



Georgia Courts Automation Commission Data Definitions Summary Report Superior Courts

As of

March 29, 2006

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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 Superior Courts of Georgia and the related information flows and data definitions required for the Superior 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 Superior Courts appointed to represent the group by the Council of Superior 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 Superior 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 Superior Courts met on March 27th – 29th at Chateau Élan in the first of two strategic planning sessions to accomplish the following objectives:

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

This Report will be maintained by GCAC and the Superior 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 Superior Court High-Level Functions

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

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

- Judicial and General Administration – includes the functions that are needed to support the operations of the Superior Courts throughout all of the other functional groupings. Functions that were performed on an ongoing basis or are support functions needed to support the day-to-day operations of the Superior Court were included in this category.
- Criminal Case Management – includes the specific functions required by the Courts to perform the functions needed for criminal cases. These include processing warrants, arrest, charging documents, sending notices, scheduling hearings, attorney management, conducting hearings, trials, sentencing, and reporting.
- Civil Domestic Case Management - includes the specific functions required by the Courts to perform the functions needed for civil domestic cases. These include receiving claims, preparing papers to be served, hearing pre-trial issues, sending notices, scheduling hearings, attorney management, conducting hearings, collecting fees and fines, and reporting.
- Civil Case Management - includes the specific functions required by the Courts to perform the functions needed for civil cases. These include receiving claims, preparing papers to be served, and sending notices, scheduling hearings, attorney management, conducting hearings, collecting fees and fines, and reporting.
- Close Case – includes the functions that are needed to record, report, and archive the proceedings of a criminal case.

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 Judicial and General Administration

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 Superior 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.

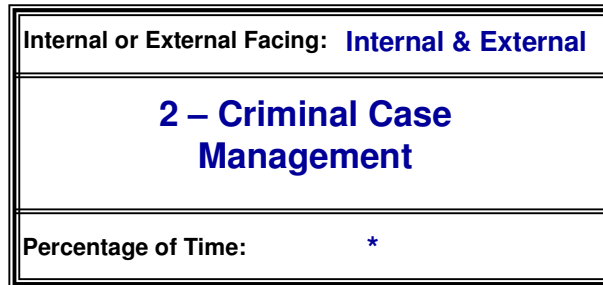
Internal or External Facing: Internal & External	
1 – Judicial and General Administration	
Percentage of Time:	10% *

- ▶ Supervisory Capability (General) (High)
- ▶ Establish Emergency Criteria/Crisis Determination (Low)
- ▶ Determine Jurisdiction/County Location (Low)
- ▶ Budget Planning (Annual) (Medium)
- ▶ Budget Tracking and Adjust (Daily/Monthly) (Medium)
- ▶ Notices from Other Courts (Low)
- ▶ Schedule Hearings (High)
- ▶ Interact with Sheriff's Office to coordinate security (High)
- ▶ Open Records Requests (Medium)
- ▶ Financial Reports (High)
- ▶ Support Other Courts (majority in Juvenile) (Medium)
- ▶ Deal with County IT Staff (Medium)
- ▶ Maintain relationships with County Commissioners (Low)
- ▶ Deal with Court Staff – day-to-day (High)
- ▶ Security Issues (High)
- ▶ Answering Phone – Daily Public Inquiries (High)
- ▶ Schedule Courtroom Facilities (High)
- ▶ Send Jury Thank-you Letters (Low)
- ▶ Interactions with the Public (High)
- ▶ Set Policy (High)
- ▶ Manage Judicial Time (High)
- ▶ Educate the Public (High)
- ▶ Coordinate Visiting Judges (Medium)
- ▶ Courtroom Setup/Administration/Coordination (High)
- ▶ Mail Management (High)
- ▶ Schedule Clerks for Courts (High)
- ▶ Manage Financial Resources (High)
- ▶ Continuing Education (Medium)

* Due to the unique nature of the various circuits in Georgia, the allocation of time varies significantly statewide.

2.2 Criminal Case Management:

Each of the functions listed below were identified as functions performed during or in support of courtroom activities in criminal cases. 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 Superior 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.

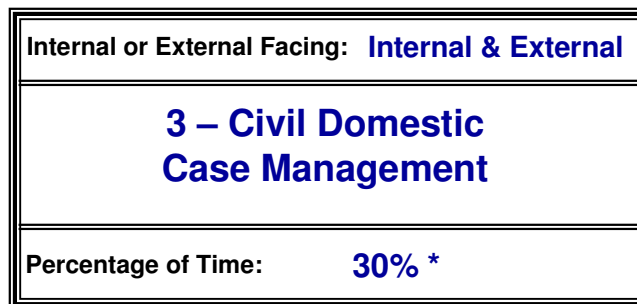


- ▶ Sentencing (High)
- ▶ Conduct Emergency Hearings (Medium)
- ▶ Pre-Trial Issues (High)
 - > Pre-Trial Conferences (Medium)
- ▶ Notice Generation (Summons, Subpoenas, etc.) (High)
- ▶ Filing (High)
- ▶ Imaging (High)
- ▶ Data Entry (High)
- ▶ Data Routing (High)
 - > Prioritize Paper Flow
- ▶ Data Retrieval (High)
- ▶ Criminal Calendar – create, and dismiss (High)
- ▶ Probation Matters (High)
- ▶ Conduct Research (Medium)
- ▶ Search Warrants and Dockets (High)
- ▶ Physical File Delivery (High)
- ▶ Manage Files in Courtroom (High)
- ▶ In Camera Review (Low)
- ▶ Pro Se Litigants (High)
 - > Jail Mail from Inmates
- ▶ Schedule Hearings and trials (High)
- ▶ Conduct Hearings and Trials (High)
- ▶ Draft/ Enter Orders (High)
 - > Sentence Preparation
- ▶ Reporting
 - > Felony Reports (Medium)
 - > Sentencing Packages (High)
 - > Sentencing Review (High)
 - > Appellate (High)
 - > Case Counts (Low)
 - > GCIC (High)
- ▶ Publication of Calendars and Notices (1) (High)
- ▶ Review Jail Lists (High)
- ▶ Attorney Management (Medium)
 - > Address Attorney Requests (Medium)
 - > Review Attorney Conflicts (High)
- ▶ Maintain Court Registry (High)
- ▶ Death Penalty Cases (Low)
- ▶ Screening Requests for Meetings with Judges (Medium)

* Due to the unique nature of the various circuits in Georgia, the allocation of time varies significantly statewide.

2.3 Civil Domestic Case Management

Each of the functions listed below were identified as functions performed to support the litigation of domestic civil cases. 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 Superior 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.



- ▶ Conduct Emergency Hearings (Medium)
- ▶ Pre-Trial Issues (High)
- ▶ Call Calendar for Civil (Medium)
- ▶ Notice Generation (Summons, Subpoenas, etc.) (High)
- ▶ Filing (High)
- ▶ Imaging (High)
- ▶ Data Entry (High)
- ▶ Data Routing (High)
- ▶ Data Retrieval (High)
- ▶ Conduct Research (Medium)
- ▶ Attorney Management (Medium)
- ▶ Family Violence Issues (High)
- ▶ Hear Temporary Domestic Cases (Medium)
- ▶ Set Policy (Low)
- ▶ Maintain Court Registry (High)
- ▶ Screening Requests for Meetings with Judges (High)
- ▶ Pro Se Litigation (High)
- ▶ Schedule Hearings and Trials (High)
 - > Visiting Judge
- ▶ Draft/ Enter Orders (High)
- ▶ Reporting (High)
 - > Appellate
 - > Adoption
 - > Case Counts
 - > Divorce
- ▶ ADR (Medium)
- ▶ Courtroom Facilities (High)
- ▶ Interact with Public (Medium)
- ▶ Divorce Packages to DHR (High)
- ▶ Collect Fees and Fines (High)
- ▶ Pleadings Review (Medium)
- ▶ Physical File Delivery (Courier) (Medium)
- ▶ Manage Files in Courtroom (Medium)
- ▶ In Camera Review (Low)

* Due to the unique nature of the various circuits in Georgia, the allocation of time varies significantly statewide.

2.4 Civil Non-Domestic Case Management

Each of the functions listed below were identified as functions performed to support the litigation of non-domestic civil cases. 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 Superior 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.



- | | |
|---|---|
| <ul style="list-style-type: none"> ▶ Conduct Emergency Hearings (Low) ▶ Pre-Trial Issues (High) ▶ Call Calendar for Civil (Medium) ▶ Notice Generation (Summons, Subpoenas, etc.) (High) ▶ Filing (High) ▶ Imaging (High) ▶ Data Entry (High) ▶ Data Routing (High) ▶ Data Retrieval (High) ▶ Conduct Research (Medium) ▶ Attorney Management (Medium) ▶ Screening Requests for Meetings with Judges (High) ▶ Habeas Corpus Hearings (High) ▶ Pro Se Litigation (High) ▶ Pleadings Review (Medium) | <ul style="list-style-type: none"> ▶ Schedule Hearings (High) ▶ Draft/ Enter Orders (High) ▶ Reporting (High) <ul style="list-style-type: none"> > Appellate > Case Counts ▶ ADR (Medium) ▶ Courtroom Facilities (High) ▶ Interact with Public (Medium) ▶ Collect Fees and Fines (High) ▶ Set Policy (Low) ▶ Maintain Court Registry (High) ▶ Appeals from Magistrate, Probate (Medium) ▶ Mail Management (Medium) ▶ Physical File Delivery (Courier) (Medium) ▶ Manage Files in Courtroom (Clerk) (Medium) ▶ In Camera Review (Low) |
|---|---|

* Due to the unique nature of the various circuits in Georgia, the allocation of time varies significantly statewide.

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

3.0 Superior Courts Processes

The Superior Courts interact with a large number of stakeholders, both as suppliers of information and as recipients of information. The following Interaction Diagram (Figure 3.0-1) depicts the Superior Courts view of the entire stakeholder group with which the Court interacts.

