

Appellate Court Enterprise Content Management System

Business Requirements

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BUSINESS REQUIREMENTS

INTRODUCTION

This document defines the business requirements developed by the Washington State Administrative Office of the Courts and the AC-ECMS Stakeholders Group. These requirements describe the functions and behaviors that the system must perform to support the business operations of the Appellate Courts. These are also referred to as “functional requirements.” These business requirements are organized into the following areas:

*Core Business Requirements
Criminal Notice of Appeal Workflow Requirements
Reports Requirements*

A glossary is provided at the end of this document, with definitions for terms that may be used within Exhibit H or J.

1. CORE BUSINESS REQUIREMENTS

1.1. Administration

Requirements in this category are related to the management of user participation and security.

Req. #	Status	Description/Requirements
1.1.1	Mandatory	Product must provide the ability to associate an Appellate Court user with a particular court or division.
1.1.2	Mandatory	Product must provide the ability to manage (delete or edit user profiles, etc.) Appellate Court user access rights (i.e., support defining user roles [court administrator, judge, case manager, public, etc.]).
1.1.3	Mandatory	Product must provide the ability to control access rights to information at the case folder and case document level.
1.1.4	Mandatory	Product must provide the ability to define business rules at a global level and an individual appellate court level.

1.2. Business Application Interface

Requirements in this category are related to the interface with external systems and applications including, but not limited to, AOC's data warehouse, Web portal and Judicial Information System (JIS) and MS Office application suite.

Req. #	Status	Description/Requirements
1.2.1	Mandatory	Product must provide the capability to search and retrieve ECM stored content from directly inside the native MS Office application.
1.2.2	Mandatory	Product must provide integration with Microsoft Outlook allowing users to access ECM functionality, import and index internal emails and attached documents into the repository directly from their email interface.
1.2.3	Desired Scored	Product shall allow the user to access the ECM system's workflow processes from the Microsoft email client interface, with the ability to execute tasks and view related documents directly from the email message notification.
1.2.4	Mandatory	Product's workflow experience must be integrated to interact with the products framework menu. The workflow configuration and user interface environments must be contained within the same framework as the rest of the ECM Product (i.e., you can access the workflow interface from within the client environment).

1.2.5	Mandatory Scored	Product must provide natively built interfaces for remote access for workflow capabilities without significant degradation of performance or functionality from, but not limited to: <ul style="list-style-type: none"> • Tablets •Standard Client •Outlook •Web Client •Java Web Client •Business Application •SharePoint •URL string This should be accomplished out-of-the-box or through a productized offering.
1.2.6	Mandatory Scored	Product's electronic forms application must be architected in a way to interact with: <ul style="list-style-type: none"> • Document import capture • Web portal and SharePoint (form creation/submission through portal) • Index value design and structure • Cross-referencing • Notes/annotations • Workflow (form auto-triggers a workflow process) • Microsoft email (form viewed as attachment)
1.2.7	Mandatory	Product's reporting tool must directly integrate with Microsoft Excel, allowing users to build reports natively in Excel utilizing the ECM system attributes. Reporting product must provide the ability to query AOC's data warehouse and seamlessly display the results in the product.

1.3. Electronic Forms

Requirements in this category are related to electronic forms functionality and design capability.

Req. #	Status	Description/Requirements
1.3.1	Mandatory	Product must allow for a multiple number of index value fields to be captured per document or case folder (i.e. provide necessary data fields needed to retrieve statistical information).
1.3.2	Mandatory Scored	Product must provide a robust eForm design capability which includes features such as calendar pop ups, voting buttons, radio buttons, etc. and dynamic fields (i.e., allow control of field values based on specific conditions of other fields within the form per business rules).

1.3.3	Mandatory	Product must maintain revision control on electronic forms to offer flexibility to display forms in their submitted state or with a new layout, allowing business processes to advance.
1.3.4	Mandatory	Product must provide the ability to present the information captured in AOC's portal eForm for review and editing.
1.3.5	Mandatory	Product must provide the ability to utilize the metadata captured in an eForm to index a document.

1.4. Manage Case

Requirements in this category are related to the functionality needed for the management of cases which includes workflow functionality and configurability, notifications and alerts, the initiation of cases and metadata about a case.

Req. #	Status	Description/Requirements
1.4.1	Mandatory	Product must provide the ability to display court defined alerts at the case folder level (e.g., trial court action needed, accelerated, sealed, etc.).
1.4.2	Mandatory	Product must provide the ability to assign or reassign (either automatically or manually) one or more court users to a case folder or group of case folders, based on business rules.
1.4.3	Mandatory	Product must provide the ability to consolidate 2 or more case folders with ability to designate a main folder (and re-designate a case folder to be a main case folder) and record the reason.
1.4.4	Mandatory	Product must provide the ability to sever the relationship between consolidated case folders and record the reason.
1.4.5	Mandatory	Documents submitted on an existing case must be routed to the appropriate court user per business rules for each individual appellate court.
1.4.6	Mandatory	Each division/court must have the ability to customize the ECMS automated business processes (workflows) with appropriate permissions.
1.4.7	Mandatory Scored	Product must allow documents to be added to a workflow in several different ways, including: <ul style="list-style-type: none"> • Scanning • Electronic forms processing • Document import processing • Microsoft email interface • Adding documents already stored within the products repository to a workflow process at a specific point-in-time.
1.4.8	Mandatory	Product must provide ability to automatically or manually identify which workflow processes to associate a given document based on

		document type upon import.
1.4.9	Mandatory	Product must provide the ability to search for a case folder by multiple data elements/index values (e.g., appellate case number, trial court case number, case title, participant, attorney, etc.).
1.4.10	Mandatory	Product must provide the ability for descriptive document names to appear in a search results list that can contain both static text as well as defined index values, offering a more detailed description of the documents returned.
1.4.11	Mandatory	Product must provide workflow capability to notify user of overdue or missed deadlines and cases eligible for mandate.
1.4.12	Mandatory	Product must provide the ability to monitor lifecycle progress about the workflow (e.g., a dashboard). The product must be able to identify criteria in order to track how long it takes to process the workflow.
1.4.13	Mandatory	Product must provide the ability to generate unique sequential case numbers identifiable by court and division as the primary identifier of a case folder.
1.4.14	Mandatory	When initiating a case, a standard case folder structure is created.
1.4.15	Mandatory	Product must provide the ability to track assigned judges, staff, and status of opinions in the workflow process of a case folder.
1.4.16	Mandatory	Product must provide the ability to associate and maintain information about entities to a case folder (e.g., all participants involved in the trial court case and Appellate court case).
1.4.17	Mandatory	Product must provide the ability to delete an index value from a case folder per business rules.
1.4.18	Mandatory	Product must maintain a history of all participation in the case and allow activating and inactivating participation on the case folder.
1.4.19	Mandatory	Product must provide the ability to designate which participants in a case should receive correspondence per business rules.
1.4.20	Mandatory	Product must provide the ability to automatically notify receiving court of a transferred case via workflow.
1.4.21	Mandatory	Product must provide the capability to view case folder level metadata.
1.4.22	Mandatory	Product must provide the ability to associate an electronic signature with a document.
1.4.23	Mandatory	Product must provide the ability to perform parallel processing by automatically routing a single document through multiple business processes simultaneously and allowing multiple users to access and work on the same document.
1.4.24	Mandatory	Product must provide the ability to add public and confidential notes/comments at the case folder level.

1.4.25	Desired	Product must allow for designation of an internal person to be the contact and make entries for any pro tem judge on a case folder.
1.4.26	Mandatory	Product must provide a process for the transferring of a case folder between appellate courts and assigning it a new case number thus providing access to the documents attached to the case folder by the receiving court via workflow.
1.4.27	Mandatory	Product must provide the ability to set workflow due dates and action date alerts.
1.4.28	Mandatory	Product must provide the ability to identify possible judicial recusals/disqualifications.

1.5. Manage Documents

Requirements in this category are related to the functionality needed for the management of documents which includes document generation, editing, versioning, scanning, indexing and displaying related documents.

Req. #	Status	Description/Requirements
1.5.1	Mandatory	Product must provide the ability to add public and confidential notes/comments at the document level.
1.5.2	Mandatory	Product must provide the ability to apply "stamps" to the face of electronic documents prior to the document being saved as an official document (i.e., "Filed" stamp with date and time system generated.).
1.5.3	Mandatory	Users must have the ability to check documents out of the product for access via a localized copy that can be worked on, checked back in and synchronized back to the repository.
1.5.4	Mandatory	Product must natively provide data and text extraction capabilities for scanned image documents, including OCR, ICR, and signature detection. This should be done automatically without involving third party software applications.
1.5.5	Mandatory	Product must provide the ability to capture and store internal documents (opinions, orders, rulings, and letters) related to a case folder.
1.5.6	Desired	Product shall provide capture process during scanning for page separation and retrieval. This should include the separation of image and PDF file types.
1.5.7	Mandatory Scored	Product must provide the capture and storage of hyperlinked documents in their original format.
1.5.8	Mandatory Scored	Product must display and/or provide a link to related documents when viewing a document that has related documents even if they are different file types.

1.5.9	Desired	Product must provide ability to automatically classify and index images and allow manual verification.
1.5.10	Mandatory	Product capture process must automatically populate several index values on a document's associated eForm with additional index information already contained within the system based on a primary index value.
1.5.11	Mandatory	Product must provide the ability to scan documents manually to create electronic documents for storage in the product suite.
1.5.12	Mandatory	Product must provide the ability to establish document due dates and automatically notify appropriate court user of missed deadlines.
1.5.13	Mandatory	Product must control and track the modification of working documents through multiple revisions and allow for the addition of comments per document revision. The product must also allow users to view prior revisions and track document history with the appropriate permissions. Product must clearly display the number of revisions associated with a specific working document.
1.5.14	Mandatory	Product must support the ability to generate letters and notices using MS Word templates to populate the letter/notice utilizing data contained in the product's database which is associated with the case folder.
1.5.15	Desired	Product shall provide ability to perform quality assurance (QA) / verification of a scanned captured image document and alert user of poor quality. It shall also provide a simple image re-scan process that automatically replaces the poor images with the newly-scanned images.
1.5.16	Mandatory	Product must provide ability to perform quality assurance (QA) / verification of submitted image documents and alert user of poor quality. For instance, the product should provide options to QA image quality and/or index accuracy.
1.5.17	Desired	Product shall provide the ability to record the number of pages in a document based on business rules.
1.5.18	Mandatory	Product must provide an underlying ability to easily pre-define document relationships for use in search and retrieval.
1.5.19	Mandatory	Product must allow documents to be identified with different types of access rights (e.g., sealed, confidential, internal only).
1.5.20	Mandatory	Product must provide capability to manage the documents at a group level (e.g., create a group with an access level of sealed and any documents put into that group will assume the access level of the group, [in this case sealed] with the ability to change the access level on an individual document level to confidential).
1.5.21	Mandatory	Product must provide the ability to store and retrieve non-case documents.

1.5.22	Mandatory	Product must provide the ability for a document(s) to be dragged and dropped into a record (folder of documents) and have this new document automatically inherit the records management policy.
1.5.23	Mandatory	Product must provide the ability to select images and other file types from a network directory external from the document management product and provide an indexing interface for viewing those documents while classifying and indexing them into the document management product.
1.5.24	Mandatory	Product must provide the ability to track the status of documents (e.g., due, filed, not filed, withdrawn, etc.).
1.5.25	Mandatory	Product must provide a way to automate voting procedures (i.e., circulating motions for decision, circulating opinions).
1.5.26	Desired	Product shall provide the user the ability to separate an electronic document consisting of multiple pages into separate documents (e.g., when designation of clerk's papers and a statement of arrangements are submitted as one document they can be broken up into separate documents).

1.6. Manage Entity

Requirements in this category are related to the functionality needed for the management of entities, including the interface to JIS for WSBA attorney information and the management of participant and group entities.

Req. #	Status	Description/Requirements
1.6.1	Mandatory	Product must query the JIS database for attorney contact information utilizing the WSBA # and trial court case participant information utilizing the trial court case # and save the information to the product's database associated to the case folder.
1.6.2	Mandatory Scored	Product must provide the ability to assign a role to entities associated to a case folder and associate an attorney to the entity(ies) he or she represents (i.e., product must provide the ability to associate contacts to other contacts).
1.6.3	Desired	Product shall provide the ability to identify an address as no longer valid (e.g., returned mail, undeliverable mail, etc.) for entity on a case.
1.6.4	Mandatory	Product must provide the ability to capture, store and identify Out of State attorney contact information.
1.6.5	Mandatory	Product must provide the ability to capture more than one email address for an entity.
1.6.6	Desired	Product shall support the ability to restrict access to certain contact information fields from being viewed by certain users (e.g., email

		addresses for judges or attorney's email address that is not listed with WSBA).
1.6.7	Mandatory	Product must provide the ability to collect defined detailed contact information (e.g., title, name, address, email, etc.) about entities. Contact information must be associated to a case folder and/or to a document.
1.6.8	Desired	Product shall provide the ability to notify a case manager(s) when adding a disqualified attorney to a case or of a change in an attorney's bar status that disqualifies an attorney from representing a party on an active case.
1.6.9	Mandatory	Product must provide the ability to define case participant roles.

1.7. Manage Records

Requirements in this category are related to case records management including archiving, document retention and destruction, bar coding and the management of physical records.

