



**North Dakota Judicial Branch
Information Technology Plan**

January 1998

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EXECUTIVE SUMMARY

DESCRIPTION OF THE JUDICIAL BRANCH AND ITS FUNCTIONS

The North Dakota Judicial System is a co-equal branch, which consists of the supreme court, court of appeals, district court, and municipal court. Together, these courts form a judicial team that has responsibility for providing an equal and fair system of justice to citizens of North Dakota.

The **MISSION** of the North Dakota Judicial System is
TO RESOLVE DISPUTES WITH JUSTICE AND EFFICIENCY.

The State appropriations for the North Dakota Judicial System consist of the Supreme Court, District Court, and the Judicial Conduct Commission and Disciplinary Board.

The Supreme Court:

The Supreme Court is the highest court in the State of North Dakota. The Supreme Court is to provide a court of appellate jurisdiction to the public. The Court of Appeals assists in providing this service. In addition, the Supreme Court has original jurisdiction in some cases. The Supreme Court also has administrative supervision over all courts of North Dakota, including all justices and judges and has constitutional authority to adopt rules of procedure for the judicial system.

Ultimate responsibility for the efficient operation of the judicial system resides with the Supreme Court. The Constitution establishes the Supreme Court administrative responsibility for the judicial system by designating the chief justice as the administrative head of the judicial system. To help it fulfill the administrative and supervisory responsibilities, the Supreme Court relies upon the state court administrator, presiding judges, and various advisory committees, commissions, and boards. The state court administrator, appointed by the chief justice, is tasked with the responsibility of assisting the Supreme Court in preparing judicial budget, providing for judicial education services, coordinating technical assistance to all levels of courts, planning for state-wide judicial needs, and administering a personnel system.

The District Court:

The district courts are courts of general jurisdiction in North Dakota. They have original and general jurisdiction in all cases, including criminal felony and misdemeanor cases, general jurisdiction for civil cases, and has appellate jurisdiction provided by law.

The district courts also serve as the juvenile courts in the state and have exclusive and original jurisdiction over any minor who is alleged to be unruly, delinquent, or deprived.

The state is divided into seven judicial districts. In each judicial district a presiding judge supervises court services of all courts in the district. There are district court services in each of the state's fifty-three counties. All of the judicial districts have court administrative personnel who work with governmental agencies, budget, facilities, records management, personnel, and contract administration. The Clerk of District Court carries out the record keeping functions for the District and Juvenile Court. The Council of Presiding Judges provides the overall administrative supervision for the district courts. The Council is made up of the seven presiding judges and is chaired by the Chief Justice of the Supreme Court. Two Assistant State Court Administrators for Trial Courts provide council support. They are responsible for carrying out the policies and directives of the council with an overall objective of assuring administrative consistency throughout the state.

The Judicial Conduct Commission & Disciplinary Board:

The Judicial Conduct Commission has the responsibility, power, and duty to investigate complaints against any judges of the State of North Dakota and to conduct hearings concerning the discipline, removal, or retirement of any such judge. The Disciplinary Board of the Supreme Court serves the same function in receiving and investigating complaints against attorneys of this state. The professional discipline of judges and attorneys is intended to protect the public from incompetent and unfit individuals.

INFORMATION SYSTEM TECHNOLOGY PLAN SUMMARY

The Judicial Branch has completed the 1997-1999 Information Technology (IT) Plan reflecting technologies that are dramatically changing. Over the next six years, the court system must incorporate new ways to conduct business to control costs and to maintain effectiveness while responding to new internal and external pressures. Courts must evolve to accommodate these pressures caused by heavier court calendars, increased paper flow, shrinking storage space and budget cuts that could reduce personnel and limit the courts' ability to deliver its services. The courts will continue to explore new technologies to be able to respond effectively to the growing demands.

On November 20, 1996, the North Dakota Supreme Court established goals in its 1997/99 Biennium Judicial Master Plan. The goals are essential to focus the efforts of judges and court employees on improving services to the public of North Dakota. Many of the goals are directly related to the technology needs of the courts. To implement the goals, specific intermediate objectives were set. Upon completion of the objectives, the accomplishments of the unified judicial system can be assessed for the biennium ending June 30, 1999. The tasks of the Master Plan are specific steps to be completed during the biennium. All tasks are classified as "High Priority" tasks, by committing major resources to them during this biennium.

One of the Master Plan goals is to improve services of all courts to the public. An objective is to improve the court management services. To accomplish this objective, the Supreme Court is currently in the final stage of implementing the Judicial District Automation Plan, which began August 15, 1996. The automation plan provided the judicial districts with a road map and a time-line to follow in implementing the Unified Court Information System (UCIS). UCIS is an AS/400 application to help the trial court manage their own caseload, which created greater efficiency in the court reporting system. Other technology enhancements that were implemented in the automation plan included e-mail, Internet access, file sharing, and administration of the Microsoft NT network.

On November 27, 1996, the ND Supreme Court commissioned a study by the Information Services Division (ISD) to provide an outside review on the technology direction of the court. The study was completed January 16, 1997. The primary purpose of this study was to provide the court with a management review and recommendations to improve the technology support efforts in the court. The scope of the review included the following:

- Review the Judicial District Automation Plan
- Review of staffing and workload
- Review of automation policies, procedures, and documentation

The ISD created a questionnaire to reflect the scope of the project. The findings and recommendations are based on the following:

- Personal interviews with the State Court Administrator, selected court staff, and other individuals using the questionnaire as a script.
- Review of the Judicial District Automation Plan and other written documents available from the court technology section.

The Supreme Court has recognized the need to use technology to improve its delivery of services to their users by implementing many of the organizational and technological recommendations of ISD's study.

Another goal of the Master Plan is to continue implementation of the unification of the North Dakota Judicial System. The objective is to assist the process of state funding for all general trial court and clerk of court services. During this

biennium, an interim study committee of the Legislative Council is assessing the options for implementing state funding of clerk of district court. The study's outcome and the decision of the 1999 legislative session will have a tremendous impact on the North Dakota Judicial System technology plan and budget. For the purposes of this IT Plan, no costs or strategies have been included for the state's funding of clerk of district court.

COMPATIBILITY WITH STATEWIDE PLAN

This section is not applicable, as a statewide information technology plan has not been prepared at this time.

MAJOR INFORMATION SYSTEM GOALS AND OBJECTIVES

The future strategies of the Judicial System's information systems are outlined in the Judicial Master Plan. During the creation of the plan, several different perspectives were considered and included, such as law firms, other state agencies, judges, and district court administrative staff. The Judicial Master Plan and the ISD's study on the court's technology direction provide the foundation for implementing many of the organizational and technological changes listed below.

- The Judicial System will improve its technical support services to its customers.

Objective	Time Period
Implement a centralized help desk support function to log, assign, and track problems. Provide on-line requests via e-mail and Internet inquiry to customers.	Short
Define and implement a formal process for requesting changes to in-house developed systems.	Short
Identify a site expert for each chambered location and one district expert for each district. These experts will receive a higher level of training on technical issues to include: PC and Microsoft NT diagnostic and troubleshooting skills; basic AS/400 troubleshooting skills, help desk procedures, and Windows 95.	Short
Identify local consulting firms or county IS staff throughout the districts to provide basic PC maintenance and troubleshooting. Establish contracts where necessary.	Short
Identify training needs of IS staff to meet the requirements of supporting the court's technology.	Short

- The Judicial System will have a stable and consistent IT environment.

Objective	Time Period
Define and implement a PC replacement plan to establish consistent purchasing practices and to ensure that our PCs are able to leverage any future IT opportunities.	Short
Create backup procedures to ensure redundancy of data.	Short
Establish network security standards and procedures on how to implement the standards.	Short

Establish server configuration standards to ensure machine-level backup of data.	Short
Create a disaster recovery plan to ensure reliability of data.	Medium
Design a Microsoft NT infrastructure to maximize utilization of resources and to provide a higher level of consistency throughout the districts.	Medium to Long

- The Judicial System will have modern, integrated IT tools that are well supported.

