Solicitation 120712CASEMNGSYS

Court Case Management System

Bid designation: Public

State of California

Bid 120712CASEMNGSYS
Court Case Management System

Bid Number	**120712CASEMNGSYS**
Bid Title	**Court Case Management System**
Expected Expenditure	**$1.00** (This price is expected - not guaranteed)

Bid Start Date	**Oct 30, 2012 4:59:18 PM PDT**
Bid End Date	**Dec 7, 2012 4:00:00 PM PST**
Question & Answer End Date	**Nov 28, 2012 7:00:00 AM PST**

Bid Contact	**Andrew Conover**
	415-538-2207
	andrew.conover@calbar.ca.gov

Pre-Bid Conference	**Nov 15, 2012 10:00:00 AM PST** **Attendance is optional** **Location: IT Conference Room at 180 Howard Street, San Francisco, California to discuss this request in detail. Attendance is optional. Remote participation will be available at our office at 1149 S. Hill Street, Los Angeles California and via web conferencing.**
Standard Disclaimer	**The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.** **The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.**

Description

This document is a Request for Proposal
("RFP") for a court Case Management System
("CMS").

The State Bar is seeking proposals for a Commercial
off-the-shelf (COTS) CMS and associated implementation services for
the State Bar Court ("court") to provide improved
automation capabilities, including access to information, accuracy
of data, and reporting, to support their mission of public
protection.

Solutions considered will include either hosted or

in-house/premise-based installations. Please note the mandatory minimum requirements itemized in subsection II.D. Vendors/system proposals not meeting these requirements will be deemed nonresponsive and will not be considered.

The State Bar will host a vendor pre-bid conference on November 15, 2012 from 10:00am to 3:00pm PST in its IT Conference Room at 180 Howard Street, San Francisco California to discuss this request in detail. Attendance is optional. Remote participation will be available at our office at 1149 S. Hill Street, Los Angeles California and via web conferencing. The State Bar has no parking facility at either location, only street and nearby lot parking is available.

The contract term desired is for the initial implementation and system maintenance and support for a period of three (3) years, with an option to renew for an additional two (2) -year maintenance and support period. Proposals for hosted solutions may require a differently structured contract term

The State Bar of California

REQUEST FOR PROPOSAL

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Please submit thirteen (13) copies of your proposal and the electronic files as noted in subsection III.B no later than 4 p.m. on December 7, 2012, to:

The State Bar of California
1149 South Hill Street
Los Angeles, California 90015-2299

Attn: Bill Walker
Information Technology
213-765-1143
bill.walker@calbar.ca.gov

I.   INTRODUCTION

The State Bar of California ("the State Bar"), created in 1927 by the Legislature and adopted into the California Constitution in 1960, is a public corporation within the judicial branch of state government. The primary purpose of the State Bar is to serve as an administrative adjunct to the California Supreme Court in all matters pertaining to the admission, discipline, and regulation of California lawyers. The State Bar Act and California court rules vest in the State Bar the duty to regulate the legal profession, formulate and elevate educational and professional standards, raise the quality of legal services, advance the science of jurisprudence, and aid in the improvement of the administration of justice.

The State Bar is a unified, or integrated bar, and membership is mandatory for all attorneys who are licensed to practice law in the state. In addition to its mandated licensing and disciplinary and certification functions, the State Bar offers a number of other programs designed to assist, educate and protect its members and the public. The State Bar's programs are financed primarily by fees paid by attorneys and applicants to practice law. The State Bar has over 230,000 members, making it the largest unified state bar in the country. The State Bar has offices located in Los Angeles and San Francisco. More information about the organization can be found at http://www.calbar.ca.gov/AboutUs.aspx.

II.   STATEMENT OF WORK

The California attorney discipline system works to protect the public, the courts and the legal profession. California was the first state in the nation to create a system with independent judges dedicated to handling attorney discipline cases. The State Bar Court, which serves as the administrative arm of the California Supreme Court in the adjudication of disciplinary and regulatory matters, has statutory authority to impose public and private reprovals. It can also temporarily remove lawyers from the practice of law when they are deemed to pose a substantial threat of harm to clients or the public. In those cases in which more severe discipline, such as suspension or disbarment, is warranted, the court issues written findings of fact and conclusions of law and makes a recommendation for discipline to the California Supreme Court. Attorneys may seek review of court decisions in the California Supreme Court.

The Hearing Department is the trial level of the State Bar Court with five (5) full-time trial judges appointed by the California Supreme Court, the Governor, the Speaker of the Assembly, and the Senate Committee on Rules. The trial judges handle the statewide caseload from the Los Angeles and San Francisco venues. The Review Department is the appellate level of the State Bar Court with a full-time presiding judge and two other review judges appointed by the California Supreme Court. The three-judge panel conducts reviews of Hearing Department decisions and orders in cases in which at least one party has sought review.

The court handles 25 different case types with an annual workload of about 1,000 new case filings and a roughly equivalent number of closed cases. For further details about the court's performance, please refer to http://www.statebarcourt.ca.gov/Portals/2/documents/CPS2010Final.pdf.

While the State Bar Court occupies facilities provided by the State Bar of California, the Court's adjudicative functions are kept completely separate from the prosecutorial and probation functions of the agency. The independence of the State Bar Court is indispensable in promoting public confidence in the integrity and impartiality of the judiciary.

A.   Description of Existing Technology

Currently, the court uses a CMS, which was custom-written in IBM Report Program Generator ("RPG") language to access DB2 databases that run on the IBM iSeries. The iSeries is located in the State Bar's data center in the San Francisco office with a DS3 point-to-point WAN circuit between the Los Angeles and San Francisco offices.

The existing court CMS integrates with the Office of the Chief Trial Counsel's ("CTC's") CMS and relies on the State Bar's membership records system.

Court uses end-user technology common to the State Bar:

1.   Intel Windows desktops (sixty [60] devices).

2.   Intel Windows laptops (ten [10] devices).

3.   Microsoft XP Professional SP3.

4.   Microsoft Office 2007 Professional.

5.   Internet Explorer 8.

6.   Adobe Acrobat Pro 9.

7.   CommonLook Office/CommonLook for Adobe Acrobat

In addition, the court employs some unique applications:

8.   FTR (For the Record) Reporter

9.   FTR Log Notes with Visual Basic Editor

10.   Roxio 8 Easy CD Creator with Drag to Disc on the Desktop

11.   Court Calendar

12.   ScreenPrint Platinum

13.   Kwiktag

14.   Visio

15.   Dragon Naturally Speaking

16.   iScrub Metadata Cleaner

B. Project Objectives

Solutions proposed by the vendor must support the following objectives and measurable outcomes:

1. Improve the court's ability to provide the public and members with Internet access to court information.

2. Improve the court's ability to comply with established court performance standards.

3. Improve the court's ability to share and exchange relevant data among court staff and key stakeholders while achieving the court's information dissemination goals.

4. Provide for the timely development and delivery of system reports, including:

   a. Standard reports and customizable reports for management.

   b. Ability to generate ad hoc reports as needed.

5. Implement a system that utilizes defined work flow processes and end-user help functionality to guide users through the system during the entire case management process from intake through case disposition.

Through automation of business processes and work flow and reduced time frames, redirect staff to case-processing activities that increase the number of cases meeting time pendency standards, help balance staff workloads, conduct data quality assurance activities, track and report on additional case data, and continue to work toward implementation of a pilot program for a fully electronic case file through support of document management activities. These activities will provide enhanced case management support and service delivery to State Bar members, judges, the California Supreme Court, and the public.

C. Project Scope

The component listing provided below is intended to provide a functional overview of the application or suite of applications that the court intends to acquire. It is not intended to dictate the architecture of the application(s) proposed by a solution provider. The list is intended to describe the functionality to be acquired in terms of commonly-available functional components.   It is presented in a generally chronological order corresponding to case processing.

1. **E-Filing.** The e-filing component will provide external entities with the capability to file documents with the court via the Internet. This should provide equal access to the Office of CTC and all litigants. The e-filing component shall be made up of the following subcomponents:

   a. **Filing Assembly**. Enables a filer to create a filing message for submission to the court and for service on other parties in the case,

returning the response from the court to the filer. This may be used by the court itself to serve documents to the parties in the case.

b. **Filing Review**. Enables the court to receive and review a filing message and prepare the contents for recording in the case management and document management systems, sending a response concerning the filing to the Filing Assembly subcomponent. The Filing Review subcomponent also enables filers to obtain court-specific policies regarding electronic filing and to check on the status of a filing.

c. **Court Record**. Enables a court to record electronic documents and index (docket) entries in its case management and document management systems and returns the results to the Filing Review subcomponent. The Court Record subcomponent also enables filers to obtain service information for all parties in a case, to obtain information about cases maintained in the court's docket and register of actions and calendars, and to access documents maintained in the court's electronic records.

d. **Legal Service**. Enables a party to receive service electronically from other parties in the case. Note that service on other parties in the case is performed by the Filing Assembly subcomponent.

e. **Fee Collection.** The e-filing component must provide the ability to assess and collect court fees in a manner that supports traditional fee processing (including fees based on specific document and case types, waiver of fees, etc.), as well as the option to assess convenience fees as the court allows. Collection of payments will be made by the existing Payment Processor application employed by the State Bar and listed in Section III of this document.

2. **Court and Probation Case Management.** This component will support the operations of the Hearing and Review Departments with record keeping, document generation, calendaring, scheduling, and other case management functions. This component must support the exchange of case information data between the Hearing Department and the Review Department. This will include:

a. Case initiation and indexing

b. Docketing and record keeping (excluding document storage and management)

c. Exhibit, document, and property management

d. Document generation and processing, including forms management and document templates

e. Calendaring

f. Scheduling

g. Case management, including assignment, work flows and alerts

h. Event management

i. Adjudication, including motions and decisions

j. Disposition

k. Case close

l. Accounting

m. Effectuation

n. Probation

3. **Dashboard.** The application will provide a dashboard for judges and court administrators that supports their role and activities for the court, providing them information and access to the tools they need. This will include access to resources provided by the CMS and resources provided by other applications in the State Bar application portfolio. In addition, it will provide individuals with visibility into their progress and performance against goals and standards. It will provide managers and supervisors with a similar view of the performance of their organizations.

4. **Reporting.** The reporting component of the court CMS will access data gathered by all components of the application to provide in-depth reporting capabilities. There must be a single reporting application that provides a set of standard or "canned" reports as well as the ability to create ad hoc reports, without the need for programming, and provides the capability to export reports to various file formats.

5. **Information Exchange and Interoperability**. The court CMS must provide the ability to automatically produce for and consume information from other State Bar applications. The required exchanges include but are not limited to:

a. Obtaining information from the member database and any application that may replace that database.

b. Producing e-mail notifications to other State Bar divisions.

c. Providing accounting journal entries to the State Bar financial system.

In addition, the CMS must be able to interoperate with other applications used by the State Bar.

D.   Mandatory Minimum Requirements

Vendors are required to respond to these mandatory minimum requirements as part of their response to this RFP. Any proposal not meeting these minimum qualifications will be deemed nonqualified and will not be considered. All proposed solutions meeting subsection II.D minimum mandatory requirements must complete a response as described in subsection III.A.

1. **Software Used in Court Operations.** The proposed application software is currently in use supporting court operations.

2. **Long-Term Product Life Cycle.** The Vendor must have a documented product life cycle plan for the application(s) proposed for the court CMS. This product life cycle must span at least four (4) years beyond 2012 and must include one (1) or more years prior to 2012.

3. **Implementation Assistance Organization.** The Vendor must have a documented strategy and an established organization to support implementation of the proposed application(s) for its clients. This may be resourced internally or externally to the proposing the Vendor's organization.

4. **Application Support Organization**. The Vendor must have a documented strategy and an established organization to provide ongoing support of the proposed application(s) for its clients. This may be resourced internally or externally to the proposing Vendor's organization. It may be a combination of organizations.

5. **Distribution Authorization Certification**. The Vendor must provide a hard copy and PDF named "Reseller Certification" indicating that the vendor is the developer of the proposed system, or if not, a current, dated, and signed authorization from the developer, including any certification to license the product and offer in-house service, maintenance, technical training assistance, and warranty services.

6. **Third-Party Security Assessment.** The Vendor must provide a hard copy and PDF document named "Results of a Third-Party Security Audit" (e.g., Veracode) conducted on the proposed system using the Open Source Web Application Security Project ("OSWASP") standard for common application security problems. These results must be provided on the letterhead of the third-party testing entity, and state that the proposed application is free of severe/critical security defects. If not currently available, the vendor must arrange for such an audit to be conducted, at its expense, and provide the above prior to executing an agreement with the State Bar.

Claims made with regard to these minimums will be verified by the State Bar. All proposals not meeting these minimum qualifications will be deemed nonqualified and will not be evaluated.

III.   PROPOSAL SUBMISSION AND EVALUATION

The submission requirements for this RFP are set forth below. A proposal shall constitute an irrevocable offer for one hundred-twenty (120) business days following the deadline for its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

Contact with State Bar personnel in connection with this RFP may not be made other than as specified in this RFP. Unauthorized direct or indirect contact with any State Bar personnel may be cause for rejection of a bid.

A.   Submission Requirements

To be considered responsive, proposals meeting the minimum mandatory requirements above must contain the following (prefaced by a table of contents and referenced by number and in the order below). Proposals may include parts of the original RFP if used in answering questions asked or tailoring a specific response. RFP material should not be included in full unaltered form for filler. If specific submission requirements are particularly large and self-contained (annual reports, 10-k, users' guide, etc.) they may be included in a separate appendix. Proposals should not direct the evaluation team to visit online sources to obtain information, or include "to be provided after award" or "provided upon request" clauses.

1.   A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor.

2.   Copies of business licenses, professional certifications or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in California.

3.   The most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data. Bidders must submit *Attachment B: Vendor History Questionnaire* electronically pursuant to instructions below.

4.   The organization name, contact name, physical street address, email address and telephone number of three project references where you have completed implementation of the proposed system for a public sector client of similar size and complexity when compared to the State Bar, including the number of system users, date of installation and whether or not the reference is available for a site visit.

5.   References with contact information from a minimum of three (3) organizations that have used bidder's services for similar projects/installations within the last five (5) years. These must be clients who currently use the proposed CMS solution in a court within the continental United States. If a major subcontractor is proposed, a reference for that organization may be included. The information supplied must include a brief description of the type of products and services

provided. All customer references should be of comparable scope, size, and complexity to the court project. Please include the organization name, contact name, physical street address, email address and telephone number for one reference located in close proximity to the State Bar where you completed implementation of the proposed system for a similar public sector client, including the number of system users, and of date of installation.

6. Qualifications, background and experience of the project director and other staff proposed to work on the project. Vendor must identify responsibilities and qualifications of *key project staff* who will be assigned to service delivery. For all named staff, the Vendor must provide a detailed biography of experience relevant to their roles. Resumes for each of these persons must be provided in response to this section, including information regarding their particular skill sets, education, experience, significant accomplishments, and other pertinent information. Also provide a description of the proposed service organization, describe how the team will be managed during the course of service delivery, and provide a project team organization chart for its proposed team. This chart must present the reporting relationships with the State Bar.

7. A general description of the techniques approaches and methods described in *Attachment C: Case Management System Statement of Work,* to be used in completing the project to meet or exceed project goals and the requirements of the RFP. The Vendor shall present the general strategies and tactics that will be employed to meet the objectives, timeframes, and resource constraints of the project. This must address:

   a. The training approach, strategies, tactics, tools, and timing the Vendor will employ.

   b. The approach, strategies, tactics, tools, and timing Vendor will employ to configure and, if necessary, modify the proposed application(s) to meet the needs of the court.

   c. How the court will cost-effectively and efficiently maintain and enhance the resulting system without further assistance from The Vendor.

   d. The approach, strategies, tactics, tools, and timing the Vendor will use to facilitate the timely reengineering of court processes to optimize operations using the proposed solution.

   e. How the court will cost-effectively and efficiently use the proposed solution to continually improve its processes without further assistance from the Vendor.

f.   The testing approach, tests, strategies, tactics, tools, traceability, and timing the Vendor will use to implement and manage a rigorous test protocol.

g.   The approach, strategies, tactics, tools, and timing the Vendor will use for cutover and implementation.

8.   Describe how solution complies with the service requirements identified in the Statement of Work using the *Attachment D: Service Requirements Compliance Matrix*, following the detailed instructions in that attachment.

9.   Describe how solution meets the functional requirements identified in the Statement of Work using the *Attachment F: Functional Requirements Compliance Matrix* and *Attachment G: Data-Sharing Details.* The Vendor must clearly show how the applications in the proposed solution address the functional scope, where the applications do not meet that scope, and how that gap will be addressed. The scope of this acquisition excludes Electronic Content Management. The proposed solution must allow the court to use other applications to perform this out-of-scope function. The Vendor must describe how its proposed solution will facilitate interoperation with applications that provide out-of-scope functions. The Vendor must identify proposed and likely *work-arounds* including but not limited to custom development and manual efforts. The Vendor must also describe the concept of operations for the court Hearing, Review, Effectuation, and Probation Departments as they employ the proposed solution. This must explain how judges, court administrators, clerks, and parties with matters before the courts will use the proposed solution. In addition, the Vendor must describe how other court stakeholders will use functions in the proposed solution. The Vendor must list the benefits that commonly or would likely accrue from use of the proposed solution. These should include both quantitative and qualitative benefits.

10.   Describe how solution complies with the CMS Technical Requirements using the *Attachment E: Technical Requirements Compliance Matrix*, following the detailed instructions in that attachment. Describe how it does so in the *Attachment H: Accessibility Standards Compliance Matrix* (referenced in Attachment E), in addition to the following:

a.   **Proposed Technology Architecture.** In fifteen (15) pages or less, the Vendor must describe the information technology architecture of the proposed solution for CMS. At a minimum, this description must explain the application, integration, hardware, network, and security architecture.

b.   **Equipment Requirements.** The Vendor must specify all the equipment and infrastructure that are required to effectively and

efficiently operate the solution as proposed. The Vendor must provide responses to the following subsections:

    i.   **Required Hardware.** The Vendor must provide a detailed inventory of all the hardware required to efficiently and effectively operate the solution as proposed. This inventory should consider the hardware needs ranging from the data center to end-user devices in the courts. This inventory must identify hardware make and model, options and configuration, operating system and hardware interdependent software, quantity that must be installed for full implementation, and expected useful life.

    ii.   **Infrastructure Requirements.** The Vendor must specify the infrastructure and quality of service required to efficiently and effectively operate the solution as proposed. This must identify the minimum requirements at the data center and at the State Bar's court offices in both Los Angeles and San Francisco and all communication networks in between.

c.   **Software Requirements.** Vendor must specify all the court CMS application and ancillary software that is required to effectively and efficiently operate the solution as proposed, including a detailed inventory of all the software required. This inventory should consider the software supporting the following: court operations; information technology and communication management; security; authentication, and authorization; testing; training; data conversion; application integration; configuration; documentation; help; and software development. This inventory must identify application provider, application name and version, options and configuration, quantity that must be installed for full implementation, license terms, including the scope and term, and whether the required software is included in the proposed cost.

d.   **Hardware Installation.** The Vendor must fully describe the tasks, schedule, and resources required to install the hardware that supports the proposed solution. Resources considered in this description must include but are not limited to specialized information technology and communications personnel, hardware, software, and infrastructure resources; specialized tools; and ancillary goods. The description must explain what tasks, schedule, and resources are required to install the hardware at the data center and at the court offices in both Los Angeles and San Francisco.

e. **Software Installation.** The Vendor must fully describe the tasks, schedule, and resources required to install the software that supports the proposed solution. Resources considered in this description must include but are not limited to specialized information technology and communications personnel, hardware, software, and infrastructure resources; specialized tools; and ancillary goods. The description must explain what tasks, schedule, and resources are required to install the software at the data center and at the court offices in both Los Angeles and San Francisco.

f. **Configuration Requirements.** The Vendor must fully describe the tasks, schedule, and resources required to configure the hardware, software, and infrastructure to support the proposed solution. Resources considered in this description must include but are not limited to specialized information technology and communications personnel, specialized tools, and ancillary goods. The description must explain what tasks, schedule, and resources are required to configure the solution at the data center and at the court offices in both Los Angeles and San Francisco.

g. **Software Deployment.** The Vendor must fully describe the tasks, schedule, and resources required to initially deploy software to support the proposed solution. In addition, the Vendor must provide a parallel description of the requirements for testing and deploying software updates and upgrades. Resources considered in this description must include but are not limited to specialized information technology and communications personnel, specialized tools, and ancillary goods. The description must explain what tasks, schedule, and resources are required to deploy all required software at the data center and at the court offices in both Los Angeles and San Francisco.

h. **Data Conversion.** The Vendor must fully describe the approach, tasks, schedule, and resources that will be employed to convert court and probation records for effective implementation, operation, and report generation under the proposed solution. The electronic records to convert include 25,000 court cases and 14,500 Probation Department cases.

Resources considered in this description must include but are not limited to specialized information technology and communications personnel, specialized tools, and ancillary goods. The description must explain the scope of data to be converted and the approach to planning, designing, and testing conversion. It must identify the

tasks, schedule, and resources required to convert data.

i.   **Documentation Requirements.** The Vendor must present a detailed inventory of the documentation it will provide for the proposed solution. This must clearly identify how it meets or exceeds the requirements of the deliverable description for documentation as set forth in this RFP. In addition, it must explain how this documentation is managed and updated as the applications that make up the proposed solution are updated and reconfigured.

j.   **Assumptions.** The Vendor must describe all of the assumptions used in the development of responses to this section of this RFP.

For subsections 10d. through 10h. above, the Vendor must identify which tasks it expects the State Bar and the court to perform and what resources it expects these organizations to provide.

11.   A description of the chronology for completing the work, including a time line and deadlines for each task. Vendor must provide a detailed project work plan and schedule for this engagement (e.g., tasks of 4 week duration or less). It must be presented in a Gantt chart format identifying when tasks are to be completed and when deliverables will be presented for acceptance. Vendor must describe its project management plan including the approach, strategies, and tactics for monitoring, controlling, and reporting project performance across all elements within the scope of this engagement. The Vendor must describe how it will coordinate its project management efforts and reporting with the efforts of the State Bar IT.

12.   A detailed cost proposal, including any travel costs and other expenses. Bidders must submit ***Attachment A: Itemized Cost Proposal*** electronically in native .xls format per instructions below. If necessary, contractors' travel expenses will be reimbursed in accordance with the public [Travel and Business-Related Expense Policy](). It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. As the State Bar may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. The State Bar reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

13.   A written acknowledgement of the acceptance of the Contracting Requirements set forth in section IV of this RFP. Specific terms may be

reserved for future negotiation, but must be clearly identified and reasons given for the reservation.

B.   Submission Requirements Delivery Summary

Proposals should be prepared simply and economically, providing a straightforward and concise description of the Vendor's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content. Due date and time as specified on page one are as follows:

1.   Delivered physically to Bill Walker, 1149 South Hill Street, Los Angeles

- 13 hard copies of proposal (including all attachments)

2.   Delivered electronically with above (two copies--CD-ROM, DVD, or USB flash drive) in native unlocked format as noted below:

- Proposal soft copy (final .pdf submittal)

- Proposal soft copy (source file readable in MSWord 2003 or later)

- Attachment A: Itemized Cost Proposal (.xls)

- Attachment B: Vendor History Questionnaire (.xls)

- Attachment C: Case Management System Statement of Work (.doc)

- Attachment D: Service Requirements Compliance Matrix (.xls)

- Attachment E: Technical Requirements Compliance Matrix (.xls)

- Attachment F: Functional Requirements Compliance Matrix (.xls)

- Attachment G: Data-Sharing Details (.xls)

- Attachment H: Accessibility Standards Compliance Matrix (.xls)

Proposals that fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. The State Bar, solely upon its own discretion, will judge vendors on their overall compliance, and may judge a vendor to be materially compliant, even if that vendor is non-compliant to a particular requirement of the RFP. Note that responses to questions must be specifically answered within the context of the submitted proposal. The State Bar's evaluation team will not refer to a designated web site, brochure, or other location for the requested information. Responses that utilize references to external materials as an answer will be considered non-responsive.

C.   Rejection of Proposals

The State Bar reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFP or is incomplete or contains irregularities, the proposal

may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. The State Bar may or may not waive an immaterial deviation or defect in a proposal. The State Bar's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not really competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if, in the State Bar's opinion, the information was intended to mislead the State Bar regarding a requirement of the RFP.

D.   Evaluation Process and Highest Scored Bidder

An evaluation team will review, in detail, all proposals that are received to determine the Highest Scored Bidder ("HSB").

Following the initial review and screening of the written proposals, using the selection criteria described below, several bidders may be invited to participate in the final selection process, which may include participation in an oral interview, demonstrations, and/or submission of any additional information as requested by the State Bar.

The State Bar reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality and performance of the products and services proposed, and cost.

During the evaluation process, the State Bar may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team and/or the State Bar Senior Executive Team. The State Bar may also have discussions with those bidders falling within a competitive range, request revised pricing offers from such bidders, and may make an award and/or conduct negotiations thereafter.

This RFP does not commit the State Bar to awarding a contract. Bidders shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal evaluation process. The State Bar reserves the right to reject any and all Proposals, to accept the Proposal it considers most favorable in its sole discretion, and to waive minor irregularities. The State Bar further reserves the right to seek new Proposals when such procedure is considered by it to be in the best interest of the State Bar.

1.   The following criteria will be used in reviewing and comparing the proposals and in determining the HSB. The weight to be assigned to each criterion appears following each item.

a.   Responsiveness of the proposal to the submission requirements set forth in the RFP (5%).

b.   Agreement with the State Bar's contracting requirements (5%).

c.   The technical ability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, for example, the quality of any demonstration, client references, demonstrated success in projects with similar requirements, and any other contracts with the State Bar, including the following:

i.   Functional Requirements (32%)

ii. Technical Requirements (15%)

iii. Service Requirements (3%)

d.   The financial viability of the bidder/author (5%).

e.   The total cost of the proposal solution. If the proposal contains itemized rates, per-piece pricing, or commission-based pricing, the State Bar reserves the right to calculate total contracted cost by calculating rates using either previous known usage activity or future projected volume. Costs will be evaluated only if a proposal is determined to be otherwise qualified. Costs should be itemized by type to allow the State Bar to implement the solution over the term of the contract (35%).

2.   If a large number of proposals are received, the State Bar reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

3.   Bidders offering both premise-based and hosted solutions should submit separate complete proposals for each. Each proposal will be evaluated and scored independently.

E.   Award and Execution of Contract

Subject to the State Bar's right to reject any or all proposals, the HSB will be awarded the contract. Notice will be posted at the State Bar's offices at 180 Howard Street, San Francisco, California, and written notice sent to bidders on or about March 1, 2013, of the State Bar's intention to award the contract to the HSB. It is anticipated that final selection of the HSB will be made by March 8, 2013. The evaluation team will select a winning proposal subject to approval by the Board of Governors. Upon selection, the State Bar and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the above Statement of Work and the Contracting Requirements section below.

No contract or agreement, express or implied, shall exist or be binding on the State Bar before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by the State Bar in its sole discretion, the State Bar may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible proposals to this RFP.

If, after the State Bar and the HSB agree to terms and execute a contract, that contract is terminated for any reason, the State Bar may, in its sole discretion, either enter into negotiations with the next HSB or issue a new RFP and begin the proposal process anew.

Questions regarding the State Bar's award of any business on the basis of proposals submitted in response to the RFP, or on any other matter in connection with the selection process, should be addressed in writing to andrew.conover@calbar.ca.gov.

Where written notice is required in this RFP, the notice must be sent by U.S. mail and either facsimile or e-mail.

F.   Errors in the RFP

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the bidder should immediately provide the State Bar with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, the State Bar may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential bidders to whom the RFP was sent.

If prior to the date fixed for submissions, a bidder knows of or should have known of an error in the RFP but fails to notify the State Bar of the error, the bidder shall bid at its own risk, and if, awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

G.   Questions Regarding the RFP

Questions regarding the RFP may be addressed in person at the pre-bidder conference referenced on page one. Questions which arise after this event can be addressed in writing to Bill Walker at bill.walker@calbar.ca.gov. All questions must be submitted no later than eight (8) days prior to the date for submission of proposals. Questions and answers regarding the RFP may be shared with all bidders known to be interested in submitting a proposal.

If a question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the bidder may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the bidder must submit a statement explaining why the question is sensitive. If the State Bar concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the State Bar does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the bidder will be notified.

A bidder who believes that one or more of the RFP's requirements is onerous or unfair, or unnecessarily precludes less costly or alternative solutions, may submit a written request that the RFP be changed. The request must set forth the recommended change and reason for proposing the change. The State Bar must receive any such request no later than five (5) days before the deadline for submitting proposals.

H.   Addenda

The State Bar may modify the RFP prior to the date fixed for submission by posting, mailing, e-mailing or faxing an addendum to the bidders known to be interested in submitting a proposal. If any bidder determines that an addendum unnecessarily restricts its ability to bid, it must notify the State Bar in writing no later than five (5) days before the deadline for submitting proposals.

I.   Withdrawal and Resubmission/Modification of Proposals

A proposal may be withdrawn at any time prior to the deadline for submitting proposals by notifying the State Bar in writing of its withdrawal. The notice must be signed by the bidder. The bidder may thereafter submit a new or modified proposal, provided that it is received at the State Bar no later than the deadline.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

J.   Protest Procedure

A bidder may protest the award if it meets all the following conditions:

1.   The bidder has submitted a proposal that it believes is or should have been the HSB, under the criteria set forth above.

2.   The bidder believes that its proposal meets the State Bar's administrative and technical requirements, proposes services of proven quality and performance, and offers a competitive cost to the State Bar.

3.   The bidder believes that the State Bar has incorrectly selected another bidder.

A bidder qualified to protest should contact Andrew Conover, Finance Manager, at 415-538-2207, to attempt an informal resolution. If this contact is unable to resolve the protest to the bidder's satisfaction, the bidder must file a written protest within five (5) days of the notice of intention to award the contract. The written protest must state the facts surrounding the issue and the reasons the bidder believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

<div align="center">

The State Bar of California
180 Howard Street
San Francisco, California 94105-1639
Attention: Peggy Van Horn, Chief Financial Officer

</div>

Protests will be reviewed and decided by the State Bar's Award Protest Team within thirty (30) days after the State Bar issues written acknowledgment of the protest. In the event that a protest is filed, the contract award will be postponed pending resolution of the protest.

K.   News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the State Bar.

L.   Disposition of Materials

All materials submitted in response to an RFP will become the property of the State Bar of California and will be returned only at the State Bar's option and at the expense of the bidder. One copy of each proposal will be retained for the State Bar's official files and become a public record. Specific limited pages of a proposal, not including proposed cost and compensation, may be marked as proprietary and confidential. The entire proposal cannot be deemed confidential. The bidder's consent will be requested before release of such confidential pages to non-State Bar personnel. By submitting a proposal, a bidder agrees to these terms and waives any right to pursue a cause of action for damages incurred as a result of the release of any information contained in a proposal.

IV.   CONTRACTING REQUIREMENTS

Upon selection of a vendor, the terms set forth in this RFP are to be embodied in a definitive agreement containing such additional covenants and other provisions as may be mutually acceptable.

The State Bar contemplates that, in addition to the terms described above in this RFP, final agreement between the State Bar and the selected vendor will include, without limitation, the following terms. Submission of a proposal shall constitute agreement to contract on these terms, except for any term specifically reserved in the proposal for future negotiation.

A.   Time of Essence

Time is of the essence with respect to Vendor's performance of the services and equipment to be provided in the final agreement.

B.   Warranties and Representations

1.   Vendor warrants and represents that it possesses such expertise, experience, and resources to perform the scope of services required in a diligent, timely, and professional manner consistent with the standards of the industry.

2.   Vendor warrants and represents that it has the right to grant the licensed rights to the technology, the services, and the system through the agreement without violating any rights of any third party.

3.   Vendor will represent and warrant that (a) Vendor is not aware of any claim, investigation, litigation, action, suit, or administrative or judicial proceeding pending or threatened based on claims that Vendor's technology, services or system infringe or misappropriate any patents, copyrights, or trade secrets of any third party, and (b) Vendor's technology, services, and system do not infringe upon or misappropriate any patents, copyrights, trade secrets, or any other intellectual property rights of any third party.

4.   Vendor will supply at all times an adequate number of well-qualified personnel to perform the work

5.   Vendor will provide a contact person available and authorized to remedy any nonconformity with this warranty.

6.   If any of Vendor's work is found to be infringing, Vendor will correct the work to be non-infringing at no charge to the State Bar.

C.   Acceptance Process for Deliverables

Deliverables will be subject to agreed-upon acceptance testing criteria to determine whether each deliverable meets its specification. The State Bar will accept a deliverable only if it conforms to its acceptance criteria. If a deficiency is found, the State Bar will notify Vendor of the basis for its decision not to accept the deliverable. Vendor must correct any deficiency and resubmit a corrected deliverable. The State Bar will review or perform acceptance tests on the corrected deliverable to verify whether the identified deficiency has been corrected. Vendor's times for correcting any deficiency and the State Bar's review of any deliverable will be in accordance with the project schedule.

If Vendor is unable to correct all deficiencies within the number of days indicated in the project schedule, within sixty (60) days from its scheduled acceptance, the State Bar may, at its option: (1) continue reviewing or performing acceptance tests on the deliverable and require Vendor to continue until any deficiencies are corrected or eliminated; (2) request Vendor to provide, at its expense, a replacement deliverable for further review or acceptance tests; (3) set off from the purchase price to the extent the State Bar determines the deficiencies for the deliverables have not been corrected; or (4) after completion of the process set forth in this subsection, and providing notice of default in accordance with this agreement, terminate this agreement in whole or in part.

D.   Enhancements

Vendor will provide the State Bar with all updates, upgrades, additions, and changes to, and future releases for the application software in whole or in part, including without limitation:

1.   Updated versions of the application software to operate on upgraded versions of firmware or upgraded versions of equipment ("Enhancement").

2.   Updated versions of application software that encompass improvements, extensions, updates, deficiency and other error corrections, or other changes that are logical improvements or extensions of the application software supplied to the State Bar.

Vendor will also provide the State Bar with associated documentation that are provided as general releases to the software, in whole or in part, as part of the Services provided under the agreement. This documentation must be adequate to inform the State Bar of the problems resolved, including any significant differences resulting from the release that are known by Vendor. Vendor warrants that each Enhancement general release must be tested and perform according to the specifications. Vendor agrees to correct corrupted data that may result from any system deficiency introduced by any Enhancement at no cost to the State Bar. In addition, Vendor shall produce any Enhancement which the State Bar requests or which Vendor requests and the State Bar approves in a

commercially reasonable time and form at an additional charge in accordance with the change order provisions set forth in the agreement. Enhancements to correct any deficiency must be provided to the State Bar at no additional cost and without the need for a change order.

E.   Liquidated Damages

The parties agree that any delay or failure by Vendor to timely perform its obligations by the dates in the project management plan and in accordance with the performance standards will interfere with the proper and timely implementation of the system and result in loss and damage to the State Bar. The parties agree that the exact amount of such damages may be difficult to determine. Therefore, a liquidated damages provision in the agreement is a reasonable effort by the parties to agree in advance on the damages the State Bar may suffer due to Vendor's delay or failure.

F.   Equipment, Tools, Supplies

The Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services, and insurance required. The Vendor is not required to purchase, rent, or hire any equipment, tools, supplies, offices, transportation, personnel, insurance, or instrumentalities from the State Bar. The State Bar has no obligation whatsoever to provide any equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services, or insurance required to perform services under this agreement.

G.   Indemnity Obligations of Vendor

Vendor will indemnify and defend the State Bar (including its Board of Governors, officers, director, agents, employees, and volunteers, as the same may be constituted from time to time) from all claims, demands, damages, debt, liability, obligations, cost, expense, lien, action, or cause of action (including but not limited to actual damages, fines, and attorneys' fees, whether or not litigation is actually commenced) arising out of:

1.   The material breach by Vendor of any warranty, representation, term, or condition made or agreed to by Vendor.

2.   All products and services prepared by or for Vendor hereunder and provided to State Bar.

3.   Any claim or action for personal injury, death, or otherwise involving alleged defects in Vendor's business or any of its products or services provided to State Bar.

4.   Any breach by Vendor of any statutory or regulatory obligation.

5.   The actual or alleged infringement by Vendor of any patent, copyright, utility model, industrial design, mask work, trademark, or other proprietary right or misappropriation of a trade secret of any person or entity.

