



Georgia Courts Automation Commission Data Definitions Summary Report Probate Courts

As Of

November 30, 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 Probate Courts of Georgia and the related information flows and data definitions required for the Probate 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 Probate Courts appointed to represent the group by the Council of Probate Courts Judges. 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 Probate 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 Probate Courts met on November 28th through November 30th at Brasstown Valley Resort in the first of two strategic planning sessions to accomplish the following objectives:

- Determine the functions, stakeholder interactions and dependencies of the Probate Courts,
- Determine the Information Requirements and associated Data Definitions required to support these functions performed by the Probate 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 Probate 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 Probate Courts Data Definitions Summary Report

This Report will be maintained by GCAC and the Probate 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

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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 Probate Court High-Level Functions

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

The identified Probate 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 Probate 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 Probate Court.
- Miscellaneous Duties – includes the miscellaneous functions that require time and effort by the courts including public interaction, document preparation and reporting activities.
- Licensing – includes the functions necessary to review and approve permits and licenses for marriage, firearms and fireworks.
- In Court – includes the functions related to Criminal, Mental Health Treatment, Guardianship, and Decedents which are executed by the Court in the courtroom or associated with adjudicating any given instance.
- Special Functions – includes the functions required to support the filing and maintenance of Vital Records, and supporting Elections including required close-out and reporting activities.

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 Probate 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.

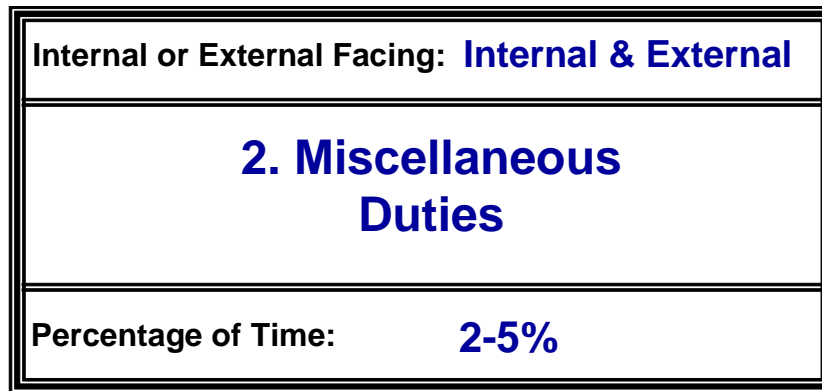
Internal or External Facing:	Internal
1. Internal Administration/ Office Admin	
Percentage of Time:	5-10%

- ▶ Courtroom Coord. And Scheduling (Low)
- ▶ Budgeting (Medium)
- ▶ Process Mail (Medium)
- ▶ Email and Voice Correspondence (Medium)
- ▶ Docketing (High)
- ▶ Training (High)
- ▶ HR- payroll, time sheets, staff mtgs, etc. (Low)
- ▶ Process Billing – AR/AP (Medium)
- ▶ Fund Distribution (Medium)
- ▶ Process Filings (High)
- ▶ Provide Certification Research (Low)
- ▶ External Communication (Low)
- ▶ Grand Jury (Low)
- ▶ Monthly Balancing (Medium)
- ▶ Standard Operating Procedures (Low)
- ▶ Scheduling (High)
- ▶ Records Research (Low)
- ▶ Audit Preparation (Low)
- ▶ General Ledger Maintenance (Medium)
- ▶ Data Entry (Medium)
- ▶ Recording Proceedings (High)
- ▶ Form Management (Low)
- ▶ Maintain Historical Records (Low)
- ▶ CLE's, Conferences (Low)
- ▶ Post Ticket Payments (High)

2.2 Miscellaneous and Licensing Functions:

Both of the functions listed below were identified as functions performed by the Probate Court outside of the normal 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 Probate 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.



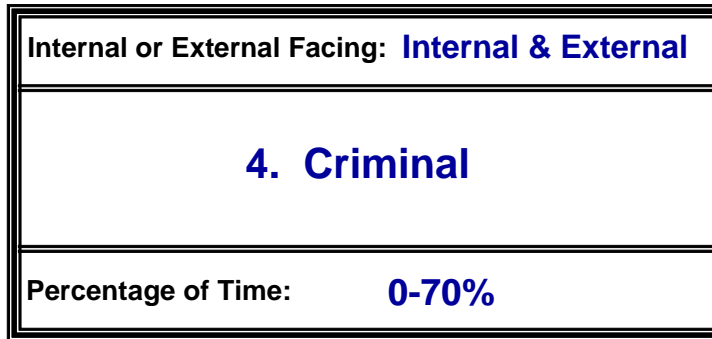
- ▶ Public Interaction (Medium)
- ▶ Residency Certification (Low)
- ▶ Data Entry (High)
- ▶ Application Processing and Receiving (High)
 - > Review
 - > Collate
- ▶ Appoint Officials (Medium)
- ▶ Administer Oaths (Low)
- ▶ Approve Bonds (Low)
- ▶ Notary Services (Low)
- ▶ Perform Hearings (Medium)
- ▶ Reporting (Medium)
- ▶ Process Mail (Low)
- ▶ Docketing (Medium)
- ▶ Create Files (Low)
- ▶ Records Research (Low)

Internal or External Facing: Internal & External
3. Licensing
Percentage of Time: 10-40%

- ▶ Application Receipt and Processing (High)
 - > Review and Collate Applications
 - > Process Filings
 - > Perform Background Checks
 - > Approve Permits / Issuance of License
 - > Prepare Orders
- ▶ Reporting (Medium)
- ▶ Conduct Research/Records Research (Low)
- ▶ Judicial Correspondence (Low)
- ▶ Process Mail (Medium)
- ▶ Docketing (Medium)
 - > File/Create Files
- ▶ Recording (Medium)
- ▶ Data Entry (Medium)
- ▶ External Communication (Medium)
 - > Public Speaking
 - > Clerical Correspondence
 - > Public Interaction
 - > Answer Phone

2.3 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 Probate 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.



- ▶ File/ Create Files (High)
- ▶ Check Calendar/ Schedule (Low)
- ▶ GCIC/ Background (Medium)
- ▶ Data Entry (High)
- ▶ Reporting (High)
- ▶ Legal Notices (Low)
- ▶ Monthly Balancing (High)
- ▶ Service of Process (Medium)
- ▶ Warrant Applications (Medium)
- ▶ Issue Subpoena, Summons, Warrant (High)
- ▶ Application Processing (Low)
 - > Review & Collate Applications
- ▶ Process Mail (High)
- ▶ File Review and Preparation (Medium)
- ▶ Conduct Hearing (Medium)
- ▶ Schedule Hearing (Medium)
- ▶ Conduct Judicial Research (Low)
- ▶ Prepare Orders (Medium)
- ▶ Judicial Correspondence (Low)
- ▶ Process Traffic Tickets (High)
- ▶ Clerical Correspondence (Medium)
- ▶ Checking Deadline (Low)
- ▶ Docket (Medium)
- ▶ Resolve Attorney Schedule Conflicts (Medium)
- ▶ Records Research (Medium)
- ▶ External Communication (High)

Internal or External Facing: Internal & External	
5. Court	
Percentage of Time:	10-60%

- ▶ Legal Notice (Medium)
- ▶ Service of Process (Medium)
- ▶ Issue: Subpoena, Summons, Warrants (Low)
- ▶ Recording Proceedings (High)
- ▶ Application Processing and Receiving (High)
 - > Review & Collate Applications
- ▶ External Communications (High)
- ▶ Data Entry (High)
- ▶ Process Filings (High)
- ▶ Prepare Orders (Medium)
- ▶ Administer Oaths (Medium)
- ▶ Approve Bonds (Low)
- ▶ Calendar (Low)
- ▶ Scheduling (Medium)
- ▶ Email and Voice Correspondence (Low)
- ▶ Conduct Research (Medium)
- ▶ Clerical Correspondence (Medium)
- ▶ Docketing (High)
- ▶ Mental Health Interviews (Low)
- ▶ Records Research (Low)
- ▶ Location Visits (Low)
- ▶ File Reviews and Preparation (Medium)
- ▶ Resolve Attorney Schedule Conflict (Medium)
- ▶ Check Deadlines (Medium)

2.4 Special Functions:

Each of the functions listed below were identified as functions performed to support the filing and maintenance of Vital Records in the State, and supporting the Secretary of State in organizing, conducting and reporting on elections. 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 Probate 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: Internal & External	
6. Vital Records	
Percentage of Time:	0-25%

- ▶ Conduct Research (Medium)
- ▶ Docketing (High)
- ▶ Reporting (High)
- ▶ Application Processing and Receiving (High)
 - > Review & Collate Applications
- ▶ External Communication (Medium)
- ▶ Process Filing (High)
- ▶ Prepare Orders (High)

Internal or External Facing: Internal & External	
7. Elections	
Percentage of Time:	0-5%

- ▶ Conduct Research (Medium)
- ▶ Location Visits (High)
- ▶ Legal Notices (High)
- ▶ Schedule (High)
- ▶ Clerical Correspondence (Low)
- ▶ Process Mail (Low)
- ▶ Reporting Deadlines (High)
- ▶ Create Files (High)
- ▶ Records Research (Medium)
- ▶ Public Interaction (High)
- ▶ Recording Proceedings (High)
- ▶ Data Entry (Low)
- ▶ Application Processing and Receiving (Medium)
 - > Review & Collate Applications
- ▶ External Communication (Medium)
- ▶ GCIC- Background (Low)
- ▶ Process Filings (High)
- ▶ Election Training (High)

The remainder of this document addresses the typical processes and their associated information flow required to support the functions of the Probate 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 Probate Courts.

3.0 Probate Courts Processes

The defined functions within the Probate Court are independent and do not necessarily interrelate with each other due to the “catch all” nature of the Court. The Level 1 processes for the Probate Courts are shown in Figure 3.0-1.

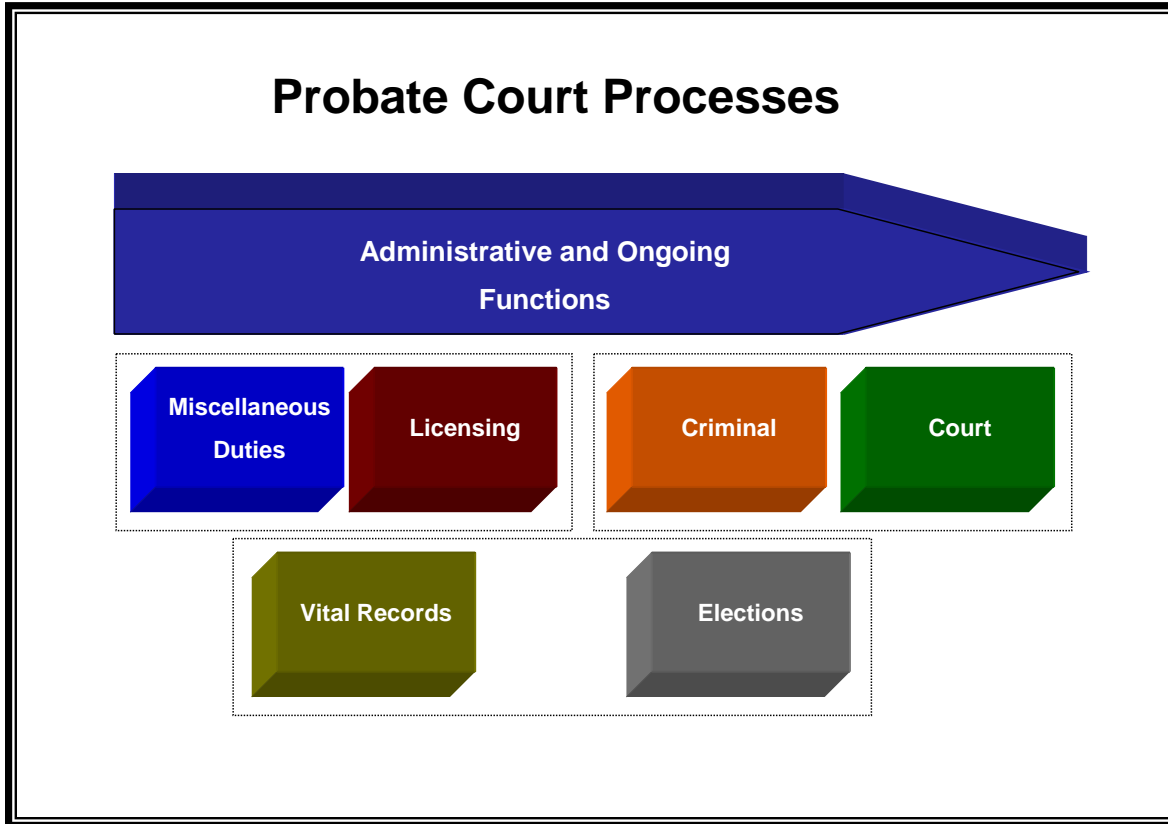


Figure 3.0-1: Process Diagram for Probate Courts

The Probate 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 Probate Courts view of the entire stakeholder group that it interacts with.

