Attachment 7, Business and Functional Requirements, Revision 1
Features List: Functional

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
		1	**Person/Entity Management**		
		1.1	**Types/Roles**		
Yes		1.1.1	System must capture position types associated to the person.		
Yes		1.1.2	Must capture associations, such as but not limited to: attorney/client, attorney/law firm, family unit associations		
Yes		1.1.3	Must allow user to enter information related to a professional entity and any associations to either individuals or other entities.		
Yes		1.1.4	Must allow user to specify the role of each individual associated to a case. Must have the ability to specify multiple roles (e.g. plaintiff and cross-defendant). Roles can change during the life of the case.		
Yes		1.1.5	Maintain party relationships with multiple petitions and cross-complaints within a case.		
Yes		1.1.6	Must capture and update the participant stages based upon system events, timing, orders, etc. (e.g. named, answered, defaulted,)		
Yes		1.1.7	Ability to enter natural persons (First name, middles name, last name, suffix) and Entities such as corporations or agencies.		
Yes			Ability to enter names using hyphens.		
Yes		1.1.9	Ability to capture various alternative names, such as alias, moniker, doing business as (DBA) etc.		
Yes		1.1.10	Ability to capture various roles for case participants such as, plaintiff, petitioner, defendant etc.		
		1.2	**Demographics**		
Yes		1.2.1	Allow user to capture race and/or citizenship of person.		
Yes		1.2.2	Must allow user to update any and all person/entity profile information/demographics.		
Yes		1.2.3	Ability to maintain multiple records of the following information: - General Info (e.g., Name(s), Address(es), Email, Languages, Phone(s) etc. - Physical Info (e.g., Date of Birth, Height, Weight, etc.) - Additional Info (e.g., Occupation, Security Risk, Flight Risk, Indian Child Welfare Act (ICWA) Information, etc.) - Vehicle Info (e.g., VIN No., Color, Make, Model, etc.) -Associations (e.g., Participant Associations on the Case, Family Associations, Non-Family Associations) - Position Info (e.g., Clerk, Attorney, Mediator, etc.) -Photographs (Displays up to 3 photographs)		

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Yes		1.2.4	Must allow user to secure person/entity case information, (at both the person and the data level, such as address)		
	Desired	1.2.5	Ability to create, read, update and delete a list of frequent filers.		
Yes		1.2.6	Must allow user to add, remove, modify associations between persons, persons and entities (e.g. attorney/law firm) and entities. If an association is made within the context of a case, it is only available within the case in which it was created. If an association is made outside the context of a case through the person/entity functionality, the association will be available on all cases associated with the person/entity		
	Preferred	1.2.7	Must allow user to create a family unit association between persons, including parent/child and sibling relationships.		
	Preferred	1.2.8	Must allow user to select to view all persons in an associated family unit, along with demographic information and case information.		
Yes		1.2.9	Must allow user to add, edit, delete notes related to persons, entities, family units, and associations.		
Yes		1.2.10	Must allow user to merge person or entity profiles, maintaining all demographic information from all individual records in the new record.		
Yes		1.2.11	Must allow user to split person or entity records, returning them to the pre-merged state, with all pre-merge demographic present in each record.		
	Desired	1.2.12	Must maintain a list of persons adjudicated to be Vexatious Litigants throughout the state.		
	Preferred	1.2.13	Must allow user to multi-select persons or entities and merge records in batch, with same results as if merged using manual process.		
Yes		1.2.14	Must allow the user to delete a person or entity record from the database; however, the record cannot be deleted if it is in use, or has been used in the context of a case.		
Yes		1.2.15	Must allow user to enter, update, or delete demographic information related to judicial officers.		
Yes		1.2.16	Must allow user to enter, update, or delete demographic information related to legal organizations (e.g. CFCC, District Attorney, Legal Aid, etc.)		
Yes		1.2.17	Must allow user to enter, update, or delete demographic information related to a case participant, in relation to the individual case.		
Yes		1.2.18	Must allow user to update information in the context of a case associated to a person or entity record.		
	Preferred	1.2.19	All persons and entities entered into the system will be assigned a unique ID number.		
Yes		1.2.20	Allow search of Participant Data based on a selected position type.		

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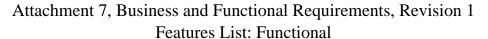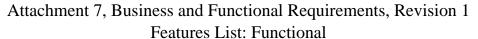| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	1.2.21	Any Person/Entity information saved – Outside a case may be propagated to the case for all cases associated to the person/entity. Any information saved on a person/entity profile inside the case context will be propagated to the person/entity profile outside the context of a case. When editing the Person/Entity Profile – Inside a case, the user then has the option to select or change certain information to be used as the "Case Default".		
Yes		1.2.22	Ability for user to add new person/entity information to a cases, however they are not allowed to changes information currently in use in any case.		
	Preferred	1.2.23	On Case Initiation and when adding a filing, if an existing Person/Entity is added to the case that has no pre-existing address in their profile, a warning message that the case participant does not have an existing address in their Person/Entity profile will be displayed to the user. If on the Case Initiation screen and this warning message displays, the case will still be initiated.		
	Preferred	1.2.24	If an existing Person/Entity is added to the case and only has one entry for "Case Defaultable" information on the Person/Entity Profile - Inside Case, then that information (except the Name on the Person/Entity Profile) will automatically be pre-selected as the Case Default. The user has the ability to override the default by entering another record.		
	Preferred	1.2.25	Creating and/or maintaining a Family Unit can only be performed within the context of a case. The case number in which the user is in the context will display as the "Source" of the creation, addition, or modification to the Family Unit.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	1.2.26	To increase communication between case categories concerning Families, a visual indicator will display for all family members' cases, across case categories, to alert the user that a Finding/Judgment has been made on another Family Members' case. With the appropriate security, the user will be able to see the visual indicator or navigate to the case in which the order was made. The visual indicator displays on all Family Members' cases when one of the triggering actions has occurred on another Family Member's case. - Termination of Parental Rights - Establishment of Paternity - Supervised or No Visitation - Custody - Exit Orders - Jurisdiction is In Question or Established elsewhere - Open/Active Felony and/or Misdemeanor Cases - Any protective orders issued in any Felony and/or Misdemeanor cases - Domestic Violence Temporary Restraining Order/Restraining Order (DV TRO/RO)		
	Preferred	1.2.27	If a party is removed from a filing during edit filing and that filing changed the parties stage to its current stage, the stage will be rolled back to its previous stage.		
Yes		1.2.28	When filing an amended document, the stage for all parties involved will be set to their initial stage on a filing. The stage currently on the original filing will be preserved.		
	Preferred	1.2.29	Upon the roll back of a stage from a manual set stage, a warning message will display to show the user of this change, including the name of the participant (name will display in LS, FM format) for which the update is being made.		
	Preferred	1.2.30	Upon granting a petition for appointment (both permanent and temporary) the role of the involved participants will be updated from the proposed role to the actual role if applicable.		
Yes		1.2.31	Ability to specify which parties should Receive Notices for each Person/Entity role, such as, Self-Represented, Party represented by an attorney, or a Child in a Juvenile Case and is over/under the age of 10 etc.		
Yes		1.2.32	If a Self-Represented Party becomes Represented (i.e. a Case Participant - Attorney association is created), then the system should remove the participant from Receiving Notices, and the Attorney should be identified to Receive Notices		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		1.2.33	If a Represented Party becomes Self-Represented (i.e. the Case Participant - Attorney associated is no longer valid), the Receive Notices association should identify the case participant and deselect the Attorney.		
Yes		1.2.34	If a Represented Party changes Attorneys (i.e. one Case Participant - Attorney is replaced with another) the new attorney should be associated to Receive Notices and the previous Attorney should no longer have the Receive Notices association.		
Yes		1.2.35	If an already Represented Party adds a new Attorney (i.e. an additional Case Participant - Attorney Association is created) an association to Receive Notices should be created for the new Attorney.		
Yes		1.2.36	If a new Child is added to a Juvenile Case, then that Child should receive any notices if the Child is over the age of 10.		
	Preferred	1.2.37	Any participant can be a family member of a Family Unit, if it has at least one family association with another family member. Otherwise, the person cannot be apart of the Family Unit. If the user terminates (deletion of the association, not end-dating it) the only family association in the family unit, the family unit is terminated.		
	Preferred	1.2.38	Only persons of the Person/Entity Category of "Person" can be a members of a Family Unit. Entities, Government Agencies, and Trusts cannot be members of a Family Unit.		
	Preferred	1.2.39	A user should be able to identify the case default address for a Person/Entity that commonly files cases in the system (e.g., District Attorney's office) to avoid the need to manually specify the case defaulted address for newly initiated cases. The "Case Init Default" email/physical address will become the "Case Default" address on a case and will trump the "most recently entered" case default address logic . A user, at any point in time thereafter, can manually override the "Case Init Default' pre-selection with a manual selection of another "Case Default." This default is configurable based on Case Type, Case Category and location/building of the filing.		
	Preferred	1.2.40	When merging Person/Entity profiles with duplicate Person/Entity information, the system will only display the unique record on the Lead Person/Entity profile. However, this record will display as read-only and will not be able to be modified or deleted in the event the merged profiles are subsequently split. (For example, if CMS ID 100 and CMS ID 200 were merged and both profiles had Address XYZ, this address would display uniquely on the lead profile and would be disabled.)		

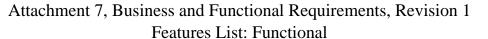| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	1.2.41	System must alert user when a Private Personal Fiduciary expiration date has arrived/passed.		
Yes		1.2.42	Attorney State Bar Verification - Bar ID must be a unique identifier for a person record.		
Yes		1.2.43	Ability to end date or mark as inactive any personal identifier information, such as driver's license number, state bar number etc.		
Yes		1.2.44	Ability to designate names used on cases, e.g. filed name, court true name, etc		
	Preferred	1.2.45	Ability to enter gang involvement information.		
Yes		1.2.46	Ability to track identifiers from other agencies. (e.g., of other courts such as juvenile and of corrections, law enforcement, and domestic relations service providers).		
Yes		1.2.47	Ability to record the name of last school attended in Juvenile cases.		
Yes		1.2.48	Track reporters' information: Name; Business address; Certified Shorthand Reporter license number.		
Yes		1.2.49	Person identifiers and attributes for "party search selection list" purposes will include parent name.		
	Preferred	1.2.50	Data for party within case preferred method of contact indicator.		
Yes		1.2.51	Addresses are captured in the case record and remain static until a 'Notice of Change of Address' is officially filed with the court.		
Yes		1.2.52	Maintain contact information (reference number, name, address, phone, and fax) of those who have frequent contact with the court (e.g., district attorney, law enforcement, court reporters, interpreters, and other lists of advocates and court related parties, including state agencies, treatment providers and community organizations)		
		2	**Case Initiation**		
		2.1	**Case Initiation and Numbering**		
Yes		2.1.1	Ability to file all case categories under the jurisdiction of superior courts in California. These are Civil (Limited and Un-Limited), Small Claims, Probate, Mental Health (Civil and Criminal), Family Law, Juvenile Dependency, Juvenile Delinquency, Criminal (Felony, Misdemeanors, Infractions, including traffic and Criminal Petitions) and Appeals		
Yes		2.1.2	Ability to file miscellaneous cases for tracking purposes, such as search warrants, bail instruments pending filing, bail review cases, lodging of wills and estate planning documents, etc)		
Yes		2.1.3	Ability to transform specific tracking cases into fully functioning cases once specific criteria is met.		

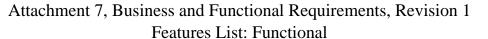| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		2.1.4	System must capture specific attributes related to a case type during case initiation (e.g. demand amount in Small Claims, complex designation in Civil Unlimited)		
	Preferred	2.1.5	System should allow for partially completed case initiation to be saved as a draft, and assign a unique identifier to that draft, thus allowing user to return at a later date and complete the case initiation.		
Yes		2.1.6	System will verify all mandatory fields have been completed, and no business rules have been violated, and will display an appropriate message to the user as to any errors.		
Yes		2.1.7	System should allow for quick selection and entry of common documents filed with case initiation (e.g. summons in Civil, Letters in Probate, etc.)		
Yes		2.1.8	System will allow user to enter data on a legacy case, including the case number from the legacy system.		
Yes		2.1.9	When entering a legacy case certain functionality should not be required, e.g. payment of fees, any ticklers or work queues etc., as all of these will have occurred ion the past.		
	Preferred	2.1.10	Determine (based on the acceptable venue locations by zip code) if the proposed venue identified by the Filing Party is acceptable. For example, with Small Claims, this will be based on the zip code (identified in the Plaintiff's claim). For Probate, this will be based on the zip code of the Case Subject. For Unlawful Detainers, this will be based on the zip code of the property in question. If a zip code is provided for a case category/type other than those listed above, then the location should default based on the local court rules. The "location" table should contain a mapping of applicable zip codes. Where a zip code embraces more than one venue location the clerk will be required to assign the case to the proper location. If there is no zip code provided, the system will be unable to determine the appropriate venue and clerk intervention will be required.		
	Preferred	2.1.11	Provide the ability to configure whether user is required to receipt payment for fees due during the case initiation work flow, or whether the payment is deferred to a separate process.		

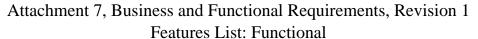| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Desired	2.1.12	During case initiation, the proposed venue information recorded (often identified on the Cover Sheet Addendum or other key filing information) is validated to be accurate. The validation will be based on the following parameters: * Court * Case Category * Case Type (1) * Zip Code of identified address (plaintiff, defendant, case subject etc.) (2) * Street Address (3) (1) Some case types will not require venue validation and will adhere to whatever is specified on the filing. (2) If the zip code is a split jurisdiction, user intervention will be required to determine appropriate venue. (3) If a street address is required to determine appropriate venue, user intervention will be required to determine appropriate venue.		
Yes		2.1.13	Ability for the CMS to determine at the time of case initiation if a filing fee is due based on the Case Category, Case Type and specific filing and to add and collect the fee in accordance with the fee schedule. The filing will not be marked as complete until the fee is paid, waived or deferred		
Yes		2.1.14	"Based on the statute, an additional complex case fee may be levied against the filer if the case was deemed as complex"		
	Preferred	2.1.15	Allow partially completed case Initiation to be sent to a Back-Office processing queue for completion..		
	Preferred	2.1.16	For Probate, determine if the proposed conservator, guardian, or trustee has been appointed for two or more unrelated Case Subjects. If so, the system must check if the proposed conservator, guardian or trustee is registered as Private Profession Fiduciary		
	Preferred	2.1.17	For Probate, determine if the proposed conservator/guardian's relationship to the case subject is "Unrelated". If yes, the system must check if the proposed conservator/guardian is registered as Private Profession Fiduciary at both the county and state level		
Yes		2.1.18	Provide the ability to automatically create a "Case Title" that is configurable based on Case Category, Case Type party role (plaintiff, defendant, petitioner, child etc) and party type (natural person, corporation, agency etc).		
Yes		2.1.19	On Harassment cases that have "Marked as Threat of Violence" checked, filing fees are exempt.		
	Preferred	2.1.20	A draft case is assigned a system generated identifier and not a case number.		

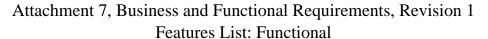| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	2.1.21	For all conservatorship and guardianship Probate cases involving an estate, the system should recommend a probate investigator at the time of case initiation. The investigator will be recommended based on the zip code specified for the case. The user can then take one of the following three actions: 1. Override the system recommendation and choose another investigator 2. Use the system recommendation 3. Not assign an investigator at all."		
Yes		2.1.22	For Felony, Misdemeanor, Infraction and Juvenile cases the ability to enter counts, priors, enhancements and allegations that use the configurable Violation table. NOTE: All of these are referred to under the generic name of "Counts" in the following requirements.		
Yes		2.1.23	Ability to enter date or date range for any Counts		
Yes		2.1.24	Ability to enter Count numbers		
Yes		2.1.25	Ability to enter specific information on certain Counts, e.g. speed, over limit, over weight etc.		
Yes		2.1.26	Ability to mark Counts as correctable.		
Yes		2.1.27	Ability to use and existing Count and duplicate it as a another Count. For example a complaint is filed for 10 counts of the exact same violation, the user should be able to enter 1 count then duplicate that count to the next 9 counts on the case.		
Yes		2.1.28	Ability to associate enhancements, allegations and priors to specific Counts .		
Yes		2.1.29	Ability to enter special attributes related to Felony, Misdemeanor, Infraction and Juvenile cases, e.g. Blood Alcohol Level, Blood Alcohol Test Type, School Zone, Safety Zone, Construction Zone, Accident, Booking information etc.		
Yes		2.1.30	Ability to enter citing, arresting, filing agency information.		
Yes		2.1.31	Ability to enter violation location information, e.g. City or Unincorporated area and street or intersection etc.		
Yes		2.1.32	Ability to enter Vehicle Information, e.g. Vehicle Make, model, type, color, VIN, license number, commercial vehicle, hazardous materials etc		
Yes		2.1.33	Ability to enter vehicle Registered Owner name(s) and addresses		
Yes		2.1.34	Ability to enter arresting/citing officer information (multiple)		
Yes		2.1.35	Provide a separate screen that allows for quick capturing of information on traffic citation cases that conforms to the approved Uniform Traffic citation form.		
	Preferred	2.1.36	Ability to enter assign batch numbers to groups of citations entered into the CMS.		

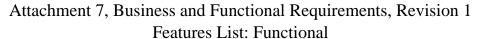| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		2.1.37	Ability to file Co-Defendant, Co-Minor and Co-Sibling cases which may share certain data such as Case number and counts but are filed and processed as separate cases.		
Yes		2.1.38	Ability to indicate if Juvenile cases have or potentially have "dual status".		
Yes		2.1.39	For Felony case type with filing document type - Indictment, case should be marked as security from public view until Arraignment takes place or defendant has been served. Upon arraignment case security will be reduced to public information (other FMI cases).		
Yes		2.1.40	"For Search Warrant Tracking cases, a case will always be "confidential" for 10 days (including the original filing date), unless a return is filed within the 10 day period. If an extension date is entered, the case will remain "confidential" until the system date is greater then the extension date or a return is filed before the extension period ends. A warning message should appear when the Search Warrant Tracking case is accessed through case search. The message will warn the user that the case is confidential. After the 10 day period, any Search Warrant Tracking cases that are not "Sealed by Court Order", have an extension date entered that is less than the current system date, and do not currently have a return date entered will no longer display a warning message, and all case documents will be viewable."		
	Preferred	2.1.41	Closed Tracking Cases will not be returned during a Case Search.		
Yes		2.1.42	Tracking cases do not require a case participant to be entered.		
Yes		2.1.43	Ability during case initiation to accept a Request for Fee Waiver and to record the fee as "waived" in situations where the clerk is allowed to waive the fee or "pending waiver" in situations where the waiver must be approved by a Judicial Officer.		
Yes		2.1.44	Ability to enter "Interested Parties" at case initiation or at any other step in a case. Interested parties are in titles to certain notices.		
Yes		2.1.45	Provide the ability to enter Case Participants during case initiation.		
	Preferred	2.1.46	To reduce duplicate Person/Entities, a system should search Person/Entity when an entry is made using a unique identifier (e.g. bar number, SSN) before creating a new Person/Entity.		
	Preferred	2.1.47	Provide ability to enter all children involved in Family Law case types with children as a case participant with the role of "Child" in order to initiate the case.		
Yes		2.1.48	Provide the ability to configure, if a Judicial Officer/Department assignment should take place during case initiation based on court, case category and case type		

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Yes		2.1.49	Ability to automatically assign case numbers to cases, in a court configurable format, depending on Case Category, Case Type and filing location/building.		
Yes		2.1.50	Assign an established base case number (e.g., juvenile "life number") with a separate sub-identifier(e.g., incident numbers for delinquency cases).		
Yes		2.1.51	Allow Court to define multiple "tracks" whereby case types and sub-case types are assigned to a track and business rules are configured to determine milestone due dates.		
		2.2	**Case History/Register of Actions**		
Yes		2.2.1	The system will allow for a Register of Actions (ROA) to be produced and printed. The ROA enables the user to review event and filing history of a case, or to set filters to view only selected case events.		
Yes		2.2.2	System will automate the security of unlawful detainer cases based upon statutory timelines.		
Yes		2.2.3	Actions performed in the system should be executed effective of the date entered on the screen associated to the specific action, this date will be used as the Entry date on the ROA (the time populated will be the system time). The date entered in the date field can be the system date or the date an action was taken (i.e. the date a filing was filed in the office, not the date it was entered in the system). If no action date is available, then the system date will be used. These dates can be backdated, but validations will prevent the user from entering dates in the future. When the original action is executed, the Entry date will be the date entered on the screen, but when updating/editing an existing action, the Entry date will be the system date (i.e. Recording a fee waiver order, effective date will be the fee waiver "order date", but when updating the fee waiver, the ROA entry date will be the		
Yes		2.2.4	If an action is sealed or confidential in the system, then the link to all documents associated to the entry should be sealed or confidential, in accordance with security.		
Yes		2.2.5	Any stricken case history entries, entries that have been made in error, or case history entries for voided & rejected filings are prevented from appearing on the associated entries tab. These stricken entries will be maintained in case history of ROA for record purposes. Any filing documents whose entry has been stricken will not appear in code drop-downs.		
		3	**Case Management**		
		3.1	**Case Filings and Updates**		

