

NCJRS

APR 11 1977

Project Title

MCCJ FORM D-2

MCCJ Quarterly Narrative Report

S.E.A.R.C.H.

ACQUISITIONS

Project Number 72-DF-07-0019/75-SS-07-0001

For quarter ending: 9 month 30 day 76 year

Project implementation/operations/problems:

Briefly describe major activities of project carried out this quarter. Identify problems encountered and probable solutions. Include any other comments, concerns or explanations concerning the project.

FINAL REPORT

MICROFICHE

During the final quarter of the grant period all program specifications for the file handling routines for the Carcuit Court Recordkeeping subsystem of the Statewide Judicial Information System were completed. The programming for the criminal case routines for this system was completed. Actual applications programming for this system was also initiated. Work continued on the development of the software for the model Appellate Recordkeeping System to be implemented in the Kansas City District of the Court of Appeals. An intelligent terminal was installed and interface programming for this equipment was begun. The Eastern Component Site (21st and 22nd Judicial Circuits) completed work on the indexing module of the court system and systems design and program specifications were completed on the "Summons" sub-system and programming was initiated. The Western Component Site (16th Judicial Circuit) began preliminary research on a revision of the present system to allow for the capability to interface with the Statewide Judicial Information System. The 13th Judicial Circuit Component Site completed the development and implementation of the criminal portion of the court information system. A complete summary of these projects and the accomplishments realized during the entire grant period from November 1, 1974 through July 31, 1976 is contained in the attachment to this report entitled "Missouri Court Information System Status Report - September 30, 1976".

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By James M. Parkerson
Signature of Project Director

Date _____

When submitting FINAL REPORT provide overall evaluation of how project activities met project goals based on evaluation plans submitted with "Narrative Work Program." (Use as many additional pages as necessary).

Original - SPA (Grant Administrator's Office)
Blue - SPA (Program Chief)

White - Regional Copy
Pink - Subgrantee File Copy

LOGGED

NOTE: Please include copies of continuation sheets or attachments with each copy of the Form

4/4/77

Project Title: S.E.A.R.C.H.
Project Number: 72-DF-07-0019/75-SS-07-0001
Quarter Ending: 9-30-76

-2

At the end of the grant period, the SWJIS Computer Sites participated in a visit or assessment by the SEARCH Group Assessment Team. The result of this visit is summarized in the attached document entitled "Assessment Report - State of Missouri".

The acquisition of several items of equipment was partially funded with this grant. This equipment is being used and will continue to be used primarily for the development of systems which are a part of the Statewide Judicial Information System and will also at a later date be an aid in furnishing information to the SAC and OBTS/CCH projects. This equipment is defined as follows:

<u>Equipment Description</u>	<u>Purchase Price</u>	<u>Component Site</u>
1 Digital PDP Processor (Model 11/40 Serial No. 6427)		
1 LA30 Terminal, Serial No. 8468		
2 Disk Drives, Serial Nos. 9676 and 9755		
Subtotal	\$35,000.00	13th Judicial Circuit
14 California Computer Products Disk Controllers		
22 California Computer Products Disk Drives		
Subtotal	\$25,800.00	16th Judicial Circuit
1 Wright Line Tape Storage Rack	140.00	Supreme Court
Total	\$60,940.00	

MISSOURI COURT INFORMATION SYSTEM
STATUS REPORT

LOAN DOCUMENT

RETURN TO:
NCJRS
P. O. BOX 24036 S. W. POST OFFICE
WASHINGTON, D.C. 20024

Office of State Courts Administrator

September 30, 1976

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I. INTRODUCTION

The purpose of this document is to succinctly describe the status of the Missouri Court Information System project. The document is based on the Missouri Court Information System Work Plan, dated November 1, 1974, and is specifically directed to the State Planning Agency, Region VII-LEAA, and the Evaluation and Monitoring Subcommittee of the SJIS Committee. While the document is also intended to provide other interested parties with information concerning the status of Missouri's project, a general knowledge of Missouri's plans is assumed.

The remainder of this document is divided into four sections. The next section gives a brief narrative of the progress and status of each court involved in the project. Section III contains the status of the project for each of the tasks defined in the work plan. Specific failures and successes that have been encountered thus far in the project are outlined in Section IV.

II. NARRATIVE OF STATUS

This section contains a brief description of the status of each of the participating elements of this project.

CENTRAL COMPONENT SITE

The general systems design for the Courts Information System has been completed and work is currently being conducted to define the line protocols for the electronic transmission. In addition, we have tested the forms used to submit data manually and have completed the initial phase of redesigning them. Approximately 60 courts are submitting information to our office on a monthly basis. Programming on the Courts Information System is underway. Because of the size of our computer system, it was necessary to develop our own specialized file handling routines. All program specifications for these routines have been completed and the programming for the criminal system has been completed. Work has begun in writing program specifications for a few preliminary print reports. Actual applications programming has begun.

KANSAS CITY DISTRICT of the COURT OF APPEALS

The recordkeeping system being developed by the Kansas City District of the Court of Appeals has been completed. The implementation is almost complete with a few details remaining to be worked out. Current plans call for this system to serve as a prototype for other appellate courts in the State. Because of this, it will be necessary to convert the system to run on Burroughs 1726 instead of an IBM 3/10. In order to accomplish this, it will be necessary to acquire an intelligent terminal. The necessary request for bids has been prepared and submitted to vendors. Bids have been evaluated and Datapoint was awarded the contract and an order has been placed. The intelligent terminal has been delivered and the system conversion has been completed. Programming which is necessary for the interface between the intelligent terminal and the Burroughs 1726 has begun and we expect to complete this project in the final quarter of 1976.

EASTERN COMPONENT SITE

The Eastern Component Site has completed a general design of their system and published it in a document entitled, "Output Specifications". Work is continuing on program specifications and programming. In addition, the bid that was released for data conversion has been evaluated and awarded. Data conversion has been completed. Work has also been completed on the indexing module of the system and the data has been entered into the system. The systems design and program specifications have been completed on the "Summons" sub-system and programming is underway.

WESTERN COMPONENT SITE

The Western Component Site is currently expanding the scope of their present information system so that it will have the capability to report to the central component site. Because of this, additional data processing equipment is required and they are in the process of evaluating several alternatives. The request for bids was prepared and bids were received and evaluated. The Court acquired an IBM 360/40 that was previously used by the county. Conversion of data and programs has been completed and all systems are running on the new equipment. Preliminary research has begun to determine the necessary changes to be made to the present system in order to be able to report to the central component site.

13th JUDICIAL CIRCUIT COMPONENT SITE

The 13th Judicial Circuit Component Site is currently developing a recordkeeping system that utilizes a mini-computer. The criminal portion of this system has been completed and implemented and the documentation is completely finished.

The next module that is scheduled for implementation will handle domestic relations matters. The systems design for this module is almost completed. Programming for this system will begin in the final quarter of 1976. The project will be evaluated by the staff of the central site when it is completed.

III. SUMMARY OF TASKS

This section explains the status of the project in terms of the tasks enumerated in the Missouri Court Information System Work Plan dated November 1, 1974. The status of the tasks is depicted in Table 3-1 and is categorized as either completed, underway, not started, or to be completed during Phase II. For reference, the table also contains the start and completion dates that were contained in the work plan. The task numbers correspond to the following project objectives.

- I. PROJECT ORGANIZATION
- II. REQUIREMENTS ANALYSIS FOR SWJIS
- III. STANDARD CODES AND DEFINITIONS
- IV. STANDARD DATA ELEMENTS
- V. COMPONENT SITE DATA COLLECTION CAPABILITY
- VI. CENTRAL SITE DATA HANDLING CAPABILITY
- VII. DATA REPORTING
- IX. REPORT ON EVALUATION AND STATUS

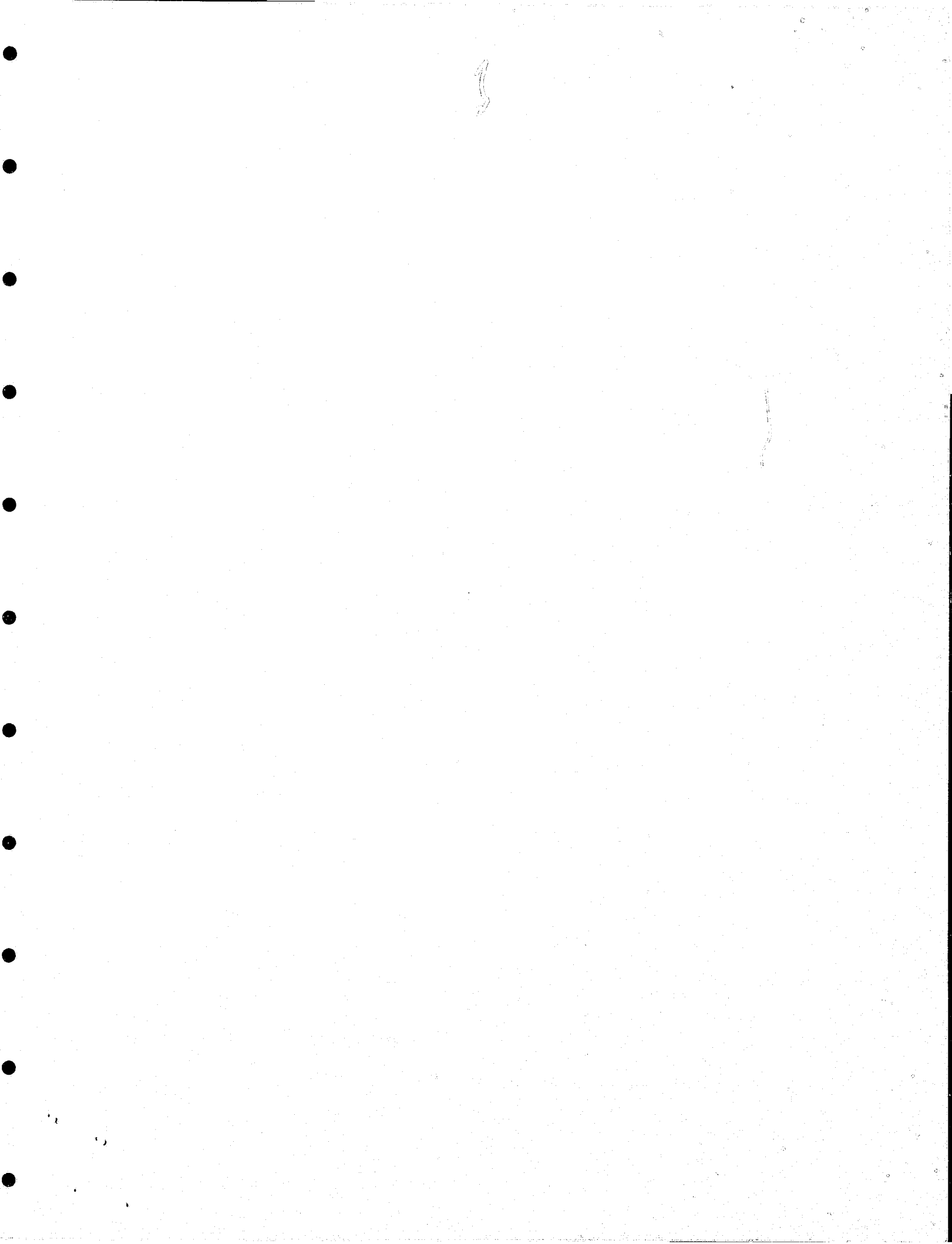


TABLE 3-1
STATUS OF TASKS

	Task	Date		Status
		Started/Completed		
1.1	Appoint Advisory Committee	11/74	12/74	Completed
1.2	Hire Data Clerk	11/74	1/75	Completed
1.3	Hire Systems Analyst	12/74	2/75	Completed
1.4	Trains Personnel	1/75	5/75	Completed
1.5	Purchase Supplies & Equipment	11/74	2/75	Completed
2.1	Make a Preliminary List by Court	11/74	12/74	Completed
2.2	Establish Review Body	11/74	1/75	Completed
2.3	Review Meetings	12/75	1/75	Completed
2.4	Compile Comments	12/74	2/75	Completed
2.5	Second Stage Review	1/75	2/75	Completed
2.6	Revise Requirements Analysis	1/75	2/75	Completed
2.7	Review by Technical Advisory Committee	2/75	2/75	Completed
2.8	Review by State Courts Data Processing Committee	2/75	3/75	Completed
2.9	Approval by Supreme Court	3/75	3/75	Completed
3.1	Review Existing Criminal Codes List	11/74	11/74	Completed
3.2	Statutory Search Concerning Criminal Codes	11/74	11/74	Completed
3.3	Compare Alternative Criminal Code List	11/74	11/74	Completed
3.4	Prepare Recommendation Concerning Criminal Codes	11/74	12/74	Completed
3.5	Review by the Technical Advisory Committee of Criminal Codes	12/74	12/74	Completed
3.6	Review by the State Courts Data Processing Committee of Criminal Codes	12/74	12/74	Completed
3.7	Approval by Supreme Court of Criminal Codes	1/75	1/75	Completed
3.8	Review Existing Civil Code List	11/74	11/74	Completed
3.9	Statutory Search Concerning Civil Codes	11/74	11/74	Completed
3.10	Compare Alternative Civil Code List	12/74	12/74	Completed

<u>Task</u>	<u>Date</u>		<u>Status</u>
	<u>Started</u>	<u>Completed</u>	
3.11 Prepare Recommendation Concerning Civil Code Lists	12/74	12/74	Completed
3.12 Review by the Technical Advisory Committee of Civil Codes	12/74	12/74	Completed
3.13 Review by the State Courts Data Processing Committee of Civil Codes	12/74	12/74	Completed
3.14 Approval by the Supreme Court of Civil Codes	1/75	1/75	Completed
3.15 Review Existing Juvenile Code Lists	11/74	11/74	Completed
3.16 Statutory Search Concerning Code Lists	11/74	11/74	Completed
3.17 Compare Alternative Juvenile Code Lists	12/74	12/74	Completed
3.18 Prepare Recommendation Concerning Juvenile Code Lists	12/74	12/74	Completed
3.19 Review by the Technical Advisory Committee of Juvenile Codes	12/74	12/74	Completed
3.20 Review by the State Courts Data Processing Committee of Juvenile Codes	12/74	12/74	Completed
3.21 Approval by the Supreme Court of Juvenile Codes	1/75	1/75	Completed
3.22 Attorney Codes in Machine Readable Form	11/74	12/74	Completed
3.23 Make List of Attorney Codes	12/74	12/74	Completed
3.24 Review Existing Definition of Judicial Terms	11/74	11/74	Completed
3.25 Statutory Search Concerning Definitions	11/74	12/74	Completed
3.26 Prepare Recommendation on Definitions	11/74	12/74	Completed
3.27 Review by the Technical Advisory Committee Concerning Definitions	12/74	12/74	Completed
3.28 Review by the State Courts Data Processing Committee Concerning Definitions	12/74	12/74	Completed
3.29 Approval by Supreme Court Concerning Definition	1/75	1/75	Completed
3.30 Publication of Code and Definition Handbook	1/75	2/75	Completed
4.1 List of Data Elements by Court	11/74	11/74	Completed
4.2 Review with Court Personnel	11/74	12/74	Completed
4.3 Prepare Recommendation	12/74	12/74	Completed

	<u>Task</u>	<u>Date</u>		<u>Status</u>
		<u>Started</u>	<u>Completed</u>	
4.4	Review by Technical Advisory Committee	12/74	12/74	Completed
4.5	Review by State Courts Data Processing Committee	12/74	12/74	Completed
4.6	Approval by the Supreme Court	1/75	1/75	Completed
5.1	Refine Systems Design	11/74	1/75	Underway
5.2	Prepare Software Specifications	12/74	2/75	Underway
5.3	Prepare Software	12/74	7/75	Underway
5.4	Test Programs	6/75	8/75	Underway
5.5	Test System	7/75	9/75	Underway
5.6	Write Instruction Manuals	8/75	10/75	Underway
6.1	Write RFP for St. Louis County	11/74	12/74	Completed
6.2	Release RFP for St. Louis County	12/74	1/75	Completed
6.3	Award Contracts for St. Louis County	1/75	2/75	Completed
6.4	Supervise Work for St. Louis County	2/75	8/75	Completed
6.5	Write RFP for Jackson County	11/74	12/74	Completed
6.6	Release RFP for Jackson County	12/74	1/75	Completed
6.7	Award Contract for Jackson County	1/75	2/75	Completed
6.8	Install Equipment for Jackson County	6/75	8/75	Completed
6.9	Write RFP for Kansas City District of Court of Appeals	11/75	12/75	Completed
6.10	Release Bids for Court of Appeals	12/74	1/75	Completed
6.11	Award Contract for Court of Appeals	1/75	2/75	Completed
6.12	Supervise Work for Court of Appeals	2/75	5/75	Underway
6.13	Evaluate 13th Judicial Circuit Project	6/75	7/75	Underway
6.14	Write RFP for Boone County Hardware	5/75	7/75	Completed
6.15	Release Bids for Boone County	7/75	8/75	Completed
6.16	Award Contract for Boone County	9/75	10/75	Completed
6.17	Install Equipment for Boone County	10/75	12/75	Completed
7.1	Design Forms	11/75	11/75	Completed
7.2	Review by Subcommittee on Senate Bill 71	11/74	12/74	Completed
7.3	Review by Technical Advisory Committee	12/74	12/74	Completed
7.4	Refine Forms Design	12/74	12/74	Underway
7.5	Test Forms	12/74	2/75	Underway
7.6	Review by the State Courts Data Processing Committee	12/74	12/74	Underway
7.7	Approval by Supreme Court	1/75	2/75	Underway

	<u>Task</u>	<u>Date</u>		<u>Status</u>
		<u>Started</u>	<u>/Completed</u>	
7.8	Determine those Courts Unable to Submit Manually	1/75	2/75	Underway
7.9	Prepare RFP for Consulting Study (Data Transmission Study)	2/75	3/75	Completed
7.10	Release Bids	2/75	3/75	Completed
7.11	Evaluate Bids	4/75	5/75	Completed
7.12	Award Contract	5/75	5/75	Completed
7.13	Monitor Project	3/75	8/75	Completed
7.14	Evaluate Recommendations	8/75	8/75	Underway
7.15	Review by Technical Advisory Committee	8/75	9/75	Completed
7.16	Review by State Courts Data Processing Committee	9/75	9/75	Underway
7.17	Approval by Supreme Court	10/75	10/75	Underway
8.1	Prepare Implementation Plan	11/74	2/75	Underway
8.2	Prepare User Manuals and Operations Guides	5/75	8/75	Underway
8.3	Implement Manually Submitting Courts	8/75	11/75	Underway
8.4	Evaluate Manual Submission Procedures	9/75	11/75	Completed
8.5	Implement Electronically Submitting Courts	10/75	11/75	Underway
8.6	Evaluate Electronic Submission Methods	10/75	11/75	Phase II
8.7	Demonstrate Management Reporting Capability	9/75	11/75	Underway
9.1	First Quarter On-Site Visits	2/75	2/75	Not Needed
9.2	First Quarter Status Report	2/75	3/75	Completed
9.3	Second Quarter On-Site Visits	5/75	5/75	Not Needed
9.4	Second Quarter Status Report	5/75	6/75	Completed
9.5	Third Quarter On-Site Visits	8/75	8/75	Not Needed
9.6	Third Quarter Status Report	8/75	9/75	Completed
9.7	Fourth Quarter On-Site Visits	11/75	11/75	Not Needed
9.8	Fourth Quarter Progress Report	11/75	12/75	Not Started

IV. SPECIFIC SUCCESSES AND FAILURES

Although the project is approximately 2 months behind schedule, no serious difficulties have arisen.