Req. #	Status	Description/Requirements
1.7.1	Desired	Product shall provide the ability to place a hold (or multiple holds) on a record, as in the case of an audit or legal discovery (exceptions to the standard business process).
1.7.2	Mandatory	Product must provide the ability to archive electronic documents.
1.7.3	Mandatory	Product must provide document retention management and destruction.
1.7.4	Mandatory	Product must provide a variety of destruction options, including the ability to keep both index values and files permanently, keep only index values, or purge both index values and files with or without a history log (certificate of destruction).
1.7.5	Mandatory	Product must provide the ability for users to capture and store electronic records (documents) in their native formats, including email, electronic forms, images, text files, and Office documents.
1.7.6	Desired	Product shall provide a method for handling non-imaged data types involved in a case (e.g., multimedia presentations, oral argument recordings).
1.7.7	Desired	Product shall provide the ability to auto-import camera images and media files directly from a connected USB device.
1.7.8	Mandatory	Product must provide redaction capability.
1.7.9	Mandatory	Product must provide the ability for multiple documents to be grouped together and treated by the product as a single record, with a single retention plan.

1.7.10	Mandatory	Records management functionality must be provided by the product without requiring integration with a third-party or external RIM tool.
1.7.11	Mandatory	Product must provide an administrative view of physical record locators either pending check out (requested) or currently checked out with appropriate location information (item name, user in possession, expected return date, identifier, repository, repository name) via eForms.
1.7.12	Desired	Product shall support bar coding functionality.

1.8. Scheduling Cases

Requirements in this category are related to scheduling cases and automatically generating notices to the parties of the hearing date. This is **not** a calendaring system. The system is not expected to determine the availability of the participants or identify the date the case will be heard. The user determines the date the case will be heard. This is data entry of the results of a manual development of a case schedule.

Req. #	Status	Description/Requirements
1.8.1	Mandatory	Product must provide notification of judicial recusals on a case when setting calendar.
1.8.2	Mandatory	Product must provide the ability to automatically generate notices when a hearing on a case is scheduled or rescheduled.
1.8.3	Desired	Product must provide the ability to record dates that attorneys have advised that they are unavailable to attend a hearing on the case.
1.8.4	Mandatory	Product must provide the ability to add new hearing locations at time of entry.
1.8.5	Mandatory	Product must provide the ability to run a report of cases that are in the Ready or Screened status to be scheduled for consideration.
1.8.6	Mandatory	Product must support scheduling by capturing data fields to schedule a case (see Workflow Requirements, Step 9 for data elements).
1.8.7	Mandatory	The product must be able to designate a hearing date as draft or final. The final designation would change the case status, generate hearing notifications and generate a line item in the case index for each case on the calendar. A "final" designation does not mean that there cannot be any changes at a later date.

1.8.8	Desired	Product must be able to automatically change hearing date designation from draft to final based on certain triggers.
1.8.9	Mandatory	Product must provide the ability to generate a report (known as a calendar) for a designated date or date range. There is an internal and public version of this report which contains different data fields. See Appendices A and B for samples of existing public and confidential scheduling reports.
1.8.10	Mandatory	Product must provide the ability to designate two or more case folders as "companion" or "linked" case folders (these are not consolidated case folders).
1.8.11	Desired	Product shall provide the ability to record a reason for the designation of companion/linked cases.
1.8.12	Mandatory	Product must capture information about the final oral argument schedule in order to generate the setting letters automatically via workflow process and business rules.

1.9. Search

Requirements in this category are related to search capabilities including full text searches, document metadata searches and document type searches.

Req. #	Status	Description/Requirements
1.9.1	Mandatory	Product must provide the ability to utilize full text searching alongside index value search.
1.9.2	Mandatory	Product must provide the ability to search for multiple document types (e.g., text/ COLD, image, PDF, Word, etc.) in one search.
1.9.3	Mandatory	Product must provide the ability for a user to filter a broad search result list by dragging and dropping attribute fields (index values) on the fly.
1.9.4	Mandatory	Product must have the ability to provide a holistic view of both digitally-stored content and physically- stored content in a single search results list.
1.9.5	Desired	Court users shall be able to search for documents in the system regardless of whether or not a document has been processed (this could occur in either the portal component or the ECMS component based on ECMS functionality provided by vendor product).
1.9.6	Mandatory	Product must return a message when no matches are found for a search query.

1.10. Reporting

Requirements in this category are related to the ability to run predefined Appellate Court reports, preconfigured workflow reports, and ad hoc user reports.

Req. #	Status	Description/Requirements
1.10.1	Mandatory	Product must provide the ability to write and save ad hoc reports.
1.10.2	Mandatory	Product must provide for report configuration of the result columns; allow a user to choose the column(s) to sort, and to sort the list alphabetically, numerically, or chronologically.
1.10.3	Mandatory Scored	Product must provide preconfigured workflow reports that detail processing information such as: <ul style="list-style-type: none"> • Average Time to Process Document per Lifecycle • Daily Workflow Usage • Document Process Time per Workflow Queue • Documents Processed per Queue • Documents Resident per Queue • High or Low Document Processing Identification • Queue Processing Time per User in Minutes
1.10.4	Mandatory	Product must provide the ability to identify both complete and incomplete records across the entire repository.
1.10.5	Mandatory	Product must provide the ability to access a document-level audit trail directly from the document.
1.10.6	Mandatory	Based on the exception identified, product must route exception items from the exception report to a workflow for proper resolution. This should be accomplished without any coding.

1.11. User Interface

Requirements in this category are related to the capability for a user customizable interface including saved searches and views, and support a user customizable framework (dashboard).

Req. #	Status	Description/Requirements
1.11.1	Mandatory	Product's search interface must accommodate multiple search methods from a single panel. This includes advanced search operators, full text searching, text searching, searches against notes, index value searches, searches against defined document types, all file formats, date ranges, etc.
1.11.2	Mandatory	Product must enable the business users to create their own personalized saved searches for reports and information lookups.

1.11.3	Mandatory Scored	Users can easily navigate and perform their primary job tasks with little-to-no training and with intuitive ribbon-style toolbars, tabs, and easy access features that are based on the familiar look and feel of Microsoft Office products.
1.11.4	Desired	Product must provide the capabilities for users themselves to personalize the user experience (e.g., personalized home page that opens to personal workflow lifecycles, stored favorite retrievals, etc.).
1.11.5	Mandatory	Product must provide a framework (e.g., dashboard) component to create and manage personalized interfaces that present users with access to priority content and tasks (e.g., workflow status report, commonly used document searches).
1.11.6	Mandatory	Product must enable users to play, stop, and pause multimedia files (audio/video) with the native viewer.
1.11.7	Mandatory	Product must provide full support for Internet Explorer and Mozilla Firefox browsers on Microsoft platforms as well as full support for the Mozilla Firefox and Safari browser on Apple platforms and maintain compatibility back two versions.
1.11.8	Mandatory	Product must provide the ability to allow for data entry into the system via either keyboard or mouse.
1.11.9	Mandatory	Product must provide the ability to display the document being indexed in a preview pane during the indexing process.
1.11.10	Mandatory	Product must provide capabilities for an offline/mobile worker to perform their work (e.g., access documentation, complete forms, synchronization).
1.11.11	Mandatory Scored	Product must provide for customized instructions to be displayed within the workflow application, directing the user on what functionality they can or should execute.
1.11.12	Mandatory	<p>Beyond retrieval, product must allow for other ECM functions to be performed, non-programmatically (i.e., point-and-click configurable), within the application.</p> <p>This includes the ability to execute ALL of the following ECM functions from a single framework:</p> <ul style="list-style-type: none"> • Index ECM stored documents using data on the business application screen • Present user with a workflow step in context with the business application screen • Launch a complete set of related documents presented in a tabbed folder view • Launch scanning interface to perform ad hoc capture related to the case/record • Retrieve documents based on a custom query from the

		application screen <ul style="list-style-type: none"> • Index captured documents using data from more than one screen within more than one application • Launch and complete an eForm to track an event or start a workflow process • Create a form letter, based off a Microsoft Word template, using data on the application screen
1.11.13	Desired	Product shall provide the ability to create a scanning cover sheet with bar codes using data from the application screen.
1.11.14	Mandatory	Product must provide the ability to view the Superior Court case information from within the appellate case folder via the data warehouse (a tab or link from the case folder).
1.11.15	Mandatory	Product must provide cross court access to view and search appellate court case information to Appellate Court users.
1.11.16	Mandatory	Product must allow for the rejection of a document with the use of an eForm.
1.11.17	Mandatory Scored	Product must display all of the associated information about a document right alongside the image itself - displaying index values, notes, related documents, revisions, discussion threads, and document history.
1.11.18	Desired Scored	The full feature set offered by the product shall be available on both the client-based solution and the web deployable interface (i.e., rich internet application experience).

1.12. General Business System

Requirements in this category are related to the ability to separate scanned documents submitted in batch, provide the ability for a voting procedure for circulating motions and opinions, and modify automated workflows by court personnel without software development.

Req. #	Status	Description/Requirements
1.12.1	Mandatory	Product must have capability of automatically processing electronic documents using OCR and ICR technologies so the documents can be text searchable.
1.12.2	Mandatory	Product must provide field validation (required fields, correct format, verification of appellate case #, trial court case#).
1.12.3	Mandatory Scored	Product must provide the ability to configure workflows without IT staff involvement or writing code.
1.12.4	Mandatory	Product must provide the ability to configure workflows to route documents to the appropriate court user(s).

1.12.5	Mandatory	Primary client access licenses must enable a user to access the system either over the web or via a desktop.
1.12.6	Mandatory	Product must provide configurable workflow business rules/actions supported out-of-the-box.
1.12.7	Mandatory	Product must provide "drag and drop" or "point and click" technology for reporting and configuring workflows, eForms, etc.
1.12.8	Mandatory	Vendor must provide a product out of the box that trained court staff (non-IT) can build or develop future functionality with the product suite (i.e., easy to use for building/modifying eForms, workflow, reports etc.).

2. WORKFLOWS

Each workflow is a separate requirement in itself and is Mandatory. The Descriptions, Requirements and Data Elements within the workflow are provided to assist the vendor in understanding the scope of the workflow. The Data Elements listed in this section are required.

2.1. Criminal Notice of Appeal Workflow

This describes the steps in a criminal notice of appeal, starting at the Court of Appeals level through the Supreme Court. The steps correspond with the Criminal Notice of Appeal workflow diagram attached as Appendix C.

Submit Electronic Documents

Step 1	Submit Electronic Documents
Description	Web portal access - being provided by AOC
Requirements	<ol style="list-style-type: none"> 1. Filer has ability to access portal. 2. Filer has ability to register to use the portal. 3. Filer has ability to signon to the portal in order to submit documents. 4. Portal verifies validity of filer's ID and password. 5. Filer has ability to choose which court the documents should be submitted. 6. Depending on filer's ID, an eForm is presented with appropriate index fields to be populated. 7. Portal verifies that all required fields are populated. 8. Portal verifies the validity of certain fields. 9. Portal verifies existence of Superior Court case in JIS database, if applicable. 10. Some of the (index) fields may be pre-populated based on data

	<p>verified in other fields.</p> <p>11. If errors occur, system will inform filer of errors.</p> <p>12. If all required fields are populated and the information that is provided is accurate, portal routes the document to a work queue for use by court staff. This is expected to be consumed by the new product.</p> <p>13. The portal will send validation to the submitter that the document has been received.</p>
Data Elements	Appellate Court to receive filing
	Name of Submitter
	Case Name
	County Court Name
	Trial Court Case #
	Type of document
	Filing Date of initiating document at trial court
	Receipt date of notice @ AC
	Trial Court Judge(s) - (can be multiple judges)
	AC Case # (if case already exists)
	Filing Class
	Filing Type
	Filing Date
	Number of pages (desired: system generated)
	Number of Volumes
	Need to capture the below contact info about all parties listed on NOA:
	First Name
	Middle Initial
	Last Name
	Prefix
	Suffix
	Address information
	Address information
	Address information
	City
	State
	Zip Code + 4
	Name of Country
	Phone 1
	Phone 2
	Fax Number

	Email address (Need ability to capture more than 1 email address)
	DOC # (if inmate files document)
	WSBA # (for attorneys on case)
	Business Name (if a business)
	Law Firm Name (for attorneys on case)
	Pro se designation (if party is representing self)

Initiate**Initiate/Process Information**

These 2 steps are separate steps on the flow chart but are combined in this description.

Step 2 & 3	Initiate and Initiate/Process information
Description	When a criminal notice of appeal is received through the portal from a superior (trial) court clerk, the appellate case will be opened and assigned a case number. The notice will be reviewed to see if it is timely, whether it was served and whether the filing fee was paid to the superior court clerk. The superior court clerk will have also sent a copy of the judgment and sentence and possibly a certificate of service of the notice of appeal. If an order of indigency is received, the appellate court will appoint counsel for the criminal defendant. The names/addresses of parties, their counsel, and their roles (i.e., appellant, respondent, etc.) will be established in the ECMS. A letter to the parties is prepared that establishes the schedule for “perfection of the record” (i.e., filing designation of clerk’s papers and a statement of arrangements) and the filing of briefs. Standard due dates are established in the Rules of Appellate Procedure (RAP) and these should be set up as “due dates” in the ECMS. The letter should be sent to the parties by an attachment to email and saved in the ECMS.

Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to assign an appellate case number to an initiating document in order to create a new case folder. 3. Case is then routed to the assigned case manager or other court user, based on the individual court's business rules, who then completes the opening of the case folder. 4. User has the ability to assign court personnel to a case folder. 5. User has the ability to review document(s) and eForm information (modify and add data) submitted by the filer for accuracy. 6. User has the ability to notify an attorney that he/she has been appointed on an indigent appeal (capture the name of an appointed attorney on an indigent appeal). 7. User has the ability to add participants and contact information to a case folder and record the begin and end date of participation in the case. 8. User has the ability to process non-WSBA attorneys (non-WSBA member) who are granted permission by motion to court to participate in a case. 9. User has the ability to add attorneys to a case folder by using their WSBA #. 10. User has the ability to assign a role to the case participants. 11. User has the ability to associate attorneys to participant(s). 12. User has the ability to set "due" date events (future or past) for documents that will be filed in a case folder. 13. User has the ability to change a document's status. 14. User has the ability to associate a participant to a document. 15. User has the ability to interface with MS Word to generate a letter to parties. 16. A case folder structure will be established when a new case is filed/created. 17. Indexed documents will be saved to the appropriate case folder based on case #. 18. A line item will be entered into the case index for each document saved to a case folder. 19. Document due dates are established by the user. The user is notified when documents are overdue. 20. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties by an attachment to an email. 21. User has the ability to scan and index a document. 22. User has the ability to engage any workflow at any time to route a document as needed.
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Requirements (cont.)	<p>23. User has the ability to print a document at any time.</p> <p>24. User has the ability to add public and/or confidential notes at the document or case folder level.</p> <p>25. User has the ability to apply an electronic "stamp" to a document.</p> <p>26. User has the ability to index internally generated documents and save them to the appropriate case folder based on case #.</p> <p>27. Based on business rules, parties and their contact information will be added to MS Word template to create a document from the case folder.</p> <p>28. Status of the case is either automatically or manually updated to "Pending" when a new case is created or to "Incomplete" when a case is partially opened.</p> <p>29. Based on review type and case type, a case is assigned to a workflow, but can be assigned to another workflow, if appropriate.</p> <p>30. User has the ability to search on data elements to determine if an appeal already exists for the trial court case referenced in an initiating document. This is to determine if a case is a duplicate case, a new case or a cross-appeal.</p> <p>31. System will advise user if a new appeal case being created has the same trial court number as an existing case.</p> <p>32. System will display pre-defined metadata at the case folder level.</p>
Data Elements	Assign Appellate Court Case # (new cases only)
	Filing Fee Status
	Assign Case Manager
	Assign Staff
	Case Type (external retrieved data)
	Trial Court Judgment Date
	Trial Court Resolution
	Long Case Title
	Short Case Title (abbreviation of long case title)
	Transfer case
	Filed Date (@ Appellate Court)
	Case Category
	Accelerated Case
	Seal Case
	Seal Document
	Seal Participant
	Internal Case Notes (case folder level; these are confidential notes)
	Role
	Date On (date participant became active on case)
	Date Off (date participant became inactive on case)

	Attorney and participant(s) association
	Judicial Recusal
	Judicial Recusal Reason
	Filing Class
	Filing Type
	Document Status
	Document(s) due date(s)
	Name of document submitter
	Case Status Type
	Case Status Date

a. Exception

Step 3a	Exception
Description	<p>This step is intended to capture exceptions to the normal process specified in Step 2. Examples of some of the exceptions include:</p> <ul style="list-style-type: none"> • the notice of appeal was filed late • there are questions about whether the case is appealable (could result in the case being designated as a different review type) • filing fee has not been paid and an order of indigency has not been received • proof of service of the notice of appeal has not been filed <p>A letter to the parties is prepared that identifies the problem and may set due dates for filing additional documents (order of indigency, proof of payment of filing fee, comments on review type, etc.), taking particular action in the trial court (i.e., paying the filing fee or obtaining an order of indigency), etc. The “due dates” should be set in the ECMS.</p> <p>The letter may also set the case for a decision by a clerk or commissioner. (See Step 21 – motions, which may include a “Clerk’s” or “Court’s” motion, not necessarily just motions filed by a party.) The letter should be sent to the parties by an attachment to email and saved in the ECMS.</p> <p>If the deficiencies of the case are resolved by the party, the remedy of the deficiency is recorded (e.g., filing fee is paid). If a court’s motion had been scheduled, it is stricken from the hearing date and the case re-enters the notice of appeal workflow and due dates for the next document(s) required in the process would be established.</p>

Requirements	<ol style="list-style-type: none"> 1. User has the ability to set or re-set "due" dates for documents. 2. User has the ability to associate a participant or attorney to a document. 3. User has the ability to interface with MS Word to generate a letter to parties. 4. User has the ability to interface with MS Outlook in order to send documents and/or letter generated by the court to the parties by an attachment to an email. 5. User has the ability to index internally generated documents and save them to the appropriate case folder. 6. Based on business rules, parties and their contact information will be added to MS Word template to create a document from the case folder. 7. Indexed documents will be saved to the appropriate case folder based on case #. 8. A line item will be entered into the case index for each document saved to a case folder. 9. User has the ability to engage the motion workflow/eForm (Step 21), to schedule a motion, if appropriate. 10. If a motion has been filed and has not been decided, a pre-defined message (motion pending) will display in the case folder level metadata. If the motion status is changed to a different status, the motion pending message no longer displays in the case folder level metadata. Business rules define when the message should appear in the case folder level metadata. 11. User has the ability to change a document's status.
Data Elements	Case #
	Contact Information
	Filing Class
	Filing Type
	Document Status
	Document(s) Due dates
	Scheduling a Motion - see step 21 for data elements

Statement of Grounds for Direct Review – applicable to Supreme Court only

Step 4	Statement of Grounds for Direct Review – <i>applicable to Supreme Court only</i>
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Description	If a party seeks direct review by the Supreme Court (i.e., designates the Supreme Court in its notice of appeal, not the Court of Appeals), the Rules of Appellate Procedure require the party to file a “statement of grounds for direct review” within 15 days of filing the notice of appeal. The Supreme Court sets a due date for the statement at the time the notice of appeal is received from the trial court and the case is opened. (This is included in the letter referenced in Step 2 above.) An answer to a statement of grounds for direct review is 15 days after service of the statement of grounds for direct review. The answer is optional so a “due date” is generally not set. If an answer is filed, the docket clerk will manually check to see if it is timely.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to access the case folder to determine the due date of the document submitted. 3. User has the ability to review the document for compliance. 4. User has the ability to review document(s) and eForm information (modify and add data) submitted by the filer for accuracy. 5. User has the ability to set "due" dates for next documents to be filed in the process per the Rules of Appellate Procedure (RAP). 6. User has the ability to associate a participant to a document. 7. User has the ability to change a document's status. 8. Indexed documents will be saved to the appropriate case folder based on case #. 9. A line item will be entered into the case index for each document saved to a case folder. 10. User has the ability to interface with Word to generate a letter to parties. 11. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties by an attachment to an email. 12. User has the ability to scan and index a document. 13. User has the ability to engage any workflow at any time to route a document as needed. 14. User has the ability to apply an electronic “stamp” to a document. 15. User has the ability to add public and/or confidential notes at the document or case folder level.
Data Elements	Case #
	See step 7 For data elements

Designation of Clerk’s Papers/Statement of Arrangements

Step 5	Designation of Clerk’s Papers/Statement of Arrangements
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Description	<p>The Appellant is required to file a designation of clerk's papers in the trial court and a copy of it in the appellate court within 30 days of the date the notice of appeal was filed in the trial court.¹ This due date would have already been set in Step 2. The designation of clerk's papers is simply a listing of the documents in the trial court's file that the Appellant wants copied and provided to the appellate court. The designation may also identify exhibits that need to be forwarded to the appellate court.</p> <p>The Appellant must also file a statement of arrangements in the appellate court within 30 days of the date the notice of appeal was filed in the trial court. The statement of arrangements specifies the arrangements that the party has made with the court reporter to prepare transcripts of hearings and any trial held in the trial court. The statement indicates the dates of the hearings and trial which will be transcribed.</p> <p>The filing of the designation of clerk's papers and statement of arrangements triggers the due date for receiving the clerk's papers from the trial court and the verbatim reports of proceedings (transcripts of hearings/trial). These due dates need to be set in the ECMS.</p>
Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to access the case folder to determine the due date of the document that was submitted for filing. 3. User has the ability to review the document for compliance. 4. User has the ability to review document(s) and eForm information (modify and add data) submitted by the filer for accuracy. 5. User has the ability to set document "due" dates for next documents to be filed in the process per the Rules of Appellate Procedure (RAP). 6. User has the ability to add court reporters to the case folder as participants, assign a role, capture contact information and record the begin and end date of participation in the case. 7. User has the ability to associate a participant to a document. 8. User has the ability to record the hearing dates for transcripts that the court reporters are expected to file and which hearings each court reporter is responsible for filing. 9. Indexed documents will be saved to the appropriate case folder based on case #. 10. A line item will be entered into the case index for each document

¹ The Rules of Appellate Procedure require a party to serve a copy of any document they file with the appellate court on all other parties in the case. As a result, service will be part of the metadata that needs to be collected as to every document received by the appellate court. The requirement for service will not be repeated throughout this narrative.

	<p>saved to a case folder.</p> <p>11. Event due dates are established by the user.</p> <p>12. System will notify appropriate user of missed/overdue deadlines per business rules</p> <p>13. User has the ability to scan and index a document.</p> <p>14. User has the ability to apply an electronic "stamp" to a document.</p> <p>15. User has the ability to engage any workflow at any time to route a document as needed.</p> <p>16. User has the ability to interface with Word to generate a letter to parties.</p> <p>17. User has the ability to add public and/or confidential notes at the document or case folder level.</p> <p>18. User has the ability to change a document's status.</p>
Data Elements	Case #
	Filing Class
	Filing Type
	Filing Date
	trial court hearings dates
	Document status
	Service Verification Date
	Document(s) due date(s)

Record on Review

Step 6	Record on Review
Description	<p>The clerk’s papers, exhibits, and verbatim transcripts constitute the “record on review”. The clerk’s papers are prepared by the trial court clerk and sent to the appellate court. The trial court clerk also forwards any designated exhibits to the appellate court. The verbatim transcripts are prepared by the court reporter, filed in the superior court, and then forwarded to the appellate court by the superior court clerk. These will be received through the portal.</p> <p>The Appellant’s brief is due 45 days after the filing of the report of proceedings (transcripts) in the trial court. Upon receipt of the transcripts by the appellate court, the due date for the Appellant’s brief is determined by reviewing the trial court docket entries.</p>

Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to access the case folder to determine the due date of the document that was submitted for filing. 3. User has the ability to review the document for compliance. 4. User has the ability to review document(s) and eForm information (modify and add data) submitted by the filer for accuracy. 5. User has the ability to set document "due" dates for next documents to be filed in the process per the Rules of Appellate Procedure (RAP). 6. User has the ability to change a document's status. 7. User has the ability to record hearing dates for transcripts that have been filed and by which court reporter in order to ensure all reports of proceedings are received. 8. User has the ability to record how many pages are contained in the clerk's papers and the reports of proceedings that are filed. 9. User has the ability to capture # of volumes or # of electronic files. 10. User has the ability to record that physical exhibits were filed, record a description of the exhibits and where the exhibits are being stored at the court. 11. Indexed documents will be saved to the appropriate case folder based on case #. 12. A line item will be entered into the case index for each document saved to a case folder. 13. Event due dates are established by the user. 14. User has the ability to associate a participant to a document. 15. System will notify appropriate user of missed/overdue deadlines per business rules. 16. User has the ability to scan and index a document. 17. User has the ability to apply an electronic "stamp" to a document. 18. User has the ability to engage any workflow at any time to route a document as needed. 19. User has the ability to interface with Word to generate a letter to parties. 20. User has the ability to add public and/or confidential notes at the document or case folder level. 21. After all record on review has been filed, the status of the case is updated to "Record Ready".
Data Elements	Case #
	Filing Class
	Filing Type
	Filing Date
	Document Status
	trial court hearings dates

	Physical Exhibit location
	Document(s) due date(s)
	Case Status Type
	Case Status Date
	Participant (who submitted document)
	# of pages
	# of volumes or # electronic documents

Briefing

Step 7	Briefing
Description	<p>The standard briefs filed in a case are the Appellant's brief, Respondent's brief, and the Appellant's reply brief, but there can be other briefs. For example, if cases are consolidated, which is common when two defendants were tried together at the trial court, there may be more than one Appellant's brief filed. All of the due dates will have been set in the ECMS in previous steps. Motions for extension of time to file such briefs are fairly common. (See Step 21.) There may also be motions for permission to file a brief of amicus curiae. If granted, a due date is set for the brief of amicus curiae to be filed. A due date for a party to file an answer to the brief of amicus curiae is also set.</p>

Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to access the case folder to determine the due date of the document that was submitted for filing. 3. User has the ability to review the document for compliance. 4. User has the ability to review document(s) and eForm information (modify and add data) submitted by the filer for accuracy. 5. User has the ability to set document "due" date for next documents to be filed in the process per the Rules of Appellate Procedure (RAP). 6. User has the ability to change a document's status. 7. User has the ability to interface with Word to generate a letter to parties. (When the brief of appellant has been filed in a criminal case, the court must notify the defendant and advise him of his right to file a Statement of Additional Grounds for Review. This brief is only allowed in criminal appeals). 8. User has the ability to record how many pages are contained in the briefs that are filed. 9. Indexed documents will be saved to the appropriate case folder based on case #. 10. A line item will be entered into the case index for each document saved to a case folder. 11. Event due dates are established by the user. 12. User has the ability to associate a participant to a document. 13. System will notify user of missed/overdue deadlines per business rules. 14. User has the ability to scan and index a document. 15. User has the ability to apply an electronic "stamp" to a document. 16. User has the ability to engage any workflow at any time to route a document as needed. 17. User has the ability to add public and/or confidential notes at the document or case folder level. 18. After all the required briefs have been filed, the case status is updated to "Ready".
Data Elements	Case #
	Filing Class
	Filing Type
	Filing Date
	Document Status
	Document(s) due date(s)
	Case Status Type
	Case Status Date
	Service Verification Date