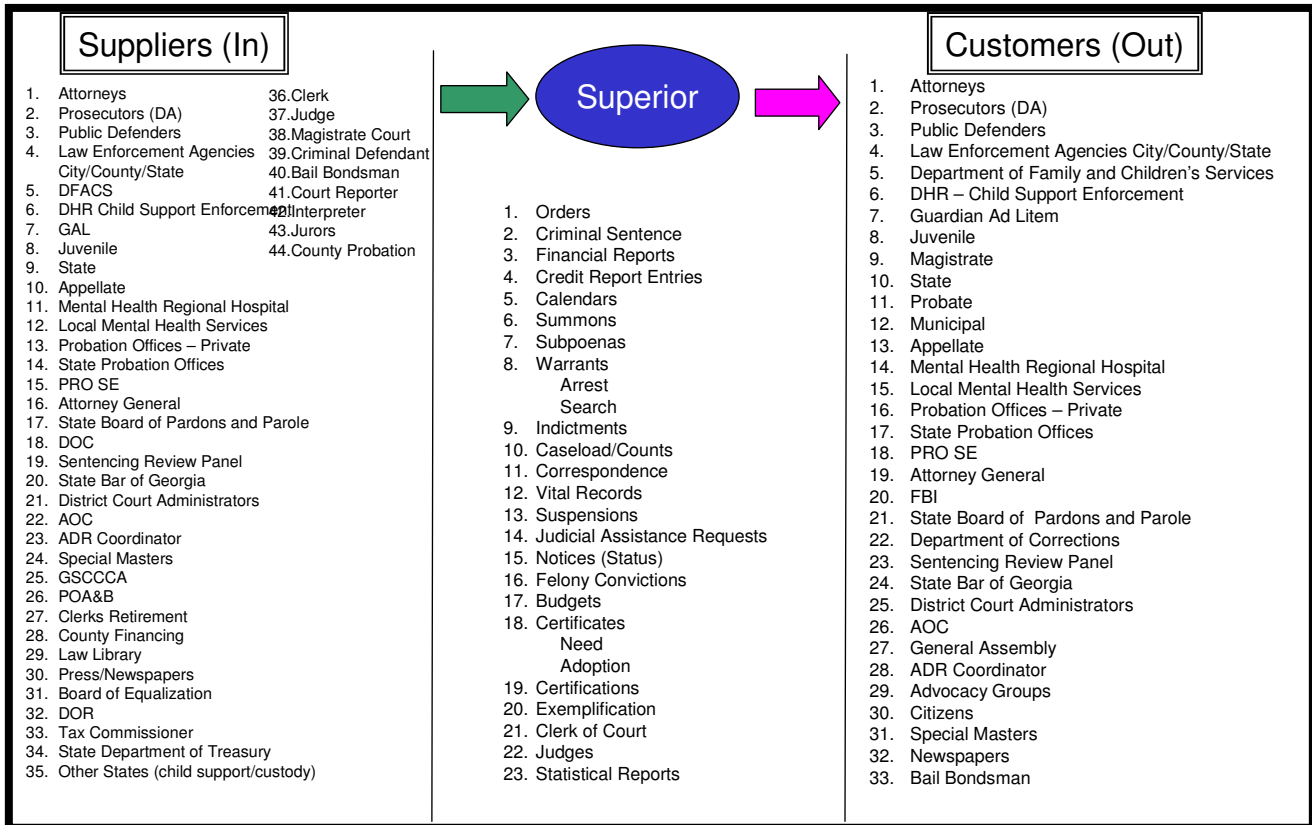


Figure 3.0-1: Interaction Diagram for Stakeholder Information Sharing

The remaining process steps outlined in this document are general guidelines for the operations of the Superior 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 Civil Pre-Trial and Trial Process:

This section describes the process steps that are required by the courts to receive a claim, prepare documents to be served, assist parties with pleadings, send notices, and conduct hearings (Figures 3.1-1 and 3.1-2).

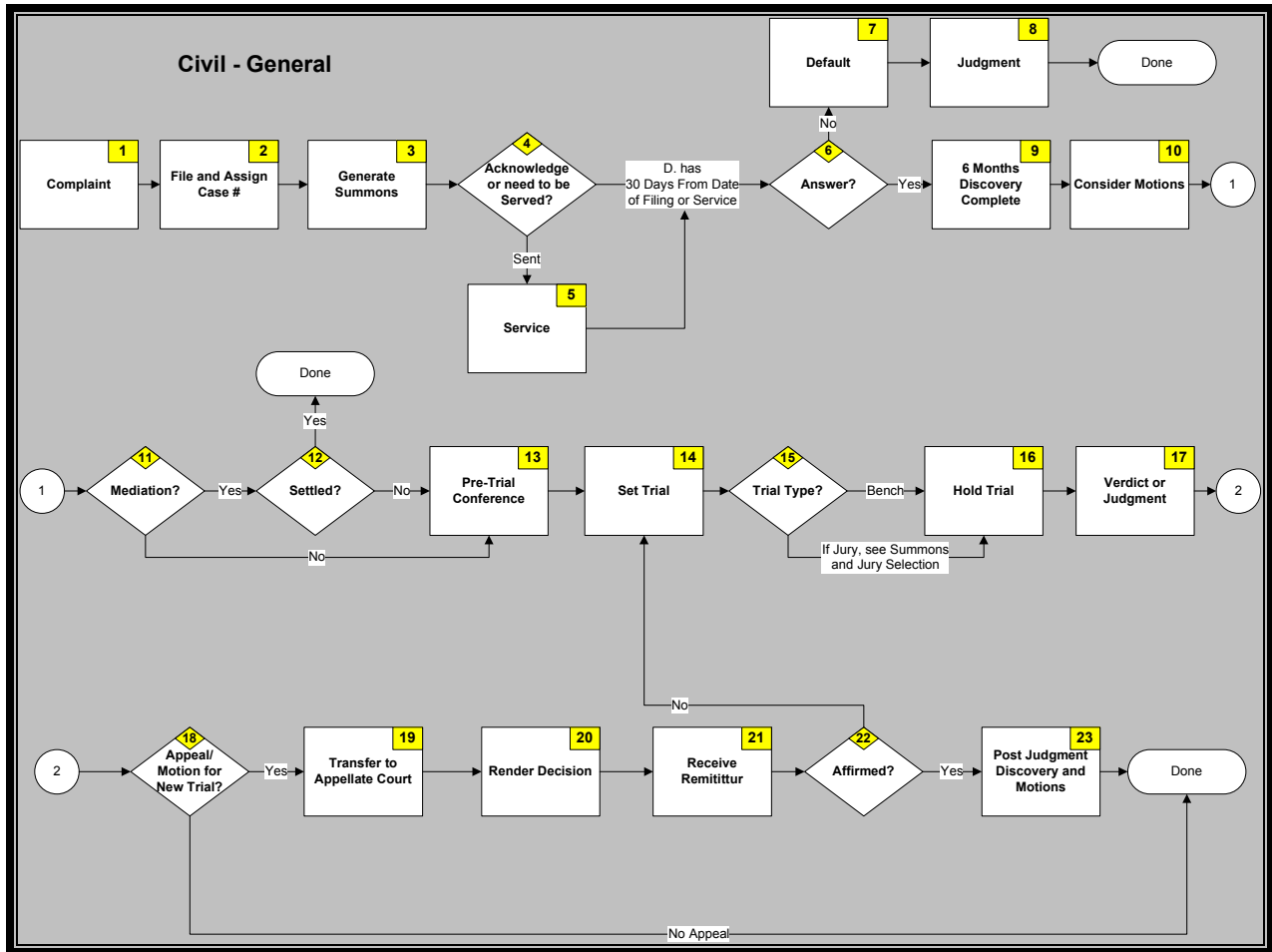


Figure 3.1-1: Civil – General Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	Complaint	<ul style="list-style-type: none"> Attorney Plaintiff 	<ul style="list-style-type: none"> Attorney Court Staff Clerk 	I – Complaint Form <ul style="list-style-type: none"> Civil Filing Verification Form O – Case File Created <ul style="list-style-type: none"> Summons

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
2	File and Assign Case Number	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	I – Complaint Form <ul style="list-style-type: none"> • Civil Filing Verification Form O – Case File <ul style="list-style-type: none"> • Summons
3	Generate Summons	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Case File <ul style="list-style-type: none"> • Summons
4	<<Decision>> Acknowledge or need to be Served? If need to be Served, go to Step 5 <i>Service</i> , If Acknowledge, go to Step 6 <i>Answer</i> ?	<ul style="list-style-type: none"> • Law Enforcement 	<ul style="list-style-type: none"> • Clerk • Court Staff • Plaintiff 	O – Return of Service <ul style="list-style-type: none"> • Sheriff's Entry of Service • Special Agent of Service Return • Publication Affidavit
5	Service	<ul style="list-style-type: none"> • Law Enforcement • Private Process Server • Legal Organ 	<ul style="list-style-type: none"> • Clerk • Court Staff • Plaintiff 	O – Return of Service <ul style="list-style-type: none"> • Sheriff's Entry of Service • Special Agent of Service Return • Publication Affidavit • Motion • Order
6	<<Decision>> Answer? If No, go to Step 7 - <i>Default</i> ; If Yes, go to Step 9 – 6 <i>Months Discovery Complete</i> .	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	I – Calendar O – Motion <ul style="list-style-type: none"> • Rule NiSi Order
7	Default	<ul style="list-style-type: none"> • Attorney • Plaintiff • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	O- Default Order
8	Judgment	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Plaintiff • Defendant 	O – Judgment
9	6 Months Discovery Complete	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	O – Interrogatories <ul style="list-style-type: none"> • Answers • Deposition Notice

