondary case participants (translators, guardians, guardian ad litem, arbitrators, etc.) that includes their contact information, skill set, case participation, unique identifier.	753
FUNCTION: MANAGE CASE RECORDS		
Subfunction: Docketing/Case Notes		
71	Create docket and case history entries. Also provide automatic updates to or from other modules of the system, and automatic updates to other cases, when applicable.	

Number	Description	Detail Link
72	Manage the ability to seal docket entries, by order of the court, with different levels of sealing determined by security access.	
73	Manage search capabilities for docket entries, by different methods (e.g., docket type or significant words or phrases).	
74	Manage event relationships in multiple levels (e.g., associate a motion for extension of time with a brief that is due, and associate the order or ruling with the motion).	
75	Add Case Notes for cancelled events (automatic with manual override ability).	741
Subfunction: Exhibit Management		
78	Manage tracking exhibits and evidence.	
79	Track court orders for destruction and disposition of exhibits.	
Subfunction: Reports & Searches		
80	Support record management functions/activities through ad hoc reporting requirements.	
81	Using a search function, display an index for all active and archived cases.	
Subfunction: Record Management		
76	Manage court proceeding recordings for indexing, access, and deletion/destruction of the records.	
77	Manage case notes with ability for automatic and manual creation and deletion.	
FUNCTION: PRE/POST-DISPOSITION SERVICES		
Subfunction: Compliance		
153	Record and track compliance on multiple conditions of sentence, pre- and post-conviction.	
154	Add or modify conditions associated with a referral disposition.	
155	Track defendant progress, case notes, probation/parole, and treatment ("bench probation" including deferrals, drug court, family treatment court).	

Number	Description	Detail Link
156	Provide status indicators on compliance of a defendant's outcome of his/her sentence (e.g., in compliance, not in compliance, completed all).	
157	Recording and monitoring of the terms of predisposition of release.	
158	The ability to track cases which have been diverted to specialty ("boutique") courts (e.g., management of cases and coordination between the court, treatment providers, and probation officers for adult and juvenile drug programs, mental health programs, unified family court, and domestic violence programs) and track task results.	
159	The ability to pass and receive data from justice partners related to sentence/order compliance.	
160	The ability for the system to record requirements of the judgment by person and case.	
Subfunction: Access to Risk Assessment Tools		
161	Access to/integration with existing tools used to perform an assessment of an individual to support monitoring terms imposed by the court. The assessment includes identifying whether the person is a risk to self, or others, and to assist with the management of risk of harm.	
Subfunction: Reports & Searches		
162	The ability to produce (scheduled or on demand) out of compliance reports: <ul style="list-style-type: none"> ▪ Selection of cases for compliance reviews (or other hearing types). ▪ Generation of automated notices. 	
163	Notify juvenile courts of the possible eligibility of unsealing a previously sealed case based on new adult felony filing or offender adjudication on the same person.	326
164	Identify when mandatory minimum sentences have been applied on a case.	24.2

Appendix C

Stage 2 Business Requirements

#	Description	Category	Sub Category	Actor	Source	Criminal 1.0	Civil 2.0	Arbitration 3.0	Domestic Relations 4.0	Probate 5.0	Guardianship 6.0	Relinquishment & Termination 7.0A	Adoption 7.0B	Mental Illness 8.0	Juvenile Dependency & Petition for Termination 9.0	Paternity 18.0	Juvenile Offender 10.0	Truancy 11.0	At Risk Youth / CHIN 13.0	Hear Appeal 14.0	Forward Appeal 15.0	Administrative 16.0	Person 19.0	Document Management 17.0	Case Management 20.0
1	Automate central mailings of select communication documents.	Administration	Best Practices	Clerk	6																		X		
2	The ability to report case types in accordance with the Court Statistics Project.	Administration	Best Practices	Clerk/Admin	5																		X		
3	The ability to use more than 9 case types to help better define case types.	Administration	Best Practices	All	6																		X		
4	The ability to combine Case Type 5 (paternity) with a Case Type 3 to better display/report information.	Administration	Best Practices	Clerk	6																				X
5	Maintain descriptions for courtrooms by court and alternatives to courtroom for a hearing, such as teleconference	Administration	Court Profile	Clerk/Admin	4																		X		
6	Maintain potential geographical locations for a proceeding by court (not courtrooms). Courts hold hearings in different geographic locations depending on the address of the participants and/or the type of hearing.	Administration	Court Profile	Clerk/Admin	4																		X		
7	Allow for several court addresses in the system for a jurisdiction with flexibility to select an address where particular court events will be held.	Administration	Court Profile	Clerk/Admin	4																		X		
8	Associate one or more county code(s) with the court (for courts with multiple facilities).	Administration	Court Profile	Clerk/Admin	4																		X	X	
9	Identify the presiding official at a court.	Administration	Court Profile	Administrator	4																		X	X	
10	Allow the court to maintain its own version of its court name that is different from the official court name to facilitate selection of a court by name.	Administration	Court Profile	Clerk	4																		X		
11	Create and maintain document templates for each court, providing a standard audit trail of changes to the document.	Administration	Court Profile	Clerk/Admin	4																		X		X
12	Associate each document template to the type of document or court event for which they are used.	Administration	Court Profile	Clerk/Admin	4																		X		X

#	Description	Category	Sub Category	Actor	Source	Criminal 1.0	Civil 2.0	Arbitration 3.0	Domestic Relations 4.0	Probate 5.0	Guardianship 6.0	Relinquishment & Termination 7.0A	Adoption 7.0B	Mental Illness 8.0	Juvenile Dependency & Petition for Termination 9.0	Paternity 18.0	Juvenile Offender 10.0	Truancy 11.0	At Risk Youth / CHIN 13.0	Hear Appeal 14.0	Forward Appeal 15.0	Administrative 16.0	Person 19.0	Document Management 17.0	Case Management 20.0	
13	Store mandatory minimum sentences by level of offense .	Administration	Law Data Management	Courts/AOC	6																		X			
14	Set up update access to one, many, or all courts for a user without having to assign multiple user IDs to that user.	Administration	Law Data Management	Courts/AOC	4																	X	X			
15	Maintain information about state laws, administrative regulations, and session laws	Administration	Law Data Management	Courts/AOC	4																	X				
16	Maintain information about local laws/ordinances: • Code - • Title - • Enactment and repeal dates	Administration	Law Data Management	Courts/AOC	4																	X				
17	Local laws are only available for use on cases filed in that court.	Administration	Law Data Management	Courts/AOC	4																	X				
18	Associate the law with a published legal alphanumeric code	Administration	Law Data Management	Courts/AOC	4																	X				
19	Associate a short law title with the published legal code, for use in places where space is very short.	Administration	Law Data Management	Courts/AOC	4																	X				
20	Associate a full law title with the published legal code.	Administration	Law Data Management	Courts/AOC	4																	X				
21	Associate enactment and repeal dates with the published legal code.	Administration	Law Data Management	Courts/AOC	4																	X				
22	Identify the source of the laws being cited	Administration	Law Data Management	Courts/AOC	4																	X				
23	Assign multiple statistical categories to a law in order to support judicial, federal, or other case data research.	Administration	Law Data Management	Courts/AOC	4																	X				
24	Assign an offense category to a law, or the designation of the offense	Administration	Law Data Management	Courts/AOC	4																	X				
25	Assign a designation class with the law	Administration	Law Data Management	Courts/AOC	4																	X				
26	Assign a case type to a law, used to generate the overall case type when charges are filed on a case.	Administration	Law Data Management	Courts/AOC	4																	X			X	

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27	Assign multiple case types to a law.	Administration	Law Data Management	Courts/AOC	4																	X			X
28	Identify laws which require a mandatory court appearance.	Administration	Law Data Management	Courts/AOC	4																	X			
29	Identify laws which require notifications of third parties (e.g., Department of Licensing) when certain events occur (e.g., Failure to Appear).	Administration	Law Data Management	Courts/AOC	4																	X			
30	Identify laws which require notification of third parties (e.g., Department of Licensing) on disposition of a charge citing the law.	Administration	Law Data Management	Courts/AOC	4																	X			
31	Set a fine/penalty amount for a law. This can be effective statewide, but can also be overridden locally.	Administration	Law Data Management	Courts/AOC	4																	X			
32	Assign a caseload case type to a law in order to determine how cases with this violation will be counted on the Caseload Report.	Administration	Law Data Management	Clerk/Admin	4																	X			X
33	Identify laws which are warrantable.	Administration	Law Data Management	Courts/AOC	4																	X			
34	Maintain statewide law table and relevant local ordinances according to jurisdiction of user, and access other jurisdiction ordinances.	Administration	Law Data Management	AOC	4																	X			
35	Allow for relationships between specific laws and modifiers.	Administration	Law Data Management	Courts/AOC	6																	X			
36	Develop standard notification procedures	Administration	Local Rules	Courts/AOC	1																	X			
37	Maintain standard notification procedures	Administration	Local Rules	Courts/AOC	1																	X			
38	Handle entry of multiple formats for case numbers.	Administration	Local Rules	Clerk	4																	X			X
39	Allow for time standards and other business rules will vary by locality. Each court can have their own unique business rules.	Administration	Local Rules	All	3																	X			X

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40	Allow authorized users to define structure, content, frequency, and intrusiveness of ticklers, alerts, and prompts; allow users to suspend, reactivate and modify ticklers.	Administration	Local Rules	All	3																	X			
41	Maintain case types and subject matters an Arbitrator can participate on	Administration	Local Rules	Administrator	3		X																X		
42	Ability to create local templates for proceeding notices	Administration	Local Rules	Clerk/Admin	1																	X		X	
43	Allow for local court to establish business rules for management of case continuances that are monitored and enforced by system edits.	Administration	Local Rules	Clerk/Admin	2																	X			X
44	Allow the globally defined case type sequences to be override at the local level (either manually or through automated business rules).	Administration	Local Rules	Clerk/Admin	2																	X			X
45	Provide the users with prompts and edits based on the appropriate governing rules that might affect a particular type of judicial activity.	Administration	Local Rules	All	2																	X			
46	Apply rules which govern/restrict linking or deleting of referral types with juvenile court case types and causes of action.	Administration	Local Rules	Clerk/Admin	4									X		X	X	X					X		X
47	Restrict acceleration reasons depending on relevance to the trial court case type.	Administration	Local Rules	Clerk/Admin	4																	X			X
48	Provide the ability for each court to set the least and greatest number of months a warrant can be active.	Administration	Local Rules	Clerk/Admin	4																	X			
49	Provide the ability for each court to set the number of days an ordered warrant can be delayed from printing.	Administration	Local Rules	Clerk/Admin	4																	X			
50	Provide the ability for each court to set a warrant grace period.	Administration	Local Rules	Clerk/Admin	4																	X			
51	Define docket types, or filing classes and filing types.	Administration	Local Rules	Clerk/Admin	4																	X			
52	Apply rules and edits to enforce correct protection order types.	Administration	Local Rules	Clerk	4																	X		X	X
53	Maintain rules to automatically calculate juvenile offender sentencing point value for disposition.	Administration	Local Rules	Admin/Judge	4												X					X	X		X

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54	Associate court specific proceeding types with the statewide proceeding types	Administration	Local Rules	Courts/AOC	4																		X		
55	Maintain court specific proceeding types.	Administration	Local Rules	Clerk/Admin	4																		X		
56	Provide for stopping the use of a hearing type for future settings.	Administration	Local Rules	Courts/AOC	4																		X		X
57	Allow each court to designate which court official names will print on generated documents.	Administration	Local Rules	Clerk/Admin	4																		X	X	X
58	Maintain rules for mandatory fields, by case type, and by a combination of case type and cause code.	Administration	Local Rules	Clerk/Admin	4																		X		X
59	Maintain rules for optional and required data by review type, or by a combination of review type and trial court* case type.	Administration	Local Rules	Clerk/Admin	4																		X		?
60	Maintain rules for entering and validating case types.	Administration	Local Rules	Clerk/Admin	4																		X		X
61	Allow each Superior Court to maintain options for: • Default trial court - • Default review type - • Starting case number - • Starting opinion number	Administration	Local Rules	Clerk/Admin	4																		X		
62	Maintain court-specific/local code translation tables.	Administration	Local Rules	Clerk/Admin	4																		X		
63	Caseflow steps can vary from court to court and the system needs to be flexible enough to allow each court to map its own process flow.	Administration	Local Rules	All	6																				X
64	Provide a process to do data entry "in batch" for certain types of judicial activities (e.g. entry of judgments, opinions, briefs, transcript certificates, pleas).	Administration	Other	Clerk/Admin	2																		X		
65	Provide for local configuration of the result columns; allow a user to choose the column(s) to sort, and to sort the list alphabetically, numerically, or chronologically.	Administration	Reports	All	4																		X		X
66	Permit user to choose either the pre-defined system reports or ad hoc report generation	Administration	Reports	All	3																		X		X
67	A report to study judicial and staff time in the courtroom	Administration	Reports	All	1																		X		X
68	Allow for sorting and filtering of reports.	Administration	Reports	All	4																		X		

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69	Allow for exporting data in different electronic formats	Administration	Reports	Clerk/Admin	4																		X		
70	Allow selection of begin and end date/time for a report range.	Administration	Reports	All	4																		X		
71	Notify a user when the report is ready.	Administration	Reports	All	4																		X		
72	Allow for batch reporting capabilities.	Administration	Reports	All	4																		X		
73	Allow drill-down to data from query results.	Administration	Reports	All	4																		X		
74	Allow scheduling of when a report is to run, controllable at local court level.	Administration	Reports	All	4																		X		
75	Print addresses on envelopes for letters which are system generated.	Administration	Reports	Clerk/Admin	4																			X	
76	Display a list of code tables, with the ability to select a table to view the contents. Display of the table and its contents is dependent on the individual's authorizations	Administration	Reports	All	4																		X		
77	Ability to perform data entry auditing of cases entered by a user to improve user training	Administration	Security	Clerk/Admin	4																		X		X
78	Allow supervisor at appropriate level to turn on and off all, category-based, or individual alerts.	Administration	Security	Clerk/Admin	3																		X		
79	Suppress inclusion of user-designated confidential information in calendars	Administration	Security	All	3																		X		X
80	Allow viewing of case notes/docket entries only in accordance with local rules, statutes, and user security roles.	Administration	Security	All	3																		X	X	X
81	Set user-defined reporting parameters	Administration	Security	All	3																		X		X
82	Apply rules to specific types of scheduled events (e.g. marked as confidential, or whether it is viewable by the public).	Administration	Security	Clerk/Admin	2																		X		
83	Provide adequate security to restrict inquiry and update access to calendars.	Administration	Security	Clerk/Admin	2																		X		X
84	Identify a docket/event entry as "sealed." This ensures that information associated with the docket/event is accessed only by authorized users (e.g., sealed documents).	Administration	Security	Clerk/Admin	4																		X	X	X

