

DB

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CASE INFORMATION CONTROL SYSTEM

CICS Systems Planning Study

Proposed System Concept

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CICS CONCEPT

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CICS CONCEPT

INDUSTRY REPORT

The "Systems Technology and the Michigan Courts" report by the Special Industry Advisory Group identified the need for a Case Information Control System to provide more timely and more extensive information, on case loads and case status.

This report outlined the Case Information Control System as follows:

"Current information on case loads and case status for general use at the Supreme Court and in the various lower courts appears to be less extensive than would be desirable. We understand that Recorder's Court Judge Joseph A. Gillis has made a previous suggestion to the Supreme Court for an improved case information control system. In addition, court personnel from other courts visited impressed us with this same need. Without such a system, it is difficult for the large lower courts to maintain control over their case loads and for the Supreme Court to discharge effectively its constitutional responsibility for 'general superintending control over all courts'.

"The State of Colorado, with a centrally controlled and funded court organization, has installed a statistical control system that may provide a useful prototype for a similar system in Michigan. Under the Colorado plan, the lower courts submit to the Supreme Court Administrator key data on new cases filed and selected transaction data on all open cases. Inactive cases are not reported. The data is key-punched and processed centrally. Output from the system gives a complete inventory, by district, county, and judge of all open cases; a summary by type and location of all new cases filed; an aging report of inactive cases, with identification of the point where each case stopped within the process; and other significant information on offenses, pleas, jury utilization, and dispositions.

"The computer programs developed by Colorado could be made available without charge to Michigan, and it appears that the reporting procedures could be installed at low cost. The reporting requirements for individual courts could replace the present quarterly tabulations now required.

"An information system of this kind could be an important first step toward more uniform court practices because it would:

1. Provide a factual basis for developing and maintaining uniform policies, procedures, and court rules.
2. Give all courts control information required to move cases in a timely manner.
3. Identify where further systems developments within the individual courts could be effectively installed to improve control of cases.

"The cost of this system on active cases in Colorado is \$2,700.00 per month for data keypunching and processing 20,000 case transactions with an open case load of 57,000. Preparation of the input data within the lower courts would be done manually until such time as mechanical systems are installed within the courts.

"The procedure could be used monthly or quarterly, and be applied to all courts or selected courts as deemed practical for Michigan. Even though the report is proposed to be run centrally, copies of case status reports should be returned to the reporting courts to allow them to more effectively manage their case loads."

CICS PROJECT

Using the Industry Report outline, the project has been set up to research both central and local information needs.

- ° Central needs - the summary information used by the Supreme Court Administrator Office to identify common administrative problem areas

- ° Local needs - the detail information used by the Court Administrator and the Administrative Judge to identify their administrative problem areas

This report will discuss the proposed Case Information Control System concept which serves both of these needs by defining and using a common effort in each court to produce the central reports and some day-to-day reports for each local court as well.

Specific descriptions of the documents required are attached in Appendix I and the summary of the current system as used by the Supreme Court Administrators Office is covered in a separate report, "Current System Summary, Supreme Court Administrators Office."

CICS CENTRAL REPORTING CONCEPT

CICS must capture accurate and timely data on each case at three points of the work flow to report meaningful information on case filing, disposition and age:

- Initial Filing
- Assignment to the appropriate calendar to set the date for Pre-Trial, Trial, Pleas, Settlements, etc.
- Courtroom action which is important to the movement of the case

At each of these points certain basic information must be captured to report the workload of each court:

- Case Number, Type of Case, and Date Filed
- Date of Court Action, Type of Action and Judge
- Trial time for jury and non-jury trials

With this information, the following reports will be furnished to the Supreme Court Administrator's Office:

- Monthly Case Filings and Dispositions
- Monthly Active Case Age at the significant steps in the case
- Quarterly Disposed Case Ages
- Semi-Annual Trial Time

Figure 1 briefly shows how this work might flow and what documents might be involved in the process.

