JUDICIAL SUB-COMMITTEE
INTEGRATED JUDICIAL SYSTEM REQUEST FOR PROPOSAL
TECHNICAL REQUIREMENTS

SECTION I - BACKGROUND

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

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

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

SECTION II - VISION

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

SECTION III - CRITICAL ISSUES

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

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

The best systems have an infrastructure designed to support the software. System response time for

productivity and efficiency has been good in Kane County but is very slow in DeKalb and Kendall Counties. The entire circuit must have a fast system response time for all applications.

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

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

SECTION IV - OVERVIEW

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

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

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

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

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

Integration must be circuit wide for the Circuit Clerks' applications while still maintaining separate data

bases. The three counties within the 16th Circuit share information for processing mail-in supervision requests and for providing the Chief Judge with the statistics required by the Administrative Office of the Illinois Courts.

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

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

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

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

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

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

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

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

will replace a very labor intensive, high liability process covering multiple departments within Kane County.

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

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

SECTION V - GENERAL SYSTEM REQUIREMENTS

PRIMARY CIRCUIT CLERK FUNCTIONS OF CRIMINAL & CIVIL CASE MANAGEMENT

PRIMARY FUNCTIONS

1.0	**CASE INITIATION**
2.0	**DOCKET/RECORD SHEET MAINTENANCE**
3.0	**PARTY MAINTENANCE**
4.0	**BAIL BOND MAINTENANCE**
5.0	**SCHEDULING/CALENDAR**
6.0	**CASE DISPOSITIONS & SENTENCING**
7.0	**FINANCIAL MAINTENANCE**
8.0	**CASE MAINTENANCE**
9.0	**DATABASE INQUIRY**
10.0	**DOCUMENT GENERATION**
11.0	**PROCESS MAINTENANCE**
12.0	**OBJECT TRACKING**
13.0	**ELECTRONIC FILING/DOCUMENT IMAGING**
14.0	**ADMINISTRATIVE**
15.0	**MANDATORY PROGRAMS**
16.0	**HARDWARE/SYSTEM REQUIREMENTS**

1.0   CASE INITIATION FUNCTION:

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

1.1   WORK ENVIRONMENT:

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

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

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

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

Current procedures are expected to change with the new system, providing that efficiency is not

forfeited due to the design of the system.

1.2 FUNCTIONAL REQUIREMENTS

Vendor Response

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

2. User defined case categories including CF, CM, TR, OV, CV, JD, CC, DT, L, D, SC, P, MR, MC, ED, AD, LM, AR, OP, TX, F, JA, J, CH, MH AND WI.

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

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

Vendor Response

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

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

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

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

9. Record case subcategory or nature of civil action.

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

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

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

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

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

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

16. Accept correct court date according to predefined dates and judge assignments.

17.   Ability to manually assign a judge.

18.   Automatic random judge assignment and direct judge assignment based on:

        case category

        case subcategory (nature of action)

        offense if criminal

        court location

        arresting agency

19.   Designation of jury or non-jury events.

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

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

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

Vendor Response

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

24.   Provide full program function capability including:

        inquiry

        add

        update

        delete

25.   User and entry date identification.

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

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

        One

        Two

Three

More

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

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

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

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

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

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

34. Ability to accept bar coded information from Secretary of State drivers license format.

1.3   DATA REQUIREMENTS

1.   ARRESTING AGENCY

2.   TICKET NUMBER

3.   BLOOD ALCOHOL COUNT

4.   LAST NAME

5.   FIRST NAME

6.   MIDDLE INITIAL

7.   TITLE

8.   NAME TYPE

9.   BUSINESS NAME

10.   ADDRESS 1

11.   ADDRESS 2

12.   CITY

13.   STATE

14.   ZIP CODE

15.   DRIVER'S LICENSE NUMBER

16.   DRIVER'S LICENSE ISSUING STATE

17.   COMMERCIAL DRIVER'S LICENSE

18.   OPERATOR OF A COMMERCIAL MOTOR VEHICLE

19.   HAZARD PLACARD COMMERCIAL VEHICLE

20.   EYE COLOR

21.   HEIGHT

22.   WEIGHT

23.   SEX

24.   DATE OF BIRTH

Vendor Response

25.   OFFENSE DATE

26.   ARREST DATE

27.   VEHICLE REGISTRATION NUMBER

28.   STATE VEHICLE REGISTERED IN

29.   YEAR OF REGISTRATION

30.   MAKE OF VEHICLE

31.   YEAR OF VEHICLE

32.   OFFENSE CODE

33.   STATE/LOCAL OFFENSE INDICATOR

34.   BOND TYPE 1

35.   BOND SET AMOUNT

36.   DEPOSIT AMOUNT

37.   BOND TYPE 2

38.   BOND CARD NUMBER

39.   BOND CARD COMPANY

40.   CASE PHASE/STATUS

41.   CASE PHASE DATE

42.   ASSOCIATED CASE NUMBER

43.   OFFICER ID

44. MANDATORY COURT APPEARANCE (indicator)

45. EVENT TYPE

46. NEXT DATE

47. NEXT EVENT TIME

48 INJURY/DEATH (Indicator)

Vendor Response

49. POLICE REPORT NUMBER

50. RACE

51. HAIR

52. COMPLAINT NAME

53. PLAINTIFF NAME

54. COURT LOCATION

55. VEHICLE IDENTIFICATION NUMBER

56. TOWNSHIP

57. CASE NUMBER

58. JURY/NONJURY (flag)

59. CONTESTED/UNCONTESTED FLAG

60. JUDGE ASSIGNMENT

61. FILING DATE

62. DATE ENTERED

63. ENTERED BY

64. LAST UPDATE

65. SOCIAL SECURITY NUMBER

66. COURT LOCATION

67. PERSONAL ID NUMBER

68. NATIONAL CRIME INFORMATION CENTER NUMBER (NCIC)

69. CHARGING DOCUMENT TYPE (indicator)

70. PROCESS TYPE (indicator)

71. ARREST CARD DOCUMENT CONTROL NUMBER (DCN)

72. ATTORNEY

1.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for case initiation. Include the number of steps and screens needed to create and process records.

2.0 DOCKET/RECORD SHEET MAINTENANCE

This function, also referred to as registers of actions, is the repository or chronological register of all documents filed, all orders entered, and all proceedings held in a case. Beyond the State Manual on Recordkeeping requirements, various other processing transactions are recorded including, but not limited to, disposition reporting, maintenance performed and notices generated. Because the docket is maintained on-line, regular file copy printouts are not necessary unless upon demand.

2.1 WORK ENVIRONMENT

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

Vendor Response

2.2 FUNCTIONAL REQUIREMENTS

1. Meets state recordkeeping requirements as defined in the Manual on Recordkeeping (attachment #2).

2. No limits to the number of docket entries made.

3. Allows for entry of multiple dockets on each case in the same entry transaction.

4. Allows for entry of multiple docket(s) on multiple cases in the same entry transaction.

5. Use of local and state defined code tables and docket type categories.

6. Provide full security defined program functions capability including:

   inquiry

   add

   update

   delete

   insert

7. User defined edit capability of fields and codes.

8. Choice of chronological or reverse chronological order of docket entries.

9.   Docket search on each case by:
            code

            date

Vendor response

10.   Capability of docket printing.

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

12.   Free form comment capability on each docket.

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

14.   User and entry date identification.

15.   User defined screen header information.

16.   Ability to transfer to other programs by:
            Function key

            Alpha numeric command

            Mouse.

