ITG Request #45 – Appellate Courts Electronic Document Management System (EDMS)

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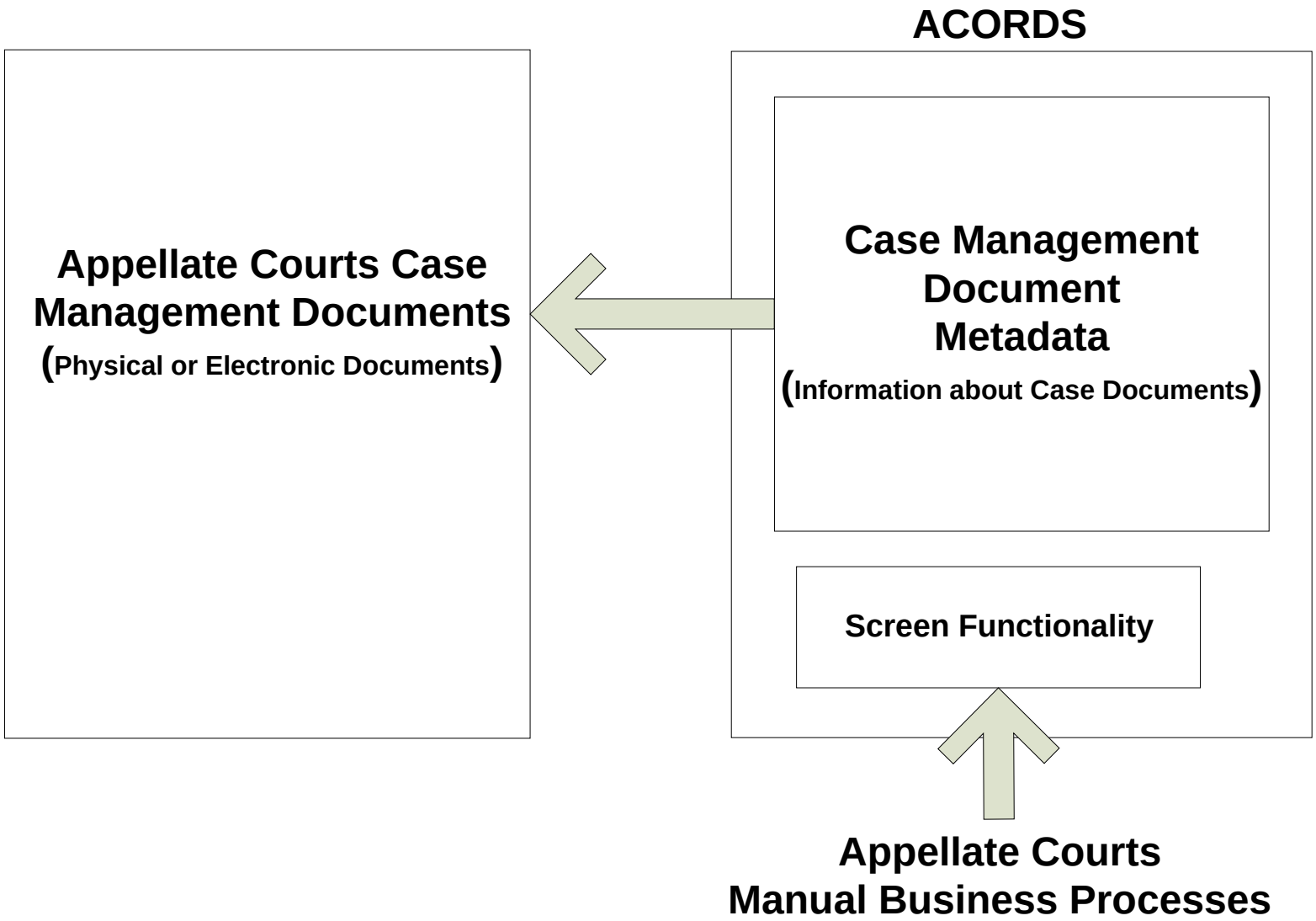
ITG Request #45 – Appellate Courts EDMS

