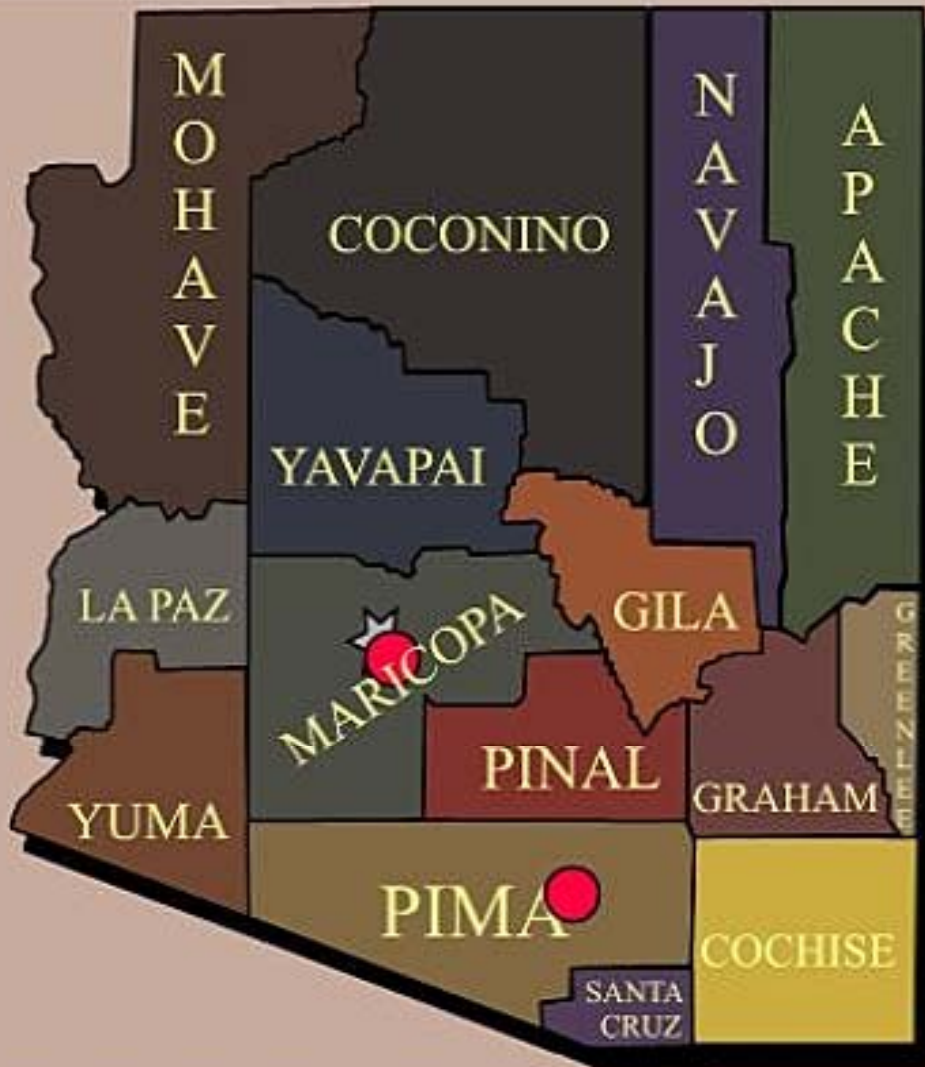


# YAVAPAI COUNTY COURTS Information Technology Strategic Plan Fiscal Year 2010-2012



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# YAVAPAI COUNTY COURTS

## INFORMATION TECHNOLOGY STRATEGIC PLAN FOR FISCAL YEARS 2010-2012

### INTRODUCTION

This is a three year information technology strategic plan for the courts in Yavapai County covering the period from January 2009 through June 2012. It was created as an update to the FY09-FY11 plan submitted in March 2008. With the exception of Prescott Consolidated City/Justice Court, all courts in Yavapai County participate in the Arizona Courts Automation Project (ACAP).

All courts in Yavapai County 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, inspire confidence that individual rights are being protected, and ensure all citizens are being treated fairly. Judges, the Clerk of Court, and court personnel in Yavapai County are active participants in local and statewide technology efforts to advance this Agenda.

The Courts in Yavapai County continue to operate without the benefit of court technology personnel. There is an increasing need for this valuable resource, requests have been and will continue to be made for it, and we look forward to the need being fully appreciated by funding authorities. Despite this and through the dedicated efforts of many, we continue to strive to improve efficiency of operations and the effectiveness of services we provide. Below are highlights of some of our 2008 technology accomplishments and projects that are planned or ongoing, as included in the Court Projects Master Listing.

- We continue to work with criminal justice agencies on integration and data-sharing opportunities. Some of our efforts to integrate and share data are dependent upon the replacement of outdated case management systems in the Courts, Sheriff's Office, County Attorney's Office and Public Defender's Office. Local criminal justice agencies are in varying stages of conversion.
- All State computers were replaced and include Windows Vista operating system and MS Office software. WordPerfect documents were converted to Word.
- Verde Valley Justice Court added a website that includes forms and information.

- Jerome Municipal Court is in the process of utilizing e-citation capability with their police department. Currently, they are manually entering e-citations and are awaiting the final AOC connection in order to receive them electronically.
- Mayer Justice of the Peace volunteered to be the pilot site for the electronic transmission of documents from the Jail to Limited Jurisdiction Courts. The first phase includes transmission of booking and initial appearance documents. Future phases will include document sharing through the Early Disposition Court process in Superior Court.
- Prescott Consolidated City/JP Court is implementing automated disposition reporting to MVD. This step is vital as more processes, such as Photo Enforcement and handheld e-citation filing, come online. A daily file of court dispositions is sent via the AOC for update at MVD. An interface is being developed to automatically docket state-mandated DPS photo enforcement citations. Reporting for notice of service cases is also being implemented. Local JCEF funds are being used to implement a pilot handheld/e-citation system with the Prescott Police Dept. This automated process will greatly improve court efficiency by reducing manual entry and handwriting deciphering by the clerks. Eventually, it is hoped other agencies will utilize this technology. This court is also involved in the City of Prescott project to implement photo enforcement. They are actively involved in the RFP process to ensure Court staff resources and technology needs will be met. The Court is working with the AOC to automatically upload Defensive Driving registrations and completions using MQ. This project will be completed in calendar-year 2009.