CENTRAL REPORTING FLOW

FILING POINT

Notice
of Case
Filed

Keypunch
Update Files
Print Reports

Notice of
Action or
Disposition

COURTROOM POINT

Notice
of Action
or Dis-
position

Keypunch
Update Files
Print Reports

Semi-
Annual
Trial
Time

Quarterly
Disposed
Case Ages

Monthly
Active
Case Ages

Monthly
Case
Filing and
Disposition

FIGURE 1

CICS LOCAL REPORTING CONCEPT

Since the basic information has already been picked up, only the following additional information must be captured to produce reports which could also help to reduce the clerical load of each local court.

- Name and address information for Defendant, Plaintiff, Attorneys, Witnesses, etc.

This information would enable the computer to print the common information which is either written or typed repeatedly throughout the life of the case:

- Index of cases to identify case numbers from name
- Jacket Labels to identify case folders
- Case Suspense Cards to control assignment of dates
- Notices to alert witnesses, attorneys, police, other agencies
- Mailing Labels for envelopes, etc.
- Calendars to list action for selected days and cases on which no progress has been made
- Courtroom Journals to record actions in the courtroom
- Docket of Case Actions to summarize the action in each case
- Disposition Reports to show warrants and other actions involving associated agencies

Figure 2 briefly shows how this work might flow and what documents might be involved in the process.

