



# **Georgia Courts Automation Commission Data Definitions Summary Report Municipal Courts**

**As Of**

**October 21, 2005**

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## **1.0 Introduction**

The intent of this Report is to provide all levels of courts an overview of the high-level functions, and processes of the Municipal Courts of Georgia and the related information flows and data definitions required for the Municipal Courts to conduct its business within the court as well as interactions outside the court. The contents of this Report were compiled from the discussions and documents created during a three day facilitated session with representatives of the Municipal Courts appointed to represent the group by the Municipal Courts Judges Council. This Report was authored in a manner to provide a general overview of the Courts operations with enough flexibility to allow for the idiosyncrasies that will be encountered as exceptions or due to the special conditions associated with a specific court. In order to make proper use of this Report, the Municipal Court leadership team involved in defining these processes should reference this Report for the basic 'rules of the road' for their individual courtroom efforts.

### Data Collection Process

In an effort to establish and define seamless interaction and sharing of information throughout the Judiciary in Georgia, the Georgia Courts Automation Commission is in the process of hosting IT Strategic Planning Sessions with all levels of the Courts. Through the use of a common facilitator, the GCAC will be able to gather Data Definitions to help support an integrated justice in the state as well as set the IT strategic direction of the courts to help support progress towards that goal.

A subset of representatives from the Municipal Courts met on September 27<sup>th</sup> through September 30<sup>th</sup> at Callaway Gardens in the first of two strategic planning sessions to accomplish the following objectives:

- Determine the functions, stakeholder interactions and dependencies of the Municipal Courts,
- Determine the Information Requirements and associated Data Definitions required to support these functions performed by the Municipal Courts,
- Align the information origination points and the security of the identified Data Definitions to the appropriate stakeholders, and,
- Achieve consensus on the above points with respect to a general overview of the operations of the Municipal Courts.

The group was asked to identify the day-to-day, week-to-week, etc. functions that they do to perform their jobs. Each of these functions was designated as Internal or External facing based on the stakeholder group impacted by these interactions or dependencies. In some cases, functions were classified as both Internal and External based on the nature of the interactions. The group then defined all of the stakeholders with which they interact by either receiving information from these stakeholders or providing information to these stakeholders as a result of these functions. Next, the group was asked to define the steps taken to support these functions resulting in the high-level process diagrams detailed within this report. Once the process flows were agreed upon, the group defined the information flow needed to support each step in the process by defining the incoming and outgoing information (e.g. forms, correspondence, etc.) for that step. Finally, specific data definitions were identified for each of the identified information sources and an initial review of the security of this information was determined.

## GCAC Municipal Courts Data Definitions Summary Report

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This Report will be maintained by GCAC and the Municipal Court leadership teams. Any updates or suggested changes should be forwarded to the Executive Director of the GCAC for review and possible inclusion in future versions of this document.

Revision Number	Revision Date	Author

### Proprietary and Confidential Notice

This document is the proprietary and confidential information of the Georgia Courts Automation Commission. The use of this material is subject to the terms of use provided at the time the document is distributed.

## 2.0 Municipal Court High-Level Functions

This section provides a high-level overview of the different functions performed by the Municipal Courts as a whole. While the remainder of this document addresses the processes and supporting information flows typical of the Municipal Courts, this section is intended to provide common definitions and interactions of the various stakeholders needed to support this courts business.

The identified Municipal Court functions can be grouped in one of five areas defined as:

- Administration/Ongoing Efforts – includes the functions that are needed to support the operations of the Municipal Courts throughout all of the other functional groupings. Functions that were performed on an ongoing basis were included in this category and since they are also support functions needed to support the day-to-day operations of the Municipal Court.
- Pre-Arraignment – includes the specific functions required by the special courts and does not necessarily apply to all Municipal Courts.
- Pre-Court – includes the functions necessary to prepare for and conduct all pre-trial activities.
- In Court – includes the functions executed by the Court in the courtroom or associated with adjudicating any given instance.
- Post Court – includes the functions required to close-out and report the results of the actions taken on any given instance.

The remainder of this section provides the summary of these functions as they were defined by the group within each of the above areas.

## 2.1 Administrative Functions

Each of the functions listed below were identified as Administrative or Ongoing in nature and prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Municipal Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing:	<b>Internal</b>
<b>Administration</b>	
Percentage of Time:	<b>30%</b>

- ▶ Entry of Manual Receipts (Low)
- ▶ Handle Bonds (Low)
- ▶ Compliance/Restitution (High)
- ▶ Data Entry (High)
- ▶ Inter-Agency Coordination (Med)
- ▶ Take Payments (High)
- ▶ Fees and Fines (High)
- ▶ Activity Reports (Low)
- ▶ Indigent Defense Determination (Low)
- ▶ Filing (Med)
- ▶ Coordination with Probation (Med)
- ▶ History/Archive (Low)
- ▶ Certification of Disposition (Low)
- ▶ Interpreters (Low)
- ▶ Close Docket (High)
- ▶ Accounting (High)
- ▶ Correspondence/Mail (Med)
- ▶ Background Checks (Low)
- ▶ Courtroom Administration (Med)
- ▶ Judicial Interaction with other Courts (Low)

Internal or External Facing: <b>n/a</b>
<b>Unique / Ongoing</b> (Distributed Throughout other Functions)
Percentage of Time: <b>n/a</b>

- ▶ Establish Calendar (High)
- ▶ Location Scheduling / Master Calendar (High)
- ▶ Take Payments (High)
- ▶ Filing (Med)
- ▶ Judicial Interaction with other Courts (Low)

## 2.2 Pre-Arrestion Functions

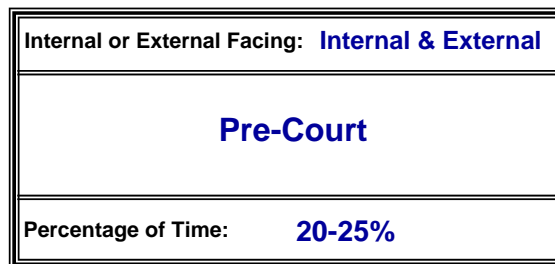
Each of the functions listed below were identified as functions performed by the designated Special Courts. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Municipal Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing: <b>Internal &amp; External</b>	
<b>Pre-Arrestion</b>	
Percentage of Time:	<b>5%</b>

- ▶ Preliminary Hearings (Med)
- ▶ Search Warrants (Low)
- ▶ Arrest Warrants (Med)
- ▶ Arrest Bookings (High)

## 2.3 Pre-Court Functions

Each of the functions listed below were identified as functions performed prior to participating or supporting courtroom activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Municipal Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- ▶ Receiving Tickets / Arrest Bookings (Low)
- ▶ Docket Entry / Ticket Entry (High)
- ▶ Create Case Files (High)
  - > Supply Criminal History
  - > Supply Driver History
  - > Retrieve Reports from Agencies
  - > Handle Bonds
  - > Cross-Reference Internal Data
- ▶ Retrieving Data (Calls/Inquiries) (Med)
- ▶ Preparation for Court (Med)
- ▶ Pre-Trial Conferences (Low)
- ▶ Pre-Trial Motions (Low)

## 2.4 In Court Functions

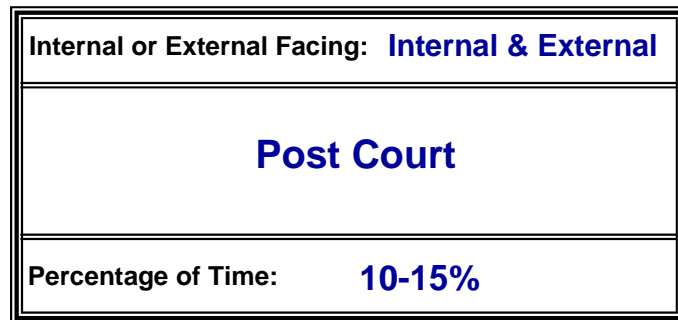
Each of the functions listed below were identified as functions performed during or in support of courtroom activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Municipal Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing:	<b>Internal</b>
<b>In Court</b>	
Percentage of Time:	<b>30%</b>

- ▶ Arraignments (High)
  - > Ordinance/Environmental Court (Med)
  - > NISI Hearings (Low)
  - > Indigent Defense Determination (Low)
  - > In-Court Notices (High)
  - > Insurance Verification (Low)
  - > Case Transfers (Low)
  - > Temporary License Requests (Low)
  - > Reading of Rights / Waivers (Med)
  - > Issue Bench Warrants (High)
- ▶ Pre-Trial Conferences (Low)
- ▶ Trails (High)
  - > Out of Court Notices (Med)
  - > Subpoena Witnesses (Med)
- ▶ Sentencing (Med)
  - > Coordination with Probation (Med)
  - > Compliance/Restitution (Low)
  - > 1<sup>st</sup> Offender/Pre-Trial Diversion (Med)

## 2.5 Post-Court Functions

Each of the functions listed below were identified as functions performed after or in support of closing-out courtroom related activities. Each function was prioritized as High, Medium or Low based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Municipal Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- ▶ Post Court Handling (High)
  - > Reporting to/Interfacing with Different Agencies (High)
  - > Fees and Fines (High)
  - > Activity Reports (Low)
  - > Data Entry (High)
  - > Revocation Hearings (High)
  - > 1<sup>st</sup> Offender/Pre-Trial Diversion (Med)
  - > Compliance / Restitution (Low)
- ▶ Close Docket (Med)

The remainder of this document addresses the typical processes and their associated information flow required to support the functions of the Municipal Court. As stated in the Introduction, the process flows outlined below are intended to be used as a baseline to provide the general overview of the Municipal Courts.

