



Georgia Courts Automation Commission Data Definitions Summary Report State Courts

As Of

November 18, 2005

DRAFT

TABLE OF CONTENTS

1.0 INTRODUCTION..... 3

2.0 STATE COURT HIGH-LEVEL FUNCTIONS..... 5

 2.1 ADMINISTRATIVE FUNCTIONS 6

 2.2 PRE-COURT FUNCTIONS:..... 9

 2.3 IN COURT FUNCTIONS: 10

 2.4 POST COURT FUNCTIONS: 11

3.0 STATE COURTS PROCESSES..... 12

 3.1 COURT ADMINISTRATION:..... 14

 3.2 PRE-COURT:..... 26

 3.3 IN COURT PROCESS:..... 33

 3.4 POST COURT PROCESS 38

4.0 DATA DEFINITIONS AND SECURITY 45

5.0 TOOLS AND TEMPLATES..... 46

6.0 SUMMARY..... 47

7.0 PARTICIPANTS 48

1.0 Introduction

The intent of this report is to provide all levels of courts an overview of the high-level functions and processes of the State Courts of Georgia and the related information flows and data definitions required for the State Court to conduct its business within the court as well as interactions outside the court. The contents of this report were compiled from the discussions and documents created during a four day facilitated session with representatives of the State Courts appointed to represent the group by the Council of State Court Judges. This report was authored in a manner to provide a general overview of the State Courts' operations with enough flexibility to allow for the idiosyncrasies that will be encountered as exceptions or due to the special conditions associated with a specific court. In order to make proper use of this report, the State Court leadership team involved in defining these processes should reference this Report for the basic 'rules of the road' for their individual courtroom efforts.

Data Collection Process

In an effort to establish and define seamless interaction and sharing of information throughout the Judiciary in Georgia, the Georgia Courts Automation Commission is in the process of hosting IT Strategic Planning Sessions with all levels of the Courts. Through the use of a common facilitator, the GCAC will be able to gather Data Definitions to help support an integrated justice in the state as well as set the IT strategic direction of the courts to help support progress towards that goal.

A subset of representatives from the State Courts met on November 16th through November 18th at Callaway Gardens in the first of two strategic planning sessions to accomplish the following objectives:

- Determine the functions, stakeholder interactions and dependencies of the State Courts,
- Determine the Information Requirements and associated Data Definitions required to support these functions performed by the State Courts,
- Align the information origination points and the security of the identified Data Definitions to the appropriate stakeholders, and,
- Achieve consensus on the above points with respect to a general overview of the operations of the State Courts.

The group was asked to identify the day-to-day, week-to-week, etc. functions that they do to perform their jobs. Each of these functions was designated as Internal or External facing based on the stakeholder group impacted by these interactions or dependencies. In some cases, functions were classified as both Internal and External based on the nature of the interactions. The group then defined all of the stakeholders with which they interact by either receiving information from these stakeholders or providing information to these stakeholders as a result of these functions. Next, the group was asked to define the steps taken to support these functions resulting in the high-level process diagrams detailed within this report. Once the process flows were agreed upon, the group defined the information flow needed to support each step in the process by defining the incoming and outgoing information (e.g. forms, correspondence, etc.) for that step. Finally, specific data definitions were identified for each of the identified information sources and an initial review of the security of this information was determined.

This Report will be maintained by GCAC and the State Court leadership teams. Any updates or suggested changes should be forwarded to the Executive Director of the GCAC for review and possible inclusion in future versions of this document.

Revision Number	Revision Date	Author

2.0 State Court High-Level Functions

This section provides a high-level overview of the different functions performed by the State Courts as a whole. While the remainder of this document addresses the processes and supporting information flows typical of the State Courts, this section is intended to provide common definitions and interactions of the various stakeholders needed to support this courts business.

The identified State Court functions can be grouped in one of four areas defined as:

Administration/Ongoing Efforts

- Includes the functions that are needed to support the operations of the State Courts throughout all of the other functional groupings. Functions that were performed on an ongoing basis were included in this category and since they are also support functions needed to support the day-to-day operations of the State Court. It also includes the external communications/ interactions of the Court.

Pre-Court

- Includes the specific functions required by the Court to conduct motion and plea hearings, arraignments, handle no-shows, and in cases of mental health matters, conduct special court procedures. It also includes the functions necessary to prepare for and conduct all pre-trial activities.

In Court

- Includes the functions executed by the Court in the courtroom or associated with adjudicating any given instance either by bench or jury trial.

Post Court

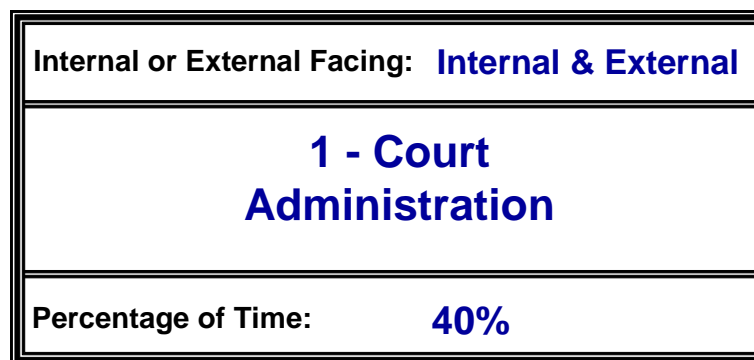
- Includes the functions required to close-out and report the results of the actions taken on any given instance and includes probation monitoring and revocation hearings.

Each of the supporting process flows for the above functions were constructed in a manner to attempt to streamline the judicial process and to exploit commonalities between Civil and Criminal cases. Each of these flows follow distinct paths in the process as required to adequately demonstrate the correct flow depending on the type of action being taken.

The remainder of this section provides the summary of these functions as they were defined by the group within each of the above areas.

2.1 Administrative Functions

Each of the functions listed below were identified as Administrative or Ongoing in nature and prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the State Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- ▶ Field Court Information Calls (High)
- ▶ Seeking Resources for New and Continuing Services (Low)
- ▶ Seek/Share/Advice with Colleagues (Low)
- ▶ Public Speaking (Low)
- ▶ Meet with Vendors (Medium)
- ▶ Handle Bonds (High)
- ▶ Docket Management (High)
- ▶ Link Files (Medium)
- ▶ Respond to Media Requests (Low)
- ▶ Pre-Trial Proceedings (High)
- ▶ CLEs/CJEs (Low)
- ▶ Attend Meetings (Medium)
- ▶ Daily Training (Low)
- ▶ Notify/Coordinate External Stakeholders (High)
- ▶ Supervise Staff (High)
- ▶ Attend Conferences/Seminars (Low)
- ▶ Administer Payroll (Medium)
- ▶ Filing/Archiving Court Documents (High)
- ▶ Publish Orders (Medium)
- ▶ Prepare Annual Budget (Medium)
- ▶ Reporting (Medium)
- ▶ Conduct Special Courts (Medium)
- ▶ Employee Evaluations (Medium)
- ▶ Collect Fees/Fines (High)
- ▶ Create Master Calendar (Medium)
- ▶ Communicate with Inter-Governmental Agencies (High)
- ▶ Create Case Files (High)
- ▶ Manage Escrow Accounts (High)
- ▶ Conduct Research (Low)
- ▶ Courtroom Management (Low)
- ▶ Send Notices (High)
- ▶ Communicate Disposition (High)

Internal or External Facing:	Internal
2 - Courtroom Administration	
Percentage of Time:	20%

- ▶ Seeking Resources for New and Continuing Services (Low)
- ▶ Judiciary-wide Communication (Medium)
- ▶ Seek/Share/Advice with Colleagues (Medium)
- ▶ Handle Bonds (High)
- ▶ Docket Management (High)
- ▶ Link Files (Low)
- ▶ Respond to Media Requests (Low)
- ▶ Attend Meetings (Low)
- ▶ Pre-Trial Proceedings (Low)
- ▶ Create Calendar (High)
- ▶ Validate Calendar (High)
- ▶ Notify/Coordinate External Stakeholders (High)
- ▶ Supervise Staff (Medium)
- ▶ Voter/Public Relations (Low)
- ▶ Conduct Committal Hearings (Low)
- ▶ Create Master Calendar (Medium)
- ▶ Courtroom Management (Medium)
- ▶ Send Notices (High)
- ▶ Conduct Special Courts (Medium)

Internal or External Facing: Internal & External	
3 - Office Administration	
Percentage of Time:	10%

- ▶ Judiciary-wide Communication (Medium)
- ▶ Seek/Share Advice with Colleagues (Medium)
- ▶ Public Speaking (Low)
- ▶ Meet with Vendors (Low)
- ▶ Send “Thank You’s” to Jurors (Medium)
- ▶ Attend CLEs/CJEs – Formal (Medium)
- ▶ Attend Meetings (Low)
- ▶ Daily Training – Informal (Medium)
- ▶ Supervise Staff (High)
- ▶ Publish Orders (High)
- ▶ Employee Evaluations (Medium)
- ▶ Conduct Weddings (Low)
- ▶ Meeting with Public (Low)
- ▶ Communicate with Inter-government Agencies (Medium)
- ▶ Administer Payroll (Medium)
- ▶ Attend Conferences and Seminars (Medium)
- ▶ Conduct Court Tours (Low)
- ▶ Field Court Information Calls (High)