One major change in plans has to do with converting the system developed for the Kansas City District of the Court of Appeals so that it can utilize the central site computer system. This modification was necessary to allow the Supreme Court and the three Districts of the Court of Appeals to use the same basic information system at a central computer site. Although this change obviously has some impact on the staffing levels at the central site, the additional workload can be absorbed without significantly affecting the project.

Another problem that has arisen has to do with the 16th Judicial Circuit's need to acquire a new computer system. The resulting discussions and negotiations with the funding sources in Jackson County has caused some delay and have therefore, delayed work on the western component site's system. The new computer system has been selected, installed and is completely operational.

In addition to the above, we are experiencing some technical problems at the 13th Judicial Circuit relating to the development of a data transmission driver. The problems are not serious, but will probably cause a delay in the data submission from that court.

SEARCH GROUP Inc.

ASSESSMENT REPORT

STATE OF MISSOURI

Prepared By
SEARCH Group, Inc.

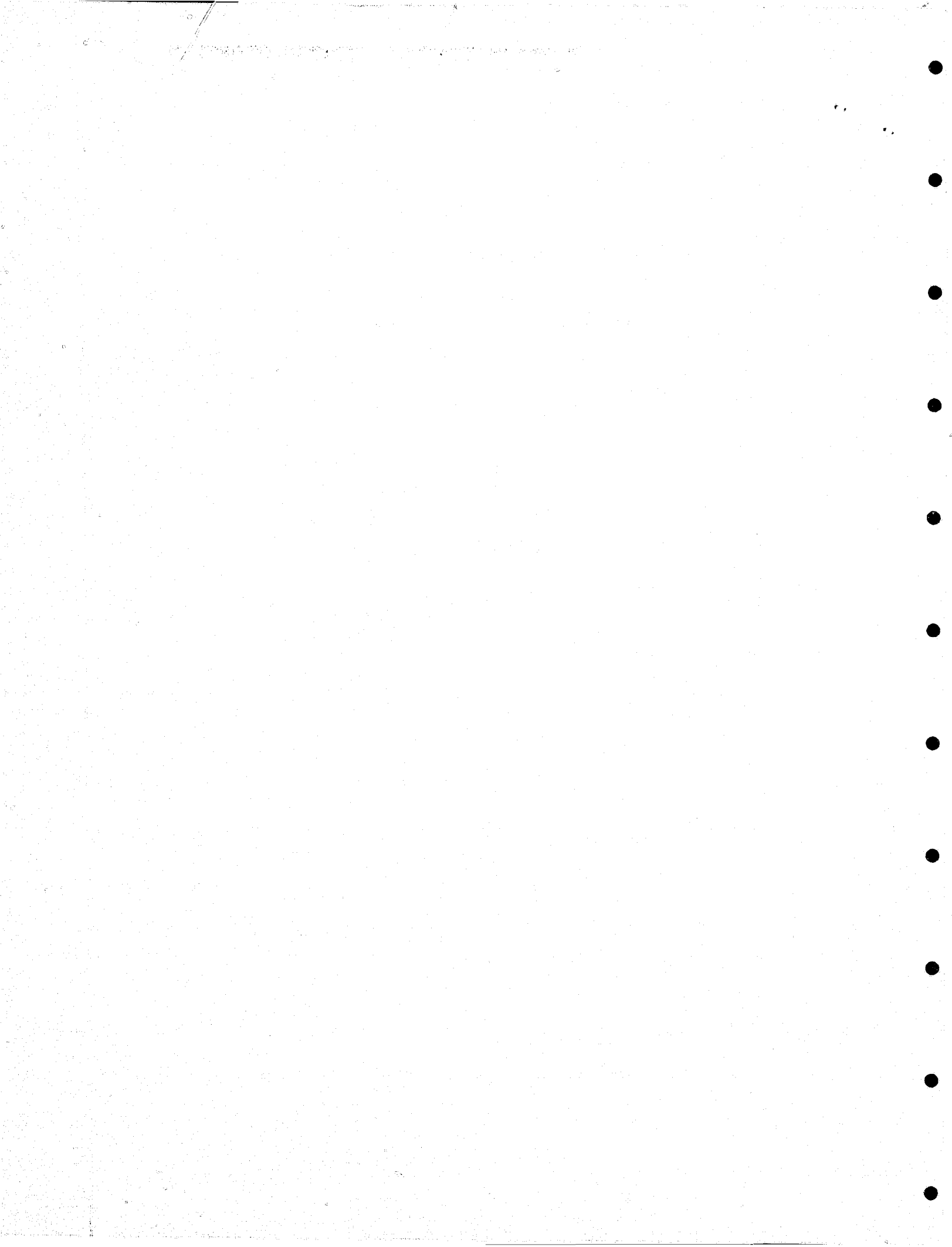


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GARY D. McALVEY, Chairman

O. J. HAWKINS, Executive Director



FOREWORD

The Missouri assessment visit was conducted on May 17 and 18, 1976.

The assessment team was composed of:

- Judge Loren Hicks, State Court Administrator, Oregon;
- Mr. Phillip Winberry, Court Administrator, Washington;
- Dr. Hugh Collins, Systems Analyst, Louisiana;
- Mr. William Connor, SEARCH Group, Inc.
- Mr. R. Ernest Taylor, PRC/Public Management Services, Inc.

Interviews were held with the State Court Administrator, Mr. James M. Parkinson, and his staff, with Mr. Alan Hamilton, Director of the REJIS program (City of St. Louis and St. Louis County) and his staff, Judge Frank Conley, 13th Judicial Circuit, Mr. Robert Perry, Director of Court Services, 13th Judicial Circuit and the Circuit Clerk of the 13th Judicial Circuit.

The Pre-Visit Questionnaire was returned in sufficient detail to allow for in-depth discussions concerning the activities of the Court Administrator and his staff and to visit two sites (REJIS and the 13th Judicial Circuit - Boone County) in addition to the Central Site.

This report will be structured around the following topic areas:

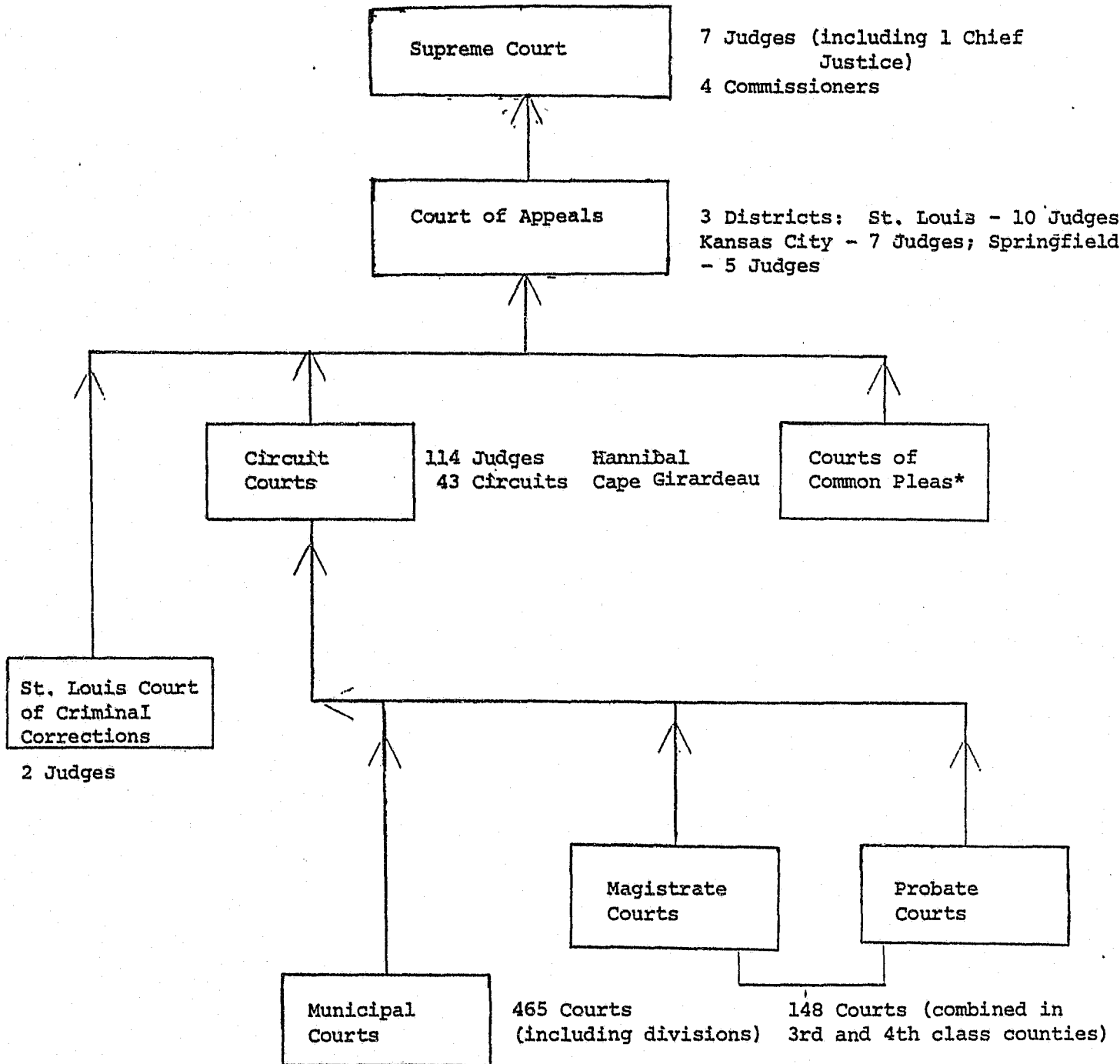
- The Missouri Judicial Environment (Section 1)
- Project Summary (Section 2)
- Project Management and Controls (Section 3)
- System Design (Section 4)
- Summary of Key Decisions (Section 5)
- Summary of Assessment Visit (Section 6)

1. ENVIRONMENT

1.1 ORGANIZATIONAL STRUCTURE

At present, the State of Missouri's court system is comprised of three levels of state courts. (Supreme, Appellate and Circuit), 2 Courts of Common Pleas, the St. Louis Court of Criminal Correction (city), Probate Courts, Magistrate Courts and Municipal Courts. The following chart depicts the structure of the Missouri Court system. The lines depict the appellate process.

Figure 1-1



114 Counties plus City of St. Louis
 There are no "County Courts" per se.

* The judge presiding in the Hannibal Court of Common Pleas is a Circuit Judge serving in a dual capacity.

1.2 JUDICIAL WORKLOAD

The following data have been extracted from the 1975 Annual Judicial Conference Statistical Report, issued by the Office of the State Courts Administrator. What follows is a summation of the filings in the Supreme Court, the Courts of Appeals, the Circuit Courts and the St. Louis Court of Criminal Correction. There are no statistics available for the other courts in Missouri.

1.2.1	Supreme Court Filings	119
1.2.2	Court of Appeals Filings	1,552
1.2.3	Circuit Courts Filings	111,000
1.2.4	St. Louis Court of Criminal Correction Filings	19,307

1.3 PRIOR SJIS DATA COLLECTION EFFORTS

Prior to joining the SEARCH/SJIS Project, data had been collected and disseminated concerning caseloads every year since 1946. This annual report, issued by the Judicial Conference, indicated the caseload fluctuations for the state courts and the St. Louis Court of Criminal Correction.

Just prior to August, 1972, the Office of the Court Administrator began a feasibility study to determine the utility of establishing a data processing system to assist the court system in its operational, administrative and research activities. On August 2, 1972, the Supreme Court, En Banc, issued an Order establishing a State Court Data Processing Committee. This committee was given the responsibility for overseeing the development and installation of data processing systems for the state's courts. The committee was given supervisory and coordination powers and the authority to recommend approved or disapproval of any proposed installation of judicial data processing systems. The Supreme Court retained final approval authority and the committee was required to report directly to the Supreme Court.

Prior to the establishment of the Data Processing Committee, the Supreme Court Judicial Data and Statistical Center had initiated a project entitled, "The Supreme Court Data Management System Project." This Project had the following major goals:

1. To determine the information needed in order to plan, direct, evaluate, coordinate and control the Court System in Missouri.

2. To design a data management system to facilitate communications between courts through the collection, storage, analysis, dissemination and timely transmission of that information.
3. To develop an effective implementation plan for the system.
4. To implement the system.
5. To evaluate the system.

To accomplish these goals, the Project was divided into five (5) phases. Phase I, involving four major tasks (requirements analysis, systems design, development of implementation plan and selection and ordering of hardware) was initiated in 1973. In May of that same year, a document was completed which described the needs of the proposed system in detail and outlined the implementation plan and operating procedure for that system. This document was entitled "Automated Transaction Oriented Management System (ATOMS)" and was revised by the Data Processing Committee in August of 1973. The ATOMS concept was designed to provide a mechanism to collect case related data and store, analyze and disseminate that data. It was determined that the case related data, once processed would serve three functions:

1. To aid in the daily decision-making process.
2. To provide the data required by criminal justice systems currently under development.
3. To aid in the long range planning process within the Judicial System.

The ATOMS document was approved by the Supreme Court but only as to concept. It was determined that a more detailed requirements

analysis was needed and that such an effort should be undertaken by a technical group from a user's point of view. A new committee was formed in March of 1974 by action of the Data Processing Committee. This new group, made up of technically oriented people, was named the Technical Advisory Committee. This committee was given the following tasks:

1. Identify and document requisite policy determinations.
2. Document the long-range goals and objectives of SWJIS.
3. Identify and document internal and external constraints.
4. Identify the types of output reports for each user.
5. Establish and document the minimum data elements required to support SWJIS Central Site System (including CDS data elements).
6. Establish and document the proposed reporting structure and interface of SWJIS.
7. Establish and document codes for criminal charges, civil actions, juvenile referrals and attorney identification.
8. Identify potential funding sources by dollar amounts and components expected over the next three years.
9. Address the preliminary privacy and security requirements for the system.
10. Prepare a final Phase I Report for the State Courts Data Processing Committee.
11. Present recommendations to the State Courts Data Processing Committee.

The Technical Advisory Committee set about accomplishing the above tasks and, in May of 1974, issued its first report. That report entitled "Summary Report of the Technical Advisory Committee," addressed policy issues for the project as a whole, specific recommendations concerning the adoption of certain policies, methods and procedures, a section on the initial steps for implementation of the proposed system, a glossary of terms, SWJIS goals and objectives, data elements, examples of user reports and criminal, civil and juvenile codes.

Once the Technical Advisory (TA) Committee had received comments from the Data Processing Committee on its first report, the TA Committee set about to complete its task with more specificity. At about the time that the Committee began working on its second report, Missouri joined the SEARCH/SJIS Project. As will be discussed later on, the ATOMS document, together with the two reports from the Technical Advisory Committee, represent Missouri's Requirements Analysis for their SWJIS project.

As can be seen, Missouri had accomplished a good deal prior to its becoming a member of the SJIS Project. The funds obtained as a result of joining the SEARCH effort provided the Court Administrator the opportunity to accomplish the goals and objectives of the SWJIS Project with greater ease.

1.4 NON-SJIS SYSTEMS

There are three non-SJIS systems existing in Missouri. These systems are considered components of the SWJIS even though they

are being developed and operated at the Circuit Court level. What follows is a brief description of each of these systems.

1.4.1 SWJIS Eastern Site System

The 21st and 22nd Judicial Circuits (St. Louis and St. Louis County) are in the developmental stages of a Regional Court Information System (RCIS). This system shares time with the Regional Justice Information System (REJIS), an outgrowth of the 1965 St. Louis Police Department EDP System, and utilizes the REJIS IBM 370/155 DOS with MT-FASTER, BTAM and COBOL as application languages.

Presently, REJIS provides the following services:

- Hardware and systems software;
- Operations personnel;
- Developmental services, under contract, for any local agency (except RCIS which has its own staff);
- Wants and warrants - hot files system;
- Juvenile Uniform Referral and Information System (JURIS);
 - REJIS provides the facilities but does not control JURIS. JURIS information is not available to any agency except the Juvenile Court System (which is part of RCIS).
- Municipal Court Information System.

REJIS is currently attempting to develop a regional OBTS/CCH capacity and is seeking approval to be able to exchange information, on an as needed basis, between the various agencies utilizing REJIS.

The RCIS staff completed a three year resource requirements plan in April of 1975. Presently, they are projecting a two month overrun for their operational development. The system specifications were approved by both City and County Circuit Courts and an agreement was obtained to merge the two systems for EDP purposes. The following list represents the scope of the RCIS project.

RCIS will provide:

- an on-line case indexing system using statewide codes in their original form to avoid conversion problems to SWJIS;
- phonetic display;
- name specific capability;
- an accounting system for marriage dissolution, maintenance and support (October, 1976);
- a summons system (September, 1976);
- a regional docket system (February, 1977);
- an accounting system for clerks' fees and bar fees;
- an abstract system including minute entries (September, 1977);
- a jury management system;
- a summons reporting system for the sheriffs of St. Louis and St. Louis County;
- a reporting system for prosecutors and public defenders (PROMIS will provide a management information system);

- an accounting system for the sheriff's departments.

