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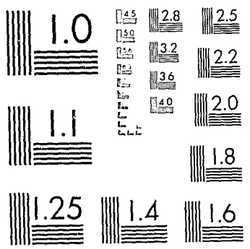

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North Central Regional Office

WISCONSIN RECORDKEEPING PROJECT

FINAL REPORT

November, 1982

U.S. Department of Justice
National Institute of Justice

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Over one hundred people played a role in helping to design, analyze, develop or implement the model system. The project Advisory Committee and Forms Committee made a valuable contribution to the project through detailed review of the documentation and attendance at several lengthy design meetings. The project team consisted of National Center for State Courts staff members and members of the Wisconsin judicial system.

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EXECUTIVE SUMMARY

Final Report for The Wisconsin Recordkeeping Project

Recognizing the importance of court records and their relationship to the delivery of judicial services, the Director of State Courts Office sponsored this project which called for a comprehensive study of the records management practices in Wisconsin courts and the design and test of a recordkeeping system that could potentially be implemented statewide. The primary goal of the project was to develop a model recordkeeping system consistent with the needs and constraints of the Wisconsin court environment. This goal has essentially been met in the model system, which includes general standards for recordkeeping in the Wisconsin courts, case processing procedures for eleven different court case types, selected forms to support the model system, a comprehensive one-write accounting system and records retention and disposition schedules.

The National Center for State Court's proposal drew attention to two major reasons why good recordkeeping procedures are critical to the efficient operation of the courts. First, court personnel depend on timely and accurate case information in the daily delivery of judicial services. Second, the resources of personnel, equipment, supplies, and

space associated with the process represent one of the largest single costs of operating the courts. Although these factors have been recognized for some time in Wisconsin, comprehensive improvements to antiquated recordkeeping systems have not been forthcoming. Attempts at improvements have addressed specific areas of concern in a limited manner.

The problems of coordinating statewide improvements in recordkeeping systems are understandable since the Wisconsin Supreme Court did not assume full constitutional responsibility for administration of courts until the passage of a constitutional amendment in the late 1970's. Shortly thereafter the court system underwent significant organizational change which included merging the two-level trial court into a single level circuit court system. This merging of the trial courts had a number of effects on court recordkeeping practices and procedures. The Director of State Court's Office did not have the resources, either in staff, funds, or available preparation time to coordinate the details of the uniform implementation of the court merger. Many counties changed their docketing and case numbering system to conform to the uniform standards developed by the Clerks of Court Association and coordinated by the WCIS staff. However, other changes to recordkeeping procedures necessitated by the merger were implemented independently in each county. This has resulted in a perpetuation of non-uniform forms and practices.

As a result of this 18-month model recordkeeping system design and testing study, the National Center for State Courts offers the following eight major recommendations for the further development and maintenance of improved and uniform recordkeeping practices and procedures to further enhance the delivery of judicial services to the citizens of Wisconsin.

RECOMMENDATION 1: Wisconsin circuit courts should implement uniform records management and case processing procedures in all case types. These uniform procedures should include the general standards and case processing procedures developed as a part of the Wisconsin model recordkeeping system.

The general standards address twenty separate topics related to court recordkeeping and records management. The general standards were derived from current practices that were observed in Wisconsin courts and successful practices from various courts throughout the country. Some of the innovations included in the general standards were derived from the consensus of the project team as each phase of the court recordkeeping responsibility was analyzed.

Case processing procedures for civil, small claims, family, paternity, criminal, traffic, forfeitures, estate, guardianships, adoptions, and civil committment are generally consistent with the general standards and with each other. The individual case processing procedures address unique aspects of each different case type. For instance, the procedure concerning the processing of traffic records addresses the high volume of traffic cases and the fact that the associated

recordkeeping systems normally represent the largest single workload activity in the clerk of courts' office. Therefore, the processing procedure for traffic cases attempts to streamline the recordkeeping requirements for the vast majority of traffic cases, so that more attention can be paid to the small percentage of cases which need it.

In recent years, the Wisconsin Clerks of Court Association has voted to adopt a uniform minute form, a uniform case numbering system, and a uniform court record card, which replaces the bulky docket books. The registers in probate have made similar efforts. Although many counties now use the new methods, the systems were not uniformly implemented. The content of court records and minutes was not addressed in most cases. The model system has attempted to carry these efforts several steps forward.

Also, the methods of filing cases and the types of case jackets vary from county to county. The different systems for storing active and inactive records are not always consistent with good records management principles. The model system's general standards address the construction and content of case files, the proper use of group files, the content of the court record card, the purpose, content and maintenance of court index systems, and the storage of active and inactive records.

RECOMMENDATION 2: Wisconsin state courts should implement the comprehensive model one-write accounting system developed as a part of this project unless they already have automated accounting systems in place.

The study conducted as a part of this project confirmed that, in the area of bookkeeping and fund accounting, no attempt had been made to coordinate or standardize procedures and practices. Even the amount of fees charged often varied from county to county depending on the interpretation of ambiguous statutes. During the course of this project an independent effort succeeded in passing legislation to implement a new law relating to revising court-related fees and costs. Therefore, significant progress was made by the State of Wisconsin in that area. In many counties, however, the antiquated methods of controlling cash received and dispersed by the courts do not conform to good bookkeeping practices. In some instances this has left courts vunerable to loss of funds through fraud or accident. Very few counties use cash registers, bookkeeping machines or automated data processing to assist in the accounting process. To address these needs, the comprehensive one-write accounting system was developed as a part of this project. Although changes are needed as a result of the testing and evaluation of the system and the new law relating to fees and costs, the system of uniformity has been endorsed by the Bureau of Municipal Audit. Many of the clerks who have been exposed to the new system have commented favorably on the numerous time-saving features which are built into the system.

Recommendation 3: Wisconsin circuit courts should have a set of standard forms which are designed to take advantage of cost-effective modern business forms design techniques and which are designed to allow early and continuous case monitoring and accurate, simple reporting to the Wisconsin Court Information System.

A limited number of forms were designed and produced to support the model recordkeeping system and were provided to the four pilot test counties. The forms are included in a forms manual. The court forms standardization effort needs to go much further and be a continuing effort due to the importance of forms for the documentation and communication of information as an integral part of the courts business.

Previous attempts at statewide uniformity of forms were undertaken by the forms committees of various boards of judges. The numerous legal forms used in processing probate cases were standardized as a result of the work of such a committee of the board of probate judges. Although this and similar efforts produced some worthwhile results, no statewide forms management program was instituted to formalize the process of updating and revising forms, or designing new forms and replacing obsolete ones. As laws changed, the changes to the forms were implemented by local initiative. Lacking any direction to the contrary, court personnel often continued to use obsolete, redundant or inefficient forms.

Other experience in the development of uniform forms occurred in the area of juvenile court when, in 1978, the Forms Committee of the Juvenile Court Judges undertook to revise all

forms used in the processing of juvenile court cases. At the completion of this project, the state accepted and mandated 17 of over 50 forms designed during the project. In a project related to this one concerning juvenile case processing, some review was made of the effectiveness of the juvenile court forms. They seem to have been well accepted throughout the juvenile court system and have had some effect on improving clerical efficiency and streamlining the information flow. The development project demonstrated many of the difficulties involved in forms standardization.

RECOMMENDATION 4: A coordinated effort between the Director of State Courts Office and the Wisconsin Historical Society should continue in an effort to formalize the records and retention disposition guidelines and schedules suggested in this report. The coordinated effort between the courts and the Historical Society should also result in court standards for microfilming to maximize the cost-effectiveness of applying this technology to the long-term preservation of certain court information.

Prior to this project the problems related to record retention and destruction were never directly addressed in Wisconsin. At one time a committee of Wisconsin court officials was appointed to deal with the issue, but no substantive results materialized. Clerks of court and judges have dealt with the records problem in a variety of ways. Because of severe storage and space limitation, some courts are destroying case files immediately after the entry of final judgment and microfilming. Other counties are microfilming and then continuing to maintain the paper records for the statutorily-required ten year period. Some records are being destroyed after five or ten years without microfilming, and

others are being maintained indefinitely, regardless of microfilming practices.

The records retention problem stems from ambiguous or non-existent court rules and statutes on the subject. No comprehensive interpretation of the statutes has ever been formalized. The records retention and disposition portion of this project, along with the coordination made with the Wisconsin State Historical Society, is a start towards developing comprehensive retention schedules, but the momentum must be continued by the concerted effort of the Director of State Courts Office.

In the area of microfilming it is evident that standards and procedural guidelines need to be more firmly established and adopted by the counties which have microfilming programs. During the site visits associated with this project, numerous microfilming practices were observed which indicated that the counties were not getting the maximum value from the dollars being spent for their programs.

RECOMMENDATION 5: The responsibility to provide for the development and maintenance of the uniform records keeping procedures, accounting systems, forms program, records retention and disposition schedules and microfilming standards (as indicated in Recommendations 1,2, 3, and 4 above) should be placed with the Director of State Courts pursuant to Supreme Court Rule 70.34.

The rule simply states "the Director of State Courts shall develop uniform rules for trial court administration. Each chief judge may adopt additional local rules not in conflict with the uniform judicial administrative rules."

It is the opinion of the National Center for State Courts that the Director of State Courts is the only logical office to assume responsibility for furtherance of the model system. If efforts to implement the model system's major recordkeeping reforms are fragmented, the efforts will be doomed and Wisconsin will not realize the full benefit of the uniformity and standardization possible under this system.

The project team has characterized the model system as a "living" document. As is the case with other living things, the model system will require nurturing to survive and grow.

A note of caution should be mentioned here. The model system represents change--very significant change in some courts. Due to the natural human resistance to change, significant managerial skill will be required to implement the model system successfully in many counties.

The National Center feels that the leadership of the Director of State Courts Office has been accepted well during this project, since so many individuals and groups were involved in the model system design. If the same basic philosophy of involvement and communication persists, future implementation efforts should be successful.

RECOMMENDATION 6: To assist the Director of State Courts Office in developing the standards and guidelines called for in Recommendation 5 above, a standing records management committee should be created to guide the further development and updating of the model record keeping system. A subordinate committee on forms should also be developed to continue the forms development effort.

The records management committee should meet at least annually and consist of the following membership:

- Two judges designated by the chief judges
- Two clerks of court designated by the Clerks of Court Association
- One representative designated by the Director of State Courts
- One representative of the State Historical Society
- One representative of the Judicial Conference, Juvenile Section
- Two representatives of the Registers in Probate Association
- One qualified records manager (certified records manager preferred)

Specific recommended duties of the committee will be as follows:

1. Advise Supreme Court on matters pertaining to records retention and disposal and make recommendations on when records should be deemed obselete and useless under the provisions of Section 59.715(20)c.
2. Recommend any statutory or rule changes to records management, retention and destruction.
3. Establish standards, procedures and techniques for effective management of records and further enhance the model records management system attached to this report.

4. Designate papers or documents that do not have long-term retention value for each case type to augment the recommendation of model recordkeeping system general standard on case files.
5. Develop standards to insure the proper and efficient utilization of microfilm services in accordance with general standard #17, Inactive Record Storage.

The make-up of the recommended forms committee should include:

- One forms coordinator from the office of the Director of State Courts
- Two representatives designated by the Clerks of Court Association
- One representative designated by the Registers in Probate Association
- One judge designated by the chief judges
- One WCIS staff member
- One district court administrator

The abolition of several court forms committees which are presently in operation is not recommended, but each specialized committee should be carefully reviewed and efforts coordinated and, where practical, merged with the forms committee being recommended to further the goals of the model recordkeeping system. The agenda for the forms committee should initially be to develop the essential forms which were identified as needing revision but could not be dealt with in this project.

RECOMMENDATION 7: The Director of State Courts Office should coordinate the effort to make certain statutory and rules changes needed to enable circuit courts to adopt cost effective and efficient records management practices.

The specific statutes identified as needing revision are elaborated on in a later section of the final report. Previously there has been no mechanism for establishing a statewide consensus in the court community as to what needs to be done legislatively or through court rule. Antiquated statutes still in effect often impede the adoption of modern recordkeeping methods. Although there is probably little or no legislative interest in retaining these laws, they remain a problem because of the lack of any initiative or change from the judicial community.

Given the developing role of the Director of State Courts Office and district chief judges, the administrative structure is now in place to achieve a consensus on needed changes. During the life of the project some progress was made in changing some of the old laws and applying a realistic interpretation to others. In the future, through the efforts of the Director of State Courts Office, the Advisory Committee, and the chief judges, it is highly probable that all of the statutory barriers to improved records management can be dismantled.

RECOMMENDATION 8: The Director of State Courts Office should take an active role in monitoring and assisting counties which are in the process of developing automated recordkeeping systems and word processing applications.

As a logical consequence of this model manual recordkeeping system, more and more courts will be looking at technology to help them meet the rapidly increasing case load and clerical workload. Automated applications are logical because once the model manual system has been implemented, some courts for the first time will have defined and documented all the steps involved in their case processing; this is the preliminary kind of systems analysis required for effective applications of modern technology. Several counties have independently implemented improvements through the application of modern technology. It would appear that a coordinated effort from the state level would have long-range and far-reaching benefits to the Wisconsin court system.

WISCONSIN COURTS MODEL RECORDKEEPING

FINAL REPORT

Introduction

This part of the final report of the Wisconsin Model Recordkeeping System includes the following sections:

- Section I outlines a brief history of the 18-month project;
- Section II discusses the result of the project evaluation in pilot counties;
- Section III treats aspects of implementation with the model system statewide;
- Section IV lists statutory revisions which were identified during the project and are needed to enable Wisconsin courts to keep effective and efficient records.

I. BACKGROUND AND HISTORY OF THE PROJECT

In March of 1981 the North Central Regional Office, National Center for State Courts, was awarded a contract to conduct a comprehensive court recordkeeping study in Wisconsin. The goals of the project were to study the current court recordkeeping practices, design a model recordkeeping system, and then test and evaluate that system in selected pilot counties. The project RFP and proposal recognized the importance of a good court recordkeeping system and the fact that the information which court records contain must furnish timely and accurate data to support the daily operations of the judicial system. Also, it was recognized that the resources devoted to recordkeeping (personnel, equipment, supplies and space requirements) represent one of the largest single costs of operating the courts. Never before was it possible, in Wisconsin, to conduct an in-depth study relating to comprehensive improvements to the antiquated recordkeeping systems which were prevalent in the state's courts. Previous attempts at improvements only addressed specific areas of concern in a limited way.

The following historical overview of the project will briefly outline the activities which were performed to accomplish each of the major tasks listed in the project proposal. More detailed and ongoing documentation of project activities has been documented in seventeen monthly progress

reports which were furnished to the Deputy Director of State Courts for Court Operations during the life of the project.

TASK 1 Project start-up and review of existing statutes/ documentation.

Initial phases of project start-up included developing a detailed work plan, allocating task assignments to project staff and estimating time allocations and target dates for the project. Early in the project it was determined that insufficient lead time for implementation and testing the four pilot sites was available; therefore, a two-month extension was approved by the project director.

The initial meeting with the advisory committee in May of 1981 resulted in the tentative selection of ten counties in which to conduct the project site visits. Four of these counties were designated as pilot testing counties for the model system.

The National Center conducted a comprehensive review of all statutes and rules relating to recordkeeping requirements for the Wisconsin courts. This review had a double focus: one concerned the construction and content of required court records and the other related to record retention requirements. Much of the information revealed during this review was later used in developing the proposed model retention schedules, recordkeeping general standards and the case processing procedures. Another research activity examined

previous studies relating to recordkeeping in Wisconsin courts. This activity started prior to the awarding of the project for the development of the National Center's proposal. Coordination of the Director of State Courts Office, particularly the Wisconsin Court Information System started early in the project so that the needs of the Supreme Court and Chief Judges could be taken into consideration throughout the project.

TASK 2: Examine existing record systems

In preparation for the on-site data collection activities, a comprehensive data collection methodology was developed by the National Center. The methodology consisted of a seven-part notebook broken down into sections which addressed each of the areas in which information needed to be collected. The data collection included sections on overview information on the conduct of the site visits, interview guides, facilities and equipment, records review, records inventory, procedural flows and document (forms) analysis. Some seventeen forms were developed or adapted for the Wisconsin project methodology. After the methodology was tested in Pierce County and reviewed with project consultants and team members, the actual site visits in the ten counties commenced.

The first site visit was conducted in Racine County. All team members were present and training of the project team continued throughout this initial site visit. Other site

visits continued over the next three months. The operations of the clerks and registers in probate were reviewed and documented by the project team in all ten counties. In the four counties designated as pilot test counties, comprehensive records inventories were also conducted and furnished to those counties for future use. The pilot counties were Racine, Fond du Lac, La Crosse, and Lincoln. The other counties, referred to as verification sites, were Adams, Douglas, Kenosha, Manitowoc, Marathon, and Oconto.

TASK 3: Prepare records management recommendations

Each site visit was documented with a brief description of the case processing procedures and records management practices of the county. After an analysis of specific recordkeeping problems, technical assistance reports were prepared to incorporate recommendations on recordkeeping practices that could be changed for more efficiency or that should be changed to prepare the county for implementation of the model system. The goal of the technical assistance reports was to share with the county the collective expertise of the project team so that adjustments could be made which would not conflict with the model system, already in the design stage.

Meetings were held between project team members and the site visit counties to review the technical assistance recommendations and clarify any questions they might have regarding them.

At the second advisory committee meeting the major recommendations contained in the technical assistance report were reviewed. The consistent themes that were addressed in the technical assistance recommendations concerned the filing system equipment, filing systems components (file folders, out folders and file supports), indexing systems, redundant recordkeeping practices (which were felt to be unnecessary even under current statutes), and microfilming programs (procedures and quality control). In Marathon County, a special technical assistance report was developed to make recommendations on office layout and space utilization. The clerk of courts in Marathon County had recently acquired additional space and was interested in consolidating functions previously located in other parts of the courthouse. The clerk desired to utilize the space in the best possible manner to accomplish the mission of the clerk's office.