As evidenced by these initiatives, the Courts, criminal justice agencies and funding authorities have been working together to apply technological solutions to meet diverse business needs and improve public service.

The courts in Yavapai County are composed of the following:

<b>Arizona Superior Court in Yavapai County</b>
<b>Bagdad Justice Court</b>
<b>Camp Verde Municipal Court</b>
<b>Chino Valley Municipal Court</b>
<b>Clarkdale Municipal Court</b>
<b>Cottonwood Municipal Court</b>

<b>Dewey-Humboldt Magistrate Court</b>
<b>Jerome Municipal Court</b>
<b>Mayer Justice Court</b>
<b>Prescott Consolidated City/Justice Court</b>
<b>Prescott Valley Municipal Court</b>
<b>Sedona Municipal Court</b>
<b>Seligman Justice Court</b>
<b>Verde Valley Justice Court</b>
<b>Yarnell Justice Court</b>

The Superior Court provides administrative direction to the courts. Each court also works closely with its local funding agency, which is county government for superior and justice courts and city government for municipal or magistrate courts.

The automation for the county's courts is primarily centralized with the Administrative Office of the Courts (AOC). The courts participate in providing direction for the strategic automation projects through a variety of user and other statewide policy groups. These include:

- The Commission on Technology and its subcommittees:
  - Court Automation Coordinating Committee,
  - Probation Automation Coordination Committee,
  - The Technical Advisory Council, and
  - The COT e-Courts Subcommittee
- The Arizona Court Automation Project (ACAP) Users' Group,
- The Juvenile On-Line Tracking System (JOLTS) Users' Group and
- The Adult Probation Enterprise Tracking System (APETS) Statewide Users' Group.

## A. PLANNING METHOD AND PARTICIPANTS

This section outlines the participants, processes and events that contributed to formulating the Information Technology Plan for Courts in Yavapai County.

The Superior Court Administrator distributed the template and requested input from individuals listed below. Updates to the plan were received, reviewed, and incorporated as appropriate.

<b>Katherine F. Blaylock</b>	Seligman Justice of the Peace
<b>Rodger Overholser</b>	Judge, Camp Verde Municipal Court
<b>Robert M. Brutinel</b>	Presiding Judge, Superior Court in Yavapai County
<b>Roy Keith Carson</b>	Judge, Prescott Valley Municipal Court
<b>Harry Cipriano</b>	Judge, Clarkdale Municipal Court
<b>Joan Dwyer</b>	Judge, Jerome Municipal Court
<b>Rolf Eckel</b>	Prescott Consolidated City/Justice Court Administrator
<b>Anna Mary Glaab</b>	Bagdad/Yarnell Justice of the Peace
<b>Billie E. Grobe</b>	Chief Adult Probation Officer
<b>Jeanne M. Hicks</b>	Clerk of Superior Court
<b>John Kennedy</b>	Mayer Justice of the Peace & Judge, Dewey-Humboldt Magistrate Court
<b>Kenton Jones</b>	Judge, Chino Valley Municipal Court
<b>William Lundy, Jr.</b>	Verde Valley Justice of the Peace
<b>Scott Mabery</b>	Director of Juvenile Court Services
<b>Arthur Markham</b>	Prescott Justice of the Peace & Judge, Prescott Consolidated City/Justice Court
<b>Deborah M. Schaefer</b>	Superior Court Administrator
<b>Richard E. Serden</b>	Judge, Cottonwood Municipal Court
<b>Marvin Woodfill</b>	Contract Programmer, Consultant, Prescott Consolidated
<b>Elizabeth Yancey</b>	Judge, Sedona Municipal Court

## B. JUDICIARY STRATEGIC AGENDA: STATE AND LOCAL

### B.1. JUDICIAL BRANCH STATEWIDE AGENDA

All Courts in Yavapai County support **GOOD TO GREAT: A STRATEGIC AGENDA FOR ARIZONA'S COURTS 2005-2010** and its vision to increase the public's trust in the courts, inspire confidence that individual rights are being protected, and ensure that all citizens are being treated fairly. This 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. Local technology projects support the Judicial Branch Statewide Agenda.

### B.2. LOCAL COURT AND AGENCY STRATEGIC AGENDAS, INITIATIVES, AND BUSINESS PRESSURES WITH RESPONDING LOCAL COURT AND AGENCY TECHNOLOGY INITIATIVES

The Clerk of Court and Adult Probation Dept. have identified strategic business goals, initiatives, and pressures. Court technology has responded to those initiatives, where applicable, as shown.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Clerk of Superior Court	Increase the quality of service to constituents.	Modify the case management system to hold back restitution payments until they equal \$10 minimum then issue one check for said balance or provide new case management system that will do so. This will be an option with the new Case Management System to be implemented in June 2009.
Clerk of Superior Court	Insure compliance with victims' rights provisions.	Acquire software that will compute interest due on criminal restitution orders on a descending balance. This will be an option with the new Case Management System to be implemented in June 2009.

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
Clerk of Superior Court	Increase quality of service to constituents.	Reduce handling of paper documents by implementing e-filing between courts, agencies, and the public. This will be an option with the new Case Management System to be implemented in June 2009.
Clerk of Superior Court	Increase quality of service to constituents by improving case flow.	Acquire "work flow" software to move documents within the court system electronically. Investigation is ongoing to determine if the new Case Management System to be implemented in June 2009 is adequate.
Clerk of Superior Court	Improve quality of service to constituents by reducing data entry in case management system.	Reduce data entry in case management system by implementing criminal justice integration technology between law enforcement, county attorney and courts; establish a minute entry distribution system. Criminal Justice Computer Integration Committee is meeting regularly to make this a reality.
Clerk of Superior Court	Improve quality of service to constituents	Acquire an improved case management system. Scheduled implementation is June 2009.
Clerk of Superior Court	Improve quality of service to constituents	Preserve and restore old docket books as funds are available in Document Storage & Retrieval Fund.
Clerk of Superior Court	Increase public access to courts and records electronically	Increase access to records electronically by providing public terminals to view images of documents in outlying justice courts and in Clerk of Superior Court offices, and microfilm readers in Clerk of Superior Court offices to view microfilmed documents. Budget restrictions may delay the acquisition of Microfilm Readers at this time.