2.2 Pre-Court Functions:

Each of the functions listed below were identified as functions performed prior to participating or supporting courtroom activities (e.g. motion/plea hearings, arraignments, etc.). Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the State Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing:	Internal & External
4 - Pre-Court	
Percentage of Time:	15%

- ▶ Seek/Share Advice with Colleagues (Low)
- ▶ Handle Bonds (Low)
- ▶ Appoint Attorneys (High)
- ▶ Pre-Trial Proceedings (Medium)
- ▶ Validate Calendar (High)
- ▶ Notify/Coordinate with External Stakeholders (High)
- ▶ Authorize/Sign Search Warrants (Low)
- ▶ Conduct Research (Medium)
- ▶ Issue Orders (Low)
- ▶ Send Notices (High)
- ▶ Conduct Special Courts (Medium)
- ▶ Conduct Arraignments (High)

2.3 In Court Functions:

Each of the functions listed below were identified as functions performed during or in support of courtroom activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the State Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing:	Internal & External
5 - In Court	
Percentage of Time:	10%

- ▶ Judiciary-wide Communication (Low)
- ▶ Seek/Share Advice with Colleagues (Low)
- ▶ Handle Bonds (Low)
- ▶ Link Files (Related Documents) (Low)
- ▶ Appoint Attorneys (High)
- ▶ Pre-Trial Proceedings (Medium)
- ▶ Validate Calendar (Medium)
- ▶ Conduct Special Courts (Medium)
- ▶ Hear Evidence (High)
- ▶ Sentencing (High)
- ▶ Voter Public Relations (Low)
- ▶ Conduct Weddings (Low)
- ▶ Collect Filed Documents (Low)
- ▶ Conduct Trials (High)
- ▶ Issue Orders (High)

2.4 Post Court Functions:

Each of the functions listed below were identified as functions performed after or in support of closing-out courtroom related activities (e.g. reporting, probation, revocation, etc.). Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the State Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing: Internal & External	
6 - Post Court	
Percentage of Time:	5%

- ▶ Post Adjudication Proceedings (Medium)
- ▶ Communicate Disposition (High)
- ▶ Post Judgment Proceedings (Medium)
- ▶ Conduct Special Courts (Medium)
- ▶ Issue Orders (High)
- ▶ Conduct Research (Medium)
- ▶ Seek/Share Advice with Colleagues (Low)
- ▶ Handle Bonds (High)
- ▶ Pre-Trial Proceedings (Low)
- ▶ Coordinate/Notify External Stakeholders (Medium)
- ▶ File/Archive Courtroom Documents (High)
- ▶ Publish Orders (High)

The remainder of this document addresses the typical processes and their associated information flow required to support the functions of the State Court. As stated in the Introduction, the process flows outlined below are intended to be used as a baseline to provide the general overview of the State Courts.

3.0 State Courts Processes

The group discussion yielded a high-level (Level 1) process flow for the State Courts as shown in Figure 3.0-1. Each of these functional areas was discussed and a detailed (Level 2) flow was developed to support each one which included the process steps, information flow and ownership.

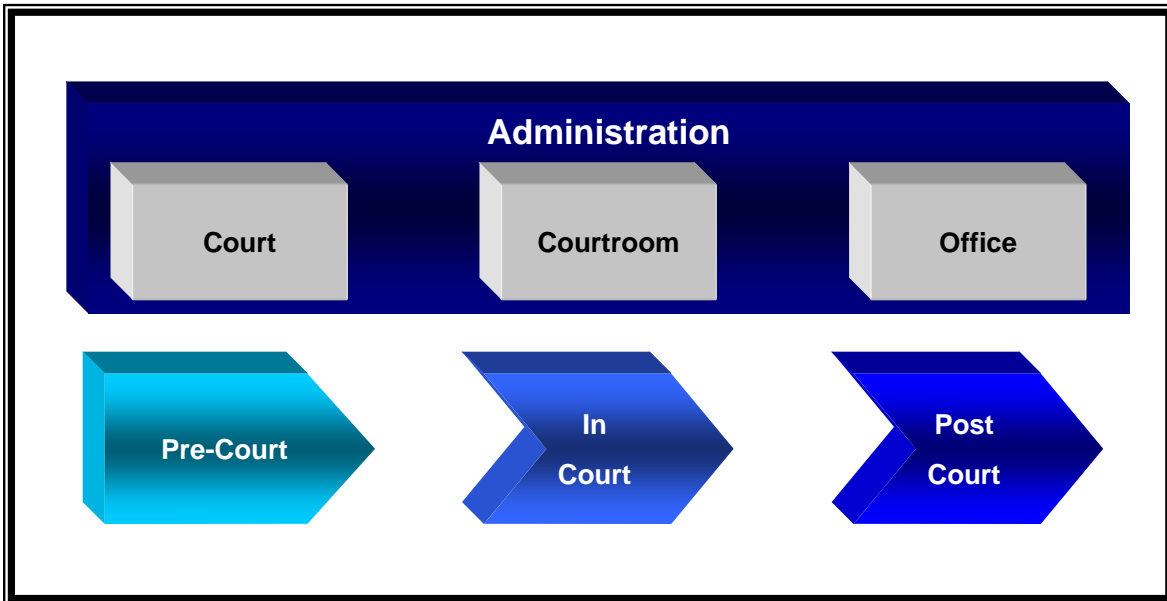


Figure 3.0-1: Level 1 Process Flow for State Court Functions

The State Courts interact with a large number of stakeholders, both as suppliers of information and as recipients of information. The following Interaction Diagram (Figure 3.0-2) depicts the State Courts view of the entire stakeholder group with which it interacts.

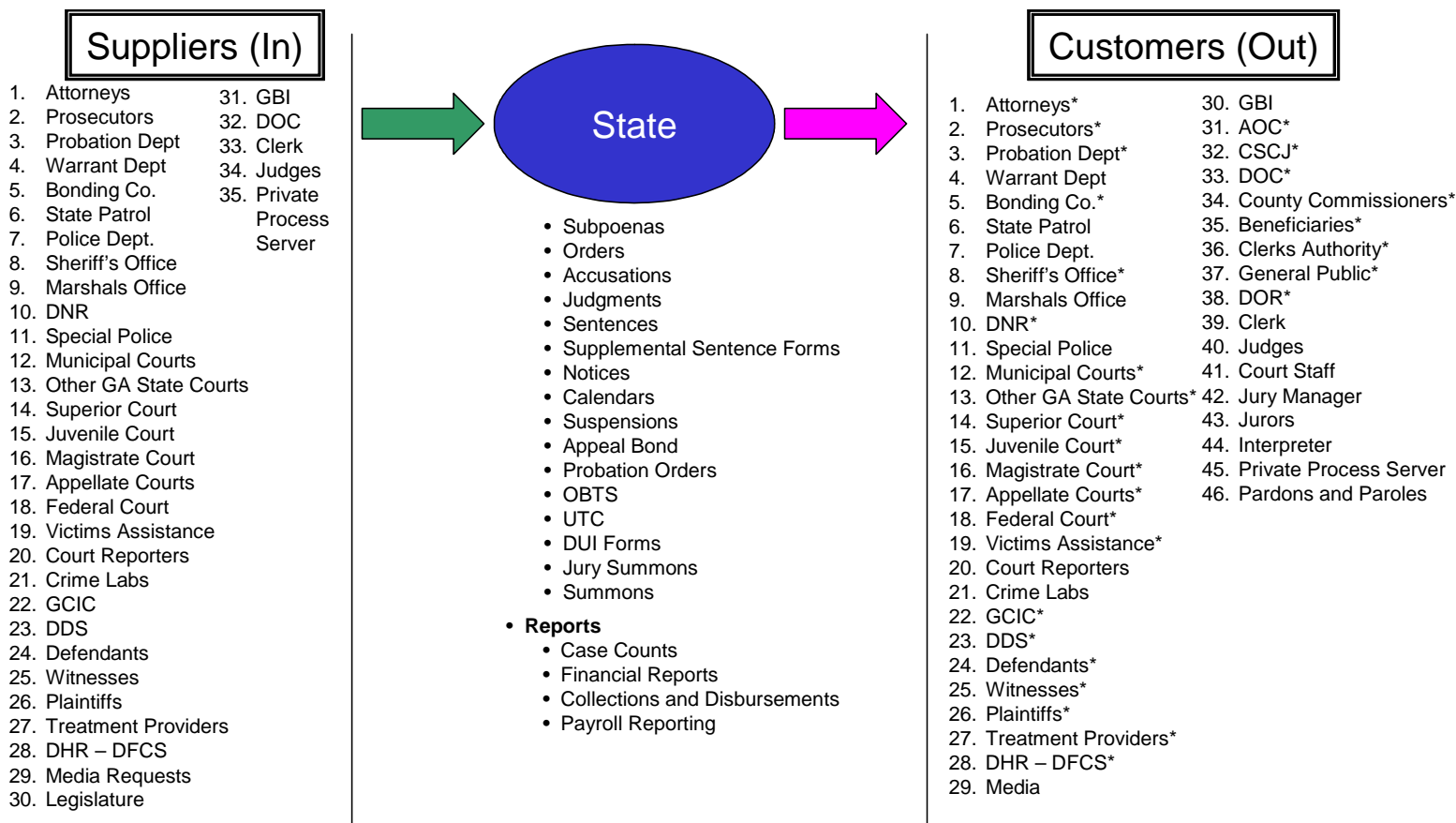


Figure 3.0-2: Interaction Diagram for Stakeholder Information Sharing

The remaining process steps outlined in this document are general guidelines for the operations of the State Courts. While most cases across the State fall into specific categories and varying results are typical, the intent of this process flow is to be able to create the framework required to support the basic case and its required information flow.