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

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

            Single docket entry

2.3   DATA REQUIREMENTS
1.   DOCKET CODE

2.   COUNT

3.   JUDGE

4.   PROCESSING TRANSACTION DATE

5.   DOCKET ENTRY DATE

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6.	DOCKET FREE FORM INDICATOR

7.	NEXT EVENT DATE

8.	NEXT EVENT

9.	ROOM

10	NEXT EVENT TIME

11.	COURT REPORTER

## 2.4	SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for docket/record sheet maintenance. Include the number of steps and screens needed to create and process records.

3.0   PARTY MAINTENANCE:

This function covers the operational recordkeeping and system procedure requirements for capturing all party information in each case record. There are no limits on the number or types of parties. Recording needs may be different from case category to case category. Functionability and data requirements have been combined for both criminal and civil.

3.1   WORK ENVIRONMENT:

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

Vendor Response

3.2   FUNCTIONAL REQUIREMENTS:

1.   User defined party types (table).

2.   Allows for multiple same party types.

3.   Differentiation between personal and business name type.

4.   Ability to associate parties in case (i.e. child with a guardian).

5.   Capability of storing address history including last known date.

6.   Unlimited identification of restitution parties.

7.   Identification and recording of attorney information from
        state registration file (attorney file).

8.   Separate fields for last, middle, first and title name information:
                Last (20 characters minimum)

                First (14 characters minimum)

                Middle (1 character minimum)

                Title (3 characters minimum)

9.   Capability of multiple alias recording.

10.   Recording of state defined personal characteristics.

11.   Extensive space in address fields (20 character minimum).

12.   Provide full security defined program function capability including:

         Inquiry

         Add

         Update

                                      Vendor Response

         Delete

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

3.3   DATA REQUIREMENTS:

1. CASE NUMBER

2. NAME

3. PARTY TYPE

4. PERSONAL ID NUMBER

5. TOWNSHIP

6. ATTORNEY TYPE

7. NAME TYPE

8. NAME - FIELD 1 - LAST NAME

9. NAME - FIELD 2 - FIRST NAME

10. NAME - FIELD 3 - MIDDLE INITIAL

11. NAME - FIELD 4 - TITLE

12. BUSINESS NAME

13. ADDRESS1

14. ADDRESS2

15. CITY

16. STATE

17.   ZIP (including point of delivery)

18.   DATE OF BIRTH

19.   PHONE (Telephone number)

        Personal phone

        Business phone

        Fax number

                                                  Vendor Response

        E-mail address

20.   DRIVER'S LICENSE NUMBER

21.   DRIVER'S LICENSE ISSUING STATE

22.   EYE COLOR

23.   HAIR COLOR

24.   HEIGHT

25.   WEIGHT

26.   SEX

27.   RACE

28.   IDENTIFYING MARKS

29.   STATE BUREAU NUMBER

30.   SOCIAL SECURITY NUMBER

31.   COMMERCIAL DRIVER'S LICENSE HOLDER

32.   OPERATING COMMERCIAL MOTOR VEHICLE

33.   HAZARD PLACARD COMMERCIAL MOTOR VEHICLE

34.   DUPLICATE DEFENDANT DATA FOR ALIAS

35.   ADD TO NAME/ADDRESS FILE

36.   VEHICLE REGISTRATION NBR

37.   VEHICLE REGISTRATION ST

38.   VEHICLE REGISTRATION YEAR

39.   VEHICLE MAKE

40.   VEHICLE YEAR

41.   SPECIAL CLASS REQUIREMENT

42.   LAST UPDATE OPERATOR ID (3 position minimum)

43.   LAST UPDATE DATE

44.   SURETY AMOUNT POSTED

                                                            Vendors Response

45.   RESTITUTION AMOUNT PER INDIVIDUAL RECORD

46.   PRO SE/INDIGENT PARTY

3.4   SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional
requirements for party maintenance. Include the number of steps and screens needed to create
and process records.

4.0 BAIL BOND MAINTENANCE

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

4.1 WORK ENVIRONMENT

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

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

Vendor Response

4.2 FUNCTIONAL REQUIREMENTS

1.   Ability to record/post multiple bond types.

2.   Transfer non-monetary bonds between cases.

3.   Transfer cash bonds between cases in partial or full amounts.

4.   A transfer between cases records the transaction with cases numbers in all affected cases.

5.   Provides for user defined bond types.

6.   Provides for user defined bond disposition types.

7.   Ability to substitute cash bonds for non-monetary bonds.

8.   Capability of performing bond reductions based on court order.

9.   Provide complete bond transaction history.

10. Ability to record and process full bond and 10% bond amounts based on Supreme Court Rules.

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

Vendor Response

12. Disbursement/refund of bond independent of case disposition and sentence.

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

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

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

16. Ability to perform both manual and automatic bond disposition:
    Application to fine and costs

    Transfer

    Forfeiture

    Refund

    Reinstatement

    Lein

    Substitution.

17. Bond posting by charge card.

18. Bond surety financial information tracking.

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

    Individual.

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

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

including:

Inquiry

Add

Update

Delete.

Vendor Response

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

4.3 DATA REQUIREMENTS

1. CASE NUMBER

2. LAST NAME

3. FIRST NAME

4. MIDDLE INITIAL

5. BOND TYPE

6. BOND DISPOSITION

7. BOND DISPOSITION DATE

8. BAIL/BOND

9. DEPOSIT AMOUNT

10. BOND CARD NUMBER

11. BOND COMPANY

12. BOND TRANSFER AMOUNT

13. BOND TRANSFER DATE

14. CASE NUMBER BOND TRANSFERRED TO

15. CASE NUMBER BOND TRANSFERRED FROM

16.   ARRESTING AGENCY

17.   RECEIVING AGENCY

18.   SURETY SOCIAL SECURITY NUMBER

19.   SURETY DATE OF BIRTH

4.4   SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for bail bond maintenance. Include the number of steps and screens needed to create and process records.

5.0   SCHEDULING/CALENDARING

This function provides the capability of setting up annual court location and judge date calendars and the scheduling of parties and events to them on a daily and hourly basis. This process is also used to track administrative activities linked to clerical and recordkeeping events. Often events are tied to the generation of notices and other documents to a variety of parties.

5.1   WORK ENVIRONMENT

Court activity is initiated by the filing of complaints, petitions and other documents. Court dates are assigned in many ways. Felony dates are provided by the State's Attorney based on their workload and judge's calendar. Traffic, misdemeanor, ordinance violation and conservation cases are given dates based on predefined locations and law enforcement assignments to them. Civil cases are given dates based on case category and judge assignment. They may be actual court dates or administrative review dates. Court dates are tracked in terms of the number of cases assigned to a given location or judge by day and future scheduled cases. In both the criminal and civil area, future case counts are used to plan caseloads and avoid over-scheduling. These numbers are required to be known in a minute's notice when a judge continues a case for any type of event or an attorney calls in for a date.

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

Vendor Response

5.2   FUNCTIONAL REQUIREMENTS

1.   Multiple future court dates per case.

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

3.   Unlimited variable daily court time assignment.

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

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

            Partial day

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

7.   Automatic assignment of law enforcement agencies and officers
      to specific court dates and times by location (room).