### 3.0 Municipal Courts Processes

The Level 1 process flow for the Municipal Courts is shown in Figure 3.0-1:

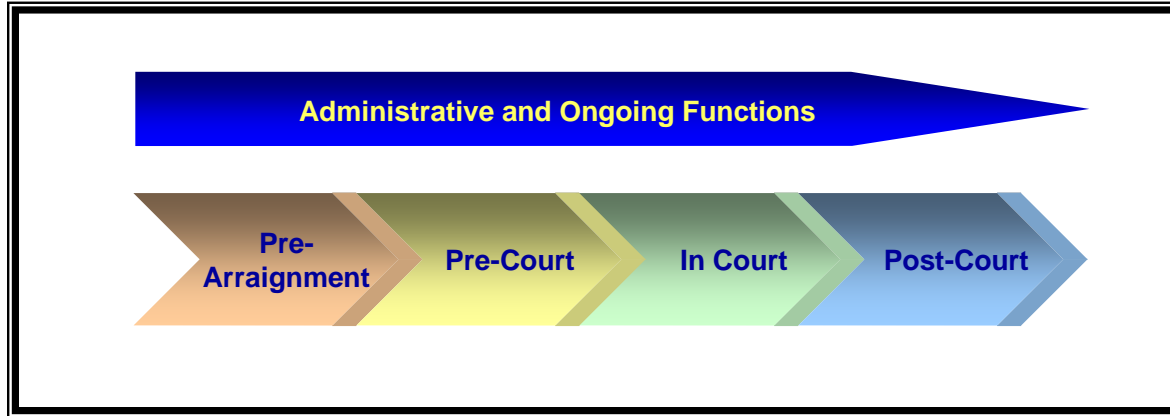


Figure 3.0-1: Municipal Court High-level Process Flow

The Municipal Courts interact with a large number of stakeholders, both as suppliers of information and as recipients of information. The following Interaction Diagram (Figure 3.0-2) depicts the Municipal Courts view of the entire stakeholder group that it interacts with.

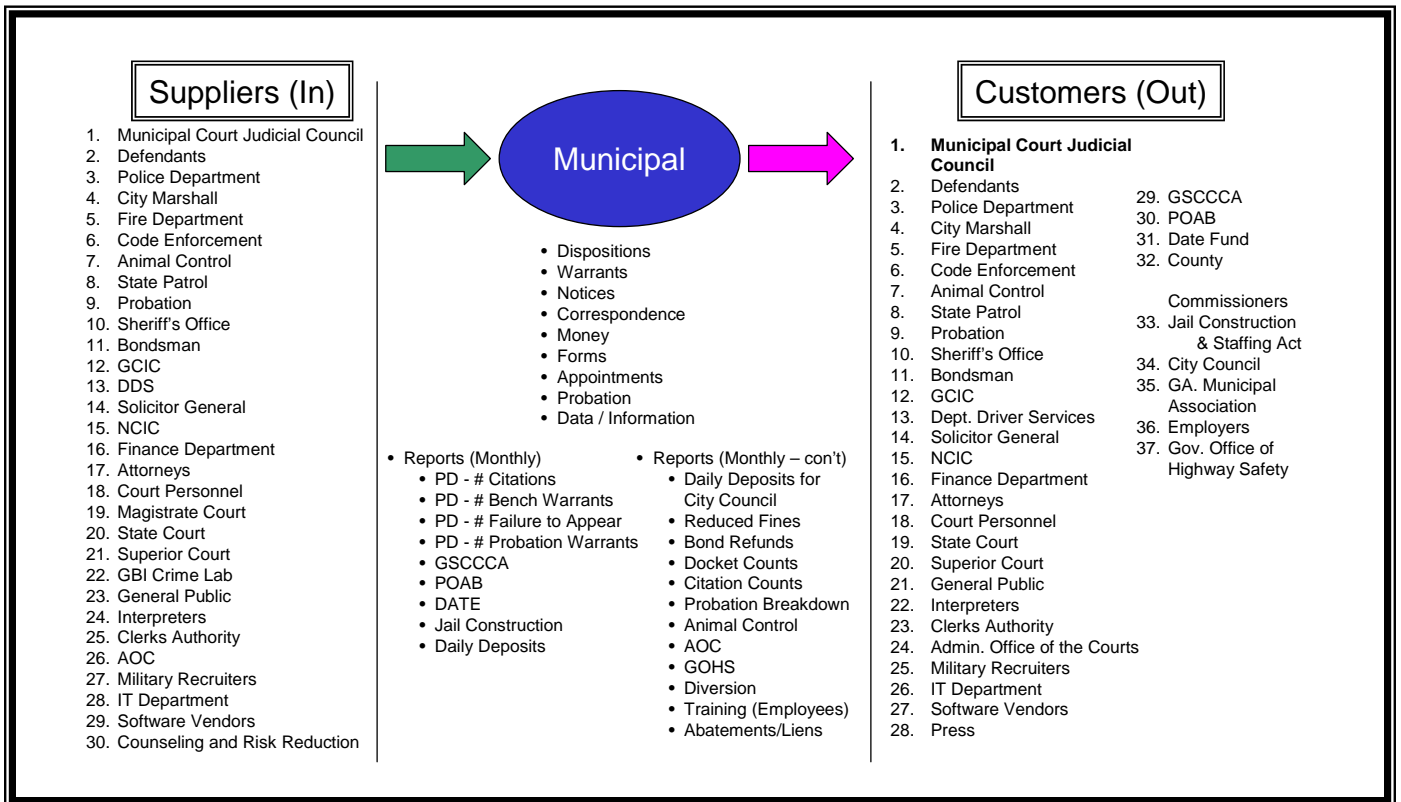


Figure 3.0-2: Interaction Diagram for Stakeholder Information Sharing

The remaining process steps outlined in this document are general guidelines for the operations of the Municipal Courts. While most cases across the State fall into specific categories and varying results are typical, the intent of this process flow is to be able to create the framework required to support the basic case and its required information flow.

The following sections provide a Level 2 view of the process flows for each of the Level 1 processes introduced previously.

### 3.1 Pre-Arraignment Process

This section describes the process steps that need to be accomplished in the special courts during Pre-Arraignment (Figure 3.1-1).

