## National Criminal Justice Reference Service

ncjrs

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.

1.0	2.8	2.5
	3.2	2.2
	3.6	
1.1	4.0	2.0
		1.8
1.25	1.4	1.6
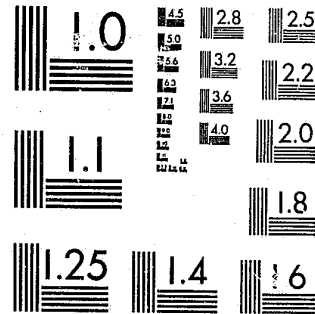
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

Date Filmed

4/6/81

National Institute of Justice
United States Department of Justice
Washington, D.C. 20531

H-2
OMB APPROVAL NO. 43-R0525
EXPIRATION DATE 6-30-74

U. S. DEPARTMENT OF JUSTICE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION	DISCRETIONARY GRANT PROGRESS REPORT		
GRANTEE Division of Criminal Justice Colorado State Planning Agency	LEAA GRANT NO. 73DF-08-0029(I)	DATE OF REPORT 12-15-77	REPORT NO. 14 FINAL
IMPLEMENTING SUBGRANTEE City and County of Denver Denver County Court	TYPE OF REPORT ☐ REGULAR QUARTERLY ☐ SPECIAL REQUEST ☒ FINAL REPORT		
SHORT TITLE OF PROJECT Denver County Court Management Information System (DCCMIS)	GRANT AMOUNT $231,110		
REPORT IS SUBMITTED FOR THE PERIOD	THROUGH		
SIGNATURE OF PROJECT DIRECTOR	TYPED NAME & TITLE OF PROJECT DIRECTOR George A. Manerbino Presiding Judge		

COMMENCE REPORT HERE (Add continuation pages as required.)

Refer to following eleven pages for narrative report.

APPENDIX:

Data Services Project Procedures (13 Pages)

* Data Services Research Phase Report (256 Pages)

Implementation Contract (10 Pages)

Consultants Evaluation Report (10 Pages)

Samples of Forms & Printouts (Criminal Division)

NCJRS

JUN 27 1980

ACQUISITIONS

NCJRS

FEB 23 1978

ACQUISITIONS

RECEIVED
JAN 23/78
D. C. J.

68720

*Omitted on some copies of report; available upon request

RECEIVED BY GRANTEE STATE PLANNING AGENCY (Official)	DATE

LEAA FORM 4587/1(REV. 1-73)   REPLACES LEAA-OLEP-150, WHICH IS OBSOLETE.

DOJ--1973-

ORGANIZATION

Denver has the largest County Court System in the state, consisting of 15
judges and 135 clerical and/or administrative personnel. The court is
unique in that it is charged with the adjudication of both city ordinance
cases and Colorado State Statute cases at the misdemeanor level, and with
the determination of "Probable Cause" on state felony cases. In addition
to this array of behavioral cases the court has a Civil Division that ad-
judicates contractural disputes of $1000.00 or less.

The Court is structured under five administrative divisions as follows:

1. Traffic Division with jurisdiction over all city ordinance motor
    vehicle cases.

2. General Sessions Division with jurisdiction over all city ordinance
    cases other than motor vehicle violations.

3. Criminal Division with jurisdiction over state statute violation;
    for trial in misdemeanor cases and for preliminary hearings on
    felony cases.

4. Probation Department which supervises misdemeanants from all of
    the above divisions of the court.

5. Civil Division with jurisdiction up to $1000.00 contractural matters,
    evictions, and name change cases.

HISTORY

In 1969 and 1970 the Traffic Division of the court was computerized both
as to parking violations and driving violations. The driving records made
available to the court thru the computerization together with the capability
to track and apprehend errant defendants has been an invaluable tool. It

naturally follows that the court administrator and the presiding judge began
to think of applying this technological tool to all the other divisions of
the court. To iniate the effort, a series of conferences were held with the
Presiding Judge, his administrative staff, representatives of the Data Ser-
vices Department and the Denver Anti-Crime Council to define a program and
to prepare an application for federal assistance to support it. It was
agreed that the implementation should be preceded by a detailed requirements
analysis that would place primary emphasis on the work processes and paper
flow of the court.

The grant application preparation was used as a communication and coordi-
nation vehicle to assure that (a) all involved personnel would share the
same background of information, (b) all view points could be developed and
reconciled and (c) optimum interest and participation by the people that
would use the system could be obtained. This pre-grant conference tech-
nique was carried over into the execution of the program forming, and in-
formal users or policy committee to resolve the myriads of unanticipated
issues that evolved from the implementation efforts. The same group would
also serve as the means for providing court approval of the products of the
implementation as formats, terminal placements, response times, work routines
etc.

PROJECT DEVELOPMENT

In June 1974 a LEAA Grant was awarded the City and County of Denver thru
the Colorado Division of Criminal Justice in the amount of $231,110 which,
with city matching funds, initiated the project entitled "Denver County Court
Management Information System" (DCCMIS).

The Denver County Court was fortunate in two respects during the developmental phase of the project, some experience with automated data systems had been gained during the development, implementation and operation of a computer based -system in the Traffic Division. Secondly the City of Denver has, for several years, had a centralized Data Services Division (DSD) which has considerable experience and technical skill in the development and operation of computer based programs.

However, before implementation the court administrators were aware of the need for an outside professional management consultant who would serve as advisor in developing the requirements, analysis of the project implementation, provide technical assistance to the analysts and programmers and as monitor/evaluator during the grant period. Invitations to competively bid on these services were sent to leading management consultant firms with evident skills for the contribution desired. The bid process, including advertising, specifications and awarding was handled thru the City's Purchasing Department in accordance with city charter and ordinance mandates and LEAA guidelines. This procurment service was performed without the use of grant funds. Among the bidders were Mauchly Wood Systems Corporation, Applied Management Corporation, Arthur Young and Company, Peat, Marwick, Mitchell and Company, and Touche Ross and Company. A panel composed of Court, Data Services and Purchasing Department personnel was formed to interview the three lowest bidders and select the one which the panel felt best qualified. The consulting services award was made to Touche Ross and Company in the amount of $26,000

Development of the project was to be in two phases: the first an analysis of court processing procedures, setting of design objectives and the conceptual design which would lead to the achievement of those objectives.

The second phase was to produce the computer programs, design the forms, orient the affected employees, select and install the necessary hardware for the maximum number of objectives within the budgetary constraints. The Criminal Division of the court was given first priority on the second phase activities.

The major thrust of the project was to make data processing an administrative and management working tool to expedite the high volume case processing obligations of the courts as had its predecessor, the Traffic System. Therefore, the new system was to be an operating system from which retention of records, management reports, statistical studies, etc. might be developed.

To this extent, all manual practices of the court were analyzed, adopted, modified or rejected in the design of the automated system to replace them. Blended with this objective was the desire to provide OBTS (Offender Based Tracking System) capabilities to the court and to provide an automated interface with the Denver District Court, particularly for criminal events of which approximately 80% are bound over to that court. Further objectives were to provide timely information to the District Attorney, the County Jail and to the First Advisement Hearing where pre-trial release is first considered.

The Denver Data Services Division, working with court personnel and with representatives from the management firm of Touche Ross and Company started the project research in August, 1974. The DSD had well established project procedures, which are outlined in appendix pages 1 thru 13.

The first phase was accomplished through strong participation of court administrative personnel with participation, as necessary, by various judges of the court.

Each data requirement was challenged and confirmed through interaction with the personnel expected to use the system. On January 31, 1975 the research phase report defining the proposed implementation plan was presented to the presiding judge and his staff. This report in its entirety is reproduced as the 256 pages, following page 13 in the appendix. This report describes the original objectives, methods, and procedures, and was accepted as the product goal of the project.

After review of the research phase report and the estimated cost figures contained therein, it became obvious that the magnitude and complexity of the court requirements could not be accomplished within the budget contraints of the grant. After some reflection and delay it was decided to comprise some facits of the conceptual design and to defer others until a basic, functional computer system became operational while retaining the reports' recommendations as a final programatic goal for the court.

From the beginning it was agreed that the research phase would be completed in a way that would allow for some entity other than DSD to compete for the implementation phase. In the months following the research phase the Colorado Judicial Department approached the court with regard to their implementing, and subsequently operating the system as a portion of the overall state system. They had installed computer systems in some of the District Courts; which are under their jurisdiction. They were anxious to gain experience at the County Court level since County Courts, other that the Denver County Court, are likewise under their administrative jurisdiction. It was anticipated that the Denver System would serve as a model for future county court systems thereby reducing duplication of effort and the combined costs.

In the initial drafting of the grant request, this alternative had been explored in detail with the Judicial Department. The timing, however, was wrong in relation to their own obligation and the idea had to be rejected. With the constructive detail of the research and requirements analysis effort and the maturization of their own program directed primarily to the automation of the District Court processes, the prospect for consolidation appeared much more attractive to both parties.

The concept of a computer system operated by the State Judicial Department and dedicated exclusively to court oriented programs was appealing to the Denver County Court management. The prospect was that Denver would realize more of the conceived programs for the remaining grant funds through the cooperative implementation of that system than would be possible thru continuation with the Denver DSD. The major deterrent to changing was the likely prolongation of the project. It was decided that time should not compromise the achievement of a statewide court data system that could provide even greater benefits to all of the ocurts involved through improved acess to multi-jurisdictional records.

In addition to the expectation that the Denver County Court could come closer to achieving its goals through sharing its grant resources with the State Judicial System, long term benefits were envisioned for both programs through reducing court to court data interface relationships, the reduction of apportioned operating costs of a judicially dedicated system, and the consolidation of information for interchange with the other criminal justice resources within the state, particularly with Central Data Repository.

In July of 1975 a contract was signed with the state setting out in broad terms the services that were to be performed. (copy in appendix) This contract was, at its expiration, extended for another year as the work described therein had not been completed although the Judicial Department remained faithful to its ultimate completion committment.

OBJECTIVES:

In a broad sense the project objectives were to transform many of the ministerial functions of a multi-divisional court from a paper oriented system to the obviously more sophisticated, more versitile and faster electronic technology. And if such transformation was not possible in all areas of activity in the short-run, then to lay a foundation on which such technological efficiencies could be built in the future.

Many detailed objectives are outlined in the "Research Phase Report" in the appendix, but by way of example of how this computer tool can work let us look at the multitude of notices and other print-out or viewable data that is possible with the one-time entry of a defendants name and original case information.

1. There is printed a case jacket label. This is not considered a gain because the items formerly typed on the case jacket must be "typed" into the computer.

2. The name, charges and court time are printed on a "call sheet" (daily chronological case load listing for each courtroom). This is automatic, without any action by clerks the coumputer reads date, time and courtroom and makes the entry on the appropriate "call sheet".

3. Alphabetical roster for bulletin boards and information desk. This also is automatic from data that is already in the computer.

4. List of prisoners to be brought from jail. A defendants name is deleted from this list as a result of a bond having been made.

5. Subpoenas to witnesses. When a trial date is entered into the computer a subpoena is printed for each witness entered. For a continuance of a case only the new date need be entered, all other data are already in the computer.

6. Notice to arresting officer (s).

7. Notice to District Attorney.

8. Bond forfeiture or bond termination report. Entry of a disposition on the case activates this notice to bondsmen. This decreases the number of inquires on the status of a case.

9. Notice of referral to Probation Department. The defendants name becomes the basic file on which various probationary entries, reports, and action are taken.

10. Case concluded notice to Police Department and District Attorney.

11. Tracking file memory bank. This serves to alert the court if another case is filed against the same defendant - especially if he/she is, or has been, on probation.

12. Inter-Court Transfer Report and Notice. When a felony case is bound over to District Court pertinent data can be extracted from our file to facilitate such transfer.

Illustrated above are a dozen events which would require a clerk to retype a defendants name during the life on one case. All of this retyping of a name can be eliminated thru computerization. In addition to the name there are many other data elements, such as dates, times, case number and charges which once entered are available thru computer programs for a multitude of needs.

Typical of most complex data systems replacing mature manual systems whose derivations had long been lost in antiquity, the road to implementation was far from smooth. To counter the usual separation of the data systems analysts from the operating personnel that occurs as the work products evolve, frequent reviews were held of the progress and its impact upon the court process.

While the initial reaction appeared to be one of resentment, such sessions soon became highly productive for both the analysts and the court clerical personnel through providing a forum to overview the progress from both points of view. Through this process much of the early unfamiliarity with each others fields of interest were resolved. It also provided the base for the subsequent development of the training programs assuring that they were conducted within the frame of reference of the users.

Two major issues evolved in the implementation of the system. One, a complex issue, was the interminable delays in the assignment of manpower and the uncoordinated interrelationships of the Denver project with the continued implementation of the State's system. Every effort was made to cause the state to develop a master implementation plan of which the Denver requirement would be a part. These efforts were finally successful in January, 1977 and a rational project development plan was established and has productively guided the completion of the work since that time.

The second problem was one of rapidly deteriorating terminal response time as additional courts and terminals were added to the system. The Judicial Department "bit the bullet" through the incorporation of the IBM CICS software package in the fall of 1976. While the problem is expected to reappear at some later date as saturation is approached, satisfactory response is currently available.

As the automated system was to replace existing manual procedures, the impact upon the operation of the court of the numerous delays and failed promises was most drastic, not only in shattered expectations but in the support of overtime payments to court clerical personnel to attempt to use the new

facility yet retain manual redundancy with all of the records and court processes. It is apparent that much remains to be done in future projects to develop schedule performance accountability and responsibility of implementation personnel who rarely have to take the heat for faulty administrative performance of a high volume local court and may view their efforts with academic excellance without sufficient regard to time of accomplishment.

On the other hand, such projects should be undertaken by the courts with full understanding that the quoted times for performance should be multiplied by a factor greater than 2 and extra costs of retaining the old until full acceptability of the new should be anticipated.

Results and Evaluation

Of the five modules described in the requirements analysis, only one, the Criminal Division, has been implemented and reduced to operational status. County Court personnel are quite satisfied with its performance and are now at the level where they would be most reluctant to return to their pre-implementation status. The training has been effective although documentation beyond an operator's manual does not exist.

The second module, the Civil Division is in the early stages of introduction to the County Civil Court. High expectations are held for it. The General Sessions Court and the Probation modules have fallen substantially behind schedule in their completion. One reason may be the lack of familiarity with these functions by the State level personnel as they are more unique to Denver than any of the other County Court processes.

The accounting module has been a problem area since the inception of the program in that it has lacked sufficient design specificity to permit adequate systems design and programming. No work has been seriously initiated on this module by either the County Court in describing its needs or of the Judicial Department.

The program was undertaken by the State Judicial Department in conjunction with their general program of implementing the State Judicial System, and therefore shares the management problems of a much larger systems implementation.

Included in the Appendix is a Final Evaluation Report prepared by Touche Ross and company. The issues raised in this report are currently under discussion and resolution between the Denver County Court and the Colorado Judicial Department. To date, the degree of cooperation between the parties has been excellent and work progresses toward the projects objectives in the absence of the supporting grant. County Court has gained much in managerial experience and sophistication through the grant and the State Judicial System has moved substantially along the path of implementing the lower level courts throughout the state with data resources developed in response to Denver's needs. As a matter of pure hindsight, it is regrettable that the knowledge gained through the grant could not have been available at the beginning.

DENVER DATA SERVICES DIVISION PROJECT PROCEDURES

II. FUNCTIONAL ANALYSIS

    A. Resource Expansion

        1. Resource Determinations

            a. Assign additional personnel if needed.

            b. Orientation of new personnel.

            c. Detail schedule.

            d. Describe hardware requirements if any.

            e. Describe software requirements if any.

            f. Funding.

    B. Element Requirements

        1. Determine Environment

            a. Describe physical user area and physical constraints.

        2. Determine Input

            a. Describe input media/characteristics.

                (1) Quantitative

                (2) Qualitative

        3. Determine Output

            a. Describe output media/characteristics.

                (1) Quantitative

                (2) Qualitative

        4. Determine Process

            a. Identify individual tasks.

            b. Identify system inter-relationship

5. Determine Sequence of Events

    a. Describe sequence of events.

       (1) Initiation

       (2) Termination (Triggers - alarms, etc.)

6. Determine Human

    NOTE: For each element above, use the dimensions theory of

            RATE-STATE-PHYSICAL-CONTROL

C. Conceptualization

  1. Conceptual Design

    a. Project team concept conference.

    b. Conceptual general flow chart.

    c. Narrative of flow chart.

D. Proposal

  1. Prepare proposal report.

    a. Update time estimates.

    b. Update cost estimates.

    c. Proposal graphics.

    d. Documentation of proposal.

III. Design

  A. Resource Expansion (All Personnel)

    1. Resource Determination

      a. Orientation for all new personnel.

      b. Education for all personnel.

      c. Detail schedule.

  B. Long Range Design

    1. Planning (Team Leader)

      a. Research for other similar implemented or planned
         similar systems.

      b. Researching new and better equipment.

      c. Researching State of the Art.

      d. Plan for city-wide integration.

      e. Design without restraints (Ideal System).

      f. Feasible ideal system.

  C. Systems Analysis

    1. System Flow and Description

      a. Detail input/output flowchart by frequency. (Data)

      b. Narrative of flowchart.

    2. Common Data Base

      a. Create data dictionary and characteristics for system.

        (1) Identify ranges.

        (2) Identify major files.

      b. Document all results.

    3. Subsystem Definition

      a. Identify and group related functions.

      b. Give group (Procedure) name(s).

        (1) Identify frequency differences.

D. Individual Subsystem (Team Leaders and Assigned Analyst and Programmers)

1. Detail Flow

    a. Obtain procedure set number.

    b. Itemized flow of subsystem at detail process level.

    c. Itemized narrative of flow in outline form.

        (1) File(s) identification and name.

            (a) Media

            (b) Access Methods

            (c) Keys (Data Element)

            (d) Characteristics

            (e) Retention Cycles

        (2) Programs

            (a) Name

            (b) Function and Objectives

            (c) Interaction to Other Programs or Files

            (d) Audit Trails

            (e) Restarts

            (f) Backup Methods

        (3) Utilities

        (4) Identify outputs and reports.

2. Layouts - Content and Formats

    a. Manual user files and forms.

    b. Manual DPD files.

    c. Reports and forms design.

    d. Files (in, out, and work)

    e. All records (Disk - Tape - Card)

        f. Tables

        g. Formulas

        h. Data Edit Requirements

3. Procedures

    a. Supply copy of individual subsystem flowchart.

    b. Supply copy of individual subsystem narrative.

    c. Supply inputs, outputs and throughputs.

    d. Supply technical data.

    e. Orientation of procedure personnel.

E. Program Specifications

1. Systems:

    a. Obtain program number.

    b. Computations and formulas.

    c. Copy of report(s) formats.

    d. Copy of subsystem flowchart.

    e. Brief narrative of purpose and features of what program does.

    f. Relationship to other programs.

    g. File retention cycle.

2. Technical:

    a. Identify inputs and outputs.

    b. Copies of file layouts and tables.

    c. Technical detail narrative of what program does.

    d. Program term directory.

    e. Recommended language and reasons.

    f. Program type: Extract - Audit - File Update - Report Writer - Rolling Totals - File Copy With Reformatting - Macros - Subroutines

g. Complexity code.

h. Recommended unit test methods.

i. 'SYS' number determinations.

j. Internal lables to be used.

k. Confirm facilities needed (software, hardware, subroutines, etc.).

l. Aborts

m. Estimated programming time.

F. System Review and Schedule

1. Validation

a. Compare subsystem results to scope and goals.

2. Test Plan

a. Prepare schedule of events of criteria and source.

(1) Identify test.

(2) Test time requirements.

(3) Results analysis, review and acceptance by DPD and user.

NOTE: This includes conversion subsystem.

3. Implementation Plan

a. Identify physical and human resources.

b. Establish schedule of events for installation and production environment.

G. Proposal

1. Proposal and Report

a. Establish schedule by phase to project completion.

b. Establish estimated implementation date.

c. Proposal graphics.

d. Prepare DEVELOPMENT cost estimtes by phase for each program/subsystem.

e. Prepare PRODUCTION cost estimates by phase for each program/subsystem

f. Authority to proceed with development.

IV. Programming

A. Program

1. Orientation

a. Review facts.

b. Clarification meetings.

2. Logic

a. Develop program flow.

(1) Flowchart

(2) Decision Trees

(3) Decision Tables

(4) Notes

b. Thinking

c. Meetings

3. Coding

a. Write pseudo language code.

b. Keypunch.

c. Desk check.

d. Create and desk check autoflow.

e. Compile until a clean compile.

4. Test Data

a. Create and test program to create test data.

b. Validate.

5. Unit Test

a. Desk check and retest until correct.

b. Analyst checks out end results.

6. Document

    a. Program manual.

    b. Autoflow.

    c. Deck (resequence if needed).

    d. JCL

    e. Catalogue to relocatable library.

V. Procedure

  A. Subsystem

    1. Orientation

    2. Analysis

    3. Writing

    4. Revision

    5. Assembly

      a. Assembly of run books.

      b. Quality control effort in JCL's and procedure set.

      c. Schedule cards.

      d. Release notices.

VI. Test

    A. Subsystem

        1. Update Plan

            a. Define test data.

            b. Schedule data preparation and files.

            c. Schedule test resources.

                (1) Machine

                (2) Personnel, DPD, Agency

                (3) Supplies

                (4) Procedures

                (5) Debugging Time

        2. Test data

            a. Preparation

            b. Files preparation

        3. Test Coordination

            a. Perform Test

            b. Corrective Action (Debugging)

            c. Review Test Results

            d. Test Approval

                (1) DPD

                (2) Agency

VII. Implement

    A. Subsystem

        1. Update Plan

            a. Identify and finalize physical and human resources.

            b. Establish and finalize schedule of events for installation
                and production environment.

        2. Coordinate

            a. Resources

                (1) Human DPD and Agency

                (2) Hardware DPD and Agency

                (3) Software DPD and Agency

                (4) Supplies DPD and Agency

                (5) Vendors

            b. Scheduling

                (1) Human

                (2) Hardware

                (3) Vendors

        3. Training

            a. DPD

                (1) Vendor

                (2) Application

            b. Agency

                (1) Vendor

                (2) Application

4. Equipment Installation

    a. Coordination

        (1) Vendor

        (2) Contractor

        (3) Agency

    b. Equipment Test (Check Out)

IX. Evaluate

    A. Control Measurement Analysis

        1. Performance Comparison

            a. Compare production system with requested system.

        2. Prepare Reports

            a. System design vs production.

            b. Schedules review.

            c. Cost comparions analysis.

            d. Benefit comparison analysis.

            e. User management support.

DENVER COUNTY COURT

———

COURT MANAGEMENT INFORMATION SYSTEM PROJECT

———

RESEARCH PHASE REPORT

———

JANUARY 31, 1975

Prepared By:
Gary Johnson
Roger Voight
Nathan Coursey

Assistance and Consultation By:
Touche Ross & Co.

CITY AND COUNTY OF DENVER

BUDGET AND MANAGEMENT OFFICE

Honorable George A. Manerbino
Presiding Judge
Denver County Court
City and County Building
Denver, Colorado 80202

Dear Judge Manerbino:

The following report represents the formal conclusion of the Research Phase of an LEAA funded project to develop a Court Management Information System (CMIS) for the Denver County Courts.

The activities of this phase included studying and evaluating the Criminal Division, General Sessions Division, Probation Department and Civil Division, plus examining the interface between the Denver County Court and the other criminal justice agencies and systems. The purpose of this review was to determine the conceptual systems requirements for an automated CMIS and to provide recommendations regarding further systems development.

The project tasks were performed and the resulting report was prepared primarily by a three-man project team within the Data Services Division (DSD) working with various Court personnel over the last four months. This team was assisted by the consulting firm of Touche Ross & Co. However, many of the ideas contained in the report are a direct result of court management's valuable input in regard to requirements definitions.

The report is divided into six main sections. The first section, defined as a Management Summary, will convey the results of our findings and recommendations at a top management level. The subsequent four sections are divided according to various systems modules as follows:

SECTION II   CRIMINAL AND GENERAL SESSIONS MODULE

SECTION III   PROBATION MODULE

SECTION IV   CIVIL DIVISION MODULE

SECTION V   ACCOUNTING MODULE

Honorable George A. Manerbin
Page 2
January 31, 1975
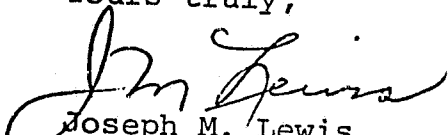
Each of these sections contains the details behind a conceptual
system including new systems objectives and descriptions, input
elements and reports, definitions of changes between old and new
systems, estimated one-time and on-going costs, and implementa-
tion alternatives.

The final section, SECTION VI, provides a brief description and
illustration of how CMIS will relate to a total criminal justice
system within the State.

We believe CMIS can be considered as a potentially powerful tool
which can be used by court management and other responsible per-
sons in improving the criminal justice system. If this tool is
to reach its full potential, the project team must have further
guidance and direction from court management. This report, and
related oral presentation, is intended to facilitate a dialogue
between the project team and court management to this end.

We are requesting your approval to continue with the design
phase based on the information submitted in the research phase
proposal. In the design phase we will define the technical
requirements to meet the objectives derived from the research
phase. A final presentation will be given to combined manage-
ment at the conclusion of the design phase.

Yours truly,

Joseph M. Lewis
Administrator

JML:dd   By: Gary Johnson

DENVER COUNTY COURT
COURT MANAGEMENT INFORMATION SYSTEM
(CMIS)

T A B L E   O F   C O N T E N T S

TABLE OF CONTENTS

T A B L E   O F   C O N T E N T S

SECTION I
MANAGEMENT SUMMARY

INTRODUCTION:

Almost all of the county court systems in this country still rely on manual processing of case information, even though computer processing of information has become commonplace in most other fields. This is probably due in large measure to the long tradition of criminal and civil procedures based on a simpler time of fewer laws, fewer people, and a more primitive concept of justice that could be administered in a direct and personal manner.

Today, everything is much more complex. Our crowded urban society requires laws regulating such things as ownership of pets, sanitary conditions of restaurants, operations of motor vehicles, and the ownership and use of firearms; none of these were thought to be within the purview of government influence until this century. Our concept of criminal law is more refined today: we speak of several degrees of homicide, rather than simply murder; we are beginning to think in terms of rehabilitating people convicted of crime, rather than Kantian vengeance. In civil law we recognize a manufacturer's duty to make a safe product and a person's duty not to deliberately inflict mental distress on another, and require our

modern courts to provide a remedy for a violation of these duties. We have come to recognize that the constitutional guarantee of "innocent until proven guilty" requires not "a speedy trial" but a careful deliberation of individual rights at each step of the enforcement of the law; this means more court appearances of longer duration.

These factors have greatly increased the number of cases that must be processed in urban court systems, but the traditional methods of processing these cases, involving clerical preparation of indexes, case records, court transcripts and official documents, are increasingly inadequate in a time of inexorably increasing crime and civil litigation. This report will be concerned with the problems arising out of these inadequacies, and with the development of new tools to deal with them more effectively.

PROBLEM ANALYSIS

The Denver courts are already experiencing difficulty in some areas of their operations; for example, the Denver Municipal Code requires letters which warn of the impending issuance of an arrest warrant to be mailed within seven days after filing of a general violations complaint if the defendant has not appeared to pay the

fine or enter a plea of not guilty within that time. If no appearance is made within the subsequent twenty days, the Municipal Code stipulates that an arrest warrant be issued. In actual operations, the pressure of high volume and other more serious offenses having a higher priority for processing have resulted in actual elapsed time of three months until the warning letter is mailed and seven months until the warrant is issued. In our highly mobile society this long delay may mean that the defendant no longer lives at the same address: consequently the warrant is seldom served.* Thus the city loses revenue and, in a practical sense, the law is not enforced.

Another problem area is the reporting of case dispositions to the FBI. The arrest record, along with the defendant's fingerprints, is sent to the courts for recordation of the case disposition and then forwarded to the FBI for permanent inclusion in their files. Ideally, this card should go to the courtroom along with the defendant's other case documents, and should be completed by the court bailiff. In fact, the card often does not reach the clerks' office until after the case is completed so that the clerk must physically locate the case jacket in order to complete the form. This is a time -

*For example, in September of 1974 only six warrants were served out of 231 issued.

consuming process which has a low priority, so these
reports are often months late in reaching the FBI. If,
for example, the defendant was found not guilty, the
FBI records would still show an arrest and impending pro-
secution during this entire time: this might have many
serious, unfair consequences such as interfering with
job placement or obtaining credit.

A judicial tool which has provided an important
element of flexibility in the past is the suspended sen-
tence. If the judge believed the circumstances of the
case justified a warning rather than an actual fine, he
could impose the sentence and then indefinitely suspend
the execution, conditioned on the proposition that the
defendant would obey all laws for six months or a year.
If the defendant was cited again, then the previous sen-
tence would be executed. In fact, the inability of the
courts to keep track of these suspended sentences has
meant that they were never executed, and therefore the
suspended sentence was tantamount to no enforcement of
the law whatever. Thus, judges have been increasingly
reluctant to use this tool, to the detriment of efficient
administration of criminal justice.

Another important judicial tool is a term of pro-
bation, but if it is to be effective the judge must have

rapid access to the defendant's background in order to
accurately determine the potential effectiveness of legal
supervision, and the probation officer must be notified
promptly of any new criminal activity after the sentence
is imposed. The increasing volume of probation cases is
resulting in a steady deterioration of the effectiveness
of this tool in both areas.

It is well established in information theory that
the fraction of total usage time devoted to indexing a
file increases markedly as the file size increases, and
the records for civil, criminal and probation matters are
no exception. Furthermore, it is increasingly difficult
to correct an indexing error once it has occurred because
there are more and more files to be manually searched
for the correct record. The problem is exacerbated by
the practice of recording case notes on the physical doc-
uments because they must be pulled from the file to note
the transaction and then refiled, with the potential of
misfiling, many times. A lost file in the civil courts
means an exasperating delay for both parties in reaching
judgement; in the probation department it means a decreased
effectiveness in dealing with a probationer's prob-
lems and, indirectly, an increased probability of repeti-
tion of criminal patterns; in the criminal and general
sessions areas it means the charges against a defendant

must be dropped regardless of the weight of evidence indicating his guilt.

These problems will clearly intensify as the caseload increases if the present manual system is not improved; moreover, other limitations which are only annoying now will evolve into acute problems in the future. For example, court personnel currently keep manual tally sheets for a diverse range of proceedings and activities which are laboriously assembled to give a limited view of the workload on the various divisions for each month; by extrapolation of trends over several months time, court management gleans some idea of where they are going over the next few months. However, the picture is vague and the understanding of the present position is very limited because the courts lack the capability of assembling and analyzing their data to sufficient depth within any sort of reasonable time; thus, if the analysis is done at all it has little more than historical significance. Furthermore, as the pressure of day to day clerical tasks increases, proportionately less time will be available to complile these statistics by hand resulting in a progressively diminishing capability to anticipate future needs in time to handle them without serious disruption. The analogy to a man slowly losing his sight is real and disturbing.

Another potential problem is the real and continuing probability of increased jurisdiction being ordered by the state judiciary. A recent example is the added responsibility of handling parole violation hearings; one that may be very near is an increase in the civil jurisdiction to $2,500 or $5,000 from the present $500. These changes, and others like them, will result in quantum jumps in county court workload: no one can comfortably say that one of these jumps won't push the judicial system in Denver to the brink of virtual collapse.

Is there a common element in this diverse list of problems? One thread which clearly runs through all of them is the timely delivery of accurate and complete information to the responsible people, and this is a task which can be performed by a computer system far better than by any manual, clerical procedure.

THE NEW TOOLS:

The Court Management Information System (CMIS) will dramatically improve the administrative operations of the courts by organizing and presenting case information in a manner that will greatly reduce duplicative and time-consuming clerical functions. Thus, the only capiases which will not be issued within the statutory time limit

will be those manually suppressed for valid reasons;
the disposition of any case can be determined within
fifteen seconds; suspended sentences can be automatically
monitored and therefore executed if the conditions of
suspension are violated; probation officers will have
immediate access to a defendant's past criminal history
in Denver, and will be promptly informed of any violation
of the terms of probation for any of his cases; there will
be no need for any manual indexing whatever, and the ac-
curacy will be that of computers rather than fallible
humans; and finally, the use of the criminal and civil
data to understand future legal trends will be limited by
men's imagination, not by the availability of clerks who
can laboriously assemble statistics by hand.

The system which will accomplish these objectives is
shown in a very general schematic on the next page
(EXHIBIT 1). You will note that it is broken down into
several modules corresponding to present divisions and
departments, an accounting module, and a central communi-
cations module which will serve the information needs of
the system users as well as coordinating the activities
within the individual modules. The traffic module is
already complete and in operation at the present time; it
is shown here for the sake of completeness and will not
be further discussed except insofar as to its integration
into the total system is concerned.

PROBATION MODULE

PRE-SENTENCE REPORT — PRE-SENTENCE EVALUATION — OTHER AGENCY FILES — ASAP FILE — CASH LEDGER FILE

PROBATION ORDER — SUPERVISION — VOLUNTEER COUNSELOR FILE

BACKUP TAPES — ASAP REPORTS — VC REPORTS — MANAGEMENT REPORTS — PROBATION MASTER FILE

ACCOUNTING MODULE

MONEY TRANSACTION — FINANCIAL LEDGER — BONDSMAN STATUS — UNCLAIMED MONEY — BOND ESTREATURE REPORT

FINES TRANSACTIONS FR.CASE MASTER FILES

CRIMINAL AND GENERAL SESSIONS MODULE

DOCUMENT INPUT

INITIAL FILINGS — CASE UPDATING — CASE DISPOSITION — SENTENCE ENFORCEMENT

CRIMINAL COURTROOMS — GENERAL SESSIONS COURTROOMS

ACTIVE CASE FILE (C & GS) — COURTROOM DOCKET — INACTIVE CASE FILE (C & GS)

HISTORY TAPES — BACKUP TAPES

STATISTICAL AND MANAGEMENT REPORTS — MITTIMUSES SUBPOENAE WARRANTS WARNING LETTERS

COMMUNICATIONS MODULE

INFORMATION ENTRY AND RETRIEVAL (ON-LINE)

CALENDAR FILE

CIVIL DIVISION MODULE

DOCUMENT INPUT

INITIAL FILINGS — SUPPLEMENTAL FILINGS — CASE UPDATING — CASE DISPOSITION — JUDGEMENT ENFORCEMENT

ACTIVE CASE FILE (CIVIL) — COURTROOM DOCKET — INACTIVE CASE FILE (CIVIL)

BACKUP TAPES — CIVIL COURTROOMS — HISTORY TAPES

STATISTICAL AND MANAGEMENT REPORTS

TRAFFIC MODULE

MOVING VIOLATIONS FILE — COURTROOM DOCKET — PARKING FILE

DOCUMENTS APPEAR. AT ARRN.

INITIAL FILINGS — CASE UPDATING — TRIAL SETTING — CASE DISPOSITION

AGENCY RPTS MANAGEMENT RPTS WARRANTS WARNING LETTERS

TRAFFIC COURTROOMS — PARKING REFEREE — BACKUP TAPES

Probably the most important part of the system is represented by the teleprocessing symbol in the upper-part of the communication module. All data will normally be entered onto the system by this route, checked for accuracy and completeness, and used to update the appropriate files. Furthermore, each module will have an inquiry key that will allow on-line access to information stored on each file. Thus, this information network will permit an individual to learn of every bit of datum on a particular case within 15 seconds.

The calendar file will maintain a record of courtroom schedules for the criminal and general sessions module, the traffic module, and the civil division module. It will be continuously updated as records of court proceedings are entered onto the system and can be accessed on-line by entering the courtroom letter and date. The video terminals will then display the current status of that courtroom's docket as of the present minute. A hardcopy printout of the display can likewise be obtained on-line within approximately 60 seconds. The calendar file will also serve as the basis for the daily production of the docket sheets and alphabetical defendant listing.

The other modules are extensively discussed in succeeding sections in regard to their internal operations;

the remainder of this management summary will deal with the interrelationships between the various modules, the estimated costs and time requirements for implementation, and our recommendations.

All money transactions will initially be associated with a particular case and will be entered on one of the active case files. The financial transaction file of the accounting module will then be the pooled records from these files, and will include matters such as bonds, fines, jury fees, judgements, etc.; these will be entered on an on-line cash register which will record the transaction both by individual and by account. These entries will then serve as the data base for all required reports and ledgers. If a bond is filed before the case to which it applies, the bond information will be used to create a "shell" file on the criminal and general sessions master file, and the balance of the information will be picked up when the case is filed. If no case is filed within ten days, the shell will be expunged.

If the court orders a probation hearing, the information on the criminal and general sessions active case file will serve as the basis for creating the probation file record. The balance of the record will then be completed as the defendant moves through the pre-sentence evaluation process. If the court orders probation, supplementary records will be initiated for the case as

well, depending on the type of supervision ordered by
the staff counselor.

ESTIMATED COSTS AND TIME REQUIREMENTS:

The CMIS has been designed with full awareness of
the possibility that there would be insufficient funds to
develop and implement the entire system at one time.
Thus, each module is designed to be a largely self-con-
tained unit which could usefully function independent of
the other sections, except for the communication module
which would have to be included with the first module that
was to be completed. The costs and time requirements
have been determined for each module as though it was to
be independently developed, as shown in EXHIBIT 2 . These
are summary figures taken from the detailed discussion of
costs and time requirements for each module.

The first line summarizes the developmental costs
except for those relating to accounting functions, and
includes all personnel, hardware and miscellaneous costs
from the design phase through the first two months of
operation, defined by DSD as the evaluation phase, and
also additional research phase time for those modules
whose design will commence more than a year after the
preparation of this document. It should be emphasized
that the figures are only rough estimates, and the

reader should not be misled by the precision of the
dollar amounts.

The next line gives the developmental costs of the
accounting segments of each module and, under the accoun-
ting module heading, the costs of integrating the accoun-
ting functions of each module and the purchase of on-line
cash registers and associated hardware. It should be
noted that these estimates are based on the assumption
that the accounting segments will not be developed inde-
pendently of the other systems requirements of that
module.

Line 6 is our estimate of the number of months that
will be required to make each module operational, assuming
that the number of full time systems analysts given in
parentheses will be assigned and adequate programming
resources will be available, either through DSD or on
contact. No total figure is given since there are a large
number of possible approaches to development ranging from
doing all concurrently to doing all serially.

Line 7 gives the estimated increase in annual oper-
ating costs for the functions represented by each module.

Line 8 refers to pages in this report where the
details of these summary figures are laid out and ex-
plained.

EXHIBIT 2

SUMMARY OF ESTIMATED COSTS AND TIME REQUIREMENTS

COST CATEGORY	MODULES					
	CRIMINAL & GEN.SESSIONS	PROBATION	CIVIL	TRAFFIC	ACCOUNTING	TOTAL
Developmental (A)						
1. Total (Except for Accounting Related Segments)	$224,119	$92,892	$145,521	$7,005 (B)	-0-	$469,537
2. Accounting Related Segments	12,917	-0-	3,721	9,674	$36,310	62,622
3. Total Estimated Costs	$237,036	$92,892	$149,242	$16,679	$36,310	$532,159
4. Grant Funds Remaining @ 2/1/75	17? —	—	—	—	—	218,757
5. Total Grant Deficiency						$313,402
6. Estimated Elapsed Time in Months (Full Time Analysts Assigned)	17 (3)	13 (1)	17 (2)	5 (1)	6 (1)	
Operational:						
7. Estimated Annual Net Cost Additions to Existing Costs	$97,404	$32,244	$61,224	-0- (C)	-0- (D)	$190,872
8. For Details, See Pages:	103-6	162-64	215-18	256	248	

(A) Includes all activities performed in the remaining developmental phases of the project as prescribed by system development procedures of DSD.

(B) Represents developmental costs of incorporating the system calendaring function into the Traffic Module. See APPENDIX

(C) No increase in the existing operating cost of the Traffic Module is expected.

(D) See Accounting Module Developmental and Operational Costs.

RECOMMENDATIONS:

The most striking aspect of EXHIBIT 2 is line 5, showing a grant deficiency of over $313,000. It is therefore clear that we can only do a portion of this system with the existing funds and must seek other monies or abandon the balance of the system.

1. Our analysis of problem areas suggests quite strongly that the area of greatest potential concern is that of criminal justice; accordingly, we recommend that all of the remaining project resources be committed to the development of the criminal and general sessions module, and the relevant portions of the communication module, as proposed in this report.

   There are several alternative approaches to covering the anticipated project deficit of $18,000 if this recommendation is accepted:

   (a) Apply for additional grant funding to cover the anticipated deficit. This could be combined with funding requests for the other recommendations as well.

   (b) Request that the city cover the first two months of operations, now covered by the

   grant as the evaluation phase. This will save about $21,000.

   (c) Rank all management and statistical reports in the order of usefulness, and develop the programs to produce these reports according to this priority list until funds are exhausted.

   (d) Delete the accounting segments and some of the less commonly used management reports for criminal and general sessions. We do not feel that this is a worthwhile alternative because the accounting segments, dealing with bonds, fees and fines, will return a higher value for the cost expended than many of the reports and lists planned for inclusion in this module.

2. We recommend that the next step should be the design and implementation of the probation module. The work that the probation department does is an important and integral part of the criminal justice system because of its impact on recidivism, and the tracking of an offender throughout his term of probation is an important data element required by the LEAA standards and goals for its offender based transaction system (OBTS). Accordingly, we believe that a request for a

supplemental grant to cover the developmental
costs of this module will be favorably received
by LEAA.

3. The next step should be the integration of the
traffic module into the total system by develo-
ping the accounting functions and then converting
the calendaring function to the communications
module program. This latter step will be worth-
while because the new program will permit video
terminal inquiry as to courtroom caseload at any
future date.

4. We are uncertain as to our recommendation regar-
ding the civil division because we have not
evaluated the impact that the proposed jurisdic-
tional change to $2,500 or $5,000 will have on
the county caseload. However, if the jurisdic-
tional limit remains at $500 we do not believe
the benefits of the proposed civil division module
can justify the large developmental and operational
costs. There is much that can be done by adopting
revised manual procedures to improve the present
operation so as to be able to deal with the anti-
cipated caseload for several years. The court
management must be aware of the presumption on
which this recommendation is based, however, and

examine carefully the merits of conversion to
an automated system if the jurisdiction is
changed.

5. The final step should be the completion of the
accounting module with the on-line registers for
the traffic and criminal and general sessions
modules.

Although these recommendations represent the joint
opinions of the project team, the final decision for pro-
ject continuance and development priorities rests with
court management. We therefore solicit authorization and
direction from court management regarding further systems
development.

SECTION II

CRIMINAL AND GENERAL SESSIONS MODULE

REVIEW OF EXISTING SYSTEM

The criminal and general sessions divisions of the Denver county courts are responsible for the adjudication of all violations of state statutes and local ordinances that occur in Denver county except for felonies, which are processed only through the preliminary hearing.

The number of new cases filed each year has increased markedly, creating severe strains on a manual system designed for much smaller volumes. Some of the more acute problems are as follows:

1. Two full days are now required to prepare the docket sheet, so it is not as current as desired.

2. An inordinate amount of time is consumed in keeping tally sheets and preparing statistical reports.

3. Capiases are usually not issued within the statutory time limit.

4. More time is required to answer questions by the public and criminal justice personnel because of the increased volume of information that must be processed and indexed.

5. Cross reference indexes have become so large that they are inefficient to use and difficult to maintain.

6. The inability to gain timely access to information on deferred prosecutions, probationers, and rearrests has hindered the efficacy of the courts and has rendered a "suspended sentence" utterly meaningless.

These problem areas are the basis of the system objectives enumerated on the next page. The criminal and general sessions module of the automated system has been designed to fully satisfy all but the eighth objective, which will be partially satisfied by this module, insofar as bond money and fines processed by criminal and general sessions are concerned, and will be fully satisfied by the implementation of the accounting module.

OBJECTIVES FOR CRIMINAL AND GENERAL SESSIONS

- Eliminate the need for repetitive reproduction of case information on multiple documents.
  - Reduce the number of documents needed per case by eliminating need for physical index cards.
  - Provide for computer production of many documents now produced by manual procedures, based on case information entered one time.

- Eliminate the need to physically handle the docket jacket and case materials except:
  - Initial preparation
  - Filing new papers
  - Sending case to court
  - Receiving and refiling the jackets after each court date.

- Make all information relevant to an active case available to teleprocessing inquiry within 5-10 seconds.
  - Capture data as soon as possible after it is known to the court personnel.
  - Update file information continuously as it is received.
  - Allow inquiry to be keyed to any of the following:
    - Docket # (Case #)
    - Defendant's name + date-of-birth
    - Witness' name
    - SID # + Defendant's initials

- Provide for automated production of documents where they are required to be prepared after the expiration of a fixed period of time.

- Courtroom calendars

- Subpoenae

- Notice of unclaimed bond money that has been released.

- Warning letters

- Mittimuses

- Warrants

- Statistical reports of all kinds

- Eliminate the need for manual collection of statistical data of any kind.

- Produce a daily listing, alphabetical by defendant's last name, showing date, time and courtroom where that defendant must be for all court proceedings.

- Provide automatic notification that a defendant is wanted for some reason unrelated to the present charge when initial data entry for the new case is begun:

  - suspended sentence
  - probation
  - warrant
  - mittimus

- Maintain all financial information on computer files and produce all necessary accounting reports as required, and provide for release of bond money when ordered by the court.

- Provide detailed procedures for operations maintenance in the event of short- and long-term computer facility breakdown.

- Provide for preparation and transmittal of all case information to the state judicial processing center required by them for state

court action and CDS needs, and serve the informational needs of other agencies.