The above list, while not indicating completion dates for each activity, is presented in order of anticipated completion. The Circuit Courts set the priorities which dictated the order of completion.

The juvenile court system (JURIS) was developed independently by the juvenile court staff. As mentioned above, JURIS is run on the REJIS computer and is composed of five basic modules utilizing nine information files. The five modules are:

- Base/Referral Processing;
- Correctional Probabability Aid
- Counselor Evaluation;
- Victim Assistance;
- Administrative Control (including Foster Care Board billing and management reporting);

1.4.2 SWJIS Western Site System

The Western Site System is composed of the 16th Judicial Circuit (Jackson and Clay Counties), the Kansas City Municipal Court, the Probate Court, the Prosecuting Attorney and Public Defender and the Kansas City Police Department. The basic hardware utilized is an IBM 360/40 (owned and operated by the 16th Judicial Circuit) and utilizes COBOL and BAL application languages.

The operating data base management and T/P system uses EDOS and FASTER, respectively. There are currently 18 IBM 3270 CRT's and IBM 3284 hard copy terminals being used. The system uses 4 IBM 2401 Mag Tape Drives, 12 Disk Drives (CAL/COMP 3219/CD-22).

4 CAL/COMP CD-22 Disk Controllers and one card punch, printer, recorder and verifier. The system's communications equipment consists of 1 IBM 2701 Line Controller and 4 ICC 46/4500 Modems.

The system began by residing on the Kansas City Police Department's 370/155 and later tried an IBM System 3 to handle the batched systems. However, the System 3 proved inadequate for the system's needs and the 360/40 was acquired. This new CPU was only recently installed. The following list represents the major applications developed for the Western Site System since 1968:

1.4.2.1 Criminal System

This is an on-line system in which a record of each criminal defendant is developed and maintained as the case progresses through the system. Numerous batch reports and listings are produced which reflect those cases that are active, awaiting sentence, or terminated. Special statistical and summary reports are also produced showing the status of criminal cases in the court. Various weekly listings are produced for the divisions of the court, the offices of the Prosecuting Attorney and the Public Defender, Jackson County Jail, State Board of Probation and Parole and the Kansas City, Missouri Police Department to aid them in their individual operation.

1.4.2.2 Civil and Domestic Relation Systems

These systems are produced in a batch mode on the Court's IBM System/3. Inventories are maintained for all divisions of the court by various listings and reports. Listings of open cases, division transfers and disposition reports are prepared for each division. The system has the capabilities of producing special

age-of-case and disposition statistics.

1.4.2.3 Jury Systems

Two jury systems are currently in operation. A petit jury selection system encompasses the mailing of questionnaires and the preparation of an automated jury wheel. Subsequent random selection is performed on the jury wheel and summonses are prepared on a weekly basis for both Kansas City and Independence Court Houses.

The Grand Jury selection system is mainly devoted to maintaining records of individuals who are either eligible or ineligible to serve as grand jurors in Jackson County. Various listings are prepared to facilitate the submission of new individuals to the files.

1.4.2.4 Reporter Transcript System

The report produced by this system is used for internal management purposes by indicating the workload and production of each reporter employed by the court.

1.4.2.5 Case Receipts and Disbursements System

This system was developed to assist the Circuit Clerk's Office in processing the daily receipts and disbursements of monies which deal with either civil or domestic relation cases. The main outputs of this system are the case receipt and disbursement ledgers and check register.

1.4.2.6 Domestic Relations Financial System

This system was developed because of the passage of House Bill No. 315 and deals with the collection and disbursement of monies received through the Circuit Clerk's Office for maintenance and child support payments in which the Circuit Clerk was made trustee. It prepares the initial notices to parties on how the system is operated along with arrearage notices to the payor and the Prosecuting Attorney. Other various listings and reports are also prepared for the Circuit Clerk's Office to facilitate the recordkeeping and manual processing such as the printing of checks, master and index listings and check register.

1.4.2.7 Prosecuting Attorney's Maintenance and Child Support System

This system is similar to the Domestic Relations Financial System in as much as it deals with the collection and disbursement of monies received on maintenance and child support payments. However, the cases handled by this office are either reciprocals, cases in which a judgment has never been rendered by the court or cases in which judgment was rendered prior to January 1, 1974, in which problems arose in the collection of payments ordered by the Court.

1.4.2.8 City Appeals Docketing System

This is an on-line system that was developed jointly by the Sixteenth Circuit, Kansas City Municipal Court, City Prosecutor and the Kansas City, Missouri Police Department. This system facilitates the docketing of cases appealed from the Municipal Court by the preparation of the original entries docketed along with the various indexes and statistical reports.

1.4.2.9 Attorney Registration Fee System

The batch system was developed to facilitate the Circuit Clerk's Office in the yearly collection of attorney registration fees. Various listings are produced for internal use by the Clerk's Office along with a final report that is submitted to the State.

1.4.2.10 Civil Assignment System

This system is a totally on-line system that randomly assigns newly filed civil cases to a trial division to insure equal distribution on new cases between divisions of the court.

1.4.2.11 Job Accounting System

This batch system was developed to pinpoint the utilization of the court's computer for management and scheduling purposes.

1.4.3 13th Judicial Circuit Component Site System

The 13th Judicial Circuit began an information handling project in October, 1971. The project has been funded by the Mid-Missouri Law Enforcement Assistance Council and has stressed close coordination with the Office of State Courts Administrator. During the early definitional phases of the project, the State Courts Administrator served as project director so that the system resulting from the project could serve as a prototype for other circuit courts in the State.

The project has stressed not only the development of management information, but also the modernization of recordkeeping procedures. The data required to develop judicial management reports is contained in the daily records prepared and maintained by the Circuit Clerk's Office. Hence, the project has centered on creating an efficient collection and storage system in the Circuit Clerk's Office with the routine generation of management reports.

The 13th Judicial Circuit has installed a PDP 11/40 with 3 PDP RK05 disk drives, 1 card reader and 1 printer. Teleprocessing is being handled by 2 TEC 2400 CRT's, 1 PDP LA30 and 2 PDP LA36's. The application language is BASIC Plus. This system is owned and operated by the 13th Judicial Circuit.

The development of the manual recordkeeping system (prior to the installation of the computer) was considered a prototype system and has since been initiated throughout the state. A discussion of a pilot reporting system, which was an outgrowth of the work done at the 13th Judicial Circuit, will appear in Section 4.6



2 PROJECT SUMMARY

At the time of Missouri's application for funding under the SJIS Phase II Project, the major goals of the SWJIS system were:

- To develop and implement an information system that provides the data necessary for the court system to function in an efficient manner;
- To demonstrate that system's ability to interface with rural, suburban, urban and appellate courts;
- To evaluate the effectiveness of various transmittal media for various types of courts;
- To examine Missouri's Comprehensive Data System (CDS) Master Plan (including OBTS/CCH) and to evaluate the data elements requested with respect to privacy and security issues.

The Court Administrator sought through the assistance of the SJIS Project, to develop a Court Information System (CIS) that would facilitate communication between the courts and provide data necessary for effective statewide planning. In order to meet the goals of the system and establish a CIS, the Administrator set out specific objectives. They are as follows:

- Project Organization;
- Requirements Analysis for SWJIS;
- Standard Codes and Definitions;
- Standard Data Elements;
- Component Site Data Collection Capability;
- Central Site Data Handling Capability;

- Data Submission Capability;
- Data Reporting;
- Evaluation and Status Reports.

These objectives were further broken down to tasks and sub-tasks and were based on five basic functions identified as proper for a CIS to perform. These functions are as follows:

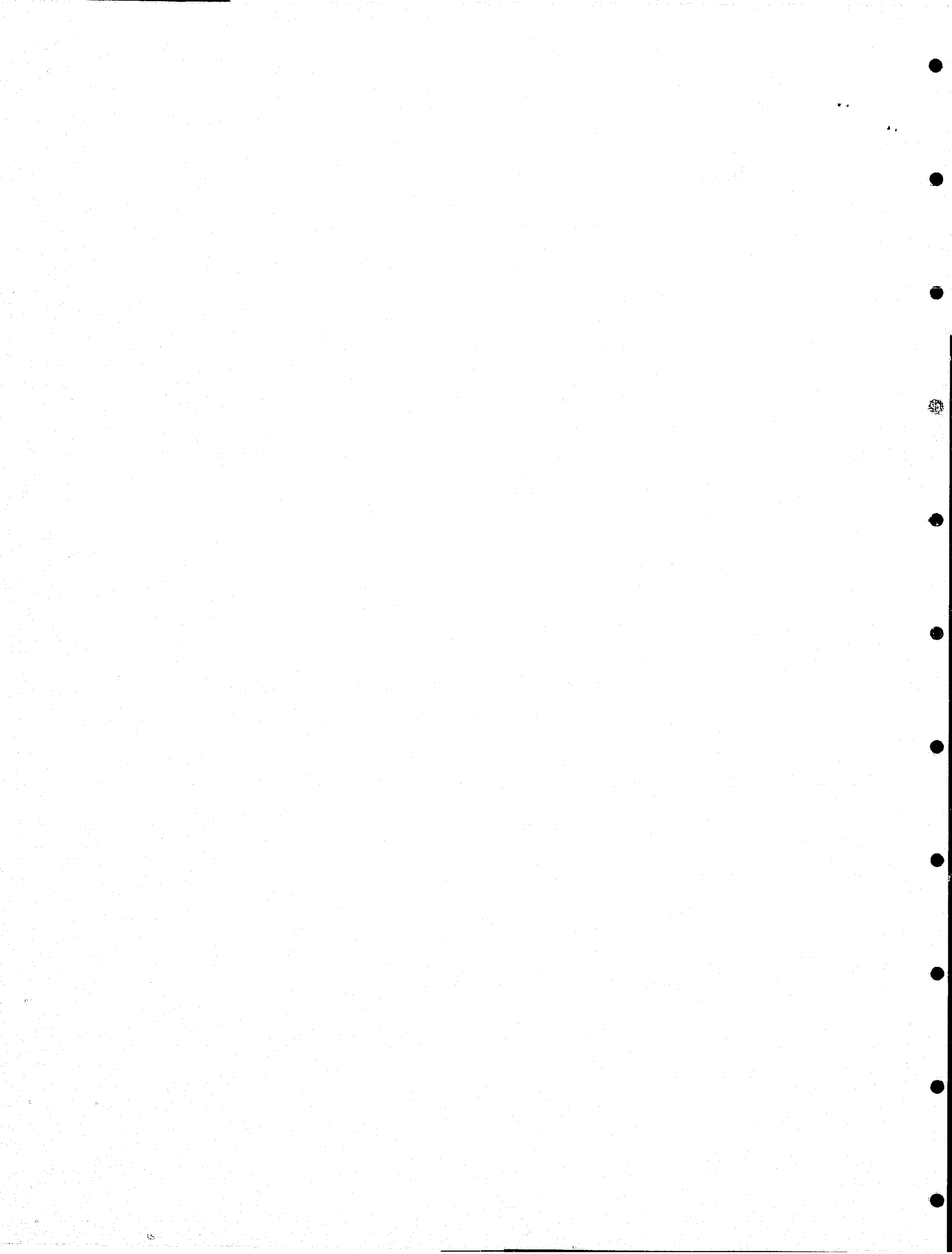
- The monitoring of individual cases through the entire court system with a historical summary if required.
- The evaluation of the effectiveness of various local court rules involving docketing of cases, jury management and accounting of fees;
- The justification for additional personnel or jurisdictional boundary changes;
- The transmission of disposition data necessary to plan future resource allocation of personnel and funds to individual courts;
- The collection of data necessary to provide the Office of the State Courts Administrator with information needed to fulfill its obligations as a part of the Judicial Department of Missouri.

2.1 PROJECT TASK SCHEDULE

A detailed narrative of tasks and a schedule of task completion dates is attached as Attachment A. At the time of the Site Visit, it was reported that the status of the workplan was as follows:

- | | |
|---|-----------|
| ● Project Organization | Completed |
| ● Requirements Analysis | Completed |
| ● Standard Codes and Definitions | Completed |
| ● Standard Data Elements | Completed |
| ● Component Site Data Collection Capability | Completed |

- Central Site Data Handling Capability
 - Appellate System
 - Completed
 - To be completed under continuation grant
 - Circuit Court System
 - To be completed under continuation grant (criminal module is now working)
- Data Submission Capability
 - Manual
 - Completed
 - Electronic
 - To be completed under continuation grant
- Evaluation and Status Reporting
 - On schedule

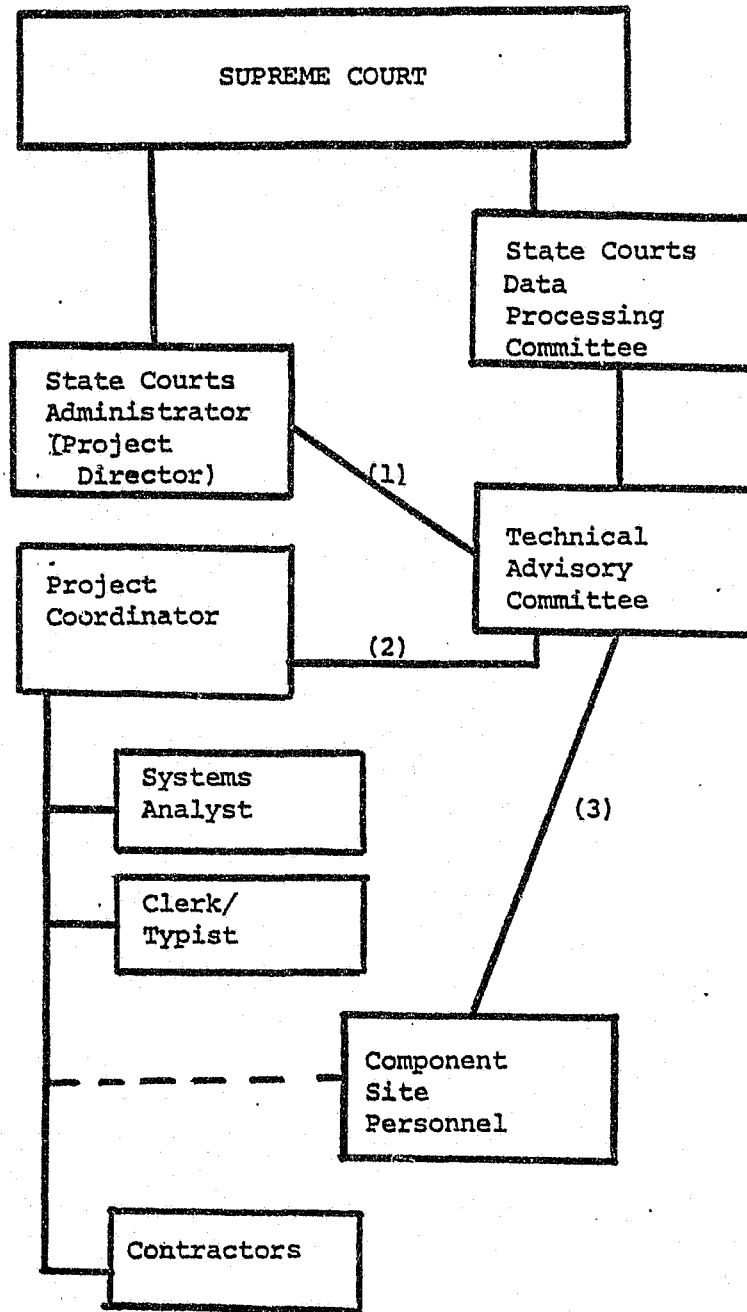


3. PROJECT MANAGEMENT AND CONTROL

The Missouri SSIS Project is managed by the Office of the State Courts Administrator. This office has responsibility for data processing as well as system management. The organization of the project is depicted in Figure 3-1 which follows.

Figure 3-1

PROJECT ORGANIZATION



- (1) The State Courts Administrator serves as Chairman of this Committee.
- (2) The Project Coordinator is a member of the Committee.
- (3) The component sites each have a representative as a member of the Committee.

In August, 1972, The Supreme Court of Missouri En Banc established by order a State Courts Data Processing Committee. This committee is charged with advising the Supreme Court on the proposed development and operation of the judicial data processing system. It has the authority to recommend to the Court the approval or disapproval of all proposed data processing installations in the courts of the State.

This committee found itself attempting to address many subjects requiring technical expertise in data processing not often acquired by judges. To alleviate this problem on March 24, 1974, the State Courts Data Processing Committee passed a resolution authorizing the State Courts Administrator to appoint a Technical Advisory Committee whose responsibility would be to review technical questions and make recommendations to it concerning these technical questions.

The committee contains representatives from all the courts where systems are operational or were under development. The Technical Advisory Committee is currently studying the status of current projects and is addressing issues with respect to criminal charge codes, civil natures of action codes, juvenile referral codes, uniform case numbering, and definitional problems.

In addition to the Technical Advisory Committee, the State Courts Data Processing Committee formed a subcommittee, designated the Committee to Implement Missouri Senate Bill 71 whose purpose was to coordinate the activity of the manual recordkeeping system project and other related activities.

The Data Processing Committee developed a set of policy statements and recommended their approval and adoption by the State Supreme Court. These policy statements, in the form of resolutions are detailed and comprehensive. They completely define the Missouri SJIS Project and are included as Attachment B.

4. SYSTEM DESIGN

The following provides a description of that part of the SJIS which Missouri plans to implement under this project. The discussions include the following topics:

- The Requirements Analysis;
- The Conceptual Design;
- The Detail Design;
- A Hardware Description;
- A Software Description;
- Prototype Testing;
- Privacy and Security Considerations;
- OBTS and CCH.

4.1 REQUIREMENTS ANALYSIS

The requirements analysis, as mentioned in Section 1.3, involved a rather detailed analysis of the needs and requirements of the Missouri court system. The documents, ATOMS and Technical Advisory Committee, First Report and Second Report, make up the whole of the requirements analysis. While the ATOMS document was prepared by a contractor, it was subsequently revised by the Administrator's office. The second part of the analysis was completed by in-system personnel.