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
10	Consider Motions	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se 	I – Motions
11	<p><<Decision>> Mediation?</p> <p>If No, go to Step 13 – <i>Pre-Trial Conference</i>; If Yes, go to Step 12 – <i>Settled?</i></p>	<ul style="list-style-type: none"> ADR Coordinator 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se 	I – Mediator’s Report <ul style="list-style-type: none"> ADR Non-compliance Form O – Referral to ADR <ul style="list-style-type: none"> Request for Mediation
12	<p><<Decision>> Settled?</p> <p>If Yes, go to <i>Done</i>; If No, go to Step 13, <i>Pre-Trial Conference</i></p>	<ul style="list-style-type: none"> Pro Se Attorney 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	O – Dismissal <ul style="list-style-type: none"> Final Order Consent Order
13	Pre-Trial Conference	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se 	O – Pre Trial Order <ul style="list-style-type: none"> Pre Trial Conference Letter
14	Set Trial	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se 	I – Conflict Letters O – Trial Notice
15	<p><<Decision>> Trial Type?</p> <p>If Bench Trial, go to Step 16 – <i>Hold Trial</i>; if Jury Trial, go to Step 16 – <i>Hold Trial</i>.</p>	<ul style="list-style-type: none"> Attorney Pro Se 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	I – Jury Information Form O – Jury Summons <ul style="list-style-type: none"> Strike List Jury Charges Subpoenas
16	Hold Trial	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se 	I – Jury Information Form O – Jury Summons <ul style="list-style-type: none"> Strike List Jury Charges Subpoenas
17	Verdict or Judgment	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se 	I – Evidence Log O – Jury Verdict <ul style="list-style-type: none"> Judgment Civil Disposition Form

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
18	<p><<Decision>> Appeal/ Motion for New Trial?</p> <p>If Yes, go to Step 19 – <i>Transfer to Appellate Court</i>; If No Appeal, go to Step Done.</p>	<ul style="list-style-type: none"> • Attorney • Pro Se 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<p>I – Motion for New Trial</p> <ul style="list-style-type: none"> • Notice of Appeal <p>O – Order Granting or Denying</p> <ul style="list-style-type: none"> • Cost Bill
19	Transfer to Appellate Court	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney • Appellate 	<p>O – Certified Transcripts</p> <ul style="list-style-type: none"> • Evidence • Certified Copy of Record • Clerk's Certificate
20	Render Decision	<ul style="list-style-type: none"> • Appellate Judge 	<ul style="list-style-type: none"> • Pro Se • Attorney 	O - Judgment
21	Receive Remittitur	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Judge • Court Staff 	<p>I – Remittitur</p> <p>O – Order Adopting Remittitur</p>
22	<p><<Decision>> Affirmed?</p> <p>If Yes, go to Step 23 – <i>Post Judgment Discovery and Motions</i>; If No, go to Step 14 – <i>Set Trial</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	
23	Post Judgment Discovery and Motions	<ul style="list-style-type: none"> • Attorney • Pro Se 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<p>I – Motion to Compel</p> <ul style="list-style-type: none"> • Interrogatory <p>O – Answers</p> <ul style="list-style-type: none"> • Orders

Table 3.1-1: Civil - General Process Steps and Information Flow

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
2	File and Assign Case Number	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	I – Complaint Form <ul style="list-style-type: none"> • Civil Filing Verification Form O – Case File <ul style="list-style-type: none"> • Summons
3	Generate Summons	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Case File <ul style="list-style-type: none"> • Summons
4	<<Decision>> Acknowledge or need to be Served? If need to be Served, go to Step 5 <i>Service</i> , If Acknowledge, go to Step 6 <i>Hold Temporary Hearing?</i>	<ul style="list-style-type: none"> • Law Enforcement 	<ul style="list-style-type: none"> • Clerk • Court Staff • Plaintiff 	O – Return of Service <ul style="list-style-type: none"> • Sheriff's Entry of Service • Special Agent of Service Return • Publication Affidavit
5	Service	<ul style="list-style-type: none"> • Law Enforcement • Private Process Server • Legal Organ 	<ul style="list-style-type: none"> • Clerk • Court Staff • Plaintiff 	O – Return of Service <ul style="list-style-type: none"> • Sheriff's Entry of Service • Special Agent of Service Return • Publication Affidavit • Motion • Order
6	Hold Temporary Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Plaintiff • Defendant 	
7	<<Decision>> Answer? If No, go to Step 7 – <i>Final Order</i> ; If Yes, go to Step 9 – <i>6 Months Discovery Complete</i> .	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	I – Calendar O – Motion <ul style="list-style-type: none"> • Rule NiSi Order
8	Final Order	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Plaintiff 	O- Judgment

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
9	6 Months Discovery Complete	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	<ul style="list-style-type: none"> • Attorney • Clerk • Plaintiff 	O – Interrogatories <ul style="list-style-type: none"> • Answers • Deposition Notice
10	Consider Motions	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	I – Motions
11	<<Decision>> Mediation? If No, go to Step 13 – <i>Pre-Trial Conference</i> ; If Yes, go to Step 12 – <i>Settled?</i>	<ul style="list-style-type: none"> • ADR Coordinator 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	I – Mediator’s Report <ul style="list-style-type: none"> • ADR Non-compliance Form O – Referral to ADR <ul style="list-style-type: none"> • Request for Mediation
12	<<Decision>> Settled? If Yes, go to <i>Done</i> ; If No, go to Step 13, <i>Pre-Trial Conference</i>	<ul style="list-style-type: none"> • Pro Se • Attorney 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	O – Dismissal <ul style="list-style-type: none"> • Final Order • Consent Order
13	Pre-Trial Order/ Conference	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	O – Pre Trial Order <ul style="list-style-type: none"> • Pre Trial Conference Letter
14	Set Trial	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	I – Conflict Letters O – Trial Notice
15	<<Decision>> Trial Type? If Bench Trial, go to Step 16 – <i>Hold Trial</i> ; if Jury Trial, go to Step 16 – <i>Hold Trial</i> .	<ul style="list-style-type: none"> • Attorney • Pro Se 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	I – Jury Information Form O – Jury Summons <ul style="list-style-type: none"> • Strike List • Jury Charges • Subpoenas
16	Hold Trial	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	I – Jury Information Form O – Jury Summons <ul style="list-style-type: none"> • Strike List • Jury Charges • Subpoenas
17	Verdict or Judgment	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney 	I – Evidence Log O – Jury Verdict <ul style="list-style-type: none"> • Judgment

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> • Pro Se 	<ul style="list-style-type: none"> • Civil Disposition Form
18	<p><<Decision>> Appeal/ Motion for New Trial?</p> <p>If Yes, go to Step 19 – <i>Transfer to Appellate Court</i>; If No Appeal, go to Step Done.</p>	<ul style="list-style-type: none"> • Attorney • Pro Se 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<p>I – Motion for New Trial</p> <ul style="list-style-type: none"> • Notice of Appeal <p>O – Order Granting or Denying</p> <ul style="list-style-type: none"> • Cost Bill
19	Transfer to Appellate Court	<ul style="list-style-type: none"> • Judge • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney • Appellate 	<p>O – Transcripts Certified</p> <ul style="list-style-type: none"> • Evidence • Certified Copy of Record • Clerk’s Certificate
20	Render Decision	<ul style="list-style-type: none"> • Appellate Judge 	<ul style="list-style-type: none"> • Pro Se • Attorney 	O - Judgment
21	Receive Remittitur	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Judge • Court Staff 	<p>I – Remittitur</p> <p>O – Order Adopting Remittitur</p>
22	<p><<Decision>> Affirmed?</p> <p>If Yes, go to Step 23 – <i>Post Judgment Discovery and Motions</i>; If No, go to Step 14 – <i>Set Trial</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	
23	Post Judgment Discovery and Motions	<ul style="list-style-type: none"> • Attorney • Pro Se 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<p>I – Motion to Compel</p> <ul style="list-style-type: none"> • Interrogatory <p>O – Answers</p> <ul style="list-style-type: none"> • Orders

Table 3.1-2: Civil - Domestic Process Steps and Information Flow

3.2 Criminal Pre-Trial and Trial Process:

This section describes the process steps for the Pre-Trial and Trial/ Hearings functions for criminal hearings executed by the court (Figures 3.2-1 through 3.2-8).

