

Doing the Court's Business Without a Paper File

Narrated by
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Clerk of the Superior Court

Welcome

- Broad Overview of:
 - The "1/1/07" Goal
 - The Electronic Court Record
 - eFiling
- Insight into specific issues and concerns that derive from or involve these process improvements



The “1/1/07” Goal



■ January 1st, 2007

- The formal transition to an Electronic Court Record for all Adult Case types
- Simultaneous remote access
- Secure, efficient storage
- Timely distribution

The Electronic Court Record (ECR)



- The official court record is now a digital file system, rather than paper records
- iCIS (Case Management)
- OnBase (Electronic Document Management)

Integrated Court Information System (iCIS)



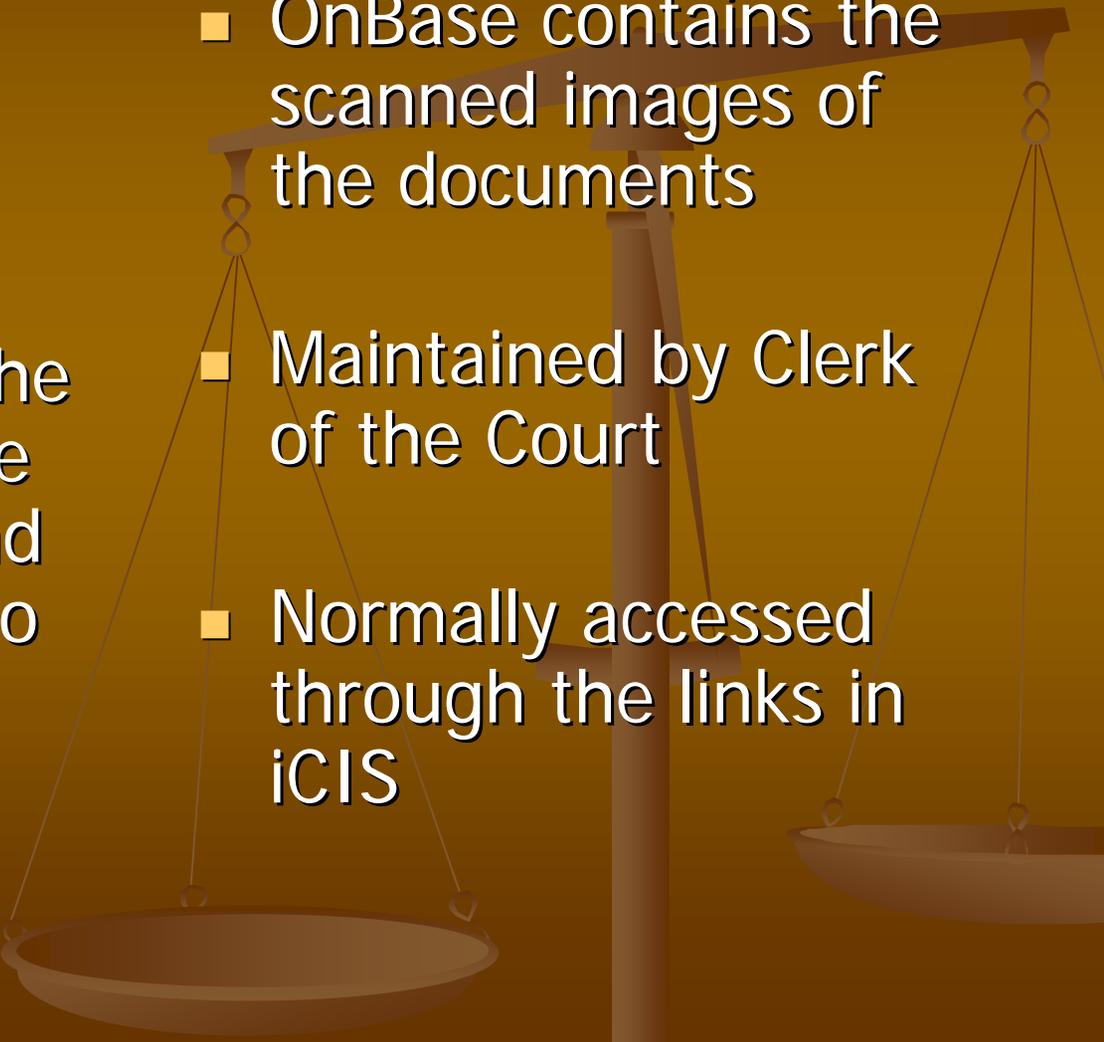
- Case management information
- Includes:
 - Contact information
 - Hearings
 - Judgments
 - The Clerk of the Court Docket