Objective	Time Period
Adopt office information tools that are standardized, integrated, and well supported (including training and documentation)	Short
Analyze customer needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency.	On-going
Analyze system development packages for a modern, multi-platform development. (i.e. client server, web-based)	Medium to Long

- The Judicial System will have well-documented procedures and policies reflecting the court's IT infrastructure.

Objective	Time Period
Develop and implement policies reflecting access to court information for internal and external customers.	Short
Address the lack of system and user documentation on applications developed.	Short
Create in-house development standards and procedures that are consistently applied.	Medium

INFORMATION TECHNOLOGY ACCOMPLISHMENTS

Because this is the first information technology plan completed, this section is not applicable.

PROJECT SUMMARY

The following are projects that the Judicial Branch envisions starting over the next three bienna:

Project Number	Priority	Project
P0001	01	Analyze integration of the Supreme Court Docket System (SCDS), the Uniform Court Information System (UCIS), and the Juvenile Court Information System (JCIS). Based on results of analysis, implement modifications or purchase off-the-shelf software to integrate the juvenile, district, and supreme court management systems.
P0002	02	Analyze integration of case management systems with document imaging. Based on results of analysis, implement document imaging at the Supreme Court and district courts.
P0003	03	Analyze integration of case management systems with electronic filing. Based on results of analysis, implement electronic filing at the Supreme Court and district courts.
P0004	04	Analyze the feasibility of implementing video conferencing capabilities in the courts. Based on results of analysis, implement video conferencing capabilities in selected courts.
P0005	05	Analyze the feasibility of implementing digital audio recording in the district courts. Based on results of analysis, implement digital audio recording in the district courts.
P0006	06	Perform an evaluation, to include a cost/benefit analysis of the A/V system used for video recording in the East Central Judicial District. Based on results of the evaluation, consider developing an implementation plan for installing video recording in the district courts.

PROJECT DETAIL



PROJECT DESCRIPTION
OFFICE OF MANAGEMENT AND BUDGET
INFORMATION SERVICES DIVISION
 SFN 51322 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 101	4. P0001

Project Type			Priority
5.	<input type="checkbox"/> New	<input type="checkbox"/> Major Change	6. 01

Project Description
<p>7. This project provides for the analysis to integrate the Supreme Court Docket System (SCDS), the Uniform Court Information System (UCIS), the Juvenile Court Information System (JCIS), electronic filing and document imaging. This project is the implementation for the integrated case management systems based on the analysis. Project P0002 is the analysis and implementation of imaging with the integrated case management systems. Project P0003 is the analysis and implementation of electronic filing with the integrated case management systems. The analysis of all three projects will be done at the same time to maximize resources.</p> <p>The desired capabilities are:</p> <ul style="list-style-type: none"> • Provide integration for information to flow from juvenile court, district court to supreme court. • Interface electronic filing and imaging of documents with the trial case management system or supreme docket system. • Case docketing would be done from the image, not from a paper copy. • Provide a mechanism whereby all case documents will be stored electronically. • Revise the current information systems or purchase an off-the-shelf software package to operate in a more user friendly environment, using Windows. • Provide a mechanism to electronically allow case related information to justice agencies and allow public access from remote sites as appropriate. <p>The evaluation would include:</p> <ul style="list-style-type: none"> • The appropriateness and complexity involved in integrating these systems from a process improvement and systems point of view. This will include an evaluation of existing applications and the future costs associated with the maintenance of the applications. • Analyzing of existing hardware and software systems and their ability to service the needs of the courts in the future. • Analyzing the existing communication infrastructure and recommendations regarding its ability to meet future needs. • A cost/benefit analysis associated with options evaluated during the course of the project. <p>This project affects two systems 100 and 101. The primary system is 101 District Court Management System and the secondary system is 100 Supreme Court Management System.</p>

Project Cost - Benefit Analysis
<p>8. This project will cost approximately \$1,093,282. The costs include the analysis and implementation of an integrated case management system that will allow for document imaging and electronic filing. The analysis will begin this biennium only if there is availability of funds. If funds are not available, the analysis will begin next biennium. The costs for next biennium reflect implementing the case management information systems at the Supreme Court and in two judicial districts. In the 2001-2003 biennium, five judicial districts will be implemented.</p> <p>The benefits of the analysis will include:</p> <ul style="list-style-type: none"> • Recommendations to the appropriateness and complexity involved in integrating these systems from a process improvement and systems point of view. • Cost/benefit analysis associated to integrating these systems and implementing imaging and electronic filing technologies. • Understanding user and management requirements for the information systems. • Evaluation of existing and future hardware and software to implement these technologies. • A strategy for implementing the integrated information systems with imaging and electronic filing capabilities. <p>The benefits of implementing the technologies include:</p> <ul style="list-style-type: none"> • Improving customer service by minimizing mailing, speeding up the filing process, and improving customer turnaround time. • Improving the ease of data entry in moving to Windows environment, speeding up the data entry process, improving the ease of data entry, which will provide a corresponding increase in data entry accuracy. • Allow customers to access data requiring reduced clerk interaction as to the increased level of service without any additions of personnel and impact on other agencies. • With the proposed modifications, this system will be accessible to all appropriate justice agencies to check the status of pending cases, case assignments, and court calendars.

Impact on Other Agencies

9. With the proposed modifications, this system will be accessible to all appropriate justice agencies to check the status of pending cases, case assignments, and court calendars

Options for Implementing the Project

10. The analysis is the foundation of integrating case management systems with imaging and electronic filing in the most feasible and economical manner. There will be no implementation of these technologies until the analysis is complete. If funds are not available this biennium, this analysis project will be completed next biennium. Implementation will only begin after the analysis.



PROJECT BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51323 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 101	4. P0001

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

Project Development or Enhancement

Agency-IT Employees			3,620	77,630	3,120	69,671	147,301
ISD Services							
Contract Service		42,000		400,000		120,000	562,000
SUB TOTAL		42,000		477,630		189,671	709,301

Project Maintenance/Operations

Agency-IT Employees					5,160	113,981	113,981
ISD Services							
Contract Service							
SUB TOTAL						113,981	113,981

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service				10,000		10,000	20,000
SUB TOTAL				10,000		10,000	20,000

Additional Costs

Hardware				75,000		75,000	150,000
Software				100,000			100,000
Other							
GRAND TOTAL		42,000	3620	662,630	8280	388,652	1,093,282

Funding Source

General		42,000		662,630		388,652	1,093,282
Federal							
Special							



PROJECT DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51322 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 101	4. P0002

Project Type			Priority
5.	<input type="checkbox"/> New	<input type="checkbox"/> Major Change	6. 02
		<input type="checkbox"/> <u>Continuing</u>	

Project Description

7. This project provides for the analysis and implementation of an integrated case management system and document imaging. The analysis in projects P0001 and P0003 are associated with this project.

Record imaging of case documents

- Provide the capability to allow the electronic imaging of all case pleadings.
- Legal documents would be scanned and filed immediately.
- Case docketing would be done from the image, not from a paper copy.
- Provide a mechanism whereby all case documents will be stored electronically.

The evaluation would include:

- The appropriateness and complexity involved in the utilization of an optical imaging system for record storage and retrieval purposes of the courts. This would include an evaluation of existing applications and the future costs associated with the maintenance of the applications.
- Analyze existing hardware and software systems and their ability to service the needs of the courts in the future for document imaging.
- Analyze existing communication infrastructure and recommendations regarding its ability to meet expectations related to sharing information stored on a document imaging system.
- A cost/benefit analysis associated with options evaluated during the course of the project.
- A process review study of the information flow from the clerk's receipt of initial documents, through the courts, and to ultimate disposition of the case.

This project affects two systems 100 and 101. The primary system is 101 District Court Management System and the secondary system is 100 Supreme Court Management System.