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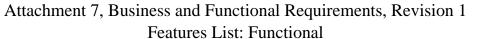| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		3.1.1	System will allow user to record the filing of subsequent documents on an existing case, including the filing name, filing party, the party the filing refers to, filing date, and any attributes specific to that filing document.		
	Preferred	3.1.2	System will allow user to enter subsequent filing information on multiple cases in a single process, and will populate the filing information to all selected cases.		
Yes		3.1.3	System will allow user to update a case classification from civil limited to unlimited, or unlimited to limited.		
Yes		3.1.4	Provide capability to suppress display of a documents if the filing is "Rejected"		
Yes		3.1.5	Ability to associate a fee that may be due to filings for subsequent documents and provide for the collection of the fee.		
	Preferred	3.1.6	Small Claims, Probate, Mental Health, Juvenile, Family Law, Felony, Misdemeanor, and Infraction cases cannot be reclassified. They may only be transferred or consolidated.		
Yes		3.1.7	Track multiple cross complaints involving existing and newly named parties.		
Yes		3.1.8	Ability to view all filings on a case and their status		

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Yes		3.1.9	The system will support the and automatically assign the following Statuses for filings: a. Pending – Filing Status is Filed, Filed on Demand, or Filed under Seal per Court Order (with no disposition) b. Received - Filing Status is Received (with no disposition) c. Received but Not Filed - Filing Status is Received but Not Filed (with no disposition) d. Remanded - Filing Status is Remanded (with no disposition) e. Settled – A filing associated to the Notice of Settlement filing (with no disposition) f. Disposed – A filing with a disposition entered on the filing (not including a dismissal) g. Dismissed – A filing with a dismissal entered on the filing h. Lodged - Filing Status is Lodged (with no disposition) i. Ready to Receipt - Filing Status is Ready to Receipt (with no disposition) j. Ready to Submit - Filing Status is Ready to Submit (with no disposition) k. Submitted to Reviewing Court - Filing Status is Submitted to Reviewing Court (with no disposition) l. Inactive – If an amended filing is filed that replaces an original, the status of the original should be Inactive m. Voided – A filing filed in the status of Voided n. Sustained - A filing filed in the status of Sustained.		
Yes		3.1.10	The user should be able to associate attorney(s) to all roles of the selected filing participant(s), the system will associate the attorney to the case participant for all roles the case participant has on the case, *in addition to* any other associated attorneys for that case participant on the case. The effective date of the case participant/attorney association will be based on the filing date.		
Yes		3.1.11	The user should be able to indicate the system should Replace attorney(s) for all roles of the selected filing participant(s), the system will replace any previous attorneys associated to the case participant for all roles the case participant has on the case with the newly selected attorney. The selected participants will be determined by the Filed by participant on the filing. The effective date of the case participant/attorney association, and the "end date" of any previous attorney participant associations will be based on the filing date.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	3.1.12	(Civil, Small Claims, Probate, Mental Health only) If a filing is added as an "Amendment To" and associated to an original complaint/petition or the latest amended complaint/petition, all new participants added as a result of the "Amendment To" filing will be added to the original complaint/petition or latest amended complaint/petition with an effective date based on the filing date of the "Amendment To" filing document. This behavior may be configured for multiple filings.		
	Preferred	3.1.13	(Civil, Small Claims, Probate, Mental Health only) The user should be able to add a 'Number of Causes of Action', as an optional filing attribute, it should display on the Case Information and Disposition screens. The "Number of Causes of Action" filing attribute will apply to all dispositive filings.		
	Preferred	3.1.14	System should allow for partially completed additional filings draft, thus allowing user to return at a later date and complete the additional filing.		
	Preferred	3.1.15	If a filing is to be rejected, the reasons should be captured on a template that has the case caption information merged into the form. That form can then be captured as part of the case and referred to later for reasons for rejection.		
Yes		3.1.16	The ability to add a filing w/o being a case participant. Courts file documents and are not parties to a case.		
	Preferred	3.1.17	Alert clerk, upon entry, that first appearance fee is due for a party.		
	Preferred	3.1.18	When a "Request to Waive Court Fees", "Request to Waive Additional Court Fees", or "Request for Hearing About Court Fee Waiver Order" is filed then the Fees related to the Fee Waiver Categories which are selected for the filing will be set to a status of 'Pending Waiver'		
Yes		3.1.19	For felony cases the ability to file an "Information". The Information takes the place of the Complaint or Indictment following a defendant being "held to answer" on the complaint or indictment. The Information may contain amended or different Counts that alleged on the complaint, and the case must contain a complete Count history.		
		3.2	**Case Management**		
Yes		3.2.1	System must allow user to specify attributes specific to the filing document. (e.g. date of service on Proof of Service)		
Yes		3.2.2	Ability to assign Judicial Officer or Department to a case based on court configurable rules.		
Yes		3.2.3	User must be able to create, read, update and delete case assignment rules to assign cases either judicial officer or department, based upon case category, case type, case sub type. Assignment types should be random, weighted random, rotational, based upon case number digits, etc.		
Yes		3.2.4	Ability of user to override suggested assignment.		

Attachment 7, Business and Functional Requirements, Revision 1
Features List: Functional

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		3.2.5	Ability to adjust assignment rules or weights to achieve the desired balance of case assignments. This ability supersedes the basic assignment rules until there is an equal distribution of cases as determined by the court.		
Yes		3.2.6	Ability to record recusals of any type for any Judicial Officer and to consider these in the case assignment or re-assignment process .		
Yes		3.2.7	Ability to re-assign cases in mass, e.g. re-assign all or some cases from one Judicial Officer or Courtroom to another. Provide the user with a warning message of any recusals that may effect the re-assignments.		
Yes		3.2.8	System must allow user to select two to multiple cases to consolidate for all future purposes. Upon consolidation, the user will select a lead case, and all participant info, dispositive filings, and fiscal information will be copied from each case to the lead case.		
Yes		3.2.9	System must allow user to mark cases to be coordinated so that they may be heard together. This is not a consolidation process, and the information from cases is not transferred.		
Yes		3.2.10	For Judicial Council Coordinated Proceedings (JCCP) cases, allow for multiple case numbers with varying case formats to be associated with a case (e.g., local case numbers, superior court case numbers, and JCCP case numbers) and to be used as the reference. Allow new filings to be filed under the JCCP case number or individual case number.	Supported	
Yes		3.2.11	Provide online tracking for guardianship/conservatorship Financial Audits and Initial and Annual/Biennial Review Investigations.	Configurable	
Yes		3.2.12	The system must allow the user to mark cases as related. This will simply provide an alert that the cases seem to be a related issue, but will not result in the copying of info from one case to another.	Future	
Yes		3.2.13	System must allow user to de-consolidate cases that were previously consolidated. User should be able to select case history entries and documents to transfer from the previous lead case to the case being de-consolidated.	Third Party	
Yes		3.2.14	System must allow user to disassociate cases that had been previously coordinated or related. No transfer of information need take place on disassociation.	Custom	
Yes		3.2.15	system must allow user to secure case information by raising the security level of the information so that is not accessible to those without proper security clearance.	Unsupported	
Yes		3.2.16	System must allow user to update or maintain any information related to an individual case.		
Yes		3.2.17	System must allow user to capture notes related to a case.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		3.2.18	System must allow user to record the entry of default against a case participant; however, only if all business rules have been met.		
Yes		3.2.19	System must allow user to vacate a previously entered default.		
Yes		3.2.20	For co-defendant Felony/Misdemeanor/Infraction (FMI) cases, identical or different case resources can assigned specifically to each co-defendant's case.		
Yes		3.2.21	Security level associated with the Case History/ROA entries, participants, and DMS document(s) of non-lead case(s) will be retained on the lead case.		
	Preferred	3.2.22	Tracking cases will not be available for consolidation, coordination, or relation.		
	Preferred	3.2.23	For consolidated case if the Clerk attempts to perform an action on a Non-Lead case, they will receive an Alert message with the option to navigate to the Lead case. User may override the message and perform the action on the Non-Lead, if they have the appropriate Security Level.		
Yes		3.2.24	When cases are consolidated, all case histories with minute orders should be moved from the non-lead cases to lead cases. This is automatically done and the user is not allowed to unselect them.		
Yes		3.2.25	By default, secure the home address of all person/entities with the position type of "Private Professional Fiduciary".		
Yes		3.2.26	The system will assign certain case type as higher level security by their case type Family (Adoptions, Termination of Parental Rights, Parental Relationship), Juvenile (all), mental health conservatorship		
Yes		3.2.27	For case type "Paternity" in Family Law, cases are automatically secured until Judgment is entered. When a Judgment on paternity case is filed, the Judgment document itself will become available for public viewing. The case will remain secure		
Yes		3.2.28	If the case status is updated to a status that is "disposed", the system will stop case aging .		
Yes		3.2.29	If a case is changed from Civil Limited Unlawful Detainer (UD) to another case type and/or category, and based on the security level the case is not available for public viewing, then the security on the case is reset to make it available for public viewing.		
Yes		3.2.30	Case notes are only available to internal court staff. The general public will not have access to these items.		
Yes		3.2.31	The system must maintain a status of a case, and update the status to an appropriate new status upon the occurrence of a system event, a hearing event, an order, etc.		
		3.3	**Issuances and Warrants**		

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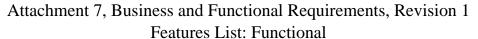| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		3.3.1	Ability to order and issue various types of warrants, including the following: Warrant of Arrest Bench Warrant DNA Warrant Third Party Protective Custody		
Yes		3.3.2	Ability to enter specific data on warrants, including the following: Bail Amount (including No Bail) Release conditions Night Service authority Warrant Authority codes Extradition Penal Code 1275.1 Civil Code of Procedure 1993.1		
Yes		3.3.3	Ability to reuse all person related data, e.g. names, aliases, monikers, date of birth, addresses, identifiers and all other demographic information in the warrant, without additional data entry.		
Yes		3.3.4	Ability to recall, rescind or quash any warrants		
Yes		3.3.5	Ability to display history of all warrants on a case and their statuses.		
Yes		3.3.6	Ability to display all active warrants in the CMS based on status (e.g., issued, held etc) and court location.		
	Preferred	3.3.7	Ability to produce a report of all active warrants in the CMS based on status (e.g., issued, held etc) and court location.		
Yes		3.3.8	Ability to exchange warrant issuance and warrant recall information electronically with the Sheriff's warrant system.		
Yes		3.3.9	Ability to issue warrants automatically, based on specific criteria, such as failure to appear		
Yes		3.3.10	System must allow user to record issuance, such as issuance on the case (e.g.,, Subpoenas, Summons, Letters, Citations) or issuances on judgments (e.g., Writs, Abstracts, DL-30s, etc.)		
Yes		3.3.11	System should prevent users from issuing writs on appeals cases. For Small Claims cases, if a judgment is entered and the appeal is filed, it should not allow you to issue a writ on that judgment.		
Yes		3.3.12	Permit multiple writs per party, where appropriate, and track and control the number of writs issued to each county per person; track and control writ returns (e.g., partials, wrong county, ability to enforce, etc.).		
Yes		3.3.13	Ability to record and collect fees associated with the issuances of writs, abstracts, DL-30 or other issuances that require fees.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
		3.4	**Case Ticklers, Prompts and Milestones**		
Yes		3.4.1	Ability to create, read, update and delete case related ticklers, e.g. an Application for Fee Waiver must be ruled on within 5 days.		
Yes		3.4.2	Ability to configure ticklers to allow for optional processing at the end of the tickler period, e.g. automatically grant fee waiver if no action or prompt clerk to review and take appropriate action.		
Yes		3.4.3	Ability to mark a tickler item as complete if the tickler condition is met prior to the end of the tickler date, e.g. Fee waiver application is acted on before end of 5 day period, then the tickler is ended and no automatic function is performed or no prompt is sent to the clerk.		
Yes		3.4.4	Ability to associate ticklers to specific events, actions, filings etc. - the CMS will begin the tickler based on these criteria, e.g. the filing of the Fee Waiver Application starts the 5 day tickler.		
Yes		3.4.5	Ability to specify if the tickler is to be based on "calendar days" or "court days".		
Yes		3.4.6	Ability to specify handling of tickler events that may end on weekends or holidays.		
Yes		3.4.7	Ability to update a tickler, including days remaining before expiry.		
Yes		3.4.8	Ability to automatically maintain the age of the case based on court configurable rules.		
Yes		3.4.9	System will maintain a configuration of statutory times within which an event must occur, and keep the status of that event.		
Yes		3.4.10	Ability to track and report on comparison of case specific milestones to a set of established milestones for specific case categories, case type and case tracks, e.g. milestone is to conduct mandatory settlement conference within 180 of case filing, compare the case actual to the milestone etc.		
		3.5	**Work Queues**		
Yes		3.5.1	Ability to configure work queues for specific individuals users or groups of users.		
Yes		3.5.2	Ability to create, read, update or delete work queues.		
Yes		3.5.3	System must allow user to manually populate a work queue with a task.		
Yes		3.5.4	Ability to specify work queue items must have a priority, and user must be able to update priority of work queue items.		
Yes		3.5.5	Work queues tasks are created by the system based on specific actions occurring, e.g. the filing of a certain document or a tickler date being met etc.		
Yes		3.5.6	Ability to navigate the user of a work queue to an appropriate screen for the completion of the task.		
Yes		3.5.7	Ability to manually mark a work queue task as complete.		

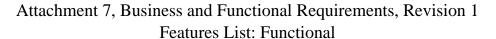| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	3.5.8	Where work queues are assigned to a group and an individual user in that group opens the task then reassign the task to the individual users.		
Yes		3.5.9	Ability for a supervisor to manually assign or reassign tasks as required.		
	Preferred	3.5.10	Ability to sort and/or filter work queue tasks.		
		3.6	**Appointments and Referrals**		
Yes		3.6.1	Ability to appoint various persons/entities to cases for specific purposes., e.g., appoint counsel in criminal case, special master, doctor or receivers, etc.		
Yes		3.6.2	Ability to refer cases to various Alternate Dispute Resolution (ADR) programs.		
	Preferred	3.6.3	System must allow user to configure the ADR process, including but not limited to assignable resources, program types, timelines, etc.		
Yes		3.6.4	Ability to produce potential list of arbitrators, based on criteria such number of parties and court configurable additional names, etc.		
Yes		3.6.5	Ability of parties to reject potential arbitrators.		
Yes		3.6.6	Ability of CMS to randomly assign arbitrators from list after all parties have rejected potential arbitrators or time has elapsed.		
	Preferred	3.6.7	Ability to monitor ADR process and capture the outcomes.		
	Preferred	3.6.8	The system will count the number of referrals (per configured frequency period – monthly or yearly) on the ADR Neutral's Panel Type once they have been placed on an ADR Program in at least one case.		
		3.7	**Appeals and Transfers**		
Yes		3.7.1	System must allow user to compile an appellate record on appeal based upon the case history entries and documents within the case. User must be able to update the content of the record on appeal.		
	Preferred	3.7.2	System must support the transmission of the electronic record on appeal to the receiving appellate panel, district court of appeal or supreme court.		
Yes		3.7.3	System must allow user to enter a default on an appellate case, or remove the default from an appellate case.		
Yes		3.7.4	Ability to create an alphabetic and chronological index of the Record on Appeal displaying the page number for each document.		
Yes		3.7.5	Ability to create volumes of documents based on a court configurable number of pages allowed per volume.		
Yes		3.7.6	Ability of the CMS to allow for calculations of pages calculated, including scanned documents, e-filed documents, system generated documents and potential paper documents.		
	Preferred	3.7.7	If a case participant attempts to file a Notice of Appeal on a Small Claims case, and a Notice of Entry of judgment was mailed more than 30 days prior, the system will display an error message, stating the Notice of Appeal was filed untimely.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		3.7.8	If a case participant does not provide payment for the filing of the Notice of Appeal (for Small Claims cases) within 10 days of the filing of the Notice of Appeal, the user will void the appeal that has been filed and send a notice to case participant about aborting the transaction. (This is not done automatically by the system but happens through a set of work queue and clock configuration)		
Yes		3.7.9	Ability to record the appellate court case number as a cross-reference number to be included on forms/notices and electronic exchanges.		
Yes		3.7.10	The Notice of Appeal should be a filing which can be dismissed but not disposed. The Notice of Appeal is the "initiating" document for the Appeals case, however the final judgment on the case is entered by specifying a Remittitur status and generating a remitittur, NOT entering a disposition on a filing.		
	Preferred	3.7.11	Ability to establish 'Case status' for cases of case category Appeal include the following: Pending Receipt of Record (before Record on Appeal received, after Notice of Appeal received) Record Received (after Record on Appeal received) Decision Rendered (after Appeals/Judgment Pronounced F/A is triggered) Remittitur Issued (after Remittitur is generated Referred to Higher Court (If document is sent to District Court of Appeals or Supreme Court) Stayed (manually entered) Remanded to Trial Court (when Appeals/Ruling Remand F/A is triggered) In Default (when default entered on case)		
	Preferred	3.7.12	When appellate case is completed, defaulted, or dismissed, the system will generate a remitter to be filed with the originating court in the original case.		
Yes		3.7.13	Ability to transfer record transfer of cases from one County to Another.		
Yes		3.7.14	Ability to produce Receipt for Record form listing all documents being transferred.		
Yes		3.7.15	Ability to record new case number from new court after receiving the returned Receipt for Record.		
Yes		3.7.16	Ability to produce all appropriate notices for appeals (e.g. Notice of Default, Notice to Court Reporter's etc).		
		4	**Event Management**		
		4.1	**Resource Availability Tracking**		

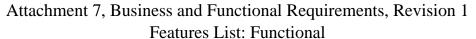| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		4.1.1	System must allow user to configure when a Judicial Officer (JO) or Department is available, and how many events may be place on an individual calendar. Rules can be configured for Judicial Officers, Departments, Rooms, Mediators, FCS Mediators, Arbitrators, Temporary Judges, Judicial Assistants, Interpreters, Court Reporters and the Court as a whole.		
Yes		4.1.2	Ability to assign specific attributes of the Resource Allocation rules which may include values such as: - Resource Type: This includes Judicial Officers, Departments, Mediators, FCS Mediators, Arbitrators, Temporary Judges, Judicial Assistants, Interpreters, Court Reporters, LEA Officers and the Court. If a rule is configured for a Court, then it will be used as a default for all resources belonging to the court unless specific rules have been configured for that resource. - Resource Name: The name of the resource that the rule applies to. - Court Location: The specific court location that this rule applies to. - Case Category/Case Type: The specific Case Category and related Case Types that this rule applies to - Calendar Type/Event Type: The specific calendar types (e.g., Law and Motion, Trial, Settlement Conference) and event types (e.g., Trial, Pre-trial conference) that the allocation rule applies to. - Frequency and Frequency Type: This indicates the frequency with which the specified calendar type/event type can be scheduled. The default is "weekly". However, the Actor will have the option to specify if the frequency is "daily" (all days of the week), or "monthly". The system will also provide the ability to create rules that apply to odd/even dates (e.g. events are scheduled in Department 100 on even dates while they are scheduled in Department 101 on odd dates). - Day(s) of the Week: The day of the week to which the allocation rule (for the selected resource) applies to.		