DESCRIPTION OF NEW SYSTEM

The most important feature of the new system will be the capability of accessing all file information at a single point, the video terminal, rather than at several different files located in different parts of the room. System information may be accessed by using any of the following keys:

- Docket number + defendant's initials (returns case information and accepts new additions).

- Defendant's name + defendant's date of birth (displays active case information only).

- Witness' name (returns case number and defendant's initials where that individual is a witness).

- Bondsman's or surety's name (returns names and dates of birth of all defendants presently bonded by that person).

- Courtroom + date (returns complete courtroom schedule for that date).

The system will be designed with sufficient flexibility to allow the addition of other keys if the need for them becomes apparent.

The general outline of the module is shown in the schematic below, which is taken from the general system chart given in the overview section. The following discussion will indicate in a general manner what takes place in each rectangular function box; much more complete information is represented by the detail flow charts that follow each narrative and the input/output sections.
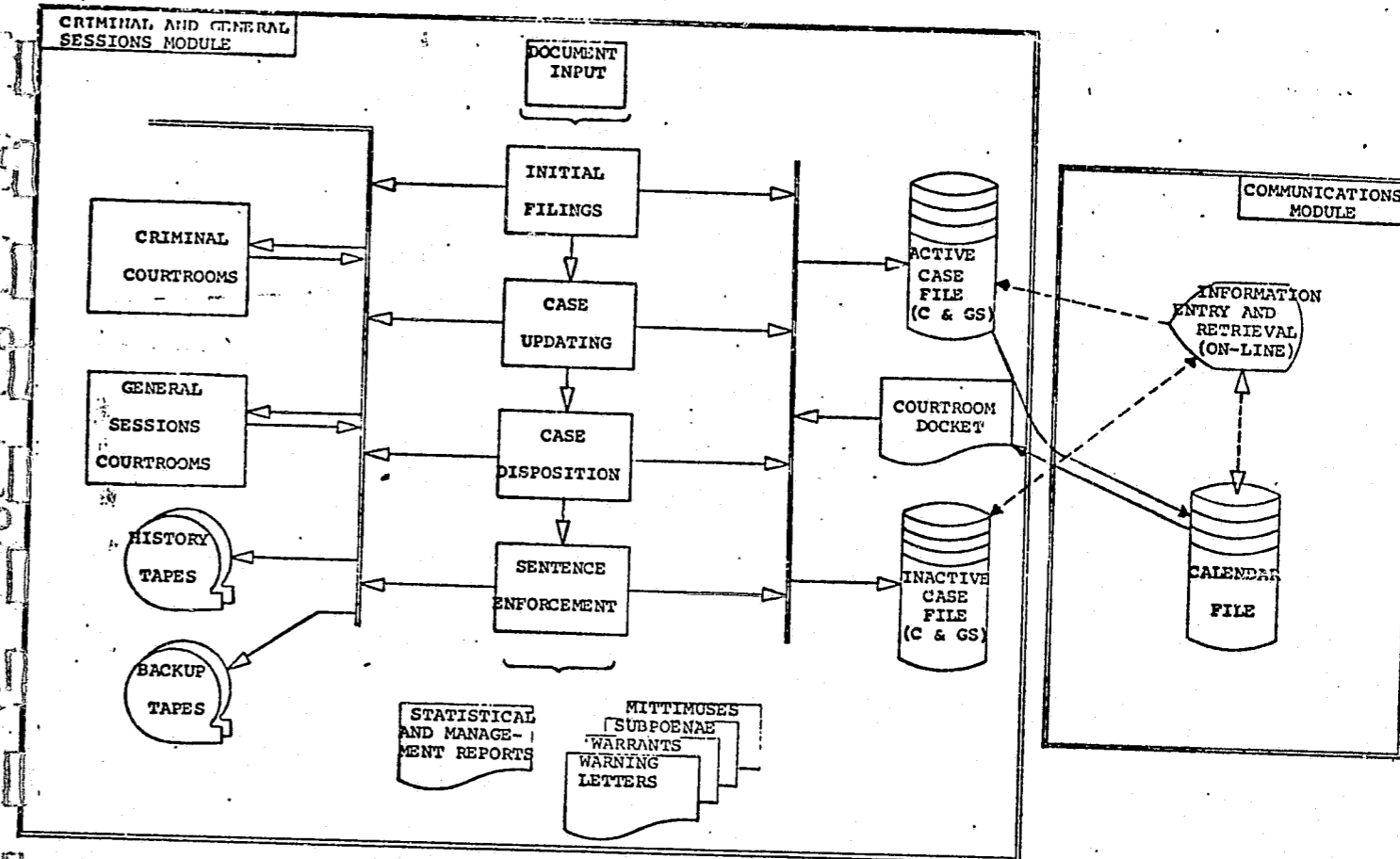
The box labeled "Document Input" represents all of the documentary input to the system, such as complaints, warrants and motions; the informational content is entered into the system through a video terminal keyboard, represented by the "Information Entry and Retrieval (On-line)" labeled symbol in the communication module. Data entry will be extensively edited for accuracy and completeness at this point of entry, and the clerk will be able to correct most errors as they occur.

The documents that will be produced by the system are shown at the bottom of the chart; these are the warning letters, the warrants, the subpoenae, and the mittimuses. The report symbol

labeled "Statistical & Management Reports" includes a large
number of reports which are fully described in the output
section.

Information is initially recorded on the active case file,
and supplementary information from subsequent court appearances
is added to this file until the case is completed from the
standpoint of the courts; usually this will be the final
adjudication and satisfaction of sentence, if any, but may
also be the point where a felony charge is bound over to the
district court, where a warrant has expired, or other special
circumstances. These are fully documented in the "case updating"
flow chart. (Exhibit 5)

When a case is completed, the entire set of records is
transferred from the disk file to the "History Tapes", and a
summary of the case is entered onto the "Inactive Case File".
This summary includes the defendant's name, date of birth, docket
number, initial charge, final charge (if different), bond status,
adjudication, and sentence (if applicable). This information will
enable court personnel to determine the location of the file and
thus gain full access to the details of the case if necessary. The
summary records will be purged after five years, but the infor-
mation will be recorded on microfiche and retained in the clerk's
office indefinitely.

The "backup tapes" are created at regular intervals from the
active and inactive case files in order to recreate these files
if they are accidentally damaged or destroyed; this is more fully
discussed under the heading of security and privacy. The calendar
file was discussed in the Management Summary section.

Initial Filings

Initial case filing of information will be by a team of
two clerks: as one clerk completes the entry of information
on the terminal, the computer will prepare a gummed label
with the jacket face information; the second clerk will
affix this label to a jacket, prepare any additional forms
required (such as second advisement), assemble the papers,
and insert them in the jacket. The system will also produce
a summary of the defendant's criminal history record in Denver
County at this point, and this will also be included in the
jacket for the judge's use.

It is possible that the defendant may be wanted by the
courts for an unrelated reason, such as an outstanding warrant
or mittimus, or he may be on probation or under a conditionally
suspended sentence. This information will be made known to
the clerk at this point so that he can take the appropriate
action (e.g. notifying the probation department).

Since the filing, cross-referencing and indexing will
all be done automatically, there will be no need to prepare
any index cards and the new caseload for the day can probably
be completed before noon.

EXHIBIT 4   -27a-

CRIMINAL   GENERAL SESSIONS

PERIPHERAL   DSD   PERIPHERAL   CLERICAL

CLERICAL

NEW FILINGS
• FELONY
• CRIMINAL MISD.

ENTER D NAME DOB ON TERMINAL

CHECK MASTER FILE FOR ANY WANTS

ACTIVE CASE FILE PROBATION ACTIVE FILE

D WANTED?

DISPLAY "D WANTED ON..."

CONTINUE?

NOTIFY RESPONSIBLE PERSON; KEY IN "CONTINUE" CODE

ENTER REQ'D DATA ELEMENTS INCL. 1ST CT DATE OR "AT LARGE"

DISPLAY INITIAL CASE FILING DATA CAPTURE MASK

TAKE LABEL FROM TYPEWRITER, PUT ON JACKET; CR'Y JACKET # ON TAG; ENTER 1ST CT DATE ON JACKET

TERMINAL TYPEWRITER PREPARES GUMMED LABEL FOR FRONT OF JACKET

TYPE SECOND ADVISEMENT FORM IF FELONY

ASSEMBLE PAPERS; OBTAIN JUDGE'S SIGNATURE WHERE REQUIRED; PUT PAPERS IN JACKET; FILE

JACKETS FROM 200

ALL OTHER JACKETS TO JACKET FILE

NEW FILINGS
• GS
• GV SHORT FORM
• GV LONG FORM

ENTER D NAME DOB ON TERMINAL

CHECK MASTER FILE FOR ANY WANTS

NOTE HIT ON FILE FOR LATER HARD COPY PRINT-OUT (BATCH)

SORTED BY:
• PROBATION
• SUSPENDED SENTENCE
• WARRANTS/BITIMORE
• DEFERRED PROSECUTION

EDIT INPUT, SET UP NEW RECORD, GENERATE DOCKET # WITH CHECK DIGIT

IF CASE COMPLETED AT CRIM 200, PUT RECORD DIRECTLY TO HISTORY FILE; OTHERWISE SET UP ACTIVE CASE FILE RECORD

DISPLAY "D WANTED ON..."

CONTINUE?

DISPLAY INITIAL CASE FILING DATA CAPTURE MASK

GS VIOLATION?

NOT GUILTY PLEA?

TERMINAL TYPEWRITER PREPARES GUMMED LABEL FOR FRONT OF JACKET

TAKE LABEL FROM TYPEWRITER, PUT ON JACKET; CR'Y JACKET # ON TAG; ENTER 1ST CT DATE ON JACKET

FILE IN JACKET FILE

GV SHORT FORM?

DISPLAY DOCKET # WITH CHECK DIGIT; FINE AMOUNT

TERMINAL TYPEWRITER PREPARES GUMMED LABEL FOR FRONT OF JACKET

COPY DOCKET #, FINE AMOUNT ON COMPLAINT; FILE

NOTIFY RESPONSIBLE PERSON; KEY IN "CONTINUE" CODE

ENTER REQ'D DATA ELEMENTS IN 'L. TYPE OF FILING & 1ST CT DATE OR DATE FINE IS DUE

GS VIOLATION?

FILE SUMMONS IF CASE FINISHED OR ONLY STAY OF EXECUTION PENDING

TAKE LABEL FROM TYPEWRITER; PUT ON JACKET; COPY JACKET # ON TAG; ENTER 1ST CT DATE ON JACKET

GV SHORT FORM?

TAKE LABEL FROM TYPEWRITER, PUT ON JACKET; COPY JACKET # ON TAG, ENTER 1ST CT DATE ON JACKET

MAIL D COPY IF OUT OF CITY; OTHERWISE PREPARE SUMMONS LIST & GIVE TO SHERIFF FOR SERVICE; FILE JACKET

D WANTED?

INITIAL CASE FILING

Case Updating and Disposition

The terminals can be used in the afternoon to record the results of courtroom proceedings from that morning. Management may choose to have a second shift, or a late shift, in order to record afternoon proceedings before the batch programs are run at night, or these may be held over for entry the following afternoon.

The recordation of each transaction will be by means of a code or series of codes plus other relevant information such as the amount of the fine. The system operations are shown on the following pages.

CLERICAL   PERIPHERAL   DSD

CLERICAL   PERIPHERAL   DSD
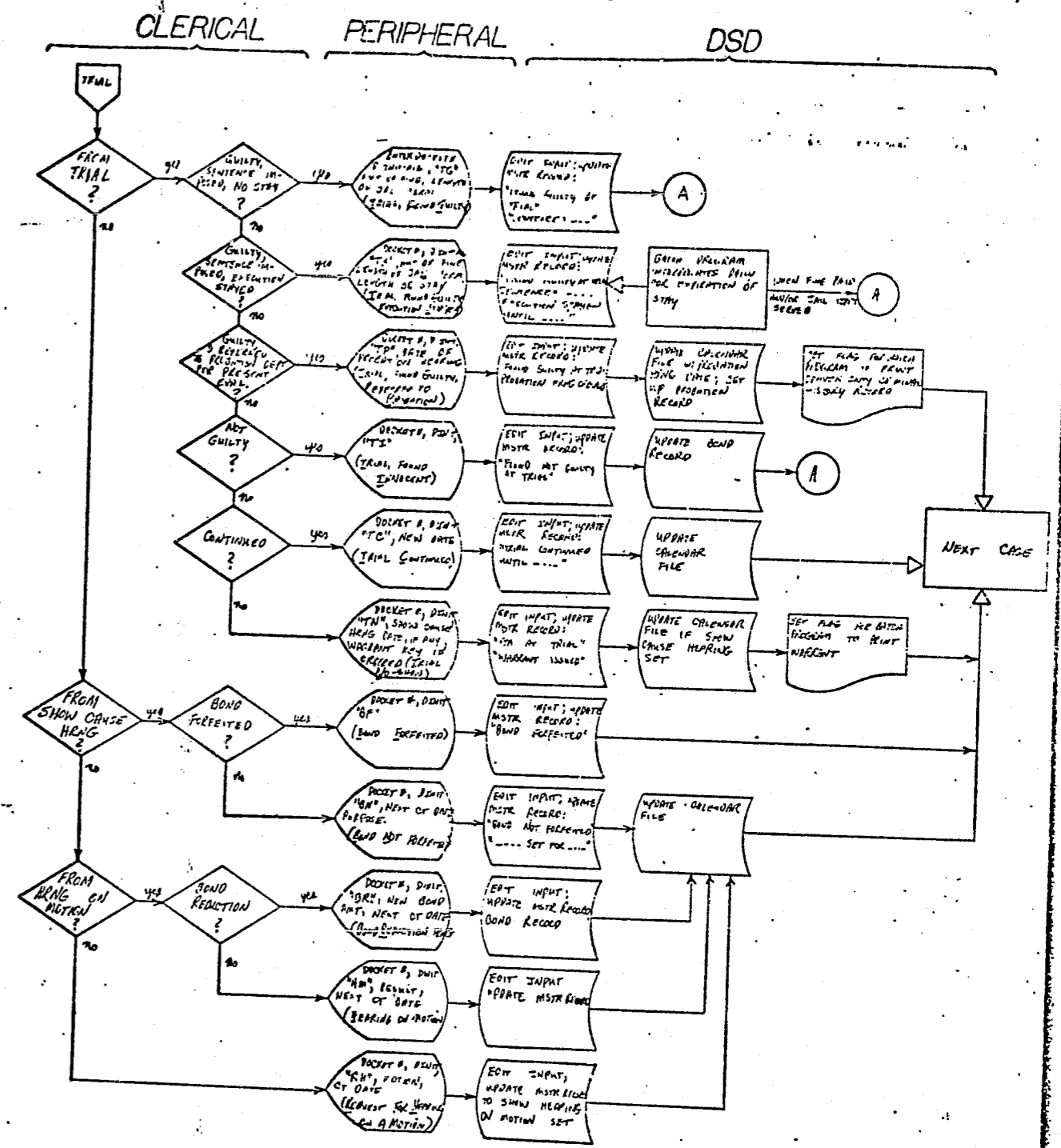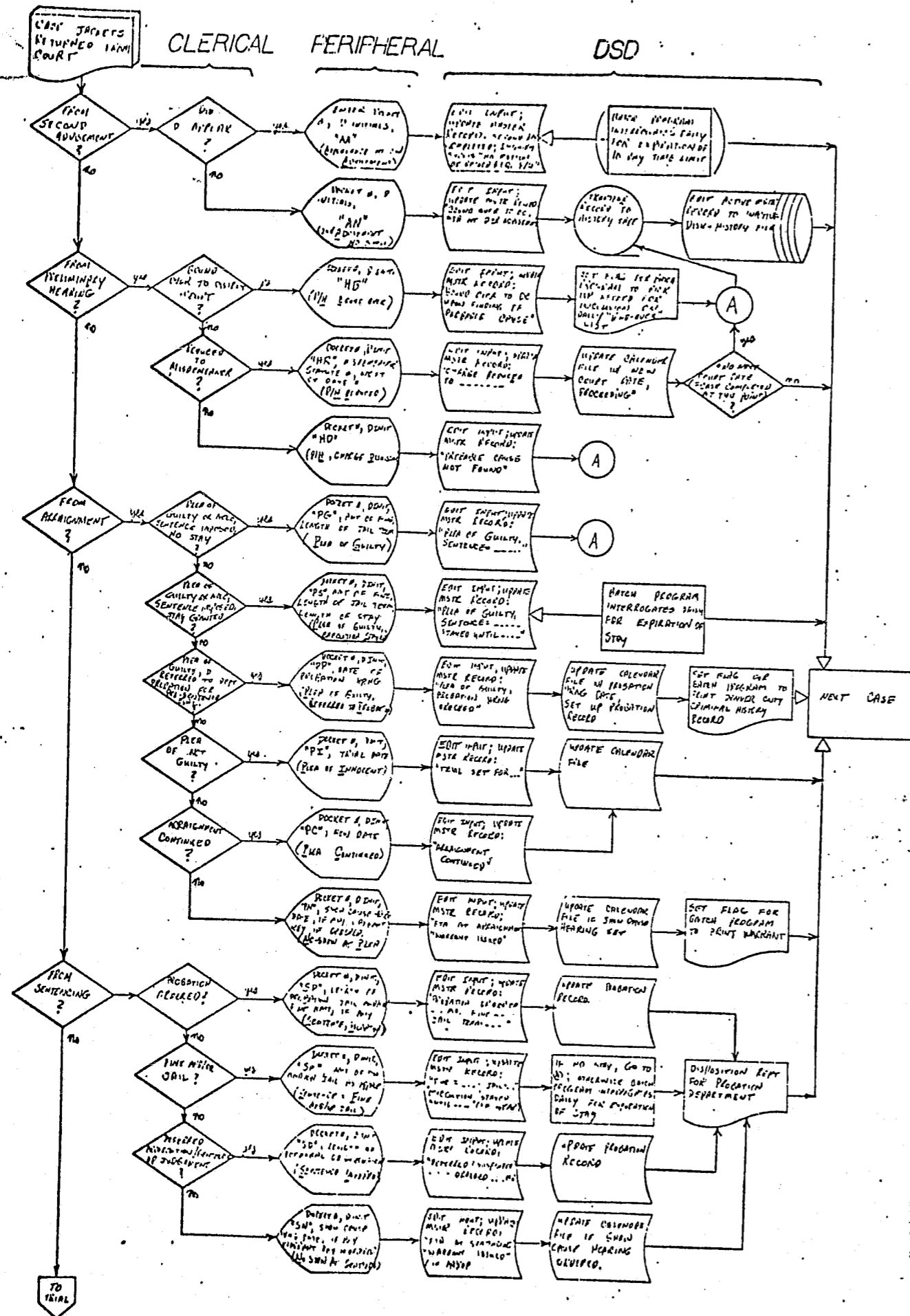
Sentence Enforcement

Subpoenae, warning letters, warrants, and mittimuses will all be produced automatically each night and delivered to court clerks for final check and distribution. Court personnel will have the capability of overriding the issuance of these documents, initiating them at special times, or preparing them by hand and entering this fact onto the files for individual cases.

Accounting Functions

A complete and integrated accounting system is envisioned as part of the total system, as described in Section V. However, in view of the significant role of money transactions, in the operations of the criminal and general sessions module, we recommend the inclusion of some accounting functions in the development of this module. For example, bond information will be entered on the terminal instead of preparing bond cards, and will be part of the active case record. Some summary ledgers can be prepared from this information, and the system will assume the burden of indexing this data (see the section on the accounting module for a full discussion).

Relationship to the Communication Module

The docket sheet will be automatically produced each morning for the following day and delivered to the court clerks by 1 P.M. The calendar will be reproduced at DSD so that the clerks office will not have to re-print the docket as they are doing now. A "pull list" will accompany the docket sheet, listing in case number sequence all cases that are due in court the next day and indicating the courtroom and time. A clerk will use this list to pull the jackets from the file and sort them by courtroom for the next day's appearances. A third listing of the court calendar by defendant's name will also be furnished. This can be posted in the hallway so that the public can easily determine the courtroom and time set for their appearance without having to ask one of the clerks.

All system information on an active case will be displayed on the video terminal by the inquiry program upon entry of the defendant's name and date of birth, or the docket number and defendant's initials. The file structure and display will be designed so that there will be very few questions that cannot be answered by reference to this display. Inquiry by docket number plus defendant's initials for inactive cases will give the charge, bond status, and final disposition only. Inquiry by defendant's name and date of birth, however, will not result in any display of inactive case information unless a special key is used (see discussion of security and privacy).

SUMMARY OF INPUT/OUTPUT DATA ELEMENTS

The ultimate flexibility of an automated system's output capabilities is directly dependent on its data base--the data elements it aggregates and stores--to be responsive to reporting needs. These needs incorporate current operational requirements, as well as projected statistical analyses and management tools. With the transition from a manual to an automated system, the potential for analysis of trends and patterns greatly increases. Instant recall of pertinent information via a terminal makes data readily available with no manual file rustling; and, the morass of manual forms, tally sheets, and logs can be automated from a sound data base, leaving personnel to deal more effectively with the exceptions rather than getting bogged down in the rules.

The considered choice of data elements is tantamount to success. Duplication or overkill of detail leads to system inefficiency. Underestimation of data needs curtails system capability.

These considerations, as well as an analysis of the data currently maintained, determined the list of data elements on EXHIBIT 6 below. The list includes all data currently maintained manually as well as elements of

potential statistical value. Precautions were taken to avoid collection of elements scheduled for implementation on other local and state criminal justice automated systems. For example, details of arrest information were not collected in anticipation of the UCR system portion of CDS, as well as the potential of an automated DPD system.

EXHIBIT 6 is a display of the conceptualized data flow of the proposed Criminal and General Sessions Module. The proposed data elements to be collected are listed in the left-hand column; the data sources and data output utilization line the top of the chart.

The chart denotes four categories of data flow:

A = an element automatically generated internally by the system

X = the initial element input source

* = subsequent sources and uses of a data element

Examination of the chart will reveal the initial source and subsequent use of each individual element, as well as which elements appear on each system input and output document.

EXHIBIT G2: DATA ELEMENTS FLOW: SOURCES AND USES

DATA ELEMENT \ DATA SOURCE	CASE JACKET	COMPLAINT (+ COMPLAINT DATA SHEET)	1ST ADV./BOND SET	BONDING FORMS	2ND ADVISEMENT	MOTION FOR PRELIM. HEARING	WAIVER OF PRELIM. HEARING	WARRANT	MITTINUS	STAY OF EXECUTION	MOTION	SUBPOENA	SUBPOENA CONTINUANCES	SUBPOENA DUCESTECUM	JUDGES CERTIFICATE OF PLEA	DEFENDANT NOTICE	ORDER FOR RELEASE OF PRISONERS	DEFENSE ATTORNEY REQUEST	R 84	OFFICER NOTICES	ORDER TO FORWARD CASE TO DIST. CT.	NOTICE OF IMPENDING WARRANT OF ARREST	CITATION (FAILURE TO APPEAR)	RELEASE OF BOND AND SURETY INFO.	CITATION TO SHOW CAUSE	PROPERTY BOND NOTICE	APPEALS FORMS
DOCKET #	A	*		*	*	*	*	*	*		*	*	*	*	*	*			*		*	*	*	*	*	*	*
DEFENDANT NAME (FULL)	*	X	X	*	*	*	*	*	*		*	*	*	*	*	*			X		*	*	*	*	*		*
Date of Birth, Sex, Race	*	(X)															*		X								
PERSONAL INFORMATION:																											
Address (home/jail)		X	(X)	*	*			*	*							*						*			*		
Phone		X																									
Business Address		(X)					(*)																				
Phone		(X)																									
Drivers License #		(X)															(*)										
State		(X)																									
Vehicle Registration #, State		(X)																									
Fingerprint Classification										On Case Jacket Only									X								
Social Security #																											
DPD #							(*)												X								
SID Bureau #																											
OFFENSE INFORMATION:																											
Filing Date	*	X																									
Charge(s), Code(s)	*	X	X	*	*			*	*							*	*		X			*					*
Location		X	X		*								(*)									*					
Date(s), Time(s) of Offense		X	X		*			*					(*)						X			*					
Victim: Name		(X)																									
Address		(X)																									
Property		(X)																									
Complainant/Officer Name, #	(*)	X	X					*	*																		
Date Served/Arrested, Time		X																	X								
Date of Jail Release, Time																	X										
Witnesses																											
Officers Names, #'s		X														*											
Lay Names, Addresses		X										*	*														
Defense Names, Addresses												*	*					X									
Ducestecum Object, Address, Name														*													
DEFENSE ATTORNEY'S NAME	X					*	*																				
Address (Firm)	X																										
COURTROOM PROCEDURES:																											
Initiative (Motions, etc.) Def., Ct., DA/City Attourney	X																										
Courtroom	A											*	*	*		*								*	*		
Prelim. Hearings Set Expir. Date				X																							
Courtroom Procedures:																											
Procedure	X																	*									
Date, Time	X	X	*					(X)				*	*	*		*	*		*		*		*		*	X	
Disposition	X					X													*		*						*
Plea Date, Plea	X							*							X												
Fine, Sentence, Amount	X							*							X								*				
Stays of Execution Dates — Set, Expiration	X																										

DATA ELEMENT	CASE JACKET	COMPLAINT (+ COMPLAINT DATA SHEET)	1ST ADV./BOND SET	BONDING FORMS	2ND ADVISEMENT	MOTION FOR PRELIM. HEARING	WAIVER OF PRELIM. HEARING	WARRANT	MITTIMUS	STAY OF EXECUTION	MOTION	SUBPOENA	SUBPOENA CONTINUANCES	SUBPOENA DUCESTECUM	JUDGES CERTIFICATE OF PLEA	DEFENDANT NOTICE	ORDER FOR RELEASE OF PRISONERS	DEFENSE ATTORNEY REQUEST	R 84	OFFICER NOTICES	ORDER TO FORWARD CASE TO DIST. CT.	NOTICE OF IMPENDING WARRANT OF ARREST	CITATION (FAILURE TO APPEAR)	RELEASE OF BOND AND SURETY INFO.	CITATION TO SHOW CAUSE	PROPERTY BOND NOTICE	APPEALS FORMS
SUBPOENA – Date Issued												X	X														
Service: Mail, Person													X														
Date Served/No Service												X	X														
WARRANT – Date Issued	(X)							X				X	X			(*)											
Date Served/No Service/Vacated								X																			
MITTIMUS – Date Issued	(X)								X	X																	
Date Served										X																	
MISCELLANEOUS DATES										X										X		X	X		X X	X	
FINANCIAL TRANSACTIONS																											
Bonds – Bond #, Type				*													*								*		X
Amount Set	(*)	X	X	*	*			*									*										X
Date Set			X																								X
Date Paid (Property, Etc.)				X																							X
Surety Name/Property, Address				X													*								*	*	X
ID #, Type																											
Value of Property, Other Leins				X																							
Court Lein – held, released				X																							
Order to Return/Forfeit/Transfer to DC																								X	*		
Date																								X	*		
Date Returned/Forfeited/Transferred to DC	X																										
Register Validations	X																										
Fees – Amount		(X)									*																
Type		(X)									*																
Date Ordered																											
Date Paid																											
Person Paying																											
Address																											
ID #																											
Return/Forfeit Information																											
Fines – Amount, Date Ordered		(*)																				*	X				
Date Paid																											
Accounting Check # (Disbursements)																											
PROBATION: Pre-Sentence Referral	X																										
Post-Sentence Probation	X																										
BIND OVERS																											
Date Bound Over	X																				*						
District Ct. Docket #																											
APPEALS																											
Date Appealed																											X
Appeal Decision																											X

NOTE: A = automatically generated
X = initial imput source
* = subsequent source, use
() = sometimes occurs

DATA ELEMENT / DATA USE

Data elements (column headings):

DOCKET #; DEFENDANT NAME (FULL); Date of Birth; Sex, Race; Address (Home/Jail); Phone; Business Address; Phone; Drivers License #; State; Vehicle Registration #, State; Fingerprint Classification; Social Security #; SID Bureau #; DPD #; OFFENSE INFORMATION:; Filing Date; Charge(s) Code(s); Location (ZIP Code only); Date(s), Time(s) of Offense; Victim: Name; Address; Property; Complainant/Officer Name, #; Date Served/Arrested, Time; Date of Jail Release, Time; Witnesses; Officers Names, #'s; Lay Names, Addresses; Defense Names Addresses; Docu/Docum Object Address; DEFENSE ATTORNEY'S NAME; Address (Firm); COURTROOM PROCEDURES:; Initiative (Motions, etc.) Def., Ct.; DA/City Attorney; Courtroom; Prelim. Hearings Set Expir. Date; Courtroom Procedures:; Procedure; Date, Time; Disposition; Plea Date, Plea; Fine, Sentence, Amount; Stays of Execution Dates - Set, Expiration

Reports / Data Uses (rows):

Report / Data Use
DAILY DOCKET SHEET (DAYS 1, 2, 3)
DOCKET ADDENDUM
DOCKET PULL LIST / DOCKET ALPHA. LISTING
INMATE CALL SHEET
OFFICERS WEEKLY CALENDAR / DA's DOCKET SHEET
CAPIAS REPORT/WARRANTS, MITTS.
PROCESS LIST FOR SHERIFF'S OFFICE (SUBPOENAE)
SUBPOENAE, CONTINUANCES
NOTICE OF IMPENDING WARRANT
DAILY LISTING OF BINDOVERS
CASE JACKET GUMMED LABEL
NEW FILINGS/PENDING CASE/CASE HISTORY RPT.
DEFENDANT/DOC.# CROSS REF. LIST
DEFENDANT NOTICES (REMINDERS)
PROBATION REFERRAL/DISPOSITION REPORT
WEEKLY OVERVIEW OF CASELOAD
AGEING REPORT OF CASES
WARRANT EXPIRATION REPORT
MONTHLY DEFENDANT DATA SUMMARY
COURTROOM CASE DATA & PENDING STATUS
MONTHLY DISPOSITION REPORT
ANNUAL FILE PURGING REPORT
ACCOUNTING LEDGER (DAILY, MONTHLY)
BOND ESTREATURE REPORT
UNCLAIMED MONEY NOTICES
UNCLAIMED MONEY TRANSFER LIST
BONDSMAN/SURETY BOND STATUS REPORT
INFORMATION INQUIRIES
LOG OF CASE RECORD ALTERATIONS

Form System Alteration Log

EXHIBIT ___ (continued)

DATA ELEMENT

DATA USE

Data Elements (column headings):

- SUBPOENA - Date Issued
- Service/No Service
- Date Returned
- Date Issued
- WARRANT - Date Issued
- Date Served
- MITTIMUS - Date Issued
- Date Served
- MISCELLANEOUS DATES
- FINANCIAL TRANSACTIONS
- Bonds - Bond #, Type
- Amount Set
- Date Set
- Date Paid (Property, Etc.)
- Surety Name/Property, Address
- ID #, Type
- Value of Property, Other Liens
- Court Lien - Held, Released
- Order to Return/Forfeit/Transfer to DQ
- Date
- Date Returned/Forfeited/Transferd to DQ
- Register Validations
- Fees - Amount
- Type
- Date Ordered
- Date Paid
- Person Paying
- Address
- ID #
- Return/Forfeit Information
- Fines - Amount, Date Ordered
- Date Paid
- Accounting Check # (Disbursements)
- PROBATION: Pre-Sentence Referral
- Post-Sentence Probation
- BIND-OVERS
- Date Bound Over
- District Ct. Docket #
- APPEALS
- Date Appealed
- Appeal Decision

Reports / Forms (row headings):

Report / Form
DAILY DOCKET SHEET (DAYS 1, 2, 3)
DOCKET ADDENDUM
DOCKET PULL LIST / DOCKET ALPHA. LISTING
INMATE CALL SHEET
OFFICERS WEEKLY CALENDAR / DA'S DOCKET SHEET
CAPIAS REPORT/WARRANT, MITTS.
PROCESS LIST FOR SHERIFF'S OFFICE (SUBPOENAE)
SUBPOENAE, CONTINUANCES
NOTICE OF IMPENDING WARRANT
DAILY LISTING OF BINDOVERS
CASE JACKET / GUMMED LABEL
NEW FILINGS/PENDING CASE/CASE HISTORY'S RPT.
DEFENDANT/DOC. # CROSS REF. LIST
DEFENDANT NOTICES (REMINDERS)
PROBATION REFERRAL/ DISPOSITION REPORT
WEEKLY OVERVIEW OF CASELOAD
AGEING REPORT OF CASES
WARRANT EXPIRATION REPORT
MONTHLY DEFENDANT DATA SUMMARY
COURTROOM CASE DATA & PENDING STATUS
MONTHLY DISPOSITION REPORT
ANNUAL FILE PURGING REPORT
ACCOUNTING LEDGER (DAILY, MONTHLY)
BOND ESTREATURE REPORT
UNCLAIMED MONEY NOTICES
UNCLAIMED MONEY TRANSFER LIST
BONDSMAN/SURETY BOND STATUS REPORT
INFORMATION INQUIRIES
LOG OF CASE RECORD ALTERATIONS

Form System Alteration Log

NOTE:
A = automatically generated
X = initial input source
* = subsequent source, use
() = sometimes occurs

PROPOSED SYSTEM OUTPUT

The reports listed below, and described in more
detail on the following pages, represent the potential
output of the proposed automated Criminal and General
Sessions Module. With the capture of extensive data
elements (See "Data Elements" section) and the develop-
ment of the case master file, the system will have the
flexibility for incrementing or adjusting the system
output array with minimal additional system
development.

The precise format of each output document is pre-
determined in some cases by current format; this partic-
ularly applies to forms (warrants, mittimuses, etc.).
However, some reconsideration of forms in terms of con-
solidation or simplification will be undertaken during
the detail design phase. The format of the remaining
output will also be determined during the design system
phase.

Also included in this section is a chart containing
a brief summary of clerical responsibilities correlated
with the proposed system output (Exhibit 7).
More detail of changes in manual procedures can be

found in Section II, "Impact of the Proposed
System."

For convenience and clarity, the system output
has been grouped into three sections: Calendars,
Operations and Statistical Output, and Financial Trans-
action Output. The Calendars section includes docket
sheets and associated docket output, and forecast
schedules or calendars. The section entitled "Operations
and Statistical Output" contains documents pertaining
to daily court clerical operations in the areas of case
jacket preparation; forms and listings production; dis-
position reporting; inquiry response; file maintenance;
and, statistical reporting. The "Financial Transactions
Output" section deals with reports required for accoun-
ting operations and inquiry response. These financial
output documents comprise the Criminal/General Sessions
modular portion of the Accounting Module per-se, to be
implemented along with the rest of the Criminal/General
Sessions Module. The multi-phased implementation of the
Accounting Module is described again in the Accounting
Module, Section V .

CRIMINAL/GENERAL SESSIONS SYSTEM OUTPUT

CALENDARS

Daily:

Daily Docket Sheet - 1, 2, 3 days out
Docket Addendum
Docket Pull List
Alphabetical Docket Listing
Inmate Call Sheet

Weekly:

Officer's Weekly Calendar
DA's Docket Sheet

OPERATIONS AND STATISTICAL OUTPUT

Daily:

Capias Report
Warrants Forms
Mittimus Forms
Process List for Sheriff's Office
Subpoena Forms, Continuances
Notice of Impending Warrant Forms
Daily Listing of Bind-Overs
Case Jacket Gummed Label
New Filing/Pending Case/Case History Report
Defendant/Docket # Cross Reference Listing
Defendant Notices (Reminders)
Probation Referral/Disposition Report

Weekly:

Weekly Overview of Caseload
Ageing Report of Cases
Warrant Expiration Report
Log of Case Record Alterations

Monthly:

Monthly Defendant Data Summary
Monthly Courtroom Case Data and Pending Status Report
Monthly Disposition Report

Yearly:

Annual Statistical Reports
Annual File Purging Report

FINANCIAL TRANSACTIONS OUTPUT

Daily:

Daily Ledger
Bond Estreature Report

Weekly:

Unclaimed Money Notices
Unclaimed Money Transfer List
Bondsman/Surety Bond Status Report

Monthly:

Monthly Ledger

Pages misnumbered; not missing

REPORT TITLE: Daily Docket Sheet
(1, 2, 3 days out)

CONTENTS: Daily Schedule of Cases

ORGANIZATION: By courtroom, by time of day,
by defendant

DATA ELEMENTS: Courtroom
Date, Time
Docket #
Defendant - Name
Defendant - Date-of-Birth
Charge(s)
Witnesses, Officers

(Space for disposition information)

FREQUENCY: Daily

DISTRIBUTION: Docket Sheet (1 day out)
- Courtrooms, Police, Public
Defenders, County Jail, City Jail,
ID Bureau, Sheriff, etc.

Docket Sheet (2, 3 days out)

- Clerks for manual back-up

USE: Management of Courtroom procedures by
Judges
Hardcopy back-up for dispositions
Manual Docket preparation (back-up)
by clerks

REPORT TITLE: Docket Addendum

CONTENTS: Additions not on Docket Sheet for
daily processing

ORGANIZATION: Same as Daily Docket Sheet
(See Daily Docket Sheet for details)

DATA ELEMENTS:

FREQUENCY:

DISTRIBUTION:

USE:

REPORT TITLE: Docket Pull List

CONTENTS: Daily docket scheduled cases

ORGANIZATION: By Docket #, by Courtroom, by time
of day

DATA ELEMENTS: Docket #
Defendant - Name
Courtroom
Time of day

FREQUENCY: Daily

DISTRIBUTION: Clerks

USE: Pulling jackets for Courtroom
procedures

REPORT TITLE: Alphabetical Docket Listing

CONTENTS: Daily Schedule of cases

ORGANIZATION: Alphabetical, by defendant

DATA ELEMENTS: Defendant - Name
Defendant - Date-of-Birth
Docket #
Courtroom
Time of Day
Witnesses, Officers

FREQUENCY: Daily

DISTRIBUTION: Clerks for posting near counter

USE: Reference for inquiries re Court
Schedule
Eliminate counter inquiry time

REPORT TITLE: Inmate Call Sheet

CONTENTS: City and County Jail inmates
                       scheduled for court appearances

ORGANIZATION: By City or county jaul; alphabet-
                       ically by inmate

DATA ELEMENTS: City Jail, County Jail Sections
                     Inmate/Defendant Name
                     Courtroom
                     Time of Appearance
                     Procedure

FREQUENCY: Daily

DISTRIBUTION: Sheriff's Office

USE: Scheduling and summoning jail
                       inmates to courtrooms

REPORT TITLE: Officers' Weekly Calendar

CONTENTS: Officers' scheduled court appearances

ORGANIZATION: By officer, by date

DATA ELEMENTS: Officer - Name, #
                     Date, Time
                     Courtroom
                     Defendant - Name, Docket #
                     Charge
                     Officer Capacity (complainant,
                       witness)

FREQUENCY: Weekly

DISTRIBUTION: Police Department
                     Court Liason Officer

USE: Officer's court appearances

REPORT TITLE: DA's Docket Sheet

CONTENTS: Weekly calendar of trials and hearings
                  on motions

ORGANIZATION: by courtroom

DATA ELEMENTS: Courtroom
                  Date, Time
                  Docket #
                  Defendant - Name
                  Defendant - Date-of-Birth
                  Charge(s)
                  Witnesses, Officers

FREQUENCY: Weekly

DISTRIBUTION: DA's office Case management
                  City Attorney's office

USE: DA's
                  City Attorney's case management

REPORT TITLE: Capias Report

CONTENTS: Warrants, Mittimuses issued; Warrants,
                  Mittimuses Served or Satisfied

ORGANIZATION: Warrants section, mittimus section
                  by Docket # (separate sub-sections
                  for those issued and those served
                  or satisfied)

DATA ELEMENTS: Warrants Section, Mittimus Section
                  Docket #
                  Defendant - Name
                  Charge
                  Warrant, Mittimus
                  Date Issued
                  (Date Served/Satisfied)

FREQUENCY: Daily

DISTRIBUTION: Clerks
                  Copy to person serving Warrant or
                      Mittimus
                  Court Marshall
                  DPD

USE: Copy to server as transmittal sheet
                  Hardcopy tracking of Warrants, Mitti-
                      muses issued
                  Court Marshall for tracking satisfied
                      or served Warrants and Mittimuses

REPORT TITLE: Warrants Forms

CONTENTS: Warrant

ORGANIZATION: By defendant

DATA ELEMENTS: Docket #
Defendant - Name, Date-of-Birth
Home Address
(Business Address)
(DPD #)
Charge
Date of Offense
Complainant
Date, Time of Courtroom procedure
    (failure to appear)
Warrant, Date Issued

FREQUENCY: Daily or weekly

DISTRIBUTION: Clerks (for Judge's signature)
Fugitive Detail (Criminal)
Marshall (General Sessions)
Original to case jacket

USE: Issuing Warrants

REPORT TITLE: Mittimus Forms

CONTENTS: Mittimus

ORGANIZATION: By defendant

DATA ELEMENTS: Docket #
Defendant - Name, Date-of-Birth
Home Address
Charge
Plea Date, Plea
Fine, Sentence Amount
Date Mittimus Issued

FREQUENCY: Daily

DISTRIBUTION: Clerk - for Judge's (or clerk's)
    signature
Marshall
Original to case jacket

USE: Issuing Mittimuses

REPORT TITLE: Process List for Sheriff's Office

CONTENTS: Subpoenae sent to be served

ORGANIZATION: By date, by witness

DATA ELEMENTS: Date, Time Due in Court
                     Witness - Name, Address
                     Docket #
                     Defendant - Name
                     Charge
                     Court Procedure, Courtroom

FREQUENCY: Daily

DISTRIBUTION: Sheriff's Office
                     Clerks

USE: To accompany Subpoenae for Sheriff's
                        tracking
                     To record return of service (manual
                        back-up)

REPORT TITLE: Subpoena Forms, Continuances

CONTENTS: Subpoenae, subpoenae continuances

ORGANIZATION: By defendant name

DATA ELEMENTS: Docket #
                     Defendant - Name
                     Witness - Name
                     Witness - Address
                     Courtroom
                     Date, Time of Procedure
                     Defendant charge(s)
                     (Initial Subpoena or Continuance)
                     (Date, time of cancelled procedure)

FREQUENCY: Daily

DISTRIBUTION: Clerks to Sheriff for service
                     Copies to case jacket
                     Continuances: mailed to Witness
                        directly (Witness also called
                        if procedure within three days)

USE: Reconciliation with process list
                        to Sheriff
                     Service of Subpoenae
                     Notification of continuance and
                        nullification of previous
                        subpoena if procedure not held

REPORT TITLE: Notice of Impending Warrant Forms

CONTENTS: Notice of Impending Warrant

ORGANIZATION: By defendant

DATA ELEMENTS: Docket #
Defendant - Name
Home Address
Charge
Offense Date
Fine Amount
Date of Notice
Date Warrant to be Issued

FREQUENCY: Daily

DISTRIBUTION: Defendants
Copies filed with Complaint

USE: Issuing Notices of Impending
Warrant

CONTINUED

1 OF 5

REPORT TITLE: Daily Listing of Bind-Overs

CONTENTS: Cases ordered bound over to
        District Court

ORGANIZATION: By Docket #

DATA ELEMENTS: Docket #
    Defendant - Name, Date-of-Birth
    Date Ordered Bound Over
    Reason for Bind-Over (waive of
        P/H, set date expired, P/H
        result, warrant on felon, etc.)

FREQUENCY: Daily

DISTRIBUTION: District Court
    Signed copy to files

USE: To accompany case jackets
    Receive signature of District Court
        Clerk that jacket was received
    Hardcopy proof of receipt in
        District Court

REPORT TITLE: Case Jacket Gummed Label

CONTENTS: Case jacket information

ORGANIZATION: By Docket #

DATA ELEMENTS: Docket #
    Defendant - Name, Date-of-Birth
    Filing Date
    Charge
    Complainant
    Date of Jail Release
    Defense Attorney's Name,
        Address
    Courtroom
    Bond Amount, #, Type

FREQUENCY: Daily

DISTRIBUTION: Case Jacket

USE: Case jacket preparation for
        new filings

REPORT TITLE: New Filing/Pending Case/Case
                    History Report

CONTENTS: New filings with other pending cases
                (probation, suspended sentence,
                outstanding warrant, etc.), and
                previous case histories

ORGANIZATION: By defendant

DATA ELEMENTS: Defendant Name
                New Case Info:
                    Docket #
                    Charge
                    Filing Date
                Pending Case Info:
                    Docket #
                    Charge (original, reduced); Date
                    Disposition/sentence/fine; Date
                    Status (suspended sentence,
                              probation, warrant, etc.)
                History Cases
                    Docket #
                    Charge (original, reduced); Date
                    Disposition/Sentence/Fine; Date

FREQUENCY: Daily

DISTRIBUTION: Probation
                DA's Office/ City Attorney's Office
                Case Jacket (by Judge's request)

USE: Notifying pertinent parties of recidivism
                DA's or City Attorney's case management;
                    prosecution decisions
                Judge's information

REPORT TITLE: Defendant/Docket# Cross Reference
                    Listing

CONTENTS: All active cases

ORGANIZATION: Alphabetical by defendant name

DATA ELEMENTS: Defendant - Name, Date-of-Birth
                Docket #
                 Charge
                 Next Court Date, Time
                 Courtroom
                 Purpose
                 Bonded (yes or no)
                 Amount
                 Jury Fee (yes or no)
                 Warrant issued?
                 Mittimus Issued?
                 On Probation?
                 Suspended Sentence/Deferred
                    Prosecution, etc.?

