Required	Number	Business and Functional Requirements
	1	**Person/Entity Management**
	1.1	**Types/Roles**
Yes	1.1.1	System must capture party title types associated to the person.
Yes	1.1.2	Must capture associations, such as but not limited to: attorney/client, attorney/law firm, family unit associations
Yes	1.1.3	Must allow user to enter information related to a professional entity and any associations to either individuals or other entities.
Yes	1.1.4	Must allow user to specify the role of each individual associated to a case. Must have the ability to specify multiple roles. Roles can change during the life of the case.
Yes	1.1.5	Maintain party relationships with multiple petitions and cross-complaints within a case.
Yes	1.1.6	Must capture and update the participant stages based upon system events, timing, orders, etc. (e.g. named, answered, defaulted,)
Yes	1.1.7	Ability to enter natural persons (First name, middles name, last name, suffix) and Entities such as corporations or agencies.
Yes	1.1.8	Ability to prevent entering names using hyphens.
Yes	1.1.9	Ability to capture various alternative names, such as alias, moniker, doing business as (DBA) etc.
	1.1.10	Ability to remove party and / or association from a case
Yes	1.1.11	Ability to capture roles for case participants such as, plaintiff, petitioner, defendant etc.
	1.2	**Demographics**
Yes	1.2.1	Must allow user to capture and update any and all person/entity profile information/demographics.
Yes	1.2.2	Must allow user to add, remove, modify associations between persons, persons and entities (e.g. attorney/law firm) and entities. If an association is made within the context of a case, it is only available within the case in which it was created. If an association is made outside the context of a case through the person/entity functionality, the association will be available on all cases associated with the person/entity
Yes	1.2.3	Must allow user to add, edit, delete notes related to persons, entities, family units, and associations.
Yes	1.2.4	Must allow the user to delete a person or entity record from the database; however, the record cannot be deleted if it is in use, or has been used in the context of a case.
Yes	1.2.5	Must allow user to enter, update, or delete demographic information related to judicial officers.
Yes	1.2.6	Must allow user to enter, update, or delete demographic information related to a case participant, in relation to the individual case.
Yes	1.2.7	Must allow user to update information in the context of a case associated to a person or entity record.
Yes	1.2.8	Allow search of Participant Data based on a selected position type.
Yes	1.2.9	Ability for user to add new person/entity information to a case, however they are not allowed to change information currently in use in any case.
Yes	1.2.10	Ability to specify which parties should Receive Notices for each Person/Entity role, such as, Self-Represented, Party represented by an attorney, or a Child in a Juvenile Case and is over/under the age of 10 etc.
Yes	1.2.11	If a Self-Represented Party becomes Represented (i.e. a Case Participant - Attorney association is created), then the system should remove the participant from Receiving Notices, and the Attorney should be identified to Receive Notices (except for collection notices)

Yes	1.2.12	If a Represented Party becomes Self-Represented (i.e. the Case Participant - Attorney associated is no longer valid), the Receive Notices association should identify the case participant and deselect the Attorney.
Yes	1.2.13	If a Represented Party changes Attorneys (i.e. one Case Participant - Attorney is replaced with another) the new attorney should be associated to Receive Notices and the previous Attorney should no longer have the Receive Notices association. (except for collection notices)
Yes	1.2.14	If an already Represented Party adds a new Attorney (i.e. an additional Case Participant - Attorney Association is created) an association to Receive Notices should be created for the new Attorney.
Yes	1.2.15	If a Child is a party to a Juvenile Case, then that Child should receive any notices if the Child is over the age of 10.
Yes	1.2.16	Any participant can be a family member of a Family Unit, if it has at least one family association with another family member. Otherwise, the person cannot be apart of the Family Unit. If the user terminates (deletion of the association, not end-dating it) the only family association in the family unit, the family unit is terminated.
Yes	1.2.17	Only persons of the Person/Entity Category of "Person" can be a members of a Family Unit. Entities, Government Agencies, and Trusts cannot be members of a Family Unit.
Yes	1.2.18	A user should be able to identify the case default address for a Person/Entity that commonly files cases in the system (e.g., District Attorney's office) to avoid the need to manually specify the case defaulted address for newly initiated cases. The "Case Init Default" email/physical address will become the "Case Default" address on a case and will trump the "most recently entered" case default address logic . A user, at any point in time thereafter, can manually override the "Case Init Default' pre-selection with a manual selection of another "Case Default." This default is configurable based on Case Type, Case Category and location/building of the filing.
Yes	1.2.19	Attorney State Bar Verification - Bar ID must be a unique identifier for a person record.
Yes	1.2.20	Track reporters' information: Name; Business address; Certified Shorthand Reporter license number.
Yes	1.2.21	Person identifiers and attributes for "party search selection list" purposes will include all identifiers
Yes	1.2.22	Maintain contact information (reference number, name, address, phone, and fax) of those who have frequent contact with the court (e.g., district attorney, law enforcement, court reporters, interpreters, and other lists of advocates and court related parties, including state agencies, treatment providers and community organizations).
	2	**Case Initiation**
	2.1	**Case Initiation and Numbering**
Yes	2.1.1	Ability to file the following case categories under the jurisdiction of superior courts in California: Civil (Limited and Un-Limited), Small Claims, Probate, Mental Health, Family Law, and Juvenile Dependency.
Yes	2.1.2	System must capture specific attributes related to a case type during case initiation (e.g. demand amount in Small Claims, complex designation in Civil Unlimited)
Yes	2.1.3	System will verify all mandatory fields have been completed, and no business rules have been violated, and will display an appropriate message to the user as to any errors.
Yes	2.1.4	System should allow for quick selection and entry of common documents filed with case initiation (e.g. summons in Civil, Letters in Probate, etc.)
Yes	2.1.5	System will allow user to enter data on a legacy case, including the case number from the legacy system.
Yes	2.1.6	Provide the ability to configure whether user is required to receipt payment for fees due during the case initiation work flow, or whether the payment is deferred to a separate process.

Yes	2.1.7	Ability for the CMS to determine at the time of case initiation if a filing fee is due based on the Case Category, Case Type and/or specific filing information and to add and collect the fee in accordance with the fee schedule. The filing will not be marked as complete until the fee is paid, waived or deferred.
Yes	2.1.8	Provide the ability to automatically create a "Case Title" that is configurable based on Case Category, Case Type party role (plaintiff, defendant, petitioner, child etc) and party type (natural person, corporation, agency etc).
Yes	2.1.9	Ability during case initiation to accept a Request for Fee Waiver and to record the fee as "waived" in situations where the clerk is allowed to waive the fee or "pending waiver" in situations where the waiver must be approved by a Judicial Officer.
Yes	2.1.10	Ability to enter "Interested Parties" at case initiation or at any other step in a case. Interested parties are in titles to certain notices.
Yes	2.1.11	Provide the ability to enter Case Participants during case initiation.
Yes	2.1.12	To reduce duplicate Person/Entities, a system should search Person/Entity when an entry is made using a unique identifier (e.g. bar number, SSN) before creating a new Person/Entity.
Yes	2.1.13	Provide ability to enter all children involved in Family Law case types with children as a case participant with the role of "Child" in order to initiate the case.
Yes	2.1.14	Provide the ability to configure, if a Judicial Officer/Department assignment should take place during case initiation based on court, case category and case type
Yes	2.1.15	Ability to automatically assign case numbers to cases, in a court configurable format, depending on Case Category, Case Type and filing location/building.
	2.2	**Case History/Register of Actions**
Yes	2.2.1	The system will allow for a Register of Actions (ROA) to be produced and printed. The ROA enables the user to review event and filing history of a case, or to set filters to view only selected case events.
Yes	2.2.2	System will automate the security of unlawful detainer cases based upon statutory timelines.
Yes	2.2.3	Actions performed in the system should be executed effective of the date entered on the screen associated to the specific action, this date will be used as the Entry date on the ROA (the time populated will be the system time). The date/time entered in the date field can be the system date/time or the date/time an action was taken (i.e. the date a filing was filed in the office, not the date it was entered in the system). If no action date is available, then the system date will be used. These dates can be backdated, but validations will prevent the user from entering dates in the future. When the original action is executed, the Entry date will be the date entered on the screen, but when updating/editing an existing action, the Entry date will be the system date (i.e. Recording a fee waiver order, effective date will be the fee waiver "order date", but when updating the fee waiver, the ROA entry date will be the system date).
Yes	2.2.4	If an action is sealed or confidential in the system, then the link to all documents associated to the entry should be sealed or confidential, in accordance with security.
Yes	2.2.5	Any stricken case history entries, entries that have been made in error, or case history entries for voided & rejected filings are prevented from appearing on the associated entries tab. These stricken entries will be maintained in case history of ROA for record purposes. Any filing documents whose entry has been stricken will not appear in code drop-downs.
	3	**Case Management**
	3.1	**Case Filings and Updates**
Yes	3.1.1	System will allow user to record the filing of subsequent documents on an existing case, including the filing name, filing party, the party the filing refers to, filing date, and any attributes specific to that filing document.
Yes	3.1.2	System will allow user to update a case classification from civil limited to unlimited, or unlimited to limited.