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85	Allow for more than one level of sealing (e.g., limited or totally sealed).	Administration	Security	Clerk/Admin	4																		X	X		X
86	Ability to seal specific case information and specify reason for sealing.	Administration	Security	Clerk/Admin	4																		X		X	X
87	Establish rights to see sealed information by user role.	Administration	Security	All	4																		X	X		
88	Restrict access to certain cases, classifications of cases, and parts of cases from specific locations, users, and groups of users in accordance with rules, statutes, or court orders.	Administration	Security	All	4																		X			X
89	Set up view access to one, many, or all courts for a user without having to assign multiple user IDs to that user.	Administration	Security	Courts/AOC	4																		X			
90	Provide for decentralized security administration, to allow courts to maintain user security for access to their own court data. Allow users to grant access that is no higher than their own access.	Administration	Security	Courts/AOC	4																		X			
91	Provide user access privileges and authorization for public access, without having to assign a profile to each user.	Administration	Security	Courts/AOC	4																		X			
92	Associate a RACF-ID with a user and verify that the name and RACF-ID are valid.	Administration	Security	Courts/AOC	4																		X			
93	Change the assignment of a specific user's local/home court profile or cross court profile.	Administration	Security	Courts/AOC	4																		X			
94	Remove all authorizations for a specific user's access.	Administration	Security	Courts/AOC	4																		X			
95	Restrict access to juvenile information to only authorized individuals.	Administration	Security	Clerk	4																		X	X		X
96	Allow a court user to select their defined security role in the application in the event that they have more than one role in the court .	Administration	Security	Clerk/Admin	4																		X			
97	Set security access for certain functions.	Administration	Security	Courts/AOC	4																		X			
98	Role-based control over who can modify case title	Administration	Security	Clerk/Admin	4																		X			X

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99	Ability to configure role access to protect confidential data.	Administration	Security	Courts/AOC	4																		X		
100	Allow automated transfer of selected participants scheduling data in order to schedule court events.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																		X		
101	Establish Court Resource parameters.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																		X		
102	Maintain Court Resource parameters	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																		X		
103	Create relationships between court resources.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																		X		
104	Maintain relationships between court resources.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																			X	
105	Allow assigned judicial officer to be recused on a specific case	Calendar and Scheduling	Administrative Capabilities	Admin/Judge	3																				X
106	Record basis for judicial officer recusal	Calendar and Scheduling	Administrative Capabilities	Admin/Judge	3																				X
107	Indicate disqualifications during scheduling activities to prevent selection of disqualified (recused) judicial officer.	Calendar and Scheduling	Administrative Capabilities	Admin/Judge	3																				X
108	Allow manual transfer of selected participants scheduling data in order to schedule court events.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																		X	X	
109	Allow multiple cases and events to be scheduled for the same date and time slot.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	3																		X		X
110	Provide the option to include case age with any display of case status or adherence to schedules	Calendar and Scheduling	Administrative Capabilities	All	3																		X		X
111	Assign a recurring block schedule for a specific case-type or event (e.g. Theft, Arraignment) with or without assigning any resources. Per court.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																		X		

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112	Set a maximum number of cases that can be assigned to a block schedule, to a unit of time within a block, or to an individual judicial officer. Per court.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
113	The ability to reserve a portion of the maximum settings for judicial officer or other use. Per court.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
114	Manage the minimum and maximum number of cases that are assigned to a block schedule and to quickly identify those blocks so the scheduled cases may be cancelled and rescheduled if appropriate. Per court.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
115	Manage calendar blocks of time for determination of when blocks are filled to capacity. Per court.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
116	Establish and maintain a list of statewide codes for proceeding types	Calendar and Scheduling	Administrative Capabilities	AOC	2																	X			
117	Establish and maintain a list of local codes for proceeding subtypes, created and maintained locally.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
118	Manage a list of potential locations for proceedings	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			X
119	Establish and maintain a master schedule for each judicial officer and/or courtroom within a court	Calendar and Scheduling	Administrative Capabilities	Admin/Judge	2																	X	X		
120	Maintain Speedy Trial Date and related information	Calendar and Scheduling	Administrative Capabilities	Courts/AOC	2																	X			
121	Manage calendar templates for the variety of calendars a court uses.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			X
122	Establish and maintain availability of non-judicial resources	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	1																	X			
123	Block a courtroom from scheduling	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			

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124	If a judicial officer is unavailable, enter a reason for the unavailability	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	1																	X	X		
125	Manage groups of people and other resources in an association, with the ability to schedule hearings for the association as a whole group.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
126	Schedule physical resources other than courtrooms.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
127	Manage the availability of physical resources other than courtrooms.	Calendar and Scheduling	Administrative Capabilities	All	2																	X			
128	Manage standard working hours and designate non-working days, such as weekends and holidays, for the entire court or individuals and default that information for all judicial officers and court staff.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
129	Associate a specific site (e.g. a physical building) with a scheduled block of time and a specific judicial officer for the purpose of indicating that a judicial officer is available but only at a specific site.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X	X		
130	Lock a judicial officer's calendar for periods of time.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X	X		
131	Manage available/unavailable time for court staff (i.e. judicial officers, prosecutors, probation officers, law enforcement, etc.).	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X	X		
132	Schedule judicial officers' non-court time (i.e. chamber time, appointments, vacations) and integrate these activities with the scheduling calendar but maintain as confidential.	Calendar and Scheduling	Administrative Capabilities	Administrator	2																	X	X		
133	Support scheduling for multiple courts and locations.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
134	Manage scheduling rules that vary by case type within a court.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			X

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135	Manage scheduling rules that vary by location.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	2																	X			
136	Ability to configure a calendar.	Calendar and Scheduling	Administrative Capabilities	All	4																	X			
137	Suppress inclusion of user-designated confidential information in calendars.	Calendar and Scheduling	Administrative Capabilities	All	4																	X			
138	Apply rules governing which parties appear on the calendar and are sent notices.	Calendar and Scheduling	Administrative Capabilities	Clerk	4																	X			
139	Set maximum number of cases for specified calendar, taking into account the length of each event.	Calendar and Scheduling	Administrative Capabilities	All	4																	X			
140	Ability to combine calendars for multiple courts or counties.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	4																	X			
141	Provide ability to follow business rules for automatically setting an event, with override.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	4																	X			
142	Import/export calendar data in common format to/from other applications or formats	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	4																	X			
143	Secure a calendar prior to publication e.g., draft or preliminary calendar.	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	4																	X			
144	Maintain list of attorneys and parties, by judge, for disqualification purposes to prevent assignment of cases and scheduling of hearings.	Calendar and Scheduling	Administrative Capabilities	Admin/Judge	4																	X	X		
145	Create a pool of resources so that they can be assigned to each court including but not limited to: • Judges - • Interpreters - • Courtrooms - • Equipment - • Service providers - • Court reporter - • Hearing clerk	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	4																	X			
146	Record resource unavailable for scheduling	Calendar and Scheduling	Administrative Capabilities	Clerk/Admin	4																	X	X		

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147	Have fixed holidays (e.g., New Years Day) on calendar 5 years in the future at a minimum.	Calendar and Scheduling	Administrative Capabilities	All	6																	X			X
148	Ex parte schedules are for either a single judicial officer for a block of time, a group of judicial officers rotating through a block of time, or several judicial officers sharing the same block of time.	Calendar and Scheduling	Administrative Capabilities	Admin/Judge	6																	X			
149	When schedules change, automatically modify records of related parties, participants, calendars, docket entries, case status, and other data and functions to reflect the change.	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	3																		X	X	X
150	Identify and indicate if a proceeding is a last minute add-on to the calendar	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	1																	X			X
151	Document the reason for the change of judicial officer(s) assigned to a case.	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	2																				X
152	Record the county in which a court event occurred.	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	2																	X			
153	Distinguish events transferred from another court's case.	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	4																				X
154	Record the date the arraignment hearing was held for each charge.	Calendar and Scheduling	Docketing/ Case Notes	Clerk	4	X											X					X			X
155	Create docket /case note entries for cancelled scheduled events.	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	6																	X			X
156	Associate the scheduling or outcome of a hearing with a document or note.	Calendar and Scheduling	Docketing/ Case Notes	Clerk	4																	X		X	X
157	Allow entry of a free-form comment associated to a proceeding that will appear on a calendar	Calendar and Scheduling	Docketing/ Case Notes	Clerk/Admin	4																	X			X
158	Generate a cancellation docket entry when a case is removed from the schedule.	Calendar and Scheduling	Docketing/ Case Notes	Clerk	4																	X			X

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159	Record whether the hearing is "oral" or "non-oral," i.e., an attorney on the case is going to argue the case or waive argument, or a party is waiving appearance.	Calendar and Scheduling	Docketing/ Case Notes	Administrator	4																	X	X		X
160	Record confirmation of hearing by moving party according to local business rule	Calendar and Scheduling	Docketing/ Case Notes	Clerk	4																	X	X		X
161	Manage case record based on modified, scheduled, and completed events as appropriate.	Calendar and Scheduling	Hearing Outcomes	Clerk/Admin	3																	X			X
162	Automatically update this list (all cases with action pending within specific date range or other user-specified criteria) when pending actions completed	Calendar and Scheduling	Hearing Outcomes	All	3																	X			X
163	Track each continuance/cancellation and its reason	Calendar and Scheduling	Hearing Outcomes	Clerk/Admin	1																	X			X
164	Reschedule a hearing for a case when a continuance is granted. (When continuance is set, auto notify all participants and update calendars.)	Calendar and Scheduling	Hearing Outcomes	Clerk/Admin	2																	X	X	X	X
165	Schedule court events based on a change to a criminal defendant plea.	Calendar and Scheduling	Hearing Outcomes	Clerk/Admin	2	X											X								
166	Record the outcome of a scheduled hearing including notes.	Calendar and Scheduling	Hearing Outcomes	Clerk	4																	X		X	X
167	Provide a minute entry process at the time of the hearing to record and store the outcome of hearings and nonhearing events.	Calendar and Scheduling	Hearing Outcomes	Clerk	4																	X		X	X
168	Provide a minute process at the time of the hearing to output the outcome of hearings and nonhearing events.	Calendar and Scheduling	Hearing Outcomes	Clerk	4																	X		X	X
169	Delete a notification after it is resolved, maintaining a history of the deleted notifications.	Calendar and Scheduling	Notifications	All	4																	X			

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170	When scheduling a replacement judicial officer, allow for notification to relevant users that special arrangements may be necessary in light of the assignment.	Calendar and Scheduling	Notifications	Administrator	6																				X
171	Generate and distribute (either electronically or in hard copy) notices to parties and participants upon scheduling, rescheduling, or modifying an event;	Calendar and Scheduling	Notifications	Clerk/Admin	3																	X		X	X
172	Manage recording of generated notices on a case.	Calendar and Scheduling	Notifications	Clerk/Admin	3																	X		X	X
173	Provide a prompt or notification to users of specified events, based on locally defined needs.	Calendar and Scheduling	Notifications	All	3																	X			X
174	Generate alert when judicial officers, attorneys, parties, participants, court facilities, and other scheduling factors unavailable.	Calendar and Scheduling	Notifications	All	3																	X	X		X
175	Provide prompts, or alerts for scheduling pre-defined related cases and prerequisite events	Calendar and Scheduling	Notifications	Clerk/Admin	3																	X			X
176	Generate alert when approaching maximum number of events permitted on a calendar.	Calendar and Scheduling	Notifications	Clerk/Admin	3																	X			X
177	Alert clerk when a case filed with no scheduled next event or when displaying pending cases with no scheduled next event.	Calendar and Scheduling	Notifications	Clerk/Admin	3																	X			X
178	Manage distribution of calendars electronically, and to the public on the Internet where allowed by rule	Calendar and Scheduling	Notifications	All	3																	X		X	
179	Notification to user when a block of time has been filled.	Calendar and Scheduling	Notifications	Clerk/Admin	6																	X			
180	Maintain different notification methods. E.g., Email, regular mail, text messages, phones, etc.	Calendar and Scheduling	Notifications	Clerk/Admin	1																	X	X	X	
181	Produce notices for a "non case", or "pre-filed case" matter.	Calendar and Scheduling	Notifications	Clerk	2																			X	X

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182	Generate notices for automatically scheduled activities.	Calendar and Scheduling	Notifications	Clerk/Admin	2																		X		
183	Alert users to conflicts in scheduling events for parties.	Calendar and Scheduling	Notifications	Clerk/Admin	2																		X	X	X
184	Manage parameters regarding who receives notifications on scheduled hearings.	Calendar and Scheduling	Notifications	Clerk/Admin	2																		X	X	X
185	Notifications created for case participants indicating the change in venue.	Calendar and Scheduling	Notifications	Clerk	4																		X		X
186	Provide a way to generate setting letters/calendar notices in a batch mode.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X		X
187	Provide warnings/edits when attempting to set a proceeding on a calendar/session which is not pre-defined or a non-court date.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X		
188	Generate automatic hearing notice when scheduled or rescheduled.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X		X
189	Print predefined notices for scheduled and selected cases.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X		X
190	When cases are reassigned, automated notice generation to parties will occur.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X		X
191	When cases are reassigned, manual notice generation to parties will occur, if information is not available for an automated notification.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X		X
192	Alert users when attempting to add an event to a calendar designated "closed" and allow override.	Calendar and Scheduling	Notifications	Clerk	4																		X		X
193	If case comes off the calendar, system provides option to notify participants and resources that they are no longer needed.	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X	X	X
194	Provide option to notify non-case participants of scheduled events	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X	X	