FREQUENCY: Daily

DISTRIBUTION: Clerks

USE: Back-up, alternative to terminal to
                answer inquiries and find case
                jacket

REPORT TITLE: Defendant Notices (Reminders)

CONTENTS: Reminder notices of court date to
                    defendants, with a courtroom
                    appearance scheduled over $\underline{x}$
                    days from previous appearance;
                    on post cards

ORGANIZATION: By defendant

DATA ELEMENTS: "Reminder"
                    Courtroom
                    Date, Time
                    Procedure

FREQUENCY: Daily or Weekly

DISTRIBUTION: Defendant

USE: Remind defendant of courtroom
                    appearance
                    Reduce number of failures to appear

REPORT TITLE: Probation Referral/Disposition Report

CONTENTS: All defendants referred to probation

ORGANIZATION: All pre-trial probation referrals,
                    post-trial probation referrals, and
                    dispositions of probation denied

DATA ELEMENTS: Defendant - Name, Date-of-Birth
                    Docket #
                    Pre-Trial Referral Date (for testing)
                    Probation Hearing Date/Time/Courtroom
                    Disposition (probation affirmed/denied)
                    Referral Date for Probation

FREQUENCY: Daily

DISTRIBUTION: Probation Department

USE: Tracking probation referrals
                    Dispositions of referrals denied

REPORT TITLE: • Weekly Overview of Caseload

CONTENTS: Summary of courtroom calendars for as
far out as cases are scheduled

ORGANIZATION: by courtroom, by date, by procedure type

DATA ELEMENTS: Courtroom
Dates
Type of procedure
Number of cases set for date by type
(arraignments, etc.)

FREQUENCY: Daily

DISTRIBUTION: Judges
Presiding Judge
Police Department
Clerks

USE: Management tool; scheduling of
arraignments by Police Department

REPORT TITLE: Aging Report of Cases

CONTENTS: Active Cases over a certain age, ex. 45
days (time limit variable to vary
number and age of exceptions)

ORGANIZATION: by courtroom, by age (oldest first)

DATA ELEMENTS: Courtroom
Days since filing
Docket #
Defendant - name
Charge
Filing Date
Next Courtroom Appearance Date,
Procedure
Previous Courtroom Appearances; Date,
Procedure
Initiating Party of Continuance
or Motion

FREQUENCY: Weekly or Monthly

DISTRIBUTION: Court Management

USE: Assessment of caseflow management, by
courtroom

REPORT TITLE: Warrant Expiration Report

CONTENTS: Warrants outstanding for over one year;
                 Warrants outstanding for 11 months
                     to be purged the following month.

ORGANIZATION: by Docket #

DATA ELEMENTS: Warrants Expired Section; Eleven
                     Month Warrants Warning Section
                 Docket #
                 Defendant - Name, Date-of-Birth
                 Date Warrant Issued
                 Expiration Date

FREQUENCY: Weekly

DISTRIBUTION: Court Clerks
                 DA
                 Court Marshall

USE: Purging expired warrants to
                     inactive status
                 Notifying proper authorities of
                     warrants expiring the following
                     month should they want to take
                     some action (extend warrant,
                     etc.)

REPORT TITLE: Log of Case Record Alterations

CONTENTS: All Case Records Either Altered or Deleted
                 on The Case Master File within the Current
                 Week

ORGANIZATION: By date, time; by person making changes

DATA ELEMENTS: Date, Time Record Altered
                 Person Making the Alteration
                 Initial Record Format and Data
                 Altered Record Format and Data

FREQUENCY: Weekly

DISTRIBUTION: Court Management (Division Supervisors)

USE: Approving Master File Alterations After
                 an Initial Record was Entered

                 Tracking Erroneous Changes
                 Assuring Security of the Master File

REPORT TITLE: Monthly Defendant Data Summary

CONTENTS: breakout of charge statistics:
                    sex, age, etc.

ORGANIZATION: by charge

DATA ELEMENTS: Statute (Municipal Charge) Code #,
                    Charge
                    Sex
                    Age of Defendant
                    Address of Defendant (resident/non-
                      resident)
                    Counsel
                    Average number of days - arrest to
                      arraignment
                    Average number of days - arraignment
                      to trial
                    Sentence
                    Age of failure-to-appear case defendants
                    (average)

FREQUENCY: Monthly

DISTRIBUTION: Court Management
                    Judges

USE: Management analysis and planning tool

REPORT TITLE: Monthly Courtroom Case Data and
                    Pending Status Report

CONTENTS: Courtroom procedural and disposition
                    statistics

ORGANIZATION: By courtroom, by procedure; month,
                    year-to-date totals

DATA ELEMENTS: Courtroom
                    Date (current month, year-to-date) of
                      procedure
                    Courtroom procedure/disposition

FREQUENCY: Monthly

DISTRIBUTION: Court Management
                    Judges

USE: Management analysis and planning tool

REPORT TITLE: Monthly Disposition Report

CONTENTS: Courtroom disposition statistics for
                the month

ORGANIZATION: By Criminal Felonies, Criminal Mis-
                demeanors, General Sessions; by
                charge

DATA ELEMENTS: Date (current month only) of Disposition
                Felony, Misdemeanor, General Sessions
                Charge
                Plea
                Disposition

FREQUENCY: Monthly

DISTRIBUTION: Court Management
                Judges

USE: Management Analysis and planning tool

REPORT TITLE: Annual Statistical Reports

CONTENTS: same as monthly reports--yearly
                figures

ORGANIZATION: (see Monthly Reports for details)

DATA ELEMENTS:

FREQUENCY:

DISTRIBUTION:

USE:

REPORT TITLE: Annual File Purging Report

CONTENTS: Cases disposed of or inactive for
over $\underline{N}$ years ($\underline{N}$ - depends on
space for jackets)

ORGANIZATION: By Docket #; active section; inactive
section

DATA ELEMENTS: Active or Inactive Section
Docket #
Defendant Name
Time Inactive

FREQUENCY: Yearly

DISTRIBUTION: Court Clerks

USE: For purging cases from the inactive
discharge file

REPORT TITLE: Daily Ledger

CONTENTS: Daily accounting transactions

ORGANIZATION: by charge type; Docket # detail,
charge category totals

DATA ELEMENTS: Charge Type, Account Code
Docket #
$ Amount
Receipt, Disbursement (return,
forfeiture)
Total for Code Category

FREQUENCY: Daily

DISTRIBUTION: Accounting

USE: Reconciliation with cash register
receipts, bank deposits, trans-
mittals to treasury
Audit trail of financial transactions

REPORT TITLE: Bond Estreature Report

CONTENTS: Bonds ordered forfeited (includes jury fees); total amount for transmittal to treasury

ORGANIZATION: by Docket #

DATA ELEMENTS: Docket #
Defendant Name
Bond Amount/Jury Fee Amount
Date Ordered Forfeited

FREQUENCY: Daily or Weekly

DISTRIBUTION: Accounting

USE: For writing check from escrow account for transmittal of forfeited bond/ jury fee amounts to general fund
For posting forfeit date, check # to case master file

REPORT TITLE: Unclaimed Money Notices

CONTENTS: Notices to Surety for bond money ordered returned and not collected; same with jury fees for defendant

ORGANIZATION: by surety (defendant)

DATA ELEMENTS: Surety Name (Defendant name)
Surety Address (Defendant address)
Docket #, Defendant Name
Bond Amount (Jury Fee Amount)
Date Ordered Returned
Date to be Transferred to Unclaimed money

FREQUENCY: Weekly

DISTRIBUTION: Accounting
Surety (Defendant)

USE: Notification to surety of unclaimed bond money; to defendant of unclaimed jury fee

REPORT TITLE: Unclaimed Money Transfer List

CONTENTS: Money ordered returned to Surety/
Defendant and not collected;
total amount for transfer to
general fund

ORGANIZATION: by Docket #

DATA ELEMENTS: Docket #
Surety/Defendant Name
Fee Type, Amount
Date Transferred to General Fund
Total Amount of Transfer to General
    Fund

FREQUENCY: Weekly

DISTRIBUTION: Accounting

USE: To write a check from escrow account
and transfer unclaimed money to
general fund
To post bond/jury fee status, check #
to case master file

REPORT TITLE: Bondsman/Surety Bond Status Report

CONTENTS: Bond status

ORGANIZATION: by bondsman/surety

DATA ELEMENTS: Bondsman/Surety Name, Address
Docket #
Defendant Name
Bond #, Bond Type
Property Value, Other Leins
Court Lein: held; released; dates
Bond Amount
Bond Status

FREQUENCY: Weekly

DISTRIBUTION: Bonding Personnel
Clerks
Accounting
State Insurance Commission

USE: For making bonds
For answering inquiries; backup
Supplants semi-annual report to the
    State Insurance Commission

REPORT TITLE: Monthly Ledger

CONTENTS: Account totals - current month,
                         previous balances, year-to-date

ORGANIZATION: by account code

DATA ELEMENTS: Account Code, Title
                       Current Month Total
                       Previous Balance
                       Year-to-Date Total

FREQUENCY: Monthly

DISTRIBUTION: Accounting
                       Court Management
                       Budget Office

USE: Reconciling bank account, Treasury
                         transmittals
                       Court management information

SYSTEM REPORT CYCLES
AND AREAS OF CLERICAL RESPONSIBILITY

I DAILY CYCLE

| EDP OUTPUT | | CLERICAL |
OFF-LINE	ON-LINE	RESPONSIBILITIES
Daily Docket Sheet (1,2,3 days out) Docket Pull List Alphabetical Docket Listing Judge's Calendar		Pull jackets using pull list, sort by courtroom; distribute Docket Sheet, jackets, Judge's Calendars by courtroom Post alphabetical listing for counter inquiry File 2, 3 day out Docket for back-up
	Docket Addendum	Distribute with jackets by courtroom Keep copy for information inquiries
Capias Report Warrants Mittimuses		Distribute to proper authorities; file report copy File originals of Warrants, Mittimuses in jackets
Process List for for Sheriff Subpoenae		Distribute to Sheriff; file report copy; File Subpoenae copies in jackets
Subpoena Continuances		Mail to defendant; Notify by phone if date within 3 days of cancelled or scheduled court date
Notices of Impending Warrant		Mail forms; File copies with complaints

SYSTEM REPORT CYCLES AND AREAS OF CLERICAL RESPONSIBILITY

I DAILY CYCLE, cont'd

EDP OUTPUT		CLERICAL RESPONSIBILITIES
OFF-LINE	ON-LINE	
	Daily Listing of Bind-Overs	Pull jackets; deliver to district court with Listing; have district court clerk sign listing by each jacket as receipt; File report with signatures for proof of receipt
	Case Jacket Gummed Label	Paste label on case jacket
	New Filing/Pending Case/Case History Report	Original to case jacket; copy to wanting area (probation, warrant, etc.); copy to defense attorney; copy to DA or city attorney
Defendant/Docket # Cross-Reference Listing		Keep in available area for reference or answering inquiries
Defendant Notices (reminders)		Mail to defendant
Probation Referral/ Disposition Report		Distribute to Probation Department

SYSTEM REPORT CYCLES AND AREAS OF CLERICAL RESPONSIBILITY

II WEEKLY/MONTHLY/YEARLY

EDP OUTPUT		CLERICAL RESPONSIBILITIES
OFF-LINE	ON-LINE	
Weekly, Monthly, Annual Statistical Reports: • Weekly Overview of Caseload • Ageing Report of Cases • Monthly Defendant Data Summary • Monthly Courtroom Case Data and Pending Status Reports • Monthly Disposition Report • Annual Statistical Reports		Distribute to Court management and judges.
File Purging Report		Purge manual jacket file
Warrant Expiration Report		Notify proper authorities that Warrant expired
	Log of Case Record Alterations	Give to supervisor for examination and approval

SYSTEM REPORT CYCLES
AND AREAS OF CLERICAL RESPONSIBILITY   Page Four

III ACCOUNTING

EDP OUTPUT		CLERICAL RESPONSIBILITIES	
OFF-LINE	ON-LINE	ACCOUNTING	CRIMINAL/GENERAL SESSIONS
Daily Ledger		Reconcile cash register money; tapes, make bank deposits and transmittals to Treasury	Send cash register tapes, money to accounting
Bond Estreature Report		Write check, make transmittal to Treasury; write check # on report, give to Criminal/General Sessions clerks	Post forfeit date, check # to case master file via terminal
Unclaimed Money Notices		Send to surety or defendant	
Unclaimed Money Transfer List		Write check, make transmittal to Treasury; write check # on report, give to Criminal/General Sessions clerks	Post transfer date, check # to case master file via terminal
Bondsman/ Surety Bond Status Report		Distribute to Bonding personnel; Criminal/ General Sessions clerks; file copy; send copy to State Insurance Commission	
Monthly Ledger		Reconcile bank account, Treasury transmittals; distribute to court management, budget office	

IMPACT OF THE PROPOSED SYSTEM

Manual procedures and efforts will be significantly revised as a result of the proposed automated system. While the details of job descriptions and new manual procedures will be documented during the detail design phase of system development, a summary statement of impact is outlined in Exhibit 8.

Briefly, some of the major impact areas include:

- Calendar Procedures

- Operations Procedures

  - General
  - Initial Case Filing and Case Updating
  - Manual Files and Logs

- Statistical Reporting

- Financial Transaction Procedures

Calendar Procedures:

A high impact area will be elimination of manual pre-
paration of docket sheets and maintenance of a date file
of case jackets. Scheduled court cases are entered as
terminal input, causing a calendar file update as well
as updating the case master record. The daily docket
sheet will be produced from the calendar file, along with
a pull list for pulling the case jackets from the master
jacket file (in docket number sequence). In addition,
the calendar file will produce the D.A.'s Docket Sheet,
and a weekly Officer's Calendar consolidating an officer's
weekly courtroom schedule. The calendar file also makes
readily available courtroom caseload management statistics
(ex. the Weekly Overview of Caseload report), and could
be used to glean an overview of courtroom continuance
policies and case-handling practices previously too time-
consuming and cumbersome to compile.

Operations Procedures: General

Another major area of impact will be inquiry response.
An inordinate amount of time is currently spent answering
telephone and counter inquiries, sometimes requiring
four to five manual file searches before locating an
answer. Case data will be available through terminals
located in the counter area, and information retrieval
should take only five to ten seconds. From the results

of a statistical sampling of 'phone and counter
inquiries, it appears that terminal inquiry (in conjunc-
tion with the posting of an Alphabetical Docket Sheet
Listing) will answer over 95% of total inquiries, holding
manual file-searching to an absolute minimum.

Capiases (warrants, mittimuses), Subpoenae, Subpoena
Continuances, and Notices of Impending Warrant forms
will be produced automatically, alleviating the clerical
area from typing and collation of these forms, and from
date file maintenance and card file searches to initiate
them.

Operations Procedures: Initial Case Filing and Case Updating:

Upon initial case filing, the basic information will
be typed only once, as opposed to the minimum of three
times during current procedures. The basic case data
will be typed on a terminal; the system will perform an
edit, then file the case on the case master file, and
transmit the data back to a terminal typewriter for the
case jacket. Case updating will also be accomplished via
the terminal; the system will edit all incoming data to
see that all required file data are present and in
agreement with the master case record before updating the
record. In this manner, automation should also increase
the accuracy of data, providing a network of checks and

and balances at each progressive step in the prosecution of a case.

Retirement of cases will require no more than entering a final disposition and closing out the accounting transactions on the terminal. As all jackets will be in docket number sequence, manual jacket dead file maintenance will be eliminated. As the jacket file becomes overfull, the terminal will take a range of docket numbers and display the numbers of cases still active within that range. Thus, visual analysis jacket-by-jacket to retain active jackets upstairs will be unnecessary. A periodic listing of warrants over one year old will also eliminate manual file searches for retiring cases with year-old warrants.

Operations Procedures: Manual Files and Logs

All card files will be eliminated through automation: master, status, capias (warrants, mittimuses), stays, appeals status, bond, jury fee, attorney fee. Separate jacket files (date, dead, pending, etc.) will be consolidated into a master jacket file in docket number sequence, reducing the chance of misfilings and lost jackets, and increasing the case of discovering misfiled or lost jackets. Logs of mittimuses, warrants and bind-overs will no longer be manually maintained.

The two procedural areas to be continued by manual

maintenance are parole violations and appeals. While a skeletal appeal status record will be input and maintained on the computer, details will be kept in the manual log, which will be revised to include the information currently being maintained on appeals status cards.

Statistical Reporting:

The ease and efficiency of automated statistical analysis of the data files will eliminate the manual tally sheets and collation of monthly statistical reports. Statistical and management reports will be produced automatically.

Financial Transactions Procedures:

All financial transactions (receipts and disbursements) relating to a case will be maintained as part of the automated master case record. This eliminates the typing, maintenance, filing, and handling of all financial card files. The bond amount is entered at initial case filing on the terminal; bond payment is entered with surety data as the bond amount is received. Orders to return or forfeit bonds are recorded on the terminal, and return data is also entered. Orders to forfeit cause a record to be printed on the Bond Estreature Report, and triggers the accountant to write one check to treasury, eliminating the current individual case-

handling of forfeitures. The same procedures pertain to jury deposits/fees. Assessment and payment of fines will be entered on the terminal, as will stays of execution. Expired stays automatically trigger issuance of a mitti-mus, eliminating a manual search for expired mittimuses.

Each transaction entered on the terminal will undergo a system edit and comparison to master file data (orders, amounts, etc.), enhancing the accuracy of financial transactions. The automated data base will also serve as an audit trail and point of financial reconciliation. Manual preparation of daily accounting tally sheets and the daily ledger will be eliminated by the automation of the Daily Ledger.

Additional description of the accounting procedures can be found below in the Accounting Module description of the new system, Section 5.

DENVER COUNTY COURT
CRIMINAL & GENERAL SESSIONS MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS		NEW SYSTEM PRODUCT
				ON LINE	OFF LINE	
Calendar Procedures:						
Daily:						
Daily Docket Sheet, Docket Addendum	x				x	
Docket Sheet - 2, 3, days out					x	x
Docket Pull List					x	x
Pulling Jackets for Daily Docket	x	x				
Alphabetical Docket Listing					x	x
Docket Sheet Reproduction	x				x	
Daily Docket Distribution	x	x				
Inmate Call Sheet	x				x	
Weekly:						
Officers' Calendar	x				x	
DA's Docket Sheet	x				x	
Operations Procedures:						
Information Search for Inquiries	x			x		
Capias Reporting	x				x	
Warrant, Mittimus Forms	x				x	
Distribution of Capiases	x	x				
Notice of Impending Warrant Forms	x				x	

DENVER COUNTY COURT   Page Two

CRIMINAL & GENERAL SESSIONS MODULE

SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS, cont'd	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS		NEW SYSTEM PRODUCT
				ON LINE	OFF LINE	
Operations Procedures, cont'd						
Stay of Execution Expirations	x				x	
Daily Listing of Bind-Overs	x				x	
Preliminary Hearing Set-Date Expirations	x				x	
Defendant/Docket # Cross-Reference Listing	x				x	
Witness/Docket # Cross-Reference Listing				x		x
Defendant Notices	x	x			x	
Subpoena Continuance Forms	x	x			x	
Process List for Sheriff's Office	x				x	
Subpoena Forms	x				x	
Distribution of Subpoenae	x	x				
Probation Referral/ Disposition Report					x	x
Release Slips (Satisfied/Served Mittimuses & Warrants)	x		x			
Initial Case Filing:						
Case Jacket Typing	x			x		
Master & Status Card Typing, Filing	x		x			
Initial Case Data Entry				x		x

-87-

DENVER COUNTY COURT
CRIMINAL & GENERAL SESSIONS MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS , cont'd	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Initial Case Filing, cont'd				x	x	x
New Filing/Pending Case/Case History Report				x*		x
Second Advisement Forms	x	x				
Collation of Incoming Forms for Jacket	x	x				
Docket #/Courtroom Assignment	x			x		
Filing of Jackets	x	x				
List of City Jail Filings	x					
Case Updating/Status Reporting:						
Case Data Inquiries	x			x		
Courtroom Result/Scheduling Data Entry	x			x		
Retiring of Inactive Cases/ Filing	x			x	x	
Manual Files, Logs:						
Master & Status Card Files	x		x			

*CRT Flag, plus hardcopy report on a terminal typewriter.

FUNCTIONS, cont'd	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Manual Files, Logs, cont'd						
Jacket Files - Date, Dead, Pending	x		x			
Jacket File - by Docket #	x	x				
Mittimus, Warrant, Stays Card Files	x		x			
Appeal Record Book	x	x				
Appeals Card File	x		x			
Parole Violations File	x	x				
Short Form/Long Form/GS Complaint Files	x	x				
General Violations Clipboard File	x		x			
Log of Mittimuses & Warrants	x				x	
Log of Cases Bound-over/Receipts	x		x			
Statistical Reporting:						
Daily Tally Sheets	x		x			
Weekly Overview of Caseload					x	x
Aging Report of Cases					x	x
Warrant Expiration Report	x				x	
Monthly Defendant Data Summary					x	x
Monthly Courtroom Case Data & Pending Status Report	x				x	

CRIMINAL & GENERAL SESSIONS MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS, cont'd	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Statistical Reporting, cont'd						
Monthly Disposition Report					x	x
Annual Statistical Reports	x				x	
Annual File Purging Report					x	x
Financial Transaction Procedures:						
Bond, Jury Fee, Attorney Fee Card Files	x		x			
Bond, Fee, Fine Receipts Data Entry	x			x		
Bonds with no Filing File	x	x				
Bonds with no Filing Data Entry	x			x		
Typing of Bond, Fee Cards	x		x			
Bond, Fee, Fine Data Inquiries	x			x		
Tally Sheets & Daily Ledger	x				x	
Unclaimed Money Notices					x	x
Unclaimed Money Transfer List	x				x	
Bond Estreature Report					x	x
Forfeiture of Bonds	x			x		
Bondsman/Surety Bond Status Report					x	x
Cash Register Tape/Drawer Reconciliation	x	x				
Escrow Bank Account Maintenance	x	x				
Daily Bank Deposit	x	x				

-06-

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Financial Transaction Procedures, cont'd:						
Daily Transmittals to Treasury	X	X				
Filing, Maintenance of Card Files	X		X			
Monthly Ledger	X					
Annual Financial Reports	X				X	
Bond, Fee Returns	X				X	
(check writing)	X	X				
Bond Fee Return Data Entry	X			X		
Bond Estreature Data Entry	X			X		

-16-

SYSTEM BACKUP

The system is designed so that a computer hardware failure of short duration will not significantly impair the operations of the clerk's office in any way, and long term failure will require only minimal procedural changes.

The most likely problem is a failure of teleprocessing capability. This will cause difficulties in two areas: 1) answering inquiries from the public and the criminal justice personnel, and 2) entering new case information onto the system. The first problem will be resolved by providing a daily microfiche listing of the entire active case file sorted alphabetically by defendant's name. The elements to be included are enumerated in the inquiry section of the system backup flow chart, and should suffice to answer 90% of the questions; additionally, the inclusion of the docket number will allow quick access to the jacket for the balance of the information. This listing will be current as of the close of business on the previous day.

The second problem will not be significant if the teleprocessing failure is of short duration (less than four hours) since the jackets and filings can be held until the terminals are working again. If there is pressure to complete some filings (such as felony filings where the defendant has not posted bond and is being held in jail for his second advisement), these can be done as shown on the backup flow chart (Exhibit 9). The information can either be entered onto the system at a later time, or terminals can be used which store information on magnetic tape cassettes until teleprocessing service is restored and then pass the data on to the computer at high speed without further operator intervention.

These terminals are more expensive, however, and court management must decide if this convenience will justify the cost. (See the section on costs for further elaboration.)

If the teleprocessing failure extends over the bulk of the business day, the records for new case filings, courtroom results, final dispositions, and bond information will be sent to DSD for keypunching and entry onto the computer files by batch updating. All of the normal reports, listing and document production can then be carried out just as if the new information had come through the terminals. Any errors detected by the system while reading the cards punched from source information will be printed on a separate listing for review and correction by court personnel the next day. Since the usual procedure will be to provide docket sheets, pull lists, and alphabetical defendant listings for one, two, and three days in advance, one of the clerks will simply take the next day's material, add any new cases that were added to the docket during the morning, and send it to the printing center as is now being done.

Since an updated listing of the active case file can still be produced, after entry of new information by this procedure, the courts can continue to function with very little impairment through a teleprocessing failure of indefinite duration. In fact, the only conceivable circumstance that would lead to a failure of longer than 24 hours would be civil disorder or a bombing of the computer facilities of DSD. Even under these circumstances, we believe it will be quite probable that batch services can be restored at an alternate site within 72 hours. In any event, it will always be possible to reconstruct the present manual system from the data furnished on the daily listing of the active case file.

EXHIBIT 9

SYSTEM BACKUP

-94-

INITIAL CASE FILING   CASE UPDATING   BONDING

INQUIRY
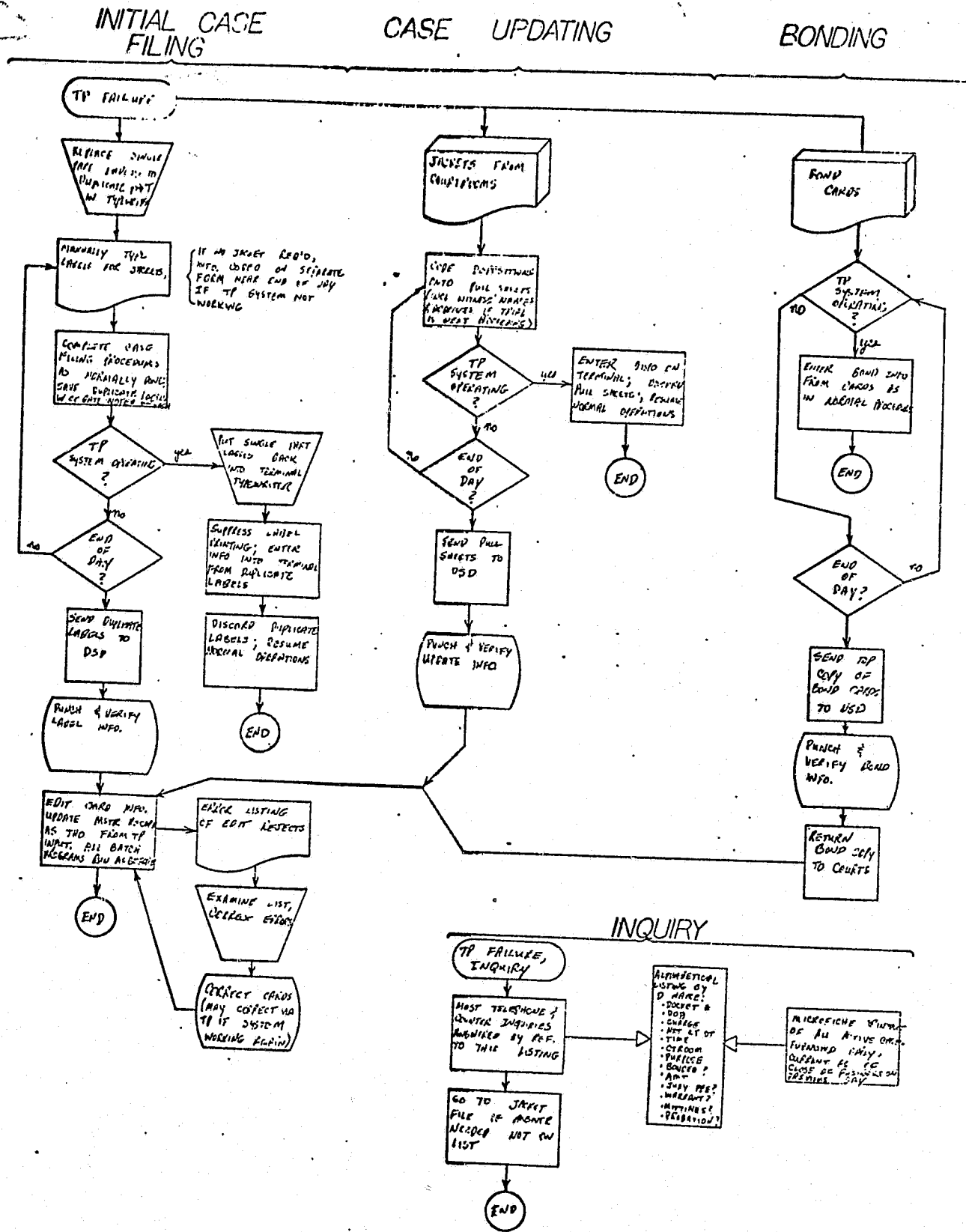
SECURITY AND PRIVACY

The court system must ensure that recorded information is accurate, pertinent, complete, up-to-date, and reasonably secure from unauthorized access or alteration. Furthermore, since personal information on each defendant will be recorded on the computer files, the operation of the system must conform to all legal requirements as to information privacy.

The system must deal with five different problem areas in order to satisfy this objective. The first is the recordation of erroneous information; this will be minimized because the system will require redundant entry of critical informational items, i.e. the defendant's name, docket number, and result of each court appearance. Thus, to update a record it will be necessary to enter the docket number (which will contain a check digit) and the defendant's first and last initials. The system will check the master record to ensure that the proper record is being updated. At the time of initial case filing it will be necessary to enter the defendants full name twice in order to set up the master record, and the system will compare both entries and determine that they are identical before creating a master record. Entry of court results will be by code and narrative so that an editing check will be possible.

The second problem area is unauthorized disclosure of information. The system will minimize this compromise of security by 1) having all terminals located so as to be inaccessible to the general public, 2) educating the clerical personnel as to which items of information may be given to the public, either in person or by telephone, and 3) making the history file on a particular individual unavailable for examination without entry of a secret key, known only to management. The history file will be examined by the system when new case data is entered, but the clerk will only be informed if that defendant is presently wanted for some reason such as an outstanding warrant or a probation violation. The needs of the probation department can be handled by routinely providing a hard copy printout of the defendant's County Court Criminal history when the court orders him to report to probation for a pre-sentence evaluation.

The third problem area is unauthorized modification of data on the master files. This is the most difficult area to handle satisfactorily since sufficiently stringent measures would substantially interfere with routine entry of new information. The approach that the system will take is to allow relatively unfettered entry of information that will add to existing records, but make alteration of data very difficult (except for items of little consequence such as Witness' addresses and the name of the defendants' attorney), relying again

on the secret key available only to court management. Furthermore, the system will keep a log of all alterations made on this key and furnish a report to management at regular intervals. Thus, unauthorized alteration of data should be apparent upon examination of the record.

The fourth problem area is that of loss of data, either through natural occurences, mechanical equipment failures, or acts of violence. All on-line records will be dumped to magnetic tape at periodic intervals, and the transaction log tapes saved so that these files can be re-constructed at any time. Data Services has competent procedures to maintain the safety and integrity of these tapes through almost any conceivable disaster.

The final problem area is the extent of probable federal regulation of data files which permit identification of individuals. A privacy bill was passed by the Congress last December, but we have not been able to secure a copy of this bill for study at the present time; thus, we are not yet able to determine the impact of this new regulation on the proposed system. We will review our conclusions with court management after we have completed this study during detailed system design.

SYSTEM IMPLEMENTATION

The general implementation plan for the Denver County Court System was discussed in the overview section. The material here deals with the specific problems that we expect to arise in the implementation of the Criminal and General Sessions module.

One problem will be the training of court personnel in the use of the equipment and the system. We will prepare detailed job descriptions and procedure manuals (showing the order and respon- sibility of each task associated with a particular function) so that court management can make tentative personnel assignments well in advance of the time of conversion. Each clerk will then have ample time to study the procedure manuals and familiarize himself with the tasks he will be expected to perform.

We appreciate the concern expressed by court management that when clerks learn only one job they can not be easily shifted to another job in the event of illness or vacation; however, we feel that it would impose too great a training burden to require every clerk to learn every job at the outset. After the system has been operating successfully for a time, perhaps two months, and most of the major problems have been encountered and solved, court manage- ment could institute a policy of regular rotation of clerks from one job to another so as to effect this general training over a longer period of time.

Shortly before we are ready to convert operations to the computer system, we will arrange training sessions to explain the operation of the terminals.

A more significant problem is the manner of creating the active case file. There are three alternative approaches to this problem:

PLAN A: No previous case information will be entered onto the system files at all. The clerks will simply begin entering new case filings on the terminals when the system is ready to begin operation, and will only process cases that were filed on or after that date. Cases then in progress would continue to be processed under the old, manual system until completed.

The advantage of this plan is primarily one of minimizing the conversion cost since case information would always be entered one time, either onto the old system or the new one. It would yield itself quite easily to a step-wise implementation plan within the criminal and general sessions divisions since, for example, one could begin with just misdemeanor filings for a time and determine that the system would perform satisfactor- ily before involving more of the court operations.

The disadvantages of this plan arise from the difficulty of determining whether a particular case is filed in the manual or computer system, and the fact that the court docket sheet will be partially prepared by computer and partially by hand. When the jackets come back from courtroom proceedings, clerks will have to determine whether the results should go on the status cards or be entered on the terminals. Telephone and counter inquiries will require clerks to check in both systems until the conversion is complete. This may result in some confusion and frustration with the system during the first four or five months of operation. Since there will be no overlap between the two systems, testing will be more difficult and perhaps not as thorough.

PLAN B: Some clerks will work over a weekend and enter all the information contained on the status cards for one segment of the court files, perhaps devoting the first weekend to the criminal division, the second to general sessions violations, and the third to general violations. All of the operations relative to the implemented segment would then be handled by the computer system beginning the following Monday.

The advantage of this plan is that it minimizes the confusion of transition from the manual to the automatic system and eliminates the need for dual production of docket calendars for each courtroom. The operations are sufficiently distinct between the criminal, general sessions, and general violations processing that the stepwise implementation of these sections should not create additional problems. It will also give the clerks time to familiarize themselves with terminal operations and the new system without the distraction of telephone calls and counter inquiries.

The disadvantages are the additional cost to the court for personnel overtime and the fact that these initial records will be incomplete in regard to bond information, defendant address and date of birth, attorney name, etc. These deficiencies will not, however, interfere with docket production or other key processes. There will not be any parallel operation for testing purposes under this plan.

PLAN C: Two months before scheduled implementation, the courtroom bailiffs will be instructed to code the result of each appearance, the next court date and purpose on the docket sheet. These records will then be sent to DSD for keypunching and entry

onto computer files. The administrative clerks would continue to process the cases under the present manual system during this time. On the weekend prior to conversion, clerks would run through all the status cards and check the computer records via the terminals for accuracy and completeness, and fully automated procedures would begin the following Monday.

The advantages of this plan are the elimination of any transition period and its attendant confusion, and the opportunity for parallel operation of the computer system with the manual system so that complete and exhaustive testing of the new system can be carried out prior to any reliance upon it by the courts. For example, court management can determine how complete the computer active case file is by comparing the computer produced docket sheet with the manually prepared one, and thereby have a sound basis for deciding precisely when conversion to the new system should take place.

The principal disadvantage of this plan is the substantial cost of keypunching this data (one full time operator for at least three months), the time required for the bailiffs to enter the coding on the docket sheet, and the time required by the analysts to check it before processing and to supervise the operation of this subsystem while working on the completion of the main part of the module. These records would also be somewhat incomplete in the same areas as under the other two plans.

We will submit complete details for these plans at a future time for the consideration of court management. The main conversion problem with existing files will be the elimination of the jacket date files and consolidation of all jackets into

one file in docket number sequence. Since the jacket pull list will include the date due in court, the most practical solution is to pull the jackets from the date files as they are due and then refile them in docket number sequence after the court procedure is completed. Some difficulty may be encountered in locating a jacket based on an inquiry keyed to defendant's name during the transition period, but this will probably not justify the time and expense of the alternate plan of physically rearranging the entire jacket file at conversion time.

In view of the importance of bond and jury fee records, these accounting files should be maintained in parallel with the computer system for an extended time, perhaps one year.

SYSTEMS DEVELOPMENT AND OPERATIONS: ESTIMATED COSTS AND TIMING

Based on the information gathered during the Project Research Phase and documented in the report, we have estimated costs for both the development and operation of the new system module.

The developmental costs include all personnel, hardware and other costs associated with the Design Phase of this module through the Final Evaluation Phase, and cover approximately 17 months. The operational costs represent our estimate of the incremental costs to be added to the Court's portion of the Denver Data Services Division's monthly budget. The following represent summaries of developmental costs, operating costs, and estimated time schedules for each developmental phase.

For a further breakdown of developmental costs, reference should be made to EXHIBIT 10.

SUMMARY OF DEVELOPMENTAL COSTS
DESIGN THROUGH IMPLEMENTATION PHASES

Systems Analysis	$ 74,552
Programming	94,880
Support Personnel	9,498
Dedicated Hardware (6 mo. rental)	14,434
Shared Hardware	28,860
Special Computer Forms	2,312
Consultant Services (Evaluation Analysis, Financial Audit)	10,000
Supplies and Operating Expenses	2,500
TOTAL	$237,036

SUMMARY OF INCREMENTAL OPERATING COSTS

Systems Analysis (Maintenance)	$ 300
Programming (Maintenance)	300
DSD Support Personnel (I/D Clerk, Computer Operator)	800
Batch Processing CPU	2,400
Teleprocessing CPU	1,760
Hardware Poller	350
12-Station Controller	348
Display Terminals (6)	570
Terminal Typewriters (2)	334
Disk Drive	385
Disk Pack	10
Modems (2)	140
Telephone Line	50
Special Computer Forms (including microfiche)	370
TOTAL INCREMENTAL MONTHLY COSTS	**$ 8,117** (A)

(A)

Based on our research to date, we do not anticipate either a significant reduction or increase of clerical and administrative personnel costs as a result of module development.

SUMMARY DEVELOPMENTAL SCHEDULE

PHASES	ESTIMATED ELAPSED TIME (MONTHS)	PROBABLE SCHEDULE (B)
Design	5	February (1974) – June
Programming	5	July – November
Testing	2	December – January (1976)
Implementation	3	February – April
Evaluation	2	May – June
	17	

(B)

The start and stop dates for each phase are based on the assumption that the Criminal and General Sessions Module will be developed first and a decision to continue with development will be made immediately by the court's administration.

EXHIBIT 10

CRIMINAL AND GENERAL SESSIONS MODULE
ESTIMATED DEVELOPMENTAL COSTS

PERSONNEL

	FUNCTIONS					TOTAL
PHASES	SYSTEMS ANALYSIS	PROGRAMMING	KEY PUNCH OPERATOR	COMPUTOR OPERATOR	INPUT/OUTPUT DATA CLERKS	MAN/MONTHS COST $
Design	15	6	–	–	–	21.0
Programming	15	48	2	1	1	67.0
Testing	6	6	1	.5	.5	14.0
Implementation	9	6	.5	1	1	17.5
Evaluation	2	2	–	1	1	6.0
Man/Months	47	68	3.5	3.5	3.5	125.5
Total Estimated Personnel Costs	$74,552*	$94,880*		$ 9,498*		$ 178,930*

*The personnel costs are based on estimated salaries of DSD personnel at
various levels, plus 12.5% for overhead. The use of contract programmers
could affect this estimate either upward or downward. However, until
program specs are developed, no reasonable estimate can be made at this
time for contract programmers.

EXHIBIT 10 (continued)

CRIMINAL AND GENERAL SESSIONS MODULE
ESTIMATED DEVELOPMENTAL COSTS

HARDWARE

	COSTS
Dedicated Hardware (6 month period):	
Controller to Terminal Cables (8 @ $110/cable)	$ 880
Equipment Installation and Freight	1,500
Display Terminal, 6 @ $95/month	3,420
Terminal Typewriter, 2 @ $167/month	2,004
Modem, 2 @ $70/month	840
Hardware Poller, 1 @ $152/month	912
12-Station Controller, 1 @ $348/month	2,088
Disk Drive, 1 @ $385/month	2,310
Disk Pack, 1 @ $10/month	60
Telephone Line, 1 @ $50/month	300
Microfiche Viewer, 2 @ $10/month	120
TOTAL	$14,434

Shared (Undedicated) Hardware:	
Teleprocessing CPU (8 hours daily) @ $10/hr.-uptime	10,560
Batch Processing CPU (610 hours) @ $30/hr.	18,300
TOTAL	$28,860

SECTION III

PROBATION DEPARTMENT MODULE

REVIEW OF EXISTING SYSTEM

The Probation Department is responsible for the pre-sentence evaluation of all defendants adjudicated guilty of serious misdemeanors where the judge feels that the miscreant may be helped by professional counseling and supervision, and for providing these services if the judge makes a term of probation part of the sentence.

It is crucially important to have rapid information access. A defendant's criminal history, record of performance on previous probation terms, if any, and complete details of the present offense are critical if the pre-sentence evaluation is to be accurate and timely. The probation counselor must be aware of any inchoate problems with his probationers, especially in regard to new arrests or counseling difficulties, as soon as possible if he is to be able to deal with them effectively.

At present, the Probation Department manually keeps a master card index of each defendant's probation history. This file has been increasingly difficult to maintain accurately because of its size and the inadequate procedure for determining case disposition if a term of probation is not made part of the sentence. There is no simple way to learn of a defendant's complete criminal record, even in Denver County, in time to be used by the interviewer for pre-sentence evaluation.

Another problem area is the coordination of a
large number of volunteer counselors and professional
agencies. At present this is done manually at consider-
able expense in terms of personnel time and delay in getting
information to the proper people. This materially impairs
the effectiveness of the Probation Department.

A third major problem area is the compilation
of statistical summaries. These must be laboriously
assembled by hand tally and are therefore fragmentary,
of limited scope, and completed too late to be of much
value as a management tool.

These problem areas have been restated as
objectives to be satisfied by the new system and are
enumerated on the following page.

EXHIBIT 11

SYSTEMS OBJECTIVES FOR PROBATION DEPARTMENT

1. Enter all information now contained on master cards onto
   computer files, and provide access by:

   - Defendant/Probationer Name and DOB
   - Probation (D.C.) # + Defendant/Probationer Initials

2. Provide Probation Department personnel with "on-line" access
   to all information contained on court master records.

3. Provide "on-line" updating of probation master records and
   eliminate the need for multiple recording of the same infor-
   mation.

4. Provide timely statistical summaries of department activities.

DESCRIPTION OF NEW SYSTEM

The manual procedures of the Probation Department will be streamlined and facilitated by the implementation of the new system. The defendant will come to the intake window and present his referral slip. The desk will enter his name and date of birth and determine from the terminal display whether this individual had been through the Probation Department before. The clerk can then locate his file, or start a new one as is appropriate, and then refer him either to his probation counselor or the diagnostic clinic. Most of the necessary information for this new case will be automatically system generated from the Criminal/General Sessions master file to the probation master file as a new client record. This is represented in the general schematic of the Probation Department by the arrow labeled "from C & GS files" (see Page 25). The entrance information will be entered on the terminal.

Pre-sentence evaluation

Thus, when the defendant reaches the diagnostic clinic desk, his case information will have already been entered on the clinic schedules. The clerk will give him the testing papers to complete, as at present; when he has finished the clerk will enter this fact on the terminal and his name will be added to the waiting queue until an interviewer takes his case. A complete report of the defendant's criminal history record in Denver County will be prepared
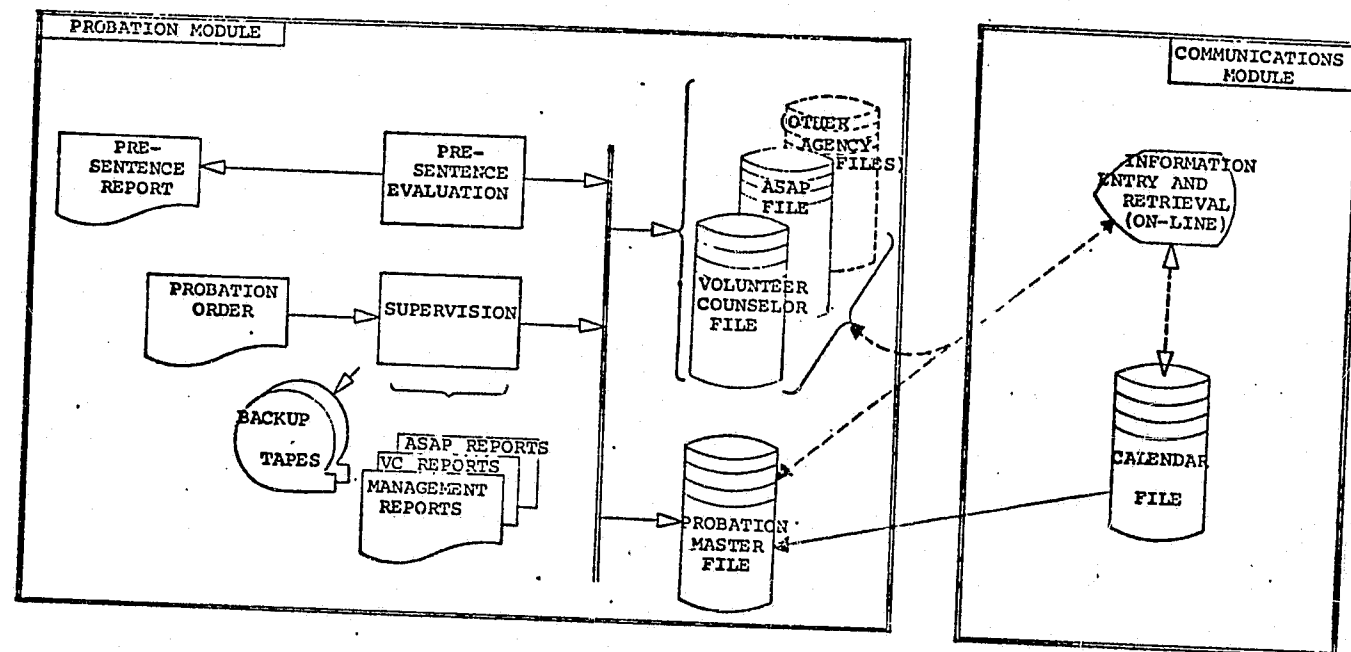
at this point and added to his folder.