Screening (COA only)/Transfer Retain (Supreme Court only)

Step 8	Screening (COA only)/Transfer Retain (Supreme Court only)
Description	<p>Screening (Court of Appeals only): This refers to the process used at the divisions of the Court of Appeals to determine the consideration track the case will follow, (i.e., whether it will be considered with or without oral argument, or handled by a “Court’s Motion on the Merits”). The process is also used to evaluate the complexity of cases for purposes of balancing caseload between panels of judges. There may be a screening sheet or memo created in regards to each case. These documents are internal work product documents and are confidential. They are not part of the public court record. These would be saved for internal court use and access only. A case is deemed eligible for the screening process when the status of a case is updated to "Ready".</p> <p>Transfer/Retain (Supreme Court only): After the Respondent’s brief is filed, the case is set on a motion calendar for the Court to decide whether to retain the case for decision by the Supreme Court or transfer it to the Court of Appeals. To assist the Court, a memo is prepared by the Commissioner’s office which analyzes the case. This is an internal work product document and is confidential. This is not part of the public court record. The memo is for internal court use and access only. The decision whether to transfer or retain the case is made by a “Department” of the Court which consists of the Chief Justice and four of the justices.</p>

Requirements	<p>Screening (COA only):</p> <ol style="list-style-type: none"> 1. A case is assigned to a "Screening" workflow. Case documents are accessible for review from the workflow. Other documents that are not part of the public case file may also be accessible from the workflow based on the individual division's business rules/practice. These are internal, confidential documents and are not part of the public case record. 2. Case is routed by workflow per the individual division's business rules/practice. 3. An eForm that supports the screening process is populated as part of the process. The eForm captures information relevant to the case (see screening reports in the reports requirements section). 4. The eForm information is used to make a decision as to the calendar type and the complexity of the case and whether the case is a priority case. This information is recorded in the case folder as part of the screening process. The screening information is confidential and is not part of the public case record. 5. Once a case has been screened, the status of the case is updated to "Screened". This makes the case eligible to be set for consideration of the merits of the case.
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Requirements (cont.)	<p>Transfer Retain (Supreme Court only):</p> <ol style="list-style-type: none"> 1. User schedules the case on a department motion calendar per Step 9. 2. A memo, which has been prepared by the Commissioner's office and provides analysis of the case, is disseminated to the sitting justices prior to the scheduled hearing date per the court's business rules/practice. This is an internal, confidential document and is not part of the public case file. 3. User has the ability to interface with MS Word to generate a document. 4. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties by an attachment to an email. 5. User has the ability to index internally generated documents and save them to the case folder based on case #. 6. Based on business rules, parties and their contact information will be added to MS Word template to create a document from the case folder. 7. Indexed documents will be saved to the appropriate case folder based on case #. 8. A line item will be entered into the case index for each document saved to a case folder. 9. If the decision is to retain the case, the case status is updated to "Ready". This makes the case eligible to be set for consideration of the merits of the case. The case will continue on the criminal notice of appeal workflow. 10. If the decision is to transfer the case, the case is transferred to the appropriate division of the Court of Appeals based on the originating trial court jurisdiction. The receiving division of the Court of Appeals is notified of the transferred case. The case will be treated as a new appeal and will be opened at the COA and assigned a new case number to the case folder. 11. If transferred, the status of the Supreme Court case is updated to "Decision Filed".
Data Elements	Case #
	Circulation date of the screening bundle
	Batch #
	Hearing location
	Hearing type
	Comments
	Judicial Recusal

	Judicial Recusal Reason
	Screener names
	Memo date
	Status Ready Date
	Case Title
	Attorney Names
	Trial Court Judge Names
	# of pages in Appellant's briefs
	# of pages in Respondent's briefs
	# of pages in Other briefs
	# of pages of Report of Proceedings
	# of errors raised on appeal
	Facts comments
	Issues comments
	Issues Re Statement of Additional Grounds - Criminal cases only
	Case Complexity
	Trial Court Name
	Status Date
	Status Type

Scheduling

Step 9	Scheduling
Description	<p>This step involves setting the case on a certain date/time for consideration. A case may be decided with or without oral argument. The decision maker may be a justice/judge, panel of judges, a department consisting of 5 justices, all 9 justices (en banc), a commissioner, or clerk.</p> <p>The front end of the scheduling of cases is a manual process.</p> <p>The courts sit in terms. The dates of the hearings are determined for a term(s). At the Court of Appeals, a panel of judges is assigned to hearing dates. At the Supreme Court, all justices sit on each case set for oral argument. The availability and geographic location of counsel are considered when possible when scheduling cases (courts travel and hear cases in different locations a few times a year). The complexity of cases is also considered for balancing the caseload among the judges.</p>

Requirements	Scheduling cases
	<ol style="list-style-type: none"> 1. User runs a report of all cases ready to be scheduled for consideration by judicial official(s) (Cases that have a status of "Screened" [COA] or "Ready" [Supreme Court]). 2. System alerts User of possible judicial recusals on cases (previously entered by user). 3. A preliminary schedule is created manually to consider cases. The screened case and screened case detail reports are used to build the preliminary schedule. 4. User assigns judicial officials (1-9) to a hearing date, time and case; this may include pro tem judges. 5. User assigns cases (using the case # as the primary identifier) to a hearing date and time/sequence slot. 6. System will display a warning if an assigned judicial official has a possible recusal for a case being assigned to that hearing date. The warning can be overridden by user. 7. Case can be considered with or without oral argument. 8. User may record which judicial officer is given the writing assignment for a case. 9. User provides the location where the hearing will take place. 10. The schedule is distributed to the judicial official(s) for approval. When the schedule has been approved by judicial official(s), the cases are scheduled to be heard on certain dates. 11. A hearing date or date range can be designated as a "final" schedule. 12. Once the schedule is finalized, the system: <ol style="list-style-type: none"> a. generates setting letters for the scheduled cases which informs the parties to the case of the hearing date, time, location and whether the cases will be considered with or without oral argument b. changes the status of the cases to "Set" c. creates a line item in the case index that displays that either an oral or non oral argument or a motion has been scheduled and the date of the hearing. d. generates notification to appropriate judicial officials and other users (e.g., law clerks) of scheduled cases. Included in the notification are either electronic copies of briefs and other relevant documents or an electronic link to the case folder of scheduled cases. The electronic link would provide access to public and internal case documents. The links must be accessible to appellate court users working offsite (i.e., their home). 13. Even though the schedule is designated as "Final", changes to the schedule may still occur up until the date the case is considered. 14. User has the ability to run a report of the cases scheduled for

	hearing at any time. This is referred to as a calendar. The Report can be filtered on any or a combination of the following criteria: a. Hearing type (Oral or Motion) b. Motion Calendar Type c. Date or date range d. Judicial official(s) assigned to hearing date(s) e. Confidential
Data Elements	Hearing Date
	Hearing location
	Case #
	Short Case Title Name
	Time of Hearing
	Sequence # of hearing
	Oral or Non Oral argument
	Argument duration
	Judicial Officer Name(s)
	Authoring Assignment Name
	Case Status Date
	Case Status Type
	Schedule Status
	Hearing Class
	Hearing Type
	Hearing Status

a. Pre-hearing Memo

Step 9a	Pre-hearing Memo
Description	A pre-hearing memo is a document that is prepared by a law clerk for a justice/judge or commissioner on cases that are scheduled to be considered by them. The memo is a synopsis of the case and contains research on the issues raised on appeal. This is an internal work product document and is confidential. This is not part of the public court record.
Requirements	<ol style="list-style-type: none"> 1. User creates pre-hearing memos using a Word Template. 2. Memo is distributed to the assigned justices/panel of judges prior to the scheduled hearing date per the individual courts' business rules. 3. The pre-hearing memo is a confidential document that is not part of the public case record.
Data Elements	Case #

	Date filed
	Data that will be needed to populate the Word Template from the case information:
	Case #
	Case Title Name
	Hearing Date
	Assigned Judges
	Assignments of Error (OCR from documents)
	Issues Pertaining to Assignments of Error (OCR from documents)

Consideration of Cases

Step 10	Consideration of Cases
Description	Oral argument on the case is held on the date set in Step 9. Prior to the oral argument, the briefs and a prehearing memo are distributed to (most likely to tablets) each of the judges that will be hearing oral argument. (The Court of Appeals sits in panels of three judges. The Supreme Court sits "en banc" for oral argument, meaning all nine justices hear the oral argument.) Oral arguments are recorded and may have audio files that need to be stored.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to save an audio recording of the oral argument to the case folder. 2. After the hearing date has passed, the status of the case is updated automatically to "Heard". 3. A line item of the status change is added to the case index. 4. User has the ability to capture information about the oral argument in an eForm. This is known as the oral argument log. 5. Upload briefs, pre-hearings, etc. to tablets.
Data Elements	Case #
	Case title
	Oral argument date
	Oral argument time
	Duration (of argument allowed per side)
	Proposed Argument times
	Actual Argument Times
	Sitting Judicial Officers Names
	Counsel Appearing
	Signature of Bailiff
	Case Status Type
	Case Status Date

a. Conferencing on Oral Arguments (Justices/Judges only)

Step 10a	Conferencing on Oral Arguments (Justices/Judges only)
Description	After the scheduled oral arguments have been held, the justices/panel of judges will gather in a conference room and discuss the cases on the calendar (both oral and non-oral argument cases). Writing assignments may be assigned or re-assigned as a result of these conferences. This is an internal, confidential process and is not part of the public case record.
Requirements	1. User has the ability to change a writing assignment for a justice/judge.
Data Elements	Appellate Case #
	Opinion Author Name

Circulation of Opinion

Step 11	Circulation of Opinion
Description	The opinion will initially be drafted by the judge that was determined to be the author. The opinion is circulated to each of the judges that heard oral argument. There may be numerous opinion versions throughout this process. In addition, other judges may prepare a concurring or dissenting opinion, which also may have multiple versions and will be circulated for review by the other judges.

Requirements	<ol style="list-style-type: none"> 1. User uses an eForm and Word to generate an opinion. 2. User populates the case # field, which causes other fields in the eForm to populate. 3. The writing judge needs the ability to circulate a draft opinion once he/she is satisfied with the content. 4. User needs the ability to engage a workflow to distribute the draft opinion per the individual court's business rule/practice (circulation can be done sequentially or simultaneously the panel and any other court users per business rule). 5. Each user to whom the opinion is distributed needs the ability to respond to the writing judge with edits or comments. 6. If a judge does not agree with the decision, that judge will write a dissenting opinion, which is also circulated. 7. If the original judge's decision is no longer the majority opinion after circulation, the writing of the majority opinion is transferred to one of the other judges. 8. A judge may also write a concurring opinion, which is also circulated. 9. The circulation of an opinion is a repeated process and will continue until a draft of the opinion is deemed final. 10. A COA opinion needs to be identified as to whether it is published or unpublished. 11. If the publishing status of the opinion is changed during the circulation process, appropriate judges of the court are notified of the change. 12. Once the opinion is determined to be final, the document is signed either manually or electronically by the judges. 13. Opinion is routed to the work queue of the appropriate user for processing. 14. The versions of the document in this process are internal, confidential documents and are not part of the public case record.
Data Elements	Case #
	Case title
	Hearing Date(s)
	Type of Hearing (oral or non-oral)
	Opinion circulation date
	Publish: Select Yes or No (this is a voting functionality - COA only)
	Due date
	Opinion Author Name
	Comments

Decision Issued

Step 12	Decision Issued
Description	<p>When the opinion (or opinions) are final and have been signed by the judges, the opinion(s) will be filed. This step includes entering the opinion in the case docket, emailing it to the parties, and posting it on the court's internet website. An opinion information sheet listing the names of participants and counsel, and other information, is prepared for the opinion publishing company.</p> <p>Note that other types of decisions, such as rulings by a commissioner/clerk or orders are also entered in the case docket and provided to the parties.²</p>
Requirements	<ol style="list-style-type: none"> 1. User accesses the document from work queue. 2. User has the ability to access the appropriate eForm for indexing an opinion. 3. User populates all data elements needed to record the opinion. 4. User has the ability to apply an electronic "stamp" to a document. 5. Indexed documents will be saved to the appropriate case folder based on case #. 6. A line item will be entered into the case index for each document saved to a case folder. 7. The status of the case will update to "Decision Filed". 8. User has the ability to produce an opinion information sheet with metadata and OCR data. 9. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties and other agencies per business rules by an attachment to an email. 10. The opinion is posted to the court's internet website. 11. User has the ability to indicate that trial court action is needed (language is added to the mandate in step 22). 12. User has the ability to add public and/or confidential notes at the document or case folder level.
Data Elements	Case #
	Filing Class
	Filing Type
	Filing Date
	Document status
	Participant Name

² Judges decide a motion by an order or an opinion. A commissioner or clerk decides a motion by a written ruling. The ruling of a commissioner or clerk is subject to a "motion to modify" which is decided by the judges.

