Judicial Information System Committee Meeting, April 24, 2020

DECISION POINT – Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Updated Project Steering Committee Charter

MOTION:

- I move that the JISC approve the updated Courts of Limited Jurisdiction Project Steering Committee Charter as recommended by the Project Steering Committee.

I. BACKGROUND

On July 8, 2011, the District and Municipal Court Management Association (DMCMA) submitted a request for a new CLJ case management system (CMS), ITG Request 102. The DMCMA President also sent a letter to the JISC Chair requesting that the JISC allocate resources for a new case management system.

On February 28, 2014, the JISC made IT Governance Request 102, the CLJ Case Management System, JISC Priority 4, the top priority request for courts of limited jurisdiction on the JISC priority list. On April 25, 2014, the Judicial Information System Committee (JISC) authorized the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project and approved the Project Steering Committee Charter. The project objective is to modernize current court and probation office business practices by replacing the existing system commonly known as DISCIS with a commercial off-the-shelf (COTS) product.

The CLJ-CMS Project Steering Committee provides project oversight and strategic direction for the CLJ-CMS project over the life of the project. The CLJ-CMS Project Steering Committee plays a key leadership role within the project governance structure and is responsible for business decisions regarding the project and for making project recommendations to the JISC. I

II. DISCUSSION

The Project Steering Committee Charter was last approved by the JISC in 2014, at the beginning of the project. The Steering Committee Charter establishes project oversight expectations, committee membership, roles and responsibilities, and decision process.

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the updated CLJ-CMS charters, the project will not have the appropriate guidance for governance of the next phases of the project.