After the pre-sentence evaluation is complete and typed, a clerk will enter the recommendation on the terminal, and the system will automatically prepare the Disposition Sheet, Chronological Record Sheet, and Terms of Probation Sheet if probation was recommended.

A daily listing will be provided that will indicate which pre-sentence reports are due the following day; this is represented in the schematic by the arrow from the calendar file. This list will serve as a basis for pulling and sorting the reports and also to determine which reports are still incomplete. The clerks will be able to determine by terminal inquiry if any defendants did not report to the Probation Department who were ordered to do so. The pre-sentence report will then be sent to the proper courtroom for the probation hearing.

The sentence imposed by the judge will be automatically entered on the probation files as soon as it is recorded by the criminal and General Sessions clerks, and will also be included on a special disposition report for all defendants who went through the diagnostic clinic.

After disposition, the system will list the disposition and referral information on The Referral/Disposition Report generated by the Criminal/General Sessions Module. The system will also provide the capability of on-line inquiry concerning the status of non-reporting probationers so that immediate action can be taken if necessary.

Supervision

When a defendant who was put on probation reports to the department with a copy of The Terms of Probation Sheet for his initial counseling interview, he will be assigned by the computer to one of the staff counselors. In order to maintain a balanced load, management will have the capability of specifying a load ratio other than equally if they so desire. If

a staff counselor quits or is unable to work for an extended period of time, the system will re-allocate his caseload among the remaining counselors. A new staff counselor will be assigned new cases at 1.5 times the rate of the others until the caseloads are balanced.

All of the information on ASAP agencies and volunteer counselors will be indexed and accessible to the counselors on the terminals. This should facilitate their handling of new cases. If the Probation Department should acquire the responsibility of coordinating other agencies, such as TASC, additional files would be added for each agency. Volunteer Counselor Report Cards will be prepared by the computer each month, and a clerk will note the return of these reports on the terminals. The system will monitor the return of these cards and notify the proper counselor if a particular report is overdue.

The ASAP Agency Reporting Sheets will be automatically prepared each month, and the reported results will be entered on the terminals as they are received. The reports will be sorted by counselor and reported on a monthly basis. Deferred prosecutions, sentences or judgements will be similarly monitored by the system.

Probation Discharge Certificates will be automatically prepared for the counselors signature for probationers nearing the end of their term after the system Probation Discharge Listing, with the counselor's notation as to type of discharge, has been used to update the probation file.

Other reports and listings, shown on the schematic as "management reports", are described fully in the system output section. Backup tapes will be prepared from the active files at regular intervals just as with the other modules, and used in the same manner. The discussion on security and privacy in the Criminal and General Sessions Module (SECTION II) deals more fully with this matter.

PROBATION DEPARTMENT

Input/Output	Clerical	Peripheral	DSD

CLERKS' OFFICE

COURT REQUESTS PRE-SENTENCE EVALUATION

CLERK ENTERS COURTROOM RESULT ON TERMINAL

UPDATE MASTER RECORD; TRANSFER RELEVANT SET RECORDS TO PROB. FILE

PROBATION FILE
- PENDING APPROVED
- ACTIVE
- HISTORY

D REPORTS TO PROBATION DEPARTMENT

ENTER D NAME DOB

SEARCH HISTORY FILE, ACTIVE FILE

IF PENDING RECORD NOT MADE YET, ACCESS COURT FILES FOR INFO AND SET FLAG SO THAT RECORD NOT FORMED WHEN COURT RESULT ENTERED

SELECT PRIOR CASE JACKET W/ NEW DCN

PREVIOUS RECORD ? — NO / YES

DISPLAY HISTORY RECORD, IF ANY WITH DCN; IF ACTIVE, COUNSELOR NAME

PULL OLD CASE JACKET FROM FILES

NOW ON PROBATION ? — NO / YES

ENTER REQ'D NEW DATA

SET UP OR MODIFY ACTIVE FILE; DELETE PENDING FILE REC.

NOTIFY ORIGINAL COUNSELOR, GET JACKET FROM COUNSELOR FILE

SEND D TO DIAGNOSTIC CLINIC OR COUNSELOR AS APPROPRIATE

WHO HASN'T REPORTED TO PROB. YET

ENTER "PFO"

ACCESS PENDING FILE FOR ALL RECORDS MORE THAN 2 WORKING DAYS OLD

DISPLAY FILE ON CRT; HARD COPY PRINTOUT ON DEMAND

D REPORTS TO DIAGNOSTIC CLINIC

CALL D NAME "R DATA"

CALL D DATA FROM ACTIVE FILE, FSP TO INTERVIEW SCREEN

GIVE TEST PAPERS TO D

POP D INFO TO SCREEN DISPLAY

D COMPLETES TESTS

INDICATE ON TERMINAL THAT D IS READY FOR INTERVIEW

ACCESS ALL COURT RECORDS ON THIS D.

TYPE RAP SHEET FOR D (DOWNLOAD CITY ONLY)

COMPLETE INTERVIEW

ENTER CODE FOR COMPLETION OF INTERVIEW, INTERVIEWER

TRANSFER NEW INFO BACK TO ACTIVE CASE RECORD

WHEN DISPOSITION INFO COMPLETE, PRINT HARD COPY LIST OF DAILY LOG & STATISTICAL RECORD

PROBATION DEPARTMENT

EXHIBIT 12   Page Two

- PRE-SENTENCE REPORT COMPLETED
- ENTER CODE FOR COMPLETION RECOMMENDATION
- UPDATE MSTR RECORD, PRINT REQ. DOCUMENTS
- SENTENCING
- PULL REPORTS, DISTRIBUTE TO COURTROOMS (or clerks?)
- PRINT LIST OF REPORTS DUE IN COURT BY O NAME, OCA
- CHECK FILES FOR ALL FILES DUE IN COURT TODAY
- CLERK'S OFFICE ENTERS RESULT
- PRINT DISPO LIST, UPDATE PROBATION FILE SET PENDING FLAG
- PROBATIONER REPORTS TO DEPARTMENT
- ENTER O NAME, DOB
- ACCESS FILE FOR DISPOSITION INFO; CLEAR PENDING FLAG
- NOTIFY COUNSELOR SEND PROBATIONER TO PROPER OFFICE — NEED TO SEE COUNSELOR
- WHAT ACTION ?
- DISPLAY FILE RECORD
- DEFERRED PROSECUTION/JUDGMENT
- GIVE WRITE-IN FORMS, ENVELOPES TO PROBATIONER — PROBATION
- ENTER RESULT
- UPDATE ACTIVE FILE
- ENTER RESULT
- UPDATE ACTIVE FILE; ACCESS COUNSELOR LOAD, RETURN COUNSELOR NAME
- ASSIGNMENT OK?
- DISPLAY COUNSELORS NAME
- CONFIRM — yes
- no
- REFER PROBATIONER TO COUNSELOR W/ PRINTED FORMS
- ENTER DESIRED COUNSELOR
- UPDATE FILE

PROBATION DEPARTMENT

Input/Output	Clerical	Peripheral	DSD

Row 1:
- COUNSELOR INTERVIEWS PROBATIONER → RESULT? ◇ → VC → OBTAIN NECESSARY INFORMATION ON VOL. COUNS. → ENTER INFO → UPDATE ACTIVE FILE, VC FILE → (Monthly) → PRINT VC REPORT CARDS

Row 2:
- ALCOHOL PROBLEM → OBTAIN INFO ON REFERRAL AGENCY → ENTER INFO → UPDATE ACTIVE FILE → (Monthly) → PRINT AGENCY REPORTING SHEETS

- PREPARE INFO. RELEASE FORM, REFERRAL FORM ETC.

Row 3:
- VC REPORT RECEIVED → ENTER INFO, REPORT → UPDATE ACTIVE FILE, VC FILE → Monthly → SCAN VC FILE FOR ANY REPORT MORE THAN 1 WK LATE; PRINT LIST SORTED BY COUNSELOR
- SEND REPORT TO COUNSELOR

Row 4:
- ASAP REPORT RECEIVED → ENTER AGENCY NAME, P NAME, DOB, REPORT CODE → UPDATE ACTIVE FILE → Monthly → SORT BY COUNSELOR, PRINT REPORT

Row 5 (Monthly):
- SCAN ACTIVE FILE FOR EXPIR. PROBATION TERMS → PRINT LISTING SORTED BY COUNSELOR, REQ. FOR STD P/P SHEET ON EXPIRED PROB.

Row 6:
- COUNSELOR DESIGNATES TYPE OF DISCHARGE BY CHECK-OFF → ENTER RESULT → PRINT DISCHARGE CERTIFICATES; UPDATE ACTIVE FILE. → Daily → WHEN TERM EXP., TRANSFER TO HISTORY FILE ?

Row 7:
- SCAN AGENCY FILE FOR NON-REPORTING ASAP UNITS → PRINT LISTING OF ALL REPORTS MORE THAN 2 WKS LATE

SUMMARY OF INPUT/OUTPUT DATA ELEMENTS

The versatility of the Probation Department in its various functions as defendant evaluator, probationer supervisor, volunteer counselor coordinator, and ASAP referral source, among others, requires collection of a varied list of data elements. Exhibit 13, Data Elements Flow: Sources and Uses, defines these data elements and charts the flow from initial entry of each to its varied subsequent uses. The types of elements are wide-ranging, generally falling into one of the following areas:

- Criminal/General Sessions referral, basic case, and disposition information;

- Pre-sentence diagnostic information;

- Probation term record;

- Probationer probation history;

- Volunteer counselor information;

- ASAP Agency information.

See Exhibit 13 for the details of data elements flow.

DATA ELEMENTS FLOW: SOURCES AND USES

DATA ELEMENTS / DATA SOURCE	REFERRALS FROM CRIM./GS SYSTEM	REFERRAL SLIP	CASE JACKET PREPARATION	ENTRANCE INTO D.C. FOR TESTING	BLUE FOLDER D.C. WRITE-UP	PROBATION HEARING DISPOSITIONS	REPORTING FOR PROBATION	COUNSELOR INTERVIEW	REVOCATIONS/DISMISSALS OF PROBATIONERS	STAFF COUNSELOR STATUS	ASAP AGENCY STATUS	VOLUNTEER COUNSELOR INDUCTIONS	VOLUNTEER COUNSELOR ASSIGNMENTS	CHANGES IN VC STATUS
DIAGNOSTIC CLINIC NUMBER (DC #)			A	*	*		*	*	*					
CLIENT (DEFENDANT/PROBATIONER) NAME	A	*	*	*	*		*	*	*					
PERSONAL INFORMATION														
AKA	A		*											
Date of Birth	A	*	*	*	*		*	*	*					
Address, Phone (home)	A		*											
Employer Name, Address, Phone	A													
Wage; Time Employed														
DPD # DL #	A		*											
SID #	A													
Sex	A													
Race					X									
Social Security #	A		*											
CASE SECTION: DOCKET #	A	*	*						*					
PRE-SENTENCE INFORMATION														
Referral:														
Date Referral for Testing	A	*												
Courtroom (Division, Judge)	A	*	*						*					
Charge	A	*												
Status (Plea, etc.)	A	*		*					X					
Date Arrived for Testing			X											
Next Court Date, Time	A	*		*										
In Custody? Lock-up? Bond?	A	*		*										
Filing Date	A													
Defense Attorney	A													
Testing:														
Date, Time Entered Clinic				X										
Interviewer				A										
Recommendation (Prob./No Prob.)					*									
Transcripts Sent – Yes/No					X									
Testing Results (MMPI Score, etc.)?					X									
POST – SENTENCE DISPOSITION, DATE	A	*	*			A/X	*		X					
PROBATION INFORMATION														
Terms of Probation: Special Conditions	A		*			A/X	*	*						
Probation Reporting Date							X							
Counselor							A	*		*				
Type of Probation: VC, ASAP, etc.								X						
VC ASAP Facility Name								X					X	
Address, Phone #								X					X	
Monthly Returns (by month)														
Changes in Status: Problems								X						
Miscellaneous Dates														

DATA ELEMENTS \ DATA SOURCE	REFERRALS FROM CRIM./GS SYSTEM	REFERRAL SLIP	CASE JACKET PREPARATION	ENTRANCE INTO D.C. FOR TESTING	BLUE FOLDER D.C. WRITE-UP	PROBATION HEARING DISPOSITIONS	REPORTING FOR PROBATION	COUNSELOR INTERVIEW	REVOCATIONS/ DISMISSALS OF PROBATIONERS	STAFF COUNSELOR STATUS	ASAP AGENCY STATUS	VOLUNTEER COUNSELOR INDUCTIONS	VOLUNTEER COUNSELOR ASSIGNMENTS	CHANGES IN VC STATUS
DISMISSAL/REVOCATION INFORMATION														
Revocation Hearing Date, Time									X					
Disposition	A					A								
Dismissal Type (Favorable, Unfavorable)									X					
Results	A					A								
Probation Termination Date	A					A								
PREVIOUS PROBATION HISTORY														
VOLUNTEER COUNSELOR INFORMATION:														
Name												X		
Date-of-Birth, Sex												X		
Race												X		
Address, Phone (home)												X		
Business Address, Phone												X		
Occupation												X		
Application Date												X		
Training - Date Completed												X		
Induction Date												X		
Interviewer and Date												X		
Current Status (Active, Pending, Inactive)	☆												X	X
PREVIOUS PROBATIONER(S), COUNSELOR(S)														
STAFF COUNSELOR LOAD RATIO/CASELOAD										X				

NOTE: X = original data entry (manual)
A = automatic data entry in probation (from Crim./GS System or Probation System generated)
☆ = utilized by other documents

EXHIBIT 13a

Page Two

DATA ELEMENTS FLOW: SOURCES AND USES

DATA ELEMENTS / DATA USE

Data Elements (rows):

- DIAGNOSTIC CLINIC NUMBER (DC #)
- CLIENT (DEFENDANT/PROBATIONER) NAME
- PERSONAL INFORMATION
- AKA
- Date of Birth
- Address, Phone (home)
- Employer Name, Address, Phone
- When Time Employed
- FID = TL =
- SID #
- SID #
- Sex
- Race
- Social Security #
- CASE SECTION: DOCKET #
- PRE-SENTENCE INFORMATION
- Referral:
- Date Referral for Testing
- Charge
- Courtroom (Division, Judge)
- Status (plea, etc.)
- Date Arrived for Testing
- Next Court Date, Time
- In Custody? Lock-up? Bond?
- Filing Date
- Defense Attorney
- Testing:
- Date, Time Entered Clinic
- Interviewer
- Recommendation (Prob./No Prob.)
- Transcripts Sent - Yes/No
- Testing Results (MMPI Score, etc.)?
- POST - SENTENCE DISPOSITION, DATE
- PROBATION INFORMATION
- Term of Probation; Special Conditions
- Probation Reporting Date
- Counselor
- Type of Probation: VC, ASAP, etc.
- VC/ASAP Facility Name
- Address, Phone #
- Monthly Future (by month)
- Charges in Status; problems
- Miscellaneous Dates

Data Uses (columns):

- CALENDAR OF PROBATION HEARINGS
- DAILY LOG OF DIAGNOSTIC CLINIC
- TERMS OF PROBATION SHEET (PROB. ORDER)
- DISPOSITION SHEET
- CHRONOLOGICAL RECORD SHEET
- INFORMATION REQUEST SHEET
- VOLUNTEER COUNSELOR STATUS LISTING
- COUNSELOR CASELOAD REPORT (LOG)
- PROBATIONER DISCHARGE LISTING
- DISCHARGE CERTIFICATES
- REQUEST FOR ARREST RECORD
- VC REPORT CARDS
- VC RETURN EXCEPTION REPORT
- VC NON-REPORTING LETTERS
- ASAP AGENCY REPORTING SHEETS
- ASAP AGENCY RETURN REPORT
- PROBATION DEPARTMENT CASELOAD AND STATISTICAL REPORTS
- REDISTRIBUTION OF COUNSELOR CASELOAD
- PROBATIONER/DC # CROSS-REFERENCE LIST
- FAILURES TO APPEAR REPORT
- DEFENDANT HISTORY PRINTOUT
- INFORMATION INQUIRIES

DATA ELEMENTS \ DATA USE	CALENDAR OF PROBATION HEARINGS	DAILY LOG OF DIAGNOSTIC CLINIC	TERMS OF PROBATION SHEET (PROB. ORDER)	DISPOSITION SHEET	CHRONOLOGICAL RECORD SHEET	INFORMATION REQUEST SHEET	VOLUNTEER COUNSELOR STATUS LISTING	COUNSELOR CASELOAD REPORT (LOG)	PROBATIONER DISCHARGE LISTING	DISCHARGE CERTIFICATES	REQUEST FOR ARREST RECORD	VC REPORT CARDS	VC RETURN EXCEPTION REPORT	VC NON-REPORTING LETTERS	ASAP AGENCY REPORTING SHEETS	ASAP AGENCY RETURN REPORT	PROBATION DEPARTMENT CASELOAD AND STATISTICAL REPORTS	REDISTRIBUTION OF COUNSELOR CASELOAD	PROBATIONER/DC # CROSS-REFERENCE LIST	FAILURES TO APPEAR REPORT	DEFENDANT HISTORY PRINTOUT	INFORMATION INQUIRIES
DISMISSAL/REVOCATION INFORMATION	*																					
Revocation Hearing Date, Time																						
Disposition																						
Dismissal Type (Favorable, Unfavorable)																						
Results																						
Probation Termination Date																						
PROBATION'S PROBATION HISTORY							*															*
VOLUNTEER COUNSELOR INFORMATION:							*															*
Name							*												*		*	*
Date-of-Birth, Sex							*															*
Race																						*
Address, Phone (home)							*															*
Business Address, Phone							*															*
Occupation																						*
Application Date							*															*
Training - Date Completed							*															*
Induction Date							*															*
Interviewer and Date							*															*
Current Status (Active, Pending, Inactive)							*	X	*										*			*
PROFILE'S PROBATIONER(S), COUNSELOR(S)									*	*	*							*	*		*	*
STAFF COUNSELOR LOAD RATIO/CASELOAD																						*

NOTE:
X = original data entry (manual)
A = automatic data entry in pro-
    bation (from Crim./GS System
    or Probation System generated)
* = utilized by other documents

PROPOSED SYSTEM OUTPUT

Probation Module:

The system output for the Probation Module of CMIS
is listed below, and described in more detail on the
pages following. The output is responsive to several
mainstream areas of probation procedures:

- Probationer record maintenance and tracking;
- Case preparation and scheduling for courtroom
  procedures;
- Failures to appear in probation;
- Tracking Volunteer Counselor (V.C.) and ASAP cases;
- Maintaining V.C. Status;
- Statistical reporting

The impact of the reports on current manual probation
procedures can be found in the section below, entitled
"Impact of the Proposed System."

The listing of output is organized according to the
frequency with which the document will issue: daily,
weekly, monthly, or on request. "On request" means that
the output is available at any time, and the frequency of
request will be left up to the discretion of probation
management or the clerical staff as the need arises.

As in the other modules, the precise format of each

document will be determined during the detail design
phase of system development, in conjunction with depart-
ment management. The format of forms will also be
analyzed during that phase, for potential simplification
or consolidation.

The page on statistical output is a combination of
current statistical report elements and potential statis-
tics available through automation. A further discussion
of meaningful probation statistics as well as a consoli-
dation of formats will be undertaken in the detail
design phase.

PROBATION SYSTEM OUTPUT

Daily:

    Calendar of Probation Hearings - 1, 2, 3 days out
    Daily Log of Diagnostic Clinic
    Referral/Disposition Report (See "Criminal/General
            Sessions System Output")
    Terms of Probation Sheets
    Disposition Sheets
    Chronological Record Sheets
    Information Request Sheet (DMV)

Weekly:

    Volunteer Counselor Status Listing

Monthly:

    Counselor Caseload Report/Log Sheets
    Probation Discharge Listing
    Discharge Certificates
    Volunteer Counselor Report Cards
    Volunteer Counselor Return Exception Report
    Volunteer Counselor Non-reporting Letters
    ASAP Agency Reporting Sheets
    ASAP Agency Return Report
    Probation Department Caseload and
            Statistical Reports

On Request:

    Redistribution of Counselor Caseload
    Counselor Log Sheets (updates)
    Probationer/Diagnostic Clinic # Cross-Reference Listing
            (Includes Deferred Judgement, etc.)
    Failures to Appear Report
    Defendant History Printout

REPORT TITLE:	Calendar of Probation Hearings (1, 2, 3 days out)
CONTENTS:	daily schedule of probation and probation revocation hearings
ORGANIZATION	by probationer (diagnostic clinic #)
DATA ELEMENTS:	Diagnostic Clinic # Probationer - Name, Date-of-Birth Courtroom Time of Procedure Charge Type of Procedure In Custody, Lock-up, Bond, etc.?
FREQUENCY:	Daily
DISTRIBUTION:	Probation Clerks
USE:	Pulling jackets for daily courtroom distribution Back-up for manual schedule preparation; 2, 3 days out

REPORT TITLE: Daily Log of Diagnostic Clinic

CONTENTS: Defendant information, charge and
                  disposition.

ORGANIZATION: by order of presentation at diag-
                  nostic clinic

DATA ELEMENTS: Diagnostic Clinic #
                  Defendant - Name, Date-of-Birth
                  Sex, Race
                  Docket #
                  Courtroom
                  Charge
                  Plea
                  Next Court Date, Time
                  In Custody? Lockup? Bond?
                  Interviewer
                  Recommendation (Probation/No Probation)
                  Disposition

FREQUENCY: Daily

DISTRIBUTION: Probation Clerks

USE: Scheduling interviews
                  Present use for research

REPORT TITLE: Terms of Probation Sheet

CONTENTS: Initial form data for judges to complete

ORGANIZATION: by defendant name

DATA ELEMENTS: Diagnostic Clinic #
                  Defendant Name
                  Docket #

FREQUENCY: Daily

DISTRIBUTION: Pre-sentence recommendation folder
                  (Blue Folder)

USE: Judge enters probation order and terms
                  of probation.

REPORT TITLE: Disposition Sheet

CONTENTS: Initial defendant information for
                     judges to complete at sentencing

ORGANIZATION: by defendant name

DATA ELEMENTS: Diagnostic Clinic #
                     Defendant Name, AKA, DOB
                     Defendant - Address, Phone #
                     Employer - Name, Address, Phone #
                     Wage, Time Employed
                     DPD/DL #
                     Sex
                     Docket #
                     Courtroom
                     Charge
                     Status (Plea)
                     Filing Date
                     Defense Attorney

FREQUENCY: Daily

DISTRIBUTION: Pre-sentence Recommendation Folder
                     (Blue Folder)

USE: Judge enters disposition and probation
                     conditions at sentencing

REPORT TITLE: Chronological Record Sheet

CONTENTS: Initial defendant information for judges
                     to complete at sentencing

ORGANIZATION: by defendant name

DATA ELEMENTS: Diagnostic Clinic #
                     Defendant Name, AKA, Date-of-Birth
                     Defendant - Address, Phone #
                     Employer - Name, Address, Phone #
                     Wage, Time Employed
                     DPD/DL #
                     Sex
                     Docket #
                     Courtroom
                     Charge
                     Status (Plea)
                     Filing Date
                     Defense Attorney

FREQUENCY: Daily

DISTRIBUTION: Pre-sentence Recommendation Folder
                     (Blue Folder)
                     Counselor when returned from court

USE: Counselor's record maintenance of
                     probationers

REPORT TITLE: Information Request Sheet (DMV)

CONTENTS: Top portion of request for defendant's
        driving record

ORGANIZATION: by defendant

DATA ELEMENTS: Date (current)
        Defendant Name, Address, Date-of-Birth
        DL #
        Diagnostic Clinic #

FREQUENCY: Daily

DISTRIBUTION: DMV
        Blue Folder when returned

USE: Requesting defendant driving records

REPORT TITLE: Failures to Appear Report

CONTENTS: Referrals to probation (for testing or
probation and supervision) who
have not reported within three
days from referral date

ORGANIZATION: by courtroom, by Docket #

DATA ELEMENTS: Courtroom
Docket #
(Diagnostic Clinic #)
Defendant Name, Date-of-Birth
Referral Date
Referral Phase (Testing, Probation)
Charge
Status (Plea, etc.)
(Post-sentence Disposition)

FREQUENCY: On request (off terminal typewriter)

DISTRIBUTION: Probation Clerks
Probation Management
Judges

USE: Tracking referrals to probation who
have not reported

REPORT TITLE: Defendant History Printout

CONTENTS: Current probation cases within new
filings in the county court (see
Criminal/General Sessions/New
Filing/Pending Case/Case
History Report)

ORGANIZATION: by probationer/defendant

DATA ELEMENTS: Probationer/Defendant - Name, Date-of-Birth
New Case Information
    Docket #
    Charge
    Filing Date
Pending Case Information
    Docket #
    Charge (Original, Reduced); Date
    Disposition; Date
    Probation Status
      Diagnostic Clinic #
      Terms of Probation
      Probation Reporting Date
      Counselor
History Cases
    Docket #, Charge(s), Disposition
    Probation History
      Diagnostic Clinic #
      Terms of Probation
      Counselor
      Revocation/Dismissal Date
      Dismissal Type

FREQUENCY: On request (off terminal typewriter)*

DISTRIBUTION: Probation Clerks
Probation Counselors

USE: Tracking rearrests of probationers

*NOTE: For new filings with open probation cases, a phone
call from Criminal/General Sessions clerks on entering
new filing data will be automatically followed by a copy of
this report. For new probation referrals, a copy of this
report may be requested by probation clerks.

REPORT TITLE: Volunteer Counselor Status Listing

CONTENTS: Volunteer Counselor Data

ORGANIZATION: by volunteer counselor name (alphabetical)

DATA ELEMENTS: VC Name, Date-of-Birth, Sex, Race
                   Address, Phone #
                   Business Address, Phone #
                   Occupation
                   Application Date
                   Training - Date Completed
                   Induction Date
                   Interviewer and Date
                   Current Status (Active, Pending,
                      Inactive)
                   Previous Probationer(s), Counselor(s)
                   Current Probationer(s), Counselor(s)

FREQUENCY: Weekly

DISTRIBUTION: Probation Secretary
                   Counselors

USE: Selecting new volunteer counselors
                   Backup for tracking volunteer counselors

REPORT TITLE: Counselor Caseload Report/Log Sheets

CONTENTS: caseload of counselors

ORGANIZATION: by counselor, by discharge date of
                      probationer (oldest first)

DATA ELEMENTS: Counselor
                   Probationer Discharge Date
                   Probationer
                      Diagnostic Clinic #
                      Name
                      Race
                      Terms of Probation
                      Probation Reporting Date
                      Type of Probation
                      VC/ASAP Agency Name, Address,
                         Phone #
                      Changes in Status; Problems

FREQUENCY: Monthly
                   On Request (updates)

DISTRIBUTION: Counselors
                   Probation Management

USE: Counselors assessment of caseload
                      information, ageing of cases
                   Management analysis and planning tool

REPORT TITLE: Probationer Discharge Listing

CONTENTS: probationers due for discharge in
                    current month

ORGANIZATION: by counselor, by probationer

DATA ELEMENTS: Counselor
                    Probationer Name
                    DC #
                    Terms of Probation
                    Discharge Date
                    (Type of Discharge: blank column)

FREQUENCY: Monthly

DISTRIBUTION: Counselors

USE: Counselors checking the type of dis-
                    charge (favorable, unfavorable) to
                    issue for each probationer
                    Tracking discharges

REPORT TITLE: Discharge Certificates

CONTENTS: discharge information for judge's
                    signature

ORGANIZATION: by probationer

DATA ELEMENTS: Probationer Name, Date-of-Birth
                    Docket #
                    Diagnostic Clinic #
                    Date Probation Granted
                    Probation Discharge Date

FREQUENCY: Monthly

DISTRIBUTION: Judges
                    Copy to probationer file

USE: Judges signature for final discharge
                    from probation

REPORT TITLE: Volunteer Counselor Report Cards

CONTENTS: reporting by volunteer counselors on
monthly activity with probationer

ORGANIZATION: by volunteer counselor

DATA ELEMENTS: Volunteer Counselor Name, Address
Probationer Name, Diagnostic Clinic #
Counselor
Current Date

FREQUENCY: Monthly

DISTRIBUTION: Volunteer Counselors

USE: Volunteer counselors monthly reporting
on probationer's activities

REPORT TITLE: Volunteer Counselor Return
Exception Report

CONTENTS: volunteer counselors who did not report
the previous month

ORGANIZATION: by counselor, by volunteer counselor

DATA ELEMENTS: Date (Month)
Counselor
Volunteer Counselor Name, Address, Phone #
Probationer Name, Date-of-Birth,
Diagnostic Clinic #

FREQUENCY: Monthly

DISTRIBUTION: Counselors

USE: Tracking of volunteer counselors not
reporting monthly, requiring
counselor follow-up.

REPORT TITLE: Volunteer Counselor Non-Reporting Letters

CONTENTS: letters to non-reporting volunteer
                        counselors for previous month

ORGANIZATION: by volunteer counselor

DATA ELEMENTS: Volunteer Counselor Name, Address
                   Probationer Name, Date-of-Birth, Diagnostic
                   Counselor   Clinic #
                   Non-reporting Month

FREQUENCY: Monthly

DISTRIBUTION: Volunteer Counselors

USE: Notification to volunteer counselors of
                    no record of previous month's report

REPORT TITLE: ASAP Agency Reporting Sheets

CONTENTS: ASAP Agency probationer caseloads

ORGANIZATION: by ASAP Agency, by probationer

DATA ELEMENTS: Date (Month)
                   ASAP Agency Name, Address
                   Probationer Name, Diagnostic Clinic #,
                     Counselor

FREQUENCY: Monthly

DISTRIBUTION: ASAP Agencies

USE: ASAP Agency monthly reporting on
                    probationers

REPORT TITLE: ASAP Agency Return Report

CONTENTS: ASAP Agency reports on probationers

ORGANIZATION: by counselor, by probationer

DATA ELEMENTS: Date (Reporting Month)
Counselor
Probationer Name, Diagnostic Clinic #
ASAP Agency Name, Phone #
Return or No Return
Probationer Problems?

FREQUENCY: Monthly

DISTRIBUTION: Counselors
Probation Clerks

USE: Tracking Agency referrals, probationer
problems, changes in status
Monitoring agencies

REPORT TITLE: Probation Department Caseload and
Statistical Reports

CONTENTS: monthly probation department statistics

ORGANIZATION: (Formats to be determined during Detail
Design phase)

DATA ELEMENTS: Probationer, Date-of-Birth (age), Sex,
Race, Charge
Probation Recommendations; Dispositions
(Other details to be determined.)

FREQUENCY: Monthly

DISTRIBUTION: Probation Management
Other

USE: Management analysis and planning tools

REPORT TITLE: Redistribution of Counselor Caseload

CONTENTS: redistribution of the caseload of one
                     counselor based on input caseload
                     ratios and current calculated
                     caseloads

ORGANIZATION: by counselor

DATA ELEMENTS: Date of Redistribution
                     Counselor
                     Probationer Name, Diagnostic Clinic #
                     Terms of Probation
                     Probation Reporting Date
                     Type of Probation (Volunteer Counselor,
                         ASAP, etc.)
                     Volunteer Counselor/ASAP Agency Name,
                         Address, Phone #
                     Changes in Status, Problems

FREQUENCY: On request

DISTRIBUTION: Counselors
                     Probation Management

USE: Redistributing the caseload of a
                     counselor terminating service

REPORT TITLE: Probationer/Diagnostic Clinic # Cross-
                     Reference Listing (microfiche)

CONTENTS: all cases currently under supervision
                     by the Probation Department (includes
                     deferred judgement/sentences,
                     etc., cases)

ORGANIZATION: by probationer (alphabetical)

DATA ELEMENTS: Probationer Name, Date-of-Birth
                     Diagnostic Clinic #
                     Probation Status
                     Docket #
                     Referral Dates (Last Pertinent Date)
                     Arrival Dates (Last Pertinent Date)
                     Courtroom
                     Next Court Appearance - Date, Time
                     Transcripts Sent?
                     Disposition
                     Terms of Probation
                     Counselor
                     Dismissal Information

FREQUENCY: On request (as update deemed necessary)

DISTRIBUTION: Probation Clerks

USE: Backup for finding jacket, answering
                     information inquiries

IMPACT OF THE PROPOSED SYSTEM

The automated system will impact external information exchange as well as current manual procedures in the Probation Department. Due to particular interdependency between the Criminal and General Sessions Divisions and Probation, the information exchange is important. Information enhances the probationary function as an extension of the legal arm of the court in administering constructive supervision to legal offenders, rather than rendering a monetary or physically restrictive admonishment which may increase rather than reduce recidivism.

The actual effects of probationary supervision on recidivism, as opposed to the traditional sentence, will also gain visibility through the availability of comparative statistics. With the system accrual of historical data, the effects of internal probation programs could be drawn from automated analysis hitherto unfeasible to attempt manually.

Probation:

In terms of daily probation operations, some of the major impact areas include:

- Pre-sentence evaluation procedures
- Post-sentence procedures
  - General

- Deferred Judgement/Prosecution; Suspended Sentence
- Probation
- Counselor Procedures
- Volunteer Counselor Procedures
- ASAP Procedures
- Probation Revocation
- Discharge Procedures
- Redistributing Counselor Caseloads
- Arrests of Probationers
- Volunteer Counselor Status Maintenance
- Statistical Reporting
- Manual Files and Logs

Pre-Sentence Evaluation Procedures:

As a defendant is referred by a judge to probation for pre-sentence testing, the Criminal/General Sessions case master file will be updated, and that update will also produce a basic record on the probation case master file, containing pertinent case information and a referral date and pending flag. Probation clerks will be able to scan the file for pending flags via the terminal, and will also receive a daily listing from the Criminal/General Sessions clerks containing testing referrals from the previous day. As a defendant arrives for testing, the clerk will access the terminal to determine whether the record has been entered upstairs, and whether the defendant has a previous

probation record. The clerk will update the probation case master file with the reporting information (creating a new record if it hasn't been entered upstairs). These procedures take the place of both the manual log book entry and the typing of the master card or card update; both will be eliminated by automated data maintendance. If needed, the system will also assign a Diagnostic Clinic (D.C.) number, and the clerk will prepare the case jacket. Otherwise, the clerk will pull the folder from the file (in D.C.# sequence). The defendant will be referred to the diagnotic clinic with his folder.

Upon entry into the clinic, the manual log will be replaced by a terminal display of log information and the clerk will update the log on the terminal. The clerk will also request a defendant history printout to insert in the folder. As the defendant completes the testing the clerk keys in a pending flag and his name will be displayed in a queue for interviewer scheduling. At the completion of the interview, the clerk will enter a log-out code on the terminal. The log-out code will trigger the Information Request Sheet (DMV) to be produced by the system for vehicle-related cases (DUI's, etc.).

In assembling the Blue Folder (D.C. report for the judge), the typist will type the interviewer/psychologist report on the case, including probation recommendations.

As the folder is completed, and the folder filed in D.C.# sequence, the recommendation code will be entered by a clerk via the terminal to signal that the folder is ready for the courtroom.

The recommendation code will trigger an overnight batch printout of three forms for that case: the Terms of Probation Sheet, the Disposition Sheet, the Chronological Record Sheet. The typist, then is alleviated from typing these forms. They will be collated and included in the Blue Folder.

The daily Calendar of Probation Hearings will signal the clerk as to Blue Folder readiness, as well as which folders to pull and sort in courtroom sequence, and send upstairs for the day. This information will also be available on the terminal. The visual search of a manual log book will no longer be necessary.

Post-Sentence Procedures: General

The clerk will receive a daily listing of the previous day's referrals and dispositions from the Criminal/General Sessions Divisions. As a disposition is entered upstairs, again the probation master file will be automatically updated and the information available on the terminal. From the disposition report, the clerk will be able to retire all non-probation cases immediately, rather than searching through manual court sheets for cases where probation was denied.

For tracking cases where probation was granted and the probationer failed to report to probation, the system will produce the Failures to Appear Report, listing all cases referred to probation (for pre-sentence testing as well as probation) three days prior which have not been logged in on the terminal. Again, this will eliminate the necessity of manually searching court docket sheets for dispositions, and comparing and posting them to manual logs. The judges would be notified of failures to appear using current procedures.

Post-Sentence Procedures:
Deferred Judgement/Prosecution; Suspended Sentence

In cases of deferred judgement or prosecution, and suspended sentence, the necessary updates will be made on the terminal, and any write-ins will be tracked via the terminal in a manner similar to the volunteer counselor reporting procedures (see below).

Post-Sentence Procedures:
Probation

As a probationer reports, the clerk will enter the log-in data on the terminal, and check for disposition. The system will automatically assign a counselor (based on the counselor caseload ratio previously entered). The clerk will manually update the case jacket and refer the probationer to the proper counselor.

Post-Sentence Procedures: Counselor Procedures

The Counselor Caseload Report/Log Sheets will be system generated on a monthly basis, with updates

available on request at any time during the month. This alleviates a counselor from constant manual updates of the Log Sheets.

As probationer meets counselor, the counselor will manually add the probationer to the log, and make manual notes on the system-generated Chronological Record. If the type of probation is merely counselor supervision, the terminal will be used to update the case master record for initial status, and again each time the counselor receives a visit, phone call, or letter. For probationers referred to a volunteer counselor (V.C.) or an ASAP agency, the volunteer counselor or ASAP procedures below will be used.

Post-Sentence Procedures:
Volunteer Counselor (V.C.) Procedures

The Volunteer Counselor Status Listing will be produced weekly as a product of the volunteer counselor file (see V.C. Status Maintenance section below). Using this source, the counselor may vastly narrow down assignment possibilities before going to the V.C. folder file to manually examine the jacket contents. Upon choosing a volunteer counselor, a clerk would update both the probation master file and the volunteer counselor file on the terminal. The updating of a manual V.C. Status Card file and the monthly typing of V.C. Report Cards would thus be eliminated, with automated production of the monthly report cards using the V.C. file data. Monthly

returns would also be entered on the terminal rather than on status cards, with the system generating the V.C. Return Exception Report to notify the counselors of non-reporting V.C.'s. It will no longer be necessary to collate the returns to locate the non-returns for counselor action. Any change in V.C. status will also be entered on the terminal, and will appear in the subsequent V.C. Status Listing.

Post-Sentence Procedures:
ASAP Procedures

The ASAP procedures will be similar to the V.C. procedures: the ASAP and probation master file will be updated on the terminal as a match is made; the monthly reporting forms will issue from the system; and the monthly returns will mean a terminal update of each case. The monthly report--the ASAP Agency Returns Report--will tell each counselor which agencies have not returned a report for the previous month, as well as listing the comment on each probationer, highlighting problems, from each reporting agency. This means that all manual tracking of ASAP agencies will be discontinued.

Probation Revocations:

Many of the above listings, as well as the current channels, may trigger probation revocation cases. The Probation Revocation form would still be typed manually, but the revocation request would be entered on a terminal

and be tracked through disposition by the system.

Discharge Procedures:

A month before the final discharge date, the name of a probationer will appear on the Probationer Discharge Listing. The counselor will manually check on the sheet whether it should be a favorable or unfavorable discharge form, which will then be entered on the terminal. Using these updates, the system will produce the appropriate discharge forms. This eliminates the manual collation and preparation of current monthly discharges. The approval, distribution, and tracking procedures will be maintained as currently, excepting the manual log of discharges.

Redistributing Counselor Caseloads:

The manual collation of counselor caseload and redistribution procedure will be accomplished by the system and initiated on the terminal, producing the Redistribution of Counselor Caseload Report. Any adjustments to the report will be made on the terminal.

Arrests of Probationers:

All probationers arrested during their probation period will be flagged on initial case filing in the Criminal/General Sessions procedures. A clerk will call probation by telephone, and follow the call the next day with a report of the new case data from the Criminal/General Sessions system. It will no longer be necessary to request the DPD report for discharging probationers, as

probationer arrest information will arrive daily.

Volunteer Counselor Status Maintenance:

All manual V.C. Status Maintenance will be replaced by the V.C. system file. All initial V.C. data entry and status updating will be accomplished on the terminal, making the V.C. status cards and card file obsolete.

Statistical Reporting:

All statistical collation and reporting will be accomplished by the system rather than manually. The statistics desired and the report formats will be determined in the detail system design phase.

Manual Files and Logs:

A majority of the functions now being performed by manual files and logs will be performed by the automated system. Others will remain in revised format. For example, the case folders, rather than being maintained in two files (tickler and dead) will be combined into one master folder file in D.C.# sequence. Still others, such as the counselor's current caseload folder files, will remain untouched. Please refer to this section of EXHIBIT 14, Summary of Impact of Proposed System, for details.

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Pre-Sentence Evaluation Procedures:						
Receive List of Daily Referrals (See Crim./GS)				x	x	x
Receive Referral Slip:						
Check Master File for Data	x			x		
Update Master File Record	x			x		
New Cases:						
Assign Diagnostic Clinic #	x			x		
Type, Assemble Case Jacket; Send to D.C.*	x	x				
Supplemental, Non-Current Cases:						
Access Master File for D.C.#				x		x
Pull, Update Jacket; Send to D.C.	x	x				
Supplemental, Current Cases:						
Access Master File for Counselor				x		x
Notify Counselor	x	x				
Failures to Appear:						
Failures to Appear Report				x	x	x
Notify Judges of FTA's	x	x				
Diagnostic Clinic Procedures:						
Daily Log of Diagnostic Clinic	x				x	
Data on D.C. Log-ins	x			x		
Update Master Record	x			x		
Schedule Interviewers	x			x		
Request Defendant History Printout				x		x
Type D.C. Interview/ Result Sheets	x	x				
Terms of Probation Sheet	x				x	

*NOTE: D.C. = Diagnostic Clinic

-155-

EXHIBIT 14
Page Two

EXHIBIT 14
PROBATION DEPARTMENT MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Pre-Sentence Evaluation Procedures, cont'd:						
Disposition Sheets	x				x	
Chronological Record Sheets	x				x	
Information Request Sheets (DMV)	x				x	
Assemble Blue Folder for Court	x	x				
Update Masterfile: Recommendation, File Ready	x			x		
File Jacket for Court Date (by D.C.#)	x	x				
Calendar of Probation Hearings (1,2,3 days out)					x	x
Pull Jackets (Using Calendar...)	x	x				
Check Master File to Assure Jackets Ready				x		x
Transmit Jackets to Courtrooms	x	x				
Post-Sentence Procedures:						
Receive List of Daily Referrals/ Dispositions	x				x	
Failures to Appear:						
Failures to Appear Report				x	x	x
Notify Judges of FTA's	x	x				
Probationer Reports; Update Master File	x			x		

-156-

EXHIBIT 14
Page Three

EXHIBIT 14
PROBATION DEPARTMENT MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	OFF LINE	NEW SYSTEM PRODUCT
Post-Sentence Procedures, con't:						
Deferred Judgement/Prosecution; Suspended Sentence:						
Give Write-in Forms (as appropriate)	x	x				
Update Master File	x			x		
Probation:						
Assign Counselor (using caseload statistics)	x			x		
Refer Probationer to Counselor	x	x				
Counselor Procedures:						
Interview Probationer, Assign Type Probation	x	x				
Update Counselor Log Sheet	x	x		x		
Counselor Caseload Report/ Log Sheet	x				x	
Volunteer Counselor (V.C.) Procedures:						
Volunteer Counselor Status Listing					x	x
Choose Volunteer Counselor	x	x				
Update V.C. Master File	x			x		
Update Probationer Master File	x			x		
Volunteer Counselor Report Cards	x				x	
Update Master File as Cards Returned	x			x		
Track V.C.'s Not Reporting Monthly	x		x			
Volunteer Counselor Return Exception Report					x	x
Volunteer Counselor Non-Reporting Letters	x			x		
Update VC Record (change in status)	x			x		

EXHIBIT 14
Page Four

EXHIBIT 14
PROBATION DEPARTMENT MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Post-Sentence Procedures, cont'd:						
ASAP Procedures:						
Choose ASAP Agency	x	x				
Update ASAP/Probation						
Master Files	x			x		
ASAP Agency Reporting Sheets	x				x	
Update Master File as						
Sheets Returned	x			x		
ASAP Agency Returns Report	x				x	
Probationer Visits to Counselor:						
Maintain Notes on Chrono-						
logical Record	x	x				
Update Master File	x			x		
Probation Revocation:						
Type Revocation Sheet; Send						
to Judge	x	x				
Update Master File	x			x		
Discharge Procedures:						
Probationer Discharge Listing*					x	x
Collate Discharges for Month	x		x			
Check Type of Discharge on						
Listing		x				x
Update Master File with						
Type of Discharge				x		x
Request for Arrest Record	x				x	
Type Discharge Certificates	x				x	
Approve, Distribute, Track Certificates	x	x				

*Includes Deferred Sentence, Judgement, etc. cases.

