

ECM Best Practices for the Prosecuting Attorney's Office

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Agenda

- Goals
- Solution Background
- **Prosecution Request eForms**
- **Document Catalog**
- **Workflow**
- Electronic Subpoenas
- Integrations
- PAAM Topics
- Wrap Up

Goals

- Create workflow solution foundation that compliments PAAM ACT/JCT
- Eliminate Redundant Data Entry
- Facilitate Electronic Exchange of Information
 - Prosecution Request
 - LEA Communication
 - Discovery
 - Subpoena
 - Court Communication
- Enable APA's to prosecute cases using notebook only
- Provide greater administrative control

Solution Background



- **Ottawa County**
 - Warrant Request eForm / Sheriff Integration
 - Foldering, InBox
- **St. Clair County**
 - Warrant / Petition Review
 - InBox + Docket Management (M-F)
- **Ingham County**
- **Washtenaw County**
 - ACT Integration (create CTN)
- **Monroe County**
 - Prosecution Request eForms / Warrant Manual Integration
 - Web services
 - ACT Integration (mugshot, witness push, auto indexing)
 - eSubpoena / POS

Prosecution Request eForms

Prosecution Requests enter the PA Office as an eForm with attached documents. These requests may be submitted seamlessly through Police RMS integration or manually entered using web portal.

- Adult / Juvenile
 - Data entry
 - Mugshot Integration
 - Warrant Manual Integration
- Forfeiture
- PPO Violation

The screenshot displays the 'MONROE COUNTY PROSECUTING ATTORNEY' eForm, titled 'Adult Request for Prosecution / Witness List / Authorization Form'. The form is divided into three parts: Part I (selected), Part II, and Part III. A 'View All' button is located in the top right corner. The main section is 'PART I: ADULT WARRANT REQUEST - Data Entry by Police Agency'. It is organized into two primary sections: 'CASE INFORMATION' and 'DEFENDANT INFORMATION'. The 'CASE INFORMATION' section includes a Louisiana state map icon, a 'Police Agency' dropdown menu, 'Date of Offense' (with 'to' and another dropdown), 'Crime Location' dropdown, 'TCI', 'SID', 'Report#' and 'Booking' fields, 'In Custody', 'OWI Forfeiture', 'Vehicle Used in Crime', and 'CPL' checkboxes, a 'Specific Charge(s) Requested' dropdown, 'OIC: (First | Last)' and 'OIC Phone: (734) 240-7400' fields, 'Requested Prosecution Class' and 'Co-Defendant' dropdowns, and a 'Summary of Incident' text area. The 'DEFENDANT INFORMATION' section features a mugshot placeholder, 'First Name', 'Middle Name', 'Last Name', and 'Suffix' fields, 'AKA', 'DOB', 'Age on Offense Date', and 'Phone' fields, 'Address', 'Address Line2', 'Zip Code', 'City', and 'State' fields, 'Height', 'Weight', 'Sex', 'Hair', and 'School of Attendance' fields, 'DLN Type', 'Race', 'Eyes', and 'Vehicle Type' dropdowns, 'Vehicle Year', 'Make', 'Model', 'License Plate No.', and 'VIN No.' fields, and a 'Remarks' text area. 'Cancel' and 'Save' buttons are at the bottom right.

Document Catalog



Document Catalog provides structure and organization to the electronic case file.

- Case File Structure
- Auto Indexing
- Word Templates
- Manual Indexing
- Dynamic Foldering

Document Catalog



- **Case File Structure**

- Case Type
- Doc Type
- Sub Doc Type

Adult

Juvenile

Abuse & Neglect

Forfeiture

PPO Violation

Miscellaneous

- Mental Hearings

- SOS

- Extradition

- FOIA

- Investigative Subpoenas

- Search Warrants

Office

- Correspondence

- General Meetings

- Private

Document Catalog

- **Auto Indexing** identifies and automatically places document in Electronic Case File
 - LEA
 - ACT / JCT
 - Warrant / Petition
 - Complaint
 - Information
 - Subpoena
 - Victim Rights Correspondence
 - CPL Notices
 - Word Templates