Electronic Document Management (OnBase)



- Stores all documents related to a case in an electronic format
- All documents filed with the court are scanned and made available to appropriate parties and the court

iCIS vs. OnBase

- iCIS is the docket
 - Links to OnBase
 - Click on the link (the “paper” icon on the docket screen), and you will be taken to OnBase
 - OnBase contains the scanned images of the documents
 - Maintained by Clerk of the Court
 - Normally accessed through the links in iCIS
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eFiling



- Allows pleadings to be submitted electronically
- Acts as an “Inbox” for judicial officers and staff (Judge Review)
 - Manage
 - Prioritize
 - Make rulings
- Supports, but is not a formal component, of the ECR and the 1/1/07 goal

How Will Hard Copy Files Work After 1 January, 2007?

Cases 2002-2007

Court File NOT PULLED

2007 – New cases – No hard copy file created

- Instead: All documents available through the Electronic Court Record (ECR) for viewing or printing.

Existing Cases: 2002 – 2006

- Case files have been scanned, imaged and available through iCIS/OnBase (ECR)

Cases Prior to Jan 2002

Court File PULLED

Cases Prior to January 2002

- Office will continue to pull files and deliver

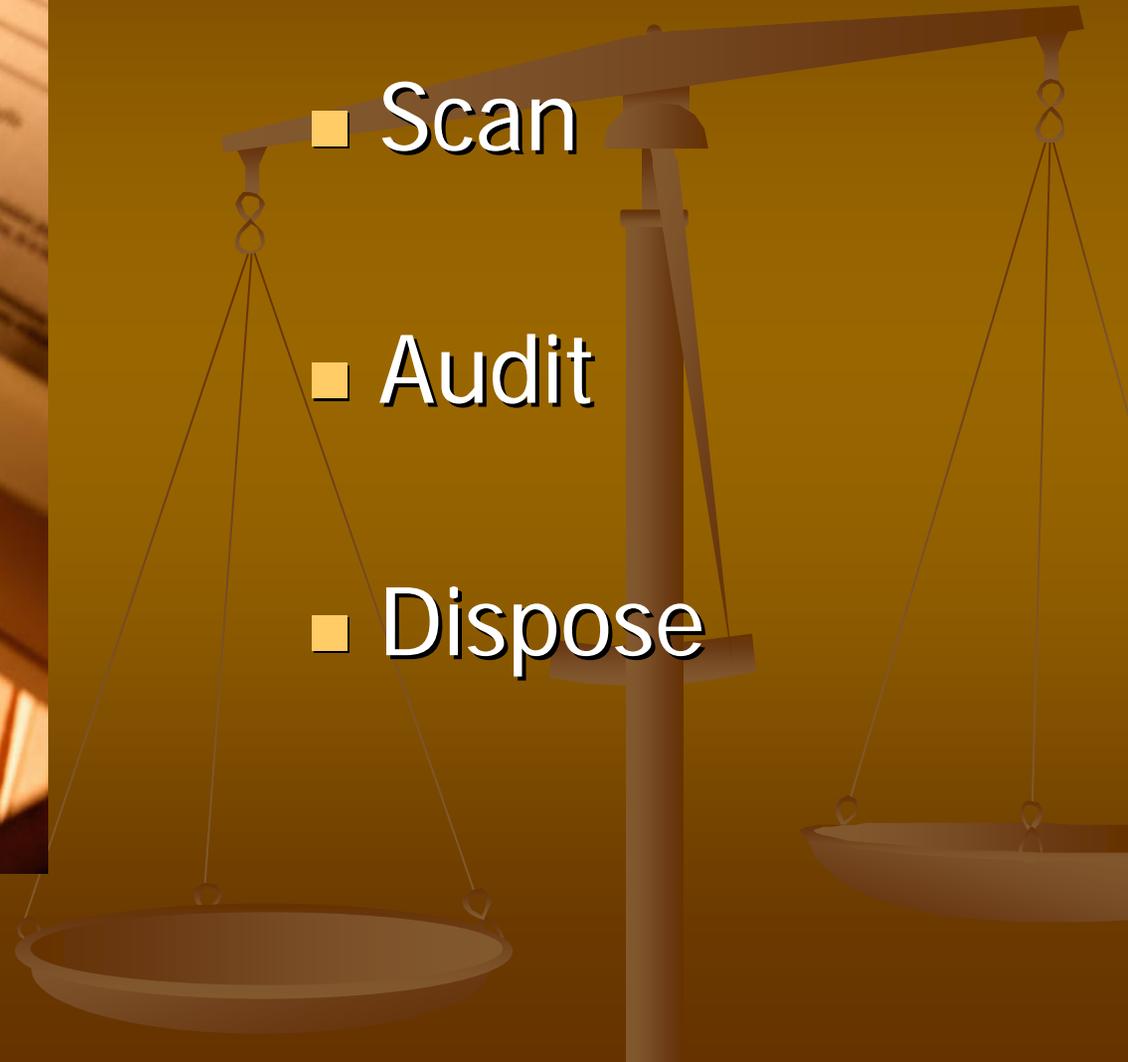
Note: Hard copy file will be **incomplete.**

- Users will also need to refer to ECR for current documents.
- Ex: As of 8/1/06 all unsigned minute entries are e-filed only, not available in hard-copy file.

