



# Doing the Court's Business Without a Paper File

Narrated by  
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Clerk of the Superior Court

# Welcome

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



# The “1/1/07” Goal



## ■ January 1<sup>st</sup>, 2007

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

# The Electronic Court Record (ECR)



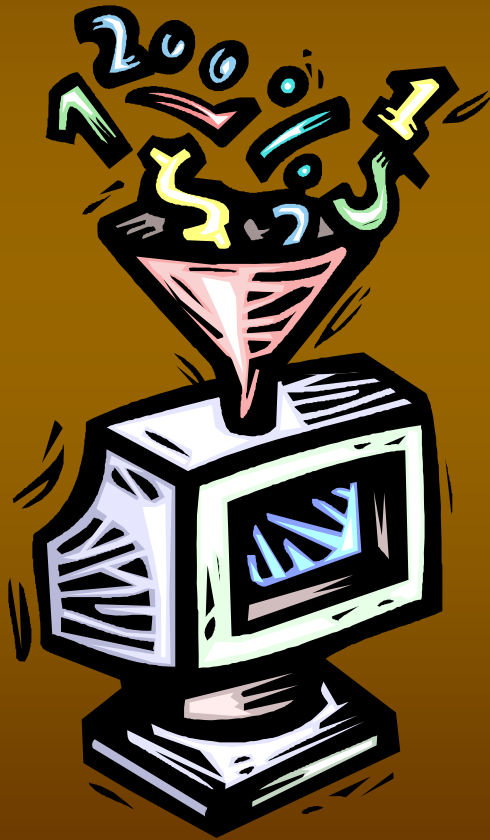
- The official court record is now a digital file system, rather than paper records
- iCIS (Case Management)
- OnBase (Electronic Document Management)

# Integrated Court Information System (iCIS)



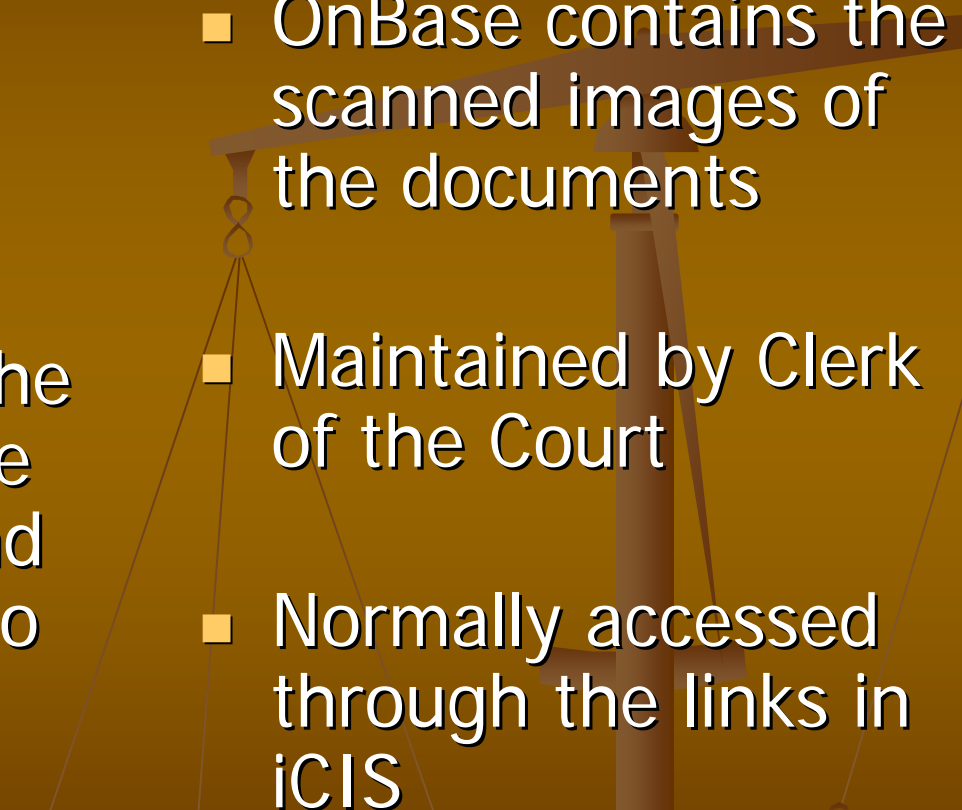
- Case management information
- Includes:
  - Contact information
  - Hearings
  - Judgments
  - The Clerk of the Court Docket