6.   Any act or omission of Vendor, its employees, agents, or subcontractors.

H.   Insurance Obligations of Vendor

The Vendor will provide and keep in full force and effect during the term of this agreement, at the Vendor's own cost and expense, the following insurance policies for the joint benefit of the Vendor and the State Bar, with an insurer reasonably acceptable to the State Bar:

1.   Commercial general liability insurance with a general aggregate limit (other than products/completed operations) of at least Two Million Dollars ($2,000,000.00); at least One Million Dollars ($1,000,000.00) personal and advertising injury limit; at least One Million Dollars ($1,000,000.00) premises and operations limit; at least One Million Dollars ($1,000,000.00) each occurrence limit.

2.   Workers' compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars ($1,000,000.00) per occurrence.

3.   Comprehensive automobile liability insurance covering owned, leased, hired, and nonowned vehicles with at least One Million Dollars ($1,000,000.00) combined single limit.

4.   Professional liability insurance with a general aggregate limit of Two Million Dollars ($2,000,000.00) and an occurrence limit of two Million Dollars ($2,000,000.00).

The Vendor will deliver to the State Bar offices at 180 Howard Street, San Francisco, California, 94105, Attn: General Services, true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of this agreement. Each such policy will name the State Bar as an additional insured and will state that the Vendor's policy shall be primary and that any insurance carried by the State Bar shall be noncontributing with respect thereto. Each such policy will provide for thirty (30) days' prior written notice to the State Bar in the event of cancellation or reduction in coverage or amount. If the Vendor fails to secure and maintain insurance policies complying with the provisions of this agreement, the State Bar may purchase the appropriate insurance policies, and the Vendor will pay upon demand the cost of the policies to the State Bar, or the State Bar may terminate this agreement. Additionally, if the Vendor assigns any portion of the duties under this agreement, each subcontractor or assignee will purchase and maintain the same insurance coverage required hereunder.

The Vendor will immediately notify the State Bar if the Vendor's commercial general liability insurance contains restrictive endorsements other than those restrictive endorsements normally included in the State of California. If the Vendor's commercial general liability insurance contains such restrictive endorsements, the Vendor shall have five (5) business days to remove said restrictions. If the Vendor is unable to do so, the State Bar may terminate this agreement, and will be required to give the Vendor no more than two (2) days' notice of such termination, anything in this agreement to the contrary notwithstanding.

I.   Termination

1.   **At Will.** The agreement may be terminated by the State Bar, in its sole and complete discretion, upon thirty (30) days' written notice to Vendor. In the event of termination pursuant to this subsection, the Vendor's sole compensation will be for that portion of services performed or goods delivered up to the date of termination, together with reimbursable expenses, if any then due. Vendor will not be paid for any services, goods, or reimbursable expenses associated with any work or service not specifically authorized by the State Bar.

2.   **Authorization of Funds.** If the term of this agreement extends into fiscal year(s) subsequent to that in which it is signed, it is understood that the continuation of this contract is subject to the authorization of sufficient funding for such purpose by the California State Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the agreement is terminated, Contractor agrees to take back any affected equipment, products, software, or hardware furnished under this contract, and relieve the State Bar of any further obligation, except for the State Bar's obligation to pay for services already performed pursuant to this agreement.

3.   **Default by Vendor.** This agreement may be terminated by the State Bar upon fifteen (15) days' written notice to the Vendor in the event the Vendor is in default under any of its provisions. In the event this agreement is terminated due to the default by the Vendor, the Vendor will not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred, and the State Bar will have the right to have the services completed by other parties, and the Vendor will reimburse the State Bar for the actual costs to complete the services in excess of the balance of the fee and reimbursable expenses, if any, provided for in this agreement. Any such act by the State Bar will not be deemed a waiver of any other right or remedy of the State Bar, including, without limitation, the State Bar's right to consequential damages caused directly or indirectly by the Vendor's default.

4.   **Automatic Termination.** This agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business of either party; (c) failure to comply with federal, state, or local laws, regulations, or requirements, or (d) expiration of the agreement.

5.   **Termination Procedure.**

a.   After a receipt of a notice of termination, and except as otherwise directed by the State Bar, Vendor must (i) stop work on the date specified in the Notice; (ii) place no further orders or subcontracts for materials, services, or facilities; (iii) as soon as practicable, but in no event longer than thirty (30) days after termination, terminate

its orders and subcontracts related to the work and settle all outstanding liabilities and claims arising out of the termination of these orders and subcontracts; (iv) take such action as may be necessary to protect and preserve any State Bar property which may be in Vendor's possession; (v) transfer title to the State Bar and deliver in a timely manner any State Bar property; (vi) provide written certification to the State Bar that Vendor has surrendered all such property.

b. Upon termination of the agreement, the State Bar, in addition to any other rights provided in the agreement, may require Vendor to deliver to the State Bar any work product, including but not limited to deliverables and data, performed up to the date of termination.

c. Unless otherwise agreed to between the parties as part of a turnover plan, Vendor will provide the State Bar a license to use and reproduce for the State Bar's internal purposes, Vendor's technology and provide technical and professional support and maintenance at rates negotiated between the parties. Such rates will not exceed the lesser of (i) reasonable and customary rates for Vendor's services; or (ii) Vendor's rates for comparable services for other customers.

6. **Transition Support.** At the expiration or termination of the agreement, Vendor must provide reasonable transition assistance requested by the State Bar, to allow for the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of the services to the State Bar or its designee. The State Bar will pay Vendor for technical and professional support in connection with the transition services at mutually agreed rates.

J.   Confidentiality and Publicity

The Vendor will retain all information provided by the State Bar in the strictest confidence and will neither use it nor disclose it to anyone other than employees requiring the information to perform services under this agreement without the prior written consent of the State Bar. The State Bar retains the right to enjoin any unauthorized disclosure in an appropriate court of law. The Vendor will not issue any public announcements concerning the State Bar without the prior written consent of the State Bar.

K.   Compliance with Laws

The Vendor agrees to comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated thereunder (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Vendor agrees to include the nondiscrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

L. **Assignment/Subcontracting**

1. **Assignment.** The Vendor will not assign or transfer its interest, in whole or in part, under this agreement, without the written consent of the State Bar, which consent may be granted or withheld in the sole and absolute discretion of the State Bar.

2. **Subcontracting.** The Vendor may subcontract with other qualified firms or individuals as required to complete all, or a portion of, the delivery of equipment and services, with the prior written approval of the State Bar.

The Vendor will clearly describe the reason for using any subcontractors, the specific role each subcontractor will play in the project, and the relationship between the Vendor and its subcontractor to be maintained during the term of this agreement. No subcontract will be approved unless the Vendor provides a written guarantee that the Vendor's firm will be contractually obligated to assume all project responsibilities and the insurance requirements set forth above.

M. **General Provisions**

1. **Governing Law.** The agreement will be governed by the laws of the State of California without giving effect to its principles of conflict of laws.

2. **Attorneys' Fees.** In the event either party institutes any action or proceeding against the other party relating to this agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of the agreement into any judgment.

3. **Audit.** Vendor agrees that the State Bar or its designee shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. Vendor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Vendor agrees to allow the State Bar or its designee access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Vendor agrees to include a similar right of the State Bar or its designee to audit records and interview staff in any subcontract related to performance of this Agreement.

4. **License.** In those instances where required, the Vendor represents and warrants that the Vendor holds a license, permit, or special license to perform the services pursuant to this agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit, or special license and shall keep and maintain all such licenses, permits, or special licenses in good standing and in full force and

effect at all times while the Vendor is performing the services pursuant to the agreement.

Vendor Name:

In order for individuals with disabilities to have equally effective access to the products must be designed in compliance with accessible design standards. For this reason, the State Bar has chosen to require products that comply with the WCAG 2.0, Level AA accessibility guidelines, chosen because the W3C is a long-standing, international collaborative with extensive expertise in the development of design protocols for the World Wide Web. When completed, the revised Section 508 standards of the Rehabilitation Act will be primarily based upon WCAG 2.0, level AA.

Vendors interested in selling products to the State Bar must complete the checklist below, based on the WCAG 2.0 Guidelines. Please select compliance in yellow input field from menu and additional information/comments as prompted.

Content must be Perceivable, Operable, Understandable, and Robust for all users:	Level	Software Supports Guideline?	Exception Detail / Comments	Future Support
Guidelines for "Perceivable" Content		*Perceivable* - Information and user interface components must be presentable to users in ways they can perceive, including ability to provide text alternatives for non-text content, provide captions and other alternatives for multimedia, create content that can be presented in different ways, including by assistive technologies, without losing meaning and make it easier for users to see and hear content.		
1.1.1 Text Alternatives: Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language. (Text Alternatives)	A	input		
1.2.1 An alternative for time-based, pre-recorded audio and/or pre-recorded video is provided that presents equivalent information. (Time-based Media)	A	input		
1.2.2 Synchronized captions are provided in pre-recorded audio, except when a text version of the media is available. (Time-based Media)	A	input		
1.2.3 Synchronized audio descriptions or a media alternative are provided for pre-recorded, time-based video. (Time-based Media)	A	input		
1.2.4 Synchronized captions are provided for all live audio content. (Time-based Media)	AA	input		
1.2.5 Synchronized audio descriptions are provided for all prerecorded video (Time-based Media)	AA	input		
1.3.1 Info and Relationships: Information, structure, and relationships that are conveyed through presentation can be interpreted by technology and communicated to different types of users, or are available in text. (Adaptable)	A	input		
1.3.2 Meaningful Sequence: When the sequence in which content is presented affects its meaning, a correct reading sequence can be interpreted by technology and communicated to different types of users. (Adaptable)	A	input		
1.3.3 Sensory Characteristics: Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound. (Adaptable)	A	input		
1.4.1 Use of Color: Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. (Distinguishable)	A	input		
1.4.2 Audio Control: If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level. (Distinguishable)	A	input		
1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1; see guidelines for exceptions: (Distinguishable)	AA	input		
1.4.4 Resize text: Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality.	AA	input		
1.4.5 Images of Text: If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text; see guidelines for exceptions; (Distinguishable)	AA	input		
Guidelines for "Operable" Content		*Operable* - User interface components and navigation must be operable, including ability to make all functionality available from a keyboard, give users enough time to read and use content, not use content that causes seizures and help users navigate and find content.		
2.1.1 Keyboard: All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints. (Keyboard Accessible)	A	input		
2.1.2 No Keyboard Trap: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away. (Keyboard Accessible)	A	input		
2.2.1 Timing Adjustable: For each time limit that is set by the content, at least one of the following is true--select any/all that apply: (Enough Time)	A			
Turn off: The user is allowed to turn off the time limit before encountering it; *or*		input		

	Adjust: The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; **or**		input			
	Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, "press the space bar"), and the user is allowed to extend the time limit at least ten times; **or**		input			
	Real-time Exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; **or**		input			
	Essential Exception: The time limit is essential and extending it would invalidate the activity; **or**		input			
	20 Hour Exception: The time limit is longer than 20 hours.		input			
2.2.2	Pause, Stop, Hide: For moving, blinking, scrolling, or auto-updating information, all of the following are true: (Enough Time)	A				
	Moving, blinking, scrolling: For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is essential; **and**		input			
	Auto-updating: For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential.		input			
2.3.1	Three Flashes or Below Threshold: Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds. (Seizures)	A	input			
2.4.1	Bypass Blocks: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Navigable)	A	input			
2.4.2	Page Titled: Web pages have titles that describe topic or purpose. (Navigable)	A	input			
2.4.3	Focus Order: If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability. (Navigable)	A	input			
2.4.4	Link Purpose (In Context): The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Navigable)	A	input			
2.4.5	Multiple Ways: More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process. (Navigable)	AA	input			
2.4.6	Headings and Labels: Headings and labels describe topic or purpose. (Navigable)	AA	input			
2.4.7	Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Navigable)	AA	input			
Guidelines for "Understandable" Content			***Understandable*** - Information and the operation of user interface must be understandable, including ability to make text readable and understandable, make content appear and operate in predictable ways and help users avoid and correct mistakes.			
3.1.1	Language of Page: The default human language of each Web page can be programmatically determined. (Readable)	A	input			
3.1.2	Language of Parts: The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. (Readable – Level AA)	AA	input			
3.2.1	On Focus: When any component receives focus, it does not initiate a change of context. (Predictable)	A	input			
3.2.2	On Input: Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component. (Predictable)	A	input			
3.2.3	Consistent Navigation: Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user. (Predictable)	AA	input			
3.2.4	Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently. (Predictable)	AA	input			
3.3.1	Error Identification: If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text. (Input Assistance)	A	input			
3.3.2	Labels or Instructions: Labels or instructions are provided when content requires user input. (Input Assistance)	A	input			

3.3.3	Error Suggestion: If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content. (Input Assistance)	AA	input			
3.3.4	Error Prevention (Legal, Financial, Data): For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true--select any/all that apply: (Input Assistance)	AA				
	Reversible: Submissions are reversible; *or*		input			
	Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them; *or*		input			
	Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.		input			
Guidelines for "Robust" Content		***Robust*** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies and ability to maximize compatibility with current and future user tools.				
4.1.1	Parsing: In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Compatible)	A	input			
4.1.2	Name, Role, Value: For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Compatible)	A	input			

REFERENCES
WCAG 2.0
Section 508 Standards
Texas Health & Human Services: HHS EIR Accessibility Procedures
World Wide Web Consortium

DATA-SHARING DETAILS

Data-Sharing Event	Incoming Data Characteristics
ADDS MEMBER INFORMATION (Incoming Interface from Membership to Court) -- *Provide information about a member, e.g., member number, address of record and other identifying information*	
True Name (of Member) -- *Legal name of an individual (subclass of Name)*	
First Name -- *The first name of an individual*	15 Character Alpha
Last Name -- *The last name, or surname, of an individual*	20 Character Alpha
Middle Name -- *The middle name of an individual*	15 Character Alpha
Name Suffix -- *A title of an individual*	4 Character Alpha
Alias (of Member) -- *Name other than legal name of an individual (subclass of Name)*	
First Name -- *The first name of an individual*	15 Character Alpha
Last Name -- *The last name, or surname, of an individual*	20 Character Alpha
Middle Name -- *The middle name of an individual*	15 Character Alpha
Name Suffix -- *A title of an individual*	4 Character Alpha
Address of Record (of Member) -- *Information identifying a geographic location of member provided to Membership Records (subclass of Address)*	
City -- *A description of a local government entity (i.e., city, town, village, borough, parish, etc.)*	30 Character Alpha
County -- *The largest territorial division for local government within a state*	15 Character Alpha
Private Electronic Mail Address -- *Electronic mail address*	60 Character Alpha
Public Electronic Mail Address -- *Electronic mail address*	60 Character Alpha
Postal/ZIP Code -- *Postal/Zone Improvement Plan (ZIP) code*	5 + 4 Character Alpha
State -- *A political division of a country*	2 Character Alpha
Address line one	30 Character Alpha
Address line two	30 Character Alpha
Public Telephone Number (of Member) -- *The number used to access a telephone (subclass of Telephone Number)*	10 Numeric
Private Telephone Number (of Member) -- *The number used to access a telephone (subclass of Telephone Number)*	10 Numeric
Public Foreign Telephone Number (of Member) -- *The number used to access a telephone (subclass of Telephone Number)*	15 Character Alpha
Private Foreign Telephone Number (of Member) -- *The number used to access a telephone (subclass of Telephone Number)*	15 Character Alpha
Public Facsimile Telephone Number (of Member) -- *The number used to access a telephone (subclass of Telephone Number)*	10 Numeric
Public Foreign Facsimile Telephone Number (of Member) -- *The number used to access a fax (subclass of Telephone Number)*	15 Character Alpha
Member -- *Licensed California attorney (subclass of Person)*	
Bar Number -- *Membership record number*	6 Numeric
Date of Admission -- *A calendar date member is admitted to the State Bar*	10 Date
Date of Birth -- *Month, day, year of birth*	10 Date
Gender	1 Character Alpha[1]
Membership Status -- *The status of an individual membership (active, inactive, not eligible, etc.)*	1 Character Alpha
Membership Status Description -- *The status description of an individual membership (active, inactive, not eligible etc.)*	15 Character Alpha
Membership Status Reason Description - *The reason for a status of not eligible (suspended, ordered inactive, etc.)*	20 Character Alpha
Social Security Number (SSN) -- *Unique number assigned by government for social security*	9 Character Alpha

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Data-Sharing Event	Outgoing Data Characteristics[2]
SEND DATA FROM COURT CMS TO MEMBERSHIP SUPPLEMENTAL RECORDS (output from selected disposition and motion entries)	
Case -- *An action involving the State Bar of California*	
Case Number - *The number assigned to a case to include a two position case open year, two position case type and a five position sequential number identifier.*	11 Character Alpha
Case Status - *Phase of the case, i.e., Intake, Investigation Trial, Appeal*	20 Character Alpha
Case Condition - *State of the case, e.g., open, closed, abated, held, etc.*	20 Character Alpha
Case Open Date - *Date case was opened*	10 Date
Public Matter Date -- *The date that information about this matter may be released to the public.*	10 Date
Member -- *Licensed California attorney (subclass of Person)*	
Bar Number -- *Membership record number*	6 Numeric
Correlated Case - *A gathering of individual State Bar cases into a single, multi-case group*	
Correlated Case Numbers - *The number assigned to a case to include a two position case open year, two position case type and a five position sequential number* identifier.	11 Character Alpha
Case Initiation - *A new filing*	
Date Filed	10 Date
Type of Case	2 Numeric
Disposition - *An outcome in a case; an interim outcome involving membership status*	
Date Disposed - D*ate of a disposition*	10 Date
Disposition Description - T*ype of resolution*	20 Character Alpha
Disposition Nature - *Description how case was disposed, e.g. disbarment, suspension, etc.*	20 Character Alpha
Motion - *A request*	
Motion Type - *Description of the request*	8 Alpha
Date Ruling Filed - D*ate of ruling on a request*	10 Date
Ruling - T*ype of resolution, e.g., granted, denied, etc.*	3 Alpha

Notes:

1. This field is not available in the current Membership Database. However, that application will likely be replaced and be capable of providing gender. The interface should be able to accept, transform (if needed) and apply gender if available.

2. These data characteristics are illustrative. It is anticipated that the actual data characteristics of the proposed solution will vary from this in an immaterial way.

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Instructions

The court CMS functional requirements are presented in the tables that comprise this attachment. They have been grouped by CMS function. The table below provides an overview of these major groups.

Section ID	CMS Function	Functional Description
EFI	Electronic Filing	The activities associated with filing a case or document with the court electronically, including the ability to provide service of filed documents to other case participants.
CII	Case Initiation and Indexing	The activities that initiate a case and maintain its index including acceptance and processing of the initial filing, securing case files from public view, associated record keeping and reporting, and creation and maintenance of an index for the case.
DRK	Docketing, Record Keeping	The activities associated with entering information in the docket, including: --That a document has been filed. --That in some instances, the filed document is the basis for placing a case on the court calendar for hearing or review. -- What occurred at the hearing or review. --Securing case data such as notes, documents, specific data fields
EDP	Exhibit, Document, and Property Management	The activities associated with: • Creating, storing, managing, tracking, archiving, and disposing of manual, electronic, and imaged case files. • Managing electronic and imaged documents, using the State Bar's Enterprise Content Management System (ECMS). • Receiving, tracking, and retaining or disposing of exhibits and other property gathered by the court relative to its cases.
DGP	Document Generation and Processing	The activities associated with generating, distributing, and tracking documents that notify individuals of past and upcoming events and other court actions.
CAL	Calendaring	The activities associated with the creation of calendared matters including the generation, maintenance, and, in some instances, distribution of court calendars for each type of hearing.
SCH	Scheduling	The activities associated with scheduling upcoming events, maintaining and displaying information on scheduled events, and monitoring adherence to schedules.
CMN	Case Management	The activities involved in assigning cases, managing the case to time standards and managing ticklers and alerts
EVE	Event Management	The activities associated with conducting courtroom proceedings using electronic means, including support for all activities of judicial officers and clerk personnel.
ADJ	Adjudication	The activities associated with reaching a decision in calendared events, recording the results of these events, and notifying the appropriate persons of court decisions.
DIS	Disposition	The activities associated with disposing a case or defendant in a case, including any type of disposition resulting from a court decision after jury or nonjury trial, guilty plea, or dismissal.
CCL	Case Close Function	The activities associated with final closure of a case.
ACC	Accounting	The activities associated with satisfying the court's fiduciary responsibilities, including: posting receipt of funds, posting case-related funds to a case fee record, and posting non-case-related funds to other types of records; maintaining account records; disbursing funds; generating checks; billing; producing payment agreements; producing notices required for collection activities; reconciling bank accounts; and producing documents required to satisfy county, state, and federal auditing agencies.
EFF	Effectuation	The activities associated with putting the decision into effect and archiving the records
PRB	Probation	The activities associated with the court's monitoring of adherence to sentence and supervision conditions
RPT	Reporting	The ability to generate reports of data in the court CMS data structures and display information from those data structures.
UI	User Interface	The functional capabilities affecting user interaction with the court CMS.
AI	Automated Interfaces	The interfaces and interoperability of the court CMS and other State Bar Applications.

Bidder must use the following tables in this attachment to respond to every requirement highlighted in Yellow. Each requirement includes a list of sub-requirements that provide supporting detail. For each functional requirement highlighted in yellow, the Offeror must indicate one of the following six responses in the column labeled "Response Code" for ALL worksheets in this workbook. The worksheet will automatically fill the response column for the detailed sub-requirements with the response provided in the main requirement highlighted in yellow.

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Instructions

A – Can be Demonstrated | Application support for the function can be demonstrated without configuration or customization. No customization or configuration of the application will be required to implement this function, using the proposed application. (Note that failure to demonstrate this capability when called upon to do so may be grounds for disqualification from the procurement). No explanation is required.

B – Requires Configuration | Application support for the function can be accomplished with configuration. (Note that failure to demonstrate this capability at the time of product acceptance testing may be grounds for contract cancellation and penalties). No explanation is required.

C – Future Release | Application support for the function will be accomplished by a future release of the application. The Offeror must identify the specific release and the date of that release in the comments field. (Note that failure to specify the release and release date would be considered non-responsive and may be grounds for disqualification from the procurement. Failure to provide the application with this capability on the date specified (and without customization) may be grounds for contract cancellation and penalties.

D – Requires Customization | Application support for the function can be accomplished with software customization. (Note that failure to demonstrate this capability at the time of product acceptance testing may be grounds for contract cancellation and penalties). The nature of the customization must be explained in the comments field. (Note that failure to explain the nature of the customization would be considered non-responsive and may be grounds for disqualification from the procurement.)

E – Alternative Proposed | The Offeror does not propose to meet this requirement. However, the Offeror is proposing an alternative approach to meet the needs of the court. An explanation is required and failure to provide that explanation in the comments field would be considered non-responsive and may be grounds for disqualification from the procurement.

F – Not Proposed | Application support for the function is not proposed. An explanation is required and failure to provide that explanation in the comments field would be considered non-responsive and may be grounds for disqualification from the procurement.

In the event that "Requirement Text" of any functional requirement is modified or deleted, the text for that requirement in this RFP (and any subsequent amendment) shall supersede and High level requirements have been decomposed into sub requirements. The sub requirements utilize a common language and structure.

User Roles

ADMIN USER	Users responsible for backend system administration and configuration
USER	An individual (no matter their role at the court) interacting directly with the system in accomplishing business functions
E-FILE USER	A User who creates an electronic submission using an electronic filing service provider
JUDGE	A judge in the Hearing or the Review Departments, using the application in the adjudication of a case.
CA	A Case Administrator (CA), Deputy Court Clerk, or other user who handles administrative matters related to a case from submission through to final disposition.

Requirement Semantics

AUTOMATICALLY	Implies activities that occur without any user intervention. This activity could be associated with a business rule or other condition or it could represent relationships that should be created between entities without any user action.
MANUALLY	Infers activities that occur at the explicit direction of the user.

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Instructions

ASSIGN	Indicates any of the following: a) The ability to add, view, delete or modify fields based on access permissions and context c) A field that persists in the database and can be retrieved and updated. d) Updates to fields that are assigned will be historically logged. e) Field is associated with the appropriate entity as required f) Field association is stored in the database g) Field association/type is validated against data constructs and setup rules
ASSIGN FIELD	Implies the need to capture a specific data element(s) as part of the requirements entity; all fields may not be specifically addressed.
ASSIGN INDICATOR	Implies the capturing of specific conditions/state and maintaining a history of state changes over time.
ASSIGN UNIQUE IDENTIFIER	Implies the need for an entity to be uniquely identified for referential integrity.
DEFINE	Implies the establishment of configuration options. These options may be implemented globally across all court levels or locally across specific court types, court locations, case categories or case types
DEFINE CODES/DEFINE TYPE	Implies the creation of coded data constructs that may be used to form hierarchical relationships between data sets or be used to restrict selections for validation.
DEFINE CODES TO ASSOCIATE/	Implies the creation of codes in order to form a relationship between the entities noted in the context of the requirement.
DEFINE RULE	Implies the creation of business rules governing conditional behavior
DEFINE WORK FLOW	Implies the creation of a set of rules that represent an entire business process
DEFINE CENTRAL REPOSITORIES	Implies the creation of a centralized data set with unique identifiers that can be used globally in all cases.
DEFINE DISPLAY FIELDS	Implies the specification of fields that display on screen or on printed report with the assumption that anything that can be displayed can also be printed in the displayed format
DEFINE FIELDS FOR QUERYING	Implies the specification of the fields that will be used in creating a query.
PRODUCE	Implies: a) creation of output that can be viewed on screen, printed in hardcopy, electronically stored or exported for use in another application b) Output based on a defined layout or template
PRODUCE/CREATE DOCUMENT	Implies creation of a completed document. Documents can be further classified by various names such as: orders, notices and writs. Documents may also be generated based on pre-defined templates
PRODUCE REPORT	Implies the presentation of an organized set of data generated based on a query that can be displayed on screen or printed. The completed report can be based on a pre-defined query and report layout or produced from a user defined ad hoc query and layout.
DISPLAY/VIEW	Implies the presentation of an organized set of data in order to provide a view of saved records and relationships
NAVIGATE	Implies user interface functionality that allows the user to be taken to another functional area of the application automatically
OVERRIDE	Implies the user's ability to make a selection that is contrary to an assigned default.
CHOOSE/SELECT	Implies selection of one or many rows from a specific data set. The contents of the data set may be filtered based on the context of the selection
SEARCH/SORT/FILTER	Implies the ability to execute a query and be presented with the resulting data set electronically. The results set should be able to be further sorted and filtered. Search results should consider the user's access control to the records selected by the query.

E-Filing

ID	Requirement Text	Response Code	Comments
ECF 4.0 General			
EFI-001	Provide E-File components that implement the ECF 4.01 core specification (ECF 4.01 compliant).		
ECF Filing Assembly			
EFI-002	Provide the E-File USER with the ability to send electronic document(s) and a filing message to the court.		
EFI-003	Provide E-Filer USER with the ability to assign electronic Document to one or many cases.		
EFI-004	Provide the E-File USER with the ability to electronically serve other existing parties on the case who are registered to receive service electronically.		
EFI-005	Provide the E-File USER with the ability to electronically serve other existing parties on the case when other existing parties have other vendor implementations of the Legal Service component.		
EFI-006	Provide the E-File USER with the ability to receive and process return responses from the court.		
EFI-007	Provide the E-File USER with the ability to electronically pay court fees and other financial obligations with a third party on-line service.		
EFI-008	Automatically validate information including, but not limited to, case number, filing parties, case types, document types, and other elements in accordance with court codes.		
EFI-009	Automatically provide error messages and correction options if the filing is not in accordance with court policies, codes, and requirements.		
EFI-010	Provides E-File USER the ability to file a motion requesting that information in the case file be shielded.		
EFI-011	Automatically deliver certificate of service electronically, indicating which participants were served electronically and which participants were served manually.		
EFI-012	Provide E-File USER to set default values, i.e. court department, type of case, party, etc.		
ECF Legal Service			
EFI-013	Provide E-Filer with the ability to receive electronic service from other parties in a case.		
ECF Filing Review			
EFI-014	Automatically receive electronic filings from multiple e-filing service provider implementations.		
EFI-015	Provide ADMIN USER the ability to electronically maintain court policies and rules for E-Filing.		
EFI-016	Provide ADMIN USER with the ability to define codes for electronic filings types based on filing metadata, case type, and other case characteristics.		
EFI-017	Provide ADMIN USER with the ability to define rule for establishing different filing review queues based on filing metadata, case type, and other case characteristics.		
EFI-018	Provide ADMIN USER the ability to define rules for accepting or rejecting an electronic filing automatically.		
EFI-019	Provide Review CA with the ability to review electronic payment information submitted with the filing.		
EFI-020	Automatically accept or reject an electronic filing based on rules.		
EFI-021	Provide Review CA the ability to view electronic filing metadata.		
EFI-022	Provide Review CA the ability to view the electronic documents.		
EFI-023	Provide Review CA the ability to accept or reject an electronic filing.		

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ID	Requirement Text	Response Code	Comments
EFI-024	Provide Review CA the ability view all electronic filings that were automatically accepted or rejected.		
EFI-025	Provide ADMIN USER the ability to define additional data entry fields for the file review process.		
EFI-026	Provide Review CA the ability to assign review information and comments to any preconfigured fields.		
EFI-027	Automatically send a return message to an E-file USER confirming the court's receipt of an electronic filing.		
EFI-028	Automatically construct electronic return messages from preconfigured fields.		
EFI-029	Automatically notify an E-file USER electronically when there is an error accepting document[s] and the reason[s] why.		
EFI-030	Provide ADMIN USER the ability to define codes for rejection reasons.		
EFI-031	Provide ADMIN USER to the ability to define rules to determine what electronic documents should initiate a new case.		
EFI-032	Provide E-Filer USER the ability to check on the status of a filing.		
EFI-033	Provide E-Filer USER the ability to query on the court rules and requirements for electronic filing.		
EFI-034	Automatically send to the ECF Court Record component that the e-filing has been reviewed and accepted.		
EFI-035	Automatically receive from the ECF Court Record component that the filing has been entered into the court record.		
EFI-036	Automatically notify an E-file USER electronically when the filing has been accepted and entered into the court record.		
EFI-037	Include capability to place visible file stamp on filed document.		
EFI-038	Provide the ability to can accept various file and media types and provides a method for handling other electronic materials involved in a case, including, e.g., transcript, exhibits, and multimedia presentations.		
EFI-039	Provide a means to interoperate with the ECMS and automatically verify the integrity of any electronic document received and stored by the court.		
EFI-040	Automatically provide an audit log of transactions as appropriate to the court's needs.		
EFI-041	Provide ADMIN USER with the ability to control USER privileges to create, modify, delete, print, or read electronic records.		
EFI-042	Automatically comply with statutes and rules for authentication of electronic documents.		
EFI-043	Automatically provides authentication of filer identity in accordance with court policies.		
EFI-044	Provide USER the ability to change the confidentiality status for documents or the case during the life of the case. This status must be reflected in the ECMS in a complete and timely manner.		
EFI-045	Provide ADMIN USER the ability to define rules for automatically setting a document as confidential.		
EFI-046	Automatically set confidentiality at the time of electronic document filing in accordance with statutes and rules or court orders.		
EFI-047	Automatically accommodates payments in accordance with statutes and rules, including ability to report on documents rejected for failure to pay.		
EFI-048	Provide USER with alerts on filings or document entries as appropriate (or entry in a work queue) when action on a filing is required.		
EFI-049	Provide USER the ability to turn filing off for a specific USER or require review for specific party.		

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E-Filing

ID	Requirement Text	Response Code	Comments
ECF Court Record			
EFI-050	Provide ADMIN USER the ability to define rules to determine what electronic documents create what docket entry.		
EFI-051	Automatically receive electronic documents from the Filing Assembly and index into the ECMS.		
EFI-052	Automatically index redacted versions of electronic documents in the ECMS.		
EFI-053	Automatically initiate a Case and assign Case field data with message data received from the Filing Review component.		
EFI-054	Automatically assign Case data to an existing Case with message data received from the Filing Review component.		
EFI-055	Automatically notify the Filing Assembly component that an electronic document has been recorded into the official records.		
EFI-056	Provide E-Filer USER with the ability to query party notification preference from the Member Records database.		
EFI-057	Provide E-Filer USER the ability to query for names and addresses of parties in a case who must be served.		
EFI-058	Provide E-Filer USER the ability to query court for data and documents held within the system and return the appropriate response.		
EFI-060	Automatically creates and dockets in the court's case management system a certificate of service for the document served.		
EFI-061	Interoperate with the ECMS to automatically provide for archiving of data and documents in accordance with approved retention, archiving and destruction policies.		
Related E-Filing Services			
EFI-064	Provide USER the ability to deliver case documents for entry and retrieval into the court's ECMS and Case Management System with "one-click" methods that do not require duplicative work on the part of court clerks for record entry into or retrieval from the case management system or ECMS.		
EFI-065	Provide USER with the ability to assign annotations that are not part of the court record, with appropriate confidentiality and access controls (including restrictions on who can talk to whom).		
EFI-069	Allow filer to opt in/out of e-mail types, such as case is continued, dismissed, service, judgments, and other events.		
EFI-070	Provide EFILE USER with the ability to request that a document be withdrawn electronically before it is committed to the record.		

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ID	Requirement Text	Response Code	Comments
CII-002	Enter in docket or register of actions case initiation information including date and time of initial filing, information on initial filing and basic case information (e.g., case number and other identifiers, case type, other case characteristics, court, case status, parties, counsel, judge, last and next events, and other docket-related events) (see also Docketing and Related Recordkeeping Function)		
CII-002.01	Provide ADMIN USER with the ability to define work flow for entering case initiation information in docket.	0	
CII-002.02	Provide ADMIN USER with the ability to define fields and Provide validation rules for entering case initiation information in docket.	0	
CII-002.03	Provide USER with the ability to initiate the case including case number, case type, other case characteristics (e.g., Department, condition, status date, type of review, stage, processing code, priority code), court, location, status, title (based on the rules setup by ADMIN USER) and Date and time of filing.	0	
CII-003	Provide the ability to define basic case information that must be entered in order to initiate a case, by case type.		
CII-003.01	Provide ADMIN USER with the ability to locally define rules for required fields for case initiation per case type.	0	
CII-004	Provide the ability to adopt the case number of the Chief Trial Counsel (the filing party) or assign a court generated case number in the format of YY-AA-99999 where: YY is the 2 digit year, AA is a one to two letter alphabetic code for the case type; and 99999 is a sequentially assigned number.		
CII-008	Assign appropriate security to records, particularly those with data about confidential matters or confidential events.		
CII-008.01	Provide ADMIN USER with the ability to define security access rules for any field or combination of fields in system.	0	
CII-008.02	Provide ADMIN USER with the ability to define security access rules for any person/organization entity in system.	0	
CII-008.03	Provide ADMIN USER with the ability to define security access rules for any case in the system.	0	
CII-008.04	Provide ADMIN USER with the ability to define security access rules for any Event object in the system.	0	
CII-008.05	Provide ADMIN USER with the ability to define security access rules for any Address to Entity relationship in the system.	0	
CII-008.06	Interoperate with the ECMS to provide ADMIN USER with the ability to define security access rules for any Document Image in the system.	0	
CII-009	Enter information in docket or register of actions for parties and participants as individuals (e.g., Ann Smith) or organizations (e.g., investigative service) with primary contact person if organization.		
CII-009.01	Provide ADMIN USER with the ability to define party type code.	0	
CII-009.02	Provide USER with the ability of a drill down option thru party type Category Type when selecting party type code.	0	
CII-009.03	Provide ADMIN USER with the ability to assign a party type code to a single PARTY CODE Category type.	0	
CII-009.04	Provide ADMIN USER with the ability to define ADDRESS TYPE CODE.	0	

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-009.05	Provide ADMIN USER with the ability to assign a party type code to multiple case type.	0	
CII-009.06	Provide USER with the ability to assign a PERSON to a case.	0	
CII-009.07	Provide USER with the ability to assign an Organization to a case.	0	
CII-009.08	Provide USER with the ability to assign many Primary Contacts to an Organization.	0	
CII-009.09	Provide USER with the ability to assign many PARTY Code Types to a (Person to case) Relationship.	0	
CII-009.10	Provide USER with the ability to assign many PARTY Code Types to a (Organization to case) Relationship.	0	
CII-009.11	Provide USER with the ability to have choices of party type codes that will validate against the case Category type of the case.	0	
CII-009.12	Provide USER with the ability to directly enter party type code.	0	
CII-009.13	AUTOMATICALLY validate party type code against the case Category type of the case.	0	
CII-009.14	Provide USER with the ability to assign first-name, middle-name, last-name, name-prefix, name-suffix and additional family or middle names to a Person.	0	
CII-009.15	Provide USER with the ability to assign an organization name to an Organization.	0	
CII-009.16	Provide USER with the ability to assign a resident agent or service party to an Organization	0	
CII-009.17	Provide ADMIN USER with the ability to define ADDRESS TYPE CODE.	0	
CII-009.18	Provide USER with the ability to assign many addresses to an Organization or Person.	0	
CII-009.19	Provide USER with the ability to assign an address type to an Address.	0	
CII-009.20	Provide USER with the ability to assign international address information to an Address.	0	
CII-009.21	Provide USER with the ability to assign an end date to a (PARTY to Address) Relationship.	0	
CII-009.22	Provide USER with the ability to assign an unlimited number of Persons and Organizations to a case.	0	
CII-010	Provide ability to establish relationships between parties and relationship between party and case (counsel/client, respondent, witness, victim, etc.).		
CII-010.01	Provide ADMIN USER with the ability to define CODES for PARTIES.	0	
CII-010.02	provide ADMIN USER with the ability to define relationships between PARTIES on a case.	0	
CII-010.03	Provide ADMIN USER with the ability to Maintain relationships between PARTY and case. Allow the same PARTY to be associated with many cases.	0	
CII-010.04	Provide ADMIN USER with the ability to specify what these roles are or make them USER defined per case type per party type.	0	
CII-010.05	Provide USER with the ability to assign a PARTY to one or more cases.	0	
CII-010.06	Provide USER the ability to assign a case to one or more Parties.	0	
CII-011	Provide ADMIN USER with the ability to define case processing timelines by case type and other case characteristics.		