Positive feedback was received by the project team on the content and effect of the technical assistance recommendations. There was no requirement for any formal documentation of the effect of the technical assistance recommendations, although that would have been an idea worth considering.

TASK 4: Develop model records system

The development of the model system involved several phases. The initial phase included the conceptual design which involved defining the parts of the system--general standards,

case processing procedures, retention schedules, forms and the accounting system. The second phase included drafting the components of each part of the model system. All team members were assigned tasks and participated in initial drafting of the model system components. Approximately six design meetings of the project team, including two major telephone conference meetings, were held to design the system. During the design and drafting activites, the team contacted various experts in particular case processing areas, e.g., a judge to comment on legal requirements and ramifications and representatives from state agencies, including the Department of Transportation and the Department of Revenue. Some of these "outside" experts were invited to design meetings.

Recordkeeping practices and procedures generally applicable to all case types are contained in the general standards. There are twenty separate topics addressed in the general standards. Many of the topics relate directly to the case processing procedures but are consolidated in the general standards to save needless repetition in each of the eleven case processing procedures. Other general standards address recordkeeping equipment, forms design standards and microfilming. The actual topics addressed in the general standards were the result of the anaylsis of on site data collection, the experience of the project team members and many lengthy discussions during the design meetings on the needs of Wisconsin courts.

A separate case processing procedure was developed for each of the eleven identifiable case types including civil, small claims, family, paternity, criminal, traffic, and forfeitures; and four case types in the probate area, including estates, guardianship, adoption, and civil commitment. Each procedure incorporates the features of the particular case type addressed. The overall design, however, recognized a strong relationship between the phases of case processing for all case types from initiation through final disposition. Special requirements for each case type were identified and documented under the appropriate procedure. The traffic case processing procedure was designed in a similar format to criminal processing and later it was completely revised to greatly simplify and streamline the recordkeeping requirements for this high volume case processing area.

Numerous forms were identified as being important to court case processing; however, only a limited number of critical forms could be developed to support the model system testing due to limited project resources. Nevertheless, two categories of forms were developed. One group was considered mandatory for implementation of the model system testing by the pilot counties. These forms were printed and furnished to those counties through project resources. The other group of forms, although important, were considered optional for the pilot site testing. These forms were designed and typeset but their purchase was left to the discretion of the pilot testing counties.

The fourth major component of the model system was the records retention and disposition schedule. A comprehensive record retention and disposition schedule was developed based on current statutory guidelines and restrictions for records retention in Wisconsin courts. The schedule addressed the administrative, legal, and fiscal value of records. Further discussions need to be held with the Wisconsin Historical Society to address the historical or archival value of some of the records series identified.

The final major component of the model recordkeeping system is a comprehensive one-write accounting system. This manual accounting system ties all the accounting functions of the clerk's office together into a single system. The accounting system takes advantage of the efficiency designed into a one-write system. Receipting, journalizing and documenting individual account ledgers can be accomplished in a single entry. This saves the transposition to various documents up to three times which occurs in the traditional court accounting systems. The other major advantage of the model accounting system is that an ongoing financial picture of the clerk's office can be obtained on a continuing basis. This enables the clerk to develop cash management and investment strategies for the funds under his or her control. Through the use of accounting system supporting forms, monthly reporting to the county and the state should also be streamlined and simplified.

The work that went into the designing, revising, and finalizing these five components of the model system cannot be overemphasized. The project team and the advisory committee worked diligently for several months in the various phases of developing this model system. Return visits to the pilot sites were made to review the components of the model system and solicit comments from the staff members who were going to be involved in the implementation and testing of the system.

The model system was later reviewed with the advisory commitee and the project forms committee. Both committees approved the detailed design of the model system and the forms which had been developed to support the model system.

Another forum was made available to the project team to review the model system. The Wisconsin Office of Judicial Education invited the project team to present the model system to the Clerk's Institute. After an overview of the model system, small working groups were assembled to review various aspects of the system. Highly enthusiastic response was given to the model system by the clerks attending the institute and several good points were brought up which suggested minor revisions to the system.

TASK 5: Prepare for model record system field test

Preparation for pilot testing included contacts with pilot site staff to determine their equipment needs, filing systems supply needs, and forms quantities for the test period. The individual counties then ordered their own needed equipment and

supplies and the project team coordinated the printing order for the forms. During this phase of the project,pilot site training was developed and training sessions were planned. Team orientation for the training included each team member reviewing the general standards. A matrix was developed to emphasize which general standards were related to each case processing area. Team members were also required to review the case processing procedures for those areas that they were not intimately involved in previously. The training schedule was developed and tasks assigned to the team members. A pre-training session in Racine resulted in further refinements to the training plan.

Also during this phase of the project the evaluation design was initiated. It was determined that the evaluation would consist of a subjective evaluation, an objective evaluation, evaluation of the forms, and an ongoing documentation of problems and their solutions by the district court administrators involved with the respective pilot test sites.

Portions of the evaluation were written by each of the team members after the overall format was determined. Another aspect of the evaluation concerned a review of system documentation by the project consultants. Their comments and observations were later evaluated and some minor revisions were made, particularly to the general standards. National Center Headquarters staff also reviewed the subjective evaluation instrument and made recommendations to improve the formating of the evaluation consistent with scientific survey techniques.

TASK 6: Implement, monitor and evaluate pilot tests

The pilot site implementation was preceded by on-site training in each of the four pilot counties. Team members conducted workshops to review the model system documentation for the general standards, case processing procedures and accounting. At this time feedback from the pilot site staff members resolved many of the questions which were caused by the changes in operating procedures necessitated by the model system.

Implementation of the testing started in June of 1982. Problems associated with implementation included forms manufacturing problems which needed to be adjusted and supplies and equipment for the pilot sites not being delivered on a timely basis to allow for a smooth implementation. There were also some delays encountered in implementing the accounting system because the preparatory work of converting old accounts had not been anticipated. Finally by July 1st, most of the testing implementation had been initiated and the team members continued to monitor each county to try to resolve problems as they arose.

Approximately half way through the testing period evaluation instruments were distributed to the counties and district administrators. In late September 1982, an evaluation meeting was held to enable the project team and pilot county

clerks, registers in probate and staff members to discuss the evaluation results. The evaluation is discussed in detail in the next section of this report.

II. MODEL SYSTEM EVALUATION

A. Evaluation Summary

The evaluation process was an attempt to measure the effect of and reaction to the model recordkeeping system in four pilot test counties. It was also felt that a detailed evaluation process would yield further refinements or enhancements to the model system.

As can be seen in the evaluation analysis which follows, some portions of the evaluation resulted in useful information and other parts did not, either because they were too ambitious or the needed information was not available to the pilot counties. As an overall analysis of the evaluation, the following points are pertinent:

- No major changes in components or key elements of the model system design are needed based on the evaluation results. (The exception to this is the accounting system where some needed changes were identified in the testing period and other changes were necessitated by the new bill on these fines and costs.)
- Prior knowledge of positive support for the model system by certain individuals was consistent with the evaluation.

- Where there were negative feelings about components of the model system or reluctance to change, these feelings were also consistently expressed in the evaluation.
- Strong local management leadership was the key factor leading to full and objective testing of the model system.

The model system evaluation was divided into four distinct components. A subjective evaluation sought to elicit the opinions and feelings of pilot site staff members on key elements of the model system in each case type and the accounting system. An objective evaluation tried to compare system costs between the new and old systems. A forms evaluation elicited specific comments on the forms which were designed to support the model system. The final aspect of the evaluation consisted of a request to pilot county district court administrators to document problems which arose during the testing period and the solutions or adjustments which were worked out to resolve the problem.

The subjective evaluation yielded the most fruitful results. This will be seen from the analysis below. The objective evaluation was either premature, too detailed, or requested information that was not available to the pilot county clerks and district court administrators. The forms evaluation resulted in some good comments and observations on the forms

which will be useful when they are redesigned in the future. Relatively little information on problem areas was documented on a ongoing basis by the district court administrators in the testing period. Most of the problems were worked out internally or over the phone with various project team members. Each of the district court administrators involved in the implementation testing did work closely throughout the testing period with their respective clerk of courts and staff members. This ingredient was essential to the testing process.

1. Subjective Evaluation Analysis

The purpose of the subjective evaluation was to assess the opinions and feelings of the people working with the model system and evaluate the workability of various components of this system. The subjective evaluation was sent to each pilot county. Instructions were for the staff member most closely associated with the specific case processing area to complete the evaluation form. Separate forms were developed for each of the eleven case types and accounting procedure. The subjective evaulation was divided into two parts. Section A was an evaluation of the written procedures and Section B was a comparison of key components of the model system with the old recordkeeping and case processing systems.

The purpose of assessing the general usefulness of the model system written procedures was to determine if the pilot county staff members generally perceived them to be complete, useful for training purposes, and easy to understand.

Graph I (Appendix A) shows that satisfaction with the written procedures was well above satisfactory in all case types. (The bar graphs show the percentage of respondents who chose either of the two most positive responses, out of five available choices.) The percentage of positive responses ranged from 66% to 100% in the various case types. The average of all responses was 77% positive.

A higher level of satisfaction might have been achieved but, in the evaluator's opinion, some misconceptions arose on the part of test county staff members who were familiar only with the case processing procedure for their own case type, and not with the general standards. Some individuals did not understand the significance of the general standards, some of which are applicable to all case types but were not repeated in each case type's written procedures. As a result of this, a paragraph was added to the introduction of each case type's written procedure, stressing the importance of the general standards.

Comments were made by some respondents that particular procedures did not apply to their county. Subjective evaluation questionnaire comments can be found in Appendix B, which consolidates the responses and comments for each case type.

The basic principles and components of the model system apply to all counties, but will need amplification

to document specific staff and inter-agency relationships (environmental factors) to make the model system more workable in each implementing county.

In the evaluator's opinion no substantial change should be made based on the evaluation of the written procedures at this time. Four case types were at a 66% level of satisfaction with the written procedures and these include small claims, traffic, non-traffic forfeiture and guardianship. Some difficulties arose in two pilot counties in introducing small claims, traffic and non-traffic model system procedures. The questionnaire responses from these counties in these case-type areas brought the overall average level of satisfaction down.

The second part of the subjective evaluation questionnaire attempted to make a direct comparison between model system key element areas and procedures used under the old system. The purpose of this part of the evaluation was to determine if model system features were perceived as being faster, easier, or more efficient than the same tasks under the old system of operation.

Six questions were identical on the questionnaires for all eleven case types. Graph 2 (Appendix A) shows the results when respondents were asked if they preferred the model system procedures or their former procedures, for six different activities of case processing.

In these six key element areas the general consensus was favorable towards the model system as being easier, faster to accomplish case initiation, index creation, case monitoring, preparation and distribution of notices, and keeping more orderly and easy-to-find case files.

In the first area, opening new case files, the model system was favored over the old system on the questionnaire. Only 14% said both systems were equal. It is the evaluator's opinion some confusion existed initially in the test counties concerning the case initiation procedures. Some pilot county staff members commented favorably on the fact that case initiation procedures were fully documented for the first time.

Comments of the respondents are interesting in this area and amplify the enthusiasm and some of the concerns of the test county staff members. (See Appendix B, individual questionnaire comments.)

In the second area, creation of the index, the model system moved exclusively to card index systems and away from index books. The responses indicate a favorable attitude toward this change, but yet 30% said that both systems were equal. This can be explained by two factors. Some counties were already using index cards, and others were content with the existing use of index books and resisted the change. In this case, however, usually such a low case volume exists that it doesn't make much difference in day-to-day manual operations as to what form the index takes. Respondents' comments reveal that some individuals think that index cards are a nuisance.

The traffic procedure was of special interest in index creation because of the annual index created by alphabetic filing of disposed citations under the model system. Acceptance of this approach is in the majority, and one non-test county implemented the traffic system and reports great enthusiasm.

The third area surveyed concerned the ability to track individual cases. Providing the tools for case monitoring through the use of a calendar card was one of the primary key elements of the model system. The subjective responses show overwhelming acceptance of this feature of the model system. Narrative comments of the respondents are mixed but generally very supportive.

There were some opinions expressed that calendar cards may not be as useful in low volume, tightly controlled case types (such as commitment proceedings) as in other types of cases. This may be true, but the evaluator feels the tools should be left in all procedures at this time. In some areas the use of calendar cards was resisted because of calendaring systems which were firmly entrenched. The project team still saw a usefulness for calendar cards in these instances, but failed to secure agreement to a full and objective testing evaluation of the calendar card system.

The fourth area surveyed, notice preparation and distribution; the evaluation disclosed that nearly 70% of the respondents either said this feature was not applicable or they

were already preparing notices in accordance with the model system design. In those instances where the "not applicable" response was chosen, the explanation was that the judge's secretary or some individual other than the clerk's office was the one primarily responsible for the preparation of notices. Where the "both systems equal" response was chosen, it was found that notices were already being prepared and distributed in the courtroom to save time in the office and postage costs.

In the fifth area surveyed it was discovered that most of the respondents liked the model system procedures for filing case papers and found that they were more orderly under the model system procedures.

In the sixth common key element, case file retrieval, the majority of respondents favored the new system over their old system; however, there were over 50% of the responses in the "both systems equal" category. Some of the pilot counties already had filing systems in place which generally conform to the model system, but the 44% favorable response shows that some progress was made under the model system in the pilot counties.

Appendix A, Graph 3, deals with questions designed for features of one of two specific case types. Some impressions can be gained from the data collected in this part of the evaluation, but the information has a much lower probability of accuracy than in the preceding six areas because of the few number of responses in each. In area seven, preparing transcripts from the judgment docket, respondents showed a 100% favorable attitude towards the new judgment lien docket system and the plastic overlay system of preparing transcripts.

In area eight, procedure for processing subsequent garnishment actions in civil and small claims cases, old and new responses were even at 43% each. This can be seen from the subjective questionnaire comments in this area. One county had particular difficulties in adapting the model system procedure because of their physical filing arrangement within the courthouse and the use of word processing.

In area nine, bail and bond processing, which is applicable to the criminal case type, most of the responses were in the "not applicable" or "both systems equal" area, however, 34% responded favorably towards the model system procedure.

In area ten, preparation of appearance calendars for traffic and non traffic forfeiture cases, 60% seemed to favor the model system streamlined procedure of only reflecting on the calendar mandatory appearance cases and non-mandatory appearance cases in which the defendant had not made a deposit by the return date.

In the eleventh element surveyed, preparing notices for non-payment of fine (which is applicable to the traffic and ordinance violation case types), a favorable reaction was evident because of the plastic overlay system used in conjunction with the individual account ledger card to prepare the notices on a timely basis.

In area twelve, opening support account, no useful data was reported because all the responses were divided between "both systems equal" and "not applicable," therefore the favorability

between the old and new systems could not be assessed.

In the thirteenth and final area surveyed, preparation of sentencing forms in criminal, all responses indicated "both systems equal." In the evaluator's opinion, preparation of sentencing forms was not specifically addressed in the model system with a view towards substantial times savings.

In summary, the overall analysis shows support of the model system in the pilot test counties. A few areas of concern for future implementation should be addressed as the model system documentation is reviewed and training programs designed to implement the system.

2. Objective Evaluation Analysis

Only one of the four pilot counties completed an objective evaluation of the model system. Reaction to the objective evaluation questionnaire was not favorable. Opinions were expressed that the information requested was too hard to calculate or not available. The time and cost comparisons between the old and new systems that were requested in the objective evaluation would have been useful if the figures were accurate. However, unreliable information could have been very misleading.

The reason for the low response level on the objective evaluation lies in the fact that the pilot counties were in the

middle of implementation of the model system and did not have the time to make the detailed analysis requested. Also, the pilot counties did not have data on such items as forms costs since most of the forms designed to support the model system were paid for from project funds. Forms costs for testing were inflated because they were ordered in small quantities.

The one objective evaluation which was returned provides some useful information. In certain areas it reinforces the time-savings benefit of certain model system features. These kinds of time savings are consistent with the subjective evaluation.

The one objective evalution is attached as Appendix B, Part 2.

3. Forms Evaluation

The development and administration of an evaluation of the forms designed to support the model recordkeeping system was accomplished by the Director of State Courts Office with overview of the National Center.

It was useful to handle the forms evaluation in this way for several reasons. First of all, Judy Ness was the key person in developing printing specifications and coordinating printing of the forms for the test period in the pilot counties; secondly, the continuation of standardized forms development and modification of the forms already developed will probably center in Judy Ness' office; thirdly, the

Director of State Courts Office will undoubtedly work closely with any forms committee that results from this project, and finally, the kinds of responses that resulted from the forms evaluation were, as anticipated, largely technical problems which will be corrected when forms are reordered.

Forms were the "hands on" nuts and bolts of the record-keeping project. They were the tangible tools with which the clerks worked. From the responses, it appears that all of the forms used during the test period were well-accepted. There were some suggestions to add some information here and there, and there had been some manufacturing problems. (Some multi-part forms were produced with the wrong kind of carbon paper; others were glued so that the plies did not align properly.)

The Director of State Courts Office has all of the forms-critique information and can make adjustments as necessary to support further implementation of the model system and in future forms development.

If forms standardization is continued in Wisconsin courts, the potential savings in forms production costs statewide could be enormous. Other potential benefits include increased clerical efficiency in the preparation and use of forms, improved documentation of court cases and better public image for the courts. All of these factors lead to inevitable productivity improvements in the judicial systems.

4. Documentation of Problem Areas

Project resources were stretched to effect the smoothest possible implementation of testing in the pilot counties. There were however, some environmental factors that should be noted as futher implementation is contemplated in other counties. First of all, since the model system dealt primarily with the recordkeeping and case processing systems, the overall organization of the individual clerk's office was not specifically addressed. In some cases it would have been beneficial to a more thorough and successful implementation of the model system if certain reorganization had occurred prior to implementation. Another factor which was not anticipated (that may have caused some problems in implementation) concerns relationships that had developed over a period of years among staff members. The project team could not determine the effect of these relationships prior to implementation, but it was obvious later that reluctance to change established internal relationships was present.

