|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Completed by: |  | Title/Position: |  | Date: |  |
| County: |  |  |  |  |  |
|  |  |  |  |  |  |

**Instructions:**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Civil (SCOMIS 2 cases), Probate (SCOMIS 4 cases) and Mental Illness (SCOMIS 6 cases)**

1. What is your front counter/intake process?

1. Does your county permit fax filing or e-filing?

1. Who is responsible for case creation and filing of documents if someone other than the counter clerk?

1. List any case types that have specific documents that are always filed at case initiation. Please list case types and specific document title(s).

1. What case types, if any, have hearings that are automatically scheduled at case initiation? Please list case types and hearing name(s).

1. How are courtroom minutes captured?

1. What timelines or tracking procedures are implemented for each case type, if any?

1. Are Judges/Commissioners assigned to any of these case types?  Please list case types and describe assignment process.

1. Are there any case types that are resolved and completed at case initiation?

**List Existing Forms and Reports**

1. Please provide any forms/notices (in Word format, if possible) the court originates at any time during a Civil, Probate or Mental Health case process.

1. Please list any reports necessary for completion of a Civil, Probate or Mental Health case process.

Please submit the completed worksheet to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).