

**State Court Administrative Office
State of Michigan**

FINAL

*District/Circuit Criminal Court Case Management
Business Process Specification
Version 0.6*

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Revision History

Date	Version	Description	Author
3/5/07	0.1	First revision of District-Circuit Criminal Business Use Cases, Business Interaction Model, and swimlane diagrams.	Unisys and SCAO team
3/6/07	0.2	Reviewed and revised 'Create/Modify a Case', 'Conduct a Hearing', 'Record Contempt of Court', 'Record an Event', 'Set Bond', 'Conduct a Scheduling Conference', 'Bind Over a Defendant', 'Adjudicate a Case', 'Process a Sentence'	Unisys and SCAO team
3/7/07	0.3	Accepted 'Create/Modify a Case', 'Conduct a Hearing', 'Record Contempt of Court', 'Record an Event', 'Set Bond', 'Conduct a Scheduling Conference', 'Bind Over a Defendant', 'Adjudicate a Case', 'Process a Sentence'. Reviewed and revised 'Suspend a License' and 'Issue a Warrant' Added Business Process Summary	Unisys and SCAO team
3/8/07	0.4	Accepted 'Suspend a License' and 'Issue a Warrant'. Reviewed and revised 'Initiate an Appeal', 'Record Garnishment Details', 'Initiate a Probation Case', 'Manage Probation Caseloads', 'Manage a Probation Case', 'Create a Court Calendar', 'Schedule a Hearing'	Unisys and SCAO team
3/9/07	0.5	Reviewed and revised Business Process Summary and diagrams.	Unisys and SCAO team
3/12/07	0.6	Updated Business Process Summary, diagrams, and use cases based on comments.	Unisys and SCAO team

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1. Business Process Summary

1.1 District Criminal Court Overview

The District Court handles all misdemeanors where punishment does not exceed one year, as well as civil infractions and first appearances in felonies. District Court misdemeanor level cases follow a traditional path including arraignment, setting and acceptance of bail, trial and sentencing. For less serious offenses, such as civil infractions (both traffic and non-traffic) and some minor misdemeanors, case processing may include just hearings and/or direct fine payment. The District Court also conducts preliminary examinations in felony cases to determine probable cause. District Court processes three primary case types including:

1. Misdemeanor – complaint/warrant or citation – jail cannot exceed 1 year
2. Civil Infraction – citation – minor offenses (e.g. state statutes/local ordinances like speeding, parking, etc.)
3. Felony – complaint/warrant – initial instance goes through District Court for purposes of preliminary exam

Each case is initiated by a specific charging document based on the type of case filed. The cases may be filed either by Law Enforcement or State, County, or Local Prosecutors. All cases except civil infractions go through an arraignment and subsequent hearings unless the defendant agrees to a plea. District Courts also operate and manage the probation divisions. Each defendant sentenced to probation will remain under the court jurisdiction until the defendant is discharged.

1.1.1 Misdemeanor

At a misdemeanor arraignment, the defendant will enter a guilty or not guilty plea to the charge. If the defendant pleads guilty or “no contest” and the judge accepts the plea, the judge may immediately sentence the defendant or reschedule the case for sentencing. If the defendant pleads not guilty, the case may be scheduled for a pre-trial conference where the parties will attempt to resolve the matter through a plea, or determine that the case should move forward to a trial.

1.1.2 Civil Infraction

Civil infractions are traditionally filed with a citation and are for minor offenses associated to either local ordinance or state statute. The penalties associated with the

infraction are generally fines, and if payments are made before the identified due date, the case is disposed. If the defendant chooses to contest the citation, the court will conduct a hearing and make a judgment.

1.2 Circuit Criminal Court Overview

The Circuit Court handles all felony cases and misdemeanor cases with a penalty exceeding one year in jail. Cases are initiated either by a bind-over from District Court or a waiver from Juvenile Court. Upon initiation, the case may proceed through an arraignment, hearings and trial. Upon sentencing, the defendant may be ordered to a jail/prison and/or probation term. Department of Corrections manages both prison and probation for Circuit Court cases.

1.2.1 Felony (District and Circuit)

Felony cases and misdemeanor cases with a penalty exceeding one year in jail either start through a felony arraignment in District Court, from a waiver from Juvenile Court to Circuit Court, or with a complaint from the prosecutor for extradition. The purpose of the initial felony arraignment in District Court is to read the charges, set bond, and advise the defendant of his/her rights to a preliminary exam and a court-appointed attorney. The district court does not accept a plea at the initial arraignment.

Some district courts schedule a pre-exam conference before the scheduled preliminary examination. The pre-exam conference operates like a misdemeanor pre-trial conference, to see if the case can be resolved without a preliminary examination. If the case cannot be resolved the defendant may waive the preliminary exam. If the exam is waived, then the case is bound over to the Circuit Court. If the exam is not waived, the exam must take place within 14 days of the arraignment. The exam is designed to determine if there is probable cause to justify further legal action. If the judge decides that there is not probable cause, he/she can bind the case over on different charges, reduce the charges to misdemeanors for trial or plea in District Court, or dismiss the charges. If probable cause is established, the defendant is bound over to Circuit Court for trial.

If the case is bound over then the defendant may be arraigned on the information in Circuit Court and is again advised of his/her rights, and enters a plea to the charge(s). If the defendant pleads not guilty, the case may be scheduled for a pre-trial conference where the parties attempt to resolve the matter through a plea, or determine that the case should move forward to a trial.

1.3 Municipal Criminal Court Overview

There are four municipal courts in five locations in the State of Michigan, all in Wayne County. Municipal Court judges are elected for six-year terms. Municipal Courts have original jurisdiction of all prosecutions and proceedings on behalf of the people of the state for all misdemeanors and offenses arising under the laws of the state committed within the corporate limits of the city which are punishable by a fine or imprisonment for not more than one year or both. Municipal courts also have jurisdiction for the prosecution for violation of the charter and ordinances, including the recovery and enforcing of fines, penalties, and forfeitures. The processing of criminal and ordinance violations in the municipal court follows the same processing as in the district court.

1.4 Disposition and Sentence

The defendant may be found guilty or not guilty. If the defendant is found guilty, the judge will determine the type of sentence that is appropriate for the charges. The sentence may include a jail or prison (Circuit only) sentence, fines, probation, and/or community service.

A defendant may receive a deferred judgment and be ordered to probation or a delayed sentence and be ordered to supervision. A deferred judgment provides the defendant an opportunity to meet and complete certain court obligations and conditions without having a finding of guilt entered. If the defendant successfully completes these obligations, the court may dismiss the charges. If the defendant does not comply with his/her court obligations and/or conditions, the guilty finding may be entered.

When a defendant receives a delayed sentence, probation and jail are not ordered. The defendant is ordered to meet and complete specific court obligations and conditions, which might include some kind of supervision. A guilty finding is entered on a delayed sentence, however, the sentence and/or disposition may be modified at the conclusion of the probation period or at violation.

At any time during the lifecycle of the case, the prosecutor may also declare that he/she will not further prosecute the case, resulting in a dismissal.

1.5 District Court Probation

Prior to the defendant being sentenced for a misdemeanor offense, the probation department may conduct a pre-sentence investigation. The probation department will prepare a pre-sentence report including background information about the defendant and the crime, sentencing recommendation, and any other relevant information needed for the judge to determine the appropriate sanctions.

Upon sentencing, if the defendant is ordered to probation, the probation department will perform an initial intake, assign the case to a probation officer, review the conditions with the defendant, and manage and monitor that the defendant is meeting the obligations. If the probationer does not comply with the court obligations, the probation officer may violate the defendant and schedule a violation hearing.

1.6 Appeals

Appeals from the District Court judge are heard in the Circuit Court. Appeals from the District Court magistrate are heard by a District Court judge. Appeals from a Circuit Court order or case are heard in the Court of Appeals. Criminal appeals from the municipal court are taken as a matter of right to the Wayne County Circuit Court. The lower court will provide an appeals packet that will include the Claim of Appeal, the ROA, and all other relevant parts of the case. If the appeal is interlocutory, there will be no appeal packet. The appellant files the interlocutory appeal with the higher court and the case proceeds in the trial court unless a stay is entered by the appellate court.