The following sections provide a Level 2 view of the process flows for each of the Level 1 processes introduced previously.

3.1 Court Administration Processes

This section describes the process steps that need to be accomplished in preparing a case for court (Figure 3.1-1 through 3.1-5).

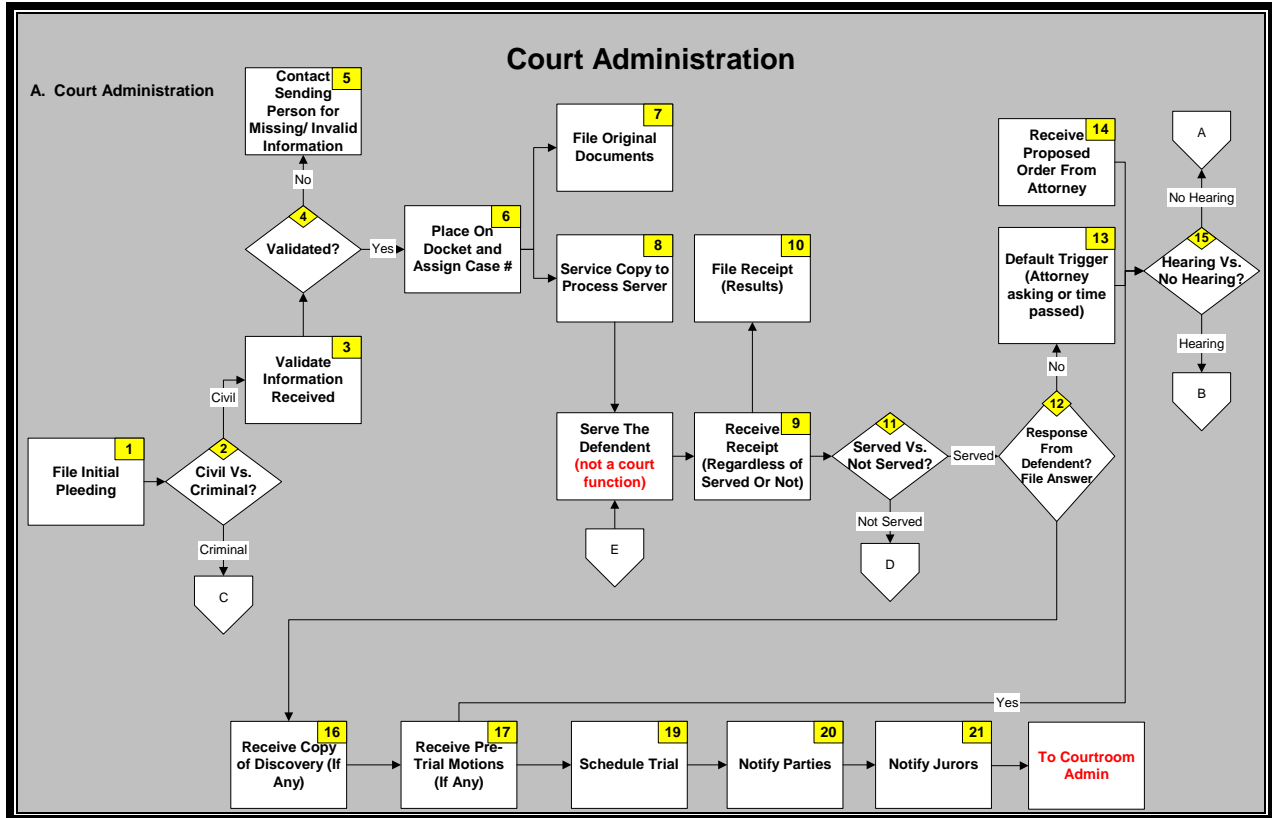


Figure 3.1-1: Court Administration Process Flow

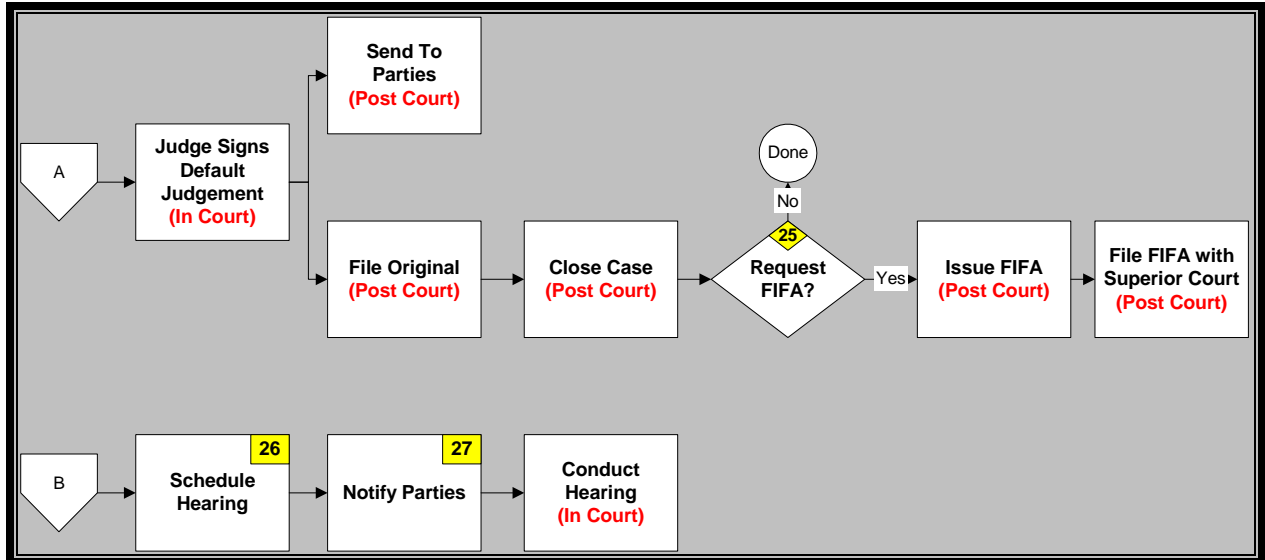


Figure 3.1-2: Court Administration Process Flow Continued

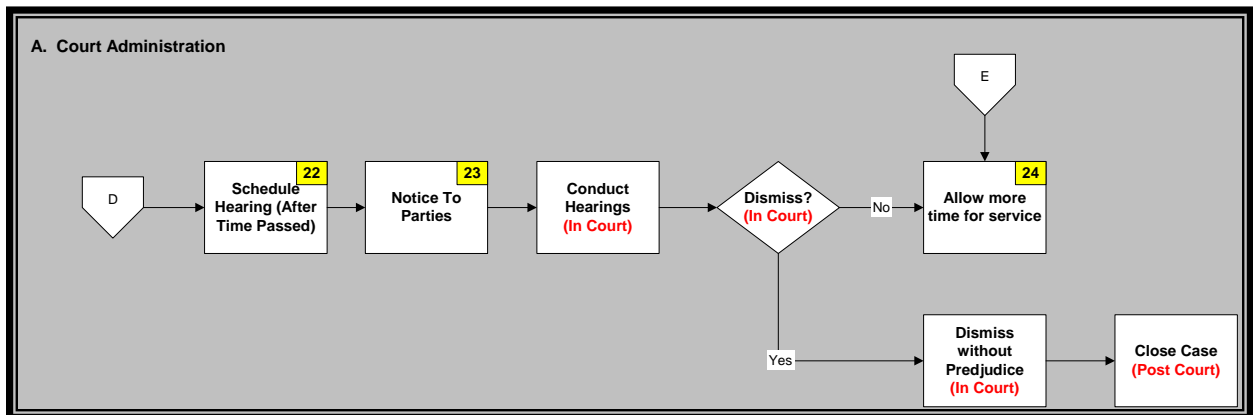


Figure 3.1-3: Court Administration Process Flow Continued

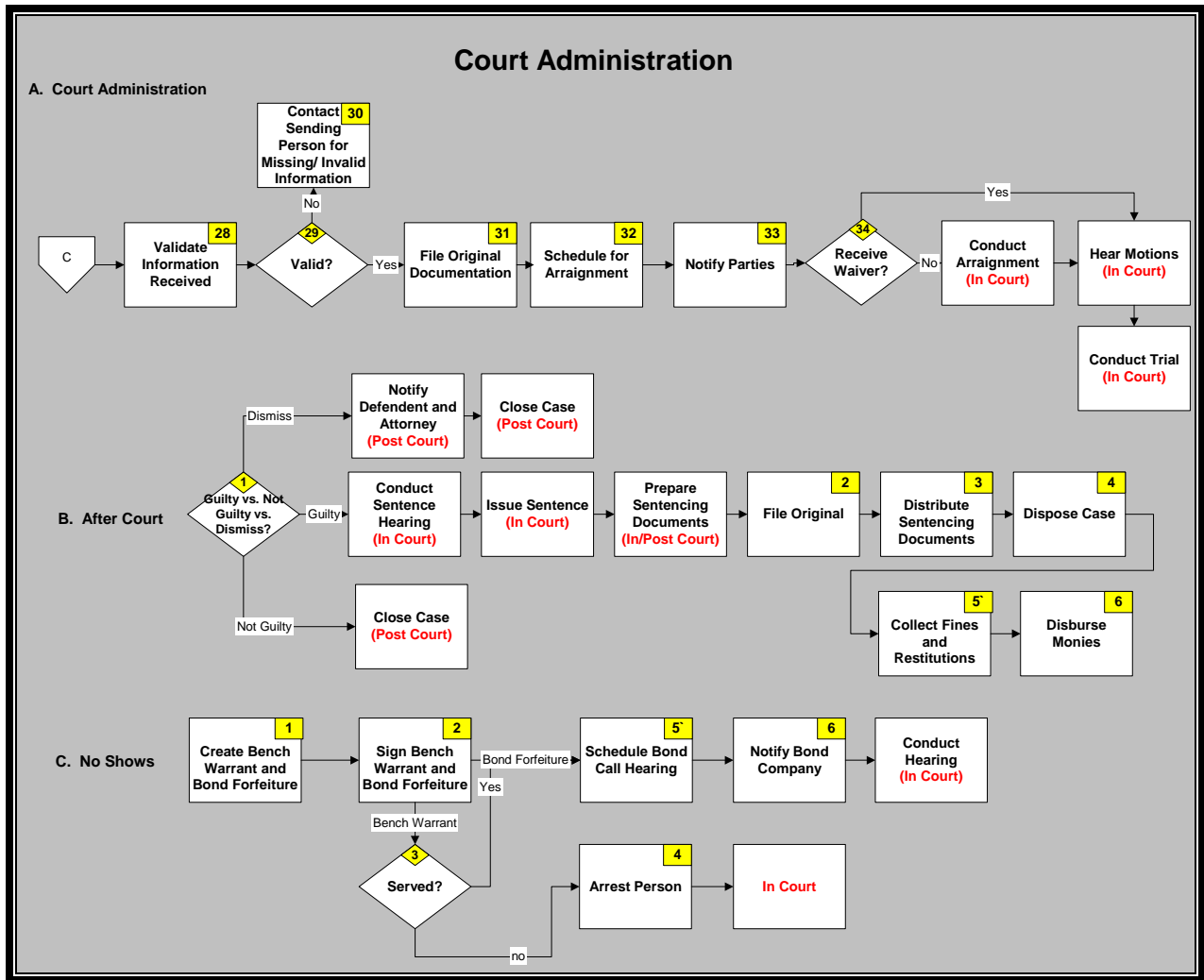


Figure 3.1-4: Court Administration Process Flow Continued

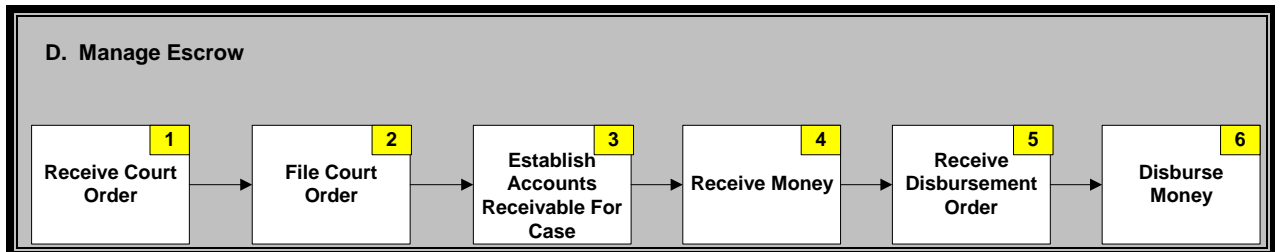


Figure 3.1-5: Court Administration Process Flow Continued

A. Court Administration

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Initial Pleading	<ul style="list-style-type: none"> • Attorney • Prosecutors • Defendants • Plaintiffs 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Defendants • Plaintiffs • Judge • Clerk 	I - Call or Verbal Complaint <ul style="list-style-type: none"> • Application • UTC • Summons • Service Sheet • Case Initiation Form O- Docket Entry
2	<<Decision>> Civil vs. Criminal If Criminal, go to Step 28. If Civil, go to Step 3.			I - Call or Verbal Complaint <ul style="list-style-type: none"> • Application • UTC • Summons • Service Sheet • Case Initiation Form O- Docket Entry
3	Validate Information Received	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I - Call or Verbal Complaint <ul style="list-style-type: none"> • Application • UTC • Summons • Service Sheet • Case Initiation Form O- Docket Entry
4	<<Decision>> Validated? If No, go to Step 5. If Yes, go to Step 6.	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I - Call or Verbal Complaint <ul style="list-style-type: none"> • Application • UTC • Summons • Service Sheet • Case Initiation Form O- Docket Entry
5	Contact Sending Person for Missing/ Invalid Information	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Clerk • Parties 	

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
6	Place on Docket and Assign Case Number	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O – Case Number
7	File Original Documents	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I - Call or Verbal Complaint <ul style="list-style-type: none"> • Application • UTC • Summons • Service Sheet • Case Initiation Form O- Docket Entry
8	Service Copy to Process Server	<ul style="list-style-type: none"> • Plaintiff 	<ul style="list-style-type: none"> • Sheriff • Defendant • Process Server 	O- Service Sheet, Summons
9	Receive Receipt	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Sheriff • Defendant • Process Server • Attorney 	I – Return of Service
10	File Receipt Results	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O - Receipt
11	<<Decision>> If Served, go to Step 12. If Not Served, go to Step 22.	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	
12	<<Decision>> If Response Received, go to Step 16. If No Response, go to Step 13.	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I – Answer of Service <ul style="list-style-type: none"> • Counter Claim • Traverse • Certificate of Service
13	Default Trigger (Attorney asking or time passed)	<ul style="list-style-type: none"> • Attorney • Judge 	<ul style="list-style-type: none"> • Clerk 	I – Motion for Default
14	Receive Proposed Order From Attorney	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Judge 	I – Proposed Order

