Office of the Administrative Director — Judiciary Information Management System

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MEMORANDUM

TO: All Interested Parties

FROM: Janell Kim
       Financial Services Administrator

DATE: May 21, 2012

SUBJECT: Addendum No. 2, Request for Proposals No. J12282
       To Provide Technical Consulting Services To The Judiciary,
       State of Hawaii for the Judiciary Information Management System (JIMS)

Transmitted for your review herewith and through our website at
http://www.courts.state.hi.us under "General Information" and "Business with the Judiciary",
is a copy of Addendum No. 2 to RFP J12282.

There will be two forums scheduled for Friday, May 25, 2012, 9:00 a.m. to 11:00 a.m.,
Hawaii Standard Time, and Friday, June 18, 2012, 9:00 a.m. to 11:00 a.m., Hawaii Standard
Time. Please contact the JIMS main office at (808) 538-5461 to sign up for these forums.

Questions relating to the technical aspects of this Addendum No. 2 may be directed to
Mai Nguyen Van of the JIMS office, at (808) 538-5308 or via email
Mai.T.NguyenVan@courts.hawaii.gov . Other questions may be directed to Jonathan Wong
in the Contracts & Purchasing Office at (808) 538-5805 or via email
jonathan.h.wong@courts.hawaii.gov.

JK:JW

cc: Mr. Kevin G. Thornton
  Ms. Mai T. Nguyen Van

<u>ADDENDUM NO. 2 TO REQUEST FOR PROPOSALS J12282</u>

TO PROVIDE TECHNICAL CONSULTING SERVICES TO
THE JUDICIARY, STATE OF HAWAII
FOR THE JUDICIARY INFORMATION MANAGEMENT SYSTEM (JIMS)

Pre-proposal Conference, April 24, 2012, 9:00 a.m. (Hawaii Standard Time) and
Forum 1, May 18, 2012, 9:00 a.m. (Hawaii Standard Time)

The items listed hereinafter are hereby made a part of the Request for Proposals J12282 for the above-described project and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

The following questions and answers are in response to questions by prospective proposers concerning the Request for Proposals J12282.

Q1.	To confirm entry 3.3.1 in the RFP "Any work to be performed and invoiced under this RFP shall be governed by a mutually agreed upon fixed price Statement of Work (SOW)." Thus, NO Time/Material type of SOW will be allowed?
A1.	**That is correct.**
Q2.	How many positions and type of roles did WireVibe provide for the prior and current JIMS project?
A2.	**In SOW 35-Criminal Prototype Wirevibe provided the following positions: Project Manager(1), Business Analyst(1), Technical Architect(1), and Software Developers(4). In the current project under SOW37-Criminal Implementation the requirements are deliverable based. However, Wirevibe provided staff for the following tasks: project management, business analysis, data conversion, testing, and training.**
Q3.	What are the programming language(s) used within the Contexte COTS software? JAVA, Pro*C and Visual Basic?
A3.	**PL/SQL, Pro*C, JAVA, Visual Basic**
Q4.	What are the programming language(s) used in the User Interface (developed by WireVibe) to interface with Contexte? Or is the UI accessing the database directly?
A4.	**The JAVA forms developed by Wirevibe directly access the database.**
Q5.	Will Crystal Reports continue to be the reporting tool or will it be replaced by another reporting software?
A5.	**There are no plans to migrate away from Crystal Reports.**
Q6.	Are there other reporting software used besides Crystal Reports?