2. Definition of Actors

Actor	Definition
Court Clerk	Any clerk or register responsible for entering and managing cases in the Court.
Defendant	The person against whom a complaint is filed.
Defense Attorney	Attorney retained or appointed to represent the defendant/respondent.
Garnishee	The individual or entity who is being ordered by the court to pay a portion of the wages the defendant has earned or other monies to the creditor. The garnishee is a non-dispositive party.
Judicial Officer	Generalization for a court official who is responsible for the administration of justice. Can include a judge, District Court magistrate, Probate register, or referee, etc.
Law Enforcement	Generic actor representing state or local law enforcement agencies.
Party	Generic actor referring to any individuals involved in or associated with a case.
Prosecutor	Generic actor representing the prosecuting attorney – could be a State Attorney, City/Local Attorney or County Attorney

3. Business Interaction Model

Criminal Justice Process

March 12, 2007

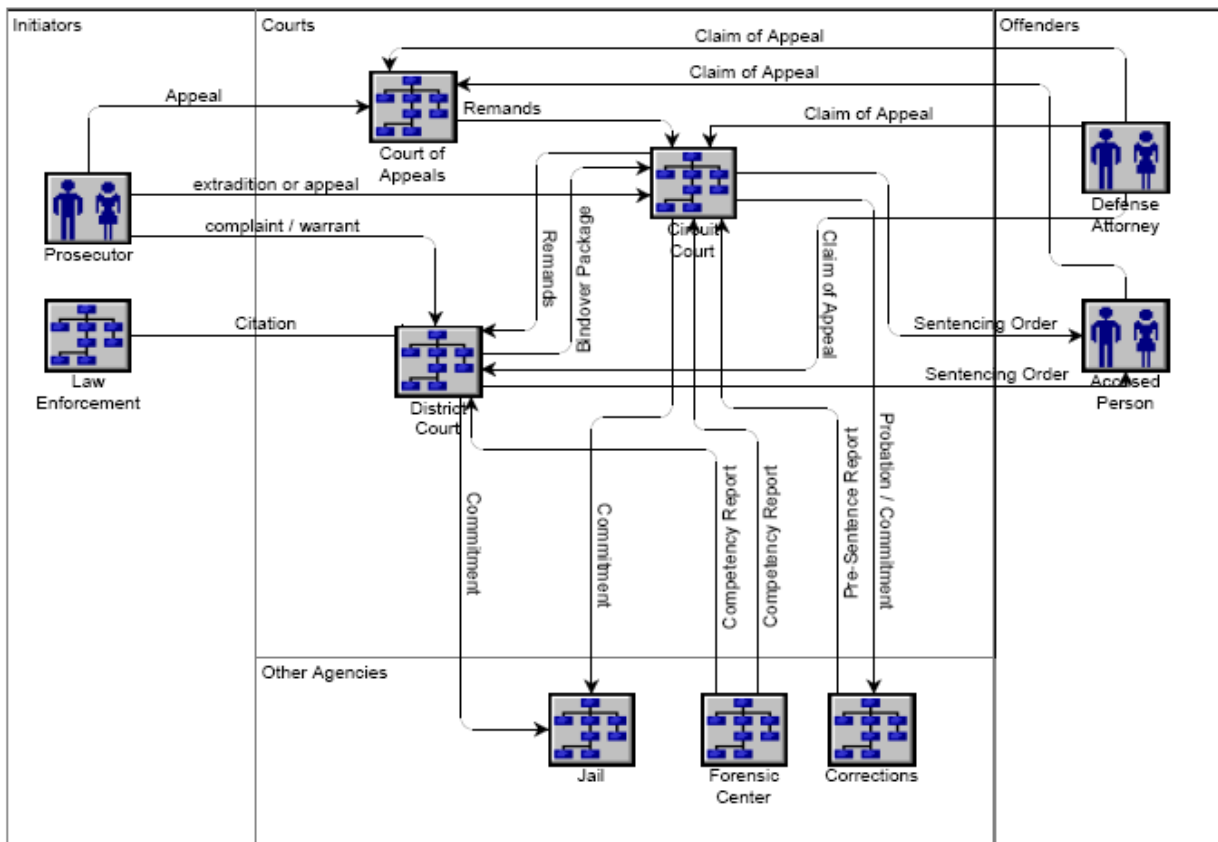


Figure 1: Criminal Justice Business Interaction Model

3.1 Business Process – Criminal Case (including Civil Infractions)

3.1.1 Swimlane Diagrams

District Court Felony

March 12, 2007

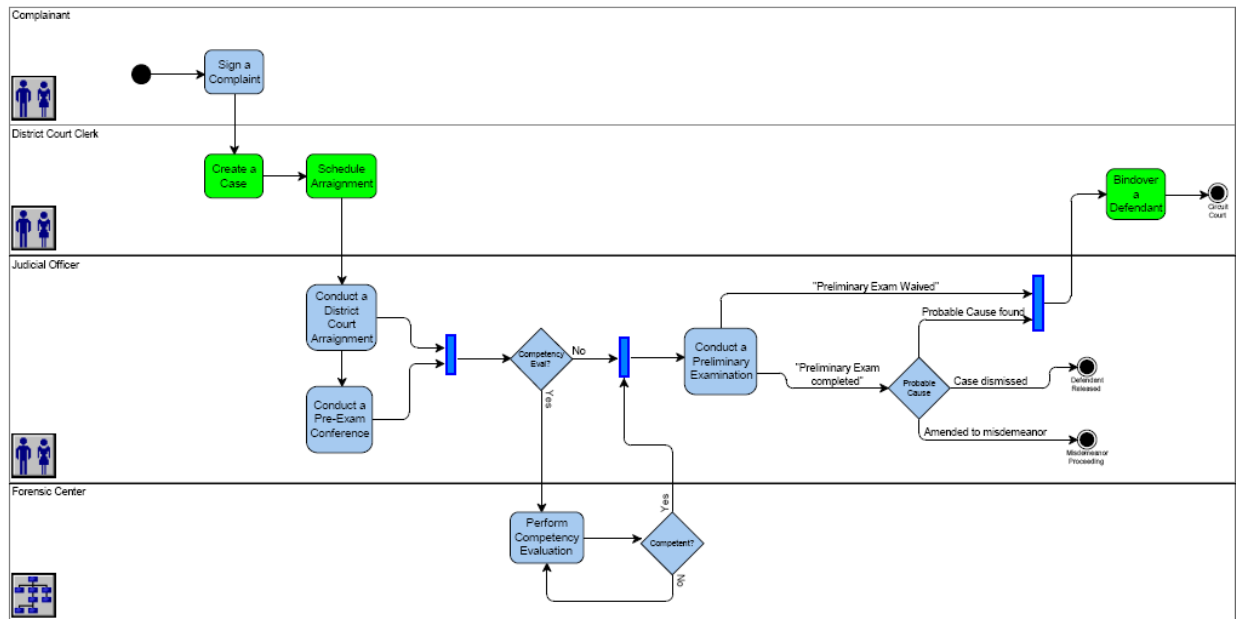


Figure 2: District Court Felony Swimlane Diagram

Circuit Court Felony

March 12, 2007

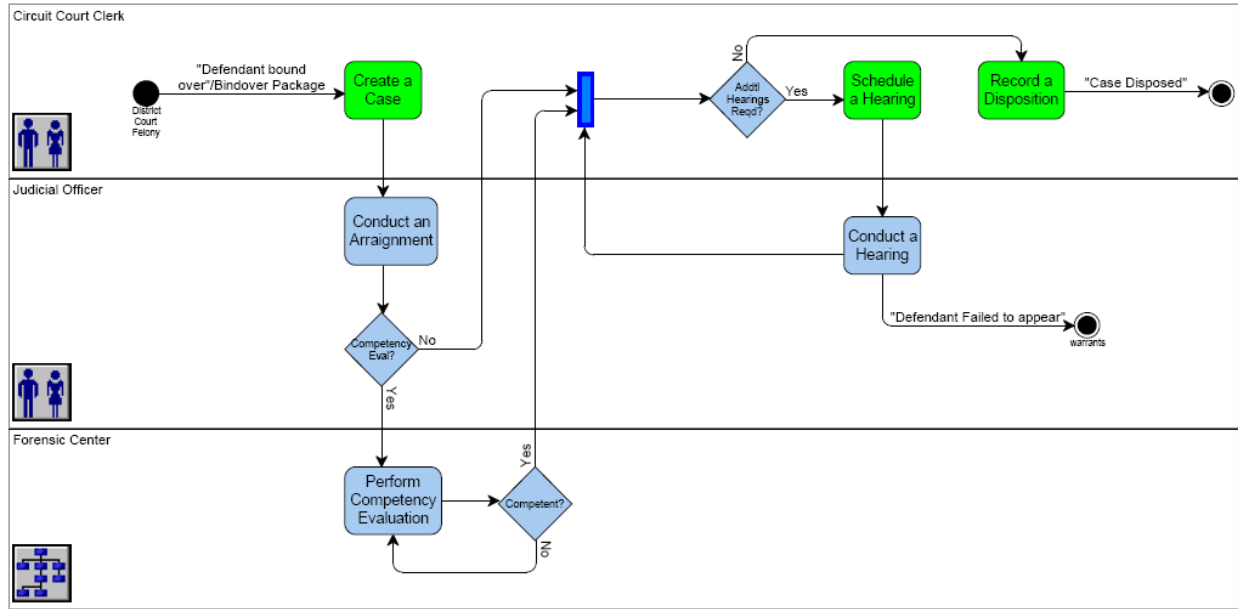


Figure 3: Circuit Court Felony Swimlane Diagram

Misdemeanors

March 12, 2007

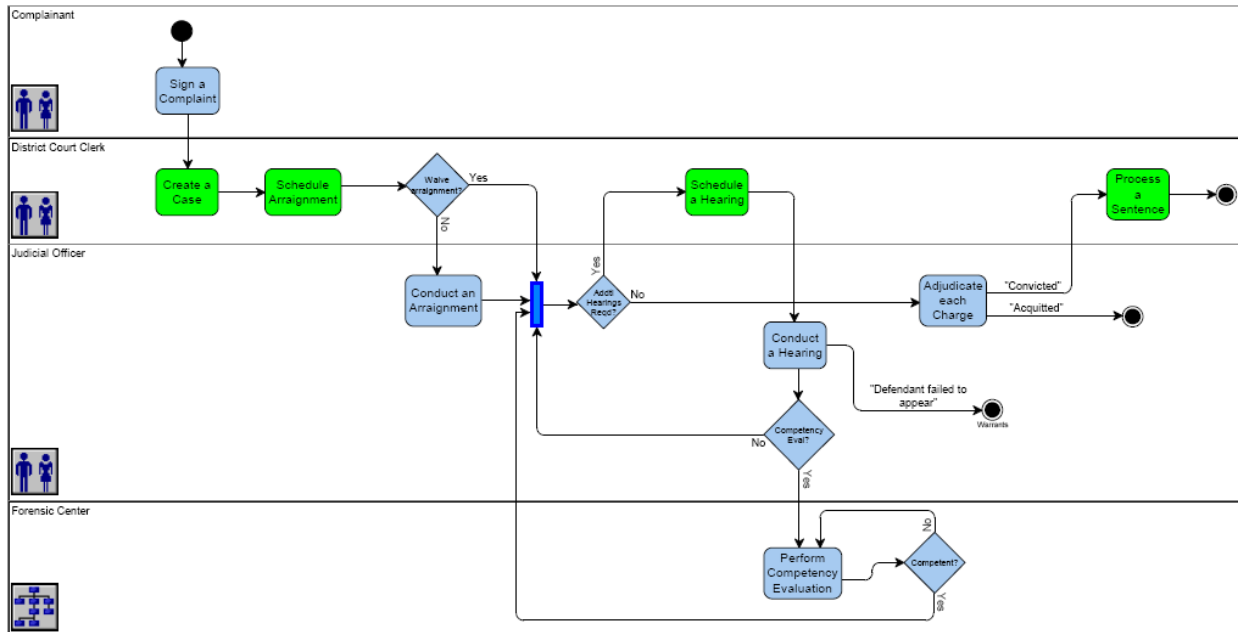


Figure 4: Misdemeanors Swimlane Diagram

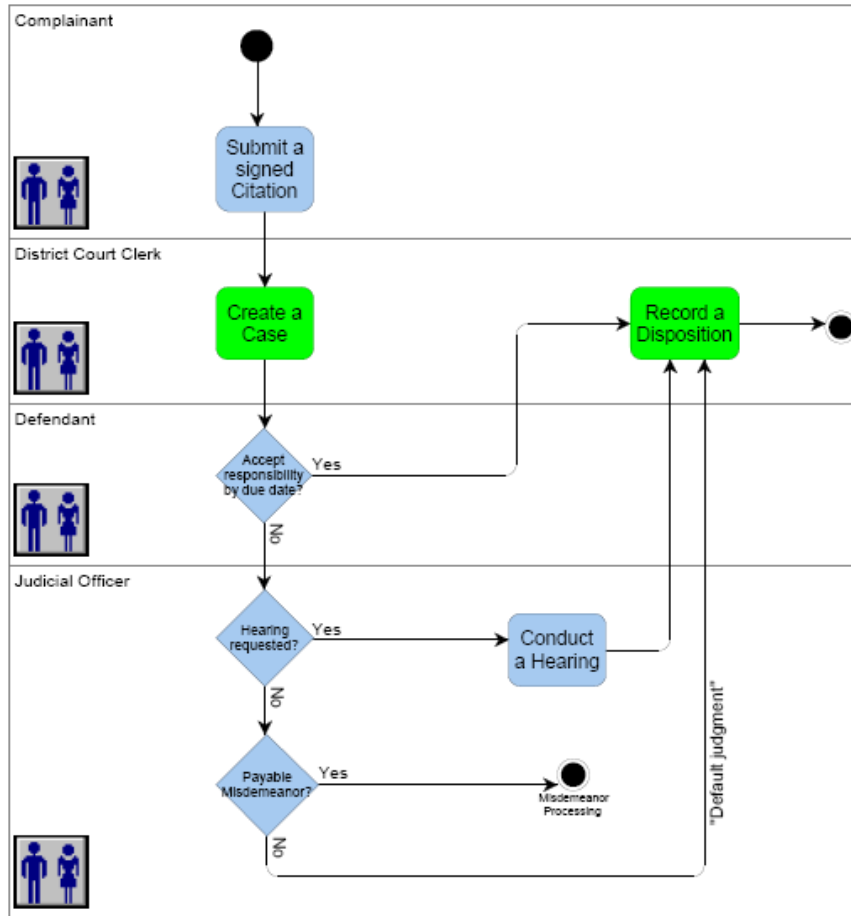


Figure 5: Civil Infractions and Payable Misdemeanors Swimlane Diagram

3.1.2 Process Details

3.1.2.1 Business Use Case – Create/Modify a Case

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Create/Modify a Case
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes how the actor initiates the process of capturing case information. The case is identified and certain associated details are captured. If the case already exists, the actor may add further information.
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Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	<p>To identify and capture case and/or charge data. To add or amend case and/or charge data.</p>
