

*Initial Written Report  
March 26, 2004*

*Traffic Software Certification Program*

*For:  
Administrative Office of the Courts  
&  
Georgia Courts Automation Commission*



*By:  
Verti-Ware International, Inc.*

## **General Report Introduction**

This report regarding the progress of the Traffic Software Certification Program will be based upon the deliverables as outlined in the contract dated January 15, 2004. These deliverables are listed in the following table along with their estimated due dates. These dates have been revised based upon receipt study developments.

|    | <b><u>Software Certification Project Contract Deliverable</u></b>   | <b><u>Date Due</u></b> |
|----|---|------------------------|
| 1  | Work with GCAC to Determine a time table for deliverables   | 3/24/2004              |
| 2  | Determine relevant existing standards required of Traffic Courts in the State of Georgia  | 4/1/2004               |
| 3  | Determine relevant existing standards required of Traffic Courts from Federal Agencies  | 4/1/2004               |
| 4  | Research current Traffic Court processes applicable to establish user or other additional standards   | 4/15/2004              |
| 5  | Determine applicable hardware and software standards necessary for traffic court software   | 4/10/2004              |
| 6  | Determine, by sampling, current levels of technology in use in Traffic Courts around the State, including hardware and software                                       | 4/15/2004              |
| 7  | Determine, by sampling, any varying software needs of Traffic Court Judges in the performance of these prescribed duties  | 4/10/2004              |
| 8  | Poll Software Developers operating in Georgia and enlist joint cooperation for the purpose of hardware and software standards development                             | 3/25/2004              |
| 9  | If practical, create a Software Developers Group to work with GCAC on an ongoing basis  | 4/10/2004              |
| 10 | Research Traffic Court Software currently available for use in the State of Georgia   | 4/15/2004              |
| 11 | Determine information required to be reported by Traffic Courts to State and Federal Agencies for incorporation into the Traffic Court Software Certification Program | 4/5/2004               |
| 12 | Initial Evaluation Report   | 3/25/2004              |
| 13 | First Draft of Traffic Court Certification Program Report   | 5/1/2004               |
| 14 | Final report of Traffic Court Software Certification Program  | 5/14/2004              |

The balance of this report will be formatted based on the above Chart and numbered in the same manner. The Deliverable will be numbered and listed as in the table above and the followed by updated information

### **1. Work with GCAC to determine a time table for deliverables.**

The time table for delivery is listed in the above table. The dates are to the right of each listed deliverable.

**2. Determine the relevant existing standards that have been determined to affect the Traffic Courts at one level of function or another.**

There are several existing standards that have been determined to affect the Traffic Courts at the State level.

- The GBI (Georgia Bureau of Investigation) has a set of reporting standards the AOC has already met. A letter was issued on July 17, 2002 and according to Mr. George Nolan, Director of GCAC, the SUSTAIN filing application remains in compliance. I have requested a copy of these standards for inclusion in a future report.
- The DMVS (Department of Motor and Vehicle Safety) has also published a set of reporting standards. They are known as the GECPS (Georgia Electronic Citation Processing System.) This Standard is currently in draft form and version 1; release 1 is the latest version to date. I have received a copy of this standard and have studied it in detail. Although it is still in draft form, the most significant balance left to be completed are legal codes that will be used for purpose of information transmission. This standard outlines the method for transmitting all Traffic Citation information to the DMVS from each law enforcement agency in the State of Georgia. Each agency will have unique identity codes allowing identification of ownership of the data submitted.
- I believe that information ownership will be one of the criteria that will need to be addressed in any set of developed standards system. Ownership of data will determine where “original” information in total will be retained and how any security and rights schema regarding that information will be structured. Data/information ownership could fall anywhere from the local originating Traffic Courts to State level. I am unsure if this has been determined by legal counsel or statute. This would become a standard to be addressed on its own accord.

There will be additional standards that will need to be considered as research continues. They will be added in future reports.

**3. Determine relevant existing standards required of Traffic Courts from Federal Agencies.**

- The primary set of standards that will affect the Traffic Courts are underdevelopment are from the National Center for State Courts. I am working to obtain a copy of this standard through the AOC and the GCAC office.
- Another Standard that has been developed is the proposed standard collaboratively developed by the COSCA/NACM (Conference of State Court Administrators/National Association for Court Management) Joint Technology

Committee and the OASIS LegalXML Member Section Electronic Court Filing technical Committee. The Study and developed standard is titled “***OASIS LegalXML Member Section Electronic Court Filing Technical Committee DRAFT Electronic Court Filing 1.1 Proposed Standard.***” I have a copy of this proposed standard and although still a draft, it appears to be near completion. The standard is complex but sound in premise and the descriptors are thorough.

