SECTION I - BACKGROUND
The Judicial Sub-committee participated in analyzing the need for an Integrated Civil and Criminal Justice System, including Public Safety. Members of the Kane County Judicial Sub-committee by departments are the Courts, Circuit Clerk, Sheriff, State’s Attorney, Public Defender, Court Services (adult and juvenile probation), Adult Corrections, Juvenile Justice Center (juvenile detention), Diagnostics Center and Information Technology Department. Also participating were the Circuit Clerks’ offices from DeKalb and Kendall counties.

This Request for Proposal (RFP) is for all Kane County departments listed above and for the Circuit Clerks in DeKalb and Kendall counties. Other judicial departments within DeKalb and Kendall counties may wish to purchase licensing over time for their own use depending on the chosen vendor’s pricing structure.

The 16th Judicial Circuit is made up of three counties: Kane, DeKalb and Kendall. Illinois has Circuit, Appellate and Supreme Courts. The Circuit Courts are trial courts that hear all civil, family, probate, criminal, quasi-criminal, local ordinance and all other cases. Please refer to attachment #1 the 16th Judicial Circuit 1998 Annual Report for detailed information about the jurisdiction.

SECTION II - VISION
Our vision is an integrated records management system that allows a seamless flow of information between agencies and eliminates duplicate entries of the same information by multiple departments. Efficiency is of the utmost importance. Improved automation is expected to reduce the time involved in every possible process found in the courts and criminal justice system. Efficiency includes the response time of the system and the productivity of employees, i.e. the steps required to complete an entry and the number of screens involved in performing a multi-task process.

SECTION III - CRITICAL ISSUES
The Circuit Clerks’ civil system will not function with dates in the year of 2000 or greater. Many cases are already being set for after 2000. Correction of scheduled cases will require physically handling the court files for a second time. The longer it takes to install a new system the more productivity we loose. The vendor chosen must be able to install and convert the civil system prior to the other applications. Both the expense and productivity lost in all three counties due to the Y2K problem require the vendor to be prepared to proceed upon signing of the contract.

Major concerns to the departments involved are security and control of both their data and the supporting applications. We have had data warehousing since 1988 with the Traffic Criminal System. Controls put in place for all departments to approve changes and upgrades break down over time. Warehousing offers efficiencies along with control problems. Review of RFP responses will closely focus on these concerns.

The best systems have an infrastructure designed to support the software. System response time for
productivity and efficiency has been good in Kane County but is very slow in DeKalb and Kendall Counties. The entire circuit must have a fast system response time for all applications.

Kane County is in the position of choosing the best supporting infrastructure to ensure efficiency into the future. Few limitations will be placed upon the vendor so that the most efficient system may be developed. As cost is always an issue, the vendor should utilize any parts of the current infrastructure (networks, hardware, etc.) that will work well within the best infrastructure design for their software, however, efficiency is the key.

Flexible payment options are required. Kane County is developing a Capital Improvement Plan and funding for projects must be spread out over a five year period.

SECTION IV - OVERVIEW
The integrated system must include civil as well as criminal case activities to streamline system maintenance, provide a user-friendly system for the public, and speed up processes that require both civil and criminal access. A party based or defendant based system is required. The system must allow for linking of all Judicial departments and any legacy systems (current systems that will remain in use). Integration must be expandable to other agencies, such as the local police departments, state agencies and LEADS. The system must be capable of operating and maintaining a paperless environment: electronic filing, routing of records and documents, reporting and dissemination of information and remote access for the public. Twenty-four hour availability for both records and imaging is needed to meet legal requirements on confirming outstanding warrants and for after-hours access to court records through the Internet or the Kane County Circuit Clerk’s interactive telephone response system. System flexibility is mandatory in order to accommodate growth and improved processes.

All departments place a heavy demand on the need for administrative reports, forms, notices, and statistics. One of the most critical requirements for the system is its ability to provide information within a short time frame without interfering with user productivity. The system must provide user-friendly access and have great flexibility in the generation of information, allowing for on-line, real time access. It must be able to accept a variety of printers. Information management will continue to be a major system product regardless of the form of the output.

In our preliminary research on Record Management Systems, we came across two types of systems. One is a Unified Integrated System model and the other is a Coordinated Integrated System model. A system will be chosen based on its ability to meet processing and efficiency requirements of each department.

A Unified Integrated System contains all applications for all departments in the Civil and Criminal Justice System. The links for exchanging data between applications are provided by the vendor and are considered a part of the system. A Coordinated Integrated System uses data sharing between systems that are specifically designed to meet the needs of each department. The links must be built between each application.

If a Unified Integrated System does not exist that will meet our minimum requirements, a Coordinated Integrated System will give the county the most return on its investment by way of reduced labor needs. VENDORS ARE INVITED TO RESPOND TO THE ENTIRE PROJECT OR ANY PORTION(S) THEREOF.

Integration must be circuit wide for the Circuit Clerks’ applications while still maintaining separate data
bases. The three counties within the 16th Circuit share information for processing mail-in supervision requests and for providing the Chief Judge with the statistics required by the Administrative Office of the Illinois Courts.

System response time for productivity is a critical issue for the Circuit Clerks, particularly if the vendor’s RFP response recommends that DeKalb and Kendall Counties remain as remote sites using the application that resides in Kane County, as is the current situation. It is preferred that each county run their own applications and exchange data as needed.

Records Management is the base of a truly integrated Judicial System. Additionally, each department has other activities taking place. One example is police reports that put officers behind a desk instead of on the street. A system must provide a means of electronically transmitting both police reports and traffic ticket records. These types of activities must be integrated with the Records Management System.

Another critical activity is exhibit handling. A misfiled exhibit will cause repercussions in a court case. An exhibit collected by the Sheriff passes through the State’s Attorney then to the Circuit Clerk. In addition, exhibits may be checked out to court reporters and appellate court departments. There are thousands of exhibits that each department must be able to locate at any given time. Bar coding the exhibit will allow transfers between departments and eliminate redundant data entry. Exhibit tracking must integrate with the Records Management System.

Integration is also required between an Imaging System and the Records Management System. Several departments need imaging to make accessing the document easier and more efficient; it is mandatory that the chosen system is designed for fast retrieval. Imaging is not currently allowed by statute for archiving court records but may be used by other departments.

Imaging will allow the Justice System to move away from paper transfers of documents to viewing images from any location. The system is expected to be Internet enabled so that documents may be viewed by customers at their own location, reducing the demands on personnel. Data integrity and security become critical issues when allowing remote access.

Traditional Imaging Systems placed heavy demands on human labor to enter the links between the image and the records system for each document. The system chosen is expected to utilize advancements in technology and reduce or eliminate the need for human intervention.

Electronic filing and dissemination of information is going to be adopted by the Supreme Court Rules Committee. The Circuit Clerk’s Office in Kane County is participating on the Technical Advisory Committee to develop the recommended guidelines.

Integrating the Circuit Clerk’s form design software (or providing a better form design alternative) with both the Imaging and Records Systems is crucial in allowing an on-line form to be filled out, electronically filed with the Clerk, and automatically processed and docketed. A warrant ordered by a judge will be electronically routed to the bench and will include a digital image photo from the Sheriff’s records or LEADS making positive ID easier. The judge will use an encrypted digital/electronic signature to sign the warrant. The Sheriff will receive the warrant electronically and will update the national LEADS system in the same manner without duplicating data entry. Real time processing of warrants and warrant recalls
will replace a very labor intensive, high liability process covering multiple departments within Kane County.

Along with integrated software and the correct infrastructure to support it, additional technologies should be supported. Several departments will take advantage of digital cameras. Bar code scanning or Optical Character Recognition (OCR) equipment will reduce data entry time for all departments. The vendor must have a business plan for adopting and integrating new technologies in the future.

Decision making software for the Judiciary would be a bonus but is not mandatory at this time.

**SECTION V - GENERAL SYSTEM REQUIREMENTS**

**PRIMARY CIRCUIT CLERK FUNCTIONS OF CRIMINAL & CIVIL CASE MANAGEMENT**

**PRIMARY FUNCTIONS**

1.0 CASE INITIATION
2.0 DOCKET/RECORD SHEET MAINTENANCE
3.0 PARTY MAINTENANCE
4.0 BAIL BOND MAINTENANCE
5.0 SCHEDULING/CALENDAR
6.0 CASE DISPOSITIONS & SENTENCING
7.0 FINANCIAL MAINTENANCE
8.0 CASE MAINTENANCE
9.0 DATABASE INQUIRY
10.0 DOCUMENT GENERATION
11.0 PROCESS MAINTENANCE
12.0 OBJECT TRACKING
13.0 ELECTRONIC FILING/DOCUMENT IMAGING
14.0 ADMINISTRATIVE
15.0 MANDATORY PROGRAMS
16.0 HARDWARE/SYSTEM REQUIREMENTS
VENDOR INSTRUCTIONS:
All vendors are required to complete the functional and data element requirement sections in the space provided by each statement with one of the following responses:

Y  Full and complete compliance by vendor’s system.

N  Feature not provided by vendor’s system.

WM  Vendor will modify software to provide requirement as part of vendor’s system package.

CM  Custom modification of vendor’s system at an additional cost.

1.0  CASE INITIATION FUNCTION:
This function is intended for those instances where the operator desires to create a case or to replicate data from one case to another, or convert a case from an earlier system. The replicate function is intended to save the operator time by copying certain repetitive data from a lead case to its companion cases.

1.1  WORK ENVIRONMENT:
The initiation of a criminal court record begins with the receipt of a charging document and bond(s) from an arresting agency. The document and bond are forwarded to the Circuit Clerk’s office with a transfer sheet which lists and describes the documents/bond(s) being transmitted. The transfer sheet, documents, and bonds are delivered from the arresting agency to the new case processing team either through court, bond call, delivery courier, mail, or in person. The contents of the transfer are verified and officially filed to start the record creation procedures.

Data from the charging documents and bonds are entered into the system and an automated case record is created. Case bonds are batch balanced on-line and deposited with the financial accounting department for banking. Charging documents and non-cash type bonds are secured until a case records jacket is printed. Charging documents and bonds are matched up with the case record jacket, data printed on the jacket is verified for quality assurance, and the physical case record is shelved in the file library.

The initiation of a civil court record begins with the receipt of a complaint or a petition from an attorney or a pro se. A new case information sheet is attached with these documents which includes all information needed to file a case. Filing fees are automatically posted by the system by case category types and a case number is automatically issued. Documents are matched up with the case file and forwarded to the appropriate case category work team where additional documents are processed.

The new system is expected to accept electronic case filings directly from other judicial department’s modules and from the public via the Internet. All appropriate financial requirements must be met as part of electronic case initiation.

Current procedures are expected to change with the new system, providing that efficiency is not
forfeited due to the design of the system.

1.2 FUNCTIONAL REQUIREMENTS

1. Automatic generation of case numbers by state statute in year, case category code and numeric sequence order with indicator for court jurisdiction (county).


3. Automatic replication of data for companion cases from cases previously initiated.

4. Multiple/unlimited or single defendants and plaintiffs (all party types).

5. Creating multiple counts (offenses) on a single criminal case for any case category with associated inchoate indicator.

6. Ability to edit case category based on inchoate indicator.

7. Designation of mandatory/non-mandatory court appearance.

8. Designation of charge government level (i.e., state or local).

9. Record case subcategory or nature of civil action.

10. Automatically post fees from fee tables based on case type.

11. Use of state-defined code tables (offense, attorney, disposition, sentence, etc.).

12. Party records are created (see data requirements).

13. Bond records are created (see data requirements).

14. Financial records are created (see data requirements).

15. Docket records are created by user defined docket (i.e. changing or filing document type).

16. Accept correct court date according to predefined dates and judge assignments.
17. Ability to manually assign a judge.

18. Automatic random judge assignment and direct judge assignment based on:
   - case category
   - case subcategory (nature of action)
   - offense if criminal
   - court location
   - arresting agency

19. Designation of jury or non-jury events.

20. Automatic generation of process (i.e. warrant, writ or summons).

21. Automatic party record created from driver’s license file received from Secretary of State.

22. Creation of old case record or the re-entry of a new case without automatic assignment of case number.

23. Capability of loading mobile citation data (ticket) and automatic generation of case from law enforcement data file.

24. Provide full program function capability including:
   - inquiry
   - add
   - update
   - delete

25. User and entry date identification.

26. Identification of filing entity (agency or person).

27. Number of case initiation screens required to completely file a new case:
   - One
   - Two

Vendor Response
28. Ability to design screen(s) layout based on state or local complaint, citation or petition format.