The activities of the clerk's office also has an effect on outside agencies; the model system addresses some demands on agencies such as law enforcement agencies, family court commissioners, district attorneys and others. Also, the clerk of court's relationship with the county board had a substantial impact on the funding for changes necessitated by implementation of the model system. These outside

relationships should be thoroughly assessed and, where problems are anticipated, strategies for effective local management can be developed.

Another problem that became apparent during the latter stages of training, just prior to implementation of the model system in the pilot counties, was some lack of early participation by key staff members in the development and planning for implementation.

Briefly, the key to successful implementation of the model system can be summed up in five concepts which are: planning, perspective, preparation for the change, participation in what is changing, and practice with the change until it becomes known.

B. Recommendations for Continuing Evaluation Efforts

An evaluation effort should continue when other counties implement the model system. An objective evaluation should be worked out which is not nearly as complex as the objective evaluation which was designed for the model system testing. The subjective evaluation may identify other key components or facets of the model system which should be evaluated and compared with the old system. One can be fairly confident that forms evaluations will always be forthcoming since any complaints users have on forms are the first to be made known.

The main lesson to be learned from the pilot county experience concerns the proper management of change. In those counties where the staff members felt team spirit with the project team and their managers, a smooth and effective test was implemented. Conversely, in those areas where the individual staff members were entrenched in a traditional way of doing things and were at odds with the model system project, this attitude persisted throughout the testing period and was reflected in their individual evaluations of model system components. On the other hand, there were certain individuals who resisted the change initially, but agreed to an objective test and, as a result, enthusiastically endorsed the changes called for by the model system.

No matter how logical or rational the model system is, its success or failure boils down to implementation by individual staff members in the clerk of courts and register in probate offices. The reactions of individuals are unpredictable, but we do know that most individuals associated with the judicial system are very conscientious and want to do a good job. Early involvement of the local managers and district court administrators and each individual staff member is essential. In the model system development, these factors were overlooked in some instances because of the rigors involved in designing the system. Now that the system is designed, future implementation should involve a closer working relationship with the individuals who will be involved in the counties and with the team appointed to assist the county with the transition.

III. MODEL RECORDKEEPING SYSTEM IMPLEMENTATION PLAN

The entire recordkeeping project, through the development and testing of a model system, has been geared toward eventual replication in all counties throughout the state of Wisconsin. The overall long-range goal of the project has been to develop uniform case processing procedures and standardized forms.

In the data collection phase of the study, it was a well-verified assumption that great differences exist among courts throughout the state in the way they accomplish case processing and recordkeeping functions. Even though all courts of the state operate under the same statutes and rules and accomplish basically the same results, there has been relatively little communication between the counties on the means to that end. Some counties evidenced a remarkable degree of innovation in management improvement. In fact, many of the features of the model system were adapted from current practices in Wisconsin courts. Other counties have had all they can do to maintain the status quo; no streamlining or critical analysis has been accomplished in some courts for over 100 years. Typically, in these courts there are redundant and unnecessary recordkeeping practices, accumulations of all records ever created by the court, and poor working conditions for the employees.

But no matter which category a given county fell into, they welcomed the recordkeeping project's analysis of their operations and expressed a desire to learn and a willingness to change. Climate for change in Wisconsin courts is ripe; it is now time to seize the opportunity and make it work for the long term benefit of Wisconsin.

There are several factors which contribute to the eagerness of clerks and court managers to change at this particular time. One, there is increasing fiscal pressure on all branches of government. Two, there is an expression of public awareness that waste and inefficiency in government should be reduced. (Courts receive their fair share of the blame for the inefficiency.) Three, court managers have been exposed to concepts of modern office technology and productivity improvement but don't know how to relate new techniques to their own operations. Four, clerks of court are strongly motivated to do a good job. Five, the process of conducting and testing this project generated a lot of excitement and momentum for change throughout the state.

There is no crystal-clear best approach for the implementation of the model recordkeeping system. There are several options available from highly centralized control by the Director of States Courts Office to a totally decentralized approach in which the documentation is simply made available to all counties and they can make of it what they please. Each of these extremes would no doubt defeat the purpose of the recordkeeping project and no successful results could be anticipated. In exploring the alternative approaches, we have developed a proposal which lies in the middle ground and calls for a teamwork approach between the Director of State Courts Office, district court administrators and the clerks of court and staff of the clerks' offices.

The model system procedures are rather lengthy and detailed but represent a straight-forward common-sense approach to court case processing and records management. The system incorporates many new concepts for recordkeeping in Wisconsin courts which are common in the records management practices of industry and other government agencies. There are however, several features of the system which are unique to courts because of the statutory requirements for certain kinds of records and the nature of the courts business. Even though the system is tailored for Wisconsin courts, there is a certain generic quality about it and it was discovered through the testing in pilot sites that a comprehensive working knowledge of the system was necessary so that appropriate adapations can be made in each county.

The complexity of implementing the model system lies in the need to understand the model system and objectively relate it to current procedures so that necessary changes can be planned effectively. The important variables in each specific county are the size, organization and experience level of the staff, the case load and the relationship between the clerk's office and other agencies. It is important to understand

what elements that relate to the model system are in place already. These would include such things as filing systems and equipment, case monitoring systems, accounting systems, etc.

Implementation Recommendations:

1. Implementation should occur first in other counties in the judicial districts where the system has been tested - this includes 2, 4, 7 and 9.

   The district court administrator should be familiar with the system

   Clerks and staff may be available to help and answer questions.

2. Counties outside of these districts which want to implement the system should be allowed to, as resources permit. They should receive support and assistance from the district court administrator.

   - Support from Director of State Courts coordinator and Forms Office.
   - Should be required to develop and submit plan for task and timing for review and critique by the coordinator.

3. Once district court administrators become familiar and comfortable with the system, they should be encouraged to work with volunteer counties in their districts.

4. The records retention schedule and disposition procedure calls for the development of a Court Records Management Committee to oversee records management issues and accomplish further needed work on the records retention schedules. The committee composition is recommended as follows:

   2 Judges designated by the chief judges

   2 Clerks of court designated by the Clerks of Court Association;

   1 Representative designed by the Director of State Courts

   1 Representative of the State Historical Society;

   1 Representative of the Judicial Conference, Juvenile Section;

   2 Representatives of the Registers in Probates Association

   1 Qualified Records Manager (CRM preferred)

The specific duties of the committee shall be to:

1. Recommend to the Supreme Court when court records should be deemed obsolete and useless under the provisions of section 59.715 (20) (c).

2. Recommend any statutory or rule changes related to records management, retention and destruction.

3. Establish standards, procedures and techniques for effective management of records.

4. Designate papers that do not have long term retention value for each case type.

5. Develop standards to ensure the proper and efficient utilization of microfilming services.

5. An additional recommendation includes establishing a subordinate forms committee to continue the development of standardized forms for the trial courts started in this project.

   A sizeable agenda has already been laid out for a forms committee in developing essential forms which were identified as needing revision but could not be dealt with in the records project.

   The forms committee should include:

   - Director of State Courts forms coordinator
   - 2 Clerks of court
   - 1 Register in probate
   - 1 Judge
   - 1 Wisconsin Court Information System staff member
   - 1 District court administrator

There are presently several court forms committees established. Each of these committees is concerned with a specialized area. Their abolition is not recommended but each specialized committee should be carefully reviewed, efforts coordinated and, where practical, merged with the forms committee being recommended to further the goals of the model system.

6. Model Record Project Implementation Tasks

1. Volunteer counties should make a written request for implementation of the model system to the Director of State Courts through their District Court Admiministrator.

The letter should contain the following information:

- When they would like the study phase to begin - (Implementation should be targeted for 6 months following that date).
- Data about the court operation:
  - Number of judges
  - Number and organization of staff
  - Staff roster with brief current job description of each
  - Case load data for each case type for each of the last two years
  - Rough diagram of the clerks office(s)
- Who, if other than the clerk, should be the primary contact in the county?

2. Upon receipt of the request the Director of State Courts Office, records project coordination should confirm receipt of the letter by phone and explore with the clerk such areas as
   - Availability of funds and financial restraints within the county
   - Who from the county will be able to work closely with the project coordinator on data collection, training and implementation.

3. The specific individuals who will be assisting in the requesting county should be identified and contacted.

Project team leader - initially the team leader should be a member of the Director of State Courts office with a working knowledge of the model system. After proper training and experience, any district court administrator should be able to assume this role.

Team members: 2, 3 or 4 individuals. They can be from the Director of State Courts's office, district court administrators, clerks or staff in implemented counties, staff members from the requesting county.

One of the team members or the team leader should be familiar with the model system accounting procedure.

- The forms coordinator should be advised of the pending implementation.

4. Coordinate the implementation plan with team members and the county.
   - Start date
   - Target dates for interim activities
   - Team member responsibilities
   - Time and cost requirements.

5. Document the implementation plan and team task assignments.

6. Initial meeting on site

Project team
Clerk of courts and key staff
Judges

6.1 Review and discussion of implementation plan and project tasks.

6.2 Walk-through and orientation. Meet other staff and look at records storage areas.

6.3 Identify project goals and existing problem areas.

On-site collection tasks:

Prior to implementation of the model system it is important to collect information on the current practices and make observations of current procedures and working conditions.

The information developed from this study will serve to identify what procedures and equipment are already in place which might parallel components of the model system, and where the main divergences exist. Also, it is hoped that certain technical assistance recommendations will be developed from this study concerning procedures that can easily be changed or eliminated to ease the transition to the model system.

7. Procedural flow for each case type:

The steps involved in processing each case type are documented. This process will serve to identify unnecessary and redundant steps and will also be used to compare present procedures to the model system procedures. This should facilitate the training and implementation process.

- Document-specific recordkeeping characteristics of each case type, e.g., form of index, file, docket, minutes, etc.

- Case tracking and monitoring systems should be noted as well as at what point cases are indexed and retrieved, use of photocopy machines and any other relevant procedures which are observed.

- Amplify use of data processing, word processing, and microfilm--and potential applications for these systems.

  Also review the case-related accounting procedures and forms. Pay particular attention to the volume of transaction in each area, traffic, filing fees, support accounts, etc, for use later in ordering supplies and implementing the model one write accounting system.

8. Collect and review forms currently used in each case type.

   This task will identify which forms will be replaced by model systems forms or which forms might be eliminated altogether.

9. Evaluation of filing equipment and supplies.

   This survey will help to identify what equipment and supplies currently on hand can be used in the model system and what new equipment and supplies will need to be ordered. See Appendix C for equipment and supply lists developed to support the model system.

10. Facility evaluation

    In this task the current office and storage areas will be diagrammed. The diagrams will be useful for analysis of working conditions, work flow analysis and an overview of the proximity of various staff number to each other, office equipment and files. Use later as recommendations for changes.

11. Court records review

    - Assess case load data and trends. Use later for forms and file system supply order.

    - Annual volume of records in each case type - new filing inches needed each year. Use later for filing equipment order.

    - Average size (thickness) of files.

    - Microfilm program analysis

12. Records inventory

    The inventory should comprehensively assess the records holdings of each site, determine the volume of active and inactive records by type and location in the court, and assess their age and condition. The working sketch completed prior to undertaking the inventory will help because the room numbers and equipment reference numbers will be used on the inventory. For each piece of filing equipment in each office or records storage area record the type of records (criminal case file, civil docket book) inclusive of case numbers--001-325, timespan covered--March 1966-October 1966, format--folded, files--flat files, postbound book; condition of the records--good, fair, poor; and an explanatory note for unusual observations, such as records in extremely poor condition. The inventory should be organized by record series to correspond to the model system records retention schedule. Later the inventory can be used to apply the retention schedule to the current records holdings, and to identify inactive records so they can be removed from office areas, etc.

13. Prepare technical assistance report to address those areas which could be changed to ease the model system implementation process.

- Elimination of unneeded or redundant records.
- Streamlining filing and case processing practices.
- Microfilm program recommendations.

14. Plan a session to talk through the technical assistance recommendations and possible staff reorganization.

15. Implementation planning

- Develop orders for needed equipment, supplies and forms.
- Develop plan and timetable for training and implementation

16. Coordinate equipment, supply and forms orders with funding source. After approval place orders with vendors.

17. Prepare site for implementation in accordance with technical assistance recommendations.

- Office arrangement
- Active and inactive records storage
- Staff reorganization

18. Training

Training for implementation of the model system will really begin with the first site visit and data collection activities because these tasks are geared towards gathering information for specific application to the model system. By the end of this process most staff members will have some exposure to the key elements of the model system and the rationale behind them.

18.1 The next phase of training is self-study. The model system is too comprehensive to able to be totally taught to court staff members in a classroom setting, so each staff member should be asked to study the general standards for the case processing procedures which apply to their area of responsibility and to review the related model system forms.

During this self-study phase each individual should write down any questions about the model system.

18.2 The next phase of training is formal training conducted by the team. These sessions should be designed to compare and contrast model system procedure and current procedures, develop a comprehensive understanding of the general standards and case processing procedures and walk through the model system procedure and forms.

19. Receive and distribute equipment, supplies and forms.

20. Implementation.
During the first week of implementation team members should be on site for two or three days to assist staff, answer questions and work out problems not previously anticipated.

20.1 Implementation monitoring

Team members should be available by phone for the next 4 to 8 weeks to answer questions and help work out new problems which will inevitably arise.

20.2 Team members should return in 4 to 8 weeks for 1 or 2 days to review the progress of the implementation court and make suggestions as appropriate.

21. After 3 to 6 months an implementation report should be written to document major accomplishments of the model system, the need for modifications and problems encountered or lessons learned which may benefit other counties. This report should be the product of the team, clerk of courts, staff members and the district court administrator.

Initially no short cuts should be made to the implementation procedure outline above. When two counties in each judicial district have implemented the model system and the district court administrators are completely familiar with what is involved, the implementation approach should be reviewed for possible revision. The Director of State Courts Office should retain a central role in coordination and monitoring of implementation but more of the burden should eventually be shifted to the district court administrators and clerks who have previous implementation experience.

IV. RECOMMENDATIONS FOR STATUTE AND RULE CHANGES

One priority concern throughout the recordkeeping project has been to identify needed changes to Wisconsin statutes and rules to enable the courts to streamline and modernize recordkeeping practices and case processing procedures.

The following 22 changes were identified and are offered for appropriate action by the Director of State Courts Office. Only a few changes are anticipated to cause any controversy. The majority of the needed changes address unneeded record-keeping requirements or antiquated forms of recordkeeping, such as "books".

1. Section 59.39(5). This section requires the clerk to keep a duplicate copy of "judgments, orders, or reports in civil actions and proceedings which purport to finally dispose of an action or proceeding..." Our investigation showed that this record is rarely, if ever, used and represents a significant cost to courts to maintain. Our analysis indicates that the statewide cost to maintain the record exceeds $300,000 annually. The original copy of the disposition document should be relied on for future reference.

   We recommend that this provision be repealed.

2. Section 59.39(6). This section requires the clerk to keep a duplicate copy of all information and indictments. As with the record required by § 59.39(5), this record is rarely, if ever, used. Its annual cost to maintain approaches $15,000 statewide.

   We recommend that this statute be repealed.

3. Section 59.39(10). This statute requires the clerk of courts to "File, docket, record and keep such other papers, books and records as are required by law." It is recommended that the reference to "books" be eliminated in this section and in all other statutes that pertain to record keeping. This will allow courts flexibility in determing the form of records.

4. Section 59.395(1). We recommend the deletion of the reference to "books" in this section.

5. Section 59.395(2). We recommend that the phrase "book or books" be deleted and that it be replaced by the word "record".

6. Section 59.395(3). We recommend that the phrase "book or books" be deleted, and that it be replaced by the word "record".

7. Section 59.715(20). This statute proscribes the manner in which court records may be destroyed or transferred to the Historical Society. It currently sets two basic inflexible standards:

- Ten years after disposition or final order, the judge or judges of a circuit court may declare a record obsolete and useless and order it destroyed after offer of title to the Historical Society.
- Ten years after final disposition or order, a record may be microfilmed and ordered destroyed after offer of title to the Historical Society.

Most other non-case-related records have no retention standard specified by statute.

It is our recommendation that this statute be repealed and re-enacted to make it the responsibility of the Supreme Court to establish retention standards for all court records. The requirement that offer of title to the Historical Society be made should be retained, either by statute or court rule. Arbitrary requirements to retain records in paper form for ten years prior to microfilming should be avoided.

8. Section 75.521(4). The word "book" should be deleted and replaced by the word "record".

9. Section 343.10. The responsibility for issuing temporary occupational licenses and maintaining records for temporary

occupational licenses should be shifted entirely to the Department of Transportation. This is almost entirely a ministerial function, requiring an inordinate amount of recordkeeping in the clerk of court offices.

10. Section 345.27(2). This section should be amended to allow the clerk of court or judge to enter judgment immediately in a traffic forfeiture action and transmit the report of conviction to the Department of Transportation, where a signed stipulation and deposit is received, rather than wait until the court appearance date specified in the citation. This will allow for more orderly work flow in the recordkeeping process.

11. Section 345.48(1). This statute should be amended to allow reporting of conviction after appeal by the court to the Department of Transportation within five working days, rather than 48 hours. This will make the reporting requirement consistent with § 345.37(5).

12. New law needed. Provisions in chapter 345 should be created to allow the suspension of driving privileges for any failure to appear in any traffic forfeiture or crime action, regardless of whether the defendant's driver's license is in the court's possession. Such a suspension

would be indefinite, or until the action is disposed, or until bail is posted.