Yes	3.1.3	Provide capability to suppress display of a documents if the filing is "Rejected"
Yes	3.1.4	Ability to associate a fee that may be due to filings for subsequent documents and provide for the collection of the fee.
Yes	3.1.5	Ability to view all filings on a case and their status
Yes	3.1.6	The user should be able to associate attorney(s) to all roles of the selected filing participant(s), the system will associate the attorney to the case participant for all roles the case participant has on the case, *in addition to* any other associated attorneys for that case participant on the case. The effective date of the case participant/attorney association will be based on the filing date.
Yes	3.1.7	The user should be able to indicate the system should Replace attorney(s) for all roles of the selected filing participant(s), the system will replace any previous attorneys associated to the case participant for all roles the case participant has on the case with the newly selected attorney. The selected participants will be determined by the Filed by participant on the filing. The effective date of the case participant/attorney association, and the "end date" of any previous attorney participant associations will be based on the filing date.
Yes	3.1.8	(Civil, Small Claims, Probate, Mental Health only) If a filing is added as an "Amendment To" and associated to an original complaint/petition or the latest amended complaint/petition, all new participants added as a result of the "Amendment To" filing will be added to the original complaint/petition or latest amended complaint/petition with an effective date based on the filing date of the "Amendment To" filing document. This behavior may be configured for multiple filings.
Yes	3.1.9	(Civil, Small Claims, Probate, Mental Health only) The user should be able to add a 'Number of Causes of Action', as an optional filing attribute, it should display on the Case Information and Disposition screens. The "Number of Causes of Action" filing attribute will apply to all dispositive filings.
Yes	3.1.10	System should allow for partially completed additional filings draft, thus allowing user to return at a later date and complete the additional filing.
Yes	3.1.11	If a filing is to be rejected, the reasons should be captured on a template that has the case caption information merged into the form. That form can then be captured as part of the case and referred to later for reasons for rejection.
Yes	3.1.12	The ability to add a filing w/o being a case participant. Courts file documents and are not parties to a case.
	3.2	**Case Management**
Yes	3.2.1	System must allow user to specify attributes specific to the filing document. (e.g. date of service on Proof of Service)
Yes	3.2.2	Ability to assign Judicial Officer or Department to a case based on court configurable rules.
Yes	3.2.3	User must be able to create, read, update and delete case assignment rules to assign cases either judicial officer or department, based upon case category, case type, case sub type. Assignment types should be random, weighted random, rotational, based upon case number digits, etc.
Yes	3.2.4	Ability of user to override suggested assignment.
Yes	3.2.5	Ability to adjust assignment rules or weights to achieve the desired balance of case assignments. This ability supersedes the basic assignment rules until there is an equal distribution of cases as determined by the court.
Yes	3.2.6	Ability to record recusals and disqualifications of any type for any Judicial Officer and to consider these in the case assignment or re-assignment process .
Yes	3.2.7	Ability to re-assign cases in mass, e.g. re-assign all or some cases from one Judicial Officer or Courtroom to another. Provide the user with a warning message of any recusals that may effect the re-assignments.
Yes	3.2.8	System must allow user to select two to multiple cases to consolidate for all future purposes. Upon consolidation, the user will select a lead case, and the user will select all participant info that will be copied from each case to the lead case.

Yes	3.2.9	System must allow user to mark cases to be coordinated so that they may be heard together. This is not a consolidation process, and the information from cases is not transferred.
Yes	3.2.10	For Judicial Council Coordinated Proceedings (JCCP) cases, allow for multiple case numbers with varying case formats to be associated with a case (e.g., local case numbers, superior court case numbers, and JCCP case numbers) and to be used as the reference. Allow new filings to be filed under the JCCP case number or individual case number.
Yes	3.2.11	Provide online tracking for guardianship/conservatorship Financial Audits and Initial and Annual/Biennial Review Investigations.
Yes	3.2.12	The system must allow the user to mark cases as related. This will simply provide an alert that the cases seem to be a related issue, but will not result in the copying of info from one case to another.
Yes	3.2.13	System must allow user to de-consolidate cases that were previously consolidated. User should be able to select case history entries and documents to transfer from the previous lead case to the case being de-consolidated.
Yes	3.2.14	System must allow user to disassociate cases that had been previously coordinated or related. No transfer of information need take place on disassociation.
Yes	3.2.15	System must allow user to secure case information by raising the security level of the information so that is not accessible to those without proper security clearance.
Yes	3.2.16	System must allow user to update or maintain any information related to an individual case.
Yes	3.2.17	System must allow user to capture notes related to a case.
Yes	3.2.18	System must allow user to record the entry of default against a case participant.
Yes	3.2.19	System must allow user to set aside a previously entered default.
Yes	3.2.20	Security level associated with the Case History/ROA entries, participants, and DMS document(s) of non-lead case(s) will be retained on the lead case.
Yes	3.2.21	The system will assign certain case type as higher level security by their case type Family (Adoptions, Termination of Parental Rights, Parental Relationship), Juvenile (all), mental health conservatorship
Yes	3.2.22	For case type "Paternity" in Family Law, cases are automatically secured until Judgment is entered.
Yes	3.2.23	If the case status is updated to a status that is "disposed", the system will stop case aging .
Yes	3.2.24	If a case is changed from Civil Limited Unlawful Detainer (UD) to another case type and/or category, and based on the security level the case is not available for public viewing, then the security on the case is reset to make it available for public viewing.
Yes	3.2.25	Case notes are only available to internal court staff. The general public will not have access to these items.
Yes	3.2.26	The system must maintain a status of a case, and update the status to an appropriate new status upon the occurrence of a system event, a hearing event, an order, etc.
	3.3	**Case Ticklers, Prompts and Milestones**
Yes	3.3.1	Ability to create, read, update and delete case related ticklers, e.g. an Request for Fee Waiver must be ruled on within 5 days.
Yes	3.3.2	Ability to configure ticklers to allow for optional processing at the end of the tickler period, e.g. automatically grant fee waiver if no action or prompt clerk to review and take appropriate action
Yes	3.3.3	Ability to mark a tickler item as complete if the tickler condition is met prior to the end of the tickler date, e.g. Fee waiver application is acted on before end of 5 day period, then the tickler is ended and no automatic function is performed or no prompt is sent to the clerk.
Yes	3.3.4	Ability to associate ticklers to specific events, actions, filings etc. - the CMS will begin the tickler based on these criteria, e.g. the filing of the Fee Waiver Application starts the 5 day tickler.
Yes	3.3.5	Ability to specify if the tickler is to be based on "calendar days" or "court days".
Yes	3.3.6	Ability to specify handling of tickler events that may end on weekends or holidays.