29. Ability to print case title information labels for case file jackets.

30. Ability to batch assign case numbers without complete case initiation.

31. Ability to link new cases to existing ones based on a personal ID number.

32. Ability to accept electronic filing (see 13.0).

33. If electronic filing, queues case records on-line for assignment of personal ID number.

34. Ability to accept bar coded information from Secretary of State drivers license format.
1.3 DATA REQUIREMENTS
1. ARRESTING AGENCY
2. TICKET NUMBER
3. BLOOD ALCOHOL COUNT
4. LAST NAME
5. FIRST NAME
6. MIDDLE INITIAL
7. TITLE
8. NAME TYPE
9. BUSINESS NAME
10. ADDRESS 1
11. ADDRESS 2
12. CITY
13. STATE
14. ZIP CODE
15. DRIVER’S LICENSE NUMBER
16. DRIVER’S LICENSE ISSUING STATE
17. COMMERCIAL DRIVER’S LICENSE
18. OPERATOR OF A COMMERCIAL MOTOR VEHICLE
19. HAZARD PLACARD COMMERCIAL VEHICLE
20. EYE COLOR
21. HEIGHT
22. WEIGHT
23. SEX
24. DATE OF BIRTH

25. OFFENSE DATE
26. ARREST DATE
27. VEHICLE REGISTRATION NUMBER
28. STATE VEHICLE REGISTERED IN
29. YEAR OF REGISTRATION
30. MAKE OF VEHICLE
31. YEAR OF VEHICLE
32. OFFENSE CODE
33. STATE/LOCAL OFFENSE INDICATOR
34. BOND TYPE 1
35. BOND SET AMOUNT
36. DEPOSIT AMOUNT
37. BOND TYPE 2
38. BOND CARD NUMBER
39. BOND CARD COMPANY
40. CASE PHASE/STATUS
41. CASE PHASE DATE
42. ASSOCIATED CASE NUMBER
43. OFFICER ID
65. SOCIAL SECURITY NUMBER
66. COURT LOCATION
67. PERSONAL ID NUMBER
68. NATIONAL CRIME INFORMATION CENTER NUMBER (NCIC)
69. CHARGING DOCUMENT TYPE (indicator)
70. PROCESS TYPE (indicator)
71. ARREST CARD DOCUMENT CONTROL NUMBER (DCN)
72. ATTORNEY

1.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for case initiation. Include the number of steps and screens needed to create and process records.
2.0 DOCKET/RECORD SHEET MAINTENANCE
This function, also referred to as registers of actions, is the repository or chronological register of all documents filed, all orders entered, and all proceedings held in a case. Beyond the State Manual on Recordkeeping requirements, various other processing transactions are recorded including, but not limited to, disposition reporting, maintenance performed and notices generated. Because the docket is maintained on-line, regular file copy printouts are not necessary unless upon demand.

2.1 WORK ENVIRONMENT
All case category teams have the appropriate security to create docket records based on specific pre-defined docket codes and descriptions representing those recordkeeping requirements. Documents are filed, sorted and distributed to each team for docket entry and posting to the case file. Court orders return from each court location, and if not entered directly from the bench, are entered in the office by each courtroom clerk at their work station.

2.2 FUNCTIONAL REQUIREMENTS
1. Meets state recordkeeping requirements as defined in the Manual on Recordkeeping (attachment #2).
2. No limits to the number of docket entries made.
3. Allows for entry of multiple docket(s) on each case in the same entry transaction.
4. Allows for entry of multiple docket(s) on multiple cases in the same entry transaction.
5. Use of local and state defined code tables and docket type categories.
6. Provide full security defined program functions capability including:
   inquiry
   add
   update
   delete
   insert
7. User defined edit capability of fields and codes.
8. Choice of chronological or reverse chronological order of docket entries.
9. Docket search on each case by:
   code
   date


11. Automatic docketing from other programs (i.e., disposition, sentence, etc.).

12. Free form comment capability on each docket.

13. Makes distinction between system entry date and process transaction date.

14. User and entry date identification.

15. User defined screen header information.

16. Ability to transfer to other programs by:
   Function key
   Alpha numeric command
   Mouse.

17. Ability to scroll and go to top and bottom of docket.

18. Ability to impound or remove from view:
   Entire docket
   Single docket entry

2.3 DATA REQUIREMENTS
1. DOCKET CODE
2. COUNT
3. JUDGE
4. PROCESSING TRANSACTION DATE
5. DOCKET ENTRY DATE
6. DOCKET FREE FORM INDICATOR

7. NEXT EVENT DATE

8. NEXT EVENT

9. ROOM

10. NEXT EVENT TIME

11. COURT REPORTER

2.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for docket/record sheet maintenance. Include the number of steps and screens needed to create and process records.
3.0 **PARTY MAINTENANCE:**
This function covers the operational recordkeeping and system procedure requirements for capturing all party information in each case record. There are no limits on the number or types of parties. Recording needs may be different from case category to case category. Functionability and data requirements have been combined for both criminal and civil.

3.1 **WORK ENVIRONMENT:**
Initial party information is captured at the time of case filing. These data requirements are covered in the case initiation process and will continue throughout the life of the case record. Additional parties including attorneys, plaintiffs, defendants, witnesses, sureties, restitution parties, arresting agency, arresting officer and victims may not be identified until after the case is filed when appearances become known. Party information is most important for inquiry, court notification and disposition reporting purposes.

3.2 **FUNCTIONAL REQUIREMENTS:**
1. User defined party types (table).
2. Allows for multiple same party types.
3. Differentiation between personal and business name type.
4. Ability to associate parties in case (i.e. child with a guardian).
5. Capability of storing address history including last known date.
6. Unlimited identification of restitution parties.
7. Identification and recording of attorney information from state registration file (attorney file).
8. Separate fields for last, middle, first and title name information:
   - Last (20 characters minimum)
   - First (14 characters minimum)
   - Middle (1 character minimum)
   - Title (3 characters minimum)
10. Recording of state defined personal characteristics.
11. Extensive space in address fields (20 character minimum).
12. Provide full security defined program function capability including:
   Inquiry
   Add
   Update
   Vendor Response
   Delete

13. Access for inquiry or maintenance of party name/address controlled by security for each party type [ex: SAO maintains victim information and clerks are not given viewing security].

3.3 DATA REQUIREMENTS:
1. CASE NUMBER
2. NAME
3. PARTY TYPE
4. PERSONAL ID NUMBER
5. TOWNSHIP
6. ATTORNEY TYPE
7. NAME TYPE
8. NAME - FIELD 1 - LAST NAME
9. NAME - FIELD 2 - FIRST NAME
10. NAME - FIELD 3 - MIDDLE INITIAL
11. NAME - FIELD 4 - TITLE
12. BUSINESS NAME
13. ADDRESS1
14. ADDRESS2
15. CITY
16. STATE
17. ZIP (including point of delivery)
18. DATE OF BIRTH
19. PHONE (Telephone number)
   - Personal phone
   - Business phone
   - Fax number
20. DRIVER’S LICENSE NUMBER
21. DRIVER’S LICENSE ISSUING STATE
22. EYE COLOR
23. HAIR COLOR
24. HEIGHT
25. WEIGHT
26. SEX
27. RACE
28. IDENTIFYING MARKS
29. STATE BUREAU NUMBER
30. SOCIAL SECURITY NUMBER
31. COMMERCIAL DRIVER’S LICENSE HOLDER
32. OPERATING COMMERCIAL MOTOR VEHICLE
33. HAZARD PLACARD COMMERCIAL MOTOR VEHICLE
34. DUPLICATE DEFENDANT DATA FOR ALIAS
35. ADD TO NAME/ADDRESS FILE

Vendor Response

E-mail address
36. VEHICLE REGISTRATION NBR
37. VEHICLE REGISTRATION ST
38. VEHICLE REGISTRATION YEAR
39. VEHICLE MAKE
40. VEHICLE YEAR
41. SPECIAL CLASS REQUIREMENT
42. LAST UPDATE OPERATOR ID (3 position minimum)
43. LAST UPDATE DATE
44. SURETY AMOUNT POSTED

Vendors Response

45. RESTITUTION AMOUNT PER INDIVIDUAL RECORD
46. PRO SE/INDIGENT PARTY

3.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for party maintenance. Include the number of steps and screens needed to create and process records.
4.0 **BAIL BOND MAINTENANCE**

This function processes types of bail bonds required to procure the release of an individual or defendant charged with an offense, to ensure his/her future presence in court and compel their remaining within the jurisdiction. Bail bonds are not limited to monetary amounts and include all types defined by Supreme Court Rule (i.e. driver’s license, bond card, personal recognizance or real estate and securities). As is with the case, bail bonds will require dispositioning and accounting. Cash bail is related to the financial function.

4.1 **WORK ENVIRONMENT**

Most bonds are posted with the filing of a charging document such as a complaint, citations or traffic ticket. Bonds are recorded on transfer sheets as they are distributed between law enforcement agencies and the Civil Clerk’s office. Many are not collected until after the case is filed and an arrest warrant is served by one of as many as ninety arresting agencies within Kane, DeKalb and Kendall counties. If another individual or surety posts bond for the defendant, that person(s) is recorded and tracked as a party to the case and can be involved in bond dispositioning (i.e. refund). Cash bonds upon posting are balanced and deposited in the bank on a daily basis. At this point, the bond enters financial accounting pending the application, transfer or refund at the time of dispositioning.

Planned changes include direct deposit by Kane County arresting agencies starting January 1, 1999.

*Vendor Response*

4.2 **FUNCTIONAL REQUIREMENTS**

1. Ability to record/post multiple bond types.
2. Transfer non-monetary bonds between cases.
3. Transfer cash bonds between cases in partial or full amounts.
4. A transfer between cases records the transaction with cases numbers in all affected cases.
5. Provides for user defined bond types.
6. Provides for user defined bond disposition types.
7. Ability to substitute cash bonds for non-monetary bonds.
8. Capability of performing bond reductions based on court order.
9. Provide complete bond transaction history.
10. Ability to record and process full bond and 10% bond amounts based on Supreme Court Rules.

11. Ability to separate and account for the clerk’s 10% bond fee and remaining balance.


13. Recording of warrant bond collections for other jurisdictions and the transfer of the bond to those outside jurisdictions.

14. Ability to link bail amounts set in the warrant process to bond record.

15. Ability to record and account for multiple cash bonds on a single case.

16. Ability to perform both manual and automatic bond disposition:
   - Application to fine and costs
   - Transfer
   - Forfeiture
   - Refund
   - Reinstatement
   - Lein
   - Substitution.

17. Bond posting by charge card.

18. Bond surety financial information tracking.

19. On-line ability to reconcile daily cash bond postings:
   - Entire office
   - Individual.

20. Ability to set and prioritize multiple bond distributions per case.

21. Provide full security defined program functions (PF) capability
including:

Inquiry
Add
Update
Delete.

22. Accepts electronically transferred bond information from the Sheriff’s system.

4.3 DATA REQUIREMENTS

1. CASE NUMBER
2. LAST NAME
3. FIRST NAME
4. MIDDLE INITIAL
5. BOND TYPE
6. BOND DISPOSITION
7. BOND DISPOSITION DATE
8. BAIL/BOND
9. DEPOSIT AMOUNT
10. BOND CARD NUMBER
11. BOND COMPANY
12. BOND TRANSFER AMOUNT
13. BOND TRANSFER DATE
14. CASE NUMBER BOND TRANSFERRED TO
15. CASE NUMBER BOND TRANSFERRED FROM
4.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for bail bond maintenance. Include the number of steps and screens needed to create and process records.
5.0 SCHEDULING/CALENDARING
This function provides the capability of setting up annual court location and judge date calendars and the scheduling of parties and events to them on a daily and hourly basis. This process is also used to track administrative activities linked to clerical and recordkeeping events. Often events are tied to the generation of notices and other documents to a variety of parties.

5.1 WORK ENVIRONMENT
Court activity is initiated by the filing of complaints, petitions and other documents. Court dates are assigned in many ways. Felony dates are provided by the State’s Attorney based on their workload and judge’s calendar. Traffic, misdemeanor, ordinance violation and conservation cases are given dates based on predefined locations and law enforcement assignments to them. Civil cases are given dates based on case category and judge assignment. They may be actual court dates or administrative review dates. Court dates are tracked in terms of the number of cases assigned to a given location or judge by day and future scheduled cases. In both the criminal and civil area, future case counts are used to plan caseloads and avoid over-scheduling.

These numbers are required to be known in a minute’s notice when a judge continues a case for any type of event or an attorney calls in for a date.

Court date scheduling is managed by the Chief Judge’s office and the Circuit Clerk’s office. The Circuit Clerk schedules all dates set by court order. They also schedule many cases at the time of filing both manually and automated. The Chief Judge’s staff schedule all civil cases by phone-in requests. Refer to Section VI for more on the Chief Judge’s requirements.

Vendor Response

5.2 FUNCTIONAL REQUIREMENTS
1. Multiple future court dates per case.

2. Automatic activation of next future scheduled event and event date.

3. Unlimited variable daily court time assignment.

4. Ability to identify date and time on all scheduling notices.

5. Capability of blocking/unblocking court dates and time for weekends, holidays or individual calendars by:
   - Full days
   - Partial day

6. System edit and message for erroneous scheduling (i.e weekends and holidays).

7. Automatic assignment of law enforcement agencies and officers to specific court dates and times by location (room).
8. On-line inquiry on cases (list) assigned to:
   Court location (room)
   Judge
   Attorney
   Officer
   Date
   Arresting agency

Vendor Response

9. Ability to track which party requested the court date and provide on-line statistics (i.e. defendant motioned for continuance six times).