The requirements analysis identified one major need of the system: the need to improve information handling (data collection, assimilation and transmission). The analysis set out to identify the significant events in each type of court case and demonstrate a simplified recordkeeping system to facilitate any particular court's ability to improve its information handling capability. In conjunction with

this effort, the analysis also pointed out the types of reports needed from the proposed system in order to satisfy the management information needs and public report requirements of the Office of the Court Administrator.

The analysis outlined the need for a user-oriented system, as well. In that regard, the proposed system is to be developed with the capability of collecting and assimilating data and providing information back to the operational systems in the form of periodic, inquiry and special reports. The analysis also called for the system to be able to develop a data base capable of forming the basis for the development of additional systems (e.g., budget justification and financial information system).

4.2 CONCEPTUAL DESIGN

4.2.1 Selection of System Concept

The Missouri system selected for implementation is transaction oriented. Whenever there occurs a significant event (predetermined), this keys the transmission of a set of data elements to the Office of the State Courts Administrator. The basic element of the transaction oriented system is the "case." There is a uniform case numbering system to assist the orderly flow of information concerning cases to and from the central site. Also, the system will operate on an exception reporting basis for those areas of information not considered basic and routine.

The system concept is best described as modular. There are five (5) basic modules being developed simultaneously. They are:

1. Circuit Court Information System;
2. Attorney Identification System;
3. Appellate Court Recordkeeping System;
4. Judicial Retirement Accounting System;
5. Missouri Bar Accounting System.

At present, there are many more courts than those covered by the above modules. However, since the Data Processing Committee decided to approach the development of SWJIS from a practical standpoint and because there is now pending a new judicial article that will, if adopted, merge all lower courts with the Circuit Court, there is no immediate need to address the needs of the courts of limited or special jurisdiction.

The system concept envisions a batch process from and to the central site. Thus, SWJIS will not have to support a statewide telecommunications network. The sites with large caseloads will utilize on-line, real-time systems to support their daily operations but will batch data to the central site. The smaller circuits will either use mini-computers or will continue to develop information on a manual basis. In the future, should a decision be made to make use of a statewide telecommunications network, one already exists in the law enforcement sector. This system, designated MULES (Missouri Uniform Law Enforcement System) would be available should the judicial branch decide to use it.

4.2.2 System Flow

Figures 4-1 and 4-2 depict the system flow as presently envisioned by the Administrator. The first diagram shows the overall flow of information between the central site and the various component sites. Note the occasional one-way communications between the central site and certain courts.

Figure 4-1

SWJIS INFORMATION FLOW

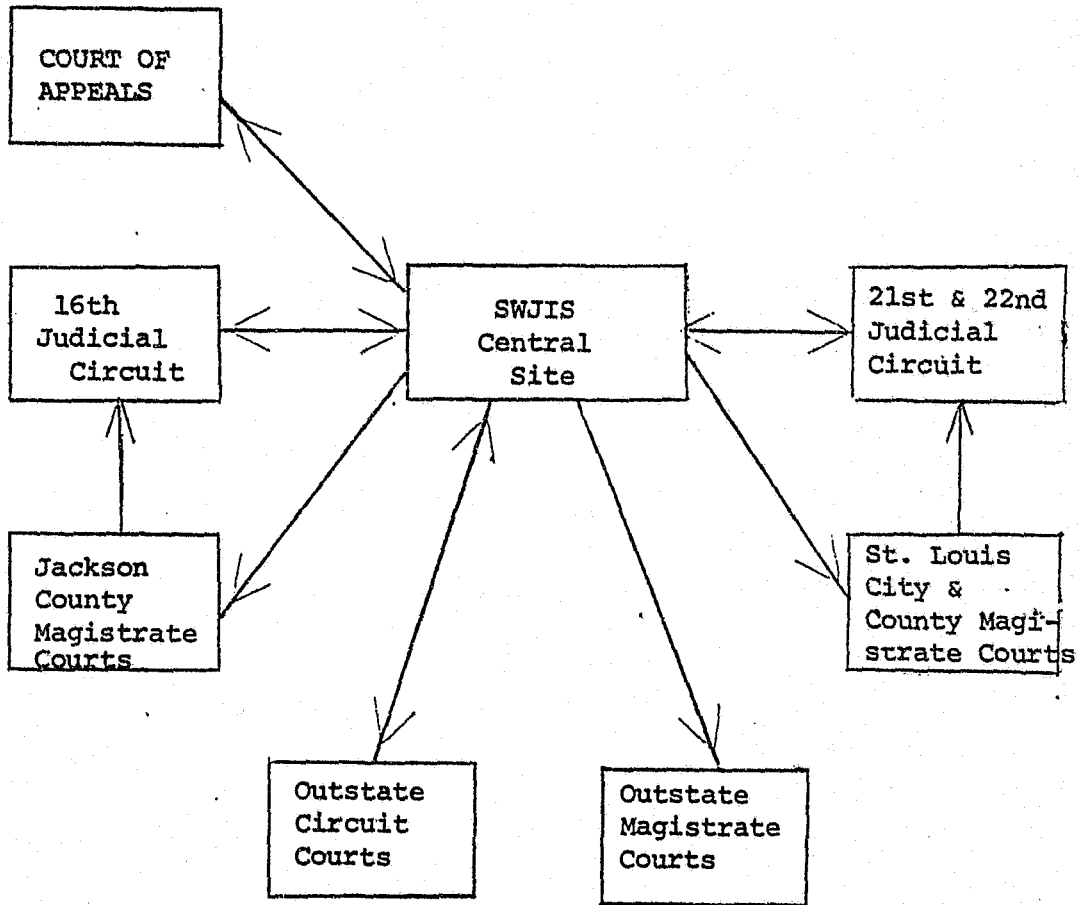
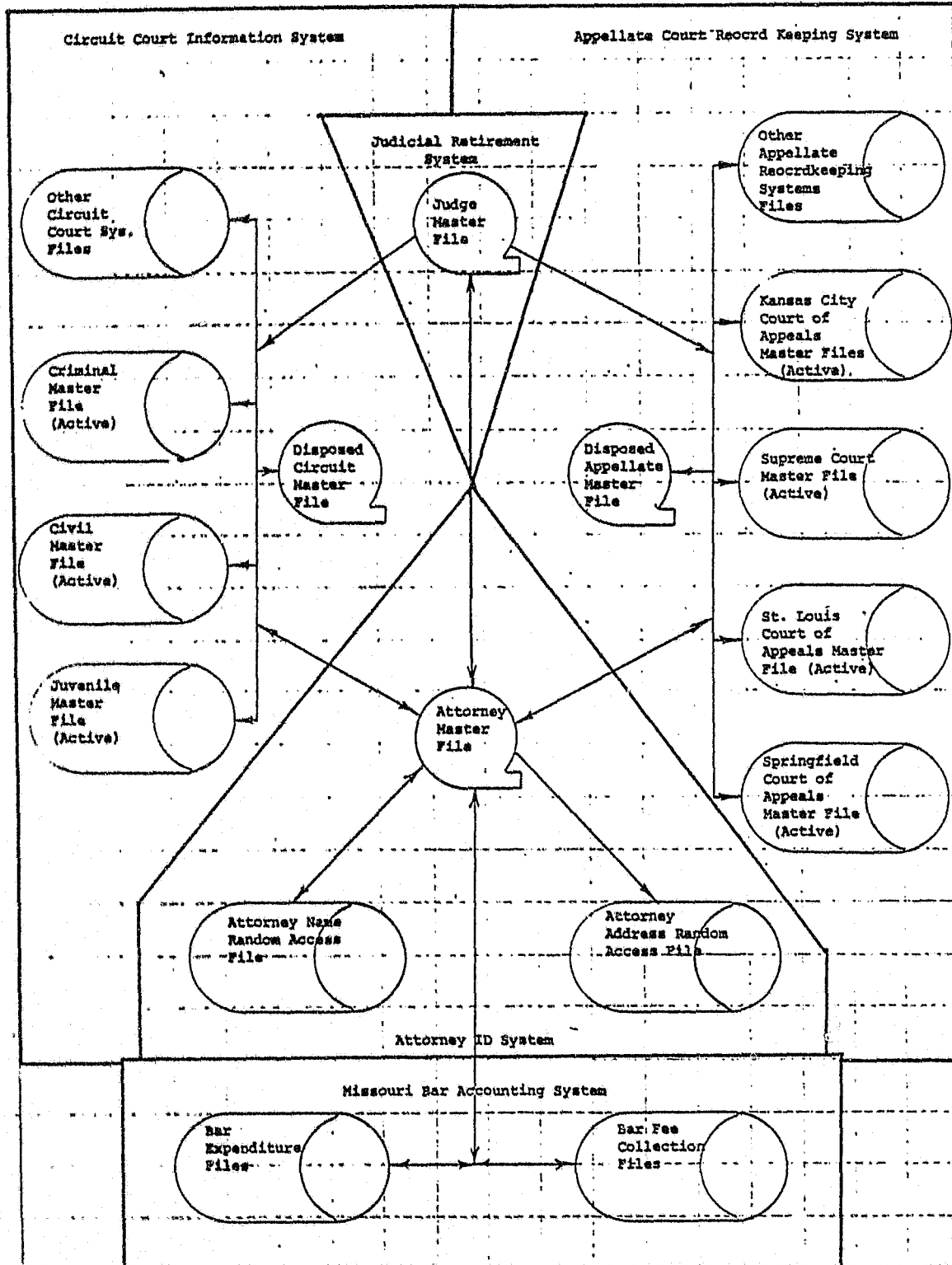


Figure 4-2



The next four figures represent a more detailed version of the system flow for all of the modules except the Missouri Bar Accounting System, a chart for which was not available.

Figure 4-3

ATTORNEY I.D. SYSTEMS

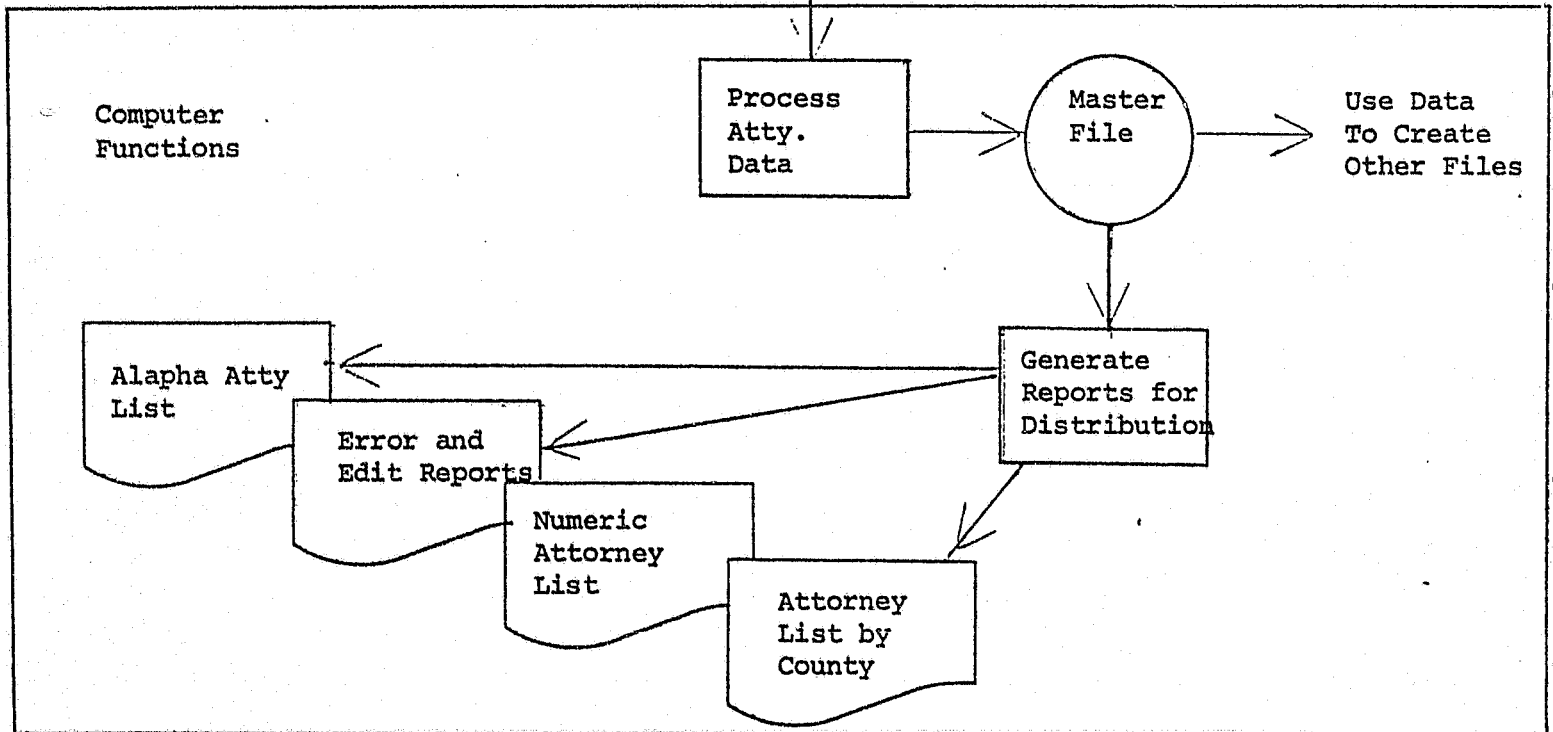
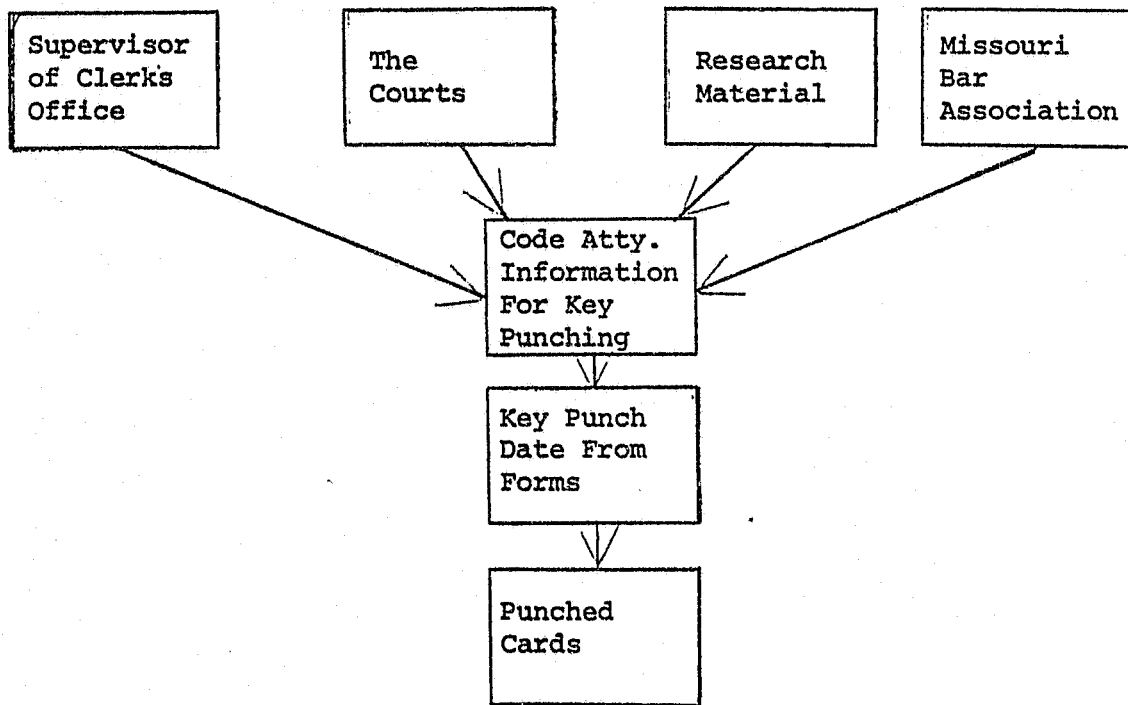
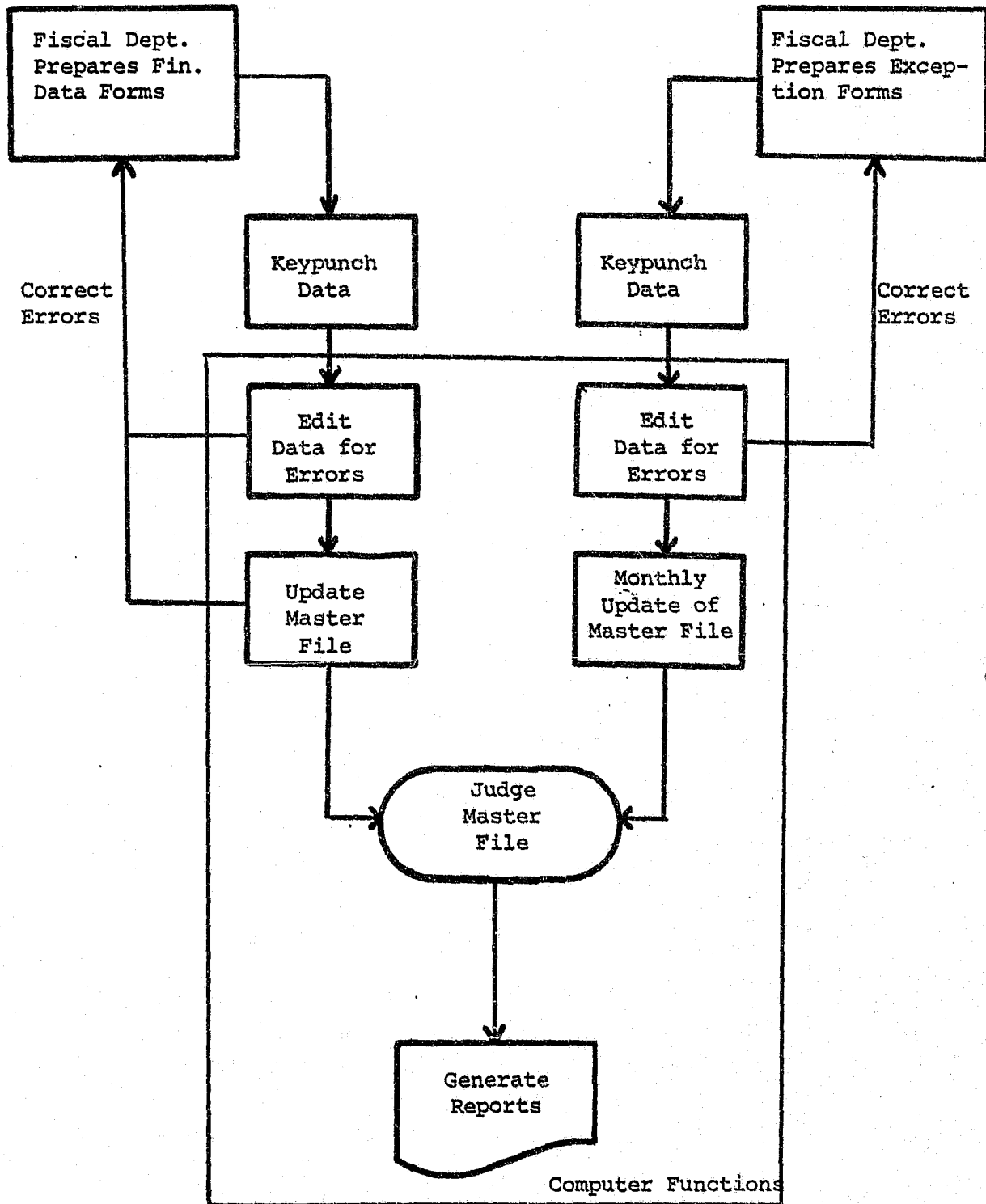


