

Business Requirements
for
Superior Court
Case Management System

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INTRODUCTION

A SC CMS Project RFP Steering Committee was established by the JISC, with oversight of the development of SC CMS RFP Requirements. A workgroup appointed by the presidents of the Superior Court Judges' Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks completed the process of reviewing discrete business requirements to ensure that the requirements developed for the RFP comprehensively meets the judges', clerks', and administrators' business needs.

This document is divided into seven sections which contain requirements for a specific business service area. The seven areas are:

- ❖ Case Initiation,
- ❖ Docketing and Record Keeping,
- ❖ Calendaring and Scheduling,
- ❖ Document Generation and Processing,
- ❖ Disposition, Case Close
- ❖ Management and Statistical Reports,
- ❖ General system Requirements and Administration.

Most sections are sub divided into more narrowly defined business services.

A glossary is provided at the end of this document providing terms used specifically within Exhibit M.

1 – CASE INITIATION

The process to start a case file. This may happen prior to case filing for the purposes of tracking documents received. It starts when a Prosecutor files the Original Information charging a crime, or case initiation documents are received from a party. Parties and participants are associated to a case or a document.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

1.A – Pre-Filing

Events and activities prior to filing a legal case.

Req #	Status	Requirements
1	Primary	The system shall provide the ability to add and maintain information about an event for court activities not yet associated with a case. (e.g., pre-filing issues, events never associated to a filed case, New-Search Warrants, Special Inquiry Hearings, Confidential Informant Hearings, etc.).
2	Primary	The system shall provide the ability to uniquely identify or number a pre-filing event and allow the user to add and maintain external identifiers (e.g., Prosecuting Attorney number, law enforcement incident number of, Probable Cause index, etc.).
3	Primary	The system shall provide the ability to convert pre-filing issues to filed cases.
4	Primary	The system shall provide the ability to link pre-filing information to a created case.
5	Primary	The system shall provide the ability to separate pre-filing information from a case.

1.B – Create Case

Events and activities related to creation of a legal case.

Req #	Status	Requirements
6	Primary	The system shall provide the ability to define the information that is required to initiate a case, by individual case, and by individual court (e.g., allow case initiation with only a filing date and cause code).
7	Primary	The system shall automatically add the case filing date, and allow the user the ability to edit.
8	Primary	The system shall provide the ability to automatically add a court location (for jurisdictions with more than one court location) at time of case initiation based on a pre-determined designated case assignment area.
9	Primary	The system shall provide the ability to generate a case schedule with appropriate events and deadlines which will set the time period between filing and trial and the scheduled events and deadlines for the case based on cause of action.
10	Primary	The system shall provide the ability to add and maintain the cause of action for a case and/or case type information.
11	Primary	The system shall provide the ability to add one or more RCW's per count, including modifiers and enhancers (e.g., deadly weapon enhancements, etc.).
12	Primary	The system shall automatically generate a unique case number for each case when initiating one or more cases.
13	Primary	The system shall allow a user to add a unique case number when initiating a case.
14	Primary	The system shall provide the ability to configure a case numbering scheme that includes alphanumeric values for year, case type, location, and case sequence (number).

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Req #	Status	Requirements
15	Primary	The system shall provide the ability to assign a judge at case initiation determined by cause of action and judge profile.
16	Primary	The system shall provide the ability to add and associate one or more attorneys to represent one participant.
17	Primary	The system shall provide the ability to add and associate one or more attorneys to represent multiple participants individually or in batch.
18	Primary	The system shall prevent the addition of an unqualified/disqualified attorney to a case.
19		The system shall prevent the addition of a judge from the defined recusal list.
20	Primary	The system shall allow maintain rules for mandatory or default participant types when filing a case, based on case type and cause code.
21	Primary	The system shall provide the ability to add and maintain the role of each participant in the case or referral (e.g., parent, probation official, interpreter, defendant, petitioner, respondent, or attorney, etc.).
22	Primary	The system shall provide the ability to add and maintain participants or other interested individuals on a case, and issue orders and communications to them. The system shall include capability to report that an individual is participating on the case if only for one proceeding as a substitute.
23	Primary	The system shall provide the ability to automatically add and maintain mandatory titles for cases and dockets based on case type, and allow the user the ability to edit.
24	Primary	The system shall provide the ability for a participant name to be corrected with another name for a case.
25	Primary	The system shall provide the ability to add multiple case schedules to a case (e.g., dissolution = schedule 1, modification = schedule 2) and associate multiple trial dates (e.g., bifurcated trial dates).
26	Primary	The system shall allow the ability to add and maintain case schedules and the ability to amend and add events to the case schedule.
27	Primary	The system shall provide the ability to associate a juvenile referral number when filing any juvenile cases.
28	Primary	The system shall provide the ability to create a referral automatically when a juvenile case is filed unless one has been established and linked.
29	Primary	The system shall provide the ability to add and maintain a juvenile's affiliations (e.g., school) including but not limited to: * Type of relationship * Name * Person ID * Add Date * Court
30	Primary	The system shall provide the ability to add the originating court for an appeal case.
31	Primary	The system shall provide the ability to add and maintain well identified and non-well identified parties, according to the Person Business Rules.
32	Primary	The system shall provide the ability to conduct a global search for an entity using multiple criteria (e.g., name, date of birth, address information, etc.).
33	Primary	The system shall provide the ability to search for a participant in the Department of Licensing (DOL) database when adding them to a case.
34	Primary	The system shall provide the ability to confirm person data with Department of Licensing upon request.
35	Primary	The system shall automatically assign of a unique identifier to each participant or entity, including alias persons or organization record.

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Req #	Status	Requirements
36	Primary	The system shall provide the ability to add and maintain participant records, allowing two types: well identified and non-well identified.
37	Primary	The system shall provide the ability (as an optional function) to add and maintain a case with limited information entered (cause or action, and case number).

2 – DOCKETING AND RECORDKEEPING

When documents are filed in a court, they are recorded in a case file, and tracked for indexing, viewing, and reporting. Parties and participants are maintained for tracking their association to the case.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

2.A – Record Case Data

Managing events, activities and pleadings on a legal case.

Req #	Status	Requirements
2.A.1		<i>Docket Entries, Event Rules, Juvenile Events</i>
38	Primary	The system shall provide the ability to docket case proceedings.
39	Primary	The system shall provide the ability to docket all documents filed.
40	Primary	The system shall provide the ability to automatically generate a docket entry / case note for all sent/generated electronic documents from within the CMS application to case participants. (Includes arbitration and juvenile cases.)
41	Primary	The system shall provide a group event docketing function that allows the user to add events on multiple cases in a single interface.
42	Primary	The system shall provide the ability to add and maintain additional information on documents filed on a case.
43	Primary	The system shall provide the ability to add and maintain rules that allow or disallow case updates after specific activity has occurred on a case.
44	Primary	The system shall provide the ability to track when a parent’s parental rights have been terminated.
45	Primary	The system shall provide the ability to track which parent has had their rights terminated.
46	Primary	The system shall provide the ability to track out of home placements of juveniles involved in cases in a manner that can be analyzed statistically.
453	Primary	The system shall provide the ability to limit access to case/court information (e.g., docket, calendar, person, etc.) based on security rights granted by the owner of the data.

Req #	Status	Requirements
2.A.2		<i>Case Information</i>
47	Primary	The system shall provide the ability to display a summary of the case history (e.g., judges assigned to the case, judges assigned to events, file dates, event continuances, current status, etc.) to the user.
48	Primary	The system shall provide the ability to assign a professional office to a case (e.g., Department of Children and Family Service).

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Req #	Status	Requirements
2.A.2		<i>Case Information</i>
49	Primary	The system shall provide the ability to assign a locally-configured entity to a case (in this case an entity may be an organization, or grouping of individuals, i.e. interpreter).
50	Primary	The system shall provide the ability to sever counts and charges for a defendant in a case.
51	Primary	The system shall provide the ability to notify the user that a case has experts, out of state parties, and witnesses for events. The notification shall display on printed calendars.
52	Primary	The system shall provide the ability to add and maintain one or more appellate case numbers on a case, and status.
53	Primary	The system shall automatically retain an audit trail of specific case modifications, corrections, and deletions; including who made the entry and when the entry was made.
54	Primary	The system shall provide the ability in civil cases to add and maintain issues or claims independently or simultaneously upon order, and similarly close issues in the same manner.
55	Primary	The system shall provide the ability to maintain case information at the issue level, in order to know which case issues are closed and which are still pending/open.
56	Primary	The system shall provide the ability to maintain and display both the original charge and the amended charge, when a case has been amended.
57	Primary	The system shall provide the ability to add and maintain all data necessary for charging information (e.g., date of crime, RCWs, count number, DV indicator, etc.).
58	Primary	The system shall provide the ability to display the case file date and age of the case in days, from filing.
59	Primary	The system shall provide the ability to add and maintain information that proceedings are confirmed, and the date of confirmation, either by court staff or by some external electronic means (optional at local court).
60	Primary	The system shall provide the ability to associate the scheduling or outcome of a proceeding with a document or note.
61	Primary	The system shall provide the ability to add and maintain the location of audio and video recordings of proceedings that are presumably stored in a separate court recording system, and display record begin and end counter, CD, and tape information. The system does not need to store the recording, but it shall have the ability to add and maintain the file location and begin/end information and provide a link to the location.
62	Primary	The system shall provide the ability to add and maintain secure or public case notes for cases, proceedings, docket entries, and participants. (Automatic, with manual override ability.)
63	Primary	The system shall provide the ability for judicial officers and other authorized court officials to add and maintain secure or public notes in which access can be restricted by role and type of notes. This includes the ability to add and maintain Chamber Records in accordance with General Court Rule 31 (GR 31).
64	Primary	The system shall provide the ability to add and maintain secure or public notes regarding security issues related to a case or a proceeding.
65	Primary	The system shall allow for automatic and manual maintenance of the case status based on pre-defined rules.
66	Primary	The system shall provide the ability to automatically update the case status when certain events are entered on the case.
67	Primary	The system shall provide the ability to automatically reset the case status to the previous case status If an event that generated an automatic case status update is withdrawn.
68	Primary	The system shall provide the ability to display the case status.