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
15	<<Decision>> No Hearing, go to In Court Process Hearing, go to Step 26.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk 	
16	Receive Copy of Discovery	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Judge 	I – Discovery Document
17	Receive Pre-Trial Motions	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Judge 	I – Motions
19	Schedule Trial	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff 	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Court Staff 	I - Court Calendar <ul style="list-style-type: none"> • Stipulation to Calendar O – Case Log Entry
20	Notify Parties	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Sheriff • Court Reporters • Clerk, 	O- Jury Summons Hearing Notice Calendar
21	Notify Jurors	<ul style="list-style-type: none"> • Clerk • Court Staff • Jury Manager 	<ul style="list-style-type: none"> • Jurors 	O – Jury Summons
For Flow Continuation to D				
22	Schedule Hearing	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff 	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff • Attorney 	
23	Notice to Parties	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff 	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff • Attorney 	O - Notice
24	Allow More time for Service	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Clerk 	O - Order
For Flow Continuation to A				
25	<<Decision>> If FIFA requested, go to Post Court Process. No FIFA requested,	<ul style="list-style-type: none"> • Attorney 	<ul style="list-style-type: none"> • Sheriff • Clerk 	I – Request

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	done.			
For Flow Continuation to B				
26	Schedule Hearing	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff 	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff • Attorney 	I – Court Calendar <ul style="list-style-type: none"> • Case Entry Log
27	Notify Parties	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff 	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff, • Attorney 	O- Trial Notice <ul style="list-style-type: none"> • Hearing Notice • Calendar
For Flow Continuation to C				
28	Validate Information Received	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Prosecutors 	
29	<<Decision>> If Not Valid, go to Step 30. If Valid, go to step 31.	<ul style="list-style-type: none"> • Clerk 		
30	Contact Sending Person for Missing/ Invalid Information	<ul style="list-style-type: none"> • Clerk 		
31	File Original Documentation	<ul style="list-style-type: none"> • Clerk 		I - Call or verbal Complaint <ul style="list-style-type: none"> • Application • UTC • Summons • Service Sheet • Case Initiation Form
32	Schedule for Arraignment	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Attorney • Sheriff 	I - Court Calendar <ul style="list-style-type: none"> • Stipulation to Calendar O – Case Log Entry
33	Notify Parties	<ul style="list-style-type: none"> • Prosecutor • Sheriff • Clerk 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Bond Company • Victims Assistance 	I - Jury Summons <ul style="list-style-type: none"> • Hearing Notice • Calendar O- Notice of Arraignment

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Witnesses 	<ul style="list-style-type: none"> • Waiver of Arraignment
34	<p><<Decision>> Receive Waiver? If Yes, Hear Motions. If No, go to Conduct Arraignment, Hear Motions and Conduct Trial.</p>	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge 	I – Motions