The Probate Courts interact with a large, diverse group of organizations:

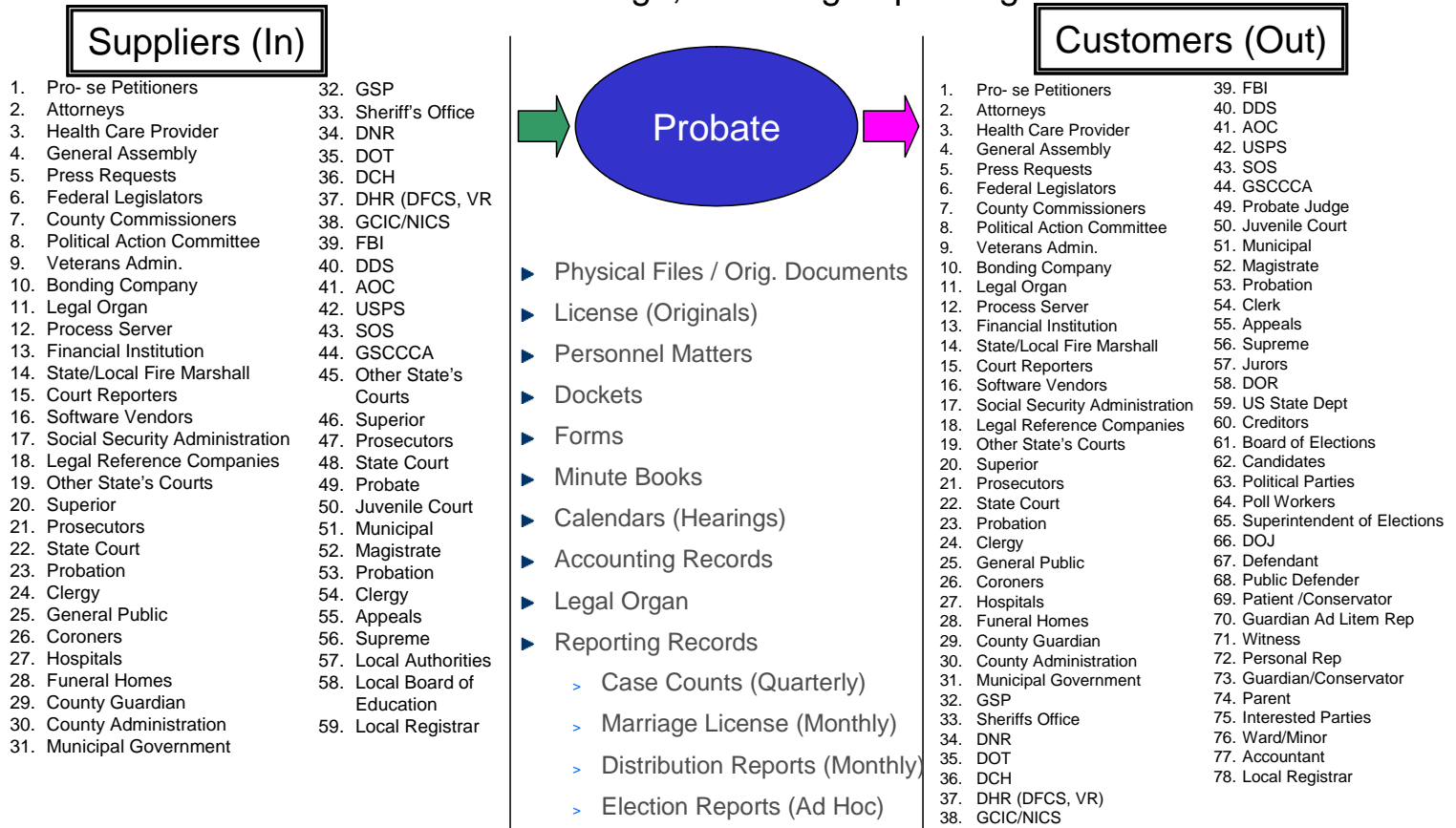


Figure 3.0-2: Interaction Diagram for Stakeholder Information Sharing

The process steps outlined in this document are general guidelines for the operations of the Probate 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 Miscellaneous and Licensing:

This section describes the process steps that need to be performed by the Probate Court outside of the normal courtroom activities (Figures 3.1-1 through 3.1-3).

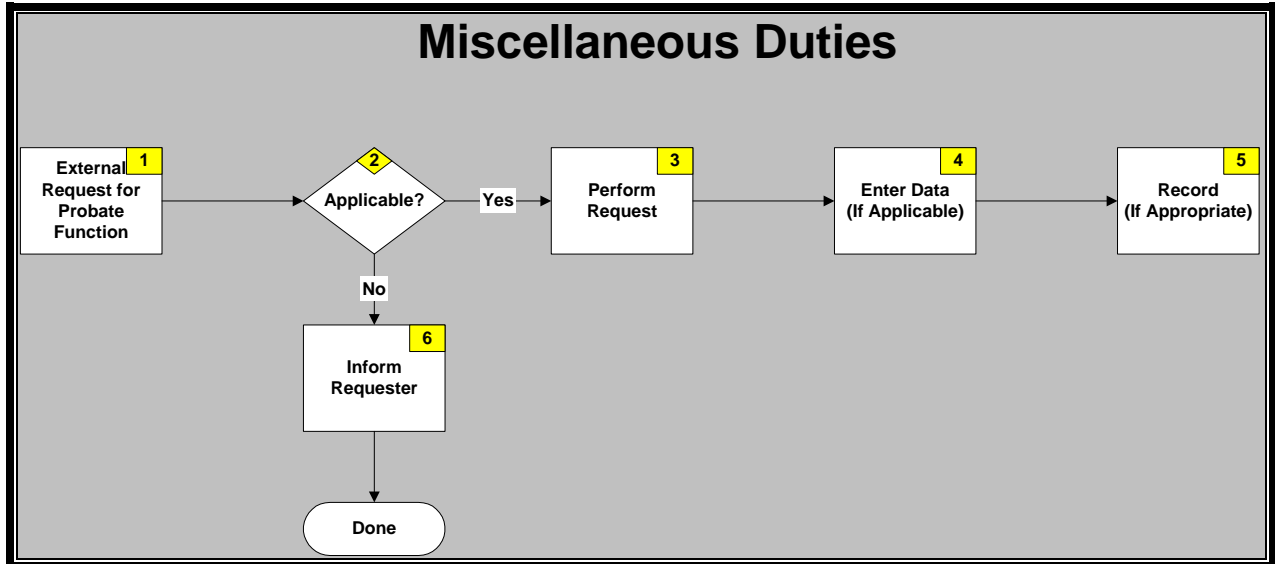


Figure 3.1-1: Miscellaneous Duties Process Flow

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	External Request for Probate Function	<ul style="list-style-type: none"> Political Action Committee, Bonding Company, Abstractors 	<ul style="list-style-type: none"> Attorneys County Commissioners General Public SSA Legal Reference Company Other Courts Probation Hospitals DHR AOC GSCCCA Probate Judge Local Authorities 	I- Written Request O- Residency Affidavit, Veterans License,

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
2	<<Decision>> Applicable? If Yes, go to Step 3; If No, go to Step 6.	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Judge 	I - Written Request, Residency Affidavit, Veterans License
3	Perform Request	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Judge 	I - Written Request, Residency Affidavit, Veterans License
4	Enter Data (if Applicable)	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Judge 	I - Written Request, Residency Affidavit, Veterans License
5	Record (if Appropriate)	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Judge 	I - Written Request, Residency Affidavit, Veterans License
6	Inform Requester	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O – Letter of Response, Action of Court