13. Section 753.30(1). The word "books" should be deleted from this section.

14. Section 767.29(1). The word "book" should be deleted from this section.

15. Section 779.80(3)(a). The phrase "provide a suitable, well-bound book" should be deleted and replaced by the phrase, "maintain a record."

16. Section 804.05(7) RULE. This section should be modified to expressly provide for the return of unopened depositions and depositions not entered in evidence to the litigants. Our analysis showed that the majority of depositions are not used in trial proceedings. The purging of these documents would save considerable space.

17. Section 806.10 RULE. This section should be modified to exclude the requirement that occupation, trade, or profession of judgment creditors and debtors be included in the judgment docket. That information is rarely available and its usefulness is minimal.

We would also recommend a provision be added that specified that family judgments not be docketed unless the judgment provides for the recovery of attorneys' fees or a one-time payment of money.

18. Section 809.15 RULE. We recommend that this rule be modifed to require greater participation of attorneys in the compilation of the appellate record. Clerks of court spend an enormous amount of time compiling a record according to Supreme Court requirements, only to have to revise or re-compile that record at the request of counsel. Clerks of court are not law trained and cannot be expected to make decisions regarding the relevant content of an appellate record.

While such a change could have an impact on operations in the appellate courts, the Director of State Courts should attempt to seek a balanced change that would best serve both the trial and appellate courts.

19. Section 851.72(4). This statute, requiring duplicate copies of wills and other documents be made and maintained by the register in probate, should be repealed. Our study showed that these records are rarely, if ever, used and the statewide annual cost to create and maintain them exceeds $135,000.

20. Section 853.09(2). This section should be amended to allow for the immediate microfilming and destruction or return of wills deposited for safekeeping. This procedure would be more space-efficient for the court, more convenient for the depositer, and provide a more secure method of storing the information contained in wills.

21. Section 973.015(1). This section has caused recordkeeping difficulties for the clerks of court because the definition of expungement is not clear, and the actions which are required after an expungement action are interpreted differently by various clerks.

It is recommended that the section be revised to include a clear definition of expungement and specify required actions by the clerk's office and other agencies.

22. Paper size. Rule 809.81 requires that papers filed in the appellate court must be letter size (8 1/2x11"). This rule is in keeping with the trend throughout the country to establish a standard paper size. In Wisconsin the idea has not become prevalant in the trial courts. Reliance has been placed on the authority of the chief judge in each judicial district to promulgate a letter size rule under Rule 70.20. In the one district where a letter size rule was attempted, disaster resulted because of resistance from the bar.

Wisconsin should adopt a statewide rule requiring the use of letter size paper in the trial courts. The savings that can be realized from a single paper size standard are considerable. Filing equipment and supplies are approximately 20% less for letter size. Photocopy costs and the costs associated with microfilming can also be reduced considerably.

There are many other cost and space efficiency considerations in the paper-size issue, but one of the most compelling arguments is the productivity gains that can be realized through a letter size standard. The fact that the federal courts will require letter size paper after January 1, 1983, and approximately 20 states now have letter size rules for their trial courts, indicate that the time is ripe for Wisconsin to deal head-on with issue and move towards the adoption of the modern paper size standard.

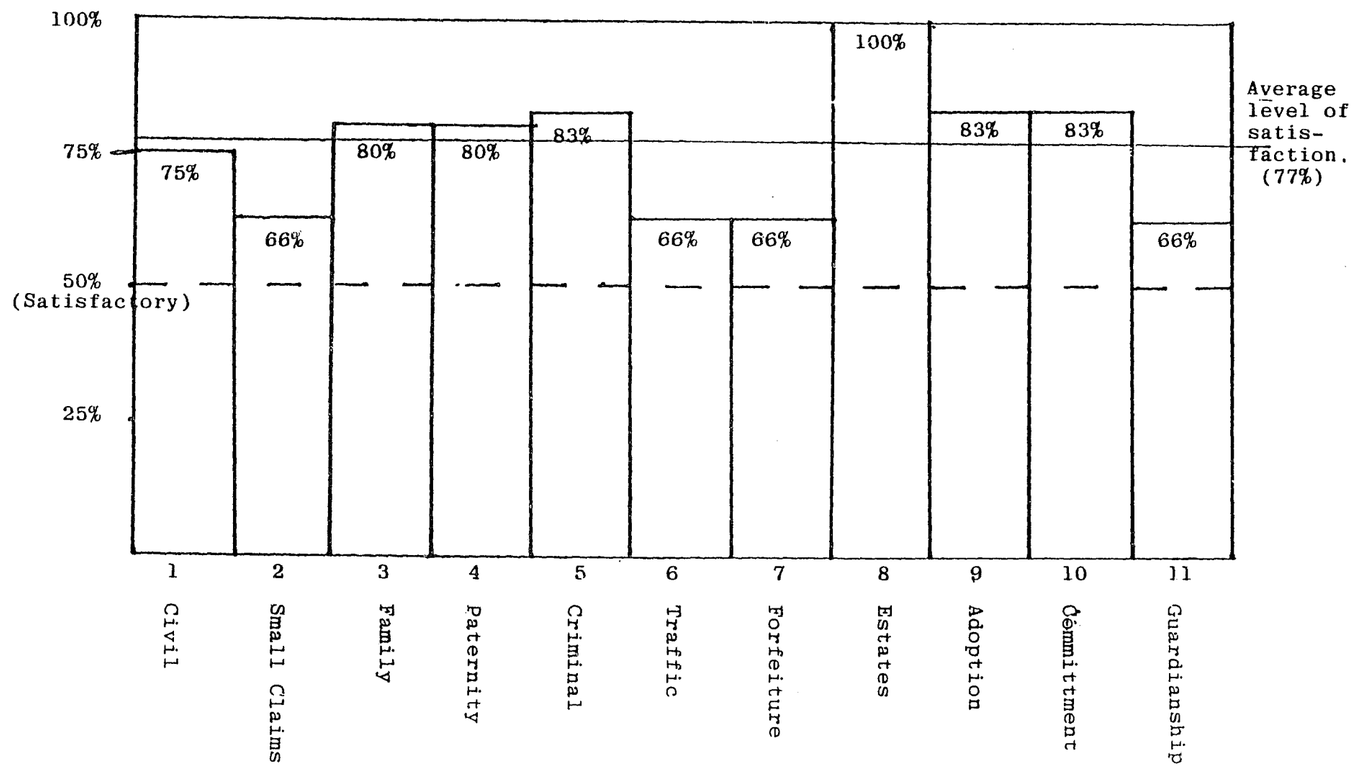
APPENDIX A: Analysis of Subjective Evaluation Responses

A. Subjective Evaluation of Written Procedures

APPENDIX A

Graph 1

Analysis of top two categories - Level of satisfaction with written procedures.

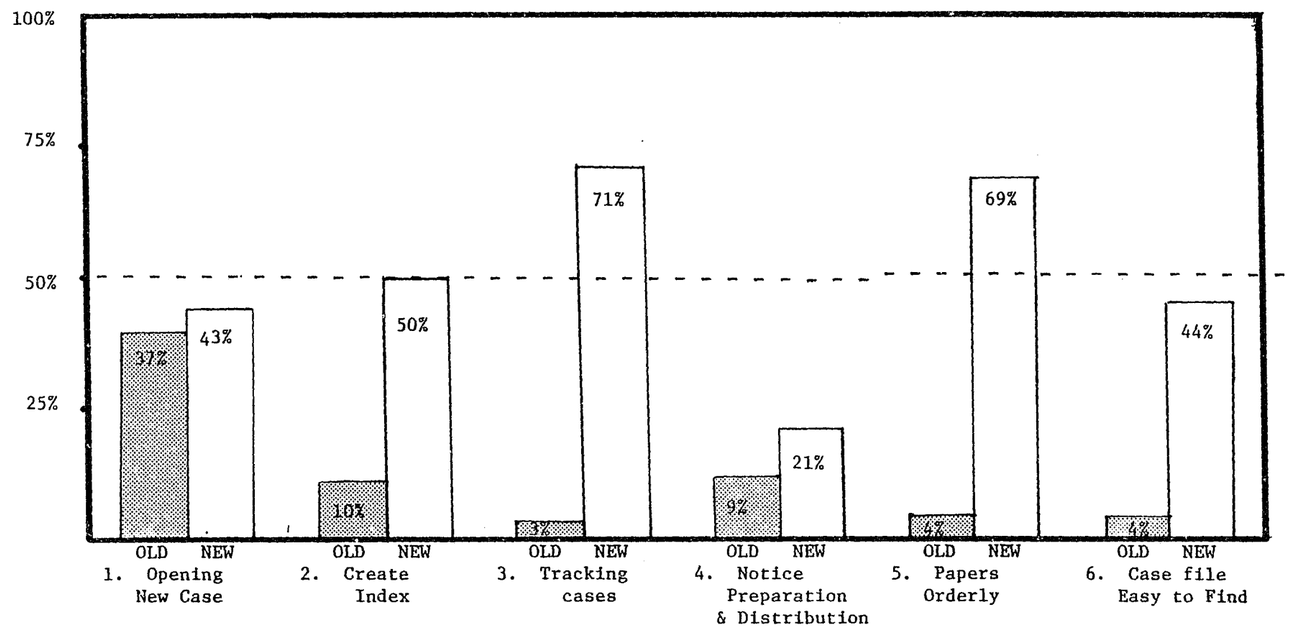


APPENDIX A

Graph 2

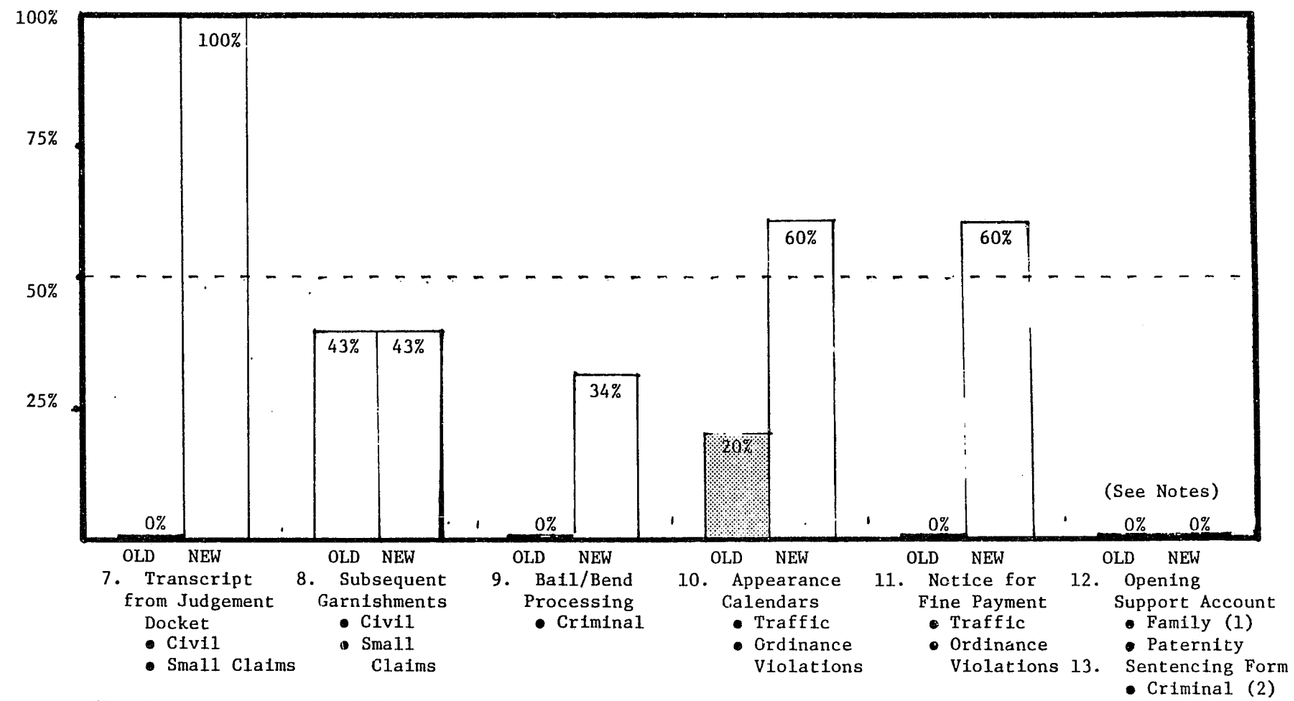
B. COMPARISON OF MODEL SYSTEM WITH OLD SYSTEM IN SELECTED KEY ELEMENT AREAS

These areas applicable to all case processing procedures.



OLD = Percentage of Responses--choice 1 & 2
NEW = Percentage of Responses--choice 4 & 5
NOTE: Responses of both systems equal, don't know and not applicable were not counted for this analysis.

B. (Continued) Comparison of Model System with Old System in Elements Applicable to Specific Case Types as Indicated.



(1) Responses were divided between both systems equal and not applicable.

(2) All responses indicated both systems equal.

WISCONSIN RECORDKEEPING PROJECT MODEL SYSTEM
CONSOLIDATED RESPONSES TO CASE PROCESSING PROCEDURES EVALUATION

(SEE GRAPH 1)

A. General Usefulness of the Written Procedures

Total number of responses for each choice, followed by the percentage.

									Total No. of Responses
1. How well do the model system written procedures cover all the basic records processing steps involved in civil cases?	Doesn't cover many steps		Covers some steps		Covers all steps				
	1	2	3	4	5				
			5	12	12				29
			18%	41%	41%				
2. Do you think that the model system written procedures will help in training new employees?	Will help a lot		Will be of some help		Will be of little help				
	1	2	3	4	5				
	15	4	10						29
	52%	14%	34%						
3. Are the model system procedures clearly written and easy to understand?	Very Clear		Moderately clear		Unclear				
	1	2	3	4	5				
	14	12	4						30
	47%	40%	13%						

(SEE GRAPH 2)

B. Comparison of the Model System with the Old System

1. Under which system will it take less time to open a new case?	Not * Applicable (N/A)		Don't Know (D/N)	Old System		Both Systems Equal		New System	
	N/A		D/N	1	2	3	4	5	
		2		5	6	4	1	12	30
		6%		17%	20%	14%	3%	40%	

* N/A and D/N combined.

WISCONSIN RECORDKEEPING PROJECT MODEL SYSTEM CONSOLIDATED RESPONSES TO CASE PROCESSING PROCEDURES EVALUATION

		N/A	D/N	1	2	3	4	5	
2. Under which system is it easier to create the index?		3 10%		3 10%		9 30%	3 10%	11 40%	27
3. Under which system is it easier to keep track of the progress of individual cases?		2 7%		2	1 37%	5 19%	4 15%	15 56%	27
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?		18 55%		3 9%		5 15%	3 9%	4 12%	33
5. Under which system are case papers more orderly and easier to find?		3 10%		1 4%		5 17%	4 14%	16 55%	29
6. Under which system are case files easier to find?		6 22%		1	2 1 4%	3 8 30%	4 2 7%	5 10 37%	27
(SEE GRAPH 3)									
7. Under which system is it faster to prepare transcripts from judgment and executions?	o Civil o Small Claims	N/A	D/N	1	2	3	4 1 14%	5 6 86%	7
8. Under which system is it faster to open a subsequent garnishment action?	o Civil o Small Claims	N/A	D/N	1 3 43%	2	3 1 14%	4	5 3 43%	7
9. Under which system is it faster to open a process bail and bond?	o Criminal	N/A	D/N	1	2	3 2 66%	4 1 34%	5	4
10. Under which system is it faster to prepare appearance calendars?	o Traffic o Forfeiture (Non-Tr)	N/A 1 20%	D/N	1 1 20%	2	3	4 1 20%	5 2 40%	5

11. Under which system is it faster to prepare timely notices on non-payment of fines?	o Traffic o Forfeiture (Non-Tr)	N/A	1 20%	D/N	1	2	3 1 20%	4	5 3 60%	5
12. Under which system is it faster to open a support account?	o Family o Paternity	N/A	2 50%	D/N	1	2	3 2 50%	4	5	4
13. Under which system is it faster to prepare sentencing forms?	o Criminal	N/A		D/N	1	2	3 4 100%	4	5	4

APPENDIX B: Part 1: Case-type consolidated responses and comments, subjective evaluation

Part 2: Objective evaluation

CIVIL

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM CIVIL CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 4 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	1	2	3	4	5
1. How well do the model system written procedures cover all the basic records processing steps involved in civil cases? ☐ Comments (reverse side or an attached page)	Doesn't cover many steps		Covers some steps (1)	(1)	Covers all steps (2)
2. Do you think that the model system written procedures will help in training new employees? ☐ Comments (reverse side or an attached page)	Will help a lot (3)		Will be of some help (1)		Will be of little help
3. Are the model system procedures clearly written and easy to understand? ☐ Comments (reverse side or an attached page)	Very Clear (3)		Moderately clear (1)		Unclear

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case? ☐ Comments (reverse side or an attached page)	N/A	D/N	1	2	3 (1)	4	5 (3)
2. Under which system is it easier to create the index? ☐ Comments (reverse side or an attached page)	N/A	D/N	1 (1)	2	3 (1)	4	5 (2)
3. Under which system is it easier to keep track of the progress of individual cases? ☐ Comments (reverse side or an attached page)	N/A	D/N	1	2	3 (1)	4	5 (3)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances? ☐ Comments (reverse side or an attached page)	N/A (2)	D/N	1	2	3	4 (1)	5 (1)

Model System Case Processing Procedures Evaluation

CIVIL - 2

County: _____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to prepare transcripts from judgment and executions?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)						(1)	(3)
6. Under which system is it faster to open a subsequent garnishment action?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(1)		(1)		(2)
7. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(3)
8. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)				(1)			(3)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM SMALL CLAIMS CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 3 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

1. How well do the model system written procedures cover all the basic records processing steps involved in small claims cases?	Doesn't cover many steps 1	2	Covers some steps 3	4	Covers all steps 5
☐ Comments (reverse side or an attached page)			(1)	(2)	
2. Do you think that the model system written procedures will help in training new employees?	Will help a lot 1	2	Will be of some help 3	4	Will be of little help 5
☐ Comments (reverse side or an attached page)	(2)		(1)		
3. Are the model system procedures clearly written and easy to understand?	Very Clear 1	2	Moderately clear 3	4	Unclear 5
☐ Comments (reverse side or an attached page)	(1)	(1)	(1)		

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(1)			(1)	(1)
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(1)		(1)		(1)
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)							(3)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)		(1)			(1)	

Model System Case Processing Procedures Evaluation

SMALL CLAIMS - 2

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to prepare transcripts from judgment and executions?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)							(3)
6. Under which system is it faster to open a subsequent garnishment action?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(2)				(1)
7. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(2)		(3)
8. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)	(1)	(1)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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FAMILY

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM FAMILY CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 2 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	Doesn't cover many steps		Covers some steps		Covers all steps
	1	2	3	4	5
1. How well do the model system written procedures cover all the basic records processing steps involved in family cases?				(1)	(1)
☐ Comments (reverse side or an attached page)					
	Will help a lot		Will be of some help		Will be of little help
	1	2	3	4	5
2. Do you think that the model system written procedures will help in training new employees?			(1)		
☐ Comments (reverse side or an attached page)					
	Very Clear		Moderately clear		Unclear
	1	2	3	4	5
3. Are the model system procedures clearly written and easy to understand?	(1)	(1)			
☐ Comments (reverse side or an attached page)					

B. Comparison of the Model System with the Old System	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)				(1)			(1)
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)						(1)	(1)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)						

Model System Case Processing Procedures Evaluation

FAMILY - 2

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to open a support account?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		
6. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
7. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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CONTINUED

1 OF 3

PATERNITY

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM PATERNITY CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the responsse on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or ann attached page for your comments.