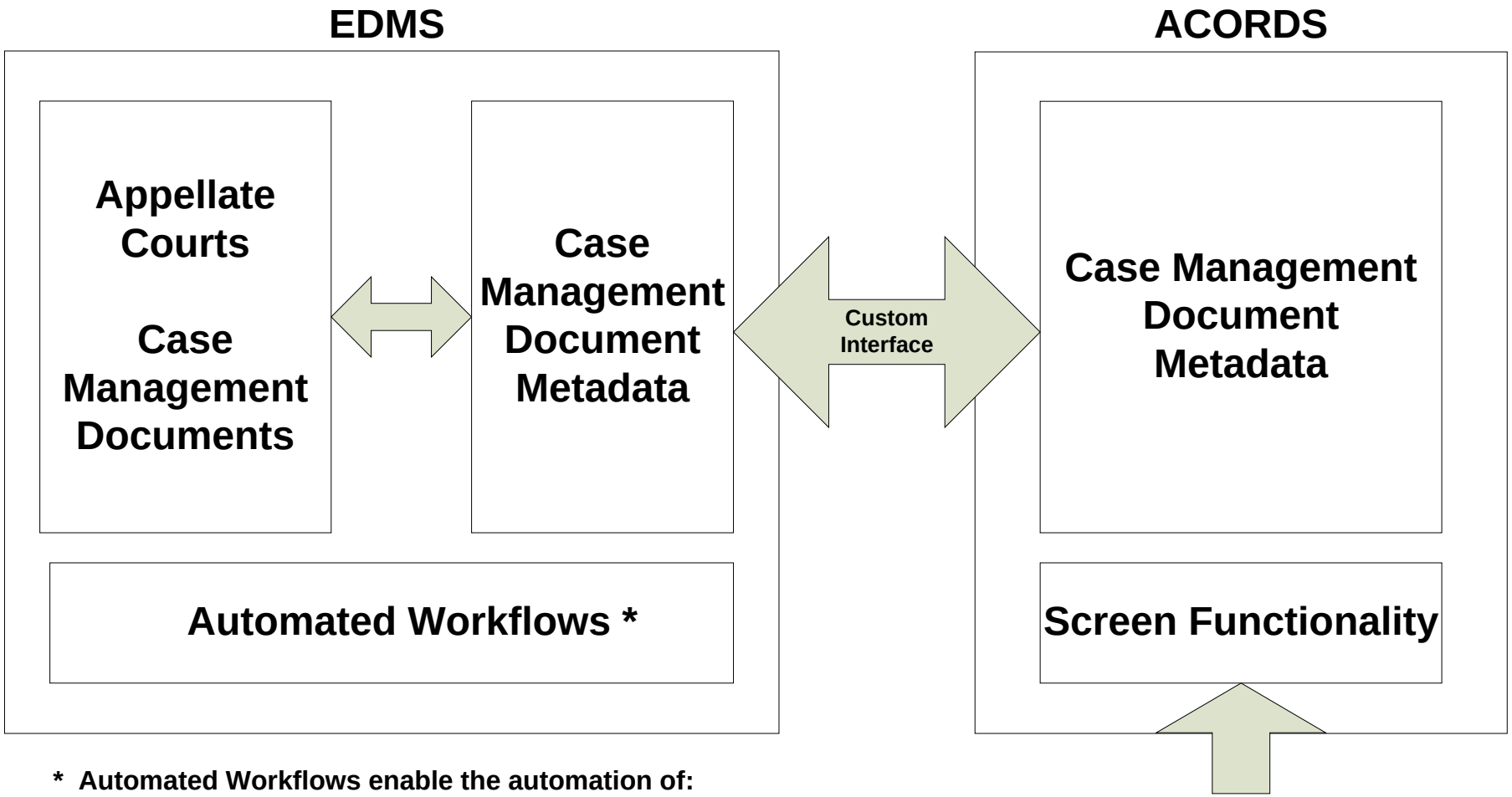
Status:

- ✓ Appellate Courts EDMS project working group formed in mid-January and documented the Appellate Courts EDMS high-level requirements:
  - Appellate Courts Case Management document processing.
  - Case Management Court Calendaring.
  - Appellate Courts reports.
- ✓ Appellate Courts EDMS project Working Group evaluated system designs for implementing an Appellate Courts EDMS:
  - **ACORDS – EDMS:** An EDMS that would interface to ACORDS. (JISC Approved Scope)
  - **EDMS Only:** An EDMS that would include all required ACORDS functionality. (Alternative)

Current ACORDS System



ACORDS - EDMS (JISC Approved Scope)



* Automated Workflows enable the automation of:
- o Manual Business Processes
- o ACORDS Screen Functionality

Appellate Courts Manual Business Processes

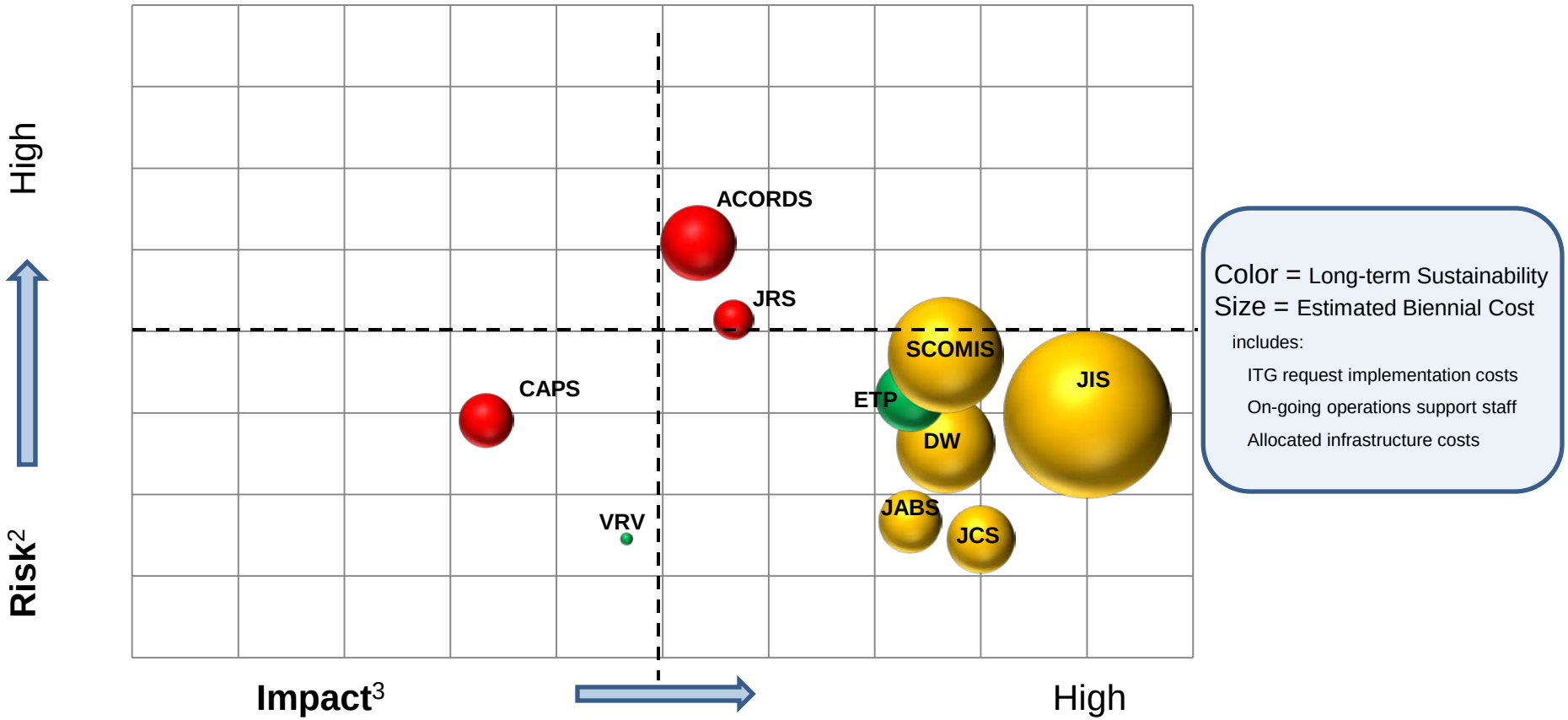
Alternative Solution - EDMS Only

Working Group Findings:

- **Lower project risk:** Significantly simpler Appellate Court EDMS / Case Management system architecture will reduce project risk.
- **No costs to develop custom interfaces:** Eliminating the interface between EDMS and ACORDS eliminates the costs for custom interface development.
- **EDMS can support all existing functionality of ACORDS.** A review of all ACORDS functionality confirmed that all existing functionality can be performed in the EDMS using automated workflow processes:
  - Will require the creation of additional workflows in EDMS.
  - Based upon current available information, these additional workflows are not expected to exceed current JISC project budget authorization.
- **Simplifies portfolio:** Eliminating maintenance and support of ACORDS, reduces the complexity and number of applications AOC supports.

JIS Application Portfolio

Long-term Sustainability Risk[1]



[1]Long-term sustainability refers to the ability of applications to provide current service levels over the next 5 years.
[2]Risk score is based on technical risk assessment by AOC Senior Enterprise Architecture staff, March 2012
[3] Impact score is based on number of users impacted and mission-critical nature of the application