Document Disposal



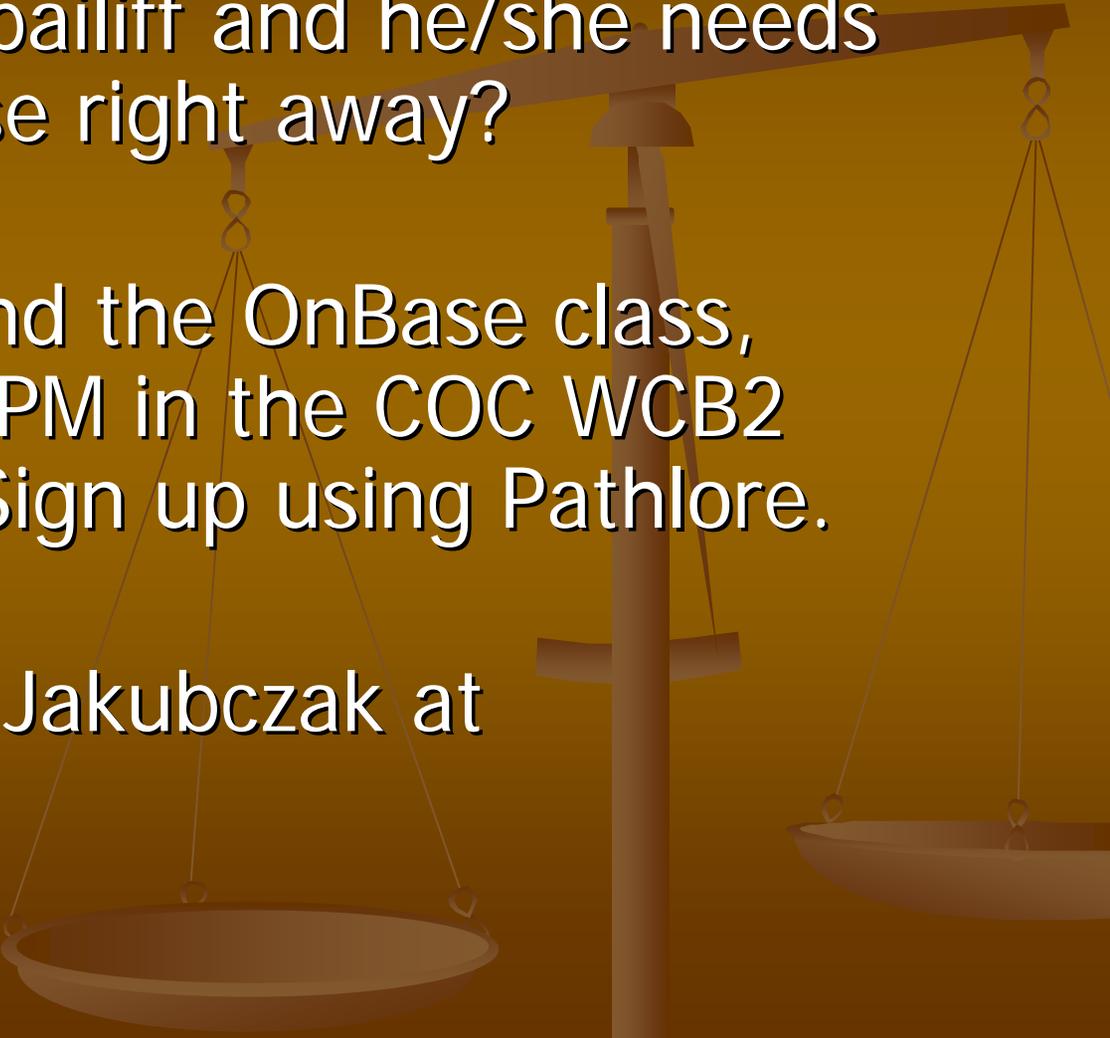
- Scan
- Audit
- Dispose



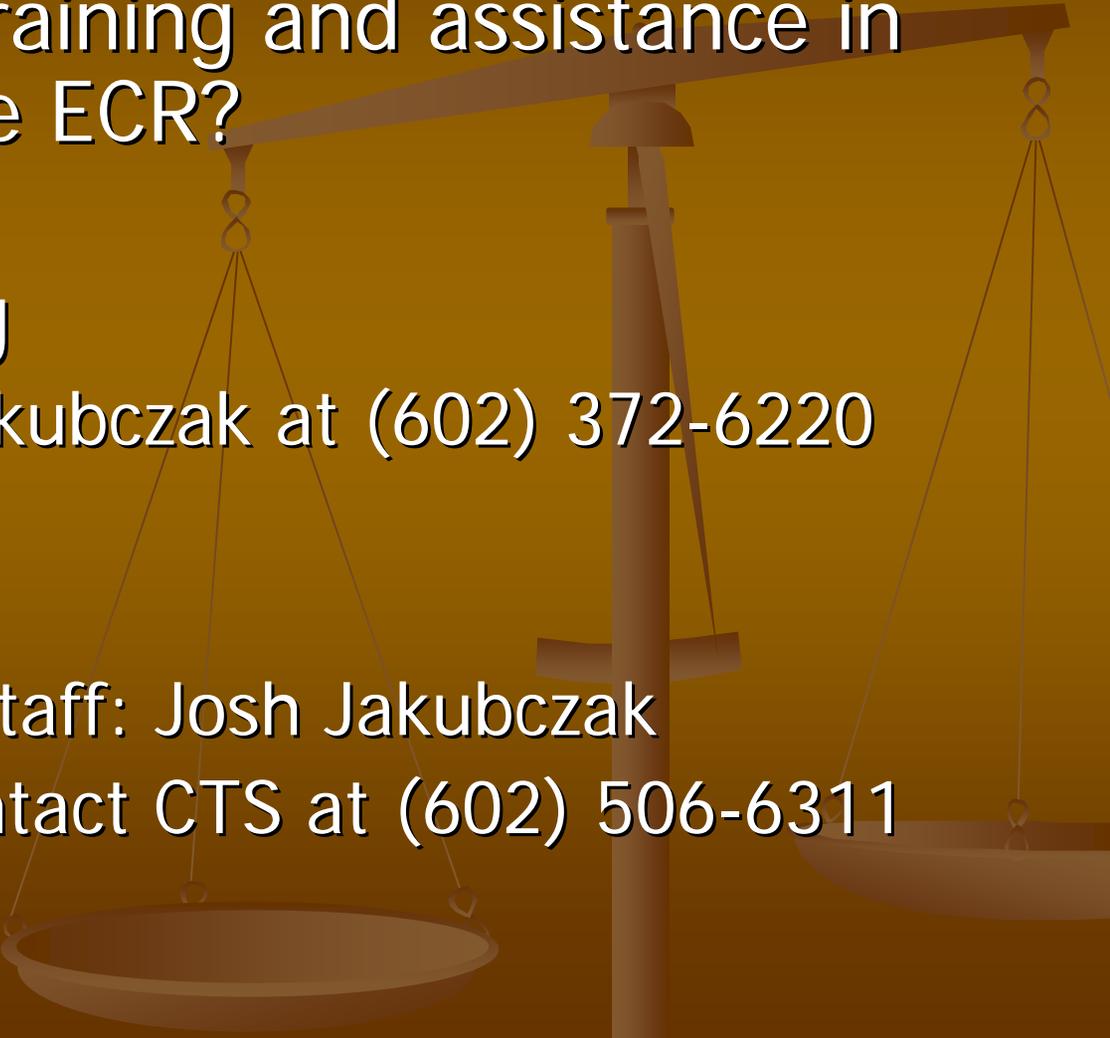
So What Do I Do If...?

- ...a document icon shows in iCIS but the image does not pull up in the ECR?
- ...a document in OnBase is incomplete?
- ...a document has been filed in the wrong case?
- Email the ECR Hotline (ecrhotline@mail.maricopa.gov) with the case number, document title and file date. Please state how soon the image is needed. You'll be notified by email as soon as the image is ready.

So What Do I Do If...?

- ...I have a new bailiff and he/she needs access to OnBase right away?
 - Have them attend the OnBase class, Tuesdays, 1:00 PM in the COC WCB2 computer lab. Sign up using Pathlore.
 - Or contact Josh Jakubczak at (602) 372-6220
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So What Do I Do If...?