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Req #	Status	Requirements
2.A.2		Case Information
69	Primary	The system shall provide the ability to automatically or manually stay all, or portions of, cases, according to rules based on the type of appeal or a court order.
70	Primary	The system shall provide the ability to add and maintain arbitration status on cases, with the ability to view entire history.
71	Primary	The system shall provide tracking capabilities after oral rulings for orders and checking status or cases under advisement.
72	Primary	The system shall provide the ability to add, maintain, and apply rules to prevent inadvertent resolution and/or completion of a case.
73	Primary	The system shall provide the ability to add and maintain a motion status to track progress on the motion.
74	Primary	The system shall provide the ability to add and maintain the status of an order (e.g., active, expired, terminated, etc.).
75	Primary	The system shall provide the ability to identify completed events and prompt users when further action required.
76	Primary	The system shall provide the ability to automatically populate additions or changes for selected events (e.g., proceedings, case completion, and case status, etc.) among cases.
77	Primary	The system shall provide the ability in a transferred case to populate selected documents and participants from the source to the target case and identify any transferred participants during case maintenance.
78	Primary	The system shall provide the ability to transfer a case from one court to another, and transfer back when necessary.
79	Primary	The system shall provide the ability to distinguish events and documents transferred from another court's case, from the case events of the court that received the transferred case.
80	Primary	The system shall provide the ability to add and maintain a pick list of all exhibits and paper records for the case that need to be transferred to the new court.

Req #	Status	Requirements
2.A.3		Consolidated and Linked Case Functions
81	Primary	The system shall provide the ability to consolidate two or more cases, designating one case as an anchor case, and the others as secondary cases.
82	Primary	The system shall provide the ability to display events for all cases in a consolidation when viewing any one case involved in the consolidation.
83	Primary	The system shall provide the ability to alert the user when attempting to record activities in a secondary case, once cases have been consolidated.
84	Primary	The system shall provide the ability to link selected participants from the secondary case to the anchor case so that the master case contains all active parties from the consolidated cases.
85	Primary	The system shall provide the ability to group cases for adjudication, scheduling, and monitoring (e.g., Unified Family Court cases).
86	Primary	The system shall provide the ability to link two or more cases. This is different from a consolidation, in that activities are entered on each case separately.
87	Primary	The system shall provide the ability to add and maintain a reason when linking cases.
88	Primary	The system shall provide the ability to sever or split apart one or multiple cases from a consolidation.

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Req #	Status	Requirements
2.A.3		Consolidated and Linked Case Functions
89	Primary	The system shall provide the ability to sever or split apart one or multiple cases from a link.

Req #	Status	Requirements
2.A.4		Appeals
90	Primary	The system shall provide the ability to add and maintain appeal begin and end dates.
91	Primary	The system shall provide the ability to add and maintain the appeal of a case to a higher court level.
92	Primary	The system shall provide the ability to associate a trial court case with an appellate case.
93	Primary	The system shall provide the ability to generate and transmit clerks papers to an appellate court when a case is appealed.

Req #	Status	Requirements
2.A.5		Sealing/Expunging, Delete Case Information
94	Primary	The system shall provide the ability to seal or unseal a case, allowing the ability to set security at the document, participant, parts of a case, or at the entire case level.
95	Primary	The system shall provide the option to seal case events, such as proceedings, or judgments if a case is sealed.
96	Primary	The system shall provide the ability to 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.
97	Primary	The system shall provide the ability to automatically 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. {Needs more detail. Function currently done on the back end by ISD for the clerks.}
98	Primary	The system shall provide the ability to remove the link between a party and referral/episode but retain the referral/episode for statistical purposes.
99	Primary	The system shall provide the ability to expunge the case when ordered by the court.
100	Primary	The system shall provide the ability for manual deletion (in the event of a clerical error) of a case that follows local court (or global court) rules.

Req #	Status	Requirements
2.A.6		Administer Case Management and Professional Services
101	Primary	The system shall provide the ability to add and maintain information about party progress, case notes, probation/parole, and treatment (e.g., bench probation including deferrals, drug court, family treatment court, etc.).
102	Primary	The system shall provide the ability to add and maintain one or more service numbers using a unique identifier generated when a case or cases are referred to the program (format – YYYY; service Type (1 digit); Sequential Number (4 digits) – e.g., 201130001).
103	Primary	The system shall provide the ability to designate service status.

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Req #	Status	Requirements
2.A.6		<i>Administer Case Management and Professional Services</i>
104	Primary	The system shall provide the ability to designate reasons for closure.
105	Primary	The system shall provide the ability to designate service status at closure.
106	Primary	The system shall provide the ability to designate outcome of the service.
107	Primary	The system shall provide the ability to designate transfers from one service type to another.
108	Primary	The system shall provide the ability to add and maintain professional service types.
109	Primary	The system shall provide the ability to associate one or more service numbers with one or more case numbers.
110	Primary	The system shall provide the ability to add and maintain the following data elements for each service: assignment dates, assigned social worker, days open, time spent on service demographic info, billing, date ordered, due date of report, proceeding dates, date of reports, judicial officer issuing order, compliance status and compliance dates.
111	Primary	The system shall provide the ability to add and maintain professional service events (e.g., Family Court Service appointment).
112	Primary	The system shall provide the ability to add and maintain free form notes for each service.
113	Primary	The system shall provide the ability to add and maintain social workers (program service providers).
114	Primary	The system shall provide the ability to assign social workers to a service.
115	Primary	The system shall provide the ability to associate coordinator with service.
116	Primary	The system shall provide the ability to designate a referral source.
117	Primary	The system shall provide the ability to designate referring judicial officer.
118	Primary	The system shall provide the ability to designate a category for billing purposes.
119	Primary	The system shall provide the ability to calculate and adjust service fees.
120	Primary	The system shall provide the ability to add and maintain fee schedule.
121	Primary	The system shall provide the ability to calculate and adjust fees.
122	Primary	The system shall provide the ability to add and maintain fee schedules.
123	Primary	The system shall provide the ability to add and maintain a payment plan for a party.
124	Primary	The system shall provide the ability to add and maintain information about registration, attendance and date of attendance by each party at the parent seminar.
125	Primary	The system shall provide the ability to add and maintain telephone call notes.

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Req #	Status	Requirements
2.A.6		<i>Administer Case Management and Professional Services</i>
126	Primary	The system shall provide the ability to designate agreement type (e.g., full, partial) for mediation services.
127	Primary	The system shall provide the ability to indicate whether or not a participant has met poverty guidelines (Yes/No).
128	Primary	The system shall provide the ability to designate paperwork received and date received from each party.
129	Primary	The system shall provide the ability to associate agreement type (e.g., full, partial) with a specific party for dependency mediation services.
130	Primary	The system shall provide the ability to automatically add and maintain UFC#; a unique identifier in the following format – YYYY; Sequential (4 digits) – 20110001.
131	Primary	The system shall provide the ability to associate a UFC# with one or more court cases.
132	Primary	The system shall provide the ability to designate status of UFC#.
133	Primary	The system shall provide the ability to add and maintain name associated with UFC#.
134	Primary	The system shall provide the ability to assign a case manager.
135	Primary	The system shall provide the ability to add and maintain case managers (program service providers).
136	Primary	The system shall provide the ability to add and maintain referral date, referral source, etc.
137	Primary	The system shall provide the ability to add and maintain screening info: date screened, screener, outcome of screening, reason accepted.
138	Primary	The system shall provide the ability to rescreen referral and associate the UFC#s.
139	Primary	The system shall provide the ability to flag approved judicial officer(s) for future events (e.g., a commissioner may be allowed to hear a portion of the case).
140	Primary	The system shall provide the ability to flag that an assigned judge retains jurisdiction.
141	Primary	The system shall provide the ability to add and maintain birth parents as parties.
142	Primary	The system shall provide the ability to add and maintain information on child – name, dob, hospital, city of birth, type of adoption.
143	Primary	The system shall provide the ability to designate adoptive parents based on party information.
144	Primary	The system shall provide the ability to add and maintain information about pre-placement date, pre-placement completed by, post-placement date and post-placement completed by.
145	Primary	The system shall provide the ability to designate person as an arbitrator by court.