CTN: 2009003141 CDC RJH
STATE OF MICHIGAN
72PH JUDICIAL DISTRICT
31st JUDICIAL CIRCUIT

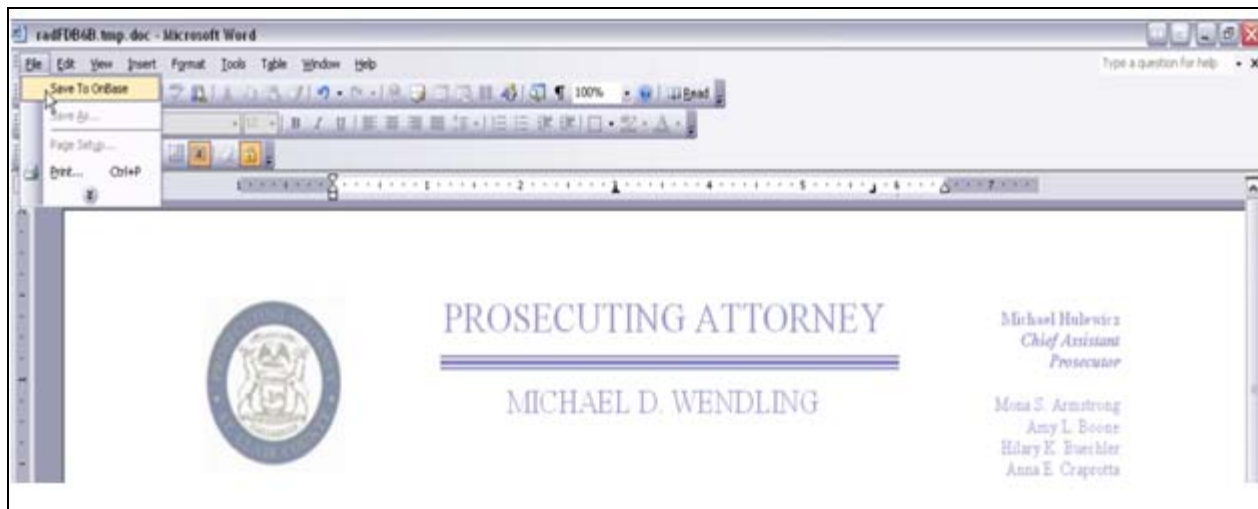
Document Catalog

- **Word Templates** are internally created documents from OnBase. Tag value substitution occur using predefined keywords, eForm, or DB lookup.

The screenshot displays the OnBase software interface. On the left, a 'Workflow' pane shows a tree view of tasks including 'PA - Inbox', 'Assign Inbox [10]', 'Inbox [10]', 'Add Case Number [0]', 'Dockets Review [2]', 'Dockets - Monday [100]', 'Dockets - Tuesday [20]', 'Dockets - Wednesday [40]', 'Dockets - Thursday [2]', 'Dockets - Friday [7]', 'Signing [0]', and 'Juvenile [0]'. Below this is a 'Document Name' table with columns for 'Document Name' and 'Arrival Time'. The table lists various documents, including 'PETER SHANE BURLEIGH / HARNDEN, NICOLE - PA - Docket Form L...' and 'PETER SHANE BURLEIGH / ADRAGNA, BRANDEN - PA - Docket Form...'. A 'Tasks' pane on the right contains icons for 'Add Ticket', 'Word', 'Route', 'Add Note', 'Sign', 'Send For Signing', 'Complete', 'Virt', and 'Folder View'. The main window shows a 'Juvenile Docket Form' template with fields for 'Judge: PETER SHANE BURLEIGH', 'First & Middle Name: BRANDEN', 'Last Name: ADRAGNA', and 'CTN: 2008800600'. An 'ImageSoft Word Document Create' dialog box is open, showing a list of word templates and a 'Select the Word Template' dropdown menu. The dialog also contains fields for 'Admin Foreclosure Letter', 'Auth. to use of Disclose Protected Health Info', 'Auth. to use or Disclose Protected Health Info', 'Blood Results Request', 'CC Placemat', 'CDH Sheet', 'Charging Decision Sheet (Adult)', 'Charging Decision Sheet (Juvenile)', 'District Court Case #', 'Juvenile Court Case #', 'Last Name', 'CAR #', 'Complaint #', 'Ticket #', 'Status PA', and 'Violent Crimes'.