Table 3.1-1: Miscellaneous Duties Process Steps and Information Flow

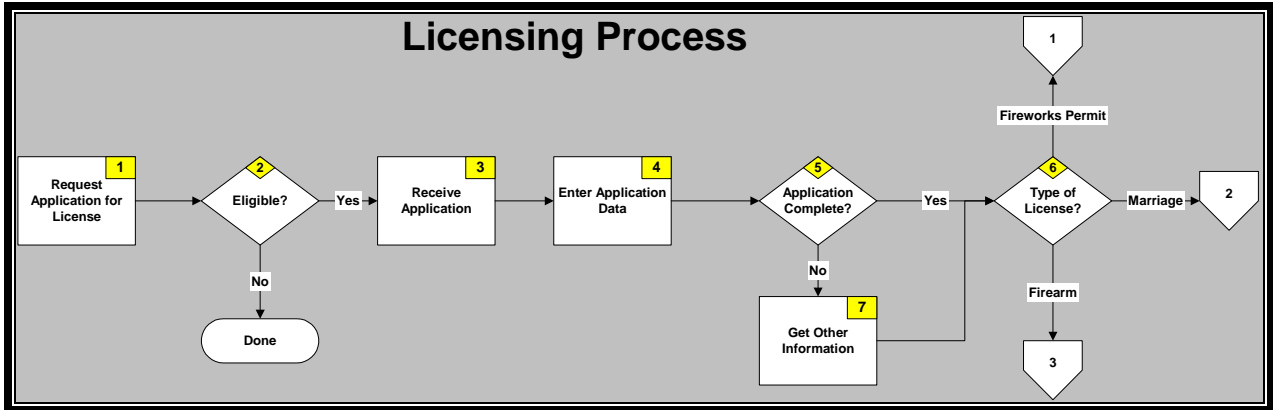


Figure 3.1-2: Licensing Process Steps

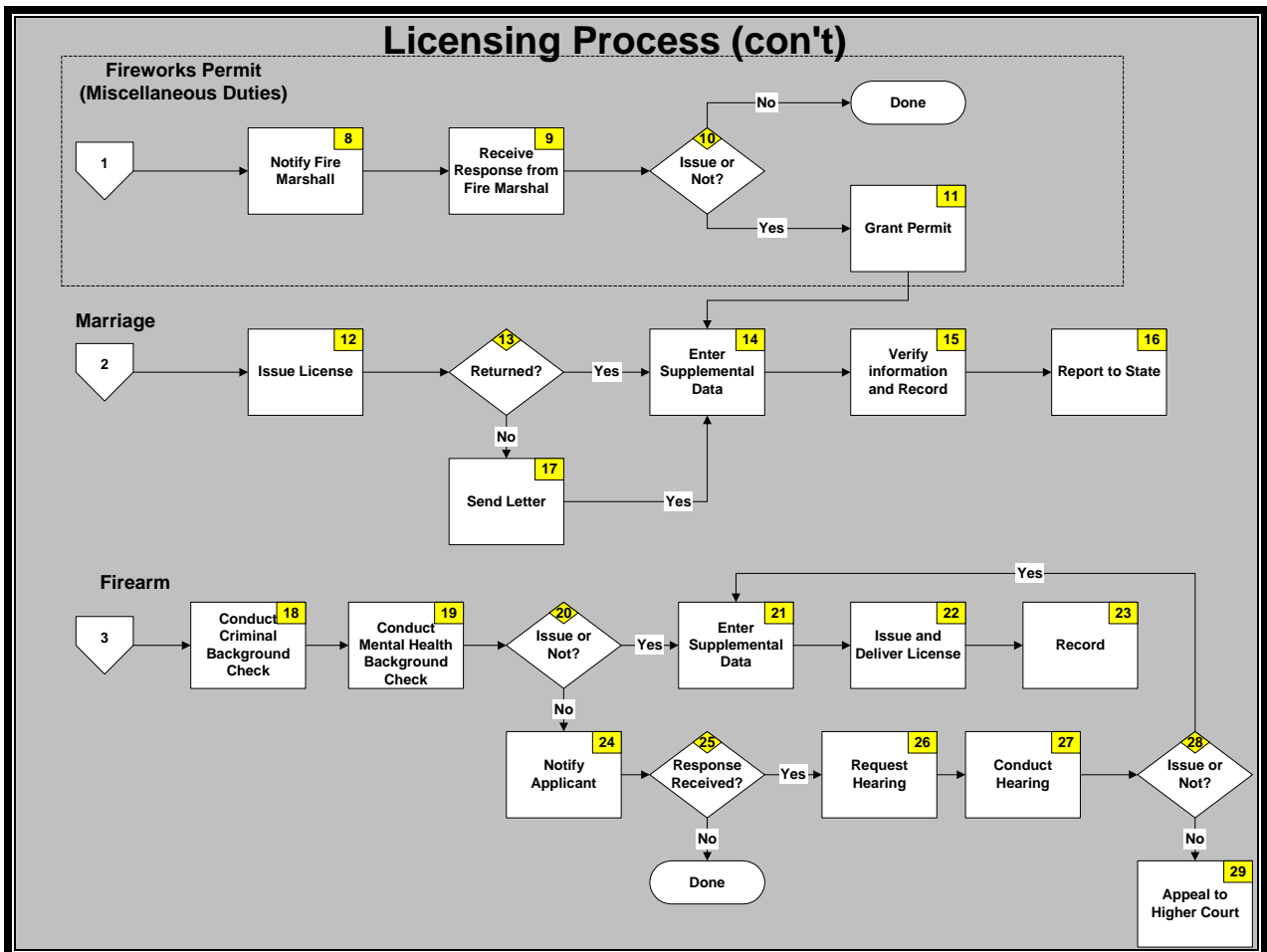


Figure 3.1-3: Licensing Process Steps Continued

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Request Application for License	<ul style="list-style-type: none"> • General Public 	<ul style="list-style-type: none"> • Clerk 	I - Application
2	<<Decision>> Eligible? If Yes, go to Step 3; If No, Done.	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Judge 	I- Application
3	Receive Application	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I – Application
4	Enter Application Data	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I – Application
5	<<Decision>> Application Complete? If Yes, go to Step 6; If No, go to Step 7.	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I – Application
6	<<Decision>> Type of License If Firearm, go to Step 18; If Marriage, go to Step 12; If Fireworks Permit, go to Step 8.	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I – Application
7	Get Other Information	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • General Public 	O – Letter to Explain Decision
8	Notify Fire Marshall	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Fire Marshall 	O- Notice to Fire Marshall
9	Receive Response to Fire Marshall	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Fire Marshall 	I – Letter from Fire Marshall
10	<<Decision>> Issue or Not? If Yes, go to Step 11; If No, Done.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge 	I – Letter from Fire Marshall
11	Grant Permit	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge 	O – Permit, Waiver from Fire Marshall
12	Issue License	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Applicants • General Public 	O – Marriage License
13	<<Decision>> Returned? If Yes, go to Step 14; If No, go to Step	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Applicants • General Public 	I - Marriage License

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	17.			
14	Enter Supplemental Data	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk • Applicant 	I – Information form Applicant
15	Verify Information and Record	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	I - Marriage License
16	Report to State	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Judge • Clerk • DHR 	O – Court Marriage License Supplement
17	Send a Letter	<ul style="list-style-type: none"> • Clerk 		O – Letter to Applicant
18	Conduct Criminal Background Check	<ul style="list-style-type: none"> • Judge • Clerk • Sheriff • Court Staff 	<ul style="list-style-type: none"> • Judge • Clerk • Sheriff, • Court Staff 	O- Application to conduct background check
19	Conduct Mental Health Background Check	<ul style="list-style-type: none"> • Judge • Clerk • Sheriff • Court Staff • Mental Health 	<ul style="list-style-type: none"> • Judge • Clerk • Sheriff • Court Staff • Mental Health 	O- Application to conduct background check
20	<<Decision>> Issue or Not? If Yes, go to Step 21; If No, go to Step 24.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge 	I – Background Check
21	Enter Supplemental Data	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O- Application
22	Issue and Deliver License	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O – Firearm License
23	Record	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O – Firearm License
24	Notify Applicant	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Judge, Clerk 	O – Letter to Applicant
25	<<Decision>> Response Received? If Yes, go to Step 26; If No, Done.	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Attorney, Applicant 	I – Letter From Applicant

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
26	Request Hearing	<ul style="list-style-type: none"> • Attorney • Applicant 		I – Letter Requesting Hearing
27	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Applicant 	I - Testimony
29	<p><<Decision>> Issue or Not? If Yes, go to Step 21; If No, go to Step 29.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge 	I - Testimony
29	Appeal to Higher Court	<ul style="list-style-type: none"> • Attorney • Applicant 		I – Letter Requesting Appeal

Table 3.1-2: Licensing Process Steps and Information Flow

3.2 In Court Process:

This section describes the process steps for the In Court functions pertaining to Criminal, Mental Health, Guardianship and Decedent processing (Figures 3.2-1 through 3.2-9).

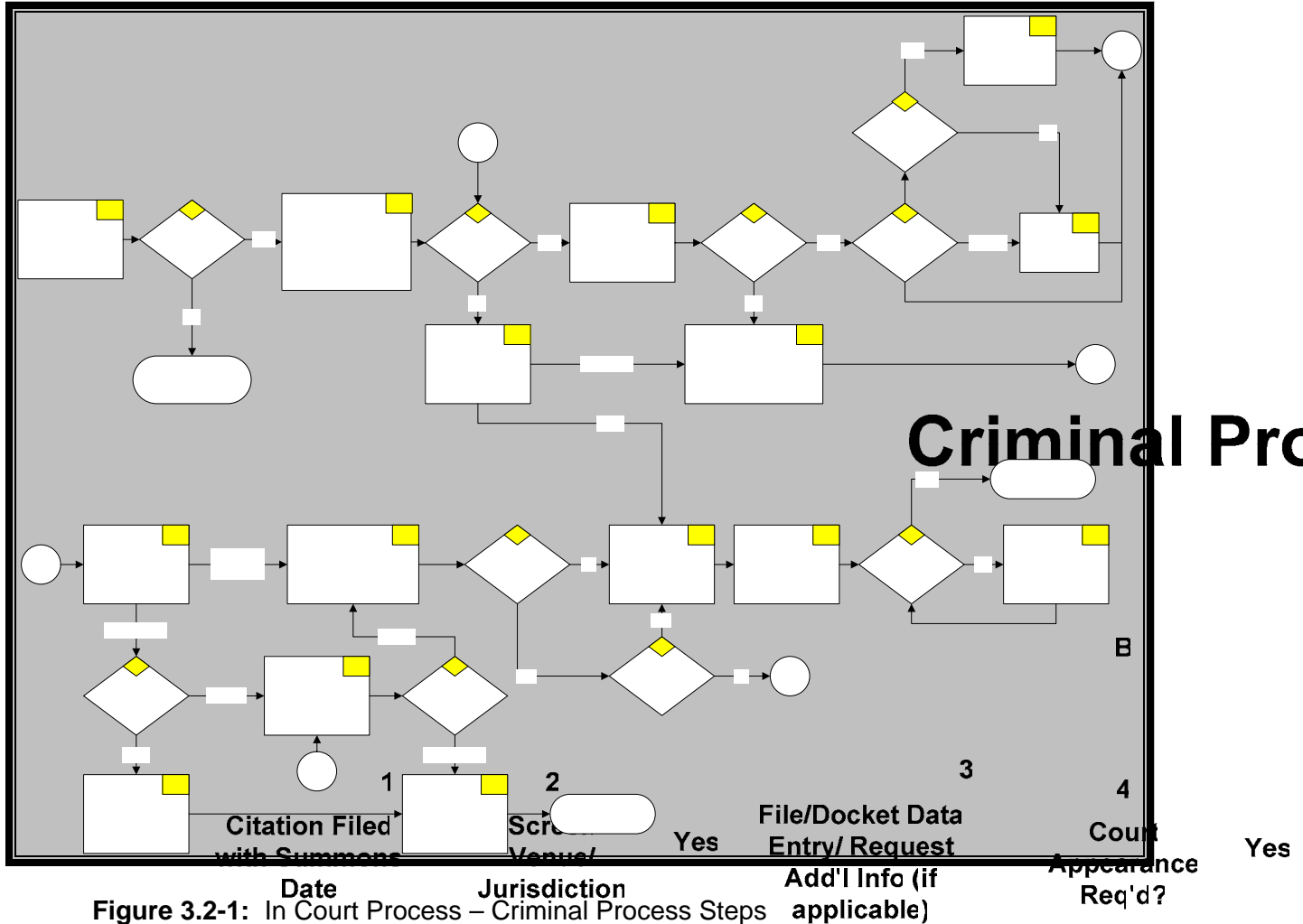


Figure 3.2-1: In Court Process – Criminal Process Steps

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Citation Filed with Summons Date	<ul style="list-style-type: none"> • Sheriff • Code Enforcement Agencies 	Transfer to Appropriate Court • Judge • Clerk	I- Accusation Documents Paid by Mail or in Person
2	<<Decision>> Screen for Venue/Jurisdiction? If Yes, go to Step 3; If No, Transfer to	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Appropriate Court			
3	Docket Data Entry/ Request Additional Information	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Defendant • GCIC • DDS 	
4	<<Decision>> Court Appearance Required? If Yes, go to Step 5; If No, go to Step 17.	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	
5	Place on Court Calendar	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	O - Notices
6	<<Decision>> Defendant Shows? If Yes, go to Step 7; If No, go to Step 18.	<ul style="list-style-type: none"> • Defendant 	<ul style="list-style-type: none"> • Attorney • Judge • Clerk • Court Staff 	
7	<<Decision>> Attorney? If Represented, go to Step 11; If Waiving Representation, go to Step 10; Otherwise, go to Step 8.	<ul style="list-style-type: none"> • Clerk • Judge • Defendant 	<ul style="list-style-type: none"> • Clerk • Judge • Defendant 	O – Application for Public Defender
8	<<Decision>> Eligible for Public Defender? If Yes, go to Step 9; If No, go to Step 10.	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Defendant • Judge • Court Staff 	
9	Appoint Attorney	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Public Defender 	O – Order to Appoint
10	Sign Waiver	<ul style="list-style-type: none"> • Defendant 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	O – Written Waiver Form
11	Enter Plea	<ul style="list-style-type: none"> • Defendant 	<ul style="list-style-type: none"> • Attorney • Judge • Public Defender 	O – Plea Document
12	Defendant	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney 	O- Sentence Order,