Table 3.1-1 Court Administration Process Steps and Information Flow

B. After Court

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	<p><<Decision>> If Guilty, go to In Court Process If Not Guilty, go to Post Court Process If Dismissed, Notify and Close Case.</p>	<ul style="list-style-type: none"> • Judge 		
2	File Original	<ul style="list-style-type: none"> • Clerk 		O- Sentence Documents
3	Distribute Sentencing Documents	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation Department • Sheriff • GCIC • DDS • Treatment Providers 	O – Sentence Documents

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • DHR • DOC • DOR 	
4	Dispose Case	<ul style="list-style-type: none"> • Clerk 		
5	Collect Fines and Restitutions	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Probation Department • Defendants 	I – Money O- Receipts
6	Disburse Money	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Beneficiaries • Clerks Authority 	O – Checks, Disbursement Reports

Table 3.1-2 Court Administration Process Steps and Information Flow – After Court

C. No Shows

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Create Bench Warrant	<ul style="list-style-type: none"> • Prosecutors • Clerk 		O- Bench Warrant Warrant Recall
2	Sign Bench Warrant and Bond Forfeiture	<ul style="list-style-type: none"> • Judge 		O- Bench Warrant Bond Forfeiture
3	<p><<Decision>> If Not Served, go to Step 4.</p> <p>If Served, go to Step 5.</p>	<ul style="list-style-type: none"> • Sheriff 	<ul style="list-style-type: none"> • Judge 	
4	Arrest Person (go to In Court process)	<ul style="list-style-type: none"> • Bonding Company • Sheriff 	<ul style="list-style-type: none"> • Judge 	
5	Schedule Bond Call Hearing	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge 	O – Bond Forfeiture
6	Notify Bond Company (go to Conduct Hearing In Court)	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Bonding Company 	O – Bond Forfeiture

Table 3.1-3 Court Administration Process Steps and Information Flow – No Shows

D. Manage Escrow Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Receive Court Order	• Clerk		I- Escrow Order
2	File Court Order	• Clerk		I – Escrow Order
3	Establish Accounts Receivable for Cash	• Clerk		O- Accounting Entry
4	Receive Money	• Clerk		O - Receipt
5	Receive Disbursement Order	• Clerk	• Judge	O- Disbursement Order
6	Disburse Money	• Clerk	• Beneficiaries	O- Check Accounting Entry Accounting Report

Table 3.1-4 Court Administration Process Steps and Information Flow – Manage Escrow

3.2 Courtroom Administration Process

This section describes the process steps for Courtroom Administration functions (Figure 3.2-1).

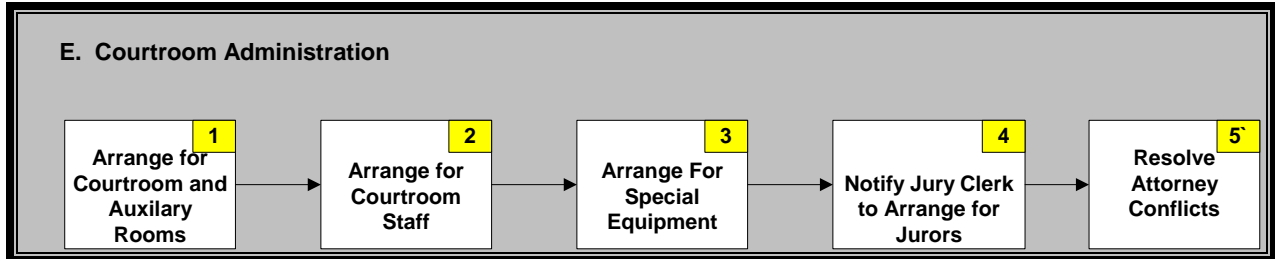


Figure 3.2-1: Court Administration Process Flow Continued

E. Courtroom Administration

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Arrange for Courtroom Auxiliary Rooms	<ul style="list-style-type: none"> • Sheriff • Judge • Court Staff 		I – Conflict Letter
2	Arrange for Courtroom Staff	<ul style="list-style-type: none"> • Warrant Department • Judge • Court Staff 		
3	Arrange for Special Equipment	<ul style="list-style-type: none"> • Attorney • Prosecutors • Sheriff • Judge • Court Staff 		
4	Notify Jury Clerk to Arrange for Jurors	<ul style="list-style-type: none"> • Clerk • Judge • Court Staff 	<ul style="list-style-type: none"> • Jury Manager 	
5	Resolve Attorney Conflicts	<ul style="list-style-type: none"> • Judge • Court Staff 	<ul style="list-style-type: none"> • Attorneys • Prosecutors 	

Table 3.2-1: Court Administration Process Steps and Information Flow

3.3 Pre-Court Process

This section describes the process steps for Pre-Court functions (Figure 3.3-1 and 3.3-2).