	Date filed
	Trial Court Action Needed
	Opinion Type
	Opinion Decision
	Publishing Status
	Opinion Number
	# of Pages
	Majority Author Name
	Concurring Judge Names
	Dissenting Judge Name
	Per Curiam Designation
	Case Status Type
	Case Status Date

COA Motion for Discretionary Review/Petition for Review

Step 13	COA Motion for Discretionary Review/Petition for Review
Description	A party that wishes to seek review of the court of appeals decision must file either a motion for discretionary review (MDR) or a petition for review (PRV) within 30 days of the date of the filing of the court's decision.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to access the case folder to determine the due date of the document that was submitted for filing. 3. User has the ability to review the document for compliance. 4. User has the ability to review document(s) and eForm information (modify and add data) submitted by the filer for accuracy. 5. Indexed documents will be saved to the appropriate case folder based on case #. 6. User has the ability to change a document's status. 7. A line item will be entered into the case index for each document saved to a case folder. 8. User has the ability to apply an electronic "stamp" to a document. 9. COA User has the ability to transfer the case to the Supreme Court via workflow.
Data Elements	Case #
	Filing Class
	Filing Type

	Filing Date
	Document Status
	Service Verification Date

Supreme Court Motion for Discretionary Review/Petition for Review

Step 14	Supreme Court Motion for Discretionary Review/Petition for Review
Description	The motion for discretionary review or petition for review is forwarded to the Supreme Court. Upon notification of the receipt of the MDR/PRV, the Supreme Court will assign a Supreme Court case number and set due dates for an answer and reply to the MDR/PRV. The parties will be notified by letter of the Supreme Court number assigned to the case and due dates. This is a Supreme Court process. The data elements are the same as motions and briefs, but the internal processes differ.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to assign an appellate case number (Supreme Court) to an initiating document in order to create a new case. See Steps 2/3 for initiating a new case. 3. User has the ability to engage the motion workflow (Step 21), to schedule a motion to determine if the case will be accepted for review by the Supreme Court.
Data Elements	1. See Step 2/3 for data elements initiating a case

Scheduling

Step 15	Scheduling
Description	<p>Basically the same as step 9 but only applicable to Supreme Court MDR's/PRV's. MDR's may be set on the Commissioner's motion calendar. In some types of cases, they are submitted for the Commissioner's consideration—meaning they are not set for consideration on a particular day, but are decided as he gets to them.</p> <p>PRV's are set on a Department Motion Calendar for the Court to decide whether to grant or deny review. (A Department consists of the Chief Justice and four of the justices.)</p> <p>This is a Supreme Court process. The data elements are the same as COA scheduling, but the internal processes differ.</p> <p>The ability to run a report of scheduled cases is set out in Step 9,</p>

	requirement 14.
Requirements	See Step 9 for requirements.
Data Elements	See Step 9 for data elements.

a. Review Denied/Send back to COA

Step 15a	Review Denied/Send back to COA
Description	If the Supreme Court denies review, the case is returned to the Court of Appeals for issuance of a mandate/certificate of finality (COF) (Step 22).
Requirements	<ol style="list-style-type: none"> 1. See Step 21a for orders/rulings that terminate review. 2. Supreme Court User transfers the case back to the division of the Court of Appeals. 3. User at the Court of Appeals will issue a mandate/COF per step 22.
Data Elements	Case #
	Filing Class
	Filing Type
	Filing Date
	Document status
	Participant Name
	Case Resolution
	Results
	Comments

b. Supreme Court specific - Review Granted

Step 15b	Supreme Court specific - Review Granted
Description	If the Supreme Court grants review, the case status will be changed to "Ready". This status means that the case is ready to be set for oral argument. The Supreme Court hears cases in the winter, spring and fall term. Cases on the "ready" list will generally be set for oral argument in the next Court term.
Requirements	<ol style="list-style-type: none"> 1. See Step 21b for orders/rulings that do not terminate review. 2. Supreme Court user updates the case status to "Ready" 3. The appropriate user in the division of the Court of Appeals where the case originated will be notified of the decision to grant review. 4. The Court of Appeals user will update the status of the COA case to "Disposed" (but they do not issue a mandate or COF).
Data	Case #

Elements	
	Filing Class
	Filing Type
	Filing Date
	Document status
	Participant Name
	Motion Decision

Supplemental Briefing

Step 16	Supplemental Briefing
Description	When a MDR or PRV is granted, the parties may file supplemental briefing.
Requirements	1. User processes any supplemental briefs filed per the decision granting review. See Step 7 for brief processing.
Data Elements	See Step 7 for data elements

Scheduling

Step 17	Scheduling
Description	Basically the same as Step 9 but only refers to setting cases on the “Ready” list for oral argument before the Supreme Court. The ability to run a report of scheduled cases is set out in Step 9, requirement 14.
Requirements	1. See Step 9 requirements 2. Cases are heard/considered by all 9 justices
Data Elements	See Step 9 for data elements

Consideration of Cases

Step 18	Consideration of Cases
Description	Basically the same as Step 10, but only refers to Supreme Court cases.
Requirements	See Step 10 requirements
Data Elements	See Step 10 for data elements

Circulation of Opinion

Step 19	Circulation of Opinion
Description	Basically the same as Step 11, but this step only applicable to Supreme Court cases.
Requirements	<ol style="list-style-type: none"> 1. See Step 11 requirements 2. Supreme Court has 9 justices that hear oral argument. 3. All Supreme Court cases are published, so the justices do not vote on whether to publish an opinion.
Data Elements	See Step 11 for data elements

Decision Issued

Step 20	Decision Issued
Description	Basically the same as Step 12, but this step only applicable to Supreme Court cases.
Requirements	<ol style="list-style-type: none"> 1. See Step 12 requirements 2. All Supreme Court opinions are published.
Data Elements	See Step 12 for data elements

Motion Process (can happen anytime in appeal process)

Step 21	Motions (can happen anytime in appeal process)
Description	<p>A party may file a motion at any time during the case. A motion is the procedure for a party to ask the appellate court to make a decision. Some of the more common motions are motions for extension of time to file a brief, motions to file an overlength brief, motions to modify a ruling by the commissioner or clerk, and motions for reconsideration.</p> <p>Motions can also be initiated by the Court, such as a “clerk’s motion to dismiss”. An example of when this may be used is when a party has failed to pay the appellate filing fee. A court’s motion would be scheduled by using an eForm. The eForm will identify what type of motion is being scheduled, the date the motion will be considered, whether it will be considered with or without oral argument, etc. The notification generated to notify parties of the scheduled hearing is the only document created when scheduling a court’s motion.</p> <p>Motions may be decided by a single justice/judge, a panel of judges, a department consisting of 5 justices, all 9 justices (en banc), a commissioner or clerk. Some motions are decided “summarily” by a clerk or commissioner, which means they are decided without waiting for the other party to file a response. Other motions will not be decided until an answer to the motion and a reply to the answer have been filed, or the time period allowed for filing an answer/reply has passed.</p> <p>Except for motions decided “summarily”, the filing of a motion may trigger the creation of a letter acknowledging filing of the motion, advising the parties who will be deciding the motion, the date the motion will be decided (if applicable), and the due dates for an answer and reply.</p> <p>The decision on a motion will be sent to the parties either by putting the “ruling” into a letter or sending them a copy of the ruling or order.</p> <p>Not all motions will be scheduled for hearing.</p> <p>The ability to run a report of scheduled cases is set out in Step 9, requirement 14.</p>

Requirements	<ol style="list-style-type: none"> 1. User has the ability to access documents from a work queue. 2. User has the ability to index the motion in order to ensure that the motion is associated to a document, if appropriate. 3. User has the ability to schedule a Court's motion using an eForm. The eForm captures all the data elements necessary to schedule a motion. The eForm will also generate a notification to the parties informing them of the scheduled motion and details. A court's motion may or may not cause a change to the case status (depending on the type of motion). 4. Indexed documents will be saved to the appropriate case folder based on case #. 5. A line item will be entered into the case index for each document saved to a case folder. 6. User has the ability to schedule the motion on a hearing date to be considered by judicial official(s). See step 9 7. User has the ability to designate a motion as an emergency motion, if applicable. 8. User has the ability to route non-scheduled motions and responses to the appropriate judicial officer(s) (1-9) and other users per business rules. The motion can be routed sequentially or simultaneously. 9. User has the ability to associate a participant to a document. 10. Based on business rules, parties and their contact information will be added to MS Word template to create a document from the case folder. 11. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties by an attachment to an email. 12. User has the ability to update a motion's status. 13. User has the ability to scan and index a document. 14. User has the ability to apply an electronic "stamp" to a document. 15. User has the ability to add public and/or confidential notes at the document or case folder level.
Data Elements	Case #
	Filing Class
	Filing Type
	Filing date
	Participant Name
	Calendar type
	Hearing Officials(s)
	Hearing Date
	Hearing time
	Hearing Location

	Motion Status
	Service Verification Date
	Sealed (document)
	Emergency status
	Comments

a. Decision Issued (order or ruling terminating review)

Step 21a	Decision Issued (order or ruling terminating review)
Description	An order or ruling terminating review means that the case is done. (Note that a party may file a motion to modify a ruling terminating review entered by a clerk or commissioner. The motion to modify follows the Step 21 motion process. If the motion to modify is denied, the case is done and moves into Step 22.)
Requirements	<ol style="list-style-type: none"> 1. User uses an eForm and Word to generate an order or ruling terminating review. 2. User populates the case # field, which causes other fields in the eForm to populate. 3. Once document is determined to be final, document is signed either manually or electronically by judicial official. 4. Document is forwarded to the work queue of the appropriate user. 5. User accesses the document from work queue. 6. User has the ability to access the appropriate eForm for indexing an order or ruling terminating review. 7. User has the ability to apply an electronic "stamp" to a document. 8. Indexed documents will be saved to the appropriate case folder based on case #. 9. User has the ability to associate a judicial official to a document. 10. A line item will be entered into the case index for each document saved to a case folder. 11. The status of the case will update to "Decision Filed". 12. The order or ruling can be associated to a motion. 13. If the order or ruling is associated to a motion, the status of the motion is updated to "Decision Filed". 14. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties by an attachment to an email. 15. User has the ability to add public and/or confidential notes at the document or case folder level.
Data Elements	Case #
	Filing Class
	Filing Type

	Filing Date
	Document status
	Participant Name
	Case Resolution
	Resolution Reason
	Results
	Sealed
	Comments

b. Decision Issued (order or ruling not terminating review)

Step 21b	Decision Issued (order or ruling not terminating review)
Description	Some orders or rulings are interlocutory and do not terminate review of the case. An example is a motion granting an extension of time to file a brief. If granted, the due date for the brief is set for a later date. If denied, the brief remains due on the original due date.
Requirements	<ol style="list-style-type: none"> 1. User uses an eForm and Word to generate an order or ruling terminating review. 2. User populates the case # field, which causes other fields in the eForm to populate. 3. Once document is determined to be final, document is signed either manually or electronically. 4. Document is forwarded to the work queue of user. 5. User accesses the document from work queue. 6. User has the ability to access the appropriate eForm for indexing an order or ruling that does not terminate review of a case. 7. User has the ability to associate a judicial official to a document. 8. User has the ability to apply an electronic "stamp" to a document. 9. Indexed documents will be saved to the appropriate case folder based on case #. 10. A line item will be entered into the case index for each document saved to a case folder. 11. The order or ruling can be associated to a motion. 12. If the order or ruling is associated to a motion, the status of the motion is updated to "Decision Filed". 13. If the order or ruling grants a motion for extension of time to file a document, the due date of the document is updated. 14. User has the ability to interface with MS Outlook in order to send documents generated by the court to the parties by an attachment to an email. 15. User has the ability to add public and/or confidential notes at the document or case folder level.

Data Elements	Case #
	Filing Class
	Filing Type
	Filing Date
	Document status
	Participant Name
	Motion Decision
	New Due Date
	Service Verification Date
	Sealed
	Comments

Mandate/Certificate of Finality (COF) issued

Step 22	Mandate/Certificate of Finality (COF) issued
Description	When the case is final, the appellate court will enter either a “mandate” or a “certificate of finality” (COF). This document advises the parties (and other entities as applicable) that the case is done. The mandate or COF is filed in the case folder and a copy sent to the appropriate parties/entities.

Requirements	<ol style="list-style-type: none"> 1. User is notified of cases that may qualify for closure (mandate or COF) per business rules. 2. User verifies that the case(s) can be closed. 3. User uses the appropriate eForm and Word to generate a mandate (document) on a criminal case. 4. User provides needed data elements to populate the eForm. 5. Based on business rules, parties and their contact information will be added to MS Word template to create a document from the case folder. 6. User routes the document(s) to the appropriate user (usually the clerk) for review and signature. 7. Once signed (either manually or electronically), the document(s) is routed to user's work queue for processing/indexing. 8. User has the ability to access documents and eForms from a work queue. 9. User has the ability to review document(s) and eForm information. 10. User has the ability to modify and add data elements to an eForm to accurately index a document. 11. User has the ability to associate a judicial official to a document. 12. User has the ability to apply an electronic "stamp" to a document. 13. Indexed documents will be saved to the appropriate case folder based on case #. 14. Status of the case will be updated to "Disposed". 15. A line item will be entered into the case index for each document saved to a case folder. 16. A line item will be entered into the case index noting the date and the physical exhibits that were returned to the Superior Court. 17. User has the ability to add public and/or confidential notes at the document or case folder level.
Data Elements	Case #
	Filing Class
	Filing type
	Filing Date
	Document status
	Participant Name
	Service Verification Date
	Sealed
	Comments
	Status Type

2.2. Additional Workflows

This section identifies the additional workflows that will be needed by the appellate courts to conduct their business. These workflows will re-use some or all of the steps in the Criminal NOA Workflow. The workflows are divided into workflows needed by the Supreme Court and the Court of Appeals. The Vendor will need to work with the appellate courts to create the workflows. The workflows identified for the Court of Appeals will need to be tailored for each individual division.

