

E-Filing Issues by Stakeholder



1. Public

1.1 Problems with culture and resistance to change.

1.2 Should electronic documents be made available online?

1.3 Policy regarding use of electronic records as official court record rather than paper-based case files.

1.4 Determine policy on how to handle high volume filers (in small claims)

1.5 Determine policy on how to handle corporations filing in small claims

2. Attorney

2.1 Provide training to lawyers and other filers on use of E-Filing

2.2 Validation of information entered by filer.

2.3 Determine policy for allowing not only the attorney, but secretary

2.4 How should documents that require signatures be addressed?

2.5 Should e-filing be mandatory?

3. Party

3.1 How will parties view electronically filed documents?

4. Pro Se

4.1 Concerned about limiting access to low-income or handicapped individuals.

5. Judge

5.1 Develop strategy for supporting mobile judges

5.2 Develop strategy for enabling judges to use electronic documents

5.3 Develop a plan for judicial workflow within the courtroom

5.4 Develop a plan for judicial workflow outside of the courtroom

5.5 Develop a strategy for routing proposed orders from attorneys to the Judge without going through the Clerk

6. Vendor

7. Administrator

7.1 Do we need to limit document size?

7.2 Develop a process for posting filing fees to the case

7.3 Determine if a fee is necessary to file electronically

7.4 Review existing court rules and audit for court procedures.

7.5 Develop an Implementation plan for business and technology

7.6 Governance practice within court

7.7 Determine metrics to assess increased productivity after implementation

7.8 Determine the public access to case documents and if fees are applied

7.9 Prepare comprehensive business plan

7.10 Develop a communications plan

7.11 How will initial implementation be funded?

7.12 How will recurring costs be funded?

7.13 Adopting and utilizing standards that support best practices

7.14 Policies on dealing with private/sensitive information on electronically filed documents.

7.15 Establish and document standards for submission of electronic filings to the court.

8. Operations Manager

8.1 Determine impact on and changes to processes in order to facilitate e-filing

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

8.3 Reengineering aspects of the court/clerk business

9. Court Clerk

9.1 Provide training to court and clerk staff on systems and processes relating to e-filing

10. Designer

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

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

11. Developer

11.1 Implement privacy policies

12. IT Staff

12.1 Assess hardware infrastructure required to support e-filing

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

12.3 Assess systems required to support e-filing