8. On-line inquiry on cases (list) assigned to:
    Court location (room)

                                                                    Vendor Response

        Judge

        Attorney

        Officer

        Date   _____
        Arresting agency

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

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

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

        Court location

        Date

        Time.

12. Capability to set case load limits per:
    Event

        Court location (room)

        Judge

        Date

        Time.

13. Ability to override limits.

14. Mass rescheduling of cases by:
    Judge

Court location (room)

Date

Time.

15. Automatic notice generation of mass rescheduled cases.

Vendor Response

16. Ability to record case scheduling history.

17. Ability to assign function security for scheduling.

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

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

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

21. Provide full security defined program functions including:
   Inquiry
   Add

   Update

   Delete

   Cancel

   Duplicate

   Reschedule

   Override.

22. System edit for when settings exceed limits.

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

24. Free form comment fields.

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

26. Time measurement between events (speedy trial).

27.   Ability to alternate between functions (concurrently).

5.3   DATA REQUIREMENTS

1.   EVENT TYPE

2.   EVENT DATE

3.   EVENT TIME

4.   EVENT DURATION

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5.   EVENT END TIME

6.   EVENT JUDGE

7.   EVENT LOCATION

8.   DATE ENTERED

9.   ENTERED BY

10.   LAST UPDATE

11.   UPDATED BY

12.   CASE STATUS

13.   STATUS DATE

14.   MOVING PARTY

15.   TOTAL CASES SCHEDULED

16.   CASE LOAD LIMIT

17.   ARRESTING AGENCY

18.   BADGE NUMBER

19.   NUMBER OPENINGS AVAILABLE

5.4   SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for scheduling/calendaring. Include the number of steps and screens needed to create and process records.

6.0 CASE DISPOSITION AND SENTENCING FUNCTION(S)

Court judgments are recorded through the disposition and sentencing process. Many other records and system maintenance areas are related to this process including charge, bond, finance and docket. Updates to these areas are to be as automatic as possible when dispositions are created. System edits are needed to determine if any of the required dispositioning is missing.

6.1 WORK ENVIRONMENT

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

Vendor Response

6.2 FUNCTIONAL REQUIREMENTS

1. State defined:

   Disposition code tables

   Sentence code tables

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

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

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

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

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

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

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

9. Unlimited number of sentence types per disposition.

10. Ability to perform subsequent or multiple sentencing on the same case.

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

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

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

14. Ability to update charges:
    Add

    Amend

    Reduce.

15. Ability to record and amend the inchoate.

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

17. Ability to apply bond to fine and costs.

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

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

20. Automatic update of bond record(s).

21. Automatic update of docket record.

22. Automatic update of financial record.

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

24. Electronic disposition reporting to user defined agencies.

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

    Add

Update

Correct

Delete

26.   Ability to reinstate case and vacate all:
            Dispositions

Vendor Response

            Sentences

6.3   DATA REQUIREMENTS

1.   CASE NUMBER

2.   DEFENDANT'S NAME

3.   CHARGE

4.   STATE/LOCAL (INDICATOR)

5.   TICKET NUMBER

6.   POLICE REPORT NUMBER

7.   FILING DATE

8.   AMENDED CHARGE

9.   AMENDED STATUS

10.   AMENDED INCHOATE

11.   AMENDED CLASS

12.   CHARGE DISPOSITION TYPE

13.   PLEA

14.   CHARGE DISPOSITION

15.   AMENDED CHARGE DISPOSITION

16.   CHARGE DISPOSITION INDICATOR

17.   AMENDED CHARGE DISPOSITION INDICATOR

18.   CHARGE DISPOSITION DATE

19.   AMENDED CHARGE DISPOSITION DATE

20.   JUDGE

21.   WARRANT CASH BAIL AMOUNT

22.   WARRANT CASH BAIL TYPE

23.   MOTOR VEHICLE INVOLVED

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24.   SENTENCE DATE

25.   ORIGINAL/SUBSEQUENT SENTENCE INDICATOR

26.   CONSECUTIVE/CONCURRENT INDICATOR

27.   SENTENCE CODE

28.   SENTENCE DESCRIPTION

29.   SENTENCE LENGTH

30.   SENTENCE AMOUNT

31.   FINE ASSESSMENT TYPE

32.   FINE AVAILABLE BOND AMOUNT

33.   OFFENSE COUNT

34.   ADDITIONAL FINE TYPE

35.   ADDITIONAL FINE AMOUNT

36.   STATE'S ATTORNEY TRIAL DAYS

37.   PROBATION REPORTING INDICATOR

38.   COURT REPORTING INDICATOR

39.   TOTAL ASSESSMENT AMOUNT

40.   PUBLIC DEFENDER FINE AMOUNT

41.   PAYMENT TYPE

42.   NEXT PAYMENT DATE

43.   PAYMENT AMOUNT

44.   CHECK NUMBER

45.   BOND REFUND/TRANSFER PARTY ID

6.4   SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for case dispositioning and sentencing. Include the number of steps and screens needed to create and process records.

7.0 FINANCIAL MAINTENANCE FUNCTION:

The financial function processes and records all accounting transactions. It interacts with case initiation, bond maintenance and the sentencing functions.

7.1 WORK ENVIRONMENT:

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

Vendor Response

7.2 FUNCTIONAL REQUIREMENTS:

1. Ability to comply with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Government Auditing Standards (GAGAS) throughout all system functions.

2. User defined financial transaction codes.

3. Complete history of financial transactions.

4. Ability to record and balance all debit and credit type transactions.

5. Identification of each transaction by user ID and date.

6. Automatic setting of civil filing fees based on case category or sub-category.

7. Automatic assessment of criminal fines, costs, fees and penalties based on:

    Case category

    Offense type

    Offense class

    Fine amount

8. Fine, cost, fee and penalty assessment capability based on:
    Percentage breakdown

Fine amount breakdown

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

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

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

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

13.   Ability to refund any money to multiple parties.

14.   Ability to receive full or partial payments.

15.   Ability to record balances paid and owed.

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

17.   Ability to accept and process bond company payments.

18.   Ability to accept and process credit card payments and convenience fees by:
         Cash register interface

         Electronic transaction (internet)

         Manually

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

20.   Recording of all payments by:
         Personal check number

         Bank company

         Credit card number

         Credit card company

         Bond card number

Bond card company

Cash denominations

Certified check number

Certified check company

21. Ability to identify any number of restitution recipients.

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

23. Ability to handle drawn down accounts for:
Manual case filings

Non-case related collections

Electronic case filings

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

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

26. Distribution based on user defined schedules.

27. Ability to set distribution priorities.

28. Ability to set distribution based on:
Full collection

Partial collection

29. Ability to issue checks with check register.

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

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

Month

User ID

32. On-line balancing of any money collected by:

Day

Month

User ID

33.   Provide full security defined program function (PF) capability:
Inquiry

Add

Update

Delete

Correct

Void

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

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

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

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

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

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

40.   Ability to store non-financial amounts on case record without affecting financial calculations to show court ordered costs. (i.e. credit for time served in lieu of fine, restitution paid directly to victim and not through courts.)

41. Ability to reconcile disbursements on-line and record the same via electronic means of reconciliation to/from financial institution.