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-011.01	Provide ADMIN USER with the ability to define case processing templates.	0	
CII-011.02	Provide ADMIN USER with the ability to define rules for alerts within those templates.	0	
CII-012	Provide the ability to enter Bar Number and retrieve PARTY information from the Member Database.		
CII-014	Create and maintain locally defined index that (1) contains basic index information (e.g., each PARTY name, Bar Number, role in case, and whether party has counsel; case type; court type and location; case number and other identifiers; date filed; and cross reference to other parties in case [e.g., other party named in case title or style]); (2) permits database look-up by a choice of key fields (e.g., party name, party role, case filed date range) and, if record found; (3) permits retrieval and display of index information;, and (4) permits easy interfaces with other parts of case processing system as noted below.		
CII-014.01	Provide ADMIN USER with the ability to define fields for searching the case and PARTY records.	0	
CII-014.02	Provide ADMIN USER with the ability to define fields that are displayed in the case and PARTY Index search result screen.	0	
CII-014.03	Provide ADMIN USER with the ability to define rules for screen navigation based on field values in a selected row.	0	
CII-014.04	Provide USER with the ability to search the case and PARTY Index with specified fields.	0	
CII-014.05	Provide USER with the ability to manually navigate directly from the search result screen to any functional screen based on field value context of a selected row.	0	
CII-014.06	Provide USER with the ability to manually navigate directly from a search result row to a pre-configured screen.	0	
CII-014.07	Provide USER with the ability to sort on any column in the case and PARTY search result screen.	0	
CII-015	Handle look-up and retrieval sub-functions by identifying a specific party name, bar number, party role, court type or location, case or party identifier, case filed date range—if necessary, after eliminating other cases or parties that satisfy original look-up—and then obtaining index information by selecting from list of matching cases or parties or by using key fields noted above (e.g., USER requests list of parties named Smith, system returns list of Smiths, USER selects desired Smith from list by clicking on proper line or entering proper keys (sometimes after several tries that yield another Smith), system returns index information on cases involving that Smith).		
CII-015.01	Provide USER with the ability to search on case and PARTY Index by narrowing a previous search (ex. USER is able to select specific rows (usually after a sort). System then AUTOMATICALLY repopulates the search fields with new range values from selected.	0	
CII-016	Allow USERS to easily and concurrently operate and transition between multiple windows accessing other components of the application.		
CII-017	Generate locally defined case title or style (e.g., the application should create a default title that is the respondent's full name). Allow for override of automated case title or style.		
CII-017.01	Provide ADMIN USER with the ability to locally define rules for formatting the case title.	0	

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-017.02	Provide USER with the ability to assign case title to a case by overriding the automatic default for case title format.	0	
CII-017.03	provide ADMIN USER with the ability to locally define rules for formatting the case style.	0	
CII-019	Enter reason for initiation (e.g., new filing, transferred from another jurisdiction, reopened or remanded case, counter or cross claims, de novo appeal according to local procedures).		
CII-019.01	Provide ADMIN USER with the ability to locally define case initiation reasons.	0	
CII-019.02	Provide the ADMIN USER with the ability to locally define types for case initiation rejection reasons.	0	
CII-024	Upon completion of case initiation and using templates created by the ADMIN USER, automatically generate notices (e.g., Notice of Assignment, Notice of Initial Status Conference), Declaration of Service, and any other documents required by the judge, the case type or the venue.		
CII-026	Display in case history the time standards for, and age of, a given case. Age must be calculated per business rules for initiation, suspension, and disposition.		
CII-026.01	AUTOMATICALLY display the case age based on the time standards, and the business rules for initiation, suspension, and disposition.	0	
CII-027	Provide the ability to consolidate cases, identifying the related cases and the nature of the relationship between them (e.g., provide the ability to associate an O case to a related T case type and classify the relationship).		
CII-028	Establish relationships (including type of relationship) between cases and case categories and court types, locations, and departments.		
CII-028.01	Provide ADMIN USER with the ability to define COURT TYPE CODES (e.g., Hearing, Review).	0	
CII-028.03	Provide ADMIN USER with the ability to define Court LOCATION CODES (e.g., San Francisco, Los Angles).	0	
CII-028.05	Provide ADMIN USER with the ability to assign USERS to one or more Court LOCATION CODE.	0	
CII-028.07	Provide USER with the ability to assign a CASE TYPE a default COURT LOCATION CODE.	0	
CII-030	If counsel is included in index, allow multiple names and bar identifiers and relationship to law firm.		
CII-030.01	Provide ADMIN USER with the ability to define rules to identify multiple counsel names and bar identifiers only if counsels included on index.	0	
CII-030.02	Provide the ADMIN with the ability to define relationship between counsel and law firm.	0	
CII-031	Include index information in index record or make this information easily accessible (e.g., in a manner that requires no additional USER actions).		
CII-031.01	AUTOMATICALLY maintain index records.	0	
CII-032	Permit index to be updated based on occurrence of specific case events (e.g., motions filed, dispositions decided).		
CII-033	Extract, print, or otherwise produce (e.g., PDF) with appropriate security restrictions index information arranged according to various components of index (e.g., PARTY, case number, case status).		

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-033.01	Provide USER with the ability to request output of case/PARTY index.	0	
CII-033.02	Provide USER with the ability to set preferences on sort criteria on case and PARTY Index output.	0	
CII-033.03	Provide USER with the ability to set preferences on fields to be included in case and PARTY Index output.	0	
CII-034	Retrieve basic index information on all cases associated with specific participant.		
CII-034.01	Provide ADMIN USER with the ability to define rules for Specific participant on all cases.	0	
CII-036	Capture or allow entry of other unique identifiers as needed (e.g., witness, interpreter) and establish relationships with participants.		
CII-036.01	Provide ADMIN USER with the ability to define Agency Group Type codes.	0	
CII-036.02	Provide USER with the ability to assign a Person to an Agency Group Type.	0	
CII-036.03	Provide USER with the ability to assign an end date to an (Entity to Agency Group) Relationship.	0	
CII-036.04	Provide ADMIN USER with the ability to define PARTY relationships types.	0	
CII-036.05	Provide ADMIN USER with the ability to assign valid PARTY Relationship types for party type pairs.	0	
CII-036.06	Provide USER with the ability to assign many (Person to Person) Relationships between the same 2 Persons on the same case.	0	
CII-036.07	Provide USER with the ability to assign an end date to a (PARTY to PARTY) Relationship on a case.	0	
CII-044	Assign cases to court type, judge, location, department, and courtroom AND/OR other appropriate entities based on established relationships (see Scheduling Function).		
CII-044.01	AUTOMATICALLY and provide USER with the ability to assign cases to a judge, courtroom, department or location based on established case data and relationships.	0	
CII-045	Allow USER to designate the nature of the relationship between cases (e.g. co-respondents or multiple cases against same respondent).		
CII-045.01	Provide ADMIN USER with the ability to define CODES for PARTIES.	0	
CII-045.02	Provide ADMIN USER with the ability to define relationships between PARTIES on a case.	0	
CII-045.03	Provide ADMIN USER with the ability to Maintain relationships between PARTY and case. Allow the same PARTY to be associated with many cases.	0	
CII-045.04	Provide ADMIN USER with the ability to specify what these roles are or make them USER defined per case type per party type.	0	
CII-077	Inform USER when situations exist for persons in new case that USER should be aware of (e.g., pending cases or member status) and identify situation to extent information is in the system.		
CII-077.01	Provide ADMIN USER with the ability to define rules regarding which types of cases/charges are reported to USER upon case initiation.	0	
CII-077.02	Provide ADMIN USER with the ability to define rules regarding which types of cases are subject to USER alerts upon initiate.	0	

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-077.03	Provide ADMIN USER with the ability to define rules regarding minimum search criteria for PARTY search, e.g. name and D.O.B.	0	
CII-077.04	AUTOMATICALLY perform a search of database for existing cases involving PARTY(ies) to case in accordance with locally defined rules.	0	
CII-077.05	Alert USER when existing case(s) exist for identified PARTY.	0	
CII-077.06	Provide USER with the ability to search database for cases involving PARTY(ies) to case from within case initiation module.	0	
CII-077.07	Provide USER with the ability to choose which PARTY(ies) to case to run search.	0	
CII-077.09	Provide USER with the ability to ignore any automatic alerts regarding existing cases for identical PARTY(ies) to case being initiated.	0	
CII-078	Assign judge to case on case initiation or per local business rules (e.g., manual, random, rotational assignment).		
CII-078.01	Provide ADMIN USER with the ability to globally define types of Judge assignment.	0	
CII-078.02	Provide USER with the ability to assign a Judge or multiple Judges (see en banc review) to a case or group of cases.	0	
CII-078.03	Provide ADMIN USER with the ability to define local business rules regarding manual or automatic assignment of judges, e.g. random assignment, rotation, etc.	0	
CII-078.04	Provide USER with the ability to select judge assignment in accordance with locally defined rules.	0	
CII-078.05	Provide USER with the ability to override automated judge	0	
CII-079	AUTOMATICALLY conduct conflict checking when assigning a judge to a case.		
CII-079.01	Provide the ability for ADMIN USER to define conditions recorded in the CMS database that create a conflict of interest (e.g., a hearing judge who conducted an ENE hearing for a respondent may not rule on a later case for that respondent).	0	
CII-079.02	AUTOMATICALLY apply rules using those conditions to identify conflicts of interest requiring judicial recusal.	0	
CII-085	Provide the ability to define validation criteria for specific fields, events, and work flow processes at the local level.		
CII-085.01	Provide ADMIN USER with the ability to locally define validation criteria.	0	
CII-085.02	Provide ADMIN USER with the ability to locally define work flow processes.	0	
CII-088	Provide the ability to have USER-defined types of cases.		
CII-088.01	Provide ADMIN USER with the ability to locally define codes for case types (nature of action).	0	
CII-088.02	Provide USER with the ability to select case type code(s) upon case initiation.	0	
CII-090	Initiate case with minimal information to be updated later (i.e., allows cases initiated with case number assignment only) and then flag these incomplete cases and track them.		
CII-090.01	Provide ADMIN USER with the ability to define rules regarding required fields when initiating a case.	0	

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-090.02	Provide USER with the ability to assign limited or incomplete information on case initiation without undoing the process.	0	
CII-090.03	Provide ADMIN USER to define REPORT of incomplete case initiations.	0	
CII-091	Provide the ability to produce text and bar code labels, RFID tags, or future technology for attachment to case folders, for documents to be served, and for subsequent manual filings.		
CII-091.01	Provide for bar-coding, etc. for case folders.	0	
CII-091.02	Print bar code on case folders, notices, summons, etc. or other system-generated documents.	0	
CII-091.03	Print bar code on any cover sheets associated with manual filings.	0	
CII-091.04	Associate/insert bar code on scanned document images.	0	
CII-092	Allow a USER to stop, exit or place the case on hold once the case initiation work flow has begun. This process must consider the case flow clock performance statistics are not distorted.		
CII-092.01	Provide ADMIN USER with the ability to globally define rules for starting/stopping/suspending the case initiation while maintaining the proper case flow measurements.	0	
CII-092.02	Provide USER with the ability to assign start, suspend, stop events to case during case initiation	0	
CII-102	The system must support shielding done either by request or by motion or order (e.g., filing under seal).		
CII-102.01	Provide ADMIN USER with the ability to define RULES regarding shielding of certain information.	0	
CII-102.02	Provide USER with the ability to shield information pursuant to court rule.	0	
CII-102.03	AUTOMATICALLY prevent public access to shielded information.	0	
CII-111	CMS must allow for rule changes in relationship to public access and changes on services to parties.		
CII-111.01	Provide ADMIN USER with the ability to globally define rules regarding public access/confidentiality of case records by case type, e.g. confidential/sealed at case initiation.	0	
CII-111.02	Provide ADMIN USER with the ability to define rules regarding service on parties, e.g. time for filing response, etc. based upon changes in court rules.	0	
CII-112	CMS must be accessible and accommodate all customers with ADA.		
CII-112.01	Provide all USERS with disabilities access to the system alternate translations based on disability.	0	
CII-113	Service and manner of notification in all case types must be modifiable depending on the case type or party type.		
CII-113.01	Provide ADMIN USER with the ability to define rules regarding service on parties, e.g. time for filing response, etc. based upon case	0	
CII-113.01	Provide ADMIN USER with the ability to define rules regarding method of service based upon case type.	0	
CII-114	The system should enable for there to be a case information form that may be or may not be required to be filed with each case.		
CII-114.01	Provide ADMIN USER with the ability to define rules for requiring the filing of a case Information form for case filings and response.	0	

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Case Initiation & Indexing

ID	Requirement Text	Response Code	Comments
CII-115	The system should provide the ability to view and print a work flow map for any case.		
CII-115.01	Provide USER the ability to view and print work flow maps for any case or specific business process.	0	
CII-116	The system should enable a USER to refuse acceptance of a case based on court rule.		
CII-116.01	Provide ADMIN USER with the ability to define a rule to allow a clerk to refuse to accept and file a paper presented for filing.	0	
CII-123	The system must enable configuration of which case status periods allow certain events to be excluded from the case flow clock performance statistics so they are not distorted (e.g., when cases are abated or		

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Docketing, Record Keeping

ID	Requirement Text	Response Code	Comments
DRK-001	Allow easy entry of multiple filings that apply to single case or related cases (e.g., consecutive entry of multiple pleadings for single case).		
DRK-001.01	Provide USER with the ability to assign many FILINGS to a single CASE.	0	
DRK-002	Enter information once and apply to multiple cases or persons upon confirmation by user (e.g., single entry for several parties with same counsel or address; copy docket entry to related cases; single entry when PARTIES have different roles in different cases such as party who is petitioner in one case and respondent in another case), including checks to ensure changes are not applied to wrong cases or people.		
DRK-002.01	Provide USER with the ability to assign a single FILING to multiple CASES.	0	
DRK-002.02	Provide ADMIN USER with the ability to define rule for ensuring correct CASES are updated when updating multiple CASES at once.	0	
DRK-002.03	Provide USER with the ability to confirm the automatic assignment of information to related CASES.	0	
DRK-002.04	Provide USER with the ability to assign with ease new associations between existing CASES, PERSONS and EVENTS.	0	
DRK-002.05	AUTOMATICALLY assign new information on a CASE to another related CASE.	0	
DRK-003	Track and display or produce reports on relationship of specific cases and parties to one or more service providers and other participants.		
DRK-003.01	Provide USER with the ability to display the relationship between CASES and PARTIES to one or more SERVICE PROVIDERS.	0	
DRK-003.02	Provide ADMIN USER with the ability to define types of SERVICE PROVIDERS.	0	
DRK-003.03	Provide ADMIN USER with the ability to define types of referrals (e.g. court ordered or petition)	0	
DRK-003.04	Provide ADMIN USER with the ability to define types of referral reasons.	0	
DRK-003.05	Provide ADMIN USER with the ability to globally define type associations between SERVICE PROVIDERS and COURT TYPE, CASE CATEGORIES and CASE TYPES.	0	
DRK-003.06	Provide ADMIN USER with the ability to locally define type associations between SERVICE PROVIDERS and COURT TYPE, CASE CATEGORIES and CASE TYPES.	0	
DRK-003.07	Provide USER with the ability to assign referral information such as: requestor, mediator, type of referral, reason for referral, date of referral, subsequent report dates, non compliance information, funds involved to a CASE.	0	
DRK-003.08	Provide USER with the ability to assign a relationship between a SERVICE PROVIDER and a PARTY.	0	
DRK-004	Provide capability to print or display template forms/notices with and without entered data, including partial printing of documents or batch jobs.		
DRK-004.01	Provide USER with the ability to display form/notices templates containing CASE data.	0	

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Docketing, Record Keeping

ID	Requirement Text	Response Code	Comments
DRK-004.02	Provide USER with the ability to display form/notices templates without CASE data.	0	
DRK-004.03	Provide USER with the ability to display partial documents.	0	
DRK-005	Maintain case information originally entered during case initiation in docket or register of actions including information on initial filing and basic case information, as well as information that supplements these initial entries.		
DRK-005.01	Provide USER with the ability to assign additional CASE information after completion of case initiation.	0	
DRK-006	Maintain information originally entered during case initiation for parties and participants as individuals (e.g., Ann Smith) or organizations (e.g., Acme Asbestos Company) with primary contact person if organization.		
DRK-006.01	Provide USER with the ability to assign additional CASE PARTICIPANT information after case initiation.	0	
DRK-006.02	Provide USER with the ability to assign organizations as a CASE PARTICIPANT.	0	
DRK-006.03	Provide USER with the ability to assign multiple contact persons for organizations.	0	
DRK-007	Create docket entry and update case information based on occurrence of specific events (defined by case type, court, event) that can be completely or partially transferred from another function such as hearing scheduled (e.g., motion granted or denied), hearing results (e.g., summary judgment), dispositions (e.g., disposition date, type of disposition, information on judgment), and requests for enforcement of judgment.		
DRK-007.01	Provide USER with the ability to assign a docket entry to the case.	0	
DRK-007.02	Provide ADMIN USER with the ability to define specific events based on court type, case category, case type , case sub categories.	0	
DRK-007.03	Provide USER with the ability to assign docket entries to a case based on event information completely or partially transferred from another function.	0	
DRK-007.04	Provide ADMIN USER with the ability to define types of events that create docket entries	0	
DRK-007.05	Provide ADMIN USER with the ability to define type associations between docket entries and events	0	
DRK-007.06	Provide ADMIN USER with the ability to locally define rules for configuring docket entry content.	0	
DRK-008	Create docket entry based on electronic documents distributed by other functions (e.g., notices, orders).		
DRK-008.01	Provide ADMIN USER with the ability to define type of electronic documents and associated docket entry types.	0	
DRK-008.02	Provide ADMIN USER with the ability to define type associations between electronic documents and docket entries.	0	
DRK-008.03	Provide USER with the ability to assign docket entry to the case based on type of electronic document.	0	
DRK-008.04	AUTOMATICALLY assign a docket entry after generation of electronic document.	0	

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Docketing, Record Keeping

ID	Requirement Text	Response Code	Comments
DRK-008.05	AUTOMATICALLY assign a TYPE to a docket entry based on the type of electronic document triggering the generation of the docket entry. .	0	
DRK-008.06	Provide USER with the ability to track referrals to non-court agencies.	0	
DRK-008.07	Maintain record of all referrals made to non-court agencies.	0	
DRK-008.08	Provide USER with the ability to assign deadlines to agency referrals.	0	
DRK-008.09	Provide ADMIN USER the ability to restrict the view of docket entries based on docket entry type.	0	
DRK-009	Permit user to identify and retrieve electronic documents from the ECMS by identifying them on each detailed list of docket events (e.g., with icon or link adjacent to event such as motion for dismissal filed indicating that motion filed electronically) and easy display or print the electronic document (e.g., motion that was filed) as well as simple return to document list.		
DRK-009.01	Provide USER with the ability to search case docket entries.	0	
DRK-009.02	Provide USER with the ability to sort case docket entries.	0	
DRK-009.03	Provide USER with the ability to display case docket entries along with an indicator for electronic documents.	0	
DRK-009.04	Provide USER with the ability to display the content of manually selected electronic documents from a list.	0	
DRK-009.05	Provide ADMIN USER with the ability to define display fields representing the list of electronic documents.	0	
DRK-009.06	Provide USER with the ability to view the case docket entry list.	0	
DRK-010	Allow single event to create multiple docket entries (e.g., event is hearing; docket entries are counsel withdrawal and hearing results).		
DRK-010.01	Provide USER with the ability to assign multiple docket entries arising from a single event.	0	
DRK-010.02	Provide ADMIN USER with the ability to define rules determining the docket entries that should be created from a single event.	0	
DRK-011	Enter, maintain, and display or print information on special case processing requirements or orders, with proper security (e.g., sealed case or document, sealed addresses, sealed parties, etc.), including confidential record checks. When accessing a case, alert the judicial officer that confidential information exists.		
DRK-011.01	Provide ADMIN USER with the ability to globally define rules for secured CASE information.	0	
DRK-011.02	Provide USER with alerts when accessing a CASE containing secured data.	0	
DRK-011.03	Provide USER with the ability to assign security indicators to a CASE, PERSON or EVENT.	0	
DRK-012	Maintain case information as official court record in accordance with state statutes and court rules.		
DRK-012.01	Provide ADMIN USER with the ability to define rules for determining what data is to be included in the official Court Record.	0	

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ID	Requirement Text	Response Code	Comments
DRK-013	Maintain individual information on multiple parties, participants, and counsel in a case such as personal information, status including dismissals, current addresses, address histories, voice and facsimile telephone numbers, e-mail addresses, interpreter requirements, role, etc.		
DRK-013.01	Provide USER with the ability to assign: party bankruptcy status, party dismissal status, address, address history, voice and facsimile numbers, e-mail addresses, interpreter requirements, party type, military service status.	0	
DRK-013.02	Provide ADMIN USER with the ability to define type of party statuses (e.g. bankruptcy, military, dismissed).	0	
DRK-013.03	Provide ADMIN USER with the ability to define type of interpreter languages.	0	
DRK-014	Enter, change, or withdraw counsel for specific cases (or groups of cases) or parties (or groups of parties) with dates when active and inactive, including the ability to remove counsel appearances in batch, either user controlled/initiated or automatic.		
DRK-014.01	Provide USER with the ability to assign counsel start date for specific cases (or groups of cases) or parties (or groups of parties).	0	
DRK-014.02	Provide USER with the ability to maintain history of counsel appearances.	0	
DRK-014.03	Provide USER with the ability to assign counsel's end date for specific cases (or groups of cases) or parties (or groups of parties).	0	
DRK-014.04	Provide ADMIN USER with the ability to define a rule to assign counsel end dates.	0	
DRK-014.05	Provide USER with the ability to manually assign counsel end dates.	0	
DRK-014.06	Provide ADMIN USER with the ability to globally define rules for AUTOMATICALLY assigning counsel end dates.	0	
DRK-017	Permit, with proper authorization (e.g., supervisor approval), deletion of specific docket entries and all related data (e.g., deletion of pleading and fee information causes related docket and accounting information to be deleted).		
DRK-017.01	Provide USER with the ability to assign an indicator to any record that indicates that the record was entered as error.	0	
DRK-017.02	Provide ADMIN USER with the ability to define rule for displaying records that have been marked as error.	0	
DRK-018	Apply a specific change to multiple dockets, parts of dockets, or groups of cases as if they were a single docket or case (e.g., change of Judge Smith's courtroom causes all records containing old courtroom number to be changed to new courtroom number, transfer group of cases to new judge when former judge retires or conflict arises, transfer group of cases to another division).		
DRK-018.01	Provide USER with the ability to select one or more CASES and apply a specific change to all CASES selected.	0	
DRK-018.02	Provide USER with the ability to select one or docket entries on one or more CASES and apply a specific change to all docket entries selected.	0	
DRK-018.03	Provide ADMIN USER with the ability to define a rule on what changes to what actions is allowed in interactive batch mode.	0	
DRK-018.04	Provide ADMIN USER with the ability to define field(s) for querying CASES or Docket Entries eligible for change.	0	

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ID	Requirement Text	Response Code	Comments
DRK-018.05	Provide ADMIN USER with the ability to define field(s) that are displayed in the search results.	0	
DRK-019	Link and display information on docket entries for events related to current docket entry (e.g., "life cycle" of a motion--when defendant files motion that opposes previously filed motion of plaintiff, defendant's motion would be linked to original plaintiff's motion filed, and new motion filed would be linked to all pending motions in case with information displayed on who filed motions, factors involved, and pending decisions).		
DRK-019.01	Provide ADMIN USER with the ability to define rules regarding relationships between documents based on document type (e.g. complaint, answer, request)..	0	
DRK-019.02	Provide USER with the ability to "drill down" to obtain the details of all data relationships to the case.	0	
DRK-019.03	Provide ADMIN USER with the ability to define codes to associate decision with document.	0	
DRK-019.04	Provide USER with the ability to assign filing parties to document(s).	0	
DRK-019.05	Provide USER with the ability to assign relationship between document(s).	0	
DRK-019.06	Provide USER with the ability to assign decision to document.	0	
DRK-019.07	Provide USER with the ability to sort for DOCUMENTS by type, decision, filing PARTY.	0	
DRK-019.08	Provide ADMIN USER with the ability to define field(s) for querying all docket entries.	0	
DRK-019.09	Provide ADMIN USER with the ability to define fields that are displayed in the docket entry results.	0	
DRK-019.10	Provide USER with the ability to view with ease all relationships associated with a selected docket entry.	0	
DRK-019.11	Provide USER with the ability to search for all docket entries.	0	
DRK-021	Create, maintain, and produce (according to user-specified criteria such as selected workstation[s] or selected case[s]) audit trail identifying persons who made docket and other entries (including updates) and when they made entries (highlighting when filing occurred if filing and entry dates are different).		
DRK-021.01	Provide ADMIN USER with the ability to locally define rule(s) defining action to be taken when entry and filing dates are disparate.	0	
DRK-021.02	Provide ADMIN USER with the ability to locally define REPORT for object(s) (e.g. documents, scheduled events, parties, etc.) with information such as entry date, filing date, party-to-object, etc.	0	
DRK-021.03	Provide ADMIN USER with the ability to locally define fields that are displayed on the report.	0	
DRK-021.04	Provide USER with the ability to produce report for object(s) (e.g. documents, scheduled events, parties, etc.).	0	
DRK-021.05	AUTOMATICALLY assign system USER, create/update date and time to every record.	0	
DRK-022	Print or display all, part, or summaries of docket(s) (e.g., events in register of actions, all parties, summaries of judgment information, case age) for specific case or group of cases and for life of case or specific date range in chronological, reverse chronological, or docket sequential number order.		

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ID	Requirement Text	Response Code	Comments
DRK-022.01	Provide USER with the ability to print the displayed view(s).	0	
DRK-022.02	Provide USER with the ability to select one or many CASES and produce selected views.	0	
DRK-022.03	Provide ADMIN USER with the ability to define views of CASE information.	0	
DRK-022.04	Provide ADMIN USER with the ability to define fields for querying on different CASE views.	0	
DRK-022.05	Provide ADMIN USER with the ability to define fields that are displayed in the different CASE views.	0	
DRK-022.06	Provide USER with the ability to select with ease one or more views to display.	0	
DRK-024	Maintain file of input templates available to users to create input documents and, as necessary, associated cover sheets (for use when pleadings are filed electronically) and relate each template to court event(s) (e.g., to correlate templates with events and to allow details of specific electronically filed complaint to be inserted into boilerplate text of complaint form for hard copy printout).		
DRK-024.01	Provide ADMIN USER with the ability to define DOCUMENT templates.	0	
DRK-025	Maintain and print or display history of changes in judge assignment including those by recusal and showing present and former judges, dates of assignment, and reasons for change.		
DRK-025.01	Provide ADMIN USER with the ability to codes for types of Judge Assignment.	0	
DRK-025.02	Provide ADMIN USER with the ability to define codes for Judge Assignment removal to case.	0	
DRK-025.03	Provide USER with the ability to assign a Judge removal code to Judge Assignment.	0	
DRK-025.04	Provide ADMIN USER with the ability to define REPORT for Judge Assignment history.	0	
DRK-025.05	Provide USER with the ability to produce report for Judge Assignment to CASE..	0	
DRK-025.06	Provide USER with the ability to sort on Judge, type of Judge Assignment, Assignment Date, Removal Reason, Removal Date.	0	
DRK-025.07	Provide USER with the ability to assign JUDGE ASSIGNMENT to CASE.	0	
DRK-026	Maintain and print or display history of counsel changes for specific case or party, including dates active/inactive and reason(s) for removal.		
DRK-026.01	Provide ADMIN USER with the ability to globally define codes reasons for counsel removal (e.g. case closed/inactivated, striking/substitution of appearance).	0	
DRK-026.02	Provide ADMIN USER with the ability to define REPORT on counsel/PARTY data.	0	
DRK-026.03	Provide USER with the ability to produce REPORT for counsel/PARTY data.	0	
DRK-027	Enter and maintain information (e.g., document title and identifier, defendant and participant, fees collected) and dates on filings and other completed events not previously in system (e.g., participant added or deleted, plea entered, motion filed, or hearing date set).		

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ID	Requirement Text	Response Code	Comments
DRK-027.01	Provide USER with the ability to assign past dates to events.	0	
DRK-027.02	AUTOMATICALLY maintain system date (data entry date) for events added to system.	0	
DRK-028	Maintain information on multiple case participants (e.g., status including dismissals, consolidations, bifurcations, previously-closed cases that have been reopened).		
DRK-028.01	Provide USER with the ability to view detailed disposition history for one to many CASE PARTICIPANTS.	0	
DRK-028.02	Provide USER with the ability to search for other cases associated with a CASE PARTICIPANT (party name) from within the CASE.	0	
DRK-029	Maintain multiple current and historical addresses, with beginning and ending dates, for each judge, all counsel, all case participants including plaintiffs/defendants and witness.		
DRK-029.01	Provide ADMIN USER with the ability to globally define codes for address type.	0	
DRK-029.02	Provide ADMIN USER with the ability to globally define central repository for counsel data.	0	
DRK-029.03	Provide USER with the ability to assign address types, start and end dates for PARTY address..	0	
DRK-029.04	AUTOMATICALLY maintain complete history of all address information for every type of entity.	0	
DRK-030	Coordinate with Case Initiation and Indexing Function to enter and track all charges, issues and requested relief (initial and modified) filed by any case participant at case initiation and subsequently and to link charges to proper respondent and incident.		
DRK-030.01	AUTOMATICALLY maintain complete history of CHARGES/ISSUES/RELIEF.	0	
DRK-030.02	Provide USER with the ability to link charges to defendant and a specific incident	0	
DRK-030.03	Provide USER with the ability to assign issues/requested relief to a case.	0	
DRK-033	Perform locally defined edit and data validation checks such as content of each individual data field (e.g., proper format for a date) and relationship of data field to other data (e.g., attempt to schedule hearing for cases with open warrants and other served documents).		
DRK-033.01	Provide ADMIN USER with the ability to define rules for data validations on all fields.	0	
DRK-042	Allow or disallow different types of filings or events for each unique case type.		
DRK-042.01	Provide ADMIN USER with the ability to define codes to associate document types with case type.	0	
DRK-043	Allow newly-entered events to be inserted as appropriate in docket (e.g., before later entries in chronological event list).		
DRK-043.01	Provide USER with the ability to assign date to event.	0	
DRK-043.02	Provide USER with the ability to sort display on date field.	0	
DRK-043.03	Provide USER the ability to assign a docket entry to a CASE.	0	
DRK-044	Allow user to define, modify, and maintain all relationships noted in Case Initiation and Indexing and Docketing and Related Record Keeping.		

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ID	Requirement Text	Response Code	Comments
DRK-044.01	Provide ADMIN USER with the ability to define codes to associate PARTYTOCASE with events (e.g. filing party, party type, etc.).	0	
DRK-044.02	Provide USER with the ability to assign PARTIES to events.	0	
DRK-045	Restore any relationship noted above if erroneously modified or deleted. (see Security Function)		
DRK-045.01	Provide USER with the ability to assign PARTIES to certain events.	0	
DRK-046	Provide ADMIN USER the ability to define a prompted work flow for the entry of docket information based on case type and event.		
DRK-047	Continue case and person information security and data integrity begun in case initiation, such as increased security to social data on case participants and their families (e.g., medical, family, SSN, relationships, defendants, victims, etc.).		
DRK-047.01	Provide ADMIN USER with the ability to globally define codes to identify sealed, secret or confidential CASE information.	0	
DRK-047.02	Provide USER with the ability to assign codes to CASE information to indicate confidentiality.	0	
DRK-050	Provide audit trail for all activity contained in each case.		
DRK-050.01	Maintain history of all case-related activity (events), including User login, User create and User update dates.	0	
DRK-050.02	Provide ADMIN USER with the ability to define REPORT showing User create and update information for all events, including User login and dates.	0	
DRK-050.03	Provide USER with the ability to produce/view REPORT of case events with User create and User update information, (e.g. User login, User dates).	0	
DRK-051	Ability to relate actions based on a docketed event according to locally defined business rules.		
DRK-051.01	Provide ADMIN USER with the ability to locally define work flow process by event, case type according to local business rules.	0	
DRK-051.02	Provide ADMIN USER with the ability to locally define rules for work flow based on event, case type, etc. according to local practice.	0	
DRK-052	Allow the user management team to enter and maintain codes for data tables (e.g., charge codes and descriptions), including history of codes and charge tables.		
DRK-052.01	Provide ADMIN USER with the ability to globally define codes for statutes, including allegation/charge codes, descriptions, effective date, rescission date, charging language, etc.	0	
DRK-052.02	AUTOMATICALLY maintain history of changes to codes, descriptions, effective date, rescission date, etc.	0	
DRK-056	Ability to change erroneously assigned case numbers with a safeguard to prevent inadvertent changes to or deletion of cases.		
DRK-056.01	Provide ADMIN USER with the ability to define rules regarding deletion/retention of previously assigned case ids.	0	
DRK-056.02	Provide ADMIN USER with the ability to DELETE case ids erroneously assigned.	0	
DRK-057	Allow edits to case information for errors made during the case initiation and notice processes.		