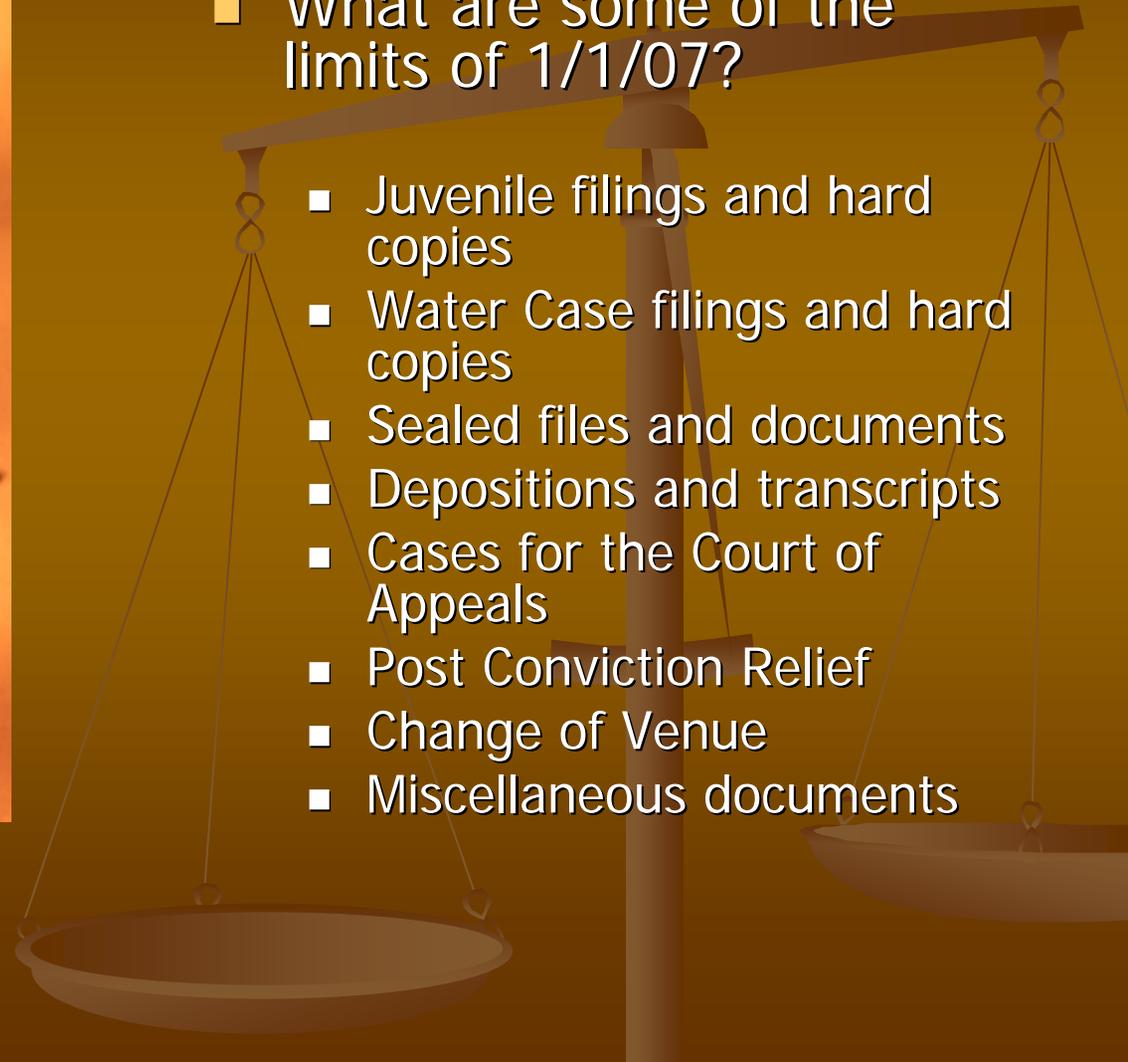
- ...I need more training and assistance in working with the ECR?
 - OnBase Training
 - Contact Josh Jakubczak at (602) 372-6220
 - iCIS Training
 - Clerk of Court Staff: Josh Jakubczak
 - Court Staff: Contact CTS at (602) 506-6311
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Frequently Asked Questions



■ What are some of the limits of 1/1/07?