Req #	Status	Requirements
2.A.6		<i>Administer Case Management and Professional Services</i>
146	Primary	Ability to add and maintain arbitrator program-specific information: arbitrator payment/contact address, date admitted to bar, number of years in practice, specialty areas, legal associations, number of times served as arbitrator/pro tem, etc., date bio updated, SSN/tax ID, notes, rate of pay, status (e.g., withdrawn, active, stipulation only, etc.) and case load amount (e.g., extra, limited, stipulation only, etc.).
146	Primary	Ability to add and maintain arbitrator program-specific information (e.g., arbitrator payment/contact address, date admitted to bar, number of years in practice, specialty areas, phone number, legal associations, number of times served as arbitrator/pro tem, etc., date bio updated, SSN/tax ID, notes, rate of pay, status (e.g., withdrawn, active, stipulation only, etc.) and case load amount (e.g., extra, limited, stipulation only, etc.).
147	Primary	The system shall provide the ability to maintain arbitrator’s history with a list of cases to which arbitrators have been appointed, resolution type, and arbitrator’s status (e.g., withdrawn, active, stipulation, etc.), and cause of action.
148	Primary	The system shall provide the ability to add and maintain arbitration notes.
149	Primary	The system shall provide the ability to add and maintain arbitration events based on an arbitration schedule that generates events and tracks dates based on anchor events including: file date of Statement of Arbitrability/Order of Transfer, strike list, appointment, reminder to set proceeding, proceeding date, inquiry, award and or resolution filing date, request for trial de novo filing date.
150	Primary	The system shall provide the ability to add and maintain information about arbitration events: date, time, status (e.g., canceled, scheduled, received, sent, etc.).
151	Primary	The system shall provide the ability to automatically generate a strike list of randomly selected list of arbitrators based on defined criteria (e.g., cause of action, arbitrator, status, preferred area, arbitrator law firm, etc.).
152	Primary	The system shall provide the ability to regenerate the strike list.
153	Primary	The system shall provide the ability to save the strike list.
154	Primary	The system shall provide the ability to reject or select individual arbitrators from the strike list.
155	Primary	The system shall provide the ability to assign an arbitrator to a case.
156	Primary	The system shall provide the ability to select an arbitrator independent of the strike list.
157	Primary	The system shall provide the ability to withdraw assigned arbitrator from a case.
158	Primary	The system shall provide the ability to track billing status for arbitrator in a case.
159	Primary	The system shall provide the ability to add and maintain statewide rates for an arbitrator.

2.B – Entity Information

Managing events and activities for entities. Some examples of entities are persons, associations, and corporations.

Req #	Status	Requirements
160	Primary	The system shall provide the ability to add and maintain parties and attorneys associated with a case or referral.
161	Primary	The system shall provide the ability to add and maintain names in detailed parts: first or given name, middle, last name, name prefix/suffix, etc.
162	Primary	The system shall provide the ability to add and maintain participant addresses and allow multiple address types of for a person (e.g., home, work, mailing, email, etc.).

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Req #	Status	Requirements
163	Primary	The system shall provide the ability to add and maintain multiple (unlimited) telephone numbers for participants, with designated uses for different telephone numbers (e.g., home, work, etc.).
454		The system shall provide the ability to capture free form notes associated with each phone number.
164	Primary	The system shall provide the ability to retain address data and address change data for case history and statistical purposes.
165	Primary	The system shall provide the ability to add and maintain address history for any person's (e.g., party, attorney, participant, interested party, etc.) address including a history of all address changes and source of all changes.
166	Primary	The system shall provide the ability to designate the current mailing address for the entity on a case.
167	Primary	The system shall provide the ability to change person and organization identifying information and maintain a history of entries and data entry audit information.
168	Primary	The system shall provide the ability to automatically add and maintain a unique identifier for each person, including alias persons or organization record.
169	Primary	The system shall provide the ability to add and maintain one or more alias identities for a person and the source of alias information.
170	Primary	The system shall provide the ability to add and maintain aliases identifying the true name, the legal name, and identify the source of these names (e.g., driver's license, passport, etc.).
171	Primary	The system shall provide the ability to 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.
172	Primary	The system shall provide the ability to display a master person/organization record for a case participant that shows the history of all personal identifiers.
173	Primary	The system shall provide the ability to add and maintain a master person/organization record for a case participant that shows history of all personal identifiers.
174	Primary	The system shall provide the ability to merge person records when business rules allow.
175	Primary	The system shall provide the ability to move personal identification numbers (e.g., Department of Corrections number, State Identification Number, etc.) from an alias to the true name person.
176	Primary	The system shall provide the ability to display same party types in groups on the screen (e.g., plaintiffs, defendants, etc.).
177	Primary	The system shall provide the ability to designate addresses as bad (e.g., returned mail, undeliverable mail, etc.), for the entity on a case.
178	Primary	The system shall provide the ability for one participant to act in multiple roles in a case or referral (e.g., a victim is also a restitution recipient).
179	Primary	The system shall provide the ability to add and maintain names, contact information, and an organization ID (NCIC# or ORI#) for an entity.
180	Primary	The system shall provide the ability to display custody status and a jail identifier for a party.
181	Primary	The system shall provide the ability to accept or reject changes to person data which result from person record changes by another court.

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Req #	Status	Requirements
182	Primary	The system shall provide the ability to merge or convert a non-well identified person record into a well identified person record.
183	Primary	The system shall provide the ability to add and maintain notes about a person.
184	Primary	The system shall provide the ability to add and maintain accommodations needed to a person (e.g., needs wheelchair, requires low floor, etc.).
185	Primary	The system shall provide the ability to attach a reason to each assignment and reassignment and view the history.
186	Primary	The system shall provide the ability to add and maintain a person's family relationships.
187	Primary	The system shall provide the ability to add and maintain relationships between participants.
188	Primary	The system shall provide the ability to remove or end relationships between participants.
189	Primary	The system shall provide the ability to display statewide family relationship and case histories by authorized users.
190	Primary	The system shall provide the ability to add and maintain a person's family relationships including but not limited to: • Type of relationship - • Name • Add date - • Court • Resides with - • Responsible party
191	Primary	The system shall provide the ability to copy the home address and home telephone numbers between persons in a personal relationship when appropriate.
192	Primary	The system shall provide the ability to have multiple participants for a single participant type (e.g., multiple plaintiffs or defendants).
193	Primary	The system shall provide the ability to delete a party from a case.
194	Primary	The system shall provide the ability to delete a participant or an organization (e.g., bank) if the participant is not associated or linked with a case, referral, or detention episode.
195	Primary	The system shall maintain a history of all participation in the case or referral and allow activating and inactivating participation on the case or referral.
463	Primary	The system shall provide the ability to track an entity's Washington State criminal case history at the case charge level for all pending and disposed cases using the case history business services provided by the INH.
464	Optional	The system shall provide the ability to track an entity's out of state criminal case history at the case charge level for all charges with a guilty disposition.
196	Primary	The system shall provide the ability to associate a case participant with interpreter needs and language.
197	Primary	The system shall provide the ability to designate which participants should receive mail.
198	Primary	The system shall provide the ability to add and maintain a recusal list for judges and their relationships to parties, law firms, etc.
199	Primary	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.
200	Primary	The system shall provide the ability to track assigned judge, staff, and status of opinion.