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Sentenced and License Sanctions Applied		<ul style="list-style-type: none"> Defendant Public Defendant Clerk Court Staff DDS GCIC 	License Suspension Form
13	<p><<Decision>> Appeal? If Yes, go to Step 14, If No, go to Step 15.</p>	<ul style="list-style-type: none"> Attorney Defendant 	<ul style="list-style-type: none"> Defendant Judge Court Staff 	O – Motion to Appeal
14	<p><<Decision>> Upheld? If Yes, go to Step 15, If No, go to Step 21.</p>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Defendant Court Staff 	
15	Data Entry and Receipt of Funds	<ul style="list-style-type: none"> Judge Clerk Court Staff 	<ul style="list-style-type: none"> Judge Clerk Court Staff 	I – Receipt of Payments
16	Reporting to External Stakeholders	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff General Public County Administrators DDS 	O – Agency Reports, Docket
17	<p><<Decision>> Comply? If Yes, successfully completed; If No, go to Step 18.</p>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Probation Staff Defendant 	O – Petition to Revoke Probation
18	Issue Sanctions	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Sheriff Probation Staff Defendant 	O – Order for Sanctions Hearing
19	<p><<Decision>> Trial Type? If Bench, go to Step 21; If Jury, go to Step 20.</p>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Defendant Clerk Court Staff Public Defender 	I – Demand for Jury Trial
20	Transfer to Superior Court	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Superior Court Attorney 	O – Order to Transfer

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> Public Defender 	
21	Set Date and Conduct Bench Trial	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Defendant Public Defender Sheriff 	I – Motions Filed O – Order for Trial, Subpoenas, Summons
22	<<Decision>> Guilty or Not Guilty? If Guilty, go to Step 12; If Not Guilty, go to Step 23.	<ul style="list-style-type: none"> Judge 		O – Order, Sentence
23	Enter Data	<ul style="list-style-type: none"> Clerk 		O – Agency Reports (if applicable), Docket

Table 3.2-1: Criminal Process Steps and Information Flow

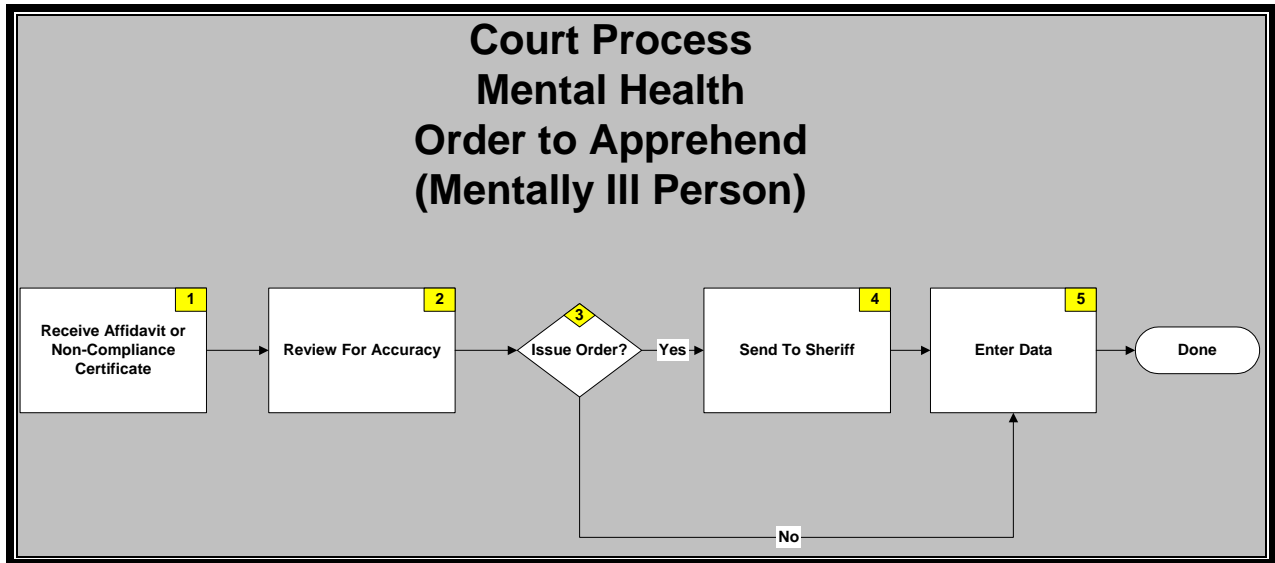


Figure 3.2-2: In Court Process – Mental Health Order to Apprehend

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Receive Affidavit or Non-Compliance Certificate	<ul style="list-style-type: none"> • Health Care Provider • General Public • Judge 	<ul style="list-style-type: none"> • Patient/ Consumer 	O- Affidavit, Order to Apprehend
2	Review for Accuracy	<ul style="list-style-type: none"> • Clerk • Judge • Health Care Provider • Judge 	<ul style="list-style-type: none"> • Patient/ Consumer 	I - Affidavit, Order to Apprehend
3	<<Decision>> Issue Order? If Yes, go to Step 4; If No, go to Step 5.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Probation Staff 	O –Order to Apprehend
4	Send to Sheriff	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Sheriff • Court Staff • Probation Staff 	O – Order to Apprehend
5	Enter Data	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff 	I – Order, Affidavit

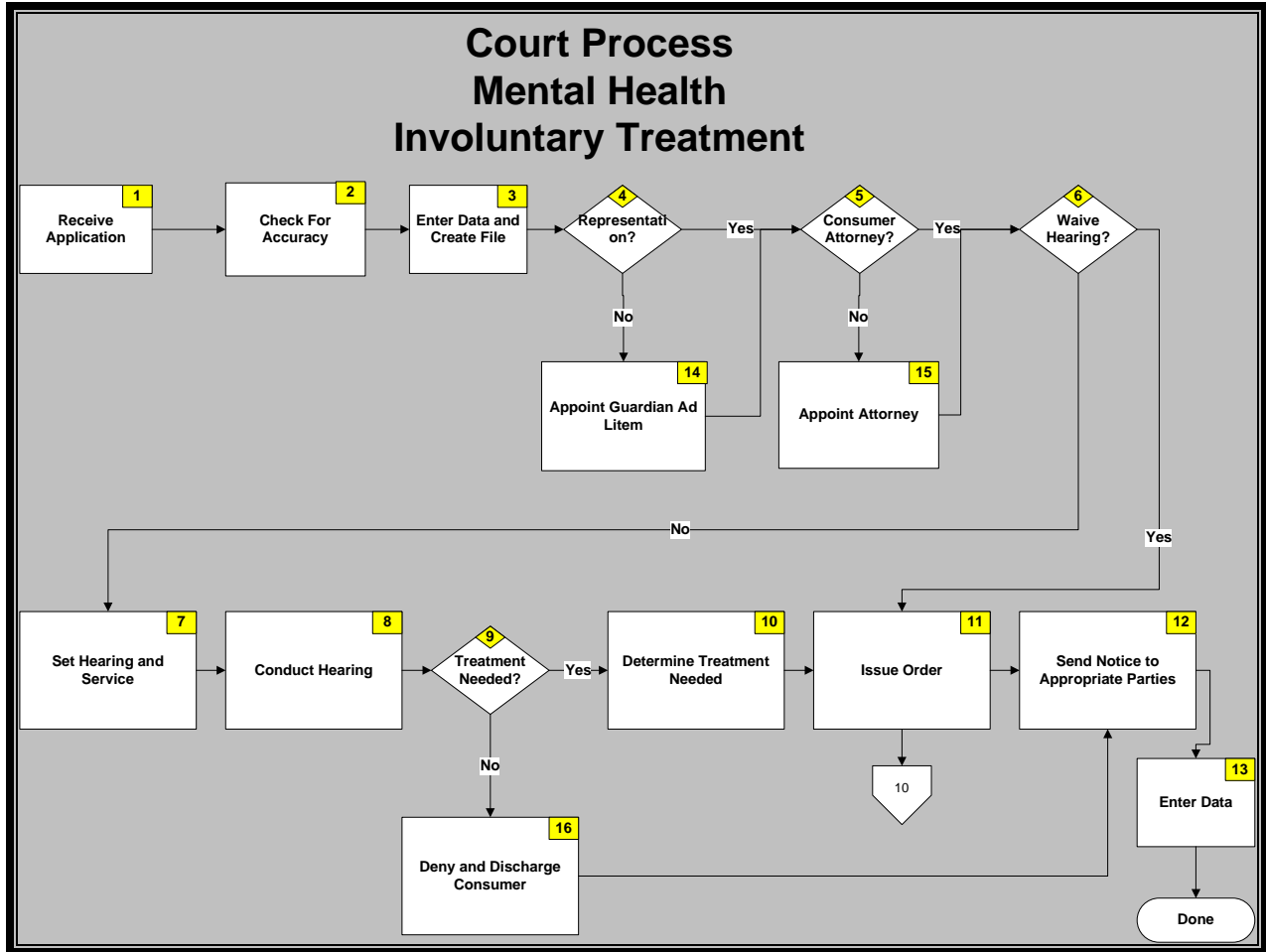


Figure 3.2-3: In Court Process – Mental Health Involuntary Treatment

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Receive Application	• Hospital	• Judge • Patient • Attorney • Health Care Provider	I – Petition, Written Plan
2	Check for Accuracy	• Clerk		I – Petition, Written Plan
3	Enter Data and Create File	• Clerk	• Court Staff	I – Petition, Written Plan
4	<<Decision>> Representation? If Yes, go to Step 5; If No, go to Step 14.	• Clerk • Judge	• Judge • Patient • Attorney • Health Care Provider	O – Order to Appoint Attorney
5	<<Decision>>	• Judge	• Judge	O – Order to Appoint

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Consumer Attorney? If Yes, go to Step 6; If No, go to Step 15.		<ul style="list-style-type: none"> • Patient • Attorney • Health Care Provider 	Attorney
6	<<Decision>> Waive Hearing? If Yes, go to Step 11; If No, go to Step 7.	<ul style="list-style-type: none"> • Patient/ Consumer 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider 	O – Notice of Hearing
7	Set Hearing and Service	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider 	O – Notice of Hearing
8	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	O – Testimony, Written Evidence
9	<<Decision>> Treatment Needed? If Yes, go to Step 10; If No, go to Step 16.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	
10	Determine Treatment Needed	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	I – Testimony, Written Evidence
11	Issue Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	I – Testimony, Written Evidence O – Order of Treatment
12	Send Notice to Appropriate Parties	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Judge • Patient 	O – Written Notice

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
		<ul style="list-style-type: none"> • Court Staff 	<ul style="list-style-type: none"> • Attorney • Health Care Provider • Guardian Ad Litem 	
13	Enter Data	<ul style="list-style-type: none"> • Clerk • Court Staff 		I – Testimony, Written Evidence O – Order of Treatment, Notice
14	Appoint Guardian Ad Litem	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	O – Order to Appoint
15	Appoint Attorney	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	O – Order to Appoint
16	Deny and Discharge Consumer	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Patient • Attorney • Health Care Provider • Guardian Ad Litem 	O – Order to Discharge

Table 3.2-3: Mental Health Involuntary Treatment Process Steps and Information Flow