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

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

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

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

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

Vendor Response

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

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

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

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

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

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

53. Ability to make adjustments to accounts and maintain proper

audit trails.

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

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

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

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

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

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

Vendor Response

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

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

7.3   DATA REQUIREMENTS

1. CASE NUMBER

2. DEFENDANT'S NAME

3. FINANCIAL TRANSACTION DATE

4. TRANSACTION CODE

5. TRANSACTION DESCRIPTION

6. PAYMENT TYPE

7. AMOUNT

8. PERSONAL CHECK NUMBER

9. MONEY ORDER NUMBER

10. CHARGE CARD NUMBER

11. SPECIAL ACCOUNT ID

12. REFERENCE BATCH

13. CASH HELD AMOUNT

14. DEFENDANT OWES AMOUNT

15. CASE PHASE

16. TRANSACTION ORIGIN (CODE)

17. FINANCIAL STATUS

18. RECEIVING AGENCY

19. BOND TYPE

20. BOND DISPOSITION

21. ACH REFERENCE NUMBERS FOR BOTH INCOMING/OUTGOING

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22. DISBURSEMENT CHECK NUMBER

23. TRANSACTION OPERATOR ID FOR EACH FINANCIAL
    TRANSACTION.

7.4   SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional
requirements for financial maintenance. Include the number of steps and screens needed to
create and process records.

8.0 CASE MAINTENANCE FUNCTION:

This function covers the maintenance of all general case data not required for specific or specialized processing related programs.

8.1 WORK ENVIRONMENT:

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

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

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

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

Vendor Response

8.2 FUNCTIONAL REQUIREMENTS

1. User defined (table) case phases.

2. Automatic linking of phases to:

Dispositions

Events

Dockets

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

4.   Linking and tracking capability between associated cases.

<div align="right">Vendor Response</div>

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

6.   User defined (table) judge assignments.

7.   Ability to randomly assign judges to cases by:
           Case category

           Case sub-category

           Court location

           Offense

8.   Ability to randomly reassign judges to cases by:
           Case category

           Case sub-category

           Court location

           Offense

9.   Ability to directly assign judges to cases by:
           Case category

           Case sub-category

           Court location

           Offense

10.   Ability to directly re-assign judges to cases by:
           Case category

           Case sub-category

           Court location

           Offense

11.   Ability to track judge re-assignments and reason for change.

12.   Mass re-assignment of cases by:
              Judge

              Attorney

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

                                                          Vendor Response

14.   Ability to manually update case phase.

15.   Ability to manually update case category.

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

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

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

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

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

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

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

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

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

25.   Ability to automatically flag all screens noting the case has
        been consolidated.

26.   Ability to unconsolidate case(s) when a court order is received
      or if case(s) have been consolidated in error.

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

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

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

8.3   DATA REQUIREMENTS

1.   CASE NUMBER

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2.   ASSIGNED JUDGE

3.   COURT LOCATION

4.   NEXT DATE TIME

5.   PHASE

6.   CATEGORY

7.   ASSOCIATED CASE NUMBER

8.   CHARGE CODE

9.   CHARGE FILED DATE

10.   MANDATORY COURT APPEARANCE INDICATOR

11.   INJURY/DEATH INDICATOR

12.   STATE/LOCAL OFFENSE INDICATOR

13.   TICKET

14.   STATUS

15.   MALE/FEMALE INDICATOR

16. INDICTMENT/INFORMATION DATE

17. AMENDED CHARGE

18. AMENDED STATUS

19. INCHOATE

20. AMENDED INCHOATE

21. ARREST DATE

22. OFFICER'S NAME

23. BLOOD ALCOHOL LEVEL

24. POLICE REPORT

25. ARREST NUMBER

26. BOND DEPOSIT AMOUNT

27. BOND AMOUNT AVAILABLE

8.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for case maintenance. Include the number of steps and screens needed to create and process records.

9.0   DATA BASE INQUIRY FUNCTION:

The inquiry function provides a means of viewing any or all case information controlled by appropriate security levels. It must also have the capability of preventing the view of records that have been restricted by state statute or court order. Access to records is made through the identification of key data elements that are unique to each case record. If key elements are not known or are duplicated, then a selection of similar information must be provided to choose from.

9.1   WORK ENVIRONMENT:

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

Vendor Response

9.2   FUNCTIONAL REQUIREMENTS:

1.   Ability to search court records by:

Case Number

Case Number Range

Ticket Number

Police Report Number

Arrest Card Number

Driver's License Number

Social Security Number

Arresting Officer Badge Number

Attorney Registration Number

Vehicle Registration Number

Phone Number

Date of Birth

Personal Name

Personal Id Number

Business Name

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

record, etc.)

Offense Citation Number

Filing Date

Disposition Date

2.   Phonetic or sound alike name search capability.

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

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

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

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

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

8.   On-line Index Displays:
                Case Number

                Name

                Date of Birth

Next Event

Next Event Date

Court Location

Driver's License Number

Ticket Number

Case Phase/status

<div align="right">Vendor Response</div>

9. Cross reference lead case and associated/
companion cases by:
    Document Control Number

    Fine Amount

    Amount Owed

    Arresting Agency

    Arresting Officer

    Charge/offense

    Ticket Number

    Police Report

    Judge

    State's Attorney

    Defense Attorney

    Bond Type
    Disposition of Bond

    Must Appear (Indicator)

    Penalty Class

    Inchoate

Amend Inchoate

9.3 DATA REQUIREMENTS (DISPLAY):

1. ABILITY TO SEARCH COURT RECORDS BY:

CASE NUMBER

CASE NUMBER RANGE

TICKET NUMBER

POLICE REPORT NUMBER

ARREST CARD NUMBER

DRIVER'S LICENSE NUMBER

Vendor Response

SOCIAL SECURITY NUMBER

ARRESTING OFFICER BADGE NUMBER

ATTORNEY REGISTRATION NUMBER

VEHICLE REGISTRATION NUMBER

PHONE NUMBER

DATE OF BIRTH

PERSONAL NAME

PERSONAL ID NUMBER

BUSINESS NAME

NAME BY PARTY TYPE

OFFENSE CITATION NUMBER

FILING DATE

DISPOSITION DATE

9.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for data base inquiry. Include the number of steps and screens needed to create and process records.

10.0 DOCUMENT GENERATION FUNCTION:

The document generation process provides the user with the capability of defining and designing on-line forms. These forms include pre-defined variables which extract data on a given case to create a document. Upon demand, the document can be generated and recorded as part of the automated case record.

10.1 WORK ENVIRONMENT:

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

Vendor Response

10.2 FUNCTIONAL REQUIREMENTS:

1.   Ability to design user defined form text and layout.

2.   Ability to assign data elements to form fields as variable information.

3.   Ability to add bar codes to a document.

4.   Ability to select pre-defined forms and generate for:
            Single case

            Multiple cases (batch)

5.   Ability to store for reproduction previously generated documents.

6.   Can keep a history of documents generated per case in the docket record.

7.   Ability to generate documents:
            Real-time

            Batch

8.   Ability to view form on-line.

9.   Ability to view pre-printed document on-line.

10.   Accepts digital signature.

11.   Accepts electronic signature.

12.   Accepts digitized photo

13.   Automatic batch generation of documents by:
        Disposition code

                                                        Vendor Response

        Docket code

        Event code

        Document code

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

        Docket code

        Event code

        Document code

15.   Provide full security defined program function capability
        including:
        Inquiry

        Add

        Update

        Delete

        Other

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

        Date

        Notes

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

18.   *Ability to issue in-office check registers directly off system.*

10.3 DATA REQUIREMENTS:

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

10.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs, process and functional requirements for case initiation. Include the number of steps and screens needed to create and process records.