A6.	**Context has 103 reports written in Pro*C, however only 20-30 are used under the current configuration.**
Q7.	What's the total volume of production reports currently generated from JIMS for the district court criminal cases and the Traffic court.
A7.	**There are 203 production Crystal Reports in use by the Judiciary**
Q8.	What type (baseline code changes, UI, performance improvement, etc) and percentage of the Contexte software has been customized?
A8.	**There are 471 forms in Contexte only 18 custom forms have been added. Eleven baselines forms have been modified for additional functionality. This represents 6.1% customization.**
Q9.	What percentage of the database design has been customized?
A9.	**From a design standpoint the database has been augmented with additional tables, but the original design remains intact. Forty one tables have been added to the database.**
Q10.	How is Contexte issues resolved if technical problems/defects are found with the product itself?
A10.	**Since the Hawaii State Judiciary owns the source code, the Judiciary corrects the defects. The new vendor will be expected to perform these corrections in conjunction with the production support team.**
Q11.	How will future Contexte software customizations decisions be finalized amongst the project stakeholders?
A11.	**The recent inclusion of diverse stakeholders from other courts into JIMS has prompted a review of the current process to finalize customizations. The process is a work in progress at this time.**
Q12.	How many Judiciary staff will be working on the next JIMS implementation effort and their FTE participation percentage?
A12.	**Implementation includes a 30 day war room. During that time the entire JIMS Judiciary staff of 13 will contribute to the effort with an estimated.45 FTE month.**
Q13.	Is the goal to standardize the case management workflows and systems policies/procedures for JIMS by reusing the same workflows and policies/procedures developed from the prior JIMS implementations or can the workflows and policies/procedures can vary from each judicial business area?
A13.	**Each court (traffic, criminal, family, civil, etc.) has similarities but there are more differences which drive differing business rules. Many workflow and procedures still focus on paper. With the availability of electronic records and scanned images, many of these processes will change.**

Q14.	What is the current deployment model for JIMS, i.e., is it centralized for use by the courts across all islands or decentralized across all islands?
A14.	**Centralized.**
Q15.	What is the current maintenance and support process for the JIMS application software?
A15.	**Maintenance and support of application software is shared by the production support team and the vendor under this effort. Currently the vendor performs most of the software maintenance but as time goes on that role will transition to the Judiciary production support team.**
Q16.	Is there a plan to upgrade the current version of the foundation software of JIMS, e.g., Oracle DBMS, Forms and Interconnect? If so, what is the planned schedule?
A16.	**Under the current JIMS project timeline, an upgrade to the Oracle database and conversion of Oracle forms is scheduled for the fourth quarter of State of Hawaii (SOH) Fiscal Year 2015.**
Q17.	Will all the training be conducted at a central location or will it be conducted at the specific sites outlined in Attachment 7?
A17.	**Training will be conducted in one or more sites in each of the four circuits of the Judiciary. This will require travel to neighbor islands.**
Q18.	How many external and internal Non-Judiciary users are there?
A18.	**All internal users are Judiciary employees or designated vendors. External users are divided between trusted agents, electronic filers, document subscribers and the general public. At the time of this writing there were 918 trusted agents, 2,890 e-filers, 98 subscribers and many web visitors from the general public.**
Q19.	How do the Non-Judiciary users access the system currently?
A19.	**Trusted agents, e-filers and subscribers pass through firewall(s) via a proxy server to the JIMS Portal. Trusted agents have the ability to access the Contexte application in query only status. They must provide additional authentication by accessing JIMS from the SOH's NGN network.**
Q20.	Will contractor be responsible for any Non-Judiciary users training?
A20.	**Yes, we have trusted agencies in the criminal justice community that use JIMS and require training.**
Q21.	How many Judiciary staff will the contractor be responsible to train?
A21.	**The current training effort under SOW 37 will train upwards of 600 users over a period of four weeks. This level of training will likely be repeated in later efforts.**

Q22.	Will the Judiciary be responsible for the purchasing of Hardware and software based on recommendations of the contractor?
A22.	**The judiciary is responsible for purchasing equipment and software and we welcome recommendations.**
Q23.	Who are some of the Governmental interfaces with?
A23.	Hawaii Attorney General's Office, City and County of Honolulu, Maui County, Hawaii Information Consortium, Hawaii Department of Transportation.
Q24.	Who are some of the private interfaces with?
A24.	**The District Court of the First Circuit has outlying courts on Oahu. One of these courts receives a data feed to display court room assignment information on widescreen flat panel televisions. We transmit appellate court findings to various publishers and information providers in the legal and law book arena. We transmit Bar applications in electronic format to The National Conference of Bar Examiners so they can perform background investigations on Bar applicants. Finally we transmit delinquent traffic case information to the Municipal Service Bureau, a collection agency, to recover unpaid traffic citations.**
Q25.	Is there a rough estimation of the number of scanned documents per year?
A25.	**14.2 million**
Q26.	Will it possible to identify the scope (excluding any prices), objectives, duration and deliverables of the 37 SOWs completed by WireVibe?