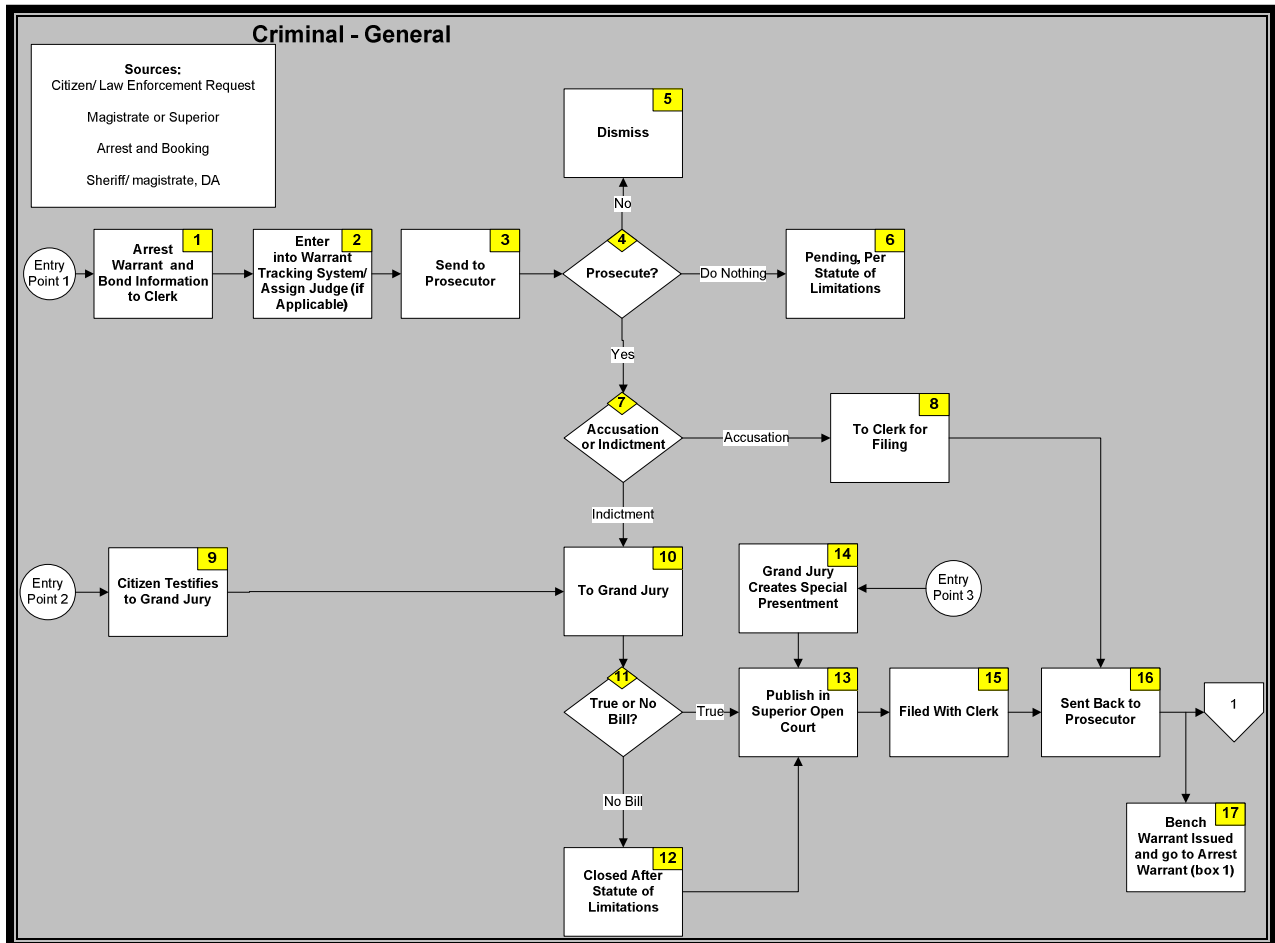


Figure 3.2-1: Criminal – General Process

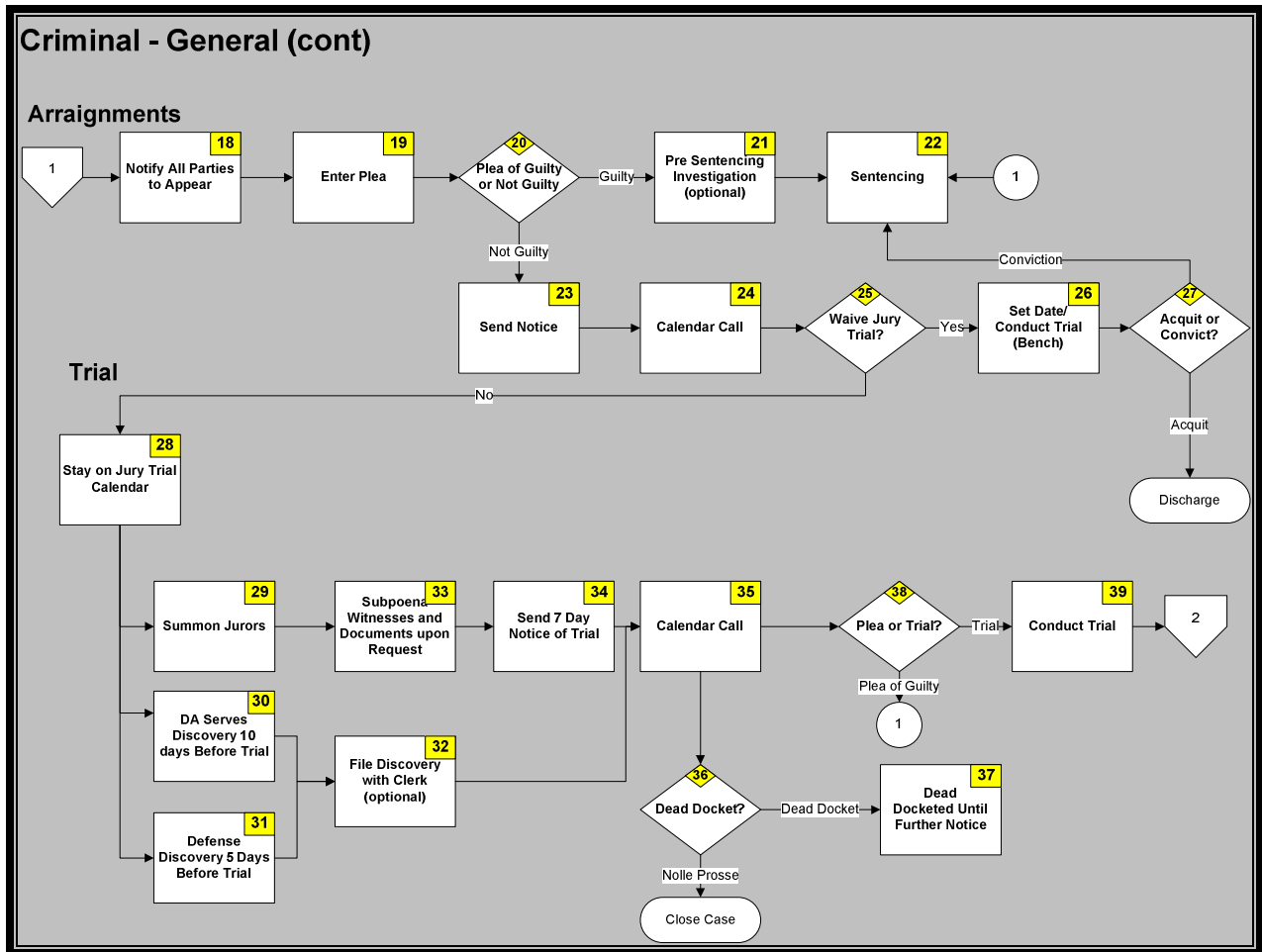


Figure 3.2-2: Criminal – Arraignments and Trial (Continued)

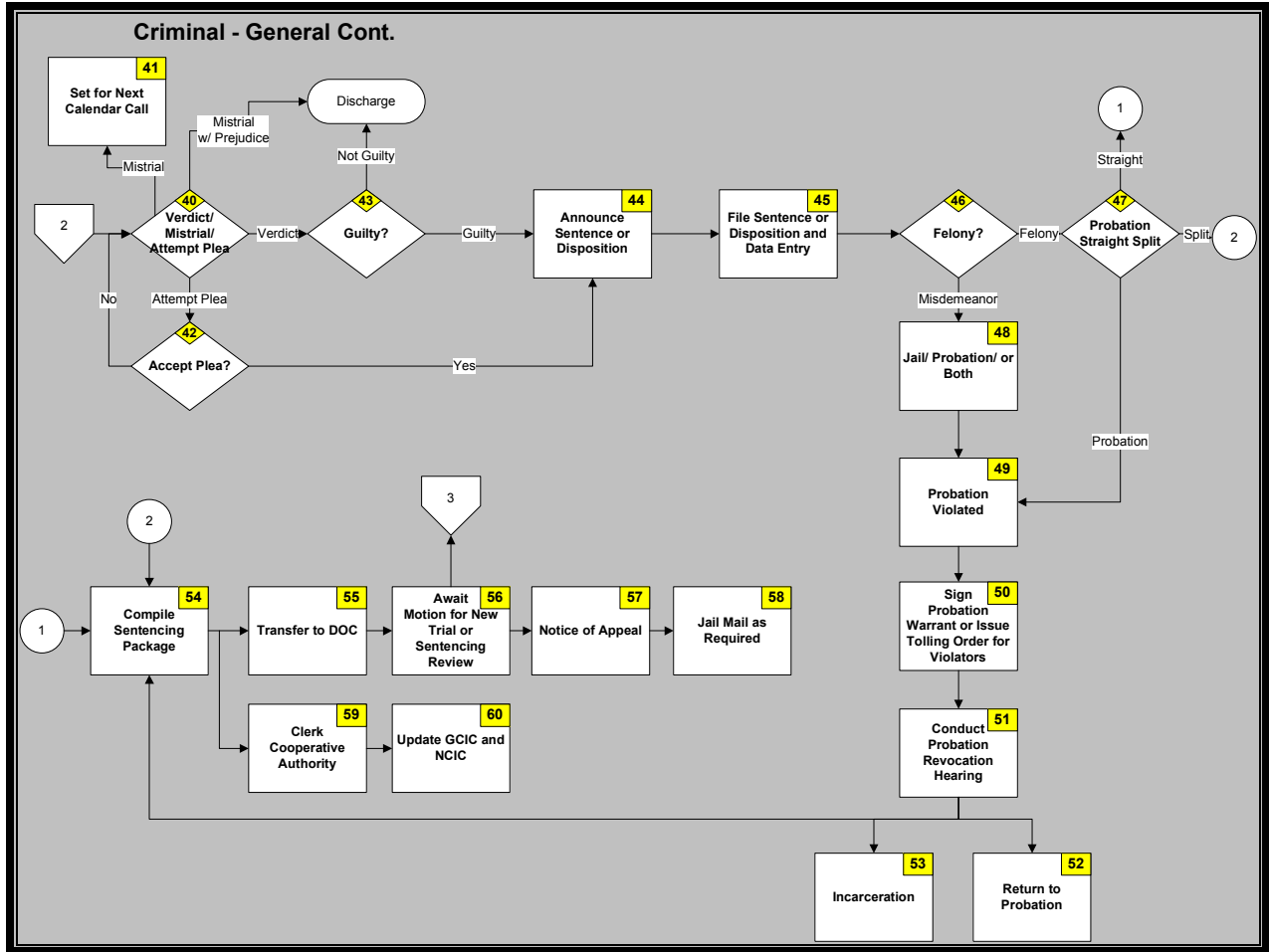


Figure 3.2-3: Criminal – General Process (Continued)