<b>COURT/LOCAL AGENCY NAME</b>	<b>STRATEGIC AGENDA</b>	<b>RELATED IT INITIATIVE(S)</b>
<b>Clerk of Superior Court</b>	Develop and implement effective ways to assist self-represented litigants.	Increase availability of on-line forms for the public by use of web-based forms. Expected to implement with the new Case Management System.
<b>Clerk of Superior Court</b>	Increase quality of service to constituents.	Increase electronic payment of filing fees, fines, etc. by providing technology for on-line payments.
<b>Clerk of Superior Court</b>	Reduce archival storage space.	Reduce space needs for archived records by increasing back scanning capabilities and microfilming old records. Ongoing discussions regarding outsourcing microfilming. Expect to move forward with project in 2009.
<b>Adult Probation Department</b>	Improving access to databases and increase quality of service to constituents by improving access to information	Improving wireless accessibility throughout the county.
<b>Adult Probation Department</b>	Reduce needed office space.	Utilizing scanning techniques the department will create virtual/electronic files and eliminate the need for paper files.
<b>Prescott Consolidated City/Justice Court</b>	Utilize technology to improve court efficiency through automation processes.	Replace manual dispos of cases that need to be reported to MVD. As the court moves toward more paperless processes, such as photo enforcement and e-citations, automated MVD reporting is required.
<b>Prescott Consolidated City/Justice Court</b>	Utilize technology to improve court efficiency through automation processes and comply with a state mandated program.	Fully automate the photo enforcement process for both the DPS program & City of Prescott photo enforcement program. The high volume of cases these systems create make it imperative that court business processes be fully automated.
<b>Prescott Consolidated City/Justice Court</b>	Comply with a state mandated DDS reporting program.	Receive automated uploads of DDS registration & completions to the court. This is vital as photo enforcement volume of DDS requests will require automation.
<b>Prescott Consolidated City/Justice Court</b>	Utilize technology to improve court efficiency through automation processes.	Develop and implement handheld/e-citation technology to improve the efficiency of case

COURT/LOCAL AGENCY NAME	STRATEGIC AGENDA	RELATED IT INITIATIVE(S)
		filing into the court. This project reduces the need for manual entry of docket information. It also improves the accuracy of the data filed.

## 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. In the most recent refresh activity, the following models were placed in service:

- Desktop: EW290AV hp Compaq Business Desktop dc5700 SFF, Intel Core 2 Duo 2.13GHz, 160 GB, 2 GB RAM, NIC
- Laptop: RM266UA hp Compaq 8510p, Intel Core 2 Duo 2.2GHz, 160 GB, 2 GB RAM, NIC
- Printer: Q5401A hp LaserJet 4015N

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, APETS (and Palm), TIP, PIMS, JOLTS, and any word processing, spreadsheet, report writing, and other database or other tracking applications.

Both the Court server and the stand-alone PCs at Prescott Consolidated City/Justice Court operate on Cache, a product of Intersystems, Inc. Cache provides the B-trieve data structure so valuable in record keeping applications, the Cache user interface, the hooks necessary to provide Visual Basic (VB) access and manipulation of the database, and the components necessary to provide straightforward Web access to the database. All of these capabilities are exploited in this system. The Court Clerks use both the VB and the Cache in the performance of their daily duties. The VB interface is used exclusively in the generation of minute entries and the documentation of the case process. Although most of the Court processes are available in the VB interface, most of the Court Clerks prefer to use the more familiar Cache-equivalent processes for their day-to-day activities. Cache is used to create and update case information as needed. It also manages financials: restitutions, bonds, fine assessments, and payments for each case in both courts. Statistical data are collected and reported using Cache.

## D. INFORMATION TECHNOLOGY STRATEGIC PROJECTS

This section identifies each statewide and local strategic project in which the county's courts participate or 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. Any technologies or products appearing in the "Retirement" column of the Enterprise Architecture standards table have a corresponding migration or replacement project identified.

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

Priorities for Ongoing Initiatives	Priority in Impact/Timing Order*
1. Systemic Thinking Approach to Development and New Projects 2. Core Software Support/Maintenance AZTEC JOLTS APETS JUSTIS DW Appellamtion 3. Automation Training and Support 4. Infrastructure Maintenance	H-S Code Standardization
	H-S Penalty Enforcement Program
	H-S Electronic Filing
	H-S Integration -- ADRS
	H-S Integration – e-Citation
	H-S New Case/Financial Management System for Trial Courts
	H-S Process Standardization
	H-S JOLTSaz
	H-M Business Continuity
	M-S Electronic Document Management
	M-S Internet Public Interactive Service – Minute Entry
	M-M Internet Public Interactive Service – Standard Form Data/Fill/File
	M-M Electronic Signatures
	M-L Technical Training
	M-L Enterprise Architecture (ongoing)