10. Ability to provide a list of the next available dates based on judge, location and event for selection during electronic filing.

11. On-line inquiry (matrix) on number of cases assigned per:
   Judge
   Court location
   Date
   Time.

12. Capability to set case load limits per:
   Event
   Court location (room)
   Judge
   Date
   Time.

13. Ability to override limits.

14. Mass rescheduling of cases by:
   Judge
15. Automatic notice generation of mass rescheduled cases.

Vendor Response

16. Ability to record case scheduling history.

17. Ability to assign function security for scheduling.

18. Ability to display parties, events, dates, times and status.

19. On-line real time printing of court call or calendar.

20. Mass entry or updating of court dates and events for multiple cases based on court call.

21. Provide full security defined program functions including:

   Inquiry
   Add
   Update
   Delete
   Cancel
   Duplicate
   Reschedule
   Override.

22. System edit for when settings exceed limits.

23. Time measurement between events (case flow tracking).

24. Free form comment fields.

25. Ability to block case number from scheduling of future dates per consolidation.

26. Time measurement between events (speedy trial).
27. Ability to alternate between functions (concurrently).

5.3 DATA REQUIREMENTS
1. EVENT TYPE
2. EVENT DATE
3. EVENT TIME
4. EVENT DURATION
5. EVENT END TIME
6. EVENT JUDGE
7. EVENT LOCATION
8. DATE ENTERED
9. ENTERED BY
10. LAST UPDATE
11. UPDATED BY
12. CASE STATUS
13. STATUS DATE
14. MOVING PARTY
15. TOTAL CASES SCHEDULED
16. CASE LOAD LIMIT
17. ARRESTING AGENCY
18. BADGE NUMBER
19. NUMBER OPENINGS AVAILABLE

5.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for scheduling/calendaring. Include the number of steps and screens needed to create and process records.
6.0 CASE DISPOSITION AND SENTENCING FUNCTION(S)
Court judgments are recorded through the disposition and sentencing process. Many other records and system maintenance areas are related to this process including charge, bond, finance and docket. Updates to these areas are to be as automatic as possible when dispositions are created. System edits are needed to determine if any of the required dispositioning is missing.

6.1 WORK ENVIRONMENT
Both civil and criminal case categories require dispositions to represent judgments entered by the court. Some dispositions close out the case record. Others are interim in nature staging the case for a final disposition. Sentencing follows dispositioning in criminal cases although it may not occur at the same time. Criminal cases may also have multiple dispositions for all charges or offenses filed in each case. Dispositions in civil cases may result in a money judgment which is required to be recorded in an index. Criminal dispositions are required to be reported by state statute to state and local law enforcement agencies on a scheduled basis.

6.2 FUNCTIONAL REQUIREMENTS
1. State defined:
   - Disposition code tables
   - Sentence code tables

2. Ability to enter fine, costs, fee and penalty amounts with financial related sentence types.

3. Ability to enter lengths of time for probation or incarceration sentence types.

4. Ability to disposition each charge/count or offense.

5. Ability to sentence each charge/count or offense.

6. Capable of handling blended sentences for juvenile delinquents, state statute effective January 1, 1999 (both juvenile and adult sentences are ordered at the same time, violation of juvenile sentence automatically incurs adult sentence thereby eliminating time consuming court hearings).

7. Mass update of a same disposition and sentence (code) on multiple cases.

8. Mass update of same disposition and sentence on specific multiple counts on the same case.

9. Unlimited number of sentence types per disposition.
10. Ability to perform subsequent or multiple sentencing on the same case.

11. Ability to link specific dispositions to a case phase or status with automatic updates.

12. Ability to record sentence conditions and rules per sentence.

13. Ability to amend or reduce one charge to another.

14. Ability to update charges:
   - Add
   - Amend
   - Reduce.

15. Ability to record and amend the inchoate.

16. Ability to apply payments at the time of disposition and sentencing.

17. Ability to apply bond to fine and costs.

18. Ability to refund balance of bond after applying to fine and costs.

19. Ability to transfer bond balance to related cases after applying to fines and costs.

20. Automatic update of bond record(s).


23. Automatic update of court services (probation) application records with user defined triggers or notification.

24. Electronic disposition reporting to user defined agencies.

25. Provide full security defined program functions (PF) capability including:
   - Inquiry
   - Add
26. Ability to reinstate case and vacate all:
   Dispositions

Vendor Response

Sentences

6.3 DATA REQUIREMENTS

1. CASE NUMBER
2. DEFENDANT’S NAME
3. CHARGE
4. STATE/LOCAL (INDICATOR)
5. TICKET NUMBER
6. POLICE REPORT NUMBER
7. FILING DATE
8. AMENDED CHARGE
9. AMENDED STATUS
10. AMENDED INCHOATE
11. AMENDED CLASS
12. CHARGE DISPOSITION TYPE
13. PLEA
14. CHARGE DISPOSITION
15. AMENDED CHARGE DISPOSITION
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tr>
<td>16</td>
<td>CHARGE DISPOSITION INDICATOR</td>
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<tr>
<td>17</td>
<td>AMENDED CHARGE DISPOSITION INDICATOR</td>
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<td>CHARGE DISPOSITION DATE</td>
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<tr>
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<td>AMENDED CHARGE DISPOSITION DATE</td>
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<tr>
<td>20</td>
<td>JUDGE</td>
</tr>
<tr>
<td>21</td>
<td>WARRANT CASH BAIL AMOUNT</td>
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<td>22</td>
<td>WARRANT CASH BAIL TYPE</td>
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<td>23</td>
<td>MOTOR VEHICLE INVOLVED</td>
</tr>
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<td>24</td>
<td>SENTENCE DATE</td>
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<td>25</td>
<td>ORIGINAL/SUBSEQUENT SENTENCE INDICATOR</td>
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<tr>
<td>26</td>
<td>CONSECUTIVE/CONCURRENT INDICATOR</td>
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<td>SENTENCE CODE</td>
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<td>SENTENCE DESCRIPTION</td>
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<td>SENTENCE LENGTH</td>
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<td>31</td>
<td>FINE ASSESSMENT TYPE</td>
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<td>FINE AVAILABLE BOND AMOUNT</td>
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<td>OFFENSE COUNT</td>
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<td>ADDITIONAL FINE TYPE</td>
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<td>ADDITIONAL FINE AMOUNT</td>
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<tr>
<td>36</td>
<td>STATE'S ATTORNEY TRIAL DAYS</td>
</tr>
<tr>
<td>37</td>
<td>PROBATION REPORTING INDICATOR</td>
</tr>
</tbody>
</table>

**Vendor Response**
38. COURT REPORTING INDICATOR
39. TOTAL ASSESSMENT AMOUNT
40. PUBLIC DEFENDER FINE AMOUNT
41. PAYMENT TYPE
42. NEXT PAYMENT DATE
43. PAYMENT AMOUNT
44. CHECK NUMBER
45. BOND REFUND/TRANSFER PARTY ID

6.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for case dispositioning and sentencing. Include the number of steps and screens needed to create and process records.
7.0 FINANCIAL MAINTENANCE FUNCTION:
The financial function processes and records all accounting transactions. It interacts with case initiation, bond maintenance and the sentencing functions.

7.1 WORK ENVIRONMENT:
Accounting includes fine and cost assessment, filing fee and fine collections, case bond dispositioning and the disbursements of all money. The collections of money comes in many forms and types. Civil filing fees vary depending on case category and sub-category and are required by state statute. Bond amount and types are set through Supreme Court rule. Fine limits and assessment formulas are also determined through state statute and the state manual on fines and fees. Civil fees are collected at the time of filing. Bonds may be processed anytime during the course of the case. Criminal fines and costs are assessed at the time of disposition and sentencing. Fine and cost payments can be continued for some time before full collection. Disbursement is usually done monthly. There is also a need to record, track and disperse trust funds and interest.

7.2 FUNCTIONAL REQUIREMENTS:
1. Ability to comply with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Government Auditing Standards (GAGAS) throughout all system functions.
2. User defined financial transaction codes.
3. Complete history of financial transactions.
4. Ability to record and balance all debit and credit type transactions.
5. Identification of each transaction by user ID and date.
6. Automatic setting of civil filing fees based on case category or sub-category.
7. Automatic assessment of criminal fines, costs, fees and penalties based on:
   Case category
   Offense type
   Offense class
   Fine amount
8. Fine, cost, fee and penalty assessment capability based on:
   Percentage breakdown

Vendor Response
9. Ability to define fine, cost, fee or penalty collection and disbursement priorities.

10. Ability to add and process additional fine types outside of normal fine and cost assessments.

11. Automatic application of bond amounts to fine, cost, fee and penalty.

12. Ability to refund bonds, additional bond balances or over payments.

13. Ability to refund any money to multiple parties.

14. Ability to receive full or partial payments.

15. Ability to record balances paid and owed.

16. Ability to reinstate balances owed due to bad checks (NSF).

17. Ability to accept and process bond company payments.

18. Ability to accept and process credit card payments and convenience fees by:
   - Cash register interface
   - Electronic transaction (internet)
   - Manually

19. On-line view of fine, cost, fee or penalty assessment breakdowns.

20. Recording of all payments by:
   - Personal check number
   - Bank company
   - Credit card number
   - Credit card company
   - Bond card number
21. Ability to identify any number of restitution recipients.

22. Ability to include restitution in fine, cost, fee or penalty assessment priority or override for payment instanter.

23. Ability to handle drawn down accounts for:
   - Manual case filings
   - Non-case related collections
   - Electronic case filings

24. Ability to notify individuals automatically or manually when a drawn down account balance is low.

25. Automatic distribution of fines, costs, fees and penalties.

26. Distribution based on user defined schedules.

27. Ability to set distribution priorities.

28. Ability to set distribution based on:
   - Full collection
   - Partial collection

29. Ability to issue checks with check register.

30. Ability to record distribution and status on each case record.

31. Ability to balance bonds on-line by:
   - Day
   - Month
   - User ID

32. On-line balancing of any money collected by:
33. Provide full security defined program function (PF) capability:
   Inquiry
   Add
   Update
   Delete
   Correct
   Void

34. Ability to pay fines electronically by charge card (i.e. internet or voice response system).

35. Ability to keep active bonds on account in aggregate total via on-line and hard copy output on demand.

36. Ability to record disbursements for daily/month end of funds for each case or group of cases/fees paid indicating the individual or agency who received the funds.

37. Ability to reconcile deposits with financial institution and record the same.

38. Ability to total and reconcile multiple cashiers in order to calculate the daily bank deposit.

39. Ability to record receipts in a suspense account pending identification of correct case or account for further action (i.e. case not initiated on system yet - waiting on documents or monies sent to wrong county needing to be sent back).

40. Ability to store non-financial amounts on case record without affecting financial calculations to show court ordered costs. (i.e. credit for time served in lieu of fine, restitution paid directly to victim and not through courts.)
41. Ability to reconcile disbursements on-line and record the same via electronic means of reconciliation to/from financial institution.

42. Ability to receive and issue data to financial institution for processing of electronic (ACH) exchange of information automatically updating system.

43. Ability to set up individual accounts for billing process (i.e. draw down accounts to be billed when getting low for attorneys and agencies.

44. Ability to pull reports for billing indicating last notice sent and allow for credits or waivers in lieu of payments to accounts.

45. Ability to generate numbered receipts recording operator ID, date, multiple case numbers and defendant name of person making payment, court location, reason for payment and any miscellaneous information needed for processing.

46. Ability to generate checks in sequential numbered format and record same on case on-line record.

47. Ability to change status of check issued both manually and automated fashion from issued to cleared or void or stop pay and record note as to reason for change.

48. Ability to age outstanding disbursements in system based on defined criteria for checks older than date certain, and send audit letters to payees.

49. Ability to age outstanding trust and bonds in system based on defined criteria for deposits older than date certain and send audit letters to individuals and/or attorneys of record.

50. Ability to reverse entries (i.e. NSF, reinstatements, subsequent sentences, corrections by court or administrative adjustments) and record the same on each case and general ledger with appropriate audit trail and notes for specific reason.

51. Ability to have defined financial events/codes automatically create docket entries.

52. Ability to waive fees on a security level for indigent cases filed or per court order.

53. Ability to make adjustments to accounts and maintain proper
audit trails.

54. Ability to print quality audit reports out of financial for defined criteria. (i.e. monies not paid in full and showing as closed status, account balances below $10.00 or any other amount for write off and/or further court action, bonds posted greater than $10,000.00, outstanding NSF checks unpaid.)

55. All information to interface with all modules in order to record financial transactions only once preventing errors and duplicate rekeying of entries. Automatic postings for receipting and distributing all activity with out-of-balance reports, edit reports and exception reports for missing data or anything prior to final posting for the day.