Triggers	<p>An issued Complaint/Warrant, Citation (traffic and civil infractions) or Extradition application is filed. For felony matters, a case in District Court is bound over to the Circuit Court. A traditional waiver is received from the Family Division.</p>
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk assigns a unique identifier(s) (case number), and the case type. 2. The clerk captures the defendant and case details (including prosecuting authority, venue, etc). 3. The clerk may assign the case to a Judicial Officer. 4. The clerk may set up predetermined caseflow milestones and time standards. 5. The clerk may schedule a next event.
Alternative Path 1	<p>Circuit Court Felony</p> <ol style="list-style-type: none"> 1. The clerk receives the bindover packet from the district court or the waiver package from the Family Division containing the details of the case (e.g. complaint/TCN/SID /CTN, warrant, bond etc). 2. Returns to the basic path.
Alternative Path 2	<p>Citations with payment received</p> <p>Follow basic path steps 1 and 2</p> <ol style="list-style-type: none"> 1. The clerk enters an adjudication and closes the case if payment is received 2. If the charge is SOS-reportable, an abstract is created and sent to SOS.
Preconditions	A charging document has been filed or a bindover/waiver has occurred.
Postconditions	The case has been created.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall provide the ability to produce a bar code to place on the physical file folder and/or documents for tracking purposes. Include, at least, case number, original filing date, case caption or title, bar code for case number. 2. The system shall be able to automatically generate a unique case number or accept a manually assigned case number. 3. Each charging document equals a case which equals one person 4. The system shall be able to associate or disassociate a party to one or many other parties within the case. (e.g. if one attorney is representing two co-defendants and is later removed from one of the defendants). 5. The system shall be able to automatically assign one or more judicial officers or accept one or more manually assigned judicial officers (e.g. judge and magistrate may be assigned to the same