-158-

EXHIBIT 14
Page Five

EXHIBIT 14
PROBATION DEPARTMENT MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS ON LINE	PROCESS OFF LINE	NEW SYSTEM PRODUCT
Redistributing Counselor Caseloads:						
Collate Caseload Data	x				x	
Redistribution of Counselor Caseload Report					x	x
Manual Adjustments to Report				x		x
Arrests of Probationers:						
Notified Immediately by Criminal/General Sessions Clerks		x				x
Printout of New Arrest Information					x	x
Volunteer Counselor Status Maintenance:						
Volunteer Counselor Master Cards	x		x			
Initial V.C. Data Entry	x			x		
V.C. Status Updating	x			x		
V.C. Card File	x		x			
Statistical Reporting:						
Caseload and Statistical Reports	x				x	
Probation/DC # Cross-Reference Listing					x	x

EXHIBIT 14
Page Six

EXHIBIT 14
PROBATION DEPARTMENT MODULE
SUMMARY OF IMPACT OF PROPOSED SYSTEM

FUNCTIONS	CURRENT MANUAL PROCEDURE	TO BE CONTINUED MANUALLY	TO BE ELIMINATED COMPLETELY	PROCESS		NEW SYSTEM PRODUCT
				ON LINE	OFF LINE	
Manual Files and Logs:						
Reception Desk Log Book	x		x			
Counselor Scheduling Log Book	x		x			
Pending Card File (on front desk)	x		x			
Master Card File	x		x			
Tickler Folder File	x		x			
Dead Folder File	x		x			
Master Folder File (DC # Sequence)	x	x				
Diagnostic Clinic Log Book	x		x			
Felonies Log Book, Card File	x	x				
Counselor's Log Book	x	x			x	
Counselor's Folder File – Current Cases	x	x				
Deferred Prosecution/General Folder File	x		x			
Desk-top File of Write-ins (Ruby's)	x		x			
Log of ASAP Referrals/Returns	x		x			
File of ASAP Return Sheets	x	x				
File of Probation Revocation Folders	x		x			
Pre-Sentence Blue Folder Pending File	x		x			
V.C. Master Card File	x		x			
V.C. Folder Files	x	x				
Grant Tracking and Reporting:	x	x				

-160-

SYSTEM IMPLEMENTATION

Effective operation of the Probation Department module is much more dependent on a complete history file than is the Criminal and General Sessions module. Therefore the initial implementation step must be the conversion of the present manual master card file to a disk storage file. This can be done on the terminals during slack time in the day, and perhaps on an evening or week-end shift as well if the need to accelerate completion of this step can justify the additional cost. New cases should be entered on both systems until the conversion is complete, but updating information can be handled by the system as the file is built.

The entry of ASAP agencies onto the file can be done quickly, and new referrals can be entered onto the system immediately thereafter. The manual preparation of ASAP lists under the present procedure should be continued in parallel for at least three months, and the computer printed lists compared with the notebook entries to ensure completeness.

The total amount of information contained on the volunteer counselor cases is likewise sufficiently small that it can be entered in a single afternoon or evening, enabling that part of the system to begin operation the next day. The deferred prosecution, sentence and judgement information can be similarly handled.

SYSTEM DEVELOPMENT AND OPERATIONS: ESTIMATED COSTS AND TIMING

Based on the information gathered during the Project Research Phase and documented in this report, we have estimated the cost associated with the development and operation of the Probation System Module. The developmental costs include all personnel, hardware, and other costs associated with the design, programming, testing, implementation, and evaluation phases. In addition, we have also added a phase named orientation which allows for the probability of re-education of systems analysts and programmers. This re-education is based on the assumption that the design phase of this module will not commence for at least 18 months. The approximate time schedule covers 13 months.

The operational costs represent the estimate of the incremental costs of the probation department to be added to the court budget for data services. The following represent summaries of the developmental costs, operating costs, and estimated time schedule for each developmental phase. For further breakdown of developmental costs reference should be made to Exhibit 15.

SUMMARY OF DEVELOPMENTAL COSTS
ORIENTATION THROUGH IMPLEMENTATION PHASES

Systems Analysis	$ 21,266
Programming	55,290
DSD Support Personnel	4,297
Dedicated Hardware	2,749
Shared Hardware	7,200
Special Computer Forms	590
Supplies and Operating Expenses	1,500
TOTAL	$ 92,892

SUMMARY OF INCREMENTAL OPERATING COST

Systems Analysis	
Programming	$ 250
DSD Computer Operations Support (I/O Clerk, Computer Operator)	250
Batch Processing CPU (44 hours monthly @ $30/hour)	400
Teleprocessing CPU	1,320
Hardware Poller	--
Station Controller	--
Display Terminals (2)	--
Terminal Typewriter (1)	190
Disk Drive	167
Disk Pack	--
Modems	--
Telephone Line	--
Special Computer Forms (including microfiche)	100
Microfiche Viewer ($10/month or purchase for $150)	10
TOTAL MONTHLY OPERATING COSTS	**$ 2,687***

*Based on our research to date, we do not anticipate either a significant increase of decrease of clerical and administrative personnel costs as a result of module development.

SUMMARY DEVELOPMENT SCHEDULE

PHASES	ESTIMATED ELAPSED TIME (MONTHS) *
Orientation	1
Design	4
Programming	5
Testing	1.5
Implementation	2
Evaluation	.5
TOTAL	**13.0**

*At this time the start and stop dates are unknown. This module's implementation will depend upon the priorities established by court management and the availibilities of funds. The elapsed time is based on a reasonable mix and number of systems analysis and programmers consistent with the probable availability of resources.

EXHIBIT 15

PROBATION DEPARTMENT
ESTIMATED DEVELOPMENT COSTS

PERSONNEL

PHASES	FUNCTIONS					TOTAL MAN/MONTHS COST
	SYSTEMS ANALYSIS	PROGRAMMING	KEY PUNCH	COMPUTOR OPERATOR	INPUT/OUTPUT DATA CLERKS	
Orientation	1	---	--	---	---	1
Design	4	6	--	---	---	10
Programming	5	26.5	1	.5	.5	33.5
Testing	1.5	3	.5	.5	.5	6
Implementation	1	2	.5	.25	.25	4
Evaluation	.5	1	---	.125	.125	1.75
Man/Months	13.0	38.5	2.0	1.375	1.375	56.25
Total Estimated Personnel Costs	$21,266	$55,290		$4,297		$80,853

EXHIBIT 15(Continued)

PROBATION DEPARTMENT
ESTIMATED DEVELOPMENT COSTS

HARDWARE

	COSTS
Dedicated Hardware (4 months):	
Equipment Installation and Freight (one-time)	$ 1,500
Microfiche Viewer (1) @ $10/month	25
Display Terminals (2) @ $95/month	476
Terminal Typewriter (1) @ $167/month	418
Controller to Terminal Cables (3) @ $110/cable	330
TOTAL	$ 2,749

Shared (Undedicated) Hardware (4 months):	
Teleprocessing CPU and Peripheral Device Usage	---
Batch Processing CPU and Peripheral Device Usage (240 hours @ $30/hour)	$ 7,200
TOTAL	$ 7,200

-164a-

SECTION IV

CIVIL DIVISION
MODULE

REVIEW OF EXISTING SYSTEM

The Denver County Court became a Court of Record on January 12, 1965. Prior to that time it had been a "Justice of the Peace Court". This Court is governed by Chapter 25 of the Colorado Revised Statutes, 1963, and amendments thereto, known as the "Rules of County Court Civil Procedure".

The Civil Division of the Denver County Court is limited in jurisdiction to civil actions not exceeding the monetary value of $500, including straight money suits, forced entry and detainers (F.E.D.'s), name changes, appointments of appraisers, replevins, restraining orders, and attachments.

The two Civil Division judges handle an average of 15,000-16,000 cases per year, or about half of Colorado's county court civil caseload, with no significant backlog. This judicial handling of large civil caseloads is facilitated by the fact that three-fourths of the cases are disposed of by default judgement on the return date, and two-thirds of the remaining reach disposition without a trial. Most cases are completed within 90 days.

The Civil Division administration consists of thirteen staff running a manual system, which is hindered by a lack

of space upstairs causing a vast majority of the documents and folders necessary for daily processing to be stored downstairs. This results in a constant shifting of essential data from lower to upper levels and then reversed for even the simplest procedures: information inquiries, filing, posting and updating, etc.

There are four main procedural elements in civil case processing:

- initial filings;
- supplemental filings;
- case updating and disposition; and,
- judgement enforcement

The nature of the Civil Division as arbitrator of actions taken by other parties rather than initiator of actions, causes problems in Civil procedures not inherent in the Criminal procedures of the other court judicial divisions. The volume and diversity of documents is imposing. See EXHIBIT 16 on the following page for details. During the first three procedures above, from initial filing to disposition, the lack of predictability of action on a case causes very real problems for status tracking, exception reporting, and purging of cases.

The involvement of two external parties, as well as the fact that a vast amount of procedural actions occur after judgement has been placed, create problems for

EXHIBIT 16

Documents that are initiated or requested by the public and are received, edited, and issued by the court.

I   Presented by the public (Pro Se, Judgement Creditor, attornies, etc.)

1. Complaint (P/1)
2. Summons (P/1)
3. Answer to Summons & Complaint (P/1)
4. Return of Service:

    a. Summons (P/1)
    b. Garnishment (P/1)

5. Motions
6. Payment

II Issued to the public (Requested of the Clerk or Court)

1. Summons (CC/2)
2. Complaint (CC/2)
3. Answer Form (CC/2)
4. Release of Garnishee (CC/2)
5. Certificate of Dismissal (CC/2)
6. Certificate of Satisfaction (CC/2)
7. Transcript of Judgement (CC/2)
8. Interrogatories (CC/2)
9. Garnishments (CC/2), (CC/4)
10. Execution (CC/2), (CC/4)
11. Notice of Order (CC/2), (CC/4)
12. Affidavit in Support of Writ of Execution (CC/2), (CC/4)
13. Citation (CC/4)
14. Bench Warrant (CC/4)
15. Subpoena (22/4)
16. Subpoena Duces Tecum (CC/4)

answering daily inquiries, involving cross-reference indices and jacket retreival for original case documents. The problem is exacerbated by the physical plant set-up of maintaining jackets outside of the operations area.

The collection of management statistics to gain visibility of Civil court patterns and trends also is difficult. In the current system, they are difficult and time-consuming to collate manually; those that are collected cannot be properly utilized, and are difficult to reconcile.

The section below outlines the details of present operating procedures in the current Civil Division System.

PRESENT OPERATING PROCEDURES:

The basic functions performed by the court administrative group are manual in nature and can be categorized into two areas:

- Functions related to filing and updating cases.
- Functions relating to enforcement.

Each of the functions involves numerous activities: answering questions, filing, posting transactions, etc. The following is a brief review of these procedures.

When a new case is filed, a pre-numbered case jacket

is pulled from stock, the case papers are stamped with the jacket number, and a filing fee is collected. A label is typed and glued to the jacket and the case papers are inserted. The jackets are then sorted into Terminal Digit Sequence and filed in the basement.

Two cross-reference cards are typed at the same time. A clerk checks these cards against the answer file to determine if an answer was filed prior to the filing of the suit. These cross-reference cards are then sorted and added to the defendant and plaintiff cross-reference file. These files enable the clerks to quickly determine the case number if they are given the name of either the plaintiff or the defendant.

When an answer matches a defendant's cross-reference card, the case jacket must be requested by completing a file-out card with the case # and initials of the clerk. The clerk checks the case complaint in the jacket against the answer to ensure a match, files the answer with the case, and returns the jacket to the file room. Supplemental filings by a plaintiff or defendant are handled similarly.

More case jacket activity occurs after judgement. In the process of recovering the amount of the judgement, the court acts as a fiduciary agent for money collected from a

judgement debtor and paid to the judgement creditor. We will use a typical garnishment procedure as an example.

A garnishment can be issued only by the court. When a judgement creditor asks that a garnishment be issued, the case jacket must be brought to the court clerk. After the court clerk is satisfied that the garnishment amount is not more than is due, a garnishment is dated and a copy of the garnishment document is placed in the case jacket. The case jacket is returned to the file room. The garnishment is sent to the Sheriff's Department for service on the Garnishee. This may be at the place of work of the judgement debtor or at the location of his assets, such as his bank. After service is obtained, the Deputy Sheriff returns a copy of the garnishment, with a service cost, and the name of the person served, place served, and time. The court clerk requests the case jacket from the file room. The case jacket is sent upstairs so that the court clerk can file the copy of the garnishment into the case jacket. The jacket then is returned to the file room.

When the garnishee sends an answer (payment or notification of holding the sum) to the garnishment, the court clerk must again retrieve the case jacket from the file room. The clerk checks the answer for the amount the garnishee is paying (if the garnishment is against wages) or holding (if the garnishment is against money accounts),

and files the answer in the jacket. Money that is received, up to the total amount of the garnishment, is posted to the registry account and the case jacket journal. Any excess is returned to the judgement debtor. The case jacket is held in the administrative area until a check is sent to the judgement creditor, and then returned to the file room. Thus, the file jacket must be brought from the file room on four occasions to process a single garnishment, and if the amount collected is insufficient to satisfy the judgement, the entire process must be repeated.

The process is more complicated if the garnishment has been issued against a money account. In this case the garnishee (bank, S & L, etc.) will transfer the amount of the garnishment, or the balance of the account if it is less than the amount due, into an escrow account in their institution. The garnishment is answered and the answer is filed in the case jacket as in the previous procedure. The judgement creditor must now request the case jacket to determine if the garnishment has been answered since he is not notified by the court. If the garnishment has been answered, the judgement creditor will request a notice of election order from the court clerk. A copy of the notice is filed in the case jacket and the original is mailed to the garnishee. The jacket is returned to the file room. After the money is received by the court, the case jacket is again requested in order to check the amount of money received against the garnishment. The money is then posted

to the registry account and to the case jacket. The jacket is held out of the files until a check from the registry account is sent to the judgement creditor. The amount of this check is posted on the case jacket and the jacket is returned to the file room.

There are other methods of recovery for the judgement creditor, such as a levy and transcript of judgement. The levy follows the same procedure as a garnishment.

PROBLEM ANALYSIS:

The system problems can be classified into two broad areas: problems related to the manual system, and problems relating to the lack of meaningful statistical information. We will discuss the manual problems first.

All new cases are filed by the date of the case's pending appearance in court. All other cases that are to appear in court are listed on the Daily Call Sheet. If a case appears in the court room and no person (plaintiff or defendant) appears for the case, the case is returned to the files and may be dismissed by the court. After these cases are returned to the file room the case becomes "lost". There is no easy way for court management to determine that the case can be dismissed for inactivity. Similarly, if a case has been filed but a summons has not been served on the defendant, the case will remain in the files

indefinitely unless there is a request by one of the parties in the case.

Cases that have not reached judgement and have not had any activity for a year can be dismissed. Ideally, these cases should be brought to the court's attention so that a notification of dismissal can be published, and the case dismissed if there is no response. These purged cases could then be eliminated from the file, but because of the more important needs of the court and the activity in the file room, the files have not been purged for over two years.

An inordinate amount of time is devoted to obtaining information on the current status of a case. Status inquiry is normally by phone. If the inquirer knows the case number and the case is in the jacket file, the clerk can retrieve the case jacket in approximately 15-20 seconds. If the inquirer knows only the last name of the defendant or plaintiff, the call must be transferred to a clerk who obtains the full name and address, or some other supplemental identifier (to distinguish between identical last names) from the cross-reference file. Then the call is again transferred to the file room where the case can be retrieved. In about 35-40% of the cases, the case jacket is not in the file room. This occurs because most inquiries come after a judgement has been made and during an enforcement procedure when a case file may be

away from the file room for an extended period of time. Thus, an extensive amount of time is wasted in searching for the case jackets. The time spent looking for the case jumps from 15-20 seconds to at least two minutes. Some cases have even been misplaced for extended periods of time.

The second problem area relates to the collection and use of meaningful management information. Daily and monthly statistics are collected in the court room and the administrative area by court clerks. These statistics are, for the most part, unusable as management tools because the raw data cannot be summarized into a useful form within a reasonable time.

The Cash Register Totals and Other Statistics Report has five sub-categories under the major category of New Cases Filed: straight summons, attachments, F.E.D., replevin, and miscellaneous (appointment of appraisers, change of name, and restraining order). The reports are currently used to pinpoint problems in daily operations. The point being that, for example, from monthly and yearly figures, it was found that the miscellaneous category has more activity than two of the other four, suggesting that it may be more meaningful to rearrange these subcategories. There is no attempt to use the Cash Register Totals Report And Other Statistics Report to show trends--an important tool for planning administrative activity,

court scheduling, and personnel needs. The data to track these trends is not monitored.

The other statistical report, the Monthly Individual Courtroom Report, has similar problems. For instance, the sub-category "Default Judgement" of the category "Daily Returns" shows the monthly total for the current month, the cumulative total for this year, and the cumulative total at this same time last year. However, the category does not break the totals into case types, or show the change or rate of change.

The two reports measure different activities, with no attempt to reconcile these differences. The Cash Register Totals, etc. Report measures activity according to types of cases filed and requested actions. The Monthly Individual Courtroom Report measures courtroom activity only (e.g., stipulation, default judgements, trials set, etc.). The activity by case type, is not measured.

The statement of objectives in EXHIBIT 17 is responsive to these problem areas.

EXHIBIT 17

OBJECTIVES OF THE PROPOSED SYSTEM

- Make the status of a case readily available;
  produce an exception report, bringing cases
  needing some action to the attention of the
  court;

- Facilitate accessibility of information required
  for response to status and information
  inquiry;

- Collect statistical information that will show
  trends and rates of change that are consistent
  from filing through disposition.

DESCRIPTION OF NEW SYSTEM

The proposed EDP system, described below, is summarized in the schematic on the following page (EXHIBIT 18).

Our approach to solving the system problems at the Civil Division is a combination of manual operations and on-line electronic data processing. Some of the manual procedures have been implemented. Some will be implemented along with an EDP system, and others should be implemented whether or not an EDP systems approach is approved.

The first objective of the manual system should be to simplify document formats and reduce the number of documents that are issued by the court. Simplifying document formats will reduce the time necessary to produce them and also will simplify data entry to an EDP system. The second objective, already satisfied, is to expand the date file to include all new case filings prior to a case's first return or hearing.

The third objective for the manual system is to reformat the Daily Call Sheet so that it can serve as a source document to enter the results of courtroom activity into the EDP system, and to gather more meaningful statistics on a manual basis in the event an EDP System is not available.

The EDP proposal for the Civil Division is based on

EXHIBIT 18

PROPOSED EDP SYSTEM
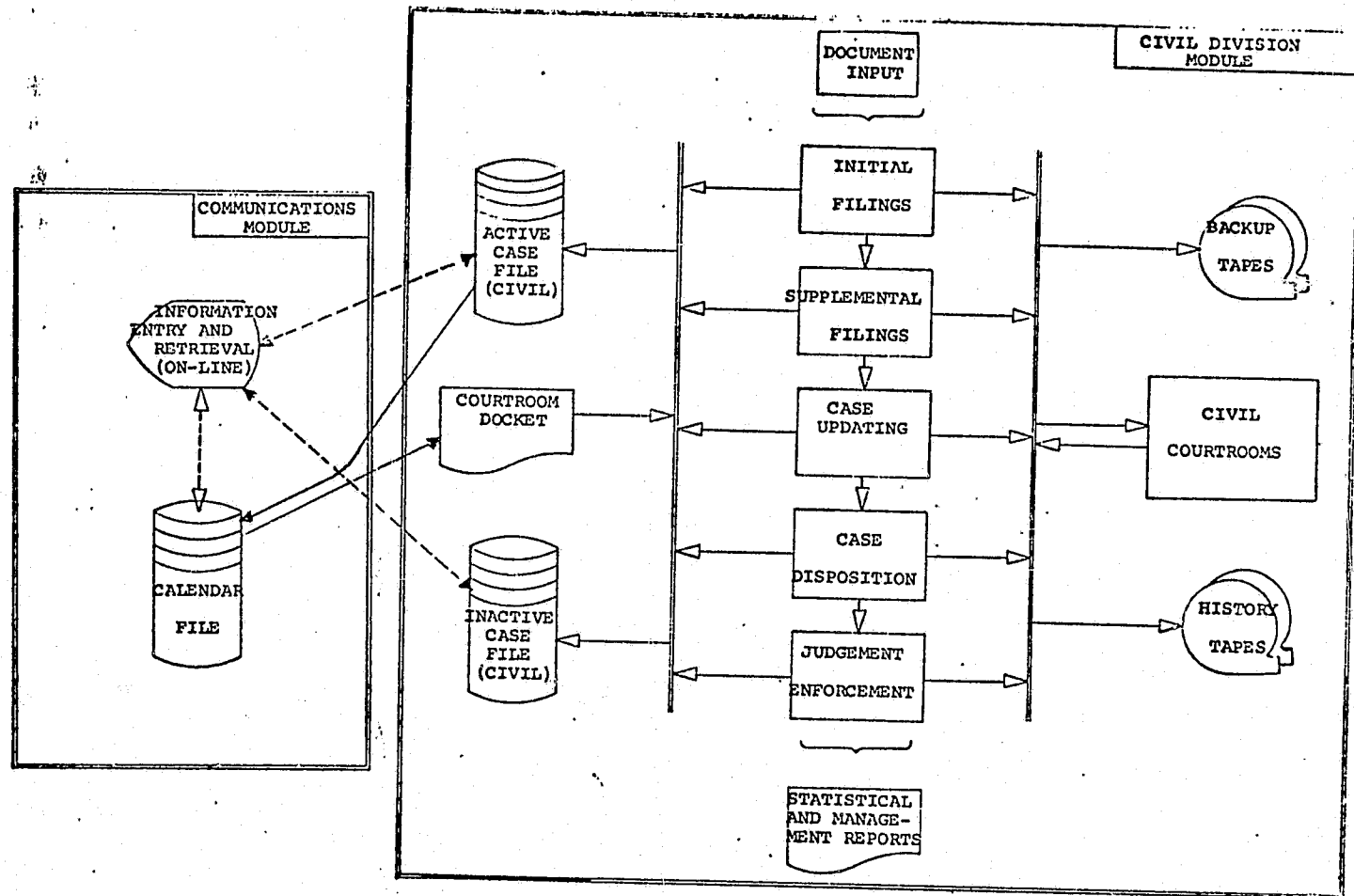
the successful implementation of the manual system pro-
posals. The primary objective of the EDP system is to
create an On-Line Case Data Bank for the civil courts,
designated "Active Case File (Civil)" in the schematic.

The informational content illustrated by the "New
Information Input" box is entered via the video
terminals of the communication module. These on-line
terminals will allow rapid and accurate creation and
updating of a case file and determination of case status,
regardless of the availability of the case jacket.

The complete case record will be transferred to the
history tapes when the court proceedings are completed; if
some aspect of the case is still open (such as, an unsat-
isfied judgement), however, a summary of the case will be
maintained on-line on the "Inactive Case File (Civil)" so
that a clerk can readily refer to it in the future if
necessary.

In reading the following discussion of the procedure
boxes, it should be borne in mind that there will be no
change in the type of records that will be kept; the
difference will be that these transactions will be indexed
and filed by the computer to facilitate rapid, accurate
retreival. The proposed system will have all new cases,

supplemental filings, and registry transactions pass through the court clerks. Registry transactions will be logged directly to the document that is being issued or filed. All documents will then go to the data entry clerk for entry into the system. The case documents are then sent to the file room for filing into case jackets. Motions to the court will be sent directly to the responsible judge.

Initial Filings:

When a new case is filed, the information is entered onto the system files via the video terminal. The fee information will also be entered on-line as part of the case financial record. The court forms will be designed to highlight the input data (see, discussion of input data elements) so as to facilitate this entry. Once the computer case file is created, the data will be extracted by an overnight batch program to print new case labels and a New Case Listing. The new information will also be immediately available for terminal inquiry and further updating.

Supplemental Filings:

Any document filed with the court after the complaint and summons to answer is properly a supplemental filing, even though an answer may in fact be filed before the complaint. All of these filings will be sent directly to

the data entry clerk for entry onto the system files before being sent to the filing room. This will eliminate many of the problems of case file handling since it will no longer be necessary to physically transport the file jacket to the court clerk everytime a supplemental document is filed. Furthermore, the on-line capability of monitoring the case status will obviate the need for the presence of the case jacket in order to make most case-related decisions.

Case Updating and Disposition:

One of the data elements that will be entered onto the system and regularly updated will be the next-action date. This element will be added to the calendar file as well as the active case file and will serve as the basis for generating the courtroom docket calendar. The clerks will use this call sheet to pull the case jackets required for a court appearance, and the bailiffs will use it to record the result of the appearance. This may be a new next-action date, or the case disposition, if that is appropriate. The call sheet will be returned to the data entry clerk for recordation on the video terminals, and the jackets will be returned directly to the file room.

Judgement Enforcement:

Since no court appearance is normally involved in securing satisfaction of a judgement, the EDP system will

primarily serve an indexing role, keeping tract of the status of a case and a record of processes issued and money received.

EXHIBIT 19, shown on the following pages, summarizes the new system operations in flow chart form. The backup tapes serve a similar function to those of the other modules. The statistical and management reports are discussed under system output.

CIVIL DIVISION SYSTEM FLOW

19

Pg. 1

PLAINTIFFS DEFENDANTS ATTORNIES PRO SE's ETC. PUBLIC	COURT CLERK	DATA ENTRY REPORT OUTPUT	DATA PROCESSING ACTIVITY	FILE ROOM	COURT ROOM
P/1 [DOCUMENTS] · DOCUMENTS RECEIVED IN THE MAIL, ACROSS THE COUNTER · REQUESTS FOR DOCUMENTS — SEE EX.1, # I.	CC/1 [RECEIVES REQUESTS OR DOCUMENTS] · STAMP DATE · ASSIGN # TO NEW CASES · EDIT DOCUMENTS FOR ACCURACY AND COMPLETENESS · ASSIGN RETURN DATE OR NEXT-ACTION DATE.	DE/1 [ENTERS DATA.] · ENTER DATA THROUGH CRT FROM DOCUMENTS	DP/1 [CREATE & UPDATE] · EDITS DATA. · UPDATES EXISTING CASES. · CREATES NEW CASES IN DATA BANK. · PREPARES CASE LABELS. · Registry of actions data base	F/1 [DOCUMENTS] · GLUES LABELS TO NEW JACKETS · PLACES DOCUMENTS INTO JACKETS · FILE CASE JACKETS	CR/1 [MOTIONS] · MOTIONS SENT DIRECTLY FROM DATA ENTRY
P/2 [ORIGINAL COPIES]	CC/2 [ISSUES] · SEE DOCUMENT LIST EX. 1 # II [PG 2 CC3]	DE/2 [VALIDATE] · VALIDATE Requested Documents	DP/2 [INQUIRY] · Show Amount DUE FOR MONEY REQUESTS · Registry of actions data base		

-183-

EXHIBIT 19b

CIVIL DIVISION SYSTEM FLOW

PLAINTiFFS: DEFENDANTS ATTORNIES PRO SE'S ETC. **PUBLIC**	COURT CLERK	DATA ENTRY REPORT OUTPUT	DATA PROCESSING ACTIVITY	FILE ROOM	COURT ROOM
P/3	CC/3 [P8/CC/2] CASH REGISTER	DC/3 CRT • ENTER DATA FROM DOCUMENTS THROUGH CRT. • ENTER NEXT-ACTION-DATE IF APPROPRIATE • ENTER AMOUNT FROM RECEIPT.	DP/3 UPDATE • EDIT DATA • UPDATE CASE FILE • REGISTRY OF ACTIONS DATA BASE	F/3 FILE COPIES • DOCUMENTS SORTED INTO TERMINAL DIGIT SEQUENCE. • DOCUMENTS FILED INTO CASE JACKETS	CR/3
	• FILE COPY OF DOCUMENT STAMPED WITH CASE # DATE AND AMOUNT OF TRANSACTION.				
P/4 ORIGINAL COPIES.	CC/4 CREATE DOCUMENTS • CLERK ENTERS DATA TO DOCUMENT BEFORE ISSUING.	DE/4 CRT • DATA ENTERED FROM FILE COPY OF DOCUMENT. • ENTER NEXT-ACTION-DATE IF APPROPRIATE.	DP/4 UPDATE • EDIT DATA • ENTER NEXT-ACTION-DATE WHEN APPROPRIATE • REGISTRY OF ACTIONS DATA BASE	F/4 FILE COPIES • DOCUMENTS SORTED INTO TERMINAL DIGIT SEQUENCE • DOCUMENTS FILED INTO CASE JACKETS.	CR/4

EXHIBIT 19c

CIVIL DIVISION SYSTEM FLOW

Pg. 2

PUBLIC	COURT CLERK	DATA ENTRY / REPORT OUTPUT	DATA PROCESSING ACTIVITY	FILE ROOM	COURT ROOM
		DE/5 COURT CALENDAR • DAILY COURT CALENDAR	DP/5 PRINT REPORT • DAILY REPORT • REGISTRY OF ACTIONS DATA BASE	F/5 CASE JACKETS • CASE JACKETS PULLED AND SENT WITH CALENDAR TO THE COURT ROOM	CR/5 JUDICIAL PROCESS • CASE SETTLED, CONTINUED, OR TRIAL IS SET.
		DE/6 • COURT CALENDAR IS INPUT DOCUMENT CRT • RESULTS OF HEARINGS, 1st RETURNS, AND TRIALS ARE ENTERED • NEXT ACTIONS ARE ENTERED WHEN APPROPRIATE.	DP/6 UPDATE • REGISTRY OF ACTIONS DATA BASE	F/6 CASE JACKETS • JACKETS ARE SORTED INTO TERMINAL DIGIT SEQUENCE AND RE-FILED.	CR/6

EXHIBIT 19d

CIVIL DIVISION SYSTEM FLOW

PUBLIC	COURT CLERK	DATA ENTRY REPORT OUTPUT	DATA PROCESSING ACTIVITY	FILE ROOM	COURT ROOM
		DE/7 PURGE EXCEPTION REPORT	DP/7 PRINT REPORT		
		• CASES NOT UPDATED AFTER COURT APPEARANCE • CASES THAT MISS NEXT-ACTION-DATE • PURGE LIST OF INACTIVE CASES.	• WEEKLY REPORT • Registry or Action Data Base		
P/8		DE/8			CR/8
REQUEST FOR COURT DATE					BAILIFFS WORK SHEET
					• BAILIFF ASSIGNS COURT DATE. • WORK SHEET TO DATA ENTRY.

CIVIL DIVISION SYSTEM FLOW

23.

PBS

PUBLIC	COURT CLERK	DATA ENTRY REPORT OUTPUT	DATA PROCESSING ACTIVITY	FILE ROOM	COURT ROOM
		DE/9	DP/9		
		CRT	UPDATE		
		• INPUT DOCUMENT IS THE BAILIFF's WORK SHEET.	• UPDATE COURT ROOM DOCKET • COURT CALENDER DATA BASE		
P/10		DE/10	DI/10		
INQUIRY		CRT	INQUIRY		
• CASE STATUS QUERY TELEPHONE PERSONAL APPEARANCE		TNFORMATION	• REGISTRY OF MOTIONS DATA BASE • COURT CALENDAR DATA BASE		

SUMMARY OF INPUT/OUTPUT DATA ELEMENTS

The primary data capture incorporates data elements from initial filing, supplemental filing, and enforcement proceedings. The data will be captured from documents that are filed with the courts (summons, answers, etc.) and documents generated by the court (transcript of judgements, citations, etc.). This data will be used to create and update the "Register of Actions" data base.

The bailiff's copy of the Daily Call Sheet is to be reformated so that courtroom activity can be coded against each case before the court. This document will then be input in the court proceedings phase of input, to update the "Register of Actions".

General case status, or status of a particular action, can be determined through the "Case Status Inquiry" via the terminal. Case information will be accessed by docket number or the last name of the defendant or plaintiff.

The Exception Report becomes the key document for file control. This report will flag cases that have gone beyond a pre-established next-action-date. These cases will then become available for purging or other management action. This will give management the tool to keep the data base updated and the physical file at a minimum.

The statistical reports, INDIVIDUAL COURTROOM REPORT and THE MONTHLY SUMMARY COURTROOM STATISTICS, are management analysis tools. The reports will measure and summarize changes and trends in the Civil Division. Court management can then respond in a logical, planned way to the changes in the court environment.

The following exhibit, EXHIBIT 20, Summary of Data Elements, categorizes the elements in terms of their correlated procedure. The procedures outlined are:

- initial filing;
- supplemental filing;
- court proceedings;
- enforcement proceeding;
- case status inquiry.

The data elements associated with each procedure are listed in detail.

EXHIBIT 20a

SUMMARY OF DATA ELEMENTS

NAME: Initial Filing

TYPE OF INPUT: CRT, Data Clerk is input operator

1. Case Number
2. Plaintiff(s) Name, Address, Telephone
3. Defendant(s) Name, Address, Telephone
4. Plaintiff(s) Attorney(s)
5. Transfer in
6. Origin of Transfer
7. Type of Action (coded)
8. Complaint Date
9. Complaint Amount
10. Jury Required (yes/no)
11. Date of Summons of Service
12. Type of Service
13. Place of Service
14. Time of Service
15. Individual Serviced
16. Serving Identification
17. Service Cost
18. Filing Fee Paid
19. Return Date
20. Courtroom
21. Number of Witnesses
22. Next-action Date

EXHIBIT 20b

SUMMARY OF DATA ELEMENTS

NAME: Supplemental Filing

TYPE OF INPUT: CRT, Data Clerk is input operator

1. Answer Date
2. Counter Claim
3. Amount of Counter Claim
4. Confess Judgement
5. Name of Person Answering
6. Defendant(s) Attorney
7. Joint Filing
8. Number of Witnesses
9. Evidence Filed
10. Next-Action-Date

EXHIBIT 20c

SUMMARY OF DATA ELEMENTS

NAME: Court Proceedings

TYPE OF INPUT: CRT, Data Clerk is input operator

1. Judge's Name
2. Courtroom
3. Change of Venue
4. Default Judgement
5. Confessed Judgement
6. Quash of Service
7. Amount of Judgement
8. Trial Date
9. Motion to Amend Complaint
10. Motion for Dismissal
11. Motion to Amend Counteraction
12. Stipulation for Dismissal
13. Stipulation for Lesser amount
14. Stipulation & Last-Action Date
15. Judgement for Plaintiff
16. Judgement for Defendant
17. Type of Judgement
18. Continuance
19. Trial Date
20. Next-Action Date
21. Reason for Continuance
22. Advisement
23. Proper Notice
24. Motion for New Trial
25. Hearing Date
26. Motion for Trial Amendment
27. Motion to Appeal
28. Appeal Affirmed (y/n)

EXHIBIT 20d

SUMMARY OF DATA ELEMENTS

NAME: Enforcement Proceedings

TYPE OF INPUT: CRT. Information will be collected
                    for each proceeding.

1. Type of Proceeding:

    a. Garnishment
    b. Levy
    c. Transcript of Judgement
    d. Interrogatories
    e. Citation
    f. Bench Warrant

2. Date of Affidavit
3. Date Answered
4. Amount Received
5. Amount Paid to Judgement Creditor
6. Date Paid
7. Check Number for Court Disbursement
        to Judgement Creditor
8. Date of Court Appearance
9. Amount of Bond
10. Next-Action-Date
11. Service Fee (an average fee for the
        court's convenience)

EXHIBIT 20e

SUMMARY OF DATA ELEMENTS

NAME: Case Status Inquiry

TYPE OF REPORT: CRT

PURPOSE: To display all information that the
                        Data-Base contains for each indi-
                        vidual case

FORMAT: 1. Case Keys:

                    a. Case Number (first and last initial
                            of plaintiff or defendant)
                    b. Defendant(s) Name
                    c. Plaintiff(s) Name

                2. Filing Information:

                    - See Input Format for Filing Programs

                3. Court Proceedings Information

                    - See Input Format for Court Procee-
                        dings Program

                4. Enforcement Proceedings Information

                    - See Input Format for Enforcement
                        Proceedings Program

                5. Next-Action-Date

PROPOSED SYSTEM OUTPUT:

The proposed output for the Civil Division Module
can be classified into four categories:

* Management Reports;
* Courtroom Schedule Report;
* Statistical Reports;
* Accounting Reports

These will be described briefly below, and in detail
in the Exhibits on the following pages.

The category of management reports includes a New
Case Filings Report, generated in response to new cases.
The report can be utilized to check against answers that
were filed before the initial complaint. This category
also includes the weekly Exception Report, listing cases
which have been filed but no date-certain has been set
within a specified time-period (30 days) or have had no
response to court or judgement creditor/debtor initiated
actions. Cases that may be dismissed or purged from the
files could be microfilmed for historical purposes.

The Courtroom Schedule Report is the Daily Call Sheet,
an input form for case information update after court
activity, and an information bulletin for posting of
court schedules.

Statistical reports include the INDIVIDUAL COURT-ROOMS REPORT, and THE SUMMARY COURTROOMS STATISTICS REPORT. These will replace the existing reports. The elements included in the description of these reports on the following pages should be regarded as tentative; new elements can be added and suggested ones deleted as seems proper to make them useful in formulating future plans and organizing present operations.

The accounting reports are the Daily and Monthly Ledgers. Their description is contained in the Criminal/ General Sessions Module output section, and their use is described in the Accounting Module. Other potential Civil Division accounting reports are also described there (Unclaimed Money Notices and Transfer List, etc.).

CIVIL DIVISION SYSTEM OUTPUT

DAILY:

New Case Filings Report
Daily Call Sheet/Alphabetical Call Sheet
Daily Ledger

WEEKLY:

Exception Report

MONTHLY:

Individual Courtroom Report
Summary Courtroom Statistics
Monthly Ledger

CIVIL DIVISION REPORTS

NAME: New Case Filing

TIME: Daily

TO RECEIVE REPORT: Court Clerk

PURPOSE: To provide the court clerk with a
                         cross-reference list of new cases.
                         The Clerk can then update cases
                         with previously filed answers.

FORMAT: Report may be formated for the CRT
                         and on-line typewriter.

                         1. Case Type (Major Key)
                         2. Defendant/Plaintiff Last Name
                               (Minor Key)
                         3. Case Docket Number

CIVIL DIVISION REPORTS

NAME: Daily Call Sheet/Alphabetical Call
                         Sheet

TIME: Daily

TO RECEIVE REPORT: Bailiffs, Court Clerks (15 copies
                         requested)

PURPOSE: To provide the Public and Court
                         personnel with a list of cases to
                         be heard.

FORMAT:*   Alphabetically, by defendant within
                         courtroom

                         1. Courtroom
                         2. Type of Proceedings
                         3. Time, (Morning & Afternoon)
                         4. Agency Code
                         5. Case Type
                         6. Docket Number
                         7. Plaintiff(s) Name
                         8. Defendant(s) Name
                         9. Formated area for Case Disposition

*Bailiff copy: Docket # within agency,
       within type of action (time of day)

CIVIL DIVISION REPORTS

NAME: Exception Report

TIME: Weekly

TO RECEIVE REPORT: Division Supervisor, Judges

PURPOSE: To flag, by docket, all cases in
                         which the next-action date has
                         been exceeded, or some case
                         activity was in error.

FORMAT:
1. Case Docket #
2. Case Type
3. Plaintiff(s) Name, Phone Number
4. Defendant(s) Name, Phone Number
5. Plaintiff(s) Attorney, Phone Number
6. Defendant(s) Attorney, Phone Number
7. Next-Action-Date
8. Transfer In
9 Foreign Judgement
10. Coded Action that Caused Appearance
    on List

CIVIL DIVISION REPORTS

NAME: Individual Courtroom Reports

TIME: Monthly

TO RECEIVE REPORT: Division Supervisor

PURPOSE: To provide court management the tools
                         for planning.

FORMAT: Breakdown by courtrooms and case type

                         (a) This Month, (b) This Year, (c) Last
                             Year, (d) Percent Change this Year
                             from Last, (e) Percent Change this
                             Month from Last Month

1. Daily Returns
2. Default Only
3. Default Judgement
4. Confessed Judgement
5. Dismissed at Return
6. Suspense
7. Continued at Return
8. Quash Service
9. Set for Trial
10. Motions to Court
11. Hearing Set for Motions
12. Stipulation & Dismissal
13. Stipulation and Judgement
14. Judgement for Plaintiff
15. Judgement for Defendant
16. Advisement
17. Dismissed at Trial
18. Suspended
19. Continued at Trial
20. Transferred In
21. Transferred Out
22. Change of Venue
23. Restraining Orders
24. Name Changes
25. Bench Warrants
26. Citations

NAME: Individual Courtroom Reports (continued)

    27. Interrogatories
    28. Order-ins (Garnishments)
    29. Replevin
    30. Attachments
    31. Cases Pending Trial to Court
    32. Cases Pending Trial to Jury

CIVIL DIVISION REPORTS

NAME: Summary Courtroom Statistics

TIME: Monthly

TO RECEIVE REPORT: Division Supervisor, Judges

PURPOSE: A tool to help division management
    smooth the workload and to be
    used to change work procedures.

FORMAT: Cases by type within agency:

    1. Type of Cases
    2. Case Number
    3. Disposition of Case
    4. Days until Disposition (by type and overall)
    5. Range of Disposition (by type and overall)
    6. Average Days for Dispositions (by type and overall)

    Cases by type within courtroom:

    1. Type of Case
    2. Case Number
    3. Disposition of Case
    4. Days Until Dispositions
    5. Range (Days) of Dispositions
    6. Average Days Until Disposition

IMPACT OF THE PROPOSED SYSTEM:

The following schemes show the system flow as proposed for the Civil Division.

EXHIBIT 21

NEW SYSTEM PROCEDURES
INITIAL FILINGS

RESPONSIBLE PERSON	ACTION
Attorney	1. Presents Summons, Complaints & Return of Service. Pays Fee.
Pro Se	2. Files Complaint, Obtains Summons and Answer Forms from Court Clerk.
Court Clerk	3. Checks Forms for Completeness Rings Filing Fee on Register Fills Forms for Pro Se's
	4. Assigns Return Date
	5. Pulls and Assigns Jacket Number to case
	6. Codes Case Type
	7. Send Jackets and Forms to Data Entry
Data Entry Clerk	8. Create Labels for Jacket, at the same time create Case Records in the Computer
File Room Clerk	9. Glue Labels to Jackets, Place Documents in Jackets
	10. Sort Jackets into Terminal Digit Sequence
	11. File Jackets

EXHIBIT 21a

NEW SYSTEM PROCEDURES
SUPPLEMENTAL FILINGS

RESPONSIBLE PERSON	ACTION
Attorney	1. File Answer*
Pro Se	2. File Motion
	3. Pay Demand
	4. Confess Judgement
	5. File Stipulation
Court Clerk	6. Check Document for accuracy, or completeness
	7. Stamp Date
	8. Collect Fees**
	9. Enter Data to Update Case Status
	10. Send Documents to File Room
File Room Clerks	11. File Documents to Case Jackets

*If an answer arrives before a complaint is filed, the answer will be kept in an Alpha Answer file (As Now) and checked against the daily listing of new cases.

**All documents that have associated fees will be posted through the cash register.

EXHIBIT 21b

NEW SYSTEM PROCEDURES
CASE UPDATING & DISPOSITION

RESPONSIBLE PERSON	ACTION
File Clerk	1. Pulls Case Jackets According to Daily Docket Sheet
Bailiff/Court Clerk	2. Carries Docket Sheet and Case Jackets to Court Room
Judges	3. Decides
Bailiff	4. Codes Decision on Docket Sheet and Case Jacket
	5. Returns Case Jackets to File Room; Daily Docket Sheet to Data Entry
File Clerk	6. Files Case Jackets
Data Entry Clerk	7. Updates Computer Files with Data from Docket Sheet
	8. Files Docket Sheet for Statistical Backup
Bailiff	9. Gives Trial & Hearing Dates
	10. Copy of Worksheet sent to Data Entry Clerk (Day End)
Data Entry Clerk	11. Enters Trial Dates from Work Sheet
	12. Signals that Tomorrows Docket Sheet can be Printed

EXHIBIT 21c

NEW SYSTEM PROCEDURES
JUDGEMENT ENFORCEMENT PROCEDURES

RESPONSIBLE PERSON	ACTION
Judgement Creditor	1. Request Garnishments, Transcript of Judgement, Notice of Levy
Court Clerk	2. Check On-Line Files to Verify Amount Being Sought. If amount sought is greater than computer amount, obtain affidavit for amount.
	3. Complete Requested Documents.
	4. Send Document Copy to Data Entry.
Data Entry Clerk	5. Update Case with Data From Document
File Clerk	6. File Documents into Case Jackets
Deputy Sheriff	7. Serve Notice, Garnishments
	8. Seize Property under Attachment or Levy
	9. Arrest Under B. Warrants
Garnishee	10. Answers Garnishment
	11. Send Money
	12. Holds Money in Escrow
Court Clerk	13. Checks for Amount
	14. Send Check to Judgement Creditor
Data Entry Clerk	15. Updates Case with Document
File Clerk	16. Files Document with Case Jacket
Judgement Debtor	17. Pays Amount
Court Clerk	18. Register Amount on Document
	19. Completes Certificate of Satisfaction
Data Entry Clerk	20. Enters Copy of Document to On-Line Case File
File Clerk	21. Places Copy of Document into Case File

SYSTEM BACKUP

In developing an on-line system, the effects of system down-time must be given careful consideration. The length of time that the system is unavailable and the kind of failure that occured will determine what kinds of procedures will be followed. If the failure is temporary and the "Register of Actions" data base has been unaffected, the release of the system will mean that updating may proceed and a "catch up" period would begin. This may mean overtime for the Data Entry Clerks. This kind of failure can be overcome if the down-time does not extend through two days. The court calendar sheets will be printed for the following five court days. These could be used to write in any add-ons for the second day, as they will be for any add-ons occurring on the day of court.

Prolonged down-time effects can be put into two categories. The effect of teleprocessing (TP) down-time, and the effect of both TP and batch down-time.

If the TP system is down longer than two days, the effort to "catch-up" may exceed personnel resources. If this is the case, the forms, papers, etc., can be sent to the Data Services Division for keypunching. As the forms will be designed for ease of data entry, the keypunching effort should be minimal. Keypunch manuals for this will be written and kept at the Data Services Division. There

will also be an edit and update program for this key-
punched data. An edit and error listing will be provided,
along with the normal batch reports, for Civil Division
management's correction.