Project Cost - Benefit Analysis

8. This project will cost approximately \$933,775. The costs include the analysis and implementation of integrated case management system that will allow for document imaging. The analysis will begin this biennium only if there is availability of funds. If funds are not available, the analysis will begin next biennium. The costs for next biennium reflect implementing document imaging at the Supreme Court and in one district judicial site (based on state assumption of costs). In the 2001-2003 biennium, six district judicial sites will be implemented (based on state assumption of costs).

The benefit of the analysis will include:

- Recommendations to the appropriateness and complexity involved in implementing document imaging from a process improvement and systems point of view.
- Cost/benefit analysis associated to integrating these systems and implementing imaging technologies.
- Understanding user and management requirements for the information systems in regards to imaging documents.
- Evaluation of existing and future hardware and software to implement imaging technologies.
- A strategy for implementing the integrated information systems and imaging technologies.

The benefits of this project include:

- Providing the capability for clerks of court, following state assumption of costs of their offices, to file case documents electronically.
- Benefits include location of the hard case file becomes irrelevant as documents are always at the user's fingertips.
- Counter and telephone questions regarding case pleadings can be answered much more quickly.
- Documents would be instantly accessible from the bench, judge's office, or clerk's office.
- Case pleadings would be available from remote sites through a modem.
- Actual location of the hard copy case file becomes less relevant and it could be stored in a relatively inexpensive storage site away from clerk personnel.
- Reduces paper processing as it would eliminate the need for microfilming and archiving microfilms would allow for ease of faxing documents to support end correctional agencies.
- Clerk personnel could prepare cases on appeal from their desks rather than having to go to the hard file and copying the case file.
- Would enhance security, as confidential documents would be stored in a separate file not accessible on the public access computer.
- Use of imaging would allow clerks to handle an increasing workload without any additional full-time equivalent personnel being added.

Impact on Other Agencies

9. Based on the results of the analysis, this system will be accessible to all appropriate justice agencies to check the status of pending cases, case assignments, and court calendars

Options for Implementing the Project

10. The analysis is the foundation of an integrated case management systems with imaging and electronic filing in the most feasible and economical manner. There will be no implementation of these technologies until the analysis is complete. If funds are not available this biennium, this analysis project will be completed next biennium. Implementation will only begin after the analysis.



PROJECT BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51323 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3.101	4. P0002

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

Project Development or Enhancement

Agency-IT Employees			1000	20,610	500	11,165	31,775
ISD Services							
Contract Service		20,000		20,000		80,000	120,000
SUB TOTAL		20,000		40,610		91,165	151,775

Project Maintenance/Operations

Agency-IT Employees							
ISD Services							
Contract Service						7,000	7,000
SUB TOTAL						7,000	7,000

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service				5,000		15,000	20,000
SUB TOTAL				5,000		15,000	20,000

Additional Costs

Hardware				140,000		375,000	515,000
Software				60,000		180,000	240,000
Other –							
GRAND TOTAL		20,000	1000	245,610	500	668,165	933,775

Funding Source

General		20,000		245,610		668,165	933,775
Federal							
Special							



PROJECT DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51322 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 101	4. P0003

Project Type	Priority
5. <input type="checkbox"/> New <input type="checkbox"/> Major Change <input type="checkbox"/> <u>Continuing</u>	6. 03

Project Description
<p>7. This project provides for the analysis and implementation of the integrated case management system and electronic filing. The analysis in projects P0001 and P0002 are associated with this project.</p> <p>It would be a major change to create the capability to allow parties to electronically file cases with the courts of North Dakota:</p> <ul style="list-style-type: none"> ▪ Providing the capability for attorneys and private citizens to electronically file documents through diskette or other acceptable digital exchange of information. ▪ Interface electronic filing of documents with the trial case management system or supreme docket system. <p>The evaluation would include:</p> <ul style="list-style-type: none"> • The appropriateness and complexity involved in establishing an alternative electronic filing system from a process improvement and systems point of view. This will include an evaluation of existing applications and the future costs associated with the maintenance of the applications. • Analyze existing hardware and software systems and their ability to service the needs of the courts in the future for electronic filing. • Analyze the existing communication infrastructure and recommendations regarding its ability to meet expectations related to electronic filings in both the trial and appellate courts. • A cost/benefit analysis associated with options evaluated during the course of the project. • A process study of existing filing practices of the clerk's offices and an evaluation of existing case management applications including their ability to accept electronic and manually input information. <p>This project affects two systems 100 and 101. The primary system is 101 District Court Management System and the secondary system is 100 Supreme Court Management System.</p>

Project Cost - Benefit Analysis
<p>8. This project will cost approximate \$321,970. The costs include the analysis and implementation of an integrated case management system that will allow for electronic filing. The analysis will begin this biennium only if there is availability of funds. If funds are not available, the analysis will begin next biennium. The costs for next biennium reflect implementing electronic filing at the Supreme Court and in one district judicial site. In the 2001-2003 biennium, six district judicial districts will be implemented.</p> <p>The benefit of the analysis will include:</p> <ul style="list-style-type: none"> • Recommendations to the appropriateness and complexity involved in implementing electronic filing from a process improvement and systems point of view. • Cost/benefit analysis associated to integrating these systems and implementing electronic filing technologies. • Understanding user and management requirements for the information systems with electronic filing capabilities. • Evaluation of existing and future hardware and software to implement electronic filing technologies. • A strategy for implementing the integrated information systems and electronic filing technologies. <p>The benefits include:</p> <ul style="list-style-type: none"> • Improving customer service by minimizing mailing, speeding up the filing process, and improving customer turnaround time. • Improving the accuracy of the information by eliminating data entry errors, filing cases and pleadings of cases. • Ensure a higher level of customer satisfaction, expediting case filing from any location in the state to clerk of court offices where the files are maintained.

Impact on Other Agencies

9. Based on the results of the analysis, this system will be accessible to all appropriate justice agencies to check the status of pending cases, case assignments, and court calendars.

Options for Implementing the Project

10. The analysis is the foundation of integrating case management systems with imaging and electronic filing in the most feasible and economical manner. There will be no implementation of these technologies until the analysis is complete. If funds are not available this biennium, this analysis project will be completed next biennium.



PROJECT BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51323 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 101	4. P0003

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

Project Development or Enhancement

Agency-IT Employees			500	10,305	500	11,165	21,470
ISD Services							
Contract Service		18,000		20,000		45,000	83,000
SUB TOTAL		18,000		30,305		56,165	104,470

Project Maintenance/Operations

Agency-IT Employees							
ISD Services							
Contract Service						5,000	5,000
SUB TOTAL						5,000	5,000

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service				5,000		7,500	12,500
SUB TOTAL				5,000		7,500	12,500

Additional Costs

Hardware				50,000		75,000	125,000
Software				30,000		45,000	75,000
Other – Software Maintenance, Travel							
GRAND TOTAL		18,000	500	115,305	500	188,665	321,970

Funding Source

General		18,000		115,305		188,665	321,970
Federal							
Special							



PROJECT DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51322 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 104	4. P0004

Project Type			Priority
5.	<input type="checkbox"/> New	<input type="checkbox"/> Major Change	<input type="checkbox"/> Continuing
			6. 04

Project Description

7. With reduction of the number of judicial positions statewide there needs to be a strategy for providing access to the courts for selected hearings and judicial proceedings from rural areas. With the reduction in the number of judgeships, it may not be possible to have judges traveling to all counties in the state as has occurred historically. An alternative for judges traveling to every county in the state is the installation of video conferencing. This allows litigants and witnesses selected to appear via video conferencing from sites remote to where the judge is located. This project provides for the testing of interactive television installations in three counties during the 1999-2001 biennium. Based on the evaluation, and successful outcome of the project, interactive television access will be expanded to 13 additional locations during the 2001-2003 biennium.

Project Cost - Benefit Analysis

8. The cost of this project is \$568,232. This project is estimated to require 120 hours of North Dakota Supreme Court information technology staff time and up to 120 hours of ISD support time during the 1999-2001 biennium. Based upon the successful completion of an evaluation of this project, the technology will be expanded to 13 additional locations during the 2001-2003 biennium. Based on an expansion to more locations, additional support time will be required from ISD.