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195	Notify interpreter of scheduled event where case participant needs an interpreter in a given language.	Calendar and Scheduling	Notifications	Clerk/Admin	4																	X	X	X	X
196	Notify Guardian/Guardian Ad Litem of scheduled event where case participant needs a Guardian/Guardian Ad Litem	Calendar and Scheduling	Notifications	Clerk/Admin	6																		X		X
197	Ability to send a hearing notice for a single party to multiple addresses	Calendar and Scheduling	Notifications	Clerk/Admin	4																		X	X	
198	There is a need to create ticklers for waiting cases on appeal (and other case types). Notice should be sent to court staff and participants.	Calendar and Scheduling	Notifications	Administrator	6															X	X				X
199	Alert for case schedule/process needed to indicate if a defendant has been in jail X number of days (100 - 150) and the case needs action before someone who has been in jail only 5 days.	Calendar and Scheduling	Notifications	Clerk/Admin	6	X																	X		X
200	The ability to Pre assign judges to cases/case types.	Calendar and Scheduling	Pre Hearing Management	Clerk/Admin	6																				X
201	Allow users to insert add-ons (cases), and reprint selected portions of a calendar.	Calendar and Scheduling	Reports	Clerk	3																	X			X
202	Track staff time on specific case types (e.g. Family Law, Probate, facilitator, guardianship and trustee).	Calendar and Scheduling	Reports	Clerk/Admin	2																	X			X
203	Display judicial officer and attorney assignment histories.	Calendar and Scheduling	Reports	All	3																	X	X		X
204	Track judicial officer, and attorney assignment histories.	Calendar and Scheduling	Reports	All	3																	X	X		X
205	Display Court Resource parameters	Calendar and Scheduling	Reports	All	3																	X			
206	Display relationships between court resources.	Calendar and Scheduling	Reports	All	3																		X		

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207	Display relationships between individual judges, other judicial officers, and groups of officials to department staff.	Calendar and Scheduling	Reports	All	3																		X		
208	Maintain lists that show cases with action pending within specific date range or user-specified criteria.	Calendar and Scheduling	Reports	All	3																		X		X
209	Output lists that show cases with action pending within specific date range or user-specified criteria.	Calendar and Scheduling	Reports	All	3																		X		X
210	Report on any deviation from court time standards	Calendar and Scheduling	Reports	All	3																		X		X
211	Provide exception reporting when scheduled events and groups of events do not conform to statutory and local mandated time standards and other established business rules.	Calendar and Scheduling	Reports	All	3																		X		X
212	Upon user request create schedules for various events, hearing types, dates, and facilities	Calendar and Scheduling	Reports	Clerk/Admin	3																		X	X	X
213	Create schedules for various persons, event and hearing types, dates, and facilities (e.g., courtrooms) for each time interval within specific period	Calendar and Scheduling	Reports	Clerk/Admin	3																		X	X	
214	Provide both case-related and non case-related tickler/report capability based on schedules and statutory requirements	Calendar and Scheduling	Reports	All	3																		X		X
215	Identify and provide ticker/report of events coming due.	Calendar and Scheduling	Reports	All	3																		X		X
216	Provide tickler/report for events that are overdue.	Calendar and Scheduling	Reports	All	3																		X		X
217	Provide tickler/report for events/conditions that are about to expire.	Calendar and Scheduling	Reports	All	3																		X		X
218	Provide tickler/report for events/conditions that are expired and still open.	Calendar and Scheduling	Reports	All	3																		X		X
219	Provide reports on events of which user should be aware based on locally defined needs.	Calendar and Scheduling	Reports	All	3																		X		

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220	Provide user-activated or -deactivated visual reinforcement to ensure user sees tickler message	Calendar and Scheduling	Reports	All	3																		X			
221	Create for display/printing, and maintain calendars based on scheduling information for each type of hearing.	Calendar and Scheduling	Reports	All	3																		X			X
222	Produce user-defined summary calendar information view for a given person, location, or event.	Calendar and Scheduling	Reports	Clerk/Admin	3																		X	X		
223	Manage for output, with calendar, summary of user-designated past and future scheduled events, docket events, or related cases and persons	Calendar and Scheduling	Reports	Clerk/Admin	3																		X			
224	Provide the option to display additional information about a proceeding for each case on calendar.	Calendar and Scheduling	Reports	All	3																		X			
225	Print calendars individually or in groups; in multiple locations or central location.	Calendar and Scheduling	Reports	All	3																		X			
226	Create calendar views by week or month, at a glance.	Calendar and Scheduling	Reports	All	2																		X		X	X
227	Display proceedings for cases that are linked/consolidated together	Calendar and Scheduling	Reports	All	1																				X	X
228	Identify and warn user when additional proceedings are added to a calendar that has already been printed	Calendar and Scheduling	Reports	All	1																		X		X	X
229	Generate the appropriate notices for rescheduled and relocated blocks of events.	Calendar and Scheduling	Reports	All	2																				X	X
230	Print report listing/detailing recurring appointments for court, judicial officer, or court room, etc.	Calendar and Scheduling	Reports	Clerk/Admin	2																		X		X	
231	Inquire on the date/time of scheduled court date.	Calendar and Scheduling	Reports	Clerk/Admin	2																		X			
232	Create calendars in both summary and detailed formats.	Calendar and Scheduling	Reports	Clerk/Admin	2																		X		X	

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233	Provide users the ability to customize the format of the court calendar.	Calendar and Scheduling	Reports	Clerk/Admin	2																		X		X	
234	Display calendars in real-time across court, county and district lines.	Calendar and Scheduling	Reports	All	2																		X			X
235	Create views of calendars in multiple timeframes (hourly, daily, weekly, and monthly).	Calendar and Scheduling	Reports	All	2																		X		X	
236	Flexibility to create one calendar that reflects multiple days and multiple judicial officers.	Calendar and Scheduling	Reports	All	2																		X		X	
237	Print individual calendars for a judicial officer and/or county.	Calendar and Scheduling	Reports	All	2																		X		X	X
238	Print a calendar for a judicial officer across county lines.	Calendar and Scheduling	Reports	All	2																		X			
239	Display online reminders that a request for information by a judicial officer is due (e.g. transcript, investigation, evaluation ordered).	Calendar and Scheduling	Reports	All	2																		X			
240	Define calendar format (title, participants to list/notify, by review type, hearing type, and locally for each court).	Calendar and Scheduling	Reports	All	4																		X			
241	Maintain tickler for tracking of proceedings ready to be scheduled but future date is not yet known.	Calendar and Scheduling	Reports	Clerk/Admin	4																		X			
242	View a day/week/month's worth of proceedings set showing the calendar and session, the type of proceeding, the time and duration, the case number and title, the participants, the resources assigned or unavailable, whether the proceeding has been held or confirmed.	Calendar and Scheduling	Reports	All	4																		X			
243	View availability of the resources for each calendar, by day, week, or month.	Calendar and Scheduling	Reports	All	4																		X	X		
244	View total settings on any calendar selected.	Calendar and Scheduling	Reports	All	4																		X			

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245	Search calendars by participant names, including attorney names.	Calendar and Scheduling	Reports	All	4																	X	X		
246	Optional display criteria can be selected to print on public or private version of the calendar	Calendar and Scheduling	Reports	All	4																	X			
247	Sort calendar hearing information by date, time, hearing level and case number using multiple sort criteria.	Calendar and Scheduling	Reports	All	4																	X			
248	Select parameters for printing report including but not limited to: • Parties - • Date - • Alphabetically	Calendar and Scheduling	Reports	All	4																	X	X		
249	Order additional reports for every defendant listed on the calendar: • Defendant Case History - • Driving Record - • Case Financial Record - • Printed Docket Report	Calendar and Scheduling	Reports	Clerk	4																	X	X	X	
250	Add proceedings details to a calendar prior to printing.	Calendar and Scheduling	Reports	Clerk/Admin	4																	X		X	X
251	Edit proceedings details to a calendar prior to printing.	Calendar and Scheduling	Reports	Clerk/Admin	4																	X			
252	Provide a history of assignments.	Calendar and Scheduling	Reports	All	4																	X	X		X
253	Manage scheduling information by mixed hearing types and by specific periods (generally used in family court situations).	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
254	Manage scheduling information by other various criteria. (Generally used in family court situations of for new summary judgments.)	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			
255	Ability to track and schedule opinion status/events.	Calendar and Scheduling	Schedule	Admin/Judge	6															X					
256	Schedule people from outside the court system by accessing in real-time external calendar systems using industry standard scheduling software protocols.	Calendar and Scheduling	Schedule	Clerk/Admin	2																	X	X		

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257	Optionally allow attorneys to schedule hearings on the calendar.	Calendar and Scheduling	Schedule	Clerk/Admin	4																	X	X		
258	Allow user to override automatic assignments of scheduled cases	Calendar and Scheduling	Schedule	Clerk/Admin	3																				X
259	Resource Scheduling assign and reassign individual and groups of judicial officials randomly, according to predefined rules (e.g., by case category)	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			?
260	Resource Scheduling assign and reassign individual and groups of judicial officials according to existence of specific conditions	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			?
261	Resource Scheduling assign and reassign individual and groups of judicial officials according to dates and times specific judicial officers available to hear specific matters	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			?
262	Assign related cases, as designated by user, to same judicial officer.	Calendar and Scheduling	Schedule	Clerk/Admin	3																				X
263	Provide user the ability to specifically assign a replacement judicial officer.	Calendar and Scheduling	Schedule	Admin/Judge	3																				X
264	The ability to reassign an individual or group of cases from one judicial officer, or department to another	Calendar and Scheduling	Schedule	Clerk/Admin	3																				X
265	Ability to search other courts calendars, when scheduling individuals, to identify conflicts	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
266	Allow automatic scheduling of the next logical event based upon the outcome of the currently scheduled event	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
267	Provide ability to schedule a maximum number of events for specific, user-specified time interval by event type (e.g., hearing), judge, and other criteria.	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
268	Provide for automated backfilling as events drop off scheduling blocks with override capabilities..	Calendar and Scheduling	Schedule	Clerk/Admin	6																	X			X

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269	Schedule groups of related cases together. (Cases can be any combination of case types.)	Calendar and Scheduling	Schedule	Clerk/Admin	3																				X
270	Apply any subsequent changes in schedule, courtroom, assigned judicial officer, etc. of groups of related cases automatically to all cases in the group	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
271	Identify and display scheduling conflicts.	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
272	Allow user overrides and rescheduling of events based on appropriate users role security and data integrity.	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X	X		X
273	Manage recording pertinent (pre defined) information regarding schedule overrides or changes submitted on calendared events .	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
274	Provide manual override to automatic scheduling to allow user to substitute deadlines for specific situations, exceed maximum number of cases for specific time interval, and schedule events at times other than those set automatically	Calendar and Scheduling	Schedule	All	3																	X			X
275	During manual scheduling and rescheduling display all future calendar events for that case.	Calendar and Scheduling	Schedule	All	3																	X			X
276	Apply a specific change to multiple schedules for a group of cases as a single user action	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X
277	Create lists that show cases with action pending within specific date range or user-specified criteria.	Calendar and Scheduling	Schedule	All	3																	X			
278	Manage conformance to time standards	Calendar and Scheduling	Schedule	All	3																	X			X
279	Allow modifications (overrides) to pre set time standards.	Calendar and Scheduling	Schedule	All	3																	X			X
280	Manage schedule modifications over specified periods	Calendar and Scheduling	Schedule	Clerk/Admin	3																	X			X

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281	Manage scheduling information by Type of hearing	Calendar and Scheduling	Schedule	All	3																	X			X
282	Calculate information about a judicial resource schedule, based not only on specific dates, but also on Week 1, 2, 3, etc.	Calendar and Scheduling	Schedule	Admin/Judge	1																	X			
283	Ability to transfer resources related to a proceeding from one proceeding to another proceeding scheduled	Calendar and Scheduling	Schedule	Clerk/Admin	1																		X		X
284	With the appropriate level of security, override the maximum number of cases that can be assigned to a block schedule.	Calendar and Scheduling	Schedule	Clerk/Admin	2																	X			
285	Schedule one or more proceedings for a case	Calendar and Scheduling	Schedule	Clerk/Admin	1																	X			X
286	Schedule proceedings for cases that are linked/consolidated together	Calendar and Scheduling	Schedule	Clerk/Admin	1																	X			X
287	Manually assign cases to judicial officers	Calendar and Scheduling	Schedule	Clerk/Admin	1																	X			x
288	Schedule a proceeding (usually a trial setting) for more than one date	Calendar and Scheduling	Schedule	Clerk/Admin	1																	X			X
289	Ability to change/reschedule the date and/or time of proceedings	Calendar and Scheduling	Schedule	Clerk/Admin	1																	X			X
290	Schedule cases for a date and room without assigning the case to a judicial officer at the time of scheduling.	Calendar and Scheduling	Schedule	Clerk/Admin	2																	X			X
291	Remove a judicial officer on a case, when necessary, with or without assigning a new judicial officer.	Calendar and Scheduling	Schedule	Clerk/Admin	2																	X	X		X
292	Override the assignment of the judicial officer to a case at the case level, or within the case, at the activity level.	Calendar and Scheduling	Schedule	Clerk/Admin	2																	X	X		X
293	Manage the judicial officer(s) assigned to a case.	Calendar and Scheduling	Schedule	Clerk/Admin	2																	X	X		X
294	Manage changes of judicial officer(s) assigned to a case.	Calendar and Scheduling	Schedule	Admin/Judge	2																				X

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295	Manage conflicts for courtrooms, judicial officer, parties, and attorneys when scheduling a case.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X			
296	Schedule the next available court date and time for a case before a specific judicial officer.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X	X		
297	Provide the next available court date and time for a case before a specific judicial officer.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X	X		X
298	Transfer one or multiple cases among judicial officers, courtrooms, dates, times, etc. in real-time.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X		X	X
299	Reassign an individual case within a block or portions of a block to another judicial officer, date, courtroom, etc.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X		X	X
300	Schedule phone conferences with defendants, lawyers and other interested parties.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X	X		
301	Schedule consolidation of pending cases.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X			X
302	Schedule recurring appointments.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X			X
303	Automatically schedule the next required activity based on the occurrence of a prior activity, and a pre-determined schedule of events.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X			X
304	Project cases ready for calendaring into the future, based on current case status and timing rules.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X			X
305	Manage proceedings an attorney has scheduled within a specified time period	Calendar and Scheduling	Schedule	Clerk/Admin	1																		X			
306	Update calendars in real-time across court, county and district lines.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X			X
307	When a plea is entered, modify case schedule if the plea entered triggers a different schedule.	Calendar and Scheduling	Schedule	Clerk	6																		X			X