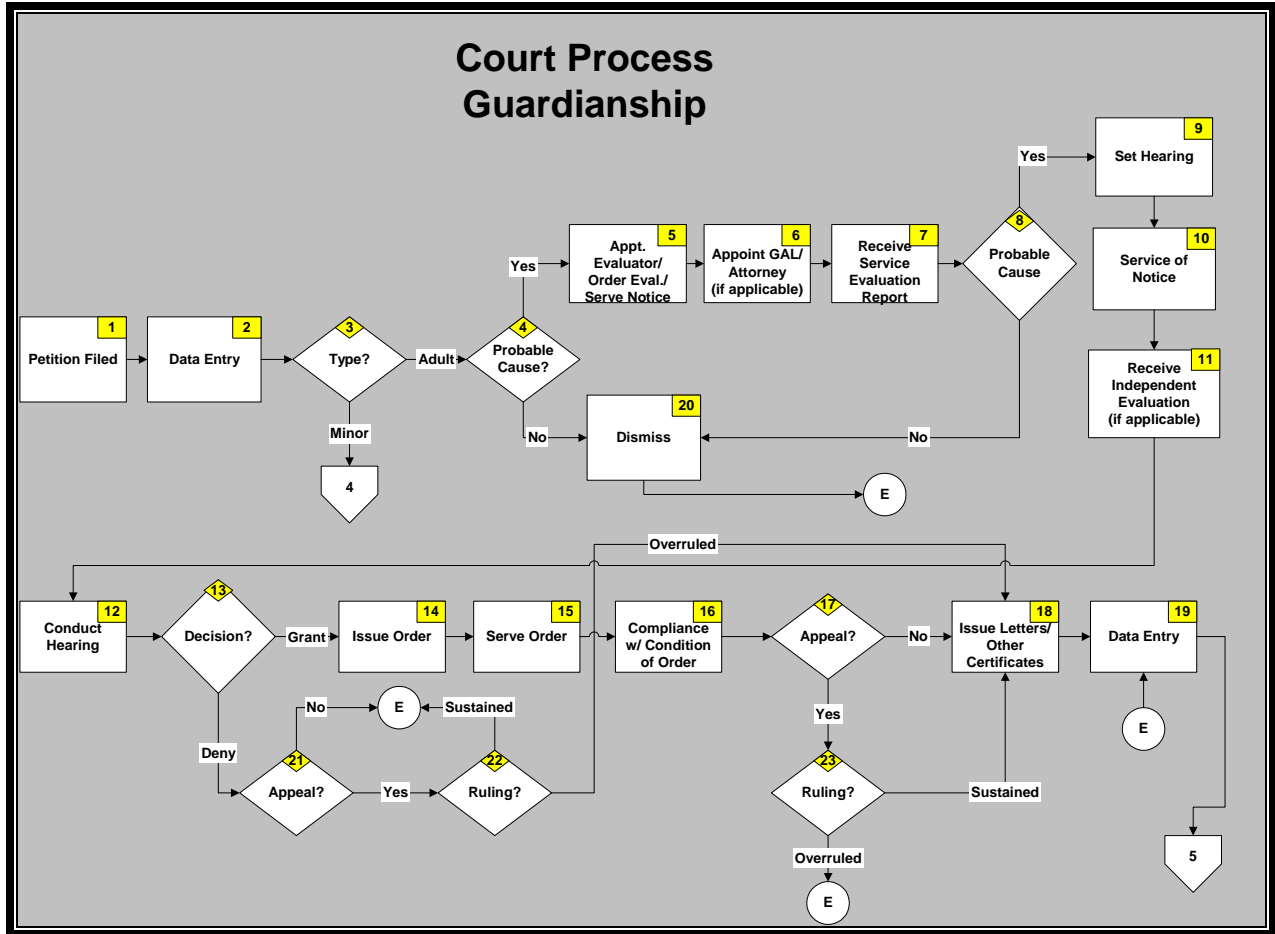


Figure 3.2-4: In Court Process – Guardianship

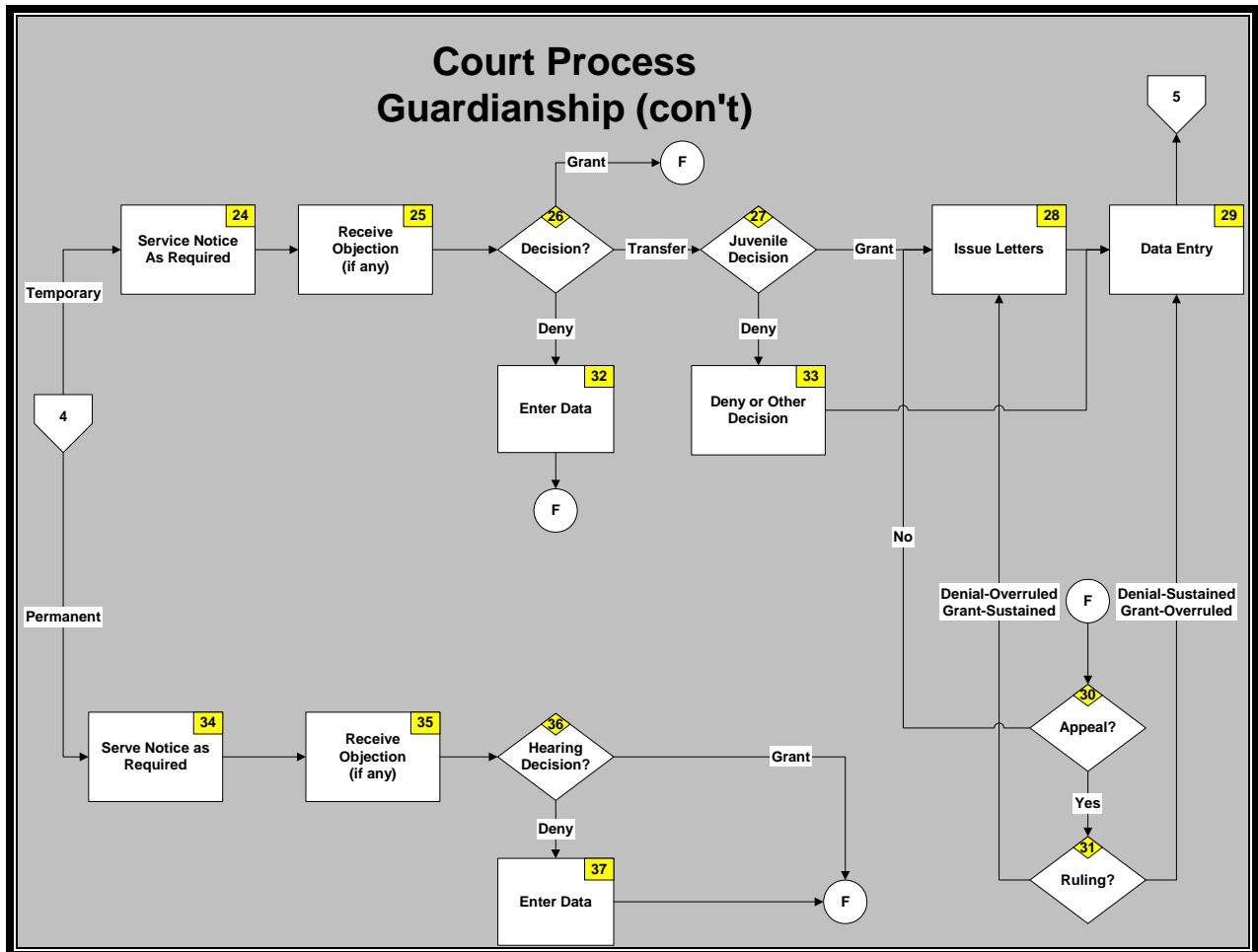


Figure 3.2-5: In Court Process – Guardianship Continued

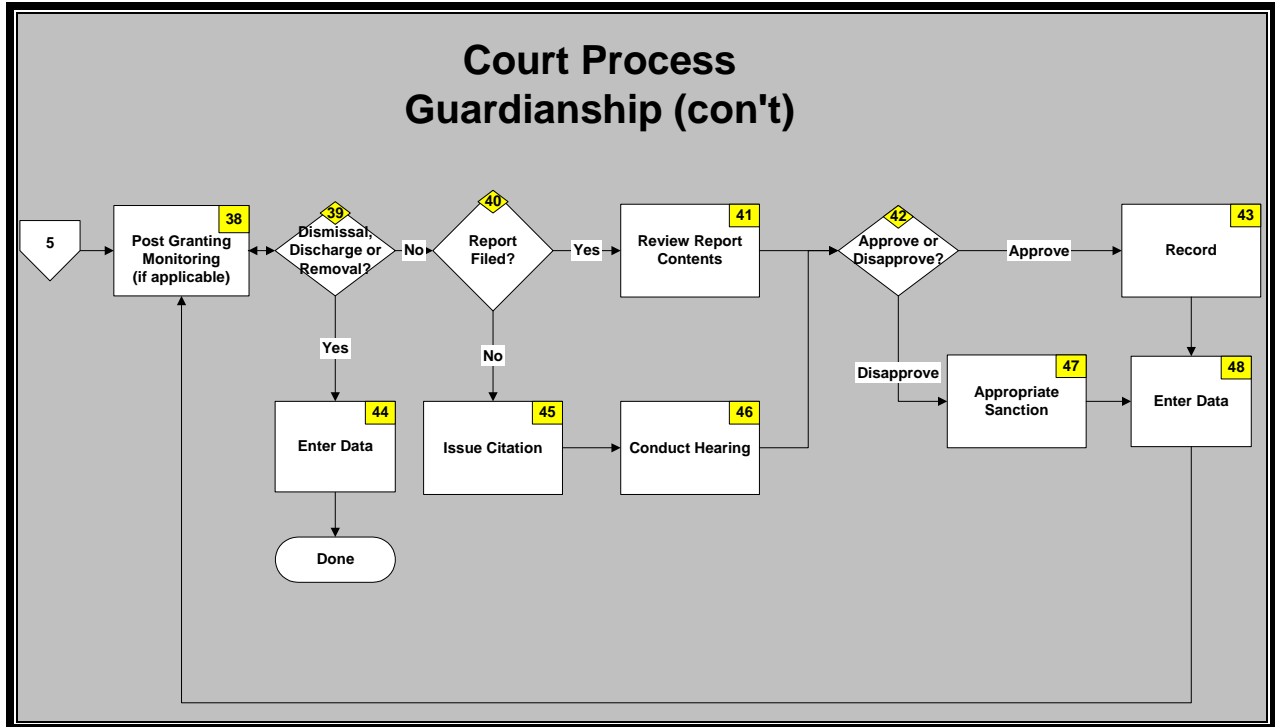


Figure 3.2-6: In Court Process – Guardianship Continued

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Petition Filed	<ul style="list-style-type: none"> Attorney Petitioner Health Care Provider DHR 	<ul style="list-style-type: none"> Attorney Petitioner Health Care Provider DHR Clerk 	I- Petition
2	Enter Data	<ul style="list-style-type: none"> Clerk Court Staff 	<ul style="list-style-type: none"> Clerk 	I - Petition
3	<p><<Decision>> Type?</p> <p>If Adult, go to Step 4; If Minor, go to Step 24.</p>	<ul style="list-style-type: none"> Clerk Court Staff 	<ul style="list-style-type: none"> Clerk Court Staff 	I- Petition
4	<p><<Decision>> Probable Cause?</p> <p>If Yes, go to Step 5 If No, go to Step 20</p>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Petitioner Health Care Provider DHR Clerk 	I- Petition