Benefits to be derived from this project include:

- The testing of a system to allow litigants and selected witnesses to appear for judicial proceedings from remote locations from the judge.
- The ability to conduct proceedings involving the incarcerated inmates located in remote locations providing a higher level of security and reduces the cost of transporting incarcerated defendants.
- The ability to conduct judicial training and teleconferences between courthouses in the state, reducing the necessary travel for participants at meetings and training sessions.

Impact on Other Agencies

9. The use of video conferencing will result in less travel for other justice system personnel to attend judicial proceedings. If selected witnesses can appear by interactive video, this technology will reduce the transportation of in custody defendants as well as allowing criminal justice agency personnel to appear for judicial proceedings from remote sites.

Options for Implementing the Project

10. This concept provides for the installation and testing of interactive video in three sites. With a successful evaluation and proper protocols for remote appearances for judicial proceedings being in place, the project can be expanded in a thoughtful and logical process throughout the state to allow remote access of litigants and witnesses in each judicial district of the state. This project can be discontinued based on the results of the initial pilot project. Based on the success and funding available, the installation can be revised during the 2001-2003 biennium in concert with available funds.



PROJECT BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51323 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3.104	4. P0004

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

Project Development or Enhancement

Agency-IT Employees			120	2,473	240	5,359	7,832
ISD Services				38,800		201,600	240,400
Contract Service							
SUB TOTAL				41,273		206,959	248,232

Project Maintenance/Operations

Agency-IT Employees							
ISD Services							
Contract Service							
SUB TOTAL							

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service							
SUB TOTAL							

Additional Costs

Hardware				60,000		260,000	320,000
Software							
Other – ¼ T1 line							
GRAND TOTAL			120	101,273	240	466,959	568,232

Funding Source

General				101,273		466,959	568,232
Federal							
Special							



PROJECT DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51322 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 104	4. P0005

Project Type	Priority
5. <input type="checkbox"/> <u>New</u> <input type="checkbox"/> Major Change <input type="checkbox"/> Continuing	6. 05

Project Description

7. Digital audio recording is technology of recording and storing judicial proceedings on a computer disk to allow easy access to testimony and allowing integration of judges' notes with specific portions of testimony for ready retrieval. This technology, in a network environment, is replacing conventional tape audio recording systems. During the 1999-2001 biennium, one installation in a multi-judge chamber will be used to test this technology. Based on a successful evaluation of the technology, and a judicial system move from stenographic reporting to audio recording for "taking the record", digital audio recording will be budgeted for in six more sites in the 2001-2003 biennium.

Project Cost - Benefit Analysis

8. This project will cost approximately \$377,832. The benefits include:

- Digital audio recordings should enhance the efficiency of taking the record.
- Instantaneous playback of testimony or portions of proceedings.
- Attachment of queries motions and bench marking of portions of the proceedings by the judge for later use in research and findings.
- Simultaneous access of the recording by recorder, judge, or authorized individuals, allowing the judge to conduct research from chambers and recorders to prepare the transcripts.

Impact on Other Agencies

9. None

Options for Implementing the Project

10. Continue with existing system for taking the record of tape audio and stenographic reporting.



PROJECT BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51323 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 104	4. P0005

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

Project Development or Enhancement

Agency-IT Employees			120	2,473	240	5,359	7,832
ISD Services							
Contract Service				12,500		47,500	60,000
SUB TOTAL				14,973		52,859	67,832

Project Maintenance/Operations

Agency-IT Employees							
ISD Services							
Contract Service							
SUB TOTAL							

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service				2,500		7,500	10,000
SUB TOTAL				2,500		7,500	10,000

Additional Costs

Hardware				40,000		160,000	200,000
Software				20,000		80,000	100,000
Other - Travel							
GRAND TOTAL			120	77,473	240	300,359	377,832

Funding Source

General				77,473		300,359	377,832
Federal							
Special							



PROJECT DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51322 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3. 104	4. P0006

Project Type	Priority
5. <input type="checkbox"/> New <input type="checkbox"/> Major Change <input checked="" type="checkbox"/> <u>Continuing</u>	6. 06

Project Description

7. The East Central Judicial District has implemented video recording, an AV system, for some master calendar proceedings. Computerized video recording provides the record of selected court hearings. During this biennium, an evaluation to include a cost/benefit analysis of the AV system will be performed. Based on a positive evaluation, an analysis will be done to create an implementation plan in the 1999-2001 biennium. For the 2001-2003 biennium, one judicial site will be implemented.

Project Cost - Benefit Analysis

8. The project will cost approximately \$82,500. The benefits include:

- Improved technique in taking the proceedings.
- Allows review of proceedings without production of the entire transcript by viewing a video tape.
- Eliminates the need for a stenographic record of selected proceedings.

Impact on Other Agencies

9. None

Options for Implementing the Project

10. Discontinue the use of AV recording and continue with traditional means of "taking the record." This includes tape audio recording and stenographic reporting.



PROJECT BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51323 (8-97)

Department #	Department Name	System Number	Project Number
1. 180	2. Judicial Branch	3.104	4. P0006

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

Project Development or Enhancement

Agency-IT Employees							
ISD Services							
Contract Service				12,500			12,500
SUB TOTAL				12,500			12,500

Project Maintenance/Operations

Agency-IT Employees							
ISD Services							
Contract Service							
SUB TOTAL							

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service						5,000	5,000
SUB TOTAL						5,000	5,000

Additional Costs

Hardware						50,000	50,000
Software						15,000	15,000
Other - Travel							
GRAND TOTAL				12,500		70,000	82,500

Funding Source

General				12,500		70,000	82,500
Federal							
Special							

SYSTEMS AND FUNCTIONS



SYSTEM/FUNCTION DESCRIPTION

OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 100

System Name
4. Supreme Court Case Management

Platform
5. <input type="checkbox"/> Mainframe <input type="checkbox"/> <u>Midrange</u> <input type="checkbox"/> <u>LAN</u>

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:

6. SCDS, also known as the Supreme Court Docket System, is the major component of the case management system and is in the final testing stages. It is converting and enhancing a docket system presently housed on a System 36 IBM mainframe. It is a database used to capture information regarding all cases filed in the Supreme Court. SCDS includes information on the nature of the action, trial court, judges, attorneys, filings, and disposition in every case considered by the Supreme Court. The system allows for tracking cases electronically without having to deal with the paper files. The information on SCDS is input and maintained by the Clerk of Court's office. The majority of information contained in SCDS is public information and searches are frequently done for the public. Examples of information, which may not be public, include confidentiality in juvenile, paternity, adoption, and mental health matters as required by statute.

Docketing systems for other functions for which the clerk's office is responsible, ie, attorney discipline, demands for change of judge, are included under this system.

Electronic Filing is a process to be used by clerks of trial courts and attorneys to permit the electronic transmittal of documents to the Clerk of the Supreme Court to be entered into SCDS. This could eliminate the amount of paper processed by the Supreme Court Clerk's office. Documents filed would be a matter of public information; therefore, public access, if available to SCDS, may be available to documents.

Remote Access to Data would give the Supreme Court Clerk's office the capability to view the case management systems of the trial court clerks to retrieve information necessary for the Supreme Court's resolution of matters pending before it.

Imaging is necessary for both archival and case management purposes. Storage space for the closed files of the Supreme Court has been exhausted. Briefs and other filings of the Court since territorial days are now stored in the Capitol under less than satisfactory conditions for paper. Imaging would provide a method of storing/archiving documents electronically which would allow for disposal of most of the paper filings. Therefore, it would free up storage space, and if linked with the case management system, could permit archiving of electronically filed documents and allow public access to the documents contained in these files.

7. Goals and Objectives:	
Short Term:	<ul style="list-style-type: none"> • Complete testing and finalize reporting capabilities in SCDS. • Provide read only access to the Justices' Chambers and Central Legal Staff to SCDS. • Continue to maintain and enhance SCDS to meet "customer" requirements. • Begin researching procedural rules and technology regarding electronic filing.