Document Catalog

- **Word Templates** are saved automatically to the document catalog using File->Save to OnBase.



Document Catalog

- **Manual Indexing** requires staff to identify document type and sub type from drop down menu and associate case info from ACT/JCT.

2.) Associate ACT/JCT Index values via A/E

1.) Select Doc Type / Sub Doc Type

Document Type	Sub Document Type
District Court	Stip to Adjourn
District Court	Orders
District Court	Jury Instructions
Divorce	Divorce
DNA	Order for DNA
DNA	Results
DNA	Polaroid of Parent
DNA	2 Letters - Mom & Dad
DNA	Legal Case Sheet
Domestic Violence Reviews	Domestic Violence Reviews
Evidence	Police Report

Submit Cancel

Case Tracking (Adult)

File Database Word Processing Functions Help

Case Key: 2002001028 Case #: 02-001383-FH Status: C V* Defendant: LANCE WILLIAM BALDOCK 74 02001028 01

Warrant Request(s) Defendant(s) Charge(s) Witness(es) Victim(s) Events Sentence Documents/Reports

Bookmark this case Case Information

Case Key: 2002001028 Privacy: Computer S Pros Unit: [Dropdown]

Case No: 02-001383-FH In Custody: No Agency: 74PHPD PORT HURON POLICE DEPARTMENT

File No: 2002001028 Vehicle: [Dropdown] Request Date: 03/08/2002 Complaint No: 01-19239

District Cit No: 02P02683FY Waiting: [Dropdown] Crime Date(s): 11/21/01 & 12/11/01 Court Crime Date: 11/21/2001

Status: Closed Ticket Case: [Dropdown] Location Code: 7480 - City of Port Huron

Class: Felony Stalking: [Dropdown] Location: [Dropdown]

Court: Circuit Court Child Abuse: [Dropdown] Class No: [Dropdown] Domestic Violence: No

County: St. Clair Tribe: [Dropdown] High Visibility: [Dropdown] Drug Court: [Dropdown]

DC Court: 72PH PORT HURON, MI Warrant Run Date: 04/12/2002 Mug Shot ID: [Dropdown]

CC Court: 31st PORT HURON, MI Arrest Date: [Dropdown] Court of Appeals #: [Dropdown]

Judge: P12619 PETER E. DEEGAN Mich Supreme Court No: [Dropdown]

APA: P30742 Long Notes Criminal Non Support Economic Crime

Defendant Information - Defendant Note Present

Defn Case No: [Dropdown] SID No: X020010281 CHR Disp: PL Pled Lesser

CTN No: 74 02001028 01 Verified: [Dropdown] Disp Date: 10/15/2002 TCN Result: [Dropdown] Resend TCN

Name: LANCE WILLIAM BALDOCK Share Data: No Decis Date Data Last Sent to MCVNN: [Dropdown]

Sex: Male DOB: [Dropdown] Age: 19 TCN: [Dropdown] Social Security #: [Dropdown]

Race: W - White Fingerprinted: Yes Incident Number: [Dropdown]

AKA: [Dropdown] CRD Date: 05/08/2002 Booking: [Dropdown]

Address1: [Dropdown] Defense Atty: P48795 JAMES T. DOWNEY, JR.

Address2: [Dropdown] Atty Type: [Dropdown] Defense: [Dropdown]

Zip Code: 48060 PORT HURON, MI School Code: [Dropdown]

Country: [Dropdown] Interpreter Needed: [Dropdown] School Emp: [Dropdown]

View Mode Record 1 of 6 Current User: rhernandez Build: 3.1.5.253

Document Catalog

- **Dynamic Foldering** provides intuitive, consistent interface for organizing case documents.

