

Electronic Filing System**FY2013 Request: \$1,785,000****Reference No: 52410****AP/AL:** Appropriation**Project Type:** Equipment / Commodities**Category:** Law and Justice**Location:** Statewide**House District:** Statewide (HD 1-40)**Impact House District:** Statewide (HD 1-40)**Contact:** Rhonda McLeod**Estimated Project Dates:** 07/01/2012 - 06/30/2017**Contact Phone:** (907)264-8215**Brief Summary and Statement of Need:**

Implementation of an electronic filing and document management system.

Funding:	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>Total</u>
Gen Fund	\$1,785,000						\$1,785,000
Total:	\$1,785,000	\$0	\$0	\$0	\$0	\$0	\$1,785,000

<input type="checkbox"/> State Match Required	<input type="checkbox"/> One-Time Project	<input type="checkbox"/> Phased - new	<input checked="" type="checkbox"/> Phased - underway	<input type="checkbox"/> On-Going
0% = Minimum State Match % Required		<input type="checkbox"/> Amendment	<input type="checkbox"/> Mental Health Bill	

Operating & Maintenance Costs:

	<u>Amount</u>	<u>Staff</u>
Project Development:	0	0
Ongoing Operating:	0	0
One-Time Startup:	0	
Totals:	0	0

Additional Information / Prior Funding History:

Sec.1, Ch. 5, SLA 2011, Pg. 119, Ln. 7 \$1,400,000

Project Description/Justification:

The Alaska Court System seeks funding to implement an electronic filing system for the trial courts. This system would include an electronic document management system and would be fully integrated with the trial court case management system.

Today, most litigants prepare word processing documents, print them out, and physically deliver them to the courthouse with the appropriate filing fees and instructions. Court clerks review the documents, accept payments, type information about the case into the court's case management system, and place the documents into a case jacket. Case files are routed to the appropriate judge or staff for processing until the case is closed. Eventually, closed case files are routed to a central location for scanning, so that images of the documents are preserved in an electronically accessible format. With electronic filing, documents are prepared in much the same way, but are sent and stored electronically, allowing the case to be managed electronically from initiation through final disposition and archiving.

Benefits of an E-filing System:

- More convenient and less expensive for litigants to file cases and documents with the court
- Better customer service: more complete, accurate case information is easily and immediately retrievable, at less cost to the court and to the customer
- Staff efficiencies: less time copying, searching, moving, and tracking paper files
- Cost savings in terms of file cabinets, folders, paper, postage

- Electronic files may be accessed by multiple people simultaneously
- More secure: electronic case files can be duplicated and stored in multiple locations for more flexible disaster recovery planning

An important component of electronic filing is the document management system. This is the place where electronic filings are stored. It doesn't make sense for the court to accept documents electronically if it is not prepared to use them in their electronic form. Otherwise, the time and expense of printing documents is simply transferred to the judiciary. An integrated case management system is also needed in order to track cases, documents, filing fees, judicial assignments and other events, as well as producing statistical, financial and management reports. The case management system also provides an index/retrieval mechanism for records in the document management system. In an electronic filing environment, the case and document management systems are integrated so that information is shared automatically, without the extra time, expense, and risk of errors caused by rekeying data from paper into multiple systems.

The court system seeks funding for a multi-year project to implement the following components:

Track 1. Electronic Document Management System (DMS)

To implement an e-document management system, the court will: (1) receive and send electronically-generated (word processing, PDF) documents; (2) scan paper documents/filings as they come in ("front end" scanning); and (3) index electronic documents for search/retrieval from any court location. The front-end scanning will be implemented first as a pilot project in Anchorage, and then statewide. Anchorage was selected for the pilot because of the current challenges facing the clerk's office, which must move paper case files back and forth between two separate courthouses. The court will also catch up on "back end" scanning to eliminate the 2+ year backlog for converting closed paper files to electronic format.

Track 2. Integrated Case Management System (CMS)

The court needs to replace or significantly enhance the current case management system in order to integrate it with e-filing and document management systems. Despite improvements in automation attained by statewide rollout of the current system, case processing still entails copying, mailing, and moving paper files in addition to keying data into the automated system. Although the current case management system has made more case information electronically accessible on line, it is difficult to use, expensive to modify, and difficult to integrate with modern technologies that allow electronic creation and management of e-documents. The court will analyze case management needs and options, decide whether to buy or build new system components, develop an implementation plan, and deploy the new system statewide.

Track 3. E-filing

E-filing will be implemented in phases. Initially, "basic" e-filing will be achieved by allowing litigants to submit documents electronically, manually transferring those documents to the electronic document management system, manually entering key data from the documents into the current case management system (indexing), and creating a means for internal users to retrieve the documents from the document management system for use by court personnel

Electronic Filing System**FY2013 Request: \$1,785,000****Reference No: 52410**

or court customers. The court will also begin to deploy "smart forms" that will capture the index data and other basic case information at the time electronic documents are filed, thus reducing the amount of manual processing needed to enter the information into the CMS. Finally, the smart forms, DMS, and new CMS will be fully integrated, allowing fully automated case processing from e-filed data and documents.

Capital Project Spending Plan:

In FY2013, the court will begin "front end" scanning at the pilot site and will begin to store and retrieve electronic documents from the document management system. The court will purchase and deploy scanners, printers, and software to support scanning in the pilot site. The court will continue to develop and deploy "smart forms" (using software the court purchased in FY2011) that will reduce manual data entry into the CMS and facilitate data exchanges with other agencies. The court has a contract in place for system architect, developer, and staff developer training services to accomplish this, but will need funding to amend the contract for this additional work in FY2013. The court also expects to begin defining requirements for the new/enhanced CMS. One key decision is whether to buy or build the components for a new CMS, or enhance the existing system.

The project is expected to affect long term operating costs for increased network bandwidth, hardware replacement, software maintenance, and staff training.