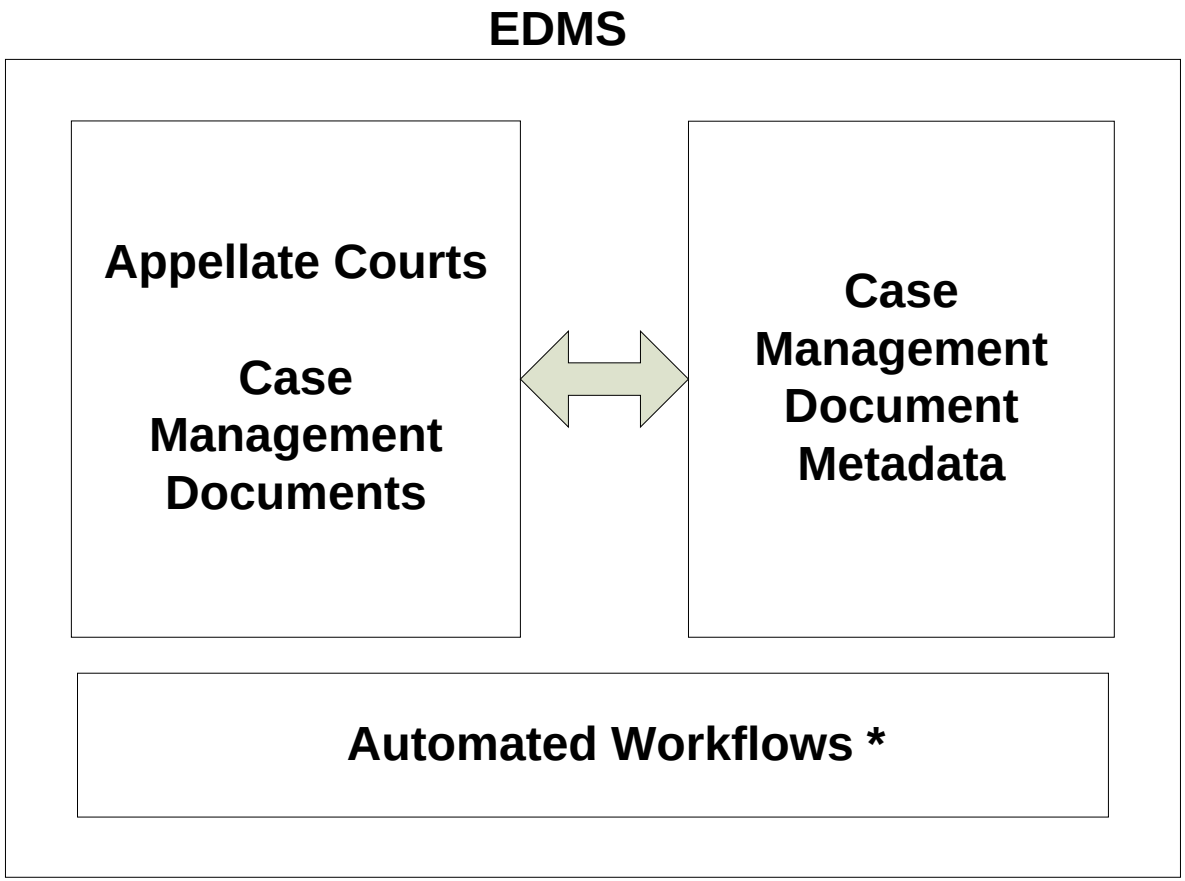
JIS Portfolio Current State Assessment

🟢 Able to avoid negative impact on application and users
🟡 Challenging to sustain at current levels
🔴 Difficult to sustain at current levels without negative impact

		Production Date	2008[1]	2012
ACORDS	Appellate Court Records & Data System	2003	🔴	🔴
CAPS	Court Automated Proceedings System	2003	🟢	🟡
DW	Data Warehouse	2008	🔴	🟢
ETP	Electronic Ticket Process	2007	🟡	🟢
JABS	Judicial Access Browser System	2001	🟢	🟢
JCS	Juvenile and Corrections System	2005	🟢	🟢
JIS JIS Person JIS Accounting JIS for Superior Courts JIS for CLJs	Judicial Information System (DISCIS)	1988	🟡	🟡
JRS	Judicial Receipting System	1993	🔴	🟡
SCOMIS	Superior Court Management Information System	1977	🟡	🟡
VRV	Vehicle-Related Violations	2011	---	🟢

[1] Source: Report to Washington State AOC - JIS Assessment, Sierra Systems, August 2008

EDMS Only (Alternative)



* Automated Workflows enable the automation of:
- o Manual Business Processes
- o ACORDS Screen Functionality