**4. Research current Traffic Court processes applicable to establish user or other additional standards**

- I have obtained a copy of and studied the DMVS Traffic Court Reference Manual 2003 Edition. I also have a copy of all of the DMVS Traffic Forms as well as the processes and information for their completion and filing.
- I have been involved in the operations of the Office of the Probate Court of Chattahoochee County and I have had discussions about office processes and procedures with Judge Kenneth Van Horn. I will be working with additional Traffic Courts based on the list of recommendations forthcoming from the AOC IT Staff.

**5. Determine applicable hardware and software standards necessary for traffic court software**

We will have to address hardware and software standards separately. The approach for setting these standards will need to be focused on the processes involved and under several headings. A set of standards developed for the use of SUSTAIN software has been requested from the AOC IT/GCAC office and will be considered in the proposed standards. I have also spoken with Software developers and they will be furnishing information regarding their particular software and hardware requirements. I will also draw recommendations from national and manufacturer’s standards.

**6. Determine, by sampling, current levels of technology in use in Traffic Courts around the State, including hardware and software**

Realizing that the AOC has for years worked with all of the Traffic Courts in Georgia and the fact that they will be more familiar than another agency or organization with the levels of technology, software in use and levels of technical ability of those persons operating in the individual courts, I have requested that the AOC IT and GCAC assemble a recommended list of courts and contacts that will offer a broad variety and range of technical skills, applied technology and size of traffic Court operations. This list is referenced in other deliverables. I will be contacting individual courts in the interim.

**7. Determine, by sampling, any varying software needs of Traffic Court Judges in the performance of these prescribed duties**

I have requested a recommended list of Traffic courts from the AOC IT office. (See section 6) They are to recommend small, medium and large traffic Courts for purposes of this research. A sampling of twelve to fifteen Traffic Courts has been requested. This will give us insight into the needs from the judges and clerks perspectives as well as information regarding the actual policies and procedures in place whether written or unwritten.

**8. Poll Software Developers operating in Georgia and enlist joint cooperation for the purpose of hardware and software standards development**

I have spoken with a few software developers and venders regarding their participation in this project in respect to the development of hardware and software specifications. Consensus is that they will be better serving to work primarily with software standards. Operating systems will drive the hardware standards more than will developed software. We will address the operating systems and their specific requirements in a future update and will be reported in particular under Section 5 of these reports. Information regarding the Software companied and their contacts that I have received to date has been sketchy and outdated. I will be preparing a current list of active software developers working with Traffic Court software and will include this information in future reports for dissemination.

**9. If practical, create a Software Developers Group to work with GCAC on an ongoing basis.**

There is a general interest in participating in an ongoing Software Developers Group as long as intellectual property is properly protected. This means that copyrighted materials will not be shown or distributed without proper non-disclosure agreements being executed and ownership being acknowledged. This should not even be necessary for this group but the information will be disseminated at the first meeting and should become a part of the integrated operational procedures if necessary at some future date. Information will be extended to all of the developers that I can locate and an invitation to become a part of the Software Developers Group will be extended to each. Members will have the opportunity to offer information that will be considered in the development of standards and if the organization is continued they should be considered a valued resource of developing technologies and software advances. Their participation also should warrant disclosure from AOC/GCAC of planned changes in existing standards as well as modifications and new requirements mandated by changes in State and federal law or agency reporting requirements. I believe that both of these will be necessary in order to maintain a cooperative, vibrant and successful organization.

## **10. Research Traffic Court Software currently available for use in the State of Georgia**

This information is reported in two sections. The first in internal AOC/GCAC developed Software for use in Courts that would have Traffic Court application. And the second is privately developed software that is offered to courts in Georgia.

- There are a number of software packages available to the Courts of Georgia. Not all of them deal with Traffic Court. I have to date seen the following software packages that have been developed by the AOC/GCAC.
  - GCIS Georgia Court Information Systems
  - PCIS Probate Court Information System
  - TCIS Traffic Court Information System

I have also acquired some information regarding the SUSTAIN software provided by the AOC/GCAC, although I have not used an installation of this package to date.

- Private Sector Software offered to the Courts in Georgia.
  - CourtWare Solutions, Inc.
    - Records management System
    - Court Management System
    - Probate management System
  - Wiznet
    - LawVault (Primarily for e-filing documents)
  - Counterclaim
    - FastLAW
    - Open Source Filing Manager

I have additional information but it has not been verified. This will be updated on an ongoing basis throughout the project term.

## **11. Determine information required to be reported by Traffic Courts to State and Federal Agencies for incorporation into the Traffic Court Software Certification Program**

This information will be derived from all of the obtained criteria and standards and based upon the focus of standards application that is chosen by AOC/GCAC. Once the focus of standards has been determined, then irrelevant standards can be eliminated and relevant standards can be compiled and collated.

## **12. Initial Evaluation Report**

This report is submitted March 26, 2004.

**13. First Draft of Traffic Court Certification Program Report**

The first draft is due on May 1, 2004 based on the deliverables schedule.

**14. Final report of Traffic Court Software Certification Program**

The final report will be due on May 14, 2004 based on the deliverables schedule.