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High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		4.1.3	System must allow user to configure when a JO or Department is unavailable to hear matters.		
Yes		4.1.4	Ability to assign specific attributes to Resource Unavailability rules, which includes values such as: - Resource Type: This includes Judicial Officers, Departments, Mediators, FCS Mediators, Arbitrators, Temporary Judges and the Court. If a rule is configured for a Court, then it will be used as a default for all resources belonging to the court unless specific rules have been configured for that resource. - Resource Name: The name of the resource that the rule applies to. - Unavailable Start Date and End Date: The specific date range for which the resource is not available. - Unavailable Start Time and End Time: The specific time range for the designed date(s) during which the resource is not available. - Block Entire Day - An indicator that blocks the entire day as "dark" and doesn't require start/end dates and times to be entered - Holiday Indicator - An indicator that designates the day as a holiday. This indicator should be used when the resource type selected is Court, so that the holiday rule applies to all resources within that Court		
Yes		4.1.5	System must allow user to configure when a specific event type will be heard, in what department or with what JO, based upon case category, case type, event type.		

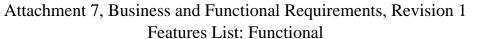| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		4.1.6	Each scheduling rule is specific to the court that the Clerk belongs to. The attributes of the scheduling rule include but are not limited to: - Scheduling Rule Name and Description - Case Category: (e.g. Civil, Small Claims, Probate) - Case Type: (e.g., Unlawful Detainer in Civil, Guardianship in Probate) - Calendar Type: (e.g. Law and Motion, Trial). - Event Type: (e.g. Pre-trial Conference, Case Management Conference, Trial). - Type of Days: This indicates whether the days (if any) specified in the rule are calendar days or court working days. This type applies to all the days specified in the rule. - Minimum and Maximum Number of Days: The range of days between which the event must be scheduled based the completion. - Causal Document: The Causal Document required for the event to be scheduled. - District/Location/Building/Department: The district/location/building/department to which the event is assigned. - Effective Start Date and Effective End Date of rule: The date range during which the rule is active.		
		4.2	**Calendaring/Scheduling**		
Yes		4.2.1	Ability to schedule events for hearings from multiple screens, or link to standard calendaring screen from multiple other screens, for example link to calendaring screen from case initiation or add filings.		
Yes		4.2.2	Ability to schedule events while working on courtroom screen without linking to standard calendaring screen.		
Yes		4.2.3	System must allow user to change or vacate calendar event, including date, time, location, department, JO, and status.		
Yes		4.2.4	Ability to reserve an available calendaring slot prior to the actual calendaring event being entered, e.g., an attorney calls ahead for a hearing date and the user has the ability to reserve the slot pending the receipt of the actual filing. Provide the user with a reservation number to be used as across reference.		
Yes		4.2.5	Ability to request and schedule additional resources that may be required for an event, e.g. Court Interpreters, Police Officers, Court Reporters, etc.		
Yes		4.2.6	Ability to view calendar in day view, week view, month view formats.		
Yes		4.2.7	Ability to print calendar in multiple formats, e.g. Public Calendar, Courtroom Calendar etc.		

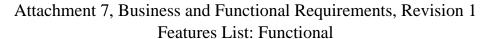| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		4.2.8	Ability to generate a sequential calendar number for cases on calendar.		
Yes		4.2.9	System must allow user to configure printed calendar with information as requested by the bench, or information needed for given case processing.		
Yes		4.2.10	Ability to assign attributes of the calendar view such as: - Calendar Name and Description - Comprehensive list of calendar related data elements (e.g. case information, party information, event information, minutes, probate notes/case notes) and their display sequence in the view - Grouping/Combining/Sorting information - such as party names, related cases, related		
Yes		4.2.11	Ability to view and print a calendar of events based upon date, time, department /JO, calendar type, event type, etc.		
Yes		4.2.12	Ability to schedule specific events based on configurable rules, such as scheduling Small Claims trials within 70 days of filing, etc.		
Yes		4.2.13	Ability to finalize a calendar based upon date, time, department / JO, calendar type, event type, etc. and the system must assign a calendar number to each event on that calendar.		
Yes		4.2.14	Ability to re-schedule events in mass, e.g. re-schedule all or some events from one date, time and location to another date, time and location.		
Yes		4.2.15	Ability to re-assign events, e.g. Master Calendar court re-assigns case to another Courtroom for Trial.		
Yes		4.2.16	Ability for system to consider any Conflicts that may be present when re-assigning or re-scheduling, e.g. check for any recusals that may exist for a JO.		
		5	**Courtroom**		
		5.1	**Court Clerk Functions**		
Yes		5.1.1	Allow the recording of details about the scheduled event including displaying all parties associated with the case and checking them in. This attendance information should then also be available to the user for inclusion in the minutes. The check-in status can also be used to sort calendar events. The user has the ability to check-in participants for one or multiple events.		
Yes		5.1.2	The users department should be defaulted when entering minutes. department.		

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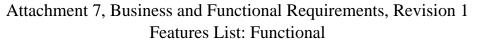| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		5.1.3	This System should provide the functionality to: - the ability to enter minutes on a case in a quick and efficient manner, such as the use minute entry codes and or macros, - preview the minute order, - save minute entry codes for later update, - attach an electronic signature to the minute order with the proper security access, - generate a finalized minute order, - send minute order for judicial review/electronic signature		
Yes		5.1.4	Ability to amend, correct or otherwise modify minutes including *Nunc Pro Tunc* processing.		
	Preferred	5.1.5	Provide ability to initiate or prepare Minutes before hearings. Provide ability to modify pre-completed Minutes during hearing. Allow updates to these entries, even though they were input by a different user.		
Yes		5.1.6	When recording event based minutes, the date and time of the event will be used for all transactions as the date/time the transaction took place unless there is a date supplied by the user. For example, if a judgment is entered, the judgment entered date will be the event date, not the system date. Further, the case history entry date/time will be the event date/time.		
Yes		5.1.7	Any codes used during the courtroom session and part of minute order capture should have configurable associated text that will be translated into the minute order.		
Yes		5.1.8	The system will have the ability to print the finalized minute order(s) or at any point print the draft version of the minute order.		
Yes		5.1.9	Any previously finalized minute order cannot be "re-finalized", all finalized minute orders will be ignored in subsequent finalization activities. If text associated to the finalized minute order is modified (i.e. "corrected"), that text will update the subsequent sections of the database without re-execution of the minute code. (e.g. the comments during adjust fee may be edited without readjusting the fee)		
Yes		5.1.10	Ability to record minutes even if an event is not scheduled on a case, the date and time supplied by the user for the minutes will be used for all transactions as the date/time the transaction took place (unless there is a date parameter on the action code for the transaction - in that scenario, the date supplied for the parameter will be used). For example, if a judgment is entered, the judgment entered date will be the date supplied by the user for the non-event minutes, not the system date. Further, the Register of Actions entry date/time will be the non-event minutes date/time.		

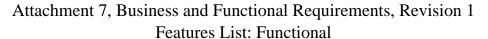| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		5.1.11	If the system uses minute codes, the ability to use the minute codes in the business office without using specific courtroom screens.		
	Preferred	5.1.12	System will support, sending a minute order to the Judicial Officer for approval or e-signature and will not finalize the minutes. When the Judicial Officer approves or attaches an e-signature to the Minutes, the minutes will be sent back to the clerk to finalize the minutes, or the clerk can retrieve the approved minute order.		
	Preferred	5.1.13	When entering minutes that use a date or time field, the User will not be required to enter forward slashes for the date, or a colon for the time. Upon exiting the field, the system will format the date or time data accordingly. Subsequently, if the User enters any time greater than 07:30 and less than 11:59, the time will be assumed to be AM, otherwise the time will be assumed to be PM. This AM/PM setting can be overridden by the User by indicating AM or PM in the minutes.		
Yes		5.1.14	When entering minutes for a filing, do not retrieve any filing that has been rejected, voided or has been "replaced" by a later operative pleading (e.g. an Amended Complaint should display instead of the original Complaint).		
	Preferred	5.1.15	When entering minutes for a participant do not retrieve any participant that has been "Removed from Case", "Erroneously Sued Action", or is otherwise "Inactive". This rule will not apply to Family Law cases.		
Yes		5.1.16	When entering minutes for any code that retrieves data from a reference table retrieve the values sorted alphabetically unless explicitly stated otherwise.		
Yes		5.1.17	When entering codes for minutes that include date fields, the system will default the dates to the current system date if configured to do so.		
Yes		5.1.18	For any participant related parameter where additional names are displayed, the system will retrieve and display additional names in the order they were entered in the system in the context of the associated case.		
Yes		5.1.19	Any action containing incorrect business logic (e.g. an attempt to enter judgment on a dismissed party) will result in an indication that the minutes contain errors. When selecting the minutes containing errors, the system will display the entries that encountered errors. If the User selects the minute order to update errors, the User will be returned to the screen not in Amend mode.		
	Preferred	5.1.20	Ability to pre-mark exhibits without entering them in the minutes. Provide for removing those pre-marked exhibits that are not used.		
Yes		5.1.21	When amending minutes, the date and time of the transactions and case history entries will depend on the method by which the user is amending the minutes (nunc pro tunc, corrected, or amended).		

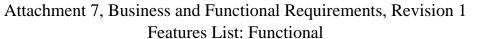| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	5.1.22	The user may choose to correct minutes. The ability to correct minutes should be based on court configurable roles. When correcting minutes: 1) The user may remove any code from the minutes 2) The user may update codes entered in the minutes (e.g. updating parameter text) 3) The user may update check-in information 4) The system will update the Case History / ROA entry (if applicable through configuration) of the associated minute code by overwriting the previous Case History / Register of Action text with the updated minute code Case History / ROA text he user may update the participants checked-in to the original or amended event 5) The "corrected" Minute Order form will be considered the original minute order (e.g. no identification that the Minute Order was corrected) other than the corrections made by the user. The Minute Order form will replace the previous Minute Order form in the applicable Case History entry 6) The user will be able to Preview in Correct mode.		
Yes		5.1.23	Allow the user to record minutes simultaneously across multiple hearings and/or cases, and in doing so may immediately access any selected set of minutes.		
Yes		5.1.24	Ability to configure Minute Order header information based on Case Category and Case Type.		
	Preferred	5.1.25	Provide Minute Order Header configuration for Civil Limited, Civil Unlimited, Probate, Small Claims, and Mental Health with a value of "Associate Cases" that will allow the Minute Order to display associated cases when selected.		
	Preferred	5.1.26	The Juvenile Minute Order Header configuration will contain a value of "Related Cases" that will allow the Minute Order to display related case information when selected.		
	Preferred	5.1.27	Provide locking functionality for Felony, Misdemeanor, Infraction, and Juvenile Delinquency case categories during the time that "Minutes" are being prepared in the Courtroom. On a Case-Participant level, lock so that payments cannot be recorded for the participant (Defendant or Juvenile) on the case that is currently having minutes entered.		

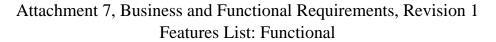| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	5.1.28	Allow the user to create a single minute order for multiple events on the same case. Once the single minute order is created, the events will always be tied together. When a user selects an event to work on, pull all events related to the minute order, regardless of which was chosen.		
Yes		5.1.29	The system should warn the user when they process a minute order and the case is in warrant status. There is an outstanding warrant on any participant on the case, including the witness.		
Yes		5.1.30	The system should warn the user when they process a minute order and there is a bail/bond or cash bail in an active status and the clerk does not use one of the Bail/Bond or Cash Bail codes, the clerk should get a warning message when finalizing the minutes.		
	Preferred	5.1.31	The system should warn the user when they process a minute order and there is a count on the case that a sentence code has been used for, and there are additional un-dispositioned counts on the case and no additional hearing scheduled for the case.		
	Preferred	5.1.32	The system should warn the user when they process a minute order and bail/bond has been entered during the event and the Release Status has not been updated. Custody status has not been addressed during the event.		
	Preferred	5.1.33	The system should warn the user when they process a minute order and when a change of plea is entered which results in a disposition on a count(s), and a future trial date exists on the case (event not yet vacated). For Juvenile cases, only display the warning if all counts are disposed.		
	Preferred	5.1.34	The system should warn the user when they process a minute order and probation is Terminated and the search terms 4th amendment waiver rights is set on the case.		
	Preferred	5.1.35	The system should warn the user when they process a minute order and a search and seizure is ordered on the case (pre-plea), and at sentencing the order hasn't been removed and the defendant/child hasn't been sentenced/ordered to search and seizure.		
	Preferred	5.1.36	The system should warn the user when they process a minute order and the petition/PV has been addressed (sustained or dismissed) in full and there are future scheduled events for that petition/PV.		
	Preferred	5.1.37	The system should warn the user when they process a minute order and the jurisdiction has been terminated.		
	Preferred	5.1.38	The system should warn the user when they process a minute order and the entire case is either dismissed or disposed with future event dates pending		
	Preferred	5.1.39	The system should warn the user when they process a minute order and There are additional events for the case on the same date and those minutes have not been finalized.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	5.1.40	The system should warn the user when they process a minute order and there is a due Child Custody Investigation Fees or Minors Counsel's fee on the case, but no Order for Payment has been made.		
Yes		5.1.41	The system should warn the user when they process a minute order and a required parameter has not been addressed/entered.		
Yes		5.1.42	The system should warn the user when they process a minute order and an amended allegation is being added through the courtroom and a disposition has been entered on the selected allegation.		
	Preferred	5.1.43	The system should warn the user when they process a minute order and fees were created during the session and the participant needs to be informed that they need to pay them.		
	Desired	5.1.44	The system should warn the user when they process a minute order and subpoenaed records are associated to the event.		
	Desired	5.1.45	The system should warn the user when they process a minute order and a served warrant exists on a case participant.		
Yes		5.1.46	Allow the user to configure the department resources and select the default staff to be used for creation on the minute order header for a department on a given date. The staff that may be specified for the minute order header include, but are not limited to, the Judicial Officer, Courtroom Clerk(s), Bailiff/Court Attendant, Courtroom Reporter(s), and Electronic Recording Monitor.		
Yes		5.1.47	Allow the user to override the configured department resources and selected default staff to be used for creation on the minute order header for a department on a given date.		
Yes		5.1.48	Allow a user to take a matter under submission for an event or events and record a ruling at a later time.		
Yes		5.1.49	Ability to track and update all matters taken under submission for reporting purposes.		
Yes		5.1.50	Allow the court to record Specialty Court Referrals for Family and Juvenile cases. The user will have the ability to refer case participants to Specialty Court programs that are configurable. The user will also be able to update the status of the participant regarding their progress through the Specialty Court program.		
	Preferred	5.1.51	Ability to retrieve tentative ruling/probate note information and incorporate into the minute order entry when a motion is scheduled. Provide ability to view electronically.		
		5.2	**Probate Notes/Tentative Rulings**		
Yes		5.2.1	Ability to create a probate notes associated to a scheduled event. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.		

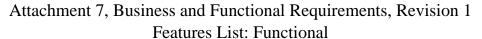| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		5.2.2	Allow a user to publish probate note or send them for judicial review.		
Yes		5.2.3	If the Probate Notes functionality is performed within the CMS, when a user selects to work on a probate note, the probate note record should be locked for that user. Provide a mechanism that allows for the unlocking of the file in specific circumstances.		
Yes		5.2.4	Ability to configure multiple Probate Notes templates to allow for ease of use.		
Yes		5.2.5	Allow a user to create a tentative ruling associated to a scheduled event. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.		
Yes		5.2.6	Allow a user to publish tentative rulings or send them for judicial review.		
Yes		5.2.7	If the Tentative Ruling is performed within the CMS, when a user selects to work on a tentative ruling, the tentative ruling record should be locked for that user. Provide a mechanism that allows for the unlocking of the file in specific circumstances.		
Yes		5.2.8	Provide the ability to extract probate notes published on or after a specified date.		
Yes		5.2.9	Provide the ability to extract tentative rulings published on or after a specified date.		
		5.3	**Judicial Officer Functions**		
	Preferred	5.3.1	Provide system functionality to Judicial Officers (JO) to manage their calendars. Calendar event information should be available based on case category, calendar type and should be court configurable. I.e. filings and events that appear in each screen.		
	Preferred	5.3.2	When a JO logs in the calendar view will retrieve events that are scheduled to their name and events that are scheduled their primary department association		
	Preferred	5.3.3	Allow courtroom clerks to assign call numbers that are available to the Judicial Officer on the JO calendar view.		
Yes		5.3.4	Provide process for creating, viewing, updating, and expiring Judicial Notes. These are case-level notes that are maintained through the life of the case (unless expired or deleted), and event notes that are specific to an event and are defaulted to be only viewable by the Judicial Officer that created the note. Notes can be shared by updating the notes' security settings.		
Yes		5.3.5	Allow the JO to grant additional user's access to specific Judicial Officer Notes. The Judicial Officer may filter the list of available users to grant security by position type, location, and/or case category. The Judicial Officer can also remove users who may view the note.		

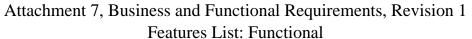| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		5.3.6	Ability to Create Case Documents, such as Statement of Decision, Notice of Ruling on Submitted Matter, etc. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.		
		6	**Disposition**		
		6.1	**Dispositions/Sentencing**		
Yes		6.1.1	Include the functionality of recording the judgment that is rendered by the Court (including default judgment and judgment on verdict) as well the Clerk's default judgment. Depending on the court's business process or the type of case, this judgment might be recorded as a result of a filing, or as a part of a minute order or in some instances the judgment might be recorded as a result of a ruling made by the Judicial Officer subsequent to a hearing.		
Yes		6.1.2	Allow the court, to record a judgment with one or more judgment awards associated with it. If a several judgment is rendered, then there will be multiple judgment awards each detailing out a specific amount that the judgment debtor(s) owes the judgment creditor(s)		
Yes		6.1.3	Ability to amend judgments. The request to amend judgment may be entered as a result of a filing, or as a part of a minute order.		
Yes		6.1.4	For Civil and Small Claims cases, the system will provide the ability to record judgment (non-Unlawful Detainer case types) on the non-dismissed participants of all the non-disposed dispositive filings on a case. For Probate cases, the system will provide the ability to record judgment on the case participants of dispositive filings on the case.		
	Preferred	6.1.5	The system will provide the ability to record a judgment of dismissal on: i. Civil and Small Claims dispositive filings ii. The non-dismissed participants of all the non-disposed dispositive filings on a case. iii. All participants associated with the filing on which the selected dismissal was entered.		
	Preferred	6.1.6	For Unlawful Detainer (UD) case types, the system will provide the ability to record a judgment on the non-dismissed participants of all the dispositive filings on a case.		
Yes		6.1.7	For UD case type, the ability to indicate that judgment also includes any unnamed occupants.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		6.1.8	The system will not allow a judgment to be recorded on a disposed case, exception: a Judgment of Dismissal can be entered on a disposed case. Moreover, for Unlawful Detainer cases, the system will allow the Actor to record a Judgment for Money after a Judgment for Possession has been recorded / entered.		
Yes		6.1.9	The system allows a judgment to be entered as part of a minute order or outside the minutes functionality at the same time as the judgment information is recorded.		
Yes		6.1.10	System provides the ability to first record the judgment information, through the minutes, and then enter the judgment at a later time		
Yes		6.1.11	The system will not dispose of the case participants, filings, or the case when a judgment is entered on a Probate case.		
Yes		6.1.12	The system will calculate the disposition status of the filing based on the disposition status of the participants associated with the filing. The JBSIS disposition hierarchy will be used to calculate the disposition - the highest disposition associated with the participants on the filing will be the disposition status of the filing.		
Yes		6.1.13	For Civil and Small Claims cases, a filing will be disposed if each participant on the filing has a 'Judgment For' or 'Judgment Against' set for them or if the participant has been dismissed.		
	Preferred	6.1.14	The granting of guardianship will change the proposed guardian on the petition to guardian.		
	Preferred	6.1.15	The granting of Conservatorship will change the proposed Conservatee on the petition to Conservatee and the change the proposed conservator on the petition to conservator.		
	Preferred	6.1.16	Granting of a Probate Will and for Letters Testamentary will cause the Proposed Executor to be chanced to the Executor.		
	Preferred	6.1.17	Granting of Probated Wills and for Letters of Administration with Will Annexed will change the Proposed Administrator with Will Annexed to Administrator with Will Annexed .		
	Preferred	6.1.18	Granting of Petition for Letters of Administration will change the Proposed Administrator to Administrator.		
	Preferred	6.1.19	Granting of Petition for Letters of Special Administration will change the Proposed Special Administrator to Special Administrator.		
	Preferred	6.1.20	If the petition has been granted/denied, then the system will not allow a dismissal to be entered against it.		
Yes		6.1.21	Ability to amend or vacate one or more awards within a judgment, including the ability to amend or vacate awards as to one or more parties in the award or judgment.		