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ID	Requirement Text	Response Code	Comments
DRK-057.01	Provide ADMIN USER with the ability to define rules regarding what CASE information can be edited and/or deleted.	0	
DRK-057.02	Provide USER with the ability to assign (edit) previously entered information or to mark previously entered information as having been entered in error.	0	
DRK-058	Provide the ability to consolidate cases (manage multiple cases as one, although cases themselves remain separate).		
DRK-058.01	Provide ADMIN USER with the ability to globally define types of case consolidation.	0	
DRK-058.02	Provide ADMIN USER with the ability to locally define work flow process based on type of case consolidation	0	
DRK-058.03	Provide USER with the ability to assign consolidation type to a group of CASES.	0	
DRK-060	Track time periods and/or allowances for notices and motions.		
DRK-060.01	Provide ADMIN USER with the ability to define codes for TICKLES.	0	
DRK-060.02	Provide ADMIN USER with the ability to define work flow process upon expiration of TICKLE.	0	
DRK-060.03	Provide ADMIN USER with the ability to define REPORTS showing information regarding whether or not certain deadlines have been	0	
DRK-060.04	Provide USER with the ability to assign tickle codes to designated events.	0	
DRK-060.05	Provide USER with the ability to override (delay) tickle expiration date.	0	
DRK-060.06	Provide USER with the ability to search for TICKLES by User-defined criteria such as case type, case id, tickle code, tickle expiration, etc.	0	
DRK-060.07	Provide ADMIN USER with the ability to define field(s) for querying on TICKLE information.	0	
DRK-060.08	Provide ADMIN USER with the ability to define field(s) that are displayed in the search results.	0	
DRK-060.09	Provide USER with the ability to search with ease for TICKLE information.	0	
DRK-060.10	Provide ADMIN USER the ability to define the time frame for a TICKLE based on a combination of conditions including but not limited to the case type, the event (e.g., service of notice), and service location of the PARTY.		
DRK-075	Capture dates correctly by deciphering the difference between effective date and entered date and allow for docketing of retroactive filings.		
DRK-075.01	AUTOMATICALLY capture system date & time upon entry of event record.	0	
DRK-075.02	Provide USER with the ability to assign filing date independent of date of data entry.	0	
DRK-081	Provide the JUDGE and CA the ability to enter confidential notes into a docket entry, keeps these notes secure, and access them as needed.		
DRK-081.01	Provide ADMIN USER with the ability to define confidential status of events by event type.	0	
DRK-081.02	Provide USER with the ability to assign confidential status to event.	0	
DRK-081.03	Provide USER with the ability to view confidential information based on security settings.	0	

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ID	Requirement Text	Response Code	Comments
DRK-081.04	Provide USER with the ability to assign confidential comments to case	0	
DRK-093	Provide a mechanism for searching for cases with a specific condition(s) that require CA or judge action.		
DRK-093.01	Provide ADMIN USER with the ability to define report or query criteria.	0	
DRK-093.02	Provide USER with the ability to produce report.	0	
DRK-094	Allow for editing of the disposition once it is made with appropriate audit trail of changes.		
DRK-094.01	Provide ADMIN USER with the ability to define rules for disposition updates.	0	
DRK-094.02	Provide USER with the ability to assign updated values to disposition within locally defined rules as defined by ADMIN USER.	0	
DRK-094.03	AUTOMATICALLY maintain history of disposition/case status.	0	
DRK-110	Provide the ability for case participants to be tracked as either represented by counsel or pro se.		
DRK-110.01	AUTOMATICALLY designate PARTY as pro se upon any filing by the PARTY when no attorney appearance is entered.	0	
DRK-110.02	Provide USER with the ability to assign pro se status to PARTY.	0	
DRK-112	Track relationship between the docket entry and associated template form.		
DRK-112.01	AUTOMATICALLY associate DOCUMENT to DOCUMENT template that was used to create it.	0	
DRK-113	Provide for a docket entry sequence number to be automatically assigned and displayed or user entered and displayed.		
DRK-113.01	AUTOMATICALLY assign sequence number to docket entries.	0	
DRK-113.02	Provide USER with the ability to assign sequence number for docket entries when filing is made previous to existing docket entries, e.g. if entries # 4 and 5 exist, allow USER to enter #4.1, etc.	0	
DRK-114	Establish cross references between consolidated cases for docketing, scheduling, notice generation, and other functions.		
DRK-114.01	Provide ADMIN USER with the ability to define codes for CASE GROUP TYPES.	0	
DRK-114.02	Provide USER with the ability to assign one or more CASES to one or more CASE GROUP TYPES [consolidated group type].	0	
DRK-114.03	Provide ADMIN USER with the ability to define a rule for how replicating functions (docketing, scheduling, noticing) based on a CASE GROUP TYPES.	0	

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ID	Requirement Text	Response Code	Comments
EDP-001	Interoperate with the ECMS to allow search, retrieval, view, and printing of electronic documents and images (e.g., the user should not know or care if the document is imaged or created by the court in Microsoft Word; all documents relating to a case should show as title of the document and be available for viewing or download on demand).		
EDP-001.01	Provide ADMIN USER with the ability to define fields for querying DOCUMENTS.	0	
EDP-001.02	Provide USER with the ability to search DOCUMENTS images.	0	
EDP-001.03	Provide USER with the ability to select DOCUMENTS for viewing.	0	
EDP-001.04	Provide ADMIN USER with the ability to define rules for constructing a document title.	0	
EDP-001.05	Provide ADMIN USER with the ability to define fields.	0	
EDP-002	Provide ability to apply electronic signature (e.g., judge's signature, CA's signature and seal) to a document for all static court documents (e.g., judicial orders) if allowed or required by statute or court rule.		
EDP-002.01	Provide ADMIN USER with the ability to define fields that are displayed for document search, retrieval and view and printing.	0	
EDP-002.02	Provide ADMIN USER with the ability to define codes for electronic signatures for different court personnel.	0	
EDP-002.03	Provide ADMIN USER with the ability to define codes to associate DOCUMENTS with electronic signatures.	0	
EDP-002.04	Provide USER with the ability to produce DOCUMENTS containing electronic signatures.	0	
EDP-002.05	Provide ADMIN USER with the ability to define rule for electronic signatures for different court personnel.	0	
EDP-003	Provide ability to create a digital certificate (i.e. electronic document authentication algorithm) for all static court documents (e.g., judicial orders) if allowed or required by statute or court rule.		
EDP-003.01	Provide ADMIN USER with the ability to define fields that are displayed in the DIGITAL CERTIFICATE.	0	
EDP-003.02	Provide USER with the ability to produce DOCUMENTS containing a DIGITAL CERTIFICATE.	0	
EDP-003.03	Provide ADMIN USER with the ability to define codes for creating DIGITAL Certificate.	0	
EDP-003.04	Provide ADMIN USER with the ability to define fields for querying DIGITAL CERTIFICATE.	0	
EDP-003.05	Provide ADMIN USER with the ability to define business rules for creating DIGITAL Certificate.	0	
EDP-004	Store and maintain electronic documents or content (e.g. video, audio, graphical) interoperating with the ECMS.		
EDP-004.01	Provide ADMIN USER with the ability to define codes for DOCUMENT/DIGITAL CONTENT (e.g. video, audio, graphical)	0	
EDP-004.02	Provide ADMIN USER with the ability to define fields for querying DOCUMENTS/DIGITAL CONTENT records.	0	
EDP-004.03	Provide ADMIN USER with the ability to define fields that are displayed for DOCUMENT/DIGITAL CONTENT search results.	0	
EDP-004.04	Provide USER with the ability to search DOCUMENT/DIGITAL CONTENT indices.	0	

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ID	Requirement Text	Response Code	Comments
EDP-009	Interoperate with the ECMS to enable users to secure documents if they should not be viewable to users outside the court in which the case is being heard.		
EDP-009.01	Provide ADMIN USER with the ability to define codes for DOCUMENT security types.	0	
EDP-009.02	Provide ADMIN USER with the ability to define rule for displaying DOCUMENTs[secured].	0	
EDP-009.03	Provide USER with the ability to assign one to many document security type to DOCUMENT when the document is secure.	0	
EDP-013	Maintain and print or display audit trail of each case file location with information for file tracking, in addition to length of time file checked out.		
EDP-013.01	Provide USER with the ability assign an indicator to CASE indicating that a paper file exist.	0	
EDP-013.02	Provide USER with the ability to assign a unique identifier to each CASE FILE FOLDER volume.	0	
EDP-013.03	Provide USER with the ability to assign volume number, location, date checked in, date checked out to each CASE FILE FOLDER.	0	
EDP-013.04	Provide USER with the ability to search CASE FILE FOLDER records.	0	
EDP-013.05	Provide ADMIN USER with the ability to define codes for CASE FILE FOLDER locations.	0	
EDP-013.06	Provide ADMIN USER with the ability to define fields to display for CASE FILE FOLDER.	0	
EDP-014	Print or display list of filings while manual file checked out so that documents can be added to file when it is returned.		
EDP-014.01	Provide ADMIN USER with the ability to define an indicator to FILING when the manual file is checked out.	0	
EDP-014.02	Provide USER with the ability to assign indicator to FILING when manual file is checked out.	0	
EDP-016	Track location and status of exhibits and other property through each borrower (including those external to courts) until returned to CA's office relative to location, borrower identifier and other information, identifier and total number of similar exhibits or property (e.g., pay stub one of five), date removed, reason needed, date returned or transferred, and other data.		
EDP-016.01	Provide ADMIN USER with the ability to define codes for borrower, location, type of EXHIBITS.	0	
EDP-016.02	Provide USER with the ability to assign borrower, location, type, date removed, reason removed, date returned, date transferred, description to EXHIBITS.	0	
EDP-017	Record return, release, or destruction of exhibits and other property, including person who received the property.		
EDP-017.01	Provide USER with the ability to assign return date, release date, destruction date, person released to for EXHIBITS.	0	
EDP-018	Track and print or display court orders pertaining to each exhibit or property, including the ability to print a single order for multiple exhibits or property items..		

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ID	Requirement Text	Response Code	Comments
EDP-018.01	Provide USER with the ability to produce DOCUMENT[Exhibits orders] for one or many EXHIBITS.	0	
EDP-019	Generate labels for manual case files, including bar codes.		
EDP-019.01	Provide USER with the ability to produce a case label including bar codes.	0	
EDP-019.02	Provide ADMIN USER with the ability to define fields that should be displayed as bar codes.	0	
EDP-020	Generate indicators (e.g., color coded labels or reference cards) with information on checked-out manual files to replace those files in cabinet.		
EDP-020.01	Provide ADMIN USER with the ability to produce DOCUMENT[case reference cards] when a file has been removed.	0	
EDP-020.01	Provide USER with the ability to assign paper file "check out" details: location, borrower, date removed, reason needed, date returned, date transferred and other data	0	
EDP-020.02	Provide USER the ability to track a case file checked out until it is check back in.	0	
EDP-021	Track manual case files from time checked out through each borrower until returned to the CA relative to location, borrower, date removed, reason file needed, date returned or transferred, and other data.		
EDP-022	Maintain location (e.g. storage facility, location in facility, reel number, and location on reel) for manual and electronic archived files.		
EDP-022.01	Provide USER with the ability to assign location to CASE FILE FOLDER.	0	
EDP-022.02	Provide ADMIN USER with the ability to define codes for CASE FILE FOLDER locations.	0	
EDP-023	Maintain last location of manual and electronic destroyed files.		
EDP-023.01	Provide USER with the ability to assign location to CASE FILE FOLDER.	0	
EDP-023.02	Provide ADMIN USER with the ability to define codes for CASE FILE FOLDER locations.	0	
EDP-024	Identify cases to be retained permanently		
EDP-024.01	Provide USER with the ability to assign an indicator to CASE to flag that it must be permanently retained.	0	
EDP-025	Process files according to local and state rules for becoming archived, destroyed, or transferred to storage facility.		
EDP-025.01	Provide ADMIN USER with the ability to define rule for CASE destruction, archival and transfer to storage.	0	
EDP-026	Generate and maintain or print reports showing archived and destroyed or transferred cases.		
EDP-026.01	Provide USER with the ability to produce report of CASE.	0	

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ID	Requirement Text	Response Code	Comments
EDP-026.02	Provide ADMIN USER with the ability to define fields to display for CASE.	0	
EDP-027	Perform utility functions (e.g., copy information such as docket entries and parties) from one case to another.		
EDP-027.01	Provide ADMIN USER with the ability to define rule for /PARTY/FILINGS copying from one CASE to one or many CASEs.	0	
EDP-028	Provide capability to toggle between views of several different documents.		
EDP-028.01	Provide USER with the ability to view one or many DOCUMENTS at one time or to allow for toggling between them.	0	
EDP-029	Provide capability to interface with the ECMS.		
EDP-029.01	INTERFACE to ECMS.	0	
~~EDP-030~~	~~Provide capability to use same document management system for imaging if imaging is included in overall case processing.~~		
~~EDP-030.01~~	~~Provide USER with the ability to assign DOCUMENT images as part of the case management system.~~	0	
EDP-031	Interoperate with the ECMS to support maintenance of electronic or imaged documents (e.g., to produce documents that include parts of several electronic or imaged documents).		
EDP-031.01	Provide USER with the ability to search for DOCUMENT images in the ECMS.	0	
EDP-031.02	Provide USER with the ability to sort for DOCUMENT images in the ECMS.	0	
EDP-032	Record receipt of exhibits (including party submitting, exhibit description, exhibit status such as submitted into evidence), generate tag for exhibits, relate to specific case.		
EDP-032.01	Provide USER with the ability to assign receipt date to EXHIBITS.	0	
EDP-032.02	Provide ADMIN USER with the ability to define reports for EXHIBITS.	0	
EDP-032.03	Provide USER with the ability to generate DOCUMENT [exhibit tag, receipt].	0	
EDP-033	Generate exhibit numbers or other identifiers.		
EDP-033.01	Provide USER with the ability to assign unique identifier to EXHIBITS.	0	
EDP-034	Note in CMS and generate automated notices (1) to reclaim exhibit when court's usage completed and (2) to inform owner that exhibit has been destroyed.		
EDP-034.01	Provide USER with the ability to produce DOCUMENT[notices] for EXHIBITS when court cases is complete and when EXHIBIT has been destroyed.	0	
EDP-035	Print or display lists of exhibits according to case, party, and other parameters.		

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Exhibit, Document, Property Mgt

ID	Requirement Text	Response Code	Comments
EDP-035.01	Provide ADMIN USER with the ability to define fields to display for EXHIBITS.	0	
EDP-035.02	Provide USER with the ability to search EXHIBITS.	0	
EDP-035.03	Provide USER with the ability to sort for EXHIBITS by CASE,PARTY and other parameters.	0	
EDP-036	Generate indicators (e.g. color coded labels) to indicate restricted-access files (e.g. psychological evaluations) on hard-copy files.		
EDP-036.01	Provide ADMIN USER with the ability to define codes for CASE access restrictions.	0	
EDP-036.02	Provide USER with the ability to assign access restrictions to CASE.	0	
EDP-037	Provide ability to track multi-volume files.		
EDP-037.01	Provide USER with the ability to assign location to CASE FILE FOLDER volumes individually.	0	
EDP-038	Provide alert capability for hard-copy files reported lost (e.g. alert to screen of terminal accessing associated electronic file).		
EDP-038.01	AUTOMATICALLY alert USER when CASE FILE FOLDER is lost.	0	
EDP-039	Retain information from inactive, archived, destroyed, or purged cases or a respondent as needed for related cases and a respondent that may remain active and to retain summary information based on local rules (e.g. indexes) on active or inactive files.		
EDP-039.01	Provide ADMIN USER with the ability to define rule concerning data elements that should still display for cases that are archived, destroyed or purged.	0	
EDP-040	Update records of cases and a respondent related to cases transferred to inactive, archived, destroyed, or purged status.		
EDP-040.01	AUTOMATICALLY update the CASE docket when cases are made inactive, archived, destroyed or purged.	0	
EDP-041	Allow for consolidation and severance of files containing information on same respondent or case participant. Permit the party to maintain their same unique identifier even after the merge.		
EDP-041.01	Provide USER with the ability to assign one case number to multiple cases in order to merge or unmerge them for future updates.	0	
EDP-041.02	Provide USER with the ability to select the unique identifiers after merge.	0	
EDP-042	Provide the ability to display an alert when consolidation and severance of files will affect multiple records.		
EDP-042.01	AUTOMATICALLY prompt USER regarding records that will be affected by merging and unmerging of CASE/PARTY records.	0	
EDP-043	Interoperating with the ECMS, support input, output, storage (including indexing or an equivalent capability), and search and retrieval of electronic and imaged documents.		
EDP-043.01	Provide USER with the ability to search for DOCUMENT images in the ECMS.	0	

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ID	Requirement Text	Response Code	Comments
EDP-043.02	Provide USER with the ability to sort for DOCUMENT images in the ECMS.	0	
EDP-044	Interoperate with the ECMS to provide equivalent security for contents of the ECMS as it exists elsewhere in the court case management system.		
EDP-044.01	Provide ADMIN USER with the ability to define rules for access to electronic content.	0	
EDP-045	Interoperate with the ECMS to provide ability to save, store, and output any document produced by the system without requiring the data to be reprocessed.		
EDP-045.01	Provide USER with the ability to search for past DOCUMENTs without recreating them.	0	
EDP-046	Provide ability to reference and track all exhibits when associated with multiple cases.		
EDP-046.01	Provide USER with the ability to assign one of more EXHIBITS to one or more CASES or GROUPS of CASES.	0	
EDP-047	Permit override of system-supplied data on archival, destruction, and transfer dates with supervisor approval.		
EDP-047.01	Provide USER with the ability to override EXHIBIT and CASE archival, destruction and transfer dates.	0	
EDP-048	Identify summary information (e.g., indices, key elements of case history) to be retained in active or semi-active files and documents.		
EDP-048.01	Provide ADMIN USER with the ability to define rule concerning data elements that should still display for cases that are made inactive.	0	
EDP-049	Interoperate with the ECMS to permit access to inactive and archived files and documents for information and to restore to active status.		
EDP-049.01	Interoperate with the ECMS to provide ADMIN USER with the ability to define rules for access to inactive CASES/DOCUMENTS.	0	
EDP-049.02	Interoperate with the ECMS to provide USER with the ability to assign Case Archival Status to CASE.	0	
EDP-050	Display any printed output, print any screen display, and print any document individually or in a group, immediately or at a scheduled time.		
EDP-050.01	Provide USER with the ability to print DOCUMENT individually or in batches.	0	
EDP-050.02	Provide USER with the ability to print DOCUMENT immediately or at a scheduled time.	0	
EDP-051	Maintain and output index of manual paper documents as part of a table of contents or case history.		
EDP-051.01	Provide USER with the ability to produce Report of DOCUMENTS[manual and electronic].	0	
EDP-053	Interoperate with the ECMS to support input, output, storage (including indexing or an equivalent capability), and search and retrieval of individual and multiple electronic and imaged documents based on user-defined criteria (e.g., by case number or date range).		

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Exhibit, Document, Property Mgt

ID	Requirement Text	Response Code	Comments
EDP-053.01	Interoperate with the ECMS to provide USER with the ability to search for DOCUMENT images by case number, date range, party, other criteria.	0	
EDP-053.02	Interoperate with the ECMS to provide ADMIN USER with the ability to define fields for querying DOCUMENT images.	0	
EDP-054	Interoperate with the ECMS to support retrieval of specific document directly from other parts of system (e.g., docket) without intermediate steps (e.g., without scrolling through document list to select given document).		
EDP-054.01	Interoperate with the ECMS to provide USER with the ability to select SPECIFIC DOCUMENTS with minimal steps.	0	
EDP-054.02	Interoperate with the ECMS to provide ADMIN USER with the ability to define field(s) for querying for SPECIFIC DOCUMENTS.	0	
EDP-055	Provide the ability to record if and when an exhibit is admitted, identified, withdrawn, not offered, denied, and judicially noticed.		
EDP-055.01	Provide USER with the ability to assign an indicator to EXHIBIT when it is admitted into evidence.	0	
EDP-056	Identify location (e.g. storage facility, location in facility) for paper files (e.g., details about case storage box, including box number, data and box code; re-evaluate case information and set a new box date).		
EDP-056.01	Provide ADMIN USER with the ability to define codes for location of CASE FILE FOLDER.	0	
EDP-056.02	Provide USER with the ability to assign case storage box number, box code to CASE FILE FOLDER.	0	
EDP-057	View and print list of cases which are to be moved to off-site storage based on user defined parameters.		
EDP-057.01	Provide ADMIN USER with the ability to define rule to determine cases that should be moved to off-site storage.	0	
EDP-057.02	Provide USER with the ability to produce report of CASES that should be moved to off-site storage.	0	
EDP-058	Create a docket entry when a case is archived.		
EDP-058.01	AUTOMATICALLY update the CASE docket when cases are made inactive, archived, destroyed or purged.	0	
EDP-060	Tag order as being vacated (status), with ability to change back if order is reinstated.		
EDP-060.01	Provide ADMIN USER with the ability to define codes for DOCUMENTS[order] status.	0	
EDP-060.02	Provide USER with the ability to assign DOCUMENT[order] status.	0	
EDP-201	Provide the ability for PARTIES to submit and update exhibit list electronically.		
EDP-202	Provide the ability for PARTIES to submit and withdraw exhibits electronically.		
EDP-203	Provide the ability to AUTOMATICALLY retain exhibits and exhibit lists in electronic format.		

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Exhibit, Document, Property Mgt

ID	Requirement Text	Response Code	Comments
EDP-204	Provide the ability to review exhibits and exhibit lists on-line.		
EDP-205	AUTOMATICALLY ensure that the exhibits listed are accounted for.		
EDP-206	Provide the ability for PARTIES to submit and withdraw briefs electronically.		
EDP-207	Provide the ability for judges to admit, identify, or deny exhibits electronically.		

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Doc Generation & Processing

ID	Requirement Text	Response Code	Comments
EDP-010	Provide the ability to generate forms, notices, and fillable forms, populate forms with database information, and view created forms prior to printing or docketing.		
EDP-010.01	Provide ADMIN USER with the ability to define rules for DOCUMENT templates.	0	
EDP-010.02	Provide USER with the ability to produce DOCUMENTS containing information from the database.	0	
EDP-010.03	Provide ADMIN USER with the ability to define rules for preview of DOCUMENTS before printing.	0	
EDP-011	Enable users to print forms, notices, and orders, and key in events in the courtroom or in the office.		
EDP-011.01	Provide ADMIN USER with the ability to define rules for DOCUMENT templates.	0	
EDP-011.02	Provide USER with the ability to produce DOCUMENTS containing information from the database in the courtroom or in the office.	0	
EDP-011.03	Provide ADMIN USER with the ability to define rules for preview of DOCUMENTS before printing.	0	
DGP-001	Allow USER to designate or override computer selection of recipients of documents.		
DGP-001.01	Provide ADMIN USER with the ability to define rule for designating recipients of DOCUMENT [notices, forms, other outgoing].	0	
DGP-001.02	Provide USER with the ability to override default selection of DOCUMENTS [notices, forms, other outgoing] recipients.	0	
DGP-001.03	Provide USER with the ability to manually designate selection of DOCUMENTS [notices, forms, other outgoing] recipients.	0	
DGP-002	Suppress inclusion of user-designated confidential and redacted information in documents (e.g., mask out confidential addresses for notices sent to specific persons).		
DGP-002.01	Provide ADMIN USER with the ability to define rule for identifying confidential information in DOCUMENTS [notices, forms, other outgoing].	0	
DGP-002.02	Provide ADMIN USER with the ability to define rule for redacting information in DOCUMENTS [notices, forms, other outgoing].	0	
DGP-002.03	Provide USER with the ability to assign an indicator to any field (e.g. address) to denote confidentiality.	0	
DGP-003	Provide ability to override document entries made using the templates and standard text.		
DGP-003.01	Provide ADMIN USER with the ability to define DOCUMENT[templates].	0	
DGP-003.02	Provide USER with the ability to produce DOCUMENT from template.	0	
DGP-003.03	Provide USER with the ability to override template formatting in DOCUMENT.	0	
DGP-004	Generate documents (e.g., notices) triggered by a specific event (e.g., hearing scheduled).		
DGP-004.01	Provide ADMIN USER with the ability to define rule for triggers on one to many DOCUMENTS from one to many ACTIONS (e.g.	0	

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Doc Generation & Processing

ID	Requirement Text	Response Code	Comments
DGP-004.02	Provide USER with the ability to produce DOCUMENTS [notices, forms, other outgoing] .	0	
DGP-004.03	Provide ADMIN USER with the ability to define codes to associate DOCUMENTs with CASE.	0	
DGP-004.04	Provide ADMIN USER with the ability to define codes to associate DOCUMENTS with ACTIONS.	0	
DGP-004.05	Provide ADMIN USER with the ability to define codes to associate DOCUMENTS with PARTIES.	0	
DGP-005	Generate miscellaneous documents (e.g., for re-scheduled and canceled events, other types of forms).		
DGP-005.01	Provide USER with the ability to produce DOCUMENT.	0	
DGP-006	Generate special notices (e.g., judge assignment, courtroom change, counsel change, schedule change, other courtesy notices) when requested.		
DGP-006.01	Provide USER with the ability to produce DOCUMENT.	0	
DGP-007	In cases with multiple active parties, provide the ability to generate single notice for participant who represents multiple parties.		
DGP-007.01	Provide USER with the ability to produce a single DOCUMENT for each unique PARTY.	0	
DGP-007.02	Provide ADMIN USER with the ability to define rule for determining if PARTY is active.	0	
DGP-008	In cases with multiple active parties, show names and primary (e.g., as designated by party or counsel) addresses of all other active parties and counsels on notice to specific active party and show names and primary addresses of all active parties on file copy of notice.		
DGP-008.01	Provide USER with the ability to produce DOCUMENT for each unique PARTY/ ADDRESS.	0	
DGP-008.02	Provide USER with the ability to produce DOCUMENT [file copy] containing selected PARTY/ADDRESS.	0	
DGP-008.03	Provide ADMIN USER with the ability to define fields that are displayed for ADDRESS.	0	
DGP-009	Print documents individually or in batches in local courts or central location.		
DGP-009.01	Provide USER with the ability to produce single DOCUMENTs.	0	
DGP-009.02	Provide USER with the ability to produce multiple DOCUMENTs in batches.	0	
DGP-009.03	Provide USER with the ability to select printer for DOCUMENT printing.	0	
DGP-009.04	Provide USER with the ability to specify number of DOCUMENT copies to be printed.	0	
DGP-009.05	Provide USER with the ability to use pre-printed forms such as certified mailers or multi-part forms in a sealed packet with NCR copies.	0	
DGP-009.06	Provide USER with the ability to sort DOCUMENTS printed in BATCH mode by Zip Code to save postage.	0	

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ID	Requirement Text	Response Code	Comments
DGP-009.07	Provide ADMIN USER with the ability to define specific printer and form/page setup info, including BATCH mode for large numbers of DOCUMENTS to be printed.	0	
DGP-009.08	Provide USER with the ability to override default printer settings for DOCUMENTS.	0	
DGP-010	Provide the ability to distribute documents electronically (e.g., documents to be served to process server; notices and other documents to litigants and counsel; notices, warrants, and other documents to be entered in docket).		
DGP-010.01	Provide USER with the ability to export DOCUMENTS.	0	
DGP-010.02	Interface E-filing	0	
DGP-011	Track document service, return of service, proof or certificate of service, re-service if necessary, and any other events.		
DGP-011.01	Provide ADMIN USER with the ability to define fields that are displayed for SERVICE.	0	
DGP-011.02	Provide ADMIN USER with the ability to define codes to associate SERVICE with DOCUMENT.	0	
DGP-011.03	Provide ADMIN USER with the ability to define codes to associate SERVICE with PARTY.	0	
DGP-011.04	Provide USER with the ability to assign return of service date, re-service date to SERVICE.	0	
DGP-011.05	Provide USER with the ability to search for SERVICE.	0	
DGP-012	Perform document generation, printout, and distribution sub functions for group of cases as if group was a single case.		
DGP-012.01	Provide USER with the ability to produce multiple DOCUMENTS for groups of CASES as if a single CASE.	0	
DGP-012.02	Interface E-filing (distribution)	0	
DGP-012.03	Provide admin USER with the ability to define rules for determining 'case groups' for the purpose of producing multiple DOCUMENTS for groups of CASES as if a single CASE.	0	
DGP-012.04	Provide USER with the ability to select DOCUMENTS to be included in the 'case group.'	0	
DGP-013	In conjunction with Docketing and Related Recordkeeping Function, allow users to create and maintain files of output templates and standard text, including entire paragraphs, and use files to (1) create official court documents by inserting text into templates (e.g., civil warrants with text and images of court seals and signatures) and (2) create other documents consisting of only text (e.g., some types of notices).		
DGP-013.01	Provide ADMIN USER with the ability to define DOCUMENT templates.	0	
DGP-013.02	Provide USER with the ability to produce DOCUMENTs by inserting text into templates.	0	
DGP-013.03	Provide USER with the ability to produce DOCUMENTs containing only boilerplate text.	0	
DGP-013.04	Provide USER with the ability to produce DOCUMENTs containing inserting graphical (e.g. seals and signatures) elements.	0	
DGP-013.05	Provide ADMIN USER with the ability to define DOCUMENT graphical elements.	0	

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Doc Generation & Processing

ID	Requirement Text	Response Code	Comments
DGP-014	Maintain only files of standard text and use to create entire documents or to insert text into template forms; relate each group of text to document(s) and court event(s) for which they are used.		
DGP-014.01	Provide ADMIN USER with the ability to define codes to associate DOCUMENTS to ACTIONS.	0	
DGP-014.02	Provide ADMIN USER with the ability to define DOCUMENT templates.	0	
DGP-014.03	Provide USER with the ability to produce DOCUMENTs by inserting text into templates.	0	
DGP-014.04	Provide USER with the ability to produce DOCUMENTs containing only boilerplate text.	0	
DGP-014.05	Provide ADMIN USER with the ability to define central repositories for DOCUMENTs[court generated].	0	
DGP-016	Generate one notice for a case with multiple future court events to all participants.		
DGP-016.01	Provide USER with the ability to produce one DOCUMENT containing multiple SCHEDULED EVENTS.	0	
DGP-016.02	Provide USER with the ability to produce DOCUMENT with multiple SCHEDULED EVENTS to multiple related PARTIES.	0	
DGP-016.03	Provide ADMIN USER with the ability to define rules stating which DOCUMENTS are appropriate for which PARTY TYPES.	0	
DGP-017	Provide ability to enter, store, and retrieve postal and electronic mail address (and other information pertaining to), for all person who should receive specific documents, from various locations in system and database as if, from user perspective, they were in same record.		
DGP-017.01	Use the address information from the member record in the Member Database as the default address.	0	
DGP-017.02	Provide the ability to specify a case specific address for each PARTY in a CASE.		
DGP-017.03	Provide ADMIN USER with the ability to define fields that are displayed for PARTY.	0	
DGP-017.04	Provide USER with the ability to assign postal and electronic mail address to PARTY.	0	
DGP-017.05	Provide ADMIN USER with the ability to define codes to associate DOCUMENTs to PARTY TYPES.	0	
DGP-017.06	Provide ADMIN USER with the ability to define rules to 'batch' multiple documents for a single party into the same envelope.	0	
DGP-020	Record pertinent information regarding all documents sent or served, and track document issuance and follow-up activities including type of process, recipient, method of service, date of service, return of service, proof or certificate of service, failed service, re-service, any judicial proceedings, and status information.		
DGP-020.01	AUTOMATICALLY maintain history of DOCUMENTS generated.	0	
DGP-020.02	Provide USER with the ability to search for DOCUMENTS.	0	
DGP-020.03	Provide ADMIN USER with the ability to define rules for fields to retain in DOCUMENT history.	0	
DGP-020.04	Provide USER with the ability to create and store documents that have an unofficial status(i.e. not considered part of the official court record) (e.g. proposed orders)	0	

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ID	Requirement Text	Response Code	Comments
DGP-020.05	Provide ADMIN USER with the ability to define rules for fields to search on in DOCUMENT history.	0	
DGP-021	Create orders resulting from out-of-the-courtroom events to be signed by judge in informal setting.		
DGP-021.01	Provide USER with the ability to produce DOCUMENTS away from the courtroom and to control whether those documents are considered part of the official court record	0	
DGP-021.02	Provide USER (e.g., law clerk) with the ability to produce a DOCUMENT (e.g., an order) and save document for later review and signing by a judge.	0	
DGP-021.03	Provide USER with the ability to edit DOCUMENT, assign signature and assign document an official status	0	
DGP-021.04	Provide USER with the ability to assign signature to DOCUMENT while generating the DOCUMENT or after generating the DOCUMENT.	0	
DGP-021.05	Provide ADMIN USER with the ability to define CODES for out-of-courtroom orders or other documents.	0	
DGP-021.06	Provide ADMIN USER with the ability to define codes for unofficial documents	0	
DGP-022	Insert proper address in documents based on document date compared with address histories.		
DGP-022.01	Provide ADMIN USER with the ability to define a rule for determining the current ADDRESS for PARTY.	0	
DGP-022.02	AUTOMATICALLY populate DOCUMENT with address information.	0	
DGP-023	Create notices when counsel, party, or participant changed for case with future scheduled event.		
DGP-023.01	Provide ADMIN USER with the ability to define a rule work flow for actions occurring when new PARTY or ADDRESS are added.	0	
DGP-024	Create notices when counsel, party, or participant address changed for case with future scheduled event.		
DGP-024.01	Provide ADMIN USER with the ability to define work flow for actions occurring when new PARTY, ADDRESS are updated.	0	
DGP-024.02	Provide USER with the ability to generate DOCUMENTS when a PARTY is added or PARTY Address changed after DOCUMENTS [Notices, etc. for a future event] have been printed.	0	
DGP-025	Create file containing customized templates for specific person (e.g., judge) consistent with court rules.		
DGP-025.01	Provide ADMIN USER with the ability to define reports for CASE.	0	
DGP-025.02	Provide USER with the ability to access file containing customized templates to be used by a specific person (i.e. Judge) , with appropriate security.	0	
DGP-028	Support integration with electronic mail for electronic noticing.		
DGP-028.01	INTERFACE Notifications	0	

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Doc Generation & Processing

ID	Requirement Text	Response Code	Comments
DGP-029	Generate mailing labels.		
DGP-029.01	Provide USER with the ability to produce DOCUMENT[labels].	0	
DGP-029.02	Provide ADMIN USER with the ability to define fields that are displayed on the DOCUMENT[labels].	0	
DGP-030	Ability to print, display and reprint selected notices from a list of notices.		
DGP-030.01	Provide ADMIN USER with the ability to define fields that are displayed in the list of DOCUMENT[notices].	0	
DGP-030.02	Provide USER with the ability to search DOCUMENT[notices].	0	
DGP-030.03	Provide USER with the ability to select one to many DOCUMENTS[notices] for printing.	0	
DGP-035	Create register of action with information regarding all documents sent or served.		
DGP-035.01	Provide ADMIN USER with the ability to define report for REGISTER OF ACTIONS.	0	
DGP-035.02	Provide ADMIN USER with the ability to define fields for querying REGISTER OF ACTIONS records.	0	
DGP-035.03	Provide ADMIN USER with the ability to define fields that are displayed in the REGISTER OF ACTIONS.	0	
DGP-035.04	Provide USER with the ability to produce report for REGISTER OF ACTIONS.	0	
DGP-037	Ability to integrate with user defined word processing package (i.e., Word) to generate documents.		
DGP-037.01	Provide USER with the ability to produce DOCUMENTS that can be opened in word processing software.	0	
DGP-037.02	INTERFACE to word processing applications.	0	
DGP-038	Ability to print date and time in any conventional format (e.g., the default format could be mm/dd/yyyy but could be printed as January 1, 2004).		
DGP-038.01	Provide ADMIN USER with the ability to define rule for date format in DOCUMENTS.	0	
DGP-038.02	Provide USER with the ability to choose Date format printing in DOCUMENTS.	0	
DGP-039	Generate documents, calendars, correspondence in large font.		
DGP-039.01	Provide ADMIN USER with the ability to define rule for determining font size in DOCUMENTS.	0	
DGP-040	Provide ability for drafting a proposed Supreme Court order based on data recorded in the CMS about the respondent, any stipulation, Hearing Court decision, and Review Court Opinion.		