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	Arrest Warrant and Bond Information to Clerk	<ul style="list-style-type: none"> Prosecutor Law Enforcement 	<ul style="list-style-type: none"> Clerk 	O – Warrant <ul style="list-style-type: none"> Obits Bond Information
2	Enter into Warrant Tracking System/ Assign Judge (if Applicable)	<ul style="list-style-type: none"> Clerk Court Staff 	<ul style="list-style-type: none"> Clerk Court Staff 	I – Warrant
3	Send to Prosecutor	<ul style="list-style-type: none"> Clerk Court Staff 	<ul style="list-style-type: none"> Clerk Court Staff DA 	O – Warrant <ul style="list-style-type: none"> Obits Bond Information
4	<<Decision>> Prosecute?	<ul style="list-style-type: none"> Prosecutor 	<ul style="list-style-type: none"> Clerk Court Staff 	I- Accusation

GCAC Superior Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
	If Yes, go to Step 7 – <i>Accusation or Indictment?</i> If No, go to Step 5 – <i>Dismiss</i> ; If Do Nothing, go to Step 6 – <i>Pending, Per Statute of Limitations.</i>		<ul style="list-style-type: none"> Judge 	
5	Dismiss	<ul style="list-style-type: none"> Prosecutor 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	I – Warrant <ul style="list-style-type: none"> Obits Bond Information
6	Pending, Per Statute of Limitations	<ul style="list-style-type: none"> Prosecutor 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	O – Warrant <ul style="list-style-type: none"> Obits Bond Information
7	<<Decision>> Accusation or Indictment If Accusation, go to Step 8 – <i>To Clerk for Filing</i> ; If Indictment, go to Step 10, <i>To Grand Jury.</i>	<ul style="list-style-type: none"> Prosecutor 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	I – Accusation <ul style="list-style-type: none"> Indictment
8	To Clerk for Filing	<ul style="list-style-type: none"> Prosecutor Clerk 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	I – Warrant <ul style="list-style-type: none"> Obits Bond Information Case File
9	Citizen Testifies to Grand Jury	<ul style="list-style-type: none"> Grand Jury Citizen(s) Judge 	<ul style="list-style-type: none"> Attorney Plaintiff Clerk Court Staff 	I – Accusation <ul style="list-style-type: none"> Indictment
10	To Grand Jury	<ul style="list-style-type: none"> Judge Prosecutor 	<ul style="list-style-type: none"> Attorney Plaintiff Clerk Court Staff 	
11	<<Decision>> True or No Bill If No Action, go to Step 12 – <i>Closed After Statute of Limitations</i> ; If True,	<ul style="list-style-type: none"> Clerk Court Staff Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Pro Se Prosecutor 	I – Statute of Limitations

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
	go to Step 13, <i>Publish in Superior Open Court.</i>			
12	Closed After Statute of Limitations	<ul style="list-style-type: none"> • Prosecutor • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se 	
13	Publish in Superior Open Court	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	O - Indictment
14	Grand Jury Creates Special Presentation	<ul style="list-style-type: none"> • Grand Jury • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Prosecutor 	O - Indictment
15	Filed with Clerk	<ul style="list-style-type: none"> • Prosecutor • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Pro Se • Prosecutor 	I - Indictment
16	Sent Back to Prosecutor	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Prosecutor • Attorney 	I - Indictment
17	Bench Warrant Issued and go to Arrest Warrant (box 1)	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Prosecutor • Attorney 	O – Bench Warrant
18	Notify All Parties to Appear	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Pro Se • Attorney • Interpreters • Prosecutor 	I – Notice of Arraignment
19	Enter Plea	<ul style="list-style-type: none"> • Judge • Prosecutor • Attorney • Pro Se 	<ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney 	I – Plea Sheet O – Habeas Notice <ul style="list-style-type: none"> • Notice of Sentence • Indictment • DDS License Form • Accusation
20	<<Decision>> Plea of Guilty or Not Guilty If Guilty, go to Step	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney • Prosecutor 	I – Plea Sheet <ul style="list-style-type: none"> • Habeas Notice • Notice of Sentence • Indictment

GCAC Superior Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
	21 – <i>Pre-Sentencing Investigation (optional)</i> ; If Not Guilty, go to Step 22 – <i>Send Notice</i> .		<ul style="list-style-type: none"> • Defendant • Interpreter • Bail Bondsman • Probation Officer 	<ul style="list-style-type: none"> • DDS License Form • Accusation
21	Pre Sentencing Investigation (optional)	<ul style="list-style-type: none"> • Probation Officer • Law Enforcement 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	I – Plea Sheet <ul style="list-style-type: none"> • Habeas Notice • Notice of Sentence • Indictment • DDS License Form • Accusation
22	Sentencing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	O – Sentencing Form <ul style="list-style-type: none"> • Plea Forms
23	Send Notice	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	O - Notices
24	Calendar Call	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	I – Calendar <ul style="list-style-type: none"> • Waiver of 1st Trial
25	<< Decision >> Waive Jury Trial? If Yes, go to Step 26 – <i>Set Date/ Conduct Trial</i> ; If No, go to Step 28 – <i>Stay on Jury Trial Calendar</i>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	

GCAC Superior Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
26	Set Date/ Conduct Trial (Bench)	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	I - Calendar
27	<p><<Decision>> Acquit or Convict?</p> <p>If Conviction, go to Step 22 - <i>Sentencing</i>; If Acquit, go to <i>Discharge</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	
28	Stay on Jury Trial Calendar	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge 	I - Calendar
29	Summon Jurors	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff • Jurors 	I – Summons O – Jury Questionnaire <ul style="list-style-type: none"> • Jury Forms
30	DA Serves Discovery 10 Days Before Trial	<ul style="list-style-type: none"> • Prosecutor 	<ul style="list-style-type: none"> • Attorney • Public Defender • Pro Se 	I - Discovery
31	Defense Discovery 5 Days Before Trial	<ul style="list-style-type: none"> • Attorney • Pro Se • Public Defender 	<ul style="list-style-type: none"> • Clerk • Court Staff • Pro Se • Attorney • Prosecutor 	I - Discovery
32	File Discovery with Clerk (optional)	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk • Court Staff • Judge • Attorney • Pro Se 	I – Discovery
33	Subpoenas Witnesses and Documents upon Request	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff 	O – Subpoenas

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> Judge 	
34	Send 7 Day Notice of Trial	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Clerk Court Staff Judge Attorney Pro Se Law Enforcement Defendant Prosecutor 	O – Notice to Parties
35	Calendar Call	<ul style="list-style-type: none"> Clerk Court Staff 	<ul style="list-style-type: none"> Clerk Court Staff Judge Attorney Pro Se Law Enforcement Prosecutor 	O – Hearing Notice <ul style="list-style-type: none"> Calendar
36	<<Decision>> Dead Docket? If Dead Docket, go to Step 37 – <i>Dead Docketed Until Further Notice</i> ; If Nolle Prose, go to <i>Close Case</i> .	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutors Public Defender Clerk Court Staff Judge 	O – Dead Docket Form
37	Dead Docketed Until Further Notice	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutors Public Defender Clerk Court Staff Judge 	
38	<<Decision>> Plea or Trial? If Trial, go to Step 39 – <i>Conduct Trial</i> ; If Plea of Guilty, go to Step 22 – <i>Sentencing</i> .	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutors Public Defender Clerk Court Staff Judge 	I – Plea Forms
39	Conduct Trial	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Attorney Prosecutors 	

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> • Public Defender • Clerk • Court Staff • Judge 	
40	<p><<Decision>> Verdict/ Mistrial/ Attempt Plea</p> <p>If Verdict, go to Step 43 – <i>Guilty?</i> If Mistrial, go to Step 41 – <i>Set for Next Calendar Call</i>; If Attempt Plea, go to Step 42 – <i>Accept Plea</i>; If Mistrial with Prejudice – go to <i>Discharge</i>.</p>	<ul style="list-style-type: none"> • Jurors 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant 	O – Verdict Form
41	Set for Next Calendar Call	<ul style="list-style-type: none"> • Clerk • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff 	I – Calendar
42	<p><<Decision>> Accept Plea?</p> <p>If Yes, go to Step 44 – <i>Announce Sentence or Disposition</i>; If No, go to Step 40 – <i>Verdict/ Mistrial/ Attempt Plea</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant 	I – Plea Form
43	<p><<Decision>> Guilty?</p> <p>If Guilty, go to Step 44 – <i>Announce Sentence or Disposition</i>; If Not Guilty, go to <i>Discharge</i>.</p>	<ul style="list-style-type: none"> • Jurors 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant 	O - Verdict
44	Announce Sentence or Disposition	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff 	O – Sentencing Forms

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> • Judge • Defendant 	
45	File Sentence or Disposition and Data Entry	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Sentencing Forms
46	<p><<Decision>> Felony?</p> <p>If Felony, go to Step 47 – <i>Probation/ Straight or Split</i>; If Misdemeanor, go to Step 48 - <i>Jail/ Probation/ or Both</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant 	
47	<p><<Decision>> Probation Straight or Split?</p> <p>If Straight, go to Step 54 – <i>Compile Sentencing Package</i>; If Split, go to Step 55 – <i>Transfer to DOC</i>; If Probation, go to Step 49 - <i>Probation Violated</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant 	O – Sentencing Forms
48	Jail/ Probation/ or Both	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant • Probation • County Jail • Law Enforcement 	O – Sentencing Forms
49	Probation Violated	<ul style="list-style-type: none"> • Probation Officer 	<ul style="list-style-type: none"> • 	I – Probation Report <ul style="list-style-type: none"> • Probation Warrant
50	Sign Probation Warrant or Issue Tolling Order for	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public 	O – Probation Warrant <ul style="list-style-type: none"> • Tolling Order Forms