56. Ability to produce a monthly trial balance and accumulate totals for end of year.

57. Ability to maintain a user defined chart of accounts.

58. All financial system information shall have the ability to convert data to ASCII formats and download to diskette.

59. Ability to print checks with MICR encoding disbursements to issue daily checks, manual and reissued checks.

60. To store and track investments for renewal dates, interest postings and collateral.

61. Financial screens should be user friendly and designed to lead users systematically throughout the financial areas with ease and provide easy toggle methods to on-line help screens.

7.3 DATA REQUIREMENTS

1. CASE NUMBER

2. DEFENDANT’S NAME

3. FINANCIAL TRANSACTION DATE

4. TRANSACTION CODE

5. TRANSACTION DESCRIPTION
6. PAYMENT TYPE
7. AMOUNT
8. PERSONAL CHECK NUMBER
9. MONEY ORDER NUMBER
10. CHARGE CARD NUMBER
11. SPECIAL ACCOUNT ID
12. REFERENCE BATCH
13. CASH HELD AMOUNT
14. DEFENDANT OWES AMOUNT
15. CASE PHASE
16. TRANSACTION ORIGIN (CODE)
17. FINANCIAL STATUS
18. RECEIVING AGENCY
19. BOND TYPE
20. BOND DISPOSITION
21. ACH REFERENCE NUMBERS FOR BOTH INCOMING/OUTGOING

22. DISBURSEMENT CHECK NUMBER

23. TRANSACTION OPERATOR ID FOR EACH FINANCIAL TRANSACTION.

7.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for financial maintenance. Include the number of steps and screens needed to create and process records.
8.0 **CASE MAINTENANCE FUNCTION:**
This function covers the maintenance of all general case data not required for specific or specialized processing related programs.

8.1 **WORK ENVIRONMENT:**
Case maintenance requirements are usually triggered through action taken in a case by the bench, bar, public, judicial department or government agency. Much of case data is captured during case initiation but will require updating because of change in case flow and record management. Case related data reflects information such as nature of action, sources of action, record status, case associations or relationships, work load assignments, and types of category designations.

Case data will continue to be automatically or manually updated at the time of action through court orders and case events. Part of case maintenance is consolidating and severing a case.

A court order is received consolidating one or more court cases into another case. This case is called the lead case. The lead case is the oldest case number although an attorney may write an order stating that the new case number becomes the lead case. A consolidation may be any case type into or with any other case type. Consolidations are not necessarily done only in specific case families. Probate with probate or chancery with chancery, the order can consolidate an order of protection with divorce or juvenile delinquent with probate. It is necessary to have the ability to not only have flags for consolidation with blocking but the ability to have any other flag or warning to follow to the lead case. Impounded, restricted, child support, jury demand, judge assignment, current/future court scheduled dates or any other warning may be tied to a case. The ability to print a non-lead case docket for times when an appeal may be requested.

Unconsolidation or severing of cases occurs when a court order is received stating that the previous consolidation of cases is now not necessary or done in error [wrong case number(s) on court order]. The court order might also state that consolidation is severed. A consolidation may also occur when the wrong case number(s) are received or entered into the system. When a correction is needed, all information must be allowed to transfer to original entered case(s) with all warning flags removed.

8.2 **FUNCTIONAL REQUIREMENTS**
1. User defined (table) case phases.

2. Automatic linking of phases to:
   - Dispositions
   - Events
   - Dockets

Vendor Response
3. User defined (table) case association categories (i.e., companion, related, etc.).

4. Linking and tracking capability between associated cases.

5. User defined (table) court locations (rooms).

6. User defined (table) judge assignments.

7. Ability to randomly assign judges to cases by:
   Case category
   Case sub-category
   Court location
   Offense

8. Ability to randomly reassign judges to cases by:
   Case category
   Case sub-category
   Court location
   Offense

9. Ability to directly assign judges to cases by:
   Case category
   Case sub-category
   Court location
   Offense

10. Ability to directly re-assign judges to cases by:
    Case category
    Case sub-category
    Court location
    Offense

11. Ability to track judge re-assignments and reason for change.
12. Mass re-assignment of cases by:
   Judge
   Attorney

13. Automatic distribution of cases between judges and within the same assignment unit.


15. Ability to manually update case category.

16. Ability to reinstate or re-open cases for orders to vacate previous judgments and dispositions or make corrections.

17. Ability to expunge a case per state statute (refer to specialized program functions).

18. Consolidation of case(s) any case type into/with any other case type.

19. Ability to consolidate and un-consolidate multiple cases.

20. Ability to link court date assignments and docketing with consolidated cases.

21. Ability to merge party data - duplication of data into the lead case party area upon consolidation.

22. Ability to block adding information to consolidated case that is not the lead case [docket-party screen - scheduling area].

23. Ability to block consolidated case number when scheduling case that is not lead case and flagging that number stating what the lead case number is.

24. Ability to order only lead case. Flag to state that case(s) have been consolidated and what correct case number or lead case should be ordered.

25. Ability to automatically flag all screens noting the case has been consolidated.
26. Ability to unconsolidate case(s) when a court order is received or if case(s) have been consolidated in error.

27. Ability to automatically remove parties from lead case when severing.

28. Ability to automatically remove flags or warnings from lead case if they traveled to lead case when consolidation occurred.

29. Ability to automatically docket information from lead case to the other case(s) now unconsolidated or severed/separated.

8.3 DATA REQUIREMENTS

1. CASE NUMBER

2. ASSIGNED JUDGE

3. COURT LOCATION

4. NEXT DATE TIME

5. PHASE

6. CATEGORY

7. ASSOCIATED CASE NUMBER

8. CHARGE CODE

9. CHARGE FILED DATE

10. MANDATORY COURT APPEARANCE INDICATOR

11. INJURY/DEATH INDICATOR

12. STATE/LOCAL OFFENSE INDICATOR

13. TICKET

14. STATUS

15. MALE/FEMALE INDICATOR
8.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for case maintenance. Include the number of steps and screens needed to create and process records.
9.0 DATA BASE INQUIRY FUNCTION:
The inquiry function provides a means of viewing any or all case information controlled by appropriate security levels. It must also have the capability of preventing the view of records that have been restricted by state statute or court order. Access to records is made through the identification of key data elements that are unique to each case record. If key elements are not known or are duplicated, then a selection of similar information must be provided to choose from.

9.1 WORK ENVIRONMENT:
On-line inquiries are made by almost every type of constituent to which the clerk provides service. Judges review cases from their chambers or during the court call on the bench. All judicial departments rely on the automated court record to perform their jobs easier and quicker without the physical court file. State agencies and local law enforcement use it for looking up dispositions and criminal history records. Businesses and the general public need specific case information for non-judicial or personal reasons. On-line inquiry is available to as many as 500 user terminals throughout the county and circuit.

9.2 FUNCTIONAL REQUIREMENTS:
1. Ability to search court records by:
   - Case Number
   - Case Number Range
   - Ticket Number
   - Police Report Number
   - Arrest Card Number
   - Driver’s License Number
   - Social Security Number
   - Arresting Officer Badge Number
   - Attorney Registration Number
   - Vehicle Registration Number
   - Phone Number
   - Date of Birth

Vendor Response
Personal Name

Personal Id Number

Business Name

Vendor Response

Name by Party Type (i.e. surety, defendant, attorney of record, etc.)

Offense Citation Number

Filing Date

Disposition Date

2. Phonetic or sound alike name search capability.

3. Multiple data element related name search capability with on-line index display.

4. Multiple data name search displays in exact match to non-exact match descending order (i.e. name search with use of a birthdate brings up all names with or without birthdate or with a similar birthdate).

5. Inquiry index includes display of all case category type records per single inquiry.

6. Ability to access record maintenance options directly from inquiry with appropriate user security.

7. Provides for flags or warning messages on specific records viewable only through appropriate security level. Allows for different security levels (public inquiry may provide defendant name with impounded message or provide neither a name or message on juvenile cases).

8. On-line Index Displays:
   Case Number

   Name

   Date of Birth
<table>
<thead>
<tr>
<th>Next Event</th>
<th>Vendor Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Event Date</td>
<td></td>
</tr>
<tr>
<td>Court Location</td>
<td></td>
</tr>
<tr>
<td>Driver's License Number</td>
<td></td>
</tr>
<tr>
<td>Ticket Number</td>
<td></td>
</tr>
<tr>
<td>Case Phase/status</td>
<td></td>
</tr>
</tbody>
</table>

9. Cross reference lead case and associated/companion cases by:
   - Document Control Number
   - Fine Amount
   - Amount Owed
   - Arresting Agency
   - Arresting Officer
   - Charge/offense
   - Ticket Number
   - Police Report
   - Judge
   - State’s Attorney
   - Defense Attorney
   - Bond Type
   - Disposition of Bond
   - Must Appear (Indicator)
   - Penalty Class
   - Inchoate
9.3 DATA REQUIREMENTS (DISPLAY):

1. ABILITY TO SEARCH COURT RECORDS BY:
   - CASE NUMBER
   - CASE NUMBER RANGE
   - TICKET NUMBER
   - POLICE REPORT NUMBER
   - ARREST CARD NUMBER
   - DRIVER’S LICENSE NUMBER
   - SOCIAL SECURITY NUMBER
   - ARRESTING OFFICER BADGE NUMBER
   - ATTORNEY REGISTRATION NUMBER
   - VEHICLE REGISTRATION NUMBER
   - PHONE NUMBER
   - DATE OF BIRTH
   - PERSONAL NAME
   - PERSONAL ID NUMBER
   - BUSINESS NAME
   - NAME BY PARTY TYPE
   - OFFENSE CITATION NUMBER
   - FILING DATE
   - DISPOSITION DATE

9.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for database inquiry. Include the number of steps and screens needed to create and process records.
10.0 DOCUMENT GENERATION FUNCTION:
The document generation process provides the user with the capability of defining and designing on-line forms. These forms include pre-defined variables which extract data on a given case to create a document. Upon demand, the document can be generated and recorded as part of the automated case record.

10.1 WORK ENVIRONMENT:
Approximately 800 documents are generated on an average day throughout the three county circuit. These documents range from criminal notices, warrants and summons to civil notices, letters of office, court orders, rules and writs. All documents are printed real-time from user designated work stations and printers. Forms design allows the user to tie any and all data base information to the form fields. Automatic adding or updating of information minimizes the amount of data entry performed by the operator.

10.2 FUNCTIONAL REQUIREMENTS:
1. Ability to design user defined form text and layout.
2. Ability to assign data elements to form fields as variable information.
3. Ability to add bar codes to a document.
4. Ability to select pre-defined forms and generate for:
   Single case
   Multiple cases (batch)
5. Ability to store for reproduction previously generated documents.
6. Can keep a history of documents generated per case in the docket record.
7. Ability to generate documents:
   Real-time
   Batch
8. Ability to view form on-line.
10. Accepts digital signature.
12. Accepts digitized photo

13. Automatic batch generation of documents by:
   - Disposition code
   - Docket code
   - Event code
   - Document code

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14. Manual on-line individual generation of documents by:
   - Disposition code
   - Docket code
   - Event code
   - Document code

15. Provide full security defined program function capability including:
   - Inquiry
   - Add
   - Update
   - Delete
   - Other

16. Ability to maintain history of changes and updates to forms including:
   - User ID
   - Date
   - Notes

17. Ability to generate documents sorted by zip code area.

18. Ability to issue in-office check registers directly off system.
10.3 DATA REQUIREMENTS:

NOTE: This function uses data from all functional areas and data base as variable information for pre-defined forms.

10.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs, process and functional requirements for case initiation. Include the number of steps and screens needed to create and process records.
11.0 PROCESS MAINTENANCE FUNCTION:
This function allows for the issuance of process broadly defined as a summons, arrest or bench warrant, rule to show cause, body writ or writ or attachment and notice to appear. The function must track the status and location of process and any cost produced by service.

11.1 WORK ENVIRONMENT:
Criminal summons, warrants and notice to appear or juvenile warrants may be initiated at the time a complaint or other charging document is filed with the clerk. The state’s attorney’s office or the judges determines if the issuance of process is necessary, and if so, which type will be used to compel an appearance of a defendant. This is usually determined by the nature of the offense. If process is required, the case initiation function will identify the need and trigger the automatic generation of the process document. A process record is created for inquiry and reporting to many law enforcement and judicial departments. It is also docketed as part of case record. Process may also be initiated from the bench by court order. The order is in the form of an interim or post sentence disposition. The clerks will enter the appropriate disposition or docket code and process is automatically issued and generated.

Civil process is generally a product of court action. A petition and rule to show cause is issued by the court for a set return date for the appearance by the designed party to the case. If there is no appearance, a writ will normally follow. The process function will handle civil process much the same as criminal.

11.2 FUNCTIONAL REQUIREMENTS:
1. Automatic process record creation and document generation from:
   - Case initiation
   - Case disposition
   - Case docket
   - Bond disposition
3. Status tracking including:
   - Order
   - Outstanding
   - Served
   - Recalled
   - Quash

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4. Recording of arresting agency.