Evaluator: 2 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	1	2	3	4	5
1. How well do the model system written procedures cover all the basic records processing steps involved in paternity cases?	Doesn't cover many steps		Covers some steps		Covers all steps
☐ Comments (reverse side or an attached page)				(1)	
2. Do you think that the model system written procedures will help in training new employees?	Will help a lot		Will be of some help		Will be of little help
☐ Comments (reverse side or an attached page)	(1)		(1)		
3. Are the model system procedures clearly written and easy to understand?	Very Clear		Moderately clear		Unclear
☐ Comments (reverse side or an attached page)	(1)	(1)			

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)				(1)			(1)
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)						

Model System Case Processing Procedures Evaluation

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to open a support account?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		
6. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)						(1)	(1)
7. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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CRIMINAL

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM CRIMINAL CASE PROCESSING PROCEDURES EVALUATION
(Criminal Traffic, Misdemeanor, and Felony)

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 4 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	1	2	3	4	5
	Doesn't cover many steps		Covers some steps		Covers all steps
1. How well do the model system written procedures cover all the basic records processing steps involved in criminal cases?			(1)	(2)	(1)
☐ Comments (reverse side or an attached page)					
	Will help a lot		Will be of some help		Will be of little help
2. Do you think that the model system written procedures will help in training new employees?	(1)	(2)	(1)		
☐ Comments (reverse side or an attached page)					
	Very Clear		Moderately clear		Unclear
3. Are the model system procedures clearly written and easy to understand?	(2)	(2)			
☐ Comments (reverse side or an attached page)					

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System 1	2	Both Systems Equal 3	4	New System 5
1. Under which system will it take less time to open a new case?	N/A	D/N		(1)	(1)		(2)
☐ Comments (reverse side or an attached page)							
2. Under which system is it easier to create the index?	N/A	D/N					(4)
☐ Comments (reverse side or an attached page)							
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N			(1)	(1)	(2)
☐ Comments (reverse side or an attached page)							
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N					
☐ Comments (reverse side or an attached page)		(1)			(2)		(1)

Model System Case Processing Procedures Evaluation

CRIMINAL - 2

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to prepare sentencing forms?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(4)		
6. Under which system is it faster to process bail and bond?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)		(1)			(2)	(1)	
7. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)	(1)	(2)
8. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(2)		(2)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM TRAFFIC (Forfeiture) CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 3 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	Doesn't cover many steps 1	2	Covers some steps 3	4	Covers all steps 5
1. How well do the model system written procedures cover all the basic records processing steps involved in traffic cases?					
☐ Comments (reverse side or an attached page)			(1)		(2)
	Will help a lot 1	2	Will be of some help 3	4	Will be of little help 5
2. Do you think that the model system written procedures will help in training new employees?					
☐ Comments (reverse side or an attached page)	(1)	(1)	(1)		
	Very Clear 1	2	Moderately clear 3	4	Unclear 5
3. Are the model system procedures clearly written and easy to understand?					
☐ Comments (reverse side or an attached page)	(1)	(1)	(1)		

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System 1	2	Both Systems Equal 3	4	New System 5
1. Under which system will it take less time to open a new case?	N/A	D/N					
☐ Comments (reverse side or an attached page)				(1)			(2)
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(1)			(1)	(1)
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(1)			(1)	(1)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)		(1)		(1)		

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to prepare appearance calendars?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)		(1)				(1)
6. Under which system is it faster to prepare timely notices on non-payment of fines?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
7. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)			(1)			(1)	(1)
8. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(2)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM NON-TRAFFIC ORDINANCE VIOLATION CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 3 responses County: Consolidated Date:

A. General Usefulness of the Written Procedures

	1	2	3	4	5
1. How well do the model system written procedures cover all the basic records processing steps involved in non-traffic forfeiture cases? ☐ Comments (reverse side or an attached page)	Doesn't cover many steps		Covers some steps (1)	(1)	Covers all steps (1)
2. Do you think that the model system written procedures will help in training new employees? ☐ Comments (reverse side or an attached page)	Will help a lot (1)	(1)	Will be of some help (1)		Will be of little help
3. Are the model system procedures clearly written and easy to understand? ☐ Comments (reverse side or an attached page)	Very Clear (1)	(1)	Moderately clear (1)		Unclear

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case? ☐ Comments (reverse side or an attached page)	N/A	D/N	1 (2)	2	3	4	5 (1)
2. Under which system is it easier to create the index? ☐ Comments (reverse side or an attached page)	N/A (1)	D/N	1	2	3	4 (1)	5 (1)
3. Under which system is it easier to keep track of the progress of individual cases? ☐ Comments (reverse side or an attached page)	N/A	D/N	1	2	3	4 (1)	5 (2)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances? ☐ Comments (reverse side or an attached page)	N/A (1)	D/N	1	2	3 (1)	4	5 (1)

County: _____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system is it faster to prepare timely notices on non-payment of fines?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)						(2)
6. Under which system is it faster to prepare appearance calendars?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)					(1)	(1)
7. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)							(3)
8. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)						(1)	(2)

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM PROBATE (Estates) CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 3 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	1	2	3	4	5
1. How well do the model system written procedures cover all the basic records processing steps involved in estate cases? ☐ Comments (reverse side or an attached page)	Doesn't cover many steps		Covers some steps	(1)	Covers all steps (2)
2. Do you think that the model system written procedures will help in training new employees? ☐ Comments (reverse side or an attached page)	Will help a lot (3)		Will be of some help		Will be of little help
3. Are the model system procedures clearly written and easy to understand? ☐ Comments (reverse side or an attached page)	Very Clear (2)	(1)	Moderately clear		Unclear

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System 1	2	Both Systems Equal 3	4	New System 5
1. Under which system will it take less time to open a new case? ☐ Comments (reverse side or an attached page)	N/A	D/N	(1)	(1)	(1)		
2. Under which system is it easier to create the index? ☐ Comments (reverse side or an attached page)	N/A	D/N			(3)		
3. Under which system is it easier to keep track of the progress of individual cases? ☐ Comments (reverse side or an attached page)	N/A	D/N			(1)	(1)	(1)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances? ☐ Comments (reverse side or an attached page)	N/A (2)	D/N			(1)		

County: _____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		(1)
6. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)				(1)		

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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ADOPTION

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM ADOPTION CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 2 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	1	2	3	4	5
1. How well do the model system written procedures cover all the basic records processing steps involved in adoption cases?	Doesn't cover many steps		Covers some steps		Covers all steps
☐ Comments (reverse side or an attached page)				(1)	(1)
2. Do you think that the model system written procedures will help in training new employees?	Will help a lot		Will be of some help		Will be of little help
☐ Comments (reverse side or an attached page)	(1)		(1)		
3. Are the model system procedures clearly written and easy to understand?	Very Clear		Moderately clear		Unclear
☐ Comments (reverse side or an attached page)	(1)	(1)			

B. Comparison of the Model System with the Old System	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)						(1)	(1)
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)					(1)		(1)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)						

County: _____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)						(1)
6. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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COMMITMENT

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM CIVIL COMMITMENT CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 2 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

1. How well do the model system written procedures cover all the basic records processing steps involved in civil commitment cases?	Doesn't cover many steps 1	2	Covers some steps 3	4	Covers all steps 5
☐ Comments (reverse side or an attached page)				(1)	(1)
2. Do you think that the model system written procedures will help in training new employees?	Will help a lot 1	2	Will be of some help 3	4	Will be of little help 5
☐ Comments (reverse side or an attached page)	(1)		(1)		
3. Are the model system procedures clearly written and easy to understand?	Very Clear 1	2	Moderately clear 3	4	Unclear 5
☐ Comments (reverse side or an attached page)	(1)	(1)			

B. Comparison of the Model System with the Old System	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)		(1)				
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)			(1)			
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)						

Model System Case Processing Procedures Evaluation

COMMITMENT - 2

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		
6. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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GUARDIANSHIP

WISCONSIN RECORDKEEPING PROJECT
MODEL SYSTEM GUARDIANSHIP CASE PROCESSING PROCEDURES EVALUATION

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system procedures and forms. All clerk's staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the model system and will be provided to other counties which are interested in adopting the model system. Please answer candidly and completely. Circle the response on the 1-5 scale which best expresses your opinion. For additional comments, please check the box under the question. Use the reverse side or an attached page for your comments.

Evaluator: 2 responses County: Consolidated Date: _____

A. General Usefulness of the Written Procedures

	Doesn't cover many steps 1	2	Covers some steps 3	4	Covers all steps 5
1. How well do the model system written procedures cover all the basic records processing steps involved in guardianship cases?			(1)	(1)	
☐ Comments (reverse side or an attached page)					
2. Do you think that the model system written procedures will help in training new employees?	Will help a lot 1 (1)	2	Will be of some help 3 (1)	4	Will be of little help 5
☐ Comments (reverse side or an attached page)					
3. Are the model system procedures clearly written and easy to understand?	Very Clear 1	2 (2)	Moderately clear 3	4	Unclear 5
☐ Comments (reverse side or an attached page)					

B. Comparison of the Model System with the Old System

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
1. Under which system will it take less time to open a new case?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)			(1)			
2. Under which system is it easier to create the index?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)				(1)		
3. Under which system is it easier to keep track of the progress of individual cases?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)						(1)
4. Under which system is it faster to prepare and distribute notices of scheduled appearances?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)						

Model System Case Processing Procedures Evaluation

GUARDIANSHIP - 2

County:_____

	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New System
5. Under which system are case papers more orderly and easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(1)					(1)	
6. Under which system are case files easier to find?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or an attached page)	(2)						

Have any features of the model system made your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page.)

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Do any features of the model system cause you unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page.)

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EVALUATION OF MODEL SYSTEM ACCOUNTING PROCEDURES

INSTRUCTIONS: The purpose of this questionnaire is to find out your opinion of the model system accounting procedures and forms. Accounting staff working in the four model system test counties are being asked to complete this evaluation form. Your responses will be used to modify the system and will be provided to other counties which are interested in adopting it. Please answer candidly and completely. If you wish to make additional comments, please check the box which appears under each question and use the reverse side or an attached page.

2 responses

Consolidated

A. General Usefulness of the Written Procedures	Doesn't Cover Many Steps		Covers Some Steps		Covers All Steps
	1	2	3	4	5
1. How well do the model system written procedures cover all the basic steps involved in accounting for money received by the clerk's office?			(1)	(1)	
☐ Comments (reverse side or attached page)					
	Will Help Alot		Will be of Some Help		Will be of Little Help
	1	2	3	4	5
2. Do you think the model system written procedures will help in training new employees?			(2)		
☐ Comments (reverse side or attached page)					
	Very Clear		Moderately Clear		Unclear
	1	2	3	4	5
3. Are the model system procedures clearly written and easy to understand?			(1)		(1)
☐ Comments (reverse side or attached page)					

Comparison of the Model System with the Old System	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New One-write System
1. Under which system will it take less time to post journal entries?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)					(1)		(1)
2. Under which system are there fewer numbers of accounting books and records?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)			(1)		(1)		
3. Under which system is it easier to keep track of "Time To Pay" accounts?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)					(1)	(1)	

Comparison of the Model System with the Old System	Not Applicable (N/A)	Don't Know (D/N)	Old System		Both Systems Equal		New One write System
4. Under which system is it faster to prepa- and distribute notices of delinquent payments?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)	(1)		(1)				
5. Under which system are there fewer transcription errors? Note: A transcription error is any error made in original writing or transferring of information from one place to another.	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)					(1)	(1)	
6. Under which system are accounting records (journals, ledgers, account balances, bank balances, etc.) up to date sooner?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)						(1)	(1)
7. Under which system is it faster and easier to prepare the monthly revenue reports?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)							(2)
8. Under which system is it faster and easier to prepare the monthly AFDC report?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)	(1)				(1)		
9. Under which system is it easier to reconcile journals at the end of the month?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)					(1)	(1)	
10. Under which system is it easier to keep track of trust accounts and find information on individual accounts?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)					(2)		
11. Under which system is it easier to keep track of minor settlement accounts, update interest on them and keep up to date complete accounting information on all monies held by the clerk's office?	N/A	D/N	1	2	3	4	5
☐ Comments (reverse side or attached page)		(1)			(1)		

Comparison of the Model System with the Old System

12. Please comment on the time savings which you have experienced with the model accounting system feature of immediate distribution of non-manditory appearance traffic and forfeiture payments. (If more space is needed, use the reverse side or an attached page)

13. Please comment on the model accounting system procedure for removing closed special account ledger cards from the active account card file and whether or not it makes it easier to locate information on individual accounts and under the old accounting system. (If more space is needed, use the reverse side or an attached page)

14. Please comment on the usefullness of the trial balance worksheet prescribed under the model accounting system. Is it easy to complete, does it ensure that the books balance at the end of the month and does it make it easier to prepare the monthly report(s)? (If more space is needed, use the reverse side or an attached page)

15. Which features of the model accounting system, if any, have done the most to make your work more efficient or easier? Which are they? How do they help? (If more space is needed, use the reverse side or an attached page)

16. Do any features of the model accounting system cause you any unnecessary work or hinder your work in any way? Which are they? Describe these problems. (If more space is needed, use the reverse side or an attached page)

CIVIL

Have any features of the model system made your work more efficient or easier?

- I like all the features of the model system, with two exceptions: the calendar cards and the index cards. These two exceptions are not too much of an inconvenience.
- Overlays for transcripts and executions.
- Both civil deputy clerks have indicated the calendar cards have made their work easier.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- The calendar card system has not been in use in county because of a lack of time, mostly due to vacations during the summer which cuts into the time available. Also there is a lot rescheduling, and therefore the system would be continually updated. The files are pulled according to the daily court calendar, not according to the calendar card.
- None.
- The carbon is bad on the calendar cards (Note: civil calendar cards are produced by a local printer, part of a form unique to , not provided as part of the model system.). Using the calendar cards does not eliminate the case log or the calendar book. It is easier to look at the calendar book to determine how crowded the day is than to take all the calendar cards out for the day.

COMMENTS:

A-1 How well do the model system written procedures cover all the basic records processing steps involved in civil cases?

Because of the word processing machine, some of the steps in the manual are not necessary.

B-2 Under which system is it easier to create the index?

I preferred the double-index cards, because looking up defendant's cards were easier. People automatically look at the upper left hand corner for the defendant's name.

B-3 Under which system is it easier to keep track of the progress of individual cases

Keeping a record of the hearing dates scheduled on the docket pages is an excellent idea. Eliminates getting the file to answer a question on when or if a hearing date has been scheduled, and is also helpful for office use.

We really haven't been able to use the calendar cards effectively due to the fact we have only been using the new system since June 1.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

N/A. The judge's secretary prepares the notices.

Your form is faster only because we do not have to put carbon between copies. We, under the old system, used a uniform printed form for all the courts.

B-6 Under which system is it faster to open a subsequent garnishment action?
Court records are not accessible to the person initiating the case. We have to go to the index card to determine if it is A, D, or whatever. We have to open a new case and give a new number to all out of county and out of state judgment. as well as all judgments entered prior to 1981. Case files prior to 1981 are microfilmed. The case files are constantly moving from second floor to fourth or seventh floor and back again. Difficult to determine status of any one garnishment. Any cost saving is nominal

Under the new system, we do not have uniformity. Any case older than 1981 has to have a new number, and we make up an index card. We do not have the court records accessible to us for inserting A, B, C, D, so we have to take the time to find the original index card for the action and put A, B, C, etc. on it. In one division of the civil branch, we have the court record cards on the word processing machine and in the other, manual court record cards in that particular court which is located two floors above the area where the actions are initiated. Case files are moved from one area to the other depending on whether they are open or closed. If the balance due on a large claim judgment gets below $1,000.00, the attorney may bring the action in small claims court.
The comments on the difference in processing in the two branches has nothing to do with the model system in itself, and this is recognized by the Clerk of Courts.

B-8 Under which system are case files easier to find?
Systems are equal except it is harder to find case files on garnishments.

SMALL CLAIMS

Have any features of the model system made your work more efficient or easier?