Yes	3.3.7	Ability to update a tickler, including days remaining before expiry
Yes	3.3.8	Ability to automatically maintain the age of the case based on court configurable rules.
Yes	3.3.9	System will maintain a configuration of statutory times within which an event must occur, and keep the status of that event.
Yes	3.4.10	Ability to track and report on comparison of case specific milestones to a set of established milestones for specific case categories, case type and case tracks, e.g. milestone is to conduct mandatory settlement conference within 180 of case filing, compare the case actual to the milestone etc.
	3.4	**Work Queues**
Yes	3.4.1	Ability to configure work queues for specific individuals users or groups of users.
Yes	3.4.2	Ability to create, read, update or delete work queues.
Yes	3.4.3	System must allow user to manually populate a work queue with a task.
Yes	3.4.4	Ability to specify work queue items must have a priority, and user must be able to update priority of work queue items.
Yes	3.4.5	Work queues tasks are created by the system based on specific actions occurring, e.g. the filing of a certain document or a tickler date being met etc.
Yes	3.4.6	Ability to navigate the user of a work queue to an appropriate screen for the completion of the task.
Yes	3.4.7	Ability to manually mark a work queue task as complete.
Yes	3.4.8	Where work queues are assigned to a group and an individual user in that group opens the task then reassign the task to the individual users.
Yes	3.4.9	Ability for a supervisor to manually assign or reassign tasks as required.
Yes	3.4.10	Ability to sort and/or filter work queue tasks.
	3.5	**Appeals and Transfers**
Yes	3.5.1	System must allow user to compile an appellate record on appeal based upon the case history entries and documents within the case. User must be able to update the content of the record on appeal.
Yes	3.5.2	System must allow user to enter a default on an appellate case, or remove the default from an appellate case.
Yes	3.5.3	Ability to create an alphabetic and chronological index of the Record on Appeal displaying the page number for each document.
Yes	3.5.4	Ability to create volumes of documents based on a court configurable number of pages allowed per volume.
Yes	3.5.5	Ability of the CMS to allow for calculations of pages calculated, including scanned documents, e-filed documents, system generated documents and potential paper documents.
Yes	3.5.6	If a case participant does not provide payment for the filing of the Notice of Appeal (for Small Claims cases) within 10 days of the filing of the Notice of Appeal, the user will void the appeal that has been filed and send a notice to case participant about aborting the transaction.
Yes	3.5.7	Ability to establish 'Case status' for cases of case category Appeal such as: Pending Receipt of Record (before Record on Appeal received, after Notice of Appeal received) Record Received (after Record on Appeal received) Decision Rendered (after Appeals/Judgment Pronounced F/A is triggered) Remittitur Issued (after Remittitur is generated) Referred to Higher Court (If document is sent to District Court of Appeals or Supreme Court) Stayed (manually entered) Remanded to Trial Court (when Appeals/Ruling Remand F/A is triggered) In Default (when default entered on case)
Yes	3.5.8	When appellate case is completed, defaulted, or dismissed, the system will generate a remittur to be filed with the originating court in the original case.

Yes	3.5.9	Ability to produce Receipt for Record form listing all documents being transferred.
Yes	3.5.10	Ability to record new case number from new court after receiving the returned Receipt for Record.
Yes	3.5.11	Ability to produce all appropriate notices for appeals (e.g. Notice of Default, Notice to Court Reporter's etc).
	4	**Event Management**
	4.1	**Resource Availability Tracking**
Yes	4.1.1	System must allow user to configure when a Judicial Officer (JO) or Department is available, and how many events may be placed on an individual calendar. Rules can be configured for Judicial Officers, Departments, Rooms, Mediators, FCS Mediators, Arbitrators, Temporary Judges, Judicial Assistants, Interpreters, Court Reporters and the Court as a whole.
Yes	4.1.2	Ability to assign specific attributes of the Resource Allocation rules which may include values such as: - Resource Type: This includes Judicial Officers, Departments, Mediators, FCS Mediators, Arbitrators, Temporary Judges, Judicial Assistants, Interpreters, Court Reporters, and the Court. If a rule is configured for a Court, then it will be used as a default for all resources belonging to the court unless specific rules have been configured for that resource. - Resource Name: The name of the resource that the rule applies to. - Court Location: The specific court location that this rule applies to. - Case Category/Case Type: The specific Case Category and related Case Types that this rule applies to - Calendar Type/Event Type: The specific calendar types (e.g., Law and Motion, Trial, Settlement Conference) and event types (e.g., Trial, Pre-trial conference) that the allocation rule applies to. - Frequency and Frequency Type: This indicates the frequency with which the specified calendar type/event type can be scheduled. The default is "weekly". However, the Actor will have the option to specify if the frequency is "daily" (all days of the week), or "monthly". The system will also provide the ability to create rules that apply to odd/even dates (e.g. events are scheduled in Department 100 on even dates while they are scheduled in Department 101 on odd dates). - Day(s) of the Week: The day of the week to which the allocation rule (for the selected resource) applies to. - Calendar Start/End Time: The start time is the time on the selected day to which events belonging to the selected calendar type/event type should be scheduled for the resource. The end time helps indicate what the duration of the calendar is. - Max Count By / Max Count: The Max Count By field allows the Actor to specify what entity is used to indicate hearing loads -cases, events, Defendants or Minors. The Max Count specifies the maximum hearing load for that calendar. For instance, 30 Events or 25 Defendants, etc. - Effective Start Date and End Date: The date range between which the rule is applicable. - Night Court: An indicator that allows the Actor to specify if a particular Calendar is a night court calendar for that Court. Only a subset of the above attributes will be mandatory to create an allocation rule for the selected resource.
Yes	4.1.3	System must allow user to configure when a JO or Department is unavailable to hear matters.

Yes	4.1.4	Ability to assign specific attributes to Resource Unavailability rules, which includes values such as: - Resource Type: This includes Judicial Officers, Departments, Mediators, FCS Mediators, Arbitrators, Temporary Judges and the Court. If a rule is configured for a Court, then it will be used as a default for all resources belonging to the court unless specific rules have been configured for that resource. - Resource Name: The name of the resource that the rule applies to. - Unavailable Start Date and End Date: The specific date range for which the resource is not available. - Unavailable Start Time and End Time: The specific time range for the designed date(s) during which the resource is not available. - Block Entire Day - An indicator that blocks the entire day as "dark" and doesn't require start/end dates and times to be entered - Holiday Indicator - An indicator that designates the day as a holiday. This indicator should be used when the resource type selected is Court, so that the holiday rule applies to all resources within that Court
Yes	4.1.5	System must allow user to configure when a specific event type will be heard, in what department or with what JO, based upon case category, case type, event type.
Yes	4.1.6	Each scheduling rule is specific to the court that the Clerk belongs to. The attributes of the scheduling rule include but are not limited to: - Scheduling Rule Name and Description - Case Category: (e.g. Civil, Small Claims, Probate) - Case Type: (e.g., Unlawful Detainer in Civil, Guardianship in Probate) - Calendar Type: (e.g. Hearing, Trial). - Event Type: (e.g. Pre-trial Conference, Case Management Conference, Trial). - Type of Days: This indicates whether the days (if any) specified in the rule are calendar days or court working days. This type applies to all the days specified in the rule. - Minimum and Maximum Number of Days: The range of days between which the event must be scheduled based the completion. - Causal Document: The Causal Document required for the event to be scheduled. - District/Location/Building/Department: The district/location/building/department to which the event is assigned. - Effective Start Date and Effective End Date of rule: The date range during which the rule is active.
	4.2	**Calendaring/Scheduling**
Yes	4.2.1	Ability to schedule events for hearings from multiple screens, or link to standard calendaring screen from multiple other screens, for example link to calendaring screen from case initiation or add filings.
Yes	4.2.2	Ability to schedule events while working on courtroom screen without linking to standard calendaring screen.
Yes	4.2.3	System must allow user to change or vacate calendar event, including date, time, location, department, JO, and status.
Yes	4.2.4	Ability to reserve an available calendaring slot prior to the actual calendaring event being entered, e.g., an attorney calls ahead for a hearing date and the user has the ability to reserve the slot pending the receipt of the actual filing. Provide the user with a reservation number to be used as across reference.
Yes	4.2.5	Ability to request and schedule additional resources that may be required for an event, e.g. Court Interpreters, Court Reporters, etc.
Yes	4.2.6	Ability to view calendar in day view, week view, month view formats.