Figure 4-4

JUDICIAL RETIREMENT ACCOUNTING SYSTEM



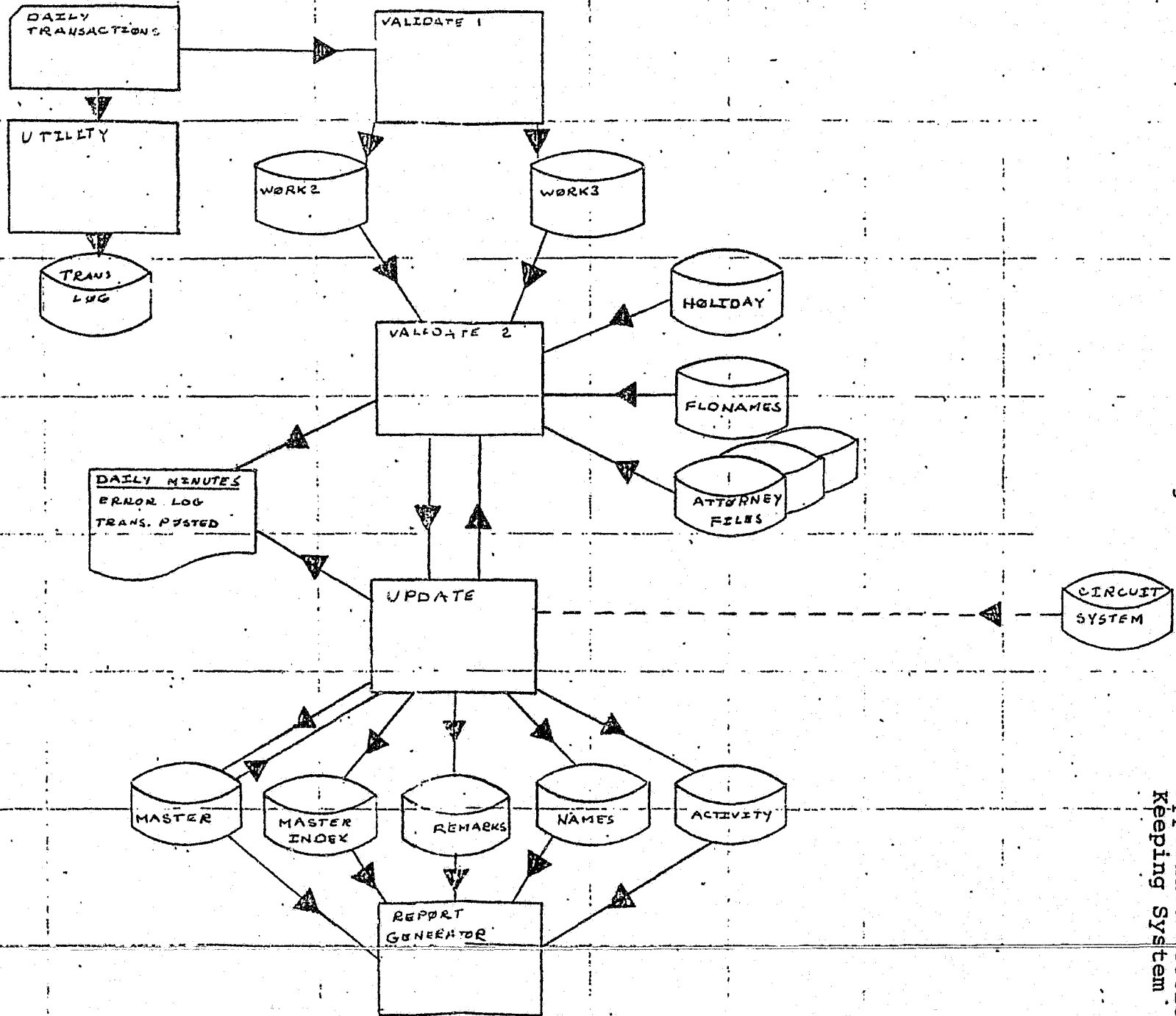
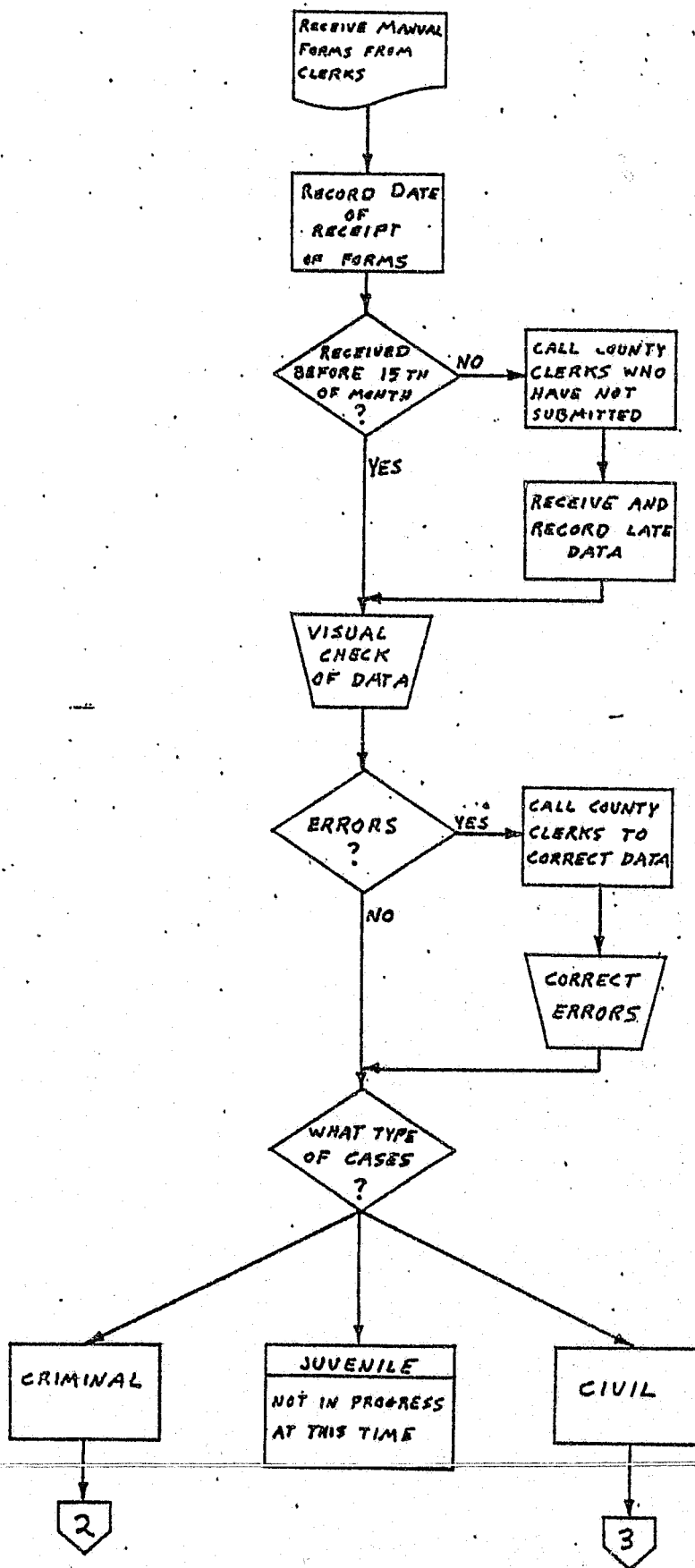
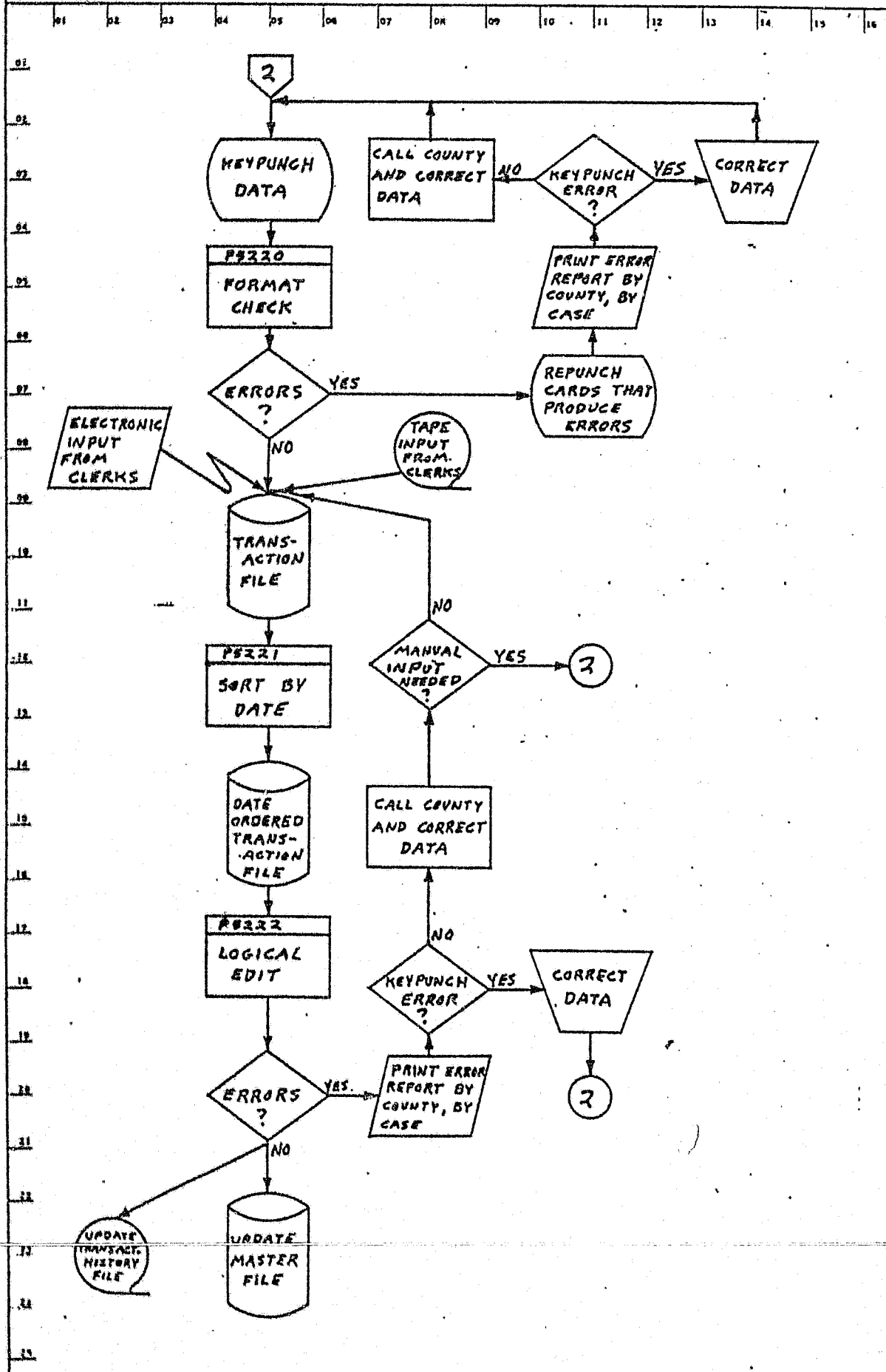


Figure 4-1

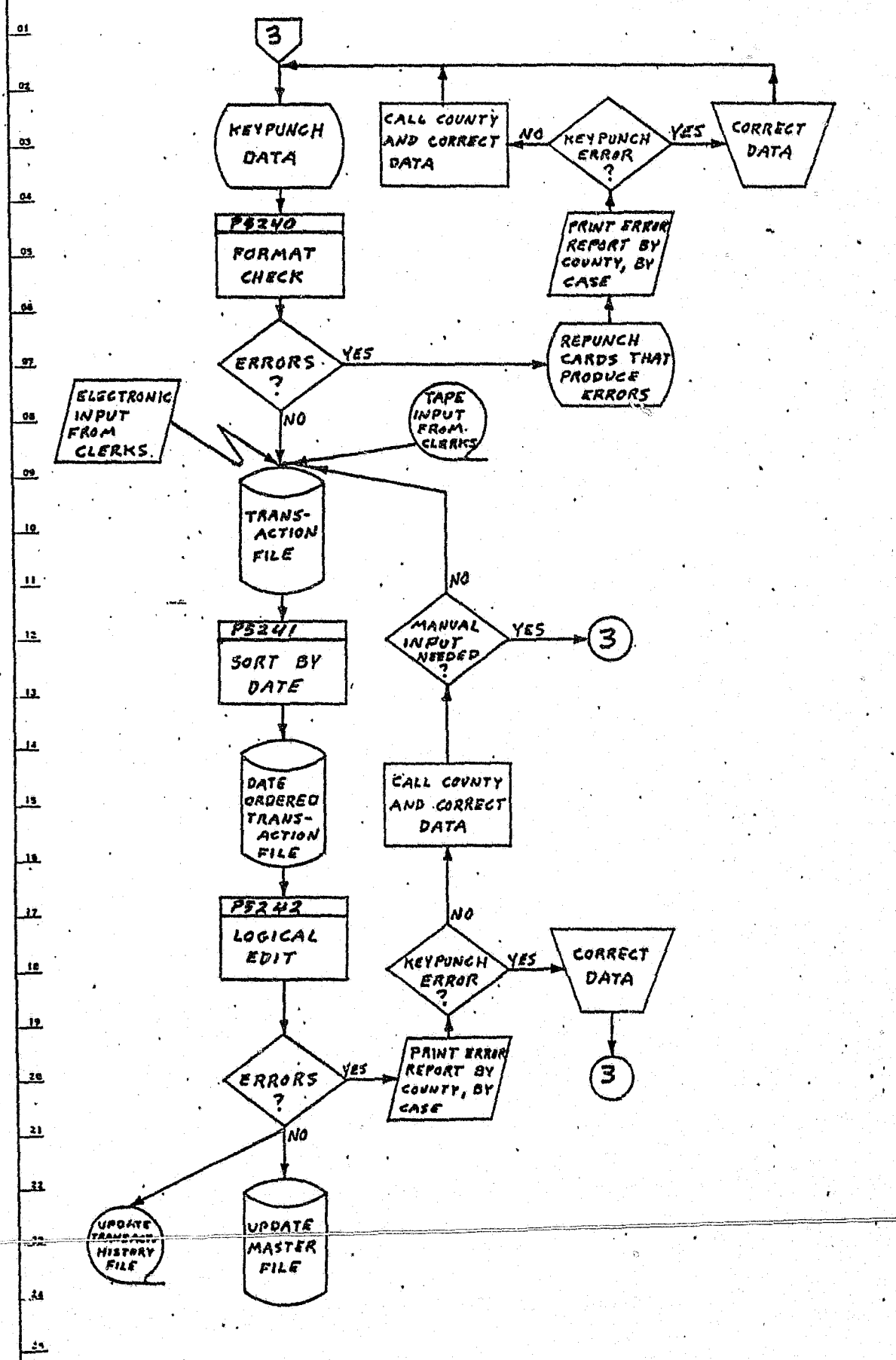


03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18





01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16



4.2.3 Report Generation

The reports (daily, weekly, monthly, special, etc.) to be generated by SWJIS are extensive, covering everything from caseload information, by court, to filing summaries, dispositions, attorney conflicts, probation dockets, sentencing analyses, juvenile referrals, recidivism rates and civil/criminal cases pending. For a more detailed account of the types of reports to be generated by this system see, Second Report of the Technical Advisory Committee, May, 1975. and Automated Transaction Oriented Management System (ATOMS), May, 1973 as revised in August of 1973. These documents, together with the First Report of the Technical Advisory Committee and various manuals also contain the methods for data collection, transfer, storage and retrieval as well as data elements lists and file definitions.

4.2.4 File Maintenance

A description of how SWJIS will execute file maintenance procedures was not available at the time of the site visit. The staff is presently working to complete that document and it should be available sometime during the fall of 1976.

4.3 DETAIL DESIGN

A detail design of the SWJIS has not yet been completed. However, the information necessary for such a design is all but complete and a detailed design should be available soon.

4.4 HARDWARE DESCRIPTION

A brief description of the hardware being utilized throughout the Missouri system is contained in Section 1.4. What follows is a more detailed account of the hardware currently in use.

