

Template for Countywide Courts Information Technology Strategic Plans FY2007-2009

**<<COUNTY NAME>>
COUNTY**

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<COUNTY NAME HERE> COURTS

**INFORMATION TECHNOLOGY STRATEGIC PLAN
FOR FISCAL YEARS 2006-2008**

INTRODUCTION

This is a three year information technology strategic plan for the courts in <county name here> covering the period from January 2006 through June 2009.

The courts in <county name here> are comprised of the following:

Superior Court in <county name here> County
?? Justice Court
?? Justice Court
?? Justice Court
?? Justice Court
?? Justice Court
?? Municipal Court
??

Courts that are not participating in the Arizona Court Automation Project (ACAP) are listed below. Their individual information technology plans can be found in the appendices as noted below. Further, the county-wide integration or migration plans to address centralized information and communication needs can be found in Appendix ___.

COURT	IT PLAN LOCATION
fill in name of court	enter appendix to reference their plan

A. PLANNING METHOD AND PARTICIPANTS

This section outlines the participants, processes and events that contributed to formulating the Information Technology Plan for <name of county> Courts.

A county-wide automation committee made up of representatives from the courts developed this plan. Participants included:

[list names (along with their organization, title and role) of those who developed, reviewed and signed off on this plan. Courts are strongly encouraged to seek input from other justice partners in the planning process.]

B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL

B.1. Judicial Branch Statewide Agenda

The courts support *GOOD TO GREAT: A STRATEGIC AGENDA FOR ARIZONA'S COURTS 2005-2010* and its vision to increase the public's trust in the court system, to inspire confidence that individual rights are being protected, and to ensure that all citizens are being treated fairly. This strategic agenda was adopted in June 2005 at the direction of the judiciary's new chief justice. It remains consistent with the previous *JUSTICE FOR A BETTER ARIZONA* vision; though several new or revised initiatives have been identified for each of the existing strategic agendas.

If you have local agendas to add, place them below. Otherwise, remove sections B.2 and B.3. Examples have been provided. These are not automation projects but strategic initiatives/directions that technology may or will be used to support.

B.2. Local Court and Agency Strategic Agendas, Initiatives, and Business Pressures

The county's courts and their associated local funding agencies have identified additional strategic business goals, initiatives, and pressures as follow:

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA
?? county name/city name/court name	??e.g. Increase the quality of service to constituents.
?? county name/city name/court name	??e.g. Reduce spending by 10% from 2003 fiscal year levels.

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COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA
?? county name/city name/court name	?? Increase Collections

B.3. Local Court and Agency Technology Initiatives Responding to Agendas, Initiatives, and Business Pressures

//SECTION TO BE COMPLETED BY TECHNICAL CONTACT//

If you have local agendas, initiatives, and business pressures in Section B.2 place the technology initiatives that support them below. Examples have been provided. These are strategic initiatives/directions that technology has in response to business items listed in Section B.2.

COURT/LOCAL AGENCY NAME	TECHNOLOGY INITIATIVE
?? county name/city name/court name	??e.g., Increase the level of service to constituents by making all jury-related materials available online.
?? county name/city name/court name	??e.g., Reduce IT spending by 10% from 2005 fiscal year levels.
?? county name/city name/court name	?? Increase automation of court processes to feed collections service provider

C. CURRENT TECHNOLOGY ENVIRONMENT

This section describes both the statewide and local hardware and software environment. Hardware includes mainframes, servers, desktops, and other peripherals. Software includes statewide applications, local software and desktop productivity tools.

Hardware

The Arizona Judicial Department has a diverse mix of hardware used by the various projects and programs that have evolved and applications that have been acquired and/or developed over the last several years. The mix of hardware that the county courts accesses includes the newest architectures designed to support the complexity of these applications and the large geographical area served by the Judicial Branch.

The server environment, hosted at the Administrative Office of the Courts Data Center, includes IBM AS/400s for JOLTS and general administrative operations of the Administrative Office of the Courts. The ACAP courts and the appellate courts are operating on IBM AIX systems. . Windows servers provide for Internet, Intranet, e-mail, Statewide Crystal Enterprise ad-hoc reporting, and Statewide remote on-line training as well as file and print sharing.