	<ul style="list-style-type: none"> • Begin researching the feasibility and technology, and related issues, necessary to accomplish remote access to trial court case management systems. • Continue research on technology and begin analysis on imaging. • Complete records disposition rule to decrease the documents to be imaged and begin “cleaning out” files. • Complete converting and testing of all docket systems presently maintained on the System 36.
Medium Term:	<ul style="list-style-type: none"> • Analyze the feasibility of public access to SCDS, or a portion of SCDS, via the Supreme Court web page. • Analyze the feasibility and availability of technology to provide electronic filing capabilities to the clerks of trial courts and practicing attorneys. • Analyze the feasibility and technology to accomplish remote access to trial court case management systems. • Complete analysis and begin implementing imaging based on the results of the analysis and complete “cleaning out” of documents to image. • Continue to maintain and enhance all systems to meet “customer” requirements.
Long Term:	<ul style="list-style-type: none"> • Implement results of the analysis of connectivity and compatibility with the trial court clerks’ systems. • Implement results of analysis regarding electronic filing. • Implement the results of the analysis to accomplish remote access to trial court case management systems. • Complete implementation of imaging. • Continue to maintain and enhance all system to meet “customer” requirements.

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:
 Not applicable

9. Year the system was implemented: 1987

10. Major enhancements completed and associated year of completion:
 1987- The System 36 docket system was implemented.
 1996- Began development and testing of SCDS.
 1997- Continued testing and making enhancements to SCDS.

11. Backup Plan:
 A manual docket system sheet and calendaring system used prior to computerization could be implemented on a short-term basis. SDCS resides on the NT server so it has the same backup plan as the Supreme Court network system.

12. Provide statutory citation requiring the system:
 NDCC 27-03-01 and Rule 45, North Dakota Rules of Appellate Procedure.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 100

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System Maintenance/Operations

Agency-IT Employees							
ISD Services							
Contract Service		52,000		15,000		9,000	76,000
SUB TOTAL		52,000		15,000		9,000	76,000

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service							
SUB TOTAL							

Additional Costs

Hardware		14,000		9,000			23,000
Software		2,000					2,000
Other				9,120			9,120

Projects		15,000	973	195,624	1763	236,136	446,760
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GRAND TOTAL		83,000	973	228,744	1763	245,136	556,880
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Funding Source

General		83,000		228,744		245,136	556,880
Federal							
Special							



SYSTEM/FUNCTION DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 101

System Name
4. District Court Management System

Platform
5. <input type="checkbox"/> <u>Mainframe</u> <input type="checkbox"/> <u>Midrange</u> <input type="checkbox"/> LAN

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:

6.

The unified court information system (UCIS) is the comprehensive case management information system used by the trial courts to manage all cases from the time of filing through post-judgment proceedings. The system was originally implemented in Burleigh County in 1991. The major components of this system include document indexing within cases, case monitoring, financial management, and case scheduling. This automated information system, operating in an AS/400 environment, is operational in 22 counties of the state. The only chamber counties where district judges are chambered that are not on UCIS are McKenzie and Cass Counties. Cass County is operating on a different information system. The system they are utilizing functions in very similar architecture to UCIS, but is proprietary software licensed by PCSS Corporation. Presently, work is underway through a Byrne Grant, through June 30, 1998, from the Attorney General's Office to rewrite the criminal judgment component of UCIS to allow electronic data transfer between the state's attorneys management system (SAMS) and UCIS. This is the first step in terms of data sharing between justice agencies and will be expanded in the future. The cost of the information and network connections between the clerks' offices, district court, and state administrator's office, is shared between the state court administrative office technology budget and the operating budgets of the respective judicial districts.

Currently, production UCIS software resides on multiple AS/400 computers. Some of the AS/400 computers are county owned, some city owned and some owned by the courts. This complicates the procedure of updating the UCIS software and creates unnecessary expense and labor costs.

A strategy for expansion of UCIS includes increased access by justice agencies to court data. Access by appropriate probation and parole personnel, all state's attorney's offices, detention and law enforcement personnel will be explored. Policies, procedures, and necessary software modifications will be made to allow access to court data. Expanded access by the general public will be considered based on action taken by the 1999 Legislative Assembly that will be making determinations regarding the state assumption of costs of clerk of district court offices.

There is one case management application still operating on the state mainframe. The original case management information system that was developed in 1974 and implemented in 1975 is still providing services to a few remaining counties in the state. The clerk of district court offices will be off this reporting system by March 1, 1998.

As each information component is developed, it is necessary to prepare comprehensive training guides. The preparation and updating of these manuals is done through contracts with appropriate county court employees or are prepared by staff within the office of the state court administrator. An integral part to assure that the information system is being used properly is to provide current, up-to-date manuals for all users with a comprehensive training program, with orientation and refresher programs readily available.

Electronic Case Filing is a process allowing parties to file pleadings through electronic transmittal to the clerk of district court's office to be entered into UCIS. This process would reduce the amount of paper processed in the clerk's office.

Imaging will allow the electronic recording of case documents and pleadings in a database. The database will be tied to UCIS for case management purposes. Imaging will reduce the storage of the hard copy of documents to

reduce overall storage needs. Standards for imaged document storage will follow procedures provided in Administrative Rule 19.

7. Goals and Objectives:

Short Term:

- Begin consolidating the UCIS program to reside on fewer AS/400s.
- Review the current legacy based UCIS information system to make a determination whether the system will be rewritten in a client/server environment, proprietary software will be purchased and modified to meet the courts needs, or the existing system will continue to be modified into the foreseeable future.
- Continue to make modifications and enhancements to UCIS to improve functionality to meet customer requirements.
- Consulting services will be used to develop a strategy for integrating the information system (UCIS) with the capability of electronic case filing and document imaging.
- Begin the analysis of issues related to and benefits for electronic data filing.
- Begin the analysis of record imaging in the clerk of district court offices.
- Complete first phase of data sharing with SAMS through the Byrne Grant.
- Develop implementation strategy for McKenzie County to be on UCIS.
- Work with Cass County District Court on a transition plan from the PCSS software to UCIS.

Medium Term:

- Complete the analysis and implement a plan for long-term upgrades to UCIS with an implementation date of July 1, 2001.
- Continue and expand the process of data sharing between the courts and appropriate justice agencies.
- Develop a process for remote access by the public to case related data. Develop a billing structure for these services for private enterprise, i.e., judgment searches.
- Install necessary software and provide a mechanism for case related electronic data filings in one district court location.
- Revise or upgrade the UCIS information system to make it more user friendly, to allow electronic data filing.
- Develop standards for document imaging.
- Install electronic document imaging equipment in one clerk of district court office (assuming state assumption of cost).
 - Legal documents will be scanned and filed in the clerk's office immediately upon receipt.
 - Case docketing would be done from the image not from paper copy.
- Provide the capability for attorneys and private citizens to electronically file through diskette or other acceptable data exchange of information.
- Implement a strategy for all larger municipal courts to have access to (UCIS).

Long Term:

- Continue the installation and expansion of records imaging to at least one site in each judicial district allowing other court offices access to court records that are electronically stored in one clerk of district court office in each judicial district.
- Continue the installation of software to provide electronic case filing based on analysis.
- Continue exploring strategies for data sharing between justice agencies, focusing on one source data entry for all appropriate shared data.
- Continue to evaluate the acceptability of the UCIS information system, making modifications and providing enhancements, as appropriate.

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:

Not applicable

9. Year the system was implemented:

1975 - First automated batch case management system created for district and county court information system on mainframe.

10. Major enhancements completed and associated year of completion:

1991 - New UCIS information system written on AS/400 platform and installed in Burleigh County.

1992 – UCIS installed in Stark, Morton, Stutsman and Mercer counties.

1993 – UCIS installed in Ward County.

1995 - Multi-county rewrite of UCIS.