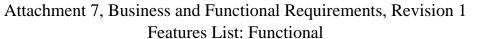| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		6.1.22	The date of entry of disposition for the filing/case will remain unchanged even when the disposition on the associated case participants is updated.		
Yes		6.1.23	If the case disposition status is updated by the user from Active to a disposition status, then the case disposed date will be the date of the update.		
Yes		6.1.24	If the case disposition status is updated by the user from one disposition status to another disposition status, then the case disposed date will remain unchanged.		
Yes		6.1.25	The system will allow the ability to record an amended judgment on the non-dismissed participants of all the dispositive filings on a case.		
Yes		6.1.26	Ability to enter awards and/or judgments for large amounts of parties (thousands for complex litigation cases) at one time without effecting system performance.		
	Preferred	6.1.27	Upon entering/recording/amending/updating a judgment the user will be prompted if there are any participants involved have been stayed.		
	Preferred	6.1.28	Upon entering an order or a dismissal the user will be prompted if there are any participants involved that have been stayed.		
Yes		6.1.29	The system will provide functionality to enter a dismissal on a complaint or cross-complaint as a result of a filing (request for dismissal), or as a part of a minute order (dismissals entered by the court's own motion).		
Yes		6.1.30	The system will provide functionality to record the dismissal of a petition on a Civil, Probate, or Mental Health cases. The dismissal might be entered as a result of a filing (request for dismissal), or as a part of a minute order (dismissals entered by the court's own motion).		
Yes		6.1.31	Ability to indicate that a judgment results from a highway motor vehicle accident for small claims and civil cases when recording the judgment.		
Yes		6.1.32	Capture payment in installment data on judgments. (Payment Rate, Installment Frequency, Begin Date, Payment Day of the Month),		
Yes		6.1.33	Ability to capture non-monetary awards when recording a judgment.		
Yes		6.1.34	Relate disposition to specific charge, allegation, complaint, cross-complaint.		
Yes		6.1.35	Prompt user to dispose of all charges and parties on a single case.		
	Preferred	6.1.36	Provide ability to strike a complaint/petition, cross complaint (partial/entire), or charge.		
	Preferred	6.1.37	Ability to calculate the Judgment Award, the post judgment award information such as credits and interest and cost bill related information. This information can be updated at any point (ability to modify or strike items).		

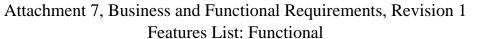| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		6.1.38	Ability to create, print, and maintain separate judgment indices (i.e., judgment book) that show original and subsequent judgments (e.g., containing dates, amounts, modifications, satisfactions, judge) by case and party.		
Yes		6.1.39	The system will provide functionality to enter information related to the granting/denying of a petition. The order to grant or deny a petition might be entered as a result of a filing or as a part of a minute order.		
Yes		6.1.40	The system will allow the court to grant or deny petitions at the time of recording minutes or only make text entries in the minutes to indicate that the petition has been granted. In this case, the formal order will come in as a filing. Once the filing is submitted, the Clerk will then enter the order on the petition.		
Yes		6.1.41	The system will support the recording of a sanction order. If the participant/attorney is ordered to pay the sanction amount to the Court, then a fee will be created in the system to allow the system to track the payment of the fee.		
Yes		6.1.42	Provide functionality to vacate/suspend a sanction order. If the sanction amount was payable to the court, then at the time of vacating/suspending the sanction the associated fees will be cancelled. If a payment was recorded against this sanction, the received payments will be transferred to a trust deposit for the participant against whom the sanction was ordered.		
Yes		6.1.43	The system will allow the court to track suspended sanctions, which occur when the court makes an order that the sanction originally imposed does not have to be paid.		
Yes		6.1.44	The system will support the recording of a verdict prior to the judgment being rendered. This verdict will be available to be included as a part of the minute order and the judgment.		
Yes		6.1.45	Provide functionality for recording, updating, removing, and viewing the plea entered on counts, enhancements, priors and allegations for Felony, Misdemeanor, Infraction and Juvenile.		
Yes		6.1.46	The user will be able to view the plea information entered through a screen in the application.		
Yes		6.1.47	Provide functionality for recording, updating, removing, and viewing the disposition entered on counts, enhancements, priors, allegations and petitions for Felony, Misdemeanor, Infraction and Juvenile cases. For example, in Juvenile cases, findings are types of dispositions for petitions.		
Yes		6.1.48	The user will be able to view the disposition information entered as a part of the minute order creation through a screen in the application.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		6.1.49	Provide functionality for recording, modifying, vacating or setting aside a disposition for a Family Law case. This includes the functionality of maintaining dispositions at a participant, filing or case level.		
Yes		6.1.50	Ability to enter sentencing information at both the count and the case level.		
Yes		6.1.51	Ability to enter sentencing information details including the following: Infraction/Misdemeanor/Felony 1. Enter/maintain a sentence of a fine 2. Enter/maintain a sentence of traffic school 3. Enter/maintain a sentence of community service 4. Enter/maintain a sentence of probation 5. Enter/maintain a sentence of drivers license conditions 6. Enter/maintain a sentence of collaborative court or program 7. Enter/maintain a sentence of community service in lieu of a fine 8. Enter/maintain a sentence of a program in lieu of a fine 9. Enter/maintain a sentence of ignition interlock device 10. Enter/maintain a sentence of jail 11. Enter/maintain a sentence of restitution 12. Enter/maintain a sentence of search and seizure 13. Enter/maintain a sentence of jail in lieu of a fine 14. Enter/maintain a sentence of community service in lieu of jail 15. Enter/maintain a sentence of a program in lieu of a jail 16. Enter/maintain a sentence of prison 17. Jail in lieu of prison 18. Mental Health commitment Juvenile 1. Enter/maintain an order of Fine 2. Enter/maintain an order of Victim Restitution 3. Enter/maintain an order of Probation 4. Enter/maintain an order of Collaborative Court program 5. Enter/maintain an order of Commitment 6. Enter/maintain an order of Community Service 7. Enter/maintain an order of Traffic School		
Yes		6.1.52	Ability to record a "Bail Forfeiture" as a final disposition/sentencing type for Traffic and other case types that allow for forfeiture of bail without any further proceedings.		

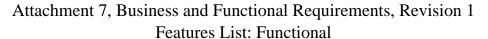| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		6.1.53	In felony cases the ability to record that a defendant was "Held to Answer" on the Complaint or Indictment as a disposition for that stage, and allow the filing of an Information which may allege amended or new Counts.		
		6.2	**Post Disposition/Sentencing**		
	Preferred	6.2.1	The system will provide functionality associated with recording a request to pay the total judgment amount due on an award directly to the court. The request will be entered into the system as a result of a filing of Request to Pay Judgment to Court (SC145) on a Small Claims case.		
	Preferred	6.2.2	The due date on a trust fee for Pay Judgment to Court will be the date the fee was created. The system will not allow a payment to be recorded for this type of trust fee after the due date.		
Yes		6.2.3	The status of a judgment is updated to Fully Satisfied only after all the awards on that judgment have a status of Fully Satisfied.		
Yes		6.2.4	The system updates the status of the case to Judgment Satisfied only if all the judgments on the case have a status of Fully Satisfied and if the case has a disposition status of judgment.		
Yes		6.2.5	If a writ is returned Fully Satisfied then the status of the applicable judgment award(s) will be updated by the system.		
Yes		6.2.6	If a 'Request to Pay Judgment to Court' is entered successfully (and the corresponding payment to court is good), then the status of the applicable judgment award is updated by the system.		
Yes		6.2.7	If an Acknowledgement of Satisfaction of Judgment (either in Full or Partial) has been filed, then the status of the applicable judgment award(s) is updated by the system.		
Yes		6.2.8	If a Clerk's Certificate of Satisfaction of Judgment is issued, then the status of the applicable judgment award(s) is updated by the system		
Yes		6.2.9	The system will maintain the status of the judgment at the judgment award level, at the judgment level and at the case level.		
Yes		6.2.10	The system includes the functionality of maintaining dispositions at a participant, filing or case level. Based on security privileges, certain users will have the ability to update the case disposition status as well as the stage of the case.		
Yes		6.2.11	Provide functionality for recording, updating, removing, and viewing the sentence entered on counts, enhancements, and priors.		
Yes		6.2.12	Ability to modify or vacate any terms of probation, diversion, deferred entry of judgment or collaborative court conditions.		
Yes		6.2.13	Ability to receive and record possible violations of probation, diversion, deferred entry of judgment or collaborative court conditions.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		6.2.14	Ability to dispose of possible violations of probation, diversion, deferred entry of judgment or collaborative court conditions.		
Yes		6.2.15	The user will be able to view the sentence information entered as part of creating the minutes on a screen in the application.		
Yes		6.2.16	Provide functionality for recording, updating, removing, and viewing an order.		
Yes		6.2.17	The user will be able to view the order information entered as part of creating the minute on a screen in the application.		
	Preferred	6.2.18	The system will automatically find cases where the probation term is about to expire. Based on court configuration the system should update the probation status to show it is expired or place the case in a work Queue for review		
	Preferred	6.2.19	Automatically find all diversion or DEJ (Deferred Entry of Judgment) records with proofs of completion due today and populate a work queue (if configured by the court)		
Yes		6.2.20	Automatically update cases where a Request to Pay Judgment to Court has been paid. The status of a judgment award will be updated. If a check payment was posted to Pay Judgment to Court and the check was not returned, the system will update the status of the corresponding Judgment Award to 'Fully Satisfied' on the 31st day after the payment was posted. The system will also generate the Certificate of Satisfaction of Judgment form and send it to a Print work queue for deferred printing. Additionally, any outstanding warrants against the judgment debtor will be flagged for recall.		
Yes		6.2.21	When judgment is entered on a Small Claims case, the status of the case should indicate Judgment Enforcement Stayed. The status of the case needs to be updated to indicate Post Judgment after 30 calendar days as passed.		
	Preferred	6.2.22	The system will automatically put "Guardianship of Estate Only" or "Conservatorship of Estate Only" cases in a work-queue when the youngest minor on the case turns 19.		
	Preferred	6.2.23	For probate guardianship only cases they system will automatically close the cases when the minor becomes 18.		
Yes		6.2.24	Ability to record fully, partially, and non-satisfied executions (e.g., all obligations satisfied).		
Yes		6.2.25	Provide the ability to file and process a Renewal of Judgment		
		6.3	**Case Closure**		
Yes		6.3.1	Ability to automatically mark cases as "closed" depending on Case Category, Case Type, periods of time, case activity (e.g. appeals, bail etc.)		
		7	**Financial Management**		
		7.1	**Payments/Cashiering**		
Yes		7.1.1	The system will support the creation, adjusting, and canceling of fees.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.1.2	The creation, adjusting or cancelling of fees may or may not be case related.		
Yes		7.1.3	Fees can be automatically assessed on a case (based on actions taken by the user) or added manually.		
Yes		7.1.4	The user should have the option to allocate payments to existing fees, fines, and assessments or to create new fees.		
Yes		7.1.5	Allow payments to be accepted and tracked through the system.		
Yes		7.1.6	The system will support the distribution processes as detailed in Appendix C of the California State Controllers Manual, the Trial Court (see Exhibit A) and all applicable laws.		
Yes		7.1.7	Ability to search for and view details for payments processed in the system.		
Yes		7.1.8	The system will support recalculation of the distribution when a change occurs on the case.		
Yes		7.1.9	Provide for a bail calculation and recalculation process based on statute, violation, prior records, traffic school eligibility etc. Facors that must be considered in the bail calculation process include, but are not limited to: Base bail amount Factors that could change base bail amount such as, Construction Zone, School Zone, Saftey Zone violations, over weight, over limit etc. Penalty assessments Case level priors Count level priors Night Court Security Fees Surcharge Proof of Correction fees Proof of Correction recalculations Traffic School eligibility Traffic school fees Traffic School recalculations The basic of this process are outlined in Exhibit B - "Bail Calculation and Recalculation Process". This exhibit is provided as a guide, the vendor may provide this through		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.1.10	Ability to impose an Emergency Medical Air Transportation Act penalty of four dollars ($4) upon every conviction for a violation of the Vehicle Code or a local ordinance adopted pursuant to the Vehicle Code except parking offenses		
Yes		7.1.11	Ability to create an over/under tolerance limit.		
	Preferred	7.1.12	For felony, misdemeanor, and infraction cases, the system determines if the over/under amount is within the configured tolerance limit. If the over/under amount is within the tolerance, the system proceeds as if the fee was being paid in full. Any underage remains due on the case, but the case can still be disposed. Any overage is applied to an overage fee		
	Preferred	7.1.13	For felony, misdemeanor, and infraction cases, the system determines if the over/under amount is within the configured tolerance limit. If the over/under amount is NOT within the tolerance, the system proceeds as if the fee was being paid in full. Any underage remains due on the case, and the system generates a notice of payment due. Any overage is refunded to the payor, based on the condition of the refund process.		
Yes		7.1.14	Allow the court to configure if fees can be partially paid.		
Yes		7.1.15	Allow partial payments only if all fees involved in the transaction are either be part of a payment plan or configured for partial payment.		
Yes		7.1.16	Allow courts to configure payment methods to allow for partial payments or not.		
Yes		7.1.17	If a partial payment is being attempted, the system should verify that the selected payment method is configured to allow for partial payments and that the fee(s) being paid allow for partial payments.		
Yes		7.1.18	When recording a payment towards a Trust the system should require the payor name and address.		
Yes		7.1.19	The system will not allow overpayment when processing an E-Filing transaction.		
Yes		7.1.20	The system will support JCC form TR-300 and TR-310 and required minimum payment requirements when user is setting up this type of payment plan.		
Yes		7.1.21	Allow the court to configure the minimum payment amount required when paying for a Traffic School plan or forfeiture plan.		

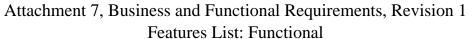| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.1.22	When paying a Traffic School plan or forfeiture plan the system should verify that the amount received is greater than or equal to a configured minimum payment amount.		
Yes		7.1.23	The system should support entry of fines from the bottom up or top down methods. I.e. The user enters the base fine per violation and system adds additional fees and assessments to get to the total due or the user enters the total fine due and the system calculates the base fine per violation including fees and assessments		
Yes		7.1.24	The system will evaluate each case approved for traffic school with a due date less than or equal to the process date minus a configurable grace period and not processed by the traffic school completion process, perform the following actions: If the balance on the case is less than the payment tolerance amount and traffic school has been completed then: Set the disposition on the traffic school approved count to 'Traffic School - Confidential Conviction' If the balance on the case is less than the payment tolerance amount and traffic school has NOT been completed then: Set the disposition to 'Bail Forfeiture'		
	Desired	7.1.25	The system should support creation of draw-down accounts.		
	Desired	7.1.26	Provide the ability to automatically generate monthly draw down account notices.		
Yes		7.1.27	Ability to accept electronic notification of payments from outside sources. IVR, Web, External collectors		
Yes		7.1.28	Ability to support processing of online and offline credit card transactions.		
Yes		7.1.29	Ability to support distribution of payments received based on court defined distribution priorities.		
Yes		7.1.30	Ability to generate a payment receipt after processing a payment transaction in the system.		
Yes		7.1.31	Support distribution of external collector commissions based on court defined rules.		
	Preferred	7.1.32	Support the creation and maintenance of an NSF list.		
	Preferred	7.1.33	Ability to decide when accepting payments by check if the payor is on the NSF list, and if so, requires the user to either obtain approval to accept the check, request a different financial instrument from the payor, or reject the transaction.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	7.1.34	Ability to record when an override is granted for an NSF transaction and record that an override was granted and include the user that granted the override.		
Yes		7.1.35	Ability to support the voiding of payment transactions both on the same day receipted and on sub-sequent days.		
Yes		7.1.36	Ability to treat same day voids as monetary transactions. For example: A $100 cash payment is recorded in the morning and voided in the afternoon of the same day. The net change is $0 and the cashier's drawer balance in unaffected.		
Yes		7.1.37	Ability to treat next day voids as non-monetary transactions. For example: A $100 cash payment recorded yesterday is voided today. The net change is -$100 cash, but the change does not affect the cashier's drawer balance.		
Yes		7.1.38	Do not allow a payment that has already been voided or NSF'ed can not be voided or NSF'ed again.		
Yes		7.1.39	Ability when the original payment consisted of multiple payment methods (e.g. cash, check, and credit card), to select any one of the payment methods; the void or reversal will not affect the other components.		
Yes		7.1.40	Ability to place funds in trust when voiding a payment.		
Yes		7.1.41	Ability to reverse the payment and remove the funds from the system for a check that has been returned for insufficient funds. Also add the payor is added to the NSF list and create an NSF fee (if configured by the court).		
Yes		7.1.42	Do not allow the voiding a payment made towards a trust the system if the funds are not still present in the trust.		
Yes		7.1.43	Ability to require that when voiding or NSFing a payment the reason, authoring id and password are required. Users should not be allowed to void there own payment transactions.		
Yes		7.1.44	When NSFing a transaction the system verifies that the payment was originally made via check or credit card.		
Yes		7.1.45	After voiding or NSFing a transaction the fee status for corresponding fee is updated accordingly.		
Yes		7.1.46	Ability to update payment plan information if the voided or NSF payment was an installment.		
Yes		7.1.47	Ability after voiding or NSFing a transaction to reverse all fund distributions associated with the payment.		
Yes		7.1.48	Ability after voiding or NSF'ing a transaction to reverse all attributes that were set by the system when the payment transaction was recorded.		
Yes		7.1.49	Ability to transfer a previously recorded payment/trust deposit from one set of fees to another, or from one set of fees into trust.		