Supreme Court

	Review Type	Description/Comments
2.2.1	Direct Appeals (Civil Notice of Appeal (NOA) and Recall Appeals)	<p>A direct appeal can be from either a Superior Court or a Court of Limited Jurisdiction (COLJ) and seeks direct review by the Supreme Court, bypassing the Court of Appeals.</p> <p>The Civil NOA process is the same as the Criminal NOA process except that a statement of additional grounds is not filed in the Civil NOA. (The statement of additional grounds is a type of brief that may be filed during Step 7 in a criminal case only). The Supreme Court decides whether to retain the case or transfer it to a COA after the respondent's brief is filed (Step 7).</p> <p>A recall appeal is the same as the Criminal NOA, except it excludes Step 4 (statement of grounds for direct review) and there is no statement of additional grounds. Also, the court does not always set these cases for oral argument.</p> <p>(A Death Penalty NOA also comes directly to the Supreme Court from the trial court. It is a criminal case and includes the same steps as the Criminal NOA but the timeline for filing documents is different and a statement of grounds for direct review is not required.)</p> <p>Workflow steps: 2 through 7 and 15 through 22.</p>
2.2.2	Direct Discretionary Reviews (Notice for Discretionary Review)	This process uses some of the steps that are included in the Criminal NOA workflow. The motion process (step 21) would be engaged at the

		<p>beginning of the case to determine if the case should be accepted for review. (A motion for discretionary review is filed.) If the motion for discretionary review is granted, the case would proceed as either a criminal or civil notice of appeal.</p> <p>Workflow steps: 2, 3, 4, 21, 15, 21a or b:</p> <ul style="list-style-type: none"> • Workflow step if 21a (review denied) and no motion to modify filed: Step 22 • Workflow step if 21a (review denied) and motion to modify filed: 21, 21a or b, <ul style="list-style-type: none"> • 21a (motion to modify denied): Step 22 • 21b (motion to modify granted, discretionary review granted): See next bullet • Workflow steps if 21b (review granted): Step 5, 6, 7, 17, 18, 19, 20 and 22
2.2.3	Motions for Expenditure of Public Funds	<p>This is a motion procedure which is step 21 in the Criminal NOA workflow.</p> <p>Workflow steps: 2 & 3, 17, 18 (without oral argument) and 20.</p> <p>No other steps are involved in this review type. Once the motion is decided, the case is closed.</p>
2.2.4	Motions for Discretionary Review of Personal Restraint Petitions (PRP)	<p>These are the same as the Motions for Discretionary Review in the Criminal NOA except that the case is “submitted” to the Court Commissioner for consideration, whereas other Motions for Discretionary Review are set on the Court Commissioner’s motion calendar on a specific date.</p> <p>Workflow steps: 14, 15, 15a or 15b:</p> <ul style="list-style-type: none"> • If 15a: Step 21 (motion to modify-optional). If denied, case is returned to the COA for issuance of a Certificate of Finality (COF), Step 22. If granted, follows steps below. • If 15b: Steps 16, 17, 18, 19, 20, 21a or 21b, 22.
2.2.5	Certifications (case is certified from Court of Appeals to Supreme Court)	<p>#5 (Certifications) and #6 (Transfers) are basically the same process. A case starts in one of the divisions of the Court of Appeals and is “certified” to the Supreme Court. A case is usually certified after the mandatory briefs have been filed and the</p>

		<p>case is ready to be scheduled for determination of the merits of the appeal.</p> <p>Workflow steps: 2 & 3, 17, 18, 19, 20 and 22.</p>
2.2.6	Transfers (case is transferred from COA to Supreme Court as result of Supreme Court granting motion to transfer)	<p>#5 (Certifications) and #6 (Transfers) are basically the same process.</p> <p>The transferred case commences at the Supreme Court from the point in the process that the case was in at the transferring Appellate Court, usually after the mandatory briefs have been filed.</p> <p>Workflow steps: 2 & 3, 17, 18, 19, 20 and 22.</p>
2.2.7	Actions Against State Officer (petitions for writ of mandamus)	<p>These are original actions initiated in the Supreme Court. Process is very similar to #2, Notice for Discretionary Review, except that they do not come from the trial court and a statement of grounds for direct review is not required.</p> <p>Workflow steps: 2 & 3, 7, 9, 21a or 21b</p> <ul style="list-style-type: none"> • Workflow step If 21a (dismissed or transferred) and no motion to modify (step 21) filed: Step 22 • Workflow steps if 21b (retained for decision or motion to modify granted): Steps 6, 17, 18, 19, 20 and 22.
2.2.8	Personal Restraint Petitions (PRP)	<p>Processed using some of the steps that are included in the Criminal NOA workflow.</p> <p>Workflow steps: 2 & 3, 7 (At this point, the case is submitted to the Commissioner to decide whether to retain, rule on them, or transfer to the COA).</p> <p>If the Court decides to retain for decision: Steps 17, 18, 19, 20, 21 (optional) and 22.</p> <p>Death Penalty PRP:</p> <p>Workflow steps: 2, 3, 7, 17, 18 19, 20, 21 (optional) and 22.</p>
2.2.9	Miscellaneous Reviews	<p>This process is primarily used for petitions for writ of mandamus (see #7 Actions Against State Officer) where the Petitioner seeks waiver of the filing fee and waiver of the personal service requirement. The procedure is much like a motion decided by a Department of the Court. (Much like the motion for public expenditure, #3 above.)</p>

		Workflow steps: 2, 3, 17, 18 and 21b.
2.2.10	Certified Issues from federal court	The process is very similar to #1, Direct Review, except that the case comes from a federal court and a statement of grounds for direct review (Step 4) is not required. Also, the statement of arrangements and designation of clerk's papers (Step 5) are not required because the federal court provides the record. Workflow steps: 2 & 3, 6, 7, 17, 18, 19, 20 and 22.
2.2.11	Discipline Appeals – Washington State Bar Association (WSBA)	The process is very similar to #1, Direct Review, except that the case comes from the WSBA and a statement of grounds for direct review is not required. This is an appeal of a WSBA decision recommending suspension or disbarment. Workflow steps: 2 & 3, 6, 7, 17, 18, 19, 20 and 22.
2.2.12	Discipline Discretionary Reviews (WSBA)	Similar to Petition for Review which is Step 14 in the Criminal NOA, except the motion is decided En Banc. This is review of a WSBA discipline decision that does not recommend suspension or disbarment. Workflow steps: 2 & 3, 6, 7, 17, 18, 19, 20 and 22.
2.2.13	Discipline Show Causes (WSBA)	This is a motion procedure which is Step 21 in the Criminal NOA workflow. This is the process for the WSBA to seek an interim suspension of an attorney pending a disciplinary investigation or if an attorney is disabled. Workflow steps: 2 & 3, 17, 18 and 20.
2.2.14	Attorney Admissions	This process is similar to Civil NOA. There are different case types under this review type: Admission Appeals: Process for seeking review by the Supreme Court of certain WSBA recommendations for admission or seeking reinstatement after disbarment where WSBA recommends against reinstatement: Workflow steps: 2 & 3, 6, 7, 17, 18, 19, 20 or 21a, and 22. Admission Petitions: Process for reinstatement after disbarment and WSBA recommends reinstatement; record is transmitted to Supreme Court for approval or

		denial. Workflow steps: 2 & 3, 6, 18, 17, 20 and 22.
2.2.15	Discipline/Disability Appeals (Commission on Judicial Conduct)	The process is similar to Civil NOA except that the case comes from the Commission on Judicial Conduct. Workflow steps: 2 & 3, 6, 7, 17, 18, 19, 20 and 22.
2.2.16	Discipline/Disability Discretionary Reviews (Commission on Judicial Conduct)	These are petitions for reinstatement of eligibility to serve as a judicial officer. Workflow steps: 2 & 3, 6, 18, 17, 20 and 22.

Court of Appeals

	Review Type	Description/Comments
2.2.17	Civil Notice of Appeal	The Civil NOA process is the same as the Criminal except that a statement of additional grounds is not filed in the Civil NOA. (The statement of additional grounds is a type of brief that may be filed during Step 7). Workflow steps: 2 through 12, and 22, steps 13 & 21 are optional. If Step 13 is filed, the case would continue with steps 14 through 22 at the Supreme Court.
2.2.18	Notice of Discretionary Review	Process is included in the Criminal NOA workflow. The motion process (step 21) would be engaged at the beginning of the case to determine if the case should be accepted for review. If the motion for discretionary review is granted, the case would proceed as either a criminal or civil notice of appeal. Workflow steps: 2, 3, 21, 9, 10, 21a or b: <ul style="list-style-type: none"> • Workflow step if 21a (review denied) and no motion to modify filed: Step 22 • Workflow step if 21a (review denied) and motion to modify filed: 21, 21a or b, <ul style="list-style-type: none"> • 21a (motion to modify denied): Step 22 • 21b (motion to modify granted, discretionary review granted): Step 5, 6, 7, 8, 9-12 • Workflow steps if 21b (review granted): Step 5,

		6, 7, 8, 9-12.
2.2.19	Personal Restraint Petitions	Process is included in the Criminal NOA workflow. Workflow steps: 2 & 3, 7, 8, 9 (with or without oral argument), 10, 11 (if scheduled to be considered by panel, 12 (can be an opinion or an order), 21 (optional) and 22.
2.2.20	Post Sentence Reviews	This process is similar to the Personal Restraint Petition, but may get an additional response filed. Process is included in the Criminal NOA workflow. Workflow steps: 2, 3, 7, 8, 9, 10, 11 (if scheduled to be considered by a panel) 12 (can be an opinion or an order), 21 (optional) and 22.
2.2.21	Transfers (case is transferred from either the Supreme Court or one COA division to another division)	The transferred case commences at the receiving court from the point in the process that the case was in at the transferring Appellate Court, usually after the mandatory briefs have been filed. Workflow steps: 2 & 3, 8, 9, 10, 11 (if heard by a panel), 12, 21 (optional) and 22.

3. REPORTS REQUIREMENTS

This defines the reports that are in the existing case management system that need to be duplicated in the new system.

3.1. Incomplete Case

Report Name	Incomplete Case - Required
Description	Displays a list of cases that have been assigned a case number and case user but have not had the Initiate Case process completed. A list of cases can include all incomplete cases or only those assigned to a specific case user.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case and navigate to that case to finish the initiate case process. 3. User has the ability to print the report.
Data Elements	Appellate Case #
	Appellate Case Title
	Review Type

	File Date
	Case Manager

3.2. Case Cover Page

This will not be needed as a report in the new system. This is a design issue on how, when and where to display this information in the new system.

Report Name	Case Cover Page – Not Needed As A Report
Description	Displays specific information about a case.
Requirements	1. User has the ability to request report. 2. User has the ability to print the report.
Data Elements	Case #
	Case Title
	Trial Court Name
	Trial Court #
	Trial Court Judgment Date
	Trial Court Judge Name
	Consolidation information
	Party Names
	Party Role
	Attorney Information (for each party on case) which includes:
	Attorney Name
	Firm or business name
	Street Address
	City
	State
	Zip Code
	Active Date (on case)
	Inactive Date
	Bar #
	Work phone #
	List of Trial Court Roles and corresponding participant names

3.3. Opinion List

Report Name	Opinion List - Optional
Description	Displays all opinions that have been recorded (indexed) as being filed but have not yet been released for public viewing. This allows the courts to index the documents in advance of their filing date, but prevents the information from displaying to the public. Screen has the functionality to release the information to be available for public viewing on the filing date.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to index opinions prior to their filing date. 2. User has the ability to label an opinion as confidential (this prevents any public viewing of the opinion). 3. User has the ability to view a list of unreleased opinions and the date they are to be filed. 4. User has the ability to select an opinion and navigate to the opinion. User would see the document and the eForm that contains the data elements that were used to index the document. 5. User has the ability to edit the index values. 6. User has the ability to select all or some of the opinions on the list for release. 7. User has the ability to release the opinions. 8. Once released, an opinion is available for public viewing. 9. Line item for the opinion would be visible in the case index.
Data Elements	Appellate Case #
	Appellate Case Title
	Opinion #
	File Date
	Publishing Status
	For opinion data elements, see Step 12 in Criminal Notice of Appeal Workflow requirements.

3.4. Display Calendar

Report Name	Display Calendar - Required
Description	<p>This functionality is used to request a report that shows cases scheduled on a date or date range. The report can be filtered on various criteria, which includes, but may not be limited to:</p> <ul style="list-style-type: none"> a. Hearing type (Oral or Motion) b. Motion Calendar Type c. Date or date range d. Judicial official(s) assigned to hearing date(s) e. Confidential <p>The display of the case information on the actual report/calendar differs among the courts. The data elements are the same.</p>
Requirements	<ol style="list-style-type: none"> 1. User has the ability to request a report. 2. User has the ability to filter the request to obtain the report needed. 3. User has the ability to have the report displayed in Word. 4. User has the ability to print the report.
Data Elements	Request Report Data Elements:
	Court Name
	Calendar type
	Motion Calendar Type
	Begin Date
	End Date
	Location
	Microsoft Word
	Confidential
	Format A
	Format B
	Report/Calendar Display Data Elements:
	Court Name
	Calendar Title
	Hearing date: Name of Day, Month Name, Numeric day, year
	Location
	Panel (last names of judicial officers)
	Hearing time
	Hearing type
	Sequence #
	Case #
	Case title

	County
	Duration
	Author (confidential calendar only)
	Case Complexity (confidential calendar only)
	Litigants Name & Role
	Attorney of Record Name or Pro Se litigant name

3.5. Ready Cases

Report Name	Ready Cases - Required
Description	Provides a list of all cases with a case status of "Ready" for a court. This report may be used as an aid in scheduling cases for consideration of the merits of the case.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to request report. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Case #
	Trial Court Name
	Consolidation designation
	Link designation
	Appellate Case Title
	Review Type
	File Date
	Ready Date
	Days Ready

3.6. Screened Cases

Report Name	Screened Cases - Required
Description	Provides a list of all cases with a case status of "Screened" for a court. This report may be used as an aid in scheduling cases for consideration of the merits of the case.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to request report. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.