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

## COURT IT ACCOMPLISHMENTS CY2008

This section lists the accomplishments of the Court information technology projects from January 2008 to January 2009.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	EDMS back scanning	Scan all documents filed back to 1/1/2000	Ongoing through 2004 records and expect to complete this project by 2011.
Local	Upgrading video security system	Chino Valley Municipal Court is upgrading the video security system.	Chino Valley Municipal Court has begun to upgrade the video security system.
State	Upgrade h/w & s/w	Refresh all State PCs and software	All State PCs & software upgraded in Superior Court, Justice & Municipal Courts, Juvenile Court, & Clerk of Court offices
Local	Criminal Justice Integration	All criminal justice agencies and Courts sharing data	Continue meeting on a regular basis.
Local	OnBase	OnBase document imaging program to eliminate paper files and assist in document distribution	Completed OnBase business study of Adult Probation Dept. processes.
Local	Telecommuting Program	Allowing Probation Dept. personnel access to databases from their homes and worksites	Most Adult Probation Dept. officers have successfully participated in the Telecommuting Program.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
State/Local	GPS Tracking	State-mandated GPS tracking of Dangerous Crimes Against Children.	Yavapai County Adult Probation Department continues as a regional monitoring center for State GPS Program. 2 Monitoring Analysts assist with GPS tracking of defendants in the Northern Region.
Local	IPPC Software	Adult Probation Dept. utilization of software to scan probationer's computer	Department using portable hard drive and a standalone PC to collect and evaluate data taken from sex offender computers.
Local	Justice Court Websites	Verde Valley JP established web site	Added web site to include forms and information; improved communication between the court & public, alleviated need to mail forms & information.
Local	Debt Set-Off and Tax Intercept Program	Prescott Consolidated City /Justice & Sedona Municipal Court participate in Debt Set-Off & Tax Intercept Programs.	Court continues to send weekly upload to AOC for interception of state tax refunds
Local	Automated DDS payments	Prescott Consolidated City /Justice Court accepts automated Defensive Driving School payments	Court continues to receive DDS pay files electronically and automatically posts the payments and dispositions to each case.
Local	.pdf Conversion	Prescott Consolidated City /Justice Court converts court minute entries automatically to .pdf	Court continues to create .pdf files of all minute entries to be used in the paperless project.

STRATEGIC PROJECT (State or Local)	PROGRAM / PROJECT	DESCRIPTION	LOCAL ACCOMPLISHMENT
Local	Digital Audio Recording	Jerome Municipal Court creating digital audio files	Record trials using MP3 file formats or wave files to burn to CD or transmit electronically
Local	Video Conferencing	Video teleconferencing in Adult Probation Dept.	Expanded use of technology by Adult Probation Dept.

### COURT PROJECTS MASTER LISTING

This section collects all information technology project-related information for all the county's courts during fiscal year 2009 (really January 2008 to January 2009). 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.

## STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
e-Citation	Utilize e-citation capability with police dept.	Other Local/Independent Project:		FY09	Plan	unknown
e-Citation Handhelds	Utilize e-citation capability with police dept.	Integration - eCitation	Early adoptors	FY09	Execute	Adding functionality to an end-of-life CMS.
Electronic Transmission of Documents	Transmission of electronic documents between LJ courts and the jails. (Mayer Justice was proof of concept)	Other Local/Independent Project:	Early adoptors	FY11	Execute	None
Integration Project	Organize & plan for data sharing & integration of computer systems used by courts & criminal justices agencies.	Integration	Early adoptors	>FY13	Initiate	Adding functionality to an end-of-life CMS.
Minute Entry Electronic Distribution System (MEEDS or other product)	Distribute minute entries electronically in lieu of paper copies.	Other Local/Independent Project:	Not a Statewide Initiative	FY10	Execute	None

## STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
<b>Photo Enforcement</b>	Local city PD photo enforcement program.	Electronic Filing		FY10	Plan	Adding functionality to an end-of-life CMS.
<b>Software to Calculate Interest on Restitution</b>	Purchase & install s/w to calculation interest due on restitution payments.	Other Local/Independent Project:		FY10	Initiate	unknown
<b>Video System - Court Record &amp; Security</b>	Install audio/video system to record court proceedings & for security purposes in courtroom & public counter area.	Audio and Video Court Records		FY10	Concept	unknown
<b>Web Forms</b>	Self Service Center forms available on County website.	Other Local/Independent Project:	Early adoptors	FY12	Execute	Unknown

## STATEWIDE PROJECT PARTICIPATION

Strategic Project Name / Phase	Brief Project Description	Related Statewide Project	Participation Scheduling	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
<b>Workflow/Workview</b>	Internal distribution of court documents electronically in lieu of paper copies.	Other Local/Independent Project:	Early adoptors	FY10	Initiate	Unknown

## OTHER LOCAL INDEPENDENT PROJECTS

Strategic Project Name / Phase	Brief Project Description	Planned Completion Date	Current Project Lifecycle Phase	Project Risks, Issues, Concerns
<b>DPS Photo Enforcement</b>	State mandated photo enforcement program. Automated docketing and case status reporting.	FY09	Execute	Adding functionality to an end-of-life CMS.
<b>e-Filing</b>	Accept electronic documents from litigants and criminal justice agencies.	FY12	Initiate	Unknown
<b>Electronic Signature</b>	Identify appropriate processes and technologies for e-signature on court-generated documents, i.e. court orders, minute entries.		Concept	Security
<b>i-Forms</b>	Interactive forms.	FY12	Execute	None
<b>Online Payments</b>	Provide capability for payment through court web site.		Concept	Security

## D.1. MAJOR STATEWIDE INITIATIVES AND PLANNING/IMPACT INFORMATION

This section provides Commission on Technology with visibility into the demand for various statewide systems currently in development. Also listed below are initiatives that require long-range preparation and may have significant impacts on local infrastructures, resources, and training requirements. Courts should consider high-level impact perspectives that factor into their participation in statewide systems and initiatives.