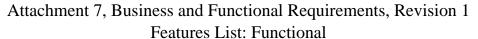| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.1.50	Ability to open and re-open cashier sessions to track the processing of monetary transactions in the system. The system will not allow the user to concurrently open multiple cashier sessions. It will verify multiple users do not open the same cashier session, and will record the starting balance.		
Yes		7.1.51	Ability to support a blind balancing process for the cashier session and generate the appropriate daily balance reports		
Yes		7.1.52	Ability for the user to enter total drawer amounts received during the cashier session after counting monies from the drawer. This user entered amounts will be compared to the system totals to determine if the cashier has balanced.		
Yes		7.1.53	Ability to allow a supervisor to re-open the cashier session that was not successfully balanced so that the appropriate adjustments can be made or record an overage or shortage amount and reconcile the session.		
Yes		7.1.54	Ability to "lock out" a cashier after they have attempted to balance their cashier session after a configurable number of attempts.		
Yes		7.1.55	Ability to view all receipts associated with a specific user session if they have the appropriate security level.		
Yes		7.1.56	Ability of the system to modify a cases fine or assessments, including modifying the fine amount, accepting proof of correction, accepting proof of correction and charging a reduced fee, approving a case for traffic school, creating a traffic school payment plan, creating a bail forfeiture payment plan and granting a due date or traffic school completion extension.		
Yes		7.1.57	Ability to automatically adjust a payment plan if the fine/assessment amount was reduced or increased and a payment plan is present.		
Yes		7.1.58	Ability to redistribute funds if an individual component of the case balance has been adjusted or cancelled. If the system cannot redistribute (because all other component have already been paid), create a refund request.		
Yes		7.1.59	Ability to process agency payments in batch. A check from the agency will be deposited into the system and then transferred to the applicable cases.		
	Preferred	7.1.60	Replenishment of non-interest bearing trusts will be supported.		
	Desired	7.1.61	Ability for a cashier to reduce the cash in their drawer by selling it to the bookkeeper in the back office.		
Yes		7.1.62	Ability to print check endorsement when a payment is made by check. Including court location, bank account number, case number and receipt number.		
Yes		7.1.63	Ability to generate a void payment acknowledgment form when a payment transaction is voided in the system.		
Yes		7.1.64	Ability to generate an NSF payment notice when a payment transaction is NSF'ed in the system.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.1.65	Ability to generate forms TR-300 and TR-310 when an agreement to pay in installments in created in the system.		
Yes		7.1.66	Ability to generate a report of all payment transactions that have been adjusted based on a given date or date range.		
Yes		7.1.67	Ability to generate a summary report of daily cashier transactions.		
Yes		7.1.68	Ability to generate a detailed report of daily cashier transactions.		
Yes		7.1.69	Ability to generate a report of all case payment activities for a given case by fund.		
Yes		7.1.70	Ability to generate a detailed report of all court payment activities for a given date.		
Yes		7.1.71	Ability to generate a report that displays the drawer balance (broken down by master payment method) that a cashier claimed to have at the end of the cashier session.		
Yes		7.1.72	System has the ability to calculate change based on amount due and amount received from payor.		
Yes		7.1.73	Ability to assign partial and/or full non-monetary credits to fines and fees, e.g. community service or jail in lieu of fine. This allows some or all of the fine or fee to have either or both monetary and non-monetary credits.		
		7.2	**Business Office Accounting**		
Yes		7.2.1	Ability to override of the default fee distribution for an individual payment. This will not change the default configured values in the schedule.		
Yes		7.2.2	Ability to automatically or through user actions initiate a refund (disbursement) to one or more participants with reference to the original payment transaction or to escheat monies that have been unclaimed for a certain period of time.		
Yes		7.2.3	Ability to display information for the selected trust, along with fields for entering disbursement details. The disbursement recipient (i.e., payor name) and address are pre-populated with the name and address of the initial trust depositor.		
Yes		7.2.4	Ability to send a disbursement record for review after it is created based on the disbursement information provided by the user or a system.		
Yes		7.2.5	Provide ability to automatically generate disbursement requests for overage refunds and victim restitution.		
Yes		7.2.6	Ability to configure the available disbursement dates for payments based on the payment method.		
Yes		7.2.7	Ability to override to configured disbursement wait period with appropriate security.		
Yes		7.2.8	Ability to create, modify or deactivate a payment plan for a participant.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.2.9	Ability to search for existing payment plans.		
Yes		7.2.10	Provide ability to automatically generate payment plan notices.		
Yes		7.2.11	Ability to support the escheatment process by searching for active trusts on cases and based on the configured number of days identify those cases eligible for Escheatment and create a tickler for investigation.		
	Preferred	7.2.12	Ability to configure the numbers of days used by the escheatment process for case related and non-case related trusts. Also allow configuration based on case category.		
Yes		7.2.13	Ability to review, update, approve, reject, and cancel an existing disbursements.		
Yes		7.2.14	Ability to support the posting and tracking of bail deposits for a case participant. Cash bail, surety bond, Property Bond, and Other Security.		
Yes		7.2.15	Allow updates to bail posting through the system and maintain appropriate bail statuses.		
Yes		7.2.16	Support tracking and generation of require bail related notices through the system.		
Yes		7.2.17	Ability to generate summary Judgment on forfeited bail bond.		
Yes		7.2.18	Ability to automatically generate payment notices for payments that are due in a configurable number of days in the future.		
Yes		7.2.19	Ability to generate notice of unclaimed funds.		
Yes		7.2.20	Ability to generate a notice that notifies case participant that payment for an investigative report is overdue		
Yes		7.2.21	Ability to generate a notice that notifies case participant that payment for an investigative report is due.		
Yes		7.2.22	Ability to generate notice of forfeiture of bail bond		
Yes		7.2.23	Ability to configure the costs for setting side a cash bail or bond forfeiture.		
Yes		7.2.24	Ability to generate notice of setting aside of bond forfeiture and assessment of costs		
Yes		7.2.25	Ability to generate notice of setting aside of bond forfeiture and reinstatement of bond		
Yes		7.2.26	Ability to generate notice of exoneration of surety bond		
Yes		7.2.27	Ability to generate notice of bond transfer		
Yes		7.2.28	Ability to generate demand for payment of summary judgment of forfeited surety bond		
Yes		7.2.29	Ability to generate demand for payment of forfeited surety bond		
Yes		7.2.30	Ability to generate notice of cash bail forfeiture		
Yes		7.2.31	Ability to generate order on court fee waiver		

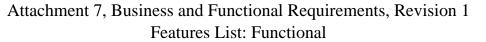| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.2.32	Ability to generate notice - waiver of court fees		
Yes		7.2.33	Ability to generate notice on hearing about court fees		
Yes		7.2.34	Ability to generate order on court fee waiver after hearing		
Yes		7.2.35	Ability to generate a report that displays the distribution for a transaction into various funds configured by the court for the specified payment date range.		
Yes		7.2.36	Ability to generate a report that displays trust activity for the specified date range by trust type.		
Yes		7.2.37	Ability to generate a report that lists all remittances that have not been distributed.		
Yes		7.2.38	Ability to generate a report that displays all cases on which Summary Judgment has been entered, and the Summary Judgment amount is still due.		
Yes		7.2.39	Ability to generate a report that provides a list of all payments and credits to a defendants restitution amount owed as well as the remaining balance of a defendants restitution amount owed.		
Yes		7.2.40	Ability to generate a report that lists all pending, disbursed and received payments from the case participant on a single case. It also lists a summary of the checks issued to the victims and payments received from the case participant towards the victim restitution.		
Yes		7.2.41	Ability to generate a report that displays all the Fee Waivers Granted that are eligible for fee waiver within the date range selected by the user. This report is grouped by Case Type and aggregates are available at the Case Type and Case Category level.		
Yes		7.2.42	Ability to generate a report that provides statistical summary of number of fee waivers submitted and granted, and amount granted. It also contains total amount waived and recovered fees. The report is grouped by Case Category and Case Type, and filtered by Case Category and Case Type.		
Yes		7.2.43	Ability to generate a report that list the current amount or month to date amount to be distributed to each fund and sub fund (Health and safety, Insurance, Collection, Credit Card) for the report year and month specified by the user.		
Yes		7.2.44	Ability to generate a report that displays activities (payments and deposits) that occurred in a draw-down account in a given period.		
Yes		7.2.45	Ability to generate a report that displays the accounts receivable report by AR type. This report only displays cases in collections.		
Yes		7.2.46	Ability to generate a report that displays the accounts receivable (remaining balance due) by case number. This report displays other case level information like Original Amount, Case Participant, FFA Type, Due Date, Collection Agency, Referred Date , Age in days and Case Category.		

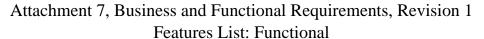| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.2.47	Ability to generate a report that displays the accounts receivable summary report.		
Yes		7.2.48	Ability to generate a report that displays the active fee schedule based on the filter criteria selected by the user.		
Yes		7.2.49	Ability to generate a report that lists the current distribution amount to each fund for the report date specified and month to date amount distributed to each fund for the report date specified. Month to date amount will display totals for the funds from the beginning of the month until the date for which is report is run.		
Yes		7.2.50	Ability to generate a report that This report displays all trusts with balance greater zero.		
Yes		7.2.51	Ability to generate a report that displays all payment transactions with payment method of Credit Card, within the specified date range.		
Yes		7.2.52	Ability to generate a report that lists sanctions against a specific attorney.		
Yes		7.2.53	Ability to generate a report that displays a listing of trust activity for the specified date.		
Yes		7.2.54	Ability to generate a report that lists all bail bonds with a bond paid status where the bond paid date is within the date range defined by the user.		
Yes		7.2.55	Ability to generate a report that displays all bail bonds status's according to surety company. This report displays bond status by Surety Company in the Date Range requested and includes the case number, participant name, bond number, bond amount and bond status.		
Yes		7.2.56	Ability to generate a report that displays the bail bonds that currently have a forfeiture bail status for the specified parameter.		
Yes		7.2.57	Ability to generate a report that displays all bail bonds and their status, during the date range specified by the user.		
Yes		7.2.58	Ability to generate a report that displays monetary payments that were distributed for the given date range by fund or case.		
Yes		7.2.59	Ability to generate a report that lists the distribution totals for the date range entered by the user.		
Yes		7.2.60	Ability to generate a report that This report lists all collections accounts that have been paid in full during the date range specified by the user.		
Yes		7.2.61	Ability to generate a report that displays a cash bail activity for a date range specified by the user.		
Yes		7.2.62	Ability to generate a report that displays a summary of all financial activity affecting distribution totals for the report date and location specified by the user.		
Yes		7.2.63	Ability to generate a report that lists all bail bonds in an active status as of the report date.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.2.64	Ability to generate a report that displays payment transactions which have an overage fee or an overage trust.		
Yes		7.2.65	Ability to generate a report that lists bail bond activities for all bonds requested for the date range specified.		
Yes		7.2.66	Ability to generate a report that displays a summary listing of all cash bail transactions by date within the range entered by the user.		
Yes		7.2.67	Ability to generate a report that lists all non-case payments received for the date range requested by the user.		
Yes		7.2.68	Ability to generate a report that displays cases for which there was activity on the case in the courtroom that has active bail that was not addressed in the courtroom on the hearing date.		
Yes		7.2.69	Ability to generate a report that displays disbursements activity over a specified date range.		
	Preferred	7.2.70	Allow adding, updating and deactivating of name entries from the list when checks are returned dishonored from the bank due to non-sufficient funds, closed accounts, invalid signature, etc		
	Preferred	7.2.71	NSF entries will contain the payor's information and information regarding specific NSF checks. First time NSF checks can be added to the database, payors with multiple checks can have their status updated, and removal requests can be processed.		
Yes		7.2.72	Ability to support the creation and modification of a victim restitution order. Including the ability to make orders Joint and Severally liable across co-defendant or co-minors.		
Yes		7.2.73	Ability to create and generate disbursement requests for victim restitution.		
	Preferred	7.2.74	Ability to assign deposit numbers to groups of payment receipts and transmit the deposit numbers to County Auditor and/or AOC Phoenix system.		
Yes		7.2.75	Ability to request, review, adjust, remove, and certify month end totals, as well as search for existing totals certified in a prior month. Adjustments include credit card fees, collections fee, insurance conviction, health and safety conviction and other adjustments as required by the court.		
Yes		7.2.76	Support processing of Request for Fee Waivers. FW001 and FW002 and maintain fee status as appropriate.		
Yes		7.2.77	Ability to support different fee waiver approval processes based on users role. Judicial Officer and clerk		
Yes		7.2.78	Ability to make a ruling on a fee waiver application and save the order information. Based on order set the status of the fees that were waived appropriately. Additionally, the fee waiver order information will be used when creating new fees for the fee waiver applicant		

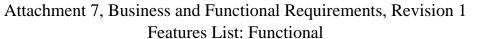| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.2.78	Ability to make a ruling on a fee waiver application and save the order information. Based on order set the status of the fees that were waived appropriately. Additionally, the fee waiver order information will be used when creating new fees for the fee waiver applicant.		
Yes		7.2.79	Ability to determine if no fee waiver order is made and served on the initial fee waiver application (FW-001 or FW-002) in 5 court days, then place the fee waiver application in a work queue designed to grant fee waiver by operation of law.		
Yes		7.2.80	Ability for the court to configure which fees are eligible to be waived. Separate configuration for the Initial and Additional Fee Waiver order fees..		
Yes		7.2.81	Support filing and orders related to all JCC fee waiver forms.		
Yes		7.2.82	Ability to automatically identify all cash bails that have been Forfeited with Further Proceedings for more than 185 days and distribute the bails to revenue.		
Yes		7.2.83	Ability to automatically identify cases with bail or bond posted that are a set number of days past the appearance date, have no future events scheduled and a complaint has not been filed.		
Yes		7.2.84	Ability to aggregate distribution record totals by fund. Group the fund totals by date and court location.		
Yes		7.2.85	Provide ability to automatically expire fee waiver orders 60 days after the case has been disposed.		
	Desired	7.2.86	Allow justice partners to electronically notify the court when they have received Cash Bail.		
	Desired	7.2.87	Allow justice partners to electronically notify the court when they have received a Surety Bail Bond.		
Yes		7.2.88	Negative numbers clearly identified.		
Yes		7.2.89	Allow for the establishment of multiple trust fund accounts.		
Yes		7.2.90	Provide ability to print checks in house and through a data exchange to the County Auditor and/or the AOC Phoenix System.		
		7.3	**Collections Management and Enforcement**		
Yes		7.3.1	Ability to automatically assign a collector once a balance due on a case is not paid forthwith. The process includes determining the cases to be assigned to collections and assigning an appropriate collector to each collections case based on court configured rules. Assignments can be made to either an Internal or External collector.		
	Desired	7.3.2	Ability to maintain internal collector activity on a case including capturing collector actions and ticklers for future collector activity.		

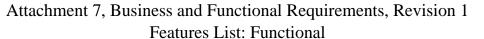| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		7.3.3	Ability to maintain the collection account status for a case throughout the collection process based on actions taken on the case..		
Yes		7.3.4	Provide the ability to electronically send and recall collections cases to an external collectors.		
	Preferred	7.3.5	Provide the ability to electronically send and update collections cases to the California Franchise Tax Board. Both COD and IIC programs.		
Yes		7.3.6	Provide ability to send case balance updates to external collectors. Allow external collectors to send payments collected or to return collections cases back to the court.		
Yes		7.3.7	Provide an automated process of qualifying case participants for Failure to Appear (FTA) or Failure to Pay (FTP), and taking the appropriate court configurable actions on those case participants through their enforcement lifecycle. Actions should include - adding fees, adding counts and issuing warrants.		
	Desired	7.3.8	Provide the ability to qualify cases for failure to comply and take appropriate actions.		
	Desired	7.3.9	Allow the court to individually or in batch reassign collection cases from one collector to another.		
Yes		7.3.10	Ability to generate a report of cases referred to collections for both internal and external collections.		
Yes		7.3.11	Ability to generate a report of payments received on collections cases for both internal and external collections.		
	Desired	7.3.12	Ability to generate a report of collections cases with probation about to expire.		
Yes		7.3.13	Ability to generate a report of payments received from external collectors.		
	Desired	7.3.14	Ability to generate a report of collections cases with an external collector that have been modified.		
	Desired	7.3.15	Ability to generate a report of cancellations from an external collector.		
Yes		7.3.16	Ability to transmit payment plan details to a Collection agency. When a person goes delinquent on a payment plan installment, all fees in that payment plan are sent to collections. There needs to be a way for the collection agency to know that those fees are related and that it's the sum total that the court is looking for them to recover.		
Yes		7.3.17	Ability to prevent the acceptance of payments on cases while they are in a status of referred to external collector.		
		8	**Records Management**		
		8.1	**Case File Management**		
Yes		8.1.1	Ability to create and track individual case file folders		
Yes		8.1.2	Ability to create and track individual volumes of case file folders		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	8.1.3	Ability to automatically create the first volume for the case file, or associate an existing volume with the case. The creation/association of this case file will be one of the first entries in the Register of Actions. This will be done without interaction required from the user.		
Yes		8.1.4	Ability to generate case file labels for case file folders, containing Case Numbers, Party information and Bar Codes		
	Preferred	8.1.5	Ability to alert users that cases have restricted access or contain restricted information		
	Preferred	8.1.6	Ability to mark a case file or volume as missing and alert users of this fact		
Yes		8.1.7	Ability to maintain a 'Chain of Custody' of file folders during the location change of physical case file(s) and defining who has ownership of a physical case file at a particular place, time and location		
Yes		8.1.8	Ability to locate case files to separate locations (e.g. district, building, department, etc.) within the court's jurisdiction. Case files may also be located out of a court's jurisdiction (i.e. change of venue).		
Yes		8.1.9	The system displays the location history for the case file(s) and/or volume(s), including location and custodian information.		
Yes		8.1.10	Generate a Receipt for Record for cases transferred to other jurisdictions		
	Preferred	8.1.11	Ability to update the location of multiple cases and/or volumes at one time		
Yes		8.1.12	Create Case File Pull List recording a request in the system for a list of case files and volumes that are required for use at a specific time and location.		
Yes		8.1.13	Populate the pull list when an event is scheduled, including the case files that are required for the upcoming calendared event, as well as case files which have been manually added to the pull list.		
Yes		8.1.14	Ability for any court staff to request a cases file and/or certain volume to be forwarded to a courtroom or other location even if not associated with an specific event.		
Yes		8.1.15	When vacating a calendar event, the system will remove the case files in the pull list related to the calendared event. If an event is rescheduled, the request date for the associated Case File Volumes will be updated to the date of the rescheduled calendar event.		
	Preferred	8.1.16	If a case file is updated to a location which is the same location as the next requested in the pull list, the requested case file (and related volumes) will be removed from the pull list for that entry.		
Yes		8.1.17	Ability to produce a report of case files (volumes) that are eligible for destruction. Eligibility to be based on factors such as Case Type, Case Category, date of birth, specific violations, case status and elapsed time etc.		
Yes		8.1.18	Ability to update system with information concerning file destruction		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		8.1.19	Allow the user the ability to override case retention decisions to allow for marking certain cases with alternative retention periods, including the ability to retain permanently.		
Yes		8.1.20	Case retention periods and rules are easily maintained by a configurable table within the system.		
Yes		8.1.21	Ability to configure Physical Destruction Retention rules for the system allowing the court to preserve a set of cases for historical purposes, in accordance with California Rule of Court 10.855 (e and f).		
Yes		8.1.22	Create list of cases that are destroyed		
Yes		8.1.23	Produce notice of intent to destroy case files		
	Desired	8.1.24	Ability to create a new subpoenaed record within the context of a case, the system automatically associates the subpoenaed record to that case.		
	Desired	8.1.25	When an event is continued, the event subpoenaed record association will be updated to the continued event.		
	Desired	8.1.26	Ability to track the location of any subpoenaed records		
Yes		8.1.27	Ability to provide for the return or destruction of subpoenaed records that are never used.		
Yes		8.1.28	Ability to receive and track any Wills or Estate Planning documents that are lodged with the court prior to any case being filed.		
Yes		8.1.29	Ability to purge electronic records from the system. This may be at the case level or the specific data level, for example California law requires certain marijuana case records to be purged, if there is only one charge on a case then the entire record will be purged, if the marijuana charge is only one of many charges on the case the only the information related to the marijuana charge is purged and the remainder of the case information is retained.		
Yes		8.1.30	Ability to seal and unseal records, both at the case level and the data level.		
		8.2	**Exhibit Management**		
Yes		8.2.1	Ability to create, mark, update and track exhibits		
Yes		8.2.2	Ability to mark and remark the same exhibit that may be used in multiple cases or in multiple hearings, without overwriting the previous exhibit information. For example the same exhibit may be used in preliminary hearing and given a number and may be used at the trial for the same case and given a different number. Exhibits may also be re-used and re-marked in other cases.		
Yes		8.2.3	Ability to mark exhibits and associate the party/parties that entered the exhibit, (e.g. Peoples, Defendants, Plaintiffs, Petitions, Joint etc)		
Yes		8.2.4	Ability to mark exhibits using alphabetic, numeric and special characters and combinations of each.		

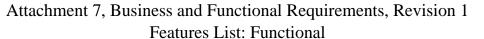| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		8.2.5	Ability to maintain a 'Chain of Custody' for exhibits during the location change of exhibits and defining who has ownership of a physical exhibit at a particular place, time and location.		
Yes		8.2.6	Ability to flag exhibits that require special handling, e.g. hazardous material, weapons, cash etc.		
Yes		8.2.7	Produce exhibit list that contains all exhibits from specific events.		
Yes		8.2.8	Produce exhibit list that reflect the change of custody (e.g. from Courtroom Clerk to Exhibits Clerk, etc.).		
Yes		8.2.9	Ability to locate exhibits to separate locations (e.g. district, building, department, exhibit rooms, exhibit lockers, safes etc.) within the court's jurisdiction. Exhibits files may also be located out of a court's jurisdiction (i.e. released temporarily).		
Yes		8.2.10	The system displays the location history for the exhibits, including location and custodian information.		
Yes		8.2.11	The system displays the marking and usage history for the exhibits, including the events, dates and numbering.		
Yes		8.2.12	Ability to maintain and display the status of and exhibit (e.g. marked for identification, received in evidence, released, destroyed, etc.).		
Yes		8.2.13	Ability to release exhibits to various parties and to show who, why, when and for what period of time.		
Yes		8.2.14	Produce a receipt for exhibits when exhibits are released.		
Yes		8.2.15	Ability to update the location of multiple exhibits at one time.		
Yes		8.2.16	Create an Exhibit Pull List recording a request in the system for a list of exhibits that are required for use at a specific time and location.		
Yes		8.2.17	Ability for any court staff to request exhibit(s) be forwarded to a courtroom or other location that may be required for a specific event.		
Yes		8.2.18	Ability to produce a report of exhibits eligible for destruction or other disposal. Eligibility to be based on factors such as Case Type, Case Category, specific violations, case status and elapsed time.		
Yes		8.2.19	Ability to update system with information concerning exhibit destruction/disposal.		
Yes		8.2.20	Allow the user the ability to override case retention decisions to allow for marking exhibits with alternative retention periods, including the ability to retain permanently.		
Yes		8.2.21	Exhibit retention periods and rules are easily maintained by a configurable table within the system.		
Yes		8.2.22	Create list of exhibits that are destroyed/disposed.		
Yes		8.2.23	Produce notice of intent to destroy/dispose of exhibits.		