The screenshot displays a software interface for document management. On the left, a 'File Cabinets' pane shows a folder structure for '09. ADULT BIND OVER - GILBERTO - 10/10/2008 - TIFFANY MARIE - PA - Charging (Adult)'. The main window shows a detailed form for 'STATE OF MICHIGAN' with fields for 'BIND OVER/TRANSFER AFTER PRELIMINARY EXAMINATION', 'FELONY', and 'CIRCUIT'. The form includes sections for 'Defendant's name and address', 'Complainant', 'Complaining Witness', 'City/Town/Village', 'County in Michigan', 'Defendant TCN', 'Defendant CTN', 'Defendant DOJ', 'Defendant DOB', 'Police agency report no.', 'Charge', 'JUR Type', 'Vehicle Type', 'Defendant DCR', 'Date', 'District Judge', 'Reported Recorder', 'Case no.', 'Reported to counsel', and 'Bar no.'. A 'KEYWORDS' pop-up window is visible, listing case numbers and names. The bottom status bar shows 'Prosecuting Attorney Volume 96 Copy 1', 'Checked Out [Rev 1 of 1]', '(0) Note(s)', '(0) Highlight(s)', 'Page 1', and '(1) Page(s)'. A vertical sidebar on the right contains navigation icons and labels for various document types.

Workflow

Workflow is a set of preconfigured queues and tasks that facilitate consistent processing of prosecution requests, incoming documents and docket management.

- Prosecution Request Review
- Inbox

Workflow

- Prosecution Request Review
 - Screening Process
 - Timers
 - LEA-OPA Communication
 - Victim Rights
 - Electronic Signing

Workflow

- Screening Process - Warrant Manual Integration

CHARGE INFORMATION

CHARGE #1 Offense: Start Date: 05/12/2010 End Date: Crime Location: Ida Township

Search By Charge Title: Search By Charge Category:

larceny in General Charge Type: Attempt / Conspiracy / Solicitation Select Specific Charge:

750 358 - LARCENY IN BURNING BUILDING
750 360 - LARCENY IN A BUILDING

Offense Variables: **LARCENY IN A BUILDING**

did commit the crime of larceny in a (1) by stealing (2); contrary to MCL 750.360. [750.360]

(1) Description of building. Include in the description the applicable specific words in the statute (e.g. dwelling house, office, store, factory, etc.).

(2) Description of property.

FELONY: 4 Years and/or \$5,000.00
GROUP: Property
CLASS: G

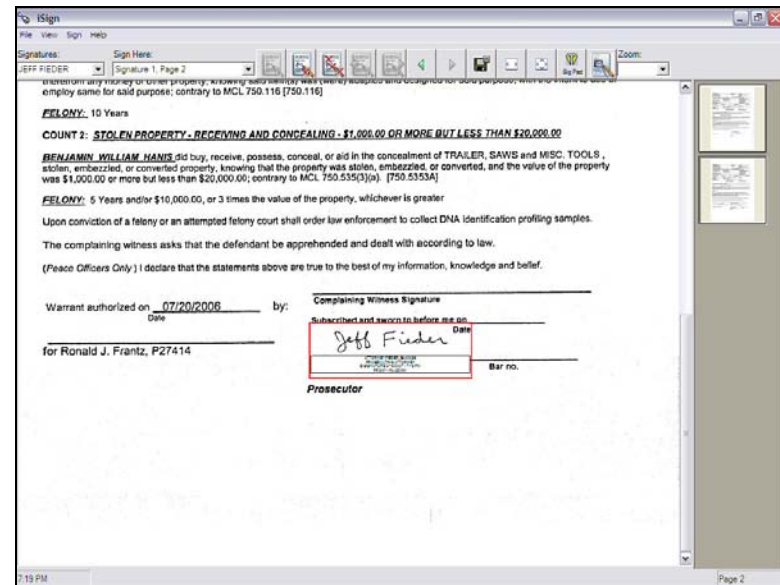
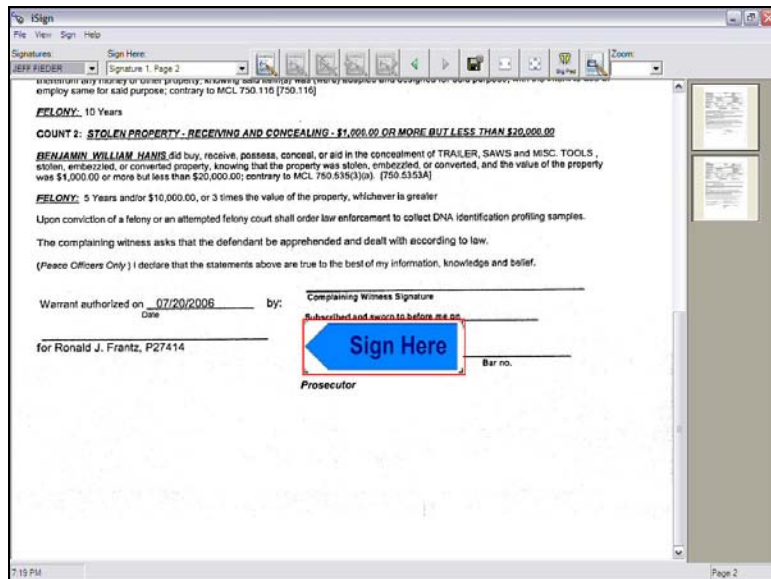
RESPONSIBILITIES: Printable
Adult DNA
Victim Rights
Victim Rights Assessment Fee
School Reportable

