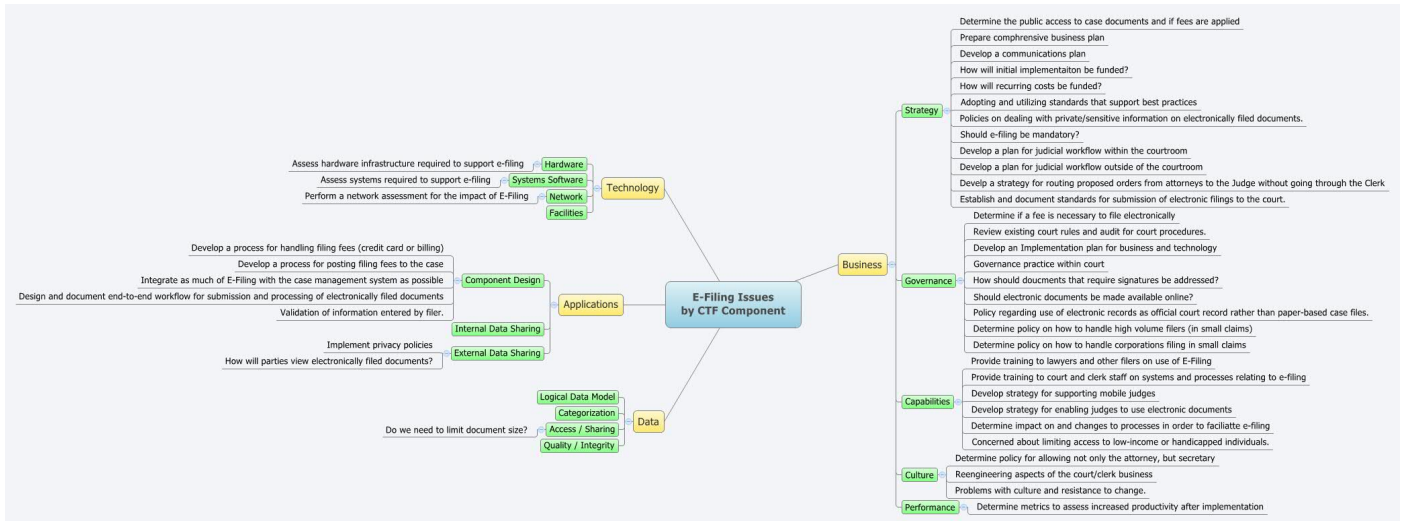


E-Filing Issues by CTF Component



1. Business

1.1 Strategy

- 1.1.1 Determine the public access to case documents and if fees are applied
- 1.1.2 Prepare comprehensive business plan
- 1.1.3 Develop a communications plan
- 1.1.4 How will initial implementation be funded?
- 1.1.5 How will recurring costs be funded?
- 1.1.6 Adopting and utilizing standards that support best practices
- 1.1.7 Policies on dealing with private/sensitive information on electronically filed documents.
- 1.1.8 Should e-filing be mandatory?
- 1.1.9 Develop a plan for judicial workflow within the courtroom
- 1.1.10 Develop a plan for judicial workflow outside of the courtroom
- 1.1.11 Develop a strategy for routing proposed orders from attorneys to the Judge without going through the Clerk
- 1.1.12 Establish and document standards for submission of electronic filings to the court.

1.2 Governance

- 1.2.1 Determine if a fee is necessary to file electronically
- 1.2.2 Review existing court rules and audit for court procedures.
- 1.2.3 Develop an Implementation plan for business and technology
- 1.2.4 Governance practice within court
- 1.2.5 How should documents that require signatures be addressed?
- 1.2.6 Should electronic documents be made available online?
- 1.2.7 Policy regarding use of electronic records as official court record rather than paper-based case files.
- 1.2.8 Determine policy on how to handle high volume filers (in small claims)
- 1.2.9 Determine policy on how to handle corporations filing in small claims

1.3 Capabilities

- 1.3.1 Provide training to lawyers and other filers on use of E-Filing
- 1.3.2 Provide training to court and clerk staff on systems and processes relating to e-filing
- 1.3.3 Develop strategy for supporting mobile judges
- 1.3.4 Develop strategy for enabling judges to use electronic documents
- 1.3.5 Determine impact on and changes to processes in order to facilitate e-filing
- 1.3.6 Concerned about limiting access to low-income or handicapped individuals.

1.4 Culture

- 1.4.1 Determine policy for allowing not only the attorney, but secretary
- 1.4.2 Reengineering aspects of the court/clerk business
- 1.4.3 Problems with culture and resistance to change.

1.5 Performance

1.5.1 Determine metrics to assess increased productivity after implementation

2. Technology

2.1 Hardware

2.1.1 Assess hardware infrastructure required to support e-filing

2.2 Systems Software

2.2.1 Assess systems required to support e-filing

2.3 Network

2.3.1 Perform a network assessment for the impact of E-Filing

2.4 Facilities

3. Applications

3.1 Component Design

3.1.1 Develop a process for handling filing fees (credit card or billing)

3.1.2 Develop a process for posting filing fees to the case

3.1.3 Integrate as much of E-Filing with the case management system as possible

3.1.4 Design and document end-to-end workflow for submission and processing of electronically filed documents

3.1.5 Validation of information entered by filer.

3.2 Internal Data Sharing

3.3 External Data Sharing

3.3.1 Implement privacy policies

3.3.2 How will parties view electronically filed documents?

4. Data

4.1 Logical Data Model

4.2 Categorization

4.3 Access / Sharing

4.3.1 Do we need to limit document size?

4.4 Quality / Integrity