If both TP & batch systems are down for an extended
time, the Civil Division will have to return to a manual
system with one exception: all data documents and bailiff
Return Forms will be keypunched at DSD before they are
physically filed at the Civil Division. This will assure
that there will be no confused catch-up period after the
system resumes operation for data capture and inquiry.
The "Register of Actions" file can then be updated with the
accumulated data. The system will be tested for inquiries.
If this is satisfactory, the system will be released for
updating.

SECURITY AND PRIVACY:

Security and confidentiality of the proposed system
has to do with who will be able to see data from the com-
puter files. Currently, business credit bureaus are
allowed access to the cross-reference files of the Civil
Division. They can then request case jackets by file
number from the cross-reference index. As minimal file
clerk time is spent seeking the case jackets, no record
is kept of the person accessing the case jackets, and no
charge is made for the file clerk's time. This should be

CONTINUED

3 OF 5

changed when the cross-reference and case files are on-
line. The commercial user typically has a list of
names he's seeking. While he is doing this, the data
entry clerk and CRT will not be available for court work.
After the user has searched for last names, he may have a
list of cases he needs to see. Once again the Data Entry
Clerk and CRT will be unavailable for court work. There
are two problems associated with this. The first is the
rights and privacy of citizens identified by the computer.
A business firm may have a legitimate interest in
some records, but the computer terminal will give him
access to all records of those people, and also to the
records of other citizens where he has no legitimate in-
terest at all. The second problem is the very real cost
associated with p rusal of computer files, whether auth-
orized or not.

Data integrity, on the other hand, is concerned not
with the person searching the data, but with the accuracy
of the data on the computer files. Unauthorized updating
or deleting of data can be minimized by placing pass-
words on updating functions. Also all updating or
changes to data is logged by the computer system on a
transaction log tape. This tape can be audited for un-
authorized changes. All persons who will be using the
system will have passwords or keys assigned them. This

key or password (such as initials, or social security
number) will also be logged on the TP Log Tape, along
with time and date that the changes were made.

SYSTEM IMPLEMENTATION:

If the Civil Division is given the funds to design and implement an EDP system for the Court, the following implementation work plan will be used to design the detailed portion of the proposed system.

First, will be to identify and classify all codes that will be used for court orders, case types, and document data. These codes must be approved and verified by court management and the court judges.

The second step is to develop the report formats as they will appear on the output documents. This will define the data items necessary for the "Register of Actions" data base.

The third step will be to define CRT screen formats for data input. This will further define the data items for the Civil court data base. This will also help in the preparation of new court documents.

The fourth step will be to redesign and combine the documents of the Civil Division. The first document to be reformatted will be the Court Call Sheet. This will be done regardless of an EDP system. Other documents will be studied and, where possible, they will be combined to reduce the number of documents now used. If a document

is updated or two documents combined, they will be formatted for case data entry by clerks.

The fifth step is to write detail program specifications. After the specifications are approved we will write, test, and de-bug the programs and complete system.

The last step will be to implement the system at the Civil Division and train management and clerks in its use.

SYSTEMS DEVELOPMENT AND OPERATIONS: ESTIMATED
COSTS AND TIMING

Based on the information we have gathered during the Research Phase and documented in this report, we have estimated costs for both the development and operation of the Civil Division EDP Systems Module. The development costs include personnel, hardware and all other costs associated with the design, programming, testing, installation, and evaluation phases. In addition, we have included a phase named "orientation" which allows for the probability of re-education of systems analysts and programmers. This re-education is based on the assumption that the Civil Division Module will not be assigned for a considerable period of time, and probably by a different project team. The operational costs represents the current estimates of the incremental costs to be added to the court's portion of the Denver Data Services Division monthly budget.

The following represents the summaries of the developmental costs, operating costs, and estimated time schedule for each developmental phase. For further breakdown of developmental costs reference should be made to Exhibit 22.

SUMMARY OF DEVELOPMENT COSTS
ORIENTATION THROUGH IMPLEMENTATION PHASES

Systems Analysis	$ 50,147
Programming	57,200
Support Personnel	7,237
Dedicated Hardware	8,002
Shared (Undedicated) Hardware	23,540
Special Computer Forms (Including Microfiche)	1,116
Supplies and Operating Expenses	2,000
TOTAL	$149,242

SUMMARY OF INCREMENTAL OPERATING COST

Systems Analysis	
Programming	$ 300
Support Personnel	300
Shared Hardware	1,600
Special Computer Forms (Including Microfiche)	2,652
	250
TOTAL INCREMENTAL MONTHY COSTS	$ 5,102

SUMMARY DEVELOPMENT SCHEDULE

PHASES	ESTIMATED ELAPSED TIME IN MONTHS *
Orientation	1
Design	5
Programming	4
Testing	4
Implementation	2
Evaluation	1
	17

* At this time, the start and stop dates are unknown. This module's implementation will depend upon the priorities established by court management and the availability of funds. The elapsed time is based on a reasonable mix and number of systems analysts and programmers consistent with the probable availability of resources.

CIVIL DIVISION MODULE
ESTIMATED DEVELOPMENT COSTS

PERSONNEL

	F U N C T I O N S					
PHASES	ANALYSIS	PROGRAM-MING	KEYPUNCH OPERATOR	COMPUTER OPERATOR	INPUT/OUTPUT CLERK	TOTAL MAN/MONTH COST
Orientation	1	--	--	--	--	1
Design	10	7	--	--	--	17
Programming	12	27.5	1	1.5	1.5	43.5
Testing	4	4	.25	0.5	0.5	9.25
Implementation	4	4	.25	0.5	0.5	9.25
Evaluation	1	1.5	--	0.5	0.5	3.5
MAN/MONTHS	32	44.0	1.5	3.0	3.0	83.5
Total Estimated Personnel Costs	$50,147	$57,200		$ 7,237		$114,584.00

-217-

EXHIBIT 22b

CIVIL DIVISION MODULE
ESTIMATED DEVELOPMENT COSTS

HARDWARE

Dedicated Hardware (4 Month Period):

	$ 330
Controller to Terminal Cables (3 @ $110/Cable)	1,500
Equipment Installation (one-time)	760
Display Terminal (2) @ $95/Month	668
Terminal Typewriter (1) @ $167/Month	560
Modem (2) @ $90/Month	1,392
Hardware Pollor (1) @ $348/Month	40
Microfiche Viewer (1) @ $10/Month	1,540
Disk Drive (1) @ $385/Month	40
Disk Pack (1) @ $10/Month	1,072
6 Station Controller $268/Month @	200
Telephone Line (1) @ $50/Month	
TOTAL	$ 8,002

Shared (Undedicated) Hardware

	$ 7,040
Teleprocessing CPU (8 hours/day @ $10/hour)	16,500
Batch Processing CPU (550 hours) @ $30/hour	
TOTAL	$23,540

SECTION V

ACCOUNTING MODULE

REVIEW OF EXISTING SYSTEM

The Accounting Department of the Denver County Court is responsible for the tracking of and reporting on the financial transactions as they relate to cases in the four judiciary branches of the Court: Criminal Division, General Sessions, Civil Division, and Traffic Division. The current procedure is totally manual. The tasks include:

- daily cash reconciliation and production of a daily ledger;

- monthly maintenance and reconciliation of escrow bank accounts;

- monthly reporting on the status of funds;

- status maintenance of returnable money;

- transmission of funds to treasury, and request of returns; and,

- external reporting.

The current high volume of accounting transactions increases daily with the increase in new filings. A simple misdemeanor filing involving a cash bond, jury trial fee, public defender fees, court costs, and a fine, may require as many as eight financial postings.

The financial transactions comprise about 30 account code categories, not counting the escrow (bond and registry) bank accounts. The diversity and volume of these transactions exerts an obvious strain on the manual accounting system currently attempting to maintain them. Some strains are more obvious than others.

The manual ledgers, requiring posting from daily cash register tapes, are cumbersome and time-consuming to produce, taking one person about half a day every day for posting and preparation. Additional tally sheets are needed in some cases even before posting can begin. Even then, a true picture of the status of funds is difficult to acquire due to the lack of financial reconciliation with the actual case data. Due to an overload and dispersion of data, the manual system lacks the inherent flexibility to increase reporting capabilities to include accounts receivable and accounts payable categories (as was suggested in the annual auditors report).

Reconciliation is another area of potential improvement. Reliance is placed on cash register tapes with errors manually notated and too few cash register buttons to categorize the cash entries by account code. The default, if reconciliation can't be made via the tapes, is back to source documents and case jackets which are interfiled and too numerous to track. In many cases,

short or long figures are posted to a nondescript category of over/under. Monthly bank accounts are similarly difficult to reconcile, relying mainly on the manual check stubs and card files.

Likewise, system control depends on manual posting. The constant manual pulling of jackets and cards to find and update data, and the maintenance of very large files leaves the system open to misfilings, loss of files and data, and human error.

Availability of data is affected by the manual system. Recording and updating the files means constant pulling of files and posting in several places, with perhaps not inscrutable timing. Access may require reference to several manual files before arriving at the correct data--a relatively lengthy process. The decision to make a bond requires an overview of the current status of a bondsman's or surety's outstanding bonds, and the overview is difficult to reach through manual collation of bond cards. Bond and jury fee return and forfeiture procedures require instant information, difficult to reach in manual files.

The effort involved in daily procedures leaves potential for streamlining. The manual typing, distributing, filing, pulling, posting, refiling, and purging of the bond, jury fee, and attorney fee card files is a

very real task. Orders to forfeit this returnable money
dribble in one-by-one and are held in abeyance until time
permits or volume warrants transferring the funds to
treasury.

Unclaimed money--bonds and jury fee payments ordered
returned and never claimed--sits awaiting transfer to
general fund, while ignorance on the part of the owner
that the sum may be collected, lurks on the other side of
the counter. There is currently no feasible,manual method
for notifying the claimant; and unclaimed money that could
be utilized in general fund may take nearly two years to
circulate through the yearly purge.

The maintenance of three accounts--two bank accounts
and the 604 fund--seems unreasonable for handling the
same type of returnable or escrow money. In addition,
the return of jury fees from the 604 fund involves several
interactive steps with the Treasury Department as well as
forcing the claimant to await return by mail.

External reporting is cumbersome for a manual sys-
tem. The semi-annual bond status report to the State
Insurance Commissioner requires the manual collation of
bond cards to gather in one place the total status of
bonds held by each bondsman or surety, not to mention the
time necessary for manual preparation. Likewise, the

monthly State Criminal Fine Report is time-consuming to
tally and is currently of questionable value.

In response to the areas of potential improvement
outlined above, Exhibit 23 sets forth some objectives
be met by automation of the accounting function in the
Denver County Court.

EXHIBIT 23a

OBJECTIVES OF ACCOUNTING MODULE

- Eliminate the manual production of daily and monthly ledgers:

    • Provide computer production of daily and monthly ledgers resulting from on-line posting of financial transactions;

    • Eliminate the need for manual tabulation on tally sheets to arrive at daily ledger figures;

    • Ensure the agreement of actual case data and financial reporting;

    • Increase daily financial reporting capabilities to include accounts re-ceivable and accounts payable, to give a more accurate statement of divisional financial status;

EXHIBIT 23b

Objectives of the Accounting Module: (continued)

    • Eliminate the manual summarization of daily figures for monthly financial reporting.

- Facilitate daily and monthly reconciliation of cash:

    • Post directly via on-line registers to case data to ensure accuracy of the posting procedure;

    • Provide an audit trail by docket/citation number via the Daily Ledger to reconcile with the cash register tape details;

    • Provide system totals of daily cash in-take via the Daily Ledger for reconcil-iation with cash register totals--by account codes and net intake;

    • Provide monthly totals of receipts and disbursements by account type via the Monthly Ledger for reconciliation of escrow bank accounts;

    • Enter check numbers on-line as escrow monies are returned or forfeited, as

EXHIBIT 23c

Objectives of the Accounting Module: (continued)

documentation of payment and an audit

trail of checks.

- Increase control over the flow of funds and fin-

ancial data:

- Eliminate the human error in manual

posting by on-line posting directly to

master file records;

- Eliminate the dispersion and duplica-

tion of data into separate sets of

cumbersome index card files by centra-

lizing the data in one place;

- Eliminate the manual pulling and hand-

ling of case jackets and index cards

(with their potential loss or misfiling)

by making information readily available

via an on-line terminal.

- Make all relevant accounting information relating to

a case available to tele-processing inquiry within

five to ten seconds:

- Update file information immediately as

it is received;

- Eliminate the need to search manual

EXHIBIT 23d

Objectives of the Accounting Module: (continued)

files for different pieces of data;

- Provide access to information using

several different keys:

- Docket (Citation) #
- Defendant Name, Date-of-Birth
- Bondsman or Surety Name

- Make a bondsman's or surety's bond

status available via terminal for bond-

making decisions;

- Make bond/jury fee return orders avail-

able on-line to smoothly process requests

for return of escrow monies.

- Streamline Daily Procedures:

- Eliminate all card file maintenance;

- Alleviate tracking of individual escrow

money forfeitures by producing a weekly

estreature report for writing a weekly

check to treasury;

- Break transcript fees into a separate

account code for ease of tracking and

posting.

EXHIBIT 23e

Objectives of the Accounting Module: (continued)

- Reduce the amount of unclaimed money, and facilitate
  the transfer of unclaimed money to general fund on
  a timely basis:

  - Produce the "Unclaimed Money Notices"
    automatically as notification to collect
    money;

  - Produce an "Unclaimed Money Transfer
    List" of returnable money outstanding for
    a single check to be transferred to gen-
    eral fund.

- Consolidate all escrow money into one escrow bank
  account to facilitate handling:

  - Move jury fees from 604 fund to the
    escrow bank account to facilitate tracking
    and streamline return procedures;

  - Consolidate Bondsman's Bond Bank Account
    with Private Citizen Bond Bank Account
    to centralize all escrow money into one
    account for ease of handling and recon-
    ciliation with Daily and Monthly Ledgers.

EXHIBIT 23f

Objectives of the Accounting Module: (continued)

- Provide for external reporting requirements to
  eliminate manual production of external reports:

  - Produce the "Bondsman/Surety Bond Status
    Report" weekly with a copy for the
    State Insurance Commissioner; eliminate
    the manual production of the semi-annual
    Bond Report;

  - Maintain the capability for producing
    the monthly "State Criminal Fine
    Report" by capturing the necessary data
    elements.

DESCRIPTION OF NEW SYSTEM:

The Accounting Module is a scavenger, depending on the other court divisions for data input and the initiation of financial transactions. This can be seen in the schematic below, with the other modules feeding the Accounting Module and the Accounting Module initiating none of its own data.
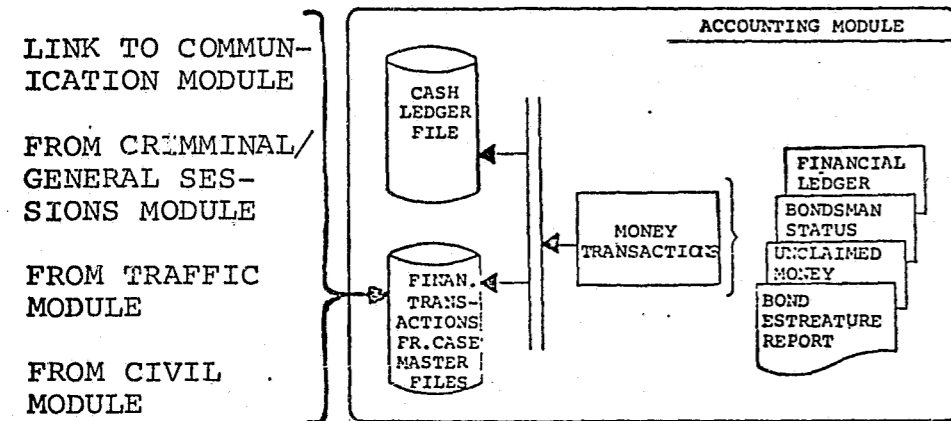
A majority of accounting functions are inextricably inter-woven into the daily processing of each division. For example, in the Criminal and General Sessions Division, the bonding process is inter-related with case filing or warrant service, and the disbursement of bonds is a direct result of the court disposition and a judge's order. Likewise in the Civil Division, the deposit and disbursement of garnishment funds is a function of courtroom decisions. In the Traffic Division, citations are matched with cash receipts. To confuse matters, the accounting functions from division to division are in many cases unique: traffic boot fees are handled differently from criminal jury fees, and distinctly from Civil filing fees and General Violations dog fines.

For these reasons, the accounting system as a whole will emanate from development of several division-related phases.

General Sessions Module and the Civil Module—incorporate the accounting functions as they relate to their daily clerical procedures within the discussion of each module. It is envisioned that as each module is automated, the accounting functions incorporated into the module will also be automated. This automation includes the production of the daily and monthly ledgers, now essentially a centralized accounting function. The Traffic Module, currently automated and functioning, will entail an addition to the current system, as will be discussed briefly below. The final stage of development of the Accounting Module will be the centralization of accounting information from all automated divisions with the ability to report the overall financial status of the court, to accumulate year-to-date court figures, as well as the potential to compare current year data to the progress of previous years.

The approach to a description of the Automated Accounting System in toto will be: (a) to describe as a model the development of accounting in the Criminal/General Sessions Module, referring to the overview flowchart of how the total of accounting functions will be accomplished; (b) to outline briefly the difference between the Criminal/General Sessions and the Civil Module in terms of accounting functions; and, (c) to outline in general the additions to the current Traffic Module necessary to

EXHIBIT 24 : ACCOUNTING OVERVIEW FLOWCHART

| TRAFFIC DIVISION | CIVIL DIVISION | CRIMINAL/GENERAL SESSIONS DIVISION | OTHER DIVISIONS On-Line Terminal | ACCOUNTING CLERKS** Manual Terminal | OFF-LINE SYSTEM Case Master Files (Financial Transactions) | OFF-LINE SYSTE Cash Ledger Fil |

ACCOUNTS RECEIVABLE

FINE AMTS.-CITATIONS & INCREMENTS → BOND FORMS → BOND FORMS

BOND FORMS / JURY TRIAL REQ.

JURY TRIAL REQ. (TRIAL FEES) JUDGE'S ORDERS FOR ATTY FEES FINE/SEN AMTS. FINE AMTS. CITATIONS

ENTER DATA FOR ACCTG. REC.BY CASE (DEF.,DOC.#)

ENTER SURETY, PAYOR DATA BY CASE (DEF.DOC.#)

EDIT INPUT, FLAG ERRORS UPDATE CASE MASTER FILE

CASH RECEIPTS

CITATION PAYMENTS / JURY FEES / OTHER NON-ESCROW PAY'TS.

FILING FEES STATE TAX VITAL STAT FEE, SERVICE, COURT & ATTY FEES / GARNISHMENT LEVY MONEY

ESCROW MONEY: BOND JURY FEE PAYMENT / OTHER NON-ESCROW PAY'T

ENTER DOC.# $ AMOUNT, TYPE (FINE FEE,ETC. ON REGISTER

FINANCIAL TRANSACTIONS FROM CASE MASTER FILES

GENERATE DATA FOR CASH LEDGER FILE

CASH LEDGER FILE

ACCOUNTS PAYABLE

JUDGE'S ORDER TO RETURN OR FORFEIT ESCROW MONEY

GARNISHMENTS DUE TO PLAINTIFF RE. REGIS MONEY / JUDGE'S ORDER TO RETURN OR FORFEIT ESCROW MONEY

JUDGE'S ORDER TO RETURN OR FORFEIT ESCROW S*

ENTER DATA TO UPDATE ACCOUNTING REC.BY CASE DEF.DOC.#

MAIL TO SURETY OR RETURNEE

UNCLAIMED MONEY NOTICES*

CASH DISBURSEMENTS: RETURNS

REQUEST FOR ESCROW MONEY

DISBURSEMENT OF REGISTRY FUNDS / REQUEST FOR RETURN OF ESCROW MONEY

REQUEST FOR ESCROW MONEY (ORDERED RETURNED ETC.)

RETRIEVE DATA,CHECK AGAINST FILE, ENTER CHECK # RETURN DATA

EDIT INPUT FLAG ERRORS, UPDATE CASE MAST.FILE

WRITE CHECK AGAINST ESCROW ACCNT. TO RETURNEE

FORFEITURES

CHECK FOR BOND, JURY FEE / CHECK FOR BOND, JURY FEE / CHECK FOR REGISTRY MONEY / CHECK FOR BOND JURY FEE

ENTER DOC.#, CHECK # TRANSFER DATA.

BOND ESTREATURE REPORT

WRITE CHECK AGAINST ESCROW BANK ACCT. FOR TOTAL AMT; TRANSMIT TO TREASURY

UNCLAIMED MONEY

*Includes bonds with no filing after 10-day period.

**Registry "escrow" bank account in Civil Division will be handled by account clerk in Civil Division

UNCLAIMED MONEY TRANS FE: LIST

-232-

EXHIBIT 24 : ACCOUNTING OVERVIEW FLOWCHART

	OTHER DIVISIONS	ACCOUNTING CLERKS**	OFF-LINE CASE MASTER FILES (Financial Transactions)	OFF-LINE/CASH LEDGER

RECONCILIATION AND
REPORTING

CASH REG. TAPES $ → RECONCILE ← DAILY LEDGERS

ESCROW BANK STATEMENTS / REGISTRY BANK STMTS → RECONCILE, DISTRIBUTE REPORTS / BNK. DEPOSIT BOOK TRANSMITTALS TO TREAS. ← MONTHLY LEDGERS

EXTERNAL REPORTING

DISTRIBUTE ← DENVER CNTY. CT. MONTHLY LEDGER SUMMARY

SEND TO STATE INSURANCE COMMISSIONERS ← CRIMINAL/GS SURETY/BONDSMAN ... BOND STATUS REPORT

-**Registry "escrow" bank account in Civil Division
will be handled by account clerk in
Civil Division

incorporate it into the total accounting system. The overview flowchart shows the interplay of transactions from each division into the accounting system. (See EXHIBIT 24)

Criminal/General Sessions Module and the Total Accounting Picture:

The accounting elements relating to Criminal and General Sessions transactions, while comprising a unique logical file, will reside as a separate segment of records with the case data on the case master file. Thus, any financial data will be accessible in the same manner as the regular case data, i.e., by docket number, defendant name and date-of-birth, bondsman or surety name, etc.

The functions have been broken down into six categories as seen on the flowchart in EXHIBIT 24.

- Accounts Receivable
- Cash Receipts
- Accounts Payable
- Cash Disbursements:
  - Returns
  - Forfeitures
  - Unclaimed Money
- Reconciliation and Reporting
- External Reporting

Accounts Receivable:

The accounts receivable transactions are any that set up an amount due to the court: incoming bond forms, jury trial requests requiring jury fees, judges' assessments of attorney fees for public defenders, and fines--both from

Accounts Receivable: (continued)

sentencing and citations. Included are bonds with no filing, which will cause a shell record with no docket number to be set up. These transactions are input on a terminal, edited by the system with errors flagged for correction, and recorded on the master file as financial transactions related to a particular case. These transactions will then be reported by docket number and summed by account type in the accounts receivable column of the daily and monthly ledgers for system output.

Cash Receipts:

Cash receipts consist of any cash intake into the cash register daily. These will be automatically generated by the on-line register, edited by the system, and the system will be automatically updated as the cash drawer opens. Docket number and account code accompany the amount. If the receipt is escrow money (bond or jury fee), identification of the person paying (bondsman, surety, etc.) will be entered on the terminal to further update the case financial record.

Accounts Payable:

Accounts payable are transactions which order the disbursement of escrow monies (return, forfeiture, etc.), resulting from a case being dispositioned or bound over.

Accounts Payable: (continued)

This category also includes bonds paid with no filing within a ten-day period. The input procedure is the same as for accounts receivable.

Escrow money ordered returned and which has not been claimed within a certain period of time will trigger the system to generate "Unclaimed Money Notices", notifying the claimant that the sum should be claimed.

Cash Disbursements:

There will be three categories of cash disbursements: returns, forfeitures, and unclaimed money transfers to general fund. As a claimant arrives for return of escrow money, the financial record and order to return will be examined on the terminal, a check written against the escrow account, and the check number entered to update the financial record. A weekly "Bond Estreature Report" generated by the system will trigger a manual check to be written for transmittal to general fund, and the check number and associated docket numbers will be entered on the terminal to update the case financial records. The "Unclaimed Money Transfer List" will require the same procedure. These figures will appear in the proper columns on the system-generated daily and monthly ledgers.

Reconciliation and Reporting:

The reconciliation procedure will occur daily for

Reconciliation and Reporting:

the cash receipts and monthly for escrow account balancing. The daily procedure will entail comparing Daily Ledger cash totals with the cash register tape and dollar amounts for agreement, backing into the docket number detail for disparities. The monthly procedure will entail comparing Monthly Ledger totals with the bank statement, backing into the bank deposit slips, transmittals to treasury, and check stubs to locate disparities. The Daily Ledger could also be used as an audit trail and detail support. See EXHIBITS 25 and 26 below for a schematic of reconciliation items on the Daily and Monthly Ledgers.

The system will also produce the Monthly Court Summary Ledger, taking the divisional totals, posting them to the year-to-date cash ledger file, and summarizing the month and new year-to-date totals for the court by account code.

In conjunction with the automation of the Criminal/General Sessions accounting function, the Chart of Accounts will be revised and updated in response to court needs and requirements. These changes will be made after consulting with the city auditors, and in consideration of the overall citywide account structure requirements.

External Reporting:

The semi-annual bond status report made to the State Insurance Commissioner will be supplanted by a copy of

EXHIBIT 25

DAILY LEDGER

CRIMINAL/GENERAL SESSIONS
OCTOBER 23, 1975

ACCOUNT DESCRIPTION	ACCOUNT CODE	DOCKET #	ACCOUNTS RECEIVABLE	CASH RECEIPTS	ACCOUNTS PAYABLE	CASH RETURNS	DISBURSEMENTS FORFEITURES
Criminal Bond Fees	6103	26015		$ 100			
		26021	$ 50				
		26022				$ 500	
		27105					$ 75
	6103	TOTAL:	$ 50	$ 100	$ 0	$ 500	$ 75
			Unpaid Bonds Unpaid Jury Fees Unpaid Fines (Incl. Stays) Unpaid Atty. Fees	Should = Cash Register Total for Acct. Type; Bank Deposit = Sum of Bond + Jury Fee Acct. Totals	Unclaimed Money Forfeitures not Transfered	Returned Escrow Money	Forfeitures Transfered To Gen. Fund
DAILY TOTAL			$	$	$	$	$
				Should = Cash Register Total for Day		Total for Checks on Escrow Money	Transmittal to Treasury

Total of Checks
Written for Day

-238-

EXHIBIT 26

MONTHLY LEDGER

CRIMINAL/GENERAL SESSIONS
MONTH OF OCTOBER

ACCOUNT DESCRIPTION	CODE	ACCOUNTS RECEIVABLE		CASH RECEIPTS		ACCOUNTS PAYABLE		RETURNS		FORFEITURES		UNCLAIMED MONEY TRANSFERS	
		MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
Criminal Bond Fees	6103	$	$	$	$	$	$	$	$	$	$	$	$
				A			D	B		C		D	

Bond, Jury Fee Accounts

$A - (B + C + D) = $ Monthly Bank Transactions Net

$D + (A - (B + C + D))$ Less Checks Not Cleared = Bank Account Balance

TOTAL

County Court Monthly Ledger Summary

Same as Divisions, County Court Totals by Account Code

-239-

External Reporting: (continued)

the weekly Bondsman/Surety Bond Status Report.

Differences Between Criminal/General Sessions and
Civil Module Accounting:

The input, updating, and reconciliation procedures
for the Civil Module will duplicate those of the Criminal/
General Sessions Module. The nature of transactions in-
corporated into the account categories--accounts receiv-
able, cash receipts, accounts payable, and cash disburse-
ments--differ in the Civil Module as outlined in EXHIBIT 24
below, and shown on the overview flowchart. (EXHIBIT 24)

EXHIBIT 27

CIVIL DIVISION ACCOUNT CATEGORIES

Accounts Receivable	Bonds Jury Fees
Cash Receipts	Filing Fees State Tax Vital Statistics Fees Service Fees and Court Costs Attorney Fees Garnishment Money Levy Money

Accounts Payable	Orders to return or for-
	  feit Bonds, Jury Fees
	Disbursement of
	  Registry Funds

Cash Disbursements	Requests for return of
	  Bonds, Jury Fees
	Forfeitures of Bonds,
	  Jury Fees
	Disbursement of Registry Money
	Unclaimed Money Transfers
	  to General Fund

Differences Between Criminal/General Sessions and
Civil Module Accounting: (continued)

The handling of these transactions can be viewed on the
overview flowchart, EXHIBIT 24.

The reporting and reconciliation will also be similar to
Criminal/General Sessions. The Daily Ledger will be drawn
from the Civil case master file and reconciled with the
cash and register tapes daily. The Monthly Ledger will be
reconciled with the registry bank account by Civil Division
accounting personnel. The Unclaimed Money Notices, and the
Unclaimed Money Transfer List programs and procedures will
also be applied to the Civil case master file. Bond estrea-
tures and bond status reporting will be handled manually due
to low volume.

Traffic Division Additions for the Accounting Function:

The Traffic Division Module will be incremented to account
for all cash transactions not now being incorporated into
the parking and moving violations citation files, creating
a third file for financial transactions. The procedures,
then, for the Traffic Module accounting functions will dupli-
cate those of the Criminal/General Sessions and Civil Divisions.
The data will be drawn from three files rather than one.

SUMMARY OF INPUT/OUTPUT DATA ELEMENTS:

As mentioned before, the work of the Accounting Module is scavenging the input and data elements from the other modules--Criminal/General Sessions, Civil, and Traffic. Of the three modules, Criminal/General Sessions and Civil have already accounted for the data elements needed by the Accounting Module (See the "Data Elements" section in each module above). The Traffic Module already in existence will need some revamping before the Accounting Module can do its work.

In terms of the Traffic Module, the current data existing on the moving violations and parking files will render enough data to produce the daily and monthly ledger entries for citations. It will be necessary to create a third file for bond, jury fee, and other fees (ex. attorney fees, if any) not levied by citation. This will complete the needs for daily and monthly ledger production, using the data elements of the three files. Documentation of the citation (parking and moving violations) data elements can be found in the current traffic system documentation. The data elements necessary for tracking bonds, jury fees, etc., will duplicate those of the Criminal/General Sessions Module (see the "Data Elements" section of the Criminal/General Sessions Module for details).

PROPOSED SYSTEM OUTPUT:

The accounting output as it relates to the Criminal/General Sessions Module has been described in detail in the Criminal/General Sessions Module, Section II. The same set of output as relevant will be applied to each of the other two modules -- Civil and Traffic -- as each is automated for full accounting. Thus, the following reports or a portion thereof will be generated for each module, with the frequency of the output (other than the daily and monthly ledgers), varied in response to the module requirements:

- Daily and Monthly Ledgers
- Bond Estreature Report
- Unclaimed Money Notices
- Unclaimed Money Transfer List
- Bondsman/Surety Bond Status Report

See the Criminal/General Sessions Module for the details of each report.

The only additional report to be generated by full automation of the court accounting function will be the Denver County Court Ledger Summary. This report is described on the following page.

REPORT TITLE: Denver County Court Ledger
                            Summary

CONTENTS: overall court summary of financial
                            transactions, month and
                            year-to-date (YTD)

ORGANIZATION: by account code; by accounts
                            receivable, cash receipts,
                            accounts payable, cash
                            disbursements

DATA ELEMENTS: Account Code
                            Accounts Receivable (month, YTD)
                            Cash Receipts (month, YTD)
                            Accounts Payable (month, YTD)
                            Cash Disbursements (month, YTD)
                            Net Total for Court

FREQUENCY: Monthly

DISTRIBUTION: Court Management

USE: Reporting status of court funds

IMPACT OF THE PROPOSED SYSTEM

The incremental impact of the accounting module is related to the modular implementation development as described in this module's implementation section. The initial accounting impact on the Criminal/General Sessions and the Civil Modules is described in the respective module sections. The impact on the traffic module will be similar to Criminal/General Sessions as it relates to bond and jury fee procedures, and to maintaining daily and monthly ledgers. (See the Criminal/General Sessions and Civil Module Impact sections for details.)

The final implementation of the full accounting function following the automation of all divisions will eliminate the manual summary of divisional monthly ledgers and preparation of the Court Ledger Summary.

The impact of the on-time cash registers likewise will not be felt until the Criminal/General Sessions and Traffic modules are automated and ready for implementation of the software and hardware. The addition of on-line registers will avoid duplication of data entry on both the manual cash register and on-line terminal, and will add an important element of control by the system edit of entries against the case master file before cash is accepted into the register drawer. It will also eliminate discrepancies between data entered on the manual register and again on the on-line terminal by updating the case master file directly from register input.

SYSTEM IMPLEMENTATION

Implementation of the "Accounting Module" is inextricably interwoven with the implementation of each of the other court modules, and will not achieve total implementation until all other modules are automated. The feasibility of total implementation itself is questionable (see Recommendations, Section I).

Specific implementation steps have been outlined in the Criminal/General Sessions Module and the Civil Module, of which the main accounting procedures are a part. The options in the Criminal/ General Sessions Implemenation section of Plan A: entering only new case data as it occurs and phasing out the manual card system, or Plan B: entering active case data from the manual card files over a weekend, apply also to the implementation of accounting trans- action data. In any case, inactive case data would not be entered; and a single bond and jury fee card file should be maintained in parallel for a three to six-month period until the accuracy of the system is absolute.

The implementation of the summary function for overall court financial reporting is dependant upon the previous automation of the Criminal/General Sessions, Traffic, and Civil Modules, in order to pool monthly totals to the cash ledger file. An analysis of whether this procedure would be feasible without the automation of all three modules should be undertaken after the basic module automation decisions have been made.

The timing of installation and implementation of on-line registers again depends on automation decisions. For example, if the Criminal/General Sessions Module is to be automated, the on-line register implementation should follow the development of the

case master file, with the interim period filled by utilizing the manual cash register in conjunction with the update of the case master file via terminal for all financial transactions. If the decision in made not to automate a module, a re-analysis should be undertaken of the feasibility of installing the on-line register to post to a simple financial transaction file, thereby automating the daily and monthly ledgers as well as producing the capability for producing the full court monthly financial summary.

SYSTEMS DEVELOPMENT AND OPERATIONS: ESTIMATED
COSTS AND TIMING

As previously shown in the Management Summary section,
the Accounting Module is conceptualized as a separate
module (subsystem) within the total court system. The full
Accounting Module, however, is not planned for development
in one separate and complete step. Functions of the Accoun-
ting Module are planned for inclusion in the development of
the Criminal and General Sessions and Civil Division
Modules (Sections II and IV), and in the integration of the
Traffic Module. (see Appendix)

Theoretically, after the development of the three
divisional modules, a final step is planned to complete the
Accounting Module. During this step, on-line cash registers
would be installed in the three divisions of the court and
the final accounting program which produces the total
system financial and accounting reports would be completed.
However, the actual order of systems development for the
final step may come without the development of all three
divisional accounting segments. This order will be depen-
dent upon decisions made by court management.

Since it is necessary to see the costs of incorporating
accounting capabilities into the system, the accounting
functions developmental costs associated with each module
are presented below:

Criminal and General Sessions Module	$12,917	(A)
Civil Division Module	3,721	(A)
Traffic Module (additions and modifications to)	9,674	(A)
Accounting Module (final step, see breakdown below)	36,310	(B)
TOTAL	$62,622	

(A) These costs are already included as part of
development costs for each of the individual
modules listed. They are included here only
for purposes of illustrating total costs
associated with a totally integrated system
as illustrated and discussed in SECTION V.

(B) Accounting Module (final step) Developmental
Requirements:

Systems Analysis	$ 9,463
Programming (includes systems programming)	4,732
DSD Support Personnel	226
Dedicated Hardware Purchase (not rentable):	
On-Line Cash Registers (3 @ $3,650 each)	10,403
Junction Boxes (2 @ $90 ea.)	171
Interactive Concentrators (2 @ $4,850 each, includes modems)	9,215
Shared Hardware (CPU, 20 hours @ $30/hr.)	600
Installation & Freight	1,500
TOTAL	$ 36,310

Developmental Time Schedule:

	Months
Orientation and Review Phase	$\frac{1}{2}$
Design Phase	2
Programming Phase	2
Test Phase	$\frac{1}{2}$
Implementation Phase	$\frac{1}{2}$
Evaluation Phase	$\frac{1}{2}$
TOTAL	**6**

Operational Costs:

The on-line cash register equipment (after initial
purchase) will only increase the utilization of the tele-
phone lines and teleprocessing CPU already used by the other
modules. That portion of the operational cost of the total
system considered chargeable to the Accounting Module will
be due to the execution of accounting batch processing pro-
grams executing in the routine daily and monthly processing
runs. This cost is expected to be approximately $330 per
month and has already been included in the operational costs
of the other modules.

SECTION VI

CMIS AND THE CRIMINAL JUSTICE SYSTEM

The previous sections of this report have discussed in exhaustive detail the major impact that CMIS will have on the criminal justice system, namely the dramatic improvement of the internal operations of the courts by organizing and presenting case information in a manner that will greatly reduce duplicative and time consuming clerical functions, thereby allowing a better use of personnel resources and facilitating the enforcement of court proceedings by automatic preparation of warning notices, warrants, and mittimuses.

This concluding section will briefly discuss the favorable impact that the system will have on areas external to the courts. First, the CMIS will increase the ability of the court to exchange accurate information with other criminal justice agencies on a timely basis. For example, readily available case history and case status information would greatly improve the effectiveness of such agencies as the District Attorney's Office, District Court Probation Department, Sheriff's Department, and Public Defender's Office.

Second, the CMIS will contribute to the overall criminal justice system by becoming an efficient and accurate functional component of the Comprehensive Data System (CDS), the criminal justice information system planned for the State of Colorado. CDS will integrate the individual criminal justice agencies (law enforcement, courts, and corrections) into a systematized statewide criminal justice system with extensive exchange of information, as shown in Exhibit 28. Thus, local agencies can obtain information from a broad, statewide, and centrally maintained data base in addition to their own local data base. (See Exhibit 29.)

EXHIBIT 28a

EXTERNAL INFORMATION FLOW

INFORMATION TYPE	FROM	TO
Case Filing and Disposition Information	County Court	State Judicial Department
Requests for: Criminal Histories, Client Personnel History/Background Information Client CDS Status Information	County Court (Probation Department)	CCIC
Client Status and Movement Information	County Court (Probation Department)	CCIC
Management and Administrative Information	County Court	MAS Module
Criminal History, Client Personnel History/Background Information, Client CDS State Information	CCIC	County Court (Probation Department)
Statewide Criminal Justice Statistics	SAC Module	County Court
Statewide Management and Administrative Statistics	MAS Module	County Court

EXHIBIT 28b

EXTERNAL INFORMATION FLOW (Continued)

INFORMATION TYPE	FROM	TO
Criminal Case Filings	Prosecution	County Court
Final Disposition Reports	County Court	Law Enforcement

Overview
of the
Denver County Court
in the
Comprehensive Data System

Statistical Analysis Center (SAC) Module

Uniform Crime Reporting (UCR) Module

Offender-Based Transaction System/Component Criminal History (OBTS/CCH) Module

Management Administrative Statistics (MAS) Module

Technical Assistance (TA) Module

CBI Law Enforcement Processing Center CCIC

State Judicial Processing Center

Corrections Processing Center

Requests for Crim. History, Client Information, Background Data, Personal History Forms Requests, Update Reports, Status and Mandatory Form Mailings questions

SAC & MAS Statistics, Criminal Histories, Client Data, Background Data, Probation Personal Histories

Filing & Disposition Information

Denver County Court

C0016013J Criminal Division

C0016011G Probation Department

ASSISTANCE

Criminal Filings

Final Disposition Forms

Law Enforcement

Prosecution

CDS is in the planning stages at this time, so it is impossible to make specific provisions in our system for any special forms or other communication modes; however, it is our understanding that the primary means of information transfer will be by magnetic tape. We have ensured that all data elements required by the state CDS will be captured by our system, and we will be prepared to begin creating these tapes when they are ready to receive them. We will also be in contact with the Technical Assistance Module personnel, when that unit is fully established, and with the State Judicial Department in order to determine what useful management and statistical information will be available from the CDS data base.

A P P E N D I X

APPENDIX

TRAFFIC MODULE DEVELOPMENTAL REQUIREMENTS

As depicted on the overview diagram of the total CMIS in the Management Summary, Section I, the existing Traffic Module is integrated into the system through its use of the calendar and financial transactions files. These two files are not inherent with the present Traffic Module.

Integration of this module into the total system will require the modification of certain present Traffic Module programs and the addition of new programs so that the two new files can be utilized as with the other divisional modules. The advantage for the mutual use of these files is the capability of central programs producing the court calendars and accounting reports for all divisions.

TRAFFIC MODULE
ESTIMATED DEVELOPMENTAL COSTS

| PHASE | ELAPSED TIME | FUNCTIONS (MAN-MONTHS) | | | |
		SYSTEMS ANALYSIS	PROGRAM-MING	DSD SUPPORT	TOTAL
Review and Orientation Phase	1/2	1/2	–	–	1/2
Design Phase	1	1	–	–	1
Programming Phase	2	1/2	5	1/4	5-3/4
Test Phase	1/2	1/2	1/2	1/4	1-1/4
Implementation Phase	1/2	1/2	1/4	–	3/4
Evaluation Phase	1/2	1/2	1/4	–	3/4
TOTALS	5	3-1/2	6-1/2	3/4	10-3/4

Total Personnel Costs with 12.66% Overhead	$ 5,520	$ 9,520	$679	$15,719

Shared Hardware Cost: $960
(CPU, 32 hours @ $30/hr)

TOTAL DEVELOPMENTAL COST: $ 16,679

NOTE: The operational cost of the Traffic Module after the developments stated above will be approximately the same as at present.

AGREEMENT

THIS AGREEMENT, made and entered into this _16th_ day of _July_, 1975, by and between the CITY AND COUNTY OF DENVER, a municipal corporation of the State of Colorado, hereinafter referred to as the "City", and the STATE OF COLORADO, acting by and through its STATE JUDICIAL DEPARTMENT, hereinafter sometimes referred to as the "State" or the "Department",

WITNESSETH:

WHEREAS, the City desires to develop and implement an automated information center for the Denver County Court System and has caused a conceptual design for such center to be made; and

WHEREAS, the City now desires that the concepts of the design be implemented; and

WHEREAS, the City has determined that the State is competent and well qualified to implement the design concept and the State is ready, willing and able to do so;

NOW, THEREFORE, for and in consideration of the premises and the terms and conditions set forth hereinbelow, the parties hereto agree as follows:

I. PURPOSE OF CONTRACT: The purpose of this contract is to formalize the development and the implementation and to facilitate entry into the regular operation of an automated information system for the Denver County Court. This includes systems encompassing the Criminal Division, General Sessions, the Civil Division, and the Probation Department, as well as the accounting functions of the Court. The conceptual design, completed in January, 1975, by the Data Services Division of the City and County of Denver, should form the basis for the detail specification development. The result should be a fully-implemented, comprehensive and efficient Denver Court Information System tailored to the Court's information and processing needs, and external interface requirements, as specified by the City and included in the conceptual design.

II. SCOPE OF WORK: The following outlines the scope of the work to be performed for the completion of the development and implementation work under this contract. The outline defines contract performance criteria in terms of the system capabilities and end products expected to be delivered to the City within one year from the Notice to Proceed with the work under this contract. Due to the similarities from an EDP systems point of view, the Criminal Division, General Sessions, and Civil Division have been combined in the outline below:

A. Criminal Division, General Sessions, Civil Division contract end products as defined in the conceptual design:

-On-line data entry and retrieval
-A case data base which includes both active and inactive cases
-Dockets and calendars; produced from an on-line calendar file
-Document production; including warrants, mittimuses, subpoenaes, jacket label, and others as required
-Exception, status, and statistical reporting
-Required external interfacing with:

- District Court
- D.A., Public Defender
- D.P.D.
- C.C.I.C.
- C.D.S.
- Corrections

-Manual procedures and functions outlined in user manuals, including:

- Terminal operation instructions on how to interface with the State computer;
- Manual document flow and operations procedures;
- Input instructions; and
- Output cycles, and handling of output.

-Back-up and maintenance procedures and documentation;
-Implementation and conversion plans, and supervision of implementation and conversion activities; and
-Comprehensive system documentation, to include:

- System description and flow chart;
- Input document layouts;
- Output document layouts;
- Program descriptions, listings, and flowcharts;
- Run instructions (including J.C.L. as applicable); and
- File lay-outs.

-2-

B. Accounting Function Sub-System contract end products as defined in the conceptual design:

-On-line data entry and retrieval;
-A ledger data base, including daily transactions and monthly and year-to-date balances;
-Daily, monthly and annual financial reporting;
-Bond tracking and accounting;
-Manual procedures and functions outlined in user manuals. (See II.A. above for details).
-Back-up and maintenance procedures and documentation;
-Implementation and conversion plan, and supervision of implementation and conversion activities;
-Comprehensive system documentation. (See II.A. above for details).

C. Probation Department contract end products as defined in the conceptual design:

-On-line data entry and retrieval;
-A probationer data base, which includes current, and historical probation cases;
-A volunteer counselor data base and volunteer counselor status;
-Probationer court calendar capabilities;
-Document production;
-Exception, status and statistical reporting;
-Required interfacing with the Criminal Division and General Sessions;
-Manual procedures and functions outlined in user manual. (See II.A. above for details).
-Back-up and maintenance procedures and documentation;
-Implementation and conversion plans, and supervision of implementation and conversion activities;
-Comprehensive system documentation. (See II.A. above for details).

III. TASK OUTLINE: The State shall perform the following tasks in accomplishing the work under this Agreement:

A. Familiarize State Judicial personnel with the conceptual design, current Denver County Court requirements and procedures.