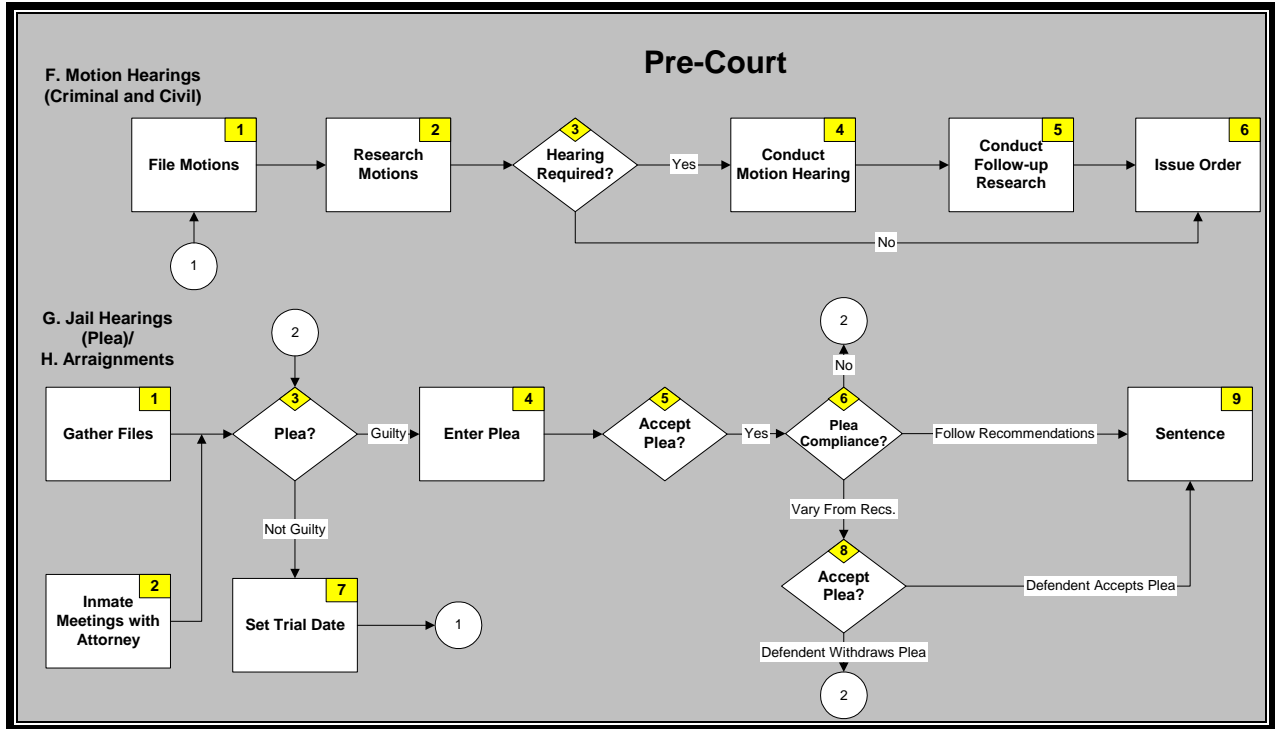


Figure 3.3-1: Pre-Court Process Flow

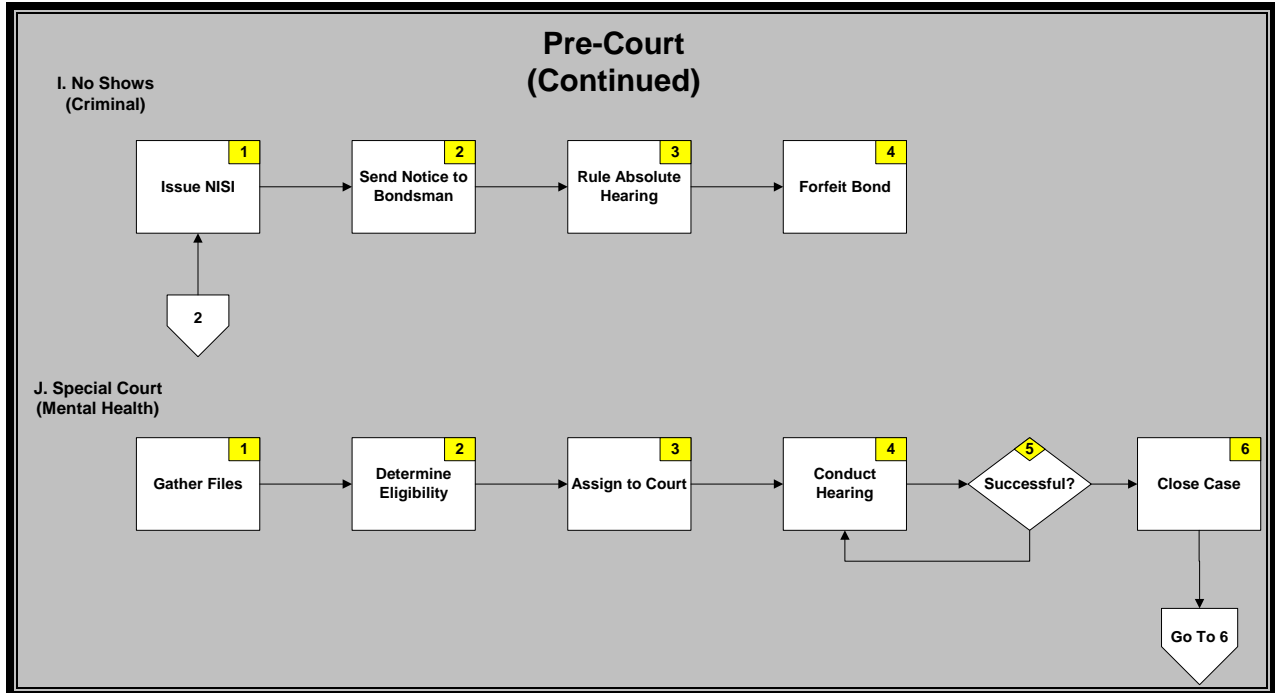


Figure 3.3-2: Pre-Court Process Flow Continued

F. Motion Hearings (Civil and Criminal)

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Motions	<ul style="list-style-type: none"> • Attorney • Prosecutor • Defendants • Plaintiffs 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Defendants • Plaintiffs • Clerk 	I – Motion to Suppress • Motion for Summary Judgment • Compel Motion • Motion to Dismiss • In Limine Motion • Default Motion • Rule NISI
2	Research Motions	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge • Court Staff 	I- Case Law • Evidence • Affidavit
3	<<Decision>> If Hearing Required, go to Step 4; If No Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge • Court Staff • Defendant • Plaintiff 	

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Required, go to Step 6.		<ul style="list-style-type: none"> • Clerk 	
4	Conduct Motion Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge • Court Staff • Defendant • Plaintiff • Clerk • Witness 	I – Verbal Motions <ul style="list-style-type: none"> • Exhibits • Depositions
5	Conduct Follow-up Research	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge • Court Staff 	I- Case Law <ul style="list-style-type: none"> • Evidence • Affidavit • Transcripts
6	Issue Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge, Court Staff • Defendant • Plaintiff • Clerk 	O - Order

Table 3.3-1 Pre-Court Process Steps and Information Flow – Motion Hearing

G. Jail Hearings (Plea) and Arraignments

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Gather Files	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Court Staff 	I- File of Prosecutor <ul style="list-style-type: none"> • Accusation • Warrant • Bond Order • Bond • Incident Report • Criminal History
2	Inmate Meetings with Attorney	<ul style="list-style-type: none"> • Defendant 	<ul style="list-style-type: none"> • Attorney • Sheriff 	
3	<<Decision>> If Guilty Plea, go to	<ul style="list-style-type: none"> • Defendant 	<ul style="list-style-type: none"> • Attorney • Prosecutor 	

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Step 4; If Not Guilty Plea, go to Step 7.			
4	Enter Plea	<ul style="list-style-type: none"> Defendant 	<ul style="list-style-type: none"> Attorney Prosecutor Judge Court Staff Defendant Plaintiff Clerk Witness 	I- File of Prosecutor <ul style="list-style-type: none"> Accusation Warrant Bond Order Bond Incident Report Criminal History
5	<<Decision>> If Plea Accepted, go to Step 6; If Plea Not Accepted, go to Step 3.	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutor 	
6	<<Decision>> If Complies with Recommendations, go to Step 9; If Varies from Recommendations, go to Step 8.	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutor 	
7	Set Trial Date	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk, Court Staff 	
8	<<Decision>> If Plea Accepted, go to Step 9; If Plea not Accepted, go to Step 3.	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutor 	
9	Sentence	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutor 	I- File of Prosecutor <ul style="list-style-type: none"> Accusation Warrant Bond Order Bond Incident Report Criminal History

Table 3.3-2 Pre-Court Process Steps and Information Flow – Jail Hearings (Plea) and Arraignments

I. No Shows (Criminal)

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Issue NISI	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Prosecutor • Bond Company • Clerk • Court Staff 	O- NISI Order
2	Send Notice to Bondsman	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Prosecutor • Bond Company • Clerk • Court Staff • Attorney • Defendants 	I - NISI Order
3	Rule Absolute Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Prosecutor • Bond Company • Clerk • Court Staff • Attorney • Defendants 	I- Motion to Set Aside
4	Forfeit Bond	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Bond Company • Sheriff • Clerk 	O- Fifa

Table 3.3-4 Pre-Court Process Steps and Information Flow – No Shows

J. Special Court (Mental Health)

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Gather Files	<ul style="list-style-type: none"> • Court Staff 	<ul style="list-style-type: none"> • Probation Department • Treatment Providers 	I- Treatment Provider Reports <ul style="list-style-type: none"> • File of Prosecutor • Accusation • Warrant • Bond Order • Bond • Incident Report • Criminal History
2	Determine Eligibility	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation Department • Defendants • Treatment Providers • Clerk • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation Department • Defendants • Treatment Providers • Clerk • Judge 	I – Team Input <ul style="list-style-type: none"> • Residency
3	Assign to Court	<ul style="list-style-type: none"> • Judges 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation Department • Defendants • Treatment Providers • Clerk • Judge 	I- Sentence Order <ul style="list-style-type: none"> • Deferred Order
4	Conduct Hearing	<ul style="list-style-type: none"> • Judges 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation Department • Defendants • Treatment Providers • Clerk • Judge 	I- Treatment Provider Reports <ul style="list-style-type: none"> • File of Prosecutor • Accusation • Warrant • Bond Order • Bond • Incident Report • Criminal History
5	<<Decision>> If Successful, go to Step 6; If Not Successful, go to Step 4.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation Department • Defendants 	

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Treatment Providers • Clerk • Judge 	
6	Close Case	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney, Judge, Prosecutor, Probation Department, Defendants, Treatment Providers, Clerk, 	O- Case File

Table 3.3-5: Pre-Court Process Steps and Information Flow – Special Court

3.4 In Court Process

This section describes the process steps for In Court functions (Figure 3.4-1).