GCAC Superior Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
	Violators		<ul style="list-style-type: none"> Defender • Clerk • Court Staff • Judge • Defendant • Probation • County Jail • Law Enforcement 	
51	Conduct Probation Revocation Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Attorney • Prosecutors • Public Defender • Clerk • Court Staff • Judge • Defendant • Probation • County Jail • Law Enforcement 	I – Probation Warrant <ul style="list-style-type: none"> • Tolling Order Forms
52	Return to Probation	<ul style="list-style-type: none"> • Probation Officer 	<ul style="list-style-type: none"> • Defendant 	
53	Incarceration	<ul style="list-style-type: none"> • Law Enforcement • County Jail/ DOC 	<ul style="list-style-type: none"> • Defendant 	
54	Compile Sentencing Package	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Court Staff • Judge • Prosecutor • Attorney 	I – Sentencing Forms O – Custodian Affidavit <ul style="list-style-type: none"> • Personal History Sheet • Certified Copy of Case File • Indictment • Sentence • Verdict • Plea
55	Transfer to DOC	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • DOC • Clerk • Court Staff 	O – Transfer Order
56	Await Motion for New Trial or Sentencing Review	<ul style="list-style-type: none"> • Attorney • Pro Se • Defendant 	<ul style="list-style-type: none"> • Clerk • Court Staff • Prosecutor • Public Defender 	I – Motion for New Trial <ul style="list-style-type: none"> • Notice of Appeal

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
57	Notice to Appeal	<ul style="list-style-type: none"> Attorney Pro Se Defendant 	<ul style="list-style-type: none"> Clerk Court Staff Prosecutor Public Defender 	O – Notice of Appeal
58	Jail Mail as Required	<ul style="list-style-type: none"> Clerk Defendant Judge Process Server 	<ul style="list-style-type: none"> County Jail Clerk Court Staff 	
59	Clerk Cooperative Authority	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Clerk Cooperative Authority 	O – Case File
60	Update GCIC and NCIC	<ul style="list-style-type: none"> Clerk Court Staff 	<ul style="list-style-type: none"> GCIC NCIC 	O – Case File

Table 3.2-1: Criminal – General Pre-Trial and Trial Process Steps and Information Flow

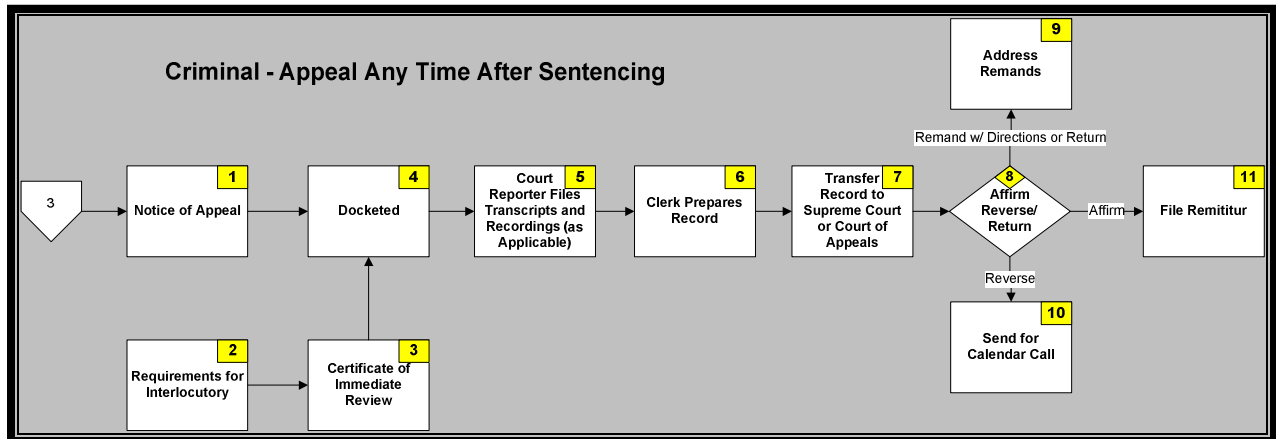


Figure 3.2-4: Criminal – Appeal Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Notice of Appeal	<ul style="list-style-type: none"> Attorney Public Defender 	<ul style="list-style-type: none"> Judge Clerk Court Staff Prosecutor 	O – Notice of Appeal

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> Defendant 	
2	Requirements for Interlocutory	<ul style="list-style-type: none"> Attorney Public Defender 	<ul style="list-style-type: none"> Judge Clerk Court Staff Prosecutor Defendant 	
3	Certificate of Immediate Review	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Prosecutor Defendant Attorney Public Defender 	O – Certification of Review
4	Docketed	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Clerk Court Staff 	O - Docket
5	Court Reporter Files Transcripts and Recordings (as Applicable)	<ul style="list-style-type: none"> Court Reporter 	<ul style="list-style-type: none"> Clerk Court Staff 	O – Transcripts <ul style="list-style-type: none"> Recording
6	Clerk Prepares Record	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Clerk Court Staff 	O – Case File
7	Transfer Record to Supreme Court or Court of Appeals	<ul style="list-style-type: none"> Judge Clerk 	<ul style="list-style-type: none"> Clerk Court Staff 	O – Case File <ul style="list-style-type: none"> Clerks Certification
8	<p><<Decision>> Affirm/ Reverse/ Return</p> <p>If Remand with Directions or Return, go to Step 9 –<i>Address Remands</i>; If Reverse, go to Step 10 – <i>Send for Calendar Call</i>; If Affirm, go to Step 11 – <i>File Remittitur</i>.</p>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Defendant Attorney Attorney General 	I – Calendar <ul style="list-style-type: none"> Remittitur Return Remand
9	Address Remands	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff 	I - Remand
10	Send for Calendar Call	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Defendant 	O – Calendar

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Attorney • Public Defender • Prosecutor 	
11	File Remittitur	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Prosecutor 	I – Remittitur

Table 3.2-2: Criminal – Appeal Process Steps and Information Flow

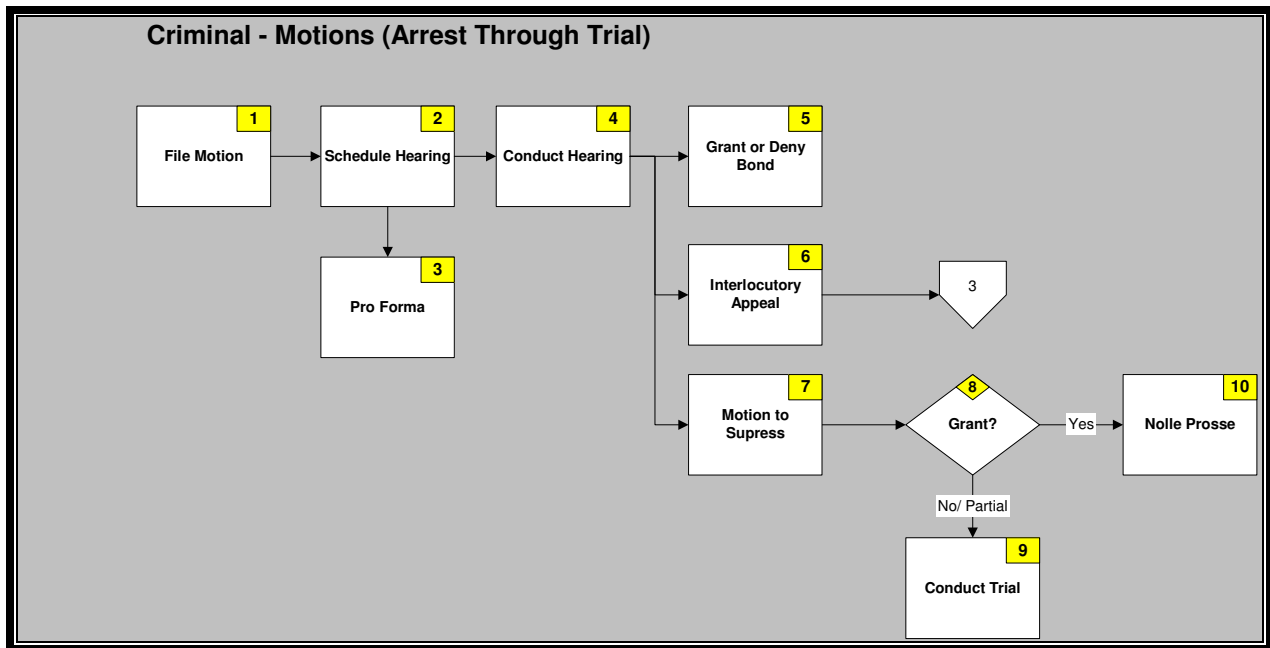


Figure 3.2-5: Criminal – Motions Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	File Motions	<ul style="list-style-type: none"> • Attorney • Prosecutor • Public Defender 	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	I – Motions

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Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
		<ul style="list-style-type: none"> • Pro Se 		
2	Schedule Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Attorney • Prosecutor • Public Defender • Pro Se 	O – Calendar <ul style="list-style-type: none"> • Notices
3	Pro Forma	<ul style="list-style-type: none"> • Attorney • Public Defender 	<ul style="list-style-type: none"> • Prosecutor • Clerk • Court Staff 	
4	Conduct Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Plaintiff • Witness • Interpreters • Probation Officer 	
5	Grant or Deny Bond	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Plaintiff • Witness • Interpreters • Probation Officer 	I - Motion for Bond O – Order Setting Bond Amount
6	Interlocutory Appeal	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Bail Bondsman 	I –Appeal
7	Motion to Suppress	<ul style="list-style-type: none"> • Attorney • Public Defender 	<ul style="list-style-type: none"> • Judge • Prosecutor • Clerk 	I – Motion to Suppress

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
			<ul style="list-style-type: none"> • Court Staff 	
8	<p><<Decision>> Grant?</p> <p>If Yes, go to Step 10 – <i>Nolle Prose</i>;; If No, go to Step 9 – <i>Conduct Trial</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Plaintiff • Witness • Interpreters • Probation Officer 	I - Order
9	Conduct Trial	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender • Plaintiff • Witness • Interpreters • Probation Officer 	
10	Nolle Prose	<ul style="list-style-type: none"> • Prosecutor 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney • Public Defender 	