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308	Monitor cases a judicial officer has under advisement and require a decision within a defined time frame	Calendar and Scheduling	Schedule	Administrator	2																		X		X
309	Link multiple hearings to the appropriate judicial officer when there is more than one judicial officer on a case.	Calendar and Scheduling	Schedule	Clerk/Admin	2																		X		X
310	Record the actual start and end time of court activity and calculate the amount of time the judicial officer and clerk expended on a case.	Calendar and Scheduling	Schedule	All	2																		X		X
311	Ability to add time standards at the beginning of scheduling.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
312	Display pre-disposition and post-disposition jurisdiction time standards to set time precedence and assist in court scheduling.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		X
313	Upon closure of case automatically cancel any scheduled proceeding as "not held" with a Reason Code of "Case Disposed."	Calendar and Scheduling	Schedule	Clerk	4																		X		X
314	Allow overrides of pre-defined local calendar configuration rules when scheduling a case.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
315	Schedule a proceeding for a single case for a particular date and pre-defined calendar session.	Calendar and Scheduling	Schedule	Administrator	4																		X		
316	Perform multiple scheduling actions on a case at one time	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		X
317	Search for an eligible session based on availability of selected resources to set a proceeding.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
318	Allow selection of a session in order to set the proceeding.	Calendar and Scheduling	Schedule	Clerk/Admin	4																				X
319	Maintain duration times before and after scheduled proceedings/events.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		

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320	Allow scheduling or rescheduling of multiple (unlimited) cases and resources in a batch.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
321	When re-scheduling a proceeding to another date, provide the ability to retain resources and confirmation information with that moved proceeding.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		X
322	Schedule and record outcome of a proceeding at the same time.	Calendar and Scheduling	Schedule	Clerk	4																		X		X
323	Schedule and record outcomes of proceedings without requiring a case filed using a unique number (e.g., Coroner Inquests).	Calendar and Scheduling	Schedule	Admin/Judge	4																		X		
324	Schedule a motion hearing, allowing selection of hearing date and time, type of motion calendar, judicial officer or panel.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X	X	
325	Schedule an oral argument hearing, allowing selection of hearing date, time and geographical location.	Calendar and Scheduling	Schedule	Clerk/Admin	4															X			X		X
326	Allow the user to specify estimated default duration of time for the case event or trial.	Calendar and Scheduling	Schedule	Administrator	4																		X		
327	Allow the user to assign or change the order of the cases that are scheduled within a time block.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
328	Allow the user to indicate whether a specified schedule of cases is final.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		X
329	Ability to reserve resources statewide on calendar, with override.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
330	Select multiple calendars to prepare simultaneously.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X		
331	Calendar must have option of showing aliases and related cases for defendant .	Calendar and Scheduling	Schedule	All	4																		X	X	X
332	Select a sort order for the scheduled proceeding to print on a calendar.	Calendar and Scheduling	Schedule	All	4																		X	X	

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333	Associate judges with individual case hearings.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X	X		X
334	Assign one or more various resources to court proceedings, sessions, or calendars.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X			
335	Have the system check and report unavailability and conflicts for the resources when scheduling a case and participants.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X	X		
336	Apply rules to enable efficient use of resource time, e.g. schedule one attorney's (interpreter, law enforcement officer) cases, at the same time and location.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X	X		
337	Allow modification or reassignment of various assigned resources to different court sessions.	Calendar and Scheduling	Schedule	Clerk/Admin	4																		X	X		
338	Ability to re-assign cases from one judicial officers to another.	Calendar and Scheduling	Schedule	Administrator	4																		X	X		X
339	When reassign judge, consult the newly assigned judge's schedule to see if the judge has an opening that matches the original trial date, so the reassigned case is still on schedule.	Calendar and Scheduling	Schedule	Administrator	4																		X	X		
340	Allow scheduling of ex parte events.	Calendar and Scheduling	Schedule	Admin/Judge	6																		X			
341	The ability for Attorney to select/pick trial dates. Setting a case electronically	Calendar and Scheduling	Schedule	Administrator	6																					X
342	Ability to interface with Attorney Calendars, Prosecutor Calendars, LEA Calendars to ensure case/hearings are not scheduled for vacation times, or doubled book in two different courts/cases. (Cross court checking is important.)	Calendar and Scheduling	Schedule	Administrator	6																		X			
343	Judge Inventory - Need to create reports to help manage assignment of cases to judges. There is automatic random assignment (see req #6. 6.1, 6.2, 6.3), but need to inventory cases to ensure workloads are balanced.	Calendar and Scheduling	Schedule	Administrator	6																		X			X

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344	Allow Scheduling of Sentencing hearings, including notify/schedule Victims and/or Family Members.	Calendar and Scheduling	Schedule	Administrator	6																				X
345	Associate one or more pictures of a person to provide a pictorial history.	Entity Management	Party Maintenance	Clerk	4																	X	X		
346	Record a person as a prohibited filer.	Entity Management	Party Maintenance	Clerk	4																		X		
347	Maintain a person as a prohibited filer.	Entity Management	Party Maintenance	Clerk	6																		X		
348	Record a frequent filer and an attorney as a "Favorite."	Entity Management	Party Maintenance	Clerk	6																		X		
349	Maintain a frequent filer and an attorney as a "Favorite."	Entity Management	Party Maintenance	Clerk	4																	X	X		
350	Maintain list of available Arbitrators	Entity Management	Party Maintenance	Administrator	3			X															X		
351	Track when a parent's parental rights have been terminated	Entity Management	Party Maintenance	Clerk/Admin	2				X		X												X		
352	Track which parent has had their rights terminated.	Entity Management	Party Maintenance	Clerk/Admin	2																	X	X		
353	Record and maintain person records, allowing two types: well identified and non-well identified.	Entity Management	Party Maintenance	Clerk	4																		X		
354	Merge or convert a non-well identified person record into a well identified person record.	Entity Management	Party Maintenance	Clerk	4																		X		
355	Allow confirmation of person data with Department of Licensing upon request.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		
356	Generate a unique identifier to each person, including alias persons or organization record.	Entity Management	Party Maintenance	Clerk	5																		X		
357	Allow assigning of a unique identifier to each person, including alias persons or organization record.	Entity Management	Party Maintenance	Clerk/Admin	4																		X		

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358	Allow names to be maintained in its detailed parts: first and middle or given name, last name, name prefix	Entity Management	Party Maintenance	Clerk	4																		X		
359	Record notes about a person.	Entity Management	Party Maintenance	All	4																		X		
360	Delete a person or an organization (e.g., bank) if not associated/linked with a case, referral, or detention episode.	Entity Management	Party Maintenance	Clerk	4																	X	X		
361	Maintain party address history, and allow multiple types of addresses for a person (e.g., home, work, mailing, email).	Entity Management	Party Maintenance	Clerk	4																	X	X		
362	Mark addresses as "bad" e.g., returned mail, undeliverable mail, etc.	Entity Management	Party Maintenance	Clerk/Admin	4																		X	X	
363	Maintain aliases identifying the true name, the legal name, and identify the source of these names e.g., driver's license, passport, etc.	Entity Management	Party Maintenance	Clerk	4																		X		
364	Maintain a master person/organization record for a case participant that shows history of all personal identifiers.	Entity Management	Party Maintenance	Clerk	4																		X		
365	Display a master person/organization record for a case participant that shows history of all personal identifiers.	Entity Management	Party Maintenance	All	5																		X		
366	System should promote consistent entering of foreign and hyphenated names.	Entity Management	Party Maintenance	Clerk/Admin	4																		X		
367	Provide flexibility (i.e. multiple methods) in searching of foreign and hyphenated names.	Entity Management	Party Maintenance	All	4																		X		
368	Ability to change person and organization identifying information and maintain a history of entries and data entry audit information.	Entity Management	Party Maintenance	Clerk	4																		X		
369	Ability to merge person records when business rules allow.	Entity Management	Party Maintenance	Clerk	4																	X	X		
370	Provide indicator for out-of-state parties/participants.	Entity Management	Party Maintenance	Clerk/Admin	4																		X		

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371	Record one or more alias identities for a person and the source of alias information.	Entity Management	Party Maintenance	Clerk	4																		X		
372	Identify a "true name" person, where a "true name" record is defined as the one person record within a group of alias identities that is chosen as the preferred identity for use in court.	Entity Management	Party Maintenance	Clerk	4																		X		
373	Move personal identification numbers (DOC/SID #'s) from an alias to the "true name" person.	Entity Management	Party Maintenance	Clerk	4																		X		
374	When adding an alias to a true name, record if the alias belongs to a real person.	Entity Management	Party Maintenance	Clerk	4																		X		
375	Populate the home address and home telephone numbers between persons in a personal relationship when appropriate.	Entity Management	Party Maintenance	Clerk/Admin	4																		X		
376	Record a person's family relationships including but not limited to: • Type of relationship - • Name • Sex - • Person ID - • Number of aliases - • Add date - • Court - • DOB - • Resides with - • Responsible party	Entity Management	Party Maintenance	Clerk	4																		X		
377	Maintain a person's family relationships.	Entity Management	Party Maintenance	Clerk	4																		X		
378	Maintain a juvenile's affiliations (e.g., school) including but not limited to: • Type of relationship - • Name - • Person ID - • Add date - • Court	Entity Management	Party Maintenance	Clerk/Admin	4																		X		
379	Record and maintain names, contact information, and an organization ID (NCIC# or ORI#) for organizations.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		
380	Record and maintain names, contact information, and an organization ID (NCIC# or ORI#) for court officials.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		

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381	Maintain and track court official name changes, employment history, including roles and assigned court(s) and employment start and end dates.	Entity Management	Party Maintenance	Administrator	4																		X		
382	Add names and contact information for law enforcement officers, their Law Enforcement Agency (LEA) assignment, and the officer's badge number.	Entity Management	Party Maintenance	Clerk	4																		X		
383	Maintain names and contact information for law enforcement officers, their Law Enforcement Agency (LEA) assignment, and the officer's badge number.	Entity Management	Party Maintenance	Clerk	4																		X		
384	Handle re-use of LEA badge numbers	Entity Management	Party Maintenance	Courts/AOC	4																	X	X		
385	Remove a law enforcement officer.	Entity Management	Party Maintenance	Clerk	4																	X	X		
386	Reinstate a law enforcement officer.	Entity Management	Party Maintenance	Clerk	4																		X		
387	Record address history for any person's (party, attorney, participant, interested party) address including a history of all address changes. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		
388	Flag the current mailing address. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																		X		
389	Support multiple telephone numbers for participants, with designated uses for different telephone numbers. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																		X		
390	Option to accept or reject person changes which result from person record changes by another court. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		X
391	Maintain alert status of a person. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		

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392	Maintain juvenile's social file storage information.	Entity Management	Party Maintenance	Clerk/Admin	4																		X	X	
393	For an attorney, record: • names and contact information - • company affiliation - • Practice category for an attorney.	Entity Management	Party Maintenance	Clerk	4																			X	
394	For an attorney, maintain: • names and contact information - • company affiliation - • Practice category for an attorney.	Entity Management	Party Maintenance	Clerk	4																			X	
395	Display a juvenile's social file storage information.	Entity Management	Party Maintenance	All	4																			X	
396	Record address history for any person's (party, attorney, participant, interested party) address including the dates they were valid. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																			X	
397	Record address history for any person's (party, attorney, participant, interested party) address including the record changed date. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																			X	
398	Record address history for any person's (party, attorney, participant, interested party) address including who changed the record. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																			X	
399	Record address history for any person's (party, attorney, participant, interested party) address including why the change was made. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																			X	
400	Record address history for any person's (party, attorney, participant, interested party) address including the source of address change. Includes arbitration.	Entity Management	Party Maintenance	Clerk/Admin	4																			X	
401	For an attorney, display: • names and contact information - • company affiliation - • Practice category for an attorney.	Entity Management	Party Maintenance	All	4																			X	

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402	Add prosecutors and other offices, so that they can be used as valid counsel on a case instead of an individual attorney.	Entity Management	Party Maintenance	Clerk	4																	X	X		
403	Maintain prosecutors and other offices, so that they can be used as valid counsel on a case instead of an individual attorney.	Entity Management	Party Maintenance	Clerk	4																		X		
404	Add information about out-of-state counsel.	Entity Management	Party Maintenance	Clerk	4																		X		
405	Maintain information about out-of-state counsel.	Entity Management	Party Maintenance	Clerk	4																		X		
406	Identify a disqualified attorney and provide alerts.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		
407	Maintain audit trail of specific person additions, modifications, corrections, and deletions including who made the entry, and when the entry was made.	Entity Management	Party Maintenance	Clerk/Admin	4																	X	X		X
408	List of Arbitrators needs to be kept at local court level, statewide level, and capture information about arbitrator area of knowledge	Entity Management	Party Maintenance	Courts/AOC	6			X														X	X		
409	Protection Orders require information for participants that make them well identified (see Person Business Rules for definition of well identified.)	Entity Management	Party Maintenance	Clerk	6																		X		
410	Create relationships between individual judges, other judicial officers, and groups of officials to department staff.	Entity Management	Party Relationships	Admin/Judge	3																		X		
411	Maintain relationships between individual judges, other judicial officers, and groups of officials to department staff.	Entity Management	Party Relationships	Clerk/Admin	3																	X	X		
412	View statewide family relationship histories by authorized users.	Entity Management	Party Relationships	All	4																	X	X		
413	Establish relationships between participants	Entity Management	Party Relationships	Clerk	4																		X		