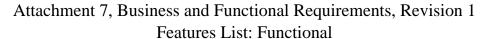| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		8.2.24	Ability to import electronic exhibit list		
Yes		8.2.25	Ability to pre-mark exhibits prior to the actual court date, for re-use during the actual courtroom event.		
		8.3	**Case Data Archival**		
	Preferred	8.3.1	Ability to Archive electronic case information to another medium.		
	Preferred	8.3.2	Ability to Retrieve any archived electronic case information.		
	Preferred	8.3.3	Archiving eligibility to be based on factors such as Case Type, Case Category, specific violations, case status and elapsed time.		
	Preferred	8.3.4	Ability to produce a report of cases eligible for archiving. Eligibility to be based on factors such as Case Type, Case Category, specific violations, case status and elapsed time.		
	Preferred	8.3.5	Ability to update system with information archiving.		
	Preferred	8.3.6	Allow the user the ability to override case archiving decisions to allow for marking cases with alternative retention periods, including the ability to retain permanently.		
	Preferred	8.3.7	Archiving eligibility rules are easily maintained by a configurable table within the system.		
	Preferred	8.3.8	Create list of cases that are archived.		
	Preferred	8.3.9	Create searchable index of cases that are archived.		
		9	**Document Management**		
		9.1	**Document Management**		
Yes		9.1.1	Provide fully functional document imaging within the CMS or provide links to an external document management system		
Yes		9.1.2	Ability to receive scanned documents or documents received through some other electronic means (e.g., e-filings) at any time in the case process and associate the document to a filing or event.		
Yes		9.1.3	Ability to associate one or more documents during one process, such as case initiation or subsequent filings.		
Yes		9.1.4	Provide an automated workflow process to route documents from one court user to another.		
Yes		9.1.5	Ability to store all case documents (scanned, e-filed or documents created from within the CMS) in the same place.		
Yes		9.1.6	Ability to view any case document from multiple screens within the CMS.		
Yes		9.1.7	Ability to display multiple documents within the same window.		
Yes		9.1.8	Ability for multiple persons to view the same document at the same time.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		9.1.9	Ability to display documents dependent on the security level specified for the document, the document images, in the CMS will only be displayed if the user has security privileges to access the DMS document based on the user's security profile.		
Yes		9.1.10	Ability to add annotations to DMS document, such as Filed or Signature stamps, dates etc) and to create an immutable court record.		
Yes		9.1.11	Ability to retain the original DMS document in addition to multiple annotated working copies of the document.		
Yes		9.1.12	Ability to Create Case Documents, such as Mediator Reports, etc.. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.		
Yes		9.1.13	Ability to create and update case notes.		
Yes		9.1.14	Ability to view and print all case documents from a single screen.

Users should be able to select multiple documents to open or print at the same time. Display enough information to easily identify the document by name, date, submitting party, document security etc. | | |
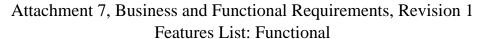| | | **9.2** | **Form/Notice Generation** | | |
Yes		9.2.1	Ability to create standard forms or notices from within the CMS.		
Yes		9.2.2	Ability of the CMS to produce various forms/notices during or at the conclusion of a process.		
Yes		9.2.3	Ability of the CMS to produce various forms/notices outside of any normal process.		
Yes		9.2.4	Ability to configure forms/notice to indicate if additional forms/notice or documents are required to be included with the form/notice (e.g., does a Certificate of Service need to be attached, etc).		
Yes		9.2.5	Ability to regenerate forms/notices.		
Yes		9.2.6	Ability to generate forms/notices in various way, including local printer, network printer, in batch etc.		
Yes		9.2.7	Ability to indicate how or if certain information on forms/notices appear on the form (e.g. on forms that display participant addresses, one or more of the parties may have a "confidential" address that should not be displayed on the form while other addresses may display)		

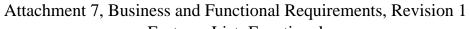| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		9.2.8	Ability to produce Courtesy Notices for adult and juvenile traffic related cases. The notice must display information on all the various case specific options available. This includes (but not limited to)items such as case and party details, bail amount(s), traffic school options and amounts, proof of correction options and amounts, due dates, payment options, etc.)		
Yes		9.2.9	The Courtesy Notice amounts for all the various options are calculated by the CMS at the conclusion of specific case processes (e.g., Case Initiation or dunning process, etc.).		
Yes		9.2.10	Ability to create multiple types Courtesy Notices that can be produced dependent on a specific outcome or process (e.g. 1st Notice, 2nd Notice, Warrant Notice, Collections Notice, etc.)		
Yes		9.2.11	Ability to produce the Courtesy Notice data in a batch format to be forwarded to a vendor for printing.		
Yes		9.2.12	Ability of clerk to request that any specific Courtesy Notice be generated out of the normal process.		
		10	**Reporting**		
		10.1	**Standard Reporting**		
Yes		10.1.1	Ability to create standard statistical reports for re-use as needed.		
Yes		10.1.2	Ability to run standard reports for various time periods (e.g., daily, weekly, monthly, quarterly, yearly, specific begin and end dates etc.).		
Yes		10.1.3	Ability to schedule standard reports to automatically generate (e.g. daily Fiscal Reports etc.) and route to designated network printers.		
Yes		10.1.4	Ability to save reports in alternate formats (e.g. Word, Excel, PDF, etc.).		
Yes		10.1.5	Ability to retrieve copies of previously generated reports.		
Yes		10.1.6	Ability to run reports at a Court or location/building basis.		
	Preferred	10.1.7	Ability to run reports against a non production data base.		
		10.2	**Judicial Branch Statistical Information System (JBSIS)**		
Yes		10.2.1	Ability to produce all of the Judicial Branch Statistical Information System (JBSIS) reports, in conformity to the current JBSIS version as contained in Exhibit C.		
Yes		10.2.2	Ability to electronically transmit JBSIS reports to the Administrative Office of the Courts, in conformity to the current JBSIS version as contained in Exhibit C.		
		10.3	**Ad-Hoc Reporting**		
Yes		10.3.1	Ability to create run *Ad-Hoc* reports.		
Yes		10.3.2	Ability to save *Ad Hoc* reports for re-use at a later time.		
Yes		10.4.1	Ability to save *Ad Hoc* reports in alternate formats (e.g. Word, Excel, PDF, etc.).		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
		10.4.0	**Sample Reporting**		
	Preferred	10.4.1	Produce case monitoring reports Detailed weekly report for judicial officers to review status of caseload including: o Case name o Case number o Petition filing date o Next event scheduled o Date of next event o Case age		

	Preferred	10.4.2	Produce Calendar Productivity Reports (litigation flow) : daily, weekly, monthly - for each short cause calendar in each department summarizing the following, with capacity to cross-reference by case type:
			
			Number of cases set for hearing
			Number of cases with an attorney on one side/both sides
			Number of cases dropped at the time of hearing
			    Reason - parties failed to appear
			    Reason - lack of effective service
			    Reason - other
			Number of cases in Which OSCs were re-issued due to failure of service
			Number of Cases in which Orders were Made
			    By Default
			    Entirely By Stipulation of the Parties
			    Entirely By the Judge After a Hearing
			    A Combination of Stipulation & Judge		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.2	Continued from above		
			Number of cases in which a Continuance was ordered - time to next available court date		
			Reason - Attorney unavailability		
			By counsel before hearing date		
			Reason - Request of Pro Per Litigant		
			To Seek Counsel		
			Reason - Parties not been to custody mediation		
			Reason - Inadequate or incomplete paperwork		
			Reason - Case continued to Long Case Hearing/Trial Date		
			Reason - Court Ran out of time for Hearings		
			Reason - REVIEW HEARINGS		
			Custody/Visitation		
			For §3111 evaluation		
			For §3118 evaluation		
			Supervised visitation review		
			Other monitored plans		
			Support Issues		
			Job Search review		
			Review Arrears Accountings		
			For Vocational Evaluation		
			Restraining Orders		
			Batterers' Intervention Progress		
			Drug Testing/Counseling		
			Differentiated Case Management Track		
			Family Drug Court		
			Domestic Violence Court		
			High Conflict Families		
			Other Collaborative Justice or Specialized calendars.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment

	Preferred	10.4.3	Produce monthly or quarterly inventory reports:
			(1) by case type, and (2) by attorney representation
			
			- Number of cases pending
			   0-90 Days
			   91-180 Days
			   181 Days - 1 year
			   1 year - 1.5 years
			   Over 1.5 Years
			- Number of cases disposed (includes DVPA dropped from calendar)
			   By Method of Disposition
			   Partial Disposition - Status Only
			   Default/
			   Entirely by Stipulation/MSA of the Parties
			   Entirely by Judge After Hearing or Trial
			   Combination of Judge and Stipulation
			- Numbers of Orders To Show Cause/ Notices of Motion Filed (set)
			   By department
			   Characterization of motion
			     Pre-trial
			     Modification of Orders
			     Post-Judgment
			     Custody/visitation
			     Child Support
			     Domestic Violence
			     Spousal Support		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment

	Preferred	10.4.3	Continued from above
			- Numbers of responsive declarations filed (set)
			  By department
			- Number of trials set
			  By department
			  Number of continuances and reason
			    Out of time - time to next court date
			    Trial department not available
			    Attorneys not prepared
			    Pro Pers not prepared
			  Judgment - By method of disposition
			    Entirely by Stipulation/MSA of the Parties
			    Entirely by Judge After Hearing or Trial		

	Preferred	10.4.4	Disposition reports - Report Summarizing Judgments by stage of the process in which they occur by (1) Case Type, and (2) attorney representation o Number disposed prior to status or settlement conference ? By default or with no court intervention ? With 1 pre-trial hearing ? With 2+ pre-trial hearings o Number disposed of After Status Conference ? Requiring more than 1 Status conference o Number disposed after Mandatory Settlement Conference o Number disposed after trial - Methods by which settlements are reached o Number settled following mediation with family court services o Number settled following settlement discussion/mediation with family law facilitators o Number settled following settlement discussion/mediation with other court self-help attorneys or staff o Number settled following settlement discussion/mediation with volunteers attorneys o Number settled following judicial settlement conference - Number of Cases that were dismissed o By a party o By the court ? Failure to Prosecute ? Other		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.5	- Number of children - History of attorney representation (137) - Number of OSC/Motions filed - Number of custody mediations - Number of Hearings - Index of Orders Made organized by Issue - Index of related cases - Flag of special needs - languages, etc. - Procedural timeline - what is the next calendared event? - Date of last Event - Age - time from Initial Filing		
	Preferred	10.4.6			
	Preferred	10.4.7	A judge should be able to quickly access certain reports in the courtroom from data in the case file: · Number of OSC/Motion to Modify Custody/Visitation · Number Of OSCs filed in the case (pre-trial/ post-jud.) · History of Attorney Representation		
	Preferred	10.4.8	Caseload reports, total filings and dispositions by case type, as defined by the JBSIS/DOJ offense code hierarchy table.		

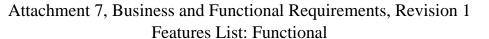| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.9	Entries and Exits (Intervals of months, quarters, 6 month, 1 year) (unit=minor) # New Filings - # initial filings (children never seen before and children who re-enter) - # supplemental filings (children already in the system) - # subsequent filings # Case Closures-and hearing type at case closure Exits (Termination of jurisdiction) to: (unit=minor) - Case dismissed - Death of minor - Transfer to dependency court - Transfer to another county - Committed to CDCR, DJJ - Transfer to Tribal Court - Guardianship/Adoption Transfer and ICPC - Inter-county transfers - Cases under interstate compact Current Caseload-Point-In-Time (unit=minor) - # Children awaiting Detention hearing - # Children awaiting Initial hearing - # Children awaiting Jurisdictional hearing - # Children awaiting Dispositional hearing - # Children post-Disposition		
	Preferred	10.4.10	Case monitoring reports - Detailed weekly report for judicial officers to review status of caseload including: o Case name o Case number o Petition filing date o Next event scheduled o Date of next event o Case age		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.11	Aging reports - Scheduled standard reports on hearing timeliness, with the ability to drill down to detailed case level data.		
	Preferred	10.4.12	Time from arrest to filing of petition 48 hours - 631 W&I) Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.13	Time from filing of petition to detention hearing (48 or 72 hours- W&I 633) Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.14	Time from detention to start of jurisdictional hearing (in custody 15 days, out of custody 30 days from filing petition -657 W&I) Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.15	Time from start of jurisdictional hearing to completion of jurisdictional hearing Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		

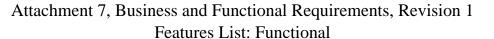| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.16	Time from end of jurisdictional hearing to disposition hearing (in custody 10 days, out of custody 30 days from filing petition - 702 W&I) Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.17	Average time from date youth entered foster care (see definition below) to six month review hearing (727.2 W&I) (Draft Performance Measure)		
	Preferred	10.4.18	Average time from date youth entered foster care to 12 month permanency planning hearing (727.3 W&I) (Draft Performance Measure)		
	Preferred	10.4.19	Average time from termination of reunification services to 366.26 hearing (Draft Performance Measure)		
	Preferred	10.4.20	Average time from termination of parental rights to date of final adoption order		
	Preferred	10.4.21	Average time(s) from disposition and/or W&I 366.26 hearing to establishment of guardianship (Draft Performance Measure)		
	Preferred	10.4.22	*Time from filing of original petition to termination of jurisdiction (Draft Performance Measure)		

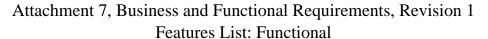| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.23	include Case dismissed Death of minor Transfer to dependency court Transfer to another county Committed to CDCR, DJJ Transfer to Tribal Court Emancipation/Guardianship/Adoption (Draft Performance Measure)		
	Preferred	10.4.24	- Number of new petitions filed after being placed on probation - Number of 777 notices of hearing to modify filed (supplemental petitions/violations of probation) - Restitution ordered? Y/N Amount ordered and amount paid - Community services ordered? Y/N hours ordered and hours completed - School enrollment at case closing Y/N Last grade completed? Graduated? Y/N Why not? GED? (Draft Performance Measure)		

Attachment 7, Business and Functional Requirements, Revision 1
Features List: Functional

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.25	Hearing outcome reports - scheduled standard reports on hearing outcomes. Reason for continuance- should be preset with standard codes to enable meaningful reporting. Standard codes should include: Attorney not present Probation officer not present Minor not present Parent not present Witness not available Late filing of probation report Insufficient information in probation report Incarcerated parent not transported Agreement by parties Attorney or party file pleadings late Interpreter not available Other reports or documents late Not enough time to hear court case Lack of or late notice Lack of or late ICWA notice Parent not available Stayed by appellate court Setting for contested hearing Calendaring practice		
	Preferred	10.4.26	Cases in which hearings are heard by one judicial officer XX % of children (and families) with one judicial officer for all hearings XX % of children (and families) with one judicial officer for all post-detention hearings Median number of judicial officers per family or case (Draft Performance Measure)		
	Preferred	10.4.27	All parties and statutorily entitled individuals receive written service of process of the original petition prior to the initial hearing (Draft Performance Measure)		

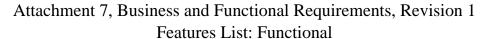| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.28	Parties and statutorily entitled individuals noticed in advance of every hearing Hearing types: Initial Detention Jurisdictional Disposition Post-disposition hearings (e.g. VOP, 730.8, IV-E reviews (Draft Performance Measure)		
	Preferred	10.4.29	Youth and parents present at hearings (for each hearing type of which they are entitled to be present) XX % hearings where youth is present XX % hearings where mother is present XX % hearings where father is present (Draft Performance Measure)		
	Preferred	10.4.30	Hearings in which other statutorily entitled individuals (victims, foster parents, others) are present (for each hearing type of which they are entitled to be present) XX % hearings where victim is present XX % hearings where foster parents are present (Draft Performance Measure)		
	Preferred	10.4.31	Cases in which attorney for youth is present at every hearing (for each hearing type) (Draft Performance Measure)		

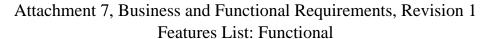| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.32	Type of legal counsel assigned to youth-s case (PD, APD, conflict/contract attorney) XX % of youth with PD? XX % of youth with APD? XX % of youth with conflict/contract attorney (Draft Performance Measure)		
	Preferred	10.4.33	Cases where attorney for youth changes Median number of times attorney representing youth changes XX % of children with no change in attorney for the youth (Draft Performance Measure)		
	Preferred	10.4.34	Number of cases (and children) Related case(s) indicator Age Gender XX% cases per full time equivalent judicial position (this measure would require an additional non-CCMS source of data on the number of FTE judicial officers) (Draft Court Procedures/Performance Measure)		
	Preferred	10.4.35	Frequency of trials/contested hearings (Draft Court Procedures/Performance Measure)		
	Preferred	10.4.36	Cases involving both dependency and delinquency courts XX% classified as delinquency XX% classified as dependency XX% classified as dual jurisdiction (Draft Court Procedures/Performance Measure)		

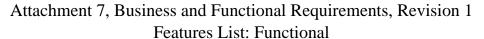| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment

	Preferred	10.4.37	Entries and Exits (Intervals of months, quarters, 6 month, 1 year) (unit=minor)
			- # initial filings
			   # children never seen before
			   # children who re-enter after case closure
			- # supplemental filings
			- # subsequent filings
			# Case Closures-and hearing type at case closure
			
			Exits (Termination of jurisdiction) to: (unit=minor)
			- Reunification
			- Guardianship
			- Adoption
			- Aging out
			
			Change of venue
			- Inter-county transfers
			- Cases under interstate compact
			
			Current Caseload-Point-In-Time (unit=minor)
			Pre-Disposition Hearing
			- # Children awaiting initial hearing
			- # Children awaiting Jurisdictional hearing
			- # Children awaiting Dispositional hearing
			Post-Disposition Hearing
			- # Children awaiting six month review
			- # Children awaiting 12 month review
			- # Children awaiting 18 month review
			Post-Permanency
			- # Children in planned permanent living arrangement		

	Preferred	10.4.38	Aging reports - Scheduled standard reports on hearing timeliness, with the ability to drill down to detailed case level data. Specific draft performance measures are identified in D.2.2.1-D.2.2.13.		