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Calendaring

ID	Requirement Text	Response Code	Comments
CAL-001	Suppress inclusion of user-designated confidential information in calendars (e.g., oral arguments calendar).		
CAL-001.01	Provide ADMIN USER with the ability to define rules for display of fields.	0	
CAL-001.02	Provide USER with the ability to assign an indicator to fields when those fields contain confidential data.	0	
CAL-002	Create, generate, and maintain calendars based on scheduling information and incorporate calendar addenda according to pre defined scheduling rules, accept electronic import file for the calendar configuration information (rotations, assignments out in time) for each type of hearing (e.g., status conference, pretrial hearing, trial) or mixed hearings for specific periods (e.g., daily, weekly, monthly) and according to various criteria (e.g., judge, date, time, case type, case category, other elements		
CAL-002.01	Provide ADMIN USER with the ability to define rules for creating calendar addenda.	0	
CAL-002.02	Provide ADMIN USER with the ability to define rules for calendar configuration by HEARING type.	0	
CAL-002.03	Provide ADMIN USER with the ability to define rules for calendar configuration by date range.	0	
CAL-002.04	Provide ADMIN USER with the ability to define rules for calendar configuration by other criteria.	0	
CAL-002.05	Provide USER with the ability to assign data to calendar fields.	0	
CAL-002.06	AUTOMATICALLY accept calendar information and apply to calendar fields.	0	
CAL-003	Transfer easily and quickly between scheduling, calendaring, and other parts of the system when creating calendars (e.g., to view information on other cases, parties, participants).		
CAL-003.01	Provide USER with the ability to navigate to screens for scheduling, calendaring, and other parts of the system.	0	
CAL-004	Create and maintain judge's and CA's notes (i.e., judges' notes and comments for use with calendar) for that individual's viewing only in accordance with court rules and statutes.		
CAL-004.01	Provide USER with the ability to assign data to a field within a DOCUMENT.	0	
CAL-004.02	Provide USER with the ability to assign data to a field within a CASE.	0	
CAL-004.03	Provide ADMIN USER with the ability to define fields that are associated with a DOCUMENT.	0	
CAL-004.04	Provide ADMIN USER with the ability to define fields that are associated with a CASE.	0	
CAL-004.05	Provide ADMIN USER with the ability to define rules for display of fields.	0	
CAL-005	Provide the ability to distribute calendars electronically.		
CAL-005.01	Provide USER with the ability to send calendar information to another USER.	0	
CAL-005.02	Provide ADMIN USER with the ability to define work flow for distribution of calendar information, including any links to documents in the ECMS.	0	
CAL-005.03	AUTOMATICALLY distribute calendars based on work flow rules.	0	
CAL-006	Generate and display or print summary of upcoming hearings for a judge or in a courtroom over a specific period (e.g., a week), including past hearings.		
CAL-006.01	Provide USER with the ability to search calendar information.	0	
CAL-006.02	Provide USER with the ability to print calendar information.	0	
CAL-006.03	Provide ADMIN USER with the ability to define "summary" calendar content.	0	
CAL-006.04	Provide USER with the ability to generate reports from calendar information.	0	

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Calendaring

ID	Requirement Text	Response Code	Comments
CAL-007	Display or print summary calendar information (e.g., for use in courtroom and could contain case number, hearing type, case title, hearing date and time, and other essential information from calendar) and provide interface to other parts of system to access other types of information (e.g., on parties).		
CAL-007.01	Provide USER with the ability to search calendar information.	0	
CAL-007.02	Provide USER with the ability to navigate to other parts of system by clicking on data (e.g., party names, case numbers, etc.) in the calendar interface.	0	
CAL-008	Provide flexibility with respect to calendar content and format (e.g., judges notes integrated into calendar).		
CAL-008.01	Provide USER with the ability to configure data displayed on calendars.	0	
CAL-008.02	Provide ADMIN USER with the ability to configure standard calendar formats for distinct USER TYPES.	0	
CAL-009	Produce calendars individually (e.g., for a judge or courtroom) or batch according to various criteria including date, judge, or courtroom.		
CAL-009.01	Provide USER with the ability to search calendar information.	0	
CAL-009.02	Provide USER with the ability to generate reports from calendar information.	0	
CAL-009.03	Provide USER with the ability to print calendar information.	0	
CAL-009.04	Provide USER with the ability to sort and filter calendar information returned from a search.	0	
CAL-011	Generate and output, with calendar, summary of user-designated past and future scheduled events, docket events, or related cases and persons.		
CAL-011.01	Provide USER with the ability to search CASE EVENT information.	0	
CAL-011.02	Provide USER with the ability to retrieve calendar information from data returned from a CASE EVENT search.	0	
CAL-011.03	Provide USER with the ability to generate reports from calendar and EVENT information.	0	
CAL-011.04	Provide USER with the ability to print calendar information.	0	
CAL-011.05	Provide USER with the ability to sort and filter calendar information returned from a search.	0	
CAL-012	Track and output calendar modifications (e.g., judge, or other persons, or courtroom reassignments, cases taken off calendar) over specific period.		
CAL-012.01	AUTOMATICALLY log calendar transactions.	0	
CAL-012.02	Provide USER with the ability to search and report on calendar transactions.	0	
CAL-012.03	Provide USER with the ability to sort and filter calendar information returned from a search.	0	
CAL-013	Provide ability to move blocks of cases or user-selected cases between calendars.		
CAL-013.01	Provide ADMIN USER with the ability to define rules for assigning data to a GROUP OF CASES.	0	
CAL-013.02	Provide USER with the ability to assign CASES to a PERMANENT OR TEMPORARY GROUP.	0	
CAL-013.03	Provide USER with the ability to assign data to a GROUP OF CASES with a single process.	0	
CAL-014	Create user-defined partial calendar.		
CAL-014.01	Provide USER with the ability to define distinct calendar types.	0	
CAL-014.02	Provide USER with the ability to configure data displayed on calendars.	0	
CAL-015	Record and output nature of proceeding for each case on calendar (e.g., pretrial hearing).		

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Calendaring

ID	Requirement Text	Response Code	Comments
CAL-015.01	Provide USER to assign proceeding type to CASE EVENT.	0	
CAL-015.02	Provide USER with the ability to search calendar information.	0	
CAL-015.03	Provide USER with the ability to generate reports from calendar information.	0	
CAL-015.04	Provide USER with the ability to print calendar information.	0	
CAL-015.05	Provide USER with the ability to sort and filter calendar information returned from a search.	0	
CAL-016	Ability for courtroom management of an electronic calendar and courtroom document management.		
CAL-016.01	Provide USER with the ability to assign data to the calendar from the COURTROOM.	0	
CAL-016.02	Provide USER with the ability to assign DOCUMENTS to the calendar from the COURTROOM.	0	
CAL-016.03	Provide ADMIN USER with the ability to define rules for data that may be assigned by USER in the COURTROOM.	0	
CAL-016.04	Provide ADMIN USER with the ability to define rules for DOCUMENTS that may be assigned by USER in the COURTROOM.	0	
CAL-017	Ability to display case participant check in information on judge's bench calendar.		
CAL-017.01	Provide USER with the ability to assign a status of "checked in" or "not checked in" to a CASE PARTICIPANT.	0	
CAL-017.02	Provide ADMIN USER with the ability to define default check in status.	0	
CAL-017.03	Provide USER with the ability to view check-in status of CASE PARTICIPANTS from the bench.	0	
CAL-017.04	Provide USER with the ability to assign CASE PARTICIPANT check-in status to calendar.	0	
CAL-018	No limit on when or how often a calendar may be viewed, produced and printed.		
CAL-018.01	Provide ADMIN USER with the ability to define rules for access to calendar data.	0	
CAL-019	Allow user to review daily, weekly and monthly schedules for departments and judicial officers.		
CAL-019.01	Provide USER with the ability to define search parameters when retrieving calendar data.	0	
CAL-019.02	Provide ADMIN USER with the ability to define multiple standard calendar views for different user types.	0	
CAL-020	Allow for configuring the trials per day on a docket.		
CAL-020.01	Provide ADMIN USER with the ability to define rules for EVENT assignment.	0	
CAL-020.02	Provide USER with the ability to assign events to a DOCKET.	0	
CAL-020.03	Provide ADMIN USER with the ability to define the objects to which SCHEDULED EVENTS may be assigned.	0	

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-001	Resolve scheduling conflicts (including ability to define what constitutes a conflict).		
SCH-001.01	Provide ADMIN USER with the ability to define rules to determine conflicts in calendars.	0	
SCH-001.02	Provide ADMIN USER with the ability to define rules to resolve conflicts in calendars.	0	
SCH-001.03	Provide USER with the ability to select case participants for SE, invoking rules to resolve conflicts in case participant calendars.	0	
SCH-001.04	Provide USER with the ability to override rules regarding conflicts.	0	
SCH-002	Relate each scheduled event to actuating filing or prior event, if applicable.		
SCH-002.01	Provide USER with the ability to assign SCHEDULED EVENTS to DOCUMENTS.	0	
SCH-002.02	Provide USER with the ability to assign SCHEDULED EVENTS to other prior SCHEDULED EVENTS.	0	
SCH-003	Assist USER in manual schedule overrides or changes for specific cases and event(s) (e.g., by allowing USER to enter event type, start date, and duration; by displaying allowable completion dates, open time slots, and time periods allotted to various case processing stages; and by adjusting open time slots to reflect manual schedule entries, changing events from judge to master or vice versa).		
SCH-003.01	Provide USER with the ability to assign a SCHEDULED EVENT to a CASE.	0	
SCH-003.02	Provide USER with the ability to search open slot(s) with the following criteria: event Type, start Date, and duration.	0	
SCH-003.03	Provide USER with the ability to view openings based on the following: allowable completion dates, open time slots, and time periods allotted to case processing stages.	0	
SCH-003.04	Provide USER with the ability to assign a master or judge to the SCHEDULED EVENT.	0	
SCH-003.05	Automatically adjust open time slots after a manual scheduling entry.	0	
SCH-006	Generate alert when displaying cases or their contents that are not public record (e.g., confidential cases).		
SCH-006.01	Provide ADMIN USER with the ability to define security levels for CASES.	0	
SCH-006.02	Provide USER with the ability to assign a security level to a CASE.	0	
SCH-006.03	Provide ADMIN USER with the ability to define a rule to permit or restrict display of CASES depending on security level.	0	
SCH-006.04	Provide USER with alert when a selected CASE has security restrictions.	0	
SCH-007	Schedule events and groups of events (e.g., after case filed, set deadlines for service of summons, return of service, filing of answer or response).		
SCH-007.01	Provide ADMIN USER with the ability to define rules to prompt for or create SCHEDULED EVENTS based on actions in cases.	0	
SCH-007.02	Provide USER with the ability to assign SCHEDULED EVENTS to one or more cases based on certain actions in cases.	0	

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-008	Initiate schedule of future events based on user input or occurrence of prior events.		
SCH-008.01	Provide ADMIN USER with the ability to define rules to prompt for or create SCHEDULED EVENTS based on actions in cases.	0	
SCH-008.02	Provide USER with the ability to assign SCHEDULED EVENTS to one or more cases based on certain actions in cases.	0	
SCH-009	Allow multiple cases or related incidents and events to have same scheduled date and time (e.g., multiple complaints regarding same problem to be heard together).		
SCH-009.01	Provide USER with the ability to relate CASES to be set on same court docket.	0	
SCH-009.02	Provide USER with the ability to schedule related CASES on same court docket.	0	
SCH-010	Schedule maximum or unlimited number of cases for specific time interval by event (e.g., hearing) type with the ability for authorized USERS to override.		
SCH-010.01	Provide ADMIN USER with the ability to define rules for SCHEDULED EVENT load and balance formulas.	0	
SCH-010.02	Provide USER with the ability to override SCHEDULED EVENT load and balance formulas.	0	
SCH-057	Allow USER management team to define hearing load and balance formulas based on locally defined business rules.		
SCH-057.01	Provide ADMIN USER with the ability to define rules for SCHEDULED EVENT load and balance formulas	0	
SCH-011	Apply specific change (e.g., reschedule all cases to be heard by judge who is unavailable due to illness) to multiple schedules for group of cases as if group was a single case.		
SCH-011.01	Provide USER with the ability to select multiple CASES to reschedule in batch.	0	
SCH-012	Identify and display scheduling conflicts.		
SCH-012.01	Automatically identify scheduling conflicts.	0	
SCH-012.02	Provide USER with the ability to view scheduling conflicts.	0	
SCH-013	When multiple schedules change, modify records of all related parties, participants, calendars, docket entries, and other data and functions including displaying scheduling conflicts, suggesting resolutions, allowing USER overrides, and rescheduling only with USER approval and while maintaining log of changes.		
SCH-013.01	Automatically after schedule changes modify related Party, Calendar, Docket and Other records.	0	
SCH-013.02	Provide USER with the ability to view scheduling conflicts.	0	
SCH-013.03	Automatically suggest conflict resolutions.	0	
SCH-013.04	Provide ADMIN USER with the ability to define rules for resolving scheduling conflicts.	0	
SCH-013.05	Provide USER with the ability to override the default rescheduling.	0	
SCH-059	Ability to view all cases for a chosen court within a date range.		
SCH-059.01	Provide USER with the ability to list CASES with SCHEDULED EVENTS for user-defined date or date range.	0	
SCH-021	Generate report or display that lists all events due on specific date or date range sorted by date, event, or other criteria.		

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-021.01	Provide ADMIN USER with the ability to define fields for querying the SCHEDULED EVENT records (e.g. for SCHEDULED EVENT to be set).	0	
SCH-021.02	Provide ADMIN USER with the ability to define fields that are displayed in SCHEDULED EVENT search results.	0	
SCH-021.03	Provide USER with the ability to search SCHEDULED EVENT based on date or date range with multi-field sort capabilities.	0	
SCH-014	Maintain waiting list of cases to be scheduled for specific date, date range, judge, courtroom, and other entities.		
SCH-014.01	Provide USER with the ability assign a case to a waiting list based on a specific date, date range, judge, courtroom or other criteria.	0	
SCH-014.02	Provide ADMIN USER with the ability to define a query for the waiting list based on a specified date, date range, judge, courtroom or other criteria.	0	
SCH-014.03	Provide USER with the ability to search the waiting list.	0	
SCH-015	When creating schedules, consider (1) availability of judges, attorneys, parties, participants, and court facilities; (2) weekends, holidays, and other days generally unavailable for court activities (e.g., training, retreats, judicial conferences) and days when specific individuals are unavailable;(3) scheduling conflicts to extent information is in system (i.e., witness schedules will not be in system), (4) pre-defined timeline that already exists on the case.; (5) consider judge's existing designated open case load, but allow manual scheduling at USER discretion in spite of conflicts.		
SCH-015.01	Automatically consider Judge availability when scheduling.	0	
SCH-015.02	Automatically consider attorney availability when scheduling.	0	
SCH-015.03	Automatically consider party and participant availability when scheduling.	0	
SCH-015.04	Automatically consider court facility availability when scheduling.	0	
SCH-015.05	Automatically consider weekends, holidays and other unavailable days when scheduling.	0	
SCH-015.07	Automatically consider all conflicts when scheduling.	0	
SCH-015.08	Automatically consider pre-defined timeline when scheduling.	0	
SCH-015.09	Provide USER with the ability to override conflicts and schedule Case.	0	
SCH-016	Maintain availability information on judges, parties, participants (e.g., interpreters, out-of-state witnesses), court facilities, and other scheduling factors.		
SCH-016.01	Provide ADMIN USER with the ability to define central repository for judge availability.	0	
SCH-016.02	Provide ADMIN USER with the ability to define central repository for attorney availability.	0	
SCH-016.03	Provide ADMIN USER with the ability to define central repository for party and participant availability.	0	
SCH-016.04	Provide ADMIN USER with the ability to define central repository for court facility availability.	0	
SCH-016.05	Provide ADMIN USER with the ability to define central repository for law officer availability.	0	

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-017	Relate individual judges and groups of judges to courtrooms, locations, departments, department staff (e.g., reporter, bailiff; judge also may be considered staff), and case management tracks over permissible assignment time frames (e.g., in court with rotating judge assignments, a specific judge hears small claims cases in a particular courtroom during a given month, allowing "overlap" of resources across judges, courtrooms, locations, and departments), and allow user override.		
SCH-017.01	Provide ADMIN USER with the ability to relate judge(s) to courtrooms or locations.	0	
SCH-017.02	Provide ADMIN USER with the ability to relate judge(s) to departments or department staff.	0	
SCH-017.03	Provide ADMIN USER with the ability to relate judge(s) to case management tracks over permissible assignment time frames.	0	
SCH-017.04	Provide USER with the ability to override the default judge assignment.	0	
SCH-018	Assign specific case categories or specific event types to specific departments according to user-defined case/department relationships (e.g., business cases assigned to business courts).		
SCH-018.01	Provide ADMIN USER with the ability to relate case categories to specific departments.	0	
SCH-018.02	Provide ADMIN USER with the ability to relate event types to specific departments.	0	
SCH-020	Assign related cases, as designated by USER, to same judge and group together on schedule (e.g., multiple complaints regarding same problem or person).		
SCH-020.01	Provide USER with the ability to relate CASES to be set on same court docket.	0	
SCH-020.02	Provide USER with the ability to schedule related CASES on same court docket.	0	
SCH-022	Automatically prompt user to schedule predefined related cases (i.e., consolidated cases).		
SCH-022.01	Automatically prompt USER to schedule related CASES.	0	
SCH-022.02	Provide USER with the ability to relate CASES to be scheduled together.	0	
SCH-022.03	Provide USER with the ability to assign SCHEDULED EVENT to groups of CASES at one time.	0	
SCH-022.04	Provide ADMIN USER with the ability to define rules for relating CASES for scheduling purposes.	0	
SCH-023	Generate alert when approaching maximum number of events or duration normally permitted on schedule (e.g., based on case type, case category), with ability to override maximums.		
SCH-023.01	Provide ADMIN USER with the ability to define rules for maximum number of events on a schedule.	0	
SCH-023.02	Provide Admin USER with the ability to define rules for duration of events on a schedule.	0	
SCH-023.03	Automatically alert USER when schedule is approaching the maximum number of events or permitted duration.	0	
SCH-023.04	Provide USER with the ability to override scheduling rules.	0	

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-024	Maintain and display information on scheduled events (e.g., next scheduled event, all scheduled events, interface with docket to view past events).		
SCH-024.01	Provide admin USER with the ability to define fields(s) for querying Schedule Events.	0	
SCH-024.02	Provide ADMIN USER with the ability to define fields(s) that are displayed in the SCHEDULED EVENT results.	0	
SCH-024.03	Provide USER with the ability to search on SCHEDULED EVENTS within a single CASE and across multiple cases.	0	
SCH-025	Enter completed events noted on CA's calendar into docket.		
SCH-025.01	Allow ADMIN USER to define rules on automatic creation of CASE docket entries from data entered in courtroom.	0	
SCH-025.02	Allow USER to record CASE activity (e.g., SCHEDULED EVENT outcomes, charge/issue/relief disposition, party information) while in courtroom.	0	
SCH-029	During manual scheduling and rescheduling display other future events and related cases for that case.		
SCH-029.01	Provide USER with the ability to view future SCHEDULED EVENTS for CASE and related CASES during scheduling of CASE.	0	
SCH-030	Permit USERS to designate CASES with special scheduling needs (e.g., interpreter, disabilities).		
SCH-030.01	Provide ADMIN USER with the ability to define Special Scheduling Needs codes.	0	
SCH-030.02	Provide USER with the ability to assign special Scheduling needs to a case.	0	
SCH-036	Track appearance of parties, status, courtroom, and staff at a hearing as needed based on court rules.		
SCH-036.01	Provide USER with the ability to assign attendance of case participants and court resources to a SCHEDULED EVENT.	0	
SCH-038	Produce (including ability to reproduce, redisplay, or reprint) schedules for various individuals(all case participants) events, hearing types, dates, and facilities upon USER request (e.g., judges calendar by day).		
SCH-038.01	Provide ADMIN USER with the ability to define fields for querying the SCHEDULED EVENT records by specific fields including types of events, dates, court participants and court resources.	0	
SCH-038.02	Provide ADMIN USER with the ability to define fields that are displayed in SCHEDULED EVENT search results.	0	
SCH-038.03	Provide USER with the ability to search SCHEDULED EVENT	0	
SCH-039.01	Provide ADMIN USER with the ability to define fields(s) for querying all SCHEDULED EVENTS on a CASE.	0	
SCH-042	Generate alert when attempting operation with outstanding prerequisite events (e.g., case closed but adjudication date and result left blank, waiting for a settlement conference to be held prior to a status conference is held, etc.).		
SCH-042.01	Provide ADMIN USER with the ability to define rules that set prerequisites for all events.	0	
SCH-042.02	Automatically alert USER when attempting operation with outstanding prerequisite events.	0	
SCH-042.03	Automatically prompt USER with the appropriate next action.	0	

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-043	Generate alert when event scheduled or submitted for closed case.		
SCH-043.01	Automatically alert USER when attempting to schedule event on a closed CASE.	0	
SCH-044	Allow admin user to define initiation of automated scheduling processes based upon court defined business rules.		
SCH-044.01	Provide ADMIN USER to define rules for automatic scheduling of CASES based on locally defined business rules.	0	
SCH-044.02	Provide automatic scheduling of CASES.	0	
SCH-045	Allow for in-courtroom scheduling of the next case event and generation of the appropriate notices (i.e. status order, arraignment or judgment information, etc.).		
SCH-045.01	Provide USER with the ability to assign SCHEDULED EVENTS to a CASE while in courtroom.	0	
SCH-045.02	Provide USER with the ability to produce notices for same while in courtroom.	0	
SCH-045.03	Provide USER with the ability to produce other court documents while in courtroom.	0	
SCH-046	Ability to selectively group multiple cases for scheduling, condition monitoring, and obligation fulfillment purposes.		
SCH-046.01	Provide ADMIN USER with the ability to define fields(s) for querying against CASES and SCHEDULED EVENTS for condition monitoring and obligation fulfillment purposes.	0	
SCH-046.02	Provide ADMIN USER with the ability to define fields(s) that are displayed in the CASES and SCHEDULED EVENTS results.	0	
SCH-046.03	Provide USER with the ability to search on CASES/SCHEDULED EVENTS.	0	
SCH-046.04	Provide USER with the ability to select one or many results to invoke preconfigured actions.	0	
SCH-047	Ability to electronically notify (e.g., e-mail or e-service) automated scheduled court dates to the court participants, as well as the cancellation or modification of those court dates.		
SCH-047.01	Allow USER to assign indicator to case participant to receive electronic instead of hard-copy SCHEDULED EVENT notices.	0	
SCH-047.02	Allow system to generate electronic SCHEDULED EVENT notifications (scheduling, cancellation, modifications) to case participants.	0	
SCH-051	Display alert to a user not authorized to see a portion of or a field within a record (e.g. viewing a confidential meeting or appointment).		
SCH-051.01	Provide ADMIN USER with the ability to define security on record and field levels.	0	
SCH-051.02	Provide USER with the ability to assign a security level to records and fields.	0	
SCH-051.03	Provide ADMIN USER with the ability to define a rule to permit or restrict display of record or field depending on security level.	0	
SCH-051.04	Provide USER with alert when a selected record and field has security restrictions.	0	
SCH-056	Permit USER management team to employ "if, then" and "if, then, unless" business rule conditional statements in event generation.		

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Scheduling

ID	Requirement Text	Response Code	Comments
SCH-056.01	Provide ADMIN USER with the ability to define conditional work flow processes to establish SCHEDULED EVENTS.	0	
SCH-058	Allow override of predefined hearing load and balance formulas.		
SCH-058.01	Provide USER with the ability to override SCHEDULED EVENT load and balance formulas	0	
SCH-060	Ability to easily view the calendar of different courtrooms by day, by week or by month.		
SCH-060.01	Provide USER with the ability to view courtroom schedules by day, week or month.	0	
SCH-062	Ability to track and display or print calendar modifications (e.g., judge, or other persons, or courtroom reassignments, cases taken off calendar) over specific period.		
SCH-062.01	System log of modifications to SCHEDULED EVENT schedules.	0	
SCH-062.02	Allow ADMIN USER to define reports/displays of modifications to SCHEDULED EVENT schedules.	0	
SCH-063	Ability to add or delete time slots on a schedule		
SCH-063.01	Provide USER the ability to add or delete time slots in any schedule.	0	
SCH-064	Ability to undo assignments or re-assignments and/or reset to original with automated notice generation for rescheduled cases		
SCH-064.01	System log of modifications to SCHEDULED EVENT schedules.	0	
SCH-064.02	Provide USER with ability to roll-back modifications to system schedules, even after confirmation of changes.	0	
SCH-064.03	Provide automated notice generation after change in schedules.	0	
SCH-067	Ability to schedule one or more cases to a specified scheduled court date by entering a specified court date and then entering the case and attorney.		
SCH-067.01	Provide USER with the ability to assign many SCHEDULED EVENTS to many CASES by selecting a date and then CASE and attorney.	0	
SCH-068	Automatically print, store and docket court documents based on court events.		
SCH-068.01	Provide ADMIN USER with the ability to define work flow and business rules to be invoked based on CASE activity in courtroom.	0	
SCH-068.02	Automated generation and storage in the ECMS of documents based on CASE activity in courtroom.	0	
SCH-068.03	Automated docket entries for documents created based on CASE activity in courtroom.	0	
SCH-068.04	Ability for USER to override automated work flow or business rules based on CASE activity in courtroom.	0	
SCH-074	Provide automatic scheduling and sending of notices to all or select case participants when postponement decisions are made by the CA or the judge.		
SCH-074.01	Provide ADMIN USER with the ability to define rules for automatic generation of SCHEDULED EVENT notices and other court documents.	0	
SCH-074.02	Provide automated generation of SCHEDULED EVENT notices and other court documents.	0	
SCH-074.03	Provide USER with the ability to indicate one or more recipients of SCHEDULED EVENT notices and other court documents.	0	

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ID	Requirement Text	Response Code	Comments
SCH-077	Provide the ability to automatically schedule case in user's court or another court according to appropriate security and business rules from destination court (e.g., certain case types only heard on certain days of week, etc.), with ability for user to override automated scheduling.		
SCH-077.01	Provide ADMIN USER with the ability to define scheduling rules which allow, with appropriate permissions, for scheduling in another district or location.	0	
SCH-077.02	Provide USER with appropriate permissions ability to schedule events in another district or location.	0	
SCH-078	Ability to differentiate between event type scheduled originally by the court and event type actually concluded as separate elements.		
SCH-078.01	Provide USER with the ability to assign event type to a pending SCHEDULED EVENT.	0	
SCH-078.02	Provide USER with the ability to assign another event type to the same SCHEDULED EVENT that was concluded.	0	
SCH-078.03	Provide USER with the ability to view the original result type and result type that changed when concluded.	0	
SCH-101	Provide the ability to schedule matters for panel review (weekly conference) in the Review Department.		
SCH-101a	Provide the ability to add, change, and delete the matters included in the weekly conference for the Review Department.		
SCH-101b	Provide the ability to designate a matter included in the weekly conference for the Review Department as confidential and restrict it from view for certain classes of USERS.		
SCH-102	Provide the ability to schedule oral arguments according to time standards.		
SCH-103	Provide the ability to efficiently schedule review department judges en banc for conferences, oral arguments, and other events.		
SCH-104	Integrate with CA and Judges calendars in Outlook.		
SCH-104.01	Consider CA and Judge appointments and commitments that are not part of the court calendar.	0	
SCH-104.02	Update the CA and Judge's personal Outlook calendar with court calendar items to which they are scheduled.	0	
SCH-105	When logging the transactions making changes scheduled events, record the action taken, who performed that action, and the reason given for taking that action.		
SCH-106	Differentiate between calendar days, business days, court days, weeks, and months when calculating SCHEDULED EVENT and TICKLES based on time standards.		
SCH-107	Provide ADMIN USER the ability to specify for each scheduling function whether to present the USER the previous business day or the following business day if the calculated date falls on a non-business day.		
SCH-108	Provide the CA the ability to flag a scheduled event for which they have received an indication that the event is unlikely to occur (e.g., a trial that is unlikely to proceed because a settlement conference is underway).		
SCH-109	Provide the ability for the CA to efficiently block/unblock the scheduling of events for a JUDGE, CA, USER, or court resource for periods of time ranging from quarter hour to a year.		

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Case Management

ID	Requirement Text	Response Code	Comments
CMN-003	Allow the user to change the court location to which the case is assigned, maintaining history of assignment.		
CMN-003.01	Provide USER with the ability to assign a different court location to an existing CASE.	0	
CMN-003.02	Automatically maintain history of Court Location changes to an existing CASE.	0	
CMN-004	Support the entry of an unlimited number of staff viewable notes regarding a case, which can be viewed by other staff with appropriate security.		
CMN-004.01	Provide USER with the ability to assign an unlimited number of notes to a CASE.	0	
CMN-004.02	Provide USERS with the ability to view notes regarding a CASE that are produced by other USERS, with appropriate security.	0	
CMN-017	Provide user with an option to view/update full history of a case in one record (e.g. Case moved from Hearing to Review Department) or to limit search of records from one particular court/case type/ party type, date etc.		
CMN-017.01	Provide USER with the ability to display or update the full history of a CASE on one page.	0	
CMN-017.02	Provide USER with the ability to limit search of records to one court, case type, party type, date or other delimiter.	0	
CMN-017.03	Provide ADMIN USER with the ability to set search delimiters.	0	
CMN-104	Provide tickler capability based on schedules, standards, and statutory requirements: identify events coming due or overdue, periods about to expire or expired, events of which USER should be aware based on locally defined needs; prompt or notify USERS; and initiate proper functions.		
CMN-104.01	Provide USER with prompt when events are coming due or over due.	0	
CMN-104.02	Provide USER with prompt when periods are about to expire or have expired.	0	
CMN-104.03	Provide ADMIN USER with the ability to define rules for managing ticklers on event due dates.	0	
CMN-104.04	Provide ADMIN USER with the ability to define rules for managing ticklers on designated periods.	0	
CMN-104.05	Provide USER with the ability to execute other functions when prompted.	0	
CMN-104.06	Provide ADMIN USER with the ability to define work flow based on status of periods and event types.	0	
CMN-104.07	Provide ADMIN USER with the ability to define work flow based on status of due dates and event types.	0	
CMN-105	Tickler listing should be viewable electronically in the form of a list.		
CMN-105.01	Provide ADMIN USER with the ability to define fields for querying Events [Ticklers].	0	
CMN-105.02	Provide ADMIN USER with the ability to define fields that are displayed in Event [Ticklers] search results.	0	
CMN-105.03	Provide ADMIN USER with the ability to define a rule to perform actions on selected Event [ticklers] meeting a certain criteria.	0	
CMN-105.04	Provide USER with the ability to select one or many Event [Ticklers] to invoke a rule.	0	

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Case Management

ID	Requirement Text	Response Code	Comments
CMN-119	Assign and reassign individual and groups of judges using one or more of the following methods: randomly, according to predefined rules (e.g., by case category, by case status, by hearing type, by judge rotation policies, by judge caseload balancing policies), according to existence of specific conditions (e.g., conflict of interest), according to dates and times specific judges available to hear specific matters (e.g., motions on Wednesday afternoon).		
CMN-119.01	Provide ADMIN USER with the ability to define rules for random judge assignment.	0	
CMN-119.02	Provide ADMIN USER with the ability to define rules for judge assignment based on rotation policy(s).	0	
CMN-119.03	Provide ADMIN USER with the ability to define rules for judge assignment based on caseload policies.	0	
CMN-119.04	Provide ADMIN USER with the ability to define rules for judge assignment based on other specific conditions.	0	
CMN-119.05	Provide ADMIN USER with the ability to define rules for judge assignment according to dates and times specific judges available to hear specific matters.	0	
CMN-126	Track conformance to time standards including modifications, overrides, and suspension of time counting under certain conditions; and generate alerts for nonconformance.		
CMN-126.01	Provide ADMIN USER with the ability to define rules for conformance to time standards	0	
CMN-126.02	Automatically track conformance to time standards based on rules including modifications, overrides, and suspensions.	0	
CMN-126.03	Provide ADMIN USER with the ability to define fields(s) for querying time standard conformance.	0	
CMN-126.04	Provide ADMIN USER with the ability to define fields(s) that are displayed in the Time Standard conformance data results.	0	
CMN-126.05	Provide USER with the ability to search on time standard conformance	0	
CMN-128	Include case age with any display of case status or adherence to schedules (e.g., tracking conformance to time standards).		
CMN-128.01	Provide USER with the ability to view case age whenever case status or adherence to schedule data is displayed.	0	
CMN-132	Allow users to define structure, content, and intrusiveness of ticklers, alerts, and prompts.		
CMN-132.01	Provide ADMIN USER with the ability to individually configure the structure, content, and intrusiveness of ticklers, alerts, and prompts.	0	
CMN-132.02	Provide ADMIN USER with the ability to define mandatory ticklers or alerts based on timelines and work flows.	0	
CMN-132.03	Provide USER the ability to ticklers for case events or deadlines.	0	
CMN-132.04	Provide USER the ability to manage individually configure the structure, content, and intrusiveness of mandatory and other ticklers, alerts, and prompts.	0	
CMN-133	Provide system-defined visual or audio reinforcement (e.g., flashing text, colors on screen, or computer icon) to ensure USER sees message.		
CMN-133.01	Provide ADMIN USER with the ability to define default visual and/or audio properties to highlight certain alerts/messages.	0	

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ID	Requirement Text	Response Code	Comments
CMN-134	Display lists of all events due on specific date or date range (sorted by date, event, or other USER defined criteria) that allows USERS to navigate through the application to complete required activities (e.g., court minutes due).		
CMN-134.01	Provide ADMIN USER with the ability to define fields(s) for querying SCHEDULED EVENTS	0	
CMN-134.02	Provide ADMIN USER with the ability to define fields(s) that are displayed in the SCHEDULED EVENT results.	0	
CMN-134.03	Provide USER with the ability to search on SCHEDULED EVENT Results.	0	
CMN-134.04	Provide USER with the ability to select one or many SCHEDULED EVENTS to invoke actions	0	
CMN-135	Generate alert when displaying pending cases for which there is no scheduled next event, or generate report for cases with no scheduled next event.		
CMN-135.01	Provide ADMIN USER with the ability to define fields(s) for querying pending CASES for which there is no SCHEDULED EVENT.	0	
CMN-135.02	Provide ADMIN USER with the ability to define fields(s) that are displayed in the Pending CASES with no SCHEDULED EVENT.	0	
CMN-135.03	Provide USER with the ability to search for CASES with no Pending events.	0	
CMN-135.04	Provide USER with an alert anytime when a pending CASE is displayed and it has no scheduled next event	0	
CMN-161	Allow user management team to define the number of days between triggers for time standards as needed and automatically generate events, alerts and document production.		
CMN-161.01	Provide ADMIN USER with the ability to define scheduling rules based on case flow standards.	0	
CMN-161.02	Provide ADMIN USER with the ability to define work flow which results in automatic scheduling of events, display of alerts/messages, and creation of documents.	0	
CMN-170	Allow for motions and appeals to be filed and ruled upon at any point in the process.		
CMN-170.01	Provide ADMIN USER with the ability to define work flow and business rules for filing of motions and appeals	0	
CMN-170.02	Provide USER with the ability to assign Motions and Appeals to the CASE at any point in process.	0	
CMN-171	Accommodate the many types of filings (motions, pleadings pretrial statements, disposition documents) and subject matter. Some motions, particularly those involving motions, stipulations, exhibits, pretrial statements, scheduling and other matters that may follow slightly different processes even within the same court		
CMN-171.01	Provide ADMIN USER with the ability to define motion codes.	0	
CMN-171.02	Provide ADMIN USER with the ability to define work flow and business rules for filing of motions based on statutes, Rules, DCM and local court processes for case type, category and subcategory.	0	
CMN-171.03	Provide USER with the ability to override predefined work flow and business rules.	0	

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Case Management

ID	Requirement Text	Response Code	Comments
CMN-172	Allow for an emergency track for motions that may bypass one or more process steps and are required to be ruled upon within a user-defined time frame.		
CMN-172.01	Provide ADMIN USER with the ability to define work flow and business rules for filing of motions based on statutes, court rules, and local court processes for case type, category and subcategory.	0	
CMN-172.02	Provide USER with the ability to override predefined work flow and business rules.	0	
CMN-219	Assign and reassign other resources (e.g., assigned counsel, interpreters) using one or more of the following methods: randomly, according to predefined rules (e.g., by case category, by case status, by hearing type, by rotation policies, by caseload balancing policies), according to existence of specific conditions (e.g., conflict of interest), according to dates and times specific resources are available.		
CMN-219.01	Provide ADMIN USER with the ability to define rules for random assignment.	0	
CMN-219.02	Provide ADMIN USER with the ability to define rules for assignment based on rotation policy(s).	0	
CMN-219.03	Provide ADMIN USER with the ability to define rules for assignment based on caseload policies.	0	
CMN-219.04	Provide ADMIN USER with the ability to define rules for assignment based on other specific conditions.	0	
CMN-219.05	Provide ADMIN USER with the ability to define rules for assignment according to dates and times specific resources are available.	0	
CMN-301	Provide the ability to manually set ticklers for future action		
CMN-302	AUTOMATICALLY set appropriate ticklers based on the entry of events in predefined case processing template based on time standards.		
CMN-401	Provide the ADMIN USER the ability to define processing workflows to step a user through standard processes (e.g., default checklists)		
CMN-401.01	Provide ADMIN USER ability to define the steps to be performed.	0	
CMN-401.02	Provide ADMIN USER ability to define the system resources (e.g., screen) to be presented to complete each step.	0	
CMN-401.03	Provide ADMIN USER ability to define the ticklers to be set.	0	
CMN-401.04	Provide ADMIN USER ability to define the events and other recordkeeping entries to be made.	0	
CMN-473	Enable automatic ticklers to be set for specific filings		
CMN-473.01	Provide ADMIN USER with the ability to define codes to tickles.	0	
CMN-473.02	Provide ADMIN USER with the ability to define rules for tickler expiration dates for specific filings.	0	
CMN-473.03	Provide ADMIN USER with the ability to associate ticklers to events.	0	
CMN-473.04	Provide USER with the ability to assign tickler codes to designated events.	0	
CMN-474	Permit index to be updated based on occurrence of specific case events (e.g., motions filed, dispositions decided).		
CMN-474.01	Provide ADMIN USER with the ability to define rules that specify what event types or records are tracked in the index.	0	
CMN-474.02	AUTOMATICALLY maintain Event index information.	0	
CMN-475	The system should provide notices to all parties as requested at milestones in case		

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Case Management

ID	Requirement Text	Response Code	Comments
CMN-475.01	Provide ADMIN USER with the ability to locally define tracks for case management (e.g., deadlines for status conference, exhibit submission, pretrial hearings, etc.).	0	
CMN-475.02	Provide ADMIN USER with the ability to associate tracks for selected case types.	0	
CMN-475.03	Provide USER with the ability to assign tracks to one to many cases.	0	
CMN-475.04	Provide USER with the ability to override track milestones for one to many cases.	0	
CMN-475.05	Provide USER with the ability to update track milestones.	0	
CMN-475.06	Provide USER with the ability to modify track assignment for one to many cases.	0	
CMN-475.07	Provide a mechanism for reporting compliance with track milestones for one to many cases (statistical reporting).	0	
CMN-475.08	Provide USER with the ability to remove one to many cases from previously assigned track.	0	
CMN-475.09	AUTOMATICALLY generate notices to parties for all scheduled event milestones.	0	
CMN-476	Alert users of upcoming and passed deadlines.		
CMN-476.01	AUTOMATICALLY alert USER when certain ticklers have reached date of expiration.	0	
CMN-477	Allow each court location to designate site specific deadlines (by case type, case status).		
CMN-477.01	Provide ADMIN USER with the ability to locally define work flow process upon expiration of TICKLES.	0	
CMN-478	Provide the ability to create a separate mechanism for tracking cases or specific case information (suspension events) for case flow study purposes, such as with the uncertainty when external services are involved and having an impact on the case age calculations of these cases.		
CMN-478.01	Provide ADMIN USER with the ability to design a rule to define case start/stop/suspend events.	0	
CMN-478.02	Provide USER with the ability to assign suspension events to CASE.	0	
CMN-479	Track time standards, time periods in connection with event processing, scheduling, deadlines, ticklers, etc.		
CMN-479.01	Provide ADMIN USER with the ability to define codes for TICKLES.	0	
CMN-479.02	Provide ADMIN USER with the ability to define work flow process upon expiration of TICKLE.	0	
CMN-479.03	Provide ADMIN USER with the ability to define REPORTS showing information regarding whether or not certain deadlines have been	0	
CMN-479.04	Provide USER with the ability to assign tickler codes to designated events.	0	
CMN-479.05	Provide USER with the ability to override (delay) tickler expiration date.	0	
CMN-479.06	Provide USER with the ability to search for ticklers by User-defined criteria such as case type, case ID, tickler code, tickler expiration, etc.	0	
CMN-480	The case management system should handle issues where additional task(s) must be performed prior to court event. Timeframes need to be allotted and ticklers/notifications set for each task.		