Yes	4.2.7	Ability to print calendar in multiple formats, e.g. Public Calendar, Courtroom Calendar, Trial Court Calendar, Consolidated department calendar, etc.
Yes	4.2.9	System must allow user to configure printed calendar with information as requested by the bench, or information needed for given case processing.
Yes	4.2.10	Ability to assign attributes of the calendar view such as: - Calendar Name and Description - Comprehensive list of calendar related data elements (e.g. case information, party information, event information, minutes, probate notes/case notes) and their display sequence in the view - Grouping/Combining/Sorting information - such as party names, related cases, related family members, co-defendants etc.
Yes	4.2.11	Ability to view and print a calendar of events based upon date, time, department /JO, calendar type, event type, etc.
Yes	4.2.12	Ability to schedule specific events based on configurable rules, such as scheduling Small Claims trials within 70 days of filing, etc.
Yes	4.2.14	Ability to re-schedule events in mass, e.g. re-schedule all or some events from one date, time and location to another date, time and location.
Yes	4.2.15	Ability to re-assign events, e.g. Master Calendar court re-assigns case to another Courtroom for Trial.
Yes	4.2.16	Ability for system to consider any Conflicts that may be present when re-assigning or re-scheduling, e.g. check for any recusals that may exist for a JO.
	5	**Courtroom**
	5.1	**Court Clerk Functions**
Yes	5.1.1	Allow the recording of details about the scheduled event including displaying all parties associated with the case and checking them in. This attendance information should then also be available to the user for inclusion in the minutes. The check-in status can also be used to sort calendar events. The user has the ability to check-in participants for one or multiple events.
Yes	5.1.2	The users department should be defaulted when entering minutes.
Yes	5.1.3	This System should provide the functionality to: - the ability to enter minutes on a case in a quick and efficient manner, such as the use minute entry codes and or macros, - preview the minute order, - save minute entry codes for later update, - attach an electronic signature to the minute order with the proper security access, - generate a finalized minute order, - send minute order for judicial review/electronic signature
Yes	5.1.4	Ability to amend, correct or otherwise modify minutes including *Nunc Pro Tunc* processing.
Yes	5.1.5	Provide ability to initiate or prepare Minutes before hearings. Provide ability to modify pre-completed Minutes during hearing. Allow updates to these entries, even though they were input by a different user.
Yes	5.1.6	When recording event based minutes, the date and time of the event will be used for all transactions as the date/time the transaction took place unless there is a date supplied by the user. For example, if a judgment is entered, the judgment entered date will be the event date, not the system date. Further, the case history entry date/time will be the event date/time.
Yes	5.1.7	Any codes used during the courtroom session and part of minute order capture should have configurable associated text that will be translated into the minute order.
Yes	5.1.8	The system will have the ability to print the finalized minute order(s) or at any point print the draft version of the minute order.

Yes	5.1.9	Any previously finalized minute order cannot be "re-finalized", all finalized minute orders will be ignored in subsequent finalization activities. If text associated to the finalized minute order is modified (i.e. "corrected"), that text will update the subsequent sections of the database without re-execution of the minute code. (e.g. the comments during adjust fee may be edited without readjusting the fee)
Yes	5.1.10	Ability to record minutes even if an event is not scheduled on a case, the date and time supplied by the user for the minutes will be used for all transactions as the date/time the transaction took place (unless there is a date parameter on the action code for the transaction - in that scenario, the date supplied for the parameter will be used). For example, if a judgment is entered, the judgment entered date will be the date supplied by the user for the non-event minutes, not the system date. Further, the Register of Actions entry date/time will be the non-event minutes date/time.
Yes	5.1.11	If the system uses minute codes, the ability to use the minute codes in the business office without using specific courtroom screens.
Yes	5.1.12	System will support, sending a minute order to the Judicial Officer for approval or e-signature and will not finalize the minutes. When the Judicial Officer approves or attaches an e-signature to the Minutes, the minutes will be sent back to the clerk to finalize the minutes, or the clerk can retrieve the approved minute order.
Yes	5.1.13	When entering minutes that use a date or time field, the User will not be required to enter forward slashes for the date, or a colon for the time. Upon exiting the field, the system will format the date or time data accordingly. Subsequently, if the User enters any time greater than 07:30 and less than 11:59, the time will be assumed to be AM, otherwise the time will be assumed to be PM. This AM/PM setting can be overridden by the User by indicating AM or PM in the minutes.
Yes	5.1.14	When entering minutes for a filing, do not retrieve any filing that has been rejected, voided or has been "replaced" by a later operative pleading (e.g. an Amended Complaint should display instead of the original Complaint).
Yes	5.1.15	When entering codes for minutes that include date fields, the system will default the dates to the current system date if configured to do so.
Yes	5.1.16	For any participant related parameter where additional names are displayed, the system will retrieve and display additional names in the order they were entered in the system in the context of the associated case.
Yes	5.1.17	When amending minutes, the date and time of the transactions and case history entries will depend on the method by which the user is amending the minutes (nunc pro tunc, corrected, or amended).
Yes	5.1.18	The user may choose to correct minutes. The ability to correct minutes should be based on court configurable roles. When correcting minutes: 1) The user may remove any code from the minutes 2) The user may update codes entered in the minutes (e.g. updating parameter text) 3) The user may update check-in information 4) The system will update the Case History / ROA entry (if applicable through configuration) of the associated minute code by overwriting the previous Case History / Register of Action text with the updated minute code Case History / ROA text The user may update the participants checked-in to the original or amended event 5) The "corrected" Minute Order form will be considered the original minute order (e.g. no identification that the Minute Order was corrected) other than the corrections made by the user. The Minute Order form will replace the previous Minute Order form in the applicable Case History entry 6) The user will be able to Preview in Correct mode.
Yes	5.1.19	Allow the user to record minutes simultaneously across multiple hearings and/or cases, and in doing so may immediately access any selected set of minutes.
Yes	5.1.20	Ability to configure Minute Order header information based on Case Category and Case Type.

Yes	5.1.21	Provide Minute Order Header configuration for Civil Limited, Civil Unlimited, Probate, Small Claims, and Mental Health with a value of "Associate Cases" that will allow the Minute Order to display associated cases when selected.
Yes	5.1.22	The Juvenile Minute Order Header configuration will contain a value of "Related Cases" that will allow the Minute Order to display related case information when selected.
Yes	5.1.23	Allow the user to create a single minute order for multiple events on the same case. Once the single minute order is created, the events will always be tied together. When a user selects an event to work on, pull all events related to the minute order, regardless of which was chosen.
Yes	5.1.24	The system should warn the user when they process a minute order and the entire case is either dismissed or disposed with future event dates pending
Yes	5.1.25	The system should warn the user when they process a minute order and There are additional events for the case on the same date and those minutes have not been finalized.
Yes	5.1.26	The system should warn the user when they process a minute order and there is a due Child Custody Investigation Fees or Minors Counsel's fee on the case, but no Order for Payment has been made.
Yes	5.1.27	The system should warn the user when they process a minute order and a required parameter has not been addressed/entered.
Yes	5.1.28	The system should warn the user when they process a minute order and fees were created during the session and the participant needs to be informed that they need to pay them.
Yes	5.1.29	Allow the user to configure the department resources and select the default staff to be used for creation on the minute order header for a department on a given date. The staff that may be specified for the minute order header include, but are not limited to, the Judicial Officer, Courtroom Clerk(s), Bailiff/Court Attendant, Courtroom Reporter(s), and Electronic Recording Monitor.
Yes	5.1.30	Allow the user to override the configured department resources and selected default staff to be used for creation on the minute order header for a department on a given date.
Yes	5.1.31	Allow a user to take a matter under submission for an event or events and record a ruling at a later time.
Yes	5.1.32	Ability to track and update all matters taken under submission for reporting purposes.
	5.2	**Probate Notes/Tentative Rulings**
Yes	5.2.1	Ability to create a probate notes associated to a scheduled event. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.
Yes	5.2.2	Allow a user to publish probate note or send them for judicial review.
Yes	5.2.3	If the Probate Notes functionality is performed within the CMS, when a user selects to work on a probate note, the probate note record should be locked for that user. Provide a mechanism that allows for the unlocking of the file in specific circumstances.
Yes	5.2.4	Ability to configure multiple Probate Notes templates to allow for ease of use.
Yes	5.2.5	Allow a user to create a tentative ruling associated to a scheduled event. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.
Yes	5.2.6	Allow a user to publish tentative rulings or send them for judicial review.
Yes	5.2.7	If the Tentative Ruling is performed within the CMS, when a user selects to work on a tentative ruling, the tentative ruling record should be locked for that user. Provide a mechanism that allows for the unlocking of the file in specific circumstances.
Yes	5.2.8	Provide the ability to extract probate notes published on or after a specified date.
Yes	5.2.9	Provide the ability to extract tentative rulings published on or after a specified date.
	5.3	**Judicial Officer Functions**
Yes	5.3.1	Provide system functionality to Judicial Officers (JO) to manage their calendars. Calendar event information should be available based on case category, calendar type and should be court configurable. I.e. filings and events that appear in each screen.