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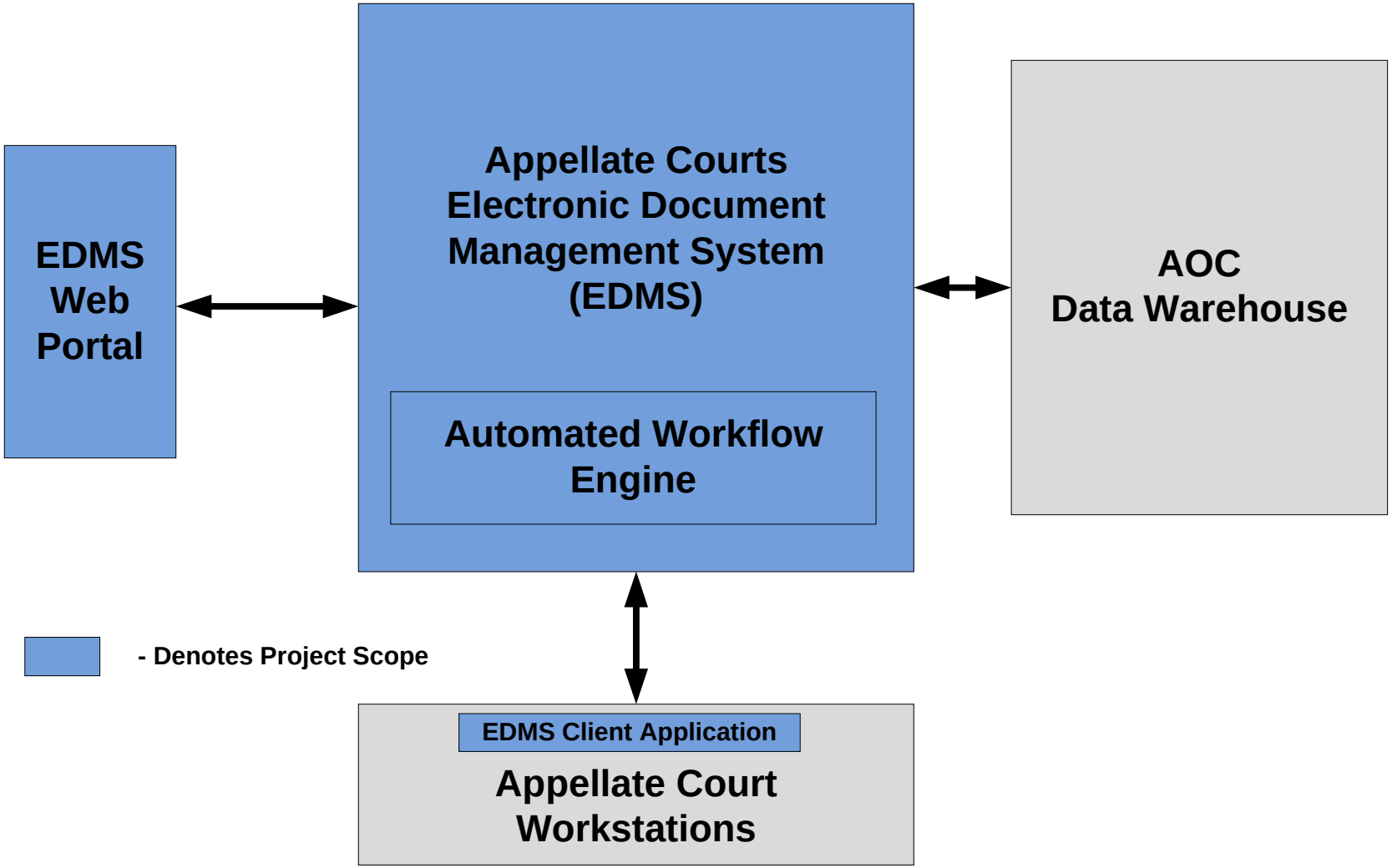
Working Group Findings: EDMS Only (Alternative)

- Significantly simpler Appellate Court EDMS / Case Management system architecture will reduce project risk and eliminate the costs for developing a custom interface to ACORDS.
- A review of all ACORDS functionality confirmed that all existing ACORDS functions can be performed using automated workflow processes:
  - Will require the creation of additional workflows.
  - Based upon current available information, these additional workflows are not expected to exceed current JISC project budget authorization.

Appellate Courts EDMS System Design – EDMS Only (Alternative)



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Recommendation:

- Appellate Courts Clerks and AOC EDMS Project team unanimously recommend an EDMS Only system design.
- The Appellate Courts EDMS Project Executive Steering Committee unanimously endorsed the recommendation of the Appellate Court Clerks.
- Decision Point: Request JISC approval of the EDMS Only system designed recommended by the Appellate Courts EDMS Project Executive Steering Committee.

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Next Steps:

- JISC approval of Appellate Courts EDMS Project Executive Steering Committee recommendation on the proposed EDMS system design.
- Document Appellate Courts EDMS Request For Proposal (RFP) requirements:
  - Core EDMS
  - EDMS Portal
  - EDMS Workflow
  - EDMS Vendor Demonstration
- Develop Appellate Courts EDMS RFP Acquisition Plan.
- Develop Appellate Courts EDMS RFP.