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
5	Appoint Evaluator/ Order Evaluation/ Send Notice	• Judge	• Attorney • Petitioner • Health Care Provider • DHR • Clerk	O – Order Service
6	Appoint GAL/ Attorney	• Judge	• Attorney • Petitioner • Health Care Provider • DHR • Clerk	O – Order to Appoint
7	Receive Service Evaluation Report	• Clerk	• Clerk	I - Report
8	<<Decision>> Probable Cause? If yes, go to Step 9; If no, go to Step 20.	• Judge	• Attorney • Petitioner • Health Care Provider • DHR • Clerk	I- Petition, Evaluation Report
9	Set Hearing	• Judge	• Clerk • Court Staff	O- Calendar
10	Service of Notice	• Judge	• Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS	I- Petition, Evaluation Report
11	Receive Independent Evaluation	• Judge • Clerk • Court Staff	• Health Care Provider	I- Evaluation Report
12	Conduct Hearing	• Judge	• Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS	I – Waiver of Appearance
13	<<Decision>> Decision? If Granted, go to	• Judge	• Attorney • Petitioner Health Care Provider	

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Step 14; If Denied, go to Step 21.		<ul style="list-style-type: none"> • DHR • Clerk • Sheriff • USPS 	
14	Issue Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney 	O – Order of Guardianship
15	Serve Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	I - Order of Guardianship
16	Compliance with Condition of Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Bonding Company • Probation Staff • County Guardian 	I - Oath
17	<p><<Decision>> Appeal?</p> <p>If yes, go to Step 22; If no, go to Step 19.</p>	<ul style="list-style-type: none"> • Attorney 	<ul style="list-style-type: none"> • Judge 	O – Notice to Appeal
18	Issue Letters	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS • Bonding Company • Probation Staff • County Guardian 	O - Letters
19	Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff 	I – Notices, Orders

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • USPS • Bonding Company • Probation Staff • County Guardian 	
20	Dismiss	<ul style="list-style-type: none"> • Judge 		O – Notice to Dismiss
21	<p><<Decision>> Appeal?</p> <p>If no, go to Step 19; If yes, go to Step 22</p>	<ul style="list-style-type: none"> • Attorney 	<ul style="list-style-type: none"> • Judge 	O – Notice to Appeal
22	<p><<Decision>> Ruling? If Sustained, go to Step 19; If Overruled, go to Step 18.</p>	<ul style="list-style-type: none"> • Judge 		I – Testimony, Written Notices
23	<p><<Decision>> Ruling? If Sustained, go to Step 18; If Overruled, go to Step 19.</p>	<ul style="list-style-type: none"> • Judge 		I – Testimony, Written Notices
24	Service of Notice	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	O – Order of Service
25	Receive Objection	<ul style="list-style-type: none"> • Petitioner • Attorney 	<ul style="list-style-type: none"> • Judge 	I – Written or Verbal Objection
26	<p><<Decision>> Decision?</p> <p>If Grant, go to Step 30; If Transfer, go to Step 28; If Denied, go to Step 33.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	
27	<p><<Decision>> Juvenile Decision?</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner 	

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	If Grant, go to Step 28; If Denied, go to Step 33.		<ul style="list-style-type: none"> • Health Care Provider • DHR • Clerk • Sheriff • USPS 	
28	Issue Letter	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O - Letters
29	Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS • Bonding Company • Probation Staff • County Guardian 	I – Notices, Orders
30	<p><<Decision>> Appeal?</p> <p>If yes, go to Step 31; If no, go to Step 28.</p>	<ul style="list-style-type: none"> • Attorney 	<ul style="list-style-type: none"> • Judge 	
31	<p><<Decision>> Ruling?</p> <p>If Sustained, go to Step 29; If Overruled, go to Step 28.</p>	<ul style="list-style-type: none"> • Judge 		I – Testimony, Written Notices
32	Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS • Bonding Company • Probation Staff • County Guardian 	I – Notices, Orders

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
33	Deny or Other Decision	<ul style="list-style-type: none"> • Judge • Juvenile Judge 		
34	Service of Notice	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	O – Order of Service
35	Receive Objection	<ul style="list-style-type: none"> • Attorney • Petitioner 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	I – Caveat Objection
36	<p><<Decision>> Hearing Decision?</p> <p>If grant, go to Step 30; If denied, go to Step 37.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	
37	Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS • Bonding Company • Probation Staff • County Guardian 	I – Notices, Orders, Caveat Objection
38	Post Granting Monitoring	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff 	
39	<p><<Decision>> Dismissal/ Discharge/ Removal?</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
40	<p><<Decision>> Report Filed?</p> <p>If filed, go to Step 41; If not filed, go to Step 45</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	
41	Review Report Contents	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Clerk 	I - Reports
42	<p><<Decision>> Approve or Disapprove?</p> <p>If approved, go to Step 43; If not approved, go to Step 47.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	
43	Record	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk 	
44	Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS • Bonding Company • Probation Staff • County Guardian 	I – Notices, Orders, Caveat Objection
45	Issue Citation	<ul style="list-style-type: none"> • Judge 		O – Order of Service
46	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS 	O- Orders
47	Appropriate Sanction	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider 	O- Orders

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • DHR • Clerk • Sheriff • USPS 	
48	Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Petitioner • Health Care Provider • DHR • Clerk • Sheriff • USPS • Bonding Company • Probation Staff • County Guardian 	I – Notices, Orders, Caveat Objection