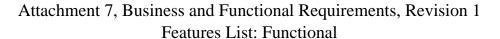| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.39	Time from filing of petition to completion of initial hearing - Detained children ? 1 day - Non-detained children ? 15 days Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.40	Time from initial hearing to completion of jurisdictional hearing - Detained children ? 15 court day - Non-detained children ? 30 court days Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.41	Time from jurisdictional hearing to completion of disposition hearing - Detained children ? 10 court days - Non-detained children ? 30 calendar days Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.42	Time from date child entered foster care (federal definition requires the system to compute this date based on case events) to completion of three month review hearing Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.43	Time from date child entered foster care (federal definition requires the system to compute this date based on case events) to completion of six month review hearing - Children with hearing in ? six months of entering foster care Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.44	Time from date child entered foster care (federal definition requires the system to compute this date based on case events) to completion of 12 month review hearing - Children with hearing in ? 12 months from date entered foster care		
	Preferred	10.4.45	Time from date child originally entered protective custody to completion of 18 month review hearing - Children with hearing in ? 18 months from date originally entered protective custody Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.46	Time from termination of reunification services to 366.26 hearing - Children with .26 hearing in ? 120 days from permanency hearing Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		
	Preferred	10.4.47	Time from 366.26 hearing to completion of post-permanency review hearing - Children with post permanency hearing in ? six months from 366.26 hearing Percent of hearings calendared and completed within specified timeframe Percent of children with initial hearing calendared and completed within specified timeframe (Draft Performance Measure)		

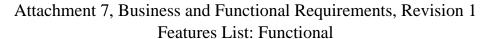| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.48	Time from termination of parental rights to date of final adoption order - Children eligible for adoption whose adoption is finalized in ? 180 days after termination of parental rights (Draft Performance Measure)		
	Preferred	10.4.49	Time from dispositional and/or 366.26 hearing to establishment of guardianship - Median time from disposition hearing to establishment of guardianship - Median from .26 hearing to establishment of guardianship (Draft Performance Measure)		
	Preferred	10.4.50	Time to completion of first and second review hearing for children in planned permanent living arrangement - Children with hearing in ? six months from prior hearing (Draft Performance Measure)		
	Preferred	10.4.51	Time from filing of original petition to termination of jurisdiction - Median time for reunified children - Median time for adopted children - Median time for children whose cases end in guardianship - Median time for emancipating children (Draft Performance Measure)		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.52	for continuance- should be preset with standard codes to enable meaningful reporting. Standard codes should include: Attorney not present Witness not preset Minor not present Social worker not present Witness not available Late filing of social worker report Insufficient information in social worker report Incarcerated parent not transported Agreement by parties Attorney or party file pleadings late Interpreter not available Other reports or documents late Not enough time to hear court case Lack of or late notice Lack of or late ICWA notice Parent not available Stayed by appellate court Setting for contested hearing Calendaring practice Other (specify)		
	Preferred	10.4.53	Number (%) of hearings in which all parties were noticed prior to the hearing (for each hearing type). (Draft Performance Measure)		

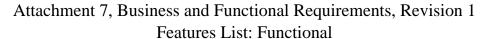| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.54	Number (#) of hearings with participants present by hearing type for each hearing held during report period. (361, 1002) - Detention hearing (JV 410) - Jurisdictional hearing (JV 412) - Disposition hearing (JV 415) - Six Month prepermanency hearing (JV 430-433) - Twelve Month permanency hearing (JV 435-438) - Eighteen Month permanency hearing (JV 440-442) - Welfare and Institutions Code Section 366.26 (JV 320) - Welfare and Institutions Code Section 391 (JV 365)		
	Preferred	10.4.55	Reports on case outcomes based on Judicial Council findings and orders forms Examples include but are not limited to: - JV 410: Findings and Orders After Detention Hearing--Was the child detained? - JV 412: Findings and Orders After Jurisdictional Hearing-Are the allegations of the petition sustained? - JV 415: Findings and Orders After Dispositional Hearing-Was the child removed from the custodial parent? - JV 425: Findings and Orders After In-Home Status Review Hearing-Supervision Terminated?		
	Preferred	10.4.56	Termination reports based on standard statutory reasons for termination. Codes should include: Petition dismissed Reunified with parents Death of a Child Child adopted Aged Out - With parental rights intact - With parental rights terminated Guardianship Transfer to delinquency court Transfer to another county Transfer to a Tribal Court Transfer out of state Suspension due to conservatorship		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.57	For cases where reunifications services ordered: Cases where reunifications services terminated at 6 months, 12 months and 18 months		
	Preferred	10.4.58	Cases in which hearings are heard by one judicial officer XX % of children (and families) with one judicial officer for all hearings XX % of children (and families) with one judicial officer for all post-detention hearings Median number of judicial officers per family or case (Draft Performance Measure)		
	Preferred	10.4.59	All parties and statutorily entitled individuals receive written service of process of the original petition prior to the initial hearing XX % of cases in which mother received copy of petition prior to initial hearing XX % of cases in which father received copy of petition prior to initial hearing XX % of cases in which alleged or presumed father received copy of petition prior to initial hearing XX % of cases in which child 10 years or older received copy of petition prior to initial hearing XX % of cases in which siblings (if required) received copy of petition prior to initial hearing XX % of cases in which legal guardian received a copy of petition prior to initial hearing (Draft Performance Measure)		

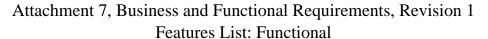| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.60	Parties and statutorily entitled individuals noticed in advance of every hearing Hearing types: Initial Jurisdictional 6-Month Review 12-Month Permanency 18-Month Review 366.26 Hearing Post-Permanency Review Emancipation/391 XX % cases in which mother received notice prior to (hearing type) XX % cases in which father received notice prior to (hearing type) XX % cases in which alleged/presumed father received notice prior to (hearing type) XX % cases in which child (10 years +) received notice prior to (hearing type) XX % cases in which foster parents received notice prior to (hearing type) ("all hearings" below refers to all hearings to which the party is entitled to notice) XX % cases in which mother received notice prior to all hearings XX % cases in which father received notice prior to all hearings XX % cases in which alleged/presumed father received notice prior to all hearings XX % cases in which alleged/presumed father received notice prior to all hearings XX % cases in which child (10 years +) received notice prior to all hearings XX % cases in which foster parents received notice prior to all hearings (Draft Performance Measure)		
	Preferred	10.4.61	Hearings in which other statutorily entitled individuals (CASAs, foster parents, de facto parents, others) are present (for each hearing type of which they are entitled to be present) XX % hearings where CASA is present XX % hearings where foster parents are present XX % hearings where de facto parent is present (Draft Performance Measure)		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.62	hearing Children Parents County (for each hearing type) XX % of hearings where attorney for children is present XX % of hearings where attorney for child is present XX % of hearings where attorney for parents is present XX % of hearings where attorney for county is present (Draft Performance Measure)		
	Preferred	10.4.63	Point at which children and parents assigned legal counsel XX % of children appointed an attorney appointed -prior- to initial hearing XX % of cases where attorney appointed for mother -prior- to initial hearing XX % of cases where attorney appointed for father(s) -prior- to initial hearing (Draft Performance Measure)		
	Preferred	10.4.64	Cases (and children) where attorney for children or parents changes Children Parents Mother Father(s) Median number of times attorney representing child changes XX % of children with no change in attorney for the child Median number of times attorney representing mother changes XX % of cases with no change in attorney representing the mother Median number of times attorney representing father changes XX % of cases with no change in attorney representing the father		

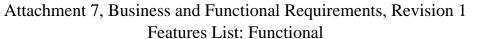| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.65	Children for whom no reunification services are ordered, and reason XX% of children moving directly from dispositional hearing to .26 hearing (pull-down menu of 16 reasons enumerated in WIC §361.5(b)(1)-(15)) Flag for further refinement XX% Parents ordered no reunification services XX% Incarcerated parents ordered no reunification services due to 361.5 e (Draft Court Procedures/Performance Measure)		
	Preferred	10.4.66	Number of cases (and children) Age Gender Related case(s) indicator XX% cases per full time equivalent judicial position (this measure would require an additional non-CCMS source of data on the number of FTE judicial officers) (Draft Court Procedures/Performance Measure)		
	Preferred	10.4.67	Frequency of trials/contested hearings (Draft Court Procedures/Performance Measure)		
	Preferred	10.4.68	Cases involving both dependency and delinquency courts XX% classified as delinquency XX% classified as dependency XX% classified as dual jurisdiction (Draft Court Procedures/Performance Measure)		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	10.4.69			
			Well-being Examples include, but are not limited to: - Cases in which visitation is ordered (JV-400) - Cases with an application for authorization to administer psychotropic medication - Cases with a judicial order for administration of psychotropic medication (JV-220) - Of cases terminating due to aging out of the foster care system, in how many is there verification of judicial inquiry (JV-365) that youth has received mandated services and documents. - Cases with multiple siblings under court jurisdiction, and number of cases where siblings are placed together (JV-421) - Cases with Parental Notification of Indian Status (JV-130) - Cases in which dependency was suspended and a conservatorship was put in place - Cases with order for appointment of an educational representative (JV-535) (Draft Performance Measures)		
	Preferred	10.4.70			
			Ability to track and report the total number of collaborative court review hearings.		
		11	**Security Management**		
		11.1	**Security/User Administration**		
Yes		11.1.1	Provide a comprehensive security framework.		
Yes		11.1.2	Ability to assign security to data at the case level or the data element level.		
Yes		11.1.3	Ability to assign security to documents at the case or the individual document level.		
Yes		11.1.4	Ability for the user to assign/update the security access to cases and/or documents		
Yes		11.1.5	Ability to assign case security based on Case Category, Case Type, party roles etc.		
Yes		11.1.6	Ability for the court to easily enter/update users within the CMS		
Yes		11.1.7	Ability to assign users security based on their role or roles, (e.g. filing clerks, cashiers, supervisors, courtroom clerks may be specific roles that are assigned). Users may have multiple roles within the CMS.		
Yes		11.1.8	Ability to assign security based on a set of standard templates, that allow for ease of use and re-use.		
Yes		11.1.9	Ability for user to update their own password at any time.		
Yes		11.1.10	Ability to require users to update their passwords at specific time intervals.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		11.1.11	Ability to provide public access roles that assures members of the public may have access, while assuring that they only have access to specific information.		
		11.2	**Audit Trails**		
Yes		11.2.1	Provide audit trail of all additions, modifications, deletions to any data or documents made in the CMS, including the name of the person making the entry and the date and time it was made.		
Yes		11.2.2	Provide audit trail of all searches and case access for all cases and persons in the CMS, including the name of the person performing the search and the date and time it was made.		
Yes		11.2.3	Ability to view audit trail information		
Yes		11.2.4	Ability to produce reports based on audit trail information.		
Yes		11.2.4	Ability to produce reports based on audit trail information.		
		12	**Systems Requirements**		
		12.1	**General Requirements**		
Yes		12.1.1	Ability to support the use of special characters throughout the CMS.		
	Preferred	12.1.2	CMS provides short cut keys to assist in navigation.		
	Preferred	12.1.3	Ability to use "type ahead" features to assist with ease of data entry		
Yes		12.1.4	Ability to configure multiple court locations, buildings, divisions, departments and offices.		
Yes		12.1.5	Ability to configure multiple addresses and phone numbers for the various locations, buildings, divisions, departments and offices.		
Yes		12.1.6	Ability to configure varying business rules for the various locations, buildings, divisions, departments and offices.		
Yes		12.1.7	Ability to assign staff to one or more locations with ability to create, read, update or delete information any case in any location using a single sign on to the CMS, in conformance with the users security roles/access.		
	Preferred	12.1.8	Ability to visually alert user to various special circumstances that may exist on a case, by use of an Icon or similar function.		
Yes		12.1.9	Provide error, warning or validation messages to the users in a format easily understood by the user.		
Yes		12.1.10	When entering data that retrieves data from a reference table retrieve the values sorted alphabetically unless explicitly stated otherwise.		
	Preferred	12.1.11	When a user completes a process and submits data, prevent duplicate submission, e.g. do not let them click "Save" a second time.		
Yes		12.1.12	Ability to assign a DMV court code and ORI code to court locations./buildings.		
Yes		12.1.13	Ability to retain history of all configuration or reference tables with effective begin and end dates.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		12.1.14	Ability to configure or update tables prior to the effective date of the entry.		
Yes		12.1.15	Entry of data into the CMS should never be duplicated, e.g. a case is continued in the courtroom and entered into the minutes, the user should not have to go to another screen to update a the calendar event.		
	Preferred	12.1.16	Provide a fully functioning "On Line" help process		
		12.2	**Search Functions**		
Yes		12.2.1	Ability to perform searches for persons/entities in the CMS		
Yes		12.2.2	Ability to perform searches for persons/entities in the CMS using partial names with "wild cards "and/or "sounds like" functionality.		
Yes		12.2.3	Ability to perform searches for persons/entities in the CMS using identifiers, such as drivers license number, bar number, social security number, address, phone number etc. in combination with names or by themselves.		
Yes		12.2.4	Ability to perform searches for cases in the CMS.		
Yes		12.2.5	Ability to perform searches for cases in the CMS using partial names with "wild cards "and/or "sounds like" functionality.		
Yes		12.2.6	Ability to perform searches for cases in the CMS using identifiers, such as drivers license number, bar number, social security number, receipt numbers, address, phone number etc. in combination with names or by themselves.		
Yes		12.2.7	Ability to search for cases in the CMS using cases numbers, including numbers in old "legacy systems" formats.		
Yes		12.2.8	Search results should provide the user with sufficient information for the user to select the appropriate search result item		
Yes		12.2.9	Ability to sort and/or filter search results.		
	Preferred	12.2.10	Search results should be retained by the CMS in the case the user needs to select an alternate result in those cases where there are multiple likely results. This allows the user to continue with their process without having to initiate a duplicate search.		
Yes		12.2.11	Ability to search in a rapid manner, no matter how many search results are returned. Search results are often in the hundreds or thousands, and a quick and logical method of displaying these results is required.		
		12.3	**Application Configuration**		
Yes		12.3.1	Ability for the Court to create, read, update and delete all reference tables used in the CMS.		
Yes		12.3.2	Ability to enter effective begin date and end date for reference tables.		
Yes		12.3.3	Ability to have multiple versions of the same table value with various effective date ranges.		
Yes		12.3.4	Ability to create relationships between reference tables to ensure that data dependencies are established.		

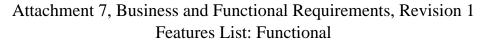| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		12.3.5	Ability to "bulk load" data into reference tables, such as upload annual changes to bail schedule, or fee table etc.		
		12.4	**Fiscal Configuration**		
Yes		12.4.1	Ability to configure fine and fee tables that will provide for the proper distribution of all court revenues in accordance with California State Controller "Manual of Accounting and Audit Guidelines for Trial Courts Appendix C – Revision 22". See Exhibit A.		
Yes		12.4.2	Provide a violation table that allows for creation, reading, updating and deletion of crimes, enhancements, allegations and priors.		
Yes		12.4.3	**The violation table contains at a minimum the following data elements:** Statute (Vehicle Code, Penal Code, City Ordinance etc) Section Number Offense Level (Felony, Misdemeanor, Infraction) Degree Violation Description Effective date(s) - begin/end Charge Type (Court, Allegation, Enhancement, Prior etc)		
Yes		12.4.4	The ability to maintain a history of all violations with their effective dates - and the ability to apply the appropriate version of the violation to the case, based on the dates of the case.		
Yes		12.4.5	Provide capability to distinguish between "Situational" codes that have different bail amounts. For example, VC 21462, for pedestrian the bail amount is $25; for driver the bail amount is $35. For FG 7121, if the fish is abalone the bail amount is $15,000; for all other types of sport fish, the bail amount is $2,000. For VC 34506.3, if the violation is driving logs, the bail amount is $150; for other safety/maintenance items, the bail amount is $25. (FG 7121, VC 21462, or VC 34506.3)		
Yes		12.4.6	Provide a configurable bail schedule, which is defined for each violation, captures details about the bail for the offense. A violation can have multiple bail schedules, each one containing a different bail amount, based on the number of priors and other conditions of the offense. (The bail schedule may be part of the violation table or a separate table, that is directly linked to and is populated directly from the violation table).		

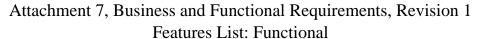| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		12.4.7	**The bail schedule contains at a minimum the following data elements:** Statute Section Number Offense Level Degree Violation Description Effective dates		
Yes		12.4.8	**Ability to mark violations with multiple qualifiers that control bail calculation processes or reporting processes, such as:** Assessing case level priors that increase the base bail amount Assessing Count level priors that access an additional fee Assessing Penalty Assessments Assessing Penalty Assessments for a specified amount that is different from the bail amount Assessing Night Court Fee Assessing Court Security Fee Assessing Criminal Conviction fees Assessing Emergency Medical Air Transportation fees Indicate whether the violation is eligible for Traffic School Indicate whether the violation is correctable If correctable indicate alternative bail amount Indicator if correction is mandatory or optional Mandatory Appearance Indicator Juvenile Only Indicator Convictions reportable to DMV (Adult or Juvenile) Holds reportable to DMV Owner Reportable to DMV		
Yes		12.4.9	Ability to flag certain violation that require special revenue distributions or other special processing, such as DUI charges, Red Light Violations, Construction Zone violations, Fish & Game violations, Health &Safety Code violations, Railroad crossing violations, Safety Zone violations, insurance violations and firearms violations.		
Yes		12.4.10	Ability to increase the base bail amount for certain violations if the violator has prior convictions for the same exact violation.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		12.4.11	Provide a configurable Penalty Assessment table that indicates the amount of penalty assessment to be applied to cases when computing bail and fine amounts. The Penalty assessment table must contain all historical and current Penalty Assessment amounts with the effective begin and end date(s) of each.		
Yes		12.4.12	Provide special schedule table(s) to be used in conjunction with the bail schedule, such as speed schedules, over weight limits, over catch limits etc.		
Yes		12.4.13	Provide a configurable fine and assessment distribution table that provides for distributions based on violation location, filing agency, code section(s), prosecuting agency.		
Yes		12.4.14	Provide a configurable fine and assessment distribution table that allows multiple distributions based on both percentages and fixed amount within each specific distribution rule. This must allow for percent of the entire amount or percents of the remaining balance (e.g. 2% Court Automation fee is distributed based on the total amount due and the remainder is distributed on a percentage basis to various city, county and state funds).		
Yes		12.4.15	Provide a configurable fee distribution table that allows multiple distributions based on both percentages and fixed amount within each specific distribution rule.		
Yes		12.4.16	Provide a configurable fine and assessment distribution table that allows distributions to multiple city, county, state or special district funds within each specific distribution rule.		
Yes		12.4.17	Provide a configurable fee table that allows distributions to multiple city, county, state or special district funds within each specific distribution rule.		
Yes		12.4.18	Ability to link values in the fee schedule to various filings and documents that have a fee associated to them.		
Yes		12.4.19	Ability to indicate that fees are assessable per filing, or per case, or per party or a combinations of these.		
Yes		12.4.20	Ability to establish priority distributions for fines and fees collected when partial payments are accepted.		
		12.5	**System Administration**		
Yes		12.5.1	The ability schedule batch jobs and to specify the dependency level of the relationships to other batch jobs, the interval between attempted runs of the batch job, the number of times the System will attempt to run the batch job (when the batch job fails due to the parent batch job not having run), the time at which the System will stop attempting to run the batch job, the date on which the batch job dependency will be active, and the date on which the batch job dependency will become inactive.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		12.5.2	The ability to view, edit, or establish batch job dependencies. Through the use of these screens, the Court can view, edit, and establish parent-child relationships between batch jobs in order to ensure that specified batch jobs will not run if their parent batch job has not run.		
Yes		12.5.3	Ability for Court to monitor the status of batch jobs, and to rerun or reschedule batch jobs as required.		
Yes		12.5.4	Ability of the system to notify the Court when the status of any batch job changes (e.g. completes, fails, etc).		
Yes		12.5.5	Ability to configure printers (network, local, receipt) for specific uses within the CMS (e.g. all receipts are routed to a receipt printer, all batch printing jobs are routed to a specific network printer, etc.).		
Yes		12.5.6	Ability to specify how printing is handled for each form/notice (e.g., local, batch, deferred).		
Yes		12.5.7	Ability for the Court view the monitor the status of all system components and connections at-a-glance.		
		13	**e-filing**		
		13.1	**Clerk Review**		
Yes		13.1.1	System must allow the electronic transmission, receipt, review, endorsement, and return of new cases, in all case categories, including case category specific information.		
Yes		13.1.2	System must allow the electronic transmission, receipt, review, endorsement, and return of subsequent filings on existing cases, including filing specific information.		
Yes		13.1.3	Ability to configure and maintain an e-filing specific work queue or multiple work queues, using case category, case type, initial/subsequent filing, orders, etc. as configuration elements.		
Yes		13.1.4	Ability to configure and maintain an e-filing review that allows the submission of both a PDF and an editable document that may be routed to a specific JO, Courtroom Clerk, or desk assignment by the e-filing review clerk.		
Yes		13.1.5	Ability to configure where all e-filed documents will be stored for review and permanent storage once accepted.		
	Preferred	13.1.6	System must compare e-filing participants with either case participants or system persons/entities, and where possible match with existing unique identification to allow re-use of participant records.		
	Preferred	13.1.7	System must allow for the reconciliation of payments during the e-filing process. Payment types may include ASCH (Electronic funds transfer directly from an e-filing service provider) or direct credit card charge.		
Yes		13.1.8	Ability to schedule an event or events during the e-filing process, and send a notice of the event in the return transmission to the submitting party.		

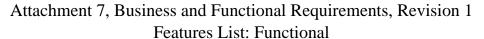| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	13.1.9	Ability to configure stamp endorsements to allow for auto endorsements, as well as a process for manually adding endorsement stamps during the clerk review process.		
Yes		13.1.10	Ability to reject the e-filing transmission in whole during the clerk review process, and send a notice of rejection to the submitting party.		
Yes		13.1.11	Ability to reject one of multiple documents submitted in an e-filing transmission, and accept/endorse the remaining document(s).		
	Desired	13.1.12	Ability to configure system to specify transactions that will skip the clerk review process and be endorsed and returned automatically by the system. User can specify all filings by a filing party, or specific filing documents either by party or all (e.g. Proof of Service).		
	Desired	13.1.13	Ability to navigate away from the e-filing work flow to any area of the application during the clerk review process (e.g. person/entity maintenance) and then return to the e-filing process and complete the process in progress.		
Yes		13.1.14	Ability to configure the e-filing confirmation message(s) and any notices that are returned to the submitting party as part of the e-filing process.		
	Preferred	13.1.15	System must allow for the electronic transmission and receipt of a request to calendar an event on an existing case.		
Yes		13.1.16	System must allow a judicial officer to review the e-filing transmission of an order in both PDF and editable format, allowing the judicial officer to modify the editable order at the JO's discretion. If the JO edits the order, the edited order will be converted by the system to PDF and replaces the PDF submitted in the e-filing transaction.		
Yes		13.1.17	The Transaction No. is the unique identifier for an E-Filing transaction and will never duplicate.		
Yes		13.1.18	The system should support creation of an E-Filing Policy File. The Court Policy File will contain all configurable and non-configurable reference table values from the CMS database. Before a data exchange reaches the CMS System, the E-Filing data within the exchange will be validated against the CMS system. 1. If the validations fail, an automated rejection will be sent back to the Integration Partner with a Rejection Reason specifying the element(s) which failed validation. 2. If the validations pass, the data exchange will reach the CMS System and the task will be created in an E-Filing Queue.		