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414	Remove or end relationships between participants.	Entity Management	Party Relationships	Clerk	4																		X		
415	Maintain relationships and their history between organizations [1].	Entity Management	Party Relationships	Clerk/Admin	4																	X	X		
416	Create default organization relationships [2]	Entity Management	Party Relationships	Clerk/Admin	4																	X			
417	Ability to associate an attorney in batch with multiple parties.	Entity Management	Party Relationships	Clerk/Admin	4																		X		X
418	By party, indicate what future proceedings are scheduled for any cases ongoing in that court.	Entity Management	Reports	Clerk/Admin	1																		X		
419	Search a person's name to determine if this person or another family member has a proceeding scheduled in another jurisdiction	Entity Management	Reports	Clerk/Admin	1																		X		
420	Calculate the amount of time a child is in out of home placement and where that placement is. Time must be able to be calculated for multiple placements even when placements are not consecutive.	Entity Management	Reports	Courts/AOC	2				X		X		X		X		X	X	X				X		
421	Display the language needed (if other than English) so that court knows interpreter needed.	Entity Management	Reports	Clerk/Admin	4																	X	X		
422	Provide information for a person and all other names associated with that person when requested. (AKA name linkage and relationships)	Entity Management	Reports	Clerk	4																		X		
423	Identify which information is associated with which name/person. (AKA issue, associate information with the name/person it is tied to and show AKA linkage/relationships.)	Entity Management	Reports	Clerk	4																		X		
424	Display party address history, and allow multiple types of addresses for a person (e.g., home, work, mailing, email).	Entity Management	Reports	All	5																		X		

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425	Display aliases identifying the true name, the legal name, and identify the source of these names e.g., driver's license, passport, etc.	Entity Management	Reports	All	5																		X		
426	Display a person's family relationships.	Entity Management	Reports	All	4																		X		
427	Display a juvenile's affiliations (e.g., school).	Entity Management	Reports	All	4																		X		
428	Allow user to specify the order of participants for display and reports.	Entity Management	Reports	All	4																	X	X		
429	Communicate alert status of a person. Includes arbitration.	Entity Management	Reports	Clerk/Admin	4																	X	X		
430	If an attorney is suspended or disbarred, option to block sending of notices, and send them to parties instead.	Entity Management	Reports	Clerk/Admin	4																	X	X	X	
431	Search for all or part of a name with an option to request a phonetic and/or alpha search using wildcard and soundex capabilities.	Entity Management	Search Party	Administrator	4																		X		
432	Have access to data from Washington State Bar Association for attorney information	Entity Management	Search Party	Clerk/Admin	4																	X	X		
433	Save a draft of an order.	Manage Case	Adjudication/Disposition	All	2																			X	
434	When court issues opinion, the CMS must record the date issued, the opinion type (e.g., published opinion, memorandum decision), the court's decision, and opinion author.	Manage Case	Adjudication/Disposition	Admin/Judge	3														X					X	
435	Report containing overview information of the outcome of proceedings	Manage Case	Adjudication/Disposition	All	1																	X		X	
436	Enter the conditions/results for each participant.	Manage Case	Adjudication/Disposition	Clerk	2																	X	X		X

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437	Track information about verdicts (e.g. judicial officer overruled jury, dismissal during trial {and at what point in trial}, guilty, not guilty, etc.).	Manage Case	Adjudication/Disposition	Clerk/Admin	2	X	X							X			X								X
438	Capture specific information about the outcomes of family court cases, including but not limited to custody, visitation, and spousal and child support.	Manage Case	Adjudication/Disposition	Clerk	2				X				X		X		X	X	X					X	X
439	Capture information about changes to custody, visitation, support, and maintenance orders on family court cases.	Manage Case	Adjudication/Disposition	Clerk/Admin	2				X																X
440	Capture terms and conditions of judicial orders including, but not limited to: criminal sentences, child custody orders, juvenile dispositions, etc.	Manage Case	Adjudication/Disposition	All	2																			X	X
441	Enter terms and conditions of judicial orders in a format that can be analyzed statistically.	Manage Case	Adjudication/Disposition	Courts/AOC	2																		X	X	X
442	Relate a decision/order back to the specific charge or allegation to which it relates.	Manage Case	Adjudication/Disposition	Clerk/Admin	2																		X	X	X
443	Distinguish between a court ordered modification to a sentence vs. a data entry correction to a sentence.	Manage Case	Adjudication/Disposition	Clerk	2																		X	X	X
444	Capture specific disposition information, hearing and trial outcomes for all case types, with the ability to link them to a one or more parties (e.g. in juvenile cases, the mother may be required to do one thing, and the father may be required to do another)	Manage Case	Adjudication/Disposition	Clerk/Admin	2																		X		X
445	Track disposition and sentencing history.	Manage Case	Adjudication/Disposition	Courts/AOC	2	X											X						X	X	
446	Record alternative sentences (e.g. community service, etc.).	Manage Case	Adjudication/Disposition	Clerk/Admin	2																		X		X
447	Provide real-time edits or prompts for required data to ensure the accurate and consistent entry of sentencing data.	Manage Case	Adjudication/Disposition	Clerk/Admin	2	X											X						X		

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448	Enter money judgments.	Manage Case	Adjudication/Disposition	Clerk	2																	X			X
449	Closing of the case at the transferring court.	Manage Case	Adjudication/Disposition	Clerk	4																	X			X
450	Track warrants and display the warrant status in the system.	Manage Case	Adjudication/Disposition	All	4																	X		X	X
451	Cancel an issued warrant/order and capture reason.	Manage Case	Adjudication/Disposition	All	6																	X			
452	Recall an issued warrant/order and capture reason.	Manage Case	Adjudication/Disposition	All	6																	X			
453	Delete an issued warrant/order and capture reason.	Manage Case	Adjudication/Disposition	Clerk/Admin	4																			X	X
454	Manually delay an order, with a specific reason	Manage Case	Adjudication/Disposition	Judge	6																	?			?
455	Enter judgment information once, all other entries produced automatically	Manage Case	Adjudication/Disposition	Clerk	4																	X			X
456	Record case disposition and resolution reason (e.g., closed, transferred) and date.	Manage Case	Adjudication/Disposition	Clerk	4																	X			X
457	Record civil judgments.	Manage Case	Adjudication/Disposition	Clerk	4		X																		X
458	Maintain civil judgment.	Manage Case	Adjudication/Disposition	Clerk	4		X	X	X	X	X		X	X	X			X							X
459	Record final outcome and outcome date for an individual party - not the entire case.	Manage Case	Adjudication/Disposition	Clerk	4																	X	X		X
460	Associate a disposition with specific case charge(s) or referral reason(s).	Manage Case	Adjudication/Disposition	Clerk	4																	X			
461	Allow multiple subsequent dispositions in single cases which begin new statistical and time standards tracking.	Manage Case	Adjudication/Disposition	Clerk	4																				X

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462	Record an order or ruling which resolves a motion and/or resolves the case.	Manage Case	Adjudication/Disposition	Clerk	4																	X		X	X
463	Add or modify conditions associated with a referral disposition.	Manage Case	Adjudication/Disposition	Judge/Clerk	4												X					X			X
464	Maintain rules to allow disposition of a case, by case type, and by a combination of case type and cause code.	Manage Case	Adjudication/Disposition	Clerk	4																	X			X
465	Data Exchange with WSP on Sentencing Information. Remove free-form method of data capture.	Manage Case	Adjudication/Disposition	Clerk	6																	X			
466	Ability to track/report on time spent issuing opinion.	Manage Case	Case Management	Admin/Judge	6															X					
467	When the user records that a case was remanded to the trial court, allow the user to optionally flag the case for including text on the mandate when trial court action is required.	Manage Case	Case Management	Admin/Judge	4															X					X
468	Apply rules to determine when the case type should be automatically changed	Manage Case	Case Management	Clerk	4																	X			X
469	Display the case type associated with the law when amending charges.	Manage Case	Case Management	Clerk/Admin	4	X																X			X
470	If a case is sealed (currently case type 3 or 1), automatically seal associated judgment (currently case type 9).	Manage Case	Case Management	Clerk	6	X			X																
471	Allow ability to override the automatic sealing of judgments on a case by case basis.	Manage Case	Case Management	Clerk	6	X			X																
472	Allow for relationships between a specific case type/cause type.	Manage Case	Case Management	Clerk/Admin	3																	X			
473	Capture the specific enhancement statutes that were applied to a sentence and the enhanced level (e.g. with a weapon).	Manage Case	Case Management	Clerk/Admin	2	X											X								X
474	Generate orders automatically as issued by the judge in the court room.	Manage Case	Case Management	Judge/Clerk	2																			X	

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475	Allow for automatic deletion of a case that follows local (or global court) rules.	Manage Case	Case Management	Clerk	6																	X			X
476	Expunge the case when ordered by the court.	Manage Case	Case Management	Clerk/Admin	4																			X	X
477	Seal or unseal a case.	Manage Case	Case Management	Clerk/Admin	4																	X			X
478	Associate the trial court case with the appellate case.	Manage Case	Case Management	Clerk/Admin	4															X					X
479	Automatically populate additions or changes for selected events (e.g., decisions, case completion, and case status) from the anchor case to the secondary cases.	Manage Case	Case Management	Clerk/Admin	4																	X			X
480	Link two or more cases. This is different from a consolidation, in that activities are entered on each case separately.	Manage Case	Case Management	Clerk/Admin	4																	X			X
481	Allow the user to "sever" or split apart one or multiple cases from a link.	Manage Case	Case Management	Clerk/Admin	4																	X			X
482	Ability to group cases for adjudication, scheduling, and monitoring e.g., Unified Family Court* cases.	Manage Case	Case Management	Clerk/Admin	4																	X	X		X
483	Provide tracking capabilities after oral rulings for orders and checking status or cases under advisement.	Manage Case	Case Management	Admin/Judge	4															X		X			X
484	Generate automatic updates to the case status when certain events are recorded on the case including but not limited to: • Hearings are set or heard • Resolution/disposition of the case • Closure of the case • Finalizing Calendar • Screening information	Manage Case	Case Management	All	4																	X			X
485	Maintain the case status.	Manage Case	Case Management	Clerk/Admin	4																	X			X

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486	If an event that generated an automatic case status update is withdrawn, automatically reset the case status to the previous case status.	Manage Case	Case Management	Clerk/Admin	4																	X			X
487	Track the reason why the case is in a particular holding status.	Manage Case	Case Management	Clerk/Admin	4																	X			X
488	Capture more than one RCW per count to include modifiers and enhancers (e.g., deadly weapon enhancements).	Manage Case	Case Management	Clerk	4	X											X					X			X
489	Identify that a charge is domestic violence related.	Manage Case	Case Management	Clerk	4	X											X					X			X
490	Associate one or more issues, which are grounds for appeal, to an appellate case: • Primary and secondary issues • Charges (RCWs) challenged • Nature of action (free-form text) • Facts/issues (free form text)	Manage Case	Case Management	Clerk	4																				X
491	Identify emergency motions.	Manage Case	Case Management	Clerk	4																	X			X
492	Relate case events to each other to establish a “chain of events.”	Manage Case	Case Management	Clerk	4																	X			X
493	Apply rules to prevent inadvertent disposition/resolution of a case	Manage Case	Case Management	Clerk/Admin	4																	X			
494	Reopen a closed or transferred case.	Manage Case	Case Management	Clerk	4																				X
495	Record the appeal of a case to a higher court level.	Manage Case	Case Management	Clerk	4																				X
496	Upon amendment of charges indicate whether or not the new charge is domestic violence related.	Manage Case	Case Management	Clerk	4																		X		X

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497	Display a warning when addition or amendment of charges causes a change in case type.	Manage Case	Case Management	Clerk/Admin	4																	X			X
498	Provide the ability to enter the outcome of a scheduled hearing.	Manage Case	Case Management	Clerk	4																	X			X
499	Provide for setting and resetting an individual or group of cases from one judge, other judicial officer, or department to another.	Manage Case	Case Management	Clerk/Admin	4																	X			X
500	Provide a facility for choosing which county has jurisdiction in a given instance.	Manage Case	Case Management	All	4																	X			
501	Option to accept or reject case changes which result from person record changes by another court. (Includes arbitration cases.)	Manage Case	Case Management	Clerk/Admin	4																		X		X
502	Maintain rules by case type to allow automatic or manual destruction or deletion of a case.	Manage Case	Case Management	Clerk/Admin	4																	X			X
503	Maintain audit trail of specific case modifications, corrections, and deletions including who made the entry, and when the entry was made.	Manage Case	Case Management	All	4																	X			
504	Linkage between Remanded Appeal Case and Superior Court Cases	Manage Case	Case Management	Admin/Judge	6																				X
505	In Civil Cases, track issues independently, or simultaneously upon order, and similarly close issues in the same manner.	Manage Case	Case Management	Clerk/Admin	6		X																		X
506	Arbitration Cases should be able to use the same information captured when creating the initial Civil Case. Allow user to change a Civil Case to an Arbitration Case type or status.	Manage Case	Case Management	Clerk/Admin	6		X	X																	X
507	There is a need to link cases for scheduling purposes in Domestic Relations actions.	Manage Case	Case Management	Clerk/Admin	6	X			X			X	X		X	X	X	X	X						X
508	A full functioning linking of cases by "family", not legal issue, to fully support Unified Family Court needs.	Manage Case	Case Management	All	6	X			X			X	X		X	X	X	X	X						X

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509	Provide capabilities to track, manage, and report on case relationships.	Manage Case	Case Management	All	6																				X
510	Need to be able to track case at the issue level. Need to know which case issues are closed and which are still pending/open.	Manage Case	Case Management	Administrator	6																				X
511	Need to manage not only cases/people/issues, but events.	Manage Case	Case Management	Administrator	6																		X		
512	Automatically associate a party, official, or organization to the case as the petitioner or respondent depending on rules based on the review type and cause of action.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
513	Provide ability to display real time case participant check-in information on the judge's bench calendar (e.g. witnesses).	Manage Case	Case Participant Management	Clerk	3																	X	X		X
514	Provide judge and courtroom staff information on the status of parties	Manage Case	Case Participant Management	All	3																	X	X		X
515	Capture information for each party associated with a hearing including check-in date and time, when hearing began and ended, when party called into hearing, whether party actually appeared in hearing.	Manage Case	Case Participant Management	Clerk	3																	X	X		X
516	Ability to track assigned judge, staff, and status of opinion.	Manage Case	Case Participant Management	Admin/Judge	6														X						
517	Link dispositions and orders to the specific case parties to which they apply.	Manage Case	Case Participant Management	Clerk/Admin	2																	X	X	X	