UCIS installed in McLean and Emmons counties.

1997 – UCIS installed in Eddy, Dickey, and Barnes counties.

11. Backup Plan:

The city and county owned AS/400s have their own backup schedule. The district court AS/400s have a nightly save that rotates every Monday through Thursday tapes and rotates five Friday tapes. A system save is done once a month that is stored off-site.

12. Provide statutory citation requiring the system:

None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 101

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System

Maintenance/Operations

Agency-IT Employees	8,320	154,368	5,200	99,397	5,200	104,892	358,657
ISD Services		8,392		4,500			12,892
Contract Service		94,300		7,500			101,800
SUB TOTAL		257,060		111,397		104,892	473,349

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service		13,336		13,600		21,600	48,536
SUB TOTAL		13,336		13,600		21,600	48,536

Additional Costs

Hardware		43,000		48,000		54,000	145,000
Software		89,100		88,600		98,000	275,700
Other		6,664		13,320		18,720	38,704

Projects		65,000	4,147	827,921	7,517	1,009,346	1,902,267
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GRAND TOTAL	8320	474,160	9,347	1,102,838	12,717	1,306,558	2,883,556
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Funding Source

General		404,248		1,102,838		1,306,558	2,813,644
Federal		69,912					69,912
Special							



SYSTEM/FUNCTION DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 500

System Name
4. Supreme Court Network

Platform
5. • Mainframe • Midrange • <u>LAN</u>

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:

6. The Supreme Court has implemented a Microsoft Backoffice network (NT, System Management Software (SMS), SNA, Remote Access Server (RAS), Webserver, and SQL). The configuration of the network exists on multiple NT servers with 50 PCs in the office attached. The Supreme Court utilizes Windows95 applications to deliver its services, such as Word Perfect, Microsoft Office, and Visio. The Supreme Court has one FTE position for the support of the network.

The ISD Services cost for system maintenance/operations consist of mainframe CPU time, storage and programming services for the personnel, budgeting and inventory systems; network access charges; and analog communication charges.

7. Goals and Objectives:	
Short Term:	<ul style="list-style-type: none"> Analyze needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. Define a PC replacement plan. Establish network security standards and procedures Create backup procedures. Establish NT server configuration standards.
Medium Term:	<ul style="list-style-type: none"> Create a disaster recovery plan. Analyze needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. Continue to evaluate network security standards and procedures.
Long Term:	<ul style="list-style-type: none"> Design a Microsoft NT infrastructure to maximize utilization of resources. Analyze needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. Continue to evaluate network security standards and procedures. Evaluate backup procedures and the disaster recovery plan.

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:

Not applicable

9. Year the system was implemented:	1987
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10. Major enhancements completed and associated year of completion:

1987 – First PC installed
1993 – Novell Network installed
1994 – Microsoft NT network installed
Microsoft Remote Access Server installed
1995 – Microsoft Internet Server installed
1996 – Conversion from Microsoft Mail to Microsoft Exchange
Microsoft SNA server installed

11. Backup Plan:

A backup is made daily on working directories on all the servers. There is a 10-day rotation of daily backup tapes. Every Thursday, a weekly save is performed which is kept for one month. On the first day of the month, a full backup of all servers will be performed. There will be six of these tapes in rotation. The monthly tapes will be stored off site.

12. Provide statutory citation requiring the system:

None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 500

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System Maintenance/Operations

Agency-IT Employees	4160	79,288	4160	91,651	4160	91,651	262,590
ISD Services		85,205		85,437		87,437	258,079
Contract Service		2,500		3,000		4,000	9,500
SUB TOTAL		166,993		180,088		183,088	530,169

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service		6,668		6,800		7,200	20,668
SUB TOTAL		6,668		6,800		7,200	20,668

Additional Costs

Hardware		85,700		100,200		104,700	290,600
Software		50,335		58,350		61,670	170,355
Other		15,332		17,600		20,000	52,932

Projects		0					
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GRAND TOTAL	4160	325,028	4160	363,038	4160	376,658	1,064,724
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Funding Source

General		325,028		363,038		376,658	1,064,724
Federal							
Special							



SYSTEM/FUNCTION DESCRIPTION
OFFICE OF MANAGEMENT AND BUDGET
INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 501

System Name
4. District Network

Platform
5. <input type="checkbox"/> Mainframe <input type="checkbox"/> Midrange <input checked="" type="checkbox"/> <u>LAN</u>

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:

6. Three of the judicial districts have implemented a Microsoft Backoffice network (NT, System Management Software (SMS), SNA, Remote Access Server (RAS)). Each district has a primary domain NT server with numerous PCs attached located throughout the district. The PCs are attached via the state's backbone system. The judicial districts utilize Windows95 applications to deliver its services, such as Word Perfect and Microsoft Office. The District Court has budgeted for one FTE position for the support of the network in the current biennium. Some of the judicial districts rely on local vendors or county Information Services personnel for support of their network.

7. Goals and Objectives:	
Short Term:	<ul style="list-style-type: none"> Analyze needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. Assure contract services are in place for network and PC support statewide. Define a PC replacement plan. Establish network security standards and procedures Create backup procedures. Establish NT server configuration standards.
Medium Term:	<ul style="list-style-type: none"> Create a disaster recovery plan. Analyze needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. Continue to evaluate network security standards and procedures.
Long Term:	<ul style="list-style-type: none"> Design a Microsoft NT infrastructure to maximize utilization of resources. Analyze needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. Continue to evaluate network security standards and procedures. Evaluate backup procedures and the disaster recovery plan.

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:

Not applicable

9. Year the system was implemented:	1996
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10. Major enhancements completed and associated year of completion:

1996 – The South West Judicial District (SWJD) implemented the Microsoft Backoffice Network.

1997 – The South East Judicial District (SEJD), the East Central Judicial District (ECJD) and North East Judicial District (NEJD) implemented Microsoft Backoffice Network.

11. Backup Plan:

A nightly backup is performed on the servers. Each district has its own backup schedule for rotating tape.

12. Provide statutory citation requiring the system:

None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 501

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System Maintenance/Operations

Agency-IT Employees	4,160	74,711	6,080	116,527	5,840	119,189	310,427
ISD Services		109,994		121,046		121,046	352,086
Contract Service		50,400		65,000		71,000	186,400
SUB TOTAL		235,105		302,573		311,235	848,913

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service		56,768		63,700		69,863	190,331
SUB TOTAL		56,768		63,700		69,863	190,331

Additional Costs

Hardware		339,615		427,000		461,500	1,228,115
Software		130,130		142,710		146,650	419,490
Other		55,509		62,732		66,987	185,228

Projects							
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GRAND TOTAL	4160	817,127	6080	998,715	5840	1,056,235	2,872,077
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Funding Source

General		817,127		998,715		1,056,235	2,872,077
Federal							
Special							



SYSTEM/FUNCTION DESCRIPTION
OFFICE OF MANAGEMENT AND BUDGET
INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 103

System Name
4. Supreme Court Administrative

Platform
5. <input type="checkbox"/> Mainframe <input type="checkbox"/> Midrange <input checked="" type="checkbox"/> LAN

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:

The Supreme Court has administrative systems to help provide court information to internal and external customers. The North Dakota Supreme Court's website, ranked the "Best Judicial Website" by the American Association of Law Librarians, provides a wide range of information, including Court opinions from mid-1993, the Court calendar, Court rules, Notices, Committees, Lawyers Directory, profiles of Judges and Justices, Judicial District and county information, extensive links to other legal resources, information on filing with the Court, e-mail addresses, and educational material for students and the general public. Updated web information is generated from sources such as the Court's electronic docket, databases, and WordPerfect documents.

The Supreme Court is evaluating library resources on electronic media from print materials. Some resources are only available in one format; others are available in several formats. Some materials, formally available in print, are now only available electronically. A CD-ROM tower and licenses have been purchased.

The Director of Technology salary is part of this administrative function.