11.0 PROCESS MAINTENANCE FUNCTION:

This function allows for the issuance of process broadly defined as a summons, arrest or bench warrant, rule to show cause, body writ or writ or attachment and notice to appear. The function must track the status and location of process and any cost produced by service.

11.1 WORK ENVIRONMENT:

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

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

Vendor Response

11.2 FUNCTIONAL REQUIREMENTS:

1. Automatic process record creation and document generation from:

   Case initiation

   Case disposition

   Case docket

   Bond disposition

2. Automatic docketing of process issuance and status.

3. Status tracking including:

   Order

   Outstanding

   Served

   Recalled

   Quash

Expired

4.   Recording of arresting agency.

5.   Recording of holding agency and date of transfer.

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

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

8.   Ability to record process service costs.

9.   Ability to tie service costs with financial function.

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

11.   On-line automatic electronic routing of warrant record or quash document.

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

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

              Recalled

              Quash

14.   Ability to record specific process server information:
              When served

              Where served

              By whom served

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

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

17.   System message flag of existing warrant/writ in all program

screens.

18. Provide full security defined program function capability including:
    Inquire

    Add

    Update

    Delete

<div align="right">Vendor response</div>

19. Capability of interfacing and updating of LEADS system
    with warrant/writ status.

11.3 DATA REQUIREMENTS:

1. CASE NUMBER

2. NAME

3. OFFENSE

4. PROCESS TYPE

5. STATUS

6. STATUS DATE

7. ARRESTING AGENCY

8. HOLDING AGENCY

9. HOLDING AGENCY HISTORY

10. PROCESS COST

11. TRANSFERRED DATE

12. WARRANT BAIL BOND AMOUNT

13. BOND TYPE

14. NEXT EVENT

15. NEXT DATE

16.   TIME (NEXT EVENT TIME)

17.   ROOM (NEXT EVENT ROOM)

11.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for process maintenance. Include the number of steps and screens needed to create and process records.

12.0 OBJECT TRACKING FUNCTION:

Object tracking is an automated function that records the activity of a given item. This function allows users to determine where an item is at any time with proper security.

12.1 WORK ENVIRONMENT:

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

A.   HISTORY - the ability to track the history of activity on an object.

B.   REQUEST - users have the ability to request individual or multiple files.

C.   CHECK IN - secured option that allows certain individuals to identify that the file was returned to the library.

D.   TRANSFER - ability to transfer files individually or by batch by user defined elements.

E.   CHECK OUT - secured option that allows certain individual to allow files to exit library.

F.   INQUIRY - allows an individual to determine the status of a file.

G.   MISCELLANEOUS ELEMENTS - needs that are not identified in other functions.

H.   EXHIBITS - the ability to track the exhibits on line.

Vendor Response

12.2 FUNCTIONAL REQUIREMENTS:

A.   History:
  1.   Function maintains a history of activity of the file by user ID.

  2.   History of activity by operator ID.

B.   Request:
  1.   Function allows user to order:
            One file at a time

            Multiple files at a time

            Comment line available for both types of request

  2.   After request is made, system notifies user if file(s) is checked out or requested by someone else.

3.   Link appears for user to reserve file.

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

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

6.   Release option to print regular requests.

7.   Instantaneously print any emergency requests.

8.   User friendly screen for public access.

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

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

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

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

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

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

15.   Emergency requests are allowed by security.

16.   Capability of printing requests in multiple locations.

17.   Ability to direct request to different locations.

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

19.   Ability to indicate what volumes exist.

20.   Ability to notify users that volumes exist.

21.   Ability to request only specific volumes.

C.   Check In
1.   Secured function.

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

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

Vendor Response

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

5.   This function is linked to history file.

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

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

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

Image files

Microfilm files

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

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

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

Operator ID

Date

7.   Automatically prints a list of any files not checked out with court call and searches system to identify who file(s) is checked out to.

8.   Automatically generates notice to person in possession
of any checked out files when file is needed for court call.

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

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

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

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

<div align="right">Vendor Response</div>

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

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

15.   Release option to print on line transfer sheets.

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

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

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

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

        On reserve

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

        Manual check out

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

not checked in.

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

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

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

7.   Ability to change data in comments.

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

2.   Allows user to identify status of file:
              File available

              File on request

                                                                    Vendor Request
              File checked out

              File on reserve

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

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

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

G.   Miscellaneous
1.   Ability to track multiple items:
              Files

              Exhibits

              Admin records

              Others

2.   Ability to retain retention schedules to be set online and
       generate reports.

3.   Ability to distinguish file status:
          Original file exists

          Image file available

          File microfilmed

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

5.   Ability to share information (network application)

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

7.   Unlimited report generation that is table driven.

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

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

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

11.   Ability to maintain a weekend and holiday schedule.

                                            Vendor Response

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

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

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

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

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

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

18.   Ability to define restrictions:
          Address needed

          Time allotment for having a file

After individual is entered into the system, they have immediate access.

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

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

H. Exhibit

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

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

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

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

5. Ability to enter exhibits into an online form.

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

    Fax

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

Vendor Response

8. Ability to auto docket to case.

9. Security levels give operator ability to:
    Data entry

    Update

    Modify

    Merge/combine cases together

    Delete

10. Ability to transfer individual items or boxes to another case.

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

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

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

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

15. Option compiles a history of any action taken with exhibits:
    Original transaction

    Any transfers

    Notation of destruction

16. Ability to set a retention schedule.

17. Ability to generate user defined reports.

18. Ability to import exhibits into our function.

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

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

12.3 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for object tracking. Include the number of steps and screens needed to create and process records.

13.0 ELECTRONIC FILING/DOCUMENT IMAGING FUNCTION:

Our vision is to process activities electronically, including both receiving and disseminating documents to the courts and our customers without physically handling the file.

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

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

13.1 WORK ENVIRONMENT:

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

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

Vendor Response

13.2 FUNCTIONAL REQUIREMENTS:

1. Images are indexed with the case file.

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

   Docketing screen is accessed.

3. Documents identified by docket codes.

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

   Code (docket)

   Document number

   Date

Title

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

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

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

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

9. Ability to digitally sign documents.

10. Simultaneously route and link scanned images.

11. Network availability of all images.

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

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

14. Expansion capability able to grow with county.

15. Ability to share same images.

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

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

18. Ability to accept electronically transferred documents:
Fax

Electronic mail

Scanning

Internet

Downloads

Other electronic media

19. Have user defined retention schedules by case type and disposition.

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

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

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

Vendor Response

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

24. Routed work is trackable for status.

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

13.3 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional requirements for electronic filing and document imaging. Include the number of steps and screens needed to create and process records.

14.0 ADMINISTRATIVE FUNCTION:

The administrative function consists of numerous sub-functions that are responsible for providing specific system maintenance support. It is from here that the overall system security, support code tables, report generation, batch maintenance, master name and address file, case load assignments, schedule assignments and general system record controls are managed.