SPECIAL CODE: TG
Enhancement

Motor Vehicle Advisory Habitual Offender Victim Rights CPL

Workflow

- **Electronic Signatures** provide true signature capability for charging and other documents.



Workflow - InBox

- Inbox
 - Incoming Documents
 - Routing Rules
 - Discovery
 - Victim Right Notice
 - Docketing (M-F)
 - Docket Assignment Rules

Workflow - InBox

- Docketing - CMS independent via A/E

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]
COURTROOM CALENDAR FOR JOHN D. MONAGHAN
MONDAY - AUGUST 24, 2009

SEQ CASE# TYP PTY NAME ATTY/OFF PROCEEDING CHARGE
AT 9:59 A.M.
1 09P05585SM SM D01 DONBROSKY/MICHAEL/J GARDNER/DON HRG FOR PYMT ALC BY MINOR
2 09P05141ST ST D01 MONZO/AMANDA/LYNN BUELOW/TIMOT HRG FOR PYMT NO OPS POSS
3 09P04409SM SM D01 MUNTEAN/PAUL/MICHAE BENEDICT HRG FOR PYMT TRESPASS
4 09P060490M OM D01 WALKER/WILLIAM/CORE MYNSBERGE/AD HRG FOR PYMT RESISTING OF
AT 1:00 P.M.
5 09P05509ST ST D01 ALEXANDER/SCOTT/AND FRANCISCO/SC PRETRIAL DWLS
6 09P06129SM SM D01 ASHFORD/TERELL/MAND AHMED PRETRIAL SEX OFF/REP
SEX OFF/REP
7 09P06035SM SM D01 BEAM-MCBURNEY/MICHA CAMPAU/STEVE PRETRIAL RETL FRAUD 3
8 09P05703ST ST D01 BROWNING/HAROLD/RUS BLACK/WILLIA PRETRIAL DWLS
9 09P05721SD SD D01 CARDER/TERRY/LEE CROSS PRETRIAL OWI-INTOXICA
FTS PROPERTY
ALCOHOL OPEN
10 09P06031SM SM D01 CESEFSKE/CAROLE/JOA MASON PRETRIAL OBSCENE COND
11 09P05739SM SM D01 DALEY/JEFFREY/THOMA SARRINE PRETRIAL CS USE NON