# Electronic Document Management (OnBase)



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

# iCIS vs. OnBase

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



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



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

## Cases 2002-2007

### Court File NOT PULLED

2007 – New cases – No hard copy file created

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

Existing Cases: 2002 – 2006

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

## Cases Prior to Jan 2002

### Court File PULLED

Cases Prior to January 2002

- Office will continue to pull files and deliver

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

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

# Document Disposal



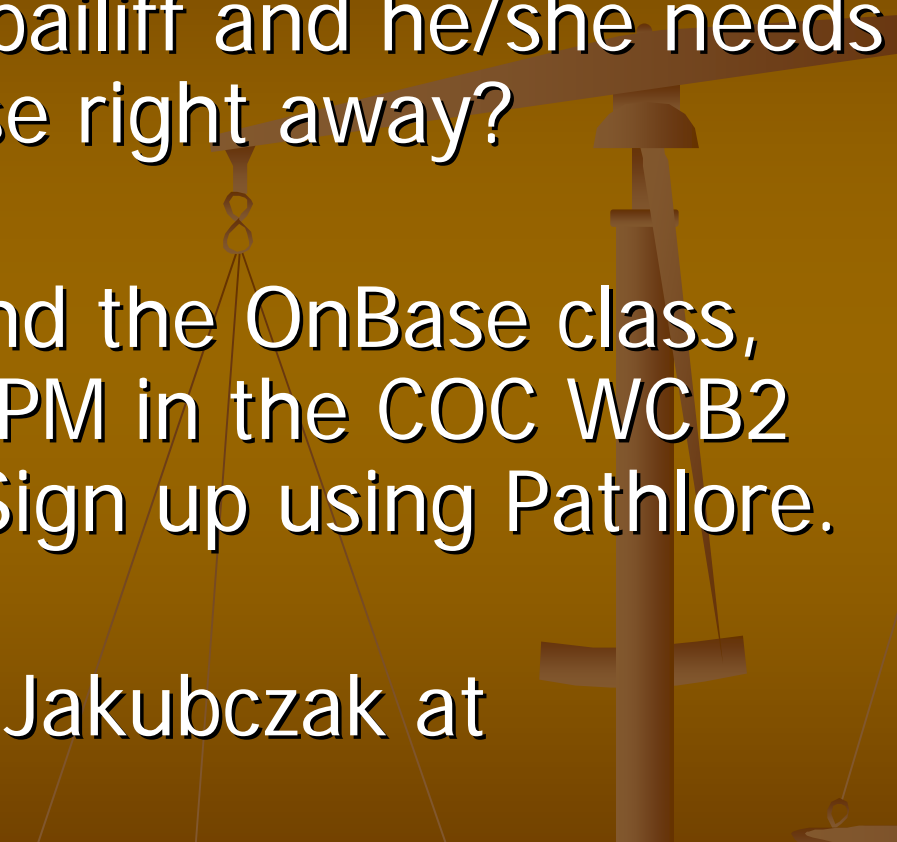
- Scan
- Audit
- Dispose



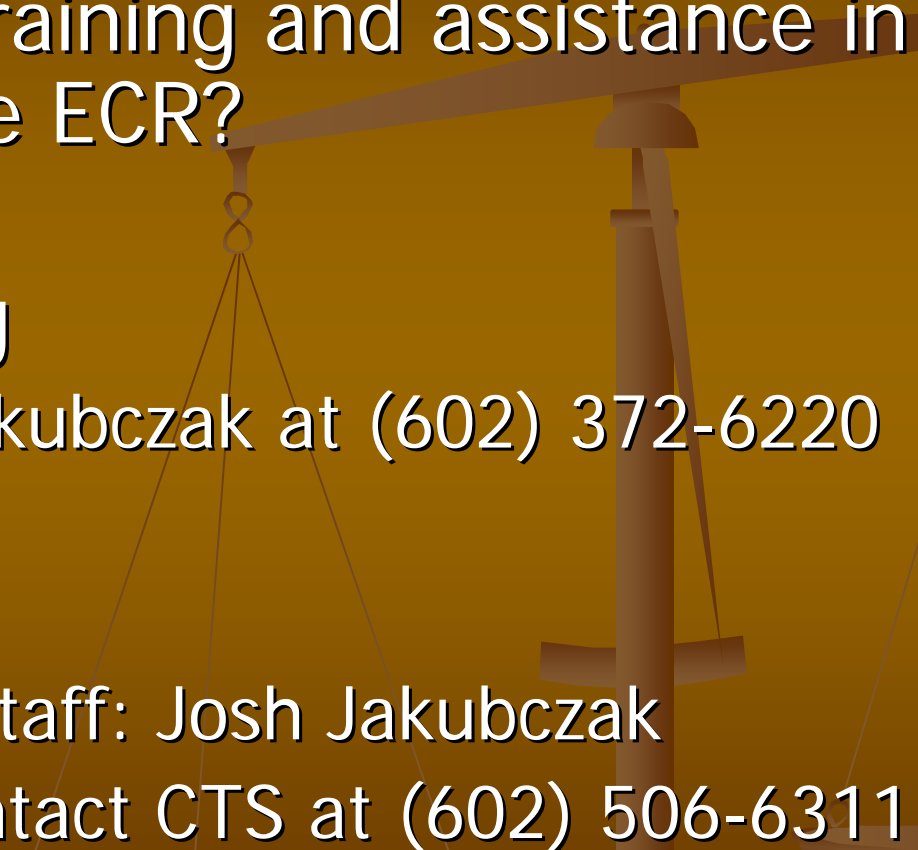
# So What Do I Do If...?