Yes	5.3.2	Provide process for creating, viewing, updating, and expiring Judicial Notes. These are case-level notes that are maintained through the life of the case (unless expired or deleted), and event notes that are specific to an event and are defaulted to be only viewable by the Judicial Officer that created the note. Notes can be shared by updating the notes' security settings.
Yes	5.3.3	Allow the JO to grant additional user's access to specific Judicial Officer Notes. The Judicial Officer may filter the list of available users to grant security by position type, location, and/or case category. The Judicial Officer can also remove users who may view the note.
Yes	5.3.4	Ability to Create Case Documents, such as Statement of Decision, Notice of Ruling on Submitted Matter, etc. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.
	6	**Disposition**
	6.1	**Dispositions/Sentencing**
Yes	6.1.1	Include the functionality of recording the judgment that is rendered by the Court (including default judgment and judgment on verdict) as well the Clerk's default judgment. Depending on the court's business process or the type of case, this judgment might be recorded as a result of a filing, or as a part of a minute order or in some instances the judgment might be recorded as a result of a ruling made by the Judicial Officer subsequent to a hearing.
Yes	6.1.2	Allow the court, to record a judgment with one or more judgment awards associated with it. If a severed judgment is rendered, then there will be multiple judgment awards each detailing out a specific amount that the judgment debtor(s) owes the judgment creditor(s).
Yes	6.1.3	Ability to amend judgments. The request to amend judgment may be entered as a result of a filing, or as a part of a minute order.
Yes	6.1.4	For Civil and Small Claims cases, the system will provide the ability to record judgment (non-Unlawful Detainer case types) on the non-dismissed participants of all the non-disposed dispositive filings on a case.

For Probate cases, the system will provide the ability to record judgment on the case participants of dispositive filings on the case. |
Yes	6.1.5	For UD case type, the ability to indicate that judgment also includes any unnamed occupants.
Yes	6.1.6	The system allows a judgment to be entered as part of a minute order or outside the minutes functionality at the same time as the judgment information is recorded.
Yes	6.1.7	System provides the ability to first record the judgment information, through the minutes, and then enter the judgment at a later time
Yes	6.1.8	The system will not dispose of the case participants, filings, or the case when a judgment/final order is entered on a Probate, Family Support, Family Law, Dependency, Adoption & Parental Relationship case.
Yes	6.1.9	The system will calculate the disposition status of the filing based on the disposition status of the participants associated with the filing. The JBSIS disposition hierarchy will be used to calculate the disposition - the highest disposition associated with the participants on the filing will be the disposition status of the filing.
Yes	6.1.10	For Civil and Small Claims cases, a filing will be disposed if each participant on the filing has a 'Judgment For' or 'Judgment Against' set for them or if the participant has been dismissed.
Yes	6.1.11	Ability to amend or vacate one or more awards within a judgment, including the ability to amend or vacate awards as to one or more parties in the award or judgment.
Yes	6.1.12	The date of entry of disposition for the filing/case will remain unchanged even when the disposition on the associated case participants is updated.
Yes	6.1.13	If the case disposition status is updated by the user from Active to a disposition status, then the case disposed date will be the date of the update.

Yes	6.1.14	If the case disposition status is updated by the user from one disposition status to another disposition status, then the case disposed date will remain unchanged.
Yes	6.1.15	The system will allow the ability to record an amended judgment on the non-dismissed participants of all the dispositive filings on a case.
Yes	6.1.16	Ability to enter awards and/or judgments for large amounts of parties (thousands for complex litigation cases) at one time without effecting system performance.
Yes	6.1.17	The system will provide functionality to enter a dismissal on a complaint or cross-complaint as a result of a filing (request for dismissal), or as a part of a minute order (dismissals entered by the court's own motion).
Yes	6.1.18	The system will provide functionality to record the dismissal of a petition on a Civil, Probate, or Mental Health cases. The dismissal might be entered as a result of a filing (request for dismissal), or as a part of a minute order (dismissals entered by the court's own motion).
Yes	6.1.19	Ability to capture non-monetary awards when recording a judgment.
Yes	6.1.20	Provide ability to strike a complaint/petition, cross complaint (partial/entire), or charge.
Yes	6.1.21	Ability to create, print, and maintain separate judgment indices (i.e., judgment book) that show original and subsequent judgments (e.g., containing dates, amounts, modifications, satisfactions, judge) by case and party.
Yes	6.1.22	The system will provide functionality to enter information related to the granting/denying of a petition. The order to grant or deny a petition might be entered as a result of a filing or as a part of a minute order.
Yes	6.1.23	The system will allow the court to grant or deny petitions at the time of recording minutes or only make text entries in the minutes to indicate that the petition has been granted. In this case, the formal order will come in as a filing. Once the filing is submitted, the Clerk will then enter the order on the petition.
Yes	6.1.24	The system will support the recording of a sanction order. If the participant/attorney is ordered to pay the sanction amount to the Court, then a fee will be created in the system to allow the system to track the payment of the fee.
Yes	6.1.25	Provide functionality to vacate/suspend a sanction order. If the sanction amount was payable to the court, then at the time of vacating/suspending the sanction the associated fees will be cancelled. If a payment was recorded against this sanction, the received payments will be transferred to a trust deposit for the participant against whom the sanction was ordered.
Yes	6.1.26	The system will allow the court to track suspended sanctions, which occur when the court makes an order that the sanction originally imposed does not have to be paid.
Yes	6.1.27	The system will support the recording of a verdict prior to the judgment being rendered. This verdict will be available to be included as a part of the minute order and the judgment.
Yes	6.1.28	Provide functionality for recording, updating, removing, and viewing the plea entered on counts, enhancements, priors and allegations for Felony, Misdemeanor, Infraction and Juvenile.
Yes	6.1.29	The user will be able to view the plea information entered through a screen in the application.
Yes	6.1.30	The user will be able to view the disposition information entered as a part of the minute order creation through a screen in the application.
Yes	6.1.31	Provide functionality for recording, modifying, vacating or setting aside a disposition for a Family Law case. This includes the functionality of maintaining dispositions at a participant, filing or case level.
Yes	6.1.32	When judgment is entered on a Small Claims case, the status of the case should indicate Judgment Enforcement Stayed. The status of the case needs to be updated to indicate Post Judgment after 30 calendar days as passed.
Yes	6.1.33	The system will automatically put "Guardianship of Estate Only" or "Conservatorship of Estate Only" cases in a work-queue when the youngest minor on the case turns 19.
Yes	6.1.34	For probate guardianship only cases the system will automatically close the cases when the minor becomes 18.