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Req #	Status	Requirements
201	Primary	The system shall provide the ability to add and maintain information about all trial court judicial officers (or pro tem judges) who were involved in the trial court case.
202	Primary	The system shall provide the ability to assign or reassign (either automatically or manually) one or more court officials (e.g., judges, commissioners, case managers, etc.) to a case or group of cases, based on flexible rules.
203	Primary	The system shall provide the ability to add and maintain information on time spent by a judicial officer pending a decision (e.g., issues taken under advisement, etc.).
204	Primary	The system shall provide the ability to track hours spent on a case (e.g., time spent on capital cases for federal reporting purposes).
205	Primary	The system shall provide the ability to establish locally configured judicial officer rotation(s); including calendar and case assignments.
206	Primary	The system shall provide the ability to add and maintain an indicator or label (e.g., Rule 9, lead, standby, Pro Hac Vice, etc.) for the role a participant has on a case level.
207	Primary	The system shall provide the ability to assign one or more rule 9 interns or support staff to an attorney.
208	Primary	The system shall provide the ability to add and maintain a Pro se designation on a case or person.
209	Primary	The system shall provide the ability to display the pro se or attorney status designation on display(s) and in report(s).
210	Primary	The system shall provide the ability to add and maintain an address for an attorney's arbitrator role that is different than the attorney's designated contact address.
211	Primary	The system shall provide the ability to access data from Washington State Bar Association for attorney information.
212	Primary	The system shall provide the ability to add and maintain attorney information that includes, but is not limited to: names and contact information - • company affiliation - • etc.
213	Primary	The system shall provide the ability to add and maintain attorney status (e.g., active, inactive, disqualified, etc.), and provide alerts.
214	Primary	The system shall provide the ability to add and maintain information about out-of-state counsel.
215	Primary	The system shall provide the ability to add and maintain prosecutors and other offices, so that they can be used as valid counsel on a case instead of an individual attorney.
216	Primary	The system shall provide the ability to add and maintain court official name changes and employment history, including roles and assigned court(s) and employment start and end dates.
217	Primary	The system shall provide the ability to designate party information as confidential.
218	Primary	The system shall provide the ability to add and maintain a confidential designation for address and phone number at court level.
219	Primary	The system shall provide the ability to add and maintain an audit trail of specific person additions, modifications, corrections, and deletions including who made the entry, and when the entry was made.
220	Primary	The system shall provide the ability to add and maintain alert status of a person.
221	Primary	The system shall provide multiple methods (e.g., exact match, similar spellings, soundex, etc.) for searching foreign and hyphenated names.

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Req #	Status	Requirements
222	Primary	The system shall provide the ability to promote consistent entering of foreign and hyphenated names.
223	Primary	The system shall provide the ability to add and maintain the final outcome and outcome date for an individual party – not just the entire case.

2.C – Search Case Data

Searching information related to a legal case.

Req #	Status	Requirements
224	Primary	The system shall provide the ability to search for cases or case information using one or more identifiers for a case, and a person/entity to find all cases which meet the criteria.
225	Primary	The system shall provide the ability to search for pre-defined groups of docket entries.
226	Primary	The system shall provide the ability to filter and sort search results.
227	Primary	The system shall provide the ability to perform wildcard and soundex searches of free-form case text, such as case title and docket text.
228	Optional	The system shall provide the ability to research all Superior Court issued opinions. Search and find all previous opinions on similar subjects/issues.
229	Optional	The system shall provide the ability to search and retrieve non-person based case information that occurs before a case is filed, if at all, for inclusion in index and workload statistics.
230	Primary	The system shall provide the ability to search and retrieve existing cases using multiple legacy case number formats.
455	Primary	The system shall provide the ability to search all data fields used to capture data.

2.D – File, Document, Property Management

Managing a legal case, legal documents or exhibits.

Req #	Status	Requirements
231	Primary	The system shall provide the ability to add and maintain information about the physical location (e.g., storage location, who checked in, checked out, and when, etc.), and file count if one or more file/volume of non-electronic files.
232	Primary	The system shall provide the ability to track the physical location and chain of custody of one or more exhibits.
233	Primary	The system shall provide the ability to add and maintain exhibit data (e.g., source, number, admit or reject date, status, etc.) and an exhibit list for a case as exhibits are entered.
234	Primary	The system shall provide the ability to add and maintain the retention period, status, and distribution of exhibits; including related order(s) to destroy and/or return.

3 – CALENDARING AND SCHEDULING

Managing schedules, time standards, resources, and events. Creating, and using reports for indexing, viewing, and monitoring all events, including outcomes.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

3.A – Manage Case Schedules, Time Standards

Managing schedules and time standards to guide legal cases through the case management process

Req #	Status	Requirements
235	Primary	The system shall provide the ability to add and maintain fixed holidays (e.g., Independence Day, New Year’s Day, etc.) on calendar 5 years in the future at a minimum.
236	Primary	The system shall provide the ability to add and maintain 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.
237	Primary	The system shall provide the ability to calculate court days vs. calendar days.
238	Primary	The system shall provide the ability to lock all or individual deadlines associated with a case schedule. For example, if a case is continued and an updated schedule is generated, old deadlines and scheduled events may be locked (e.g., preserved).
239	Primary	The system shall provide the ability to override pre-defined local calendar configuration rules when scheduling a case/proceeding
240	Primary	The system shall provide the ability to modify the case schedule if a plea entered triggers a different schedule.
241	Primary	The system shall provide the ability to add and maintain a schedule template of events globally for all case types at the state level, allowing modification at the local level.
242	Primary	The system shall provide the ability to automatically generate case schedules based on case type and complexity using pre-defined case schedule templates for events and timing. The system shall handle over 30 separate templates per court and allow each court to have their own templates and process rules.
243	Primary	The system shall provide the ability to automatically generate case schedules based on dates plus or minus days, factoring in holidays, weekends, judicial conferences and next available days.
244	Primary	The system shall provide the ability to add a date to the case schedule without a trial back/file forward formula.
245	Primary	The system shall provide the ability for one case schedule to apply to several causes of action.
246	Primary	The system shall provide the ability to assign a case schedule to a case at any time in the life of the case.
247	Primary	The system shall provide the ability to apply a default case schedule based on case type and/or cause of action.
248	Primary	The system shall provide the ability to add and maintain time standards at the beginning of scheduling.

Req #	Status	Requirements
249	Primary	The system shall provide the ability to track conformance to time standards.
250	Primary	The system shall provide the ability to track the time intervals between events in a case.
251	Primary	The system shall provide the ability to add and maintain 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.
252	Primary	The system shall provide the ability to add and maintain Speedy Trial Date and related information.
253	Primary	The system shall provide the ability to calculate and subtract suspended time on a case from total time in process (e.g., on issues sent to appeal, federal bankruptcy, warrant, etc.).
254	Primary	The system shall provide the ability to note completion/compliance with deadlines.
255	Optional	The system shall provide the ability to add and maintain information opinion status and events.
451	Primary	The system shall have the ability to generate amended case schedules, edit specific dates, and insert events
452	Primary	The system shall provide the ability to add and maintain scheduling rules associated with each event in a case schedule template. If an event in a case schedule falls on a non-working day, the template shall provide rules for whether the event must take place before the non-working day (i.e., to meet speedy trial rules) or if it may take place after the non-working day.

3.B – Calendar Management, Schedule Resources & participants; Ticklers & Alerts ,Proceedings

Calendar and individual proceeding configuration including resources, types of events, proceeding outcomes, and all other attributes related to calendars and proceedings.

Req #	Status	Requirements
256	Primary	The system shall provide the ability to add and maintain non-judicial days and judicial availability.
257	Primary	The system shall provide the ability to designate a case as jury, non-jury, or 6 person jury.
258	Primary	The system shall provide the ability to schedule or reschedule multiple (e.g., unlimited) cases and resources in a batch.
259	Primary	The system shall provide the ability to add and maintain a default sequence for cases scheduled in a calendar, allow the user to sort the sequence by various criteria, and reorder individual cases as needed.
260	Primary	The system shall provide the ability to automatically backfill a calendar with additional proceedings as proceedings drop off the calendar (with override capabilities).
261	Primary	The system shall provide the ability to designate if a proceeding is a last minute add-on to the calendar.
262	Primary	The system shall provide the ability to add and maintain a pool of resources for each court, including but not limited to, • Judges - • Interpreters - • Courtrooms - • Equipment - • Service providers - • Court reporter - • Courtroom Clerk

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Req #	Status	Requirements
263	Primary	The system shall provide the ability to display all future events for a case during manual scheduling and rescheduling to manage conflicts.
264	Primary	The system shall provide the ability to add and maintain data about proceedings including, but not limited to, the following fields: date, time, location, proceeding type/subtype, free text, notes, judicial official, duration, and status (e.g., confirmed, stricken, cancelled, continued, etc.). This function shall include the ability to add and maintain recurring events.
265	Primary	The system shall provide the ability to continue proceedings, note reason(s), and add and maintain details about the new proceeding (e.g., moving the details of the proceeding to the new proceeding).
266	Primary	The system shall provide the ability to display proceedings by month view, day view and week view, including the ability to display case counts and filter the views by judge or calendar.
267	Primary	The system shall provide the ability to cancel future proceedings automatically if the case status is changed to resolved/closed with the ability to override.
268	Primary	The system shall provide the ability to filter proceeding types available to the user, based on case type and/or calendar.
269	Primary	The system shall provide the ability for multiple proceeding types to be scheduled for the same calendar.
270	Primary	The system shall provide the ability to follow business rules for automatically scheduling a proceeding event, with override capabilities.
271	Primary	The system shall provide the ability to add and maintain a history of proceedings set and the outcome of each, for a case.
272	Primary	The system shall provide the ability to search for an eligible calendar based on availability of multiple criteria to set a proceeding.
273	Primary	The system shall provide the ability to retain resources and confirmation information with a moved proceeding when re-scheduling a proceeding to another date.
274	Primary	The system shall provide the ability to group multiple cases for a single proceeding, and record / report those proceedings as a single proceeding or case.
275	Primary	The system shall provide the ability to group multiple cases for a single proceeding, and record / report those proceedings as multiple proceedings or cases.
276	Primary	The system shall provide the ability to add and maintain statewide proceeding types based on case type and cause of action.
277	Primary	The system shall provide the ability to add and maintain information about the proceeding (e.g., an attorney on the case is going to argue the case or waive argument, a party is waiving appearance, whether a charge is going to be amended, etc.).
278	Primary	The system shall provide the ability to add and maintain information about the method used to record a proceeding (e.g., court reporter, video, audio, none, etc.).
279	Primary	The system shall provide the ability to add and maintain the outcome of a scheduled proceeding.
280	Primary	The system shall provide the ability to add and maintain minute entries at the time of the proceeding for the purpose of recording the outcome of proceedings and other events.
281	Primary	The system shall provide the ability to add and maintain information about a moving party when scheduling a proceeding.
282	Primary	The system shall provide the ability to add and maintain information for calendars (e.g., date, time, location, proceeding type/subtype, free text, notes, judicial official, duration, status calendar discontinued, and start/end date of the calendar).
283	Primary	The system shall provide the ability to specify estimated default duration of time for the case event or trial.