Table 3.2-4: Guardianship Process Steps and Information Flow

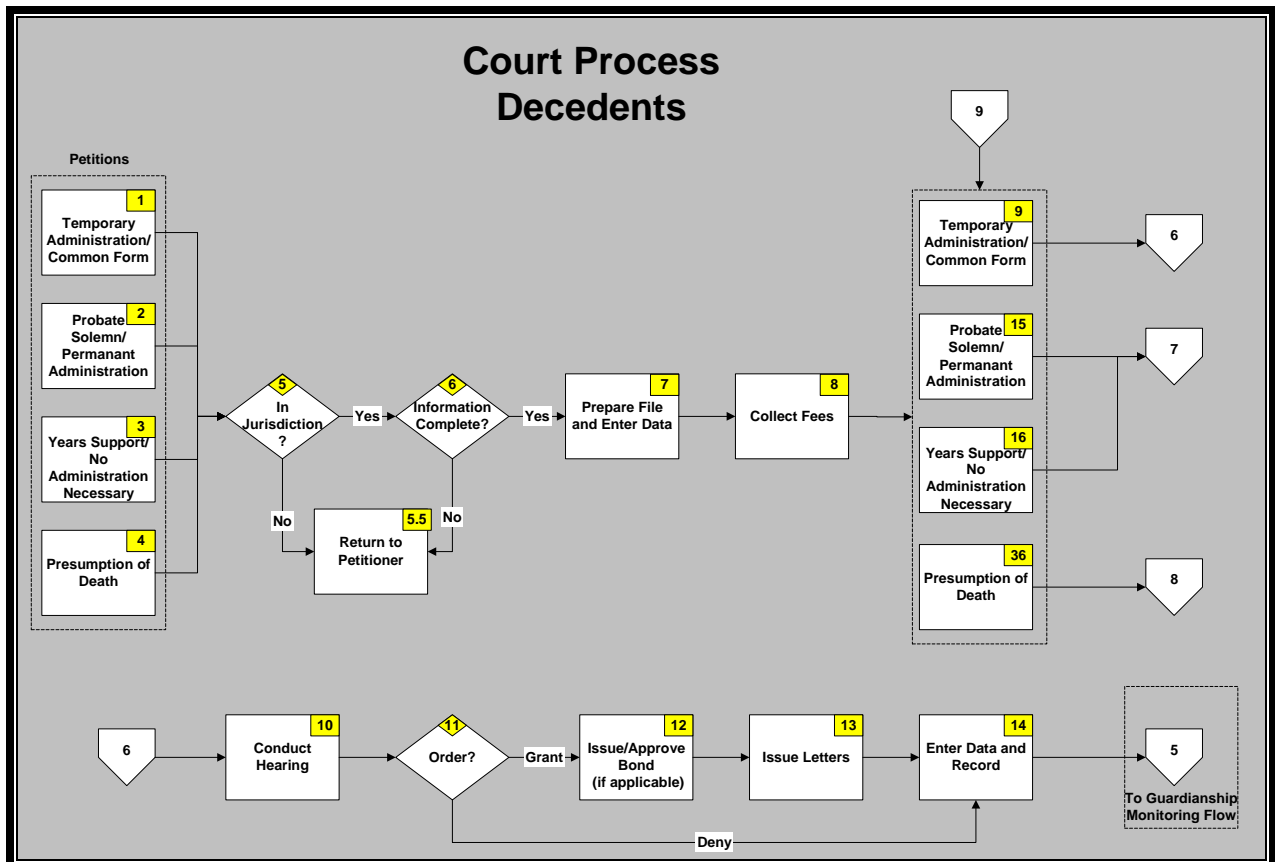


Figure 3.2-7: In Court Process – Decedents

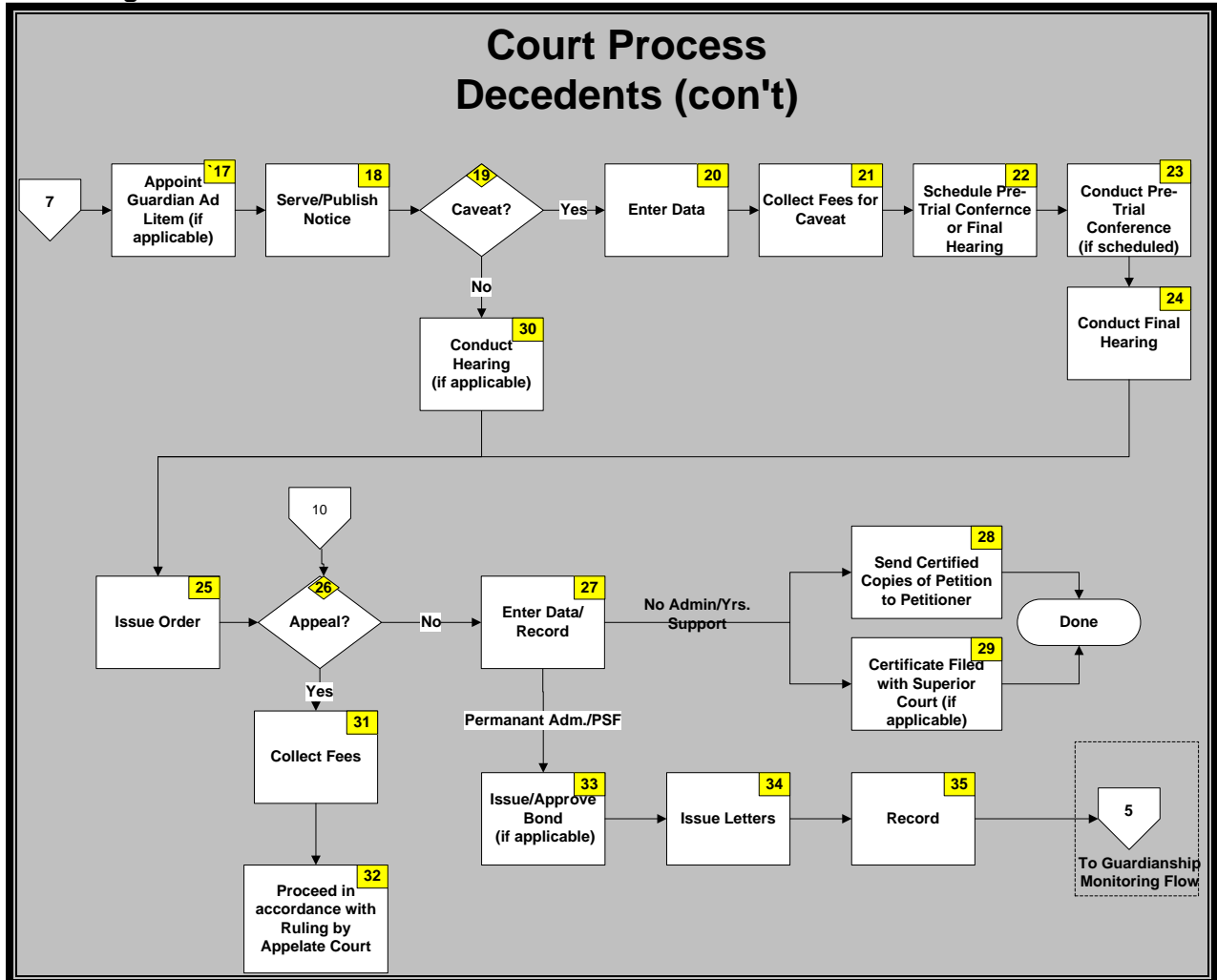


Figure 3.2-8: In Court Process – Decedents Continued

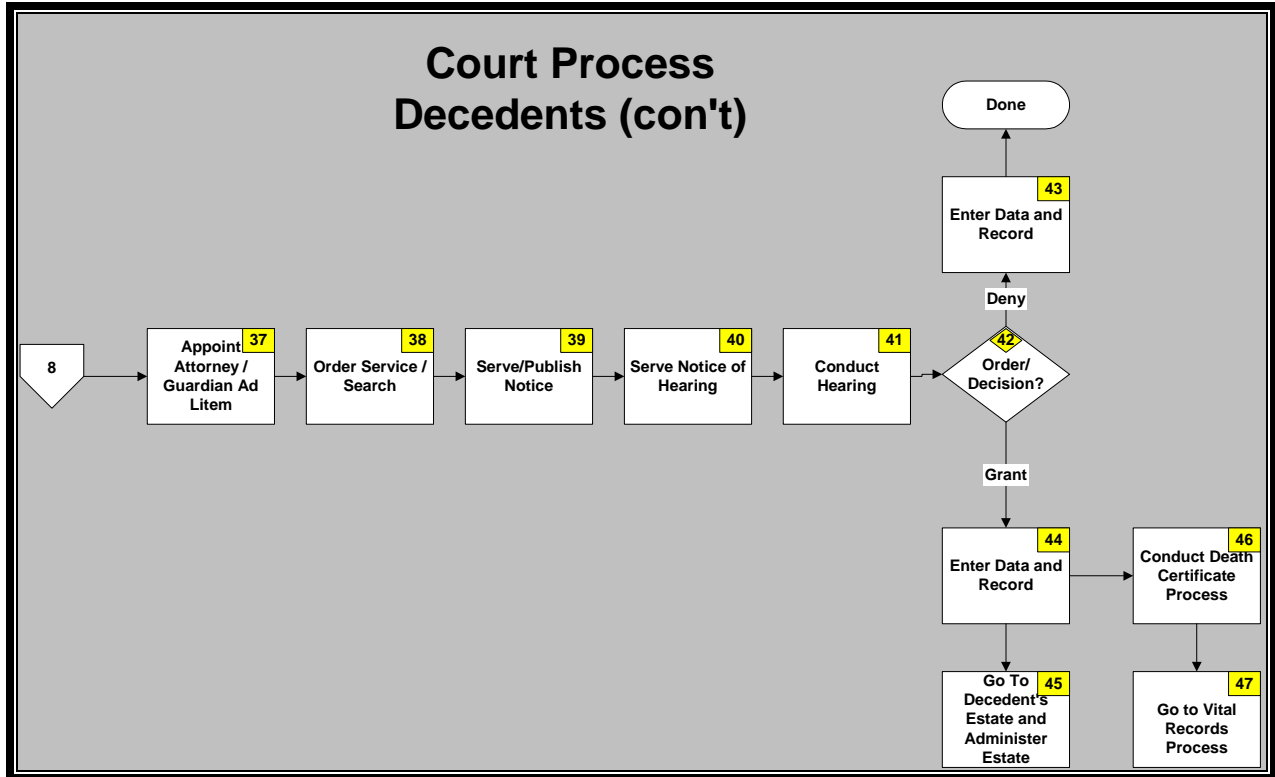


Figure 3.2-9: In Court Process – Decedents Continued

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Temporary Administration/ Common Form	<ul style="list-style-type: none"> Petitioner Attorney 		I- Petition
2	Probate Solemn/ Permanent Administration	<ul style="list-style-type: none"> Petitioner Attorney 		I- Petition
3	Years Support/ No Administration Necessary	<ul style="list-style-type: none"> Petitioner Attorney 		I- Petition
4	Presumption of Death	<ul style="list-style-type: none"> Petitioner Attorney 		I- Petition
5	<<Decision>> In Jurisdiction? If yes, go to Step 6; If no, go to Step 5.5.	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Petitioner 	I- Petition
6	<<Decision>> Information	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Petitioner 	I- Petition

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Complete? If yes, go to Step 7; If no, go to Step 5.5.			
7	Prepare file and Enter Data	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Judge 	I- Petition, O- Case File
8	Collect Fees	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Judge 	I- Fees O - Receipt
9,15,16,36	Temporary Admin; Probate Solemn/ Permanent Admin; Years Support/ No Admin. Necessary; Presumption of Death	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge 	
10	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Petitioner • Attorney • Clerk • Court Staff 	I – Petition, Testimony
11	<<Decision>> Order? If granted, go to Step 12; If denied, go to Step 14.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney 	
12	Issue/ Approve Bond	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Bond Company • Personal Rep • Petitioner 	O – Bond with Surety
13	Issue Letters	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Letters of: Administration, Testamentary, Admin. With will amendment, Temporary letters of Admin.
14	Enter Data	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff 	
17	Appoint Guardian Ad Litem	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • GAL 	O – Order to Appoint
18	Serve/ Publish Notice	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Process Server • Sheriff • USPS 	O – Order, Notice of Service, Return of Service
19	<<Decision>> Caveat?	<ul style="list-style-type: none"> • Judge 		

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	If yes, go to Step 20; If no, go to Step 30.			
20	Enter Data	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff 	
21	Collect Fees for Caveat	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Petitioner • Attorney • Clerk • Court Staff 	O – Receipt, Invoice
22	Schedule Pre-Trial Conference	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk 	O - Calendar
23	Conduct Pre-Trial Conference	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Probation Officer • Petitioner • Attorney • Clerk • Court Staff 	O – Pretrial Order
24	Conduct Final Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Probation Officer • Petitioner • Attorney • Clerk • Court Staff 	
25	Issue Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner 	O - Order
26	<<Decision>> Appeal? If no, go to Step 27; If yes, go to Step 31.	<ul style="list-style-type: none"> • Attorney • Petitioner • GAL 	<ul style="list-style-type: none"> • Judge 	
27	Enter Data	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff 	
28	Send Certified Copies of Petition to Petitioner	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner 	O - Petition
29	File Certificate with Superior Court	<ul style="list-style-type: none"> • Judge • Clerk 		O - Certificate
30	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Probation Officer • Petitioner 	

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Attorney • Clerk • Court Staff 	
31	Collect Fees	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Clerk • Petitioner 	O – Receipt, Invoice
32	Proceed in Accordance with Ruling by Appellate Court	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Probation Officer • Petitioner • Attorney • Clerk • Court Staff 	I - Ruling
33	Issue / Approve Bond	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Petitioner • Attorney • Personal Rep 	O - Bond
34	Issue Letters	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Clerk • Petitioner 	O - Letters
35	Record	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Court Staff 	
37	Appoint Attorney, GAL	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Clerk • Petitioner • GAL 	O – Order to Appoint
38	Order Service/ Search	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Clerk • Sheriff 	I- Sheriff's Service Form
39	Serve/ Publish Notice	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Attorney • Legal Organ • Sheriff 	O - Notice
40	Serve/ Publish Notice of Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Attorney • Legal Organ • Sheriff 	O - Notice
41	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Judge • Probation Officer • Petitioner • Attorney • Clerk • Court Staff 	I - Testimony

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
42	<<Decision>> Order? If Denied, go to Step 43; If Granted, go to Step 44.	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney 	
43	Enter Data	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff 	
44	Enter Data	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff 	
46	Conduct Death Certificate Process	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney, • Petitioner • Clerk • Sheriff 	O – Order, Letter to Secretary of State

Table 3.2-5: Decedents Process Steps and Information Flow

3.3 Special Processes

This section describes the process steps for the filing and maintenance of Vital Records that are under the purview of the Probate Court, and the Election process as it pertains to the Probate Court to support the Secretary of State's Office (Figures 3.3-1 and 3.3-2).

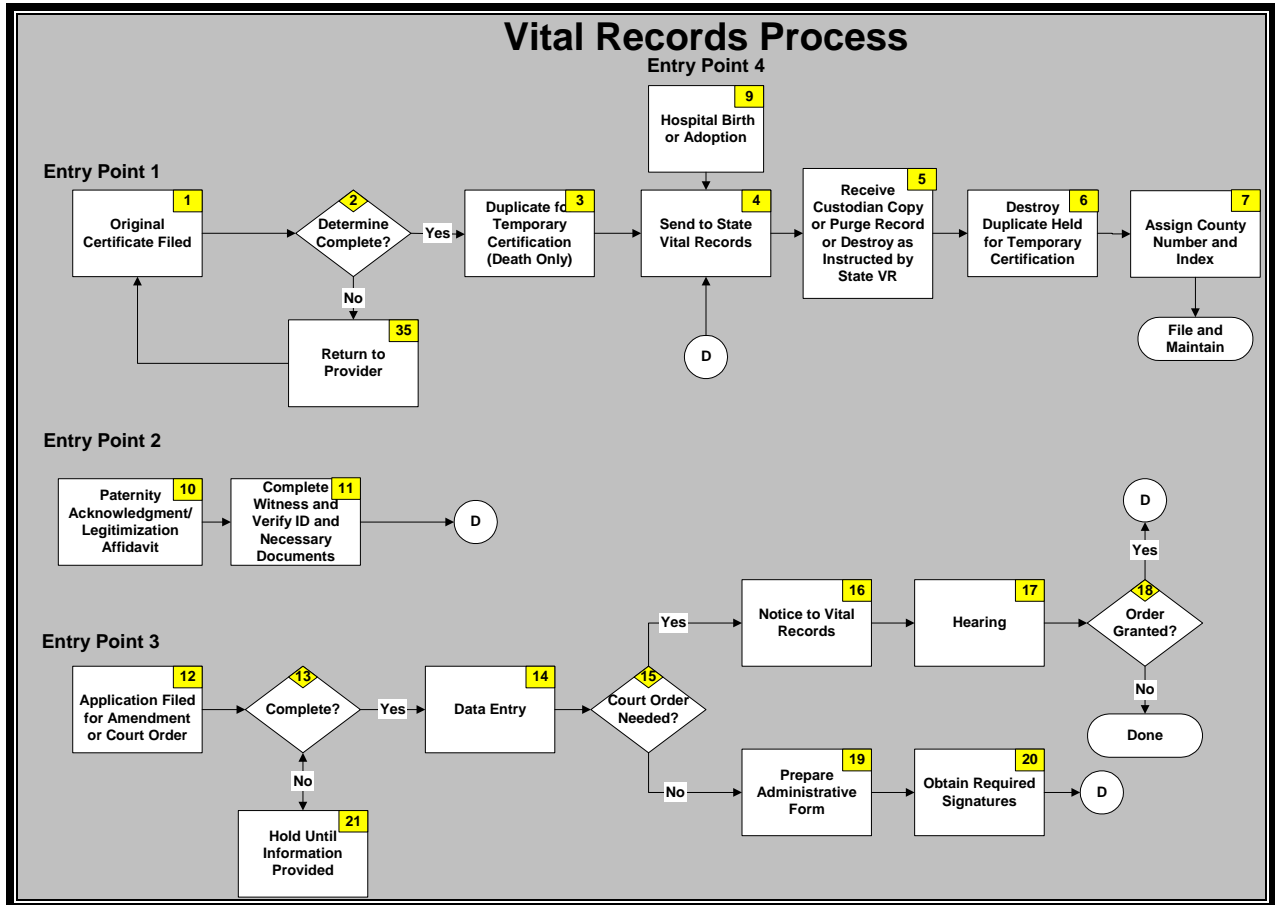


Figure 3.3-1: Post Court Process – Vital Records

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Original Certificate Filed	<ul style="list-style-type: none"> Health Care Provider Hospital Funeral Home General Public 	<ul style="list-style-type: none"> Judge 	I – Birth Certificate, Death Certificate, Fetal Certificate
2	<<Decision>>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk 	