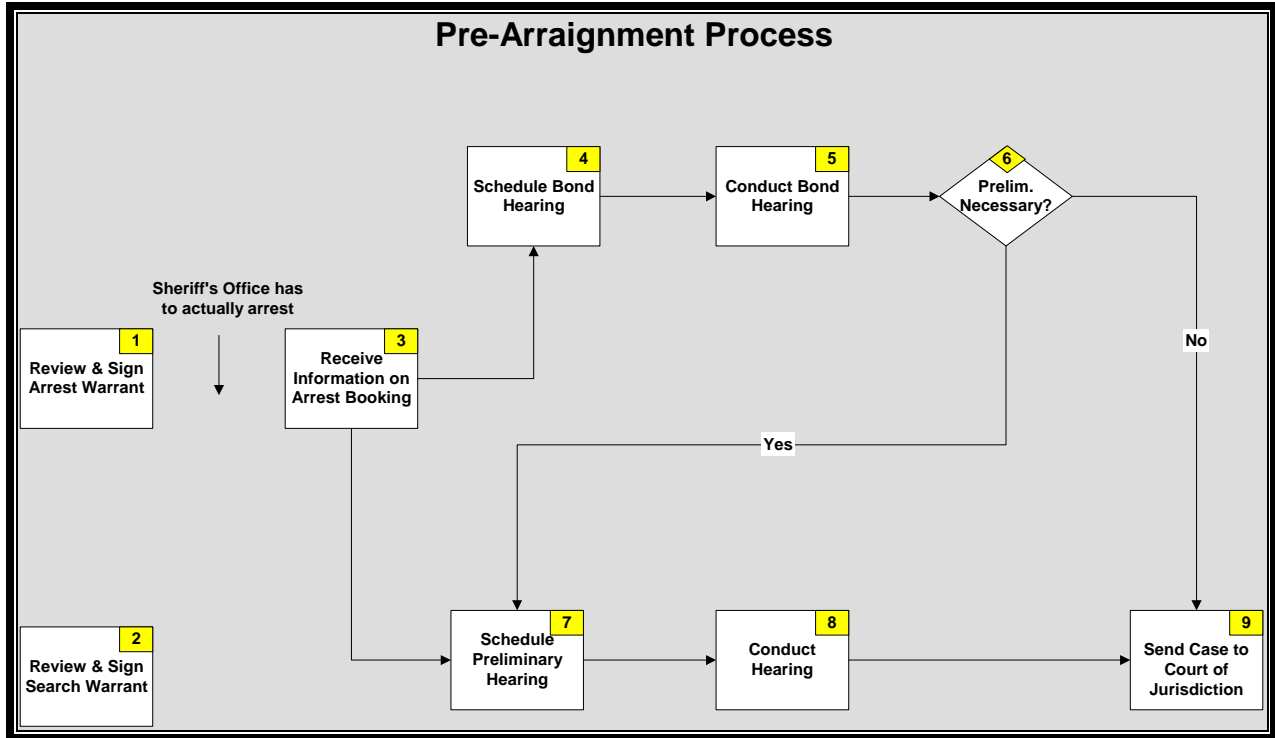


Figure 3.1-1: Pre-Arraignment Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Review and Sign Arrest Warrant	▪ Judge	▪ Law Enforcement	▪ Arrest Warrant (i) ▪ Incident Report (i) ▪ Criminal History (i)
2	Review and Sign Search Warrant	▪ Judge	▪ Law Enforcement	▪ Search Warrant (i) ▪ Criminal History (i)
3	Receive Information on Arrest Booking	▪ Court Staff	▪ Law Enforcement	▪ Arrest Booking Report (i)
4	Schedule Bond Hearing	▪ Court Staff	▪ Law Enforcement	▪ n/a
5	Conduct Bond Hearing	▪ Judge	▪ Court Staff	▪ Bond Amount (o) ▪ Conditions of Bond (o) ▪ Bond Schedule (o)
6	<<Decision>> Preliminary Hearing	▪ Judge	▪ n/a	▪ see Step 7

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (i) / Output (o) Information Flow</b>
	Necessary? Yes – to Step 7 No – to Step 9			
7	Schedule Preliminary Hearing	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Law Enforcement</li> <li>▪ Solicitor General</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notice to Officer (o)</li> <li>▪ Notice to Defendant (o)</li> <li>▪ Notice to Witness/Victim (o)</li> <li>▪ Notice to Solicitor General/ District Attorney (o)</li> </ul>
8	Conduct Preliminary Hearing	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Court Staff</li> <li>▪ Law Enforcement</li> <li>▪ Witnesses</li> <li>▪ Victim</li> </ul>	<ul style="list-style-type: none"> <li>▪ Witness/Victim/Officer Testimony (o)</li> </ul>
9	Send Case to Court of Jurisdiction	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Order (o)</li> <li>▪ Bond (o)</li> <li>▪ Dismissal/Reduction (o)</li> <li>▪ Commitment Order (o)</li> </ul>

**Table 3.1-1:** Pre-Arrest Process Steps and Information Flow

### 3.2 Pre-Court Process

This section describes the process steps that need to be accomplished in preparing a case for court (Figure 3.2-1).

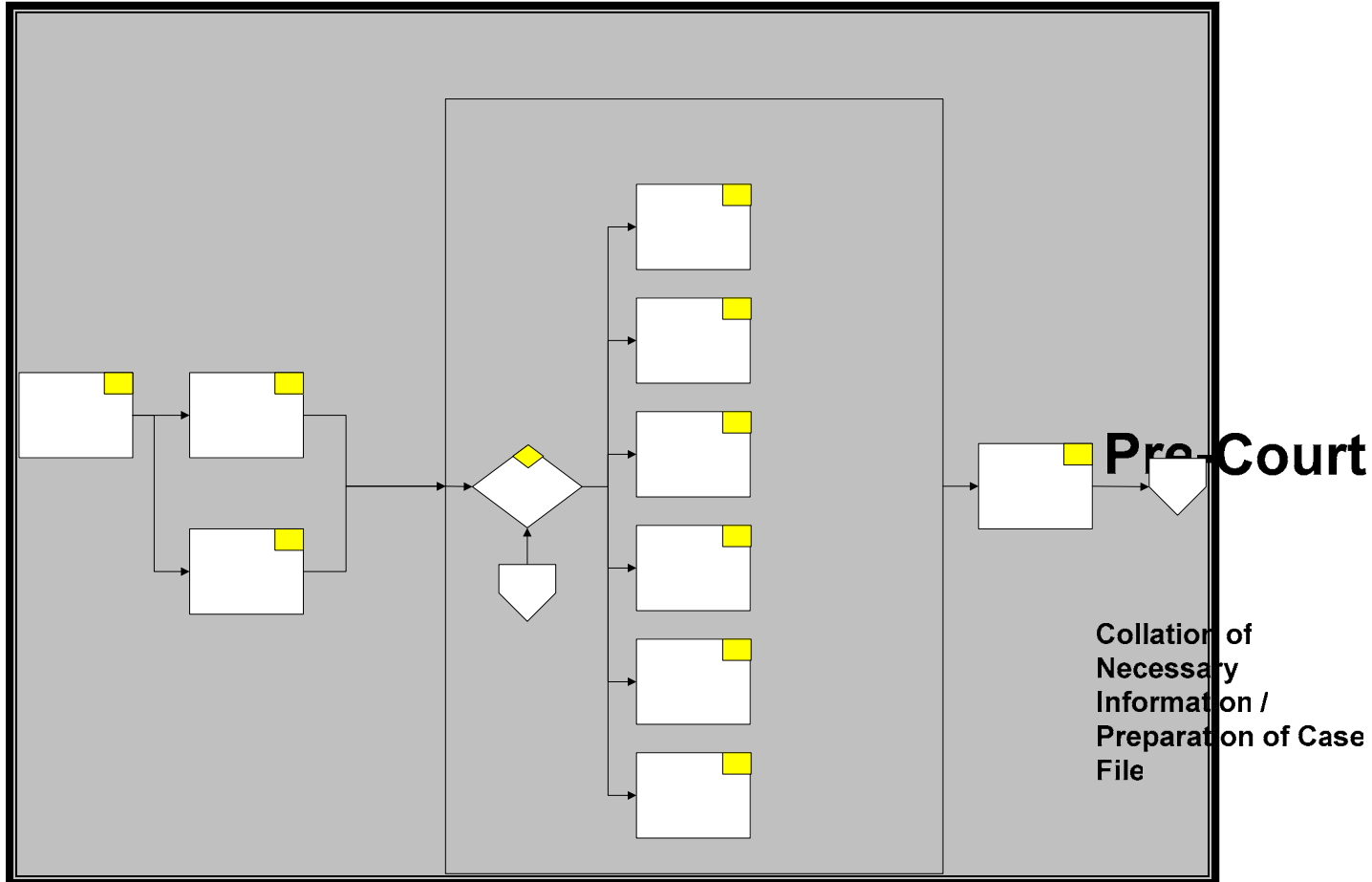


Figure 3.2-1: Pre-Court Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Receive Charging Instrument <b>Receive Charging Instrument</b>	▪ Clerk <b>1</b>	▪ Law Enforcement <b>2</b> <b>Enter Charging Instrument</b>	▪ Citation (i) ▪ Summons (i) ▪ Accusation (i) ▪ Arrests Warrant (i)
2	Enter Charging Instrument	▪ Clerk	▪ n/a	▪ Data Entry of: - Citation - Summons - Accusation - Arrest Warrant <b>4</b> <b>If Necessary</b>
3	Prepare to Create	▪ Clerk	▪ n/a	▪ Case File (o)