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518	Record additional participants in a case, such as crime victims and community representatives.	Manage Case	Case Participant Management	Clerk/Admin	2																	X	X		X	
519	Track temporary and permanent placements of juveniles involved in cases in a manner that can be analyzed statistically.	Manage Case	Case Participant Management	Clerk/Admin	2										X		X	X	X				X	X		
520	The ability to link some Juvenile cases with related juveniles that have been placed in long-term foster care or wards of the State.	Manage Case	Case Participant Management	Clerk/Admin	2																	X	X			
521	Record the assignment of a Court Appointed Attorney.	Manage Case	Case Participant Management	Clerk/Admin	2																	X	X	X		
522	Record the assignment of a Guardian Ad Litem.	Manage Case	Case Participant Management	Clerk/Admin	2																	X	X	X		
523	When adding parties and participants to a case, use one or more person identifiers to find all persons who satisfy the selection criteria.	Manage Case	Case Participant Management	Clerk/Admin	4																		X			
524	Search for a person or parties in the Department of Licensing (DOL) database when adding them to a case.	Manage Case	Case Participant Management	Clerk/Admin	4																		X			
525	Assignment or re-assignment (automatic or manual) of one or more court officials to a case based on flexible rules e.g., judges, commissioners, case managers, etc.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X	
526	Identify a participant as "sealed," protecting their name, contact information, and information associated with their case participation, from access by unauthorized users.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X	

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527	Allow recording of one or more trial court judges (or pro tem judges) who were involved in the trial court judgment.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
528	Populate selected participants from the "secondary" case to the "anchor" case so that the master case contains all active parties from the consolidated cases. Populated participants should be identified as such.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
529	In a transferred case, populate selected participants from the source to the target case and identify these transferred participants during case maintenance.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
530	Record a defendant's waiver of attorney representation and the date representation was waived on a charge.	Manage Case	Case Participant Management	Clerk	4	X			X		X		X	X			X					X	X		X
531	Associate existing case participants with protection-type orders	Manage Case	Case Participant Management	Clerk	4																		X		
532	Disallow the same person from being protected and restrained on the same order (includes alias names).	Manage Case	Case Participant Management	Clerk	4																		X		
533	Record selected participants in a case with a valid protection order or a denied order.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		
534	Record moving party* when scheduling a proceeding.	Manage Case	Case Participant Management	Clerk	4																	X	X		X
535	Note waiver of presence at hearings based on case type and hearing type, default set for defendant to be present, override allowed.	Manage Case	Case Participant Management	Clerk	4																	X	X		X

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536	When changing judicial officer assignment, provide ability to change status of previous judge	Manage Case	Case Participant Management	Admin/Judge	4																	X	X		X
537	Ability to reassign cases to participants individually.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X	X	X
538	Ability to reassign cases to participants in batch.	Manage Case	Case Participant Management	Clerk/Admin	4																				X
539	Ability to reassign cases to participants randomly.	Manage Case	Case Participant Management	Clerk/Admin	4																				X
540	Ability to reassign cases to participants evenly.	Manage Case	Case Participant Management	Clerk/Admin	4																				X
541	Ability to reassign cases to participants by other custom business rule(s).	Manage Case	Case Participant Management	Clerk/Admin	4																				X
542	Indicate that interpreter for a given language is needed for a participant at a hearing.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
543	Require well identified persons on specified case types and mandatory parties	Manage Case	Case Participant Management	Clerk	4																	X	X		X
544	Ability to search organizations as a case participant with location as filter.	Manage Case	Case Participant Management	All	4																		X		X

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545	Provide an alert if alias identities in the same alias group are being used for opposing parties in a case or protection order.	Manage Case	Case Participant Management	All	4																		X		
546	Record parties and attorneys associated with a case or referral, including for arbitration.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		X
547	Edit parties and attorneys associated with a case or referral, including arbitration.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		X
548	Record or change the role (or participant type) of the participant in the case or referral (e.g., parent, probation official, interpreter, defendant, petitioner, respondent, or attorney).	Manage Case	Case Participant Management	Clerk	4																		X		X
549	Allow one individual to act in multiple roles in a case or referral (e.g., handle situations similar to the one where an individual can act as a litigant and as a pro se attorney).	Manage Case	Case Participant Management	All	4																	X	X		X
550	Maintain a history of all participation in the case or referral. Allow activating and inactivating of participation on the case or referral. Includes arbitration cases.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
551	Allow legal representation on a Case by a attorney with an "Active" bar status.	Manage Case	Case Participant Management	Clerk	4																	X	X		X
552	Allow legal representation on a Case by out of state attorneys.	Manage Case	Case Participant Management	Clerk	4																				X
553	Allow legal representation on a Case by prosecutor's and other offices.	Manage Case	Case Participant Management	Clerk	4																				X

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554	Allow legal representation on a Case by pro se participant (a party is representing him/herself).	Manage Case	Case Participant Management	Clerk	4																				X
555	Allow multiple attorneys to represent one participant. Includes arbitration.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		X
556	Allow one attorney to represent multiple participants. Includes arbitration.	Manage Case	Case Participant Management	Clerk/Admin	4																				X
557	Alert user to ask for a valid address or contact information for pro se participants (for notification, letters).	Manage Case	Case Participant Management	Clerk	4																		X		X
558	Delete a party from a case. Includes arbitration.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		X
559	Expunge a party from a case.	Manage Case	Case Participant Management	Clerk	4																		X		X
560	Remove a party from a case. Includes arbitration.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		X
561	Remove the link between a party and referral/episode but retain the referral/episode for statistical purposes.	Manage Case	Case Participant Management	Clerk	4												X						X		X
562	Allow a participant name to be switched with another name for a case for all cases statewide.	Manage Case	Case Participant Management	Clerk	4																	X	X		X

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563	Allow a participant name to be switched with another name for a referral for all referrals statewide.	Manage Case	Case Participant Management	Clerk	4																		X		X
564	Allow a participant name to be switched with another name for a episode for all episodes statewide.	Manage Case	Case Participant Management	Clerk	4																		X		X
565	Remove the link between a party and a case when expunging a party's name from a case, but retain the information for statistical purposes.	Manage Case	Case Participant Management	Clerk	4																	X	X		X
566	Maintain case participation history for law enforcement officers.	Manage Case	Case Participant Management	Clerk	4																	X			X
567	Prevent adding an unqualified/ disqualified attorney to a case.	Manage Case	Case Participant Management	Clerk/Admin	4																		X		X
568	Maintain rules for mandatory or default party types when filing a case, based on case type and cause code.	Manage Case	Case Participant Management	Clerk/Admin	4																	X	X		X
569	Provide the ability to record, monitor, and track both official and unofficial participants on a case, issue orders and communications to them. Include capability to report as participating on the Case if only for one hearing as a substitute.	Manage Case	Case Participant Management	Clerk/Admin	6																	X	X		X
570	The system should allow the user to modify/update existing ticklers	Manage Case	Compliance Deadline Management	All	3																	X			
571	Identify completed events and prompt users when further action required.	Manage Case	Compliance Deadline Management	Clerk/Admin	3																	X			X

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572	Allow users to modify or reactivate ticklers.	Manage Case	Compliance Deadline Management	All	3																	X			
573	Generate alerts for defined actions or inactions	Manage Case	Compliance Deadline Management	Clerk/Admin	3																	X			
574	Link court events in order to determine whether they satisfy the State and/or Federal timing requirements.	Manage Case	Compliance Deadline Management	Clerk/Admin	2																	X			X
575	Ability to set case deadlines.	Manage Case	Compliance Deadline Management	Clerk/Admin	4																	X			X
576	When a "Motion for Extension of Time" is granted, record an order or ruling disposing of the motion, including the new due date. The due date for the associated document should be automatically updated.	Manage Case	Compliance Deadline Management	Clerk	4																	X		X	X
577	Mandatory titles should be automatically created for cases/dockets based on case type for consistency with the ability to edit	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																				X
578	The ability to associate an opinion with an appealed case (from CLJ court).	Manage Case	Docketing/ Case Notes	Admin/Judge	6															X					
579	Record actions that occur during the court session	Manage Case	Docketing/ Case Notes	All	1																	X			X
580	Record the type of proceeding held, and the outcome	Manage Case	Docketing/ Case Notes	Administrator	1																	X			X
581	Record an outcome to a proceeding that was held, but not the originally scheduled proceeding (Stipulation Hearing)	Manage Case	Docketing/ Case Notes	Administrator	1																	X			X

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582	Record that court staff could not or did not schedule a requested proceeding and why the proceeding was not scheduled. (If the court determines the request is not appropriate or timely.)	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X		X
583	Provide a list of reasons to choose (e.g. court cancellation, non-judicial day, calendar full, not timely, cited on wrong calendar, etc.) when court staff make the decision to not schedule hearings.	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X		
584	Enter notes regarding security issues related to a case or a proceeding	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X		X
585	Record Proceeding Recording method (e.g. court reporter, video, audio, none, etc.)	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X		
586	Note that proceedings are confirmed either by court staff or by some external electronic means	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X	X	X
587	Track proceeding progression.	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X		
588	Link a "non case" related issue to a case	Manage Case	Docketing/ Case Notes	Clerk/Admin	1																		X		X
589	Capture continuances on a case including who and why the continuance was requested.	Manage Case	Docketing/ Case Notes	All	2																		X		X
590	Link scheduling activities for a "non case", or a "pre-filed case" to the case when the cases is filed.	Manage Case	Docketing/ Case Notes	Clerk	2																			X	X
591	Maintain a history of pleas entered for cases.	Manage Case	Docketing/ Case Notes	Clerk	2																		X	X	X
592	Enter pleas for multiple participants at a hearing/trial for each participant.	Manage Case	Docketing/ Case Notes	Clerk/Admin	2	X								X			X	X					X	X	X
593	Track whether a case was tried by court or jury.	Manage Case	Docketing/ Case Notes	Clerk/Admin	2																		X		X

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594	Maintain history of custody, visitation, support, and maintenance orders on family court cases (what was originally ordered and any changes).	Manage Case	Docketing/ Case Notes	Clerk/Admin	6																		X		X	X
595	Capture vacated sentences.	Manage Case	Docketing/ Case Notes	Administrator	2																		X		X	
596	Record the same judicial activity on multiple linked cases with one transaction.	Manage Case	Docketing/ Case Notes	Clerk/Admin	2																		X		X	X
597	Docket money judgments.	Manage Case	Docketing/ Case Notes	Clerk	2																		X			
598	Record that the case initiation process is complete.	Manage Case	Docketing/ Case Notes	Clerk	4																					X
599	Provide for judicial officers and other authorized court officials to create secure or public notes in which access can be restricted by role and type of notes.	Manage Case	Docketing/ Case Notes	All	4																		X			X
600	When a case is deleted, there must be a recorded reason for deletion stored in an audit log/docket.	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																					X
601	Record the reason for the case lifecycle acceleration.	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																		X			X
602	Record a reason and generate a docket/event entry when consolidating cases.	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																		X			X
603	Record a reason and generate a docket/event entry when linking cases.	Manage Case	Docketing/ Case Notes	Clerk	6																		X			X
604	Record a reason and generate a docket/event entry when severing cases.	Manage Case	Docketing/ Case Notes	Clerk	6																		X			X
605	Allow group event docketing to record an event on multiple cases in a single step	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																		X			X

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606	Configure non-docketing events or system actions to trigger automatic creation of docket entries in the case or another case.	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																	X			X
607	Configure docket entries to trigger automatic actions in other portions of the system.	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																	X			
608	Record case events/filing information	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																	X		X	X
609	Record the appeal begin and end dates.	Manage Case	Docketing/ Case Notes	Clerk	4																				X
610	Record the criminal disposition information for the charge.	Manage Case	Docketing/ Case Notes	Clerk	4	X											X						X		X
611	Create confidential notes associated to a case on the calendar.	Manage Case	Docketing/ Case Notes	All	4																	X			X
612	Provide the ability to track and "point to" audio/video recordings of proceedings (presumably in separate court recording system) and display record begin and end counter/CD/tape information.	Manage Case	Docketing/ Case Notes	Clerk	4																	X			X
613	Provide for automatic event/docket creation to record when documents were generated or sent.	Manage Case	Docketing/ Case Notes	Clerk/Admin	4																	X		X	X
614	Add case notes for cancelled events. (Automatic, with manual override ability.)	Manage Case	Docketing/ Case Notes	All	6																	X			X
615	Determine case types automatically based on the charges/violation.	Manage Case	Initiate Case	Clerk/Admin	4																	X			X
616	Initiate a case with skeletal/minimal information.	Manage Case	Initiate Case	Clerk/Admin	4																	X			
617	Automatically generate a unique case number when initiating a case.	Manage Case	Initiate Case	Clerk/Admin	4																	X			X
618	Allow for manually entering of a unique case number when initiating a case.	Manage Case	Initiate Case	Clerk	4																				X

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619	Allow for the capturing of cause of action for a case and / or case type information	Manage Case	Initiate Case	Clerk/Admin	4																	X			X
620	Track arbitration cases separately as a separate case type.	Manage Case	Initiate Case	Administrator	4			X																	X
621	Creation of a new case number unique to the receiving court when a change of venue occurs.	Manage Case	Initiate Case	Clerk	4																				X
622	Identify the originating court for an appeal case.	Manage Case	Initiate Case	Clerk/Admin	4															X					X
623	Generate a juvenile referral number when filing any juvenile cases.	Manage Case	Initiate Case	All	6												X								X
624	Associate a juvenile referral number when filing any juvenile cases.	Manage Case	Initiate Case	Clerk/Admin	4									X		X	X	X					X		
625	Create a referral automatically during filing of a juvenile court case unless one has been established and linked.	Manage Case	Initiate Case	Clerk/Admin	4									X		X	X	X					X		
626	Consolidate two or more cases, designating one case as an "anchor" or master case, and the others as "secondary" or subservient cases.	Manage Case	Initiate Case	Clerk/Admin	4																	X			X
627	"Sever" or split apart one or multiple cases from a consolidation.	Manage Case	Initiate Case	Clerk/Admin	4																	X			X
628	Require entry of at least one violation/charge when initiating a noncivil case, but provide the ability to add more violations per case.	Manage Case	Initiate Case	Clerk	4	X											X					X			X
629	Require entry of a cause of action when initiating a civil case	Manage Case	Initiate Case	Clerk	4		X		X	X	X		X	X	X							X			X
630	Convert unfiled case proceedings to a case number when a case is filed.	Manage Case	Initiate Case	Clerk	4																	X			X