14.1 WORK ENVIRONMENT:

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

Vendor Response

14.2 FUNCTIONAL REQUIREMENTS:

1.   Security levels are defined by:

> User ID
>
> User password
>
> Menu option
>
> Program option
>
> Screen fields
>
> Program functions
>
> Support code type
>
> Support code

2.   Ability to create and assign security categories.

3.   User has the capability of resetting own password.

4.   User ID is recorded and identified by:

Alpha code

Full name

Security class

5.   Ability of system to record all user transactions.

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

7.   User defined support code tables:

Arresting Officer Schedules

Assistant States Attorney

Attorney Type

Bond Disposition

Bond type

Case Category

Case Phase

Case Sub-Category

Charge/Disposition

Charge Disposition type

Charging Document Type

City

Court Holiday Dates

Court Location

Court Location Schedules

Court Origin

Charge Plea

Charge Status

Court Time

Docket code _____

Escrow Account

Eye Color

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Fee Types

Financial Accounts

Financial Status

Fine Transaction

Fine type

Hair Color

Inchoate Charge Code

Judge Assigned

Judge Assignment

N.C.I.C. Arresting Agency

Next Event

Offense

Offenses for Kane

Operator ID

Password

Party Type

Payment Types

Probation Field Officer

Probation Status

Process Status

Public Defender

Race

State Code

Sentence Status

Sentence Type

Vendor Response

Special Account Type

Support Code Type

Title

Township

Transaction Code

User Profile/Security Assignments

Victim/Witness Type

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

9. Unlimited number code table capability.

10. All support codes are alpha/numeric.

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

    Generate documents

    Automatically update records

Set program edits

Flag messages

Identify accounting transactions

Reference other tables/codes

Set default values

Link to report maintenance

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

departments)

Other (list)

12.   Conform to state statute and recordkeeping code standards.

13.   Ability to meet all support codes and view all code tables.

14.   Provide for a universal name and address file.

Vendor Response

15.   Ability to assign party types to names.

16.   Ability to assign a unique identification (personal) code to each name.

17.   Provides for a report design utility.

18.   Ability to run reports:

Real-time batch

Overnight batch

Individual on demand

19.   Ability to view reports on-line before printing.

20.   Report utility allows for batch control by:

Report priority

Re-run capability

Recording run-time

Recording last date ran

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

22.   Provide for arresting officer table for court scheduling.

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

24.   Ability to set case load limits by court location.

14.3 DATA REQUIREMENTS:

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

        NOTE: See attachment #3 for report requirement lists.

14.4 SYSTEM PROCESS DESCRIPTION:

Describe in your own way how our application software performs process and functional
requirements for system administration. Include the number of steps and screens needed to
create and process records.

15.0 MANDATORY PROGRAM FUNCTIONS:

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

15.1 WORK ENVIRONMENT:

A. Driver's Safety Program (DSP):

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

B. State Police Criminal Disposition Reporting:

Illinois Criminal Law and Procedure 20 ILCS 2630/2.1 requires the sheriff, all law enforcement agencies, state's attorney and circuit clerk to report all dispositions from arrest through case filing and court dispositions to the Illinois State Police Bureau of Identification (BOI). Dispositions must be reported for all felony, misdemeanor and juvenile cases where an arrest card record has been initiated by law enforcement. The manual reporting of dispositions was eliminated in 1988 by the introduction of Automated Disposition Reporting (ADR). Criteria for ADR is documented in the ADR Data Dictionary and authorized as the state standard by the Administrative Office of the Illinois Courts. The dictionary not only supplies record formats but also data elements and coding structures for reporting. Disposition records are required to be sent within thirty days of the court order. The 16th Judicial Circuit (Kane, DeKalb and Kendall counties) has a centralized reporting function which is currently handled by the Kane County Circuit Clerk's office. All records are distributed by modem once a month for the previous month's dispositions. Dispositions are reported through the AOIC to the BOI.

C.   Secretary of State Traffic Disposition Reporting:

Illinois Vehicle Code 625 ILCS 5/6-204 requires the Clerk of Court to report to the Secretary of State (SOS) dispositions on specific traffic and mandatory insurance offenses. Dispositions range from convictions to supervisions, drivers license forfeitures and failures to pay fines and costs. All can lead to suspensions of drivers licenses or the right to renew drivers licenses by the SOS. Forfeitures and failures can end up with subsequent dispositions reportable to the SOS when fines are satisfied. Traffic and mandatory insurance dispositions are reportable within ten days of the court order. Like felony cases, ADR is used as the state standard for reporting with defined record formats, data elements and coding structures. All records are reported by modem through the AOIC to the SOS.

D.   State Police Traffic Disposition Reporting:

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

E.   Administrative Office of the Illinois Courts (AOIC) Statistical Reporting:

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

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

F.   Money Judgment Index:

The AOIC Manual on Recordkeeping Part 1 Section D and statute 705 ILCS 105/16 requires that an index of money judgments and decrees be kept of all fixed amounts ordered. These amounts include foreign judgments, criminal restitution and arrearages for past due maintenance and child support. The manual defines the types of judgments and data required to be kept. The index, also referred to as the money judgment book, is produced in hard copy and microfilm.

G. Mandatory Arbitration Tracking and Reporting:
The mandatory arbitration program adopted in Kane County by Local Rule 11.01 and pursuant to Supreme Court Rule 86, requires the court through its case management system to record and track statistically case events and activities on a month by month basis. Arbitration (AR) is a state civil case category available to counties who qualify and have established the program. The report criteria is defined by the Supreme Court with statistics broken down into three reports: Prehearing, Posthearing and Post Rejection.

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

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

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

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

L. Expungement Program:
The AOIC Manual on Recordkeeping Part 1 specifies the procedure for the expungement of automated records. An expungement is the process by which specific criminal records

are destroyed. Records can only be expunged by court order. Any record of an expunged case maintained on the case management system is to be printed onto hardcopy and included with the case documents which are to be sealed in the case file folder. Once the hardcopy is printed, the automated record is deleted from the system. The only record that remains is the case number and the word 'expunged' in place of the defendant's name.

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

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

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

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

Q.   Court Docket Display System:
The civil and criminal case management system provides court schedule information to a court docket display system that is viewed by the public on monitors located at the Judicial Center. Information about the next day's court events are batch downloaded every night to the court docket scheduling system and appears on the monitors the next day. This allows for the public to look up their own courtroom location and the time their hearing is set.

R.   High Volume Receipting:

Money is taken by the clerk in our high volume traffic courts. Due to the design of our court room facilities, this process will not change. The system must be able to provide receipts for defendants in an expedited process that allows the clerk to keep up with the judges who can move customers through the court room ten at a time. After appearing before the judge, the first customer in line to see the clerk does not want to wait for all ten cases to be processed.

Vendor Response

15.2 FUNCTIONAL REQUIREMENTS:

A.   Driver's Safety Program (DSP):

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

2.   Ability to automatically search the case management data base of all three counties to determine the existence

Vendor Response

of any prior supervisions or convictions within a pre-defined period of time (12 months).

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

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

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

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

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

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

9.   Ability to automatically set supervision disposition to conviction when school incompletion is reported back.

B.   State Police Criminal Disposition Reporting:
   1.   Ability to report all state defined data elements and
            coding structures (ADR).