The desktop environment includes a variety of PCs. AOC/ITD, under COT's direction, has undertaken a four year equipment leasing cycle which is designed to refresh desktop hardware regularly to ensure that it incorporates the technology needed to support the evolution of statewide applications and projects. Existing hardware is now nearing the end of its four-year lifecycle; plans are being made to begin a refresh cycle in the late FY06/early FY07 timeframe.

The hardware listed in Appendix A reflects equipment used to support the court management system software, the juvenile tracking software, other state-provided applications as well as additional local record keeping functions. Additional hardware beyond these desktop items is also listed.

Software

Appendix A also identifies all the software used in the county's courts. It includes both the state-provided applications such as AZTEC, Appellamation, APETS (and Palm), TIP, PIMS, and JOLTS; local applications such as imaging or MEEDS; and any word processing, spreadsheet, report writing and other database or tracking applications.

D. INFORMATION TECHNOLOGY STRATEGIC PROJECTS

This section identifies each statewide and local strategic project in which the county's courts participate and will actively be pursuing in over the next three years. For those projects primarily supported at the state level, it will identify project status and describe the local courts' planned participation and note any related, independent future plans. For independent but complimentary local projects, additional details on resources and future plans are included.

This section also includes information for independent technology projects which are not primarily supported by state resources. Information on these projects includes showing alignment to both statewide and local technology strategic initiatives and enterprise architecture standards.

The statewide strategic technology projects, and their priority as assigned by the Commission on Technology, are as follows:

Priorities for On-Going Initiative	Priority in Impact-Timing Order*
1. Systemic Thinking Approach to Development and New Projects	H-S Code Standardization
2. Core Software Support/Maintenance (balanced by end-of-life ROI consideration)	H-S Penalty Enforcement Program
- AZTEC	H-M Integration
- JOLTS/JOLTaz	H-L New Case/Financial Management Systems for Trial Courts
- APETS	H-L JOLTSaz
- Appellation	M-S Electronic Document Management
3. Automation Training and Support	M-S Adult Probation System (APETS) Rollout
4. Infrastructure Maintenance	M-S Internet Public Interactive Service
	M-S Audio and Video Court Records
	M-S Electronic Signatures
	M-M Electronic Filing
	M-M Technical Training
	M-M Interactive Jury
	M-L Enterprise Architecture
	M-L Process Standardization

*Based on relative importance/impact being High, Medium, or Low and predicted time to implementation being Short, Medium, or Long term.

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D.1 COURT PROJECTS MASTER LISTING

This section collects all information technology project-related information for all the county's courts during fiscal year 2006 (really January 2005 through January 2006). Projects listed include both those in support of statewide efforts as well as independent strategic technology projects that support the court's strategic initiatives independent from the statewide projects.

Information is returned in a separate Excel spreadsheet with drop down fillins and free-form text.

D.2. Local Information Technology Strategic Resources

This section provides high-level information about the technology spending and resources by court.

LOCAL TECHNOLOGY RESOURCES				
			Number of:	
Court	State Device Cost	Other Technical Cost	Court FTE Technical Staff	City or County FTE Technical Support Staff

APPENDICES

A. CURRENT ENVIRONMENT

1. Hardware Environment by Court

This section lists the hardware deployed in the courts, including mainframes, servers, desktops, and other peripherals.

LIST YOUR DESKTOPS/LAPTOPS BY OPERATING SYSTEM.

Court	Number of PCs	PC Operating System	Number of Laptops	Laptop Operating System	Number of Network Printers

Hardware for special functions

Court	Number of:			
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals

Remove this table if you don't have any servers. List number of servers by operating system, not individual items.

Local Server Information		
Server Type	Total Number	Operating System

2. Network Environment

Either:

→ Fill in the table below; provide the information in your preferred format,

Or

→ Remove the table below and note that your network is the Arizona Judicial Information Network (AJIN), maintained by the AOC.