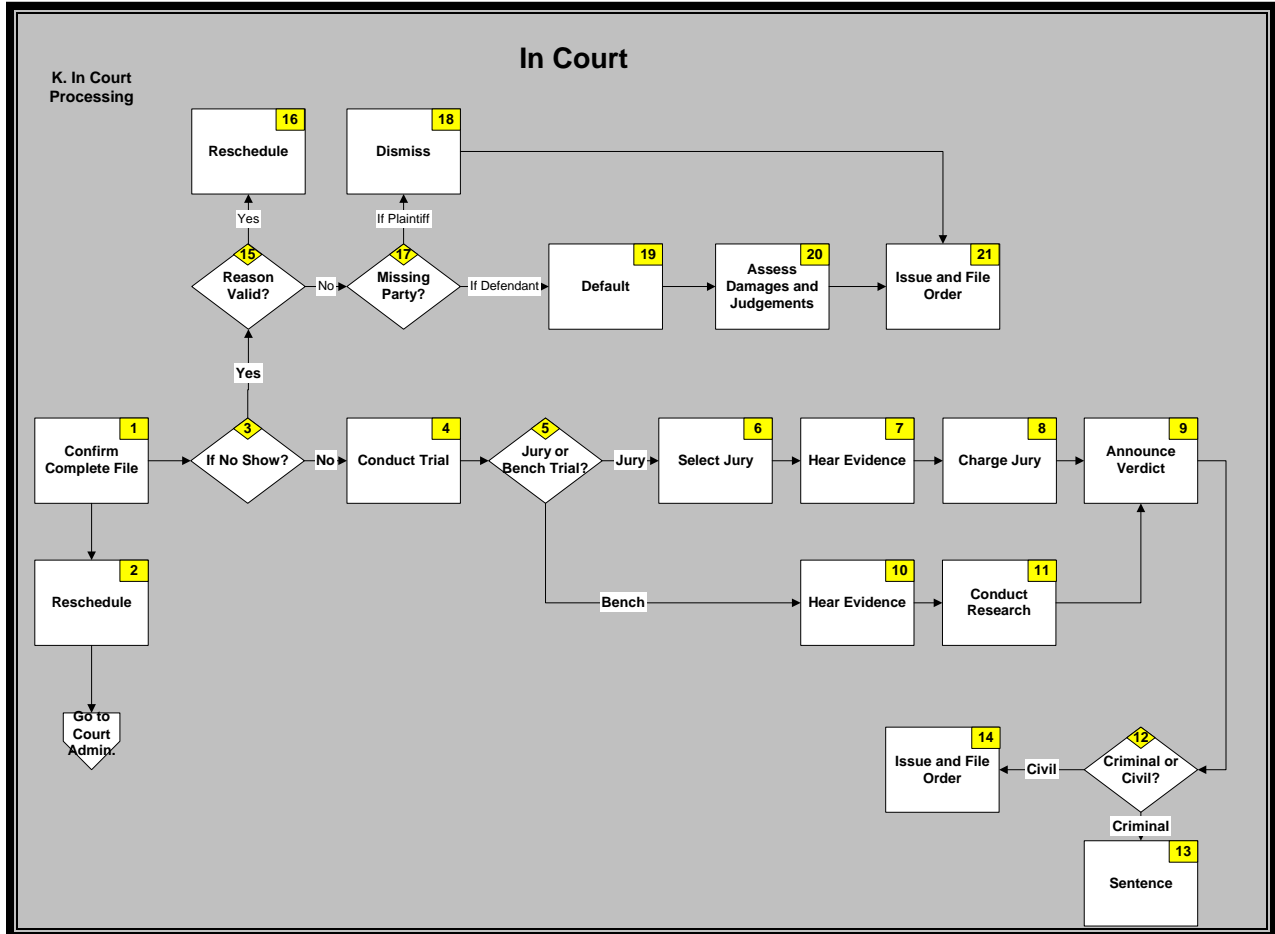


Figure 3.4-1: In Court Process Flow

K. In Court Processing

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Confirm Complete File	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Court Staff 	I- Case File
2	Reschedule and Go To Court Administration	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court 	I- Case File

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff 	
3	<p><<Decision>> If No Show, go to Step 15; If Defendant Shows, go to Step 4.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff 	I- Case File
4	Conduct Trial	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff 	I- Case File
5	<p><<Decision>> For Bench Trial, go to Step 10; For Jury Trial, go to Step 6.</p>	<ul style="list-style-type: none"> • Defendants • Plaintiff 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff 	<p>I – Written Demand</p> <p>O- Jury Order</p>
For Jury Trial (Steps 6-8 apply)				
6	Select Jury	<ul style="list-style-type: none"> • Defendant • Plaintiff 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court Reporters • Defendants • Witness • Plaintiff 	<p>I- Jury Bio</p> <p>Jury List</p> <p>Jury Chart</p>

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Clerk • Court Staff • Interpreters • Jurors • Jury Manager 	
7	Hear Evidence	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff • Interpreters • Jurors • Jury Manager 	I- Exhibits Verbal Testimony Depositions
8	Charge Jury	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Sheriff • Court Reporters • Jurors 	I- Request for Charges O- Final Charges
For Bench Trial (Steps 10 and 11 apply)				
10	Hear Evidence	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Court Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff • Interpreters • Jurors • Jury Manager 	I- Exhibits Verbal Testimony, Depositions
11	Conduct Research (go to Step 9)	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Court Staff 	I- Case Law
For Bench and Jury Trials, Flow merges at Step 9				
9	Announce Verdict (go to Step 12)	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff 	I- Verdict Form

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Court Reporters • Defendants • Witness • Plaintiff • Clerk • Court Staff • Interpreters • Jurors • Jury Manager 	
12	<p><<Decision>> If Civil, go to Step 14;</p> <p>If Criminal, go to step 13.</p>	• Judge		
13	Sentence	• Judge	<ul style="list-style-type: none"> • Attorney • Prosecutor 	I- Victim Statement, Verdict, Sentencing Order, Pre-sentence Investigation
14	Issue and File Order	• Judge	<ul style="list-style-type: none"> • Attorney • Prosecutor 	O- Final Order, Verdict
For No Show Processing (Steps 15-21 apply)				
15	<p><<Decision>> If Reason Valid, go to Step 3;</p> <p>If Reason Not Valid, go to Step 17.</p>	• Judge	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Other Courts • Defendants • Plaintiff • Court Staff 	O- Schedule Order
16	Reschedule	• Judge	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Other Courts • Defendants • Plaintiff • Court Staff 	O- Reschedule Order
17	<p><<Decision>> If Defendant Missing, go to Step 19;</p> <p>If Plaintiff missing, go to Step 18.</p>	• Judge		O- Contempt Order

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
18	Dismiss	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Sheriff • Other Courts • Defendants • Plaintiff • Court Staff 	O – Dismissal Order
19	Default	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Defendant • Plaintiff • Court Reporter 	O- Default Order
20	Assess Damages and Judgments	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Defendant • Plaintiff • Court Reporter 	O- Judgment
21	Issue and File Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Defendant • Plaintiff • Court Reporter • Clerk 	O – Final Judgment

Table 3.4-1: In Court Process Steps and Information Flow

3.5 Post Court Process

This section describes the process steps that occur after Court proceedings have completed (figure 3.5-1 and 3.5-2).