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Req #	Status	Requirements
284	Primary	The system shall provide the ability to schedule a maximum number of events for specific, user-specified time interval by event type (e.g., calendar, etc.), judge, and other criteria.
285	Primary	The system shall provide the ability to add and maintain the minimum and maximum number of cases that are assigned to a calendar and to quickly identify those calendars so the scheduled cases may be cancelled and rescheduled if appropriate. This information should be configurable at the local court and judicial officer level.
286	Primary	The system shall provide the ability to override the maximum number of cases that can be assigned to a calendar.
287	Primary	The system shall provide the ability to add and maintain a recurring calendar for a specific case type or event (e.g., Theft, Arraignment) with or without assigning any resources.
288	Primary	The system shall provide the ability to add and maintain information about a specific site (e.g., a physical building) with a scheduled calendar of time and a specific judicial officer for the purpose of indicating that a judicial officer is available but only at a specific site.
289	Primary	The system shall provide the ability to add and maintain a master schedule for each judicial officer and/or courtroom within a court.
290	Primary	The system shall provide the ability to combine calendars for multiple courts or counties.
291	Primary	The system shall provide the ability to support scheduling for multiple courts and locations.
292	Primary	The system shall provide the ability to add and maintain and maintain relationships among court resources (e.g., relate a judge to a specific court reporter, etc.).
293	Primary	The system shall provide the ability to transfer resources related to a proceeding from one proceeding to another proceeding scheduled.
294	Primary	The system shall provide the ability to modify or reassign various assigned resources to different court calendars.
295	Primary	The system shall provide the ability to assign one or more resources to court proceedings or calendars.
296	Primary	The system shall provide the ability to add and maintain rules to enable efficient use of resource time (e.g., schedule all of a participant's proceedings at the same time and location, etc.).
297	Primary	The system shall provide the ability to search other courts' calendars, when scheduling individuals, to identify conflicts.
298	Primary	The system shall provide the ability to check and report unavailability and conflicts for the resources when scheduling a case and participants.
299	Primary	The system shall provide the ability to automate tickler capability based on business rules and statutory requirements.
300	Primary	The system shall provide the ability to add and maintain ticklers for court staff when specified inactivity on a case requires attention.
301	Primary	The system shall provide the ability to modify or update existing ticklers.
302	Primary	The system shall provide the ability to alert the user when a case is filed with no scheduled next event or when displaying pending cases with no scheduled next event.
303	Primary	The system shall provide the ability to display alerts/edits when attempting to set a proceeding on a calendar which is not pre-defined or a non-court date.

Req #	Status	Requirements
304	Primary	The system shall provide the ability to alert or notify users of specified events, based on locally defined needs.
305	Primary	The system shall provide the ability to alert the user to given conditions defined at the local level (e.g., security, custody status, co-defendants, etc.) when displaying a case.
306	Primary	The system shall provide the ability to generate alerts for defined actions or inactions statewide.
307	Primary	The system shall provide the ability to add and maintain user-activated or – deactivated visual reinforcement to ensure user sees tickler message.
308	Primary	The system shall provide the ability to generate manual ticklers based on business rules and statutory requirements.
309	Primary	The system shall provide the ability to notify non-case participants of scheduled events.
310	Optional	The system shall provide the ability to display real time case participant check-in (e.g., witnesses).
311	Primary	The system shall provide the ability to notify the user of possible conflicts when scheduling a replacement judicial officer.
312	Primary	The system shall provide the ability to alert the user to ask for a valid address or contact information for pro se participants (e.g., for notifications, correspondence, etc.).
313	Primary	The system shall provide the ability to import calendar data from and export calendar data to other applications in a common format.
314	Optional	The system shall provide the ability for participants to schedule proceedings on the calendar using smart forms.

3.C – Calendar Display, Printing, and Distribution

Configuration of calendars for output to display, print and distribute in multiple formats.

Req #	Status	Requirements
315	Primary	The system shall provide the ability to select multiple calendars to prepare simultaneously.
316	Primary	The system shall provide the ability to distribute calendars electronically or in paper format.
317	Primary	The system shall provide the ability to apply rules governing what information appears on the calendar (e.g., internal and public view; screen view, and print, etc.), with the ability to configure locally.
318	Primary	The system shall provide the ability to lock and unlock on demand a calendar prior to publication.
456	Primary	The system shall provide the ability to limit access to locked calendars based on security level of user.
319	Primary	The system shall provide the ability to define the calendar format (e.g., title, participants to list/notify, by review type, proceeding type, and locally for each court, etc.).

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Req #	Status	Requirements
320	Primary	The system shall provide the ability to generate a calendar in a format that allows the public Court calendar to be displayed on the Internet.
321	Primary	The system shall provide the ability to generate web-viewable court calendars that provide links to the public-view case docket report from the web-based court calendar.
322	Primary	The system shall provide the ability to add and maintain a free-form comment associated with a proceeding that will appear on a calendar.
323	Primary	The system shall provide the ability to identify and alert user when additional proceedings are added to a calendar that has already been generated.

4 – DOCUMENT GENERATION AND PROCESSING

Managing documents for creating, distributing, reporting, and tracking. This includes template creation, and management.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

Req #	Status	Requirements
324	Primary	The system shall provide the ability to maintain local document templates (e.g., calendars, notices, minute forms, etc.).
325	Primary	The system shall provide the ability to associate each document template to the type of document or court event for which they are used.
326	Optional	The system shall provide the ability to accommodate document templates in foreign languages and with foreign character sets.
327	Primary	The system shall have the ability to add and maintain document templates for each court, providing a standard audit trail of changes to the document.
328	Primary	The system shall provide the ability to maintain different notification methods. (e.g., Email, postal mail, text messages, phones, etc.)
329	Primary	The system shall provide the ability to add, display, or print (including ability to reprint) court orders (including informal, preliminary, and final orders) resulting from proceedings and other judicial proceedings in real-time.
330	Primary	The system shall provide the ability to prepare, print, display, and disseminate multiple copies of the same notice to different parties.
331	Primary	The system shall provide the ability to display any printed output, print any screen display, and print any document individually or in a group, when scheduled or on request.
332	Primary	The system shall provide the ability to print addresses on envelopes for letters which are system generated.
333	Primary	The system shall provide the ability to assign a local printer to a user for specific use.
334	Primary	The system shall provide the ability to generate automatic proceeding notice when scheduled or rescheduled.
335	Primary	The system shall provide the ability to automatically and/or manually generate notices to parties when a case is assigned or reassigned.
336	Primary	The system shall provide the ability to send a proceeding notice for a single party to multiple addresses.
337	Primary	The system shall provide the ability to notify participants and resources that they are no longer needed if a case comes off the calendar.
338	Primary	The system shall provide the ability to generate reminders to be sent to Case participants.
339	Primary	The system shall provide the ability to prepare, print, view/display, disseminate notices for proceeding participants.
340	Primary	The system shall provide the ability to generate a single notice for an attorney who represents multiple parties on a case, or for a participant who has multiple roles in the case.

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Req #	Status	Requirements
341	Primary	The system shall provide the ability to include name and addresses of parties and attorneys on a generated document, according to pre-defined rules.
342	Primary	The system shall provide the ability to edit a system-generated document before submitting, distributing, or printing it.
343	Primary	The system shall provide the ability to support production of bar codes on labels and documents.
344	Primary	The system shall provide the ability to generate documents (e.g., setting letters/calendar notices, etc.) in a batch mode.
345	Primary	The system shall provide the ability to generate and process documents through a workflow (using a queue for the next action).