- Creating the index automatically by typing the court record card. Also creating the potential judgment card. This one step saves a great deal of time.
- Plastic overlays for judgment notices, executions and transcripts have also saved an extreme amount of time and they're easy. Reduces typing errors.
- By keeping both pending and closed cases together numerically, you need only know the number and not the case status.
- Docket sheet has made things more efficient but actually more work with index card, judgment card, lien card and docket sheet.
- Most opening steps are completed with the typing of the court record card.
- The index is automatically created by the typing of the court record card.
- Under the old system cases would be pending indefinitely. There really wasn't any way set up to review them.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- The plastic overlays do not fit exactly; therefore makes photocopying take longer than it would have to.
- An additional line must be drawn on the court record card stating total judgment so that the docketing fee may be added in the judgment; this takes additional time. Could be printed.
- Calendar card is not used. There is not enough information on them. Garnishments are more work, using judgment numbers. Overlay for judgments, executions, and transcripts is not lined up properly.
- Page 18 of written instructions. Between 16.6 and 16.7, should not attorney or plaintiff countersign first? Can this not be printed on plastic overlay?
- Page 20, after 19.2, garnishment summons signature should be sealed?

COMMENTS:

A-1 How well do the model system written procedures cover all the basic records processing steps involved in small claims cases?

We deviate from the written procedure in the following: 1) court record card is kept in file until return date. If contested, it is put in portamatic file tray. 2) Only active court record cards are kept in portamatic file tray because of lack of space. We would have to order about eight filing trays @ $200.00 to keep a year's supply of court record cards on hand.

B-1 Under which system will it take less time to open a new case?

Under old system a docket card was not made.

Under the old system we typed a label for the file, which label was part of the docket index card. Under the new system, we don't type the label, but we write the name of the case on the file, at the judge's request. Under the old system, we did not have to type a SC 29 civil case report upon a case being contested, and under the new system, we do.

B-2 Under which system is it easier to create the index?

Old system - indexing was done in book. There was no index card to handle (more time consuming)

B-3 Under which system is it easier to keep track of the progress of individual cases

Having a docket card for every case has made tracking case down easier.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearance?

First appearances for small claims are put on calendar by myself. all other appearances are scheduled by calendar clerks.
(Folders are not being made for every action started.)
After judgment is granted summons is put in numeric order in expanding folder - if garnishment is started- summons is pulled and folder is made.
Dismissed actions are put in numeric order in expanding folder.
I now have docket cards, judgment card file and lien judgment file.

We are not using your notice of scheduled case. It is too large and too much information would have to be on it. Under the old system, we use a 4 x 6 NCR three part form, and it is much quicker and easier to use. We have the alternative for the place of the trials on our form. We schedule small claims trials before three judges. For mailing notices, yours are easier, only because we don't have to put carbon between them.

B-5 Under which system is it faster to prepare transcripts from judgment and executions?

Transcripts and executions of small claims were handled by civil division. The overlay for notice of entry of judgment and executions is not lined up correctly. Otherwise the overlay works fine.

B-6 Under which system is it faster to open a subsequent garnishment action?

Under old system garnishments were easier to start assigning a new number. With new system, judgment file is pulled to keep papers in order.

Under old system, we did not have court record cards or index cards. The file was used to enter the index on the word processing machine. We also had an exact count of the number of filings per year. Under new system, we have to pull the principal action record card and mark whether the garnishment is A, B, C, etc. Any garnishment for an action for the year 1980 or before has a new number and a court record card has to be made. The calendar cards for A, B, C garnishments are constantly moving and the clerk working on these now has the calendar cards for garnishments on her desk for easier accessibility, instead of with the other calendar cards. New numbers have to be given for garnishments on judgments from other counties and states, and for garnishments when record judgments reach below $1,000. Subsequent garnishments on this type very often get new numbers because the attorney does not put the previous garnishment number on his papers, and we do not know that there has been a previous garnishment.

B-7 Under which system are case papers more orderly and easier to find?

Both systems equal as to finding papers.

B-8 Under which system are case files easier to find?

Having a docket sheet for each action started is very helpful. There was never trouble finding a case under old system.

We alredy had color coded files under the old system, but the calendar cards permit us to put all files on the shelves, no matter what step they may be in, and that makes it easier for us to find files.

FAMILY

Have any features of the model system made your work more efficient or easier?

- The court record card system has made it possible for the docketing to be done at the clerk's desk. It also provides timely case information without going to the file. The calendar card forces better case tracking.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- Calendar card updating and filing is very time consuming and hard to keep up with due to the volume of family cases. We want to try having the clerk do them in the courtroom. We're still working on two systems, which is confusing. Not sure whether calendar cards will prove to be worth the effort. (They are definitely not worth the effort for post judgment matters and are not being used for this.)

COMMENTS:

A-2 How well do the model system written procedures cover all the basic records processing steps involved in family cases?

Written procedures will be of some help but working with the system is the best way of learning.

B-1 Under which system will it take less time to open a new case?

The extra time taken in opening new cases under the new system is worthwhile. Time is saved later in case processing.

B-3 Under which system is it easier to keep track of the progress of individual cases?

Calendar cards and court record cards make individual case tracking much easier.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

Judge's secretary prepares notices.

Have not been using the model system notice form. The old multipart notice form prepared and distribution in court works well.

B-5 Under which system is it faster to open a support account?

support system is automated and was not changed to the model system.

B-7 Under which system are case files easier to find?

Model same as old system.

PATERNITY

Have any features of the model system made your work more efficient or easier?

- As in family cases, the court record card has made docketing easier, provides an up to date record and reduces the need to check the case file.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- Updating and using the calendar cards is a problem. This is because of problems coordinating the calendaring function between the D.A.'s office and the family court offices, not actually a problem with the calendar card itself.

COMMENTS:

A-2 How well do the model system written procedures cover all the basic records processing steps involved in paternity cases?

Paternity procedure is very detailed, has many contingencies and agencies such as the district attorney's office are involved in case processing.

B-1 Under which system will it take less time to open a new case?

More time spent opening cases, saves time later.

B-3 Under which system is it easier to keep track of the progress of individual cases?

Because some calendaring is done by the district attorney's office, efficient case tracking has not been achieved under either system. The model system is the base we are using to coordinate with the D.A.'s office and get better control of cases.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

Not using new form.

Judge's secretary prepares notices.

B-5 Under which system is it faster to open a support account?

Automated. Not on new system.

B-7 Under which system are case files easier to find?

New system same as old.

CRIMINAL

Have any features of the model system made your work more efficient or easier?

- Criminal record card saves a lot of time by combining coding, index and calendar card.
- The calendar card has made more work, but has made it easier to keep track of all the pending cases.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- I like binding the papers into the file but do not like alternating which end you bind them; makes it cumbersome when working with the files. Also is not as orderly for the judge on the bench.
- Filing the docket sheets numerically instead of alphabetically has made more work because papers are filed without case numbers which means we have to look up the case number from the index first.

COMMENTS:

A-1 How well do the model system written procedures cover all the basic records processing steps involved in criminal cases?

The initiation portion is excellent, more detail is needed in the other areas.

A-2 Do you think that the model system written procedures will help in training new employees?

The procedures rate a one for initiation and a three for all other areas. We hope to use the written procedures as the basis for a procedure and training manual.

On the job experience is still the most important. Although the manual is very helpful, some details are not covered. (Note: Several detailed reports and logs are prepared for the felony court judge which are not, and should not be part of the model system)

A-3 Are the model system procedures clearly written and easy to understand?

They are very clear to experienced staff but would be only moderately clear to new employees.

B-1 Under which system will it take less time to open a new case?

The old system was quicker because we were not meeting statutory requirements for criminal records.

B-2 Under which system is it easier to create the index?

More information, especially the criminal complaint number would be helpful on the index. This would help avoid duplicate case files and provide easier and quicker access to the correct case file, especially when there are several cases involving one defendant.

B-3 Under which system is it easier to keep track of the progress of individual cases?

The calendar cards are great.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

We're still using a multipart notice form unique to .

The padded notice form is excellent, saves a lot of time.

B-6 Under which system is it faster to process bail and bond?

The new system is faster due to the accounting procedure.

TRAFFIC (Forfeiture)

Have any features of the model system made your work more efficient or easier?

- We find we have considerable less typing to do. We find it easier to keep track of time payments and sending out notices of delinquency, orders suspending DL for failure to pay and commitments for collection of delinquent fines and costs.
- More efficient by not having to write separate index.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- Selecting activity and sentencing codes slow the clerks down in completing court records as they are unfamiliar with them. The separation of original citations from yellow copies for MVD does not seem to work. We continually forget to complete the yellow when it is not attached to the original. Court officers have difficulty finding disposition of cases.

COMMENTS:

A-1 How well do the model system written procedures cover all the basic records processing steps involved in traffic cases?

The initiation portion is excellent, more detail is needed in the other areas.

A-2 Do you think that the model system written procedures will help in training new employees?

You actually have to work with the sytem to learn it.

The procedures rate a one for initiation and a three for all other areas. We hope to use the written procedures as the basis for a procedure and training manual.

A-3 Are the model system procedures clearly written and easy to understand?

They are very clear to experienced staff but would be only moderately clear to new employees.

B-1 Under which system is it easier to create the index?

We find that separation of TC, HT, and Contested cases not necessary. If they were all filed together it would eliminate searching in different areas for them.

New cases received from arresting agencies are file easier and faster. We find both court record forms are more confusing to work with than the court record forms used in the old system.

Preparing the form takes more time but the double reporting to County data and WCIS is eliminated by using this form.

B-3 Under which system is it easier to keep track of the progress of individual cases?

The calendar cards and pending alpha files are very helpful.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

Using our own form.

We find the new forms are confusing and inconvenient to use.

NOTE: The staff in the traffic division feel that the use of the cash register system slows the function of disposing of cases on the same day they are disposed of in court. Traffic division does not receive the cases until the next day from accounting and by this time errors are more likely to be made in disposing of same. Mandatory commitments, reports to MVD, etc. are more likely to be forgotten.

Further all traffic cases now have to be logged by hand each day for each agency to show count of citations processed.

As a suggestion, it would be more practical if both court record cards were of an 8 1/2 x 11 size so we could utilize the existing trays purchased not more than a year ago thus eliminating the purchase of new storage equipment.

B-5 Under which system is it faster to prepare appearance calendars?

The model system is faster due to the pending alpha filing.

Have any features of the model system made your work more efficient or easier?

- The non-typing of 3x5 cards has made my workload easier.
- More efficient by not having to write separate index.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

The model system reporting not guilty pleas has created more work. It's also more difficult to find a file after a non-appearance.

COMMENTS:

A-1 How well do the model system written procedures cover all the basic records processing steps involved in non-traffic forfeiture cases?

The initiation portion is excellent; more detail is needed in other areas.

A-2 Do you think that the model system written procedures will help in training new employees?

The procedures rate a one for initiation and a three for all other areas. We hope to use the written procedures as the basis for a procedure and training manual.

A-3 Are the model system procedures clearly written and easy to understand?

They are very clear to experienced staff but would be only moderately clear to new employees.

B-1 Under which system will it take less time to open a new case?

Contested--preparing the form takes more time but double reporting to county data and WCIS is eliminated.
Uncontested--would be better if the forfeitures could be handled the same way as traffic.

B-8 Under which system are case files easier to find?

When all cases are eventually filed the same way, the new system will be easier. Right now we have so many different areas in which to look.

PROBATE (ESTATES)

Have any features of the model system made your work more efficient or easier?

(No comments)

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- Yes, calendar card. I find that it's repetitive, time consuming and counter-productive to use these calendar cards because I schedule the hearings on wills and claims in our court calendaring book immediately after the file is started. The only use I can see that will be beneficial from these cards will be to check if the inventory has been filed, however, the amount of time it takes to type these cards, index them by the date, I feel, is a waste of time.
- The calendar card, Form GF 116 is, in my opinion, too time-consuming. I tried it for 3 months and then went back to my old system of monitoring estate actions. I know of at least one attorney who tried such a system in his office, with the same conclusion.

COMMENTS:

A-2 Do you think that the model system written procedures will help in training new employees?

Nothing like this has been available before. It should be very helpful.

B-1 Under which system will it take less time to open a new case?

It takes more time to initiate cases under the new system but its well worth it because of time saved later.

B-2 Under which system is it easier to create the index?

It would be faster to create index under new system if index cards were attached to court record card as we originally understood.

B-3 Under which system is it easier to keep track of the progress of individual cases?

Calendar cards must be kept upon a daily basis or updating and filing becomes a problem.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

Not using new form.

B-6 Under which system are case files easier to find?

Estate files will be easier to find when all files are integrated. This will be done when calendar cards have been created for all pending cases. (This is being worked on.)

ADOPTION

Have any features of the model system made your work more efficient or easier?

- Calendar cards have made preparation for court dates easier and more efficient, and have improved case monitoring. The new file organization and use of the clips in the files are excellent and make finding information in the files easier and quicker.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- The index for adoption cases doesn't contain enough information. Under the old system the type of adoption was listed (i.e. step-parent or private agency). This information on the index reduced the need to access the file, because the type of adoption determines whether any information may be released.

COMMENTS:

A-2 Do you think that the model system written procedures will help in training new employees?

Because the written procedures are very detailed, explanation of the material will also be necessary for the new employee.

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

Attorneys usually sent notices.

COMMITMENT

Have any features of the model system made your work more efficient or easier?

- The only substantial difference between the new and old systems in commitment cases is the calendar cards.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- Calendar cards seem to be unnecessary extra work. Formerly a large monthly desk blotter sized calendar was used and worked very well. This admittedly may be personal preference, but the extremely short time limits on commitment cases (72 hours to 14 days) make calendar cards impractical.

COMMENTS:

B-4 Under which system is it faster to prepare and distribute notices of scheduled appearances?

No change. Using old form.

GUARDIANSHIP

Have any features of the model system made your work more efficient or easier?

- The calendar card is very helpful in monitoring of annual accounting and inventories. We are still very anxious to receive and start using the trust accounting card.

Do any features of the model system cause you unnecessary work or hinder your work in any way?

- While the benefits make it seem worth the effort, it should be noted that the volume of calendar cards in guardianships is a problem. Upkeep is difficult expecially when staff members are out sick or on vacation.

COMMENTS:

A-1 & 2 How well do the model system written procedures cover all the basic records processing steps involved in guardianship cases?
Do you think that the model system written procedures will help in training new employees?

Guardianships are very involved; the important steps are covered, but more detail could be added. This would also make it more useful as a training manual.

B-1 Under which system will it take less time to open a new case?

Additional time at initiation results in time savings later.

ACCOUNTING

COMMENTS:

General Usefulness of the Written Procedures

A-1 How well do the model system written procedures cover all the basic steps involved in accounting for money received by the clerk's office?

Covers basic steps but very unclear to follow through.

There are unique situations that arise especially with the trust investiture and the procedure is not clear, and we have to make our own decision.

A-2 Do you think the model system written procedures will help in training new employees?

I feel direct contact works better, there always seems to be exceptions and when you're not familiar with the rule book you don't know where to look for what pertains to something you're not sure of in the first place.

A-3 Are the model system procedures clearly written and easy to understand?

Feel that the overall concept of the system is lost in the explanations. Instructions are not at all clear to follow any one transaction through.

The transfer from trust to safekeeping and from trust to investiture is still creating problems with our account clerk.

Comparison of the Model System with the Old System

1. Under which system will it take less time to post journal entries?

We were already using the one write system.

4. Under which system is it faster to prepare and distribute notices of delinquent payments?

Do not have overlay for notices.

Our delinquent time to pay accounts (two types) are referred to the court from which they emanated, or a special form letter approved by the judge. Because of the volume of work, no notice is given when a fine is not paid. A commitment is issued immediately upon non-payment. Support does not apply. Volume is too great to send these out. We would not use the notice of delinquency. We have no control over those persons on probation. They have the time of probation to pay, and then their parole officer or probation officer comes in with an extension, or a rescinsion.

6-7 Under which system are accounting records (journals, ledgers, account balances, bank balances, etc.) up to date sooner?

New system is better; not necessarily due to one write but to closing out procedures.

8. Under which system is it faster to reconcile journals at the end of the month?

Our child support unit is automated and is not used under this manual system.

11. Under which system is it easier to keep track of minor settlement accounts, update interest on them and keep up to date complete accounting information on all monies held by the clerk's office?

I haven't had time to type all of the Safekeeping accounts as yet, only the new accounts. I could never keep an exact record of interest, because some are passbooks, and some banks and savings and loans don't send interest receipts. We send our books to all of the banks at the end of the year.

12. Please comment on the time savings which you have experienced with the model accounting system feature of immediate distribution of non-mandatory appearance traffic and forfeiture payments.

Same as our previous one-write system.

We are saving 24 to 32 hours per week. There are few adjustments that have to be made on a monthly basis.

13. Please comment on the model accounting system procedure for removing closed special account ledger cards from the active account card file and whether or not it makes it easier to locate information on individual accounts and under the old accounting system.

Does not provide information any easier than our old system.

I can't answer this because I did the same thing with my old accounting system.

14. Please comment on the usefulness of the trial balance worksheet prescribed under the model accounting system. Is it easy to complete; does it ensure that the books balance at the end of the month and does it make it easier to prepare the montly report(s)?

It's easy to complete but instructions in the flow are not very good. It balances debits and credits but still must reconcile with bank. It has nothing to do with preparing monthly reports.

So far I find this time consuming, so far I have no use for it. This has no value for the monthly report.

15. Which features of the model accounting system, if any, have done the most to make your work more efficient or easier? Which are they: How do they help?

I think the closing out procedure (once we figured out the instructions) is faster and balancing is finished quicker. Easier to arrive at payout figures. Must note that third month is when anything was more efficient in accounting; first two months took more than twice as long.

The biggest timesaver is in writing a receipt, and posting in the journals, roughly I'd say, a total of 2 weeks of work.

16. Do any features of the model accounting system cause you any unnecessary work or hinder your work in any way? Which are they? Describe these problems?