	<p>case for different hearing purposes).</p> <ol style="list-style-type: none"> 6. The system shall add entries for new cases and associated events to the Register of Actions. 7. The system shall have a flag to restrict access to information (case and/or field level), with the following values: public, non-public, sealed etc. 8. The system shall provide the ability to record vehicle information (make, model, VIN, plate, state, etc) for abstracting and vehicle immobilization purposes. 9. The system shall provide the ability to initiate a case manually or by importing data from a case upload feature (citation upload, PACC/PAAM, etc). 10. The system shall allow a case to be initiated with minimal information and updated later. 11. The system shall allow the user to duplicate previously entered information (citations, etc). 12. The system shall provide the ability to link cases and describe the nature of the association. 13. The system shall capture historical or alternate reference numbers for cases (e.g. CTN, TCN, SID, PIN, XRF, etc). 14. The system shall allow the user to enter and maintain the original charges, amended charges, attempted charges, and notice charges including the type, statute number, and SOS code. 15. The system shall provide the ability to attach electronic files (photographs, scanned documents, etc) to the case. 16. The system shall provide the ability to generate documents. 17. The system shall provide the ability to populate data for cases that may be transferred from court to court. 18. The system shall calculate and display the age of the case. 19. The system shall be able to identify which offenses are payable and do not require an appearance to enter a guilty plea.
<p>Interfaces</p>	<ul style="list-style-type: none"> • PACC/PAAM: receiving case information, sending case information • Ticket upload • Law enforcement: receiving case information (ticket upload), sending case information • Non-JIS court to JIS court: sending/receiving case information • LEIN (Circuit bind over): If a bond includes protective conditions for a named person, update bond details. • SOS: sending abstract
<p>Business Rules</p>	<ol style="list-style-type: none"> 1. Case numbers may be changed only with proper authorization and recorded for audit reporting. 2. Receipting payment may create a placeholder for a case before the case is officially entered. 3. Once assigned to a judicial officer, a case remains with that judicial officer (unless changed in the system). Any event or action may be heard by another judicial officer.

	<ol style="list-style-type: none"> 4. Records may be restricted from view based on security rules. 5. A case may be reopened by adding a reopen date and an optional reason for reopening. Adding the reopened date will trigger other updates, including a status update. 6. Multiple parties (victims, witnesses, etc) can be associated with a case. 7. Validate the DLN, name, and DOB with the prescribed SOS validation algorithm. 8. Cases may have multiple officers associated with the case. Officers may be identified by badge numbers within their police agency and venue jurisdiction. 9. Multiple defendants with multiple counts may be associated to one charging document (Wayne County), but each defendant equals one case. 10. In Circuit Court, a judicial officer must be assigned to the case. 11. In District Court, a judicial officer must be assigned, before disposition, for non-payable misdemeanors and felonies. 12. A citation may be a multi-part charging document with one citation number and up to three copies, each representing one charge and one case. 13. A case may have multiple counts. 14. A civil infraction cannot be a lesser included offense on a misdemeanor case. A new case must be created for the civil infraction. 15. A history of assigned judges shall be maintained (with active/inactive dates).
Data Elements	

3.1.2.2 Business Use Case – Conduct a Hearing

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Conduct a Hearing
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the process of managing a hearing. The events and details of the hearing are recorded, including the outcome.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record the hearing details.
Triggers	A hearing is scheduled
Flow of Events	

Basic Path	<ol style="list-style-type: none"> 1. The hearing is called. 2. The court clerk captures the details of the hearing (including next action). 3. The clerk generates and distributes completed forms as necessary.
Alternative Path 1	<p>District Court Felony Arraignment</p> <ol style="list-style-type: none"> 1. The Judicial Officer reads the charge(s) and sets bond 2. The Judicial Officer determines need of attorney appointment 3. District Court may send notification or appointed counsel form to Circuit Court for attorney appointment. 4. Circuit Court may notify District Court of attorney appointed to the case. 5. The next hearing is scheduled (Preliminary Exam, Pre-trial Settlement Conference, etc).
Preconditions	A hearing date was scheduled
Postconditions	The hearing outcome has been recorded. The next hearing has been scheduled, if necessary.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall record: <ol style="list-style-type: none"> a. Schedule next event b. Outcome/Disposition (may be an interim disposition) c. Assessments (court costs, fines, bond, attorney fees, etc) d. Attendees e. Exhibits f. Witnesses g. Hearing type h. etc 2. The system shall add entries for case events to the Register of Actions. 3. The system shall be able to generate documents. 4. The system shall have the ability to track adjournments, the reasons for adjournments, the requesting party, and display the total number of adjournments per case, event, and party. 5. The system shall have the ability to automatically generate exhibit and property numbers or other identifiers. 6. The system shall have the ability to record receipt of exhibits and other property (including party submitting, exhibit or property description), and generate tag for exhibits and other property, relate to specific case. 7. The system shall allow the user to enter the attendance status of parties and other individuals at the event (e.g. attorneys). 8. The system shall allow the user to enter and maintain warrant information, including warrant number, warrant status, issuance date, type, expiration date, and party. 9. The system shall be able to capture the court reporter/recorder name and certification number.

Interfaces	<ul style="list-style-type: none"> Digital recording system (future enhancement) PACC/PAAM: sending scheduling information LEIN: sending updates (outcome), record conditional bond changes Law enforcement: sending updates (outcome), receiving custody status
Business Rules	<ol style="list-style-type: none"> Arraignments must take place within the time standards as prescribed. The primary purpose of the initial felony arraignment in District Court is to read the charges, advise of rights, set the bond, and schedule the next event. Circuit Court arraignment on information accepts plea from defendant or may be waived (Circuit Court arraignment may occur in District Court). If Probable Cause is not found at a preliminary exam, the case can either be dismissed or amended (if amended to a misdemeanor, then remains in district court for processing as a misdemeanor). "Bindover" and "dismissed" are considered dispositions in District Court and close the case. Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc.
Data Elements	

3.1.2.3 Business Use Case – Record Contempt of Court

Business Use Case Package	Criminal Case (including Civil Infractions)
Business Use Case Title	Record Contempt of Court
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the processes and events involved with recording contempt of court in criminal cases.
Actors	<ul style="list-style-type: none"> Court clerk
Goals	To record the contempt of court. To enter associated probation, jail and/or fines.
Triggers	The judge found a party in contempt of court.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> The clerk enters the details of the contempt of court event, including the type of contempt (civil, criminal). The clerk enters associated fines, jail and/or probation orders.