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	"Base" Case File			
4	<<Decision>> If Necessary? Yes - add to "Base" Case File Steps 6-10) No – to Step 11	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
5	Collect Criminal History	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ GCIC</li> <li>▪ Law Enforcement</li> <li>▪ 911</li> </ul>	<ul style="list-style-type: none"> <li>▪ Criminal History (i)</li> <li>▪ Add to Case File (o)</li> </ul>
6	Collect Driver History	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ GCIC</li> <li>▪ Law Enforcement</li> <li>▪ 911</li> </ul>	<ul style="list-style-type: none"> <li>▪ Driver History (i)</li> <li>▪ Add to Case File (o)</li> </ul>
7	Retrieve Reports	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requested by clerk from agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Example: Lab Reports from GBI (i)</li> <li>▪ Add to Case File (o)</li> </ul>
8	Handle Bonds	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Law Enforcement</li> <li>▪ Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bonding Information - Money (i)</li> <li>▪ - Bond copy (i)</li> <li>▪ - Receipt (i)</li> <li>▪ Add to Case File (o)</li> </ul>
9	Cross Reference "Local History"/ "Rap Sheet"	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local Agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reports from Local systems (i)</li> <li>▪ Add to Case File (o)</li> </ul>
10	Gather Miscellaneous Forms	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Various Sources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Example: Notes (i)</li> <li>▪ Add to Case File (o)</li> </ul>
11	Completed Case File	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Judge</li> <li>▪ Court Personnel</li> <li>▪ Solicitor General</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case File (o)</li> </ul>

Table 3.2-1: Pre-Court Process Steps and Information Flow

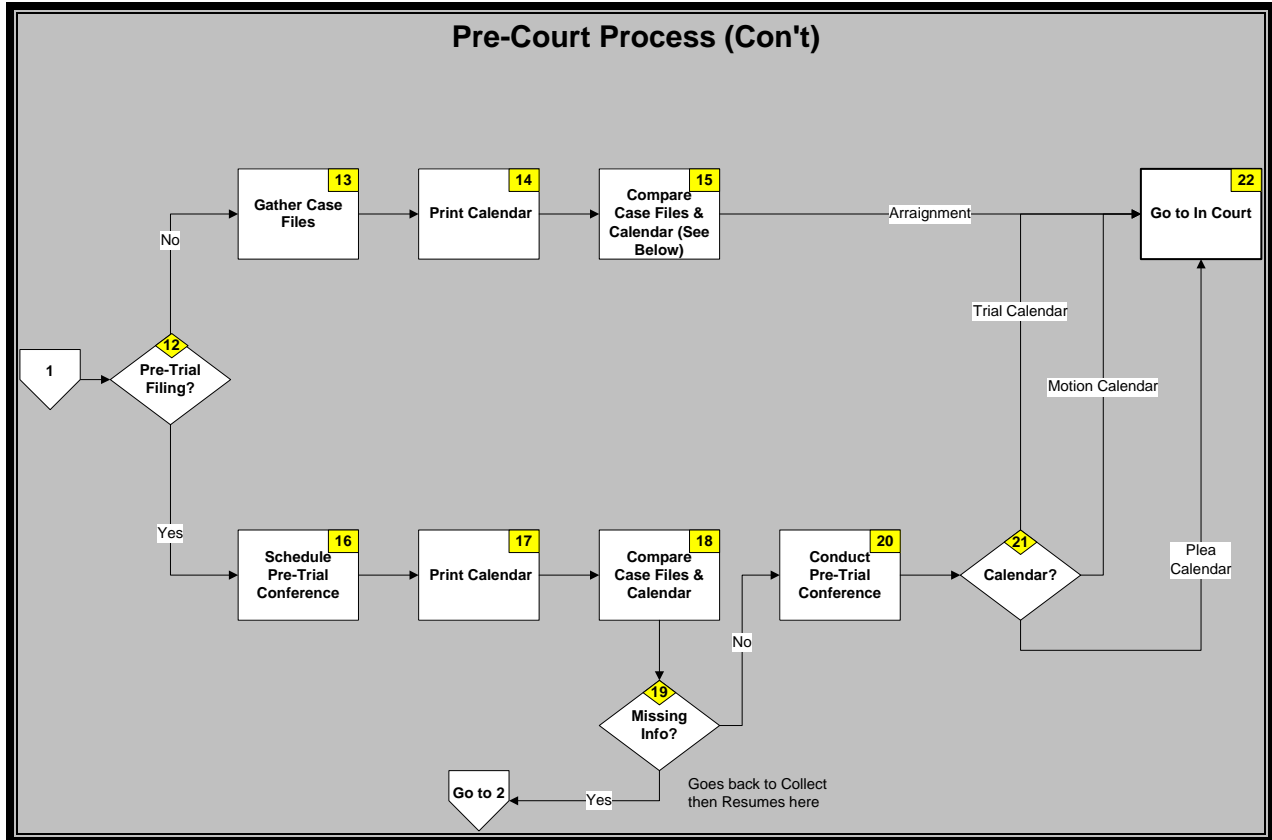


Figure 3.2-2: Pre-Court Process (continued)

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
12	<<Decision>> Pre-Trial Filing? Yes – to Step 16 No – to Step 13	<ul style="list-style-type: none"> <li>▪ Attorney</li> <li>▪ Solicitor General</li> </ul>	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Filing from Attorney (i)</li> <li>▪ Copy to Solicitor (o)</li> </ul>
13	Gather Case Files	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case File</li> </ul>
14	Print Calendar	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calendar (i)</li> <li>▪ Printout (o)</li> </ul>
15	Compare Case Calendar Files and Calendar (see Step 18)	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calendar (i)</li> <li>▪ Case File (i)</li> </ul>
16	Schedule Pre-Trial Conference	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Solicitor General</li> <li>▪ Attorney</li> <li>▪ Court Staff</li> <li>▪ Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Request from Attorney – Motion (i)</li> <li>▪ Notice (o)</li> </ul>
17	Print Calendar	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calendar (i)</li> </ul>

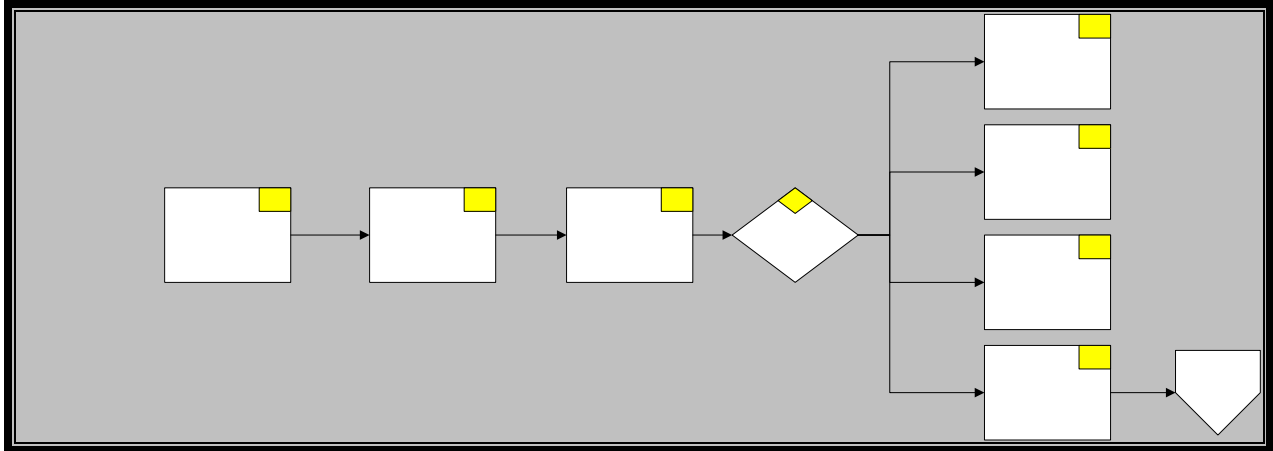
Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
				<ul style="list-style-type: none"> <li>▪ Printout (o)</li> </ul>
18	Compare Case Files and Calendar	<ul style="list-style-type: none"> <li>▪ Court Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calendar (i)</li> <li>▪ Case File (i)</li> </ul>
19	<p><b>&lt;&lt;Decision&gt;&gt;</b>                      Missing Information?                      Yes - goes back to Step 4 of Pre-Court Process and then resumes here upon completion                      No – to Step 20</p>	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case File (i)</li> </ul>
20	Conduct Pre-Trial Conference	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Court Staff</li> <li>▪ Attorney</li> <li>▪ Prosecutor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case File (i)</li> </ul>
21	<p><b>&lt;&lt;Decision&gt;&gt;</b>                      Calendar?                      Select appropriate Calendar and then go to Step 22</p>	<ul style="list-style-type: none"> <li>▪ Judge (in all but Arraignment)</li> </ul>	<p><b>Arraignment</b></p> <ul style="list-style-type: none"> <li>▪ Prosecutor and Court Staff</li> </ul> <p><b>Trial</b></p> <ul style="list-style-type: none"> <li>▪ Judge, Prosecutor, Court Staff, Defendant, Witnesses</li> </ul> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>▪ Judge, Court Staff, Prosecutor, Attorney, Defendant</li> </ul> <p><b>Plea</b></p> <ul style="list-style-type: none"> <li>▪ Judge, Attorney, Defendant, Court Staff, Prosecutor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calendar (o) viewable by anyone</li> </ul>
22	Proceed to “In Court” Process	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk</li> <li>▪ Court Staff</li> <li>▪ Prosecutor</li> <li>▪ Attorney</li> <li>▪ Defendant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case File (o)</li> </ul>

Table 3.2-2: Pre-Court Process Steps and Information Flow (continued)

### 3.3 In Court Process

This section describes the process steps for Pre-Trial Conferences (Figure 3.3-1) and each type of calendar (Motion – Figure 3.3-2, Arraignment – Figure 3.3-3, Plea – Figure 3.3-4, and Trial – Figure 3.3-5).