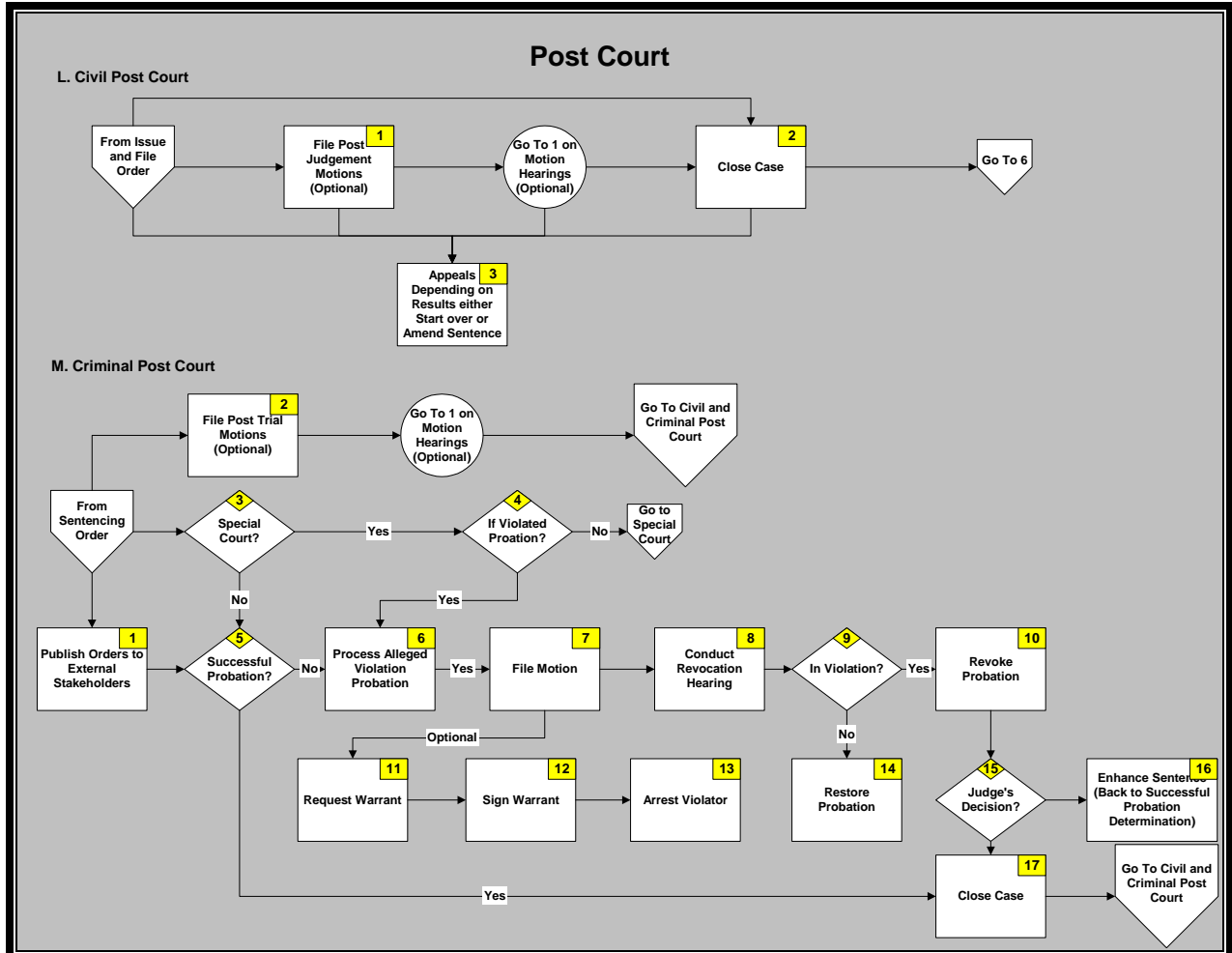


Figure 3.5-1: In Court Process Flow

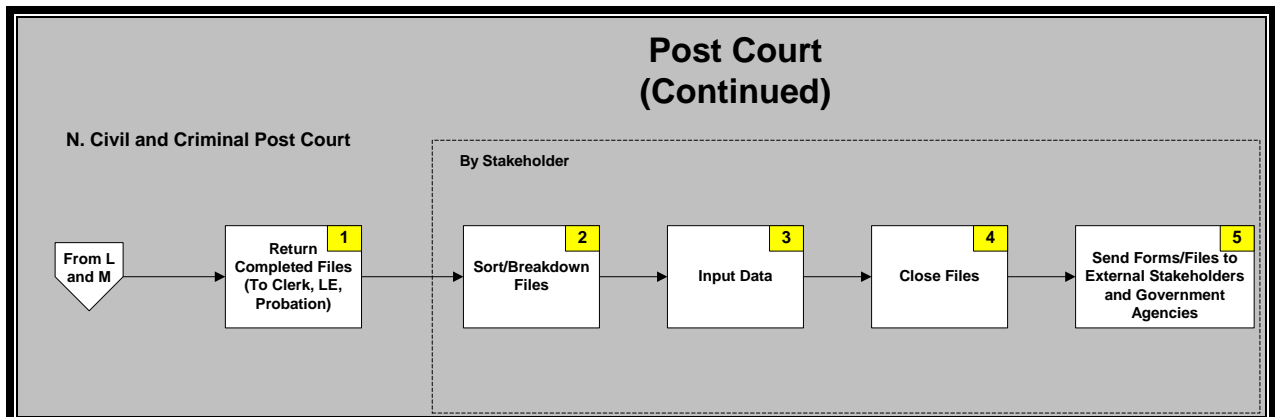


Figure 3.5-2: Post Court Process Flow Continued

L. Civil Post Court

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Post Judgment Motions (Option to go to Motion Hearings Process)	<ul style="list-style-type: none"> • Attorney • Defendant • Plaintiff 	<ul style="list-style-type: none"> • Court Reporters • Clerk • Judge • Court Staff 	I – Motion Rule NISI, Transcript
2	Close Case	<ul style="list-style-type: none"> • Clerk 		O – Case File
3	Appeals Depending on Results (either start over or amend sentence)	<ul style="list-style-type: none"> • Attorney • Defendant • Plaintiff • Prosecutors 	<ul style="list-style-type: none"> • Court Reporters • Clerk • Judge • Court Staff 	

Table 3.5-1: Post Court Process Steps and Information Flow – Civil Post Court

M. Criminal Post Court

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Publish Orders to External Stakeholders	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Dept • Sheriff • GCIC • DDS • Defendants • Plaintiff • Treatment Providers • DHR • Media • DOC 	O- Sentencing Order
2	File Post Trial	<ul style="list-style-type: none"> • Attorney 	<ul style="list-style-type: none"> • Attorney 	I – Motion for New Trial

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Motions (Optional) – Proceed to Motion Hearings Process	<ul style="list-style-type: none"> • Prosecutor • Probation Dept. • Defendant 	<ul style="list-style-type: none"> • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge 	<ul style="list-style-type: none"> • Motion to Modify Sentence • Probation Revocation • Motion to Withdraw Plea
3	<p><<Decision>> If Special Court Needed, go to Step 4;</p> <p>If Special Court Not Needed, go to Step 5.</p>	<ul style="list-style-type: none"> • Judge 		
4	<p><<Decision>> If Probation Violated, go to Step 6;</p> <p>If Not Violated, go to Special Court process.</p>	<ul style="list-style-type: none"> • Judge 		
5	<p><<Decision>> If Probation Not Successful, go to Step 6;</p> <p>If Probation Successful, go to Step 17.</p>	<ul style="list-style-type: none"> • Judge 		
6	Process Alleged Probation Violation	<ul style="list-style-type: none"> • Probation Department 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Defendants • Judge 	<p>I – Warrant</p> <ul style="list-style-type: none"> • Petition of VOP <p>O- Tolling Order</p>
7	File Motion (Option to Request warrant goes to Step 11 and continues to Step 8.)	<ul style="list-style-type: none"> • Probation Department 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Judge 	<p>I – Warrant</p> <ul style="list-style-type: none"> • Petition of VOP <p>O- Tolling Order</p>
8	Conduct Revocation Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance 	I- Evidence

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters 	
9	<p><<Decision>> If In Violation, go to Step 10; If Not In Violation, go to Step 14.</p>	<ul style="list-style-type: none"> • Judge 		
10	Revoke Probation	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters 	<p>I- Evidence</p> <p>O- Revocation Order</p> <ul style="list-style-type: none"> • Amendment Order • Reinstatement Order • Order to Terminate
11	Request Warrant	<ul style="list-style-type: none"> • Probation Department 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters 	O – Warrant
12	Sign Warrant	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness 	O - Warrant

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Clerk • Judge • Sheriff • Court Staff • Interpreters 	
13	Arrest Violator	<ul style="list-style-type: none"> • Probation Department 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters 	O - Warrant
14	Restore Probation	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters 	O – Reinstatement Order <ul style="list-style-type: none"> • Amendment Order
15	<p><<Decision>> If Decision Provided, go to Step 16; If No Decision, go to Step 17.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters 	O – Reinstatement Order <ul style="list-style-type: none"> • Amendment Order
16	Enhance Sentence (flows back to Successful Probation)	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutor • Probation • Victims 	O – Reinstatement Order <ul style="list-style-type: none"> • Amendment Order

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Determination)		Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters	
17	Close Case	• Judge	• Attorney • Prosecutor • Probation • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • Interpreters	O – Reinstatement Order • Amendment Order

Table 3.5-2: Post Court Process Steps and Information Flow - Criminal

N. Civil and Criminal Post Court

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Return Completed Files (to Clerk, Law Enforcement, Probation Officer)	• Judge • Court Staff	• Clerk	
2	Sort/ Breakdown Files	• Clerk		
3	Input Data	• Clerk • Court Staff		
4	Close Files	• Clerk • Court Staff		
5	Send Forms/ Files to External Stakeholders and	• Clerk	• Attorney • Prosecutor • Probation	O – Report of Sentence • Civil Judgment • Case Disposition Form

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Government Agencies		<ul style="list-style-type: none"> • Victims Assistance • Defendant • Witness • Clerk • Judge • Sheriff • Court Staff • DOR 	<ul style="list-style-type: none"> • UTC • OBTS • License Suspension Form • Publication Orders

Table 3.5-3: Post Court Process Steps and Information Flow - Civil and Criminal

4.0 Data Definitions and Security

Upon completion of defining the process steps and the associated information flows, the group defined each of the data elements associated with each type of Input and Output identified in each of the previous process steps. Prior to the facilitated sessions, participants were asked to provide samples of the forms, documents, reports, etc. that were to be discussed. Using these materials as inputs, the group provided the required data elements for each identified Input and Output. As each data element was discussed, a preliminary security assignment was associated with each data element designated by the action that can be taken on that element by each of the stakeholder groups. The resulting matrix, often referred to as a “CRUD” matrix provides the detailed list of data definitions for the State Courts as identified by this representative group. The matrix is attached as an Appendix to this document and is stored in an MSExcel file. Each of the Stakeholders identified in the Interaction Diagram in Section 3, are represented in this matrix and as appropriate, a security level has been assigned at the data element level as C (Create), R (Read), U (Update), and/or D (Delete).

5.0 Tools and Templates

This information contained in this Report was gathered using various templates and tools developed with GCAC to help support the data collection process. An inventory and brief description of these templates and tools is included in this section.

The templates and tools included are:

- **IT Requirements Gathering and Data Definitions Meeting Agenda Template:** A comprehensive agenda used to facilitate each group through the function, process, information flow, and data definition information gathering process.
- **Data Definitions Matrix Template** – A complete workbook used for documenting the data elements and their associated security assignments by stakeholder groups interacting with the court. The security values contained in this matrix utilize the C (Create), R (Read), U (Update), D (Delete) or CRUD methodology to define data element security.

These templates and tools can be made available from GCAC upon request. All facilitation efforts should reference these deliverables, copy and modify them accordingly for specific court efforts.

6.0 Summary

As stated in the Introduction, the intent of this Report is to define the data elements required by the State Court to conduct its day-to-day business. Likewise, the information gathered during this process will help the courts to better understand the ownership of specific data elements to the State Court, to other Courts and to all other identified stakeholders that the State Court interact with and share data with. The common, or Judiciary-wide, elements identified during this process will be used in later Strategic Planning session to better define the use and availability of data across the Judiciary and to allow for easier translation and interpretation by each individual court regardless of the systems or software packages that are being used. This Report will be used as a reference for all data definition and Strategic Planning efforts and will be imperative to contributing to the success of each courts planning effort. Additionally, each Court's Report will provide a consistent structure and set of standard processes and tools to help minimize the amount of time required to implement future strategic planning efforts. Finally, resources with minimal experience in a specific court can be trained on the basic processes and information flows using this Report to actively and effectively participate on any IT leadership or advisory team for their specific court or for the Judiciary as a whole.

7.0 Participants

The following individuals participated in the three day facilitated session:

- Mr. Carlton Blair, Chatham County
- Mr. Bob Bray, Council of State Court Judges
- Judge Maureen Gottfried, Muscogee County
- Judge Joe Iannazzone, Gwinnett County
- Judge Jeanette Little, Troup County
- Mr. Lance Montgerard, Albany-Dougherty
- Ms. Lawana Moore, Albany-Dougherty
- Ms. Sherilyn Martin, Fulton County
- Mr. George Nolan, GCAC, Project Sponsor
- Mr. Jim Poulakos, North Highland, Facilitator
- Ms. Nancy Krecklow, North Highland, Facilitator
- Mr. Greg Maxey, North Highland, Facilitator