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631	Record screening information: • Who screened the case (from a list of staff attorneys, and law clerks) • Case priority - • Complexity - • Primary and secondary issues - • Charges (RCWs) challenged - • Geographic region - • Calendar type - • Nature of action (free-form text) - • Facts/issues (free form text) (Done for current case types 1 and 2)	Manage Case	Initiate Case	Administrator	4																		X		X
632	For cases filed for the purpose of an appeal, maintain list of cases ready for conference and those ready for hearings or trial.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	3															X	X	X			X
633	Maintain an inventory/list of cases that are ready for court action.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	3																	X			X
634	Provide the ability to satisfy or modify existing ticklers based on user-defined actions.	Manage Case	Lifecycle/Caseflow	All	3																	X			
635	Upon recording of completed hearings, update the case status according to court business rules	Manage Case	Lifecycle/Caseflow	Admin/Judge	3																	X			X
636	The local court should be able to designate the effective date of overall case disposition based upon rule-driven behavior.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	3																	X			X
637	Identify inactive cases to process for disposition according to business rules and groups of cases (e.g., no activity for 6 months) and prompt user regarding appropriate action.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	3		X	X	X	X								X		X		X			X
638	Identify a case or multiple cases as ready for scheduling.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	2																	X			X
639	Define a required sequence of events globally for all case types at the state level .	Manage Case	Lifecycle/Caseflow	Clerk/Admin	2																	X			X
640	Manage requests by an attorney for continuances	Manage Case	Lifecycle/Caseflow	Clerk/Admin	1																				X

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641	Allow for the entry of pleas at various points in a case (e.g., during prosecution, for probation violation).	Manage Case	Lifecycle/Caseflow	Clerk/Admin	2	X								X			X	X				X	X		X
642	Track both the original charge and the lesser charge when a case is amended.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	2																	X			X
643	Automatically or manually, stay all, or portions of, appealed cases, according to rules based on the type of appeal or a court order.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	2															X		X			X
644	Track a case initiated with skeletal/minimal information for completion.	Manage Case	Lifecycle/Caseflow	Clerk	6																	X			X
645	Ability to transfer a case from one court to another.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																	X			X
646	Allow for manual deletion of a case that follows local court (or global court) rules.	Manage Case	Lifecycle/Caseflow	Clerk	6																	X			X
647	Allow additions or changes of cause codes after initiation. Edits must be applied according to rules for the new review type, and the event which records the filing of the initiating document must be changed to reflect edits. (e.g., transfer a case with a civil case type to a small claims case type and vice versa).	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																	X		X	X
648	Allow for a case to be accelerated above its predefined lifecycle timelines processes.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																				X
649	Allow for automatic and manual maintenance of the case status based on pre-defined rules.	Manage Case	Lifecycle/Caseflow	All	4																	X			X
650	Enter time standards set by statute or court rule per case type in order to allow the system to pre-calculate and track whether the standard was met.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																	X			X
651	Ability to track against pre-defined milestones (i.e. allow performance monitoring).	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																	X			

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652	Provide view/filter of pertinent case record	Manage Case	Lifecycle/Caseflow	All	4																		X		X
653	Maintain a motion status to track progress on the motion.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																		X		X
654	Track the status of an order (e.g. active, expired, terminated, etc.)	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																		X	X	X
655	Close a case manually.	Manage Case	Lifecycle/Caseflow	Clerk	4																		X		X
656	Close a case automatically (based on pre defined global or local business rules) when the mandate or certificate of finality is recorded.	Manage Case	Lifecycle/Caseflow	Clerk	4																		X		X
657	Maintain statewide proceeding types	Manage Case	Lifecycle/Caseflow	Courts/AOC	4																		X		
658	Maintain a history of hearings set, held, heard, scheduled, rescheduled, cancelled, stricken for a case.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																		X		X
659	Provide for automatic update of motion status when a motion hearing is scheduled and when it is heard.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																		X		X
660	Maintain rules by case type to allow or disallow case update after specific activity has occurred on a case.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	4																		X		X
661	Creation of template for scheduled events in system that will schedule all future events	Manage Case	Lifecycle/Caseflow	Admin/Judge	6																				X
662	Removing from calendar non needed events based on case actions.	Manage Case	Lifecycle/Caseflow	All	6																		X		X
663	Auto Generate case schedules based on case type and complexity using pre defined templates for events and timing. Needs to be able to handle over 30 separate templates per court and each court can have their own templates/process rules.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	6																		X		X

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664	Automated reminders sent to Civil Case participants reminding them to file completion documents so the case can be closed. Reminder schedule based on judgment timeframe if issued else a default quarterly reminder.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	6		X																X		X
665	Convert an Arbitration Case to a Civil Case Trial De Novo Case automatically.	Manage Case	Lifecycle/Caseflow	Clerk/Admin	6		X	X																	X
666	Provide ability to streamline or auto-create a civil Judgment upon completion of a criminal case when the guilty party owes money to someone.	Manage Case	Lifecycle/Caseflow	Clerk	6	X											X								X
667	Auto Close cases, or at least produce list of cases eligible to be closed.	Manage Case	Lifecycle/Caseflow	Clerk	6																		X		
668	For Appeal Cases, provide a list of case eligible for closure.	Manage Case	Lifecycle/Caseflow	Clerk	6														X	X					
669	Link juvenile cases with related Termination of Parental Rights (TPR), Adoptions, and delinquency cases, and juveniles that have been placed in foster care.	Manage Case	Other	Clerk/Admin	2						X		X		X		X	X	X				X		X
670	Display a list of notifications	Manage Case	Other	All	4																	X			
671	Perform a text search on docket entries.	Manage Case	Reports	All	4																				X
672	Ability to enter and find non-person based case information that occur before case is filed, if at all, for inclusion in index and workload statistics.	Manage Case	Reports	Clerk	4																	X		X	X
673	Display size of the case record and briefs (number of pages/volumes/number of items).	Manage Case	Reports	All	4																	X		X	
674	Generate alert when displaying cases or portions of cases that are not public record or otherwise require user notification	Manage Case	Reports	All	3																	X			X

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675	For case management and statistical purposes (e.g. workload, clearance rates, time standards, etc.), there must be the flexibility to report multiple dispositions based on different milestones	Manage Case	Reports	Clerk/Admin	3																				X
676	There must be the ability to report dispositions consistent with both local court requirements and national reporting requirements	Manage Case	Reports	Clerk/Admin	3																	X			X
677	Create, display or print, and maintain separate judgment indexes (i.e., judgment book) that show original and subsequent judgments by case and party.	Manage Case	Reports	Clerk/Admin	3																	X		X	
678	The ability to track status of case and associated opinion.	Manage Case	Reports	Admin/Judge	6															X					
679	Generate overall case closure reports	Manage Case	Reports	Clerk/Admin	3																	X		X	X
680	Count the total number of proceedings scheduled on a case	Manage Case	Reports	All	2																	X			X
681	Count the total number of proceedings held on a case	Manage Case	Reports	All	1																	X			X
682	Display the case file date and age of the case in days	Manage Case	Reports	All	1																				X
683	Display the judicial officer(s) assigned to a case, the change of judicial officer(s) assigned to a case including the reason for the change.	Manage Case	Reports	All	2																	X			X
684	Display the number and types of cases assigned per judicial officer.	Manage Case	Reports	All	2																	X		X	
685	Generate the appropriate notices for rescheduled hearings for a case when a continuance is granted.	Manage Case	Reports	All	2																			X	X
686	Capture the total number of continuances per case, judge or jurisdiction.	Manage Case	Reports	Clerk/Admin	2																	X			X
687	View past and future settings on a case in order to facilitate decisions on granting continuances and managing of cases.	Manage Case	Reports	Clerk/Admin	2																	X			X
688	Produce the appropriate notices for transferred cases.	Manage Case	Reports	Clerk	2																			X	X

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689	Provide online reminders to the user when activities need to be scheduled on cases (criteria used to determine reminders is based on timing objectives, statute, court rules, etc.).	Manage Case	Reports	Clerk/Admin	2																		X		X
690	Alert the user that a required event has not occurred when scheduling the next event.	Manage Case	Reports	Clerk/Admin	2																		X		X
691	Generate a list of pending jury trials including date, parties and attorneys.	Manage Case	Reports	Clerk/Admin	2	X	X				X			X									X		X
692	Report Proceeding Duration-Estimated vs. Actual Duration	Manage Case	Reports	Clerk/Admin	1																		X		
693	Report Proceeding Duration-Average Estimated vs. Actual Duration	Manage Case	Reports	Clerk/Admin	1																		X		
694	Report Proceeding Duration - Actual Duration Calculation	Manage Case	Reports	Clerk/Admin	1																		X		
695	Track the time intervals between events in a case. Compare actual time to "speedy trial" timeframes.	Manage Case	Reports	Clerk/Admin	1																		X		X
696	Record/Report intervals between events: Days between date set and date heard.	Manage Case	Reports	Clerk/Admin	1																		X		
697	Keep statistical information by hearing officer when he/she resolves a case and enters a disposition. This information includes, but is not limited to the number of cases resolved, how each case was resolved, and how much money was collected.	Manage Case	Reports	Clerk/Admin	2																		X		X
698	Generate notices, if required, to the appropriate parties for the assignment of a Court Appointed Attorney.	Manage Case	Reports	Clerk/Admin	2																		X	X	X
699	Generate notices, if required, to the appropriate parties for the assignment of a Guardian Ad Litem.	Manage Case	Reports	Clerk/Admin	2																		X	X	X
700	Display disposition and sentencing history.	Manage Case	Reports	Courts/AOC	2																		X		
701	Print/Distribute disposition and sentencing history.	Manage Case	Reports	All	2																		X	X	
702	Track, by judicial officer, the number of cases that resulted in a jury trial.	Manage Case	Reports	Administrator	2																		X		X

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703	Provide case search capabilities using one or more case and person (agencies, organizations, schools, officials, and other case participants) identifiers to find all cases which meet the criteria.	Manage Case	Reports	All	4																	X	X	X	X
704	Search for pre-defined groups of docket entries.	Manage Case	Reports	All	4																	X			X
705	Access existing cases using multiple legacy case number formats.	Manage Case	Reports	Clerk/Admin	4																	X			X
706	Flag whether the case is an appeal case.	Manage Case	Reports	All	4														X	X					X
707	Report to the user the number of cases which have been filed in their court with the same associated trial court case number	Manage Case	Reports	Clerk/Admin	4																	X			X
708	During case maintenance and case viewing, alert the user to given conditions.	Manage Case	Reports	All	4																	X	X		X
709	Provide manual tickler capability based on business rules and statutory requirements.	Manage Case	Reports	All	4																	X			
710	Provide automatic tickler capability based on business rules and statutory requirements.	Manage Case	Reports	All	4																	X			
711	Notify specified staff when pre-defined events occur (some of these are for the Administrator and some for the Clerk I am assuming).	Manage Case	Reports	Clerk/Admin	4																	X			X
712	Display the case status.	Manage Case	Reports	All	4																				X
713	Identify a case that has the following attributes including but not limited to: • Alcohol related • Accident	Manage Case	Reports	Clerk	4																				X
714	Display events for all cases in a consolidation when viewing any one case involved in the consolidation.	Manage Case	Reports	All	4																			X	X
715	Automatically display and record any notices of interest to the Office of the Secretary of State (OSOS) with information	Manage Case	Reports	Clerk/Admin	4																	X	X		X

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716	Display the criminal disposition information for the charge.	Manage Case	Reports	All	4	X											X					X			X
717	Create a history of modified or amended charges.	Manage Case	Reports	Clerk/Admin	4																				X
718	Allow users to define the display of information when proceedings reported. The options include but are not limited to displaying calendars, sessions, and/or proceeding subtypes. Display or not the count of proceedings set. Display or not the unavailable resources.	Manage Case	Reports	All	4																	X			
719	View the case title and case number, date, calendar, session, subtype, confirmation information, multi-day proceeding information, proceeding and outcome notes, all resources assigned and the outcome of any proceedings listed in the proceeding history for a case.	Manage Case	Reports	All	4																	X			X
720	View all the proceedings set on a given case and the outcomes of those proceedings.	Manage Case	Reports	All	4																	X			X
721	Sort and display proceeding information by: • View all - • View proceedings held - • View proceedings not held - • View proceedings scheduled	Manage Case	Reports	All	4																	X			X
722	Display a history of all participation in the case or referral.	Manage Case	Reports	All	4																	X			X
723	Display the participants from the legal case that is associated to a referral. (Part of the unified court area. Identified related parties in Adult Cases and Juvenile Cases.)	Manage Case	Reports	All	4																		X		X
724	Show pro se or attorney status designation prominently.	Manage Case	Reports	All	4																		X		X
725	Provide bankruptcy alert that affects a party but not entire case.	Manage Case	Reports	All	4																	X	X		
726	Reports should display pre-defined information including, but not limited to: • Case number(s) - • Report title - • Report date - • Date ranges	Manage Case	Reports	All	4																	X			
727	Include name and addresses of parties and attorneys on a generated document, according to pre-defined rules	Manage Case	Reports	Clerk/Admin	4																	X	X	X	X

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728	Prepare the same letter/form at one time for more than one person.	Manage Case	Reports	Clerk/Admin	4																		X		X	X
729	Generate a single notice for an attorney who represents multiple parties on a case, or for a participant who has multiple roles on the case.	Manage Case	Reports	Clerk/Admin	4																		X	X	X	X
730	Workload statistics for all court activity including probable cause hearing before case has a number.	Manage Case	Reports	All	6																		X			X
731	Create Tickler for Stayed cases	Manage Case	Reports	Admin/Judge	6																					X
732	Schedule reminders (court defined) to civil case files when no action taken, with escalating verbiage and warning of closure.	Manage Case	Reports	Clerk/Admin	6																			X		X
733	Hearing report for Truancy (and all other I suppose) to include all the contempt hearings held. Need to track the number of contempt hearings	Manage Case	Reports	Administrator	6																					X
734	Create and maintain judge and other user notes (case, person, events, etc.) for user's viewing.	Manage Records	Docketing/ Case Notes	All	3																		X		X	
735	Information on Case and Party actions must be reflected in the docketing system of record.	Manage Records	Docketing/ Case Notes	Clerk	3																		X	X		X
736	Link notices for a "non case", or a "pre-filed case" to the case when the cases is filed.	Manage Records	Docketing/ Case Notes	Clerk	2																		X			X
737	Once cases are consolidated, limit the recording of activities to the anchor case only.	Manage Records	Docketing/ Case Notes	Clerk/Admin	6																		X			X
738	Record the withdrawal of an opinion, order, or ruling.	Manage Records	Docketing/ Case Notes	Clerk	4																		X			X
739	Automatically generate a docket entry / case note for all sent/generated electronic document from within the CMS application to case participants. (Includes arbitration and juvenile cases.)	Manage Records	Docketing/ Case Notes	Clerk/Admin	4																		X		X	X