Detail follows for:

- New Juvenile Dependency and Delinquency Management System (JOLTSaz)
- New Case Management System – Limited Jurisdiction
- Justice Integration including criminal filing and electronic citation transfer
- Electronic Filing including transfer between courts and public/attorney case filing

STATEWIDE INITIATIVE NEW JUVENILE DEPENDENCY AND DELINQUENCY MANAGEMENT SYSTEM (JOLTSaz)	
<p><b>Description:</b> JOLTSaz is the next generation of software for automating juvenile court transactions using a single, browser-based, object-oriented version in 14 county probation departments backed with a standard SQL database. JOLTSaz is designed to receive and pass common data elements to Maricopa’s ICIS-JOLTS, child welfare agencies, treatment providers, and to the application systems of other criminal justice agencies as a part of the Criminal Justice Information Integration Project. It will rely on portions of the new case management systems and not duplicate their functionality. Conversion of data from the existing JOLTS application will be completed in conjunction with a methodical, county-by-county rollout.</p>	
<p><b>1. Timeframe in which needed:</b> (immediately, next 12 months, 1-2 years, 3-4 years)</p>	<p>Immediately. If it was available now, we’d take it.</p>
<p><b>2. General Importance or Impact to Courts in County:</b> To improve efficiency and public service.</p>	

**STATEWIDE INITIATIVE  
NEW CASE MANAGEMENT SYSTEM – LIMITED JURISDICTION**

**Description:**

A limited jurisdiction court case management system candidate to replace AZTEC is being selected between one developed by Tempe Municipal Court and a vendor solution based on the AJACS codeset. Both systems will provide program interfaces that permit integration with other automation systems, like electronic citations. AZTEC data conversion and extensive training will be undertaken by the AOC to minimize disruption to local courts during the changeover.

**1. Timeframe in which needed:**  
(immediately, next 12 months, 1-2 years, 3-4 years)

Immediately.  
If it were available now, we'd take it.

**2. General Importance or Impact to Courts in County:**

To improve efficiency and public service.

**STATEWIDE INITIATIVE  
JUSTICE INTEGRATION**

**Description:**

The Justice Integration Project will enable the sharing of common data elements (those used in the applications of more than one criminal justice agency) between the various levels of the Courts, the county-level criminal justice agencies, the county administrative applications (business related data), and the State-level agencies which have a requirement to store the results of the criminal justice process (case disposition data). Significant benefits will be derived by the elimination of redundant data entry and the timely passing of information. The present requirement for the movement of forms, including the ATTC, as the mechanism for passing data will be greatly reduced by enabling electronic case initiation and updates from law enforcement's handheld devices as well as photo radar and red light camera vendors. DPS's photo radar project is greatly accelerating the timeline of this initiative for justice courts throughout the state.

**1. Timeframe in which needed:**  
(immediately, next 12 months, 1-2 years, 3-4 years)

Immediately.  
If it was available now, we'd take it.

**2. General Importance or Impact to Courts in County:**

To improve efficiency, data quality and public service.

**STATEWIDE INITIATIVE  
ELECTRONIC FILING**

**Description:**

Electronic filing focuses on receiving documents along with appropriate and validated indexing information so that data can be automatically accepted and recorded into both the electronic document management and case management systems, thus removing the need for an imaging function. The chief justice envisions a statewide e-filing service using an Internet portal for all courts and case types. The portal will also provide parties and counsel with access to case records. Work is getting underway to construct the components of a statewide system and ensure their integration with existing automation systems. Related rules and code changes to support statewide e-filing are also underway.

**1. Timeframe in which needed:**

(immediately, next 12 months, 1-2 years, 3-4 years)

Immediately.

If it were available now, we'd take it.

**2. General Importance or Impact to Courts in County:**

To improve efficiency, data quality and public service.

## D.2. LOCAL INFORMATION TECHNOLOGY STRATEGIC RESOURCES

This section provides high-level information about the technology spending and resources by court, according to the invoices from AOC.

LOCAL TECHNOLOGY RESOURCES				
Court	State Device Cost	Other Technical Cost	Number of:	City or County FTE Technical Support Staff
			Court FTE Technical Staff	
Superior Court	\$146,500	\$0	1	0
Adult Probation	*included above	\$0	0	0
Clerk of Court	*included above	\$39,133	0	0
Juvenile Court	*included above	\$0	1	0
Bagdad JP	\$2,250	\$0	0	0
Camp Verde MC	\$8,250	\$1,150	0	0
Chino Valley MC	\$6,000	\$734	0	0
Clarkdale MC	\$2,250	\$350	0	0
Cottonwood MC	\$8,520	\$0	0	0
Dewey-Humboldt MC	\$0	\$0	0	0
Jerome MC	\$2,250	\$0	0	0
Mayer JP	\$8,750	\$0	0	0

LOCAL TECHNOLOGY RESOURCES				
Court	State Device Cost	Other Technical Cost	Number of:	City or County FTE Technical Support Staff
			Court FTE Technical Staff	
Prescott Consolidated City/JP	\$0	\$135,038	0	1
Prescott Valley MC	\$6,500	\$0	0	0
Sedona MC	\$7,020	\$0	0	0
Seligman JP	\$4,500	\$0	0	0
Verde Valley JP	\$12,750	\$0	0	0
Yarnell JP	\$3,750	\$0	0	0

**Detail – Other Technical Costs**

**1) Clerk of Court**

**SOFTWARE LICENSES AND MAINTENANCE CONTRACTS**

Crystal Reports 10 Annual Maintenance, eff. 7/1/07	\$ 70
Jury + Next Generation: Jury Software Program	9,100
Exhibit One -FTR Gold Audio Digital Software: FTR Gold	
13 Emerald Annual Service Contracts	9,778
Electronic Document Scanning System:	
OnBase Software	9,510
Hardware (4 scanners)	8,675
10 Hour Annual Support Contract	<u>2,000</u>
<b>Clerk of Court Total</b>	<b><u>\$39,133</u></b>