5 - DISPOSITION, CASE CLOSE

Adjudication or settlement of all issues in a case (e.g., plea, trial verdict, oral order). Some issues occur independently of other issues. Case "completion" (closure) occurs when all necessary dispositive documents are filed with the clerk.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

Req #	Status	Requirements
346	Primary	The system shall provide the ability to maintain rules to allow disposition of a case, by case type, and by a combination of case type and cause code.
347	Primary	The system shall provide for adding and maintaining multiple subsequent dispositions in a single case which may begin new statistical and time standards tracking.
348	Primary	The system shall associate or link a disposition with specific case charge(s) or referral reason(s).
349	Primary	The system shall provide the ability to add and maintain the criminal disposition information for each charge.
350	Primary	The system shall provide the ability to add and maintain all modification of conditions associated with a case disposition.
351	Primary	The system shall provide the ability to add, edit, and view on a per charge basis the criminal disposition information for each charge.
352	Primary	The system shall provide for electronic or digital signature of orders by case participants and judge.
353	Primary	The system shall provide the ability to add and maintain all disposition orders and diversion agreements associated with a referral.
354	Primary	The system shall provide the ability to resolve and complete a case.
355	Primary	The system shall provide the ability to reopen a closed or transferred case.
356	Primary	The system shall provide the ability, upon completion of a case, to automatically cancel any future scheduled events and allow for the automatic insertion of a disposition reason (e.g., Not Held).
357	Primary	The system shall provide the ability to add a protection order with participants mutually protected.
358	Primary	The system shall allow the viewing of the statewide history of protection-type orders for an individual or a case; include alias names associated with the individual.
359	Primary	The system shall provide the ability to add and maintain protection-type order information.
360	Primary	The system shall associate existing case parties with valid and denied protection-type orders.
361	Primary	The system shall limit the entry of data to valid data values for identified fields.

Req #	Status	Requirements
362	Primary	The system shall provide the ability to conduct Data Exchanges with identified business partners (e.g., passing Washington State Patrol Sentencing data / Information for a convicted party).

5.A – Post-Disposition (Judgments, Compliance, Execution)

Activities after a judgment and sentence, or other final order, is entered in a legal case.

Req #	Status	Requirements
363	Primary	The system shall provide for the ability to add, view, modify, print, and maintain separate judgment indexes (e.g., judgment book) that show original and subsequent judgments by case and party.
364	Primary	The system shall provide the ability to automatically add a Judgment upon completion of a case when a party owes money to a case participant.
365	Primary	The system shall provide the ability to provide notification for change of jurisdiction in a Juvenile case (post adjudication).
366	Primary	The system shall provide the ability to add post adjudication sentencing information.

6 – MANAGEMENT AND STATISTICAL REPORTS

Management of reports for caseload, case flow, and workload statistics, including the presentation of the information.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

Req #	Status	Requirements
367	Primary	The system shall provide the user the option to choose either the pre-defined system reports or develop ad hoc reports.
368	Primary	The system shall provide the ability to drill down to data from query results.
369	Primary	The system shall provide the ability to sort and filter report results.
370	Primary	The system shall provide the ability for selecting of begin and end date/time for a report range.
371	Primary	The system shall 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.
372	Primary	The system shall provide batch reporting capabilities.
373	Primary	The system shall provide the ability to schedule when a report is to run, controllable at local court level.
374	Primary	The system shall notify a user when the report has been completed and ready for printing or display).
375	Primary	The system shall provide for exporting data in different electronic formats.

7 – GENERAL SYSTEM REQUIREMENTS AND ADMINISTRATION

General functions applying to one or more capabilities in a system. Statewide configuration and system security are included.

These requirements are all considered Mandatory (M) for evaluating Vendor proposals submitted in response to the SC-CMS RFP.

Req #	Status	Requirements
376	Primary	The system shall 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.
377	Primary	The system shall automatically add audit log information on the messages (e.g., tickle, alerts, etc.) issued to the user.
378	Primary	The system shall automatically add the date and time when the audit log was written.
379	Primary	The system shall automatically add the error or exception if the transaction does not end successfully.
380	Primary	The system shall automatically add the function being executed, the action or key entered by the user.
381	Primary	The system shall maintain statewide code translation tables defined by an authorized administrator.
382	Primary	The system shall provide the ability to 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.
383	Primary	The system shall provide the ability to map a locally defined code to a statewide code.
384	Primary	The system shall configure data pages or screens by case type to display and collect information.
385	Primary	The system shall provide the ability for a quick data entry interface for rapid data entry to multiple cases without navigating to individual case.
386	Primary	The system shall provide the ability to exclusively enter data with a keyboard.
457	Primary	The system shall provide the ability to allow for data entry into the system via methods other than keyboard entry (e.g., mouse, touch screen, etc.)
387	Primary	The system shall provide the ability to input data using devices such as scanning, bar code, etc.
388	Primary	The system shall provide the ability to pre-fill fields with default values configurable at time of use.
458	Primary	The system shall provide the ability to replicate previously entered data on current data entry line.
389	Primary	The system shall provide for canceling data entry of new input or changes before they are saved (CANCEL button).

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Req #	Status	Requirements
390	Primary	The system shall provide for restoring the screen to the state prior to data entry (RESET button).
391	Primary	The system shall 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.
392	Primary	The system shall enable data entry during batch processing.
393	Primary	The system shall provide for electronic or manual data entry to update the system in real-time.
394	Primary	The system shall provide the ability for Court Administration to alter certain case data for operational purposes without affecting the official record.
459	Primary	The system shall have the ability to identify official "court record data".
460	Primary	The system shall provide for the definition of status (official and unofficial) of data elements.
461	Primary	The system shall provide the ability to allow one or multiple owners for each data field (set by security).
395	Primary	The system shall provide ability to invoke a function or navigate via multiple methods (e.g., command buttons, function keys, mouse, keyboard, etc.).
396	Primary	The system shall provide the ability to navigate among screens and modules without re-entering case number, or any other case identifier.
397	Primary	The system shall provide a facility to disable use of an application function.
398	Primary	The system shall provide the ability to deliver notifications to case/court participants using multiple methods (e.g. email, fax, postal mail, text message) depending on participant's desired option.
399	Primary	The system must alert when mailings are to invalid addresses, but allow overrides.
400	Primary	The system shall 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.
401	Optional	The system shall provide the ability to produce graphical reports.
402	Optional	The system shall provide the ability to append the search criteria and search within a set of search results.
403	Primary	The system shall perform universal searches (e.g., by case type, court level, flexibility of views).
404	Primary	The system shall provide the ability to view search results at the summary and/or detail level.
405	Primary	The system shall provide the ability to 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).
406	Primary	The system shall provide the capability to interface with document management system that is separate from case processing if case processing system excludes document management capabilities.

Req #	Status	Requirements
407	Primary	The system shall provide 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.

7.A – Law Data Management

Per the Revised Code of Washington (RCW), laws charged on a legal case have attributes, such as classification, enhancements to the law, or aggravating circumstances in a specific situation. These attributes are tracked by law, within the case management system in order for the courts to properly charge offenses in a legal case. Other attributes, such as effective date of a law, and title of a law, are also maintained.

Req #	Status	Requirements
408	Primary	The system shall provide for relationships between specific laws, enhancements, aggravating factors.
409	Primary	The system shall provide the ability to assign a caseload case type to a law in order to determine how cases with this violation will be counted on the Caseload Report.
410	Primary	The system shall assign a class designation of the crime with the law.
411	Primary	The system shall assign an offense category to a law, or the designation of the offense.
412	Primary	The system shall assign multiple statistical categories to a law in order to support judicial, federal, or other case data research.
413	Primary	The system shall associate a full law title with the published legal code.
414	Primary	The system shall associate a short law title with the published legal code, for use in places where display space is limited.
415	Primary	The system shall associate enactment and repeal dates with the published legal code.
416	Primary	The system shall associate the law with a published legal alphanumeric code.
417	Primary	The system shall identify laws which require notification of third parties (e.g., Department of Licensing) on disposition of a charge citing the law.
418	Primary	The system shall identify the source of the laws being cited.
419	Primary	The system shall provide the ability to add and maintain statewide law table, administrative regulations, and session laws.
420	Primary	The system shall provide for local laws to only be available for use on cases filed in that court.
421	Primary	The system shall provide the ability to maintain information about local laws/ordinances (e.g., Code, Title, Enactment, and repeal dates).

Req #	Status	Requirements
422	Primary	The system shall provide the ability to add and maintain relevant local ordinances according to jurisdiction of user, and access other jurisdiction ordinances.
423	Primary	The system shall provide the ability to establish update access to one, many, or all courts for a user without having to assign multiple user IDs to that user.

7.B – Security

Managing security for a legal case; who has access, and how the case displays in the case management system.