5. Recording of holding agency and date of transfer.

6. Recording of transfers between agencies and date of transfer.

7. Ability to set and record the bail bond amount.

8. Ability to record process service costs.

9. Ability to tie service costs with financial function.

10. Automatic generation by docket function of process (warrant/writ) recall or quash document.


12. Automatic court scheduling of a warrant review date by the generation of the warrant and a user defined period of time.

13. Automatic cancelling of warrant court date by warrant status:
   - Served
   - Recalled
   - Quash

14. Ability to record specific process server information:
   - When served
   - Where served
   - By whom served

15. Real-time printing of process documents at user defined work station and printer.

16. Automatic generation of process transfer sheets by law enforcement issuing and holding agency.

17. System message flag of existing warrant/writ in all program
18. Provide full security defined program function capability including:
   Inquire
   Add
   Update
   Delete


11.3 DATA REQUIREMENTS:
1. CASE NUMBER
2. NAME
3. OFFENSE
4. PROCESS TYPE
5. STATUS
6. STATUS DATE
7. ARRESTING AGENCY
8. HOLDING AGENCY
9. HOLDING AGENCY HISTORY
10. PROCESS COST
11. TRANSFERRED DATE
12. WARRANT BAIL BOND AMOUNT
13. BOND TYPE
14. NEXT EVENT
15. NEXT DATE
16. TIME (NEXT EVENT TIME)

17. ROOM (NEXT EVENT ROOM)

11.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for process maintenance. Include the number of steps and screens needed to create and process records.
12.0 OBJECT TRACKING FUNCTION:
Object tracking is an automated function that records the activity of a given item. This function allows users to determine where an item is at any time with proper security.

12.1 WORK ENVIRONMENT:
All court files are stored in a centralized file library. The file library personnel retrieves, checks out, checks in and refiles approximately 8,000 files a day. The requestors are either in our main office or from decentralized networked facilities. The exhibits are stored in different secured locations. Object tracking is to be fully integrated with the case management system. The object tracking needs to have a variety of different functions:

A. HISTORY - the ability to track the history of activity on an object.
B. REQUEST - users have the ability to request individual or multiple files.
C. CHECK IN - secured option that allows certain individuals to identify that the file was returned to the library.
D. TRANSFER - ability to transfer files individually or by batch by user defined elements.
E. CHECK OUT - secured option that allows certain individual to allow files to exit library.
F. INQUIRY - allows an individual to determine the status of a file.
G. MISCELLANEOUS ELEMENTS - needs that are not identified in other functions.
H. EXHIBITS - the ability to track the exhibits on line.

12.2 FUNCTIONAL REQUIREMENTS:
A. History:
   1. Function maintains a history of activity of the file by user ID.
   2. History of activity by operator ID.
B. Request:
   1. Function allows user to order:
      One file at a time
      Multiple files at a time
      Comment line available for both types of request
   2. After request is made, system notifies user if file(s) is checked out or requested by someone else.
3. Link appears for user to reserve file.

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4. Ability to have multiple requests for the same file at the same time.

5. Requests are linked according to sign on with operator ID.

6. Release option to print regular requests.

7. Instantaneously print any emergency requests.

8. User friendly screen for public access.

9. File requests are allowed by other networked departments based on security assignment.

10. Ability to block file(s) from being ordered or put on reserve.

11. Online request for public form to be user defined.

12. Method for frequent users to get personal information from system to fill out screen without meaningless code or refill out information.

13. Ability to link with other systems to allow information to appear when attorney registration/DL number is entered.

14. Ability to accept bar coded information from Secretary of State’s Drivers License.

15. Emergency requests are allowed by security.


17. Ability to direct request to different locations.

18. Ability to distinguish and track files with multiple volumes separately.

19. Ability to indicate what volumes exist.

20. Ability to notify users that volumes exist.
21. Ability to request only specific volumes.

C. Check In
1. Secured function.

2. Has audio alert to notify user that barcode is read properly and file checked in.

3. Has different audio alert to notify user when barcode wasn’t read properly or an error occurred.

4. Another audio alert to notify user that file is on reserve - and screen will lock in place until file is automatically checked out by pressing some key.

5. This function is linked to history file.

D. Transfer
1. Ability to transfer multiple files currently check out.

2. Ability to transfer files using user ID and location codes.

3. Ability to transfer cases in consecutive order:
   New files will automatically retain history that file is in library.

   Image files

   Microfilm files

4. Ability to download batch court calls into object tracking function.

5. Provide court call pull list with user defined criteria.

6. Allow mass transfer with auto check in/out based on:
   Courtroom location.

   Operator ID

   Date

7. Automatically prints a list of any files not checked out with court call and searches system to identify who file(s) is checked out to.
8. Automatically generates notice to person in possession of any checked out files when file is needed for court call.

9. Users have ability to transfer files on line to individuals with proper security.

10. Receiver of transfer must acknowledge receipt of file(s).

11. An automatic daily report is generated if any acceptance is not completed.

12. Receiver has option of refusing acceptance and notification is sent back to original user.

13. A secured option with limited access that has the ability to transfer files from one user to another and automatically checks in and checks out file.

14. Ability to fill out transfer sheet on line with use of barcodes.

15. Release option to print on line transfer sheets.

16. Ability to download files scheduled too close to court date on an exception list. Function searches system and makes notation on printout if any files are checked out.

17. Ability to transfer batches of files to a specific location (i.e. storage).

18. Ability to transfer individual or batches of files to another user using operator ID and location (i.e. a court call to another individual).

E. Check Out
1. Ability to check out a file that is:
   - On request
   - On reserve

2. Ability to check out files in different ways:
   - Files requested on line
   - Manual check out

3. Ability to override a file that was checked out incorrectly/

Vendor Response
not checked in.

4. When file is on reserve, all user information and comments are shown.

5. When checking out a file, it will be checked out to a specific location.

6. Ability to add comments to any screen at any time.

7. Ability to change data in comments.

F. Inquiry
1. Allowed by all users with any operator ID.

2. Allows user to identify status of file:
   - File available
   - File on request
   - File checked out
   - File on reserve
   - Vendor Request
   - File on reserve

3. If file is available, a link exists for user to request file.

4. Inquiry informs user that an original file, image file or microfilm file exists.

5. Inquiry informs user if case is consolidated into another case file.

G. Miscellaneous
1. Ability to track multiple items:
   - Files
   - Exhibits
   - Admin records
   - Others

2. Ability to retain retention schedules to be set online and generate reports.
3. Ability to distinguish file status:
   - Original file exists
   - Image file available
   - File microfilmed

4. Ability to update status when needed (by security)

5. Ability to share information (network application)

6. Ability to request/view files using an account number or attorney registration number (internet dial up).

7. Unlimited report generation that is table driven.

8. Ability to print all non-emergency requests at any given time.

9. Ability to run request list by individual operator ID.

10. Ability to print request list in case chronological order per each user ID.

11. Ability to maintain a weekend and holiday schedule.

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12. Ability to modify schedule real time and by security.

13. Ability to terminate a users session if needed by security.

14. Ability to route request to another printer real time.

15. Case numbers match case management system and meet state requirements (field layout control).

16. Ability to print report of all check out locations.

17. Ability to print report of all operator ID’s.

18. Ability to define restrictions:
    - Address needed
    - Time allotment for having a file
After individual is entered into the system, they have immediate access.

19. Link exists with case initiation that companion cases for DT case type will be unable to be ordered/requested and will give DT number to order.

20. Link with system that when a case becomes consolidated, companion cases are unable to be ordered and user will is given lead case number to order.

H. Exhibit
1. Ability to reference the same piece of evidence to multiple cases with different case numbers.

2. Edit that if exhibit is transferred, you must enter to whom, where and why.

3. Provides a separate function with high level clerk security.

4. Ability to have multiple users with minimum security per operator ID.

5. Ability to enter exhibits into an online form.

6. From any workstation, we have the ability to:
   - Print
   - Fax

7. Ability to print online exhibit form with all entered data in courtroom or specified location.

Vendor Response

8. Ability to auto docket to case.

9. Security levels give operator ability to:
   - Data entry
   - Update
   - Modify
   - Merge/combine cases together
   - Delete
10. Ability to transfer individual items or boxes to another case.

11. Comments appear on original case history to which case any exhibits were transferred to.

12. Ability to print bar codes for each exhibit - user defined.

13. A low level security to allow user to enter original storage location.

14. A high level security to allow update to original storage location to permanent storage location.

15. Option compiles a history of any action taken with exhibits:
   Original transaction
   Any transfers
   Notation of destruction

16. Ability to set a retention schedule.

17. Ability to generate user defined reports.

18. Ability to import exhibits into our function.

19. After exhibits are verified received only from other applications (sheriff, etc.) ‘clerk’ security can modify.

20. Ability to manually request a duplicate bar code when needed.

12.3 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for object tracking. Include the number of steps and screens needed to create and process records.
13.0 ELECTRONIC FILING/DOCUMENT IMAGING FUNCTION:
Our vision is to process activities electronically, including both receiving and disseminating documents to the courts and our customers without physically handling the file.

Imaging should be fully integrated with the case management system. The system should be able to read all documents, whether scanned or electronically filed, for automatic case initiation, docketing, scheduling and routing by bar code, character recognition, metadata, etc. In order to take advantage of automatic processing, scanning is expected to be decentralized requiring scanners in work teams and the court rooms.

Document Management and Workflow (tracking, indexing, routing, maintaining, etc.) are considered to be a functionality required with any imaging system.

13.1 WORK ENVIRONMENT:
The Circuit Clerk’s office receives documents from many different sources and then must docket the filing, accept the accompanying fees and generate receipts, take the appropriate action, place the documents in the case file, and maintain the record for court, attorneys and other parties in the case. Case processing systems usually perform docketing, maintaining party records, and assist in the action that results from filing. Typical of these actions are scheduling hearings, generating notices and other outgoing documents, and assisting in other activities such as consolidating cases.

These activities create over 100,000 court files that involves over two million documents (documents could consist of 1 to 100 pages) each year.

13.2 FUNCTIONAL REQUIREMENTS:
1. Images are indexed with the case file.

2. System notes that images are available when:
   Inquiry by case number or name is done.

   Docketing screen is accessed.

3. Documents identified by docket codes.

4. Ability to pull up specific images by:
   Case number

   Code (docket)

   Document number

   Date
Title

5. Ability to route entire imaged case by court call to court locations (as scheduled).

6. Ability to electronically file stamp and time stamp documents.

7. Ability for user to define time for inclusion in file stamp (i.e. document file/time stamp based on the time the last page of each document is received).

8. Ability to electronically sign documents (security issue).

9. Ability to digitally sign documents.

10. Simultaneously route and link scanned images.

11. Network availability of all images.

12. Internet availability of all images with a method to ensure record integrity (real time not overnight batch).

13. Capable of larger than 8½X11 paper (i.e. 11x17).

14. Expansion capability able to grow with county.

15. Ability to share same images.

16. Response time of 3 seconds or less for images from any point in case management system.

17. Ability to handle many different colors (i.e. black, blue, red, etc).

18. Ability to accept electronically transferred documents:
   - Fax
   - Electronic mail
   - Scanning
   - Internet
   - Downloads
   - Other electronic media
19. Have user defined retention schedules by case type and disposition.

20. Ability to electronically download images by case number directly to microfilm.

21. Ability to delete imaged documents based on court orders (i.e. expungement, etc.).

22. Ability to control access to records based on security (impounded cases).

23. Ability to route and queue images for additional processing (docketing, scheduling, personal ID assignment, etc.).

24. Routed work is trackable for status.

25. Media is capable of converting to the next generation of technology, probably DVD.

### 13.3 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for electronic filing and document imaging. Include the number of steps and screens needed to create and process records.
14.0 **ADMINISTRATIVE FUNCTION:**
The administrative function consists of numerous sub-functions that are responsible for providing specific system maintenance support. It is from here that the overall system security, support code tables, report generation, batch maintenance, master name and address file, case load assignments, schedule assignments and general system record controls are managed.

14.1 **WORK ENVIRONMENT:**
The administrative function(s) are assigned to specific individuals (management staff or supervisors) that are responsible for maintaining the administrative sub-functions. System security maintenance is top priority and is given only to a select few management staff. Security allows for the delegation of system maintenance assignments to all managers. Support code (table) maintenance is assigned to quality assurance managers and specific supervisors to add and update codes in as many as 60 or more code tables. Code changes may result from changes in statutes, court rules and judicial related processes. Report generation and batch control is assigned to a centralized department for printing and distribution. There are approximately 300 batch reports available to be printed on a daily, weekly, monthly, annually or ad hoc basis. Court location (room), case load, judge, arresting agency, arresting officer, and other related schedule assignments are managed by both specialized scheduling managers and record management supervisors.