Quicken Software – no annual maintenance unless upgraded

2)	<b><u>Camp Verde Municipal Court</u></b>	
	Annual maintenance on Liberty digital recording system	\$600
	Annual maintenance and monitoring by Safe Alert Systems motion & fire sensors on work area, courtroom & doors	<u>500</u>
	<b>Camp Verde Municipal Court Total</b>	<b><u>\$1,150</u></b>
3)	<b><u>Prescott Consolidated City/JP Court</u></b>	
	City budget for consultant to provide computer maintenance	\$50,000
	Judicial Enforcement Officer Grant - Computer	1,449
	Judicial Enforcement Officer Grant – Printer	481
	Prescott PD Handheld/E-citation Grant	<u>83,108</u>
	<b>Prescott Consolidated City/JP Court Total</b>	<b><u>\$135,038</u></b>
4)	<b><u>Chino Valley Municipal Court</u></b>	
	Liberty Digital Recording System – Annual Maintenance Cost	\$ 534
	ACJIS over AJIN – Annual Maintenance Cost	<u>200</u>
	<b>Chino Valley Municipal Court Total</b>	<b><u>\$734</u></b>
5)	<b><u>Clarkdale Municipal Court</u></b>	
	Liberty Digital Recording System – Annual Maintenance Cost	<u>\$ 350</u>
	<b>Clarkdale Municipal Court Total</b>	<b><u>\$ 350</u></b>

## APPENDIX A. CURRENT ENVIRONMENT

### 1. HARDWARE ENVIRONMENT BY COURT

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

Court	Number of PCs	PC Operating System	Number of Laptops	Laptop Operating System	Number of Network Printers
<b>Superior Ct, Clerk, Adult Prob., Juv Ct., Co Atty, JPs, Municipal Courts</b>	205 AZTEC only  (includes 5 AZTEC public access PCs @ no charge)	Windows Vista	9 AZTEC only	Windows Vista	71 AZTEC only
Locally-owned (non-ACAP) hardware & operating systems					
<b>Superior Court</b>	2	2 Windows XP	4	4 Windows XP	0
<b>Adult Probation</b>	55	Windows 2003	50	Windows 2003	11
<b>Clerk of Court</b>	4	Windows 2007	0	Not applicable	0
<b>Juvenile Court</b>	35 State (JOLTS) 22 County	Windows Vista Windows XP	15 County	Windows XP	3 State 10 County
<b>Bagdad JP</b>	0	Not applicable	0	Not applicable	0
<b>Camp Verde Municipal</b>	1	Windows 98	2 (digital audio recording & projector)	Windows XP & Windows 98	0
<b>Chino Valley Municipal</b>	2	Windows 2000	0	Not applicable	0

<b>Court</b>	<b>Number of PCs</b>	<b>PC Operating System</b>	<b>Number of Laptops</b>	<b>Laptop Operating System</b>	<b>Number of Network Printers</b>
<b>Clarkdale Magistrate</b>	0	Not applicable	0	Not applicable	0
<b>Cottonwood Municipal</b>	0	Not applicable	0	Not applicable	0
<b>Dewey-Humboldt Magistrate</b>	0	Not applicable	0	Not applicable	0
<b>Jerome Magistrate</b>	0	Not applicable	0	Not applicable	0
<b>Mayer JP</b>	1	Windows 95 (or older)	1	Windows 95 (or older)	0
<b>Prescott Consolidated City/JP</b>	26	Windows XP Professional	0	Not applicable	9
<b>Prescott Valley Municipal</b>	3	Windows XP Windows 2000 Windows 3.11	0	Not applicable	1
<b>Sedona Municipal</b>	1	Windows XP	0	Not applicable	0
<b>Seligman JP</b>	1	Windows XP	0	Not applicable	0
<b>Verde Valley JP</b>	0	Not applicable	0	Not applicable	0
<b>Yarnell JP</b>	0	Not applicable	0	Not applicable	0

## 2. HARDWARE FOR SPECIAL FUNCTIONS

Items below are included in above desktop/laptop counts.

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Superior Court	3	20	9	0		0
Adult Probation	0	Not applicable	Not applicable	2	1	0
Clerk of Superior Court	3	Not applicable	Not applicable	0	4	0
Juvenile Court	0	1	1	0		0
Bagdad JP	0	0	1	0		
Camp Verde Municipal	0	2 laptops	1	0		
Chino Valley Municipal	0	1	1	0		
Clarkdale Magistrate	0	0	0	0		
Cottonwood Municipal	0	0	1 laptop	0		
Dewey-Humboldt Magistrate	0	0	0	0		
Jerome Magistrate	0	0	1	0		

Court	Number of:					
	Public Access PCs	In Courtroom PCs	In Chambers PCs	DPS ACJIS Terminals	Imaging/ Scanning Workstations	Dedicated ACAP Training PCs
Mayer JP	0	1	1	0		
Prescott Consol. City/JP Court	0	3	1	0		
Prescott Valley Municipal	0	1 laptop primarily used in court room	1	0		
Sedona Municipal	0	0	2 (AZTEC & city CPUs w/ 1 monitor)	0		
Seligman JP	0	1	1	0		
Verde Valley JP	0	1	1	0		
Yarnell JP	0	1	1	0		

### 3. LOCAL SERVER HARDWARE AND FUNCTION

Local Server Information					
Court/Dept.	# Brand / Model	Operating System	Database	Managed by	Use/ Applications
Superior Court & Clerk of Court	Compaq/HP purchased through AOC 12/2002	Windows NT 4.0	N/A	AOC	File shares that include FTR recordings
Prescott Consolidated City/JP Court	Dell PowerEdge 1600SC	Microsoft Server 2003	Cache	h/w: County MIS Database: Independent Consultant	Total management and operation of the Court
Sedona Municipal Court	ACT PC CLH Int'l, Inc.	Windows XP	Casell financial database	City of Sedona MIS	City email, word processing, view financial database and post the court calendar

### 4. NETWORK ENVIRONMENT

Our network is the Arizona Judicial Information Network (AJIN), maintained by the AOC. Prescott Consolidated City/Justice Court is on the Yavapai County network maintained by the County MIS department.