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Case Management

ID	Requirement Text	Response Code	Comments
CMN-480.01	Provide ADMIN USER with the ability to define rules regarding setting of scheduled events, notifications to USER, etc. when conditions precedent to the setting of a scheduled event exist.	0	
CMN-481	Allow for USER management team defined automated notifications (e.g., e-mail) based upon business rules governing case tracks.		
CMN-481.01	Provide ADMIN USER with the ability to define rule for generating notifications (e.g. e-mail).	0	
CMN-481.02	Interface Notifications	0	
CMN-481.03	Provide ADMIN USER with the ability to define codes to trigger notification based on business rules for case tracking	0	
CMN-482	Track inactive cases and groups of cases, identify those inactive for excessive periods (e.g., abated case with no activity for 3 years), prompt USER regarding appropriate action (e.g., schedule hearing, extend dates).		
CMN-482.01	Provide ADMIN USER with the ability to define rules for determining rules for marking a CASE as having no activity.	0	
CMN-482.02	Provide ADMIN USER with the ability define rules for determining next action based on the state of a CASE marked as having no	0	
CMN-482.03	Provide ADMIN USER with the ability to define fields(s) for querying CASES with no activity.	0	
CMN-482.04	Provide ADMIN USER with the ability to define fields(s) that are displayed in the CASES with no activity.	0	
CMN-483	Provide the ability to process no-show cases based on pre-defined business rules (e.g., default judgments, suspension) but allow user to override.		
CMN-483.01	Allow ADMIN USER to define work flow for CASES meeting no-show criteria.	0	
CMN-483.02	Allow USER to select one or more CASES from court docket to process based on business rules for instances such as failure to appear.	0	
CMN-483.03	Allow USER to override automated processing for business rules involving no-show CASES	0	
CMN-483.04	Provide ADMIN USER with the ability to define rules involving no-show CASES	0	
CMN-484	Provide the ADMIN USER the ability to define work flow processes with events, actions, system resources (e.g., screens), and ticklers to support Effectuations.		
CMN-485	Hold the scheduling of CASES on calendars where effective service and/or other pre-requisites have not been recorded.		
CMN-485.01	Provide ADMIN USER with the ability to define fields(s) for querying CASES where effective service and/or other prerequisites has not been recorded for SCHEDULED EVENTS.	0	
CMN-485.02	Provide ADMIN USER with the ability to define fields(s) that are displayed in the results for unrecorded service and/or prerequisites for SCHEDULED EVENTS.	0	
CMN-485.03	Provide USER with the ability to search on CASES/SCHEDULED EVENTS with unrecorded service and/or other prerequisites.	0	

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ID	Requirement Text	Response Code	Comments
CMN-486	Allow for multiple issues or processes in a case to be open (e.g., a request for interlocutory review), without requiring the one of them to be closed.		
CMN-486.01	Provide ADMIN USER with the ability to define rules regarding which issues/processes can remain open simultaneously.	0	

Event Management

ID	Requirement Text	Response Code	Comments
EVE-003	Maintain hypothetical analysis and notes separate from the official court record (non public view)		
EVE-003.01	Provide USER with the ability to assign private notes to CASE that are not part of the official court record.	0	
EVE-003.02	Provide ADMIN USER with the ability to define rule for accessing private notes on CASE.	0	
EVE-004	Create and print court orders and supporting documents resulting from hearings and other judicial events on-line in courtroom.		
EVE-004.01	Provide USER with the ability to produce DOCUMENT[orders, other] for SCHEDULED EVENT while on-line in courtroom.	0	
EVE-004.02	Provide ADMIN USER with the ability to create DOCUMENT templates.	0	
EVE-005	Schedule subsequent events on-line in courtroom and generate appropriate notices, maintaining audit trail of previous event including judge's name, and other case participant.		
EVE-005.01	Provide USER with the ability to assign one to many SCHEDULED EVENTS to CASES while on-line in courtroom.	0	
EVE-005.02	Provide USER with the ability to assign JUDGE, PARTY to SCHEDULED EVENT.	0	
EVE-005.03	AUTOMATICALLY maintain history of SCHEDULED EVENT.	0	
EVE-005.04	Provide USER with the ability to produce DOCUMENT[notices, other] while on-line in the courtroom.	0	
EVE-006	Provide the ability to track who requested change to hearing schedule (judge, counsel etc.).		
EVE-006.01	Provide USER with the ability to assign "requested by" to SCHEDULED EVENT when a request for change is granted.	0	
EVE-007	Employ output templates, standard text, and user-supplied text as described in Document Generation and Processing Function to generate documents (e.g., standard information in minute orders such as judge, court staff, attorneys and parties present evidence, witnesses, motions, bench times, judge specific conditions).		
EVE-007.01	Provide ADMIN USER with the ability to define DOCUMENT templates for Court minutes.	0	
EVE-007.02	Provide USER with the ability to produce DOCUMENT[orders, other] for SCHEDULED EVENT while on-line in courtroom.	0	
EVE-008	Suppress inclusion of user-designated confidential information in documents produced during hearing.		
EVE-008.01	Provide USER with the ability to define rule for displaying confidential information in DOCUMENTS [all].	0	
EVE-008.02	Provide ADMIN USER with the ability to define rule for identifying and redacting confidential information in DOCUMENTS.	0	
EVE-008.03	Provide USER with the ability to assign an indicator to any field to denote confidentiality.	0	
EVE-009	Provide user with the ability to assign minutes to scheduled event.		
EVE-010	Allow for automated and/or manual generation of worksheet, calendar, or some other document suitable for on-line, rapid, in-court minute entry.		
EVE-010.01	Provide ADMIN USER with the ability to define DOCUMENT templates for Court minutes.	0	

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Event Management

ID	Requirement Text	Response Code	Comments
EVE-010.02	Provide USER with the ability to produce DOCUMENT[worksheet] to assist in rapid in-court minute entry.	0	
EVE-010.03	Provide USER with the ability to assign data to complete the court's MINUTE ENTRY.	0	
EVE-010.04	Provide ADMIN USER with the ability to define fields of MINUTE ENTRY so that they can be configured to match worksheets or oral decisions.	0	
EVE-010.05	Provide USER with the ability to review MINUTE ENTRY before updating the CASE.	0	
EVE-019	Provide screens based on a user-defined format for real-time, in-court entry of minutes or entry of minutes after judicial proceedings.		
EVE-019.01	Provide ADMIN USER with the ability to define data entry screens with fields that are displayed for MINUTE ENTRY by department, court location, case category, and case type.	0	
EVE-011	Generate and display or print worksheet, calendar, or some other document suitable for manually recording minutes.		
EVE-011.01	Provide USER with the ability to produce DOCUMENT[worksheet] to assist in manual in-court minute entry.	0	
EVE-012	Enter, store, and display or print minutes recorded on calendar or worksheet.		
EVE-012.01	Provide USER with the ability to edit, save, display or print minutes recorded on a calendar or worksheet.	0	
EVE-013	Provide edits and prompts with on-line minute entry capability.		
EVE-013.01	Provide ADMIN USER with the ability to define work flow for capturing on-line minute entry.	0	
EVE-014	Enter, store, and document minute orders, including informal minute orders when there is no corresponding calendared event (e.g., ex parte matters), according to local court rules.		
EVE-014.01	Provide USER with the ability to assign minutes to CASE even when there is no Scheduled Event.	0	
EVE-015	Distribute court orders resulting from hearings and other judicial events electronically to outside parties and internally to be entered in docket. And provide the ability to certify the dockets with electronic signature or other methods.		
EVE-015.02	Provide USER with the ability to assign electronic signatures to DOCUMENTS.	0	
EVE-015.03	Provide USER with the ability to assign a certification to DOCUMENTS.	0	
EVE-016	Enter information in court orders and judgments resulting from hearings and other judicial events as events in docket (if not entered automatically).		
EVE-016.01	Provide USER with the ability to assign DOCUMENTS and SCHEDULED EVENTS to CASE.	0	
EVE-017	Distribute court orders resulting from hearings and other judicial events based upon party's preference (e.g., mail, facsimile, e-mail) if multiple distribution methods are available.		
EVE-017.01	Provide USER with the ability to assign one to many contact preferences to PARTY.	0	
EVE-017.02	AUTOMATICALLY distribute document according to contact preference for PARTY.	0	

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Event Management

ID	Requirement Text	Response Code	Comments
EVE-018	Provide for minute entry suitable for multiple-case and multiple-respondent		
EVE-018.01	Provide USER with the ability to assign MINUTE ENTRY to one or many CASES.	0	
EVE-020	Use events captured in minutes to interface with other functions and update records throughout system (case consolidation, address changes, etc.) in accordance with state statutes, rules, or procedures.		
EVE-020.01	Provide ADMIN USER with the ability to define work flow surrounding further activity based on MINUTE ENTRY.	0	
EVE-031	Produce minutes recorded on calendar or worksheet; provide the ability to copy specified features of the case decision for similar cases of same respondent (e.g., comments, attendees, adjournments, extensions, plea, or motion).		
EVE-031.01	Provide USER with the ability to assign MINUTE ENTRY to one or many cases.	0	
EVE-031.02	Provide USER with the ability to assign comments, attendees, adjournments, extensions, pleas and motions to MINUTE ENTRY.	0	
EVE-032	Ability to complete data entry on specific data elements to account for what has occurred during court proceeding and allow for free form text in a remarks field including the ability to indicate whether comments are private (either private for court use or private for judge's use) or public and update records throughout system in accordance with state and local statutes, rules, or procedures.		
EVE-032.01	Provide USER with the ability to assign free form text remarks to MINUTE ENTRY.	0	
EVE-032.02	Provide ADMIN USER with the ability to define rule for MINUTE ENTRY security allowing for public, court only, or judge's only security.	0	
EVE-033	Provide the ability to process no-show (e.g., default judgments or uncontested cases) judgments based on pre-defined business rules. Cases could be processed individually and in batch.		
EVE-033.01	Provide ADMIN USER with the ability to define rule for applying MINUTE ENTRY to one or many cases individually or in batch.	0	
EVE-035	Accept secured digitized signatures on the completed form for a specific case at a specific hearing.		
EVE-035.01	Provide USER with the ability to assign digitized signatures to DOCUMENTS.	0	
EVE-040	Provide visibility to calendars in the courtroom to ensure dates discussed are feasible.		
EVE-040.01	Provide USER with the ability to search SCHEDULED EVENT in open court during proceedings.	0	
EVE-043	Provide a verification process to ensure orders are correct.		
EVE-043.01	Provide USER with the ability to review DOCUMENT[orders] before updating the CASE.	0	
EVE-044	Interoperate with the ECMS to provide the ability to scan hand written notes and attach to the case file or a specific document, event, or participant in a case.		
EVE-044.01	Provide USER with the ability to assign scanned images to CASE, EVENT, PARTY.	0	

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Event Management

ID	Requirement Text	Response Code	Comments
EVE-044.02	Provide USER the ability to automatically store scanned images in the ECMS.	0	
EVE-045	Interoperate with the ECMS to provide USER with the ability to view one or many DOCUMENTS by one or many USERs at the same time.		
EVE-046	Provide USER with the ability to view one or many CASES by one or many USERs at the same time.		
EVE-049	Interoperate with the ECMS to allow the digital recording of the court record to be attached to the electronic case file.		
EVE-049.01	Interoperate with the ECMS to provide USER with the ability to assign digital recordings to CASE.	0	
EVE-049.02	Provide USER the ability to automatically store FTR recordings in the ECMS.	0	
EVE-050	Interoperate with the ECMS to allow video files to be attached to the electronic case file.		
EVE-050.01	Interoperate with the ECMS to provide USER with the ability to assign digital video files to CASE.	0	
EVE-050.02	Provide USER the ability to automatically store video recordings in the ECMS.	0	
EVE-053	Interoperate with the ECMS to provide USER with the ability to search, view DOCUMENTS from one or many CASEs at one time even if the case is not on the docket.		
EVE-054	Allow for judicial officers and other court personnel to be assigned cases (e.g. chambers work) for review. Case should be presented in electronic queues.		
EVE-054.01	Provide USER with the ability to assign court personnel to CASE for review.	0	
EVE-054.02	Provide USER with the ability to search CASES in electronic queues by the assigned court personnel, date assigned, case type, case number or other case elements	0	
EVE-054.03	Provide ADMIN USER with the ability to define fields for displaying CASES that are assigned to court personnel for review.	0	
EVE-055	Allow for a report of cases held under review pending some external action.		
EVE-055.01	Provide USER with the ability to assign an indicator to CASE for flagging a case as pending for an action by an external entity.	0	
EVE-055.02	Provide ADMIN USER with the ability to define rule for assigning indicator to cases flagged as pending for an action by an external entity. .	0	
EVE-055.03	Provide USER with the ability to search and produce report of cases pending for an action by an external entity. .	0	
EVE-056	Allow for reference to physical evidence by maintaining (location, owner, and other details)		
EVE-056.01	Provide USER with the ability to assign location, owner, other details to EXHIBITS[physical evidence].	0	
EVE-056.02	Provide USER with the ability to assign EXHIBITS to one or many CHARGES/CASES.	0	
EVE-057	Allow for searching with a single case for a specific motion/filing party/date, events, and other keywords.		

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Event Management

ID	Requirement Text	Response Code	Comments
EVE-057.01	Provide USER with the ability to search CASES by MOTIONS, PARTY,SCHEDULED EVENT,ACCOUNTING [transactions], and other case components.	0	
EVE-057.02	Provide ADMIN USER with the ability to define fields for searching CASES by MOTIONS, PARTY, SCHEDULED EVENT, ACCOUNTING[transactions] and other case components.	0	
EVE-058	Allow for each document to be identified by a unique reference number .		
EVE-058.01	Provide USER with the ability assign unique identifier to MOTIONS on CASE.	0	
EVE-059	Track hearing results, hearing duration and participants, and scheduled and actual occurrence of hearing.		
EVE-059.01	Provide USER with the ability to assign hearing information to a associated PARTY. Capture check-in date and time, begin and end date for hearing, bench time, when individual party called into hearing, whether party actually appeared at the hearing.	0	
EVE-059.02	Provide USER with the ability to assign a PERSON to a HEARING.	0	
EVE-059.03	AUTOMATICALLY use information captured in court proceedings to input to the Management and Statistical Reports Function (hearing results, hearing duration, parties, scheduled and actual occurrence of hearing).	0	
EVE-059.04	Provide ADMIN USER the ability to define codes for Scheduled Event Results.	0	
EVE-059.05	Provide USER with the ability to assign Result Code to Scheduled Hearing (continuances and cancellations).	0	
EVE-059.06	AUTOMATICALLY maintain full history of SCHEDULED EVENTS with related results, scheduled event outcomes and referral services outcomes.	0	

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Adjudication

ID	Requirement Text	Response Code	Comments
ADJ-003	Create one or multiple minute orders for multiple respondents and hearings and/or reviews on a given day.		
ADJ-003.01	Provide USER with ability to create one or more orders for multiple persons and hearings on a given day.	0	
ADJ-004	Create and print court orders and supporting documents resulting from hearings and other judicial events individually or in a group, immediately or at a scheduled time.		
ADJ-004.01	Provide USER with the ability to create and print supporting court documents resulting from hearings and other judicial events.	0	
ADJ-004.02	Provide USER with the ability to create and print supporting court documents individually or in groups.	0	
ADJ-004.03	Provide USER with the ability to create and print supporting court documents immediately or at a scheduled time.	0	
ADJ-006	Create multiple judgments (i.e., both multiple judgments for given person and multiple recipients for given judgment) in cases involving multiple respondents/participants and allegations/charges/relief.		
ADJ-006.01	Provide USER with the ability to assign many JUDGMENTS to a PARTY.	0	
ADJ-006.02	Provide USER with the ability to assign many PARTIES to a single JUDGMENT.	0	
ADJ-007	Permit electronic referral of case information to external entities (e.g., California Supreme Court) or agencies (e.g., American Bar Association).		
ADJ-007.01	AUTOMATICALLY export JUDGMENT information to subscribers.	0	
ADJ-007.02	Provide ADMIN USER with the ability to define codes for REFERRAL SERVICES (i.e. Mental Health Treatment).	0	
ADJ-007.03	Provide ADMIN USER with the ability to define codes for REFERRAL SERVICES OUTCOME (i.e. completed successfully/unsuccessfully, withdrew).	0	
ADJ-007.04	Provide USER with the ability to assign one or more REFERRAL SERVICES to a hearing.	0	
ADJ-007.05	Provide USER with the ability to assign one or more REFERRAL SERVICES OUTCOME to a REFERRAL SERVICE.	0	
ADJ-011	Use information captured in court proceedings to update records on CASES, PARTIES, MOTIONS, Scheduling (for rescheduling of hearing), Document Generation and Processing (for notice creation), Calendaring (to place on future calendar when scheduled), accounting (for monetary judgment data), and other functions; bifurcations (i.e., severed cases) working with Case Initiation and Indexing (to initiate new case) and Docketing and Related Record keeping (for docket updates) functions; and rulings taken under advisement on submitted matters).		
ADJ-011.01	AUTOMATICALLY use information captured in court proceedings to input to the Case Initiation and Indexing function (initiate new Case) when there are bifurcations (severed or split cases).	0	
ADJ-011.02	AUTOMATICALLY use information captured in court proceedings to update related Party information.	0	
ADJ-011.03	AUTOMATICALLY use information captured in court proceedings to update records on allegations, charges and relief.	0	

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Adjudication

ID	Requirement Text	Response Code	Comments
ADJ-011.04	AUTOMATICALLY use information captured in court proceedings to input to Scheduling function (rescheduling of hearing).	0	
ADJ-011.05	AUTOMATICALLY use information captured in court proceedings to input to Document Generation and Processing function (notice creation).	0	
ADJ-011.06	AUTOMATICALLY use information captured in court proceedings to input to the Calendaring function (scheduling future calendar),	0	
ADJ-011.07	AUTOMATICALLY use information captured in court proceedings to input to Accounting function (monetary judgment data).	0	
ADJ-011.08	AUTOMATICALLY use information captured in court proceedings to update records other information on CASES.	0	
ADJ-011.09	AUTOMATICALLY use information captured in court proceedings to input to Docketing and Related Record Keeping function (information on judgments, counsel withdrawals, adjournments.	0	
ADJ-101	Provide Judges access other State Bar applications and databases, including Member Records, member resignation status page, etc.		
ADJ-102	Provide the ability to maintain and refer to a listing of instances which a respondent has been convicted of a criminal offense.		
ADJ-102.01	Provide ADMIN USER the ability to define classification codes for these offenses.	0	
ADJ-102.02	Provide the ability to record the National Crime Information Center (NCIC) code for these offenses.	0	
ADJ-102.03	Provide USER the ability to record the respondent's name, the respondent's member number, the violation, jurisdiction, felony / misdemeanor, description, keyword, Conference, classification, year, and comments.	0	
ADJ-151	Provide the ability to track the status of MOTIONS to ensure that they are ruled upon in a timely manner.		
ADJ-151.01	Provide USER with the ability to search MOTIONS on CASES based on a pre-determined review date.	0	
ADJ-151.02	Provide USER with the ability to assign review date to MOTIONS.	0	
ADJ-151.03	Provide USER with the ability to assign review judge to MOTIONS.	0	
ADJ-151.04	Provide USER with the ability to sort MOTIONS based on review date, review judge.	0	
ADJ-151.05	Provide USER with the ability to produce notifications to JUDGES when motions require review.	0	

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Disposition

ID	Requirement Text	Response Code	Comments
DIS-001	Record disposition type (i.e., type of judgment) including those involving entire cases and individual parties.		
DIS-001.01	Provide USER with the ability to assign DISPOSITION to a CASE.	0	
DIS-001.03	Provide USER with the ability to assign DISPOSITION to a PARTY	0	
DIS-001.04	Provide USER with the ability to assign DISPOSITION to ISSUE/RELIEF.	0	
DIS-001.05	Provide USER with the ability to assign DISPOSITION to Other	0	
DIS-001.06	Provide ADMIN USER with the ability to define DISPOSITION for a CASE.	0	
DIS-001.07	Provide ADMIN USER with the ability to define DISPOSITION for a PARTY.	0	
DIS-001.09	Provide ADMIN USER with the ability to define DISPOSITION for ISSUES/RELIEF	0	
DIS-001.10	Provide ADMIN USER with the ability to define DISPOSITION for Other.	0	
DIS-002	Process information (e.g., update docket and other records, if not updated automatically) and produce documents for dispositions by trial, default, dismissal, withdrawal, settlement, transfer out to another jurisdiction, or consolidation.		
DIS-002.01	Provide ADMIN USER with the ability to define work flow based on different dispositions.	0	
DIS-003	Process information and produce documents on post-judgment activities.		
DIS-003.01	Provide ADMIN USER with the ability to define work flow based on "post-judgment" (e.g. activities occurring after a judgment is ordered) activities.	0	
DIS-004	Distribute disposition and post-judgment documents electronically external to court and internally to be entered in docket.		
DIS-004.01	AUTOMATICALLY assign DOCUMENTS [disposition and post judgment] to the docket.	0	
DIS-004.02	AUTOMATICALLY export disposition and post judgment documents.	0	
DIS-005	Create, print, and maintain separate disposition indices that show original and subsequent judgments by case and party.		
DIS-005.01	Provide ADMIN USER with the ability to define REPORTS for JUDGMENTS.	0	
DIS-006	Document the counsel present for each event in a case (At each milestone).		
DIS-006.01	Provide USER with the ability to assign counsel present to each SCHEDULED EVENT .	0	
DIS-007	Provide the ability to record disposition determined by the Hearing Department, the Review Department, and the Supreme Court.		
DIS-008	Provide the ability to record multiple dispositions determined by the Hearing Department, the Review Department, and the Supreme Court.		
DIS-009	Enter, maintain, process, and store information pertaining to temporary actions (e.g., an interim suspension or other such action) and record such events		
DIS-010	Provide the ability to a apply a single stipulation to multiple cases.		
DIS-011	Associate monetary and non-monetary restitution with specific case participant(s).		

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Disposition

ID	Requirement Text	Response Code	Comments
DIS-011.01	Provide USER with the ability to associate RESTITUTION[monetary and non-monetary] with the receiving PARTY(s) (i.e. victim, etc.).	0	
DIS-011.02	Provide ADMIN USER to define codes for restitution types.	0	
DIS-011.03	Provide User with the ability to assign RESTITUTION[monetary and non-monetary] with the PARTY(s) ordered to pay restitution.	0	
DIS-011.04	Provide User with the ability to assign the amount of restitution each PARTY is required to pay.	0	
DIS-012	Record hearing outcomes for each respondent/participant including information on parties, cases, related cases, and cross petitions.		
DIS-012.01	Provide ADMIN USER with the ability to define codes for SCHEDULED EVENT OUTCOMES.	0	
DIS-012.02	Provide ADMIN USER with the ability to define codes for Hearing types SCHEDULED EVENT types (i.e. hearing, conference, trial).	0	
DIS-012.03	Provide ADMIN USER with the ability to define codes Allegations.	0	
DIS-012.04	Provide ADMIN USER with the ability to define codes Offense.	0	
DIS-012.05	Provide ADMIN USER with the ability to define codes Relief.	0	
DIS-012.06	Provide ADMIN USER with the ability to relate Allegation/Offense/Relief codes to SCHEDULED EVENT Outcome codes.	0	
DIS-012.07	Provide ADMIN USER with the ability to relate Hearing Codes to SCHEDULED EVENT Outcome Codes.	0	
DIS-012.08	Provide USER with the ability to assign many SCHEDULED EVENT OUTCOMES to each allegation/offense/relief pertaining.	0	
DIS-012.09	Provide USER with the ability to assign many PERSONS or family groups to each allegation/offense/relief pertaining.	0	
DIS-012.10	Provide USER with the ability to assign many SCHEDULED EVENT OUTCOMES to a HEARING.	0	

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ID	Requirement Text	Response Code	Comments
CCL-001	Receive information from Disposition Function and record reason for closure including summary alert or flag to notify if case has been closed.		
CCL-001.01	Provide ADMIN USER with the ability to define codes for Case Closure Reasons.	0	
CCL-001.02	Provide ADMIN USER with the ability to define rule to alert user when accessing a closed case.	0	
CCL-001.03	Provide USER with the ability to assign indicator to CASE to identify cases that are closed but have pending actions.	0	
CCL-001.04	Provide ADMIN USER with the ability to define rule for determining whether a case can be closed.	0	
CCL-003	Close case (e.g., update docket; generate required forms, notices, reports for that case) based upon defined business rules, including the ability to close cases in batch.		
CCL-003.1	Provide ADMIN USER with the ability to define work flow for closing cases.	0	
CCL-004	Allow ability to file and docket documents (motions, reports, etc.) to the case without re-opening the case.		
CCL-004.01	Provide ADMIN USER with the ability to define a rule for allowing update in CASES that have been deemed closed.	0	
CCL-005	Generate overall case closure reports (e.g., cases closed over specific period with reason closed and other information).		
CCL-005.01	Provide admin user with the ability to define reports for CASES based on case closure.	0	
CCL-007	Identify activities and conditions that can prevent case from being closed and alerts when case close is accepted when those conditions are not satisfied (e.g. outstanding or open allegations outstanding motions, etc.).		
CCL-007.01	Provide ADMIN USER with the ability to define a rule for allowing or disallowing a CASE closure.	0	
CCL-008	Provide a facility for re-opening previously closed cases, tracking date and reason for reopening, with proper authorization.		
CCL-008.01	Provide USER with the ability to assign a Case Reporting Status [Reopen] to CASE	0	
CCL-008.02	Provide ADMIN USER with the ability to define codes for Case Reporting Statuses.	0	
CCL-008.03	Provide USER with the ability to assign reopen date, reopen reason and previous status to Case Reporting Status.	0	
CCL-008.04	Automatically maintain history of Case Reporting Statuses.	0	
CCL-009	Record ultimate resolution for each closed case including information on related cases and petitions; and cross-reference to judge's order for closure.		
CCL-009.01	Provide USER with the ability to assign relief to CASE.	0	
CCL-009.02	Provide USER with the ability to assign petitions to CASES.	0	
CCL-009.03	Provide USER with the ability to assign one to many PARTYs to one to many PARTYs in order to form a family relationship.	0	
CCL-009.04	Provide USER with the ability to assign many CASES to many CASES in order to create CASE GROUP[related].	0	
CCL-009.05	Interoperate with the ECMS to provide USER with the ability to assign DOCUMENT [order] to DISPOSITION.	0	

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Case Close

ID	Requirement Text	Response Code	Comments
CCL-009.06	Interoperate with the ECMS to provide USER with the ability to assign DOCUMENT to PARTY.	0	
CCL-009.07	Interoperate with the ECMS to provide ADMIN USER with the ability to define codes to associate DOCUMENTS to DOCUMENTS.	0	
CCL-009.08	Interoperate with the ECMS to provide USER with the ability to assign DOCUMENT [order] to DOCUMENT[order].	0	
CCL-012	Allow user to manually close case (e.g., change status to closed; update docket; generate required forms, notices, reports for that case) according to locally-defined business rules.		
CCL-012.01	Provide USER with the ability to assign a Case Reporting Status [Closed, Reopen].	0	
CCL-012.02	Provide ADMIN USER with the ability to define rule for determining the Case Reporting Status.	0	
CCL-015	Alert users when closing cases if there is a hearing date that needs to be vacated.		
CCL-015.01	Provide ADMIN USER with the ability to define rule for disallowing case closing if a SCHEDULED EVENT is still outstanding.	0	
CCL-015.02	Provide ADMIN USER to define a rule to warn user of action that must be taken in order to close a case.	0	
CCL-015.03	AUTOMATICALLY vacate all SCHEDULED EVENTS for a CASE that is being closed, including SCHEDULED EVENTS for consolidate cases.	0	
CCL-015.04	Automatically alert user when CASE has an open SCHEDULED EVENT.	0	

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Accounting

ID	Requirement Text	Response Code	Comments
ACC-003	Comply with generally accepted accounting principles (GAAP) for governmental entities.		
ACC-009	Interfaces that allow for the collection and receipting of fees by non-court persons or companies, must prohibit the deletion or modification of financial or other case data within the security matrix.		
ACC-009.01	Provide ADMIN USER with the ability to define rule to prohibit Interfaces for accounting by external agencies from deleting or modifying financial or Case data.	0	
ACC-012	Allow for automatic reconciliation of daily receipts and bank accounts, and still enable multiple USERs to access the system.		
ACC-012.01	Provide USER with the ability to assign reconciliation to End-Of-Day(EOD) functions (e.g., Daily Receipts, Bank Deposits).	0	
ACC-012.02	AUTOMATICALLY provide USERs access to system while Accounting Reconciliation is in process.	0	
ACC-022	Print system wide daily cash receipts journal.		
ACC-022.01	Provide ADMIN USER with the ability to define report for Cash Receipts (e.g.. System wide or by Cash register).	0	
ACC-022.02	Provide USER with the ability to produce report for Cash Receipts.	0	
ACC-024	Calculate and record bank deposits.		
ACC-024.01	AUTOMATICALLY calculate BANK DEPOSIT.	0	
ACC-024.02	AUTOMATICALLY assign BANK DEPOSIT	0	
ACC-025	List bank deposits in various groupings (e.g., totals for cash, check, credit card) showing account in which funds to be deposited.		
ACC-025.01	AUTOMATICALLY produce report for BANK DEPOSIT [Cash, Check, Credit Card etc.] details.	0	
ACC-025.02	Provide USER with the ability to produce report for BANK DEPOSIT [Cash, Check, Credit Card etc.] details.	0	
ACC-026	Print bank deposit slips for specific banks and periods.		
ACC-026.01	AUTOMATICALLY produce document [BANK DEPOSIT].	0	
ACC-026.02	Provide USER with the ability to produce document for [BANK DEPOSIT].	0	
ACC-028	Produce list of items that remain open for accounts that carry balance forward from one period to next period.		
ACC-028.01	Provide USER with the ability to produce report for OPEN ACCOUNTS.	0	
ACC-030	Total and reconcile receipts over specific period for multiple cashiers to calculate bank deposits.		
ACC-030.01	AUTOMATICALLY total/reconcile RECEIPTS for one/many CASHIERS.	0	
ACC-030.02	Provide USER with the ability to assign total/reconcile RECEIPTS for one/many CASHIERS.	0	
ACC-036	Maintain financial parts of case files and docket (e.g., payments received, liabilities with linkage to accounts receivable in finance). (see also Docketing and Related Recordkeeping Function)		
ACC-036.01	AUTOMATICALLY maintain history of ACCOUNTING transactions for CASE RECORDS and DOCKET.	0	

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Accounting

ID	Requirement Text	Response Code	Comments
ACC-036.02	Provide USER with the ability to assign ACCOUNTING transactions for CASE RECORDS and DOCKET and link to Financial Accounting (Accounts RECEIVABLE).	0	
ACC-036.03	Provide USER with the ability to produce report for ACCOUNTING Transactions for CASE RECORDS and DOCKET.	0	
ACC-047	Apply correcting entries without changing or deleting previously recorded transactions, record and store adjusting financial entries (e.g., bad checks), and modify amounts due with proper authorization.		
ACC-047.01	AUTOMATICALLY assign adjustment transaction without changing original transaction.	0	
ACC-047.02	Provide USER with the ability to assign adjustment transaction without changing original transaction.	0	
ACC-047.03	Provide USER with the ability to assign adjustment transaction with proper security.	0	
ACC-050	Accrue charges to case based on occurrence of specific events (e.g., transcript prepared) and produce account statements.		
ACC-050.01	AUTOMATICALLY assign COSTS, FEES on the occurrence of CASE EVENTS.	0	
ACC-050.04	Provide USER with the ability to produce report for ACCOUNT [CASE, PARTY].	0	
ACC-052	Provide the ability to close an account related to a case.		
ACC-052.01	Provide ADMIN USER with the ability to define indicator to close CASE or PARTY ACCOUNT.	0	
ACC-052.02	Provide USER with the ability to assign indicator to close CASE or PARTY ACCOUNT.	0	
ACC-111	Generate and print receipts with proper identifiers (e.g., fee code, court location and address) based on collections with USER option to receive single or multiple copies, noting how many copies were printed.		
ACC-111.01	Provide ADMIN USER with the ability to define rule to capture relevant data on PAYMENT RECEIPT (e.g.. Account Code, PARTY Address, COURT Address etc.).	0	
ACC-111.02	Provide ADMIN USER with the ability to define indicator to specify number of copies of DOCUMENT to generate.	0	
ACC-111.03	Interoperate with the ECMS to provide ADMIN USER with the ability to define indicator to store number of copies generated for a DOCUMENT.	0	
ACC-112	Generate and distribute electronic receipts for electronic payments. (see also Multifunction Capabilities and Integration)		
ACC-112.01	Provide ADMIN USER with the ability to define rule to produce Electronic DOCUMENT [RECEIPT] for PAYMENT (e.g.. Manual, electronic etc.).	0	
ACC-112.02	AUTOMATICALLY produce Electronic DOCUMENT [RECEIPT] for PAYMENT (e.g.. Manual, Electronic etc.).	0	
ACC-112.03	Provide USER with the ability to produce Electronic DOCUMENT [RECEIPT] for PAYMENT (e.g.. Manual, electronic etc.).	0	
ACC-113	Generate and print receipts with unique, locally defined, sequential receipt numbers.		