	6.2	**Case Closure**
Yes	6.2.1	Ability to automatically mark cases as "closed" depending on Case Category, Case Type, periods of time, case activity (e.g. appeals, bail etc.)
	7	**Financial Management**
	7.1	**Payments/Cashiering**
Yes	7.1.1	The system will support the creation, adjusting, and canceling of fees.
Yes	7.1.2	The creation, adjusting or cancelling of fees may or may not be case related. i.e. copy fees
Yes	7.1.3	Fees can be automatically assessed on a case (based on actions taken by the user) or added manually.
Yes	7.1.4	The user should have the option to allocate payments to existing fees, fines, and assessments or to create new fees.
Yes	7.1.5	Allow payments to be accepted and tracked through the system.
Yes	7.1.6	The system will support the distribution processes as detailed in Appendix C of the California State Controllers Manual, the Trial Court (see Exhibit A) and all applicable laws.
Yes	7.1.7	Ability to search for and view details for payments processed in the system.
Yes	7.1.8	Ability to support processing credit card transactions.
Yes	7.1.9	Ability to generate a payment receipt after processing a payment transaction in the system.
Yes	7.1.10	Ability to support a blind balancing process for the cashier session and generate the appropriate daily balance reports. Automatic closing of till after balancing.
Yes	7.1.11	Ability for the user to enter total drawer amounts by denominations received during the cashier session after counting monies from the drawer. This user entered amounts will be compared to the system totals to determine if the cashier has balanced.
Yes	7.1.12	Ability to allow a accounting (or person authorized by security rules) to re-open the cashier session that was not successfully balanced so that the appropriate adjustments can be made or record an overage or shortage amount and reconcile the session.
Yes	7.1.13	Ability to "lock out" a cashier after they have attempted to balance their cashier session after a configurable number of attempts.
Yes	7.1.14	Ability to view all receipts associated with a specific user session if they have the appropriate security level.
Yes	7.1.15	Ability to print check endorsement when a payment is made by check. Including court location, bank account number, case number and receipt number.
Yes	7.1.16	Ability to generate a void payment acknowledgment form when a payment transaction is voided in the system.
Yes	7.1.17	Ability to generate an NSF payment notice when a payment transaction is NSF'ed in the system.
Yes	7.1.18	Ability to generate a report of all payment transactions that have been adjusted based on a given date or date range.
Yes	7.1.19	Ability to generate a summary report of daily cashier transactions.
Yes	7.1.20	Ability to generate a detailed report of daily cashier transactions.
Yes	7.1.21	Ability to generate a report of all case payment activities for a given case by fund.
Yes	7.1.22	Ability to generate a detailed report of all court payment activities for a given date.
	8	**Records Management**
	8.1	**Case File Management**
Yes	8.1.1	Ability to create and track individual case file folders
Yes	8.1.2	Ability to create and track individual volumes of case file folders
Yes	8.1.3	Ability to alert users that cases have restricted access or contain restricted information
Yes	8.1.4	Ability to mark a case file or volume as missing and alert users of this fact
Yes	8.1.5	Ability to maintain a 'Chain of Custody' of file folders during the location change of physical case file(s) and defining who has ownership of a physical case file at a particular place, time and location

Yes	8.1.6	Ability to locate case files to separate locations (e.g. district, building, department, etc.) within the court's jurisdiction. Case files may also be located out of a court's jurisdiction (i.e. change of venue).
Yes	8.1.7	The system displays the location history for the case file(s) and/or volume(s), including location and custodian information.
Yes	8.1.8	Generate a Receipt for Record for cases transferred to other jurisdictions
yes	8.1.9	Ability to update the location of multiple cases and/or volumes at one time
Yes	8.1.10	Create Case File Pull List recording a request in the system for a list of case files and volumes that are required for use at a specific time and location.
Yes	8.1.11	Populate the pull list when an event is scheduled, including the case files that are required for the upcoming calendared event, as well as case files which have been manually added to the pull list.
Yes	8.1.12	When vacating a calendar event, the system will remove the case files in the pull list related to the calendared event. If an event is rescheduled, the request date for the associated Case File Volumes will be updated to the date of the rescheduled calendar event.
Yes	8.1.13	Ability to produce a report of case files (volumes) that are eligible for destruction. Eligibility to be based on factors such as Case Type, Case Category, date of birth, specific violations, case status and elapsed time etc.
Yes	8.1.14	Ability to update system with information concerning file destruction
Yes	8.1.15	Allow the user the ability to override case retention decisions to allow for marking certain cases with alternative retention periods, including the ability to retain permanently.
Yes	8.1.16	Case retention periods and rules are easily maintained by a configurable table within the system.
Yes	8.1.17	Ability to configure Physical Destruction Retention rules for the system allowing the court to preserve a set of cases for historical purposes, in accordance with California Rule of Court 10.855 (e and f).
Yes	8.1.18	Create list of cases that are destroyed
Yes	8.1.19	Produce notice of intent to destroy case files
yes	8.1.20	Ability to create a new subpoenaed record within the context of a case, the system automatically associates the subpoenaed record to that case.
yes	8.1.21	When an event is continued, the event subpoenaed record association will be updated to the continued event.
yes	8.1.22	Ability to track the location of any subpoenaed records
Yes	8.1.23	Ability to provide for the return or destruction of subpoenaed records that are never used.
Yes	8.1.24	Ability to receive and track any Wills or Estate Planning documents that are lodged with the court prior to any case being filed.
Yes	8.1.25	Ability to purge electronic records from the system.
Yes	8.1.26	Ability to seal and unseal records, both at the case level and the data level.
	8.2	**Exhibit Management**
Yes	8.2.1	Ability to create, mark, update and track exhibits
Yes	8.2.2	Ability to mark and remark the same exhibit that may be used in multiple cases or in multiple hearings, without overwriting the previous exhibit information. For example the same exhibit may be used in preliminary hearing and given a number and may be used at the trial for the same case and given a different number. Exhibits may also be re-used and re-marked in other cases.
Yes	8.2.3	Ability to mark exhibits and associate the party/parties that entered the exhibit.
Yes	8.2.4	Ability to mark exhibits using alphabetic, numeric and special characters and combinations of each.
Yes	8.2.5	Ability to maintain a 'Chain of Custody' for exhibits during the location change of exhibits and defining who has ownership of a physical exhibit at a particular place, time and location.