**Pre-Trial Conference:**



**Figure 3.3-1:** In Court Process for Pre-Trial Conference

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Preparation and Witness Subpoenas	<ul style="list-style-type: none"> <li>Solicitor General</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Law Enforcement</li> <li>Attorney</li> </ul>	<ul style="list-style-type: none"> <li>Subpoenas (i)</li> <li>Local History (i)</li> <li>Criminal History (i)</li> <li>Driver History (i)</li> </ul>
2	Conduct Pre-Trial Conference	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Solicitor General</li> <li>Attorney</li> <li>Law Enforcement</li> <li>Defendant</li> </ul>	<ul style="list-style-type: none"> <li>Attorney Information to support Defendant side of Case (i)</li> </ul>
3	Determine Sentence Recommendation	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Solicitor</li> <li>Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Sentence Recommendation Form (o)</li> </ul>
4	<<Decision>> Determine Calendar? Trial – to Step 5 Plea – to Step 6 Motion – to Step 7 Dismiss – to Step 8	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
5	Place on Trial	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Trial (o)</li> </ul>

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Calendar		<ul style="list-style-type: none"> <li>Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>Notice to Defendant (o)</li> </ul>
6	Place on Plea Calendar	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>Continuation Form (o)</li> <li>Notice to Defendant (o)</li> </ul>
7	Place on Motion Calendar	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>Notice for Motion Hearing (o)</li> <li>Notice to Defendant (o)</li> </ul>
8	Dismiss Case	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>Sentence Recommendation Form (o)</li> <li>Motion for Nolle Prosequi</li> </ul>

Table 3.3-1: In Court Process Steps and Information Flow for Pre-Trial Conference

**Motion Calendar:**

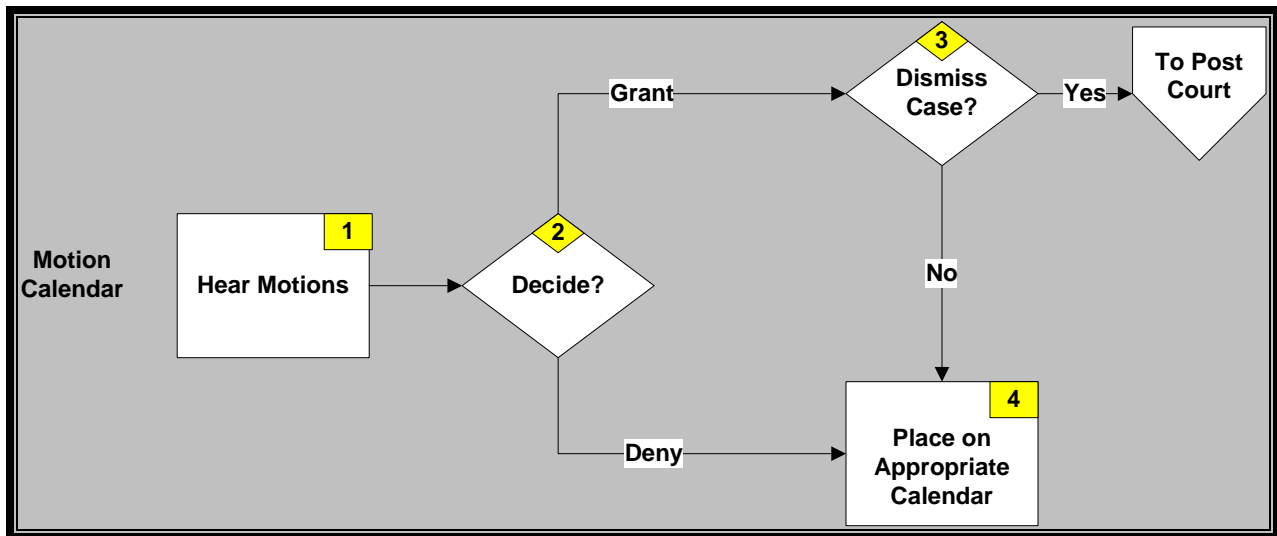


Figure 3.3-2: In Court Process for Motion Calendar

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Hear Motions	▪ Judge	▪ Attorneys ▪ Clerk ▪ Solicitor General ▪ Witnesses	▪ Filing from Attorney (i) ▪ Copy to Solicitor (o)
2	<<Decision>> Decide on Motions? Grant – to Step 3 Deny – to Step 4	▪ Judge	▪ n/a	▪ Court Order (o) ▪ Judge’s Order (o)
3	<<Decision>> Dismiss Case? Yes – to Post Court No – to Step 4	▪ Judge	▪ Solicitor General	▪ Court Order (o)
4	Place on Appropriate Calendar	▪ Judge	▪ Clerk	▪ Notice of Sentencing (Summons or Continuation) (o)