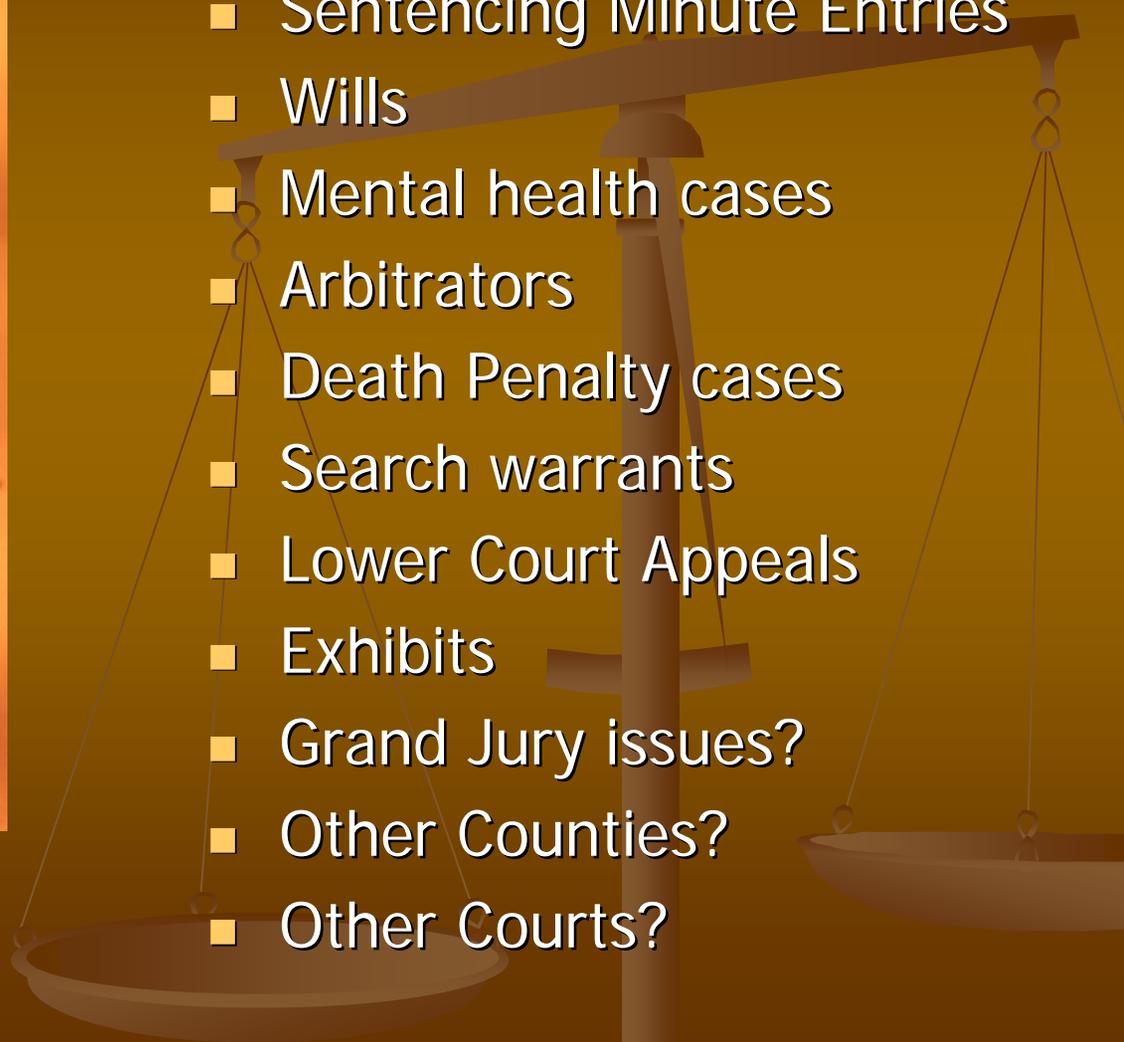
- Juvenile filings and hard copies
- Water Case filings and hard copies
- Sealed files and documents
- Depositions and transcripts
- Cases for the Court of Appeals
- Post Conviction Relief
- Change of Venue
- Miscellaneous documents



Some Other Limitations...



- Sentencing Minute Entries
- Wills
- Mental health cases
- Arbitrators
- Death Penalty cases
- Search warrants
- Lower Court Appeals
- Exhibits
- Grand Jury issues?
- Other Counties?
- Other Courts?



If You Have Further Questions...



- Clerk of the Court Training and Staff Development
 - (602) 372-6220
- Court Technology Services
 - (602) 506-6311
- ECR Hotline