Figure 4-7

Central Site Hardware

DATA ENTRY DEVICES:	NO.	MAKE	MODEL
Key Punches	1	IBM	029
Verifiers			
Key Punch/verifier	2	UNIVAC	1710 1810
Key Tape			
Key Disk			
Paper Tape			
Scanner			
Source Records			
Terminal Data Entry			
*Data Point 1100 Intelligent Terminal	1		1132

COMPUTER DEVICES:	NO.	MAKE	MODEL
Bulk Storage			
Mag Tape Drives	2	Burroughs	9495/3
Disk Drives	2	Burroughs	9486/4
Drum Storage			
Direct Access Mass Storage			
Card Reader	1	Burroughs	9115
Card Punch	1	Burroughs	9212
Burroughs Disk/Tape Controllers	2		9499
Printer	1	Burroughs	9247

COMMUNICATIONS EQUIP.	NO.	MAKE	MODEL
*Data Point 1100 Acoustic			
Data Coupler	1		3400
* CC Modems (1200 Band)	2		2200/24

UNIT RECORD EQUIPMENTS	NO.	MAKE	MODEL
Sorter			
Collator			
Calculator			
Interpreter			
Reproducer			
Accounting Machine			

TELEPROCESSING:	NO.	MAKE	MODEL
CRT	2	Burroughs	TD-800
Hard Copy Terminals			
Remote Job Entry			

CPU'S:	STOR- AGE	NO.	MAKE	MODEL
Burroughs	96K	1		1726

OPERATING DATA BASE MGMT. & T/P SYS.
Burroughs MCP II-Operating System
Burroughs B1700 ND L - TP System

APPLICATION LANGUAGES
COBOL
FORTRAN
Network Data Language

* X = using; P = planned; C = considering.

This computer is owned and operated by the Supreme Court of Missouri in Jefferson City. It will serve as the central computer site to gather data from all the state judicial circuits and courts of appeal.

Figure 4-8

REGIONAL JUSTICE INFORMATION SYSTEM (St. Louis) HARDWARE

DATA ENTRY DEVICES:	NO.	MAKE	MODEL
Key Punches	2	IBM	029
Verifiers			
Key Punch/verifier	1	IBM	129
Key Tape			
Key Disk			
Paper Tape			
Scanner			
Source Records			
Terminal Data Entry			

COMPUTER DEVICES:	NO.	MAKE	MODEL
Bulk Storage			
Mag Tape Drives	8 1	IBM	3420-7 3803-1
Disk Drives	6 3	IBM	3830-2 3830-1
Drum Storage			
Direct Access Mass Storage			
Card Reader	1	IBM	3505
Card Punch	1	IBM	3525-3
Disk Controllers	2	IBM	3830
Printer	1	IBM	3211-1
Plotter	1	CAL COMP	770

COMMUNICATIONS EQUIP.	NO.	MAKE	MODEL
CRT Controllers	117	CDC	2290
RJE Controllers	1	IBM	3705
Modems (2400 and 4800 Band)	123	ICC	

UNIT RECORD EQUIPMENTS	NO.	MAKE	MODEL
Sorter			
Collator			
Calculator			
Interpreter			
Reproducer			
Accounting Machine			

TELEPROCESSING:	NO.	MAKE	MODEL
CRT	117	CDC	711-10
Hard Copy Terminals	95	CDC	711-120
Remote Job Entry	2	Data 100	Series 88

CPU'S:	STOR- AGE	NO.	MAKE	MODEL
IBM	1 Meg- abyte	1	IBM	370-155

OPERATING DATA BASE MGMT. & T/P SYS.	
OS-1 Operating System	
KCALERT TP System	
(BTAM)	

APPLICATION LANGUAGES
COBOL
Basic Assembly Language
FASTER

* X = using; P = planned; C = considering.

This computer is owned and operated by a regional organization called REJIS. This is a non-profit organization which furnishes computerization for Court Circuits #21 and #22 as well as various police agencies in the St. Louis area.

Figure 4-9

JACKSON COUNTY CIRCUIT COURT (Kansas City) HARDWARE

DATA ENTRY DEVICES:	NO.	MAKE	MODEL
Key Punches			
Verifiers			
Key Punch/verifier	1	IBM	129
Key Tape			
Key Disk			
Paper Tape			
Scanner			
Source Records			
Terminal Data Entry			

COMPUTER DEVICES:	NO.	MAKE	MODEL
Bulk Storage			
Mag Tape Drives	4	IBM	2401
Disk Drives	12	Cal Comp	2319 CD-22
Drum Storage			
Direct Access Mass Storage			
Card Reader	1	IBM	2540
Card Punch	1	IBM	2540°
Disk Controller	4	Cal Comp	CD-22
Printer	1	IBM	1403

COMMUNICATIONS EQUIP.	NO.	MAKE	MODEL
Line Controller	1	IBM	2701
Modems (4800 Band)	4	ICC	46/4800

UNIT RECORD EQUIPMENTS	NO.	MAKE	MODEL
Sorter			
Collator			
Calculator			
Interpreter			
Reproducer			
Accounting Machine			

TELEPROCESSING:	NO.	MAKE	MODEL
CRT	18	IBM	3270
Hard Copy Terminals	1	IBM	3284
Remote Job Entry			

CPU'S:	STOR-AGE	NO.	MAKE	MODEL
IBM	384K	1		360/40

OPERATING DATA BASE MGMT. & T/P SYS.
EDOS - Operating System
FASTER - TP System

APPLICATION LANGUAGES
COBOL
Basic Assembly Language

* X = using; P = planned; C = considering.

This computer is owned and operated by the 16th Judicial Circuit (Jackson County).

Figure 4-10

BOONE COUNTY CIRCUIT COURT (Columbia) HARDWARE

DATA ENTRY DEVICES:	NO.	MAKE	MODEL
Key Punches			
Verifiers			
Key Punch/verifier			
Key Tape			
Key Disk			
Paper Tape			
Scanner			
Source Records			
Terminal Data Entry			

COMPUTER DEVICES:	NO.	MAKE	MODEL
Bulk Storage			
Mag Tape Drives			
Disk Drives	3	PDP	RK05
Drum Storage			
Direct Access Mass Storage			
Card Reader	1	PDP	
Card Punch			
Printer	1	PDP	

COMMUNICATIONS EQUIP.	NO.	MAKE	MODEL

UNIT RECORD EQUIPMENTS	NO.	MAKE	MODEL
Sorter			
Collator			
Calculator			
Interpreter			
Reproducer			
Accounting Machine			

TELEPROCESSING:	NO.	MAKE	MODEL
CRT	2	TEC	2400
Hard Copy Terminals	1 2	PDP	LA30 LA36
Remote Job Entry			

CPU'S:	STORAGE	NO.	MAKE	MODEL
	32 IC Words	1	PDP	11/40

OPERATING DATA BASE MGMT. & T/P SYS.
RSTE/E

APPLICATION LANGUAGES
BASIC PLUS

* X = using; P = planned; C = considering.

This computer is owned and operated by the 13th Judicial Circuit (Boone and Callaway Counties).

4.5 SOFTWARE DESCRIPTION

The following charts represent the applications software used by SWJIS. Two software packages were examined and rejected on the basis of inflexibility. They were: IBM/BCS and IBM/System 370.

Figure 4-11

SWJIS SOFTWARE

Program	Language	Application
P5201/ CASNDX.GEN	FORTRAN	initialization of case index file
P5202	"	initizlization of master file
P5206	"	builds charge text file
P52007	"	builds judge file
P52008	"	builds court reporter file
P5210/ DFNCODE. GE	"	initializes defendant name file
P5209	"	builds miscellaneous codes table
P5211	"	initializes error format file
P5212	"	updates error format file
P5213	"	builds holiday file
P5220	COBOL	format check of criminal manual forms
P5221	"	date sort of transactions
P5222	FORTRAN	logical edit of transactions
P5280	"	report

Figure 4-11

Program	Language	Application
P5281	FORTRAN	report
P5282	"	"
P5283	"	"
P5284	"	"
P5285	"	"
P5286	"	"
P5287	"	"
P5288	"	"
P5289	"	"
VALID1	"	validate appellate input
VALID2	"	" " "
UPDATE	"	update appellate master file
P5110	COBOL	convert K.C. master file
KCTEST	FORTRAN	print K.C. master file
P5162	"	appellate case record report
P5001	UTILITY	sort transaction cards
P5005	COBOL	edit/update attorney file

Figure 4-11

Program	Language	Application
P5008	COBOL	update attorney master
P5010A,B	UTILITY	copy attorney tape files
P5015	COBOL	create attorney alphabetic master
P5020	"	print attorney list
P5025	"	" " "
P5028	"	copy attorney transactions
P5030	"	recover update
P5035	"	build indexed attorney file
P5047	"	attorney index lookup
P5050	FORTRAN	attorney address index update
P5055	"	report

4.6 PROTOTYPE TEST

One court, the 13th Judicial Circuit in Boone County is implementing a prototype automated recordkeeping system (after having established its ability to utilize the manual reporting system). There are now six counties serving as pilot operations for the uniform reporting system. During this operation, central site is not converting all cases but is picking up at a point in time regardless of the stage of the case. With the turnover rate being what it is, it is felt that within 9 - 12 month's all cases brought into the system at some point other than "Initial Filing" will have been completed and out of the active system.

4.7 PRIVACY AND SECURITY CONSIDERATIONS

Privacy and security issues have been addressed. The most conspicuous is a set of guidelines issued by the Supreme Court using that body's rule-making authority to do so. The guidelines adequately address the subject of juvenile court records and places control and authority over those records with the Juvenile Court.

The security of the system is not addressed from the standpoint of a dedicated computer. Rather, the issue of security is approached as a problem of management control. However, there are two objectives, specifically identified in the guidelines, which do pertain to the dedicated computer and they are:

1. Protection against the access of criminal history related information by non-criminal justice agencies.
2. Protection of an individual's right to privacy by not allowing the ability to accumulate, or access simultaneously,

different types of information relating to a particular individual.

The guidelines also enumerate several standards for physical security and has set standards for access to the court's computer system, regardless of the court and regardless of the site of the computer facility. The guidelines call for systematic editing process, on a continuous basis, in order to insure completeness, accuracy and validity. Such a process will also provide an audit trail which should permit tracking of data elements back to the source document. Additionally, the guidelines call for random audits at the central site to verify adherence to the guidelines and require certain records to be maintained to facilitate such audits.

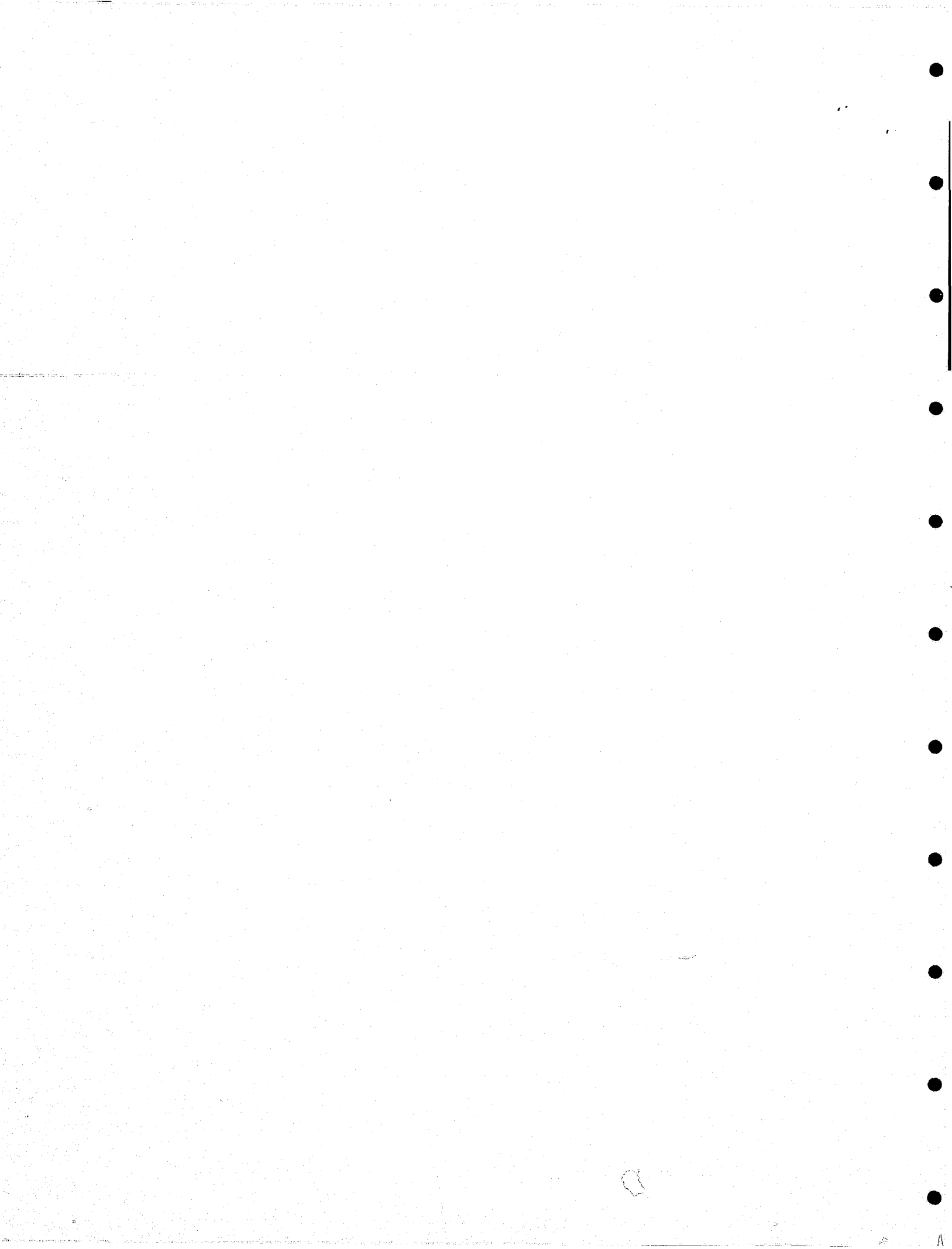
4.8 OBTS AND CCH

The committee to oversee the development of Missouri's OBTS and CCH has only recently been established. The judiciary has one representative, on that committee who participates as an observer. This late start has subjected SWJIS to some possibility of future conflict as regards the judiciary's relationship to OBTS/CCH. However, SWJIS has already developed its data elements and will endeavor to accommodate the OBTS and CCH requirements as soon as they become established.

5. SUMMARY OF KEY DECISIONS

Aside from the policy decisions as listed in Section 3, there are two major decisions which can be considered key to the development of the Missouri SWJIS. They are:

- The judiciary decided to purchase, staff and, maintain its own dedicated computer whenever and wherever possible (the exception, to date, is the Eastern Site's use of the REJIS facilities but, even there, the court uses its own personnel to operate is system).
- The State Courts Administrator decided to utilize a batch process between the central site and the various component sites so as not to have to support a telecommunications system for the entire state. Current plans are that, should a telecommunications' system become necessary or desirable, the judiciary will utilize the existing law enforcement system, MULES.



6. SUMMARY OF ASSESSMENT

The following subsections provide a summary of the major points of concern raised by the assessment team after their review of the Missouri SJIS project. Where appropriate, specific recommendations are made. The points are presented by the major topic areas of discussions set forth within prior Sections. Following this presentation is a brief discussion of the exemplary points identified in conjunction with the Missouri project.

6.1 CONCERNS AND RECOMMENDATIONS

6.1.1 Project Management and Control

Concern

The Assessment Team expressed a concern over the lack of technical staff support of the 13th Judicial Circuit (Boone County) minicomputer system. The Assessment Team recognizes that the central site staff provides such support at this time; however, the concern is with future support, in-house, which is considered necessary to the successful operation of a system. It is also of concern whether or not funds are available in sufficient amounts to obtain staff with sufficient expertise to operate and maintain the Boone County Circuit Court system.

Recommendation

It is recommended that the State Courts Administrator examine the possible consequences of a lack of local technical staff on future sites so that future problems may be avoided.

6.1.2 OBTS and CCH

Concern

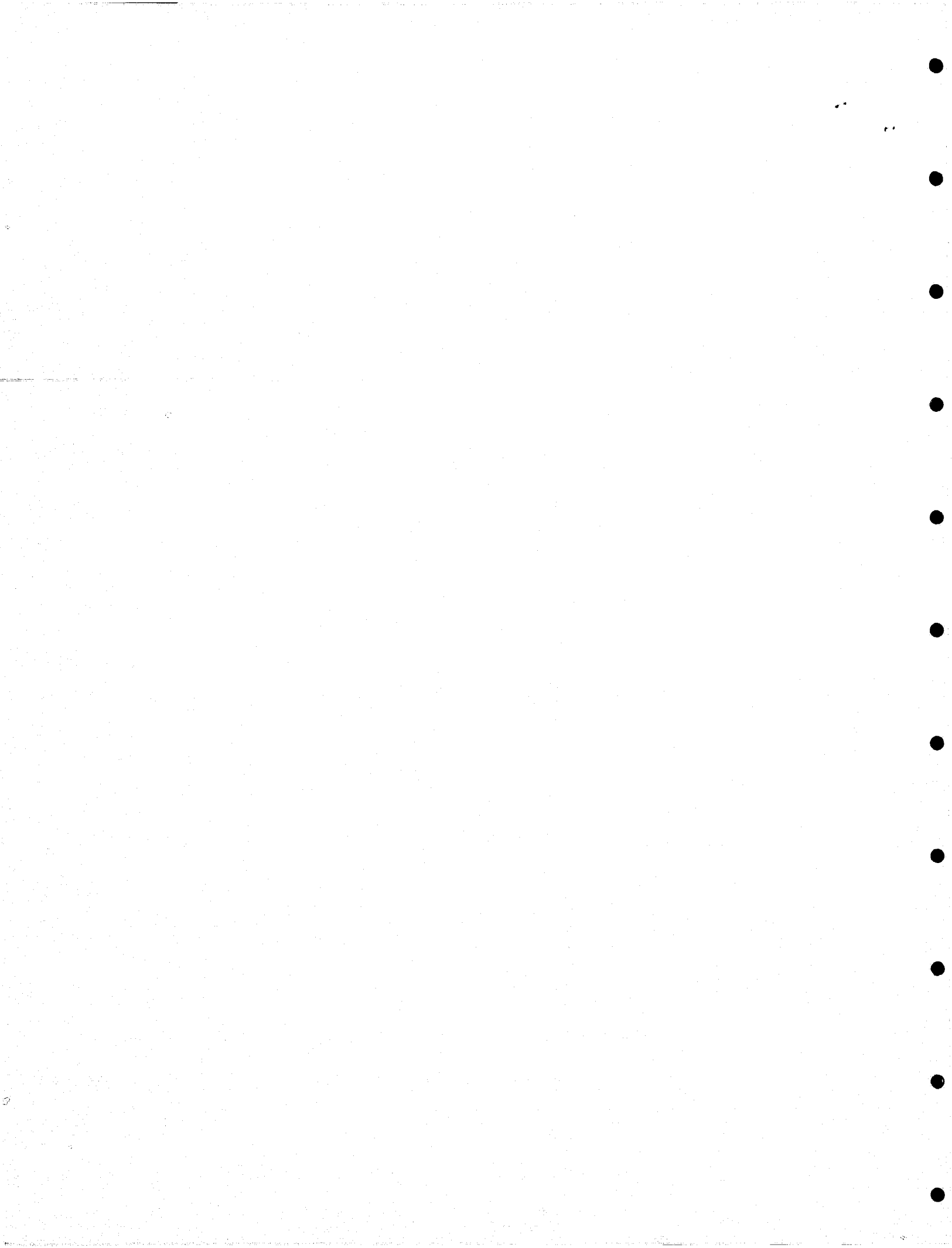
This concern relates to the system as a whole. Since the OBTS/CCH effort is slow in development, it seems that state court administration is being forced to guess future State CCH and OBTS data requirements since the SWJIS effort will precede the State effort. The concern is over the outcome and whether or not any conflict will arise and, if necessary, how the conflict in information requirements will be resolved.