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Accounting

ID	Requirement Text	Response Code	Comments
ACC-113.01	Provide ADMIN USER with the ability to define rule to generate unique sequential RECEIPT NUMBER at Enterprise or Jurisdiction or Cash Register level.	0	
ACC-113.02	AUTOMATICALLY generate unique sequential RECEIPT NUMBER at Enterprise or Jurisdiction or Cash Register level.	0	
ACC-116	Permit receipts to be reprinted with appropriate security (e.g., if printer malfunctions during printout) with same receipt numbers but noted as a duplicate receipt.		
ACC-116.01	Provide ADMIN USER with the ability to define rule to reprint RECEIPT with appropriate security.	0	
ACC-116.02	Provide USER with the ability to produce reprint RECEIPT with appropriate security.	0	
ACC-116.03	AUTOMATICALLY reprint RECEIPT with appropriate security.	0	
ACC-116.04	AUTOMATICALLY assign any reprinted DOCUMENT [RECEIPT, INVOICE, NTICE] as a duplicate .	0	
ACC-116.05	Provide ADMIN USER with the ability to define rule to assign any reprinted DOCUMENT [RECEIPT, INVOICE, NTICE] as a duplicate .	0	
ACC-116.06	Provide USER with the ability to assign any reprinted DOCUMENT [RECEIPT, INVOICE, NTICE] as a duplicate .	0	
ACC-126	Print system wide daily cash receipts journal and allow reprinting of journal reports.		
ACC-126.01	AUTOMATICALLY produce report for Daily Cash Receipt Journal.	0	
ACC-126.02	Provide ADMIN USER with the ability to define report for Daily Cash Receipt Journal.	0	
ACC-126.03	Provide USER with the ability to produce report for Daily Cash Receipt Journal.	0	
ACC-177	Ability to track overages and shortages by cashier.		
ACC-177.01	Provide ADMIN USER with the ability to define field for querying OVERAGE and SHORTAGE by Cashier.	0	
ACC-177.02	Provide USER with the ability to search for OVERAGE and SHORTAGE by Cashier.	0	
ACC-178	Ability to export financial reports to other formats (e.g. excel)		
ACC-178.01	AUTOMATICALLY provide the capability to export reports to other formats (e.g.. Excel, PDF).	0	
ACC-179	Provide the ability to record the transcript estimate, ordering party, order date, order details (CDs or transcripts; originals or copies) and track actual cost, payment plan terms, payment due dates and amounts, payments received, credits issued.		
ACC-180	Provide the ability to automatically estimate transcript cost when based on the Hearing Department courtroom recording time in For The Record (FTR).		
ACC-180.01	Provide ADMIN USER the ability to define, store, and maintain the automated estimation algorithm.	0	
ACC-180.02	Provide USER the ability to employ the automated estimation algorithm to estimate transcript cost.	0	
ACC-181	Provide the ability to record that record that payment for transcripts for a case is to be made directly to the service provider.		

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ID	Requirement Text	Response Code	Comments
ACC-182	Provide the ability add to the electronic case file scanned images of third-party vendor invoices and checks, linking the images to a data element or a docket entry.		

Effectuation

ID	Requirement Text	Response Code	Comments
EFF-001	Provide the ability for USER to record the status of the effectuation of a case and to set ticklers to support the completion of effectuation.		
EFF-001.01	Provide ADMIN USER the ability to establish a work flow for the completion of effectuation based on case type.	0	
EFF-001.02	Provide USER the ability to record effectuation status manually or as a byproduct of the actions taken on the case.	0	
EFF-001.03	Provide ADMIN USER the ability to define codes for the status of the effectuation.	0	
EFF-002	Provide the ability to set waiting periods in the effectuation work flow.		
EFF-002.01	Provide ADMIN USER with the ability to define rules establishing a time frame or waiting period before effectuation activities can be conducted.	0	
EFF-002.02	AUTOMATICALLY check a defined rules when USER records effectuation activities to a CASE	0	
EFF-002.03	Provide USER with the ability to override rules when recording activities.	0	
EFF-003	Provide capability for the review of proposed Supreme Court orders by USERS including the Hearing Judge and Hearing Counsel.		
EFF-004	Provide capability for submitting proposed Supreme Court orders to the Supreme Court in editable Word and PDF format.		
EFF-004.01	Provide the ability to remove metadata from Word files generated by the Supreme Court.	0	
EFF-005	Provide ability to track the status of the proposed Supreme Court order both internal to the court and while pending with the Supreme Court.		
EFF-006	Provide ability to record a Writ of Review and track its status.		
EFF-007	Provide the ability to remand a matter to the Hearing or Review courts.		
EFF-008	Provide the ability to record the effective date of the Supreme Court Order (i.e., close date), conditions and cost of case associated with hearing, review, and effectuations.		
EFF-009	Provide a means to record identifiers for transcript CDs orders and for the associated journal vouchers.		
EFF-010	Provide the ability to search for transcript CDs orders and for the associated journal vouchers in case records using the previously entered identifiers for those items.		
EFF-011	Provide the ability to generate a supreme court transmittal coversheet indicating whether the respondent had previously been disbarred or resigned and whether the respondent has a current case pending transmittal.		
EFF-012	Provide USER the ability to link the case to a cost certificate maintained in the ECM, record that costs were assessed, and the terms of payment.		

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Probation

ID	Requirement Text	Response Code	Comments
PRB-001	Provide the ability to define basic case information that must be entered in order to initiate a case, by case type.		
PRB-001.01	Provide ADMIN USER with the ability to locally define rules for required fields for case initiation per case type.	0	
PRB-002	Provide the ability to initiate a probation case based on a court case.		
PRB-002.01	Provide ADMIN USER with the ability to define work flow for establishing a probation case.	0	
PRB-002.02	Provide ADMIN USER with the ability to define fields and provide validation rules for entering case initiation information.	0	
PRB-002.03	Provide ADMIN USER with the ability to define the letters and other documents to be generated with each case event, including but not limited to case initiation.	0	
PRB-002.04	Provide USER the ability to employ the data from the court case to establish the probation case.	0	
PRB-002.05	Provide USER the ability to locate and link to the court case by court case number or member number.	0	
PRB-002.06	Provide the ability to record and update monitoring type and conditions of probation.	0	
PRB-002.07	Provide USER the ability to employ court entered data about probation case monitoring type and conditions of probation (i.e., by reference, through an interface, or by other means).	0	
PRB-003	Provide the ability to initiate a probation case based on a Trial Counsel case.		
PRB-003.01	Provide ADMIN USER with the ability to define work flow for establishing a probation case.	0	
PRB-003.02	Provide ADMIN USER with the ability to define fields and provide validation rules for entering case initiation information.	0	
PRB-003.03	Provide ADMIN USER with the ability to define the letters and other documents to be generated with each case event, including but not limited to case initiation.	0	
PRB-003.04	Provide USER the ability to employ the data from the Trial Counsel case to establish the probation case.	0	
PRB-003.05	Provide USER the ability to locate and link to the Trial Counsel case by Trial Counsel case number or member number.	0	
PRB-003.06	Provide the ability to record and update monitoring type and conditions of probation.	0	
PRB-003.07	Provide USER the ability to employ Trial Counsel entered data about probation case monitoring type and conditions of probation (i.e., by reference, through an interface, or by other means).	0	
PRB-004	Provide the ADMIN USER the ability to employ Case Management capabilities for probation cases, including but not limited to defining processing workflows to step a USER through standard processes (e.g., default checklists)		
PRB-005	Provide the USER the ability to employ Case Management capabilities for probation cases, including but not limited to setting due dates and ticklers for case processing.		
PRB-006	Provide the USER the ability to employ Scheduling capabilities for probation cases, including but not limited to scheduling meetings with respondents and recording the results.		

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ID	Requirement Text	Response Code	Comments
PRB-007	Provide the USER the ability to be presented with a list of overdue tasks, reports, tickles, and other time sensitive items when starting up the Application.		
PRB-007.01	Provide the USER the ability to define the order that these items are presented in.	0	
PRB-007.02	Provide the USER the ability to access the time sensitive item directly from this list.	0	
PRB-007.03	Provide the ability to AUTOMATICALLY record an event / activity when a tickle, task, or other time sensitive item is addressed completely.	0	
PRB-008	Provide the ADMIN USER the ability to define an unlimited number of predefined probation conditions that can be ordered by the court or Supreme Court.		
PRB-009	Provide the USER the ability to record predefined or ad hoc conditions of probation.		
PRB-010	Provide USER the ability to record probation monitoring events / activities including but not limited to: notices sent, reminder letters sent, motions filed, responses filed, referrals, reports received, and all other communication.		
PRB-010.01	Provide the ADMIN USER the ability to define an unlimited number of predefined / standard probation events.	0	
PRB-010.02	Provide the USER the ability to record predefined and ad hoc probation events / activities.	0	
PRB-010.03	Provide the USER the ability to associate events / activities with predefined probation conditions to aid in tracking compliance.	0	
PRB-010.04	Provide the ability to AUTOMATICALLY associate predefined events / activities with predefined probation conditions to aid in tracking compliance.	0	
PRB-010.05	Provide the ability to record respondent progress toward meeting a condition of probation, including but not limited to: tasks completed, hours of performance, amounts paid.	0	
PRB-011	Provide USER the ability to maintain a probation activity log		
PRB-011.01	Provide the ability to AUTOMATICALLY update the event / activity log based on actions taken by the USER.	0	
PRB-012	Provide the USER the ability to record respondent performance against both predefined or ad hoc conditions of probation.		
PRB-013	Provide the USER the ability to prepare revocation filings using document templates and data from the court CMS.		
PRB-013.01	Provide the USER the ability to compile a filing using Word templates and probation case data and event / activity logs.	0	
PRB-013.02	Provide the USER the ability to e-file a revocation with the court.	0	
PRB-014	Provide USER the ability to maintain information about the term of probation.		
PRB-014.01	Provide the USER the ability to enter the term of probation as a start date and a period of years/months/days.	0	
PRB-014.02	Provide the USER the ability to enter the term of probation as a start date and end date.	0	
PRB-014.03	Provide the ability to record tolling periods within the term of probation and AUTOMATICALLY recalculate the end of the term of probation.	0	

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Probation

ID	Requirement Text	Response Code	Comments
PRB-015	Provide the USER the ability to inquire into related cases and records in the State Bar information systems.		
PRB-015.01	Provide User the ability to display court proceedings, hearings and other court matters.	0	
PRB-015.02	Provide USER the ability to display OCTC investigations, inquiries and other case matters.	0	
PRB-015.03	Provide USER the ability to display member records.	0	
PRB-016	Provide the USER the ability to assign external resources (e.g., probation monitors) to a case and establish task lists and ticklers for that resource.		
PRB-017	Provide the USER the ability to record a variety of key probation case dates, including but not limited to: order filed date; effective date; probation beginning and ending dates; actual beginning and ending dates; assignment date; case opening and closing dates.		
PRB-018	Provide the USER the ability to prepare motions using document templates and data from the court CMS.		
PRB-018.01	Provide the USER the ability to compile a filing using Word templates and probation case data and event / activity logs.	0	
PRB-018.02	Provide the USER the ability to e-file a motion with the court.	0	
PRB-019	Provide USER the ability to generate letters, forms, reports, and other documents.		
PRB-019.01	Provide ADMIN USER with the ability to define the letters, forms, reports, and other documents to be generated with each case event, including but not limited to case initiation.	0	
PRB-019.02	Provide USER the ability to employ templates, populated from the case record, to generated letters, forms, reports, and other documents with any case event, including but not limited to case initiation. (e.g., Letters to respondents, Quarterly Report form)	0	
PRB-019.03	Provide the ability to AUTOMATICALLY record an event / activity when a letter, notice or other communication is generated.	0	

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Reporting

ID	Requirement Text	Response Code	Comments
RPT-001	Provide the ability for the ADMIN USER to define custom reports that can be reused by all USERS.		
RPT-002	Provide the ability for the ADMIN USER to define ad hoc queries that can be reused by all USERS.		
RPT-003	Provide the ability for USERS to use the Bar's currently licensed COGNOS tool to generate reports from the proposed case management system's data structures.		
RPT-004	While the COGNOS implementation and learning is underway, provide the ability for ADMIN USER to use the Bar's currently licensed ACCESS tool to generate reports from the proposed case management system's data structures.		
RPT-005	Provide report with statistical analysis of complaints and their dispositions [pursuant to California Business and Professions Code Section 6086.15 (a) (2)]		
RPT-006	Provide report with statistical analysis of the number and type of filed notices and their disciplinary outcomes [pursuant to California Business and Professions Code Section 6086.15 (a) (6)]		
RPT-007	Provide report with statistical analysis of the number and type of: informal discipline outcomes; petitions to terminate practice; interim suspensions; license restrictions; and private reprovals. [pursuant to California Business and Professions Code Section 6086.15 (a) (7)]		
RPT-008	Provide annual report statistics by case type and within disciplinary and regulatory categories including ability to drill down to details.		
RPT-009	Provide reports of court performance against standards.		
RPT-009.01	Provide a report of case load clearance against standard.	0	
RPT-009.02	Provide a report of "on time" case processing.	0	
RPT-009.03	Provide a report of case backlog.	0	
RPT-009.04	Provide a report of commencement of trials.	0	
RPT-009.05	Provide a report of timeliness of submissions (trial level).	0	
RPT-009.06	Provide a report of commencement of oral arguments.	0	
RPT-009.07	Provide a report of timeliness of submissions (appellate level)	0	
RPT-010	Provide reports reflecting Trial Department operations.		
RPT-010.01	Provide reports of the amount of bench time served by each judge.	0	
RPT-010.02	Provide reports of the number of cases filed.	0	
RPT-010.03	Provide reports of the hearing Alternative Discipline Program pendency in evaluation.	0	
RPT-010.04	Provide reports of case filings by case type (comparing case type correlations to trial filings.	0	
RPT-010.05	Provide monthly statistical summary reports of cases filed, disposed, settled, pending.	0	
RPT-010.06	Provide monthly statistical summary reports of cases trends.	0	
RPT-010	Provide reports reflecting Appellate Department operations.		
RPT-011.01	Provide reports of the number of cases filed.	0	
RPT-011.02	Provide reports of the number of cases and matters pending.	0	
RPT-011.03	Provide reports of the status and completion of opinions.	0	
RPT-012	Case Management Reports		
RPT-012.01	Provide reports of cases pending by judge, CA, unit, or other assigned resource.	0	

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Reporting

ID	Requirement Text	Response Code	Comments
RPT-012.02	Provide reports of caseload, workload, inventory by judge, CA, unit, or other assigned resource.	0	
RPT-012.03	Provide reports of motions outstanding by judge.	0	
RPT-012.04	Provide reports of trial pending matters.	0	
RPT-012.05	Provide reports of submitted cases.	0	
RPT-012.06	Provide reports of ticklers.	0	
RPT-013	Provide the ability to generate histograms, pie charts, and other graphical representations of statistical data presented in reports.		
RPT-014	Provide a USER configurable dashboard of caseload, matter, and motion statistics by individual judge and groups of judges.		
RPT-015	Provide an ADMIN USER configurable court-wide dashboard of performance against court standards.		
RPT-016	Provide reports of Probation Department performance against standards.		
RPT-016.01	Provide a report of the number of cases opened.	0	
RPT-016.02	Provide a report of "on time" case opening.	0	
RPT-016.03	Provide a report of cases monitored.	0	
RPT-016.04	Provide a report of referred to Chief Trial Counsel.	0	
RPT-016.05	Provide a report of the percentage of cases audited.	0	
RPT-016.06	Provide a report of cases closed.	0	
RPT-016.07	Provide a report of revocations filed.	0	
RPT-016.08	Provide a report of motions filed by respondents.	0	
RPT-017	Provide monthly statistical reports for Probation operations.		
RPT-017.01	Provide a report of the number of open files by case type.	0	
RPT-017.02	Provide a report of the number of files opened year to date (YTD) by case type.	0	
RPT-017.03	Provide a report of the number of files opened in a given month by case type.	0	
RPT-017.04	Provide a report of the number of files closed year to date (YTD) by case type.	0	
RPT-017.05	Provide a report of the number of files closed in a given month by case type.	0	
RPT-017.06	Provide a report of the number of revocation proceedings filed in a given month and YTD.	0	
RPT-017.07	Provide a report of the number of Motions for Modification & MPRE filed in a given month and YTD.	0	
RPT-017.08	Provide a report of the number of Referrals to Chief Trial Counsel in a given month and YTD.	0	
RPT-018	Provide for the generation of monthly progress reports.		
RPT-018.01	Provide a report of the number of ADP reports lodged with the court (this month, YTD)	0	
RPT-018.02	Provide a report of the percentage of cases referred (within 30, 60, 90 days and over 90 days.	0	
RPT-018.03	Provide a report of the percentage of cases opened within three weeks of assignment.	0	
RPT-019	Provide for the generation of probation case management reports.		
RPT-019.01	Provide a report of cases with End Date Still Open as of report date.	0	
RPT-019.02	Provide a report of cases with Non-Compliance by Due Date.	0	

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Reporting

ID	Requirement Text	Response Code	Comments
RPT-019.03	Provide a report of cases with random lab testing due.	0	
RPT-019.04	Provide a report of cases with monthly AA/NA reports due.	0	
RPT-019.05	Provide a report of cases with monthly lab reports due.	0	
RPT-019.06	Provide a report of cases with quarterly LAP reports due.	0	
RPT-019.07	Provide a report of cases with quarterly MH reports due.	0	
RPT-019.08	Provide a report of cases with ES/CTA/MCLE due.	0	
RPT-019.09	Provide a report of referrals by case type.	0	
RPT-019.10	Provide a report of Open Probation Files.	0	
RPT-019.11	Provide a report of Closed Probation Files.	0	
RPT-019.12	Provide a report of cases with Quarterly Reports due.	0	
RPT-019.13	Provide a report of Monitor Assignments.	0	
RPT-020	Provide a set of reports using data from the court CMS data structures, ready to run by the ADMIN USER upon implementation.		

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User Interface

ID	Requirement Text	Response Code	Comments
UI-001	Provide configurable prompts to help users (e.g., locally-defined list of codes and translations that apply to data entry situation that currently confronts user, updates required in cases related to case being updated).		
UI-001.01	Provide USER with data entry features that offer options based on context and allow USER to make one or many selections with ease.	0	
UI-001.02	Provide USER with data entry feature that offers valid options preconfigured by an administrator.	0	
UI-001.03	Provide ADMIN USER with the ability to map a data entry field to a set of options or codes.	0	
UI-001.04	Provide USER with data entry feature to navigate and select on nested levels of code hierarchies, providing only valid options at each level.	0	
UI-002	Provide the ability to search for and display all cases for a PARTY.		
UI-002.01	Provide USER with the ability to perform global search for all case participants by name.	0	
UI-002.02	In the event that multiple records match the search criteria, provide USER a pick list of records to select from.	0	
UI-002.03	Retain the pick list and provide USER the ability to return to this list and select a different record to view.	0	
UI-001	Provide the use of "pick lists" where data values may be chosen from a discrete list.		
UI-003.01	Provide ADMIN USER with the ability to define lookup tables.	0	
UI-003.02	Provide USER with the ability to search lookup tables based on context.	0	
UI-004	Provide ADMIN USER the ability to tailor data entry and display screens.		
UI-004.01	Provide ADMIN USER with the ability to define default screens.	0	
UI-004.02	Provide ADMIN USER with the ability to define screens to support a work flow. .	0	
UI-005	Allow case searches by counsel (include court date, courtroom, case number, judge in search criteria).		
UI-005.01	Provide ADMIN USER with the ability to define a rule for search criteria based on a field or combination of fields (including counsel, court date, courtroom, case number, judge).	0	
UI-006	Enable a search of cases by various combinations of a person's or PARTY's name (e.g., full name, last name only, part of first or last name, aliases, maiden names, etc.), case number, Member number, and allegation.		
UI-007	Allow supervisor at appropriate level to turn alerts on and off.		
UI-007.01	Provide ADMIN USER with appropriate permissions to turn alerts/messages off and on.	0	
UI-008	Permit system-wide date and time default format; System accepts date and time in any conventional format (e.g., military time) and converts to default format, with prompts for invalid or exceptional dates (past dates or dates far into the future).		
UI-008.01	Allow ADMIN USER to set system-wide date and time format default.	0	
UI-008.02	Allow system to convert user-entered date and time to default date and time format.	0	

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User Interface

ID	Requirement Text	Response Code	Comments
UI-009	Prompt date and time default values when entering date and time.		
UI-009.01	Allow system to prompt for acceptable date and time format when unrecognized format is entered by USER.	0	
UI-010	Allow user management team to define frequency of prompts at user level; user can set additional alerts and remarks which can be printed on calendars and displayed on courtroom display screens.		
UI-010.01	Allow ADMIN USER to customize prompts for USER.	0	
UI-010.02	All USER with appropriate permissions to print/display special alerts and free-form remarks on calendars and court dockets.	0	
UI-011	Provide drop down selections (allowing for both statewide and locally defined selections),as opposed to typing information in fields, when docketing courtroom outcomes.		
UI-011.01	Provide USER with the ability to assign codes to MINUTE ENTRY text fields.	0	
UI-011.02	Provide ADMIN USER with the ability to define codes for MINUTE ENTRY text fields for each court level, location, and case type.	0	
UI-012	Give users real-time access to system (e.g., for judge to examine legal issues).		
UI-012.01	Provide USER with the ability to directly access CMS from the courtroom.	0	
UI-013	Provide ADMIN USER the ability to specify the application components available to each USER.		
UI-014	Provide the USER the ability to quickly return to search results after clicking on a detail record.		
UI-015	Real-time update of data returned to users who are not in the courtroom.		
UI-015.01	Provide USER with ability to access data entered in the courtroom in real-time.	0	

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Automated Interfaces

ID	Requirement Text	Response Code	Comments
AI-001	Provide the ability to obtain up to the minute member data for use in the CMS, including member name, status, address, e-mail, phone, fax, address for service upon case initiation.		
AI-001.01	Provide the ability to obtain Member Database information specified in ADDS MEMBER INFORMATION data sharing event as described in ATTACHMENT G, Data-Sharing Details.	0	
AI-002	The CMS must obtain and apply changes to made to member records in the Member Data Base.		
AI-002.01	Provide the ability to gather and apply updates to Member Database information specified in ADDS MEMBER INFORMATION data sharing event as described in ATTACHMENT G, Data-Sharing Details.	0	
AI-005	Provide the ability for an ADMIN USER to define what events, what data about those events, and the format of that data to be automatically interfaced to update the supplemental records of the Membership Database.		
AI-005.01	Provide the ability of the ADMIN USER to specify which court case events are to update supplemental records in the Membership Database.	0	
AI-005.02	Provide the ability of the ADMIN USER to specify which data elements about the event are to be extracted to create the interface transaction. .	0	
AI-005.03	Provide the ability of the ADMIN USER to specify how the selected data will be formatted and combined to create the interface transaction sent to the Membership Database application.	0	
AI-006	Provide the ability to call the Membership Database Application to search and retrieve member data, including supplemental records and disciplinary outcomes.		
AI-007	Provide the ability to transmit records of Hearing Department dispositions to other State Bar applications.		
AI-007.01	Provide the ability of the ADMIN USER to specify which court case events are to shared with other State Bar applications.	0	
AI-007.02	Provide the ability of the ADMIN USER to specify which data elements about the event are to be extracted to create the interface transaction.	0	
AI-007.03	Provide the ability of the ADMIN USER to specify how the selected data will be formatted and combined to create the interface transaction.	0	
AI-008	Provide the ability to link court CMS records to an associated document in the ECMS.		
AI-008.01	Provide the ability to store ECMS application links to the documents associated with any given CMS record.	0	
AI-008.02	Provide the ability to access documents in the ECMS using a hyperlink.	0	
AI-009	Provide the ability to transmit records of Review Department dispositions to other State Bar applications.		
AI-009.01	Provide the ability of the ADMIN USER to specify which court case events are to shared with other State Bar applications.	0	
AI-009.02	Provide the ability of the ADMIN USER to specify which data elements about the event are to be extracted to create the interface transaction.	0	

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Automated Interfaces

ID	Requirement Text	Response Code	Comments
AI-009.03	Provide the ability of the ADMIN USER to specify how the selected data will be formatted and combined to create the interface transaction.	0	
AI-010	Provide the ability to transmit the record of case closure based on a Supreme Court order to other State Bar applications.		
AI-010.01	Provide the ability of the ADMIN USER to specify which court case events are to be shared with other State Bar applications.	0	
AI-010.02	Provide the ability of the ADMIN USER to specify which data elements about the event are to be extracted to create the interface transaction.	0	
AI-010.03	Provide the ability of the ADMIN USER to specify how the selected data will be formatted and combined to create the interface transaction.	0	
AI-011	Provide the ability for the CMS to call on the ECMS to store a document, providing the ECMS with CMS data needed to describe the document and link it to case management records.		
AI-012	Provide the ability to transmit aggregated accounting transactions to the Oracle JDE ERP application.		
AI-013	Provide the ability call the Payment Processor to provide online payments for case related fees.		
AI-014	Provide the ability to consume payment transaction data from the Payment Processor.		
AI-015	Provide the ability to consume court recording meta-data from For the Record (FTR).		
AI-016	Provide the ability for the court CMS to be called by the State Bar portal and provide inquiry access.		
AI-016.01	Provide the ability for the State Bar Portal to initiate an inquiry in the court calendar.	0	
AI-016.02	Provide the ability for the State Bar Portal to initiate an inquiry in the court docket.	0	
AI-017	Provide the ability for the State Bar's implementation of Cognos Business Intelligence to access the court CMS data structures.		
AI-018	Employ the State Bar's implementation of Active Directory to validate the identity of users with a single sign-on.		
AI-019	Integrate court CMS with the ECF 4.01 e-filing implemented for the court.		
AI-020	Provide the ability for the membership Web site to access designated entries on the case docket.		
AI-020.01	Provide access to designated docket entries.	0	
AI-020.02	Interoperate with the ECMS to provide access to appropriate documents related to publicly available docket entries	0	

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Instructions

For each of the technical requirements included in this ATTACHMENT E, the bidder must use this table to indicate how the proposed solution will meet each of the Judiciary's technical requirements. The court CMS technical requirements are presented in the tables that comprise this attachment. Each category is included in a separate tab in the workbook. The table below provides an overview of these major categories:

Category	Description
Database	The minimum requirements related to the DBA access, documentation, platform, replication, distribution, disaster recovery and load balancing of the database.
Availability	The minimum requirements related to the availability of the court CMS applications
Interoperability.	The minimum requirements related to the interoperability of the court CMS applications to other customer applications.
Operating System	The minimum operating system requirements.
Environment	The minimum requirements for operating in the IT environment currently employed by the court.
Architecture	The minimum component architecture, documentation, and interaction requirements.
Performance	The minimum storage, scalability, processing, responsiveness, support, network, and printing performance requirements.
Client	The minimum deployment and accessibility requirements of the proposed court CMS Core Applications.
Security	The minimum security requirements.

For each of the technical requirements, the proposer must indicate one of the following six responses in the column labeled "Response Code:" The response code column must be completed for each requirement for each worksheet included in the ATTACHMENT E workbook.

A – Currently Deployed   The proposed technical system is conformant with this requirement and has been deployed for another court in a manner that is also conformant. No customization of the application will be required to meet this technical requirement. The Vendor must identify a reference implementation (matching one of the references provided later in their proposal. (Note that failure demonstrate this conformance through reference checks may be grounds for disqualification from the procurement). Vendor must provide the reference implementation in the Assumptions /Comments field.

B – Requires Configuration   The proposed technical system is conformant with this requirement. No customization of the application will be required to meet this technical requirement. (Note that failure to demonstrate this capability at the time of product acceptance testing may be grounds for contract cancellation and penalties). The Vendor must explain the nature of the configuration required.

C – Future Release   The support for this technical requirement will be accomplished by a future release of the application. The Vendor must identify the specific release and the date of that release in the Assumptions/Comments field. (Note that failure to specify the release and release date would be considered non-responsive and may be grounds for disqualification from the procurement. Failure to provide the application with this capability on the date specified (and without customization) may be grounds for contract cancellation and penalties.

D – Requires Customization   The support for this technical requirement can be accomplished with software customization. (Note that failure to demonstrate this capability at the time of product acceptance testing may be grounds for contract cancellation and penalties). The nature of the customization must be explained in the Assumptions/Comments field. (Note that failure to explain the nature of the customization would be considered non-responsive and may be grounds for disqualification from the procurement.)

E – Alternative Proposed   Vendor does not propose to meet this technical requirement. However, the Vendor is proposing an alternative approach to meet the needs of the State Bar Court. An explanation is required and failure to provide that explanation in the Assumptions/Comments field would be considered non-responsive and may be grounds for disqualification from the procurement.

F – Not Proposed   The Vendor does not propose to support the technical requirement. An explanation is required and failure to provide that explanation in the Assumptions/Comments field would be considered non-responsive and may be grounds for disqualification from the procurement.

Instructions

In the event that "Requirement Text" of any technical requirement is modified or deleted, the text for that requirement in this RFP (and any subsequent amendment) shall supersede and replace the text for that requirement in the Vendor's proposal. Material modification of a "Requirement Text" field would be considered non-responsive and may be grounds for disqualification from the procurement.

Database

ID	Requirement Text	Response Code	Assumptions/Comments
DBA Access			
DB-001	The Applications should provide the ability to access the transactional database (the database that is used to support court operations) directly for query purposes.		
DB-002	The Applications should provide the ability to export data from transactional database using system utilities.		
DB-003	The Applications should support State Bar allowed user-creation of views to support real-time analysis.		
DB-004	The Applications should support a method to easily find and use existing views into the database.		
Export			
DB-005	The proposed solution must support data export in a variety of common file formats, such as, CSV, tab-delimited text, SQL, XLS, DOC, which the State Bar can manipulate for reporting.		
Documentation			
DB-006	The Applications should provide ready access to an up to date Entity Relationship Diagram (ERD) and Data Dictionary by court technical staff from the initiation of design, forward.		
DB-007	The Applications must provide tools and capability for State Bar management and technical control of schema and other database implementation as new versions of The Applications are released.		
DBMS Platform			
DB-008	The transactional database should be a Microsoft SQL database. (Other database platforms will be considered.)		
Replication			
DB-009	The Applications must replicate to a Microsoft SQL database.		
DB-010	The replication between the production transactional database and the reporting / public access databases should, at a minimum, be performed on a near real-time basis. (This may be asynchronous).		
DB-011	The database implementation should be capable of journaling.		
Distribution			
DB-012	The Applications must allow for a distributed database environment supporting distributed production operation with peer fail over of database operations.		
Logging			
DB-013	The proposed solution must provide self-generated audit reports based on log entries.		
DB-014	The proposed solution must rotate and archives activity logs.		
DB-015	The proposed solution must support export of audit or log data to an external system for archive and analysis (syslog, SIM, etc.).		
DB-016	The proposed solution must protect audit log files from unauthorized alteration from system users and/or by the vendor support staff.		
Disaster Recovery			
DB-017	The Applications must support the State Bar protocols for disaster recovery, including employing an out of state, third party service provider.		
Load Balancing			
DB-018	The database implementation should provide load balancing (active/active) across the replicated databases.		

Availability

ID	Requirement Text	Response Code	Assumptions/Comments
Application			
AV-001	All components of the application should operate 24 hours a day, 7 days a week.		
AV-002	Downtime due solely to application failure must be less than 0.001% measured annually.		
AV-003	All components of the application should be fully functional within 30 minutes of a failure of a vendor provided DBMS.		
Facilities			
AV-004	In the event that a local court facility becomes unavailable (e.g., natural or man-made disaster), all local court applications should be fully functional with complete and current data between State Bar sites within 24 hours of the provisioning of those facilities, allowing the judges or court employees to resume full operations.		
AV-005	In the event that the data center facility supporting the Application becomes unavailable (e.g., natural or man-made disaster), all local court applications should be fully functional with complete and current data between State Bar sites within 24 hours of the provisioning of those data center facilities, allowing the judges or court employees to resume full operations.		
AV-006	The application should be compatible with the State Bar's current approach to disaster recovery, which is to restore systems from backups and the reapplication of update transactions from available journal files.		
Notification			
AV-007	The proposed solution should notify the State Bar of service outages or degradations through e-mail alerts or RSS feeds that the State Bar can integrate into its internal infrastructure monitoring tools or dashboards.		
AV-008	The proposed solution should provide State Bar user and administrator viewable reporting related to the uptime and performance state of each of its included services.		

Availability

ID	Requirement Text	Response Code	Assumptions/Comments
Hardware			
AV-009	All court room components of the application should be fully functional within 30 minutes of a server hardware failure. (Please note that this requirement does not make the vendor responsible for server hardware performance. However, the Application's design and hardware component architecture should provide for this recovery of operations.)		
AV-010	In the event of a desktop hardware failure, all components of the application should be fully functional within 15 minutes of hardware replacement, allowing the judge or court employee to resume full operations. (Please note that this requirement does not make the vendor responsible for server hardware performance. However, the application design and hardware component architecture should provide for this recovery of operations.)		
Maintenance			
AV-011	Backup should not interrupt Application operations.		
AV-012	The maintenance and upgrades should not interrupt the Application's operations for a hosted solution.		

Interoperability

ID	Requirement Text	Response Code	Assumptions/Comments
Event Based Interfaces			
IN-001	The Application must be able to produce a transaction record as a webs service whenever an update is made to the Application's database.		
IN-002	The Application must have facilities to push events and properties to other State Bar Applications.		
IN-003	The Application must have facilities to receive events and properties from other State Bar Applications.		
IN-004	The Application must be able to hold interface transactions in queue if receiving State Bar Applications are unavailable.		
Messaging Protocol			
IN-005	Data Transmission to other State Bar Applications should utilize XML technology as the standard format of data transmission, unless otherwise specified.		
IN-006	Any interfaces between the Applications and other State Bar Applications should be implemented using standard messaging protocols.		
IN-007	The proposed solution must include a recovery and synchronization process (following the failure of the proposed system) for interfaces with external Applications.		
Produce/Publish			
IN-008	The Application should employ a standardized, "Publish/Subscribe", approach for Web services (i.e., a way for a Web service, or other entity, to disseminate information to a set of other Web services, without having to have prior knowledge of these other Web Services.) Examples include WS-Notification and WS-Base Notification standards 1.3		

Interoperability

ID	Requirement Text	Response Code	Assumptions/Comments
Publication			
IN-009	The Applications should be able to provide a generic Notify based Web Service		
IN-010	The Applications should be able to publish notifications to a Web Service		
Request / Response			
IN-011	The Application must be able to produce requests and receive responses in request/response service interaction profile.		
IN-012	The Application must be able to receive requests and produce responses in request/response service interaction profile.		
Standards			
IN-013	System interoperability should adhere to the WS-I Basic Profile 1.2 standard		
IN-014	The Application must be able to produce and to consume data files via FTP.		
Subscription			
IN-015	Provide for a run time mechanism or Subscription Manager where a requestor such as another State Bar Application can query court CMS Applications and data structures.		
IN-016	Provide for a run time mechanism or Subscription Manager where a requestor such as another court Application can subscribe to obtain notifications and related data from the court CMS Applications and data structures.		
IN-017	Provide for a run time mechanism or Subscription Manager where a requestor such as another court Application can manipulate (change filters on) data obtained from the court CMS Applications and data structures.		
Topic Hierarchy			
IN-018	Should provide the topic hierarchy, message schemas and other notification metadata. (ex. XML Topic Namespace documents using the WS-Topics 1.3 standards.)		

Operating System

ID	Requirement Text	Response Code	Assumptions/Comments
Server			
OP-001	The application should support Windows Server 2008 R2.		
OP-002	Windows servers should be managed under VMWare ESX version 4 or later.		
Client			
OP-003	The client architecture must be based on the Windows operating system.		

Environment

ID	Requirement Text	Response Code	Assumptions/Comments
Network			
ENV-001	The Application must efficiently operate using network core with Cisco 6509 switches with front-end connectivity between the two court locations (Los Angeles and San Francisco) using Cisco 3845 routers over a full DS3 connection.		
ENV-002	The Application must efficiently operate using Internet access via Cisco 3845 routers with full DS3 (in San Francisco) and fractional DS3 (in Los Angeles (10Mbps)).		
ENV-003	The Application must efficiently operate using Internet access employing Cisco Adaptive Security Appliances (ASA Firewalls).		
Backup			
ENV-004	The proposed solution must include a built-in data backup capability.		
ENV-005	The proposed solution must include utilities enabling independent State Bar backup of proposed system data as an alternative to vendor backup.		
ENV-006	The proposed solution must support backup of user-specified files.		
ENV-007	The proposed solution must be available for use (e.g., inquiry and update) during backup without affecting backup integrity.		
ENV-008	The proposed solution must support unattended backup including complete audit and verification of creation of a readable and complete backup.		
Testing			
ENV-009	The proposed solution must include separate system configuration, testing, training, production and backup environments.		
ENV-010	The proposed solution must include automated load testing tools.		
Office Automation			
ENV-011	The proposed solution must support creating and merging documents using case tracking data and Microsoft Word 2007 or later.		

Architecture

ID	Requirement Text	Response Code	Assumptions/Comments
Component Architecture			
AR-001	All proposed applications should be based on n-tiered architectures.		
Component Interaction			
AR-002	The application must be able to manage printing through the Windows operating system.		
AR-003	The application must effectively operate in a network environment featuring address translation.		
AR-004	The application must effectively operate in an environment featuring load balanced webs, application, and database servers.		
AR-005	The application should be compatible with a Cisco network infrastructure (routers, Ethernet switches, firewalls, and intrusion detection systems).		
AR-006	The application should be capable of operating in the State Bar's current network environment, which consists of the following: 1. 1 Gbps Ethernet connections to each desktop; 2. 10 Gbps Ethernet LAN backbone in SF and 1 Gbps in LA.; 3. XO (DS3 45mbps) dedicated point-to-point WAN connection between SF and LA; 4. An average network latency of 10 - 30 ms .		
AR-007	The application must effectively operate in conjunction with off-the-shelf anti-virus software.		
AR-008	The application must operate under a Cisco network infrastructure employing up-to-date firewalls.		
Documentation			
AR-009	The application must provide ready access to an up-to-date and accurate description of the enterprise (statewide) application architecture from the initiation of design, forward, including: application (including 3rd party) components, component distribution, component function, licensing, and dependencies on other components.		