Data Elements	Appellate Case #
	Consolidation information
	Linked information
	Case Type
	Appellate Case Title
	Accelerated Status
	Primary Issue Category
	County
	Region
	Ready Date
	Oral Argument Date
	Calendar type
	Priority
	Case Complexity
	Recusal Information

3.7. Screening Information Screen

Report Name	Screening Information Screen - Required
Description	This is a screen that captures and displays case information that is used during the screening process. Some of the information that displays on this screen is captured in the system during the indexing of documents and other information is entered into the system on this screen. The outcome of the screening process (how the merits of the case will be considered) is recorded on this screen. This screen can be printed on a case by case basis and used as a report. This screen contains internal work product information and is confidential. This is not part of the public court record. This report may be used as an aid in scheduling cases for consideration of the merits of the case.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to input data into the eForm/screen. 2. User has the ability to update the information and have the data saved. 3. User has the ability to print the eForm/screen. 4. User has the ability to change the status of a case to "Screened" from the eForm/screen.
Data Elements	Appellate Case #
	Screeener
	Briefs Ready
	Record Ready

	Priority
	Case Complexity
	Primary Case Issue
	Secondary Case Issue
	RCWs Challenged
	Trial Court Name
	Geographic Region
	Size of Appellant's Briefs (Pg#, Vol#, Item#) (grand total all briefs filed by appellant)
	Size of Respondent's Briefs (Pg#, Vol#, Item#) (grand total)
	Size of Administrative Record (Pg#, Vol#, Item#) (grand total)
	Size of Clerk's Papers (Pg#, Vol#, Item#) (grand total)
	Size of Report of Proceedings (Pg#, Vol#, Item#) (grand total)
	Size of Other Briefs (Pg#, Vol#, Item#) (grand total)
	Nature of Action
	Facts/Issues
	Calendar type

3.8. Screened Case Detail

Report Name	Screened Case Detail - Required
Description	Displays select information from the screening information screen and the system for cases with a status of "Screened". This report may be used as an aid in scheduling cases for consideration of the merits of the case.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to request the report. 2. User has the ability to print the report.
Data Elements	Case #
	Appellate Case Title
	Primary Case Issue
	Secondary Case Issue
	Ready Date
	Assigned Staff
	Disqualified (judges)
	Issues
	Facts
	Consolidation information
	Linked information

3.9. Case Status by Review Type

Report Name	Case Status by Review Type - Required
Description	Displays a list of all active cases. Report can be filtered by case manager (all or an individual case manager) and review types (all or an individual review type). Cases that have a "Disposed" status are precluded from the list.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Case #
	Consolidation information
	Linked information
	Case Title
	File Date
	Case Status
	Status Date
	# of Days (in status)
	Review Type
	Case Manager
	Assigned Staff

3.10. Completed Cases with Overdue Event

Report Name	Completed Cases with Overdue Event - Required
Description	List cases that have a status of "Decided" that have an overdue event. Report can be filtered on case manager (all or an individual case manager).
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Appellate Case #

	Case Title
	Event Date
	Filing Class
	Filing Type
	Case Manager

3.11. Motions Heard with No Decision

Report Name	Motions Heard with No Decision - Required
Description	Lists cases with a motion that has been scheduled for consideration and the scheduled hearing date has passed but no decision on the motion has been filed. Report can be filtered on case manager (all or an individual case manager).
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Case #
	Motion Type
	Consolidation information
	Linked information
	Appellate Case Title
	Hearing Date
	Hearing Official
	Case Manager

3.12. Overdue Events

Report Name	Overdue Events - Required
Description	Lists cases that have an overdue event. Report can be filtered on case manager (all or an individual case manager).
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Appellate Case #
	Appellate Case title
	Overdue Event (Filing Type)
	Date
	Number of Days
	Case Manager
	Motion Pending (date)

3.13. Pending Closure

Report Name	Pending Closure - Required
Description	Lists cases that have may meet the criteria for issuing either a mandate or certificate of finality. Closing a case ends the appellate court's jurisdiction of a case and returns jurisdiction to the trial court. Report can be filtered on case manager (all or an individual case manager).
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Case #
	Case Title
	Case Status
	Status Date
	Case Manager

	Resolution
--	------------

3.14. Pending Opinion

Report Name	Pending Opinion - Required
Description	Lists cases that have been heard (or the date of consideration has passed) and an opinion has not been issued. The report can be run for all judicial officers, pro tem judges only, or an individual judicial officer. If the option for "All" is selected and the report is exported to Excel, the information for all cases is listed, then broken down into writing assignments for each individual judge.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Case #
	Hearing Date
	Case Title
	# of Days (since hearing date)
	Panel (initials of judges)
	Circulation Date
	Notes

3.15. Pending Post Decision Motions

Report Name	Pending Post Decision Motions - Required
Description	Lists cases that have had the outcome of the case decided by opinion and have post decision motions (motion for reconsideration, motion to publish) related to the opinion that have not been decided. The report can be run for all judicial officers, pro tem judges only, or an individual judicial officer. If the option for "All" is selected and the report is exported to Excel, the information for all cases is listed, then broken down into writing assignments for each individual judge.

Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Opinion Date
	Case #
	Case Title
	Days Since Motion Filed
	Panel (initials of judges)
	Motion Type
	Motion Filed Date

3.16. Set Cases

Report Name	Set Cases - Optional
Description	Lists cases that have been set on the judges' oral argument calendar but have not yet been heard. Report can be filtered on Hearing/Calendar type (all, oral or non-oral) and date or date range. Report lists the hearing date and the total number of cases for that hearing date and lists details for each case for that hearing date.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to filter to report on hearing/calendar type. 2. User has the ability to select a date or date range. 3. User has the ability to select a case on the report and navigate to the selected case. 4. User has the ability to export the report to Excel. 5. User has the ability to export the report to a Web page. 6. User has the ability to print the report.
Data Elements	Case #
	Case Title
	Panel (initials of judges)
	Hearing Type
	Time
	Sequence
	Location

3.17. Stayed Cases

Report Name	Stayed Cases - Required
Description	Lists cases that have a case status of one of the 4 Stayed statuses.
Requirements	<ol style="list-style-type: none"> 1. User has the ability to select to report on all cases or cases for a specific court user. 2. User has the ability to select a case on the report and navigate to the selected case. 3. User has the ability to export the report to Excel. 4. User has the ability to export the report to a Web page. 5. User has the ability to print the report.
Data Elements	Case #
	Case Title
	File Date
	Status
	Status Date
	# of Days
	Reason
	Case Manager
	Review Type

GLOSSARY

24x7	A schedule of operation that is 24 hours a day, seven days a week.
API	Application Programming Interface. A reference provided by software developers to facilitate other computer applications in communicating with their application.
Appellate Court (AC)	Refers to both the Supreme Court and the Court of Appeals; A court that reviews decisions by lower courts; a court to which an appeal is taken.
Appellate Court (AC) User	See User
Archive	The storage of records to meet legal requirements. Includes the transfer of records to the State Archives at the end of the court's required retention period.
BPEL	Business Process Execution Language. An OASIS standard executable language for specifying actions within business processes with web services. Processes in BPEL export and import information by using web service interfaces exclusively.

BPMN	Business Process Model and Notation. A graphical representation for specifying business processes in a business process model.
Case Folder	Physical or electronic folder in which case related documents and case specific information is stored.
Case Participant	A person, party, or other entity that takes part in or is involved in a court case (e.g., appellant, petitioner, respondent, attorney).
Case Status	Designation of where a case is in the appellate process.
Case Type	Classifies the case into various case type categories according to court jurisdiction. Examples of superior court case types are criminal, civil, domestic, probate/guardianship, mental illness/alcohol, adoption/paternity, juvenile dependency, and juvenile offender.
Certificate of Finality	The written notification by the clerk of the appellate court to the trial court and to the parties of the completion of the proceeding in the appellate court when review is not accepted.
Certify	Procedure for a division of the Court of Appeals to send a case to the Supreme Court for determination.
Circulation	Reference to the process of decision making whereby more than one judge/justice participates in making the decision.
CJC	Commission on Judicial Conduct
CLJ	Court of Limited Jurisdiction (district or municipal)
COLD	Computer Output to Laser Disk. Now also called Enterprise Report Management (ERM), systems were used to capture, archive, store, and retrieve large-volume data such as accounting reports, loan records, inventories, shipping and receiving documents, and customer bills. The term COLD has been superseded with the term Enterprise Report Management (ERM).
Compliance	Meets the Rules of Appellate Procedures (RAP) for filing documents at an appellate court.
Concur	A justice/judge approves a decision of another justice/judge.
Confidential	Access to the document or information is restricted to specific parties or court personnel.
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.
Core	The designated set of functionality needed to conduct business when product is deployed.

Court of Appeals	Intermediate appellate court to which most appeals are taken from superior court. In Washington, there are three divisions.
Dissent	The disagreement of one or more judges of a court with the decision of the majority.
Division	Refers to one of the three divisions of the Court of Appeals.
Docket	A log of all documents and events associated with a case. A method of tracking the case details.
DoD 5012 Standards	Department of Defense standards for electronic Records Management.
DoD 5012 Standards link	DoD 5012 Standards
DoD 5012 Standards URL	http://www.dtic.mil/whs/directives/corres/pdf/501502std.pdf
Case Index	A log of all elements associated with a case.
ECM	Enterprise Content Management. A formalized means of organizing and storing an organization's documents, and other content, that relate to the organization's processes. This is used interchangeably with EDMS throughout the requirements document.
EDMS	Electronic Document Management System. A computer system (or set of computer programs) used to track and store electronic documents and/or images of paper documents.
ECMS/EDMS Index	The chronological listing of documents stored in a case in the ECMS.
En banc	"On the bench." All judges of a court sitting together to hear a case. At the Supreme Court, all nine justices meet for en banc conferences and oral arguments.
Entity	Something that exists as a particular and discrete unit; persons, associations, and corporations are examples of equivalent entities.
ERM	Enterprise Report Management. ERM (previously referred to as COLD) systems usually work by capturing data from print streams and storing it on hard drives, storage area networks, or optical media. The data is then retrieved via web browsers or fat clients. ERM systems are part of enterprise content management.
ETL	Extract, Transform and Load
Event	Action, activity, or something else that occurs on a case. Some events change the case status.
File (a document)	This is the term used to describe a document that has been reviewed and found to be in compliance with the Rules of Appellate Procedure (RAP) and is entered into the ACORDS

	and ECMS systems.
Filer	<p>A person who or an agency that submits documents to an appellate court for filing. A Filer can be a JIS Link Subscriber, a WSBA member, a non-WSBA member, a Trial Court Employee, a Federal Court or an Administrative Agency.</p> <ul style="list-style-type: none"> • <u>Trial Court Employee (TCE)</u>: A person who works at one of the Superior or CLJ courts in the State of Washington. A trial court employee is identified by their RACFID when signing into Inside Courts. • <u>A JIS Link Subscriber</u>: A person who has subscribed to the web-based service called JIS-Link. JIS-Link is a fee-based subscription service that allows the public to access display-only JIS court information. JIS-Link users are issued a RACFID as their userid to gain access to the service. • <u>Administrative Agency</u>: an agency other than a state or federal court that sends initiating documents to the Supreme Court to initiate a case (WSBA or C JC). • <u>WSBA Member</u>: a person who is a member of the WSBA. • <u>Non-WSBA Member</u>: a person who is not a member of the WSBA. • <u>Federal Court</u>: A federal court that submits a petition to determine a question of Washington law to the Supreme Court.
ICR	Intelligent Character Recognition. An advanced optical character recognition (OCR) or — rather more specific — handwriting recognition system that allows fonts and different styles of handwriting to be learned by a computer during processing to improve accuracy and recognition levels.
Index/Indexed/Indexing	The process of applying data to a document/folder to enable storage and retrieval of the document in the ECMS.
Initiating Document	The document that initiates a case at an appellate court.
Judge pro tem	A temporary judge appointed for a particular day or to hear a particular case; may be a lawyer, court commissioner, or retired judge
Judge/Justice	An official of the Judicial branch with authority to decide cases brought before courts. Used generically, the term judge may also refer to all judicial officers, including Supreme Court justices.
Law clerks	Persons trained in the law who assist judges in conducting legal research and drafting opinions.
Link	Joining of 2 or more separate cases (e g, for the purpose of oral argument, or linking a referral to a legal case).
Mandate	The written notification by the clerk of the appellate court to the

	trial court and to the parties of an appellate court decision terminating review.
Metadata	Data about data. It names and describes data that is modeled, migrated from source data, captured and stored in the data warehouse and accessed by users. Meta data is stored in a data dictionary or repository.
MFP	Multi Function Printer/Product. an office machine which incorporates the functionality of multiple devices in one, so as to have a smaller footprint in a home or small business setting, or to provide centralized document management/distribution/production in a large-office setting. A typical MFP may act as a combination of some or all of the following devices: <ul style="list-style-type: none"> • Printer • Scanner • Photocopier • Fax • E-mail
Native	In this context native refers to the original software and/or product functionality. For example, many applications can work with a variety of software products, but an application's native functions are the one it uses internally. When working with other software it is working with non-native functions.
OCR	Optical Character Recognition. The mechanical or electronic conversion of scanned images of handwritten, typewritten or printed text into machine-encoded text, which then allows the images to be searched.
Opinion	Written decision by a court regarding a case. (A decision by a single judge is always done by an order, not an opinion.) Published opinions are those that are printed in bound volumes of the Washington Appellate Reports. Unpublished opinions are filed in the case but not printed in the reports, usually because the opinion is not considered to be establishing or clarifying legal precedent.
Participant	See Case Participant
Parties	Persons, corporations, or associations who have commenced a lawsuit or who are defendants. - 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.
PDF	Portable Document Format. An open but proprietary standard for Internet documents from Adobe. It preserves the original format of the document, but is text-searchable.