A26.	**We assume this question is about SOW 37 since Wirevibe has not had 37 SOWs.**
	Scope: Please see attachment
	Durations: Six Months.
	Deliverables:
	Project Plan, Project Tools Installation, Technical Architecture Document, Technical Designs Software modules and/or Configured Infrastructure components, Traceability Matrix
	Unit Test Plan & Execution, System Administration and Support/Operations Guide, Developers Guide, Testing Plan, Scenario Outlines, Testing Scripts, Testing Execution Artifacts
	Documented Incident Fixes, Outstanding list of incidents (no critical or serious incidents), Deployment Guide,
	Stakeholder Change Management Plan, Training Calendar, Training Sessions, Training Manual
	Updated System Administration and Support/Operations Guide, Production Support Turnover Documents, Close-out Report
	Many of the deliverables can have multiple deliveries, for example there are multiple Testing Plans and Test Scripts.
Q27.	Are all User Interfaces built using Oracle Forms? If so, are all business rules embedded within Oracle Forms (PL-SQL / Java)? Do you have a separate layer otherwise?
A27.	*No, not all user interfaces are Oracle forms; we have Java-based web forms also. Business rules can be found in various layers, some Oracle forms do have embedded business rules. Rules are also applied with database triggers and PL/SQL database packages. Although the user interface may be using different technologies, the backend database is the same.*
Q28.	What Application Servers and versions are being used?
A28.	*9i*
Q29.	Are we expected to build a new Work Queue (Workflow) system or is it just an extension to existing system?
A29.	*A work queue faculty was built for the appellate courts and was carried over to the*

	criminal courts currently under development. Logic and database schema is in place to extend work queues to the other courts under this effort.
Q30.	Is there a framework or tool in place to customize User Interfaces based on the Work Queue tasks (work list)? In other words, is there a mechanism to map business functions to User Interfaces and Work Queue tasks?
A30.	*No.*
Q31.	RFP Sec 5.2.12: Please indicate the volume of supplemental system and versions, its SW or tool, so that the same can be used in conversion plan?
A31.	*As of 5/10/2012, there are 543,055 cases in DC-Crim. We expect a growth of about 100 cases a day.*
Q32.	Are the Accounting Systems implemented on Oracle Financials?
A32.	*The front-end accounting process based in Oracle forms, hands off transactional data to a custom service broker process that migrates the financial data to a stand-alone Oracle GL solution. The custom service broker is a combination of database triggers and PL/SQL.*
Q33.	Is Oracle Interconnect being used for developing "interfaces"?
A33.	*Interconnect, actually iStudio, can be used to set up database adapters to transform table data into files and then FTP them.*
Q34.	Is there some kind of Business Rules Engine in place?
A34.	*No.*
Q35.	Are you willing to build "agile" SOA-based (Service Oriented Architecture) solutions beyond extending CONTEXTE?
A35.	*Yes.*
Q36.	Is Business Process Re-engineering expected as part of the conversion?
A36.	*The Judiciary does not foresee any large scale re-engineering under this effort, however inherently, with the change of silo systems to a unified system, a certain amount of business process re-engineering is expected. Also we expect adjustments to business processes to take advantage of technology or adapt to infrastructure upgrades will probably be necessary. In these instances the Judiciary would expect support and assistance.*
Q37.	What is the current FTE distribution percentage between on-site and off-site?
A37.	*83% off-site and 17% on-site.*
Q38.	Can the vendor suggest a distribution of any of the following: on-site (Hawaii; off-site (US); and/or off-shore (India) distribution?
A38.	*Yes.*