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

# So What Do I Do If...?

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

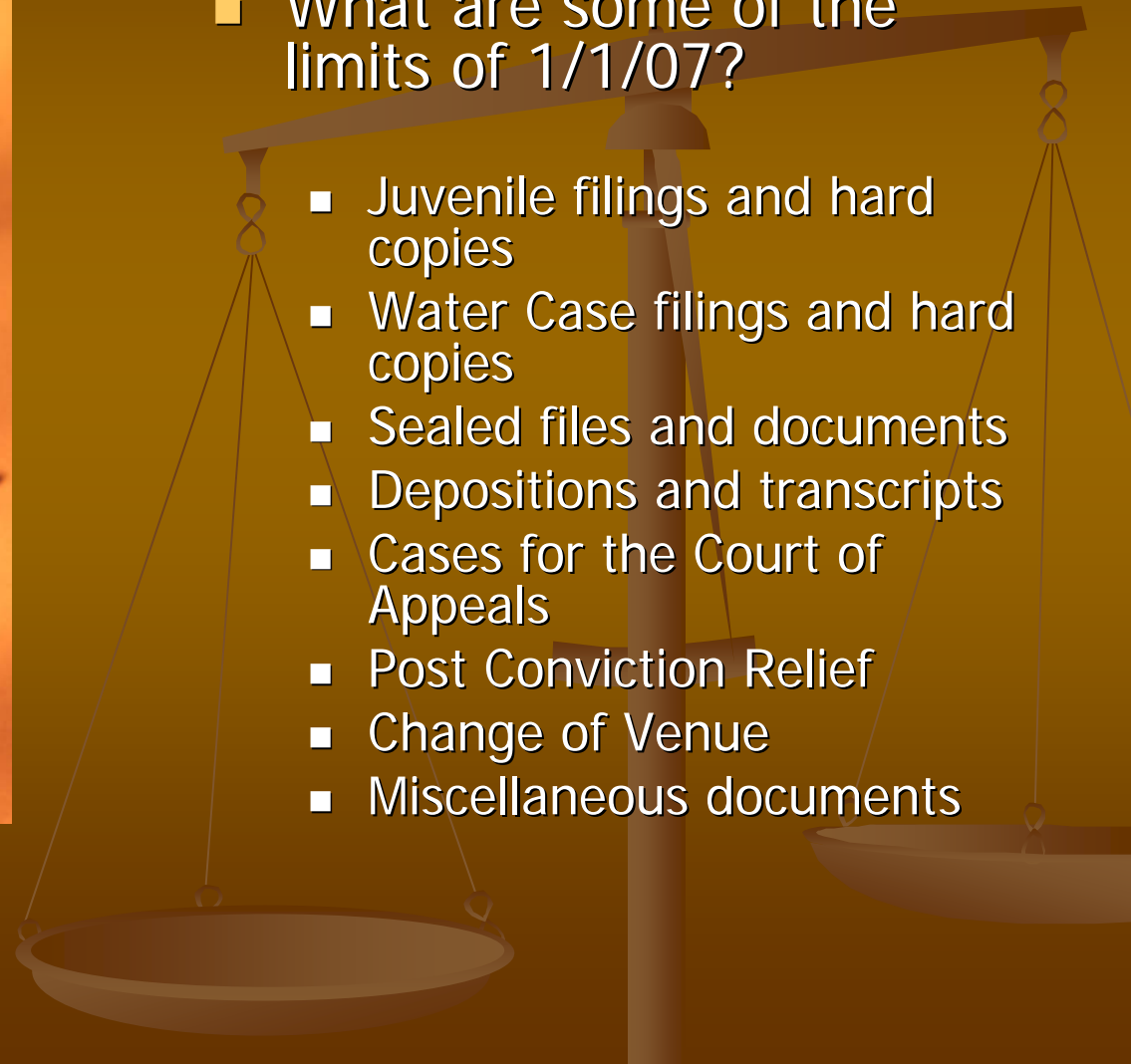
- ...I need more training and assistance in working with the ECR?
  - OnBase Training
    - Contact Josh Jakubczak at (602) 372-6220
  - iCIS Training
    - Clerk of Court Staff: Josh Jakubczak
    - Court Staff: Contact CTS at (602) 506-6311
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# Frequently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