Req #	Status	Requirements
424	Primary	The system shall provide the ability to perform data entry auditing of cases entered by a user to improve user training.
425	Primary	The system shall provide the ability to seal specific case information and specify reason for sealing.
426	Primary	The system shall provide for more than one level of sealing (e.g., limited or totally sealed).
427	Primary	The system shall provide the ability to establish rights to see sealed information by user role.
428	Primary	The system shall provide the ability to identify a docket/event entry as sealed.
429	Primary	The system shall provide for decentralized security administration, to allow courts to maintain user security for access to their own court data.
430	Primary	The system shall provide for the ability to prevent an unauthorized user from accessing, or changing the security status of a document, person, data field, or case once it is added.
431	Primary	The system shall provide the ability to remove all authorizations for a specific user's access.
432	Primary	The system shall provide an interface for user and role maintenance.
433	Primary	The system shall associate a unique User-ID with a user and verify that the name and unique User-ID are valid.
434	Primary	The system shall provide user access privileges and authorization for public access, without having to assign a profile to each user.
435	Primary	The system shall provide the ability to configure role access to protect confidential data.
436	Primary	The system shall provide the ability for a court user to have multiple defined security roles.
437	Primary	The system shall provide for the ability to manage security levels at the case, screen, individual data elements; statewide and locally.
438	Primary	The system shall provide the ability to change the assignment of a specific user's local/home court profile or cross court profile.

7.C – Miscellaneous

Additional information.

Req #	Status	Requirements
439	Primary	The system shall provide the ability for several court addresses in the system for a jurisdiction with flexibility to select an address where particular court events will be held.
440	Primary	The system shall provide the ability for a 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.
441	Primary	The system shall provide the ability to associate one or more county code(s) with the court (for courts with multiple facilities).
442	Primary	The system shall provide the ability to maintain rules for optional data by local configuration.
443	Primary	The system shall provide the ability to maintain court-specific/local code translation tables.
444	Primary	The system shall provide the ability for caseflow steps to vary from court to court and the system needs to be flexible enough to allow each court to map its own process flow.
445	Primary	The system shall provide the ability to report case types in compliance with Federal Reporting requirements.
446	Primary	The system shall provide the ability to share data between systems. The system must provide for the ability to share information on sentencing worksheets with AOC Juvenile Court System.
447	Primary	The system shall provide the ability to establish links within a case to events, and or records.
448	Primary	The system shall provide the ability to identify the presiding judge(s), and Chief Judge(s) at a court.
449	Primary	The system shall provide the ability to produce a clerks Journal of Proceedings for support of capital murder cases.
450	Optional	The system shall provide the ability to automate central mailings of select communication documents.
462	Primary	The system shall provide the ability for local courts to add a language to a data table.

Appendix A Glossary of Terms

Glossary of Terms

Adoption	A petition for the establishment of a new, permanent relationship of parent and child between persons not having that relationship. This can also include cases involving the termination of parent-child relationships (RCW 26.33.150).
AKA	Also known as
Alerts	Alerts warn of an unusual or a potentially undesirable situation occurring within an application.
At Risk Youth (ARY)	Petition to request available juvenile court services for personal or family situations that present a serious and imminent threat to the at-risk child or family (RCW 13.32A.120 or 13.32A.150).
Case Reopened	A reopened case is one which was previously completed but is reopened to supplement or change the original case resolution (e.g., vacating a judgment, remanding a decision to be re-adjudicated). A reopened case is not counted as a new filing.
Child in Need of Services (CNS)	Petition to the court to allow out-of-home placement of a minor.
Civil Person (non-identified JIS person)	A CIVIL person in the JIS Person Database is a human being with a name, and optionally an address. Generally, a CIVIL person record is a non-identified JIS person record because it has insufficient identifying data for matching to other records and for compiling case history. A CIVIL person may have some additional identifying information, or none. A CIVIL person can be converted to a well-identified INDIVIDUAL person record in JIS provided it has at least three identifiers, including name, address, and either date of birth, driver's license, DOC, or SID number.
Change Venue	CrR RULE 5.2 CHANGE OF VENUE (a) When Ordered--Improper County. The court shall order a change of venue upon motion and showing that the action has not been prosecuted in the proper county. (b) When Ordered--On Motion of Party. The court may order a change of venue to any county in the state: (1) Upon written agreement of the prosecuting attorney and the defendant; (2) Upon motion of the defendant, supported by affidavit that he believes he cannot receive a fair trial in the county where the action is pending. (c) Discharge of Jury. When the court orders a change of venue it shall discharge the jury, if any, without prejudice to the prosecution, and direct that all the papers and proceedings be certified to the superior court of the proper county and direct the defendant and the witnesses to appear at such court.
Charge	A formal description of an alleged criminal or juvenile offense.
Charging Document	A legal document that alleges crimes, or offenses, The common charging document is the criminal information.
Civil Judgment	A judgment is the final determination of rights among the various parties to a lawsuit
Completion-SM	Case "completion" occurs when all necessary dispositive documents have been filed with the clerk.
Confidential	Only the parties on the case have permission to view
Consolidate Case	Merging of 2 or more cases One of the cases is designed as the primary or anchor case. All further transactions on the cases after consolidation should be docketed on the primary or anchor case. Criminal cases may be consolidated for a hearing or several co-defendants may be involved in a single court session.
Count	A paragraph contained within a charging document that describes in detail the elements of a single charge and the specific facts linking the defendant

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	to the crime
Court Level	The levels of jurisdiction in the Washington State court system, currently: Supreme Court, Courts of Appeal, Superior, Juvenile and the Courts of Limited Jurisdiction (District, and Municipal). Also should include tribal courts, specialty courts, and arbitration courts.
Criminal Reporting Categories for Statistics	<ol style="list-style-type: none"> 1. Homicide 2. Sex Crime 3. Robbery 4. Assault 5. Theft/Burglary 6. Motor Vehicle Theft 7. Controlled Substance 8. Other Felony 9. Gross Misdemeanor/Misdemeanor 10. Appeal from Lower Courts
Deadline	A deadline date indicating something has been met
Deferred Prosecution	Final resolution by placing the defendant under court supervision with specific conditions of behavior before there is any formal finding by the court where only misdemeanor charges are “deferred.”
Delete	An action taken when a clerical error is made.
de novo	Anew; without regard to earlier events. Under some circumstances, a party losing a case in a court of limited jurisdiction is entitled to a trial de novo in superior court; likewise, a party losing a mandatory arbitration hearing is entitled to a trial de novo in superior court.
Dependency (DEP)	Petition alleging a person under the age of 18 is dependent and requires court intervention to ensure his or her well-being (RCW 13.34.040). File a guardianship petition under the existing dependency action. Do <u>not</u> change the cause-of-action code if the dependency action results in the filing of a guardianship petition (RCW 13.34.230).
Disposition	Final result, or termination, of a trial; usually refers to the sentence or other punishment imposed following a criminal or juvenile court case. A disposition hearing is a hearing in a juvenile court case, at which the court decides upon the sentence to be imposed.
Docket	A historical record of events on a case. Includes hearings, filed documents, financial transactions, etc.
Entity	
Escheat	A reversion of property to the State Department of Revenue as a result of the lack of any person entitled to inherit the property.
Event	Action, activity, or something else that occurs on a case. Some events change the case status.
Ex Parte	An ex parte action is a judicial action on the behalf of one party, without notice to, or contestation by, any person adversely interested.
Expunge	To destroy or remove) See: 13.50.050 (17)
Flag	A flag is a character that signals the occurrence of a condition on a case or person.
FTA	Failure to Appear
Guardian	A person appointed to take care of the person or property of another, called the ward.
Guardian ad Litem-From GALR	Guardian ad litem shall mean any person or program appointed in a Title 11, 13, or 26 RCW actions under the Revised Code of Washington to represent the best interest of a child, an alleged incapacitated person, or an adjudicated incapacitated person. The term guardian ad litem shall not include an attorney appointed to represent a party.
Guardianship	Cases involving the relationship between a person (guardian) lawfully invested with the power, and charged with the duty, of taking care of the rights of another person (ward) who is considered by the court to be incapable of caring for himself or herself.
Hearing	A proceeding where evidence is taken or questions of law presented; often used to refer to a proceeding in which the court considers a motion, as

