Judicial Information System Committee Meeting June 22, 2012

<u>DECISION POINT</u> – Appellate Electronic Document Management System – Change of Project Scope

MOTION:

- I move to adopt the Appellate Court EDMS Project Executive Steering Committee recommendation to proceed with the recommended system design of a standalone electronic document management system that contains all the required business functionality of ACORDS.

I. FACTS

The appellate courts require a statewide enterprise document management system that interfaces with an appellate case management system to provide an integrated solution to support their business needs.

January 21, 2011 - The JISC approved ITG #45 Appellate Electronic Filing feasibility study.

February 18, 2011 - The JISC gave ITG #45 Appellate Electronic Filing feasibility study the highest priority, placing it first on the list above all other ITG requests.

August 5, 2011 - The feasibility study results were presented to the JISC. At that meeting, the JISC approved the purchase of an Electronic Document Management System for the Court of Appeals and the Supreme Court, with an estimated cost of $980,000.

January, 2012 - An EDMS project work group was formed to document the high-level requirements for the system and evaluate design options for implementation.

II. DISCUSSION

The feasibility study for ITG #45 determined that it was feasible to interface an Electronic Document Management System (EDMS) with ACORDS so that EDMS documents could be retrieved from ACORDS and the case management data could be entered into either ACORDS or the EDMS which could be transferred to the other system.

The Appellate Courts EDMS Work Group evaluated two design options for implementing the EDMS:

1. ACORDS EDMS: An EDMS that interfaces with ACORDS.
2. EDMS Only: An EDMS that includes all required ACORDS functionality.

The work group's findings were:

- The ACORDS – EDMS option will require a significantly larger interface with ACORDS than originally anticipated, which would impact both cost and schedule.

- ACORDS is a fragile system, making changes to it for the interface with the EDMS would present a significant project risk.
- Case management data would have to be stored in both EDMS and ACORDS, which makes it more difficult to ensure that the two databases are synchronized.
- ACORDS would not be able to utilize the EDMS automated workflow processing.

The group found that the EDMS Only option would allow for the creation of automated workflows, which would improve the way that appellate court work is managed. This option can be implemented within the already authorized amount of the project. No additional funding is anticipated.

The Appellate Electronic Filing Executive Steering Committee voted to support the recommendation of the Appellate EDMS Work Group to the JISC for approval.

PROPOSAL

The Appellate Court EDMS Project Executive Steering Committee recommends that the project proceed with a system design where the electronic document management system contains all the required functionality of ACORDS, which eliminates the need for the project to implement a custom interface between the EDMS and ACORDS.

OUTCOME IF NOT PASSED –

If the JISC does not authorize proceeding with a standalone EDMS with ACORDS functionality, the project faces considerable risk and possible cost overruns and delays.