Yes	8.2.6	Ability to flag exhibits that require special handling, e.g. hazardous material, weapons, cash etc.
Yes	8.2.7	Produce exhibit list that contains all exhibits from specific events.
Yes	8.2.8	Produce exhibit list that reflect the change of custody (e.g. from Courtroom Clerk to Exhibits Clerk, etc.).
Yes	8.2.9	Ability to locate exhibits to separate locations (e.g. district, building, department, exhibit rooms, exhibit lockers, safes etc.) within the court's jurisdiction. Exhibits files may also be located out of a court's jurisdiction (i.e. released temporarily).
Yes	8.2.10	The system displays the location history for the exhibits, including location and custodian information.
Yes	8.2.11	The system displays the marking and usage history for the exhibits, including the events, dates and numbering.
Yes	8.2.12	Ability to maintain and display the status of an exhibit (e.g. marked for identification, received in evidence, released, destroyed, etc.).
Yes	8.2.13	Ability to release exhibits to various parties and to show who, why, when and for what period of time.
Yes	8.2.14	Produce a receipt for exhibits when exhibits are released.
Yes	8.2.15	Ability to update the location of multiple exhibits at one time.
Yes	8.2.16	Create an Exhibit Pull List recording a request in the system for a list of exhibits that are required for use at a specific time and location.
Yes	8.2.17	Ability for any court staff to request exhibit(s) be forwarded to a courtroom or other location that may be required for a specific event.
Yes	8.2.18	Ability to produce a report of exhibits eligible for destruction or other disposal. Eligibility to be based on factors such as Case Type, Case Category, specific violations, case status and elapsed time.
Yes	8.2.19	Ability to update system with information concerning exhibit destruction/disposal.
Yes	8.2.20	Allow the user the ability to override case retention decisions to allow for marking exhibits with alternative retention periods, including the ability to retain permanently.
Yes	8.2.21	Exhibit retention periods and rules are easily maintained by a configurable table within the system.
Yes	8.2.22	Create list of exhibits that are destroyed/disposed.
Yes	8.2.23	Produce notice of intent to destroy/dispose of exhibits.
Yes	8.2.24	Ability to import electronic exhibit list
Yes	8.2.25	Ability to pre-mark exhibits prior to the actual court date, for re-use during the actual courtroom event.
	9	**Document Management**
	9.1	**Document Management Integration with Existing System**
Yes	9.1.1	Provide links to an external document management system
Yes	9.1.2	Ability to receive scanned documents or documents received through some other electronic means (e.g., e-filings) at any time in the case process and associate the document to a filing or event.
Yes	9.1.3	Ability to associate one or more documents during one process, such as case initiation or subsequent filings.
Yes	9.1.4	Provide an automated workflow process to route documents from one court user to another.
Yes	9.1.5	Ability to store all case documents (scanned, e-filed or documents created from within the CMS) in the same place.
Yes	9.1.6	Ability to view any case document from multiple screens within the CMS.
Yes	9.1.7	Ability to display multiple documents within the same window.
Yes	9.1.8	Ability for multiple persons to view the same document at the same time.
Yes	9.1.9	Ability to display documents dependent on the security level specified for the document, the document images, in the CMS will only be displayed if the user has security privileges to access the DMS document based on the user's security profile.

Yes	9.1.10	Ability to add annotations to DMS document, such as Filed or Signature stamps, dates etc) and to create an immutable court record.
Yes	9.1.11	Ability to retain the original DMS document in addition to multiple annotated working copies of the document.
Yes	9.1.12	Ability to Create Case Documents, such as Mediator Reports, etc.. This ability is supported within the CMS using Microsoft Word or provides a mechanism to import the file directly from Word.
Yes	9.1.13	Ability to create and update case notes.
Yes	9.1.14	Ability to view and print all case documents from a single screen. Users should be able to select multiple documents to open or print at the same time. Display enough information to easily identify the document by name, date, submitting party, document security etc.
	9.2	**Form/Notice Generation**
Yes	9.2.1	Ability to create standard forms or notices from within the CMS.
Yes	9.2.2	Ability of the CMS to produce various forms/notices during or at the conclusion of a process.
Yes	9.2.3	Ability of the CMS to produce various forms/notices outside of any normal process.
Yes	9.2.4	Ability to configure forms/notice to indicate if additional forms/notice or documents are required to be included with the form/notice (e.g., does a Certificate of Service need to be attached, etc).
Yes	9.2.5	Ability to regenerate forms/notices.
Yes	9.2.6	Ability to generate forms/notices in various ways, including local printer, network printer, in batch etc.
Yes	9.2.7	Ability to indicate how or if certain information on forms/notices appear on the form (e.g. on forms that display participant addresses, one or more of the parties may have a "confidential" address that should not be displayed on the form while other addresses may display).
	10	**Reporting**
	10.1	**Standard Reporting**
Yes	10.1.1	Ability to create standard statistical reports for re-use as needed.
Yes	10.1.2	Ability to run standard reports for various time periods (e.g., daily, weekly, monthly, quarterly, yearly, specific begin and end dates etc.).
Yes	10.1.3	Ability to schedule standard reports to automatically generate (e.g. daily Fiscal Reports etc.) and route to designated network printers.
Yes	10.1.4	Ability to save reports in alternate formats (e.g. Word, Excel, PDF, etc.).
Yes	10.1.5	Ability to retrieve copies of previously generated reports.
Yes	10.1.6	Ability to run reports at a Court or location/building basis.
	10.2	**Judicial Branch Statistical Information System (JBSIS)**
Yes	10.2.1	Ability to produce all of the Judicial Branch Statistical Information System (JBSIS) reports, in conformity to the current JBSIS requirements.
Yes	10.2.2	Ability to electronically transmit JBSIS reports to the Administrative Office of the Courts, in conformity to the current JBSIS requirements.
	10.3	**Ad-Hoc Reporting**
Yes	10.3.1	Ability to create run *Ad-Hoc* reports.
Yes	10.3.2	Ability to save *Ad Hoc* reports for re-use at a later time.
Yes	10.3.3	Ability to save *Ad Hoc* reports in alternate formats (e.g. Word, Excel, PDF, etc.).
	11	**Security Management**
	11.1	**Security/User Administration**
Yes	11.1.1	Provide a comprehensive security framework.
Yes	11.1.2	Ability to assign security to data at the case level or the data element level.

Yes	11.1.3	Ability to assign security to documents at the case or the individual document level.
Yes	11.1.4	Ability for the user to assign/update the security access to cases and/or documents
Yes	11.1.5	Ability to assign case security based on Case Category, Case Type, party roles etc.
Yes	11.1.6	Ability for the court to easily enter/update users within the CMS
Yes	11.1.7	Ability to assign users security based on their role or roles, (e.g. filing clerks, cashiers, supervisors, courtroom clerks may be specific roles that are assigned). Users may have multiple roles within the CMS.
Yes	11.1.8	Ability to assign security based on a set of standard templates, that allow for ease of use and re-use.
Yes	11.1.9	Ability for user to update their own password at any time.
Yes	11.1.10	Ability to require users to update their passwords at specific time intervals.
Yes	11.1.11	Ability to provide public access roles that assures members of the public may have access, while assuring that they only have access to specific information.
	11.2	**Audit Trails**
Yes	11.2.1	Provide audit trail of all additions, modifications, deletions to any data or documents made in the CMS, including the name of the person making the entry and the date and time it was made.
Yes	11.2.2	Provide audit trail of all searches and case access for all cases and persons in the CMS, including the name of the person performing the search and the date and time it was made.
Yes	11.2.3	Ability to view audit trail information
Yes	11.2.4	Ability to produce reports based on audit trail information.
	12	**Systems Requirements**
	12.1	**General Requirements**
Yes	12.1.1	Ability to support the use of special characters throughout the CMS.
yes	12.1.2	CMS provides short cut keys to assist in navigation.
yes	12.1.3	Ability to use "type ahead" features to assist with ease of data entry
Yes	12.1.4	Ability to configure multiple court locations, buildings, divisions, departments and offices.
Yes	12.1.5	Ability to configure multiple addresses and phone numbers for the various locations, buildings, divisions, departments and offices.
Yes	12.1.6	Ability to configure varying business rules for the various locations, buildings, divisions, departments and offices.
Yes	12.1.7	Ability to assign staff to one or more locations with ability to create, read, update or delete information any case in any location using a single sign on to the CMS, in conformance with the users security roles/access.
yes	12.1.8	Ability to visually alert user to various special circumstances that may exist on a case, by use of an Icon or similar function.
Yes	12.1.9	Provide error, warning or validation messages to the users in a format easily understood by the user.
Yes	12.1.10	When entering data that retrieves data from a reference table retrieve the values sorted alphabetically unless explicitly stated otherwise.
Yes	12.1.11	Entry of data into the CMS should never be duplicated, e.g. a case is continued in the courtroom and entered into the minutes, the user should not have to go to another screen to update the calendar event.
yes	12.1.12	Provide a fully functioning "On Line" help process
	12.2	**Search Functions**
Yes	12.2.1	Ability to perform searches for persons/entities in the CMS
Yes	12.2.2	Ability to perform searches for persons/entities in the CMS using partial names with "wild cards "and/or "sounds like" functionality.