	3. The clerk generates the necessary form(s) and/or court orders.
Preconditions	The party exists and is associated with a case.
Postconditions	Contempt of court has been entered. Associated probation, jail and/or fines have been entered.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall allow partial payment of fines. 2. The system shall allow contempt of court to be entered as an event associated with a party on the case. 3. The system shall allow an order of probation to be entered against a party on the case. 4. The system shall allow the recording of jail days. 5. The system shall be able to generate documents.
Interfaces	<ul style="list-style-type: none"> • CHR: disposition information (for PPO violations)
Business Rules	<ol style="list-style-type: none"> 1. Contempt of court may apply to any parties associated with the case (plaintiffs, defendants, attorneys, witnesses, jurors, etc). 2. A result should be recorded associated to the contempt of court.
Data Elements	

3.1.2.4 Business Use Case – Record an Event

Business Use Case Package	Criminal Case (including Civil Infractions)
Business Use Case Title	Record an Event
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes how the actor records an event on a case or person.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record an event on a case or person.
Triggers	A document has been received or an action has been taken in relation to the case or person.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects one or many cases or persons or charges. 2. The clerk selects an event type. 3. The clerk determines with which level to associate the event (case, person, or charge). 4. The clerk adds additional information required per that event. 5. The clerk records the event details 6. The clerk generates forms ad hoc or in batch as required (an event may require certain associated forms).
Preconditions	A case has been created.

Postconditions	
Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to associate a document or event to the case or person(s) or charge(s). 2. The system shall be able to capture comments as an event. 3. Upon request, the system will provide a filtered list of associated forms related to the event and/or case type (user may choose any form). 4. The system shall be able to capture the person who entered, modified, or deleted the event and the date and time the event was entered, modified, or deleted. 5. The system shall provide a mechanism to process multiple actions/events per case parties and charges and assign new court date/times in the same system process. 6. The system shall have the ability to track adjournments, the reasons for adjournments, the requesting party, and display the total number of adjournments per case, per party and event. 7. The system shall have the ability to generate and print document(s) triggered by a specific event, event outcome, or disposition 8. The system shall allow the user to enter events for different cases in succession. 9. The system shall allow the user to attach electronic documents to event entries with the ability for authorized users to display/print the document. 10. The system shall allow the user to enter the date a warrant was issued/executed and the date the warrant was returned/cancelled
Interfaces	<ul style="list-style-type: none"> • Imaging: attaching image of document to the case, person, or charge. <ol style="list-style-type: none"> a. The system shall prompt the imaging system to capture the document. b. The event will provide a mechanism to show an image exists and allow the image to be accessed. • PACC/PAAM: sending notification for certain events (judicial officer change, etc) • Drug Court System (DCCMIS): send case information (referral) – may happen pre-adjudication, post-adjudication, and at disposition. • Law Enforcement: sending notification for certain events (bond information, etc) • LEIN: sending updates regarding protective conditions, warrant status, etc
Business Rules	<ol style="list-style-type: none"> 1. Events are used to record hearings, file documents, schedule next action dates, etc. 2. Certain event types may affect the court case timeline. 3. An event date may be entered prior to a case filing date (the case number was already created; event back-dated) (e.g. bond posted, money receipted, etc).

	<ol style="list-style-type: none"> 4. An event date must be less than or equal to the current date. 5. The case status may restrict the types of events and additional information associated to the event that may be entered. 6. Events may require that another action occur based on event type. Some events cause an open item which will cause a subsequent event to complete the event cycle. (e.g. 'under advisement' requires 'return from advisement' to occur later) 7. Charges are disposed by the entry of an event. One or more charges can be disposed with one event for a particular disposition. 8. Referring a case to a competency evaluation stays the case and places it in an inactive status (may happen at any time prior to adjudication). 9. Milestones may be associated to any event or action.
Data Elements	

3.1.2.5 Business Use Case – Set Bond

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Set Bond
Date	March 6, 2007
Author(s)	Unisys

Description	Bond is set by a judicial officer or based on the offense, may be automatically set. The Court Clerk captures details of the bond, receives the money and receipt. If the defendant is back in custody and subsequently makes bond then the holding facility will send the clerk the surety/money/etc. and receipt.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To create a bond record for a case.
Triggers	Bond is set by a judicial officer. Bond money and receipt is received from the holding facility (jail, lockup, etc).
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case. 2. The clerk enters the bond type (cash, surety, property, release on own recognizance, etc). 3. The clerk enters the amount of the bond. 4. The clerk enters special conditions of bond. 5. The clerk may generate miscellaneous bond forms and/or receipt.
Preconditions	A case has already been created.
Postconditions	The Bond is set and the details are recorded.

Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to capture bond amount and other details as associated to a case. 2. The system shall update the ROA with bond details.
Interfaces	<ul style="list-style-type: none"> • PACC/PAAM: sending bond information • Law enforcement (jail): sending bond information • LEIN: sending bond information for certain bond conditions
Business Rules	
Data Elements	

3.1.2.6 Business Use Case – Conduct a Scheduling Conference

Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Conduct a Scheduling Conference
Date	March 6, 2007
Author(s)	Unisys

Description	A Scheduling Conference is conducted with all relevant parties to discuss the logistics of scheduling hearings/trials/discovery details/ and establishing milestones. (For example: witnesses are identified, the length of trial is estimated, bench or jury trial, pre-trial and trial dates, and resources, etc identified).
Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	To plan and agree to the logistics for a trial.
Triggers	A case is created and arraignment is completed.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The Defense Attorney and Prosecutor meet with Judicial Officer 2. The parties agree to specific milestones and schedules 3. The clerk records milestones and schedules next event
Preconditions	A case has been created and has been arraigned.
Postconditions	Milestones set
Business Requirements	<ol style="list-style-type: none"> 1. The system shall have the ability to record milestones 2. The system shall have the ability to provide a tickler of upcoming and/or past milestone dates
Interfaces	
Business Rules	
Data Elements	

3.1.2.7 Business Use Case – Bind Over a Defendant

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Bind Over a Defendant
Date	March 6, 2007
Author(s)	Unisys

Description	During a preliminary examination in the district court the judicial officer examines the charges to determine probable cause for a felony matter and if probable cause is found, the defendant is bound over to Circuit Court.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To close the District Court case and provide bindover information to the Circuit Court
Triggers	A probable cause determination has been made or the preliminary examination is waived.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case. 2. The disposition of the District case is set to “bound over”. 3. A Bindover packet (information/complaint/CTN/warrant/bond, etc) is created and sent to the Circuit Court.
Preconditions	A preliminary exam has been conducted in the District Court and “probable cause” was found or the preliminary exam was waived.
Postconditions	The District Court Case is closed with a status of “bound over”. A bindover packet is created for a new case in the Circuit Court.
Business Requirements	
Interfaces	<ul style="list-style-type: none"> • CHR: sending District Court charge dispositions • PACC/PAAM: sending case information • Non-JIS to JIS courts: sending case information
Business Rules	<ol style="list-style-type: none"> 1. Events related to bindover are recorded on the ROA. 2. Bindover closes the District Court case. 3. Bindover documents initiate a Circuit Court case. 4. If a protective condition of bond exists, the District Court must notify the Circuit Court in order to record the changes (e.g. case number, expiration date, etc) to the bond in LEIN.
Data Elements	

3.1.2.8 Business Use Case – Adjudicate a Case

Business Use Case Package	Criminal Case (including Civil Infractions)
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Use Case Title	Adjudicate a Case
Date	March 6, 2007
Author(s)	Unisys

Description	<p>The adjudication of a Criminal Case may involve the Judicial Officer reaching a conclusion on each of the counts and charges. The JO determines whether the allegations stated in the initiating document have been substantiated (i.e. the guilt, innocence, or dismissal of charges against the defendant).</p> <p>Pleas may also be submitted by the completion and return of a document such as a traffic or parking citation.</p>
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	Record adjudication of a Case
Triggers	<p>A defendant has pleaded guilty or nolo contendere to one or more charges or civil inraction has been defaulted.</p> <p>The trial of a defendant has been completed and either a finding of guilty, not guilty, dismissal, or deferral has been issued.</p> <p>A defendant has returned a traffic or parking citation with an indicated guilt or admission of responsibility.</p>
Flow of Events	
Basic Path	<p>Dismissed, or a finding of guilty or not guilty, responsible or not responsible</p> <ol style="list-style-type: none"> 1. The clerk captures the finding. 2. The case is scheduled for sentencing or closed.
Alternative Path 1	<p>Deferred Judgment of Guilt disposition is entered.</p> <ol style="list-style-type: none"> 1. Case is assigned to probation and monitored. <ol style="list-style-type: none"> a. For HYTA/MIP, suppress the charge(s) and related disposition(s). b. If successful then a discharge from probation is submitted for judge signature. <ol style="list-style-type: none"> i. Disposition is then modified from a deferred to a dismissal. Adjudication date must be the date the case was dismissed. ii. Suppress dismissed charge(s) based on statutory authority. c. If violates then remove the deferral status and maintain the guilty finding. The conviction date must be the date of the termination of the deferral. <ol style="list-style-type: none"> i. Sentence is modified. ii. If HYTA/MIP deferral, undo the suppression of the charge(s).
Alternative Path 2	<p>Delay of Sentence.</p> <ol style="list-style-type: none"> 1. The clerk enters the conviction. 2. Case is assigned to probation and monitored. <ol style="list-style-type: none"> a. The sentence and/or disposition are modified at the conclusion of the probation period or at violation.
Preconditions	The case exists.