**Table 3.3-2:** In Court Process Steps and Information Flow for Motion Calendar

**Arraignment Calendar:**

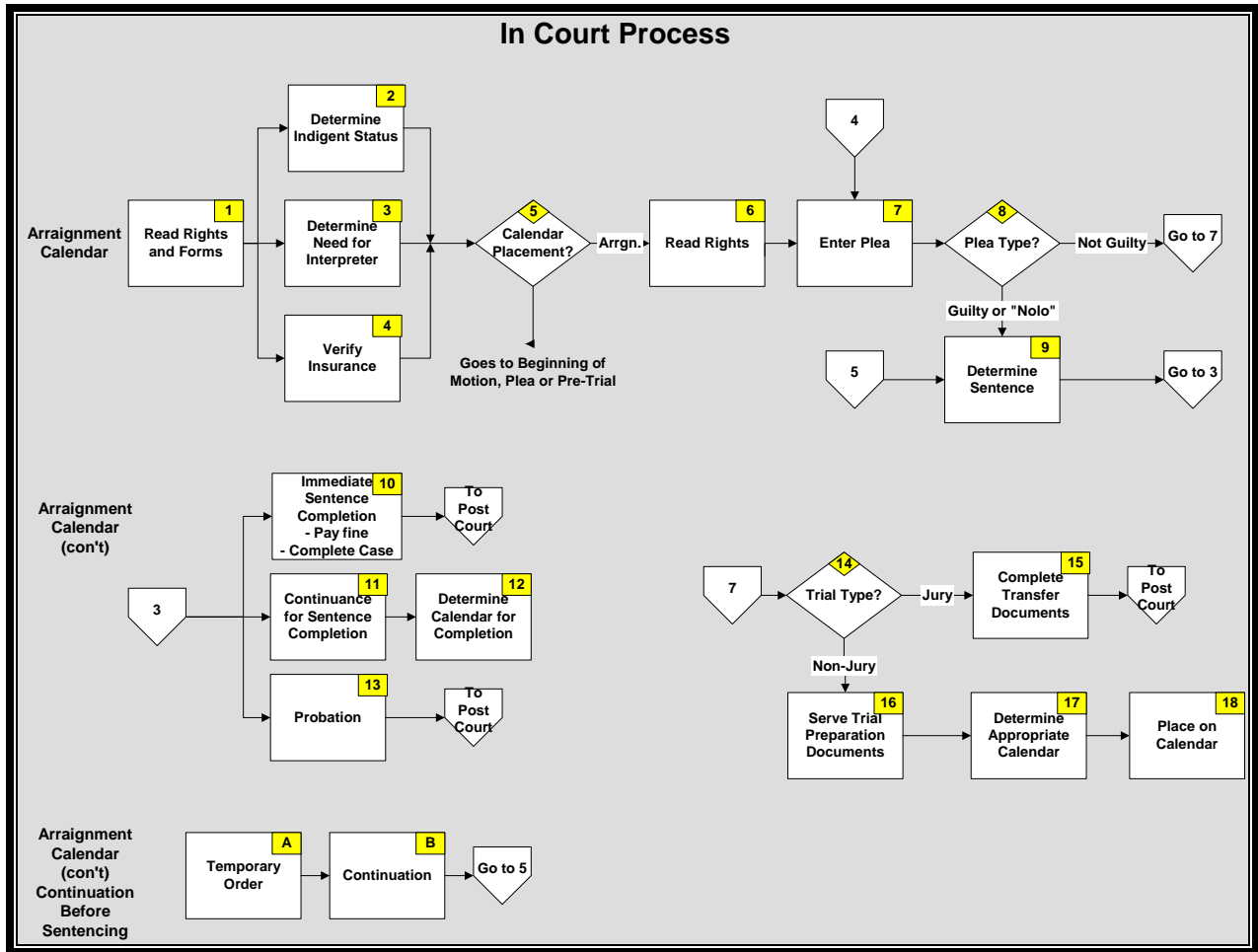


Figure 3.3-3: In Court Process for Arraignment Calendar

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Read Rights and Forms	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Defendant</li> <li>Attorney</li> </ul>	<ul style="list-style-type: none"> <li>Waiver and/or Acknowledgement to Trial and Attorney (o)</li> </ul>
2	Determine Indigent Status	<ul style="list-style-type: none"> <li>Judge</li> <li>Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Defendant</li> <li>Attorney</li> </ul>	<ul style="list-style-type: none"> <li>Indigent Application Form (o)</li> <li>Judge's Order (o)</li> </ul>
3	Determine Need for Interpreter	<ul style="list-style-type: none"> <li>Judge</li> <li>Clerk</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>Notice (o)</li> <li>Continuation Form (o)</li> </ul>
4	Verify Insurance	<ul style="list-style-type: none"> <li>Clerk</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>Via Phone (i)</li> </ul>
5	<<Decision>> Calendar Placement?	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Calendar Placement (Trial or Continuation) (o)</li> </ul>

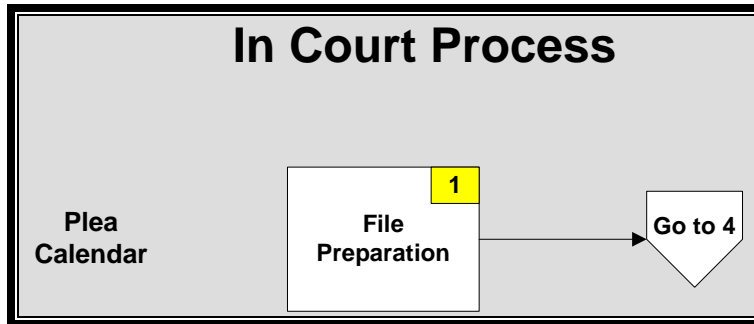
**GCAC Municipal Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (i) / Output (o) Information Flow</b>
	Arrestment – to Step 6 Other – goes to beginning of Motion, Plea or Pre-Trial			▪ Notice of Trial (o)
6	Read Rights	▪ Judge	▪ Defendant ▪ Clerk ▪ Interpreter	▪ Rights Forms (i) ▪ Waivers (i)
7	Enter Plea	▪ Judge	▪ Defendant	▪ Waiver (o) ▪ Plea Form (o)
8	<<Decision>> Plea Type? Not Guilty – to Arraignment Calendar Guilty or “Nolo” – to Step 9	▪ Judge	▪ n/a	▪ n/a
9	Determine Sentence	▪ Judge	▪ n/a	▪ Probation/Sentence Sheet (o) ▪ Judge’s Order (o)
10	Immediate Sentence Completion – Pay Fine, Complete Case	▪ Judge	▪ Defendant ▪ Clerk ▪ Finance Department ▪ Court Staff	▪ Receipt
11	Continuance for Sentence Completion	▪ Judge	▪ Clerk ▪ Defendant	▪ Continuance Form (o) ▪ DDS Notice (o)
12	Determine Calendar for Completion	▪ Judge	▪ Clerk	▪ Notice of Sentencing (Summons or Continuation) (o)
13	Probation	▪ Judge	▪ Probation Department ▪ Defendant	▪ Sentence Sheet (o)
14	<<Decision>> Trial Type? Jury – to Step 15 Non-Jury – to Step 16	▪ Judge	▪ n/a	▪ n/a
15	Complete Transfer Documents	▪ Clerk	▪ Judge	▪ Transfer Order (o)
16	Serve Trial Preparation Documents	▪ Judge	▪ Solicitor ▪ Clerk	▪ Continuance Form (o) ▪ Trial Form (o) ▪ Witness List (o) ▪ Summons (o)
17	Determine	▪ Judge	▪ Clerk	▪ Summons (o)

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (i) / Output (o) Information Flow</b>
	Appropriate Calendar			
18	Place on Calendar	▪ Clerk	▪ Judge	▪ Return Court Date (Summons or Continuance) (o)
A	Temporary Order	▪ Judge	▪ Solicitor ▪ Attorney ▪ Defendant	▪ Judge's Order (o)
B	Continuation (back to Step 9)	▪ Judge	▪ Solicitor ▪ Attorney ▪ Defendant	▪ Continuation Form (o)

**Table 3.3-3:** In Court Process Steps and Information Flow for Arraignment Calendar

**Plea Calendar:**



**Figure 3.3-4:** In Court Process for Plea Calendar

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Preparation	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ Criminal History (i)</li> <li>▪ Driving History (i)</li> <li>▪ Information from Defendant and Attorney (i)</li> </ul>
Go To 4	Proceed to “Step 7 – Enter Plea” of the Arraignment Calendar	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>

**Table 3.3-4:** In Court Process Steps and Information Flow for Plea Calendar

**Trial Calendar:**

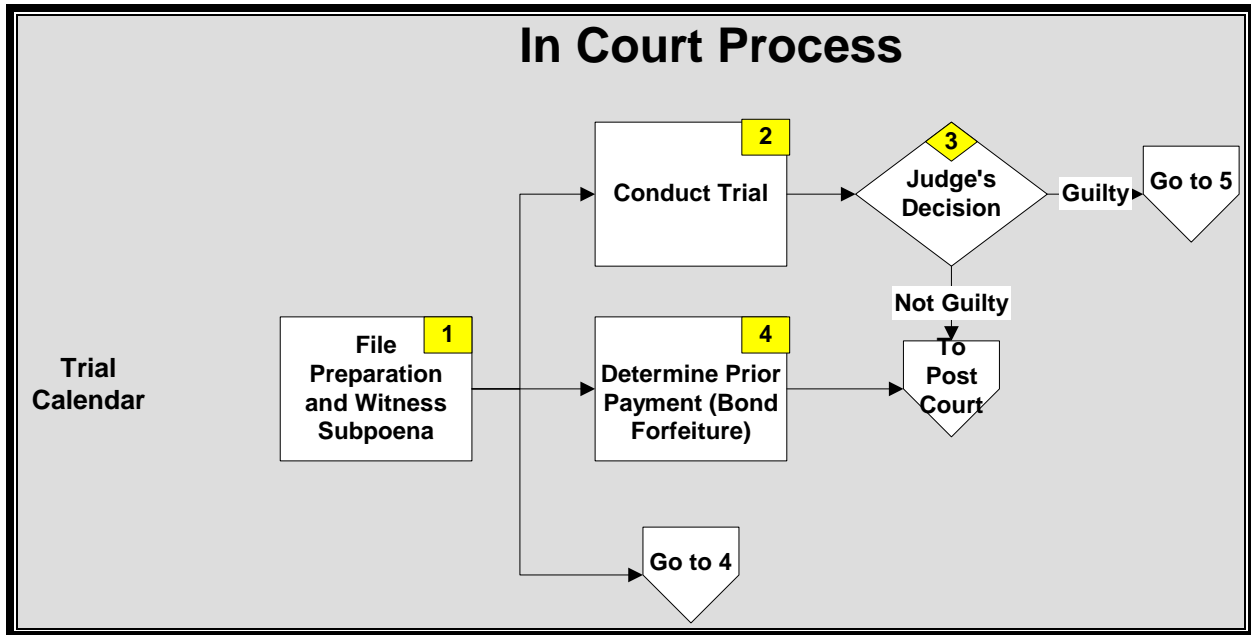


Figure 3.3-5: In Court Process for Trial Calendar

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Preparation and Witness Subpoena	▪ Clerk	▪ Solicitor	▪ Criminal History (i) ▪ Driving History (i) ▪ Subpoenas (i)
2	Conduct Trial	▪ Judge	▪ Solicitor ▪ Attorney	▪ Case File (i)
3	<<Decision>> Judge's Decision Guilty – to Step 9 of In Court Process Arraignment Calendar Not Guilty – to Post Court	▪ Judge	▪ n/a	▪ DDS Notices (Suspension Notices) (o) ▪ UTC (back bottom completed) (o) ▪ Sentence Sheet (o)
Go To 5	Proceed to “Step 9 – Determine Sentence” of the Arraignment Calendar	▪ n/a	▪ n/a	▪ n/a
4	Determine Prior Payment	▪ Judge	▪ Clerk	▪ Bond Forfeiture (i)
Go To	Proceed to “Step 7	▪ n/a	▪ n/a	▪ n/a

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (i) / Output (o) Information Flow</b>
4	- Enter Plea" of the Arraignment Calendar			

**Table 3.3-5:** In Court Process Steps and Information Flow for Trial Calendar

### 3.4 Post Court Process

This section describes the process steps that occur after Court proceedings have completed.

