E-Filing Issues
by Area of Concern

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Process Flow
- Design and document end-to-end workflow for submission and processing of electronically filed documents
- Determine impact on and changes to processes in order to faciliatte e-filing

Judicial Work Flows
- Develop a plan for judicial workflow within the courtroom
- Develop a plan for judicial workflow outside of the courtroom
- Develp a strategy for routing proposed orders from attorneys to the Judge without going through the Clerk

Access to Record
- How will parties view electronically filed documents?
- Should electronic documents be made available online?

Data Integrity
- Validation of information entered by filer.

Security
- Determine policy for allowing not only the attorney, but secretary

Privacy
- Policies on dealing with private/sensitive information on electronically filed documents.
- Implement privacy policies

Integration
- Integrate as much of E-Filing with the case management system as possible

Information Sharing

Technology Policies
- Do we need to limit document size?
- Perform a network assessment for the impact of E-Filing

Standards
- Establish and document standards for submission of electronic filings to the court.
- Develop strategy for enabling judges to use electronic documents

Planning
- Governance practice within court
- Determine metrics to assess increased productivity after implementation
- Prepare comphrensive business plan
- Develop a communications plan
- Assess hardware infrastructure required to support e-filing
- Assess systems required to support e-filing
- Develop strategy for supporting mobile judges

Court Rules
- Review existing court rules and audit for court procedures.
- How should doucments that require signatures be addressed?
- Should e-filing be mandatory?
- Policy regarding use of electronic records as official court record rather than paper-based case files.
- Determine policy on how to handle corporations filing in small claims

Funding
- Develop a process for posting filing fees to the case
- Determine if a fee is necessary to file electronically
- Determine the public access to case documents and if fees are applied
- How will initial implementaiton be funded?
- How will recurring costs be funded?
- Develop a process for handling filing fees (credit card or billing)

Access to Justice
- Concerned about limiting access to low-income or handicapped individuals.
- Determine policy on how to handle high volume filers (in small claims)

Change Management
- Adopting and utilizing standards that support best practices
- Reengineering aspects of the court/clerk business
- Problems with culture and resistance to change.

Implementation
- Develop an Implementation plan for business and technology
- Provide training to lawyers and other filers on use of E-Filing
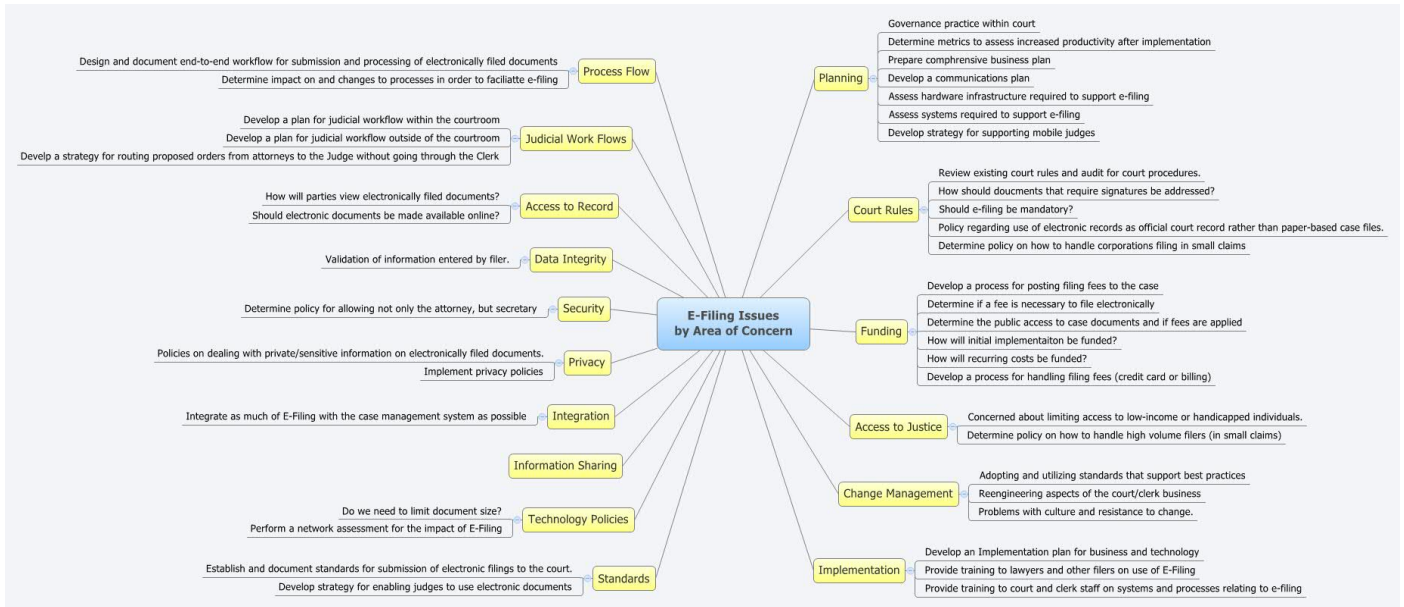- Provide training to court and clerk staff on systems and processes relating to e-filing

1. Planning

1.1 Governance practice within court

1.2 Determine metrics to assess increased productivity after implementation

1.3 Prepare comphrensive business plan

1.4 Develop a communications plan

1.5 Assess hardware infrastructure required to support e-filing

1.6 Assess systems required to support e-filing

1.7 Develop strategy for supporting mobile judges

2. Court Rules

2.1 Review existing court rules and audit for court procedures.

2.2 How should doucments that require signatures be addressed?

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5.1 Adopting and utilizing standards that support best practices

5.2 Reengineering aspects of the court/clerk business

5.3 Problems with culture and resistance to change.

6. Implementation

6.1 Develop an Implementation plan for business and technology

6.2 Provide training to lawyers and other filers on use of E-Filing

6.3 Provide training to court and clerk staff on systems and processes relating to e-filing

7. Process Flow

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9.2 Should electronic documents be made available online?

10. Data Integrity

10.1 Validation of information entered by filer.

11. Security

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12. Privacy

12.1 Policies on dealing with private/sensitive information on electronically filed documents.

12.2 Implement privacy policies

13. Integration

13.1 Integrate as much of E-Filing with the case management system as possible

14. Information Sharing

15. Technology Policies

15.1 Do we need to limit document size?

15.2 Perform a network assessment for the impact of E-Filing

16. Standards

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