LOCAL REPORTING FLOW

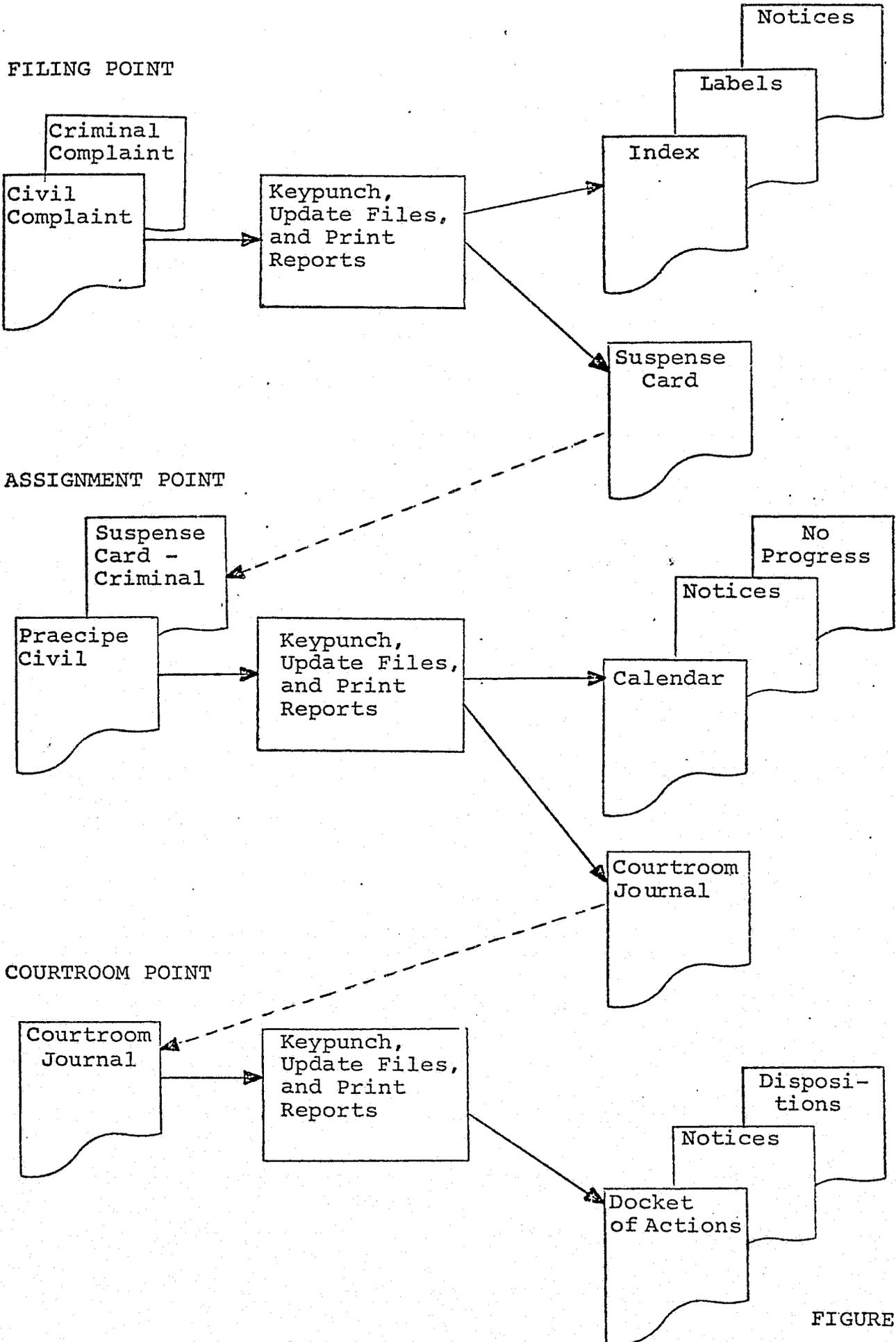


FIGURE 2

DATA ENTRY

How do the Case Numbers, Names, Dates, etc. get into the computer? Good data entry techniques rely heavily upon the ability of a court to use a local keypunch, terminal or other machine to rapidly and accurately transcribe from the source document to some machine readable form. When entry is done locally, the court should gain rapid turn around, i.e. the data will be transcribed, entered into the computer, and, if in error, corrected by the following day. Many courts will be able to look to their county or municipal computer for entry, correction, and printing of the local reports on an overnight basis.

A court which has only entry equipment (i.e. keypunch, terminal, etc.) could also realize the local preparation and correction of cards or other machine readable entry media. In this case the local reports, indexes, and notices, etc. would be prepared by the central facility, if they can be printed and returned rapidly enough for effective use by the local courts.

Courts which have no entry equipment and are too far from the Central computer to make use of the local reports will use a manually prepared form to record filing actions and dispositions. This form will be entered centrally only for the printing of the Central Reports.

Figure 3 summarizes the several alternatives for data entry.

SUMMARY OF DATA ENTRY

<p>Daily use of Complaint as source document for index, labels, notices, and suspense card</p>	<p>Courts with good turnaround from local Entry and Computer equipment</p>	<p>Courts with good turnaround from central Computer and local Entry equipment</p>	<p>Courts with poor turnaround and no entry equipment</p>
<p>Daily use of Suspense cards as source for Calendar Notices and Courtroom Journal</p>	<p>Enter and Correct locally for local printing of reports</p>	<p>Enter and correct locally for central printing of reports</p>	<p>Manual System</p>
<p>Daily use of Courtroom Journal as source for Docket of Actions and Notices</p>	<p>Enter and correct locally for local printing of reports</p>	<p>Enter and correct locally for central printing of reports</p>	<p>Manual System</p>
<p>Monthly use of notice of case filed cation or disposed for Central Case load</p>	<p>Enter and correct locally for local printing of reports</p>	<p>Enter and correct locally for central printing of reports</p>	<p>Manual System</p>
	<p>Produced by local computer, in machine readable form for Central printing of monthly reports</p>	<p>Produced by Central Computer in machine readable form for central printing of monthly reports</p>	<p>Prepare manually for central entry in machine readable form for central printing of monthly report.</p>

FIGURE 3

COSTS, IMPROVEMENTS AND BENEFITS

The preliminary study estimated that source document preparation will continue to cost approximately \$115,000 per year (not a new cost) and that the added keypunch and computer work will cost approximately \$150,000 per year (a new cost). By using this cost to produce the local indexes, calendars and notices in addition to the central workload reports, a more cost effective system will be realized.

Figure 4 shows a summary of improvements and benefits.

IMPROVEMENT AND BENEFIT

Description of Improvement	C o s t	T i m e	M a n p o w e r	A c c u r a c y
CENTRAL REPORTING				
1. Rapid and Accurate Data Entry and Correction Techniques	* I	I	S	I
2. Uniform Reporting of the Work Load of Each Court Staff a. Judicial Business, Caseloads b. Other Matters (Payments, etc.) c. Information for Legislative Action	S	D	S	I
3. Case Step Exception Reporting Criminal 30, 60, 90 → 6 months old Civil No Progress and 4 months under advisement	I	D	S	I
LOCAL REPORTING				
4. Useful Management Reports to the Local Court	I	D	S	I
5. Reduced Typing and Handwriting to Prepare Paperwork by the Local Court; i.e. Indexes Calendars, Notices, etc.	D	D	S	I

* Increase/
Decrease/
Same

FIGURE 4

SUMMARY OF CONCEPT

It is envisioned that the use of the CICS system to print useful local reports as well as the central workload reports will produce a more rapid, accurate and detailed report on the business before the courts and at the same time reduce the clerical workload at each court.