Q39.	Is there any restriction to managing / developing applications on-site? If so, which applications need to be maintained 100% at customer site?
A39.	*There is no such restriction. No applications require 100% on-site maintenance.*
Q40.	What is the JIMS transition timeline you desire?
A40.	*The Judiciary expects full staffing as proposed within fourteen (14) working days of the award date.*
Q41.	Please provide a list of current technology applications in use.
A41.	*Please refer to the RFP.*
Q42.	Please mention the mission critical applications, how old they are, and how many FTEs currently support these applications.
A42.	*Currently, the production support staff is composed of one supervisor and five state employees. In addition, the vendor would be expected to provide technical support on ad-hoc basis or when code changes are required to be coordinated by the Judiciary Production Support Supervisor. All the systems listed in Attachment 8 of the RFP are mission critical.*
Q43.	Please provide the supporting staff FTE engaged in the current application support.
A43.	*Judiciary: 6.5 per year; Vendor: 2.25. Please note that these numbers only reflect production support and not project work.*
Q44.	Are the application documents up-to-date (Functional Doc / Technical Arch doc / Design doc)? If not, when were they last updated?
A44.	*They are up-to-date but exist in different formats due to the change of vendors (ACS to Wirevibe).*
Q45.	Is there any plan to retain current SME's for critical applications?
A45.	*All SME's are Judiciary personnel and will be retained. If you are referring to the current vendor, they will be retained to service their warranty period of their current SOW.*
Q46.	Please provide the current infrastructure set-up details, such as # of servers; # of PCs; and other important HWs that are critical for JIMS.
A46.	*Infrastructure is not in the scope this effort.*

SOW 37 DC-CRIM: Appendix B - Requirements Delivered by SOW 35 In Scope

Release	Requirement Area	Comments
Release I, Phase 1	JIMS/JEFS Case Initiation	Fines and fees data will be entered in Notes
	Work Queues	
Release I, Phase 2	JIMS/JEFS Case Update	
	Calendaring	
Release I, Phase 3	Interfaces	HCJDC, CDL, HIC, MSB, eTrafficIVR, Statistics Branch, Intellicorp
	Conversion - part 1	Active cases, cases with existing bail/bond, cases with pending court date, cases with a balance due, general ledger
	CDL	
	HCJDC	
	HCJDC Corrections	
	Post Adjudication	
Release I, Phase 4	ODP Letters	25 letters identified, excluding fiscal ODP letters
	Charge Codes	
	Reports	61 reports identifed, excluding fiscal reports
	Document Purchase and Subscription	

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SOW 37 DC-CRIM: Appendix B - Requirements Delivered by SOW 35 In Scope

Technical Breakdown of Screens and Functions to be Delivered

Functional Area	Name	Type	Count
Calendaring			
Calendaring	Event Search by Case	Screen	
Calendaring	Event Search by Person	Screen	
Calendaring	Event Search by Court Room	Screen	
Calendaring	Event Search by Arrest Number	Screen	
Calendaring	Modify Existing Event Step 1	Screen	
Calendaring	Modify Existing Event Selection (Step 2)	Screen	
Calendaring	Edit Existing Event	Screen	
Calendaring	Edit Existing Event Save Confirmation	Screen	
Calendaring	Delete Existing Event Reason Code Popup	Screen	
Calendaring	Generate Calendar	Screen	
Calendaring	Generated Calendar Search Results	Screen	
Calendaring	Generated Calendar	Screen	
Calendaring	Docketed Event	Screen	
Party Maintenance			
Party Maintenance	View Party - Search 1	Function	
Party Maintenance	View Party - Search 2	Function	
Party Maintenance	View Party	Function	
Party Maintenance	Party Maintenance Links	Screen	
Party Maintenance	Search for Person	Screen	
Party Maintenance	View Person	Screen	

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Party Maintenance	Edit Person	Screen	
Party Maintenance	Merge Person IDs	Screen	
Party Maintenance	Search for Person	Screen	
Party Maintenance	Merge Person IDs Confirmation	Screen	
Party Maintenance	Add Person	Function	
In Court Process			
In Court Process	Portal Landing Page - Start Session	Screen	
In Court Process	Search	Screen	
In Court Process	Search Resutls	Screen	
In Court Process	Dispo Slip	Screen	
In Court Process	Dispo Slip Review	Screen	
In Court Process	Generate Document	Screen	
In Court Process	Print/Distribute Document	Screen	
Post Adjudication			
Post Adjudication	Search by Case ID	Screen	
Post Adjudication	Search by Person	Screen	
Post Adjudication	Search by Court/Location	Screen	
Post Adjudication	Search by Arrest Number	Screen	
Post Adjudication	View Search Results	Screen	
Post Adjudication	View Case Details	Screen	
Post Adjudication	Update Case	Screen	
Post Adjudication	View Party Data	Screen	
Post Adjudication	Add Party	Screen	
Post Adjudication	View Single Party	Screen	
Post Adjudication	Update Party	Screen	

