



ARIZONA ASSOCIATION OF SUPERIOR COURT CLERKS

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July 23, 2004

Honorable Ruth McGregor, Vice, Chief Justice  
Supreme Court of Arizona  
1501 West Washington  
Phoenix, Arizona 85007-3231

RE: iCIS Court Case Management Software

Dear Vice Chief Justice McGregor;

The Arizona Association of Superior Court Clerks met June 24<sup>th</sup> and 25<sup>th</sup> and, from that meeting, authorized me to convey to you the unanimous support of all 15 Superior Court Clerks in bringing the next generation of modern automation to the Superior Court in Arizona.

All Superior Court Clerks commit to the direction of implementing the iCIS court case management software as the statewide standard. At this stage of technology, borrowing automation and modifying it rather than building it allows us to be good stewards of the public funds we manage. We also support the development of the iCIS software in a dot-net environment in its deployment in Pima County. We applaud the decision to separate superior court automation development from the lower courts.

The iCIS software was written for the largest populated county in the State (Maricopa has approximately 60% of the state's population and also Superior Court activity). Modifications of iCIS will be needed before its implementation in the smaller counties; said modifications to be identified during the Pima County iCIS roll-out in 2005. The Clerks unanimously support the establishment of a working committee of 5 - 7 clerks or their designees to review and identify needed iCIS software modifications for smaller counties and are prepared to give you the names of these participants.

In addition to our support of the iCIS case management system, we also see a need to begin a serious automation planning process in the first quarter of fiscal year 2005, to include operational, financial and conversion plan implementation schedules with issues to be addressed as follows:

### Operational Plan

The written operational plan should consider the various opportunities to operate iCIS. Is the operation to be conducted centrally from a Phoenix facility or decentralized into counties? What expectation does the AOC have for the various counties' automation staff? How will back-ups occur? How will the various Department of Transportation and Department of Public Safety important data fields be populated? Any and all other operational concerns should be reviewed, discussed and decided upon with full participation from all.

### Financial Plan

The written financial plan would include any new equipment needed, related costs, and a schedule for acquiring the new equipment. The on-going operational costs of the new software would also be priced for inclusion in the financial plan. An important element of the financial plan is how the court community will pay for the one-time and on-going cost related to the new software. Is there an anticipated funding model for the new iCIS that we should be sharing at the local level? This financial analysis and plan will be helpful for us if local funding needs to be pursued.

### Conversion Plan

Each county would need its own conversion plan as the clerks operate with several versions of AZTEC and use the software differently. Clerk of superior court staff would need to be closely involved so that proper mapping of AZTEC codes to the new iCIS codes occur in the most appropriate manner.

The scheduling and planning of all these events is necessary for us to have a successful switch-over to the new iCIS. It is not too early to begin the planning efforts. We optimistically look to a completion date for the switch-over in December 2006. While that date is 29 months from today, it seems a realistic date as the Pima implementation of iCIS in the criminal court is scheduled for 12 months from now.

The Clerk's Association anxiously awaits your written comments and thoughts concerning our ideas for a planning process.

Sincerely,



Virlynn Tinnell, President  
Arizona Association of Superior Court Clerks

cc:  
Commission on Technology Members