Prefer old one write system where receipt and check were on one line; saves space on journal, ledger card, and saves time. Adjusting entries are confusing to some personnel and therefore causes delay.

The trust, bail bond, and safekeeping accounts with a running total is cumbersome. I still don't feel satisfied with the procedures on the safekeeping records. I don't like the bank reconciliation at the end of the month, for example the outstanding checks, I waste time looking thru the journal ledgers.

APPENDIX B

Part 2

MODEL SYSTEM EVALUATION QUESTIONNAIRE
(To be completed jointly by DCA and Clerk)

OBJECTIVE DATA

I. Estimated forms and personnel cost of clerical case processing for selected case types or procedures.

Case Type	Old System	Model System
A. Uncontested Traffic (Fine paid before return date)		
1. Forms Cost (per case)		
Case Folder	.03	
Index	.00	
Docket Book/Court Record		
Other(s)		
2. Number of clerical steps to process an uncontested traffic case.	8	5
3. Estimated Personnel Time[1]	8 minutes	5 minutes
4. Average direct hourly salary (excluding fringe benefits) of clerk personnel who handle this case type $ 6.85 .		
5. Number of traffic cases filed in 1981 14,000 .		
6. Estimated percentage of traffic cases which are uncontested 70 %.		

[1]Enter the estimated clerical time to create and update, if applicable, the required court records involved in processing one uncontested traffic case under the old system and under the model system. You should refer to your answer in 2. above regarding the number of clerical steps required under the old system and the model system when developing the time estimates.

B. Uncontested small claims with one subsequent uncontested garnishment action.

1. Forms Cost (per case)

(a) Original small claims case[2]

	Old System	Model System
Case Folder	.22	.22
Summons	.07	Not used
Complaint	.07	Not used
Docket Book/ Court Record	.05	
Plaintiff Index	.12	
Defendant Index	.00	
Minutes	.08	
Notice of Entry of Judgment		
Judgment Docket Book	.00	
Other(s)		

(b) Subsequent Garnishment Action[2]

	Old System	Model System
Case Folder	.22	.00
Summons	.07	?
Complaint	.07	Not used
Docket Book/Court Record Card	.00	
Plaintiff Index	.12	
Defendant Index	.00	
Minutes	.00	
Order to Garnishee/ Garnishee Release	.08	Not used
Other(s)		

[2]If bound books were used in the old system, determine the cost per case by going back to recently completed books, estimating the number of cases contained in that book, and dividing the cost of the book by the number of cases entered.

	Old System	Model System
2. Number of clerical steps to process an uncontested small claims case. Individual		
(a) Original uncontested small claims case	10	11
(b) Subsequent uncontested garnishment	8	13
3. Estimated Personnel Cost[3]		
(a) Original uncontested small claims case	15	15
(b) Subsequent uncontested garnishment	15	15

4. Average direct hourly salary (excluding fringe benefits) of clerk personnel who handle this case type $ 7.34 .

5. Number of cases filed in 1981.

(a) Small Claims Original cases 6,600

(b) Small Claims Garnishment cases[4] 3,200

6. Estimated percentage of cases which are uncontested.

(a) Small Claims 75 %
(b) Small Claims Garnishments 99 %

[3]Enter the estimated clerical time to create and update, if applicable, the required court records involved in processing one uncontested case under the old system and under the model system. You should refer to your answer in 2. above regarding the number of clerical steps required under the old system and the model system when developing the time estimates.

[4]If you are unable to give an accurate count of the number of small claims garnishment actions, please estimate the percentage of total small claims cases which are garnishments.

	Old System	Model System
C. Uncontested Non-Traffic Forfeiture (Fine paid before return date)		
1. Forms Cost (per case)[5]		
Case Folder	.03	
Index	.00	
Docket Book/Court Record		
Other(s)		
2. Number of clerical steps to process an uncontested traffic case.		
(a) ~~Original uncontested traffic case~~	8	5
(b) Subsequent uncontested garnishment	8 minutes	5 minutes
3. Estimated Personnel Cost[6]		
4. Average direct hourly salary (excluding fringe benefits) of clerk personnel who handle this case type $ 6.85 .		
5. Number of non-traffic forfeiture cases filed in 1981 3,000 .		
6. Estimated percentage of non-traffic forfeiture cases which are uncontested 90 %		

[5] If bound books were used in the old system, estimate the cost per case as described in footnote 2 above.

[6] Enter the estimated clerical time to create and update, if applicable, the required court records involved in processing one uncontested non-traffic case. You should refer to your answer in 2. above regarding the number of clerical steps required under the old system and the model system when developing the time estimates.

	Old System	Model System
D. Accounting		
1. Forms Cost (per year)		
Journals		
Receipts		
Checks		
Ledger Cards	.05	
Other(s)		
2. Estimated Personnel Time[7]		
Receipting		
(a) One civil filing fee	2 minutes	2 seconds
(b) One bail deposit	2 minutes	2 minutes
Posting to ledger or journal of one receipt	2 minutes	2 minutes
Issuance of one check	2 minutes	2 minutes
One deposit preparation	10 minutes	5 minutes
Daily balancing of accounts	0	5 minutes
Monthly reconciliation for one month	30 minutes	20 minutes
Monthly suit tax report preparation for one month	5 minutes	5 minutes
Monthly AFDC report preparation for one month		
Delinquent notice preparation for one account		
3. Average direct hourly salary (excluding fringe benefits) of clerk personnel assigned to the accounting function $8.00 .		

[7] Enter the estimated clerical time to perform each of the listed tasks.

E. Judgment and Lien Docketing

1. Forms Cost (per year)[8]

	Old System	Model System
Judgment Docket Book/Card	$100.00	
Delinquent Income Tax Book/Card	100.00	
Condominium Lien Docket Book/Card	50.00	
Hospital Lien Docket Book/Card	0.00	
Other Lien Book(s)/Card		
Other Form(s)		
Index	.25	
Alpha Guides	3.00	

2. Estimated Personnel Time[9]

	Old System	Model System
Civil Judgment	10 minutes	3 minutes
Delinquent Income Tax Warrant	10 minutes	0
Hospital Lien	10 minutes	3 minutes
Condominium Lien		
Other Lien	10 minutes	3 minutes
Indexing (weekly)	2 hours	0

3. Estimated number of entries made in 1981.

Civil Judgments 1,500

Delinquent Income Tax Warrants 1,200

Hospital Liens

Condominium Liens 0

Other Liens 500

4. Average direct hourly salary (excluding fringe benefits) of clerk personnel assigned to the docketing function $ 8.66.

[8] If bound books were used in the old system, calculate the cost per year by going back to a recently completed book and determine the number of years contained therein. Divide the number of years by the cost of the book.

[9] Enter the estimated clerical time to complete one docket entry for each of the listed records.

II. Equipment[10]

A. Cost

Type	Quantity	Cost/Unit	Total Cost
1. Filing Systems--All equipment listed below was already owned by Racine County.			
Open Shelf Lateral Filing Equipment[11]			
File Guides			
Out Folders			
Side Tab File Folders			
Inactive Record Warehouse Shelving			
Inactive Records Storage Boxes			
2. Index Systems			
Card Trays[12]	Already owned		
Dividers			
3. Calendar Card			
Trays[12]	3	$10.00	$30.00
Dividers	20	1.70	38.00
4. Judgment/Lien Docket			
Trays[12]	2	$67.30	$134.60
Dividers	Included		
5. Accounting			
Pegboards			
Special Account Card			
Tray or Posting Tube			
Tickler File Tray			
Dividers			
6. Other Equipment or Supplies (please specify)			
Portamatic trays and stand	3	$180.00	$540.00

[10] Enter only those costs incurred to support the model system. Do not include if you already owned the required equipment or supplies prior to implementation of the model system.

[11] Indicate quantity in terms of total number of units, number of shelves each and filing inches per shelf (width) i.e. 3:7:36"

[12] Indicate quantity in terms of number of trays and depth, i.e. 2:24"

B. Effectiveness of Equipment

1. Filing Systems

a. Check to indicate whether your filing system includes the following components:

(1) Active Records

- [X] Open shelf filing equipment
- [X] Side tab file folders
  - [X] Color coded
- [X] Out folders (check only if used on a regular basis)
- [X] File guides
- [X] Metal file supports

(2) Inactive Records

- [X] Steel warehouse shelving equipment
- [X] Records storage boxes
  - [X] One cubic foot boxes
  - [ ] Two and one half cubic foot boxes

b. If your active records system includes at least open shelf filing equipment, side tab file folders and the regular use of out folders, answer the following questions by circling the appropriate response or by entering the requested information. If you wish to make further comments, use the space provided below each question and the reverse side or an attached page if required.

(1) Has the open shelf filing equipment reduced the amount of floor space required for active filing?

Yes No No Opinion

Comments Already implemented

(2) Estimate the space savings from implementing the open shelf filing system.

_____ square feet of office space.

Comments Already implemented

(3) Are case files easier to locate using the open shelf filing system than the drawer or shuck filing equipment previously used.

(Yes) No No Opinion

Comments

(4) Has there been (or do you anticipate that there will be) fewer misfiles or "lost" files as a result of implementing the open shelf filing system and regular use of the out folders.

(Yes) No No Opinion

Comments

(5) Are case folders easier and/or faster to pull and to refile in the open shelf filing system than in the drawer or shuck filing system which was previously used?

(Yes) No No Opinion

Comments

(6) Please describe other features of the open shelf filing system that you like or don't like.

c. If your inactive records system includes steel warehouse shelving equipment and records storage boxes, answer the following questions by circling the appropriate response or by entering the required information.

(1) Has the use of warehouse shelving and records storage boxes reduced the amount of space required for active filing in the office?

Yes (circled) No No Opinion

Comments _____

(2) Estimate the space savings from implementing the warehouse shelving/storage box system.

_____ square feet of inactive storage area.

Comments _____

(3) Are inactive records easier and/or faster to locate in the warehouse shelving/storage box system than the way old records used to be stored?

Yes No No Opinion

Comments _____

2. Other equipment and supporting supplies.

Check the appropriate box if you have encountered any problems in the use of the following equipment or supplies which indicate a need for changes in its size, shape, material, color or other technical specifications. (Provide an explanation of the problems you encountered in the comments section.)

(a) Index Systems

- [ ] Card Trays
- [ ] Dividers

(b) Calendar Cards

- [ ] Trays
- [ ] Dividers

(c) Judgment/Lien Docket

- [ ] Tray
- [ ] Dividers

(d) Accounting

- [X] Pegboards
- [X] Special Account Card Tray
- [ ] Tickler File Tray

(e) Other Equipment/Supplies

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Comments (Use reverse side or attached page if more space is needed)

D--some columns are not needed on peg board journal, wrong item was ordered, will order new card tray for special accounts

APPENDIX C: Filing System Equipment and Supply List

National Center for State Courts

North Central Regional Office

MEMORANDUM

DATE: April 7, 1982

TO: John Ferry, Jack Frost, Larry Flynn, Norman Meyer, Kassie Murphy, Steve Steadman, Janet Thums, Ruth Zickau

FROM: Thomas Dibble

RE: SUPPLIES & EQUIPMENT

Many of you have been working on identifying and purchasing the supplies and equipment needed to implement the model records keeping system in June.

Some of the supply and equipment components are already in place or being used in each of the pilot counties. The purpose of this letter is to identify all of the equipment and supply needs and allow you to make calculations of quantities needed so that timely ordering can be accomplished and the testing can be commenced smoothly in June.

Some of the items described in the attached charts relate to a particular vendor - for illustrative purposes only. We have no preference for one vendor over another it is only important to obtain high quality products at a reasonable price.

Most of the supply and equipment items are fairly standard. You should realize, however, that the price range varies greatly on such items as alpha, daily and monthly card guides. The price depends on the material the cards are made from and the type of tab. A sheet is attached to this letter

so you can get some idea of the various combinations and the price range.

It does not appear that there exists a standard tray with a security rod for our proposed judgment/lien docket card file. So we will have to customize a standard tray for this purpose. We are presently in touch with a designer to work out the details and a price. The advantages of our model system approach to the judgment/lien docket function will be well worth the added expense and trouble. We'll inform you of developments and costs as details become available.

Now it is up to each pilot county clerk and district administrator to work through this list of supplies and equipment and determine the pilot county needs.

Please call if you have any problems or questions. Our goal is to have most everything in place by the training sessions in May. That doesn't give us much time - but I don't think there are any major pieces of filing equipment to order in any of the pilot counties. The critical items are the index and calendar card systems, the traffic files (alpha & appearance) and tubs for court records and special account ledger cards.

Your best approach would be to contact a sales representative from one of the major vendors and work out the quantities, etc. If you need assistance with this call and we'll help in any way possible.

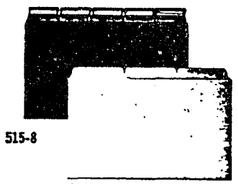
Most everyone has tub files for active court record cards and lateral files. The other filing system components are going to be essential to a model records system (side tab file folders, color tabs, file guides, outfolders and file checkout cards).

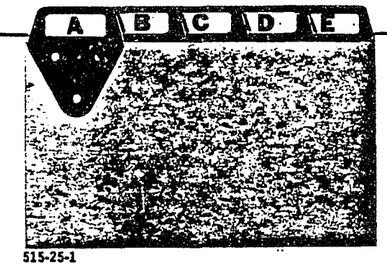
If you see that I've missed anything on these lists, please let me know.

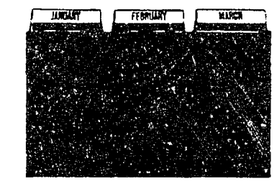
TD:mjl

cc: Joan Hoffman, Karen McKim, Ruth McLaughlin, Janet Meier, Judy Ness, Terry Prahl

3" HIGH x 5" WIDE CARD GUIDES





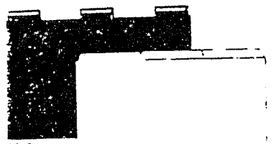


BLANK GUIDES AND PRINTED SETS

Stock Nos.	Tab Cut Or Position	Tab No. And Style	•Description Price		Weight Per Box	Packed Per Box
522-523 524-525	½, ⅓, ¼, ⅕	Self Tab	Blank Guides 4.28/100	14 Pt. 200 lb. Manila	1 lb.	100
512-513 514-515	⅓, ½, ¼, ⅕	Self Tab	Blank Guides 6.10/100	25 Pt. Type II Pearl Pressboard	2 lb.	100
513-1	3 Positions	#1 Steel Tabs	Blank Guides 35.31/100	25 Pt. Type II Pearl Pressboard	1 lb. 13 oz.	50
515-1	5 Positions	#0 Steel Tabs	Blank Guides	25 Pt. Type II Pearl Pressboard	1 lb. 7 oz.	50
513-6	3 Positions	#1 Clear Plastic	Blank Guides	25 Pt. Type II Pearl Pressboard	10 oz.	25
515-6	5 Positions	#0 Clear Plastic	Blank Guides	25 Pt. Type II Pearl Pressboard	1 lb. 2 oz.	50
513-8	3 Positions	#1 Amber Plastic	Blank Guides	25 Pt. Type I Black Pressboard	11 oz.	25
515-8	5 Positions	#0 Amber Plastic	Blank Guides	25 Pt. Type I Black Pressboard	1 lb. 4 oz.	50
525- 25	⅓ Cut	Self Tab	25 Div. A-Z 1.18	14 Pt. 200 lb. Manila	4 oz.	1 Set
515- 25	⅓ Cut	Self Tab	25 Div. A-Z 2.50	25 Pt. Type II Pearl Pressboard	8 oz.	1 Set
515- 50	⅓ Cut	Self Tab	50 Div. A-Z 5.99	25 Pt. Type II Pearl Pressboard	1 lb.	1 Set
515- 75	⅓ Cut	Self Tab	75 Div. A-Z 9.10	25 Pt. Type II Pearl Pressboard	1 lb. 8 oz.	1 Set
515-100	⅓ Cut	Self Tab	100 Div. A-Z 12.52	25 Pt. Type II Pearl Pressboard	2 lb. 13 oz.	1 Set
515- 25-2	⅓ Cut	Acetate	25 Div. A-Z 5.24	25 Pt. Type II Pearl Pressboard	8 oz.	1 Set
515- 50-2	⅓ Cut	Acetate	50 Div. A-Z 11.66	25 Pt. Type II Pearl Pressboard	1 lb.	1 Set
515- 75-2	⅓ Cut	Acetate	75 Div. A-Z 17.76	25 Pt. Type II Pearl Pressboard	1 lb. 8 oz.	1 Set
515-100-2	⅓ Cut	Acetate	100 Div. A-Z 25.47	25 Pt. Type II Pearl Pressboard	2 lb. 13 oz.	1 Set
515- 25-1	5 Positions	#0 Steel Tab	25 Div. A-Z 9.42	25 Pt. Type II Pearl Pressboard	12 oz.	1 Set
515- 50-1	5 Positions	#0 Steel Tab	50 Div. A-Z 21.08	25 Pt. Type II Pearl Pressboard	1 lb. 8 oz.	1 Set
515- 75-1	5 Positions	#0 Steel Tab	75 Div. A-Z 32.85	25 Pt. Type II Pearl Pressboard	2 lb. 4 oz.	1 Set
515-100-1	5 Positions	#0 Steel Tab	100 Div. A-Z 39.48	25 Pt. Type II Pearl Pressboard	3 lb.	1 Set
515- 25-8	5 Positions	#0 Amber Plastic	25 Div. A-Z 11.24	25 Pt. Type I Black Pressboard	10 oz.	1 Set
515- 50-8	5 Positions	#0 Amber Plastic	50 Div. A-Z 24.40	25 Pt. Type I Black Pressboard	1 lb. 4 oz.	1 Set
515- 75-8	5 Positions	#0 Amber Plastic	75 Div. A-Z 40.13	25 Pt. Type I Black Pressboard	1 lb. 14 oz.	1 Set
515-100-8	5 Positions	#0 Amber Plastic	100 Div. A-Z 44.41	25 Pt. Type I Black Pressboard	2 lb. 4 oz.	1 Set
525-31	⅓ Cut	Self Tab	Daily 1-31 1.86	14 Pt. 200 lb. Manila	5 oz.	1 Set
515-31	⅓ Cut	Self Tab	Daily 1-31 2.50	25 Pt. Type II Pearl Pressboard	10 oz.	1 Set
515-31-2	⅓ Cut	Acetate	Daily 1-31 6.74	25 Pt. Type II Pearl Pressboard	10 oz.	1 Set
515-31-1	5 Positions	#0 Steel Tab	Daily 1-31 14.45	25 Pt. Type II Pearl Pressboard	14 oz.	1 Set
515-31-8	5 Positions	#0 Pink Plastic	Daily 1-31 17.44	25 Pt. Type I Black Pressboard	13 oz.	1 Set
523-12	⅓ Cut	Self Tab	Monthly–Jan.-Dec.	14 Pt. 200 lb. Manila 1.11	2 oz.	1 Set
513-12	⅓ Cut	Self Tab	Monthly–Jan.-Dec.	25 Pt. Type II Pearl Pressboard 1.73	8 oz.	1 Set
513-12-2	⅓ Cut	Acetate	Monthly–Jan.-Dec.	25 Pt. Type II Pearl Pressboard 3.10	8 oz.	1 Set
513-12-1	3 Positions	#1 Steel Tabs	Monthly–Jan.-Dec.	25 Pt. Type II Pearl Pressboard 5.67	12 oz.	1 Set
513-12-8	3 Positions	#1 Green Plastic	Monthly–Jan.-Dec.	25 Pt. Type I Black Pressboard 6.31	10 oz.	1 Set
523-57	⅓ Cut	Self Tab	States-Territories (57)	14 Pt. 200 lb. Manila	10 oz.	1 Set
513-57	⅓ Cut Center	Self Tab	States-Territories (57)	25 Pt. Type II Pearl Pressboard	1 lb. 3 oz.	1 Set
513-57-2	⅓ Cut Center	Acetate	States-Territories (57)	25 Pt. Type II Pearl Pressboard	1 lb. 3 oz.	1 Set
513-57-1	⅓ Cut Center	#1 Steel Tab	States-Territories (57)	25 Pt. Type II Pearl Pressboard	2 lb.	1 Set
513-57-8	3 Positions	#1 Green Plastic	States-Territories (57)	25 Pt. Type I Black Pressboard	1 lb. 9 oz.	1 Set