### 5. SOFTWARE ENVIRONMENT

This section identifies all the software used in the county's courts. It includes the state-provided applications (such as AZTEC, TIP, PIMS, JOLTS, and 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, Clerk of Court, all JP & Municipal Courts except Prescott Consolidated City/JP Court; view-only access for Co Atty, Public Defender, Jail, Adult Probation	State standard case management system.
Cache application software	M. C. Woodfill and Associates, L.L.C.	Local PC	Prescott Justice/City Courts	Standard case management system.
AZTEC module: Probate case management (PAM)	AOC	Local PC	Clerk of Court	A module of AZTEC to process Superior Court probate cases.
AZTEC module: Calendaring	AOC	Local PC	JP & Municipal Courts	A module of AZTEC integrated to docket and case management that tracks all events and provides daily calendars.
Cache module: Calendaring	M. C. Woodfill and Associates, L.L.C.	Local PC	Prescott Justice/City Courts	A module of Cache integrated to docket and case management that tracks all events and provides daily calendars.
AZTEC module: Financials	AOC	Local PC	Clerk of Court, JP & Municipal Courts, Adult Probation	A module of AZTEC that performs the cash management functions.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or server name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Cache module: Financials	M. C. Woodfill and Associates, L.L.C.	Local PC	Prescott Justice/City Courts	A module of Cache that performs the cash management functions.
AZTEC forms generation used	AOC	Local PC	Clerk of Court, JP & Municipal Courts	A feature of AZTEC that allows automatic generation of forms and minute entries using imported AZTEC data and Word Perfect.
Cache Forms Generation	M. C. Woodfill and Associates, L.L.C.	Local PC	Prescott Justice/City Courts	A feature of Cache that allows automatic generation of forms and minute entries using imported data and converts them to .pdf files.
Cache module: File Tracking	M. C. Woodfill and Associates, L.L.C.	Local PC	Prescott Justice/City Courts	A module of Cache used to track file locations.
APETS (Adult Probation Enterprise Tracking System)	AOC	Local PC/AOC Server	Adult Probation (July 2005)	The new state standard system for tracking adult probationers.
DCATS - CASA	AOC	Local PC/AOC Server	Superior Court, CASA Program	The statewide system for tracking juvenile dependency cases.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or server name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
JOLTS (Juvenile On-Line Tracking System)	AOC	AS/400 JOLTS AOC Virtual Server for JOLTSAZ	Juvenile Ct, Co. Atty, Victim Witness, Judge, CASA, Public Defender; planning to provide access for Attorney General	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	Juvenile Court	Centralize storage for documents, etc.
Statistical Reports (CASPER)	AOC	Local PC/AOC Server	JP & Municipal Courts	A statewide statistical reporting application.
Cache Statistical Reports	M. C. Woodfill and Associates, L.L.C.	Local PC & Server	Prescott Justice/City Courts	Statistical reporting application.
Tax Intercept Program (TIP)	AOC	Local PC/AOC Server	Juvenile Ct, Clerk of Court, some JP & Municipal Courts, including Prescott Consolidated City/JP Court	A state standard system for reporting and collecting delinquent debt via Dept. of Revenue and AZ Lottery.
Microsoft Word	Microsoft/local & AOC staff	Local PC	Adult Probation, Juvenile Court; some users in Superior Court, Clerk of Court, JPs & Municipal Courts	A word processing system.
Windows Vista	Microsoft/AOC staff	Local PC	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP & Municipal Courts	The operating system of the state standard desktop PCs.

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Windows XP Professional	Microsoft/County Network	Local PC	Prescott Justice/City Courts	The operating system of Prescott City/JP desktop PCs.
Outlook 2007	Microsoft	Local PC	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP & Municipal Courts	Email system of state standard desktop PCs
Crystal 10/Crystal Enterprise	Crystal/AOC staff	AOC server	Superior Court, Clerk of Court, Juvenile Court, CASA, Camp Verde MN	A report-writing tool for user ad hoc reports from various applications.
Centra	Centra	Local PC Client and AOC Server	Superior Court, Clerk of Court, JP & Municipal Courts	Software for interactive, instructor-led n-line training
Adobe Acrobat Reader	Adobe	Local PC	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP & Municipal Courts	A free product from Adobe Acrobat for reading documents in PDF format.
Excel	Microsoft	Local PC	Adult Probation, Juvenile Court; some users in Superior Court, Clerk of Court, JP & Municipal Courts	A spreadsheet product from Microsoft.
McAfee Virus Scan	McAfee	Local PC and Various AOC Servers	Superior Court, Clerk of Court, Juvenile Court, JP & Municipal Courts	Virus detection software to protect local PCs.

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or server name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Digital Audio: Product Name: FTR Gold	ExhibitOne	Local PC, AZTEC laptop	Superior Court, Clerk of Court, some JP & Municipal Courts	System to digitally record audio in court proceedings
Digital Audio: Product Name: Liberty	JCG Technologies	Local PC	Sedona, Chino Valley, Clarkdale & Camp Verde Municipal Courts	System to digitally record audio in court proceedings
Document Scanning Product Name: OnBase Production Doc. Imaging Module	OSAM	Local PC & County server	Clerk of Court, Juvenile Court	System to scan & manage documents
Access	Microsoft	Local PC	Juvenile Court	Database used for Juvenile Drug Court
Integration- electronic data sharing with county/city law enforcement	Spillman	Local PC	Adult Probation	Computer system used by Sheriff & accessed by Adult Probation Dept.
Cache electronic data sharing with county/city law enforcement; county/city prosecutors; public defenders; adult probation	M. C. Woodfill and Associates, L.L.C.	Local PC and Servers	Prescott Justice/City Courts	Ability to access of the courts system by different agencies.
Jury system: Jury+ version Next Generation	Jury+ JSI	Local PC and Local Jury Server	Clerk of Court	Collection & mgt of Jury services