LOCAL AREA NETWORK				
Network Software	Number of Devices (PCs & Printers) on Network	Number of support personnel	Firewall brand/model	Other security provisions

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3. Software Environment

This section identifies all the software used in the county's courts. It includes both the state-provided applications (such as Appellamation, AZTEC, TIP, PIMS, JOLTS, APETS) and also any word processing, spreadsheet, report writing and other database or other tracking applications.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or Server Name)	Courts Using	Description of Application
AZTEC application software for the Arizona Court Automation Project (ACAP)	AOC	Local PC	Superior Court and all Justice and Municipal Courts except...???	State standard case management system.
AZTEC module: Probate case management	AOC			A module of AZTEC to process Superior Court probate cases.
AZTEC module: Exhibit tracking	AOC	Local PC		A module of AZTEC that keeps track of exhibits.
AZTEC module: Calendaring	AOC	Local PC		A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.
AZTEC module: Financials	AOC	Local PC		A module of AZTEC that performs the cash management functions.
AZTEC module: File Tracking	AOC	Local PC		A module of AZTEC that uses bar coding to track file locations.

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Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or Server Name)	Courts Using	Description of Application
AZTEC forms generation used	AOC	Local PC		A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word Perfect.
APETS (Adult Probation Enterprise Tracking System)	AOC	Local PC/AOC Server		The new state standard system for tracking adult probationers.
APETS Palm	AOC	Local Handheld Device/AOC Server (for synch)		The new state standard for tracking adult probationers using a mobile device.
DCATS - CASA	AOC	Local PC/AOC Server		The statewide system for tracking court appointed special advocates.
JOLTS (Juvenile On-Line Tracking System)	AOC	AS/400 JOLTS AOC Server Environment for JOLTSAZ		The state standard system for tracking juveniles in the court system, including juvenile probation, dependency and detention.
JOLTS Storage Area Network (SAN)	AOC	AOC Server		Centralize storage for documents, etc
PIMS (Probation Information Management System)	AOC	Local PC/Local Server		A state standard legacy system for tracking adult probation for DTEF reporting.

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Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or Server Name)	Courts Using	Description of Application
Statistical Reports (CASPER)	AOC	Local PC/AOC Server		A statewide statistical reporting application.
Tax Intercept Program (TIP)	AOC	Local PC/AOC Server		A state standard system for reporting and collecting delinquent debt via Department of Revenue and AZ Lottery.
Word Perfect 8.0	Corel/AOC staff			A word processing system.
Microsoft Word	Microsoft/local & AOC staff	Local PC		A word processing system.
Windows 2000	Microsoft/AOC staff	Local PC		The operating system of the state standard desktop PCs.
Outlook 2000	Microsoft	Local PC		The email and calendaring software used by AJIN.
Seagate Info/Crystal Reports/Crystal Enterprise	Crystal/AOC staff	AOC server		A report-writing tool for user ad hoc reports from various applications.
Centra	Centra	Local PC Client and AOC Server		Software for interactive, instructor-led n-line training
Adobe Acrobat Reader	Adobe	Local PC		A free product from Adobe Acrobat for reading documents in pdf format.

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Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or Server Name)	Courts Using	Description of Application
Excel	Microsoft	Local PC		A spreadsheet product from Microsoft.
McAfee Virus Scan	McAfee	Local PC and Various AOC Servers		Virus detection software to protect local PCs.
Fines, Fees and Restitution Enforcement Module for FARE participation	AOC and vendor, ACS	Server		This is a package of programs for automated transfer of case data to a collections vendor for noticing and collections efforts. It also includes web payment and an IVR interface.
Digital Audio: Product Name: _____				
Document Scanning Product Name: _____				
Electronic Document Management System Product Name: _____				
Integration- electronic data sharing with county/city law enforcement				

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Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or Server Name)	Courts Using	Description of Application
Integration-electronic data sharing with city/county prosecutor				
Integration-electronic data reporting of dispositions to DPS	AOC developed and supported.	AOC MQ server		An electronic transaction to DPS with court dispositions.
Integration-electronic data reporting of citations/dispositions to MVD.	AOC developed and supported	Local PC and FTP Server		An electronic transaction to MVD for traffic citations.
Integration-electronic data sharing/reporting of _____ to _____.				
Jury system: Next Generation version _____ or Other jury system: _____	Jury+ Vendor Name?	Local PC and Local Jury Server		
MEEDS (minute entry distribution system)	Maricopa Superior Court developed/ supported and local technology staff			A software package interfaced to Word and AZTEC that provides electronic minute entry forms generation and distribution.

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Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or Server Name)	Courts Using	Description of Application
Court Web site				Provides general information for participating courts well as???[other special features]

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APPENDIX - B**

COURT INFORMATION TECHNOLOGY STRATEGIC PLANS

FOR

<<Name of Non-ACAP Court>>

Add any further Appendices here.