7. Goals and Objectives:	
Short Term:	<ul style="list-style-type: none"> • Continue to analyze library resources on electronic media verses printed material. • Begin researching the feasibility and technology, and related issues, to implement electronic legal research at a central location for both Supreme Court and District Courts. • Continue to maintain and enhance the system to meet customer requirements. • Begin developing interactive forms relating to the ND rules of civil procedure to the ND Supreme Court web site. • Analyze business needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. • Develop a procedure for updating the CD-ROM legal research software.
Medium Term:	<ul style="list-style-type: none"> • Continue to analyze library resources on electronic media verses printed material. • Based on the analysis results, implement electronic legal research at a central location for both Supreme Court and District Courts. • Continue to develop interactive procedure forms that can be used by attorneys and the public on the ND Supreme Court web site. • Continue to maintain and enhance the system to meet customer requirements. • Analyze business needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency.
Long Term:	<ul style="list-style-type: none"> • Continue to analyze library resources on electronic media verses printed material. • Maintain procedure forms that can be used by attorneys and the public on the ND Supreme Court web site. • Continue to maintain and enhance the system to meet customer requirements. • Analyze business needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:

Not applicable

9. Year the system was implemented: 1996

10. Major enhancements completed and associated year of completion:

1996 – Supreme Court Website launched.

1997 – Installed a CD-ROM tower for library research software.

11. Backup Plan:

Most of the administrative systems reside on the NT server so it has the same backup plan as the Supreme Court network system.

12. Provide statutory citation requiring the system:

None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 103

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System Maintenance/Operations

Agency-IT Employees	4160	99,410	4160	102,407	4160	102,407	304,224
ISD Services							
Contract Service		2,500		49,000		50,000	101,500
SUB TOTAL		101,910		151,407		152,407	405,724

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service		11,468		15,400		16,875	43,743
SUB TOTAL		11,468		15,400		16,875	43,743

Additional Costs

Hardware							
Software							
Other		3,332		3,600		4,000	10,932

Projects							
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GRAND TOTAL	4160	116,710	4160	170,407	4160	173,282	460,399
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Funding Source

General		116,710		170,407		173,282	460,399
Federal							
Special							



SYSTEM/FUNCTION DESCRIPTION
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 104

System Name
4. District Court Administrative

Platform
5. <input type="checkbox"/> Mainframe <input type="checkbox"/> Midrange <input type="checkbox"/> <u>LAN</u>

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:

6. The judicial districts will implement various technologies designed to provide an accurate and timely transcript. The technology used will be dependent on the type of proceeding and the needs of the judge. Technologies that need to be analyzed are video recording, audio recording, digital audio recording, and computer aided stenographic recording. The East Central Judicial District has implemented video recording for some master calendar proceedings. Video recording provides the record of traffic court hearings.

The judicial districts will analyze video-conferencing technologies to test its applicability for judicial proceedings to include first appearances, arraignments, trial conferences, and motion hearings in criminal and in civil cases. The technology should allow judges to hear certain short proceedings reducing the necessity to travel and transport witnesses or prisoners. Another administrative benefit will be reducing travel for judiciary meetings.

The judicial districts utilize a PC-based Jury Management System, which automates the process of selecting, notifying, summoning, tracking, and paying jurors. The system also provides statistical reports relating to juror use and availability. The package has been installed in 31 counties. A major enhancement was a conversion from a single user application to multi-user local area network version.

The Supreme Court Administrative Office will implement a help desk system, HEAT. This will be used to log, assign and track all technology-related problems and requests for change. The medium range goal is to make the help desk operator position full-time.

In some of the judicial districts, library resources on electronic media are being tested. Implementation plans range from CD-ROM towers and Microsoft NT servers to single CD-ROM readers.

7. Goals and Objectives:

- | | |
|-------------|--|
| Short Term: | <ul style="list-style-type: none"> • Analyze the feasibility of video-conferencing technologies. • Continue to install the local area network version of the Jury Management System as appropriate. • Implement the help desk system, HEAT, to log, assign and track all technology related problems and change requests. • Continue to analyze library resources on electronic media verses printed material. • Begin researching the feasibility and technology, and related issues, to implement electronic legal research at a central location for both Supreme Court and District Courts. • Analyze the need for upgrading the court reporters software, computer aid transcription. • Perform an evaluation, to include a cost/benefit analysis of the A/V system in the East Central Judicial District. • Continue to maintain and enhance all systems to meet customer requirements. • Analyze business needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency. |
|-------------|--|

Medium Term:	<ul style="list-style-type: none"> • Analyze digital audio recording technologies. Based on results of analysis, develop implementation plan. Begin implementing technologies in one judicial site. • Analyze the need for upgrading the court reporters software, computer aid transcription. • Based on a positive evaluation, develop an implementation plan for video recording of selected proceedings. • Develop an implementation schedule for video-conferencing based on analysis. Begin implementing technologies. • Convert the Jury Management database to Microsoft SQL, using the current user interface. This will provide a consistent database structure with other court applications. • Continue to analyze library resources on electronic media verses printed material. • Based on the analysis results, implementing electronic legal research at a central location for both Supreme Court and District Courts. • Make the full-time position for the help desk operator. • Continue to maintain and enhance all systems to meet customer requirements. • Analyze business needs and processes to implement technology enhancements and adopt appropriate technologies to improve efficiency.
Long Term:	<ul style="list-style-type: none"> • Complete implementation of digital audio recording in four judicial sites based on implementation plan. • Analyze the need for upgrading the court reporters software, computer aid transcription. • Begin installation of video recording based on implementation plan in one or more courtrooms. • Continue implementation of video-conferencing based on implementation plans. • Continue to maintain and enhance all systems to meet customer requirements.

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:
 Not applicable

9. Year the system was implemented: 1996

10. Major enhancements completed and associated year of completion:
 1996 - Conversion of Jury Management System from a single user application to multi-user local area network version.

11. Backup Plan:
 The Jury Management software is installed on stand-alone PCs in some counties and on the Microsoft NT server in other counties. The backup schedule is different for each location, however a nightly backup is performed at a minimum.

12. Provide statutory citation requiring the system:
 None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 104

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System Maintenance/Operations

Agency-IT Employees			4,160	59,902	4,160	59,902	119,804
ISD Services		3357		5,000		5,000	13,357
Contract Service		5,000		49,000		49,000	103,000
SUB TOTAL		8,357		113,902		113,902	236,161

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service				2,000		2,000	4,000
SUB TOTAL				2,000		2,000	4,000

Additional Costs

Hardware							
Software				20,000		21,000	41,000
Other				1,800		2,000	3,800

Projects			240	191,246	480	837,318	1,028,564
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GRAND TOTAL		8,357	4400	328,948	4640	976,220	1,313,525
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Funding Source

General		8,357		328,948		976,220	1,313,525
Federal							
Special							



SYSTEM/FUNCTION DESCRIPTION
OFFICE OF MANAGEMENT AND BUDGET
INFORMATION SERVICES DIVISION
 SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 102

System Name
4. Juvenile Court Management

Platform
5. <input type="checkbox"/> Mainframe <input type="checkbox"/> Midrange <input checked="" type="checkbox"/> <u>LAN</u>

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:
6. The juvenile court is implementing a PC-based case management system for juvenile court officers. The system will automate contact history information by offender, appointment scheduling, notice and letter generation, as well as statistical reporting. State law limits information sharing.