Per Curiam Opinion	The term "per curiam" means "by the court." It distinguishes an opinion issued by the entire court which does not designate a particular judge/justice as the author, from an opinion that is written by a judge/justice and then joined in by other judges/justices signing onto it.
Perfection letter / schedule	A letter listing due dates for events sent to all parties in a case so they know when briefs and other documents are due to be filed in the court.
Portability	The ease with which a system or component can be transferred from one hardware or software environment to another.
Portal	The website that is used for document filing and retrieval for the Appellate courts. Currently, the link can be accessed through Inside Courts or the Washington Court website.
Power user	User capable of developing complex queries and performing sophisticated analysis using complex tools that have broad capabilities.
Presiding judge	In a trial court, the judge who is presiding over a particular trial or proceeding; in multi-judge districts, the term is used to refer to the one judge who also has supervisory and administrative responsibilities within the court.
Product	Refers to the entire solution proposed by Vendor. May be used interchangeably with solution throughout the document.
Pro se	For himself; on his own behalf; a party who represents himself in court, without an attorney, is a pro se party.
Pro tem	"Temporary." See judge, Pro tem.
Pro tem (or tempore) judge	A judge serving temporarily, in place of a regular judge. See judge, pro tem.
Process	A series of actions, changes, or functions that achieve an end or result.
Production data	Source data which is subject to change, stored in operational or legacy systems.
Public Access Viewer	A person who wishes to view documents or information about an appellate case.
Receive (documents)	This is the term used to describe the process for reviewing documents for compliance by an appellate court employee prior to filing the document.
Record	Either: <ul style="list-style-type: none"> 1. To preserve in writing, print or by film, tape, etc. 2. History of a case. 3. The word-for-word (verbatim) written or tape-recorded account of all proceedings of a trial. See transcript.

	4. As a noun, the official, written history of an action or proceeding.
	5. As a verb, to preserve in writing, printing, film, electronic recording, or the like. Trial proceedings that are formally recorded are on the record. Informal, unrecorded proceedings, such as an informal meeting among the attorneys in the case are off the record. The record on appeal typically consists of a transcript of all proceedings in the courtroom, exhibits introduced at trial, plus all other documents filed in the case. The record is used by the appellate court to review the proceedings in the trial court.
Record on appeal	The portion of the record of a lower court designated by the parties as necessary to allow a higher court to review the case.
Recusal	The action of a judge or justice when they disqualify themselves from a hearing for reasons of potential prejudice or bias.
Retention Period	The length of time a record must be kept to meet administrative, fiscal, legal, or historical requirements.
Review Type	A reference to the type of review that will be considered by the appellate court (e.g., Notice of Appeal, Notice of Discretionary Review, Personal Restraint Petition and Petition for Review, etc.).
RIM	Records and Information Management. The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. Records, therefore, have value and add to the intrinsic worth of the organization. Records need to be managed in a meaningful way so they can be accessed and used in the course of daily business functions throughout the organizational environment.
Routing	The act/process of sending documents from one user to other users.
Scalability	The ability to scale to support larger or smaller volumes of data and more or less users. The ability to increase or decrease size or capability in cost-effective increments with minimal impact on the unit cost of business and the procurement of additional services. The ability of a system to accommodate increases in demand by upgrading and/or expanding existing components, as opposed to meeting those increased demands by implementing a new system.
Scalable	The ability to re-size or provide support to larger or smaller numbers of users in cost-effective increments with minimal impact on business and Human Resources, Corporate

	Purchasing, Legal, Information Systems.
Scheduling	Setting dates for hearings or oral arguments.
SCOMIS	The "Superior Court Management Information System" is a legacy application that provides case management functions to all superior courts.
Screeener	An appellate person who contributes to the screening process.
Screening Committee	A group of appellate persons who contribute to the screening process. May decide as a group the calendar type to assign to a case for consideration of the merits of the case.
Seal	Authenticated by a seal; executed by the affixing of a seal; protected against public disclosure; e.g., a sealed file.
Seamless Interface	The process of working in multiple applications and not requiring extra effort on the part of the user. The juncture from one application to another is not a barrier such as multiple signons.
Service (of documents)	The act of one party providing a copy of a document filed in a case to the other parties.
Sever	Remove a case from a group of consolidated or linked cases.
Stay	Halting of a judicial proceeding by order of the court. (verb and noun) <ol style="list-style-type: none"> 1. To halt a judicial proceeding by court order; similar to suspend; e.g., to stay further proceedings pending appeal. 2. As a noun, the term refers to that which results from a stay or suspension; e.g., the court granted a stay.
Submit (documents)	This is the term used to describe documents that are sent to an appellate court for filing. Documents are not considered "Filed" until they have been reviewed for compliance with Court Rules and accepted for "filing".
Supreme Court	"Court of last resort." Highest court in the state and final appellate court.
Tag/Tagging	The ability to apply a "label" to documents (e.g., sealed, confidential) which may have security restrictions.
Template	A computer form that captures the required data elements of a document A template is a variable length form. Templates are needed when the kinds of data to be entered are well known but the amount of data is variable.
Thick client	A computer application in which all of the application processing and execution happens on the end user workstation.
Thin client	A computer application in which all or most of the application processing and execution happens on the server.
TIFF	Tag Image File Format. A standard file format for exchanging

	graphical images.
Transmittal Form	The form that is on the web page that is populated by the Filer and captures data about the document being submitted to a court for filing.
Transmittal Sheet	A copy of the transmittal form that is sent to recipients when a transmittal form is submitted.
User	<p>A person who is an employee of an appellate court and has access to the ECMS. There are varying user roles and access rights assigned to the different roles:</p> <ul style="list-style-type: none"> • <u>Court Clerk/Administrator or Deputy Clerk</u>: An appellate court employee who is the Clerk/Administrator or Deputy Clerk of the Court. • <u>Case Manager/Docket Clerk/Office Manager</u>: An appellate court employee who reviews and processes documents submitted to the court for filing. • <u>Judicial Administrative Assistant (JAA)</u>: An appellate court employee who is an assistant to a Justice, Judge or Commissioner. • <u>Legal Secretary</u>: A Supreme Court Employee who reviews/types documents. • <u>Justice/Judge</u>: A judicial officer at an appellate court. View only access to ECMS documents. • <u>Commissioner</u>: Judicial Officer who functions like a Judge but who has limited authority - an authority granted by the Judge. Commissioners are normally attorneys that have been sworn in to do certain functions in place of a Judge. OR: A judicial officer at both trial and appellate court levels who performs many of the same duties as judges and justices. • <u>Staff Attorney</u>: An appellate court employee. • <u>Law Clerk</u>: An assistant to a Justice, Judge or Commissioner. • <u>Receptionist/Case Initiator</u>: An appellate court employee who is the initiator of new cases. Documents that initiate cases that have not been assigned a case number would be routed to this role's In Box. This person would open a case. This entails at a minimum: <ul style="list-style-type: none"> o Assigning case number o Assigning case manager o Providing required information from trial court or administrative agency

	This function may also be done by a case manager/docket clerk.
Web Interface	The part of the browser where you view the web pages on the internet.
Workflow	Term used to describe the tasks, procedural steps, organizations or people involved, required input and output information, and tools needed for each step in a business process.
WSBA	Washington State Bar Association. Commonly called "state bar" or the "bar". Lawyers practicing in Washington are required to be members.

Appendix A

COURT OF APPEALS DIVISION II
Judicial Calendar

Date: Monday, November 26, 2012
Location: Tacoma
Panel: Jj. Johanson, Penoyar, Bridgewater

09:00 AM

1.**424576 (Anchor Case)****Consolidated: 426072****Jerry and Sally Mulder, Respondents v Cabinet Distributors, Inc., Appellant**

Grays Harbor County

*Duration: 15 minutes for each side***Litigants:**

Cabinet Distributors, Inc. (Appellant)

Sally Mulder (Respondent)

Jerry Mulder (Respondent)

Attorney of Record:

John E Zehnder, JR

Brandon K. Batchelor

Allen T. Miller

Allen T. Miller

2.**435110****State of Washington, Respondent v Douglas L. Bauer, Appellant**

Kitsap County

*Duration: 15 minutes for each side***Litigants:**

Douglas L. Bauer (Appellant)

State of Washington (Respondent)

Attorney of Record:

Wayne Clark Fricke

Jeremy Aaron Morris

10:00 AM

3.

413477

State of Washington, Resp/Cross-App Larry E. Tarrer, App/Cross-Resp

Pierce County

Duration: 15 minutes for each side

Litigants:

Larry Edward Tarrer (Appellant/Cross-Respondent)

State of Washington (Respondent/Cross-Appellant)

Attorney of Record:

Kathryn A. Russell Selk

Melody M Crick

2:00 PM

No Oral Argument

4.

419343

State of Washington, Respondent v. Donovan R. Hertwig, Appellant

Thurston County

Litigants:

Donovan R. Hertwig (Appellant)

State of Washington (Respondent)

Attorney of Record:

Peter B. Tiller

Carol L. La Verne

No Oral Argument

5.

423065

State of Washington, Respondent v. Robin Lynn Christomos a/k/a Robin Lynn Whitten, Appellant

Thurston County

Litigants:

Robin Lynn Christomos a/k/a Whitten (Appellant)

State of Washington (Respondent)

Attorney of Record:

Peter B. Tiller

Carol L. La Verne

No Oral Argument

6.

421381

State of Washington, Respondent v. Eric Russell, Appellant

Mason County

Litigants:

Eric Russell (Appellant)

State of Washington (Respondent)

Attorney of Record:

Peter B. Tiller

Timothy J. Higgs

No Oral Argument

7.

423308

State of Washington, Respondent v. Mario E. Falsetta, Appellant

Pierce County

Litigants:

Mario E. Falsetta (Appellant)

State of Washington (Respondent)

Attorney of Record:

Stephanie C Cunningham

Brian Neal Wasankari

Appendix B

COURT OF APPEALS DIVISION II
Judicial Calendar
CONFIDENTIAL

Date: Monday, November 26, 2012
Location: Tacoma
Panel: Jj. Johanson, Penoyar, Bridgewater

09:00 AM

1.**424576 (Anchor Case)****Consolidated: 426072****Jerry and Sally Mulder, Respondents v Cabinet Distributors, Inc., Appellant**

Grays Harbor County

*Duration: 15 minutes for each side***Author: Xxxx****Case Complexity: Xxxx****Litigants:**

Cabinet Distributors, Inc. (Appellant)

Sally Mulder (Respondent)

Jerry Mulder (Respondent)

Attorney of Record:

John E Zehnder, JR

Brandon K. Batchelor

Allen T. Miller

Allen T. Miller

2.**435110****State of Washington, Respondent v Douglas L. Bauer, Appellant**

Kitsap County

*Duration: 15 minutes for each side***Author: Xxxx****Case Complexity: Xxxx****Litigants:**

Douglas L. Bauer (Appellant)

State of Washington (Respondent)

Attorney of Record:

Wayne Clark Fricke

Jeremy Aaron Morris

10:00 AM

3.

413477

State of Washington, Resp/Cross-App Larry E. Tarrer, App/Cross-Resp

Pierce County

Duration: 15 minutes for each side

Author: XXXX

Case Complexity: XXXX

Recused: XXXX XXXX, XXXX XXXX

Litigants:

Larry Edward Tarrer (Appellant/Cross-Respondent)

State of Washington (Respondent/Cross-Appellant)

Attorney of Record:

Kathryn A. Russell Selk

Melody M Crick

2:00 PM

No Oral Argument

4.

419343

State of Washington, Respondent v. Donovan R. Hertwig, Appellant

Thurston County

Author: XXXX

Case Complexity: XXXX

Litigants:

Donovan R. Hertwig (Appellant)

State of Washington (Respondent)

Attorney of Record:

Peter B. Tiller

Carol L. La Verne

No Oral Argument

5.

423065

State of Washington, Respondent v. Robin Lynn Christomos a/k/a Robin Lynn Whitten, Appellant

Thurston County

Author: XXXX

Case Complexity: XXXX

Litigants:

Robin Lynn Christomos a/k/a Whitten (Appellant)

State of Washington (Respondent)

Attorney of Record:

Peter B. Tiller

Carol L. La Verne

*No Oral Argument***6.****421381****State of Washington, Respondent v. Eric Russell, Appellant**

Mason County

Author: Xxxx**Case Complexity: Xxxx****Litigants:**

Eric Russell (Appellant)

State of Washington (Respondent)

Attorney of Record:

Peter B. Tiller

Timothy J. Higgs

*No Oral Argument***7.****423308****State of Washington, Respondent v. Mario E. Falsetta, Appellant**

Pierce County

Author: Xxxx**Case Complexity: Xxxx****Recused: Xxxx Xxxx****Litigants:**

Mario E. Falsetta (Appellant)

State of Washington (Respondent)

Attorney of Record:

Stephanie C Cunningham

Brian Neal Wasankari

Appendix C

Workflow Example

The base workflow will model the lifecycle of a criminal case. We will identify the documents and events that support a case. And collect the meta data needed to manage the document or event.