Postconditions	
Business Requirements	<ol style="list-style-type: none"> 1. The system shall display all the charge/counts for the matter and allow the user to select one or more charges/counts. 2. The user may select to enter a global plea for all charges or may select a single charge/count and record a plea.
Interfaces	<p>PACC/PAAM: Adjudication Information SOS: Sending adjudication abstract for all SOS related charges, except drug crimes and felonious driving. CHR: adjudication information (delayed and deferred) Law Enforcement: sending adjudication information LEIN: sending updates for protective conditions of bond</p>
Business Rules	<ol style="list-style-type: none"> 1. A status of deferred is recorded and a guilty plea is noted (not the finding) 2. Deferred Disposition suppress certain charges based on type of deferral (HYTA – Holmes Youthful Training Act/MIP – Minor in Possession; 7411 (controlled substance abuse); parental kidnapping/spouse abuse act/practicing under the influence/drug court) 3. Disposition is conducted at a count level for each case 4. For Caseload reporting purposes, the highest level of disposition type is applied to the Case when all counts have been adjudicated (e.g. one count is dismissed, one count is plead guilty, case is counted as guilty plea). Rules within case load report including adjudication type, trial type. 5. Case status of closure may be an administrative decision and may be determined by each court. 6. There are different adjudication codes depending on the case type. 7. Case age stops at adjudication/disposition of all charges. 8. Adjudication abstracts must be created and sent to SOS for all SOS related offenses. 9. For delayed sentences, the defendant cannot be incarcerated during the period of delay. 10. If a Circuit Court case becomes non-public, the associated District Court case should also become non-public (and vice versa). 11. Notification must be sent to District Court and the arresting agency if an associated case in Circuit Court becomes non-public (and vice versa). 12. A civil infraction cannot be a lesser included offense on a misdemeanor case. A new case must be created for the civil infraction. 13. For caseload purposes, the deferred date is considered the date of adjudication. 14. In District Court, if a party withdraws a civil infraction appeal, the

	<p>adjudication should revert back to the original adjudication.</p> <p>15. An ordinance case cannot be placed on HYTA or deferred judgment status.</p> <p>16. A directed verdict of acquittal on any charge may be entered after the prosecution's case in chief and before the defendant has presented proofs. After a jury verdict, the defendant can file a motion for directed verdict of acquittal. At bench trial, the motion can be taken under advisement until close of all the proofs.</p> <p>17. If a default judgment is automatically entered (based on a milestone) for a civil infraction, it will result in a default judgment form being produced.</p>
Data Elements	

3.1.2.9 Business Use Case – Process a Sentence

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Process a Sentence
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes Sentencing processing.
Actors	<ul style="list-style-type: none"> Court clerk
Goals	To record a Sentence.
Triggers	Defendant either pleads guilty or no contest or is found guilty.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> Clerk records sentence details. Clerk generates judgments and sentence orders. Clerk provides orders to appropriate facilities or agencies. Clerk accepts fines, fees, etc associated to the sentence.
Preconditions	The case has been adjudicated.
Postconditions	
Business Requirements	<ol style="list-style-type: none"> The system shall have the ability to capture the type of commitment (jail/prison), the duration in years, months, and days, and other details of the commitment. The system shall have the ability to capture probation/community service/fee/fine details associated to offense. The system shall have the ability to capture Vehicle Immobilization, Vehicle Forfeiture, and other sanctions. The system shall be able to associate any sentence type (community service hours, jail time) to a dollar value to reduce the original fine amount. The history of the original fine shall be retained.

Interfaces	PACC/PAAM: Sentence Information SOS: sentence information CHR: sentence information Law Enforcement: sentence information MDOC: Sentence details County Jail : Sentence details LEIN: sending updates for protective conditions of bond
Business Rules	<ol style="list-style-type: none"> 1. Sentencing abstracts must be created and sent to SOS for certain SOS related offenses. 2. If the court takes license action on a drug offense and incarceration does not exceed one year, the court shall send the abstract to SOS. 3. Drug offenses and repeat offenders may include driving sanctions or immobilization which would then be included on the abstract sent to SOS. 4. If Probation term and/or Community Service, judgment must be provided to probation department and/or Community Service division. 5. Non-deferred disposed charges cannot be disposed again. The disposition must first be removed by the entry of an event. The removal of a disposition means the case is no longer adjudicated and a reopen shall be recorded for SCAO caseload reporting. 6. If a charge is deferred or delayed or when there is an order to set aside a conviction, the disposition may be modified. The reason for the disposition being modified must display on the ROA and should be driven by the disposition code. 7. Deferrals/delays of sentence are recorded at the charge level. Depending on the type of deferral, the charge shall be suppressed automatically either at the time the deferral begins or when completed successfully. 8. Sentencing information is entered by an event and can be recorded at the case or charge level. Subsequent sentence information may also be entered. 9. Fine and cost assessments are entered by an event and can be ordered at the case or charge level to be paid by the defendant. 10. There are certain default values (assessments, probation, etc) that need to be associated to sentences.
Data Elements	

3.1.2.10 Business Use Case – Suspend a License

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Suspend a License
Date	March 6, 2007

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Suspend a License
Author(s)	Unisys

Description	This use case is called from the "Record an Adjudication use case" when a suspension of a drivers license is imposed as a penalty for an offense.
Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	To initiate the suspension of a drivers license.
Triggers	An offender fails to meet financial or other court obligations (such as Failure to Appear) on an SOS reportable offense that allows driver's license suspension.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk (or system) selects a case. 2. Notifications (Suspension or Clearance) are provided to offender.
Preconditions	A case exists and a 14 or 7 day notice has been sent to the offender.
Postconditions	
Business Requirements	<ol style="list-style-type: none"> 1. The system shall enable the user to define the expected milestones to meet minimum statutory obligations. 2. Suspension/clearance information updates the Register of Actions. 3. The system shall allow multiple suspensions on a case with a unique sequence number for each.
Interfaces	SOS: sending suspension/clearance information
Business Rules	<ol style="list-style-type: none"> 1. If an offender fails to comply with associated financial or other court obligations then the court can generate a 14 day notice to pay or face license suspension (alcohol offenses require 7 days). 2. If the party fails to meet their obligations within the minimum statutory requirements the system assesses a clearance fee – creates a suspension form and notifies SOS to suspend. 3. If the clearance fee is paid and court obligations are met then court generates a "clearance" (SOS interface) which produces a confirmation from SOS that suspension is lifted and copy of the Clearance is given to the defendant. 4. Types of notices depend on the type of offense. Time frame to suspend is determined by offense and notice.
Data Elements	

3.1.2.11 Business Use Case – Issue a Warrant

Business Use Case Package	Criminal Case (including Civil Infractions)
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Use Case Title	Issue a Warrant
Date	March 6, 2007
Author(s)	Unisys

Description	The court process to issue a warrant to authorize a law enforcement officer to arrest a person for a crime or breach of a court order (e.g. an offender fails to appear for court appearance, etc.).
Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	To produce and distribute a warrant.
Triggers	A law enforcement officer or probation officer applies for a warrant. An offender breaches their bond conditions. Failure to Appear.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects the relevant case for the selected party. 2. The details of the warrant application is entered and associated with the selected case. 3. The clerk or LE enters the warrant into LEIN. 4. If the case is in a pending status (pre-adjudication) and a warrant is issued the case is placed into an inactive warrant status. 5. An ROA entry is made upon warrant being printed, issued, and/or receipt/confirmation from LEIN indicating that the warrant was successfully uploaded.
Alternative Path 1	<p>Recall a Warrant</p> <ol style="list-style-type: none"> 1. Judicial Officer recalls warrant. 2. The clerk or LE cancels the warrant in LEIN. 3. An ROA entry is made upon receipt/confirmation from LEIN indicating that the warrant was successfully cancelled. 4. If the warrant was issued pre-adjudication the case is returned to a pending status (for time standard purposes the case aging process does not begin until the person appears at the court).
Preconditions	For an offender, the case exists. A party exists and is associated to a pending case.
Postconditions	The party and warrant details are captured and associated with a case.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall generates an arrest warrant flag at the name and case level.
Interfaces	LEIN: sending warrant information
Business Rules	<ol style="list-style-type: none"> 1. Post-adjudication bench warrants place the case in warrant status but do not affect case aging or caseload. 2. Periodic validation of active warrants is performed between LEIN and the courts (validation action is recorded). 3. A warrant is authorized by a judicial officer.