6.2 EXEMPLARY FINDINGS

It is significant that the State Courts Administrator has been able to bring together the separate efforts in the state in such a way that a system is emerging. The user-oriented (or transaction-oriented) approach may have been a key factor in this regard. It is also significant that the SWJIS is well documented and is guided by a structured system of policy development and review which provides the Administrator and his staff with clear guidance as to roles and responsibilities as well as specific tasks to be performed. The entire project is quite businesslike in this regard.

The State of Missouri, Office of the State Courts Administrator is developing a system which must incorporate a broad range of requirements. The Missouri courts cover the spectrum from very small, rural systems to quite large, highly sophisticated metropolitan systems.

ATTACHMENT A



OBJECTIVE I. - Project Organization

- TASK 1.1 Appoint Advisory Committee
- TASK 1.2 Hire Data Clerk
- TASK 1.3 Hire Systems Analyst
- TASK 1.4 Train Personnel
- TASK 1.5 Purchase Supplies and Equipment

The completion of these tasks will result in a project team of three professionals and one clerk that have the resources and training necessary to coordinate the activities of the project. Additional personnel support will be provided by component sites and by consultant contract. An Advisory Committee will be designated for the project that contains representatives from the participating courts. At the present time, the Technical Advisory Committee could conveniently serve this function.

OBJECTIVE II. - Requirements Analysis for SWJIS

- TASK 2.1 Make a Preliminary List by Court
- TASK 2.2 Establish Review Body
- TASK 2.3 Review Meetings
- TASK 2.4 Compile Comments
- TASK 2.5 Second Stage Review
- TASK 2.6 Revise Requirements Analysis
- TASK 2.7 Review by Technical Advisory Committee
- TASK 2.8 Review by State Courts Data Processing Committee
- TASK 2.9 Approval by Supreme Court

A preliminary list of user reports has been completed (a copy of which is included in the supplementary material) and will be modified to perform task 2.1. This list will then be reviewed by the committees as indicated above so that a complete requirements analysis can be obtained. These information requirements are those of all courts in Missouri and may not be satisfied for several years.

OBJECTIVE III - Standard Codes and Definitions

- TASK 3.1 Review Existing Criminal Codes List
- TASK 3.2 Statutory Search Concerning Criminal Codes
- TASK 3.3 Compare Alternative Criminal Code List
- TASK 3.4 Prepare Recommendation Concerning Criminal Codes

- TASK 3.5 Review by the Technical Advisory Committee of Criminal Codes
- TASK 3.6 Review by the State Courts Data Processing Committee of Criminal Codes
- TASK 3.7 Approval by Supreme Court of Criminal Codes
- TASK 3.8 Review Existing Civil Code List
- TASK 3.9 Statutory Search Concerning Civil Codes
- TASK 3.10 Compare Alternative Civil Code List
- TASK 3.11 Prepare Recommendation Concerning Civil Code Lists
- TASK 3.12 Review by the Technical Advisory Committee of Civil Codes
- TASK 3.13 Review by the State Courts Data Processing Committee of Civil Codes
- TASK 3.14 Approval by the Supreme Court of Civil Codes
- TASK 3.15 Review Existing Juvenile Code Lists
- TASK 3.16 Statutory Search Concerning Juvenile Codes
- TASK 3.17 Compare Alternative Juvenile Code Lists
- TASK 3.18 Prepare Recommendation Concerning Juvenile Code Lists
- TASK 3.19 Review by the Technical Advisory Committee of Juvenile Codes
- TASK 3.20 Review by the State Courts Data Processing Committee of Juvenile Codes
- TASK 3.21 Approval by the Supreme Court of Juvenile Codes
- TASK 3.22 Attorney Codes in Machine Readable Form
- TASK 3.23 Make List of Attorney Codes
- TASK 3.24 Review Existing Definition of Judicial Terms
- TASK 3.25 Statutory Search Concerning Definitions
- TASK 3.26 Prepare Recommendation on Definitions
- TASK 3.27 Review by the Technical Advisory Committee Concerning Definitions
- TASK 3.28 Review by the State Courts Data Processing Committee Concerning Definitions
- TASK 3.29 Approval by Supreme Court Concerning Definition
- TASK 3.30 Publication of Code and Definition Handbook

One of the biggest problems in developing SWJIS is the lack of uniformity of definition in terms such as "case" and "disposition" as well as the general lack of uniform court procedures. These tasks will result in the development and maintenance of a uniform set of codes and definitions for use in SWJIS.

OBJECTIVE IV - Standard Data Elements

- TASK 4.1 List of Data Elements by Court
- TASK 4.2 Review with Court Personnel
- TASK 4.3 Prepare Recommendation
- TASK 4.4 Review by Technical Advisory Committee
- TASK 4.5 Review by State Courts Data Processing Committee

TASK 4.6 Approval by the Supreme Court

The Office of State Courts Administrator, in conjunction with the Technical Advisory Committee is currently working on task 4.1. This list of data elements will include all those happenings in a case that are significant from a State viewpoint.

OBJECTIVE V. - Component Site Data Collection Capability

- TASK 5.1 Write RFP for St. Louis County
- TASK 5.2 Release RFP for St. Louis County
- TASK 5.3 Award Contract for St. Louis County
- TASK 5.4 Supervise Work for St. Louis County
- TASK 5.5 Write RFP for Jackson County
- TASK 5.6 Release RFP for Jackson County
- TASK 5.7 Award Contract for Jackson County
- TASK 5.8 Install Equipment for Jackson County
- TASK 5.9 Write RFP for Kansas City Court of Appeals
- TASK 5.10 Release Bids for Court of Appeals
- TASK 5.11 Award Contract for Court of Appeals Project
- TASK 5.12 Supervise work for Court of Appeals Contract
- TASK 5.13 Evaluate 13th Judicial Circuit Project
- TASK 5.14 Write RFP for Boone County Hardware
- TASK 5.15 Release Bids for Boone County
- TASK 5.16 Award Contract for Boone County
- TASK 5.17 Install Equipment for Boone County

The effort necessary to complete these tasks will be largely provided by the component sites. The SEARCH project staff will provide technical assistance and will coordinate the activities of the component sites.

OBJECTIVE VI - Central Site Data Handling Capability

- TASK 6.1 Refine Systems Design
- TASK 6.2 Prepare Software Specifications
- TASK 6.3 Prepare Software
- TASK 6.4 Test Programs
- TASK 6.5 Test System.
- TASK 6.6 Write Instruction Manuals

The ATOMS document defines the problems confronting the Missouri Court System, describes a systems concept, and outlines a method for implementation of that system. The document does not, however, contain a detailed systems design and software specification. Another deficiency of the ATOMS document is the failure to include adequate justification of the hardware requirements. These calculations must be made and will be obtained using queuing and statistical methods based on load estimates and forecasts of transactions. The software required will be used to check the validity of the data and to demonstrate the reporting capability of the system. The need for computer-aided manipulation of data is obvious since the courts involved have annual case filings exceeding 22,000. The number of transactions resulting

from this caseload makes some type of computerized assistance mandatory. The reader should note that the ATOMS document formed a basis for the Statewide Judicial Information System currently under development. The term "ATOMS" has since become obsolete and has been replaced by the term "CIS".

OBJECTIVE VII - Data Submission Capability

- TASK 7.1 Design Forms
- TASK 7.2 Review by Subcommittee on Senate Bill 71
- TASK 7.3 Review by the Technical Advisory Committee
- TASK 7.4 Refine Forms Design
- TASK 7.5 Test Form
- TASK 7.6 Review by the State Courts Data Processing Committee
- TASK 7.7 Approval by Supreme Court
- TASK 7.8 Determine Those Courts Unable to Submit Manually
- TASK 7.9 Prepare RFP for Consulting Study (Data Transmission Study)
- TASK 7.10 Release Bids
- TASK 7.11 Evaluate Bids
- TASK 7.12 Award Contract
- TASK 7.13 Monitor Project
- TASK 7.14 Evaluate Recommendations
- TASK 7.15 Review by Technical Advisory Committee
- TASK 7.16 Review by State Courts Data Processing Committee
- TASK 7.17 Approval by Supreme Court

Because of the large number of courts in Missouri that will ultimately utilize some type of manual forms, it is essential that a great deal of effort be spent in perfecting this mechanism. The tasks necessary to develop the form are given above. The close relationship between CIS and the manual recordkeeping system will result in the data gathering form as an integral part of the manual system being implemented. This would make the preparation and submission of the data required by SWJIS a normal function of the court and thereby would eliminate the added work of completing a form. The form will be designed and tested using information obtained from other states that use similar data collection devices (such as Florida). It is hoped that a form can be developed that requires little effort to complete, but contains the detail of information that is necessary. In order to evaluate the effectiveness of various transmission media and interfaces, it will be necessary to conduct an in-depth study of the effectiveness of transmission media running the gamut from manual mailing to high speed electronic transmission. The objectives of the task will be to develop a statistically valid relationship between the characteristics of a court such as jurisdiction, caseload, number of personnel, etc. and the type of transmission medium that is best. The result of this task would be the determination of, and acquisition of, the equipment and forms necessary for the participant courts to communicate with

the central site.

OBJECTIVE VIII - Data Reporting

- TASK 8.1 Prepare Implementation Plan
- TASK 8.2 Prepare User Manuals and Operations Guides
- TASK 8.3 Implement Manually Submitting Courts
- TASK 8.4 Evaluate Manual Submission Procedures
- TASK 8.5 Implement Electronically Submitting Courts
- TASK 8.6 Evaluate Electronic Submission Methods
- TASK 8.7 Demonstrate Management Reporting Capability

After the preparation of an implementation plan, the first step in the implementation of the system is to prepare user manuals and operations guides that will be used to train the personnel in the use of the data forms prior to implementation of the reporting structure. After training is completed, data submission will be initiated and checked for inconsistencies at the central site. Exception reporting will be established and will be used to correct any errors that are identified. Hopefully, a dampening effect will result over time with respect to the number of errors that occur.

OBJECTIVE IX - Report on Evaluation and Status of Project

- TASK 9.1 First Quarter On-site Visits
- TASK 9.2 First Quarter Status Report
- TASK 9.3 Second Quarter On-site Visits
- TASK 9.4 Second Quarter Status Report
- TASK 9.5 Third Quarter On-site Visits
- TASK 9.6 Third Quarter Status Report
- TASK 9.7 Fourth Quarter On-site Visits
- TASK 9.8 Fourth Quarter Progress Report

The above tasks outline the procedures that will be used to evaluate the project and report its status to the SEARCH Committee. The fourth quarter report will serve as the final report of the project. The basic outline of the status reports will be as follows:

- I. Introduction
- II. Narrative of Status (By Court)
- III. Summary of Tasks (Progress by Task)
- IV. Budget Summary (Expenditures and Incumbrances)
- V. Specific Successes and Failures

These reports will be prepared by the project team each quarter and will result from on-site visits by the project team.

Supplementary Information

The project coordinator will attend SEARCH meetings in an effort to utilize the information prepared by the Requirements Analysis Subcommittee and Systems Design Subcommittee as it pertains to

Missouri. As was noted in the delineation of tasks, a number of meetings will be necessary as the project evolves. As these committees meet on matters other than those indicated herein, it is impossible to provide agendas at this time. However, the State Courts Data Processing Committee is expected to meet four times in the next year and is expected to address the following items at these meetings.

Fall Meeting

Criminal Codes
Civil Codes
Juvenile Codes
Definitions
Data Elements

Winter Meeting

Requirements Analysis
Systems Design

Spring Meeting

Implementation Plan
Data Transmission Study

Summer Meeting

Reporting Capability

To further define tasks 2.1, 3.1, 4.1, and 6.1 copies of the preliminary user reports list, preliminary list of criminal codes, and preliminary list of data elements, are included in the material attached to this grant application.

B. MILESTONES AND SCHEDULE

The table below contains the information for each task in the format requested in Ms. Fran Boronskes' letter of May 28, 1974. The task numbers used refer to the tasks defined in the previous section. The dates assume a project start date of September 1, 1974.

TASK	Date Started/Completed	Task	Responsibility
1.1	9/74	10/74	Court Administrator/ Project Coordinator
1.2	9/74	11/74	" "
1.3	10/74	12/74	" "
1.4	11/74	3/75	Project Coordinator
1.5	9/74	12/74	" "
2.1	9/74	10/74	" "
2.2	9/74	11/74	Court Administrator Project Coordinator
2.3	10/74	11/74	Project Coordinator
2.4	10/74	12/74	" "
2.5	11/74	12/74	Court Administrator/ Project Coordinator
2.6	11/74	12/74	Project Coordinator
2.7	12/74	12/74	Court Administrator/ Project Coordinator
2.8	12/74	1/75	" "
2.9	1/75	1/75	" "
3.1	9/74	9/74	Project Coordinator
3.2	9/74	9/74	" "
3.3	9/74	9/74	" "
3.4	9/74	10/74	" "
3.5	10/74	10/74	Court Administrator/ Project Coordinator
3.6	10/74	10/74	" "
3.7	11/74	11/74	" "
3.8	9/74	9/74	Project Coordinator
3.9	9/74	9/74	" "
3.10	10/74	10/74	" "
3.11	10/74	10/74	" "
3.12	10/74	10/74	Court Administrator/ Project Coordinator
3.13	10/74	10/74	" "
3.14	11/74	11/74	" "
3.15	9/74	9/74	Project Coordinator
3.16	9/74	9/74	" "
3.17	10/74	10/74	" "
3.18	10/74	10/74	" "
3.19	10/74	10/74	Court Administrator/ Project Coordinator
3.20	10/74	10/74	" "
3.21	11/74	11/74	" "
3.22	9/74	10/74	Project Coordinator
3.23	10/74	10/74	" "
3.24	9/74	9/74	" "
3.25	9/74	10/74	" "
3.26	10/74	10/74	" "
3.27	10/74	10/74	Court Administrator/ Project Coordinator
3.28	10/74	10/74	" "
3.29	11/74	11/74	" "
3.30	11/74	12/74	Project Coordinator

4.1	9/74	9/74	Project Coordinator
4.2	9/74	10/74	" "
4.3	10/74	10/74	" "
4.4	10/74	10/74	Court Administrator/ Project Coordinator
4.5	10/74	10/74	" "
4.6	11/74	11/74	" "
5.1	9/74	10/74	Component Site Personnel/ Project Coordinator
5.2	10/74	11/74	" "
5.3	11/74	12/74	" "
5.4	12/74	6/75	" "
5.5	9/74	10/74	" "
5.6	10/74	11/74	" "
5.7	11/74	12/74	" "
5.8	4/75	6/75	" "
5.9	9/74	10/74	" "
5.10	10/74	11/74	" "
5.11	11/74	12/74	" "
5.12	12/74	3/75	" "
5.13	4/75	5/75	Project Coordinator
5.14	3/75	5/75	Component Site Personnel/ Project Coordinator
5.15	5/75	6/75	" "
5.16	7/75	8/75	" "
5.17	8/75	12/75	" "
6.1	9/74	11/74	Project Coordinator
6.2	10/74	12/74	" "
6.3	12/74	5/75	" "
6.4	4/75	6/75	" "
6.5	5/75	7/75	" "
6.6	6/75	8/75	" "
7.1	9/74	9/74	" "
7.2	9/74	10/74	Court Administrator/ Project Coordinator
7.3	10/74	10/74	" "
7.4	10/74	10/74	Project Coordinator
7.5	10/74	12/74	" "
7.6	10/74	10/74	Court Administrator/ Project Coordinator
7.7	11/74	12/74	" "
7.8	11/74	12/74	Project Coordinator
7.9	12/74	1/75	" "
7.10	1/75	2/75	" "
7.11	2/75	3/75	" "
7.12	3/75	3/75	" "
7.13	1/75	6/75	" "
7.14	6/75	6/75	" "
7.15	6/75	7/75	Court Administrator/ Project Coordinator
7.16	7/75	7/75	" "
7.17	8/75	8/75	" "
8.1	9/74	12/74	Project Coordinator
8.2	3/75	6/75	" "
8.3	6/75	9/75	" "
8.4	7/75	9/75	" "

8.5	8/75	9/75	Project Coordinator
8.6	8/75	9/75	" "
8.7	7/75	9/75	" "
9.1	12/74	12/74	" "
9.2	12/74	1/75	Court Administrator/ Project
Coordinator			
9.3	3/75	3/75	Project Coordinator
9.4	3/75	4/75	Court Administrator/ Project Coordinator
9.5	6/75	6/75	Project Coordinator
9.6	6/75	7/75	Court Administrator/ Project Coordinator
9.7	9/75	9/75	Project Coordinator
9.8	9/75	10/75	Court Administrator/ Project Coordinator

The above table contains the work plan for the project proposed herein. Please note that a responsibility assigned to the project coordinator includes all of the project staff.