14.2 **FUNCTIONAL REQUIREMENTS:**
1. Security levels are defined by:
   - User ID
   - User password
   - Menu option
   - Program option
   - Screen fields
   - Program functions
   - Support code type
   - Support code

2. Ability to create and assign security categories.

3. User has the capability of resetting own password.

4. User ID is recorded and identified by:
5. Ability of system to record all user transactions.

6. Ability to turn on and shut off transaction or program.

7. User defined support code tables:
   
   Arresting Officer Schedules
   
   Assistant States Attorney
   
   Attorney Type
   
   Bond Disposition
   
   Bond type
   
   Case Category
   
   Case Phase
   
   Case Sub-Category
   
   Charge/Disposition
   
   Charge Disposition type
   
   Charging Document Type
   
   City
   
   Court Holiday Dates
   
   Court Location
   
   Court Location Schedules
   
   Court Origin
Payment Types
Probation Field Officer
Probation Status
Process Status
Public Defender
Race
State Code
Sentence Status
Sentence Type

Vendor Response
Special Account Type
Support Code Type
Title
Township
Transaction Code
User Profile/Security Assignments
Victim/Witness Type

8. Ability to accept/load AOIC offense tape per record format and date requirements in attachment #19.

9. Unlimited number code table capability.

10. All support codes are alpha/numeric.

11. Ability to set up code and table configuration to:

Generate documents

Automatically update records
Set program edits

Flag messages

Identify accounting transactions

Reference other tables/codes

Set default values

Link to report maintenance

Initiate triggers (i.e. events or activities in other departments)

Other (list)

12. Conform to state statute and recordkeeping code standards.
13. Ability to meet all support codes and view all code tables.
14. Provide for a universal name and address file.

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15. Ability to assign party types to names.
16. Ability to assign a unique identification (personal) code to each name.
17. Provides for a report design utility.
18. Ability to run reports:

    Real-time batch

    Overnight batch

    Individual on demand

19. Ability to view reports on-line before printing.
20. Report utility allows for batch control by:

    Report priority
Re-run capability

Recording run-time

Recording last date ran

21. Ability to request ad hoc reports real-time.

22. Provide for arresting officer table for court scheduling.

23. Ability to inquire arresting officer information by name and badge number.


14.3 DATA REQUIREMENTS:
1. Recordkeeping, management, operational, statistical and ad hoc reports:

   NOTE: See attachment #3 for report requirement lists.

14.4 SYSTEM PROCESS DESCRIPTION:
Describe in your own way how our application software performs process and functional requirements for system administration. Include the number of steps and screens needed to create and process records.
15.0 MANDATORY PROGRAM FUNCTIONS:

There are many areas of processing outside of case management that required special programs. These programs may interface with other systems and accept or send data electronically. They may also perform automatic and efficient processing of data based on state statute and local court rules. All are an integral part of the judicial process and are to be considered mandatory system requirements.

15.1 WORK ENVIRONMENT:

A. Driver’s Safety Program (DSP):
Illinois Supreme Court Rule 529 provides for each circuit court to develop a driver’s safety program. The program allows violators of traffic offenses to administratively bypass going to court and receive supervision providing that fines are paid and the violator successfully attends the Driver’s Safety Program designated by the court. A form envelope is provided by the law enforcement officer which includes the DSP application. The application may be dropped off or mailed in during a specified period of time prior to the court date assigned by the officer. Once received from the violator, the clerk’s office enters a supervision disposition into the automated system. The system by batch process determines if the violator has had any prior supervisions within twelve months in any county in our circuit, and if not, accepts the disposition record and notifies the defendant. If there are priors, the system automatically sets a conviction disposition, notifies the violator and reports back to the clerk. A blanket list of cases are printed of dispositions which is signed daily by the Chief Judge. The system provides all DSP records in an automated file and transfers the records to the DSP school. The school in turn reports back DSP completions. These completions are loaded into the court system and the disposition is automatically set to supervision termination. If the defendant does not complete school, it also is reported back and the system will automatically change the disposition from supervision to conviction. The court system also collects DSP fees and distributes them to the school at the end of each month as part of the monthly distribution to all agencies.

B. State Police Criminal Disposition Reporting:
Illinois Criminal Law and Procedure 20 ILCS 2630/2.1 requires the sheriff, all law enforcement agencies, state’s attorney and circuit clerk to report all dispositions from arrest through case filing and court dispositions to the Illinois State Police Bureau of Identification (BOI). Dispositions must be reported for all felony, misdemeanor and juvenile cases where an arrest card record has been initiated by law enforcement. The manual reporting of dispositions was eliminated in 1988 by the introduction of Automated Disposition Reporting (ADR). Criteria for ADR is documented in the ADR Data Dictionary and authorized as the state standard by the Administrative Office of the Illinois Courts. The dictionary not only supplies record formats but also data elements and coding structures for reporting. Disposition records are required to be sent within thirty days of the court order. The 16th Judicial Circuit (Kane, DeKalb and Kendall counties) has a centralized reporting function which is currently handled by the Kane County Circuit Clerk’s office. All records are distributed by modem once a month for the previous month’s dispositions. Dispositions are reported through the AOIC to the BOI.
C. Secretary of State Traffic Disposition Reporting:
Illinois Vehicle Code 625 ILCS 5/6-204 requires the Clerk of Court to report to the Secretary of State (SOS) dispositions on specific traffic and mandatory insurance offenses. Dispositions range from convictions to supervisions, drivers license forfeitures and failures to pay fines and costs. All can lead to suspensions of drivers licenses or the right to renew drivers licenses by the SOS. Forfeitures and failures can end up with subsequent dispositions reportable to the SOS when fines are satisfied. Traffic and mandatory insurance dispositions are reportable within ten days of the court order. Like felony cases, ADR is used as the state standard for reporting with defined record formats, data elements and coding structures. All records are reported by modem through the AOIC to the SOS.

D. State Police Traffic Disposition Reporting:
Illinois Supreme Court Rule 552 requires the Clerk of the Court upon final disposition of each case to report to all law enforcement agencies that issued the citation. The ‘Report of Conviction’ portion of the Uniform Citation and Complaint is no longer used to report dispositions manually and has been replaced with ADR. Like SOS reporting, all Illinois State Police (ISP) dispositions are reported weekly by modem through the AOIC to the State Police Traffic Division. Again ADR provides the record formats, data elements and code structures reporting requirements.

E. Administrative Office of the Illinois Courts (AOIC) Statistical Reporting:
The Supreme Court requires each jurisdiction to report a number of criminal, civil and juvenile statistics on a quarterly and annual basis. The criteria for these reports is defined by the AOIC Manual on Recordkeeping Part 3. There are ten reports in all with eight quarterly and two annual. The quarterly reports reflect case activity including cases filed, reinstated, disposed and pending. The statistics are calculated for all case categories mandated in Illinois. A second type quarterly report lists the number of jury verdicts by case number, filing date and date of verdict. The quarterly felony report is more complex because it is required to count disposition and sentence types. The last quarterly report counts the number of orders of protection by emergency, interim and plenary.

Finally, the two annual reports include the Age of Pending Cases and the Financial Report. The Age of Pending Cases counts pending cases by year of filing for all case categories. The Financial Report details all money collected for every possible fine, cost, fee or penalty that the clerk is responsible for.

F. Money Judgment Index:
The AOIC Manual on Recordkeeping Part 1 Section D and statute 705 ILCS 105/16 requires that an index of money judgments and decrees be kept of all fixed amounts ordered. These amounts include foreign judgments, criminal restitution and arrearages for past due maintenance and child support. The manual defines the types of judgments and data required to be kept. The index, also referred to as the money judgment book, is produced in hard copy and microfilm.
G. Mandatory Arbitration Tracking and Reporting:
The mandatory arbitration program adopted in Kane County by Local Rule 11.01 and pursuant to Supreme Court Rule 86, requires the court through its case management system to record and track statistically case events and activities on a month by month basis. Arbitration (AR) is a state civil case category available to counties who qualify and have established the program. The report criteria is defined by the Supreme Court with statistics broken down into three reports: Prehearing, Posthearing and Post Rejection.

H. Dismissal for Lack of Activity:
The 16th Judicial Circuit Local Court Rule 1.27 requires the clerk of court to schedule specific case categories to a court date due to lack of any case activity. Cases are to be tracked for nine months of filing at which time inactive cases will be automatically scheduled for a dismissal hearing. The Clerk performs an audit of 1.27 cases prior to initiating the automatic process. All attorneys of record and any party who has filed an appearance are to be automatically notified. A report of cases scheduled on that date is generated and sent along with the files to court.

I. Drivers License Record File:
Twice a year, the circuit clerks request driver’s license information from the SOS which is received on magnetic tape with records from a four county area. This information is loaded into a court system file and is used to update violator party information at case initiation. This helps minimize the amount of data entry performed in creating a case record. It also helps verify information reported on the traffic citation.

J. Attorney Registration Record File:
Also twice a year, attorney information is requested from the Illinois Attorney Registration Commission. This information is loaded into a court system file and is used to add attorney records identified at the time of filing a case or at the time of filing an appearance. The attorney record is identified by the registration number which is unique to each attorney.

K. Mobile Data Ticket Reporting:
Mobile data computers are now being used by law enforcement to record traffic citation information and generate a hardcopy(s). At the time of the violation, the officer keys into the mobile unit all of the information that normally would be hand written. Once complete, the citation is printed and given to the violator. All citation records for that officer’s day are copied off the mobile unit, taken back to the department’s records division and loaded into their main computer. All citation records for the department along with a hardcopy citation and bond are transferred to the Circuit Clerk’s office. The citation records enter the case initiation function where the records are loaded into the case management system. Case numbers are automatically issued.

L. Expungement Program:
The AOIC Manual on Recordkeeping Part 1 specifies the procedure for the expungement of automated records. An expungement is the process by which specific criminal records
are destroyed. Records can only be expunged by court order. Any record of an expunged case maintained on the case management system is to be printed onto hardcopy and included with the case documents which are to be sealed in the case file folder. Once the hardcopy is printed, the automated record is deleted from the system. The only record that remains is the case number and the word 'expunged' in place of the defendant’s name.

M. Automated Appeal Preparation:
In conjunction with the document imaging function, the automation of the appeal process will be needed to expedite the preparation of imaged documents. Multiple page documents are compiled in chronological order and each page of the appeal is numbered consecutively. Once everything is compiled and numbered, the appeal is printed and sent to the appellate court.

N. Interactive Voice Response System (IVRS):
The Circuit Clerk provides customers access to automated information by telephone using the Firstline Voice Response System by Computer Communication Specialists (CCS). The Firstline system interacts with three host applications to provide customers with Civil case information, Traffic/Criminal case information and Child Support payment information. The Clerk’s office receives up to 1500 calls per day. The Voice Response system provides real time information to more than 600 customers allowing staff to assist customers that cannot get their questions answered through the automated system.

O. Electronic/Paper Forms:
Local Rule 2.17 requires the Circuit Clerk’s office to supply approved paper forms. With continuing need for changes, forms need to be available online on disks and over the Internet for access by all. This would ensure that only the newest versions would be available. Additionally, these forms need the ability to be electronically routed to multiple locations depending on the form.

P. Failure to Pay Process:
General court order 98-11 provides for the administrative processing of all failure to pay dispositions. Upon the entering of an ex parte judgment and a fine, the court orders a forty-six day failure to pay notice. After the forty-sixth day, the case management system automatically enters the disposition and docket code, lists all cases administratively set and prints a notice to the defendant and receipt to be placed in the file. The process minimizes the number of cases returning to court.

Q. Court Docket Display System:
The civil and criminal case management system provides court schedule information to a court docket display system that is viewed by the public on monitors located at the Judicial Center. Information about the next day’s court events are batch downloaded every night to the court docket scheduling system and appears on the monitors the next day. This allows for the public to look up their own courtroom location and the time their hearing is set.
R. **High Volume Receipting:**
Money is taken by the clerk in our high volume traffic courts. Due to the design of our court room facilities, this process will not change. The system must be able to provide receipts for defendants in an expedited process that allows the clerk to keep up with the judges who can move customers through the court room ten at a time. After appearing before the judge, the first customer in line to see the clerk does not want to wait for all ten cases to be processed.

### 15.2 FUNCTIONAL REQUIREMENTS:

A. **Driver’s Safety Program (DSP):**

1. Ability to identify and distinguish pre-entered administrative Driver Safety Program supervisions from court ordered supervisions.

2. Ability to automatically search the case management data base of all three counties to determine the existence of any prior supervisions or convictions within a pre-defined period of time (12 months).

3. Ability to automatically set the pre-entered supervision to a conviction if any prior supervisions or convictions are detected for the pre-defined period of time.

4. Ability to report and print supervision and conviction disposition list for judge’s signature.

5. Ability to automatically notify violators that supervisions were or not granted and convictions were set in the case management system.

6. Ability to report DSP supervisions in a pre-defined record format (refer to Data Requirements Section and attachment samples).

7. Ability to receive DSP school completions in a pre-defined record format (refer to Data Requirements Section and attachment samples).

