

Attachment E1 Draft Requirements

Attachment E1 is provided as a general list of requirements and is not intended to be an all inclusive list. The successful vendor will be given an updated and detailed list of requirements at the start of work. These updates will be based on the National Center for State Courts (NCSC) model along with requirements unique to Washington Superior Courts and will serve as a baseline document. The successful vendor will review the requirements and potentially revise them during analysis in Phase 1. (Note that the evaluation should examine each requirement individually to identify whether the system can or cannot meet the requirement. It should also be determined whether the system can connect and/or integrate with existing AOC systems to satisfy the requirement.)

General	Notes. Can a user associate notes with a case, proceeding, and calendar?
	Notes. Can judicial officers and others create secure notes on a calendar, docket, person, and other case/person record entries which are only viewable by themselves or a selected list of users or roles?
Case	Case Type, Review Type, and Referral Type. Are screens configurable by case type, review type, and referral type to display and collect information relevant to that type? Case types include: criminal, civil, domestic relations, probate, mental illness, juvenile dependency, juvenile offender, truancy, at-risk-youth, juvenile referrals, guardianship and lower court appeals.
	Case Type Based on Charges/Violations. Can the system automatically generate the case type based on the charge?
	Case Type Based on Charges/Violations. Can the system automatically trigger business processes (e.g., schedule a hearing, prevent forfeiture of bail) based on the case type and/or charges?
	Case Type Change. Does the system permit the changing of case type at any time during the case lifecycle (e.g., a dependency changes to a guardianship, then to a termination, then child is adopted; a guardianship turns into a probate; a divorce decree could have multiple modification actions)?
	Case Number. Can the system handle multiple formats for case numbers?

Attachment E1 Draft Requirements

	<p>Related Cases. Can groups of two or more related cases be created, maintained, and the grouping identified throughout the application? Relationships include: consolidation, linking, associating a trial court case with an appellate case, transfer of a case from one court to another, case type changes, and associating juvenile referrals with legal cases.</p>
	<p>External Identifiers. Can a case be associated with unlimited external identifiers (e.g., citation number, booking number, arrest-based identifier, federal case number)?</p>
	<p>Case Search. Does the system provide for looking up and retrieving cases by identifying specific case or party identifiers (e.g., party names, attorney names, case numbers, court type, filing date range, vehicle information, warrant numbers, warrant issue date, no contact order #, Jail person Identifier, etc.)?</p>
	<p>Case Flags or Alerts. Is a facility provided to display case alerts (e.g., outstanding warrant, failure to appear, domestic violence alerts, accelerated or sealed cases) prominently and prevent conflicting action based on rules?</p>
	<p>Court Official Assignment. Is there an option for multiple court officials such as judges or case managers to be assigned to a case based on pre-defined rules (e.g., retain/display primary judicial officer with option for additional officers and begin and end dates and reason for all)?</p>
	<p>Problem Solving Cases. Can the system assign a case to a problem solving court (specialty court, e.g., drug court, mental health court, family court, etc.) and report on problem solving court cases?</p>
	<p>Case Records Destruction/Deletion. Is there a facility for regulating automatic destruction/deletion of electronic case calendaring and case management data based on state rules?</p>
Person and Participant	<p>Person-centric. Can the system create and maintain a searchable and updatable collection of person records that uniquely identifies each person record and allows that record to be associated with one or many cases or orders?</p>
	<p>Person Types. Can the system differentiate between well-identified and non well-identified parties?</p>
	<p>Contact Information. Does the system allow multiple addresses, telephone numbers, driver's licenses, and email addresses to be associated with a person, allow the recording of the source of the information (e.g., the address was obtained from the Department of Licensing, or which court entered the address), maintain a history of changes, and allow selection of any specific item from the list?</p>

Attachment E1 Draft Requirements

	Confidential Person Information. Is it possible to make specific information about a person confidential and therefore allow access to authorized users?
	Relationships. Can the system maintain relationships between persons or between persons and organizations (e.g., aliases and true names, trade names, organization or geographical hierarchies, family relationships, court officials, and assigned court)?
	Business/Organization. Does the system allow a user to identify a party either as a business/organization or as an individual, in order to apply the proper rules (e.g., Notice of Hearings and Failure to Appear notifications are not generated for businesses)?
	Person Search. Does the system provide look-up and retrieval by identifying specific party identifiers (e.g., names/alias names, date of birth, driver license numbers, department of corrections numbers, FBI, SID, and other user definable identification numbers)?
	Case or Party Name Search. When name searches are used to look up and retrieve cases or persons, are wildcard and phonetic capabilities provided?
	History. Can the system maintain and display a history of all participation in a case or referral?
	Participant Associations. Can associations and their effective dates be maintained between case participants (e.g., link multiple DBAs or garnishee defendants to a party, associate one or more attorneys with a party, associate one attorney with multiple parties, or withdraw an attorney from a case)?
	Statewide History for a Person. Does the system provide a comprehensive, summary view of a person's data throughout the application (e.g., all cases, hearings, warrants, etc.), across court levels and jurisdictions?
	Warrants. Does the system have the ability to receive and respond to messages from outside systems and route information to the appropriate parties? (See Appendix K - Warrants-)
	Warrants/No Contact Orders. Does the system allow one or more No Contact Order records associated with a single court order?
	Person Alerts. Is a facility provided to display person alerts prominently (e.g., create an alert that a person is dangerous)?
Basic Calendaring	Judicial Assignment. Does the system handle assignment of a panel of judges to a hearing in addition to handling assignment of a specific judge?