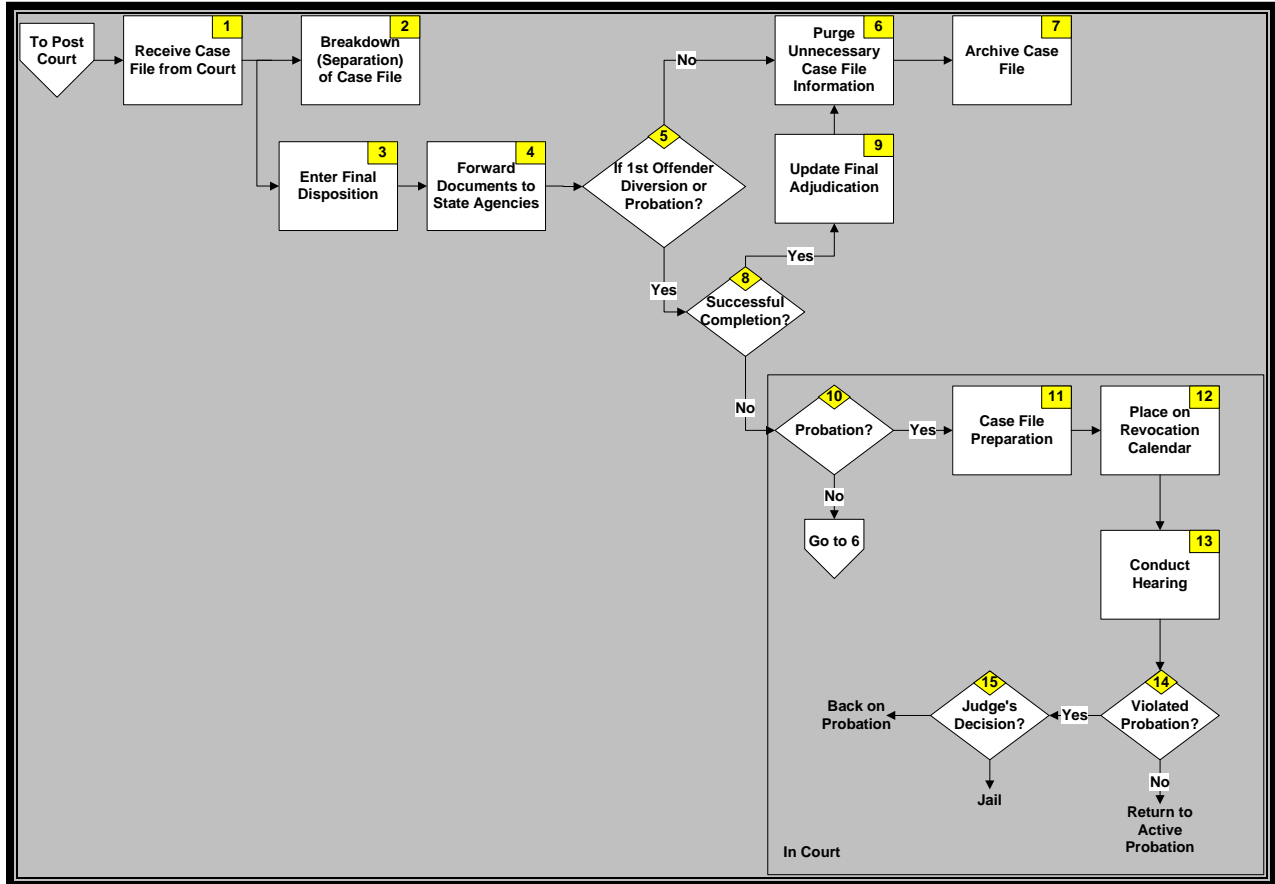


Figure 3.4-1: Post Court Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Receive Case File from Court	▪ Clerk	▪ n/a	▪ Ticket (i) ▪ History (i) ▪ Report (i) ▪ Waivers (i) ▪ Sentence Form (i)
2	Breakdown (Separation) of Case File	▪ Clerk	▪ n/a	▪ n/a
3	Enter Final Disposition	▪ Clerk	▪ n/a	▪ Disposition (from Sentence Sheet or UTC) (o)
4	Forward	▪ Clerk	▪ n/a	▪ Tickets to DDS (o)

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<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (i) / Output (o) Information Flow</b>
	Documents to State Agencies			<ul style="list-style-type: none"> <li>▪ OBTS to GCIC (o)</li> <li>▪ Summons (o)</li> <li>▪ Accusations (o)</li> <li>▪ Warrants (o)</li> <li>▪ Parking Tickets (o)</li> </ul>
5	<b>&lt;&lt;Decision&gt;&gt;</b> 1 <sup>st</sup> Offender Diversion or Probation? Yes – to Step 6 No – Step 8	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation Report (i)</li> </ul>
6	Purge Unnecessary Case File Information	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ History (o)</li> <li>▪ Police Report (o)</li> </ul>
7	Archive Case File	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
8	<b>&lt;&lt;Decision&gt;&gt;</b> Successful Completion? Yes – to Step 9 No – to Step 10	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Solicitor</li> <li>▪ Probation</li> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation Report (i)</li> <li>▪ Court Order (i)</li> <li>▪ Criminal History Updates (o)</li> <li>▪ Driver History Updates (o)</li> </ul>
9	Update Final Adjudication	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supplemental Order (o)</li> </ul>
<b>The Following Steps occur In Court in the case of an unsuccessful completion of probation or 1<sup>st</sup> Offender Diversion.</b>				
10	<b>&lt;&lt;Decision&gt;&gt;</b> Probation? Yes – to Step 11 No – to Step 16	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation Petition for Revocation – Section 1 (i)</li> </ul>
Go To 6	Proceed to “Step 16 – Schedule Compliance Hearing” of Post Court Process	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>
11	Case File Preparation	<ul style="list-style-type: none"> <li>▪ Clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation</li> <li>▪ Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Updated Criminal History (i)</li> <li>▪ Updated Driver History (i)</li> </ul>
12	Place of Revocation Calendar	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Probation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Revocation Notice to Defendant (Petition for Revocation – Section 2) (o)</li> </ul>
13	Conduct Revocation Hearing	<ul style="list-style-type: none"> <li>▪ Judge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defendant</li> <li>▪ Solicitor</li> <li>▪ Law Enforcement</li> <li>▪ Probation</li> </ul>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
14	<<Decision>> Violated Probation? Yes – to Step 15 No – back to active Probation	▪ Judge	▪ Probation	▪ Notice of Hearing (back of Petition for Revocation – Section 3) (o)
15	<<Decision>> Judge's Decision? Back on Probation Or Jail	▪ Judge	▪ Probation	▪ Judge's Order (back of Petition for Revocation – Section 4) (o)

Table 3.4-1: Post Court Process Steps and Information Flow

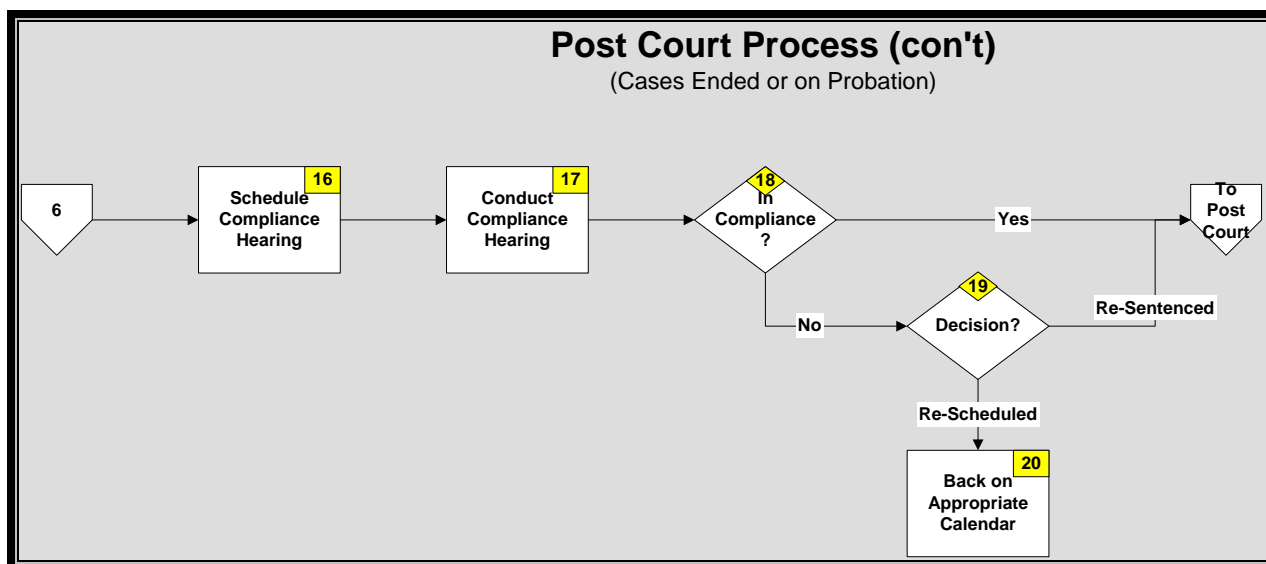


Figure 3.4-2: Post Court Process – Continued for Probation

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
16	Schedule Compliance Hearing	▪ Clerk	▪ Judge	▪ Notice to Appear (o)
17	Conduct Compliance Hearing	▪ Judge	▪ Clerk ▪ Defendant ▪ Attorney ▪ Law Enforcement	▪ Case File (i) ▪ Temporary Order (i) ▪ Receive Evidence (i)