   2.   Ability to report dispositions within 30 days from court
            order.

   3.   Ability to provide data in the record format required by
            ADR (refer to Data Requirements Section and attachment
            examples).

   4.   Ability to report electronically in all orders.

C.   Secretary of State Traffic Disposition Reporting:
   1.   Ability to report all state defined data elements and
            coding structures (ADR).

   2.   Ability to report dispositions within 10 days from
            court order.

   3.   Ability to provide data in the record format required by
            ADR (refer to Data Requirements Section and attachment
            examples).

                                                        Vendor Response

   4.   Ability to report dispositions electronically.

D.   State Police Traffic Disposition Reporting:
   1.   Ability to report all state defined data elements and
            coding structures (ADR).

   2.   Ability to report dispositions within 10 days from
            court order.

   3.   Ability to provide data in the record format required by
            ADR (refer to Data Requirements Section and attachment
            examples).

   4.   Ability to report dispositions electronically.

E.   Administrative Office of the Illinois Courts Statistical Reporting:
   1.   Ability to provide statistics for each AOIC report required
            (refer to Data Requirements Section and attachment
            examples):
                      Activity of all civil cases - Report A

Activity of all criminal cases - Report B
Activity of all juvenile cases - Report C
Activity of all DUI/traffic/conservation/ordinance
cases - Report D
Time lapse of all cases disposed by jury verdict -
Report E
Disposition of defendants charged with felonies -
Report F
Sentence of defendants charged with felonies -
Report G
Orders of Protection Issued - Report H
Age of Pending cases - Report I
Annual Financial Report - Report J

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

2.   Ability to print hard copy index.

3.   Ability to produce index in electronic formats:
              3½" diskette

              Viewable on-line by date, range or name search

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

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

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

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

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

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

10.   Posts judgment information to docket.

11. Ability to record and print free form notes.

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

H. Dismissal for Lack of Activity:
1. Ability to track no record activity on specific cases.

2. Ability to determine nine month lack of activity.

3. Ability to notify attorneys and parties with appearances.

4. Ability to generate reports on all cases qualifying for lack of activity.

5. Ability to automatically set hearing schedules on cases for lack of activity.

I. Driver's License Record File:
1. Ability to load driver's license records into case management file.

2. Ability to accept data based on SOS record format (refer to Data Requirements Section and attachment examples).

J. Attorney Registration Record File:
1. Ability to load attorney registration records into name/ address file.

2. Ability to accept data based on Attorney Registration record format (refer to Data Requirements section and attachment examples).

Vendors Response

3. Ability for user to specify a date after which manual updates of individual attorney records are not overridden by loading a new 'tape'.

4. Viewing individual record indicates if last update was by an operator or by loading a new 'tape'.

5. Ability to block use of attorney number based on status

of attorney (i.e. disbarred, deceased, etc).

K.   Mobile Data Ticket Reporting:
1.   Ability to load mobile data ticket records into case management system for case initiation.

2.   Ability to automatically issue a case number to each request.

3.   Ability to accept data based on ADR record format (refer to Data Requirements section and attachment examples).

L.   Expungement Program:
1.   Ability to expunge automated records with one function request including a complete printout of all records prior to deletion.

2.   Ability to record and index case number and identify expungement only.

M.   Automated Appeal Preparation:
1.   Ability to compile multiple page imaged documents in chronological order or reverse chronological order.

2.   Ability to correct order of documents.

3.   Ability to automatically sequentially number each page of each document. (Numbering system includes a leading 'c' designating Common Law Record.)

4.   Ability to include court transcripts (scanned or electronically received) as part of the appeal with a separate numbering system.

5.   Ability to printout appeal from imaged documents in numeric or chronological order.

6.   Ability to electronically transmit or download to disk.

N.   Interactive Voice Response System (IVRS):
1.   Ability to extract civil case information.

Vendors Response

2.   Ability to extract criminal/traffic information.

3.   Provide civil data in user defined code and in data element length.

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

5.   Ability to provide real time information.

6.   Provide S.Q.L. statements based on data requirements for Computer Communication Specialists (CCS).

O.   Electronic/Paper Forms:

1.   User friendly design tool.

2.   Design/application security.

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

4.   System to accept electronic/digitized encrypted signatures.

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

6.   Compatible with all types of printers.

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

8.   Ability to create user-defined forms libraries.

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

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

11.   Link with databases to autofill and docket.

12.   Ability to print on demand.

13.   Generates receipt back to individual.

14.   Ability to reprint/resend.

15.   Electronically route/print to required locations.

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

17.   Ability to address forms to:
               Print

Electronic transfer

Fax

All the above

18. Ability to add own information.

19. Ability to supply forms on disk.

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

P. Failure to Pay Process:
1. Ability to search and identify pre-existing docket entries.

2. Ability to determine user-defined time frames (days) between disposition and docket activities.

3. Ability to automatically enter disposition and docket codes.

4. Ability to generate violator receipts.

5. Ability to generate disposition transaction listings.

6. Ability to generate violator notices.

Q. Court Docket Display System:
1. Ability to download user defined court docket schedule information.

2. Ability to separate information into defendant alpha groups.

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

15.3 DATA REQUIREMENTS:
A. Driver's Safety Program (DSP):
NOTE: see attachment #4 for DSP record format.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

R. High Volume Receipting:
NOTE: This is an on-line production program.

16.0 HARDWARE/SYSTEM REQUIREMENTS:

16.1 CURRENT SYSTEM CONFIGURATION:

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

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

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

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

16.2 SYSTEM EQUIPMENT REQUIREMENTS:

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

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

We are also going to be providing all court information and images on the internet. A method of ensuring record integrity and system security is required. Adobe is preferred for its ability to record manipulation of records and that it offers free downloading to Internet users for reading

files.

16.3 SYSTEM SUPPORT REQUIREMENTS:

Please respond to this section with a yes or no.

Vendors Response

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

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

3. Will your application be table driven?

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

5. A project proposal may consist of any or all the following components:

    Project planning and management?

    Business process reengineering or study?

    Interface identification, development and support?

    Conversion support?

    Customization of software?

    Infrastructure integration plan?

    Training?

    Help desk implementation support?

    Installation/implementation?

6. Is your system year 2000 compliant?

7. Vendor provides 24 hour software support?

8. Vendor provides on-site support?

9. Vendor provides enforceable software escrow agreements?

10. Vendor will write interface in conjunction with other vendors?

11.   Vendor will provide information to third party vendor
        to write interface?

12.   Is/does your system:
                World Wide Web enabled?

                                                Vendors response

                Document Image enabled?

                Support 30,000,000 criminal court records with
                a 23% compound growth?

                Support 12,000,000 civil court records with a
                17% compound growth?

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

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

16.4   SYSTEM PROCESS DESCRIPTION:

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

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

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

4.   Describe how the system functions in accessing data for reports and statistics for
        both inter and intra applications.