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
	Determine Complete? If yes, go to Step 3; If no, go to Step 35.		<ul style="list-style-type: none"> • Court Staff • Health Care Provider • Hospital • Funeral Home • General Public 	
3	Duplicate to Temporary Certification (Death Only)	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff 	I - Death Certificate
4	Send to State Vital Records	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • DHR 	O - Birth Certificate, Death Certificate, Fetal Certificate, Order for Amended/ Corrected Birth Certificate,
5	Receive Custodian Copy or Purge Record or Destroy as Instructed by State VR	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • DHR • Clerk • Court Staff • Health Care Provider • Hospital • Funeral Home • General Public 	I - Birth Certificate, Death Certificate, Fetal Certificate, Order for Amended/ Corrected Birth Certificate,
6	Destroy Duplicate Held for Temporary Certification	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Judge • Clerk 	I - Birth Certificate, Death Certificate, Fetal Certificate, Order for Amended/ Corrected Birth Certificate,
7	Assign County Number and Index	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk 	I - Birth Certificate, Death Certificate, Fetal Certificate, Order for Amended/ Corrected Birth Certificate,
8	Return to Provider	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff • Health Care Provider • Hospital • Funeral Home • General Public 	I - Birth Certificate, Death Certificate, Fetal Certificate, Order for Amended/ Corrected Birth Certificate,
9	Hospital Birth or Adoption	<ul style="list-style-type: none"> • DHR 	<ul style="list-style-type: none"> • Judge 	I - Certificate
10	Paternity Acknowledgement/ Legitimization Affidavit	<ul style="list-style-type: none"> • Attorney • Petitioner 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	I - Paternity Acknowledgement/ Legitimization Affidavit

GCAC Probate Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
11	Complete Witness and Verify ID and Necessary Documents	<ul style="list-style-type: none"> • Attorney • Petitioner 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	I – Proper ID, Certified Copy of Marriage, Certified Copy of Birth Certificate
12	Application Filed for Amendment or Court Order	<ul style="list-style-type: none"> • Attorney • Petitioner 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	I – Application for Court Order or Amendment
13	<p><<Decision>> Determine Complete?</p> <p>If yes, go to Step 14; If no, go to Step 21.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Health Care Provider • Hospital • Funeral Home • General Public 	
15	<p><<Decision>> Court Order Needed?</p> <p>If yes, go to Step 16; If no, go to Step 19.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Clerk 	
16	Notice to Vital Records	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<ul style="list-style-type: none"> • DHR 	O – Notice of Hearing, Application of Court Order
17	Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Clerk 	I – Motions, Application for Court Order or Amendment
18	<p><<Decision>> Court Order Needed?</p> <p>If yes, go to Step 4; If no, go to Done.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Petitioner • Clerk 	
19	Prepare Administrative Form	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Petitioner 	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Petitioner 	I – Amendment Form
20	Obtain Required Signatures	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Petitioner 	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Petitioner 	I – Amendment Form
21	Hold Until Information Provided	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Petitioner 	<ul style="list-style-type: none"> • Attorney • Clerk • Judge • Petitioner 	I – Amendment Form

Table 3.3-1: Vital Records Process Steps and Information Flow

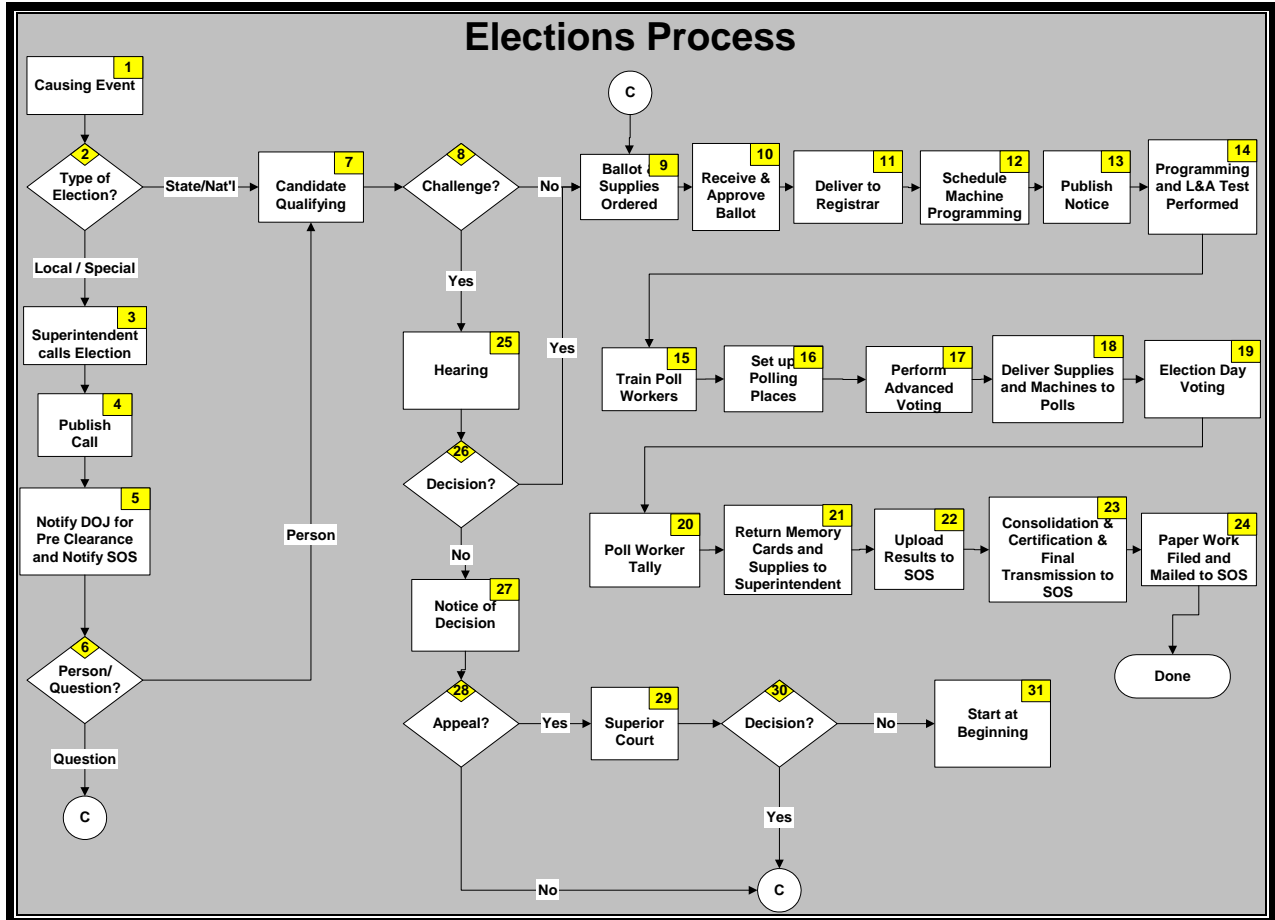


Figure 3.3-2: Post Court Process – Elections

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Causing Event	<ul style="list-style-type: none"> Outside Agent 		I – Notice of Need
2	<<Decision>> Type of Election	<ul style="list-style-type: none"> Superintendent of Elections 	<ul style="list-style-type: none"> Secretary of State 	
3	Superintendent Call Election	<ul style="list-style-type: none"> Superintendent of Elections 		O - Notice of Qualified Candidates Posted

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
4	Publish Call	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Legal Organ 	O – Notice of Election
5	Notify DOJ for Pre Clearance and Notify SOS	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • SOS • DOJ 	O – Written Notice
6	<<Decision>> Person or Question	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Secretary of State 	
7	Candidate Qualifying	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Candidate 	I - Application
8	<<Decision>> Challenge?	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Candidate • Political Action Committee 	I – Written Challenge
9	Ballot and Supplies Ordered	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • SOS • County Staff 	O – Supply Order
10	Receive and Approve Ballot	<ul style="list-style-type: none"> • Superintendent of Elections 		I- Ballot
11	Deliver to Registrar	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Registrar 	O - Ballot
12	Schedule Machine Programming	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Software Vendors 	
13	Publish Notice	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Legal Organ 	O- Notice
14	Programming and L&A Test Performed	<ul style="list-style-type: none"> • Superintendent of Elections, • Software Vendors 		
17	Train Poll Workers	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Poll Workers 	
18	Deliver Supplies	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Poll Mangers 	I- Supplies
19	Election Day Voting	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Registrar • Poll Managers • Poll Workers 	O - Ballots
20	Poll Worker Tally	<ul style="list-style-type: none"> • Poll Workers 		O - Tally
21	Return Memory Card and Supplies	<ul style="list-style-type: none"> • Registrar, • Poll Managers, • Poll Workers 	<ul style="list-style-type: none"> • Superintendent of Elections 	O - Supplies
22	Upload Results to SOS	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • SOS • County Staff 	O – Results Tally
23	Consolidation and Certification and Final Transmission to SOS	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • SOS • County Staff 	O – Results Tally
24	Paper Work Filed and Mailed to SOS	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • SOS • County Staff 	O - Reports

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
25	Hearing	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Petitioner • Attorney • Candidate 	I – Testimony, Motions
26	<<Decision>> Decision?	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Candidate • Political Action Committee 	I – Written Challenge
27	Notice of Decision	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Petitioner • Attorney • Candidate 	O – Written Notice
28	<<Decision>> Appeal?	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Attorney • Candidate • Political Action Committee 	I – Written Appeal
29	Superior Court	<ul style="list-style-type: none"> • Superintendent of Elections 	<ul style="list-style-type: none"> • Superior Court 	I - Appeal
30	<<Decision>> Decision?	<ul style="list-style-type: none"> • Superior Court Judge 	<ul style="list-style-type: none"> • Candidate • Political Action Committee 	O – Written Decision
31	Start at Beginning			

Table 3.3-2: Election Process Steps and Information Flow

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 Probate 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 Probate 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 Probate Courts, to other Courts and to all other identified stakeholders that the Probate 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:

- Lillis J. Brown - Rockdale
- Lizzie Garrette – Grady
- Belinda Griffin – Crisp
- Debra G. Howes – Glynn
- Barbara McDonald – Glynn
- Lynwood D. Jordan, Jr. – Forsyth
- William J. Self, II – Bibb
- Sherri Lanford – Bibb
- Kenneth M. Van Horn – Chattahoochee
- Don E. Wilkes – Emanuel
- Natasha Smith – Greene
- Angela Parrish – Johnson
- Brian Keith Wood - Cherokee

Facilitators:

- George Nolan – GCAC
- Jim Poulakos – North Highland
- Greg Maxey – North Highland