Architecture

ID	Requirement Text	Response Code	Assumptions/Comments
AR-010	The application should provide ready access to an up to date and accurate description of the application network architecture from the initiation of design, forward.		
AR-011	The application should provide ready access to an up-to-date and accurate description of the enterprise (statewide) hardware architecture from the initiation of design efforts, forward.		

Performance

ID	Requirement Text	Response Code	Assumptions/Comments
Initial Storage			
PF-001	Initially, the application must be able to maintain data for 25,000 cases.		
Annual / Perpetual Storage Increase			
PF-022	Annually, the application must scale to maintain data and all court documents of record for an additional 1,000 court disciplinary cases.		
Scalability			
PF-023	The application should be capable of accommodating a baseline of 45 internal users and 2 justice partner organizations.		
PF-024	The application should be scalable and utilize a robust system architecture capable of accommodating a baseline of 45 concurrent users, with an estimated annual growth rate of 5 percent.		
Processing			
PF-025	A clerk must be able to review and process 1 filing in 1 minute. This process includes receipt, review, recording on the docket, and notification of the filing. This benchmark is for a filing of 1 document in a case with a single respondent.		
PF-026	A clerk should be able to find, select, and submit to print a standardized report in less than 30 seconds.		
PF-027	A clerk should be able to scan, index, and upload a 4 page court filing in 1 minute.		
PF-033	A judge supported by a single clerk must be able to conduct 12 status conferences per 1 hour session including searching for future calendar dates and scheduling future events.		
PF-035	A user should be able to log into the application and access its functions in 5 seconds or less.		
PF-036	Parties to a case must be able to receive a paper copy or electronic copy of the court decisions and documents from a hearing, immediately after the hearing.		
PF-037	The application must be able to accept 4 filings (4 pages or less) in 1 minute.		
PF-039	The applications should allow a user to initiate a case in less than 1 minute.		
PF-040	Upon inquiry, a user must be able to obtain a candidate result list of high probability matches in 2 seconds.		
Responsiveness			
PF-041	A judge must be able to retrieve the document file for any case in his/her assigned case load in 3 seconds. For this benchmark, this is the time required to open the document after it is selected.		
PF-042	A user must be able to retrieve and display a selected page of an open document in 1 second. For this benchmark, this is the time required to open the page after it is selected.		
PF-043	A user must be able to retrieve and display adjacent pages of an open document in 1 second.		
PF-044	A user must be able to retrieve and display the first page of a selected document from an open case file in 1 second.		

Performance

ID	Requirement Text	Response Code	Assumptions/Comments
PF-045	A user must be able to retrieve the document file for any case of up to 100 pages in 15 seconds. For this benchmark, this is the time required to open the document after it is selected.		
PF-046	During a court session, a judge must be able to retrieve and display a selected page of an open document in 1 second. For this benchmark, this is the time required to open the page after it is selected.		
PF-047	During a court session, a judge must be able to retrieve and display adjacent pages of an open document in 1 second.		
PF-048	During a court session, a judge must be able to retrieve and display the first page of a selected document from an open case file in 1 second.		
PF-049	During a court session, a judge must be able to retrieve the document file for a case (scheduled to be heard in that session) in 3 seconds. For this benchmark, this is the time required to open the document after it is selected.		
PF-050	During a court session, a judge or clerk must be able to identify an available date, time, and location for a new court event within 1 second. For this benchmark, the application must show available time slots for the date specified by the judge. (e.g., When the user invokes a search for available time slots for a specific judge and date, the application responds with available time slots within 1 second.)		
PF-051	During a court session, a judge or clerk must be able to schedule a court event for a selected date, time, and location within 10 seconds. For this benchmark, the clerk or judge must be able to select an available time slot (conformant to time standards by case type) , schedule an event, schedule the case parties who must attend this event, and send notifications to these parties.		
Technical Support			
PF-052	The application providers technical support must resolve Severity Level 1 (A critical defect or error; the system will not run or fails to meet base functions) as follows: • Responds to call for service in 30 minutes or less. • Reports recommended resolution and estimated fix date/time for all affected System components in 2 hours or less. • Resolves the deficiency within 24 hours.		
PF-053	The application providers technical support must resolve Severity Level 2 (A major defect or error; the system will operate, but some components provide incorrect results or fail) as follows: • Responds to call for service in 30 minutes or less. • Reports recommended resolution and estimated fix date/time for all affected System components in 2 hours or less. • Resolves the deficiency within 24 hours if the affected System component is on the Vendor site.		

Performance

ID	Requirement Text	Response Code	Assumptions/Comments
PF-054	The application providers technical support must resolve Severity Level 3 (A business function or System component does not work as required, but a work-around that is acceptable to the court is available) as follows: • Responds to call for service in 30 minutes or less. • Reports recommended resolution and estimated fix date/time for all affected System components in 2 hours or less. • Resolves the deficiency within 72 hours if the affected System component is on the Vendor site. • Resolves the deficiency within 96 hours if the affected System component is on the State Bar site.		
PF-055	The application providers technical support must resolve Severity 4 (A cosmetic deficiency is discovered that is noncritical but effects business function or a System component.) as follows: • Responds to call for service in 30 minutes or less. • Reports recommended resolution and estimated fix date/time for all affected System components in 4 hours or less. • Resolves the deficiency within 10 business days.		
Network			
PF-056	The application must be able to effectively perform on a network with an average latency of 20 milliseconds.		
Printing			
PF-057	The application should be able to produce 200 notices per week.		
PF-062	The applications should support the in courtroom printing of orders and other documents at a rate of 20 pages per minute.		

Client

ID	Requirement Text	Response Code	Assumptions/Comments
Deployment			
CL-003	The client Applications should fully deploy and install on a workstation via the WAN in less than 3 minutes.		
Stand-Alone Client			
CL-005	Application functionality should be supported by a stand-alone desktop client application .		
Browser-based			
CL-006	Other application functionality can be provided by a browser-based user interface.		
CL-007	Browser-enabled interfaces must support Internet Explorer 8.0 or greater.		
Screen Based Redaction			
CL-008	The proposed solution must support redaction of the data that can be presented on a screen (including specified fields or entries) to protect confidential information, such as confidential matters related to the respondent.		
Accessibility			
CL-009	The proposed solution should comply with current webs accessibility standards and guidelines. *See ATTACHMENT H for itemized requirements* .		
CL-010	All users, regardless of disability, should be able to access and use the application. *See ATTACHMENT H for itemized requirements.*		

Security

ID	Requirement Text	Response Code	Assumptions/Comments
Authentication			
SEC-001	The applications must authenticate against the State Bar's Active Directory (AD) schema. If this is not possible the systems user directory must be able to synchronize objects with the central directory and the application providers must work with State Bar IT staff.		
SEC-002	Authentication should be available even if the court CMS host is unavailable.		
SEC-002	The proposed solution must be capable of using SAML assertions for inter-tier authentication.		
Authorization			
SEC-006	The Application should support role based authorization. .		

Instructions

The court CMS Service Requirements are presented in the Statement of Work in ATTACHMENT C. For each of the service requirements included in ATTACHMENT C, the Vendor must use this table to indicate how it will meet these requirements. The identification number and title for each court CMS requirement is entered into the tables that compose this ATTACHMENT D. The details of each requirement from ATTACHMENT C (in their entirety) are included herein by reference. Each category is included in a separate tab in the workbook. The table below provides an overview of these major categories:

Category	Description
Project Management	Requirements in this category outline specific management and control services associated with the implementation of court CMS.
System Design and Construction	Requirements in this category include all activities necessary to develop, assemble, and otherwise prepare the proposed system for implementation.
System Delivery	The solution provider will be required to provide three releases of court CMS: Pilot, Production Release 1, and Production Release 2. The solution provider will also be required to prepare an initial and a long-term release plan for court CMS.
System Implementation	System implementation services and deliverables include all of the activities necessary to configure and deploy the system.
Training	These services will include planning and coordination, development of training materials and tools, and delivery of training to State Bar IT, clerks, judges, and court administrators.
System Support	System support services include all of the activities necessary to maintain, efficiently update, and generally support the system in the event of technical or other issues.

For each of the service requirements (the details of which are included by reference), Vendor must indicate one of the following four responses in the column labeled "Response Code." The response code column must be completed for each requirement for each worksheet included in this ATTACHMENT D workbook.

A – Proposing Extensions   The Vendor agrees to perform the services in the manner, scope, and schedule identified in ATTACHMENT C as a part of its proposed solution. In addition, Vendor proposes specific enhancements to these services (e.g., additional services, broader scope of stakeholders served, earlier completion). Vendor must list the enhancements in the comments for this item.

B – Agrees to Perform   The Vendor agrees to perform the services in the manner, scope, and schedule identified in ATTACHMENT C as a part of its proposed solution. No comment is required.

C – Proposing Alternative   The Vendor proposes to meet the intent of the specified services in an alternative manner. Vendor must explain why this alternative is in the best interest of the State Bar and the court and describe in detail the services provided, the scope of those services, and the time frame for delivery. Failure to provide that explanation in the Assumptions/Comments field would be considered nonresponsive and may be grounds for disqualification from the procurement.

F – Not Proposed   The Vendor does not propose to support the service requirement. An explanation as to why this is in the best interest of the State Bar and the court is required. Failure to provide that explanation in the Assumptions/Comments field would be considered nonresponsive and may be grounds for disqualification from the procurement.

In the event that "Requirement" text of any technical requirement is modified or deleted, the text for that requirement in this RFP ATTACHMENT D (and any subsequent amendment) shall supersede and replace the text for that requirement in any Vendor proposal. Material modification of a "Requirement" text field by the Vendor would be considered nonresponsive and may be grounds for disqualification from the procurement.

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ID	Category	Requirement Title	Response Code	Assumptions/Comments
1.1	PM	Prepare Project Management Plan		
1.2	PM	Provide Project Management		
1.2.1	PM	Produce Written Monthly Status Report		
1.2.2	PM	Conduct Monthly Status Meeting		
2.1	Sys D&C	Prepare court CMS Design, Configuration, and Construction		
2.2	Sys D&C	Conduct Requirements Gap Analysis		
2.3	Sys D&C	Track Requirements to Implementation		
2.4	Sys D&C	Design court CMS		
2.5	Sys D&C	Perform System Testing		
3.1	Sys Del	Produce court CMS Pilot		
3.2	Sys Del	Produce Production court CMS Release 1		
3.3	Sys Del	Prepare Long-Term Release Plan		
3.4	Sys Del	Produce Production court CMS Release 2		
4.1	Sys Imp	Prepare Deployment Plan		
4.2	Sys Imp	Assist Configuration		
4.3	Sys Imp	Perform Data Conversion		
4.4	Sys Imp	Assist Testing		
4.5	Sys Imp	Support Production System Deployment		
5.1	Train	Plan for Training		

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ID	Category	Requirement Title	Response Code	Assumptions/Comments
5.2	Train	Provide Predesign Training of Personnel		
5.3	Train	Provide court CMS User and Administrator Training		
5.4	Train	Produce Training Documentation		
6.1	Sys Sup	Version and Patch Release Management		
6.2	Sys Sup	Backup and Recovery Procedures and Tools		
6.3	Sys Sup	On-Site Support		
6.4	Sys Sup	Level 1 Help Desk Support		
6.5	Sys Sup	Ongoing Level 2 Support and Problem Resolution		
6.6	Sys Sup	Other Software and Hardware Maintenance		

6147.003/302118

The successful proposer will demonstrate an understanding of the objectives for the State Bar Court ("court") Case Management System ("CMS") project and will provide the court with an approach that demonstrates understanding of industry best practices and experience in similar projects. The Vendor must propose to provide the court with services and deliverables in the following categories:

- Project Management

- System Design, Configuration, and Construction

- System Delivery

- System Implementation

- Training

- System Support

The nature of the COTS application proposed will be a determinant of the services required to successfully configure, implement, and support the application for the State Bar Court. The anticipated services in each of these categories are described in some detail in the sections that follow. The Vendor must propose to provide these services and deliverables **or propose a substitute more advantageous to the State Bar Court and clearly explain the differences and the benefits of the alternative approach.**

1.   Project Management

Requirements in this category outline specific management and control services associated with the implementation of court CMS. Meeting these requirements will help ensure that the Vendor conducts proper project planning, execution, and monitoring and controlling of project activities. Required deliverables are described below.

1.1.   Prepare Project Management Plan

Based on the agreed-upon scope of work and other agreements in contract negotiation, the Vendor is required to develop a comprehensive and detailed project management plan. The project management plan should reflect best practices in project management applied to the unique needs of the court CMS project. The project management plan must include the following elements:

- Project organization, including structure, roles, responsibilities, and human resource management.

- Project work breakdown structure and schedule, fully loaded with dependencies and resource requirements.

- Approach to managing scope, budget, and schedule.

- Approach to ensuring effective project communication.

- Approach for identifying, tracking, and resolving issues and risks, including roles, responsibilities, escalation process, and tools for reporting issues and risks to the court project manager.

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- Approach to configuration management for reviewing, accepting, and maintaining version control on all project deliverables.

The Vendor is required to submit the draft project management plan to the State Bar IT project manager 10 business days after the finalization of the project contract. Upon review and acceptance, the final project management plan will serve as the basis for controlling all project management activities.

1.2.   Provide Project Management

The Vendor will be responsible for the ongoing planning, monitoring, controlling, and reporting of project performance across projects within the scope of this engagement. The Vendor shall coordinate its project management efforts and reporting with the efforts of the State Bar. In addition, the Vendor will coordinate its efforts and reporting with the court. All of these efforts are under the direction of the State Bar IT project manager.

The Vendor will provide effective project management for all of the contracted services and product delivery. The Vendor shall provide sufficient project management services to:

- Ensure that all deliverables are produced according to contract schedule.

- Respond to reasonable inquiries about project status and risks in a timely manner.

- Identify issues, risks, and alternative solutions and notify the court with sufficient time for the court to effectively address these matters.

1.2.1.   Produce Written Semimonthly Status Report

The Vendor will be required to deliver semimonthly project status reports to the State Bar IT project manager and the project sponsor throughout the duration of the project. Project status reports are intended to be relatively brief snapshots of the project's status and should consist of the following information:

- Updated project work plan, schedule, staff plan, and budget.

- Report of project status and performance against all plans.
  - Progress against the project work plan completed in the reporting period.
  - Variance in schedule between actual and planned activities.

- Planned activities for the subsequent reporting period.

- Report of issues and issue resolution efforts and progress.

- Report of risks and risk mitigation efforts and progress.

1.2.2.   Conduct Monthly Status Meeting

In conjunction with monthly status reports, the Vendor will be required to attend a monthly status meeting to be held between the Vendor and the

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Steering Committee. The Vendor will be required to provide a brief in-person presentation to the Steering Committee regarding the status of the project.

2.   System Design, Configuration, and Construction

Requirements in this category include all activities necessary to develop, assemble, and otherwise prepare the proposed system for implementation. The nature of the proposed system may determine to some degree the activities necessary to complete this phase of work. However, it is anticipated that these activities will include, at a minimum:

2.1.   Prepare court CMS Design, Configuration, and Construction Plan

The Vendor will be required to submit its plan for assembling the proposed components into a single system for deployment to the court. The schedule and resources required for system design, configuration, and construction should be reflected in the project management plan. This plan must include, at a minimum:

- Approach to design, configuration, and configuration/construction.

- Design, configuration, and configuration/construction schedule.

- Resources required (court, State Bar IT, and Vendor) for each step in configuration/construction.

2.2.   Conduct Requirements Gap Analysis

The Vendor must (working with a representative group of subject matter experts ["SMEs"] selected by the court) conduct and complete business and technical analysis to determine the gaps between the needs of the court and what the Vendor's system provides. This analysis must incorporate the Vendor's response to requirements as presented in the Vendor's proposal (and modified in contract negotiations). Major gaps that are identified must be accompanied by a plan for resolving each gap through system configuration, additional development, or additional component incorporation. This analysis must result in a detailed inventory of system customizations or other modifications required to meet the needs of the court.

2.3.   Track Requirements to Implementation

The Vendor must provide a mechanism for tracking adherence to the requirements identified in this RFP as well as additional requirements identified in gap analysis and system design activities. This mechanism must support change management and system testing, including user acceptance testing. The Vendor must populate, maintain, and provide the court with access on demand to this tool and the information it maintains.

2.4.   Design Court CMS

The Vendor must provide functional and technical design documentation for the court CMS along with the libraries, tools, and facilities to maintain this documentation. This documentation shall include:

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- Use case documentation.

- Data dictionary.

- Information Exchange Packet documentation.

- Network design, inventory, protocols, and configuration.

- Security design.

- Hardware design, configuration, and inventory.

- Application design and inventory.

- Change control documentation for all aspects of the design.

2.5.   Perform System Testing

The Vendor must provide a plan and environment for all testing efforts of every aspect of the court CMS. This must be completed and fully functional prior to key project milestones, including:

- Release 1.0.

- Release 2.0.

This plan and environment must also support the testing of interim releases produced between major releases (e.g., after Release 1.0 and before Release 2. In addition, test plans and environment structure must describe and support testing of:

- All functional requirements defined in the requirements traceability deliverable.

- All performance requirements.

Testing of individual components may be performed prior to full system assembly. However, the Vendor must provide a testable full version of the system prior to moving to implementation. The system testing deliverable must include:

- Test plans.

- Test environment and test database for unit testing, major component testing, product acceptance testing, and user acceptance testing.

- Automated test tools supporting all prototype, release, and court deployment testing.

- Automated test scripts, test data, and other testing tools/materials.

- Documented test results, to be provided to the court CMS project manager.

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This deliverable must provide the State Bar with the infrastructure, licenses, and training to efficiently test new releases and deployments of the court CMS and its interaction with other court applications.

3.   System Delivery

It is anticipated that the Vendor will provide and assist with the implementation of 2 releases of court CMS: Production Release 1; and Production Release 2. The Vendor will also prepare an initial and a long-term release plan for the court CMS.

3.1.   Produce Production court CMS Release 1

The system will be based upon stated requirements and analysis as stated in sections 2.1 through 2.4. This release shall include and implement facilities and procedures for software promotion from construction through testing and into production (along with rollback facilities and procedures). This deliverable will include all software required for court CMS operation. This shall include both technical and functional configurations.

3.2.   It shall be fully tested with fully converted data and complete configuration. The test must be complete and fully documented with no Severity Level 1 error (A critical defect or error; the system will not run or fails to meet base functions; testing cannot continue.) or Severity Level 2 error (A major defect or error; the system will operate, but some components provide incorrect results or fail; testing can continue.)   Prepare Long-Term Release Plan

It is anticipated that once Release 1.0 of court CMS has been in operation for 3 months, modifications to the system based upon the lessons learned from initial production operations will be identified. In addition, it is anticipated that the Vendor will have updated plans for the evolution and releases of the underlying COTS application. The Vendor shall prepare a plan for the design, development, and testing of what will be the second major release of the production court CMS. In addition, the Vendor will outline the plans for the next two versions of court CMS.

3.3.   Produce Production court CMS Release 2

This will be the second major release of court CMS. It will be based upon stated requirements, analysis, and results of the initial production implementation of court CMS.

The system will be based upon stated requirements, analysis, and experience of Production court CMS Release 1. This release shall include and implement facilities and procedures for software promotion from construction through testing and into production (along with rollback facilities and procedures). This deliverable will include all software required for court CMS operation. This shall include both technical and functional configurations.

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It shall be fully tested with fully converted data and current configuration and data from the Release 1 implementation. The test must be complete and fully documented with no Severity Level 1 error or Severity Level 2 error.

4.   System Implementation

System implementation services and deliverables include all of the activities necessary to configure and deploy the system assembled in the previous subsection into both court locations. Services associated with this phase of work are anticipated to be:

4.1.   Prepare Deployment Plan

The Vendor shall develop a plan that provides details on the schedule, approach, and resources necessary to deploy Production Release 1.0 of the court CMS to the court locations. The plan will include:

- Location(s).

- Schedule.

- Scope and objectives of Production Release 1.0 deployment.

- Steps required to roll back the Production Release 1 implementation to pre-implementation operations.

- Tasks, human resources, and other resources required for implementation, including:

  o   State Bar IT Staff.

  o   Court Staff.

  o   Vendor.

It must effectively factor in lead time for resource ordering, data conversion, and deployment. It must also address parallel processing procedures if appropriate.

4.2.   Assist Configuration

It is anticipated that the system will be configured to meet the needs of the court and the Probation Department. The Vendor will train the management and technology support staff of the court and State Bar to make optimal configuration decisions and assist them in implementing and testing their court's initial configuration. The Vendor will assess the configuration requirements of each location and assist the court managers and technology support staff with the configuration.

4.3.   Perform Data Conversion

It is expected that the Vendor will begin conversion efforts upon contract completion. The Vendor must perform an in-depth analysis of current data structures and values and develop a plan for converting data and procedures for migrating and validating data. It is anticipated that this will include three or more tests of the conversion to ensure that conversion expectations are met. After

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receiving court approval, the Vendor must convert existing data based on the combined efforts of State Bar IT staff, the court, and the Vendor.

4.4. Assist Testing

The Vendor will assist the management and staff in preproduction testing of the configured application and converted data. The Vendor shall work with the court and design a structured and repeatable testing protocol that:

- Supports the implementation schedule.
- Employs automated testing tools to minimize the staff required to fully test the implementation of the system.
- Enables testing of parallel processes as appropriate.

Court staff will lead and perform testing. The Vendor will be responsible for:

- Implementation of the testing environments, data, and tools required.
- Development of the repeatable testing protocols and scripts.
- Component and business analysis support.
- Troubleshooting.

The Vendor shall resolve all errors discovered in this testing in a timely manner and prior to production operations.

4.5. Support Production System Deployment

The Vendor will provide on-site support of management, court administration, and technical activities for each court location in the successful implementation of court CMS production Release 1.0.

5. Training

Implementing a new case management system and ancillary applications will require specific training services for all software and court CMS components. These services will include planning and coordination, development of training materials and tools, and delivery of training to State Bar IT and the court management, staff, and judges.

5.1. Plan for Training

The Vendor must provide a training plan that details the approach to training and how training for the users and administrators of the system will be delivered. The plan should detail how training will be tailored to specific roles within the State Bar and the court. Training deliverables must include classroom sessions. All training materials shall be effectively cataloged, reusable, and modifiable by the court.

5.2. Provide Predesign Training of Personnel

It is anticipated that court CMS project staff and management will need to make well-informed design decisions throughout this engagement. The Vendor will

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provide training on all court CMS software components to the court CMS project staff and management upon contract completion. This should include training on the technical and functional features and controls of all of the components that make up the system. This training should identify the design decisions that will be made in preparing the system for implementation.

5.3.   Provide court CMS User and Administrator Training

The Vendor will be required to provide training on all court CMS software components. The training approach should be tailored to the various roles within the court. The training approach should:

- Account for specific roles.

- Focus training to develop the knowledge and skills needed to effectively use new court CMS components according to the daily activities of each role.

- Assist the court in managing, changing, and improving court business processes using court CMS.

- Employ a train-the-trainer approach at a minimum.

- Employ in-application help.

- Deliver on-site training at both court work sites.

- Consider the limitations of training facilities in each site.

5.4.   Produce Training Documentation

The Vendor will be required to provide training and technical documentation for all court CMS software components. Documentation should include, but is not limited to:

- Step-by-step process instructions.

- Standard operating procedures.

- General system administration.

- Technical configuration.

- System maintenance.

- Troubleshooting procedures.

6.   System Support

System support services include all of the activities necessary to maintain, efficiently update, and generally support the system in the event of technical or other issues. At a minimum, the Vendor will be expected to provide the following services:

6.1.   Version and Patch Release Management

The Vendor must provide a plan and structure for managing requests for system modifications and bug fixes. This structure shall be designed to operate under the direction of the State Bar IT project manager. Any issue that requires a system-

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wide change must be tracked and included in either a patch for critical issues or a future release for functionality expansions or noncritical issues.

Given the component-based nature of the court CMS, a critical element of release management will be the methods used to ensure that a version update to a single court CMS component does not "break" the interactions that the component has with other court CMS components by altering data structures or processing models. Releases must be well documented, identifying the nature of the changes made, configuration issues, and changes in business processes. The Vendor must provide a plan and protocol for planning, announcing, developing, testing, and deploying releases to ensure that software updates do not interrupt critical business processes.

6.2.   Backup and Recovery Procedures and Tools

The Vendor must provide procedures and tools for system and data backup and recovery to support the system availability performance requirements. Backup and recovery practices and procedures must be consistent with State Bar IT standards. They should leverage State Bar IT backup and recovery facilities and procedures.

6.3.   On-Site Support

The Vendor shall provide on-site technical support for activities associated with implementation of court CMS. This will be provided throughout the course of implementation. This support must be provided for a period of 3 months after Court CMS Release 1.0 is in production operation.

6.4.   Level 1 Help Desk Support

The Vendor must assist the court in establishing a Level 1 help desk support structure and staff the help desk until such time as the State Bar IT is fully capable of operating the help desk using its own staff. This Level 1 help desk support must meet the court response and problem resolution time requirements for case management applications. It will apply to all Vendor-provided hardware, software, infrastructure, and services. It shall provide complete, accurate, and timely information about each request for service in the State Bar IT incident tracking application.

The Vendor shall provide documentation and training to State Bar IT help desk staff and management. This should establish full help desk capability (at the level required for long-term system maintenance) within 6 months of the successful completion of the Court CMS Production Release 1.0 implementation. The Vendor shall augment State Bar IT help desk staff until the State Bar IT has realized full help desk capability and shall provide additional resources sufficient to meet the additional short-term demand resulting from the implementation of court CMS.

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6.5.   Ongoing Level 2 Support and Problem Resolution

The Vendor shall provide Level 2 help desk support that meets response and problem resolution time requirements. It will apply to all Vendor-provided hardware, software, infrastructure, and services. It will be coordinated through up to three designated State Bar IT points of contact. In addition, it shall provide complete, accurate, and timely information about each request for service in the State Bar IT incident tracking application. The Vendor shall provide support by a variety of channels, including telephone, e-mail, and Web application.

Problem resolution protocol shall be as follows:

For a Severity Level 1 event, the Vendor:
- Responds to call for service in 30 minutes or less.
- Reports recommended resolution and estimated fix date/time for all affected System components in 2 hours or less.
- Resolves the deficiency within 24 hours.

For a Severity Level 2 event, the Vendor:

- Responds to call for service in 30 minutes or less.
- Reports recommended resolution and estimated fix date/time for all affected System components in 2 hours or less.
- Resolves the deficiency within 24 hours if the affected System component is on the Vendor site.
- Resolves the deficiency within 48 hours if the affected System component is on the State Bar site.

For a Severity Level 3 event (A business function or System component does not work as required, but a work-around that is acceptable to the court is available.) the Vendor:

- Responds to call for service in 30 minutes or less.
- Reports recommended resolution and estimated fix date/time for all affected System components in 2 hours or less.
- Resolves the deficiency within 72 hours if the affected System component is on the Vendor site.
- Resolves the deficiency within 96 hours if the affected System component is on the State Bar site.

For a Severity Level 4 event (A cosmetic deficiency is discovered that is noncritical but effects business function or a System component.) the Vendor:

- Responds to call for service in 30 minutes or less.
- Reports recommended resolution and estimated fix date/time for all affected System components in 4 hours or less.
- Resolves the deficiency within 10 business days.

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6.6.   Other Software and Hardware Maintenance

The Vendor shall provide the following support and maintenance services for the products delivered and/or licensed to the State Bar IT as a part of this engagement:

- Provision of known error corrections by delivery of available patches via electronic communication and for download via the Internet.

- Provision of available minor updates (bundling of several error corrections in one version) for download via the Internet.

- Provision of available medium upgrades (version with additional/enhanced functions) for download via the Internet.

- Provision of available major upgrades (version with substantially enhanced volume of functions).

- Provision of information via electronic communication (e-mail) when new minor/medium/major updates are available.

- Extension of hardware manufacturer and third-party software provider warranties.

The granting of rights of use and the delivery of the relevant license files for all minor, medium, and major upgrades shall be limited to the number and type of products provided by the Vendor in this engagement.

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Enter relevant information in all yellow cells below, choosing from menu as applicable. Enter n/a if not applicable to your organization.

Business Details
Complete fields below

Legal Name of Business or Full Name of Individual	
Name of Ultimate Holding Entity *if applicable*	
Registered Business or Trading Name *if applicable*	
Registered Business Address--Street	
Registered Business Address--City, ST Zip	
Business URL	
Business Type (+ state of incorporation/registration)	
Taxpayer Identification Number *TIN or SSN*	
Publicly traded?	
Trading Symbol	
Number of Employees Full-Time/Part-Time	
Years in Business	
Former Business Name *if applicable*	
RFP contact e-mail address	
Subcontractor Use: Vendor is solely responsible for all deliverables?	
Software Ownership	

Financial Details
Summarize financials below

	2010	2011
Revenue/Sales		
Cash		
Accounts Receivable		
Short Term Investment		
Current Assets		
Total Assets		
Current Liabilities		
Total Liabilities		
Cash From Operations		
Current D&B Rating		
Most recent annual report/audited financial statement included?		
If not, please explain:		

Conflict of Interest
Attach detailed explanation for any item(s) marked yes.

Are there any known business or financial relationships between your firm and members of the State Bar's Board of Trustees?	

Are there any known business or financial relationships between your firm and the following staff: **State Bar Court--**George Scott, Marilyn Tichenor, Lauretta Cramer, Michelle Cramton, Debra Prior, Roberta Rausch, Rebecca Rosenberg, Mina Ruiz, Rosalie Ruiz, Johnnie Smith; **Information Technology--**Cathy Hamilton, Bill Walker; **General Counsel/Procurement**--Cynthia Abramov, Andrew Conover	State Bar Court staff	
	Information Technology staff	
	General Counsel staff	
	Procurement staff	
	If any yes above, list names to right:	

Principal Officers / Account Management
Attach detailed explanation for any item(s) marked yes.

Principal 1 name, phone	
Principal 1 primary office address, direct e-mail address	
Principal 2 name, phone	
Principal 2 primary office address, direct e-mail address	
Principal 3 name, phone	
Principal 3 primary office address, direct e-mail address	
Account Manager name, phone	
Account Manager primary office address, direct e-mail address	

Supplementary Information
Attach detailed explanation for any item(s) marked yes.

Has any current office bearer above been involved with a business failure?	
Has any current office bearer declared bankruptcy?	
Has any current office bearer been involved in a government investigation?	
Is there any current, pending, or finalized litigation against your organization during the past 5 years?	
Are there any legal actions, lawsuits, arbitration or formal protests related to real estate services in which bidder has been involved in the last 24 months?	
Any debt collections by debt collection agency on behalf of creditors of your organization or current office bearers?	
Are there any other contingent liabilities not reported in the financial statements, that are likely to impact your financial position?	

Attachment A: Itemized Cost Proposal
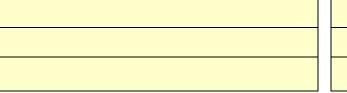
Vendor Name: _____

SOLUTION TYPE

One-Time Costs

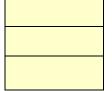**Initial costs associated with the configuration, installation and implementation of the proposed system.**
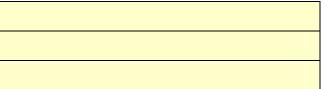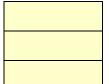
ITEMIZED COST | **ITEMIZED COST**

1 **Software license/subscription:** *Itemize all one-time costs associated with acquiring a license or subscription for the proposed system (short description below w/NTE cost to right).*
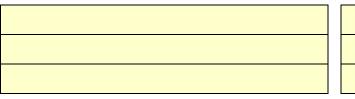
6 **Process Improvement:** *Identify all one-time costs associated with professional services for process improvement.*

2 **Third-Party Infrastructure Licenses***: Itemize all costs associated with underlying software needed to run the proposed application (such as database mgt system, operating system, etc.)*
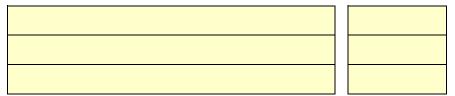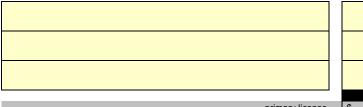
7 **Software Configuration***: Itemize all one-time costs for configuration of the proposed software to meet our needs as defined in this RFP.*

3 **Other Third-Party Licenses:** *Itemize all one-time costs associated with report writers, statistical packages or other tools required to fully utilize the proposed application software.*

8 **Training***: Itemize one-time costs associated with each proposed training class (assume instructor for full-day classes--LA office, 12 students/class, including travel expense.*

4 **Project Management:** *Itemize all one-time costs associated with implementation project management services.*

9 **Implementation Expenses:** *Itemize all one-time out-of-pocket expenses associated with providing the proposed products & services (e.g., per diem, travel, hotel, meals, copying, telephone).*

5 **Installation:** *Itemize all initial proposed system costs, by software product or expense category (e.g., sales tax, installation, check-out).*
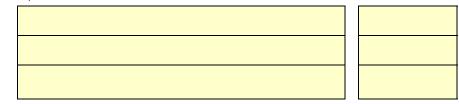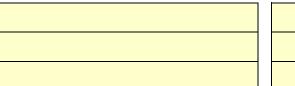
10 **Other:** *Itemize all other one-time costs associated with the proposed system. If local server install solution, summarize server hardware cost.*

	Original
primary license	$ -
third-party licenses	$ -
implementation	$ -

	Original
training	$ -
travel expense	$ -
other	$ -

Attachment A: Itemized Cost Proposal

Vendor Name: **0** _____

Solution Type: **0**

<table>
<tr><td colspan="6" style="background:red">Annual Costs</td></tr>
</table>

Recurring costs associated with support and maintenance of the proposed system.

Enter brief description of component and yearly cost for each. Enter $0 if service provide at no cost or included in another line. Overwrite answer for year one if not applicable. Continue to tab 3 below.

Initial Term			Renewal Option	
Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**

1 **Recurring Software Support**: *Itemize all costs for the proposed application software.*

Itemized Cost

included in initial implementation				
included in initial license				

2 **Recurring Electronic Support**: *Itemize all ongoing cost (e.g., Internet news groups, instant messaging, support webs sites, e-mail).*

Itemized Cost

included in initial license				

3 **Recurring Third-Party Software Support:** *Itemize all ongoing costs required to fully utilize the proposed system (e.g., report writer, statistical package, other tools).*

Itemized Cost

included in initial license				
included in initial license				
included in initial license				

4 **Other**: *Itemize all other ongoing costs associated with the proposed system through the identified life cycle.*

Itemized Cost

included in initial license				
included in initial license				
included in initial license				

SUBTOTALS	$ -	$ -	$ -	$ -

Attachment A: Itemized Cost Proposal

Vendor Name: **0**

Enter titles, billing rates and home office location(s) below. Project costs from 3 sheets will total below (calc cells locked). Submit in native format per RFP submission requirements.

Additional Consulting

Additional consulting services as needed and not included in initial implementation and/or annual recurring maintenance above.

Solution Type: **0**

Position Classification Group	Project Manager	Sr Application Consultant	Application Consultant	Other (specify)	Other (specify)
Classification Title Bid *(your equivalent, if different from above)*					
Home Office *(location: city, ST)*					
Hourly Bill Rate					

Projected Project Costs

	Initial Term			Renewal Option	
	Year 1	Year 2	Year 3	Year 4	Year 5
Primary (core) software licensing	$ -				
Third-party software licensing	$ -				
Initial implementation	$ -				
Initial training	$ -				
Estimated travel Expense	$ -				
Other One-time (includes hardware for local install)	$ -				
Recurring software maintenance		$ -	$ -	$ -	$ -
Additional consulting blended rate: 80 hrs + 40 hrs + 80 hrs + 40 hrs per yr (included for cost scoring only--actual unknown)					
Annual Estimates	$ -				

TOTAL PROJECTED COST:

6147.003/302115

Question and Answers for Bid #120712CASEMNGSYS - Court Case Management System

OVERALL BID QUESTIONS

There are no questions associated with this bid.   If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Nov 28, 2012 7:00:00 AM PST