SECTION VI - MANAGEMENT INFORMATION FOR JUDICIARY

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

SCHEDULING MODULE

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

2.   Add
3.   Update
4.   Delete
5.   Cancel
6.   Duplicate
7.   Reschedule
8.   Override
9.   Dispose event

Q.   System edit for when settings exceed limit.
R.   Time measurement between events (case flow tracking).
S.   Free form comment fields.
T.   Ability to block case number per consolidation.
U.   Flexible ad hoc report queries and master report selector.
    1.   Pending/disposed case report list and/or total number court:
        a.   Per assigned judge or location
        b.   Manner disposition (jury, bench)
        c.   Monthly report pending cases by judge beginning month
        d.   Monthly report new cases assigned per judge during month
        e.   Monthly report cases transferred to/from judge during month
        f.   Monthly report cases disposed per judge during month
        g.   Monthly report cases pending per judge end of month
    2.   Delay report information per case number:
        a.   Case number
        b.   Case name
        c.   Plaintiff attorney name, firm
        d.   Defendant attorney name, firm
        e.   Summons served (y,n)
        f.   At issue (y,n)
        g.   Discovery complete (y,n)
        h.   Offer (dollar amount)
        I.   Demand (dollar amount)
        j.   Pretried date
        k.   Trial called date
        l.   Plaintiff answered ready (y,n)
        m.   Defendant answered ready (y,n)
        n.   Insurance carrier (y,n), name

II.   Criminal Scheduling

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

3. Attorney
4. Date
G. On-line inquiry (matrix) on number of cases scheduled by:
    1. Court location
    2. Judge
    3. Date
    4. Time
H. Ability to set case load limits per:
    1. Event code
    2. Court location (room)
    3. Judge
    4. Date
    5. Time
I. Mass rescheduling of cases:
    1. By judge
    2. By court location (room)
    3. By date
    4. By time
J. Automatic notice generation of mass rescheduled cases.
K. Ability to record/access case scheduling history.
L. Ability to assign function security for scheduling.
M. Ability to display parties, events, dates, time and status.
N. On-line real time printing of court call or calendar.
O. Mass update of court dates, events for multiple cases based on court call.
P. Provide full security defined program functions including:
    1. Inquiry
    2. Add
    3. Update
    4. Delete
    5. Cancel
    6. Duplicate
    7. Reschedule
    8. Override
Q. System edit for when settings exceed limit.
R. Time measurement between events (speedy trial).
S. Free form comment (directive and notation fields).
T. Flexible ad hoc report queries and master report selector.
    1. Pending/disposed case report list and/or total number count:
        a. Per assigned judge or location
        b. Manner disposition (jury, bench)
        c. Monthly report pending cases by judge beginning of month
        d. Monthly report new cases assigned per judge during month
        e. Monthly report cases disposed per judge during month
        f. Monthly report cases pending per judge end of month
    2. Delay report information per case number:
        a. Case number

         b.   Case name

         c.   Charge

         d.   Arrest date

         e.   Information or indictment date

         f.   Defendant location (bail, jail)

         g.   Number continuances per

              i.   Motion/State

              ii.   Motion/defendant

              iii.   Agreement

              iv.   Order/Court

III.   **Calendaring**

    A.   Ability to display calendar matrix:

        1.   Display calendar list

        2.   Add calendar profile

        3.   Inquire

        4.   Update

        5.   Duplicate

        6.   Delete

        7.   Reserve/release block

    B.   Swap/alternate between functions.

SECTION VII - MANAGEMENT INFORMATION FOR COURT SERVICES

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

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

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

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

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

Tracking of source of financial support.

Tracking of residency.

Tracking of substance abuse.

Tracking of involvement with community agencies.

Tracking of future parenthood.

C.   User defined of tracking of individuals post involvement in specialized programs:

Tracking of drug court participants.

Tracking of intensive probation participants.

Tracking of electronic monitoring participants.

V.   Ability to generate statistical reports;

A.   Monthly administrative Office of Illinois Courts (AOIC) reports.

B.   Monthly reports required by grant funding sources.

C.   Ability to generate ad hoc reports and queries at any time.

VI.   Automatic notification of subsequent criminal case filings on probation cases.

SECTION VIII - MANAGEMENT INFORMATION FOR PUBLIC DEFENDER

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

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

II. **Reports**
    A. Weekly case schedules
    B. Monthly case schedules
    C. Operations statistics: i.e.
        1. Activity by case types
        2. Time period to final disposition
        3. Appointments
    D. Ability for random queries

SECTION IX - MANAGEMENT INFORMATION FOR STATE'S ATTORNEY

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

I.   Case Information Management

      A.   Generated case type

      B.   Companion case replication

      C.   Automatic generation of case, defendant, respondent, victim/witness numbers

      D.   Multiple defendants/respondents

      E.   Multiple counts

      F.   State-defined code table for charges

      G.   Statutory language for charges

      H.   Class of offense

      I.   Judge

      J.   Authorizing Assistant State's Attorney (ASA)

      K.   Prosecutor

      L.   Assisting prosecutor

      M.   Defense attorney

      N.   Internal case number automatically generated

      O.   Defendant/Respondent ID number automatically generated

      P.   Office investigator

      Q.   Victim services caseworker

      R.   Complaining officer

      S.   Complaining agency

      T.   Complaining agency report number

      U.   Courtroom number

      V.   Circuit Clerk's case number

      W.   Type of case

      X.   Case open/closed

      Y.   Case active/inactive

      Z.   Diversion eligible

      AA.   Indictment date

      BB.   Extradition

      CC.   Incident date

      DD.   Warrant active/inactive

      EE.   Arrest date

      FF.   Speedy trial calculation required

      GG.   Waiver of speedy trial date

HH. First appearance date
II. Arraignment date
JJ. Grand jury indictment date
KK. Trial start date
LL. Trial end date
MM. Plea/Verdict date
NN. Sentencing date
OO. Mental health hospitalization date

II. Docket Information Access

Tracking of:
A. State continuances granted
B. Defense continuances granted
C. Court continuances granted
D. Joint continuances granted

III. Defendant Information Access

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

IV. Fines and Fees Information Access

V. Scheduling/Calendar Information Access

VI. Case Disposition Information Access

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

VIII. Database Information Access

IX. Document Generation/Integration

X. Warrant Information Access

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

XII. Imaging Information Access

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

Z.   Business phone
AA.   Parole release date tickler

XIV. SERIOUS HABITUAL OFFENDER COMPREHENSIVE ACTION PROGRAM (SHOCAP) INFORMATION

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

A.   Defendant name
B.   Known respondent/alias'
C.   Street address
D.   City
E.   State
F.   Zip
G.   Defendant number
H.   Telephone number
I.   Business address
J.   Business city
K.   Business state
L.   Business zip
M.   Business phone
N.   Social security number
O.   Drivers license number
P.   School
Q.   IDOC number
R.   Gang affiliation
S.   Tattoos/Marks/Scars
T.   Street names
U.   Grade in school
V.   Primary language
W.   Truancies
X.   Detentions
Y.   In school suspensions/reasons
Z.   Out of school suspensions/reasons
AA.   Expulsions
BB.   Public Aid contacts
CC.   Child Welfare Services (CWS) referrals
DD.   Mental health services
EE.   Mental health facility
FF.   Kane County Diagnostic Center (KCDC) services
GG.   KCDC assessments
HH.   Juvenile diversion
II.   Placement
JJ.   Where placed

KK. Probation officer
LL. Alcohol/Drug treatment facility
MM. Urinalysis results
NN. Illinois Department of Correction (IDOC) services sought
OO. IDOC placement
PP. Crisis agencies
QQ. Public housing
RR. Parent party information (complete)

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

XVI. Real Time Transaction Capability
XVII. Graphical Reporting Capability

XVIII. Ad Hoc Reporting Capability

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