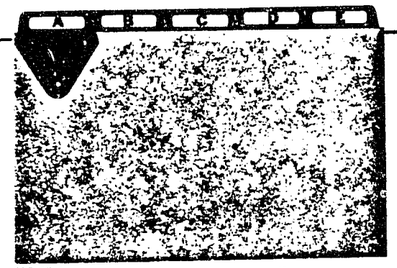
Larger Sets of Alphabetical Guides Can Be Furnished In These Divisions: 240, 300, 320, 500, 600, 800, 1,000, 1,500, 2,000, 3,000.
Steel and Plastic Insertible Tabs are Supplied With White Printed Inserts.
Steel Tab Guides are Also Supplied With Clear Acetate Window Facings.
Plastic Tabs Available in Amber, Blue, Clear, Green, Pink and Red.
NOTE: All Plastic Tabs Used Have Magnification.

5" HIGH x 8" WIDE CARD GUIDES



813-8

813



815-25-1

813-57-1

BLANK GUIDES AND PRINTED SETS

Stock Nos.	Tab Cut Or Position	Tab No. And Style	Description Price		Weight Per Box	Packed Per Box
822-823 824-825	½, ⅓, ¼, ⅕	Self Tab	Blank Guides 8.35/100	14 Pt. 200 lb. Manila	2 lb. 4 oz.	100
812-813 814-815	½, ⅓, ¼, ⅕	Self Tab	Blank Guides 15.30/100	25 Pt. Type II Pearl Pressboard	4 lb. 12 oz.	100
813-1	3 Positions	#2 Steel Tabs	Blank Guides	25 Pt. Type II Pearl Pressboard	3 lb. 9 oz.	50
815-1	5 Positions	#1 Steel Tabs	Blank Guides	25 Pt. Type II Pearl Pressboard	3 lb. 3 oz.	50
813-6	3 Positions	#1 Clear Plastic	Blank Guides	25 Pt. Type II Pearl Pressboard	1 lb. 8 oz.	25
815-6	5 Positions	#1 Clear Plastic	Blank Guides	25 Pt. Type II Pearl Pressboard	2 lb. 15 oz.	50
813-8	3 Positions	#1 Amber Plastic	Blank Guides	25 Pt. Type I Black Pressboard	1 lb. 8 oz.	25
815-8	5 Positions	#1 Amber Plastic	Blank Guides	25 Pt. Type I Black Pressboard	2 lb. 15 oz.	50
825- 25	⅕ Cut	Self Tab	25 Div. A-Z 2.50	14 Pt. 200 lb. Manila	10 oz.	1 Set
815- 25	⅕ Cut	Self Tab	25 Div. A-Z 3.75	25 Pt. Type II Pearl Pressboard	1 lb. 5 oz.	1 Set
815- 50	⅕ Cut	Self Tab	50 Div. A-Z 10.49	25 Pt. Type II Pearl Pressboard	2 lb. 10 oz.	1 Set
815- 75	⅕ Cut	Self Tab	75 Div. A-Z 14.59	25 Pt. Type II Pearl Pressboard	4 lb. 13 oz.	1 Set
815-100	⅕ Cut	Self Tab	100 Div. A-Z 25.39	25 Pt. Type II Pearl Pressboard	4 lb. 13 oz.	1 Set
815- 25-2	⅕ Cut	Acetate	25 Div. A-Z 8.50	25 Pt. Type II Pearl Pressboard	1 lb. 5 oz.	1 Set
815- 50-2	⅕ Cut	Acetate	50 Div. A-Z 17.33	25 Pt. Type II Pearl Pressboard	2 lb. 10 oz.	1 Set
815- 75-2	⅕ Cut	Acetate	75 Div. A-Z 29.57	25 Pt. Type II Pearl Pressboard	3 lb. 15 oz.	1 Set
815-100-2	⅕ Cut	Acetate	100 Div. A-Z 38.80	25 Pt. Type II Pearl Pressboard	4 lb. 13 oz.	1 Set
815- 25-1	5 Positions	#1 Steel Tab	25 Div. A-Z 11.17	25 Pt. Type II Pearl Pressboard	1 lb. 10 oz.	1 Set
815- 50-1	5 Positions	#1 Steel Tab	50 Div. A-Z	25 Pt. Type II Pearl Pressboard	3 lb. 14 oz.	1 Set
815- 75-1	5 Positions	#1 Steel Tab	75 Div. A-Z	25 Pt. Type II Pearl Pressboard	4 lb. 14 oz.	1 Set
815-100-1	5 Positions	#1 Steel Tab	100 Div. A-Z 55.45	25 Pt. Type II Pearl Pressboard	3 lb. 14 oz.	½ Set
815- 25-8	5 Positions	#1 Amber Plastic	25 Div. A-Z 17.17	25 Pt. Type I Black Pressboard	1 lb. 8 oz.	1 Set
815- 50-8	5 Positions	#1 Amber Plastic	50 Div. A-Z	25 Pt. Type I Black Pressboard	3 lb.	1 Set
815- 75-8	5 Positions	#1 Amber Plastic	75 Div. A-Z	25 Pt. Type I Black Pressboard	4 lb. 8 oz.	1 Set
815-100-8	5 Positions	#1 Amber Plastic	100 Div. A-Z 63.02	25 Pt. Type I Black Pressboard	3 lb.	½ Set
825-31	⅕ Cut	Self Tab	Daily 1-31 3.42	14 Pt. 200 lb. Manila	13 oz.	1 Set
815-31	⅕ Cut	Self Tab	Daily 1-31 4.71	25 Pt. Type II Pearl Pressboard	1 lb. 8 oz.	1 Set
815-31-2	⅕ Cut	Acetate	Daily 1-31 12.09	25 Pt. Type II Pearl Pressboard	1 lb. 8 oz.	1 Set
815-31-1	5 Positions	#1 Steel Tab	Daily 1-31 15.84	25 Pt. Type II Pearl Pressboard	2 lb.	1 Set
815-31-8	5 Positions	#1 Pink Plastic	Daily 1-31 17.19	25 Pt. Type I Black Pressboard	1 lb. 6 oz.	1 Set
823-12	⅓ Cut	Self Tab	Monthly-Jan.-Dec.	14 Pt. 200 lb. Manila 1.93	5 oz.	1 Set
813-12	⅓ Cut	Self Tab	Monthly-Jan.-Dec.	25 Pt. Type II Pearl Pressboard 2.82	1 lb. 4 oz.	1 Set
813-12-2	⅓ Cut	Acetate	Monthly-Jan.-Dec.	25 Pt. Type II Pearl Pressboard 4.39	1 lb. 4 oz.	1 Set
813-12-1	3 Positions	#2 Steel Tab	Monthly-Jan.-Dec.	25 Pt. Type II Pearl Pressboard 6.42	14 oz.	1 Set
813-12-8	3 Positions	#1 Green Plastic	Monthly-Jan.-Dec.	25 Pt. Type I Black Pressboard 7.70	12 oz.	1 Set
823-57	⅓ Cut	Self Tab	State-Territories (57)	14 Pt. 200 lb. Manila	1 lb. 6 oz.	1 Set
813-57	⅓ Cut Center	Self Tab	States-Territories (57)	25 Pt. Type II Pearl Pressboard	2 lb. 12 oz.	1 Set
813-57-2	⅓ Cut Center	Acetate	States-Territories (57)	25 Pt. Type II Pearl Pressboard	2 lb. 12 oz.	1 Set
813-57-1	⅓ Cut Center	#1 Steel Tab	States-Territories (57)	25 Pt. Type II Pearl Pressboard	4 lb. 1 oz.	1 Set
813-57-8	3 Positions	#1 Green Plastic	States-Territories (57)	25 Pt. Type I Black Pressboard	3 lb. 8 oz.	1 Set

Larger Sets of Alphabetical Guides Can Be Furnished In These Divisions: 240, 300, 320, 500, 600, 800, 1,000, 1,500, 2,000, 3,000.

Steel and Plastic Insertable Tabs are Supplied With White Printed Inserts.
Steel Tab Guides are Also Supplied With Clear Acetate Window Facings.
Plastic Tabs Available in Amber, Blue, Clear, Green, Pink and Red.
NOTE: All Plastic Tabs Used Have Magnification.

EQUIPMENT

ITEM DESCRIPTION	EXAMPLE VENDOR/MOD.	ESTIMATED PRICE	USE IN MODEL SYSTEM
1. Filing Equipment Lateral - Six compartment Cabinet w/Door			
Letter size 13-1/2 D x 36" W x 78" High - (204 filing inches)	TAB 6205-TL	472.50	All standard size case files - legal size cost about 15% more.
2. Same cabinet as above with gang lock doors.	TAB 6228-TL	526.00	Lock on doors provides additional security for confidential files.
3. Steel file support plates - Recommend 1 every 6 inches or so; 30 per cabinet	TAB 6252-05	2.30 ea.	File supports keep lateral files upright-- prevent sliding.
4. Alternate filing system - 45" Initial section of unit space finder with 6" boxes, letter size, 7 tiers, 275 filing inches.	TAB 5021 TAB 5031	497.50 599.70	Alternative to fixed shelf filing cabinet.
5. W/Rollout Worksheet (Additional Sections in 33" and 42" can be added at considerabl less cost per filing	TAB 5031	599.70	
6. 3"x5" Card tray w/ follower block 24" deep	TAB 3901-05	22.00	Index and calendar cards in all case types except traffic and forfeiture..
7. 5"x8" card tray with follow block,	TAB 3931-05	28.35	TR & FORF. FILES-- • Pending Alpha File • Appearance File • Annual Alpha File • Numeric File
8. Card Tray w/ Locking Rod for 8-1/2x3-2/3 card size (H 4-1/16, W 8-3/4, D 29"	CUSTOM CONVERSION @ approx.	$15-20.00 per tray	Judgment Docket/Lien Record - CV, SC,
9. Letter size tub files			Commonly in use now for court record cards.
10. Tub file for accounting system special account ledger cards.	Globe-weis K 3-143-BEI	15.35	May need separate tubs for support & other accounts
11. "To be paid" tickler file tray for 8-1/2"x4" cards	TAB 1799-11	20.00	For top portion of special account ledger cards tickler system.

FILING SYSTEM SUPPLIES

ITEM DESCRIPTION	EXAMPLE VENDOR/MOD.	ESTIMATED PRICE	USE IN MODEL SYSTEM
1. 14 pt. Manila file folders w/full cut double side tab, secured for label placement and 2" bonded fastener in #1 position.	TAB 1123-2B-#1	243.50 per 1,000	24-1/2¢ each.
2. Compputer generated color coded label.		131.00 per 1,000	13¢ each (approx. 38¢ each folder w/color coded label)
3. Numeric color coded labels. w/Dispenser box 500, 1" labels per box	TAB 1282-50	82.50 set 0-9	Color coding case # on side tab of folder.
4. Individual box of one number-color coded labels.	TAB 1282-**	8.25 per box of 500	
5. 1982 year labels 1/2" High - colors change each year.	TAB 1278-**	5.10 per box of 500	ID of year on side tab case # label.
6. Alphabetic Color Coded label.	TAB 1278-**	5.10 per box of 500	ID of case # on side Tab label - need letters A,C,F,M,O,P,R,S,T,V. for case type codes.

** Refers to number or letter being ordered.

SUPPLIES

ITEM DESCRIPTION	EXAMPLE VENDOR/MOD.	ESTIMATED PRICE	USE IN MODEL SYSTEM
7. 2" pressure sensitive file fasteners.	TAB 1108	9.00 per 100	Extra fastener need on left side of "some" file folders.
8. File guides	TAB C4305-02	79.00 per 100 (25 per box)	For all standard case file shelves.
9. Vinyl Out Folders w/ diagonal pocket and 3x5 chectout pocket. 3"x5" chargeout cards.	TAB 4366 4368	104.00 per 100 9.60 per 1,000	
10. 3x5 Alphabetic Card guides.		Wide Range of prices from 1.18 to 11.40 for 25 Divisions A-Z depends on material and construction also available in 50, 75 and 100 divisions of the alphabet.	Card index files
11. 3x5 Daily 1-31 Card guides.		Calendar Card Files also wide price range from 1.86 to 17.44 per set - price break on 12 sets.	
12. 3x5 Monthly (Jan-Dec) Card guides		Calendar Card Files; price range from 1.11 to 6.31 per set.	
13. 5x8" Alphabetic Card guides		2.50 to 14.17 per 25 DIV Set	TR/FO Pending Alpha files and annual disposed file.
14. 5x8 Daily (1-31) Card guides		3.42 to 18.19 per set	TR/FO Appearance Date Files.
15. 5x8 Monthly (Jan-Dec) Card guides		1.93 to 7.70 per set	TR/FO Appearance Date Files.
16. Polyethelene Open end, mooncut jacket.	SEMCO 5-1/8"x8-1/2"	28.00 per 1,000	Citation (TR &FO) Filing Source SEMCO P.O. Box 09246 3111 W. Mill Rd., Mil., WI 53209 (414)351-3300
17. Letter/Legal Size Alpha dividers top tabbed			For court record tub files and Special Account Ledger cards.

SUMMARY OF FILING SYSTEM NEEDS FOR THE MODEL SYSTEM

	COMPONENTS	USED FOR						
		CV	FA	SC	CR	FR/FO	PR	ACCT
1. Lateral, open shelf filing - for case files.	• shelving or cabinets • file supports • side tab folders w/fasteners • color coded tabs • file guides • out folders • change out cards.	X	X	X	X		X	
2. Tub files for Active Court Record Cards	• Tub file (Desk top or on wheels) • Numeric file guides	X	X	X	X		X	
3. 3x5 Index Card Files	• Card trays or drawers • Alpha guides	X	X	X	X		X	
4. 3x5 Calendar Card Files	• Card tray or drawers.	X	X	X	X		X	
5. 3x5 Warrant/Suspension File	• Card tray • Alpha Dividers		X		X	X		
6. Pending Alpha File (Citation)	• 5x8-1/2 Tray • Alpha Dividers • Plastic Sleeves					X		
7. Appearance Date File (Citation)	• Tray • Month/Day Dividers • Dividers					X		
8. Closed Numeric Citation File	• Tray					X		
9. Annual Alpha File (Citation)	• Tray • Alpha Dividers					X		
10. Judgment/lien Docket File	• Tray w/safety Rod • Alpha Dividers	X	X	X				
11. Special Accout Ledger File	• Tub File • Alpha Dividers					X		
12. Special Account --To be paid tickler file	• Tray • Month/Date Dividers					X		
13. Other Accounting Records File	• File folders (Trial Balance Worksheets etc.) • Labels					X		

National Center for State Courts

North Central Regional Office

MEMORANDUM

TO: MODEL RECORDS SYSTEM PILOT SITE CLERKS AND ADMINISTRATORS

FROM: TOM DIBBLE

RE: JUDGMENT AND LIEN DOCKET TRAY

DATE: MAY 7, 1982

The modification has been completed on the prototype tray with a locking security rod. We have been promised a turn-around time of one week once the fabrication shop gets the trays. The cost for conversion will be $20-$25 depending on the size of our order.

We have identified two "check size" trays which will accommodate our 8 1/2" x 3 2/3" judgment and lien cards:

1.	TAB Model #3987	16" deep	$23.75
2.	BEA Model # T2494ST	24 1/2" deep	$35.95

A-Z alpha guides are additional.

Tell Tom Dibble what you want to order.

END