B. Finalize Denver County Court objectives and goals; including coordination with city, state and national plans, objectives, and goals.

C. Finalize the conceptual design, considering volumes, timing, objectives and goals.

D. Decide the priorities for module development and then develop a task outline to include tasks, timing, areas of responsibility, resource allocation and the project reporting structure to the Denver County Court administration.

E. Define the modules and files; and define the relationships and data exchange between modules.

F. Contract and provide for terminals and installation timing.

-3-

G. For each module:

1. Develop the detail design, including maintenance and backup procedures; write the detail program specifications.

2. Develop the corresponding manual system; and document manual procedures and functions.

3. Write, debug, test and document each program.

4. Develop the detail implementation and conversion plans, and the training program including the test outline for the users manual.

5. Test the entire module; also complete the users manual for distribution.

6. Install the terminals, train court personnel, implement the parallel system module, and supervise the data conversion effort.

7. Evaluate the new automated module and manual procedures after 1 to 2 months of running parallel;

Provisions:

H. The State Judicial Department shall rerun at no expense to the City, any runs aborted due to the fault of the the State Judicial Department.

I. The State Judicial Department shall provide one individual on-site at the Court for as long as necessary to direct implementation of the modules by Court personnel. An implementation plan and schedule should be prepared and approved for each application module.

J. The State Judicial Department and the Denver County Court shall jointly develop a terminal implementation plan. Also, execution of said plan, including physical installation, should be the responsibility of the State Judicial Department.

K. A copy of all system documentation should be provided to the City, and made available for dissemination to LEAA upon request.

L. The State Judicial Department shall assist the City in the development of a data processing production schedule consistent with business needs and resource constraints. This schedule should specify, on a weekly basis, the input cut-off times required to meet schedules for delivery of reports.

IV. TIME OF PERFORMANCE: The work under this Agreement shall commence upon the issuance by the City of a Notice to Proceed and shall continue and be completed in accordance with the schedule set forth below. The time-frames below relate to the development schedule for each module through to point of delivery and acceptance by the City. At the point of

-4-

of delivery, the following tasks will have been completed:

A. The entire module shall be designed, programmed, and system tested; and the documentation completed;

B. The terminals shall be installed and operational;

C. The manual procedures shall be designed and documented;

D. The User Manual shall be complete, and Denver County Court Personnel will be trained for use of the new automated system and manual procedures;

E. The implementation and conversion plans shall be developed and accepted by the City; and,

F. The system will be ready for acceptance by the City and live data input.

The schedule for module development will be as follows:

Months:	1	2	3	4	5	6	7	8	9	10	11	12

Module:	4 mos.	2 mos.	2.5 mos.	2.5 mos.	1 mo.
	Criminal Division or General Sessions	Criminal Division & General Sessions	Probation Dept.	Civil Division	Accounting

The total time allotment for all modules to be completed and ready for evaluation is one year from start date. Any overruns on one module should be made up during the time allotment for the subsequent module, not to exceed the full year for contract completion.

V. COMPENSATION AND METHOD OF PAYMENT:

A. The City shall reimburse the State and the State shall accept as full and complete payment for the work to be performed under this Agreement a sum of money not to exceed One Hundred Ninety-Nine Thousand Dollars ($199,000.00) as reimbursement of the actual costs incurred by the State in performance of this Agreement.

B. It is expressly understood and agreed that in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum of One Hundred Ninety-Nine Thousand Dollars ($199,000.00).

C. It is expressly understood and agreed that the obligation of the City for the above payments or any part thereof shall only extend to payments of monies appropriated by the Congress or by the State of Colorado for the purpose of the Contract and paid thereto into the

-5-

Treasury of the City as an applicable cost under the terms of the grant made by the Law Enforcement Assistance Administration of the Department of Justice of the United States of America.

D. Subject to the paragraphs next hereinabove, it is understood and agreed that the obligation of the City shall be from month-to-month as monies are made available for payments hereunder by the United States of America and the State of Colorado.

The following are allowable costs to the City:

1. Personnel: actual man-hours of work devoted to project development, based on actual cost;

2. Supplies and Miscellaneous: reasonable cost of supplies and miscellaneous necessary for completion of this project;

3. Equipment: terminal equipment and related items (e.g., phone lines) purchased specifically for implementing the Court system;

4. Computer Utilization: actual computer usage utilized while developing testing, and implementing the Court system based on actual cost.

* The State shall supply to the City, all terminal, computer, and disc storage, computer forms and supplies, and use of an operator/maintenance programmer after project completion. It is expressly understood and agreed that, should an operations agreement be executed, the cost of operations to the City shall not exceed $8,406.00 per month for the first full year of system operation after development, with cost changes negotiable in line with changes in the general economy each year thereafter.

Direct Vouchers shall be submitted by the State Judicial Department to Mr. Orville Holben, Project Coordinator, on a monthly cost reimbursement basis starting at the end of the first month after the Notice to Proceed, and itemized at a minimum in the following detail.

1. Personnel Costs: name, title, man-hours worked, billing rate, fringe benefit percentage, charge;

2. Supplies and Miscellaneous: item description, cost;

* The parties hereto anticipate and intend to enter into an agreement for the operation by the State of the system developed and implemented under this Agreement, contingent upon the availability of funds being appropriated for this purpose by the City.

-6-

3. Equipment: item description, cost; and

4. Computer Utilization: resource utilized, units used, charge per unit and cost.

E. Arrangements shall be made for an installation or billing audit of the State Judicial Department upon request of the City.

F. The monthly billing should be broken down as much as possible by module or Court division (e.g., Criminal, General Sessions, Civil, Probation, Accounting, or general court expense) to allow the City to allocate costs by division or department for their costs. In addition, the methodology used for calculating costs (e.g., charge per CPU)shall be fully disclosed to the City and fully supported by the State.

VI. REPORTING AND ACCOUNTABILITY: Prior to the commencement of the work under this Agreement, there shall be a meeting between the State Judicial Department project team and the Denver County Court administration and supervisors to finalize Court objectives and goals, expectations of project final product, and definition of responsibilities and project timing, including checkpoints and milestones.

During the start-up period, there shall be weekly meetings with the Court administration and supervisors to consolidate the conceptual design. During this period, the State Judicial Department, in conjunction with the Court, should review the total conceptual design package as thoroughly as possible during the detail design start-up phase to determine if it:

A. Meets all objectives and goals of the City as reevaluated;

B. Meets all operating objectives, in all details of daily operations; and

C. Fulfills all statistical and planning requirements for court management.

Monthly, for the entire project, there shall be a status meeting with Denver County Court personnel, State Judicial Department personnel, and Touche Ross & Co. to apprise the City of project status and any problems (e.g., with design, timing, etc.).

At the completion of each module, there shall be a demonstration of system capabilities, and an implementation and conversion plan for written acceptance by Denver County Court personnel before proceeding further.

-7-

Any variance from the conceptual design as it is presently set forth according to documentation should be discussed with the Denver County Court administrators for their written approval, and documented in writing as an addendum to the conceptual design.

A project workbook shall be kept by the State Judicial Department which will serve as a repository for all documentation generated during the term of the contract. The project workbook will generally include:

1. The Project Plan, which outlines project objectives, procedures and interfaces; and

2. Project status reports, memoranda for the record and other administrative documents.

Meetings between the Denver County Court and the State Judicial Department should be documented as a matter of record by a State Judicial Department representative. The memorandum should contain a listing of individuals attending the meeting, the purpose of the meeting and a summary of the discussion. This memorandum shall not replace a status report; rather, it shall serve as a method of communication for items not covered by normal project reporting procedures.

VII. CITY RESPONSIBILITIES:

A. The City shall assign a Project Coordinator familiar with all aspects of Court operations, to answer or referree questions and solve problems as they arise during the contract performance.

B. The City shall provide the following in support of the conversion and implementation effort:

1. Data entry services;

2. Terminal operators;

3. Availability of Denver County Court personnel for the purpose of education and training;

4. Supervision of the preparation of clerical procedures and forms design;

5. Participation in the development of specifications for customizing applications;

6. Preparation of final system test data; and

7. Preparation of data for loading beginning files.

-8-

C. The results of all work performed by the Data Services Division of the City, including work accomplished since January, 1975, on detail design shall be made available to the State Judicial Department for use in detail design development, including any volume studies, time and motion statistics, as well as actual detail design development undertaken by the City.

D. The City shall provide the necessary work space for State Judicial staff while working on premises at the court.

VIII. STATUS OF STATE: It is understood and agreed by and between the parties hereto that the status of the State shall be that of an independent contractor and of a person or persons retained on a contractual basis to perform professional or technical services for limited periods of time as described in Section C5.23-3 of the Charter of the City, and it is not intended, nor shall it be construed, that the State or any of its employees is an employee or officer of the City under Section 141 of the Revised Municipal Code or for any purpose whatsoever.

IX. TERMINATION: Nothing herein shall be construed as giving the State the right to perform the services contemplated under this Agreement beyond the time when such services become unsatisfactory to the Administration of the Denver County Court and the Mayor of the City; and in the event that the State shall be discharged before all the services contemplated hereunder have been completed, or the services are for any reason terminated, stopped, or discontinued because of the inability of the State to serve under this Agreement, it shall be paid only for that portion of the work which shall have been satisfactorily completed at the time of termination.

X. EXAMINATION OF RECORDS: The State agrees that the Comptroller General of the United States or any of his duly authorized representatives shall, until the expiration of three years after the final payment under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the State, involving transactions related to this Agreement.

XI. CONDITIONS: This Contract and Agreement is subject to and incorporates by reference as though set out fully and at length herein,

-9-

those terms and conditions, deemed applicable hereto by the United States
of America, of that certain Action Grant which has been awarded to the
City by the Law Enforcement Assistance Administration of the U. S. Depart-
ment of Justice, which is duly on file with the Clerk and Recorder, Ex-
Officio Clerk of the City and County of Denver.

IN WITNESS WHEREOF, the parties hereto have executed this
Agreement as of the day and year first above written.

CITY AND COUNTY OF DENVER

ATTEST:

By _Harold V. Cook_
Mayor, *Acting*

F. J. SERAFINI, Clerk and Recorder,
Ex-Officio Clerk of the City and
County of Denver

RECOMMENDED AND APPROVED:

APPROVED:

By _____
Administrator, Denver County
Court

MAX P. ZALL, Attorney for the
City and County of Denver

REGISTERED AND COUNTERSIGNED:

BY _____
Assistant City Attorney

By _____
Auditor

"CITY"

STATE OF COLORADO, acting by and
through its STATE JUDICIAL DEPARTMENT

By _____
State Judicial Administrator

By _____
Chief Justice,
Colorado Supreme Court

"STATE"

-10-

DENVER CITY AND COUNTY COURT

———

FINAL MIS EVALUATION REPORT

———

NOVEMBER 3, 1977

Touche Ross & Co.

Touche Ross & Co.

November 3, 1977

Mr. Ken Goodman
Court Administrative Officer
Denver County Court
Denver, Colorado

Dear Ken:

In conjunction with our responsibility to the Court to audit and evaluate the MIS project, we provide the following report.

BACKGROUND

According to Phase II of our contract with the City dated October 8, 1974, this final report was to include:

(1) Quantitative and qualitative information comparing the present system with the new system.

(2) An overall management summary of our evaluation of the project.

(3) Recommendations regarding future and continual systems evaluation and improvements.

To comply with the above objectives, it was assumed that the components of the management information system would be operational and sufficient operational data would be accumulated at the date of this report. Further, the terms of our contract for the evaluation phase assumed that this evaluation would take place during the last two months of the 18-month grant period which commenced approximately September 1, 1974. According to this timetable, the systems were to have essentially been completed and operational and the evaluation terminated approximately March 1, 1976.

Because of personnel, organizational and resource difficulties encountered by the contractor, the State Judicial Department, implementation of the MIS project as defined in the contract was not accomplished as planned. Although an extension to the grant was awarded, the grant period, including the extension, has

---

Touche Ross & Co.

expired. At this time, the implementation of the MIS project still remains incomplete, although all grant funds have been expended. The State, however, remains under contract with the City and is obligated to the terms of the contract, highlighted as follows:

1. The conceptual design completed by the Data Services Division of the City and County of Denver should be the basis for the detail design.

2. The results of the contract should be a fully implemented, comprehensive and efficient Denver Court Information System tailored to the Court's needs.

3. The scope of the work and resulting deliverable products will be as outlined on pages 2-5 of the contract.

4. The contract will include the Criminal Division, General Sessions, Civil Division, Probation Department and the Accounting Function.

5. The total time allotment for all modules to be completed and ready for evaluation will be one year from the start date of August 1, 1975.

6. Either the Criminal Division or General Sessions Module will be completed within four months of the start date.

7. The total contract price will be $199,000.

Because the MIS project remains essentially incomplete, the intent of the original evaluation cannot be fulfilled by us at this time. We have, therefore, based our final report on an evaluation of the project progress, using as a basis the contract between the City and State.

SYSTEMS STATUS SUMMARY

Since the date of this report is October 31, 1977, all work should be technically complete and approved according to pages 2 and 3 of the contract attached to this letter. At this time, the following situation exists regarding the systems.

Criminal Division - Partially complete and operational

General Sessions - Conceptually designed only

Probation - Conceptually designed only

Civil Division - Conceptually designed only

Accounting - Eliminated under this contract by mutual consent of City and State

Following is a more detailed explanation of the audit and evaluation of the above.

CRIMINAL DIVISION

On-Line Data Entry and Retrieval

At this time there are seven terminals in place within the Criminal Divison as follows:

Number	Use
1	Trainer
2	New filing inputs
1	Update files and calendar
1	Dispositions, subpoenaes, closed items
1	Felony updating
1	Counter inquiry

In discussing the operational aspects of data entry and retrieval systems with users, there appear to be no major problems regarding this aspect of the system. The type of data captured, the editing procedures to avoid adding data to wrong files, the flexibility of the system to access various types of data from each file depending on need and the access time, all appear technically sound and operating satisfactorily. Some minor problems currently exist with long response time during peak periods and duplications in screen formats. These, however, do not seem to cause immediate concern by the user.

All procedures are currently being performed by Court personnel with little need for additional training by the State.

Panic situations which occurred before the new system was developed have been eliminated with little overtime required to handle peak workloads. Some cost savings in personnel has taken place by not replacing retirees. In addition, some Court personnel believe that the number of terminals could be reduced from seven to five with no major impact. However, no major cost reductions through people elimination is apparent.

Case Data Base - Active and Inactive Cases

The Court converted all new and active files to the computerized data base. No attempt was made, because of practical considerations, to convert large numbers of inactive files prior to the implementation date. At this time there is no plan, by mutual consent, to convert inactive files.

Dockets and Calendars

The docket and calendar portions of the system are currently programmed and are operating satisfactorily.

Document Production - Warrants, Mittimuses, Subpoenaes, Jacket Labels

The system is currently producing subpoenaes and jacket labels automatically with no major difficulties apparent. The production of warrants and mittimuses will not be done automatically as both the City and the State agreed that the existing volumes would not lend themselves to practical data processing application.

Statistical and Management Reports

No programs have yet been written to provide exception, status or statistical reports. At the time of this audit, no attempt had yet been made by the State to review the conceptual design of such reports identified by the City of Denver Data Services Division during the initial systems research project. Although many of these reports may prove to be unnecessary or impractical at this time, the contract with the State calls for the use of these concepts in adding, eliminating or designing management reports. We believe that the reports as outlined on page 41 of the Research Phase Report dated January 31, 1975 could be a useful base for identifying management reports and therefore the terms of the contract as identified at the top of page 8 of the State contract should be followed.

Required External Interfacing

At this time, no effort has been expended by the State to define external interface requirements. The State currently has no plan for defining these requirements but is confident that the scope of the data base will provide for a variety of useful

information which could be made available as the needs of external organizations dictate. To date the relevant external organizations have neither been informed of the Court system nor expressed need for information from the Court.

Manual Procedures and Functions Outlined in User Manuals

An instruction manual for use by the data terminal operator exists but is somewhat in need of an update. The manual includes file and line descriptions, general information about sign-on, sign-off and retrieval of data, codes used and terminal operation information. There is currently no manual input and output document flow, as called for by the contract.

To date there is no identified and agreed upon timetable for completion of user manuals nor specific agreement as to what the manuals should contain if the intent is to vary from the original contract.

Back-Up Procedures and Documentation

To date no back-up procedures outlining what to do in case of computer down time have been defined or documented. It is currently the State's intent to prepare back-up procedures but as yet no definite target date has been defined or responsibility delegated.

Implementation and Conversion Plans, and Supervision of Implementation and Conversion Activities

To our knowledge there are no written plans for further development, implementation and conversion of the criminal system. Specifically, additional work to be included under such a plan would include statistical and mangement reports, final user manuals, further systems documentation and back-up procedures.

Comprehensive System Documentation

Very limited systems documentation has been prepared by the State at this time. Although it is the intent of the State to prepare documentation according to the scope outlined on page 2 of the contract, specific documentation methodology has not been defined nor the responsibility or target date identified. Exhibit I identifies the terms of the contract relating to documentation required and the status of this recommendation.

-5-

EXHIBIT I

DENVER COUNTY COURTS

Documentation Required (per contract)	DOCUMENTATION AVAILABLE				
	CRIMINAL	CIVIL	GENERAL SESSION	PROBATION	ACCOUNTING(1)
1. Users manuals including:					
– terminal operation instructions	Yes	No	No	No	No
– Manual document flow and procedures	No	No	No	No	No
– Input instructions	Yes	No	No	No	No
– Output instructions	No	No	No	No	No
2. Back-up and maintenance procedures	no	No	No	No	No
3. Implementation and conversion plans	No	No	No	No	No
4. Comprehensive systems documentation including:					
– Systems description	No	Some	Some	Some	No
– Systems flowchart	Yes	Yes	No	No	No
– Input layouts	Yes	Yes	Some	Some	No
– Output layouts	Yes	Yes	Some	Some	No
– Program descriptions	No	No	No	No	No
– Program listings	Yes	Yes	No	No	No
– Program flowcharts	No	No	No	No	No
– Run instructions including JCL	Yes	Yes	No	No	No
– File layouts	Yes	Yes	Some	Some	No
5. Detail program specs	No	No	No	No	No
6. DP production schedule w/cutoff times	No	No	No	No	No
7. Documentation of any variance from conceptual design	No	No	No	No	No
8. Project notebook with project plan, status reports and documentation of all meetings with DCC	No				

(1) Accounting was eliminated as a systems component by mutual agreement between the City and State.

-6-

Touche Ross & Co.

OTHER SYSTEMS COMPONENTS
GENERAL SESSIONS, CIVIL, PROBATION
AND ACCOUNTING

None of the other systems components are operational or have been programmed. The systems, however, are in various stages of development with limited documentation of design concepts available. Although no written implementation plan exists, it is expected by the State project analyst that all systems components other than accounting will be operational by late spring of 1978.

CONCLUSION

The Court MIS project envisioned under the terms of the grant and conceptually defined by the Denver Data Services Division of the City of Denver was a worthwhile undertaking.

The working components provide a framework for many Court improvements, including:

- Cost containment

- Timely response to other agency needs

- Operational efficiencies

- Operational effectiveness

In the case of the criminal component, these benefits are already taking effect. We also believe that when completed, the other components of the MIS should prove to be an important factor for overall Court operational improvements.

The development and implementation of these systems components has not been performed efficiently. The contract between City and State for detailed design took effect July 10, 1975. All components of the systems were to have been completed one year from that date. At this time, approxiamtely two years, three months later, only part of the criminal component is operational with all others, i.e., general sessions, probation and civil, in various stages of design. In addition, the contract between City and State has obviously not been followed. Data relating to systems documentation and implementation schedules are sketchy or nonexistent, thus creating a potential problem which could be accentuated by constant people turnover or a potential switch in the organizations operating the systems. In addition, the conceptual designs as defined by the Denver Division of Data Services during the initial research phase of the grant were not used as a basis for definition of scope for detail design as the contract stipulated. Thus, there was no documentation for any variance to the original ideas and in many cases the new analysts "recreated the wheel" many times.

The causes for the major inefficiencies were many. A few of the major ones are:

- The State Judicial Department believed that their other court systems could generally be slightly modified to meet the City requirements. As it turned out, this was a bad assumption, as the County operates much differently than the District Courts.

Based on the above, the time frame of one year and the cost of $199,000 to complete all systems were assumed by the State to be reasonable goals. This later proved to be an extremely ambitious, if not impossible undertaking within these parameters, even under the best of conditions.

. The State systems group assigned to meet the contract terms was particularly subject to change during the design period. This was true from the top of the State Administrative group to the lowest analyst and operator. Thus, there was a continual lack of continuity with considerable additional start-up and learning time involved.

. The City and County's Court Administrative group was not well versed in data processing requirements. This caused a lack of leadership, particularly in the initial stages before the Court administrative personnel was changed.

. There were no Denver County Court employees with any systems background hired by the Denver Court and assigned to the project. This eliminated a day-to-day user's point of view and timely follow-up at a "grass roots" level.

In spite of adversity and the elapsed time involved, the State has maintained their commitment to comply with the terms of the contract. Realistically, it is doubtful whether these terms will ever be fully realized.

The question remains, does the grant represent money well spent? Based on the original conception of what the grant money was to accomplish, the answer is a very clear no. However, the City and County of Denver has received some very clear benefits from the efforts expended. Whether more could have been accomplished for the same amount in a shorter time frame can only be speculation. We believe there are things which can now be done by both City and State to make the most of the remaining tasks and maximize the benefits of the contract. Following are our recommendations:

. A written agreement should be made between City and State as to what portions of the terms of the original contract will be complied with. For example, at what specific point will the City reimburse the State for operating expenses? At what point will the criminal component be considered completed? What obligation should the State take in developing statistical and management reports for the criminal division? Is it the intent of the State to comply with all parts of the original contract such as those facts related to systems documentation?

. A realistic development and implementation plan should be prepared by the State defining what components will be completed and by when. This plan should include an identification of the activities to be performed under each component such as detail design, programming, training, conversion, documentation, manual development, etc. A timetable plus an identification of man-days required should also be part of the plan.

. A standard of performance should be established and understood by both parties so that completion of tasks can be mutually recognized. For example, what specifically should be included as systems documentation and user manuals (see Exhibit I for examples).

. A written agreement should be established as to commitment of people and resources by the State to the City for further systems development. Failure to comply should constitute some penalty.

Yours truly,

Touche Ross & Co.

SUBPOENA -
In The County Court, City and County of Denver
State of Colorado CR

IN THE CASE OF
The People of The State of Colorado
and of The City and County of Denver

VS.   Plaintiff

LUCERO   JOSE   E   1977 AUG 11
04-01-32   SS.
                    Defendant

You are ordered to be in the County Court,
City and County Bldg., Colfax and Bannock. Denver, Colorado.

IN COURTROOM 100E, CRIMINAL DIVISION
ON SEPTEMBER 07,1977 AT 9:00 A.M.

AS A WITNESS FOR THE STATE IN

CASE NUMBER 117299

Regarding events occurring at or near:
35TH AVE & MEADE ST
On or about: 06-05-77

Denver, Colorado AUGUST 10,1977
KENNETH L. GOODMAN Clerk of the Denver County Cou

To: LEENTJES   BARBARA RN
Address: DENVER GENERAL HOSP
DENVER   , CO   80204

By _____ Deputy Clerk

Certificate of Service 8 16 77 at 6:45 ☐ A.M. ☐ P.M.
I hereby certify that I have served the within subpoena on
in the following manner:
Personal
☐ Court Officer   ☒ Deputy She

NY 8-17-77 10:16A

SUBPOENA -
In The County Court, City and County of Denver
State of Colorado CR

IN THE CASE OF
The People of The State of Colorado
and of The City and County of Denver

VS.   Plaintiff DENVER SHERIFF
                                              SS.
HATFIELD   RANDOLPHD   1977 AUG 11
11-26-55
                    Defendant

You are ordered to be in the County Court,
City and County Bldg., Colfax and Bannock. Denver, Colorado,

IN COURTROOM 9 H, CRIMINAL DIVISION
ON SEPTEMBER 07,1977 AT 9:00 A.M.

AS A WITNESS FOR THE STATE IN

CASE NUMBER 119386

Regarding events occurring at or near:
COLFAX & PEARL ST
On or about: 08-02-77

Denver, Colorado AUGUST 10,1977
KENNETH L. GOODMAN Clerk of the Denver County Co

To: STATLER   CHIP
Address: 1005 MONACO PKWY
DENVER   , CO   80220

By _____ Deputy Clerk

Certificate of Service 8/17/77 at 10:22 ☒ A.M. ☐ P.M.
I hereby certify that I have served the within subpoena on
in the following manner:
personal
☐ Court Officer   ☐ Deputy She

SUBPOENA -
In The County Court, City and County of Denver
State of Colorado CR

IN THE CASE OF
The People of The State of Colorado
and of The City and County of Denver

VS.   DENVER SHERIFF DEPARTMENT Plaintiff
                                              SS.
SHANE   MICHAEL CO   AUG 10 53
06-08-43
                    Defendant

You are ordered to be in the County Court,
City and County Bldg., Colfax and Bannock. Denver, Colorado.

IN COURTROOM 9 H, CRIMINAL DIVISION
ON SEPTEMBER 06,1977 AT 9:00 A.M.

AS A WITNESS FOR THE STATE IN

CASE NUMBER 115025

Regarding events occurring at or near:
O SANTA FE DR & WEST ARIZONA ST
On or about: 04-08-77

Denver, Colorado AUGUST 9,1977
KENNETH L. GOODMAN Clerk of the Denver County Cl

To: CROOKSTON   JOE
Address: 1579 SO WASHINGTON ST
DENVER   , CO   80210

By _____ Deputy Clerk

Certificate of Service 8/17/77 at 2:03 ☐ A.M. ☐ P.M.
I hereby certify that I have served the within subpoena on
in the following manner:
by Verna Crookston (wife)
N.C.

COUNTY: DENVER   CLASS: CRIMINAL   N A M E   I N D E X   COUNTY COURT   DATE: 08/11/77   PAGE: 1

LAST NAME	FIRST	M	TI	CON	CASE NUMBER	#	IDEN #	CR	TYPE	FILEDATE
ABAD	ANGELO	F		DEF	5 C 77116002	1		100	MVEH	05-09-77
ABAD	ANGELO	F		DEF	5 C 77116966	2		200	BURGL	05-31-77
ABAD	MILO	R		DEF	5 C 77113685	1		S	MVEH	03-08-77
ABEATIELLO	MARIE			AKA	5 C 77114843	1		186	NARCC	04-08-77
ABBITT	ORVILLEE		JR	DEF	5 C 77112482	1		S	MVEH	02-07-77
ABBOTT	ANGELIKS			DEF	5 C 77116156	1		S	MVEH	05-10-77
ABBOTT	CAROL	V		DEF	5 C 77115208	1		186	MVEH	04-18-77
ABBCUD	CHARLESC			DEF	5 C 77115549	1		186	MVEH	04-26-77
ABERLE	CAROL	L		DEF	5 C 77116405	1		S	MVEH	05-16-77
ABEYTA	ANTONIOG			DEF	5 C 77114080	1		186	MVEH	03-21-77
ABEYTA	EDWARD	H		DEF	5 C 77117587	1		151	MVEH	06-15-77
ABEYTA	EILEEN	M		DEF	5 C 77118543	1		S	MVEH	07-11-77
ABEYTA	EMILIO	A		DEF	5 C 77118586	1	102978	186	MVEH	07-25-77
ABEYTA	JAMES	B		DEF	5 C 77113941	1		200	BURGL	03-15-77
ABEYTA	MELVIN	O		DEF	5 C 77114127	1		100	MVEH	03-21-77
ABEYTA	ROBERT			DEF	5 C 77119453	1	127905	100	MVEH	03-08-77
ABEYTA	TERRY			DEF	5 C 77002331	1		200	MISC	04-08-77
ABILA	JOE	B		DEF	5 C 77113360	2		S	OTHER	02-28-77
ABRAHAM	GERALD	L		DEF	5 C 77112481	1		S	MVEH	02-07-77
ABRAM	LAWRENCC			DEF	5 C 77116495	1		186	MVEH	05-18-77
ABREGC	ROBERT			DEF	5 C 77113077	1		112	MVEH	02-22-77
ABREGC	ROBERT			DEF	5 C 77117927	1		100	MVEH	06-24-77
ABUHAMDA	ABDULAZZ			DEF	5 C 77116373	1		112	MVEH	05-16-77
ACEVEDO	JOSE	J		DEF	5 C 77115290	1		112	MVEH	04-19-77
ACEVEDO	SALVADO			DEF	5 C 77117843	1		186	OTHER	05-22-77
ACEVES	LUIS	O		DEF	5 C 77115292	1		S	MVEH	04-19-77
ACKER	CONNIA	C		DEF	5 C 77116139	5		186	OTHER	05-10-77
ACKERMAN	CHARLESK			DEF	5 C 77113320	1		186	MVEH	02-28-77
ACKERMAN	ELIZABEH			DEF	5 C 77116617	1		100	MVEH	05-23-77
ACKLEY	FRANK	J		DEF	5 C 77111506	1		186	MVEH	01-17-77
ACOSTA	ANTHONY			DEF	5 C 77116103	1		S	MVEH	05-09-77
ACCSTA	PEDRO	H		DEF	5 C 77116448	1		186	MVEH	05-17-77
ACTCN	KEVIN			DEF	5 C 77118987	1	210043	186	MVEH	07-25-77
ACUNA	FRANK	R		DEF	5 C 77111658	1		200	ASSLT	01-20-77
ADAME	FRANCISO			DEF	5 C 77117539	1		186	MVEH	06-14-77
ADAME-SERRANO	FRANCISO			DEF	5 C 77118278	1		100	MVEH	07-05-77
ADAMS	ALEX			DEF	5 C 77111431	1		100	MVEH	01-14-77
ADAMS	ALEX			DEF	5 C 77112430	1		186	MVEH	02-07-77
ADAMS	ALEX			DEF	5 C 77117698	1	100322	100	MVEH	06-20-77
ADAMS	ALEX		JR	DEF	5 C 77114792	1		200	OTHER	04-06-77
ADAMS	ALEXANDR			AKA	5 C 77111431	1		100	MVEH	01-14-77
ADAMS	CLEO	E		DEF	5 C 77116139	3		186	OTHER	05-10-77
ADAMS	GARY	C		DEF	5 C 77117735	1	249935	186	MVEH	06-20-77
ADAMS	JAMES	A		DEF	5 C 77119169	1		100	MVEH	07-29-77
ADAMS	JOHN	L		DEF	5 C 77117941	1		186	MVEH	06-24-77
ADAMS	KEVIN	G		DEF	5 C 77112141	1		112	MVEH	01-31-77
ADAMS	LEON	J		DEF	5 C 77111184	1		100	MVEH	01-19-77
ADAMS	LESTER	W		DEF	5 C 77114128	1		100	MVEH	03-21-77

COUNTY COURT: CRIMINAL

	C A CASE NO.	CR	FIL DATE	TYPE	NEXT APP
***	5 C 77000000	186	05-19-77	MVEH	C5-20-77
***	5 C 77000004	200	03-17-77	BURGL	03-18-77
	5 C 77000005	200	01-11-77	MISC	C1-18-77
***	5 C 77000017	200	02-03-77	THEFT	C2-11-77
***	5 C 77000025	200	02-15-77	MISC	02-16-77
***	5 C 77000046	200	03-22-77	MISC	C4-14-77
***	5 C 77000085	186	04-25-77	MVEH	C5-09-77
***	5 C 77000115	100	02-28-77	MVEH	C3-11-77
***	5 C 77000118	200	02-24-77	MISC	C2-25-77
***	5 C 77000124	200	01-11-77	MISC	C1-18-77
	5 C 77000125	200	C1-17-77	MISC	C1-18-77
***	5 C 77000133	200	02-28-77	MISC	03-16-77
***	5 C 77000142	200	02-25-77	MISC	C3-21-77
***	5 C 77000185	200	03-29-77	MISC	C3-30-77
***	5 C 77000195	200	02-03-77	MISC	02-04-77
***	5 C 77000220	200	04-05-77	MISC	04-22-77
***	5 C 77000229	200	01-27-77	MISC	C3-29-77
	5 C 77000230	200	04-15-77	MISC	05-02-77
	5 C 77000231	200	01-27-77	MISC	C1-28-77
***	5 C 77000238	200	03-17-77	MISC	C3-18-77
	5 C 77000239	200	04-04-77	MISC	04-18-77
	5 C 77000240	200	02-22-77	MISC	C5-09-77
***	5 C 77000244	200	03-14-77	MISC	C4-01-77
***	5 C 77000249	200	05-05-77	MISC	07-06-77
	5 C 77000250	200	06-22-77	MISC	07-13-77
***	5 C 77000252	200	04-13-77	MISC	C4-26-77
***	5 C 77000254	200	04-19-77	MISC	05-06-77
***	5 C 77000258	200	04-29-77	MISC	C5-23-77
***	5 C 77000266	200	01-26-77	MISC	C2-09-77
***	5 C 77000274	200	03-29-77	MISC	C5-04-77
***	5 C 77000460	200	05-05-77	MISC	C5-05-77
***	5 C 77000465	200	05-05-77	MISC	C5-05-77
***	5 C 77000525	200	01-18-77	MISC	C1-20-77
***	5 C 77001690	200	01-21-77	MISC	C1-24-77
***	5 C 77001698	200	05-17-77	MISC	C6-08-77
***	5 C 77001712	200	05-16-77	MISC	C6-30-77
***	5 C 77001732	200	06-14-77	MISC	C6-15-77
***	5 C 77001756	200	04-22-77	MISC	C4-25-77
***	5 C 77001813	200	04-06-77	MISC	C4-22-77
***	5 C 77001839	200	03-29-77	MISC	C3-30-77
***	5 C 77001856	200	02-03-77	MISC	C2-04-77
***	5 C 77001876	200	01-19-77	MISC	C1-20-77
	5 C 77001877	200	03-15-77	MISC	C3-16-77
***	5 C 77001901	200	02-25-77	MISC	C3-16-77
	5 C 77001902	200	01-26-77	MISC	C1-27-77
***	5 C 77001907	200	01-05-77	MISC	C1-20-77
	5 C 77001908	200	01-19-77	MISC	C2-02-77
***	5 C 77001910	200	03-02-77	MISC	C3-17-77
***	5 C 77001912	200	01-21-77	MISC	C2-08-77
***	5 C 77001917	200	01-31-77	MISC	02-24-77
***	5 C 77001921	200	02-03-77	MISC	C3-14-77
	5 C 77001922	200	03-23-77	MISC	C3-24-77
	5 C 77001923	200	02-11-77	MISC	C3-08-77

CASE NUMBER   5 C 77 117495   CASE NUMBER   5 C 77 117496

DEFENDANT(S)   DEFENDANT(S)
SINKHORN   RICHARD J   1   MONARREZ   MANUEL S   1

CASE JACKET LABELS (w/ PRESSURE SENSITIVE ADHESIVE)

OFFENSE(S)   OFFENSE(S)
1) DUS   1) DRIVING UNDER FRA SUSPENSION
2) FALSE INFO TO POLICE   2)
3) UNSAFE TIRES   3)
4) OBSTRUCTED REAR WINDOWS   4)
5) OBSTRUCTION OF VIEW   5)
6)   6)
TOTAL CHARGES: 005   TOTAL CHARGES: 001
COMPLAINANT   COMPLAINANT
HAYHURST   D   PINEDA

NXT APR DATE COURT ROOM   BOND AMT   NXT APR DATE COURT ROOM   BOND AMT
  / /   100   350.00   / /   100   0.00

CASE NUMBER   5 C 77 117497   CASE NUMBER   5 C 77 117498

DEFENDANT(S)   DEFENDANT(S)
WILLIAMS   MORRIS H   1   EASLEY   JOHN   J   1

OFFENSE(S)   OFFENSE(S)
1) NO OPERATORS LICENSE   1) NO OPERATORS LICENSE
2) DISOBEDIENCE TO RED TRAFFIC SIGNAL 2) IMPROPER HEADLIGHTS
3)   3)
4)   4)
5)   5)
6)   6)
TOTAL CHARGES: 002   TOTAL CHARGES: 002
COMPLAINANT   COMPLAINANT
GERK   D   GERK   D

NXT APR DATE COURT ROOM   BOND AMT   NXT APR DATE COURT ROOM   BOND AMT
  / /   100   0.00   / /   186   0.00

CASE NUMBER   5 C 77 117499   CASE NUMBER   5 C 77 117500

DEFENDANT(S)   DEFENDANT(S)
JENNINGS   LAWRENCET   1   WALSH   DAVID J   1

OFFENSE(S)   OFFENSE(S)
1) DRIVING-EXPIRED SUSPEND DENIED REVO 1) DUR
2)   2) EXPIRED TEMPORARY PERMIT
3)   3)
4)   4)
5)   5)
6)   6)
TOTAL CHARGES: 001   TOTAL CHARGES: 002
COMPLAINANT   COMPLAINANT
DEMOTT   J   VONFELDT   K

NXT APR DATE COURT ROOM   BOND AMT   NXT APR DATE COURT ROOM   BOND AMT
  / /   186   0.00   / /   186   0.00

DEFENDANT NAME		CASE NO.	COURTROOM	TIME
**** A ****				
ACKERMAN	ELIZABET H	77 116617	1CC-E	1:30 P.M.
ALLEN	SHANE	77 119248	151-P	8:30 A.M.
ANTHONY	PAUL E	76 108283	151-P	1:30 P.M.
ARAGON	JULIAN EA	77 117453	1CC-E	8:30 A.M.
ARCHULETA	ANTONIO R	77 115860	186-F	1:30 P.M.
ARMITAGE	KENNETH L	77 118377	186-F	8:30 A.M.
**** B ****				
BALDWIN	DARYLEEN A	77 116027	1CC-E	1:30 P.M.
BECKER	WILLIAM P	76 108828	1CC-E	1:30 P.M.
BELEW	MARK A	77 114729	151-P	1:30 P.M.
BLACKMORE	RUSSELL T	77 117699	1CC-E	2:00 P.M.
BLINN	GEORGE R	77 117111	1CC-E	1:30 P.M.
BRAY	DANA M	77 118764	1CC-E	1:30 P.M.
BREWER	RONALD C	77 118836	2CC-POLICE BLDG	3:00 P.M.
BRUTON	HARRY W	77 118357	186-F	1:30 P.M.
BUENO	FRANK E	77 117280	186-F	1:30 P.M.
BUENO	FRANK E	77 113772	1CC-E	9:00 A.M.
BUENO	FRANK E	76 100245	1CC-E	9:00 A.M.
**** C ****				
CABRAL	RICKY A	77 116900	1CC-E	9:00 A.M.
CAMPBELL	CHARLES D	76 106649	S -H	9:00 A.M.
CARTWRIGHT	GEORGE J	77 117873	2CC-POLICE BLDG	2:00 P.M.
CASIAS	STEVE	77 115274	S -H	8:30 A.M.
CASLER	DONALD Q	77 116653	186-F	8:30 A.M.
CHAVEZ	FRANK A	77 118492	186-F	1:30 P.M.
CHAVEZ	RUDY	77 114292	1CC-E	8:30 A.M.
CISNEROS	JESSE S	77 116437	1CC-E	2:00 P.M.
CLARK	ROBERT	77 119125	2CC-POLICE BLDG	2:30 P.M.
CLARKE	JAMES R	77 113513	1CC-E	9:00 A.M.
COLLINS	RICKIE E	77 119252	151-P	8:30 A.M.
CRAFT	GARY J	77 117547	151-P	1:30 P.M.
CRAVEN	DANIEL J	77 118728	151-P	1:30 P.M.
CREWS	WANDA	77 111676	186-F	9:00 A.M.
**** D ****				
DEASY	CLAUDIA L	77 117489	1CC-E	9:00 A.M.
DELEON	PHILLIP	77 114133	1CC-E	2:00 P.M.
DEMARCO	DAVID	77 116008	1CC-E	9:00 A.M.
DUNHILL	THOMAS R	76 110429	1CC-E	1:30 P.M.
DUNHILL	THOMAS R	76 108857	1CC-E	1:30 P.M.
DUNN	JOSEPH P	77 115291	1CC-E	8:30 A.M.
**** E ****				
EDWARDS	WILLIAMS R	77 119542	S -H	8:30 A.M.
ELFRING	STEVEN F	77 118127	1CC-E	8:30 A.M.
**** F ****				
FLORES	DAVID	77 118486	1CC-E	8:30 A.M.
FORD	STEPHEN	77 119125	2CC-POLICE BLDG	2:30 P.M.
FORD	STEVEN E	77 119649	200-POLICE BLDG	8:30 A.M.
**** G ****				
GALLO	SAMMY L	77 118610	186-F	8:30 A.M.
GARCIA	FANDINO R	77 117577	186-F	1:30 P.M.
GARCIA	FRANK	77 117616	1CC-E	1:30 P.M.
GELLENTHIEN	CARL W	77 117438	186-F	1:30 P.M.
GILKEY	GWENDOLY N	77 118460	1CC-E	8:30 A.M.
GITLIS	MARK L	77 118931	2CC-POLICE BLDG	8:30 A.M.
GOMEZ	HERMAN I	76 112701	1CC-E	2:00 P.M.
GONZALES	ALBERT T	77 117044	186-F	1:30 P.M.
GONZALES	ALBERT T	77 117003	186-F	1:30 P.M.
GONZALES	ALFONZO	77 114137	186-F	2:00 P.M.
GONZALES	JOHN Y	76 110352	1CC-E	1:30 P.M.
**** H ****				
HAMILTON	DANIEL A	76 108153	S -H	8:30 A.M.
HAMPTON	LARRY C	77 117732	186-F	1:30 P.M.
HARPER	HUGH L	77 117480	186-F	8:30 A.M.
HERRERA	GEORGE M	77 119231	186-F	8:30 A.M.
HUBBARD	CARL D	77 118292	1CC-E	9:00 A.M.
**** I ****				
IVERS	REBECCA L	77 116015	1CC-E	2:00 P.M.
**** J ****				
JIMENEZ	SALVADOR	77 117551	151-P	1:30 P.M.

DEFENDANT NAME		CASE NO.	COURTROOM	TIME
**** J ****				
JIMENEZ	SALVADOR	77 118557	2CC-POLICE BLDG	8:30 A.M.
JIRON	PATRICK E	77 115357	1CC-E	8:30 A.M.
JOHNSON	BOBBIE L	77 119048	2CC-POLICE BLDG	10:30 A.M.
JOHNSON	DANIEL S	77 112123	186-F	1:30 P.M.
**** K ****				
KAVANAUGH	DONACIAN O	77 117845	1CC-E	8:30 A.M.
KEMP	ROBERT H	76 99150	186-F	1:30 P.M.
KERN	GLENN A	77 118675	186-F	1:30 P.M.
KRAMER	GARY R	77 118747	1CC-E	1:30 P.M.
KUNZE	KATHLEEN A	77 119232	186-F	8:30 A.M.
**** L ****				
LOPEZ	JOSE L	77 111437	186-F	1:30 P.M.
LORADO	JESUS	77 118163	151-P	1:30 P.M.
LUCERO	RAYMOND E	77 114896	1CC-E	1:30 P.M.
**** M ****				
MADONNA	BRIAN R	77 119034	186-F	8:30 A.M.
MAES	GLENN R	77 117169	100-E	9:00 A.M.
MARKER	JOSEPH M	77 118787	151-P	8:30 A.M.
MARTINEZ	JIMMIE J	77 118785	151-P	8:30 A.M.
MASSARO	JOSEPH	77 116911	1CC-E	2:00 P.M.
MCGINNISS	CLAUDE	77 119328	S -H	8:30 A.M.
MCMAHON	JOHN T	77 116286	1CC-E	9:00 A.M.
MENDOZA	JUAN	77 119235	186-F	8:30 A.M.
MILLER	MICHAEL G	77 119078	2CC-POLICE BLDG	2:30 P.M.
MONARREZ	MANUEL S	77 117456	1CC-E	1:30 P.M.
MOORE	MICHAEL R	77 118783	186-F	8:30 A.M.
MOORE	TERRY M	77 114400	151-P	8:45 A.M.
MORGAN	MARY R	77 117492	1CC-E	1:30 P.M.
MURPHY	ANNA M	77 117383	1CC-E	1:30 P.M.
**** N ****				
NELSON	DALE R	77 117203	151-P	1:30 P.M.
NORQUIST	DAVID A	77 114288	186-F	1:30 P.M.
**** O ****				
ONEILL	JOHN P	77 115564	151-P	1:30 P.M.
ORTEGA	ERNEST C	77 112496	151-P	8:45 A.M.
OSBURN	GERALD E	77 116918	186-F	1:30 P.M.
OSLER	CHARLES K	77 119157	1CC-E	1:30 P.M.
OSULLIVAN	JOHN K	77 116914	1CC-E	9:00 A.M.
**** P ****				
PADILLA	JOHN L	77 118184	1CC-E	8:30 A.M.
PARKER	LEONARD K	77 116441	1CC-E	9:00 A.M.
PERKINS	DAN	77 118790	151-P	8:30 A.M.
PERRY	JOHN D	77 119500	186-F	8:30 A.M.
PORRAS	MIQUEL	77 117953	151-P	1:30 P.M.
**** R ****				
RADOVICH	MARTIN	77 115667	1CC-E	1:30 P.M.
RAYFORD	KING D	77 115475	151-P	1:30 P.M.
RAYFORD	KING	76 107479	151-P	1:30 P.M.
REDMAN	JOEL R	77 118467	151-P	1:30 P.M.
RIEWOLDT	DONALD G	76 103764	S -H	2:30 P.M.
ROBERTS	CLYDE	77 117152	151-P	9:00 A.M.
RODRIGUEZ	SENORINO	77 116658	151-P	1:30 P.M.
RODRIGUEZ	SENORINO	77 118768	151-P	10:30 A.M.
ROLAND	WILLIAM R	77 117728	1CC-E	9:00 A.M.
ROMERO	ROBERT L	77 119244	151-P	8:30 A.M.
RUPP	BRIAN M	77 115941	151-P	8:45 A.M.
**** S ****				
SAITTA	FRANCES G	77 111676	186-F	9:00 A.M.
SALINAS	COPOTEO L	76 106670	151-P	9:00 A.M.
SCROGGINS	WILLIAM C	77 117046	1CC-E	9:00 A.M.
SINKHORN	RICHARD M	77 117450	151-P	1:30 P.M.
SISK	HERBERT L	77 117826	186-F	8:30 A.M.
SPEIDELL	SHAYNE A	77 118317	186-F	8:30 A.M.
SPRAGUE	HAROLD L	77 119360	186-F	8:30 A.M.
**** T ****				
TAYLOR	CHARLES B	77 113440	1CC-E	2:00 P.M.