NXT ___ CASE _____ PTY ___ COUNT ___ INQ _____ ST ___
F5-Back F7-R0A From Line F9-Print F10-Sum F13-OutQ F24-Prev Page/Roll Help
MA a 23/005
I902 - Session successfully started \\srv17\Prosecuting Konica 7145 #2 on Ne06:
```

Workflow - InBox

- Docket Event eForm (Monday – Friday queues)

The screenshot displays the 'Workflow' application interface. On the left, a tree view shows the 'PA - InBox' structure with folders for 'Assign InBox [0]', 'InBox [7]', 'Add Case Number [0]', 'Dockets Review [0]', 'Dockets - Monday [88]', 'Dockets - Tuesday [24]', 'Dockets - Wednesday [95]', 'Dockets - Thursday [12]', 'Dockets - Friday [17]', 'Signing [0]', and 'Juvenile [0]'. Below this is a table of document names and arrival times. The main area shows a 'District Court Docket Form' with the following details:

District Court Docket Form	
Judge:	CYNTHIA SIEMEN PLATZER
First & Middle Name:	BRYCE DEMAR
Last Name:	WHITMORE
CTN:	2008003921
District Court Case #:	08P08990SM
Ticket #:	08P08990SM
Event:	PRETRIAL
Docket Date:	12/01/2008
Victim's Rights:	Y
Adult:	

At the bottom, a list of documents is shown, including 'DC P1 12/1/08 - PA - Notices (Adult) - 11/25/2008', 'PA - Note Report Form - 10/03/2008 - CTN: 2008003921 - CAR # - CC # - Mental #', 'COH - PA - History (Adult) - 10/03/2008', 'POLICE REPORT - 10/03/2008 - PA - Evidence (Adult)', and various 'Docket Form (D)', 'APPEARANCE', 'REQUEST TO CHARGE', 'WITNESS LIST', 'CHARGING DECISION SHEET', 'WARRANT', and 'COMPLAINT DEFENSE' documents.

Workflow - InBox



- Disposition (Monday – Friday queues)
 - Prompts for ACT Category and Disposition (context sensitive to case suffix)
 - Prompts for next scheduled event
 - Optional free text
 - User ID / timestamp

[Case Note Entry]

<user - timestamp>

ACT Category - Disposition

Scheduled Event: [event] MM/DD/YY HH:MMam

Text

Workflow - InBox

- **Case Notes** eForm provides a snapshot of case activity including charge summary and victim contact information.

The screenshot displays the Workflow InBox application interface. The main window is titled "Workflow" and contains several panes:

- Left Pane (Navigation):** A tree view showing categories like "Dockets Review [0]", "Dockets - Monday [98]", "Dockets - Tuesday [24]", "Dockets - Wednesday [95]", "Dockets - Thursday [12]", "Dockets - Friday [17]", "Signings [0]", "Juvenile [0]", "Filed [0]", "Dismissed [2]", "Dismiss & Resub [0]", and "Adjourned [0]". Below this is a "Document Name" list with entries such as "DANIEL J. KELLY / BUFFUM, THERESA ANI" and "PETER E. DEEGAN / WARE, MICHAEL BERNARD".
- Bottom Left Pane (Queue):** Shows "Queue: Dockets - Monday", "User: RHERNANDEZ", and "Count: 80".
- Bottom Left Pane (Documents):** A list of document titles and dates, including "[1]01 CHECKLIST - PA - Victim's Rights (Adj.) - 09/18/2008" and "[1]01 SURPOENA RETURN SHEET - PA - Subpoenas (Adj.) - 09/16/2008".
- Main Content Area:** Displays a "Note Report - CTN: 2008003608" with the following sections:
 - Defense Attorney:** Jim Downey (810)794-4961
 - Plea Offer:** A/C both cts. drop bab
 - Charges:** (Empty field)
 - Victim Information:** (Empty field)
 - Restitution:** (Empty field)
 - Reports Sent:** 9/18/08 Faxed report
 - Notes:** A list of notes with timestamps and content, such as "[9/23/08 13:42 | MIANGHALS] P.E. waived. Offer is to dismiss the Hab 2nd." and "[10/20/08 14:18 | SGUILLIAT] arr/pt. spoc. 2 day JT. Kara appeared for Jim and said case will likely be a plea in the future."
- Right Pane (Tools):** A vertical toolbar with icons for "Add Ticket", "Juvenile", "Filed", "Dismissed", "Dismiss Resub", "Dismissed DV", "Adjourned", "Mail", "Inbox", "Add Note", "Delete", and "Folder View".

Electronic Subpoena



- **Electronic Subpoena** provides real time status whether or not someone has served.
 - Subpoena Status eForm
 - Subpoena
 - Proof of Service

Integrations



- Integrations
 - PACC/PAAM ACT
 - Warrant Manual
 - Police RMS (Web Services)
 - ID Networks (Mugshot)
 - APS (Electronic Citations)
 - JIS, etc. (Court Docket)
 - MiCJIN (Gun Board)

PACC/PAAM Topics



- PACC/PAAM Topics
 - Court Communication
 - SID / TCN / Criminal History
 - Victim Rights Correspondence
 - MICVIN
 - Global Justice XML

Thank You Questions?

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