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Post Adjudication	Violation Data (WC)	Screen	
Post Adjudication	Violation Data (Citation)	Screen	
Post Adjudication	Remove Violation Confirmation	Screen	
Post Adjudication	Bail Data	Screen	
Post Adjudication	Issue Bench Warrant	Screen	
Post Adjudication	Sentencing: Fee/Fine	Screen	
Post Adjudication	Sentencing: Jail	Screen	
Post Adjudication	Sentencing: License Suspension	Screen	
Post Adjudication	Sentencing: Community Service	Screen	
Post Adjudication	Add Sentence: Fee/Fine	Screen	
Post Adjudication	Add Sentence: Restitution	Screen	
Post Adjudication	Add sentence: License Suspension	Screen	
Post Adjudication	Add Sentence: Jail	Screen	
Post Adjudication	Add Sentence: Community Service	Screen	
Post Adjudication	Add Sentence: Probation	Screen	
Post Adjudication	Payments: History 1	Screen	
Post Adjudication	Payments: History 2	Screen	
Post Adjudication	Payments: History 3	Screen	
Post Adjudication	Payments: Process Payment	Screen	
Post Adjudication	Judgement Detail	Screen	
Post Adjudication	View Documents	Screen	
Post Adjudication	Update Document	Screen	
Post Adjudication	View Dockets	Screen	
Post Adjudication	Update Docket	Screen	
Post Adjudication	Events: View Events	Screen	

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Post Adjudication	Events: Select Event	Screen	
Post Adjudication	Events: Update Existing Event	Screen	
Post Adjudication	Events: Update Existing Event Save Confirmation	Screen	
Post Adjudication	Events: Add Event Data	Screen	
Post Adjudication	Events: Delete Existing Event Reason Code Popup	Screen	
Post Adjudication	Notes	Screen	
Post Adjudication	Notifications	Screen	
Post Adjudication	Exhibts (needed)	Screen	
Security	User Management Screen	Screen	
Security	Job Function Management Screen	Screen	
Security	Add New Job Function Screen	Screen	
Interfaces			
Interface	HCJDC	Function	
Interface	HCJDC	Function	
Interface	HIP	Function	
Interface	City and County	Function	
Interface	EBW	Function	
Interface	eTraffic/IVR	Function	
Interface	Statistics Branch Interface	Function	
Interface	IntelliCorp Interface	Function	
On Demand Printing			
ODP - Document Generation	Ability to select the type of ODP document by Case that needs to be created	Function	
ODP - Document Generation	Ability to select additional relevant data fields based on the type of ODP letter that was selected. Ex: Bail Amount	Function	

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ODP - Document Generation	Ability to generate a Preview of the document	Function	
ODP - Document Generation	Ability to cancel document	Function	
ODP - Document Generation	Ability to submit document	Function	
ODP - Document Generation	Ability to print document	Function	
ODP - Document Generation	Ability to enter free-form text	Function	
ODP Docketing	Ability to docket the case upon submission of an ODP document	Function	
ODP Docketing	Ability to view the image of the ODP document	Function	
ODP - Document Distribution	Ability to electronically notify JEFS users	Function	
ODP - Document Distribution	Ability to send information to appropriate work queues	Function	
ODP - Document Distribution	Ability to auto-print copies for non-JEFS users	Function	
ODP - Document Distribution	Ability to show distribution list on the bottom of the ODP document	Function	
ODP Pre-Court Documents	Dispo Slip	ODP	1
ODP Pre-Court Documents	Notice of Hearing	ODP	2
ODP Pre-Court Documents	Stay Away Order	ODP	3
ODP Pre-Court Documents	Commitment	ODP	4
ODP Pre-Court Documents	Temp. Mittimus	ODP	5