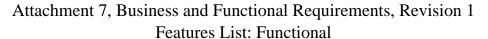| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	13.1.19	While processing defendants on for an Amended FMI case, the system will cycle through the defendants in the following order: 1. New Defendants 2. Updated Defendants (these defendants may/may not have any updated case data but their names were included by the Integration Partner in the CMS Receive Case Initiation Filing - Felony, Misdemeanor and Infraction (FMI) Data Exchange). This will help ensure that new participants are added before existing defendants are updated, and that the system accurately increments the Amend No.		
	Desired	13.1.20	When a Notice has Certificate of Service, perform the following two actions: 1. Suppress the E-Service process (forms in the recipient's pop up window) when it occurs during an E-Filing process; 2. and, After completing the E-Filing process, trigger the E-Service process from the Endorse/Accept E-Filing screen when the "Send Acceptance" button is selected.		
	Desired	13.1.21	For Initial Filings, if more than one filing document accompanies the lead filing document, then the system applies the filing parties and roles from the lead filing document to the accompanying filing documents. The user can choose to modify for each filing document by selecting "Edit" Initiate E-Filing Case screens.		
Yes		13.1.22	For ACH payments, the Amount Received will be pre-populated to the systems estimated fee amount.		
	Preferred	13.1.23	The association between Case Type and Filing Document is validated in the CMS for any incoming E-Filing. If the association type is not correct between the Case Type and Filing Document, a warning message will be displayed for the user.		
	Preferred	13.1.24	When selecting a task in the E-Filing Queue with the status of 'Pending Acceptance', the user will be directed to the Endorse-Accept E-Filing screen.		
Yes		13.1.25	An E-Filing transaction will be locked when a user opens the item from the work queue. This will prevent a second user from editing the E-Filing transaction that is currently being reviewed by the first clerk. A warning message will be displayed on the Work Queue Tasks screen if a user tries to open a locked E-Filing. Users with E-Filing Administrator security role will have the ability to unlock an E-Filing.		
	Preferred	13.1.26	When selecting a task in the E-Filing Queue with the status of 'Received' or 'In Progress', the user will be directed to the next logical screen in the system use case flow.		

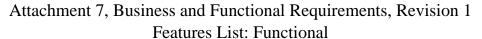| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		13.1.27	When selecting a task in the E-Filing Queue with the status of 'Locked', the system will display an error message indicating the transaction cannot be processed.		
Yes		13.1.28	The system will verify existing case numbers for subsequent filings. A warning message will be displayed if the case number cannot be found.		
Yes		13.1.29	There will be an additional check against the case title of a subsequent E-Filing. If the case number exists and the case title doesn't match the case number, a warning message will be displayed . If the cases don't match up, the user will be given the option to search for the correct case within the system and change the context of the E-Filing to that case.		
	Preferred	13.1.30	The user will be navigated to an E-Filing rejection screen if the subsequent E-Filing has a non-existent case number, and the user cannot find the correct case number within the system.		
	Desired	13.1.31	The system will accept E-Filings in cases with legacy case numbers for a subsequent filing, case amendments and request response transactions. The IP cannot initiate a Legacy Case via E-Filing.		
	Preferred	13.1.32	For a case initiating E-Filing, if an E-Filing is received with a wrong court location, the user can change the location in the E-Filing Review screen. Making this change will move the E-Filing transaction to the appropriate queue. The user will be returned to the queue list if the user is not configured as a user on the E-Filing's new queue. If the user is configured to access the new queue, the user will remain on the screen where the change was made and can continue to review the E-Filing transaction.		
	Preferred	13.1.33	For initial E-Filings, the Case Category or Case Type can be edited on the E-Filing Review screen or on the Initiate E-Filing Case <Case Category> screen. Changes will be reflected in the E-Filing and the asynchronous confirmation. Changes to Case Category or Case Type might result in the E-Filing transaction going into a different work queue, depending on the Court's configuration. This is not applicable for FMI cases as the system determines the Case Category and Case Type using the entered Counts.		
Yes		13.1.34	If the Case Type specific information is not provided and the user changes the Case Type and enters data appropriate to the new Case Type. The asynchronous confirmation will then contain the Case Type specific data that the user added.		
Yes		13.1.35	Changes made to the Jurisdictional Amount field on the E-Filing Review screen or on the Initiate E-Filing Case <Case Category> screen will be reflected in the asynchronous confirmation as well as may change the fees displayed on the E-Filing Record Payment.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	13.1.36	The user will be able to upload any PDF during the Endorse E-Filing process. These PDFs can be sent back to the Integration Partner along with the asynchronous confirmation.		
	Preferred	13.1.37	The user can endorse any PDF during the Endorse E-Filing process that does not have a status of 'Rejected'. These can be PDFs submitted by the Integration Partner, generated by the system, or uploaded by the user.		
	Preferred	13.1.38	The user has the ability to move, resize, and delete the stamps on all pages of all documents (using Adobe Acrobat Professional/Standard).		
	Preferred	13.1.39	When endorsing an E-Filing, if a default stamp and/or endorsement has been configured for the selected filing document, the default stamps will display in those configured locations on the PDF document in the Adobe Reader preview pane on the Endorse-Accept E-Filing screen. The user can manually change any of the stamps on a document in Adobe Acrobat Professional/Standard		
Yes		13.1.40	The user can add selected stamp(s) to document(s) manually.		
Yes		13.1.41	In a partial reject situation, all rejected E-Filing documents must have at least one rejection reason That explains the reason for the rejection on a per-document basis.		
	Desired	13.1.42	The user can choose to reject any of the E-Filing documents except the leading document for an initial E-Filing. For a subsequent filing, the user may reject any of the E-Filing documents including the leading document.		
	Preferred	13.1.43	If a user opts to reject one or more E-Filing documents, after entering the rejection reason and/or comments, the user will be navigated to the next screen in the E-Filing workflow.		
Yes		13.1.44	The user can send an E-Filing document for Judicial Officer review if it has been configured for this action. The user will configure these filings to have this additional attribute in reference data.		
	Desired	13.1.45	If the user is trying to manually add a Judicial Officer Signature, the system will list the name of all Judicial Officers the user has permission to use as endorsements. Selecting a specific Judicial Officer's name will use his/her signature file on the E-Filing documents.		
Yes		13.1.46	All system generated forms during an E-Filing transaction will be generated on the acceptance or rejection date of the E-Filing transaction.		
	Preferred	13.1.47	If an E-Filing is rejected partially, the rejected E-Filing PDF documents will not be linked to the case history entry for the rejection or any other case history entry. For full rejections, the PDF Notice of Rejection will be linked to the case history for the E-Filing/Rejected case history entry for a subsequent filing. For partial rejections, the PDF Notice of Acceptance will be linked to the case history.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Desired	13.1.48	All partially and fully rejected E-Filings can be accessed from the View E-Filing Rejection screen. All rejected filing documents, whether part of a full rejection or partial rejection, can be accessed by clicking on the Documents hyperlink on the View E-Filing Rejection screen		
Yes		13.1.49	For initial filings, the filing date field on the Initiate E-Filing Case <Case Category> screen is defaulted to the E-Filing transaction received date. For subsequent filings, the filing date and filing time for the lead document on the Add-Maintain E-Filing will be defaulted to the E-Filing transaction received date and received time. For case initiating filings, if the user modifies the date on the Initiate Case screen, the system will default the filing date on the Add Filing screen to the user-modified date. For subsequent filings, if the user modifies the date and time for the lead document on the Add Filing screen, the system will default the filing date and filing time for all filing documents in the E-Filing transaction to the user-modified date. For initial and subsequent filings, the confirmation filing date in the asynchronous confirmation will be the filing date of the lead document for all documents in the E-Filing.		
Yes		13.1.50	The filing date for the E-Filing transaction will be based on when the E-Filing is received by the web service from the Integration Partner. If the E-Filing is received during business hours (based on Court reference data configuration), the filing date and time will be the date and time that the E-Filing was received by the web service. If the E-Filing is received after business hours and before the start of business the next day, or on a Court holiday, the filing date and time will be the start of the next business day, as determined by the Court's reference data configuration.		
	Preferred	13.1.51	For a rejected E-Filing transaction, the E-Filing Rejection Notice is sent back in the asynchronous confirmation.		
Yes		13.1.52	For case initiation on this case, when a participant match occurs the system will combine the submitted information such as address, phone number, email. The system will use the submitted information for the participant as the primary information on the case.		

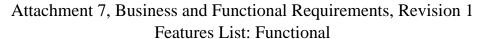| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		13.1.53	If the CMS ID or BAR number (if applicable) from the submitted data does not match the participant's name in the system, the system will display a warning message. To determine whether to display the warning message, the system will evaluate the CMS ID, BAR number (if applicable), and the participant's name. Either the CMS ID or BAR Number may not be present. If at least one data item matches and one data item does not match, the result is display of the error message.		
Yes		13.1.54	Using the search functionality for participants name on the Initiate E-Filing Case <Case Category> screen or on the Manage Participants will perform a search with the submitted participant information and display the search results. Selecting a participant as a result of this search will replace the participant entry to which the search was associated.		
	Desired	13.1.55	The system will support multiple roles per party on the same case. It will also support multiple roles in an E-Filing **except that each role must be associated with at least one document** within the E-Filing.		
Yes		13.1.56	For Credit Card payments, if Amount Not to Exceed is less than the Amount Due and the clerk tries to process the transaction, an error message will display at the top of the screen if the fee is not configured to accept partial payments in the fee schedule. For the FMI Case Category, partial bail deposit is also allowed when posting bail.		
	Preferred	13.1.57	The configurable payment methods for all ACH payments have to be associated to the master payment method of 'ACH - E-Filing' in reference data. Each Integration Partner must have at least one configured payment method.		
	Preferred	13.1.58	For online processing of credit card payments, the configurable payment methods have to be associated to the master payment method of Active Credit Card in reference data.		
	Preferred	13.1.59	If the payment method is tied to the Active Credit Card master payment method, all payment information will be pre-populated and uneditable.		
	Preferred	13.1.60	If the payment method is tied to the 'ACH - E-Filing' master payment method, all payment information will be pre-populated and the received amount and payment type will be editable.		
	Preferred	13.1.61	The user has the ability to adjust fees on the E-Filing Record Payment if the appropriate security access role has been set up on the user's profile.		
	Preferred	13.1.62	The system will allow different fees to be charge to parties that have the same role. This will only occur if the fees being charged vary based on first paper fee status, fee waiver, or party type (e.g., government fee).		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	13.1.63	The fees will be calculated based on the participants who filed the E-Filing document. Fees assessed can vary based on a filers first paper status, fee waiver status and deferral status.		
Yes		13.1.64	The participants selected for each E-Filing document on the Add-Maintain E-Filing will be reflected on the asynchronous confirmation as defined by the Judicial Branch standards. Any participants with changes to their party information or associated to the E-Filing will be reflected on the asynchronous confirmation. Any other participants will not be displayed on the asynchronous confirmation.		
Yes		13.1.65	DMS icons will be viewable next to the Case History entry to allow the user to retrieve and view the accepted E-Filing documents. Based on each court's configuration, the E-Filing documents could be stored either in the DMS or the CMS system store. Imaged documents that are submitted will also be linked to the case history entry of the associated E-Filing document.		
Yes		13.1.66	Filing documents could be stored either in the DMS or the CMS system store. Imaged documents that are submitted will also be linked to the case history entry of the associated E-Filing document.		
Yes		13.1.67	While uploading additional documents in the Endorse-Accept E-Filing screen, the system will generate a document title for each document using the document file name without the file extension. The user has the option of modifying the document title.		
	Preferred	13.1.68	In the Endorse-Accept E-Filing screen, the E-Filing documents sent by the Integration Partner, PDF of the Notice of Confirmation of Electronic Filing, and the Payment Receipt (if fees were paid) must be sent back to the Integration Partner along with the asynchronous confirmation. For all other non-rejected documents, the user will have the ability to choose which to send back to the Integration Partner; rejected E-Filing documents will not be sent back.		
	Preferred	13.1.69	If the E-Filing is backdated, the 'Clerk's Comments to Submitter' field will be mandatory on the appropriate case init screen (for case init transactions) or add filing screen (for subsequent). The system will display an error message at the top of the screen if the user tries to proceed without entering comments.		
	Preferred	13.1.70	The system will write a separate case history entry for each filing document within the E-Filing transaction.		
Yes		13.1.71	The system will indicate values that the user has changed from what the Integration Partner submitted by highlighting them on the View Data and Resend Confirmation Response.		
Yes		13.1.72	If the user voids a payment, the copy of the payment receipt is sent along with the void receipt.		

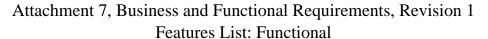| High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Desired	13.1.73	The user must specify at least one rejection reason. There cannot be duplicate reject reasons on the Notice of Rejection. If there are multiple rejection reasons of the type 'Other', the user will list them all in the same Reject Reason comment box.		
	Preferred	13.1.74	After rejecting an E-Filing transaction, it will have an E-Filing Status of 'Rejected'.		
	Preferred	13.1.75	The rejection date and time of an E-Filing transaction will be the system date and time of the action.		
	Desired	13.1.76	Any E-Filing with a Transaction Status of 'Rejected' cannot be updated and sent.		
	Desired	13.1.77	The E-Filing Status cannot be changed from 'Accepted', 'Partially Accepted' or 'Rejected'.		
	Preferred	13.1.78	All users with the E-Filing Administrator security access will have access to the E-Filing Administration function (and by extension, all sub-functions within) on the Admin screen.		
Yes		13.1.79	All submitted data that has been added or changed on any previous screen in the E-Filing work flow or in the core system must be included in the asynchronous confirmation, as required by the E-Filing specifications. Submitted data not stored in the core system must not be sent back with the asynchronous confirmation. The detailed mapping of what is included in the asynchronous confirmation is in the E-Filing technical specification.		
Yes		13.1.80	System must match incoming subsequent filings with appropriate existing case.		
	Preferred	13.1.81	System must match incoming subsequent participants with appropriate existing case participants.		
Yes		13.1.82	System must display work queue task status sufficient to inform work queue users of the current status(e.g. in process, JO review pending, JO review complete, Completed, etc.)		
Yes		13.1.83	System must allow court to configure and maintain a list of available stamps that may be used in the automated endorsement process, or in the manual endorsement of documents.		
		14	**Data Exchanges**		
		14.1	**Department of Motor Vehicles (DMV)**		
Yes		14.1.1	Ability to exchange data with the DMV in compliance with the "Abstract Reporting Manual".		
Yes		14.1.2	Ability to send and receive Driver History information from DMV using the DAH transaction, to store the information and use it in the bail calculation process.		
Yes		14.1.3	Ability to send the Abstract of Conviction transaction		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
Yes		14.1.4	Ability to send the Failure to Appear Abstract transaction		
Yes		14.1.5	Ability to send the Failure to Appear Release Abstract transaction		
Yes		14.1.6	Ability to send the Failure to Pay Fine Abstract transaction		
Yes		14.1.7	Ability to send the Failure to Pay Fine Release Abstract transaction		
Yes		14.1.8	Ability to send the Failure to Comply Abstract transaction		
Yes		14.1.9	Ability to send amended or corrected Abstracts of all types		
Yes		14.1.10	Ability to receive and process DMV confirmation and error messages		
Yes		14.1.11	Produce a DMV error message report		
		14.2	**Department of Justice (DOJ)**		
Yes		14.2.1	Ability to send adult and juvenile case disposition and update information with DOJ in compliance with the "Electronic Disposition Reporting Manual" (Initial and Subsequent).		
Yes		14.2.2	Ability to receive and process DOJ confirmation and error messages		
		14.3	**California Court Protective Order Registry (CCPOR)**		
Yes		14.3.1	Ability to exchange protective order data and forms with CCPOR		
		14.4	**Franchise Tax Board (FTB)**		
Yes		14.4.1	Ability to exchange data for court ordered debt with FTB		
Yes		14.4.2	Ability to send information to the FTB - Court Ordered Debt (COD) program in order for the FTB to collect outstanding delinquent debt.		
Yes		14.4.3	Ability to send to the FTB - Interagency Intercept Collections (FTB-IIC) program in order for the FTB to collect outstanding debt though tax refund and lottery winner intercepts.		
Yes		14.4.4	Ability to receive Collections/ Franchise Tax Board (FTB) Case Return Notification		
Yes		14.4.5	Ability to send FTB collections recall notification		
Yes		14.4.6	Ability to send FTB collections update notification		
		14.5	**Financial Systems**		
Yes		14.5.1	Ability to exchange financial data with the County Auditor/Treasurer Office and the AOC's Phoenix Financial System		
Yes		14.5.2	Ability to send Daily Receipts Deposit information		
Yes		14.5.3	Ability to send Disbursement Requests		
Yes		14.5.4	Ability to send Monthly Distribution information		
Yes		14.5.5	Ability to send/receive "bad check" information		
		15	**Public Access**		
		15.1	**Case Information Access**		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	15.5.1	Allow Justice Partners to search for and view cases details via the web based on court configurable access rules.		
Yes		15.5.2	Provide ability to search for and view case information that is deemed to be publicly available per the applicable CRC and other relevant statutes such as Welfare & Institutions (W&I) codes. The users will include the general public who will be accessing the case information either via the web or from a courthouse workstation.		
Yes		15.5.3	Allow the user to search for a case using one of multiple search criteria. On selecting the appropriate case from the search results, the user is presented with details of the case that is publicly available. Some case information, however, that is available at the Courthouse workstation should not be available on the web.		
	Preferred	15.5.4	Allow the court to grant provisional access to specified Justice Partners. Provisioning is required when the case does not fall within the normal court configured access rules for the Justice Partner.		
	Desired	15.5.5	Allow users to submit print requests for copies to the clerk from the courthouse workstation. (They can collect the print outs as well as pay the fees at the clerk counter.)		
	Desired	15.5.6	Once the user submits the print request, place it in the clerk work queue and the actual print command to the printer is given by the clerk once the clerk receives the amount due.		
Yes		15.5.7	Provide the ability to search a Probate Note on the web and Courthouse workstation. The user should be able to search for Probate Notes by Location and Case Number. Probate notes are extensions of calendars and should not be restricted under California Rules of Court (CRC) 2.503 (b) and (c)		
Yes		15.5.8	Provide the ability to search a tentative ruling on the web and Courthouse workstation. The user should be able to search for Probate Notes by Location and Case Number. Probate notes are extensions of calendars and should not be restricted under CRC 2.503 (b) and (c)		
Yes		15.5.9	Allow users to search for the hearing calendar via the web or the courthouse workstation using one of multiple search criteria. The hearing calendar will display information regarding the location, date and time of a hearing that is scheduled to be conducted in the courthouse		
Yes		15.5.10	From the web the user can only search for hearings in the future up to a certain period to be defined by the court. No past hearings will be displayed for the calendar search.		
Yes		15.5.11	From the courthouse workstation the user can only search for hearings for the current or future dates. No past hearings will be displayed.		

High Priority	Optional	Requirement Number	Requirement Text	Response	Comment
	Preferred	15.5.12	Allow Justice Partners to search for the hearing calendar via the web using one of multiple search criteria. The hearing calendar will display information regarding the location, date and time of a hearing that is scheduled to be conducted in the courthouse		
		15.2	**Public Transactions**		
Yes		15.2.1	Allow users to pay infraction citations via the web and via IVR.		
Yes		15.2.2	Allow users to request traffic school enrollment via the web and via IVR.		
Yes		15.2.3	Allow users to request traffic school extensions via the web.		
Yes		15.2.4	Allow users to request extensions for infraction cases via the web.		
	Preferred	15.2.5	Allow users to schedule first arraignment hearing requests for infraction cases via the web.		
	Preferred	15.2.6	Allow users to request a Trial by Declaration for infraction cases via the web.		
	Preferred	15.2.7	Allow users to download Trial de Novo forms for infraction cases via the web.		
Yes		15.2.8	Allow users to pay fees to the court including fees that are part of a payment plan via the web and via IVR.		