Data Elements	
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3.1.2.12 Business Use Case – Initiate an Appeal

Business Use Case Package	Criminal Case (including Civil Infractions)
Use Case Title	Initiate an Appeal
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the process involved with initiating an appeal.
Actors	<ul style="list-style-type: none"> Court clerk
Goals	To initiate the appeal. To update the existing case with the appeal details.
Triggers	Filing of a copy of a claim of appeal and may paying a filing fee.
Basic Path	<ol style="list-style-type: none"> The clerk orders a transcript and other required documents. The appellant pays a bond if applicable. If the judicial officer approves the appointment of counsel, the clerk appoints counsel from a designated list. The clerk certifies the appeal. The clerk makes the appropriate copies of the case, if the case is being appealed to another court. For Circuit Court, the clerk generates and sends the appeal packet (Order for Appointment of Counsel, etc) to the prosecutor, assigned counsel or retained attorney, defendant, court reporter, and MAACS. The clerk sends the case to the appropriate court.
Preconditions	An order or disposition has been entered on the case.
Postconditions	
Business Requirements	<ol style="list-style-type: none"> The system shall be able to capture the stay of a case from an appellate court. The system shall have the ability to transfer the case to the appellate court. The system shall have the ability to flag an appealed case.
Interfaces	<ul style="list-style-type: none"> MAACS (Circuit): receiving court appointed counsel, sending appeal packet (future) Court of Appeals: sending Circuit case information (future) SADO: sending appeal packet (future) PACC/PAAM: sending appeal packet (future)

Business Rules	<ol style="list-style-type: none"> 1. Events are entered in the system for each step in the appeal process. 2. The stay of a case from an appellate court stops the case aging. 3. The claim of appeal is filed in both the lower court and the higher court. Upon receipt of the claim of appeal in Circuit Court, from District Court, a new case is created. 4. If the process is not completed successfully within the time frame, the District Court must notify the Circuit Court (and both appeals are dismissed). 5. If case is remanded for new trial, the case is reopened 6. If case is remanded for new sentencing, the case does not reopen 7. Requests for counsel in Circuit Court must be returned to the court within 42 days of sentencing. The court must rule on that request within 14 days of receipt or 14 days after disposition of a post-judgment motion.
Data Elements	

3.1.2.13 Business Use Case – Record Garnishment Details

Business Use Case Package	Criminal Case (including Civil Infractions)
Business Use Case Title	Record Garnishment Details
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the process of entering garnishment details from filing through expiration.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To capture garnishment details for each defendant on a case.
Triggers	A "Writ of Garnishment" is filed by the court or prosecutor or by a victim for failure to comply with financial obligations associated with criminal case.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects the garnishment type (periodic, non-periodic, income tax). 2. The clerk assigns a garnishment ID number. 3. The clerk assigns a garnishee ID number. 4. The clerk enters the issue date and the system calculates the expiration date. *** AFTER SERVICE *** 5. The clerk enters the service date. *** GARNISHEE FILES DISCLOSURE (within 14 days of service) ***

	<ol style="list-style-type: none"> 6. The clerk enters the initial disclosure date and the amount recoverable by federal regulations or garnishee states they are not indebted (the garnishee does not owe the defendant any money; e.g. the defendant does not work for the garnishee, the defendant does not have any money in the bank account, etc.). 7. The clerk enters the date the defendant was served. 8. The clerk enters the pre-empted date (date the previous garnishment started). <p>*** GARNISHMENT EXPIRES ***</p> <ol style="list-style-type: none"> 9. The clerk enters the final statement date and amount collected.
Preconditions	A judgment has been entered for the defendant.
Postconditions	The garnishment has been entered.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall close the garnishment if the garnishee is not indebted to the defendant. 2. When the service date (service of writ of garnishment on garnishee) is entered, the system shall record the service date in the Register of Actions. 3. When the initial disclosure date (garnishee discloses to the court within 14 days of service by the plaintiff) is entered, the system shall record the disclosure date in the Register of Actions. 4. When the defendant service date (service of writ of garnishment on defendant by the garnishee) is entered, the system shall record the service date in the Register of Actions. 5. When the final statement (identifies how much money was paid to the court; filed up to 14 days the garnishment expires) is entered, the system shall record the date in the Register of Actions. 6. The system shall be able to generate garnishment forms as necessary (criminal).
Interfaces	<ul style="list-style-type: none"> •

Business Rules	<ol style="list-style-type: none"> 1. Garnishment ID numbers are assigned for each defendant in the case per each writ of garnishment filed. 2. Garnishee ID numbers are assigned for each garnishee per defendant in the case. 3. A judgment must have been entered at least 21 days prior to filing the writ of garnishment. 4. A writ of garnishment may not be entered if an order for bankruptcy has been filed, or an order to stay proceedings has been filed. 5. Periodic garnishments may not be entered if there is an installment payment agreement in place or a hearing is scheduled for an installment payment agreement. 6. Income tax garnishments may or may not have a disclosure. 7. The garnishee has 14 days to file the disclosure after they have been served by the plaintiff. 8. Only one periodic garnishment per garnishee and defendant may be active at a time. (the garnishee may have another on-going garnishment from a different case against the defendant) 9. The pre-empted date is informational only, from the court's perspective. Ninety-one days from the pre-empted date, the garnishee will begin sending garnishments to the court, assuming the writ has not expired. 10. Periodic and non-periodic garnishments expire 91 days from the issuance. 11. Income tax garnishments expire on the following October 31. 12. Garnishments may happen in both District and Circuit Courts.
Data Elements	

3.2 Business Process – Supervision

3.2.1 Process Details

3.2.1.1 Business Use Case – Initiate a Supervision Case

Business Use Case Package	Supervision
Use Case Title	Initiate a Supervision Case
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes how a probation officer initiates supervision activities with the Offender and may include pre-sentence activities such as Pre-Sentence Investigation (PSI), substance abuse evaluations, etc.
Actors	<ul style="list-style-type: none"> • Probation officer
Goals	To identify and capture case data.
Triggers	<p>An Offender is found guilty, pleads guilty or no contest, or a deferred judgment of guilt is entered.</p> <p>A PSI or substance abuse evaluation is ordered.</p> <p>A supervision case is transferred from another court (for supervision only).</p>
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The probation officer is assigned to the defendant. 2. The probation officer searches for person history. 3. The probation officer conducts an intake (social history, family history, etc.) with defendant. 4. The probation officer conducts an investigation and may generate a Pre-Sentence Investigation (PSI) report and/or substance abuse evaluation. 5. The Judicial Officer may review PSI and/or substance abuse evaluation and renders a sentence and may generate a supervision order. 6. The probation officer captures the conditions and other details associated with supervision order. 7. The case may be scheduled for periodic judicial reviews.
Preconditions	The Offender has been found guilty, pleads guilty or no contest, or a deferred judgment of guilt is entered.
Postconditions	A supervision case exists.