DEFENDANT NAME			CASE NO.	COURTROOM	TIME
**** T ****					
TAYLOR	STEPHEN	F	77 118786	151-P	8:30 A.M.
TOOGOOD	CRAIG	A	77 115923	1CC-E	1:30 P.M.
TORRES	DANNY	L	76 106570	1CC-E	2:00 P.M.
TRUJILLO	JOHN	J	77 114391	151-P	9:00 A.M.
**** U ****					
URBINA	QILINO	F	77 116746	S -H	1:30 P.M.
**** V ****					
VANBEEK	CINDY	L	77 116346	1CC-E	9:00 A.M.
VIGIL	LOUIS		77 111816	151-P	8:45 A.M.
VILLEGAS	ARTHUR	L	77 119236	166-F	8:30 A.M.
**** W ****					
WASHINGTON	HELEN	L	77 115321	1CC-E	2:00 P.M.
WEBER	MARK	A	77 118251	1CC-E	1:30 P.M.
WEDIG	MICHAEL	R	77 115154	S -H	8:30 A.M.
WILLIAMS	KENNETH	C	77 115923	151-P	8:30 A.M.
WILSON	ARNOLD	L	76 110126	151-P	9:00 A.M.
WOODS	ROBERTA	B	77 115879	1CC-E	9:00 A.M.
**** Z ****					
ZOSKE	FRANK	H	77 118186	1CC-E	1:30 P.M.

117493   JULIAN   A ARAGON   PSET   SUMMONS
    042-02-101   NO OPERATORS LICENSE
    042-04-120 4   CARELESS DRIVING

118764   DANA   M BRAY   ARRG   BOND
    042-02-130   DUR
    042-03-122   REGISTRATION VIOLATION
    042-02-113   DRIVING W/O DRIVERS LICENSE ON PERSON
    042-04-222   DEFECTIVE OR IMPROPER MUFFLER

114292   RUDY   CHAVEZ   HEAR   BOND
    042-02-130   DUS
    042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
    042-04-907   FAILURE TO STAY IN SINGLE LANE

119291   JOSEPH   P DUNN   ARRG   BOND
    018-04-503   CRIMINAL TRESPASS 2ND DEGREE

118127   STEVEN   F ELFRING   PLEA   SUMMONS
    042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND VEH
    042-04-120 4   CARELESS DRIVING

118486   DAVID   FLORES   PSET   BOND
    042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED
    042-04-907   FAILURE TO STAY IN SINGLE LANE

117480   HUGH   L HARPER   PSET   SUMMONS
    042-02-101   NO OPERATORS LICENSE
    042-04-140 2   LEFT SCENE AFTER DAMAGING VEHICLE
    042-04-140 3   FAIL TO GIVE INFO/AID IN ACCIDENT

119357   PATRICK E JIRON   ARRG   SUMMONS
    042-02-130   DUS
    042-02-101   NO OPERATORS LICENSE
    042-04-511   DISREGARD STOP SIGN AT THROUGH HIGHWAY

117845   DONACIAN O KAVANAUGH   PLEA   SUMMONS
    042-07-422   DRIVING UNDER FRA SUSPENSION

118184   JOHN   L PADILLA   ARRG   SUMMONS
    042-02-130   DUS
    042-04-906   WRONG WAY ON ONE WAY STREET

* * * 9:00 A.M. * * *

100245   FRANK   E BUENO   DISR   BOND
    012-22-322   DISORDERLY PERSON

113772   FRANK   E BUENO   DISR   JAIL
    012-22-322   DISORDERLY PERSON

116900   RICKY   A CABRAL   JTRL   BOND
    042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU

113573   JAMES   R CLARKE   JTRL   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DG
            042-04-120 3   RECKLESS DRIVING
            042-04-120 4   CARELESS DRIVING

117489   CLAUDIA L DEASY   JTRL   SUMMONS
            042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND
            042-04-120 4   CARELESS DRIVING

116008   DAVID   DEMARCO   DISR   BOND
            042-04-140 2   LEFT SCENE AFTER DAMAGING VEHICLE
            042-04-140 3   FAIL TO GIVE INFO AID IN ACCIDENT
            042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND
            042-04-140 6   FAILURE TO REMAIN CR RETURN TO ACCI
            042-04-120 4   CARELESS DRIVING

118292   CARL   D HUBBARD   DISR   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 2 4 D.U.I.- 2ND OFFENSE IN 5 YEARS
            042-04-120 4   CARELESS DRIVING

117169   GLENN   R MAES   JTRL   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-907   FAILURE TO STAY IN SINGLE LANE

116786   JOHN   T MCMAHON   JTRL   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 4   CARELESS DRIVING
            042-04-907   FAILURE TO STAY IN SINGLE LANE
            042-04-901   DRIVING ON WRONG SIDE CF ROAD

116614   JOHN   K OSULLIVAN   JTRL   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-907   FAILURE TO STAY IN SINGLE LANE

116441   LEONARD K PARKER   JTRL   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 4   CARELESS DRIVING

117728   WILLIAM R ROLAND   DISR   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 4   CARELESS DRIVING

117046   WILLIAM D SCROGGINS   DISR   SUMMONS
            042-02-130   DUR & DUS

116346   CINDY   L VANREEK   JTRL   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 4   CARELESS DRIVING

115879   ROBERTA B WOODS   DISR   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 4   CARELESS DRIVING
            042-04-120 3   RECKLESS DRIVING
            042-04-907   FAILURE TO STAY IN SINGLE LANE

                    * * * 1:30 P.M. * * *

116617   ELIZABET H ACKERMAN   DISR   SUMMONS
            042-02-101   NO OPERATORS LICENSE
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL/DRUGS
            042-04-120 4   CARELESS DRIVING

118027   CARYLEEN A BALDWIN   DISR   SUMMONS
            042-04-120 2 1 DRIVING WHILE ABILITY IMPAIRED
            042-02-101   NO OPERATORS LICENSE
            042-04-120 4   CARELESS DRIVING

108828   WILLIAM P BECKER   DISP   BOND
            042-02-130   DRIVING LIC. DENIED,REVOKED,SUSP.
            042-04-225   UNSAFE TIRES

117111   GEORGE R BLINN   DISP   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-907   FAILURE TC STAY IN SINGLE LANE

108857   THOMAS R DUNHILL   DISP   SUMMONS
            042-02-130   DUD

110429   THOMAS R DUNHILL   DISP   SUMMONS
            042-02-130   DUD

117616   FRANK   GARCIA   DISR   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-120 4   CARELESS DRIVING

118460   GWENDOLY N GILKEY   DISR   BOND
            042-02-101   NO OPERATORS LICENSE
            042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND VEH
            042-04-140 6   FAILURE TO REMAIN CR RETURN TO ACCIDENT
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL/DRUGS
            042-04-120 4   CARELESS DRIVING

110352   JOHN   Y GONZALES   DISP   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DG
            042-04-907   FAILURE TC STAY IN SINGLE LANE

118747   GARY   R KRAMER   PSET   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL/DRUGS
            042-04-120 4   CARELESS DRIVING

116896   RAYMOND F LUCERO   DISR   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DG
            042-04-901   DRIVING ON WRONG SIDE CF ROAD

117496   MANUEL S MONARREZ   DISR   SUMMONS
            042-07-422   DRIVING UNDER FRA SUSPENSION

117492   MARY   R MORGAN   DISR   SUMMONS
            042-02-130   DRIVING-EXPIRED SUSPEND DENIED REVC

117383   ANNA   M MURPHY   DISR   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHCL DRU
            042-04-907   FAILURE TC STAY IN SINGLE LANE

119197   CHARLES K OSLER   DISR   BOND
           042-02-101   NO OPERATORS LICENSE
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-03-113   NO LICENSE PLATED
           042-04-801   TURN FROM WRONG POSITION
           042-04-907   FAILURE TO STAY IN SINGLE LANE

115667   MARTIN   RADOVICH   DISR   BOND
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-04-215   FAIL TO DIM IMPROPER HEADLIGHT DIST

115923   CRAIG A TOOGOOD   DISR   BOND
           042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL
           018-09-116   VEHICULAR ELUDING
           042-04-120 3   RECKLESS DRIVING
           018-12-105   CARRYING CONCEALED WEAPON

118291   MARK A WEBER   DISR   BOND
           042-02-130   DUS
           042-01-120 2
           042-04-203   FAILURE TO DISPLAY LIGHTS-LESS 1000

118186   FRANK H ZOSKE   DISR   SUMMONS
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-04-603   FAIL TO YIELD AT STOP OR YIELD SIGN
           ----
           * * * 2:00 P.M. * * *

117699   RUSSELL T BLACKMORE   PROF   BOND
           042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED
           042-04-901   DRIVING ON WRONG SIDE OF ROAD
           042-04-120 2 1   DWAI

116437   JESSE S CISNEROS   DISR   BOND
           042-02-101   NO OPERATORS LICENSE
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-04-907   FAILURE TO STAY IN SINGLE LANE

114133   PHILLIP DELEON   HEAR   BOND
           042-02-130   DUS
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
           042-04-901   DRIVING ON WRONG SIDE OF ROAD
           018-08-103   RESISTING ARREST
           042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

110701   HERMAN I GOMEZ   PROF   BOND
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
           042-04-120 4   CARELESS DRIVING
           042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED
           042-04-907   FAILURE TO STAY IN SINGLE LANE

114137   ALFONZO GONZALES   PROF   BOND
           042-02-130   DUS
           042-07-422   DRIVING WHILE SUSPENDED FIN.RES.AT
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
           042-04-120 2 4   D.L.I.- 2ND OFFENSE IN 5 YEARS
           042-04-120 4   CARELESS DRIVING

116015   REBECCA L IVERS   HRDJ   BOND
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-04-110 5   PARKED WRONG SIDE TOO FAR FROM CURB
           018-08-103   RESISTING ARREST
           018-03-204   ASSAULT 3RD DEGREE

116911   JOSEPH MASSARO   PROF   BOND
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-04-901   DRIVING ON WRONG SIDE OF ROAD
           042-04-101
           042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

113440   CHARLES B TAYLOR   PROF   BOND
           042-02-130   DUS
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
           042-04-120 4   CARELESS DRIVING

106576   DANNY L TORRES   HREV   BOND
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
           042-04-120 4   CARELESS DRIVING
           042-04-907   FAILURE TO STAY IN SINGLE LANE
           042-04-120 2 1   D W A I

115321   HELEN L WASHINGTON   PROF   SUMMONS
           042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
           042-04-907   FAILURE TO STAY IN SINGLE LANE
           042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

119248   SHANE   ALLEN   ARRG   SUMMONS
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
042-04-907   FAILURE TO STAY IN SINGLE LANE

119252   RICKIE   E COLLINS   ARRG   BOND
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL

118797   JOSEPH   M MARKER   ARRG   SUMMONS
042-03-122   OPERATION OF A NON REG VEH

8-18-77

118785   JIMMIE   J MARTINEZ   ARRG   SUMMONS
042-02-130   DUR

118790   DAN   L PERKINS   ARRG   SUMMONS
042-02-130   DUC
042-04-100 1   SPEEDING

118788   JOHN   RODRIQUEZ   ARRG   SUMMONS
042-02-101   NO OPERATORS LICENSE
042-04-910   IMPROPER DRIVING-DIVIDED/INTERSTATE

119244   ROBERT   L ROMERO   ARRG   SUMMONS
042-02-130   DUS
042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCIDENT
042-04-120 4   CARELESS DRIVING

118786   STEPHEN F TAYLOR   ARRG   SUMMONS
042-02-101   NO OPERATORS LICENSE

119323   KENNETH D WILLIAMS   ARRG   SUMMONS
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
042-04-120 4   CARELESS DRIVING
----
* * *   8:45 A.M. * * *

117460   TERRY   M MOORE   PROF   SUMMONS
042-02-101   NO OPERATORS LICENSE
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
042-04-120 4   CARELESS DRIVING
042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED
042-04-907   FAILURE TO STAY IN SINGLE LANE

112456   ERNEST   C ORTEGA   PROF   BOND
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
042-04-505   DISREGARDED SIGNAL LIGHT
042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

115941   BRIAN   M RUPP   PROF   SUMMONS
042-02-101   NO OPERATORS LICENSE
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
042-04-907   FAILURE TO STAY IN SINGLE LANE
042-04-100 1   SPEEDING 40MPH IN 30MPH ZONE
042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

111816   LOUIS   VIGIL   PROF   SUMMONS
042-04-140 2   LVNG SCENE OF ACCIDENT-DAMAGE VEHC
042-04-140 3   F.G.R.I.-OR ASSIST INJURED PARTY
042-04-140 6   FAILURE TO REPORT ACCIDENT
042-04-120 4   CARELESS DRIVING

117152   CLYDE   J ROBERTS   JTRL   BOND
042-02-101   NO OPERATORS LICENSE
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
042-04-120 4   CARELESS DRIVING

108670   DOROTEO L SALINAS   JTRL   SUMMONS
042-02-130   DUS
042-07-422   DRIVING WHILE SUSPENDED FIN-RES.AT
042-04-140 2   LVNG SCENE OF ACCIDENT-DAMAGE VEHC
042-04-140 3   F.G.R.I.-OR ASSIST INJURED PARTY
042-04-140 6   FAILURE TO REPORT ACCIDENT
* * * ADDITIONAL VIOLATIONS SEE CASE JACKET * * *

114391   JOHN   J TRUJILLO   JTRL   BOND
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DG
042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL
042-04-906   WRONG WAY ON ONEWAY STREET

110129   ARNOLD   L WILSON   JTRL   BOND
018-05-512   ISSUANCE OF BAD CHECK
----
* * *   1:30 P.M. * * *

103683   PAUL   E ANTHONY   DISP   BOND
042-02-130   DUC

114729   MARK   A BELEW   DISP   SUMMONS
042-04-140 6   FAILURE TO REPORT ACCIDENT
042-04-120 4   CARELESS DRIVING

117547   GARY   S CRAFT   SUMMONS
042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND
042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCI
042-04-120 4   CARELESS DRIVING

118728   DANIEL   J CRAVEN   DISP   SUMMONS
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
042-04-907   FAILURE TO STAY IN SINGLE LANE

117551   SALVADOR JIMENEZ   DISP   SUMMONS
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL

118163   JESUS   LORADO   DISP   BOND
042-02-130   DUS
042-04-908   UNLAWFUL FOLLOWING

117203   DALE   R NELSON   DISP   SUMMONS
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
042-04-120 4   CARELESS DRIVING

115564   JOHN   P ONEILL   DISP   JAIL
012-22-322   DISORDERLY PERSON

117953   MIGUEL   PORRAS   DISP   SUMMONS
042-02-101   NO OPERATORS LICENSE

115475   KING   D RAYFORD   DISP   SUMMONS
            042-02-130   DUS
            042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND VEH

107479   KING   D RAYFORD   DISP   BOND
            042-04-302   EXPIRED STATE INSP STICKER
            042-02-130   DUR

118467   JOEL   R REDMAN   DISP   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-120 4   CARELESS DRIVING
            042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL

116678   SENORINO RODRIGUEZ   DISP   SUMMONS
            042-04-101

117450   RICHARD M SINKHORN   DISP   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
            042-04-907   FAILURE TO STAY IN SINGLE LANE

118377   KENNETH L ARMITAGE   HEAR   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-120 4   CARELESS DRIVING
            042-04-505   U-TURN

116093   DONALD G CASLER   PROF   BOND
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
            042-04-120 3   RECKLESS DRIVING
            042-02-101   NO OPERATORS LICENSE

118610   SAMMY   L GALLO   PSET   SUMMONS
            042-04-120 4   CARELESS DRIVING
            042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCIDENT
            042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND VEH

119231   GEORGE M HERRERA   ARRG   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-120 4   CARELESS DRIVING

119232   KATHLEEN A KUNZE   ARRG   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS

119034   BRIAN   R MADONNA   PSET   SUMMONS
            042-02-130   DUR

119235   JUAN   MENDOZA   ARRG   SUMMONS
            042-02-101   NO OPERATORS LICENSE
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-120 4   CARELESS DRIVING

118783   MICHAEL R MOORE   ARRG   SUMMONS
            042-02-130   DUO
            042-04-302   FAILURE TO COMPLY W/INSPECTION LAW

119500   JOHN   D PERRY   ARRG   SUMMONS
            042-04-140 2   LEFT SCENE AFTER DAMAGING VEHICLE
            042-04-140 3   FAIL TO GIVE INFO/AID IN ACCIDENT
            042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCIDENT
            042-04-901   DRIVING ON WRONG SIDE OF ROAD
            018-08-111   FALSE INFORMATION

117826   HERBERT L SISK   HEAR   BOND
            042-03-113   COLO LICENSE PLATE VIOLATION
            042-03-111   NO REGISTRATION IN VEHICLE
            042-02-130   DUS

118317   SHAYNE A SPEIDELL   PLEA   BOND
            042-02-130   DUS
            042-04-203   DRIVING WITHOUT HEADLIGHTS

119360   HAROLD L SPRAGUE   ARRG   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-120 4   CARELESS DRIVING

119236   ARTHUR L VILLEGAS   ARRG   SUMMONS
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-120 4   CARELESS DRIVING

----
* * * 8:00 A.M. * * *

111676   WANDA   CREWS   JTRL   SUMMONS
          012-47-128   SOLICITATION

111676   FRANCES G   SAITTA   JTRL   SUMMONS
          018-02-201   CRIMINAL CONSPIRACY

----
                    * * * 1:30 P.M. * * *

115860   ANTONIO R   ARCHULETA   DISP   SUMMONS
          042-02-130   DRIVING-EXPIRED SUSPEND DENIED REVC
          042-02-101   NO OPERATORS LICENSE

118357   HARRY   W BRUTON   DISP   SUMMONS
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHOL DRU
          042-04-907   FAILURE TO STAY IN SINGLE LANE

117280   FRANK   E BUENO   DISP   JAIL
          012-22-322   DISORDERLY PERSON

118492   FRANK   A CHAVEZ   DISP   SUMMONS
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHOL DRU
          042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL

117977   FANDINO R GARCIA   DISP   BOND
          042-02-101   NO OPERATORS LICENSE
          042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND
          042-04-120 4   CARELESS DRIVING
          042-04-120 3   RECKLESS DRIVING
          042-03-122   REGISTRATION VIOLATION

117438   CARL   W GELLENTHIEN   DISP   BOND
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCCHOL DRU
          042-04-120 4   CARELESS DRIVING

117044   ALBERT   T GONZALES   DISP   BOND
          042-04-140 2   LEFT SCENE AFTER DAMAGING VEHICLE
          042-04-140 3   FAIL TO GIVE INFO AID IN ACCIDENT
          042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCI
          042-04-120 4   CARELESS DRIVING

117003   ALBERT   T GONZALES   DISP   BOND
          042-04-140 2   LEFT SCENE AFTER DAMAGING VEHICLE
          042-04-140 3   FAIL TO GIVE INFO AID IN ACCIDENT
          042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCI
          042-04-120 4   CARELESS DRIVING

117732   LARRY   D HAMPTON   DISP   SUMMONS
          042-02-130   DUC
          507-01-301   OPERATING UNSAFE VEHICLE

112123   DANIEL   S JOHNSON   HEAR   BOND
          042-02-130   DUD
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
          042-04-907   FAILURE TO STAY IN SINGLE LANE
          018-08-111   FALSE INFO TO POLICE OFFICER

99150   ROBERT   H KEMP   HEAR   SUMMONS
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
          042-04-901   PROHIBITED TURN

118675   GLENN   A KERN   DISP   SUMMONS
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU
          042-04-901   DRIVING ON WRONG SIDE OF ROAD

111437   JOSE   L LOPEZ   HEAR   BOND
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
          042-04-901   WRONG SIDE OF ROAD
          042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

114268   DAVID   A NORQUIST   DISP   SUMMONS
          042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
          042-04-120 4   CARELESS DRIVING

116918   GERALD   E OSBURN   DISP   BOND
          042-04-231   MOTORCYCLE SAFETY VIOLATION
          042-04-603   FAIL TO YIELD AT STOP OR YIELD SIGN
          042-04-151 2   ELUDING POLICE
          042-04-120 3   RECKLESS DRIVING
          042-04-120 4   CARELESS DRIVING
          * * * ADDITIONAL VIOLATIONS SEE CASE JACKET * * *

* * * 8:30 A.M. * * *

119649   STEVEN   E. FORD   BRED   JAIL
            018-04-202   BURGLARY 1ST DEGREE
            018-03-402   SEX ASSAULT 1ST DEGREE

118931   MARK   L GITLIS   ADVS   BOND
            012-22-322   POSS NARC DRUGS FOR SALE

118597   SALVADOR JIMENEZ   PREL   BOND
            018-04-401   THEFT

---
* * * 10:30 A.M. * * *

119049   BOBBIE   L JOHNSON   PREL   BOND
            018-04-203   BURGLARY 2ND DEGREE
            018-04-401   THEFT

---
* * * 2:00 P.M. * * *

117873   GEORGE   J CARTWRIGHT   PREL   BOND
            018-03-402   SEX ASSAULT 1ST DEGREE

---
* * * 2:30 P.M. * * *

119125   ROBERT   CLARK   PREL   JAIL
            018-04-203   BURGLARY 2ND DEGREE
            018-02-201   CRIMINAL CONSPIRACY

119125   STEPHEN FORD   PREL   JAIL
            018-04-203   BURGLARY 2ND DEGREE
            018-02-201   CRIMINAL CONSPIRACY
            016-13-101   HABITUAL CRIMINAL
            016-13-101   HABITUAL CRIMINAL

119078   MICHAEL G MILLER   PREL   BOND
            012-22-404   DISPENSING DANGEROUS DRUGS

---
* * * 3:00 P.M. * * *

118836   RONALD   C BREWER   PREL   BOND
            018-04-203   BURGLARY 2ND DEGREE

CONTINUED

4 OF 5

106649   CHARLES D CAMPBELL   SETT   BOND

            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
            042-04-907   FAILURE TO STAY IN SINGLE LANE
            042-02-101   NO OPERATORS LICENSE
            042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED

119274   STEVE   D CASIAS   ARRG   BOND

            042-02-130   DUS
            042-04-140 4   LEFT SCENE AFTER STRIKING UNATTEND VEH
            042-04-140 6   FAILURE TO REMAIN OR RETURN TO ACCIDENT
            042-04-120 4   CARELESS DRIVING

119542   WILLIAMS R EDWARDS   ARRG   SUMMONS

            042-02-101   NO OPERATORS LICENSE
            042-04-801   PROHIBITED TURN

106153   DANIEL   A HAMILTON   ARRG   BOND

            042-04-406   NO EYE PROTECTION
            042-04-302   NO INSPECTION STICKER
            042-03-111   NO REGIS ON VEH
            042-02-101   NO OPERATORS LICENSE

119328   CLAUDE   MCGINNISS   ARRG   SUMMONS

            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
            042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL

119154   MICHAEL R WEDIG   ARRG   BOND

            013-04-401   THEFT
----
            * * * 1:30 P.M. * * *

116746   GILINO   F URBINA   DISP   BOND

            042-04-224   VISION OBSTRUCTED
            042-02-101   NO OPERATORS LICENSE
----
            * * * 2:30 P.M. * * *

103764   DONALD   G RIEWOLDT   MOTN   BOND

            042-02-130   DRIVING LIC. DENIED,REVOKED,SUSP.
            042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG
            042-04-110 5   PARK STOP ON TRAVEL PORTION ROAD
            042-04-120 2 1   DRIVING WHILE ABILITY IMPAIRED
            042-04-100 1   SPEEDING

119717-17   MANUEL L. DOMINGUEZ   THEFT   JAIL

119716-16   FRANK E. FORD, JR.   2° BURGLARY   JAIL

119715-13   JOHN WILLIAM HEAD   1° ARSON/2° ARSON   JAIL

119714-12   GEORGE F. PRIEN   1° ASSAULT   JAIL

119713-10   AURORA ANN RODRIGUEZ   2° FORGERY   JAIL

119719-10   NORA VIAPANDO   ROBBERY   JAIL

AUGUST   22,1977

* * * ROOM 1CC E   JUDGE THEODORE CHRYSLER * * *

9:00 A.M.

110354   WILBERT L ANDERSON   JTRL

042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG   GOODNIGHT   74 45
042-04-505   DISOBEDIENCE TO RED TRAFFIC SIGNAL   O'NEILL   71 59

110607   RICHARD R LONGWORTH   ET AL.   JTRL

012-47-128   VICL LIQ CODE SOLICITATION   CUTHRIELL   70 183
012-47-128   VICL LIQ CODE SOLICITATION   SECKMAN   70 100
018-02-201   CRIMINAL CONSPIRACY
018-02-201   CRIMINAL CONSPIRACY
018-02-201   CRIMINAL CONSPIRACY
            * * * ADDITIONAL VIOLATIONS * * *

113744   PAUL   QUINTANA   JTRL

012-22-322   DISORDERLY PERSON   SANCHEZ   70 95
                                                   LOMBARD   73 9
                                                   DENNY   61 31

114492   ALVA   F STICKLEY   JTRL

042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG   COOPER   74 33
042-04-907   FAILURE TO STAY IN SINGLE LANE

115200   ELINDA   L SAINZ   JTRL

012-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRL PEREZ   74 21
012-04-901   DRIVING ON WRONG SIDE OF ROAD   ANDERSON   90 206

115668   ELMER   T LUCERO   JTRL

018-03-204   ASSAULT 3RD DEGREE   HUDLEY   70 41
                                                   LANNING   70 105
                                                   CRUZ   69 110

119305   MICHAEL   TODD   JTRL

018-05-204   CRIMINAL POSS OF CREDIT DEVICE   ABELL   71 14
018-05-204   CRIMINAL POSS OF CREDIT DEVICE   BRAVO   72 35
                                                   BOYDSTUN   70 129

AUGUST   22,1977

* * * ROOM 15C R   JUDGE ANTHONY F. GRECO * * *

8:30 A.M.

119051   JOEL   R SHELTON   PREL

012-22-404   DISPENSING DANG DRUGS

119123   DEBRA   A SMITH   PREL

012-22-412   POSS W INTENT TO DISP DANG DRUGS

9:00 A.M.

118665   FRED   E RUYBAL   PREL

018-05-103   FORGERY 2ND DEGREE
012-22-404   OBT DRUGS BY FRAUD & DECEIT

119081   SHILOH   L TAYLOR   PREL

012-44-102   PROCURING FOOD

10:00 A.M.

115842   ANDREW   D PICKFORD   ET AL.   PREL

018-03-207   EXTORTION
018-03-207   EXTORTION

119128   BISHOP   EVANS   PREL

018-02-101   CRIMINAL ATTEMPT

2:00 P.M.

110465   TERRY   SCHWEPPE   ET AL.   PREL

018-04-401   THEFT
018-02-201   CRIMINAL CONSPIRACY
018-04-401   THEFT
018-02-201   CRIMINAL CONSPIRACY

119187   CHARLES J LOCKLEAR   PREL

018-04-203   BURGLARY 2ND DEGREE

2:30 P.M.

119281   PETE   A LOPEZ   PREL

018-04-202   BURGLARY 1ST DEGREE
018-04-401   THEFT
018-02-201   CRIMINAL CONSPIRACY

AUGUST   22,1977

* * * ROOM 186 F   JUDGE JAMES URSO   * * *

9:00 A.M.

113848   GEORGE   W GORHAM   JTRL

042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL OG   PRINGLE   71 47
042-04-603   FAIL TO YIELD AT STOP OR YIELD SIGN
018-08-103   RESISTING ARREST

116C41   FRANK   A GARCIA   JTRL

42-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU   JORDAN   76 19
42-04-120 4   CARELESS DRIVING   CUTBIRTH   90 205

AUGUST   22,1977

* * * ROOM 200   JUDGE EDWARD A. SIMONS * * *

2:00 P.M.

18393   CHARLES J LOCKLEAR   PREL
018-C4-203   BURGLARY 2ND DEGREE

2:30 P.M.

107951   RALPH   G SALAS   ET AL.   PREL
18-04-401   THEFT   CRS 1973 CL4F
18-04-401   THEFT   CRS 1973 CL4F
018-02-201   CRIMINAL CONSPIRACY
018-C4-401   THEFT   CRS 1973 CL4F
018-04-401   THEFT   CRS 1973 CL4F
              * * * ADDITIONAL VIOLATIONS * * *

119077   GLENN   KIRCHNER   PREL
18-04-203   BURGLARY 2ND DEGREE
018-C4-401   THEFT

19129   FERNANDO   GAMBOA   PREL
018-C3-403   SEX ASSAULT 2ND DEGREE

3:00 P.M.

118939   REGGIE   T GARNER   ET AL.   PREL
18-C4-203   BURGLARY 2ND DEGREE
018-C2-201   CRIMINAL CONSPIRACY
018-C4-203   BURGLARY 2ND DEGREE
018-C2-201   CRIMINAL CONSPIRACY

PAGE 5

DENVER COUNTY COURT
DISTRICT ATTORNEYS CALENDAR LISTING
FOR THE WEEK   AUGUST 22- AUGUST 26,1977

AUGUST   23,1977

* * * ROOM 1CC E   JUDGE THEODORE CHRYSLER * * *

9:00 A.M.

112501   ROGER   A FOLKS   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG   SMITH   76 22
042-04-120 4   CARELESS DRIVING   PRINGLE   71 47
042-04-140 2   F.G.R.I.-OR ASSIST INJURED PARTY
042-04-140 4   F.G.R.I.-UNATTENDED VEHICLE
042-04-140 6   FAILURE TO REPORT ACCIDENT

113314   DAVID   E PADILLA   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG   MCKAY   69 62
                                                     WILLIAMS   63 5

115358   FRED   G SHABOUH   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS WOOD   69 107
042-04-120 4   CARELESS DRIVING   BRUSH   73 18

116622   JOE   MASCARENAS   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU   BLEA   73 87
042-04-907   FAILURE TO STAY IN SINGLE LANE   HAAN   74 34

PAGE 6

DENVER COUNTY COURT
DISTRICT ATTORNEYS CALENDAR LISTING
FOR THE WEEK   AUGUST 22- AUGUST 26,1977

AUGUST   23,1977

* * * ROOM 1C7   JUDGE GEORGE MANERBINO * * *

8:30 A.M.

119373   MANUEL   FACIO   PREL
018-03-106   VEHICULAR HOMICIDE
018-03-205   VEHICULAR ASSAULT-UNDER INFLUENCE
042-04-140 1   LEFT SCENE OF ACCIDENT-DEATH OR INJURY

AUGUST   23,1977

* * * ROOM 15C R   JUDGE ANTHONY F. GRECC * * *

8:30 A.M.

18628	ANDREW GUTIERREZ		PREL
018-C4-301	ROBBERY		
018-02-201	CRIMINAL CONSPIRACY		

| 19188 | CHARLES J LOCKLEAR | | PREL |
| 018-04-203 | BURGLARY 2ND DEGREE | | |

9:00 A.M.

19082	DANIEL A VILLAFUERTE		PREL
018-04-203	BURGLARY 2ND DEGREE		
018-02-201	CRIMINAL CONSPIRACY		

10:00 A.M.

19349	DAVID D CARTER ET AL.		PREL
018-04-203	BURGLARY 2ND DEGREE		
018-04-401	THEFT		
018-02-201	CRIMINAL CONSPIRACY		
018-04-203	BURGLARY 2ND DEGREE		
018-04-401	THEFT		

* * * ADDITIONAL VIOLATIONS * * *

2:00 P.M.

| 19282 | CHARLES L SMITH | | PREL |
| 018-03-202 | ASSAULT 1ST DEGREE | | |

19338	DERRICK L GRIFFIE ET AL.		PREL
018-C4-401	THEFT		
018-C4-401	THEFT		

2:30 P.M.

| 19451 | DENNIS   L HUBER | | PREL |
| 018-C8-203 | INTRODUCING CONTRABAND 1ST DEG | | |

AUGUST   23,1977

* * * ROOM 186 F   JUDGE JAMES URSO   * * *

9:00 A.M.

11977	HENRY A CISNEROS		JTRL
042-04-120 2	DRIVING UNDER INFLUENCE-ALCOHOL DG	WARD	70 109
042-04-907	UNLAWFUL LANE USAGE		

14786	GLORIA CORDOVA		JTRL
012-22-322	DISORDERLY PERSON	MUELLER	69 104
		PFEIFER	73 21
		HAGNEY	69 22

16708	ORIE V JONES		JTRL
042-04-120 2	DRIVING UNDER INFLUENCE-ALCOHOL DRU	DIEHL	73 41
042-04-120 4	CARELESS DRIVING		

17301	ROBERT L SMITH		JTRL
018-C3-204	ASSAULT 3RD DEGREE	KILPATRICK	71 21
		HILL	76 01
		CALFEE	72 31
		BILSTEIN	68 94
		DINAN	67 1

AUGUST   23,1977

* * * ROOM 200   JUDGE EDWARD A. SIMONS * * *

10:30 A.M.

| 119162 | THOMAS | J | MALOUFF | | PREL |
018-C4-203   BURGLARY 2ND DEGREE

2:00 P.M.

118426   ANGELO   H   MACIAS   PREL
012-22-302   POSS NARCOTIC DRUGS

2:30 P.M.

118940   NICKY   L   VIGIL   PREL
018-C3-202   ASSAULT 1ST DEGREE

119283   TOMMY   E   PALMER   PREL
012-22-302   POSSESSION OF NARCOTIC DRUGS
012-22-404   POSSESSION DANGEROUS DRUGS

3:00 P.M.

119129   FERNANDO   GAMBOA   PREL
019-03-403   SEX ASSAULT 2ND DEGREE

AUGUST   24,1977

* * * ROOM 100 E   JUDGE THEODORE CHRYSLER * * *

9:00 A.M.

102682   WAYNE   L   WALLING   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG   SMITH   70 190
042-04-504   U-TURN   MCKAY   72 72

113032   THEODORE R   SEITH   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DG   EARNEST   73 42
042-04-120 4   CARELESS DRIVING

115885   LARRY   VALDEZ   JTRL
042-07-422   DRIVING UNDER FRA SUSPENSION   WILLIAMS   75 35
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRL   HAAN   74 34
042-04-120 2 4 D.U.I.- 2ND OFFENSE IN 5 YEARS   SHOEMAKER 51 34
042-04-203   FAILURE TO DISPLAY LIGHTS-LESS 1000   STANLEY   69 22
042-04-120 4   CARELESS DRIVING

117116   BONNIE   K   ALBERT   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRL   GAUTIER   75 46
042-04-120 4   CARELESS DRIVING   EYLAR   71 24
                                                       ROGERS   68 122
                                                       WALSH   72 38

AUGUST   24,1977

* * * ROOM 107   JUDGE GEORGE MANERBINC * * *

9:00 A.M.

| 19347 | RICHARD E TAYLOR | ET AL. | PREL |

8-C4-203   BURGLARY 2ND DEGREE
018-02-201   CRIMINAL CONSPIRACY
018-C4-203   BURGLARY 2ND DEGREE
8-C2-201   CRIMINAL CONSPIRACY

AUGUST   24,1977

* * * ROOM 150 R   JUDGE ANTHONY F. GRECC * * *

8:30 A.M.

| 117832 | LARRY   L WHISLER | PREL |

2-02-206   DROVE-LICENSE REVOKED AS HABITUAL
042-04-120 2 DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS

| 118173 | MARTIN   JACINTO | PREL |

018-04-410   THEFT BY RECEIPT

9:00 A.M.

| 119083 | MICHAEL R MOYLE | PREL |

8-C4-410   THEFT BY RECEIPT

10:00 A.M.

| 18938 | ERIC   M WAGNER | PREL |

012-22-412   POSS W INTENT TO DISP DANG DRUGS

| 19350 | PETE   M VALDEZ | PREL |

8-C4-302   AGGRAVATED ROBBERY

2:00 P.M.

| 117519 | DAVID   WATERS | PREL |

018-04-401   THEFT

| 19339 | LLOYD   ALLEN | PREL |

018-C4-203   BURGLARY 2ND DEGREE

2:30 P.M.

| 119120 | ROBERT S RUYBALID | PREL |

8-04-203   BURGLARY 2ND DEGREE
8-04-401   THEFT

3:00 P.M.

| 118140 | GAIL   CLAYBORNE | PREL |

8-C5-103   FORGERY 2ND DEGREE
8-04-401   THEFT

AUGUST   24,1977

* * * ROOM 186 F   JUDGE JAMES URSO   * * *

9:00 A.M.

112851   WILBUR   A   HARRIS   JTRL
2-C4-120 2   DRIVING UNDER INFLUENCE-ALCOHOL CG   TUFFIELD JR   75 8
042-04-610   VIOLATION EMERGING FROM ALLEY,DRIVE

112940   JOHN   E   WALKER   JTRL
018-03-204   ASSAULT 3RD DEGREE   BAKER   71 83
                                               KNAPP   67 17

112941   JOSEPHIN F   ASBEERY   JTRL
8-03-204   ASSAULT 3RD DEGREE   BAKER   71 83
                                               KNAPP   67 17

AUGUST   24,1977

* * * ROOM 200   JUDGE EDWARD A. SIMONS * * *

10:30 A.M.

109914   CHARLES R   COOPER   PREL
018-C4-401   THEFT

2:00 P.M.

118930   LAWRENCE T   FRIEZE   PREL
8-C5-102   FORGERY 1ST DEGREE (2 COUNTS)

119085   DAVID   E   DAVIS   PREL
8-C4-203   BURGLARY 2ND DEGREE

2:30 P.M.

19084   KURT   P   FORD   PREL
018-04-203   BURGLARY 2ND DEGREE
8-04-401   THEFT
8-02-201   CRIMINAL CONSPIRACY

119346   DANIEL   R   JOHNSON   PREL
8-02-101   CRIMINAL ATTEMPT
018-C2-2C1   CRIMINAL CONSPIRACY

3:00 P.M.

119340   EDWARD   T   RODRIQUEZ   ET AL.   PREL
8-C4-502   CRIMINAL TRESPASS 1ST DEGREE
8-04-502   CRIMINAL TRESPASS 1ST DEGREE

AUGUST 25,1977

* * * ROOM 100 E   JUDGE THEODORE CHRYSLER * * *

9:00 A.M.

107429   PAUL   G BITELA   JTRL
042-C2-130   DRIVING LIC. DENIED,REVOKED,SUSP.   BALLARD   74 44
042-04-120 2 DRIVING UNDER INFLUENCE-ALCOHOL DG
042-04-505   RED LIGHT VIOLATION

111488   ANTONIO R ARCHULETTA   JTRL
042-02-130   DUD   VASQUEZ   71 11
042-04-120 2 DRIVING UNDER INFLUENCE-ALCOHOL DG
042-04-505   RED LIGHT

14184   AD   PEOPLES   JTRL
018-12-103   POSSESSION OF A DEFACED FIREAR   MUELLER   76 20
                                                 JARAMILLO   71 55
                                                 GREER   75 9

115355   JOSEPH   L MOSES   JTRL
042-04-120 2 DRIVING UNDER INFLUENCE-ALCOHOL DRU   RODRIGUEZ   76 12
042-04-120 4 CARELESS DRIVING   MC CLURE   75 10
                                                 WALSH   72 38

16618   JOHN   H HALL   JTRL
042-04-120 2 DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS RODRIGUEZ   76 12
042-04-901   DRIVING ON WRONG SIDE OF ROAD

AUGUST 25,1977

* * * ROOM 150 R   JUDGE ANTHONY F. GRECO * * *

8:30 A.M.

18837   WILLIE   L DANIELS   PREL
042-02-206   DROVE-LICENSE REVOKED AS HABITUAL
042-04-120 2 DRIVING UNDER INFLUENCE-ALCOHOL/DRUGS
042-04-120 2 4 D.U.I.- 2ND OFFENSE IN 5 YEARS

19121   WILLIAM   L BALANGA   PREL
018-C4-401   THEFT

10:00 A.M.

19054   LARRY   V FERNANDEZ   PREL
018-C3-203   ASSAULT 2ND DEGREE
018-03-203   ASSAULT 2ND DEGREE
018-C3-203   ASSAULT 2ND DEGREE

2:00 P.M.

19126   VICKIE   ZECK   PREL
018-04-202   BURGLARY 1ST DEGREE
018-04-401   THEFT
018-C2-201   CRIMINAL CONSPIRACY

119335   DERRICK L GRIFFIE   ET AL.   PREL
018-C4-203   BURGLARY 2ND DEGREE
018-C4-401   THEFT
018-04-410   THEFT BY RECEIPT
018-C2-201   CRIMINAL CONSPIRACY
018-04-203   BURGLARY 2ND DEGREE
              * * * ADDITIONAL VIOLATIONS * * *

AUGUST   25,1977

* * * ROOM 186 F   JUDGE JAMES URSO   * * *
9:00 A.M.

115769   CHARLES E MONIGAN   JTRL
042-C4-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU   LUPFER   72 71
042-04-120 4   CARELESS DRIVING
042-C4-907   FAILURE TO STAY IN SINGLE LANE

116707   LEWIS   M HARRISON   JTRL
042-02-130   DRIVING-EXPIRED SUSPEND DENIED REVC   CARNAHAN   70 134
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU

117432   SUSAN   D CHAVEZ   JTRL
042-04-120 2   DRIVING UNDER INFLUENCE-ALCOHOL DRU   SCOTT   73 59
042-C4-901   DRIVING ON WRONG SIDE CF ROAD   RODRIGUEZ   76 12
042-04-120 4   CARELESS DRIVING

AUGUST   25,1977

* * * ROOM 200   JUDGE EDWARD A. SIMONS   * * *
10:30 A.M.

119130   FRED   K HENDERSON   PREL
018-05-103   FORGERY 2ND DEGREE

2:00 P.M.

118876   JOHN   T BIRDSALL   PREL
018-C4-501   CRIMINAL MISCHIEF (2 COUNTS)

118932   TIMOTHY W MCCONVILLE   PREL
018-04-203   BURGLARY 2ND DEGREE
018-04-203   BURGLARY 2ND DEGREE
018-04-401   THEFT
018-04-401   THEFT

2:30 P.M.

111691   FLORENCE   LOPEZ   PREL
0C-C4-401   THEFT

111692   FLORENCE   LOPEZ   PREL
026-C2-130   FRAUDULENTLY OBT PUB ASSISTANCE

119290   ROBERT   L WILLIAMS   PREL
018-12-108   POSSES WEAPNS - PREV OFFENDER

3:00 P.M.

117285   JOHN   LARKIN   PREL
2-22-322   SALE NARCOTIC DRUGS
2-22-322   SALE NARCOTIC DRUGS

AUGUST   26,1977

* * * ROOM 1CO E   JUDGE THEODORE CHRYSLER * * *

2:30 P.M.

117093   JUAN   R HOLGUIN   PREL
18-C3-204   ASSAULT 3RD DEGREE

AUGUST   26,1977

* * * ROOM 1C7   JUDGE GEORGE MANERBINC * * *

8:30 A.M.

19047   RUBEN   L KNIGHT   PREL
18-C3-106   VEHICULAR HOMICIDE

AUGLST   26,1977

* * * RCOM 166.F   JLDGE JAMES URSC   * * *

10:30 A.M.

14854	DCNALD R LUCERO		CTRL
042-C2-130	DUC		
042-C2-101	NO OPERATORS LICENSE	TREIDEL	73 55
042-03-101	NC COLD REGISTRATION IN PCSSESSICN		
042-04-603	FAIL TO YIELD AT STCP CR YIELD SIGN		

11:00 A.M.

14566	BEN GAYTON		CTRL
042-02-101	NO OPERATORS LICENSE	GILLESPIE	71 16
042-04-140 4	F.G.R.I.-UNATTENDED VEHICLE	DEWITT	70 59
042-04-140 6	FAILURE TO REPORT ACCIDENT	MCNTANIC	72 108
042-C4-120 4	CARELESS DRIVING	KCGER	72 53

AUGLST   26,1977

* * * ROOM 200   JLCGE EDWARC A. SIMCNS * * *

10:30 A.M.

19342	RANDALL L LARSEN	PREL
018-C4-2C3	BURGLARY 2ND DEGREE	

2:00 P.M.

118142	CELESTEN CLARK ET AL.	PREL
018-C4-401	THEFT	
018-02-201	CRIMINAL CONSPIRACY	
018-C4-401	THEFT	
018-02-201	CRIMINAL CONSPIRACY	

19337	RICHARD W SWANSON	PREL
018-C4-203	BURGLARY 2ND DEGREE	
018-C4-401	THEFT	
018-04-410	THEFT BY RECEIPT	

2:30 P.M.

18873	DOUGLAS R LOSSNER	PREL
018-C4-2C3	BURGLARY 2ND DEGREE	

119164	ALAN C HOLMES	PREL
018-C4-203	BURGLARY 2ND DEGREE	

END

END