ATTACHMENT B

RESOLUTION NUMBER ONE

BE IT RESOLVED, that the following policy statements are recommended to the Supreme Court:

A. STATEWIDE JUDICIAL INFORMATION SYSTEM (SWJIS)

There is to be developed a statewide judicial information system (SWJIS).

B. SWJIS CENTRAL SITE

The SWJIS central computer site will be operated by the Office of State Courts Administrator and will support the SWJIS Central Site System.

C. SWJIS COMPONENT SITES

SWJIS component sites will be located in the 13th Judicial Circuit, 16th Judicial Circuit, 21st and 22nd Judicial Circuits, and at any other court or combination of courts which have the load to justify a system. These component sites will be operated by the local courts and will be utilized to meet the the data processing needs of the local courts. Any court or combination of courts may be designated as component site by the Supreme Court upon the recommendation of the State Courts Data Processing Committee.

D. LOCAL SYSTEMS DEVELOPMENT

Each component site will be responsible for developing information and recordkeeping systems which that court or courts deem appropriate to meet local needs, providing that they are designed according to the policies of the Supreme Court as recommended by the State Courts Data Processing Committee.

E. SWJIS CENTRAL SITE DATA ELEMENTS

An approved set of data elements that defined the scope of the SWJIS Central Site System data base shall be established

and maintained by the Office of State Courts Administrator. Any modifications, additions, or deletions from the approved set of data elements must be reviewed by the State Courts Data Processing Committee and approved by the Supreme Court.

F. DATA ELEMENT SUBMISSION

Each court in the Missouri Court System shall be required to provide the SWJIS central site with data elements as defined in the approved set of data elements in a form and at such a time as required by the Supreme Court upon recommendation of the State Courts Data Processing Committee.

1. Missouri courts with computerized capability may submit their data to the central site electronically.

Summary data will be submitted based on uniform data elements. At the option of the component site detailed data elements may be submitted in lieu of summary data.

The capability to provide data elements to the central site as required by it must be developed and maintained by all component sites submitting summary data.

2. Other courts will submit transactional data to the central site on predesigned forms or on any other medium that is approved by the Supreme Court upon the recommendation of the State Courts Data Processing Committee.

G. DATA ELEMENT IMPLEMENTATION

Implementation of the SWJIS Central Site System and submission of data elements by component sites will proceed in phases based upon a plan and implementation time schedule as approved by the Supreme Court upon recommendation of the State Courts Data Processing Committee. Due consideration will be given to component site capabilities and local needs in the development of the plan and implementation time schedule.

H. COMMUNICATIONS LINKS WITH SYSTEMS

The SWJIS central site will serve as the communications link with all regional and statewide non-court systems and national systems, except as otherwise approved by the Supreme Court upon the recommendation of the State Courts Data Processing Committee.

I. SWJIS CENTRAL SITE SERVICES

The SWJIS central site will make available an approved set of standard reports on a routine basis to the Supreme Court, Court of Appeals, Office of the State Courts Administrator, and circuit courts to meet their informational requirements.

J. PROJECT SEARCH CAPABILITY

It shall be an objective of SWJIS Central Site System to maintain the data elements necessary to provide the capability to participate in Project SEARCH. The level of participation in Project SEARCH will be approved by the Supreme Court upon recommendation of the State Courts Data Processing Committee.

K. PRIVACY AND CONFIDENTIALITY GUIDELINES

All courts utilizing data processing must conform to the privacy and confidentiality guidelines maintained by the Office of the State Courts Administrator. Any modifications, additions or deletions from the established guidelines must be reviewed by the State Courts Data Processing Committee and approved by the Supreme Court.

L. UNIFORM CASE NUMBER

All courts must have the ability to provide case designations in a uniform manner as established by the Supreme Court upon the recommendation of the State Courts Data Processing Committee.

M. UNIFORM CRIMINAL CHARGE CODES

A uniform set of criminal charge codes with a field length of seven positions will be adopted and utilized on a statewide basis by all courts. A specific charge code is to be assigned to each charge made against an individual.

N. UNIFORM CIVIL ACTION CODES

A uniform set of civil action codes with a field length of seven positions will be adopted and utilized on a statewide basis by all courts. A specific set of action codes is to be assigned to each civil case field.

O. UNIFORM JUVENILE REFERRAL CODES

A uniform set of juvenile referral codes with a field length of seven positions will be adopted and utilized on a statewide basis by all courts. A specific referral code is to be assigned to each reason for referral made against an individual.

P. ATTORNEY IDENTIFICATION

The Office of State Courts Administrator will assign and maintain a uniform attorney identification number consistent with the number currently utilized by the Supreme Court Clerk's Office. The use of the code would be subject to the following restrictions.

1. There will be no transmission or compilation of data by attorney to be released to non-court personnel without the specific approval of the Supreme Court with a recommendation from the State Courts Data Processing Committee.

2. There will be no compilation of statistics by attorney at the state level without the specific approval of the Supreme Court with a recommendation from the State Courts Data Processing Committee.
3. There will be no real-time or batch applications programs developed for keying to attorney-related statistics where the use of these capabilities could be exercised by unauthorized court personnel. The court personnel authorized to utilize these capabilities must be designated as such by each court as responsible individuals who have been advised of the restrictions on dissemination of attorney-related data.

Q. SYSTEM DOCUMENTATION LIBRARY

The Office of State Courts Administrator will maintain a library of court system documentation for the State. The documentation for all systems developed in Missouri shall be consistent with approved guidelines. This information will be made available to individual courts upon their request.

R. ELECTRONIC DATA TRANSMISSION

The MULES network will be utilized for electronic data transmission whenever practical.

S. DISSEMINATION OF COURT INFORMATION

Approved guidelines will be utilized to define all information, reports, and data elements that cannot be disseminated to non-court personnel by individual courts. The dissemination of information, reports, or data elements covered in these guidelines will require prior approval of the Supreme Court upon

recommendation of the State Courts Data Processing Committee. All other information, reports, or data elements may be disseminated upon the approval of the court to which they pertain.

Approved guidelines will be utilized to define all information, reports, and data elements that cannot be disseminated to non-court personnel by the Office of the State Courts Administrator. The dissemination of information, reports, or data elements covered in these guidelines will require prior approval of the Supreme Court upon recommendation of the State Courts Data Processing Committee.

T. DATA PROCESSING PROPOSALS

Courts which desire to utilize data processing must submit a plan consistent with approved guidelines for approval by the Supreme Court upon the recommendation of the State Courts Data Processing Committee.

U. DEVELOPMENT PROJECTS

Courts are encouraged to seek federal funds for developmental projects.

V. OPERATIONAL EXPENSES

It is intended that courts will, as soon as practicable, obtain local funds to support continued operational expenses of component sites.

W. CONTROL OF DATA PROCESSING EQUIPMENT

Data processing for courts shall be handled on computer equipment managed and controlled by the courts. In exceptional instances where extreme care has been taken to assure the

welfare of the courts, explicit approval may be obtained from the Supreme Court upon recommendation of the State Courts Data Processing Committee to utilize facilities not totally managed and controlled by the courts.

RESOLUTION NUMBER TWO

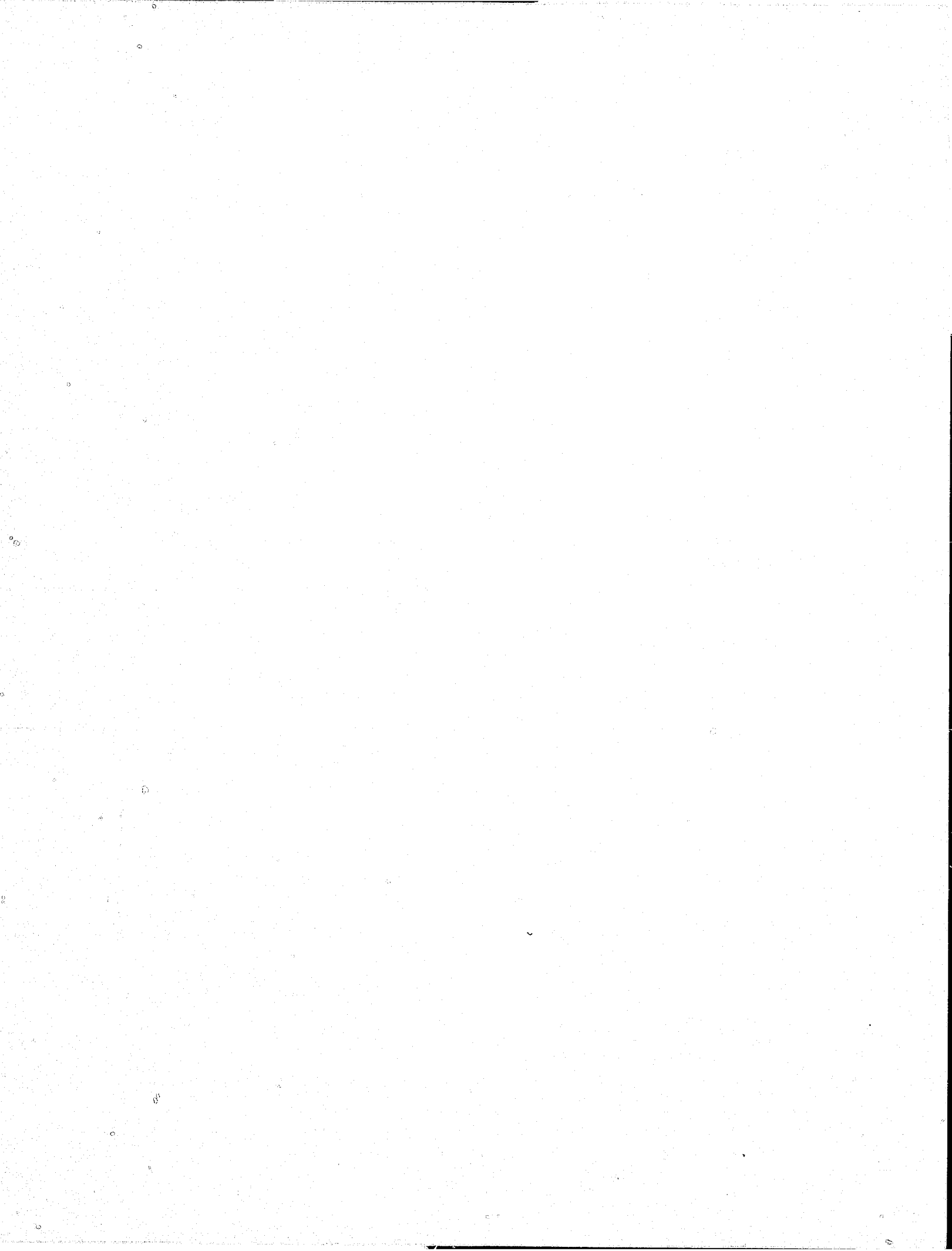
BE IT RESOLVED, that the Technical Advisory Committee is hereby directed to develop a Courts Data Processing Policy Manual.

RESOLUTION NUMBER THREE

BE IT RESOLVED, that a Technical Advisory Committee, chaired by the State Courts Administrator is hereby established to serve as staff to the State Courts Data Processing Committee. The Technical Advisory Committee shall consist of at least one representative from each component site and other personnel as the State Courts Administrator may appoint with the approval of the chairman of the State Courts Data Processing Committee. The Technical Advisory Committee shall meet on the second Tuesday of each month at a time and location determined by the State Courts Administrator. Special meetings may be called at any other time at the discretion of the State Courts Administrator or by a majority of the members of the committee.

RESOLUTION NUMBER FOUR

BE IT RESOLVED, that the Technical Advisory Committee is responsible for developing a comprehensive implementation plan for SWJIS. Pending completion of the comprehensive plan, current developmental projects at the component sites are to continue provided that such projects are in compliance with policies and procedures established by the State Courts Data Processing Committee and the Supreme Court.



CONTINUED

1 OF 2

RESOLUTION NUMBER FIVE

BE IT RESOLVED, that the State Courts Data Processing Committee recommends to the Supreme Court of Missouri that the Request for Bids authorized by resolution of this Committee on February 21, 1974, be withdrawn and that the bidders be so advised. The need for the study as originally conceived has been satisfied.

RESOLUTION NUMBER SIX

THIS RESOLUTION IS BEING REWORKED.

RESOLUTION NUMBER SEVEN

BE IT RESOLVED, that the Technical Advisory Committee is directed to use the document entitled "Types of User Reports" contained in Appendix C, Page 86, of the "Summary Report of the Technical Advisory Committee" as a basis for initial systems design in SWJIS.

RESOLUTION NUMBER EIGHT

BE IT RESOLVED, that the State Courts Data Processing Committee recommends to the Supreme Court of Missouri that the Office of State Courts Administrator is responsible for the recording and dissemination of decisions concerning the policies of the Supreme Court in the area of data processing.

RESOLUTION NUMBER NINE

BE IT RESOLVED, that the Technical Advisory Committee is directed to use the document entitled "Criminal Charge Codes" contained in Appendix D, p. 110, of the "Summary Report of the Technical Advisory Committee" as a basis for further development of a uniform criminal charge code.

RESOLUTION NUMBER TEN

BE IT RESOLVED, that the Technical Advisory Committee is directed to use the document entitled "Civil Action Codes" contained in Appendix E, p. 117, of the "Summary Report of the Technical Advisory Committee" as a basis for further development of a uniform civil action code.

RESOLUTION NUMBER ELEVEN

BE IT RESOLVED, that the Technical Advisory Committee is directed to use the document entitled "Juvenile Referral Codes" contained in Appendix F, p. 120, of the "Summary Report of the Technical Advisory Committee" as a basis for further development of a uniform juvenile referral code.

RESOLUTION NUMBER TWELVE

BE IT RESOLVED, that the Technical Advisory Committee is directed to develop a uniform case designation code for use within SWJIS to provide the capability to exchange information between courts and with other criminal justice agencies.

RESOLUTION NUMBER THIRTEEN

BE ITSRESOLVED, that component sites that are in violation of adopted policy statements contained in Resolution #1 shall submit a plan to the State Courts Data Processing Committee within sixty days of the adoption of the policy detailing plans for compliance.

RESOLUTION NUMBER FOURTEEN

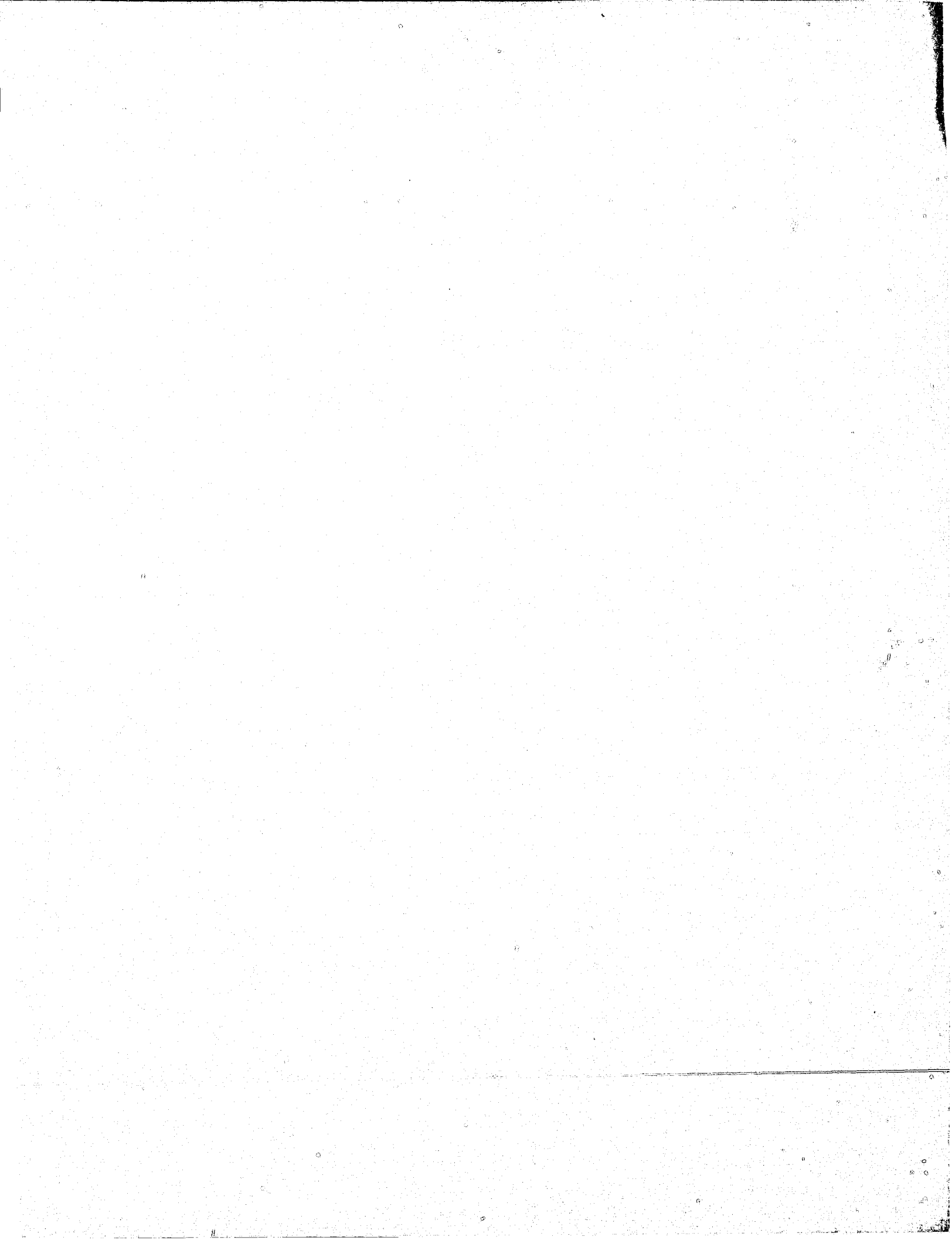
BE IT RESOLVED, that the Technical Advisory Committee is responsible for the preparation of the following set of recommended guidelines:

1. Privacy and Confidentiality
2. System Documentation
3. Dissemination of Court Information
4. Data Processing Plan

RESOLUTION NUMBER FIFTEEN

BE IT RESOLVED, that the Subcommittee on Senate Bill 71 is directed to develop a uniform set of terms, phrases and definitions commonly used in inter-court communications and in data reporting to SWJIS.

JAN 14 1977
11:00 AM
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END