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	distinguished from a full-fledged trial.
Information	A document formally accusing a person of a criminal offense; differs from an indictment in that it is presented by the prosecuting attorney, while an indictment is presented by a grand jury.
Individual (well-identified JIS person)	An INDIVIDUAL in the JIS Person Database is a human being with a name and an address who is known to the court. An INDIVIDUAL is either a True Name INDIVIDUAL or an Alias Name INDIVIDUAL. An INDIVIDUAL has multiple personal identifiers.
Interested person, Interested party (see Non Party)	In probate, an heir, devisee, child, spouse, creditor, beneficiary, or any other person having a property right in, or a claim against, the estate.
Joint & Several	Criminal co-defendants ordered to pay restitution to the victim(s) of their crime(s) jointly. Each defendant is obligated for the full amount, but gets credit for the payments made by the co-defendant.
Judge Pro Tem	A temporary judge appointed for a particular day or to hear a particular matter; may be a lawyer, court commissioner, or retired judge.
Judgment	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.
Law	A general term for statutes, ordinances, administrative regulations, and court rules.
LFO	Legal Financial Obligations ordered upon conviction and owed by a defendant to the Superior Court.
Link	Joining of 2 or more separate cases (e.g., for the purpose of oral argument, or linking a referral to a legal case).
Minutes, Minute Entries	Memoranda or notes compiled by a courtroom clerk, summarizing the actions taken by counsel and the court.
Modification	Change of a previous order or decree.
Modifier Law or Charge Modifier	A general term for a law that changes some aspect of another law. It includes laws that define inchoate crimes (e.g., attempted, conspired, solicited), and special allegations (e.g., use of a firearm).
Non Charge Case	A non-charge case is one in which the defendant is not charged with any state criminal statutes, but which is opened for other purposes such as for an extradition, material witness, or for conducting one or more preliminary appearances prior to the filing of an information. If an information is subsequently filed, the case will be counted as a criminal case as of the date the information is filed. Any proceedings held prior to the filing of the information are recorded under the non-charge category on the caseload statistics report.
Non Party (see Interested person, Interested party)	A person or organization not associated to the case; a non party may be an interested party, but not an official party to the case (e.g. an attorney in a law office who steps in to temporarily assist a partner on a case. In this example the attorney would not file a notice of appearance with the clerk, but the administrator needs the information for their record).
Notification	An audible or visible indication that your application (or other piece of software) requires the user's attention.
Official	In JIS an official record is used for security, and case processing. All judicial officers and other court personnel are assigned an official record. Official records are also maintained for official offices, and organizations within a court (e.g. City of Kent, Kent Police Department).
Opinion	Statement of decision by a judge or court regarding a case tried. Published opinions are printed because they contain new legal interpretations. Unpublished opinions, based on legal precedent, are not printed.
Parentage	Petition to determine the legal status of a parent.
Participant	
Parties (from CC Handbook-Glossary)	The persons or other entities who take part in the performance of an act, or who are directly interested in any affair, contract, or conveyance, or who are actively concerned in the prosecution or defense of any legal proceeding; in litigation, the persons or entities who are actually named as plaintiffs or defendants.
Person Business Rules	The JISC has approved policy statements and accompanying business

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	rules for entering identification information about persons and entities in the JIS. The approved policy statements and JIS Person Rules apply to all courts using the JIS Business. See: JISCR (18) which states the rule adopted by the JISC for adding records to JIS. See also: JIS Person Business Rules .
Pleading (from CC Handbook Glossary)	The formal allegations by the parties of their respective claims and defenses for the judgment of the court; usually used with reference to civil cases, in which the pleadings consist of the complaint, answer, counterclaims, and so forth.
Pre-SCOMIS Case Number	For statistical purposes or to meet local indexing needs, pre-SCOMIS cases with a filing date prior to 7/28/1997 may be entered in SCOMIS . Entry of information needed for statistics is crucial for any pre-SCOMIS case which is not disposed and which may have some current or future case activity. Entry of this information is also important for older pre-SCOMIS cases (even if disposed in some year prior to the current one) so reporting or data warehouse inquiries against earlier years' activities will not be distorted. Additionally, any information necessary for local indexing purposes needs to be entered
Probate	Cases that include: (1) the registering of a will with the court, (2) the determination of whether a will is a valid instrument, (3) the statutory method of establishing its proper execution, and (4) in cases where the decedent did not make a will, the determination of the disposition of the decedent's estate.
Proceeding	
Proceeding Cancelled –SM	A canceled proceeding is one removed from the court calendar by a non-judicial officer and is not recorded on a calendar to take place at another date.
Proceeding Continued –SM	A continuance is <u>only</u> an instance where a proceeding has been set for a specific date and is deferred <u>before that hearing commences</u> .
Proceeding Held –SM	A proceeding is a matter held in open court with at least one of the parties present in a case which is actually heard (i.e., oral argument or testimony is given), other than an ex parte action.
Proceeding Stricken-SM	A stricken proceeding is one removed from the court calendar by a judicial officer and is not recorded on a calendar to take place at another date.
Process Control Number (PCN)	The Washington State Patrol Process Control Number (PCN) is assigned by local law enforcement when a person is fingerprinted or booked into jail. It is a number which links the disposition information to the criminal fingerprinting event.
Pro Se Litigant-SM	Pro se litigants (i.e., those that represent themselves without an attorney)
Published Legal Code	A general term for any law or administrative code published by a governmental entity. The RCW, WAC, and all county and municipal ordinances and administrative codes are the published legal codes in the state of Washington
Query	A parameter driven request Results are returned in a table format and are referred to as the "result set". The result set is exportable to a spread sheet application. Used to list items of information; may be used to create totals for numeric fields.
RALJ Appeals	Appeals from courts of limited jurisdiction to the superior court, including both RALJ and de novo appeals. 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 only when remanded; otherwise a de novo appeal is resolved under whatever other resolution category is appropriate (see RALJ 9.1).
RALJ Hearing	A hearing by the superior court to decide issues on an appellate case under the rules for appeal of decisions of courts of limited jurisdiction.
Reassignment	A Judicial official is reassigned on a case.
Recess/Reconvene	If a proceeding has been initiated and is recessed until a later date, or is scheduled to reconvene at a later date, do not docket that a continuance has occurred.

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Reciprocal, Respondent-In County	An agreement between states to enforce orders entered under the URESA act for respondent's in-county.
Reciprocal, Respondent-Out of County	An agreement between states to enforce orders entered under the URESA act for respondent's out-of-county.
Recusal	A judge may excuse themselves from a case hearing in order to eliminate potential prejudice/bias.
Relinquishment	A petition to voluntarily relinquish parental rights of a child to the DSHS, an agency, or a prospective adoptive parent. If the petition involves adoption within the county, use the "ADP" (adoption) cause of action (RCW 26.33.090).
Resolution	Case resolution occurs when the case is "tried, settled, or otherwise concluded" that is, resolution is defined as the adjudication or settlement of all issues in a case (e.g., plea, trial verdict, oral order).
Resolution-Multiple	In some instances a case has issues resolved in different ways, which may result in different "resolutions" among litigants. In civil cases with multiple litigants, for example, claims may be dismissed for some parties while others are resolved through a trial.
Restricted	In cases, access is granted by Role. Some cases are automatically restricted upon filing, based on the case type, and cause of action (e.g. adoption).
Referral	An issue involving a juvenile that is forwarded from an organization to a superior court juvenile department for action.
Referral Reason	A law that is the basis for referring a juvenile to a juvenile department, or detention. For an offender referral, the referral reason(s) is an allegation of a violation of law. An offender referral reason can be the basis for a diversion or a case, and can map to an offender case charge. A non-offender referral reason identifies a civil legal issue. A non-offender referral reason can be the basis for a case, and can map to a case cause of action. The non-offender referral reason is used to classify referrals for reporting and tracking
Report	A formatted page of information; this may be displayed on a monitor, printed to paper, or exported to a word processing application Often used for case management, work load, and analysis purposes.
Screen	An online presentation used for inputting data to the system. This phrase should not be used in reference to information that is output; screens are for input only.
Seal	Authenticated by a seal; executed by the affixing of a seal; protected against public disclosure; e.g., a sealed file.
Search	A request to find a specific individual, official, or case. Example: enter "Anderson, Robert" in a keyword field to find all "Robert Anderson" in the system and identify the required individual.
Sever	Remove a case from a group of consolidated or linked cases.
Specialty Court	Specific activity occurs in this type of court setting, pre-defined by the individual court (e g, Mental Health Court, Substance Abuse Court, Family Court, etc.).
Status	Capture something at a specific point in time
Termination	A petition for a termination of a parent-child relationship of a parent or alleged parent who has not executed a written consent. If the petition involves adoption within the county, use the "ADP" (adoption) cause code (RCW 26.33.100).
Tickler	A tickler in an application is any mechanism that reminds of things to be done
Transfer	Change of Jurisdiction; case transferred between one or more courts. Transfer for Sentencing: An incoming case that was <i>previously adjudicated</i> in another county, and is transferred to a subsequent county for sentencing. Transfers for Supervision: An incoming case which was <i>previously resolved and sentencing occurred</i> in another county, and which is transferred by court order to a subsequent county for supervision and

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	monitoring.
Trial Court	Includes Superior Court and the Courts of Limited Jurisdiction
Truancy	Petition to request the juvenile court to intervene on behalf of a juvenile who is unjustifiably truant from school (RCW 28A.225.030).
UFC	Unified Family Court
UIFSA-Uniform Interstate Family Support Act-SM	An agreement between states and other jurisdictions to enforce court-ordered child support. A URESA case is always an originating action, and should be recorded as a new filing. These matters are normally resolved and completed at the time they are filed.
Vacate	To nullify or set aside; e.g., the court will vacate a judgment that was entered without jurisdiction to do so.
Vacate Conviction-SM	RCW 9.94A.230 states that every offender who has been discharged under RCW 9.94A.220 may apply to the sentencing court for a vacation of the offender's record of conviction.
WSBA	Washington State Bar Association