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ODP Pre-Court Documents	Pre-Trial Order	ODP	6
ODP In Court Documents	Notice of Entry of Judgment and/or Order and Plea/Judgment	ODP	7
ODP In Court Documents	Notice of Entry of Judgment and/or Order	ODP	8
ODP In Court Documents	Waiver of Jury Trial (defendant and attorney need to sign)	ODP	9
ODP In Court Documents	Bench Warrant(s)	ODP	10
ODP In Court Documents	Penal Summons	ODP	11
ODP In Court Documents	Mittimus	ODP	12
ODP Post Court Documents	Terms & Conditions (probation)	ODP	13
ODP Post Court Documents	Special Terms & Conditions	ODP	14
ODP Post Court Documents	Geo Restriction Order (currently requires defendants signature)	ODP	15
ODP Post Court Documents	Probation (currently requires defendants signature)	ODP	16
ODP Post Court Documents	Jail Diversion (currently requires defendants signature)	ODP	17
ODP Post Court Documents	Deferral (currently requires defendants signature)	ODP	18
ODP Post Court Documents	Change of Plea (currently requires defendants signature)	ODP	19
ODP Post Court Documents	Acknowledgment of Receipt of Terms/Conditions of Probation (currently requires defendant and attorney signature)	ODP	20

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ODP Post Court Documents	Order Recalling BW	ODP	21
ODP Post Court Documents	Order for Return of Property	ODP	22
ODP Post Court Documents	Order for Attorney Sanctions	ODP	23
ODP Post Court Documents	Order Setting Aside Bail & Establishing Terms & Conditions of Release	ODP	24
ODP Post Court Documents	Order Granting Permission for Admission to Drug Court & Setting Aside Bail	ODP	25
Amended ODP Documents	Ability to have amended versions of all ODP documents	Function	
Amended ODP Documents	Ability to populate the amended version of the ODP document with the data from the Original ODP document	Function	
Reports			
Bench Warrant Reports	Bench Warrant Control List	Report	1
Bench Warrant Reports	Bench Warrant Exception Reports	Report	2
Bench Warrant Reports	Bench Warrant Transmittal Report (data elements may vary by circuit)	Report	3
Pre-Court Reports	Edit List (cases, parties, event, time, courtroom)	Report	4
Pre-Court Reports	Cases scheduled for Trial (location, session, cases per session etc)	Report	5
Pre-Court Reports	Cases scheduled for Court (location, date, time, event)	Report	6
Pre-Court Reports	Transport (request bodies from OCCC etc..)	Report	7
Pre-Court Reports	Three Calls (list of parties scheduled to appear at a certain date/time for a specific court room)	Report	8
Pre-Court Reports	Custody (list of defendants in custody for particular day)	Report	9

Pre-Court Reports	List of Documents by case	Report	10
Pre-Court Reports	Court Room List (cases and defendants)	Report	11
Pre-Court Reports	Compliance Report Filed (shows reports filed, court/location, date)	Report	12
Calendars - Reports	Arraignment and Plea	Report	13
Calendars - Reports	Arraignment, Plea and Trial	Report	14
Calendars - Reports	Custody	Report	15
Calendars - Reports	Jail Diversion	Report	16
Calendars - Reports	Geo Restriction	Report	17
Calendars - Reports	Hearing on Motions	Report	18
Calendars - Reports	Mental Health	Report	19
Calendars - Reports	Preliminary Hearing	Report	20
Calendars - Reports	Proof of Compliance	Report	21
Calendars - Reports	Sentencing	Report	22
Calendars - Reports	Status/Pre-Trail	Report	23
Calendars - Reports	Weed/Seed	Report	24
Calendars - Reports	Calendar Summary	Report	25
Calendars - Reports	Calendar Summary Detailed	Report	26
Calendars - Reports	Ability to combine multiple calendar (event type) into a single calendar Ex: 1 calendar that has POC and Sentencing	Report	27
Calendars - Reports	Ability to prioritize cases on a calendar and have the report reflect it as such.	Report	28
Calendars - Reports	Ability to generate new calendars if additional event types are added	Report	29
Post Court Reports	Community Service Referral work	Report	30
Post Court Reports	County Clerk Report (defendants convicted of a felony)	Report	31