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

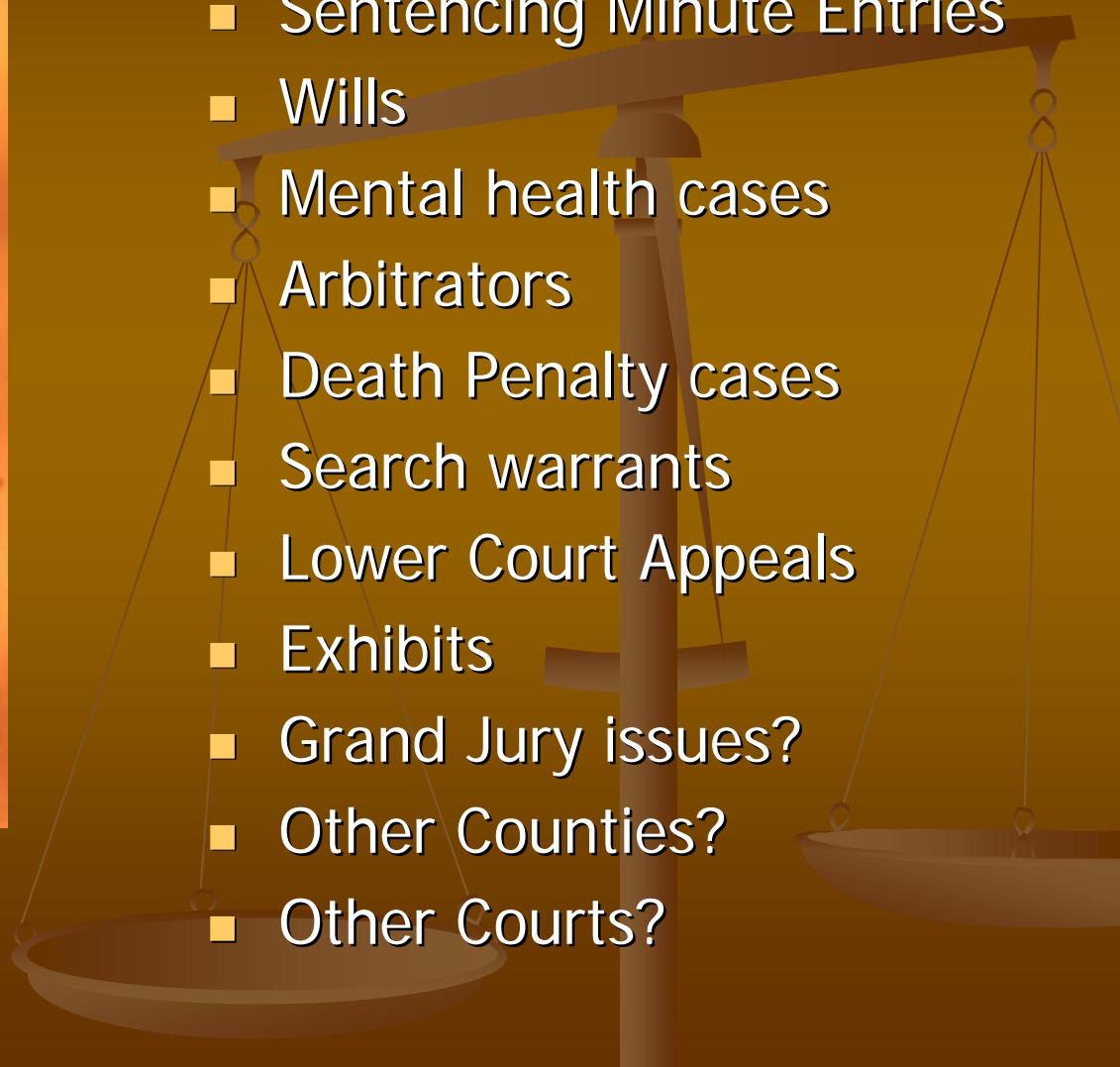
- Juvenile filings and hard copies
- Water Case filings and hard copies
- Sealed files and documents
- Depositions and transcripts
- Cases for the Court of Appeals
- Post Conviction Relief
- Change of Venue
- Miscellaneous documents



# Some Other Limitations...



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



# If You Have Further Questions...



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