

Attachment E2 Draft Additional Functionality

Attachment E2 is provided as a general list of functions that the supplier product may provide in addition to the calendaring and case management requirements. This is not intended to be an all inclusive list. The successful vendor will be given an updated and detailed list of functionality at the start of work. The successful vendor will review the functions provided by suppliers as part of the RFP analysis in Phase 1.

General	Notes. Can a user associate notes with a docket, and/or financial transaction?
Case	Case Type Based on Charges/Violations. Can the system automatically generate the case type based on the charge?
	Related Cases. Can docket information automatically propagate between related cases?
	Case Activity Transfer. Are there facilities for transferring all or selected case activity and person information from one case to another when transferring a case from one jurisdiction to another with a means to identify transferred versus new information?
	External Identifiers. Can a case be associated with unlimited external identifiers (e.g., citation number, booking number, arrest-based identifier, federal case number)?
	Skeletal Case Tracking. Can the system initiate a case with skeletal/minimal information and track these cases for completion (e.g., add a case when documents are received even though the actual case filing documents have not been received or screened)? What is the minimum information required to initiate a case?
	Batch Case Initiation and Maintenance. Does the system accommodate both batch and single entry during the case initiation and maintenance process (e.g., allow user to select multiple cases and update all with like information)?
	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?
Person and Participant	Name Change. Can the system maintain an audit trail of person name changes?
	Attorneys. Does the system provide for maintenance of attorney information, (e.g., names, addresses, etc., including those for out of state attorneys, names of law firms, active status, email addresses, Bar Association attorney number)?

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	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)?
Hearings	Minutes. Does the system provide for in-court minute entry processing or summary of proceedings?
Docketing	Register of Actions. Is the docket configurable by case type, so that it is automatically updated when specific actions (such as hearings, trials, financial transactions, disposition events, warrant and paper activity, and filings) occur on the case?
	Document Viewing. Can electronic documents (either documents generated by the CMS or linked to a third party system) be identified, retrieved and viewed from related records within the CMS (e.g., the docket entries)?
	Sealed Documents. Are facilities provided to identify a document or a portion of a document as "sealed" and to limit access to these documents throughout the system?
	Event Relationships. Can a user relate case events to each other to establish a "chain of events"?
	Docket Search. Can a user search and/or filter the docket by document or docket type (e.g., warrants, orders, decisions, phone calls, accounting, hearings) or by significant words or phrases?
	Docket View. Does the system provide customized views of the docket (e.g., for judges, the public, accounting)?
Basic Accounting and Receipting	Integration. Are basic accounting, financial management, and collections monitoring functions fully integrated with the core case management system? Integration includes links between accounting functions and case activities for the purpose of providing automatic edits or warnings. It also includes automatic generation of docket entries for key financial transactions.
	Universal Cashiering. Does the system support "universal cashiering," (i.e., receipting a payment on a case at any court with automatic transfer to the accounts of the court)?
	Payment Types. Does the system handle credit card and on-line payment processing?
	Payment Plans. Does the system allow establishment of payment plans for an individual case and by combining all or part of a person's obligations on multiple cases?

Attachment E2 Draft Additional Functionality

	Receipting. Does the system handle non-case related payments and unidentified payments and later allow association to a case when unidentified payment is resolved?
	Billing Accounts. Does the system have a means to prepare and send billing statements?
	Payments. Does the system track dishonored checks to prevent future check payments from the party?
	Cashier Close Out. Does the system handle balancing of individual cash drawers?
	Joint and Several. Does the system handle joint and several receivables and not count the amount more than once in financial reports?
	Batch and Single Entry. Does the system accommodate both batch and single entry during accounting and receipting processes?
	Bail and Bonds. Does the system record and track cash and non-cash bail and bonds (e.g., set, forfeit, exonerate, notifications)?
	Chart of Accounts. Are functions provided to automatically update and maintain a centralized chart of accounts and map to local accounting code information?
	Bank Account Management. Are basic bank account management functions provided (e.g., interest earning deposits, posting of interest accruals to bank accounting records and associating accruals with proper bank account, reconciliation of court and bank balances, identifying and processing dishonored payments [i.e., returned payments/items, counterfeit currency])?
	Unclaimed Property. Does the system account for identification, tracking, and return of unclaimed property?
	Collections. Does the system provide for collections management (e.g., identifying delinquent accounts, sending them to an outside organization for collection, automatic application of funds to the appropriate account received from outside collection organization, allow monitoring of payment compliance, generating reports)?
	Remittance. Does the system have the means to identify distribution of monies based on type of receipt (e.g., fines and fees are distributed to specific local and state accounts based on statutes and court rules)?
	Accounts Receivable. Can the system automatically create accounts receivables based on business rules (e.g., case initiation, by charge, by person, or case type)?
Pre- and Post-Disposition	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?

Attachment E2 Draft Additional Functionality

Compliance	
	Compliance Status. Does the system track pre- and post-disposition compliance with court ordered sanctions (e.g., full, partial, or non-satisfied)?
System Configuration	Security Administration. Does the system provide for decentralized security administration?
Maintenance	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?
	Fines/Penalties. Does the system allow the association of a fine with a specific charge?
	Type of Law. Does the system allow the recording of the type of law (e.g., agency regulation, local ordinance, statewide law)?
	Effective Dates for Laws. Does the system allow the recording of a date range with the various elements associated with a charge so that the effective date range can be tracked (e.g., crime changes from a gross misdemeanor to a felony, a felony goes from a C to a B felony)?