<b>Local Applications</b>				
<b>Application Name</b>	<b>Developed/ Supported by</b>	<b>Resides on ("local PC" or server name)</b>	<b>Courts Using</b>	<b>Description of Application</b>
Court Web site	County MIS	County Network	Superior Court, Clerk of Court, Adult Probation, Juvenile Court, JP Courts	Provides general information for participating courts and depts.
Court Web site	Sedona MIS	City of Sedona Network	Sedona Municipal Court	Provides general court information
Court Web site	M.C. Woodfill and Associates, L.L.C.	Local PC & servers	Prescott Consolidated City/JP Court	Provides public access to court case files.
Court Web site	Clarkdale MIS	Town of Clarkdale Network	Clarkdale Municipal Court	Provides general court information
Court Web site	Camp Verde MIS	Town of Camp Verde Network	Camp Verde Municipal Court	Provides general court information
PowerPoint	Microsoft	Local PC	Juvenile Court; some users in Superior Court, Clerk of Court, Camp Verde MN	Presentation program used to create court process demos & training
Quicken 2007	Intuit	Local PC	Clarkdale & Camp Verde Municipal Courts	Financial program
Quicken 2003 Basic	Intuit	Local PC	Clerk of Court	Financial program
Quicken 2002 Basic	Intuit	Local PC	Juvenile Court	Financial program
Quicken 2001 Basic	Intuit	Local PC	Adult Probation	Financial program

Local Applications				
Application Name	Developed/ Supported by	Resides on ("local PC" or server name)	Courts Using	Description of Application
Fines, Fees and Restitution Enforcement Module for FARE participation	AOC and vendor, ACS	Server	<u>Muni Courts:</u> Camp Verde, Chino Valley, Clarkdale, Cottonwood, Jerome, Prescott Valley, Sedona  <u>Justice Courts:</u> Verde Valley	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.
Lexis-Nexis	Lexis-Nexis	Local PC	Justice of the Peace and Municipal Courts	References for Judges: ARS, Rules of Court, judicial decisions, AG opinions
Web Solutions Online Questionnaire	AOC & Vendor Jury Systems, Inc.	AOC Server	Clerk of Court	Online application for completion of Jury Questionnaires
ICOTS	ICAOS	Server	Adult Probation Dept. and receiving jurisdictions	Scans & transfers Interstate Compact data
Adobe 8	Acrobat	Local PC	Superior Court	Creates .pdf documents

**6. COMPARISON OF ENVIRONMENT TO ARIZONA JUDICIAL BRANCH ENTERPRISE ARCHITECTURE**

The table below prompts you to identify any current technologies and products classified in the retirement and containment categories of the architecture. Beginning with the FY08 plan, COT requires that a project be defined for the removal/replacement or any item listed in the “retirement” category within plan period. Items in the “containment” category can have no additional use without exception being granted by COT. The next stop on the lifecycle is retirement; therefore, further investment is unwise and serves to make removal/replacement only more difficult and expensive.

The complete, updated table appears on the COT website at <http://www.supreme.state.az.us/cot/Documents/EAS/EAS.htm>. Where there are unique, local undertakings that cannot be leveraged, a court is free to go beyond the standards set in the table. When sharable modules related to core applications are developed, the standards must be followed.

Architecture Layers	Retirement (targeted for de-investment)	Current Court Technology or Product (fill in)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
<b>Applications &amp; Tools</b>				
User Interface Delivery Method for Public Access	Netscape	Microsoft Internet Explorer		
User Interface Delivery Method for Business Applications	Character based	Character based (Aztec)		
Electronic Document Management	LaserFiche	OnBase		
Report Writer for Ad Hoc Reporting	Crystal <10	Crystal 10 (Clerk's Office)	Crystal 10	Crystal 10 (Clerk's Office)
Report Writer for Business Application Reports	Crystal <10	Crystal 10 (Clerk's Office)	Crystal 10	Crystal 10 (Clerk's Office)
Development Languages	COBOL, JAM, RPG	NA	Java (on a business case need basis), ASP (Classic), .NET Framework V1.1	NA

Architecture Layers	Retirement (targeted for de-investment)	Current Court Technology or Product (fill in)	Containment (limited to maintenance & current commitments)	Current Court Technology or Product (fill in)
Development Environment	Panther, Visual Studio ≤2003, Visual Studio 6	NA	Visual Interdev, Visual Studio 2005, PowerBuilder	NA
Analysis Tools	HOW	NA		
<b>Office Productivity Tools</b>				
Word Processing	Word Perfect, Word97	Word 2007/ WordPerfect (county)/Word 2003		
Spreadsheet	Excel <2003	Excel 2007/2003	Excel 2003	Excel 2007/2003
Presentation	PowerPoint ≤2003	PowerPoint 2007/2003	PowerPoint 2003	PowerPoint 2007/2003
E-mail Client	Outlook ≤2003	Outlook 2007/2003	Outlook 2003	Outlook 2007/2003
Instant Messaging	IRC Chat	Communicator (Not in use)		
<b>Data Architecture</b>				
DBMS	Informix, Advanced Revelation, DBASE, SQL Server <2000	Access2007 (Juvenile for Drug Court DB and Employee DB)	SQL Server 2000, FoxPro, Clipper	Access2007 (Juvenile for Drug Court DB and Employee DB)
Data Exchange Model			Fixed format, XML homegrown	NA
Audio File Format			Proprietary	Wave

Networks and Platforms				
Network Protocol	SNA	TCP/IP		
Wireless Network Access	WEP	WPAv2		
Network Operating System	Novell (unsupported) Windows (unsupported)	NT 4.0		
Client Operating System	≤ Windows 2000	Windows Vista	Windows XP	Windows Vista
Server Operating Systems	OS/400	NT 4.0	DEC VMS	NT 4.0
Shared Services				
Component Service Layer			Web Services V1.1, DCOM, ASP (classic)	NA
Message Transport Middleware				
Message Transport	MQ ≤ V5.2	AOC	MQ V5.3	AOC
Data Transformation	MQSI ≤ V2.1	AOC	Data Junction, Cloverleaf	AOC
Data Routing/Publish and Subscribe	MQSI ≤ V2.1	AOC	Cloverleaf	AOC
File Transfer	FTP (intercourt and using public Internet), MQ ≤ 5.2	Court Reporters FTP/MVD transfers?	FTP (intracourt only), MQ V5.3	Court Reporters FTP/MVD transfers?