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
18	<<Decision>> In Compliance? Yes – to Post Court No – to Step 19	▪ Judge	▪ n/a	▪ Compliance Form (i)
19	<<Decision>> Decision? Re-Sentenced – to Post Court Re-Scheduled – to Step 20	▪ Judge	▪ n/a	▪ Judge's Order (o)
20	Back on Appropriate Calendar	▪ Judge	▪ Clerk	▪ Court Date Notice (o)

Table 3.4-2: Post Court Process Steps and Information Flow

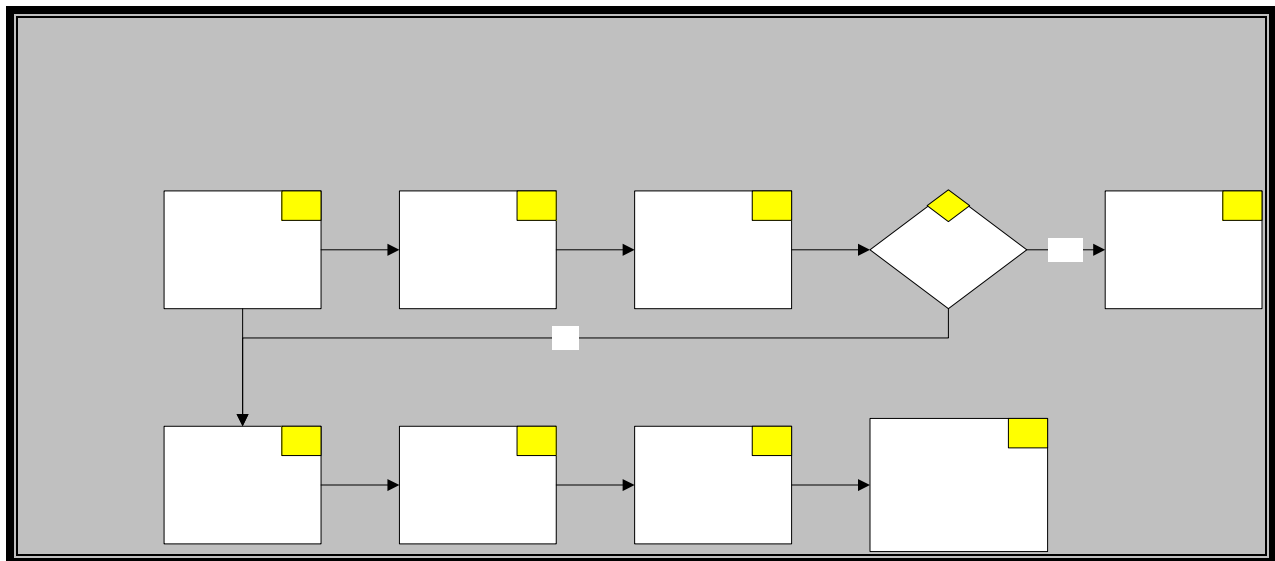


Figure 3.4-3: Post Court Process – Continued for No Show

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	No Show Event	▪ Judge	▪ Clerk	▪
2	Generate Contempt Letter	▪ Judge	▪ Solicitor ▪ Law Enforcement	▪ Contempt Letter (o)
3	Send Letter	▪ Clerk	▪ Law Enforcement	▪ Contempt Letter (o)

Post Court P

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
4	<<Decision>> Defendant Response? Yes – to Step 5 No – to Step 6	▪ Defendant	▪ Court Staff ▪ Law Enforcement ▪ Solicitor	▪ n/a
5	Schedule on Appropriate Calendar	▪ Judge	▪ Clerk	▪ Notice of Continuation (o) ▪ Updated Calendar (o)
6	No Show Bench Warrant Preparation	▪ Clerk	▪ Judge ▪ Court Staff ▪ Law Enforcement	▪ Warrant (o) ▪ DPS912 Suspension (o)
7	Judge Signs Bench Warrant	▪ Judge	▪ n/a	▪ Updated Warrant (o)
8	Entry Into GCIC	▪ Clerk	▪ Court Staff ▪ Law Enforcement	▪ Warrant (i) ▪ Updated GCIC (o)
9	When Defendant Located – Place on Appropriate Calendar	▪ Judge	▪ Clerk ▪ Law Enforcement	▪ Updated Calendar (o) ▪ Notice to Appear to - Defendant (o) - Notice to Attorney (o) - Notice to Solicitor (o)

Table 3.4-3: Post Court Process Steps and Information Flow Continued for No Show

## 4.0 Data Definitions and Security

Upon completion of defining the process steps and the associated information flows, the group defined each of the data elements associated with each type of Input and Output identified in each of the previous process steps. Prior to the facilitated sessions, participants were asked to provide samples of the forms, documents, reports, etc. that were to be discussed. Using these materials as inputs, the group provided the required data elements for each identified Input and Output. As each data element was discussed, a preliminary security assignment was associated with each data element designated by the action that can be taken on that element by each of the stakeholder groups. The resulting matrix, often referred to as a “CRUD” matrix provides the detailed list of data definitions for the Municipal Courts as identified by this representative group. The matrix is attached as an Appendix to this document and is stored in an MSExcel file. Each of the Stakeholders identified in the Interaction Diagram in Section 3, are represented in this matrix and as appropriate, a security level has been assigned at the data element level as C (Create), R (Read), U (Update), and/or D (Delete).

## 5.0 Tools and Templates

This information contained in this Report was gathered using various templates and tools developed with GCAC to help support the data collection process. An inventory and brief description of these templates and tools is included in this section.

The templates and tools included are:

- **IT Requirements Gathering and Data Definitions Meeting Agenda Template:** A comprehensive agenda used to facilitate each group through the function, process, information flow, and data definition information gathering process.
- **Data Definitions Matrix Template** – A complete workbook used for documenting the data elements and their associated security assignments by stakeholder groups interacting with the court. The security values contained in this matrix utilize the C (Create), R (Read), U (Update), D (Delete) or CRUD methodology to define data element security.

These templates and tools can be made available from GCAC upon request. All facilitation efforts should reference these deliverables, copy and modify them accordingly for specific court efforts.

## **6.0 Summary**

As stated in the Introduction, the intent of this Report is to define the data elements required by the Municipal Courts to conduct its day-to-day business. Likewise, the information gathered during this process will help the courts to better understand the ownership of specific data elements to the Municipal Courts, to other Courts and to all other identified stakeholders that the Municipal Courts interact with and share data with. The common, or Judiciary-wide, elements identified during this process will be used in later Strategic Planning session to better define the use and availability of data across the Judiciary and to allow for easier translation and interpretation by each individual court regardless of the systems or software packages that are being used. This Report will be used as a reference for all data definition and Strategic Planning efforts and will be imperative to contributing to the success of each courts planning effort. Additionally, each Court's Report will provide a consistent structure and set of standard processes and tools to help minimize the amount of time required to implement future strategic planning efforts. Finally, resources with minimal experience in a specific court can be trained on the basic processes and information flows using this Report to actively and effectively participate on any IT leadership or advisory team for their specific court or for the Judiciary as a whole.



## **7.0 Participants**

The following individuals participated in the three day facilitated session:

- Judge Michael Cielinski
- Judge Clay Davis
- Judge John Edwards
- Ms. Beverly Evans
- Ms. Karen Fricke
- Judge Katheryn Gerhardt
- Ms. Cindy Norwood
- Ms. Cindy Walker
- Ms. Essie West
- Mr. George Nolan, GCAC, Project Sponsor
- Mr. Jim Poulakos, North Highland, Facilitator
- Ms. Nancy Krecklow, North Highland, Facilitator