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Post Court Reports	Probation Refer Report	Report	32
Post Court Reports	Public Defendant Refer Report	Report	33
Post Court Reports	Court Interp. Assignment	Report	34
Post Court Reports	DL Refer Report	Report	35
Post Court Reports	Court Appt Attorney Assignments	Report	36
Post Court Reports	Penal Summons Control List	Report	37
Management Reports	Ad-Hoc Reports--Vary based on data elements requested	Report	38
Management Reports	Annual Report--Court, Case Type, Case Status, Year, Date Range	Report	39
Management Reports	Case by Status--Court, Case Id, Case Type, Case Status, Date Range, Judge	Report	40
Management Reports	Case Master List--Court, Location, Case ID, Case Title, Case Type, Case Status	Report	41
Management Reports	Case Outcome--Court, Case Id, Case Description, Case Type, Disposition Type, Date of Dispo, Date Range	Report	42
Management Reports	Daily Transactions--Court, Location, Case Id, Case Description, Case Type, Entry Clerk, Judge, Court Room	Report	43
Management Reports	Master Court List (lists all court cases for a day broken down by court room)	Report	44
Management Reports	Report by Citation Issued (broken down by agency)	Report	45
Management Reports	Cases Taken Under Advisement (Judge, Case, Court, Date Range)	Report	46
Management Reports	Cases on Appeal	Report	47
Management Reports	Cases with Request for Transcripts	Report	48
Management Reports	Cases Committed to Circuit	Report	49
Management Reports	Cases Remanded from Circuit	Report	50
Management Reports	Medical Exam Order/DR Rept Received (mental health cases)	Report	51

Management Reports	Aging Report (Circuit, Court, Location, Cases)	Report	52
Management Reports	Cases with Domestic Violence (Pre-court and Post-Court Reports)	Report	53
Management Reports	Civil Cases	Report	54
Management Reports	Drivers Education Referral Report	Report	55
Management Reports	Bankruptcy Notice	Report	56
Management Reports	Active Bench Warrants	Report	57
Management Reports	Death Certificates	Report	58
External Agency Report	Humane Society Dog Leash Citations Issued	Report	59
Interpreter Reports	Daily report) Interpreter assignments by court/building location. Report to include interpreter's name, language, scheduled start/end time and courtroom/location of the assignment. Note: This allows court staff to use interpreters already retained and on premises to service other cases in that language, as needed.	Report	60
Interpreter Reports	Interpreter use statistics by interpreter name, language, date(s) of service, court, number of cases, cost.	Report	61
Charge Code Maintenance			
Charge Code Maintenance	Ability to "edit" charge description without ending a charge.	Function	
Charge Code Maintenance	Ability to add fines/fees to an existing/current/active charge without ending a charge	Function	
Charge Code Maintenance	Ability to enter a new charge with an 'effective date' in the past	Function	
Charge Code Maintenance	Ability to end a charge with an 'end date' in the past	Function	

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Charge Code Maintenance	Ability to add charge categories without ending a charge	Function	
Charge Code Maintenance	Ability to select/deselect "eTraffic" or other checkmark boxes without ending a charge	Function	
Conversions			
Data Archiving	Cases that have not met the data retention guidelines will be converted.	Function	
Person	Ability to convert person details for Defendant, Attorney , LEO, Judge, Interpreter (what language they interpret for), Clerk, Bailiff, Witness, Co-Defendant, Probation, Complaint	Function	
Case	Ability to convert case and maintain existing DC CRIM Case ID	Function	
Docket	Ability to convert related case dockets and docket notes.	Function	
Fees/Fines	Ability to convert the DC CRIM case details such as: Disposition, Plea, Sentence, Bail/Bond, Restitution, Payment Due Date (defendant has 30 days to pay when fined in court), Written Response (set by Judge), Community Service Begin/End (set by Judge), Witness List (set by Judge), Exhibit List (set by Judge), Pre-Trial Motions Deadline (set by Judge), Trial Week (set by Judge), Probation length (set by Judge), Deferral Period (set by Judge), Collection Dates (ex: target when something would be sent), Event Section--Next Hearing Date Collections--when eligible and when sent	Function	
Document Purchase and Subscription	Document purchasing is currently filtered by case type, which is how traffic is not available today. If we take no action, Written Complaints and Criminal Citations cases would be shown.	Function	