7. Goals and Objectives:						
<table border="0"> <tr> <td style="vertical-align: top;">Short Term:</td> <td> <ul style="list-style-type: none"> • Completion of pilot testing by January 30, 1998. Develop an implementation plan for the juvenile case management system to be installed on a statewide basis by end of the biennium. • Continue to maintain and enhance the system to meet customer requirements. </td> </tr> <tr> <td style="vertical-align: top;">Medium Term:</td> <td> <ul style="list-style-type: none"> • Convert the juvenile case management database to an SQL database using the same front-end interface to enhance speed, reliability, and support. • Begin integration with District Court System for data flow between juvenile officers, clerks of district court, and district judges. • Continue to maintain and enhance the system to meet customer requirements. </td> </tr> <tr> <td style="vertical-align: top;">Long Term:</td> <td> <ul style="list-style-type: none"> • Continue to maintain and enhance the system to meet customer requirements. </td> </tr> </table>	Short Term:	<ul style="list-style-type: none"> • Completion of pilot testing by January 30, 1998. Develop an implementation plan for the juvenile case management system to be installed on a statewide basis by end of the biennium. • Continue to maintain and enhance the system to meet customer requirements. 	Medium Term:	<ul style="list-style-type: none"> • Convert the juvenile case management database to an SQL database using the same front-end interface to enhance speed, reliability, and support. • Begin integration with District Court System for data flow between juvenile officers, clerks of district court, and district judges. • Continue to maintain and enhance the system to meet customer requirements. 	Long Term:	<ul style="list-style-type: none"> • Continue to maintain and enhance the system to meet customer requirements.
Short Term:	<ul style="list-style-type: none"> • Completion of pilot testing by January 30, 1998. Develop an implementation plan for the juvenile case management system to be installed on a statewide basis by end of the biennium. • Continue to maintain and enhance the system to meet customer requirements. 					
Medium Term:	<ul style="list-style-type: none"> • Convert the juvenile case management database to an SQL database using the same front-end interface to enhance speed, reliability, and support. • Begin integration with District Court System for data flow between juvenile officers, clerks of district court, and district judges. • Continue to maintain and enhance the system to meet customer requirements. 					
Long Term:	<ul style="list-style-type: none"> • Continue to maintain and enhance the system to meet customer requirements. 					

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:
Not applicable

9. Year the system was implemented:	1997
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10. Major enhancements completed and associated year of completion:
1997- Begin testing PC based juvenile software in Stark and Barnes counties.

11. Backup Plan:
The juvenile case management software is installed on stand alone PCs in some counties and on the Microsoft NT server in other counties. The backup schedule is different for each location, however a nightly backup is performed at a minimum.

12. Provide statutory citation requiring the system:
None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 102

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

**System
 Maintenance/Operations**

Agency-IT Employees							
ISD Services		2098		4,500			6,598
Contract Service		12,000		12,000		12,000	36,000
SUB TOTAL		12,098		16,500		12,000	44,598

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service		2,500		2,500		2,500	7,500
SUB TOTAL		2500		2,500		2,500	7,500

Additional Costs

Hardware							
Software		1,500					1,500
Other							

Projects							
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GRAND TOTAL		18,098		19,000		14,500	49,598
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Funding Source

General		18,098		19,000		14,500	49,598
Federal							
Special							



SYSTEM/FUNCTION DESCRIPTION

OFFICE OF MANAGEMENT AND BUDGET

INFORMATION SERVICES DIVISION

SFN 51324 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 400

System Name
4. Judicial Conduct Commission and Disciplinary Board

Platform
5. <input type="checkbox"/> Mainframe <input type="checkbox"/> Midrange <input checked="" type="checkbox"/> <u>LAN</u>

System description and sharing capability with other agencies, political subdivisions, federal government, and public access:
6. The office uses stand alone PCs that are interconnected. The primary function is word processing. A Windows95 software package, written for judicial conduct entities, was purchased to assist the staff in monitoring their caseload.

7. Goals and Objectives:	
Short Term:	<ul style="list-style-type: none"> Continue to maintain and enhance present software and equipment Obtain access to the Internet and begin researching the feasibility of access to the ND Supreme Court Law Library to enable staff to conduct electronic legal research on the desktop.
Medium Term:	<ul style="list-style-type: none"> Gain desktop access to electronic legal research tools available at the ND Supreme Court Law Library. Based on the positive results of the Supreme Court analysis, analyze the feasibility and availability of technology to enable electronic filing with the Supreme Court and the Secretary of the Board, who is Clerk of the Supreme Court. Analyze and research the use of imaging for storage of files based on the Supreme Court analysis. Continue to maintain and enhance software and equipment as necessary.
Long Term:	<ul style="list-style-type: none"> Implement results of analysis regarding electronic filing. Finalize research on imaging and begin implementation. Continue to maintain and enhance software and equipment as necessary.

8. Compare actual outcomes achieved to goals and objectives defined in the previous plan for this system:
Not applicable

9. Year the system was implemented:	1991
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10. Major enhancements completed and associated year of completion:
1991 – First PCs installed with word processing software.

11. Backup Plan:

A daily backup is performed on all machines.

12. Provide statutory citation requiring the system:

None.



SYSTEM/FUNCTION BUDGET
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51325 (8-97)

Department #	Department Name	System Number
1. 180	2. Judicial Branch	3. 400

	Current Biennium		1999 – 2001		2001 – 2003		Total
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Dollars

System Maintenance/Operations

Agency-IT Employees							
ISD Services		500		1,100		1,700	3,300
Contract Service							
SUB TOTAL		500		1,100		1,700	3,300

Training Provided By

Agency-IT Employees							
ISD Services							
Contract Service							
SUB TOTAL							

Additional Costs

Hardware		500		5,400		6,900	12,800
Software				400		400	800
Other							

Projects							
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GRAND TOTAL		1,000		6,900		9,000	16,900
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Funding Source

General		500		3,450		4,500	8,450
Federal							
Special		500		3,450		4,500	8,450

INVENTORY SCHEDULES



SOFTWARE INVENTORY SCHEDULE

OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51326 (8-97)

Department #	Department Name	Date Completed
180	State Courts	06/30/97

Category	Total Cost *
Office Automation	\$ 100,325
Operating System and Utilities	\$ 115,200
Network Management and Communications Software	\$ 9,017
System Development and Database Management Tools	\$ 5,893
Graphics Tools	\$
Turn-key Business Applications Software	\$
Training, Professional Development and Support Software	\$ 20,696
TOTAL	\$ 251,131

* Initial purchase price



HARDWARE INVENTORY SCHEDULE

OFFICE OF MANAGEMENT AND BUDGET

INFORMATION SERVICES DIVISION

SFN 51327 (8-97)

Department #	Department Name	Date Completed
180	State Courts	6/30/97

Category	Total Cost*	Annual Lease Amount
CPU/Processors		
• PCs / Workstations	\$ 813,454	
• Servers	\$ 118,070	
• Midrange	\$ 259,678	
• Mainframe	\$	
Peripheral Equipment	\$ 141,094	
Communications Equipment	\$	
Miscellaneous	\$ 22,361	
TOTAL	\$ 1,354,657	

* Original purchase price. Includes upgrades that are capitalized.



CONTRACT SCHEDULE
 OFFICE OF MANAGEMENT AND BUDGET
 INFORMATION SERVICES DIVISION
 SFN 51328 (8-97)

Department #	Department Name	Date Completed
180	State Courts	12/22/97

Vendor	Contract Type	Contract Term	Cost
Microsoft MSDN	Maintenance	12 months 5/16/97-4/30/98	\$1,780
IBM – AS/400 Service Agreement	Maintenance	12 months \$105 / month	\$1,260
IBM – System 36 Agreement	Maintenance	12 months \$362 / month	\$4,344
IBM 9404 system Agreement	Maintenance	12 months \$126.16 / month	\$1,513.92
Vision Technology – Byrne Grant	Systems Development	12 months 7/01/97-6/30/98 \$40-\$45 / hour	Approx. \$85,000
Cass County Data Processing	PC Support	24 months 01/01/97-12/31/98 \$150 / month	\$3,600
Fireside Office Products	Maintenance	24 months 7/01/96-6/30/98	\$23,098
Amalgamated Software	Maintenance	36 months 12/01/97-11/30/2000	\$1,606
Bendata	Maintenance	12 months 10/01/97-9/30/98	\$4,724
Erwin	Maintenance	12 months 6/01/97-7/31/98	\$560
Stenograph	Maintenance	12 months 11/05/97-11/04/98	\$5,000
		TOTAL	\$132,485.92