8. Ability to automatically terminate and close a case upon loading school completions.

9. Ability to automatically set supervision disposition to conviction when school incompletion is reported back.
B.  State Police Criminal Disposition Reporting:
   1. Ability to report all state defined data elements and coding structures (ADR).
   2. Ability to report dispositions within 30 days from court order.
   3. Ability to provide data in the record format required by ADR (refer to Data Requirements Section and attachment examples).
   4. Ability to report electronically in all orders.

C.  Secretary of State Traffic Disposition Reporting:
   1. Ability to report all state defined data elements and coding structures (ADR).
   2. Ability to report dispositions within 10 days from court order.
   3. Ability to provide data in the record format required by ADR (refer to Data Requirements Section and attachment examples).

D.  State Police Traffic Disposition Reporting:
   1. Ability to report all state defined data elements and coding structures (ADR).
   2. Ability to report dispositions within 10 days from court order.
   3. Ability to provide data in the record format required by ADR (refer to Data Requirements Section and attachment examples).

E.  Administrative Office of the Illinois Courts Statistical Reporting:
   1. Ability to provide statistics for each AOIC report required (refer to Data Requirements Section and attachment examples): Activity of all civil cases - Report A
Activity of all criminal cases - Report B
Activity of all juvenile cases - Report C
Activity of all DUI/traffic/conservation/ordinance cases - Report D
Time lapse of all cases disposed by jury verdict - Report E
Disposition of defendants charged with felonies - Report F
Sentence of defendants charged with felonies - Report G
Orders of Protection Issued - Report H
Age of Pending cases - Report I

F. Money Judgment Index:
1. Ability to provide money judgment information based on the requirements of AOIC Manual on Recordkeeping Part 1 (refer to Data Requirements Section and attachment examples) and criminal restitution per 730 ILCS 5/5-5-6.

2. Ability to print hard copy index.

3. Ability to produce index in electronic formats:
   3½” diskette
   Viewable on-line by date, range or name search

4. Ability to produce index in a record format and file for computer output microfilm (COM).

5. Separately records judgment amount from additional fees or information (interest, attorney fees, costs, etc.).

6. Accepts money amounts up to eleven figures including cents.

7. Confirms all parties selected as debtors have full addresses.

8. Allows for single entry for multiple debtors with the same first named plaintiff and judgment amount.

9. User defined codes for judgments, releases, vacates, etc.

10. Posts judgment information to docket.
11. Ability to record and print free form notes.

G. Mandatory Arbitration Tracking and Reporting:
1. Ability to provide mandatory arbitration information based on Local Rule 11.01 (refer to Data Requirements Section and attachment examples).

H. Dismissal for Lack of Activity:
1. Ability to track no record activity on specific cases.
2. Ability to determine nine month lack of activity.
3. Ability to notify attorneys and parties with appearances.
4. Ability to generate reports on all cases qualifying for lack of activity.
5. Ability to automatically set hearing schedules on cases for lack of activity.

I. Driver’s License Record File:
1. Ability to load driver’s license records into case management file.
2. Ability to accept data based on SOS record format (refer to Data Requirements Section and attachment examples).

J. Attorney Registration Record File:
1. Ability to load attorney registration records into name/address file.
2. Ability to accept data based on Attorney Registration record format (refer to Data Requirements section and attachment examples).

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3. Ability for user to specify a date after which manual updates of individual attorney records are not overridden by loading a new ‘tape’.
4. Viewing individual record indicates if last update was by an operator or by loading a new ‘tape’.
5. Ability to block use of attorney number based on status
of attorney (i.e. disbarred, deceased, etc).

K. Mobile Data Ticket Reporting:
1. Ability to load mobile data ticket records into case management system for case initiation.
2. Ability to automatically issue a case number to each request.
3. Ability to accept data based on ADR record format (refer to Data Requirements section and attachment examples).

L. Expungement Program:
1. Ability to expunge automated records with one function request including a complete printout of all records prior to deletion.
2. Ability to record and index case number and identify expungement only.

M. Automated Appeal Preparation:
1. Ability to compile multiple page imaged documents in chronological order or reverse chronological order.
2. Ability to correct order of documents.
3. Ability to automatically sequentially number each page of each document. (Numbering system includes a leading ‘c’ designating Common Law Record.)
4. Ability to include court transcripts (scanned or electronically received) as part of the appeal with a separate numbering system.
5. Ability to printout appeal from imaged documents in numeric or chronological order.
6. Ability to electronically transmit or download to disk.

N. Interactive Voice Response System (IVRS):
1. Ability to extract civil case information.
2. Ability to extract criminal/traffic information.
3. Provide civil data in user defined code and in data element length.

4. Provide criminal/traffic data in user defined code and in data element length.

5. Ability to provide real time information.


O. Electronic/Paper Forms:

1. User friendly design tool.

2. Design/application security.

3. Ability to lock forms to keep integrity of intent.


5. Ability to import into a variety of desk top applications.

6. Compatible with all types of printers.

7. Ability to add bar codes (i.e. 3 of 9 code style) to form.

8. Ability to create user-defined forms libraries.

9. Ability to notify users that form(s) have been updated.

10. Upon acceptance of form for filing, system must electronically file stamp and date.

11. Link with databases to autofill and docket.

12. Ability to print on demand.

13. Generates receipt back to individual.


15. Electronically route/print to required locations.

16. Ability to route/label to address 10 different receivers.

17. Ability to address forms to:

   Print
18. Ability to add own information.

19. Ability to supply forms on disk.

20. Ability for users to access forms over the Internet and merge with their data.

P. Failure to Pay Process:
   1. Ability to search and identify pre-existing docket entries.
   2. Ability to determine user-defined time frames (days) between disposition and docket activities.
   3. Ability to automatically enter disposition and docket codes.
   4. Ability to generate violator receipts.
   5. Ability to generate disposition transaction listings.
   6. Ability to generate violator notices.

Q. Court Docket Display System:
   1. Ability to download user defined court docket schedule information.
   2. Ability to separate information into defendant alpha groups.

R. High Volume Receipting:
   1. Ability to print payment receipts upon demand.

15.3 DATA REQUIREMENTS:

A. Driver’s Safety Program (DSP):
   NOTE: see attachment #4 for DSP record format.

B. State Police Criminal Disposition Reporting:
   NOTE: see attachment #5 for ADR record format.

C. Secretary of State Traffic Disposition Reporting:
   NOTE: see attachment #6 for ADR record format.
D. State Police Traffic Disposition Reporting:
   NOTE: see attachment #7 for ADR record format.

E. Administrative Office of the Illinois Courts Statistical Reporting:
   NOTE: see attachment #8 for AOIC reporting requirements.

F. Money Judgment Index:
   NOTE: see attachment #9 for AOIC reporting requirements.

G. Mandatory Arbitration Tracking and Reporting:
   NOTE: see attachment #10 for reporting requirements.

H. Dismissal for Lack of Activity:
   NOTE: see attachment #11 for reporting requirements.

I. Driver’s License Record File:
   NOTE: see attachment #12 for record format.

J. Attorney Registration Record File:
   NOTE: see attachment #13 for record format.

K. Mobile Data Ticket Reporting:
   NOTE: See attachment #14 for ADR record format.

L. Expungement Program:
   NOTE: This is an on-line production program.

M. Automated Appeal Preparation:
   NOTE: This is an on-line production program.

N. Interactive Voice Response System:
   NOTE: see attachment #’s 15 and 16 for record format.

O. Electronic/Paper forms
   NOTE: This is an on-line production program.

P. Failure to Pay Process
   NOTE: This is an on-line production program.

Q. Court Docket Display System:
   NOTE: See attachment #17 for data and record formats.

R. High Volume Receipting:
   NOTE: This is an on-line production program.
16.0 HARDWARE/SYSTEM REQUIREMENTS:

16.1 CURRENT SYSTEM CONFIGURATION:

We are running our court system on an IBM 9121-260 mainframe. Our civil system is running under CICS and our traffic/criminal system (TCX) is running under M204. We also have a child support system (Beggs Heidt FMS) running on an AS 400 50S-9406-5xx server. A file tracking system (in RPG) is running on a System 36 setup as a pass-through application on the AS 400. Throughout the county there is a multitude of servers and network printers where files and information is transferred on a regular basis. Two examples are the state’s attorney system that communicates bi-directionally with our TCX system and the finance HTE system. Also available on the network are lines to the state for LEADS and Illinois Department of Public Aid lines for bi-directional transfer of information with IDPA.

We also have an Interactive Voice Response System that provides information from our traffic/criminal and civil system via token ring and our child support system via 5250 emulation sessions.

Within the 16th Judicial Circuit there are three county courts. Kane, as stated above, is on a LAN and WAN network using both token ring and ethernet. The Circuit Clerk’s office, Courthouse, Judicial Center, Juvenile Detention Center, Aurora City Court and Elgin City Court are on T1 lines (all on PCs with token ring cards except for Courthouse which are still on dumb terminals). In Carpentersville City Court, the dumb terminal is connected via a 9.6kbps multi-drop SNA circuit shared with St. Charles P. D. DeKalb County (not wired for PC network) is connected to the mainframe for TCX and civil with real time access via 9.6kbps multi-drop circuit and the branch court connected via 28.8kbps dial in. Kendall County (wired but PC network not in use) via a 9.6kbps circuit is connected to a 3174 controller. See attachment #18 for drawing of the Circuit Network.

Near future changes will include PCs at the courthouse and a PC in Carpentersville City Court connected via a secure internet connection through a fire wall in the Kane County’s Information Technology (IT) Department.

16.2 SYSTEM EQUIPMENT REQUIREMENTS:

We will still need bi-directional information transactions with all current users/locations and ability to add additional agencies without any production loss. This may require additional servers in remote locations with dial up or dedicated lines. Adding additional T-1 lines to DeKalb and Kendall counties may not be an option due to the costs. Now is the time to make any needed changes to the current infrastructure. Please provide your recommendations.

We are also going to be accepting electronic filings and will be imaging all of our court documents which consists of millions of documents filed annually.

We are also going to be providing all court information and images on the internet. A method of ensuring record integrity and system security is required. Adobe is preferred for its ability to record manipulation of records and that it offers free downloading to Internet users for reading.
files.
16.3 SYSTEM SUPPORT REQUIREMENTS:
Please respond to this section with a yes or no.

1. Will your application software to be open data base compliant (ODBC)?

2. Will your application software run in a true client/server environment?

3. Will your application be table driven?

4. Will your system provide a response time of 2 seconds or less?

5. A project proposal may consist of any or all the following components:
   - Project planning and management?
   - Business process reengineering or study?
   - Interface identification, development and support?
   - Conversion support?
   - Customization of software?
   - Infrastructure integration plan?
   - Training?
   - Help desk implementation support?
   - Installation/implementation?

6. Is your system year 2000 compliant?

7. Vendor provides 24 hour software support?

8. Vendor provides on-site support?

9. Vendor provides enforceable software escrow agreements?

10. Vendor will write interface in conjunction with other vendors?
11. Vendor will provide information to third party vendor to write interface?

12. Is/does your system:
   World Wide Web enabled?
   Document Image enabled?
   Support 30,000,000 criminal court records with a 23% compound growth?
   Support 12,000,000 civil court records with a 17% compound growth?

Vendors response

13. Is your system capable of integrating with other software applications (i.e State's Attorney Case Management System per attachment #20)?

14. Do you have a business plan for adopting and integrating New technologies in the future?

16.4 SYSTEM PROCESS DESCRIPTION:
1. Describe what, if any, information is warehoused. Explain how integrity is ensured for each department's information. Describe the use and maintenance by all departments of warehoused data.

2. If addresses are shared for use and maintenance by all departments, describe the process that ensures integrity of the information entered.

3. Describe your flexibility and responsiveness to changes in Illinois law, court rule & general orders.

4. Describe how the system functions in accessing data for reports and statistics for both inter and intra applications.
The Judiciary requires specialized software to manage case flow, case load and the scheduling of cases. Reports are required to support management information for case tracking and scheduling activity. The following information in this section provides general functional and data requirements. The vendor is asked to acknowledge if their product supports this function and describe how the software performs process and functional requirements for the Judiciary. Include the number of steps and screens needed to create and process records.

**SCHEDULING MODULE**

1. **Civil Scheduling**
   A. Multiple future court dates per case.
   B. Automatic activation of next future scheduled event and event date.
   C. Unlimited variable daily court time assignment.
   D. Ability to identify date and time on all scheduling notices.
   E. Ability to block/unblock court dates and times.
   F. On-line inquiry on cases assigned (all by codes):
      1. Court location (room)
      2. Judge
      3. Attorney
      4. Date
   G. On-line inquiry (matrix) on number of cases scheduled by:
      1. Court location
      2. Judge
      3. Date
      4. Time
   H. Ability to set case load limits per:
      1. Event code
      2. Court location (room)
      3. Judge
      4. Date
      5. Time
   I. Mass rescheduling of cases:
      1. By judge
      2. By court location (room)
      3. By date
      4. By time
   J. Automatic notice generation of mass rescheduled cases.
   K. Ability to record/access case scheduling history.
   L. Ability to assign function security for scheduling.
   M. Ability to display parties, events, dates, times and status.
   N. On-line real time printing of court call or calendar.
   O. Mass update of court dates, events for multiple cases based on court call.
   P. Provide full security defined program functions including:
      1. Inquiry
2. Add
3. Update
4. Delete
5. Cancel
6. Duplicate
7. Reschedule
8. Override
9. Dispose event

Q. System edit for when settings exceed limit.
R. Time measurement between events (case flow tracking).
S. Free form comment fields.
T. Ability to block case number per consolidation.
U. Flexible ad hoc report queries and master report selector.