Central Reports

- Monthly Case Filing and Disposition
- Monthly Active Case Ages
- Quarterly Disposed Case Ages
- Semi-annual Trial Time

Local Reports

- Indexes of Cases
- Jacket Labels
- Case Suspense Cards
- Notices
- Mailing Labels
- Calendars
- Docket of Case Actions
- Dispositions

APPENDIX A

Proposed Document Description	Page
Complaint - Criminal	A-1
Complaint - Civil	A-2
Notice of Case Filing, Action, or Disposition	A-3
Case Suspense Card	A-4
Praecipe	A-5
Courtroom Journal	A-6
Proposed File and Report Description	
Calendar File	A-7
Case Index File	A-7
Name and Address File	A-7
Control File	A-8

Document Name: Complaint, Criminal

Purpose: Initial source document which starts a criminal case at the Filing Point. It is an existing form prepared by the Prosecutor which can be keypunched and entered locally.

Content:

Source:

Case Number	Information
Case Class & Type	Complaint
Defendant	Complaint
Defendant's Attorney	Entry of Appearance
Defendant Location (Bail/Jail)	Exam
Bondsman	Exam
Amount of Bond	Exam
Bond Number	Information
Witness(es)	Complaint
Witness(es)' address	Witness list

Use: Statistical - New Case
Other - Index, Case Label, Suspense Cards

Preparation:

Keypunch and Key Verify Complete Source Document

Distribution:

1. Source documents to file
2. Card enter correct and dispose

Volume:

Average daily volume

Frequency:

Daily

Cross Reference:

Document Name: Complaint - Civil

Purpose: Initial source document which starts a civil case at the Filing Point. It is an existing form prepared by the Attorney and can be keypunched and entered locally.

Content:

Source:

Case Number	Complaint
Case Class & Type	Complaint
Plaintiff's Name	Complaint
Plaintiff's Attorney	Complaint
Defendant's Name	Complaint
Defendant's Attorney	Answer
Judge	Complaint
Date Filed	Complaint
Additional Plaintiff and Attorney	Complaint
Additional Defendants and Attorney	Answer

Use: Statistical - New Cases
Other - Index, Case Label, Suspense Cards

Preparation:
Keypunch and Verify Complete Source Document

Distribution:
1. Source document to file room
2. Cards enter correct and dispose

Volume:
Average daily volume

Frequency:
Daily or Weekly

Cross Reference:

Document Name: Notice of Case Filed, Action or Disposition

Purpose: Initial source document to manually record case filing and a turnaround document to record action or disposition of a case. It is a new form, which is to be used by courts which have no keypunch or computer. It will be used as entry only to the central reporting system.

Content:

Source:

Case Number, Class & Type	Complaint or Computer File
Date Filed	" " " "
Assigned Judge	" " " "
Number of Additional Defendants	" " " "
Number of Additional Plaintiffs	Complaint or Computer File
Type of Action	Courtroom Clerk
Date of Action	Courtroom Clerk
Action Judge	Courtroom Clerk
Type of Trial if Disposed	Courtroom Clerk
Number of Trial Days	Courtroom Clerk

Use: Statistical - Case filing, case actions and case dispositions

Preparation:

Keypunch and Key Verify from Filled In Information

Distribution:

1. Source document verify computer report, and dispose
2. Cards enter, correct and dispose

Volume:

Average daily volume

Frequency:

Monthly

Cross Reference:

Document Name: Case Suspense Card

Purpose: Turnaround source document preprinted by computer for assignment clerk to fill in date and action information for re-entry into the computer at the Assignment Point. It is a new form which will be printed, filled out and keypunched locally.