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740	When a foreign language translation is transmitted with a generated document, allow docket entry and proof of mailing to note the transmittal of both versions. (Arbitration also.)	Manage Records	Docketing/ Case Notes	Clerk/Admin	4																	X		X	X
741	The system must have full version control of opinions, changes are recorded, and the latest version is always designated	Manage Records	Document Management	Admin/Judge	3															X				X	
742	Ability to accommodate document templates in foreign languages and with foreign character sets.	Manage Records	Document Management	Clerk/Admin	4																	X		X	
743	The system must keep the opinion on the case from the time it is assigned to a judge, including opinion status, status dates, staff assigned, and opinion type. Tracking information also should include the opinion drafting status, schedule for drafting and review, and length of time required to produce and review opinion.	Manage Records	Document Management	Admin/Judge	3															X				X	
744	View the Court calendar on the Internet and to link to the case documents (e.g. briefs).	Manage Records	Document Management	All	1																	X		X	X
745	Capture and track the original and amended support information (e.g. child support, spousal maintenance).	Manage Records	Document Management	Clerk	2																			X	
746	Record additional information on the receipt of a document filed on a case.	Manage Records	Document Management	Clerk	4																			X	
747	Record and maintain protection-type orders to a case.	Manage Records	Document Management	Clerk	4	X	X		X								X		X				X		X
748	Create and maintain document templates for each court, providing a standard audit trail of changes to the document.	Manage Records	Document Management	Clerk/Admin	4																	X		X	
749	Associate each document template to the type of document or court event for which they are used.	Manage Records	Document Management	Clerk/Admin	4																	X		X	
750	Publish a batch of generated documents to a designated location on the AOC internet site.	Manage Records	Document Management	Clerk/Admin	4																	X		X	

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751	Complete case package sent to Appeal court when case appealed.	Manage Records	Document Management	Clerk/Admin	6																X		X		X
752	Creation of a pick list of all exhibits and paper records for the case that need to be transferred to the new court.	Manage Records	Exhibit Management	Clerk	4															X	X			X	X
753	The flexibility to interface with other systems (e.g. standard word processing programs) or to include a function to facilitate tracking changes in the opinion document.	Manage Records	Record Management	Admin/Judge	3																	X			
754	Transfer of all electronic documents for the case to the new court	Manage Records	Record Management	Clerk	4																	X		X	
755	Record an opinion and capture the following information: • Opinion filing type (opinion or opinion that does not terminate review), • Opinion decision (e.g., affirmed, remanded), and • Author of opinion	Manage Records	Record Management	Admin/Judge	4															X	X	X			X
756	Create and display or print (including ability to reprint) court orders (including informal, preliminary, and final orders) resulting from hearings and other judicial proceedings in real-time	Manage Records	Record Management	All	6																	X		X	X
757	Allow for electronic signature of orders (like credit card sign blocks at stores) by case participants and judge.	Manage Records	Record Management	All	6																	X		X	X
758	Allow user to create orders resulting from out-of-courtroom events to be signed by judge in informal setting	Manage Records	Record Management	Admin/Judge	3																	X		X	
759	Provide the ability for the judge to approve orders electronically as well as manually	Manage Records	Record Management	Judge	3																	X		X	
760	Find specific document directly from other parts of system (e.g., docket) without intermediate steps (e.g., without scrolling through document list to select given document.	Manage Records	Record Management	All	3																			X	

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761	Provide capability to interface with document management system that is separate from case processing if case processing system excludes document management capabilities	Manage Records	Record Management	All	3																			X	
762	Develop standard notices	Manage Records	Record Management	Courts/AOC	1																			X	
763	Maintain standard notices	Manage Records	Record Management	Courts/AOC	1																			X	
764	Prepare notices for proceeding participants	Manage Records	Record Management	Clerk/Admin	1																	X		X	
765	Develop standard notice types (e.g. Summons, Clerk's Dismissal Notice)	Manage Records	Record Management	Clerk/Admin	1																	X			
766	Maintain standard notice types (e.g. Summons, Clerk's Dismissal Notice)	Manage Records	Record Management	Clerk/Admin	1																	X			
767	Ability to maintain local templates for proceeding notices	Manage Records	Record Management	Clerk/Admin	1																	X		X	
768	Generate various standard orders, on demand, per the judicial officer's request, allowing the court staff to modify the contents (in real-time) of certain designated portions of the order based on the county or judicial officer preference.	Manage Records	Record Management	All	2																			X	
769	Transfer of all case notes and docket entries for the transferred case to the new court.	Manage Records	Record Management	Clerk	4																	X		X	X
770	Based on defined parameters, automatically and/or manually prepare a warrant of arrest on a participant on a case.	Manage Records	Record Management	Judge/Clerk	4																			X	
771	Modify an existing order (previously terminated).	Manage Records	Record Management	Clerk	4	X	X										X							X	X
772	Record all disposition orders and diversion agreements associated with a referral.	Manage Records	Record Management	Clerk	4												X						X	X	X

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773	Ability to modify disposition orders and diversion agreements associated with a referral.	Manage Records	Record Management	All	4												X							X	X
774	If a decision on a motion for reconsideration changes the original decision, allow the user to update the original Opinion.	Manage Records	Record Management	Judge/Clerk	4															X	X				X
775	Allow editing of outcomes recorded previously	Manage Records	Record Management	Clerk	4																	X			X
776	Allow edit of a system-generated document before sending or printing it.	Manage Records	Record Management	Clerk/Admin	4																	X		X	
777	Send a generated electronic document from within the CMS application via electronic service.	Manage Records	Record Management	Clerk/Admin	4																	X		X	
778	Enable user to search tickler on flexible criteria including full-text search of all entries, date range, event type, and other user-selectable characteristics.	Manage Records	Reports	All	3																	X			
779	Create and display or print (including ability to reprint) court orders (including informal, preliminary, and final orders) resulting from hearings and other judicial proceedings in real-time	Manage Records	Reports	All	6																	X		X	X
780	Reports on investigations used by the court to determine bail amounts.	Manage Records	Reports	Admin/Judge	3	X											X					X	X	X	X
781	Display any printed output, print any screen display, and print any document individually or in a group, when scheduled or on request	Manage Records	Reports	All	3																	X		X	
782	Print notices for proceeding participants	Manage Records	Reports	All	1																			X	
783	Prepare multiple copies of the same notice to different parties	Manage Records	Reports	Clerk/Admin	1																			X	
784	Print multiple copies of the same notice to different parties	Manage Records	Reports	Clerk/Admin	1																			X	

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785	Based on defined parameters, automatically and/or manually prepare a warrant of arrest on a participant on a case.	Manage Records	Reports	Clerk	4																		X		
786	Ability to receive/send notifications from other courts within same county or between counties.	Manage Records	Reports	Clerk/Admin	4																		X		
787	Display the original order decision and expiration date.	Manage Records	Reports	All	4																			X	X
788	Display the statewide history of protection-type orders for an individual or a case; include alias names associated with the individual.	Manage Records	Reports	All	4																		X	X	
789	Print the statewide history of protection-type orders for an individual or a case; include alias names associated with the individual.	Manage Records	Reports	All	4																	X			
790	Send a generated electronic document from within the CMS application via electronic service. (e-mail)	Manage Records	Reports	Clerk/Admin	4																	X		X	
791	Publish a batch of generated documents to a designated location on the AOC internet site.	Manage Records	Reports	Courts/AOC	4																	X		X	
792	There is a need to be able to research all Superior Court issued opinions on lower court case Appeals. Search and find all previous opinions on similar subjects/Issues.	Manage Records	Reports	Judge	6															X					
793	Append the search criteria and search within a set of search results.	Other	General System Requirement	All	4																	X			
794	Move easily between judicial officer and courtroom views.	Other	General System Requirement	Clerk/Admin	2																	X			
795	Perform wildcard searches of free-form case text, such as case title and docket text.	Other	General System Requirement	All	4																	X	X		X

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796	View search results at the summary and/or detail level	Other	General System Requirement	All	4																		X			
797	Perform universal searches (e.g., by case type, court level, flexibility of views).	Other	General System Requirement	All	4																		X	X	X	X
798	Configure data pages or screens by court level and case type to display and collect information.	Other	General System Requirement	Clerk/Admin	4																		X			X
799	Provide links within a case to events, and or records.	Other	General System Requirement	All	4																		X			X
800	Information on address changes is to remain on the system for statistical purposes.	Other	General System Requirement	All	4																		X	X		
801	Support production of bar codes on labels and documents.	Other	General System Requirement	Clerk	4																		X		X	
802	System must block mailings to invalid addresses, but allow overrides.	Other	General System Requirement	Clerk/Admin	4																		X	X	X	
803	Maintain statewide code translation tables defined by an authorized administrator.	Other	General System Requirement	Courts/AOC	4																		X			
804	Capture key information before and after each transaction.	Other	General System Requirement	Clerk/Admin	4																		X			

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805	Capture case identification if this is used in the transaction.	Other	General System Requirement	Clerk/Admin	4																		X		X
806	Capture person identification information if this is used in the transaction.	Other	General System Requirement	Clerk/Admin	4																		X	X	
807	Record the function being executed, the action or key entered by the user.	Other	General System Requirement	Clerk/Admin	4																		X		
808	Record the date and time when the log entry was written.	Other	General System Requirement	Courts/AOC	4																		X		
809	Record messages issued to the user at the time of logging.	Other	General System Requirement	Courts/AOC	4																		X		
810	Record the error or exception if the transaction does not end successfully.	Other	General System Requirement	Courts/AOC	4																		X		
811	Produce an audit log report on request, using search criteria based on any combination of the data elements in the audit log file. Can be used in Court as evidence.	Other	General System Requirement	Courts/AOC	4																		X		
812	Provide a facility to disable use of an application function	Other	General System Requirement	Courts/AOC	4																		X		
813	Pre-fill fields with default values. This is what the system defaults to initially or when there is no entry of specific data (e.g., current date for filing date, begin effective dates).	Other	General System Requirement	All	4																		X		

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814	Provide protection against simultaneous update of a case as a complete unit since an update to one subsection of a case may invalidate an update that is in-progress on another subsection.	Other	General System Requirement	All	4																		X		X
815	Ability to navigate among screens and modules without re-entering case number, or any other case identifier	Other	General System Requirement	All	4																		X		
816	Provide for canceling table changes before they are saved (CANCEL button).	Other	General System Requirement	All	4																		X		
817	Provide for restoring the screen to the state prior to data entry (RESET button).	Other	General System Requirement	All	4																		X		
818	Ability to input data using devices such as (scanning, bar code, etc.).	Other	General System Requirement	All	4																		X		
819	System enables data entry during batch processing.	Other	General System Requirement	Clerk/Admin	4																		X		
820	Online transactions update the system in real-time.	Other	General System Requirement	All	4																		X		X
821	Ability to invoke a function or navigate via multiple methods (command buttons, function keys, mouse, etc.).	Other	General System Requirement	All	4																		X		

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822	Manage batch submission of reports or jobs from an application screen. This facility should permit a user to schedule when the request should be executed, to choose whether to view results on the screen, or to print the results, and to manage printing of the report.	Other	General System Requirement	Clerk/Admin	4																	X			
823	Maintain an assignment of a local printer to a user.	Other	General System Requirement	Clerk/Admin	4																	X			
824	Complete help screen capabilities that contain information on a comprehensive array of topics, permit easy searches for and indexes of topics, permit access directly from specific parts of the system (e.g., data elements, documents, procedures), and provide easy-to-understand instructions for using each part of the system.	Other	General System Requirement	Courts/AOC	4																	X			
825	All notifications to case/court participants should be deliverable by email, fax, postal mail, and text message depending on participants desired option.	Other	Other	Clerk/Admin	6																	X			
826	Capture whether terms and conditions of judicial orders were completed.	Pre-Post Disposition Services	Compliance	Clerk/Admin	2																	X	X		X
827	Track out of home placements by judicial officer on juvenile cases.	Pre-Post Disposition Services	Compliance	Clerk/Admin	2										X		X	X	X			X	X		X
828	Link child support orders to the corresponding proof of service.	Pre-Post Disposition Services	Compliance	Clerk	2																	X		X	

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829	Track defendant progress, case notes, probation/parole, and treatment ("bench probation" including deferrals, drug court, family treatment court).	Pre-Post Disposition Services	Compliance	All	4																	X	X		X
830	Associate the conditions of release and probation with the judicial officer who set the conditions.	Pre-Post Disposition Services	Docketing/ Case Notes	Clerk	2	X											X					X	X		X
831	Record post adjudication sentencing information	Pre-Post Disposition Services	Docketing/ Case Notes	Clerk	4																	X	X		X
832	Capture all modifications to each sentence (e.g. re-sentencing, probation violations).	Pre-Post Disposition Services	Judicial Decision Making	Clerk	2																	X	X		X
833	Retain the original sentence and display/link all modifications to the original sentence.	Pre-Post Disposition Services	Judicial Decision Making	Clerk	2																	X		X	X
834	Maintain disposition and sentencing history.	Pre-Post Disposition Services	Judicial Decision Making	Clerk	2																	X			
835	Specify whether a juvenile court must decline jurisdiction, may assume jurisdiction, or must perform some other action concerning an allegation based on the law.	Pre-Post Disposition Services	Judicial Decision Making	Courts/AOC	4																	X			
836	Record and maintain all detention violation outcomes associated with a referral.	Pre-Post Disposition Services	Juvenile Detention	All	4												X								X
837	Record and maintain all probation violation outcomes associated with a referral.	Pre-Post Disposition Services	Probation Services	All	4	?											X								X