1. Pending/disposed case report list and/or total number court:
   a. Per assigned judge or location
   b. Manner disposition (jury, bench)
   c. Monthly report pending cases by judge beginning month
   d. Monthly report new cases assigned per judge during month
   e. Monthly report cases transferred to/from judge during month
   f. Monthly report cases disposed per judge during month
   g. Monthly report cases pending per judge end of month

2. Delay report information per case number:
   a. Case number
   b. Case name
   c. Plaintiff attorney name, firm
   d. Defendant attorney name, firm
   e. Summons served (y,n)
   f. At issue (y,n)
   g. Discovery complete (y,n)
   h. Offer (dollar amount)
   i. Demand (dollar amount)
   j. Pretried date
   k. Trial called date
   l. Plaintiff answered ready (y,n)
   m. Defendant answered ready (y,n)
   n. Insurance carrier (y,n), name

II. Criminal Scheduling
   A. Multiple future court dates per case.
   B. Automatic activation of next future scheduled event and event date.
   C. Unlimited variable daily court time assignment.
   D. Ability to identify date and time on all scheduling notices.
   E. Ability to block/unblock court dates and times.
   F. On-line inquiry in cases assigned (all by codes):
      1. Court location (room)
      2. Judge
3. Attorney
4. Date

G. On-line inquiry (matrix) on number of cases scheduled by:
   1. Court location
   2. Judge
   3. Date
   4. Time

H. Ability to set case load limits per:
   1. Event code
   2. Court location (room)
   3. Judge
   4. Date
   5. Time

I. Mass rescheduling of cases:
   1. By judge
   2. By court location (room)
   3. By date
   4. By time

J. Automatic notice generation of mass rescheduled cases.

K. Ability to record/access case scheduling history.

L. Ability to assign function security for scheduling.

M. Ability to display parties, events, dates, time and status.

N. On-line real time printing of court call or calendar.

O. Mass update of court dates, events for multiple cases based on court call.

P. Provide full security defined program functions including:
   1. Inquiry
   2. Add
   3. Update
   4. Delete
   5. Cancel
   6. Duplicate
   7. Reschedule
   8. Override

Q. System edit for when settings exceed limit.

R. Time measurement between events (speedy trial).

S. Free form comment (directive and notation fields).

T. Flexible ad hoc report queries and master report selector.
   1. Pending/disposed case report list and/or total number count:
      a. Per assigned judge or location
      b. Manner disposition (jury, bench)
      c. Monthly report pending cases by judge beginning of month
      d. Monthly report new cases assigned per judge during month
      e. Monthly report cases disposed per judge during month
      f. Monthly report cases pending per judge end of month
   2. Delay report information per case number:
      a. Case number
b. Case name

c. Charge

d. Arrest date

e. Information or indictment date

f. Defendant location (bail, jail)

g. Number continuances per

   i. Motion/State

   ii. Motion/defendant

   iii. Agreement

   iv. Order/Court

III. Calendaring

A. Ability to display calendar matrix:

   1. Display calendar list

   2. Add calendar profile

   3. Inquire

   4. Update

   5. Duplicate

   6. Delete

   7. Reserve/release block

B. Swap/alternate between functions.
SECTION VII - MANAGEMENT INFORMATION FOR COURT SERVICES

Court Services, also referred to as probation, requires specialized software to manage persons assigned to both adult and juvenile probation. Management information includes tracking of associated cases, violation of sentencing conditions, various schedules and fine, costs, fee and penalty payment tracking. This area of service also extends to juvenile detention where information requirements include intake, property, health records, rules or conditions, and tracking of program activities. The following information in this section provides general functional and data requirements. The vendor is asked to acknowledge if their product supports this function and describe how the software performs process and functional requirements for court services. Include the number of steps and screens needed to create and process records.

I. **User defined ability to track special categories of offenders:**
   A. Comprehensive case management system for detention population.
   B. Comprehensive case management system for Boot Camp participants.
   C. Comprehensive case management system for juvenile residential program (Challenge).

II. **User defined probation case created by retrieving information from an existing court case:**
   A. User defined ability to maintain individual personal data.
   B. Ability to capture and track current and past employment.
   C. Ability to capture and track current and past education.
   D. Ability to capture and track current and past mental health services.
   E. Ability to capture and track current and past diagnostic test and assessment results.
   F. Ability to capture and track current and past residential placements.
   G. Ability to capture and track current and past placement costs.

III. **Ability to continue adding user defined longitudinal data on selected categories of offenders:**
    A. Longitudinal data for Challenge Program participants.
    B. Longitudinal data for Boot Camp participants.
    C. Longitudinal data for serious habitual offenders (SHOCAP).
    D. Longitudinal data for residential placement cases.
    E. Longitudinal data for cooperative agency specialized treatment (CAST) participants.

IV. **User defined ability to compile residential facility usage data:**
    A. Type and location of placements used:
       Number of individuals in placement.
       Tracking of placement costs per individual, type and aggregate.
    B. User defined tracking of individuals post-placement:
       Tracking of discharge status.
       Tracking of probation discharge status and revocation.
       Tracking of recidivism.
       Tracking of future incarceration.
       Tracking of education status:
          Capture of reading level achievement.
          Capture of grade level completion.
       Tracking of future employment.
Tracking of source of financial support.
Tracking of residency.
Tracking of substance abuse.
Tracking of involvement with community agencies.
Tracking of future parenthood.

C. User defined of tracking of individuals post involvement in specialized programs:
   Tracking of drug court participants.
   Tracking of intensive probation participants.
   Tracking of electronic monitoring participants.

V. Ability to generate statistical reports;
A. Monthly administrative Office of Illinois Courts (AOIC) reports.
B. Monthly reports required by grant funding sources.
C. Ability to generate ad hoc reports and queries at any time.

VI. Automatic notification of subsequent criminal case filings on probation cases.
SECTION VIII - MANAGEMENT INFORMATION FOR PUBLIC DEFENDER

The Public Defender’s office requires specialized software to manage criminal and non-criminal defendants that cannot retain private council. These legal services requires access to case management information and a number of reports. The following information in this section provides general functional and data requirements. The vendor is asked to acknowledge if their product supports this function and describe how the software performs process and functional requirements for the Public Defender. Include the number of steps and screens needed to create and process records.

I. Case Management Information
   A. Case number
   B. Client
   C. Charges
   D. Attorney assigned
   E. Court location
   F. Internal file number
   G. Circuit Clerk’s case number
   H. Next scheduled activity
   I. Activity history
   J. Document imaging
      1. Police reports
      2. DCFS reports
      3. Court orders
      4. Mental health order
      5. Charging documents
      6. Transcripts
      7. Photographs
         a. Crime scene
         b. Victims
         c. Autopsies

II. Reports
   A. Weekly case schedules
   B. Monthly case schedules
   C. Operations statistics: i.e.
      1. Activity by case types
      2. Time period to final disposition
      3. Appointments
   D. Ability for random queries
SECTION IX - MANAGEMENT INFORMATION FOR STATE’S ATTORNEY

The State’s Attorney (SAO) manages potential cases for criminal prosecution or local civil litigation. The SAO is involved with case management from the point of initiation where cases are approved for prosecution. Parties are notified of case status and court dates. Much of the information required and stored is non-public which requires specific record security needs. Other information is obtained through interfacing with the clerk’s case management system including initiation, docketing, scheduling and disposition records. The following information in this section provides general functional and data requirements. The vendor is asked to acknowledge if their product supports this function and describe how the software performs process and functional requirements for the SAO. Include the number of steps and screens needed to create and process records.

I. Case Information Management
   A. Generated case type
   B. Companion case replication
   C. Automatic generation of case, defendant, respondent, victim/witness numbers
   D. Multiple defendants/respondents
   E. Multiple counts
   F. State-defined code table for charges
   G. Statutory language for charges
   H. Class of offense
   I. Judge
   J. Authorizing Assistant State’s Attorney (ASA)
   K. Prosecutor
   L. Assisting prosecutor
   M. Defense attorney
   N. Internal case number automatically generated
   O. Defendant/Respondent ID number automatically generated
   P. Office investigator
   Q. Victim services caseworker
   R. Complaining officer
   S. Complaining agency
   T. Complaining agency report number
   U. Courtroom number
   V. Circuit Clerk’s case number
   W. Type of case
   X. Case open/closed
   Y. Case active/inactive
   Z. Diversion eligible
   AA. Indictment date
   BB. Extradition
   CC. Incident date
   DD. Warrant active/inactive
   EE. Arrest date
   FF. Speedy trial calculation required
   GG. Waiver of speedy trial date
HH. First appearance date
II. Arraignment date
JJ. Grand jury indictment date
KK. Trial start date
LL. Trial end date
MM. Plea/Verdict date
NN. Sentencing date
OO. Mental health hospitalization date

II. Docket Information Access
Tracking of:
A. State continuances granted
B. Defense continuances granted
C. Court continuances granted
D. Joint continuances granted

III. Defendant Information Access
A. Defendant name
B. Known alias’
C. Street address
D. City
E. State
F. Zip
G. Defendant number
H. Telephone number
I. Business address
J. Business city
K. Business state
L. Business zip
M. Business phone
N. Social security number
O. Drivers license number
P. FBI number
Q. Illinois Department of Corrections (IDOC) number
R. Gang affiliation
S. Tattoos/Marks/Scars
T. Street names
U. Relationship to victim
V. Primary language
W. State ID number
X. Date of Birth

IV. Fines and Fees Information Access

V. Scheduling/Calendar Information Access
VI. Case Disposition Information Access

VII. Financial Information Access
(collection and tracking of pre-court fees)

VIII. Database Information Access

IX. Document Generation/Integration

X. Warrant Information Access

XI. File Tracking Information Access
(location of state’s file)

XII. Imaging Information Access

XIII. Victim Services/Witness Information Access
A. Victim name
B. Victim date of birth (DOB)
C. Street address
D. City
E. State
F. Zip
G. Victim ID number
H. Telephone number
I. Business address
J. Business city
K. Business state
L. Business zip
M. Business phone
N. Witness name
O. Witness DOB
P. Street address
Q. City
R. State
S. Zip
T. Witness ID number
U. Telephone number
V. Business address
W. Business city
X. Business state
Y. Business zip
XIV. SERIOUS HABITUAL OFFENDER COMPREHENSIVE ACTION PROGRAM (SHOCAP) INFORMATION

SHOCAP is the tracking and exchange of juvenile information with coordinating social services to meet the needs of the juvenile and family members. Access to SHOCAP information is highly restricted. A secure database is required with authorization controlled by security level.

A. Defendant name
B. Known respondent/alias'
C. Street address
D. City
E. State
F. Zip
G. Defendant number
H. Telephone number
I. Business address
J. Business city
K. Business state
L. Business zip
M. Business phone
N. Social security number
O. Drivers license number
P. School
Q. IDOC number
R. Gang affiliation
S. Tattoos/Marks/Scars
T. Street names
U. Grade in school
V. Primary language
W. Truancies
X. Detentions
Y. In school suspensions/reasons
Z. Out of school suspensions/reasons
AA. Expulsions
BB. Public Aid contacts
CC. Child Welfare Services (CWS) referrals
DD. Mental health services
EE. Mental health facility
FF. Kane County Diagnostic Center (KCDC) services
GG. KCDC assessments
HH. Juvenile diversion
II. Placement
JJ. Where placed
KK. Probation officer
LL. Alcohol/Drug treatment facility
MM. Urinalysis results
NN. Illinois Department of Correction (IDOC) services sought
OO. IDOC placement
PP. Crisis agencies
QQ. Public housing
RR. Parent party information (complete)

XV. **Civil Representation**
   A. Time and billing calculator
   B. Litigation outline
   C. State forms generator
   D. Federal forms generator
   E. Opinion archive and index filing system
   F. Event tracking
   G. Federal court interface
   H. IEPA interface
   I. USEPA interface
   J. Attorney General interface

XVI. **Real Time Transaction Capability**

XVII. **Graphical Reporting Capability**

XVIII. **Ad Hoc Reporting Capability**

XIX. **Child Support Module**
   A. Arrearage calculator
   B. Paternity determination
   C. Laboratory testing
   D. Financial tracking
   E. Financial reporting
   F. URESA information
   G. UIFSA information
   H. Illinois Department of Public Aid (IDPA) KIDS system