Table 3.2-3: Criminal - Motions Process Steps and Information Flow

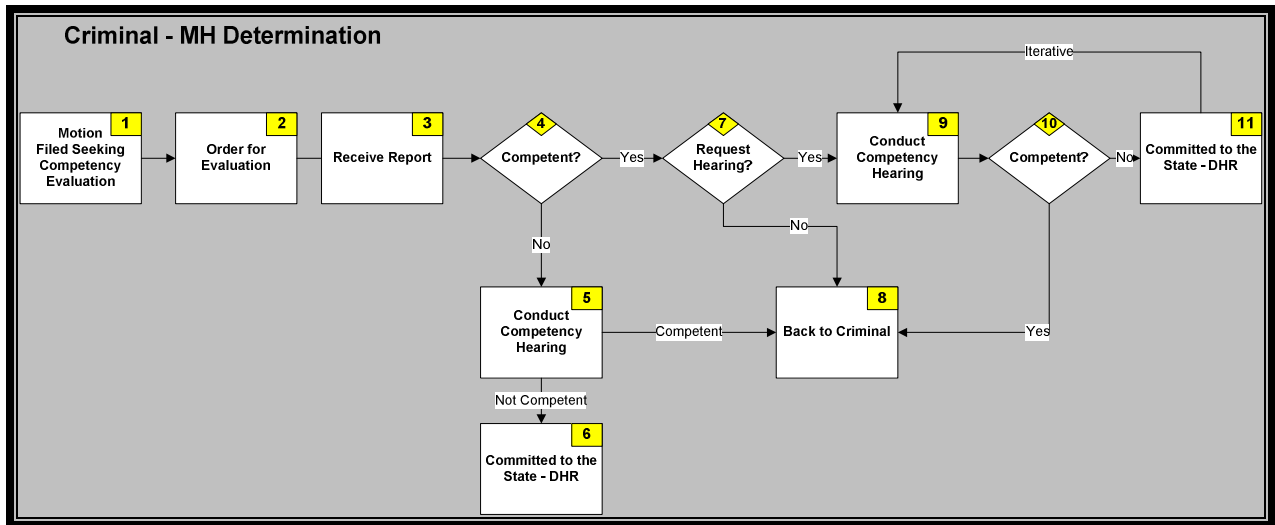


Figure 3.2-6: Criminal – Mental Health Determination Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	Motion Filed Seeking Competency Evaluation	<ul style="list-style-type: none"> Attorney Public Defender Pro Se 	<ul style="list-style-type: none"> Judge Clerk Prosecutor 	I – Motion for Evaluation
2	Order for Evaluation	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Mental Health Provider Attorney Public Defender Pro Se Prosecutor 	O – Order For Evaluation
3	Receive Report	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Mental Health Provider Attorney Public Defender Pro Se Prosecutor 	I – Evaluation Report
4	<<Decision>> Competent? If No, go to Step 5 – <i>Conduct Competency</i>	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Mental Health Provider Attorney Public Defender 	I – Motions <ul style="list-style-type: none"> Evaluation Reports

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Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
	<i>Hearing; If Yes, go to Step 7 – Request Hearing.</i>		<ul style="list-style-type: none"> • Pro Se • Prosecutor 	
5	Conduct Competency Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Mental Health Provider • Attorney • Public Defender • Pro Se • Prosecutor • Defendant 	I – Motions <ul style="list-style-type: none"> • Evaluation Reports
6	Committed to the State – DHR (if not competent)	<ul style="list-style-type: none"> • Judge • Jury 	<ul style="list-style-type: none"> • Clerk • Mental Health Provider • Attorney • Public Defender • Pro Se • Prosecutor • Defendant 	O – Commitment Order
7	<< Decision >> Request Hearing? If Yes, go to Step 9 – <i>Conduct Competency Hearing</i> ; if No, go to Step 8 – <i>Back to Criminal</i> .	<ul style="list-style-type: none"> • Attorney • Public Defender • Pro Se 	<ul style="list-style-type: none"> • Judge • Clerk • Prosecutor 	I – Motion for Competency Hearing
8	Back to Criminal	<ul style="list-style-type: none"> • Judge • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Mental Health Provider • Attorney • Public Defender • Pro Se • Prosecutor • Defendant 	O – Case File
9	Conduct Competency Hearing	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Mental Health Provider • Attorney • Public Defender 	I – Motions <ul style="list-style-type: none"> • Evaluation Reports

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> • Pro Se • Prosecutor • Defendant 	
10	<p><<Decision>> Competent?</p> <p>If Yes, go to Step 8 – <i>Back to Criminal</i>; If No, go to Step 11 – <i>Committed to the State – DHR.</i></p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Mental Health Provider • Attorney • Public Defender • Pro Se • Prosecutor • Defendant 	I – Motions <ul style="list-style-type: none"> • Evaluation Reports
11	Committed to the State - DHR	<ul style="list-style-type: none"> • Judge • Jury 	<ul style="list-style-type: none"> • Clerk • Mental Health Provider • Attorney • Public Defender • Pro Se • Prosecutor • Defendant 	O – Committal Order

Table 3.2-4: Criminal – MH Determination Process Steps and Information Flow

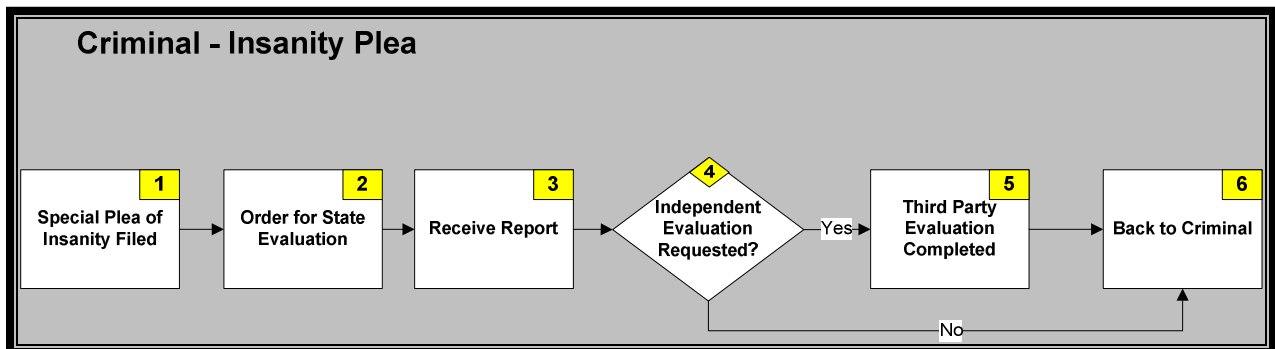


Figure 3.2-7: Criminal – Insanity Plea Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	Special Plea of Insanity Filed	<ul style="list-style-type: none"> • Attorney • Public Defender 	<ul style="list-style-type: none"> • Judge • Clerk 	I – Special Plea

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> • Prosecutor 	
2	Order for State Evaluation	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Attorney • Public Defender 	O – Evaluation Order
3	Receive Report	<ul style="list-style-type: none"> • Mental Health Provider 	<ul style="list-style-type: none"> • Judge • Clerk • Attorney • Public Defender 	I - Evaluation
4	<p><<Decision>> Independent Evaluation Requested?</p> <p>If Yes, go to Step 5 – <i>Third Party Evaluation Completed</i>; If No, go to Step 6 – <i>Back to Criminal</i>.</p>	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Mental Health Provider • Clerk • Attorney • Public Defender 	O – Evaluation Order
5	Third Party Evaluation Completed	<ul style="list-style-type: none"> • Mental Health Provider 	<ul style="list-style-type: none"> • Judge • Clerk • Attorney • Public Defender 	I - Evaluation
6	Back to Criminal	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Mental Health Provider • Clerk • Attorney • Public Defender 	O – Case File