<u>Content:</u>	<u>Source:</u>
Case Number	Computer File
Type of Hearing	Assignment Clerk
Date	Assignment Clerk
Judge	Computer File
Defendant and Attorney	Computer File

Use: Statistical - Case Stages
Other - Calendar, Notices, Journal

Preparation:
Keypunch and Key Verify filled in information

Distribution:
1. Source document - suspense for next action
2. Card - enter, correct and dispose

Volume:
Average daily volume

Frequency:
Daily

Cross Reference:

Document Name: Praecipe

Purpose: Turnaround source document preprinted by computer for Assignment Clerk to fill in date and action information for re-entry into the computer at the Assignment Point. It is a new form which will be printed, filled in and, keypunched locally.

Content:

Source:

Case Number

Computer File

Case Type

Computer File

Type of Hearing

Assignment Clerk

Date

Judge

Plaintiff and Attorney

Defendant and Attorney

Use: Statistical - Case Stages
Other - Calendar, Notices, Journals

Preparation:
Keypunch and Key Verify Filled In Information

Distribution:

1. Source document to case file
2. Card - enter, correct and dispose

Volume:

Average daily volume

Frequency:

Daily

Cross Reference:

Document Name: Courtroom Journal

Purpose: Turnaround source document preprinted by the computer to be used by the courtroom clerk to fill-in courtroom actions, and to meet the requirement for a permanent judge's journal. This is a new form which will be printed, filled-in, and keypunched locally.

Content:

Case Number
Defendant
Plaintiff
Fees, Fines, Costs
Action Taken

Source:

Computer File
Computer File
Computer File
Courtroom Clerk
Courtroom Clerk

Use: Statistical - Case Disposition (Trial, Jury Trial, Non-Jury Trial) - Other - Docket, Notices, Lists

Preparation: Key punch and Key verify

Distribution: 1. Original to Court Journal Book
2. Cards - enter, correct and dispose

Volume: Average daily volume

Frequency: Daily

Cross Reference:

NAME: Local Files and Reports

PURPOSE: These files are to be built on the computer from the entry of the source documents. These files will be established and maintained locally. The indicated reports will be printed locally.

File Name: CALENDAR FILE

File Content

Date
Case Number
Type of Calendar
Judge
Name of Action

Reports Used On:

Calendar, Notices, Journal
Calendar, Notices, Journal
Calendar, Notices, Journal
Calendar, Notices, Journal
Calendar, Notices, Journal

Volume: Active Only

File Name: CASE INDEX FILE

File Content

Name (Defendant or Plaintiff)
Attorney (Defendant or Plaintiff)
Case Number
Cross Reference to Calendar
Cross Reference to Address
Date of Last Action
Date of Next Action

Reports Used On:

Index
Index
Index

Exceptions
Exceptions

Volume: Active and Disposed Cases

File Name: NAME AND ADDRESS FILE

File Content

Name
Address
Case Number
Type of Name

Reports Used On:

Notices
Notices
Notices

Volume: Active Cases

NAME: Central File and Reports

PURPOSE: This file is to be built on the Central computer from the information generated by the Local computers or from the notice of filing, action and disposition forms, from courts which have no computer. It will be used to print the central reports.

File Name: CONTROL FILE

File Content:

Reports Used On:

Court No., Case Class, Case No., & Type Status	Central Reports
Type of Case	"
File Date	"
File Judge	"
Action Date	"
Action Judge	"
Action Type	"
Set Date	"
Division No.	"
Plaintiff Attorney No.	"
Defendant Attorney No.	"
Number of Actions	"
*Offenses Charged	"
*Arraignment Date	"
*Amount of Bond	"
*Initial & Final Plea	"
*Trial Date	"
*Trial Judge	"
*Trial Type	"
No. of Trial Days	"
*Disposition Date	"
*Offense found guilty	"
*Sentence Information.	"
*Fine Amount	"
*Age	"
*Previous Convictions	"
*Attorney Fee	"
Purge Date	"
Audit Date	"
**Termination Date	"
**Termination Type	"
**Termination Judge	"
**Amount of Judgment	"
**Issue Date	"
***Age	"
***Residence	"

* Criminal

** Civil

*** Domestic Relations

NAME: Central File and Reports

PURPOSE:

File Name:

File Content:

***Years Married
***Children under 18
***Plaintiff
***Decree
***Grounds
***Alimony
***Property
***Support

Reports Used On:

Central Reports
"
"
"
"
"
"

* Criminal
** Civil
*** Domestic Relations

END

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