Attachment E1 Draft Requirements

	Automatic Scheduling. Can the court define rules for automatic scheduling (e.g., the maximum number of scheduled events by judge, by department, per day, per timeslot, by case type, by event type)?
	Recurrence. Can a user schedule regularly recurring hearings for a case (e.g., every six months)?
	Schedule/Calendar View. Are views of case settings for each court or judicial officer provided (e.g., daily, weekly, monthly, specified calendar or resource)?
	Hearing Without a Case. Does the system allow scheduling of an event which is not associated with a case? Can that event be associated with an originating agency (e.g., law enforcement agency or prosecutor's office) number or another court's case number?
	Judicial Conflicts/Recusals. Does the system track recusals or conflicts between judges and parties? How does the system use this information in case assignment and reassignment?
	Schedule Changes. Can a user set and reset a group of cases from one judge, judicial officer, or department to another as a single action (e.g., if judge retires or moves to another court)?
	Hearing Notices. Are hearing notices (with details of required appearances, submission and other obligations) generated (manually and/or batch) when a hearing is scheduled, rescheduled, or cancelled?
	Draft Calendars. Can the user maintain draft calendars that defer subsequent actions such as notice generation or docketing functions until calendar is finalized?
	Calendar Setup. Does the system allow the user to set pre-defined parameters for calendars (e.g., type of proceedings, type of case, duration, number of cases allowed)?
	Case Screening. Can a user enter additional criteria to contribute to efficient scheduling of a case for a hearing (e.g., priority, complexity of the case, suggested geographic location, issue/nature of proceeding identification)?
	Confirmation. Does the system allow a user to mark that a case participant has confirmed his/her presence at an upcoming scheduled hearing?
Hearings	Hearing Participants. Does the system track parties/participants present at hearings? This includes check-in date and time, when the hearing began and ended, when the party was called into the hearing, whether the party actually appeared in the hearing.

Attachment E1 Draft Requirements

Adjudication and Disposition	Subsequent Disposition. Does the system allow a case to have multiple subsequent dispositions that trigger new statistical and time standards tracking?
	Conditions. Does the system allow multiple conditions (e.g., jail time, fine, community service) to be associated with the disposition of each charge? Does it allow a user to associate court-imposed outcomes (e.g., waives, suspended) with a specific condition?
	Case Closure. Does the system accommodate automatic, as well as manual, closure of a case (i.e., when certain conditions are met)?
	Audit Trails. Does the system maintain an audit trail of modified or amended charges?
	Record Plea. Does the system record a plea/change of plea for each charge?
	Send Notification to Comply. If an appeal mandate is issued and further action is required by the trial court, can the system generate automatic notification to the trial court?
Pre- and Post- Disposition Compliance	Automatic Out-of-Compliance Reporting. Does the system provide for automatic "out-of-compliance" reporting for failure to comply with calendaring and case management rules?
System Configuration Maintenance	Security Administration. Does the system provide for decentralized security administration?
	Confidential Case Information. Does the system support the following types of confidentiality: 1. confidential case types (e.g., juvenile dependency, adoption) 2. specific case components (e.g., confidential names, notes, events) 4. cases sealed by court order?
	Configuration Administration. Does the system provide for decentralized application configuration?

Attachment E1 Draft Requirements

	Configuration Levels. Does the system allow configuration of processing rules and codes selectively, where some apply to all courts, some apply only to a court level (supreme court, courts of appeal, superior court, district court, municipal court, juvenile court), some apply only to a case type, and finally some apply only to an individual court?
	Court Configurations. Does the system handle multiple court configurations (e.g., a court with multiple locations where some functions are centralized and some are not)?
	Fines/Penalties. Does the system allow the association of a fine with a specific charge?
	Statistics. Does the system support case load statistical reporting consistent with current AOC reports?