Table 3.2-5: Criminal – Insanity Plea Process Steps and Information Flow

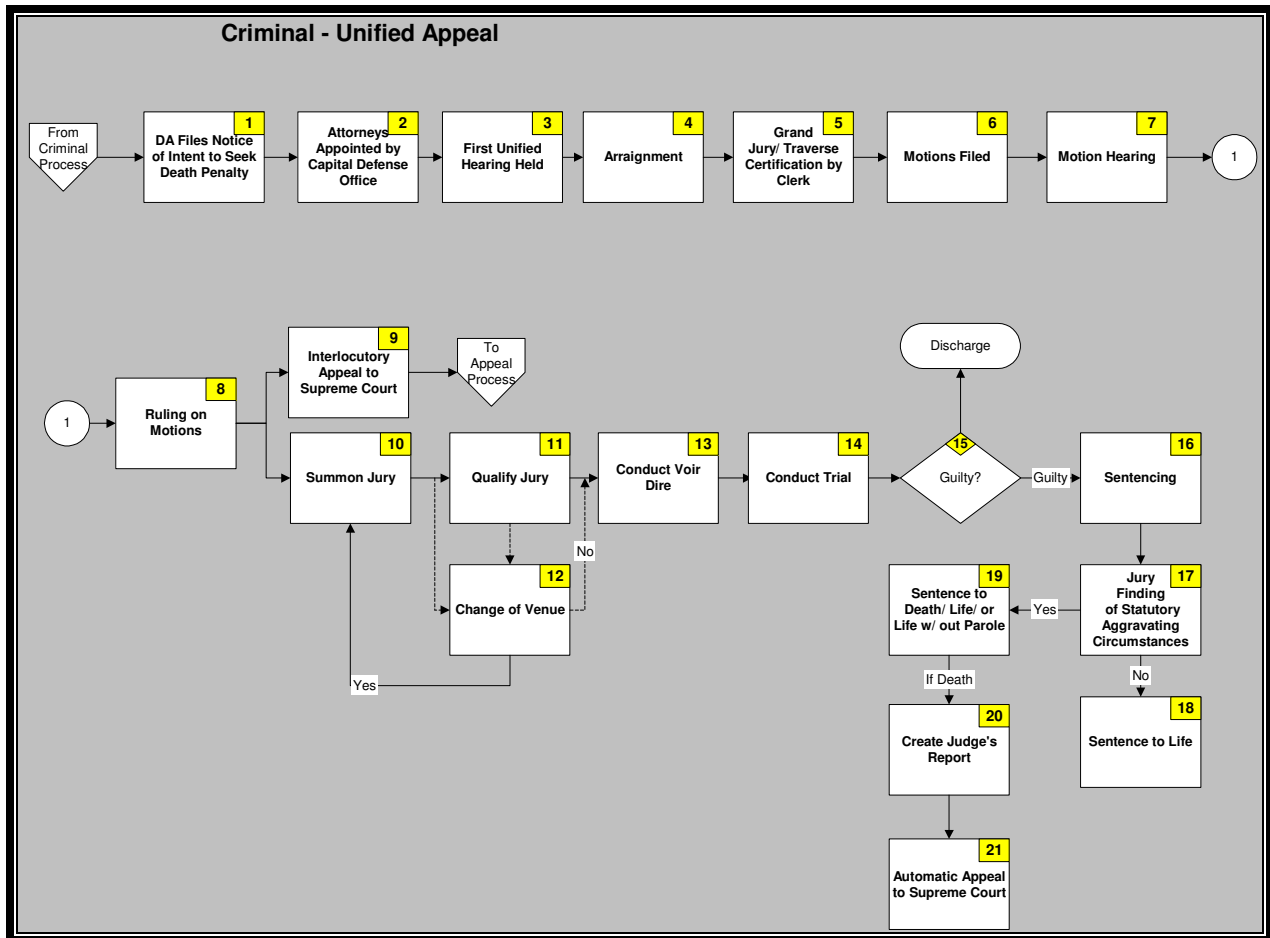


Figure 3.2-8: Criminal – Unified Appeal Process

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	DA Files Notice of Intent to Seek Death Penalty	<ul style="list-style-type: none"> Prosecutor 	<ul style="list-style-type: none"> Appellate Attorney Public Defender Clerk Defendant 	I – Notice of Intent to Seek Death Penalty
2	Attorneys Appointed by Capital Defense Office	<ul style="list-style-type: none"> Capital Defense Office 	<ul style="list-style-type: none"> Public Defender 	
3	First Unified Hearing Required	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public 	O – Unified Appeal Check List

GCAC Superior Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> Defender Defendant 	
4	Arraignment	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant 	O – Indictment
5	Grand Jury/ Traverse Certification by Clerk	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Attorney Public Defender Grand Jury 	O – Certification by Clerk
6	Motions Filed	<ul style="list-style-type: none"> Attorney Public Defender 	<ul style="list-style-type: none"> Judge Clerk Court Staff Defendant 	I – Motions
7	Motion Hearing Held	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant 	I – Motions <ul style="list-style-type: none"> Case File
8	Ruling on Motions	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant 	O - Order
9	Interlocutory Appeal to Supreme Court	<ul style="list-style-type: none"> Attorney Public Defender 	<ul style="list-style-type: none"> Judge Clerk Court Staff Defendant 	I - Appeal
10	Summon Jury	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Attorney Public Defender Jurors 	O – Summons <ul style="list-style-type: none"> Jury Sheet
11	Qualify Jury	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff 	O – Jury Sheet
12	Change of Venue	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant 	O – Motion for Change of Venue <ul style="list-style-type: none"> Order Granting

GCAC Superior Courts Data Definitions Summary Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> Prosecutor 	
13	Conduct Voir Dire	<ul style="list-style-type: none"> Prosecutor Attorney Public Defender 	<ul style="list-style-type: none"> Clerk Court Staff Judge 	
14	Conduct Trial	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant Prosecutor Jury 	I – Motions <ul style="list-style-type: none"> Case File
15	<<Decision>> Guilty? If Guilty, go to Step 15 – <i>Sentencing</i> ; if Not Guilty, go to <i>Discharge</i> .	<ul style="list-style-type: none"> Judge Jury 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant Prosecutor 	
16	Sentencing	<ul style="list-style-type: none"> Judge Jury 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant Prosecutor 	O – Verdict Form <ul style="list-style-type: none"> Sentencing Order
17	Jury Finding of Statutory Aggravating Circumstances	<ul style="list-style-type: none"> Judge Jury 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant Prosecutor 	I – Jury Finding
18	Sentence to Life	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney Public Defender Defendant Prosecutor 	O – Sentencing Order
19	Sentence to Death/ Life/ or Life with Parole	<ul style="list-style-type: none"> Judge 	<ul style="list-style-type: none"> Clerk Court Staff Attorney 	O – Sentencing Order

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> • Public Defender • Defendant • Prosecutor 	
20	Create Judge's Report (if Death)	<ul style="list-style-type: none"> • Judge 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Judge's Report
21	Automatic Appeal to Supreme Court	<ul style="list-style-type: none"> • Appellate 	<ul style="list-style-type: none"> • Clerk 	O - Appeal

Table 3.2-6: Criminal – Unified Appeal Process Steps and Information Flow

3.3 Post Trial/ Hearings Process

This section describes the process steps that occur after Court proceedings have completed (figure 3.3-1).

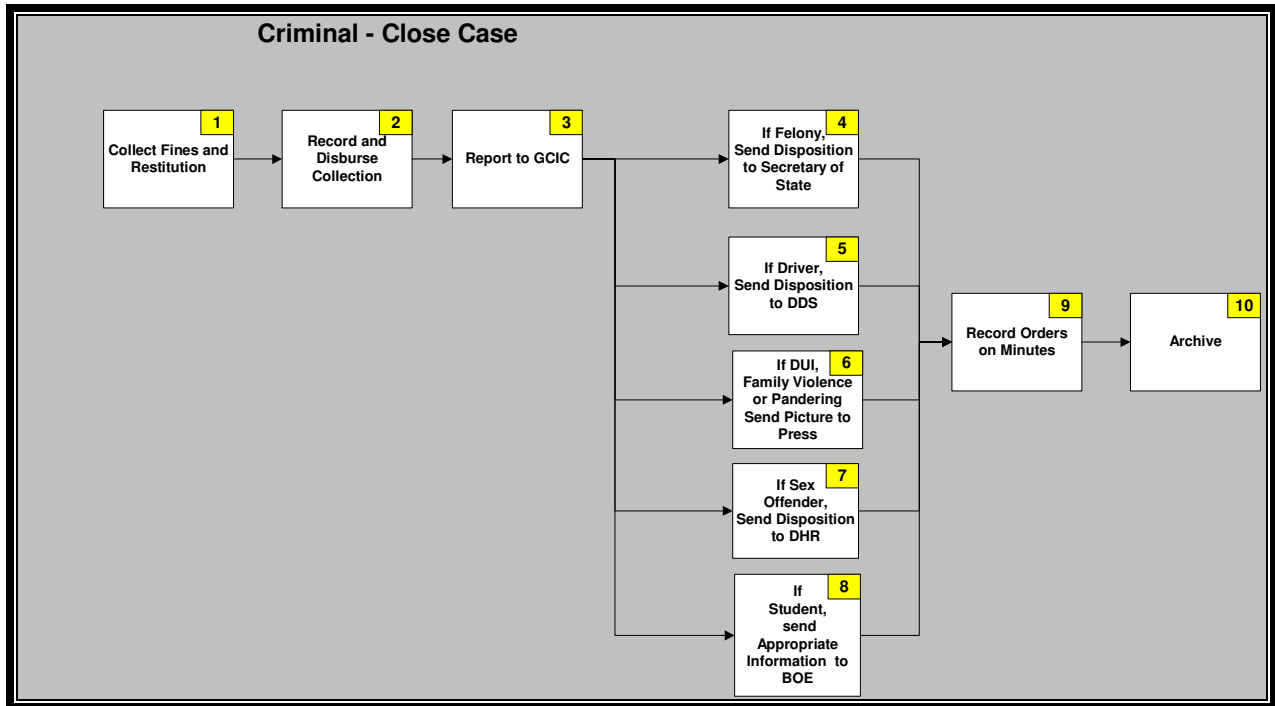


Figure 3.3-1: Criminal – Close Case

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
1	Collect Fines and Restitution	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff • Defendant • Attorney 	I – Fines <ul style="list-style-type: none"> • Fees
2	Record and Disburse Collection	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff • County Financing 	O – Fines <ul style="list-style-type: none"> • Fees • Accounting Reports
3	Report to GCIC	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • GCIC 	O – GCIC Report

Step #	Process / Decision Step	Owner	Participant(s)	Input (i) / Output (o) Information Flow
4	If Felony, Send Disposition to Secretary of State	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Secretary of State 	O – Disposition
5	If Driver, Send Disposition to DDS	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • DDS 	O – Disposition
6	If DUI, Family Violence or Pandering, Send Picture to Press	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Local Press 	O – Picture and Disposition
7	If Sex Offender, Send Disposition to DHR	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • DHR 	O – Disposition
8	If Student, Send Appropriate Information to BOE	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Board of Education 	O – Disposition
9	Record Orders on Minutes	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Minutes
10	Archive	<ul style="list-style-type: none"> • Clerk • Court Staff 	<ul style="list-style-type: none"> • Clerk • Court Staff 	O – Case File

Table 3.3-1: Criminal – Close Case 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 Superior 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 Superior 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 Superior Courts, to other Courts and to all other identified stakeholders that the Superior 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:

- Sam Bowen
- Connie Cheatham
- David Emerson
- Steve Ferrell
- John (Tripp) Fitzner
- Jackson Harris
- Glenda Johnson
- John Pridgen
- Jean Rodgers
- Brenda Weaver

The facilitation team included:

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