<p>Business Requirements</p>	<ol style="list-style-type: none"> 1. If supervision is ordered, the system shall automatically assign a case number or accept a manually assigned case number (original court case number may be used as the supervision case number). 2. The system shall have the ability to produce a bar code to place on the physical supervision file folder and/or documents for tracking purposes. 3. The system shall be able to associate or disassociate a party to one or many other parties within the case. 4. The system shall be able to automatically assign one or more Probation Officers or accept a manually assigned Probation Officer. 5. The system shall allow a user to assign probation supervisors and officers to cases and provide for viewing/printing of supervision cases by supervisor and/or officer caseloads. 6. The system shall be able to schedule the offender visits/meetings/programs at an available date and time. 7. The system shall be able to establish specific milestones associated to the supervision conditions. 8. The system shall allow the user to view the Court calendar, supervision calendar, or both calendars. 9. The system shall record activities, associated events, and notes to the Supervision Chronological Log. 10. The system shall allow certain events to automatically populate to the ROA or the Supervision Chronological Log, based on event type, etc. 11. The system shall have the ability to flag data as confidential. 12. The system shall be able to capture supervision level status (intensive, regular, non-reporting, etc). 13. The system shall allow entry of family history, terms of supervision, other conditions of supervision, etc. 14. The system shall seal records to ensure they are not visible for non-authorized users. 15. The system shall provide the ability to initiate a supervision case by importing data from another agency or court. 16. The system shall be able to generate the appropriate forms. 17. The system shall allow the user to attach documents, images, etc to the case.
<p>Interfaces</p>	<p>LEIN: sending supervision conditions</p>

Business Rules	<ol style="list-style-type: none"> 1. Events may be applied to one or many associated parties (e.g. multiple victims may receive restitution). 2. Multiple victims can be associated with an offender and the system shall allow for restitution reimbursement. 3. Need to be able to link multiple cases for the offender (to view all case types for the offender). 4. A supervision record without a case record shall not be counted on caseload (e.g. post-adjudication supervision transfers from another court). 5. The term of supervision in District Court is limited to two years with some statutory exceptions (specific to the offense).
Data Elements	

3.2.1.2 Business Use Case – Manage Supervision Caseloads

Business Use Case Package	Supervision
System Use Case Title	Manage Supervision Caseloads
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the activities associated in managing and overseeing all supervision caseloads.
Actors	<ul style="list-style-type: none"> • Probation officer
Goals	To manage supervision caseloads.
Triggers	Supervision has been ordered.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. Assign probation officers to supervision case, PSI or Screening Assessments. 2. Transfer supervision cases between probation officers as necessary (individually or by group).
Preconditions	
Postconditions	

Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to automatically assign one or more probation officers or accept one or more manually assigned probation officers. 2. The system shall have the ability to move supervision cases between officers 3. The system shall allow Supervisors and/or authorized personnel to view all supervision case information by probation officer or by case 4. The system shall allow for variable views of a list of all supervised persons and details (e.g. officers assigned, date assigned, historical officer assignments) 5. The system shall provide the ability to provide upcoming or past milestones (e.g., upcoming discharges, actions without any further events, cases that are active beyond the discharge date, etc.) 6. The system shall provide the ability to link multiple supervisions from the same incident for purposes of monitoring and managing cases (e.g. shared restitution payments).
Interfaces	
Business Rules	
Data Elements	

3.2.1.3 Business Use Case – Manage a Supervision Case

Business Use Case Package	Supervision
System Use Case Title	Manage a Supervision Case
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the management of defendants ordered to supervision (reporting or non-reporting supervision).
Actors	<ul style="list-style-type: none"> • Probation officer
Goals	To capture activities associated with the supervision of the supervised person.
Triggers	A supervision case was created.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The probation officer monitors actions against the required conditions of supervision (e.g. attendance to programs, community service hours, no contact with victim, etc). 2. The probation officer records supervision related events.
Preconditions	A supervision case was created.
Postconditions	None.

Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to monitor all conditions of the supervision (e.g. running total of community service hours completed, etc). 2. The system shall be able to capture notes. 3. The system shall allow the user to generate notices and letters to individual or groups of supervised persons with the option to record the event on the Supervision Chronological Log. 4. The system shall allow the user to schedule the supervised person visits/meetings/programs at an available date and time. 5. The system shall allow external agency entries (reporting and compliance information), based on user role/rights. 6. The system shall allow the user to attach documents, images, etc to the case. 7. The system shall warn the probation officer of an upcoming expiration of supervision term.
Interfaces	
Business Rules	<ol style="list-style-type: none"> 1. All case related activities will remain with the Court and will be accessible to the supervision department (i.e. hearing scheduling, financial activity, etc). 2. The conditions of the supervision may be enhanced (added to) as necessary. 3. The supervision details are to remain non-public. 4. External agencies may have restricted data entry authority.
Data Elements	

3.3 Business Process – Case Management

3.3.1 Process Details

3.3.1.1 Business Use Case – Create a Court Calendar

Business Use Case Package	Case Management
Business Use Case Title	Create a Court Calendar
Date	March 6, 2007
Author(s)	Unisys

Description	The purpose of this use case is to associate a judicial officer to a location/room and a block of time in order to schedule hearings by
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	hearing types.
Actors	<ul style="list-style-type: none"> Judicial officer Court support staff
Goals	<p>To identify available time slots for conducting hearings.</p> <p>To identify available time slots for each judicial officer.</p>
Triggers	Regularly scheduled task per judicial officer.
Flow of Events	
Basic Path	<p>This use case starts when time slots need to be made available for judicial officers.</p> <ol style="list-style-type: none"> Set up available date/time for the court (based on public holidays, etc). Set up available date/time for each judicial officer (based on vacations, etc). Divide available hearing days into blocks of time based on hearing types for each judicial officer. Establish a limit, per judicial officer, on the number of cases that can be heard for each specific hearing type. Establish a set of resources (facilities, interpreters, video recorder, etc) to be available for booking for future hearings.
Preconditions	The courts, judicial officer names, resources, etc must be known.
Postconditions	Court sessions are available for cases to be scheduled.
Business Requirements	<ol style="list-style-type: none"> The system must provide an overall calendar, a calendar per judicial officer, and a calendar for bookable resources. The system shall allow flexible time divisions for creating hearing blocks. The system shall allow the establishment of recurring sittings (like Outlook or Groupwise).
Interfaces	
Business Rules	
Data Elements	

3.3.1.2 Business Use Case – Schedule a Hearing

Business Use Case Package	Case Management
Business Use Case Title	Schedule a Hearing
Date	March 6, 2007
Author(s)	Unisys

Description	This use case describes the process of scheduling a hearing for a specific case and judicial officer.
Actors	<ul style="list-style-type: none"> Court clerk

Goals	To schedule one or more hearings and generate the appropriate notices.
Triggers	A hearing is requested.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case or person. 2. The clerk selects one or more cases to schedule for hearing. 3. The clerk enters the criteria for the search (hearing date, time, place, judicial officer, additional resources, and type). 4. The clerk selects a hearing date, time, place, judicial officer, additional resources, and type. 5. The clerk schedules other events as necessary. 6. The clerk selects specific forms and parties. 7. The user requests the system generate notice for one or more scheduled events.
Preconditions	The case exists.
Postconditions	A hearing has been scheduled and notices generated.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall allow hearings to be rescheduled or removed as a block or individually. 2. The system shall allow scheduled hearings to be updated or deleted. 3. Authorized users shall be allowed to override scheduling recommendations made by the system. 4. The system shall provide the capability to optionally warn of conflicts with associated parties previously scheduled to other events. 5. Events shall be added to the ROA. 6. The system shall allow the entry of comments and notes (possibly confidential).
Interfaces	
Business Rules	<ol style="list-style-type: none"> 1. A hearing may be scheduled for one or more cases and one or more parties (in any combination). 2. The system should make scheduling recommendations based on established timelines (e.g. Preliminary exam must be held within 14 days of arraignment). 3. In cases where there are co-defendants represented by the same attorney, the system shall have the ability to generate single notice for the attorney. 4. Confidential notes may be added as part of the scheduling. 5. Hearings may not be scheduled for a case that has been removed (transferred to another jurisdiction).
Data Elements	