Yes	12.2.3	Ability to perform searches for persons/entities in the CMS using identifiers, such as drivers license number, bar number, social security number, address, phone number etc. in combination with names or by themselves.
Yes	12.2.4	Ability to perform searches for cases in the CMS.
Yes	12.2.5	Ability to perform searches for cases in the CMS using partial names with "wild cards "and/or "sounds like" functionality.
Yes	12.2.6	Ability to perform searches for cases in the CMS using identifiers, such as drivers license number, bar number, social security number, receipt numbers, address, phone number etc. in combination with names or by themselves.
Yes	12.2.7	Ability to search for cases in the CMS using cases numbers, including numbers in old "legacy systems" formats.
Yes	12.2.8	Search results should provide the user with sufficient information for the user to select the appropriate search result item
Yes	12.2.9	Ability to sort and/or filter search results.
yes	12.2.10	Search results should be retained by the CMS in the case the user needs to select an alternate result in those cases where there are multiple likely results. This allows the user to continue with their process without having to initiate a duplicate search.
Yes	12.2.11	Ability to search in a rapid manner, no matter how many search results are returned. Search results are often in the hundreds or thousands, and a quick and logical method of displaying these results is required.
	12.3	**Application Configuration**
Yes	12.3.1	Ability for the Court to create, read, update and delete all reference tables used in the CMS.
Yes	12.3.2	Ability to enter effective begin date and end date for reference tables.
Yes	12.3.3	Ability to have multiple versions of the same table value with various effective date ranges.
Yes	12.3.4	Ability to create relationships between reference tables to ensure that data dependencies are established.
Yes	12.3.5	Ability to "bulk load" data into reference tables, such as upload annual changes to bail schedule, or fee table etc.
	12.4	**Fiscal Configuration**
Yes	12.4.1	Ability to configure fine and fee tables in based on local and state requirements.
Yes	12.4.2	Ability to link values in the fee schedule to various filings and documents that have a fee associated to them.
Yes	12.4.3	Ability to indicate that fees are assessable per filing, or per case, or per party or a combinations of these.
	12.5	**System Administration**
Yes	12.5.1	The ability to schedule batch jobs and to specify the dependency level of the relationships to other batch jobs, the interval between attempted runs of the batch job, the number of times the System will attempt to run the batch job (when the batch job fails due to the parent batch job not having run), the time at which the System will stop attempting to run the batch job, the date on which the batch job dependency will be active, and the date on which the batch job dependency will become inactive.
Yes	12.5.2	The ability to view, edit, or establish batch job dependencies. Through the use of these screens, the Court can view, edit, and establish parent-child relationships between batch jobs in order to ensure that specified batch jobs will not run if their parent batch job has not run.
Yes	12.5.3	Ability for Court to monitor the status of batch jobs, and to rerun or reschedule batch jobs as required.
Yes	12.5.4	Ability of the system to notify the Court when the status of any batch job changes (e.g. completes, fails, etc).
Yes	12.5.5	Ability to configure printers (network, local, receipt) for specific uses within the CMS (e.g. all receipts are routed to a receipt printer, all batch printing jobs are routed to a specific network printer, etc.).

Yes	12.5.6	Ability to specify how printing is handled for each form/notice (e.g., local, batch, deferred).
Yes	12.5.7	Ability for the Court view the monitor the status of all system components and connections at-a-glance.
	13	**e-filing**
	13.1	**Clerk Review**
Yes	13.1.1	System must allow the electronic transmission, receipt, review, endorsement, and return of new cases, in all case categories, including case category specific information.
Yes	13.1.2	System must allow the electronic transmission, receipt, review, endorsement, and return of subsequent filings on existing cases, including filing specific information.
Yes	13.1.3	Ability to configure and maintain an e-filing specific work queue or multiple work queues, using case category, case type, initial/subsequent filing, orders, etc. as configuration elements.
Yes	13.1.4	Ability to configure and maintain an e-filing review that allows the submission of both a PDF and an editable document that may be routed to a specific JO, Courtroom Clerk, or desk assignment by the e-filing review clerk.
Yes	13.1.5	Ability to configure where all e-filed documents will be stored for review and permanent storage once accepted.
Yes	13.1.6	System must allow for the reconciliation of payments during the e-filing process. Payment types may include ASCH (Electronic funds transfer directly from an e-filing service provider) or direct credit card charge.
Yes	13.1.7	Ability to schedule an event or events during the e-filing process, and send a notice of the event in the return transmission to the submitting party.
yes	13.1.8	Ability to configure stamp endorsements to allow for auto endorsements, as well as a process for manually adding endorsement stamps during the clerk review process.
Yes	13.1.9	Ability to reject the e-filing transmission in whole during the clerk review process, and send a notice of rejection to the submitting party.
Yes	13.1.10	Ability to reject one of multiple documents submitted in an e-filing transmission, and accept/endorse the remaining document(s).
yes	13.1.11	Ability to navigate away from the e-filing work flow to any area of the application during the clerk review process (e.g. person/entity maintenance) and then return to the e-filing process and complete the process in progress.
Yes	13.1.12	Ability to configure the e-filing confirmation message(s) and any notices that are returned to the submitting party as part of the e-filing process.
Yes	13.1.13	System must allow a judicial officer to review the e-filing transmission of an order in both PDF and editable format, allowing the judicial officer to modify the editable order at the JO's discretion. If the JO edits the order, the edited order will be converted by the system to PDF and replaces the PDF submitted in the e-filing transaction and flagged as edited by JO.
Yes	13.1.14	The Transaction No. is the unique identifier for an E-Filing transaction and will never duplicate.
Yes	13.1.15	The system should support creation of an E-Filing Policy File. The Court Policy File will contain all configurable and non-configurable reference table values from the CMS database. Before a data exchange reaches the CMS System, the E-Filing data within the exchange will be validated against the CMS system. 1. If the validations fail, an automated rejection will be sent back to the Integration Partner with a Rejection Reason specifying the element(s) which failed validation. 2. If the validations pass, the data exchange will reach the CMS System and the task will be created in an E-Filing Queue.
Yes	13.1.16	For ACH payments, the Amount Received will be pre-populated to the systems estimated fee amount.
Yes	13.1.17	The association between Case Type and Filing Document is validated in the CMS for any incoming E-Filing. If the association type is not correct between the Case Type and Filing Document, a warning message will be displayed for the user.

Yes	13.1.18	An E-Filing transaction will be locked when a user opens the item from the work queue. This will prevent a second user from editing the E-Filing transaction that is currently being reviewed by the first clerk. A warning message will be displayed on the Work Queue Tasks screen if a user tries to open a locked E-Filing. Users with E-Filing Administrator security role will have the ability to unlock an E-Filing.
Yes	13.1.19	When selecting a task in the E-Filing Queue with the status of 'Locked', the system will display an error message indicating the transaction cannot be processed.
Yes	13.1.20	The system will verify existing case numbers for subsequent filings. A warning message will be displayed if the case number cannot be found.
Yes	13.1.21	There will be an additional check against the case title of a subsequent E-Filing. If the case number exists and the case title doesn't match the case number, a warning message will be displayed . If the cases don't match up, the user will be given the option to search for the correct case within the system and change the context of the E-Filing to that case.
yes	13.1.22	The user will be navigated to an E-Filing rejection screen if the subsequent E-Filing has a non-existent case number, and the user cannot find the correct case number within the system.
yes	13.1.23	The system will accept E-Filings in cases with legacy case numbers for a subsequent filing, case amendments and request response transactions. The IP cannot initiate a Legacy Case via E-Filing.
yes	13.1.24	For a case initiating E-Filing, if an E-Filing is received with a wrong court location, the user can change the location in the E-Filing Review screen. Making this change will move the E-Filing transaction to the appropriate queue. The user will be returned to the queue list if the user is not configured as a user on the E-Filing's new queue. If the user is configured to access the new queue, the user will remain on the screen where the change was made and can continue to review the E-Filing transaction.
Yes	13.1.25	If the Case Type specific information is not provided and the user changes the Case Type and enters data appropriate to the new Case Type. The asynchronous confirmation will then contain the Case Type specific data that the user added.
Yes	13.1.26	Changes made to the Jurisdictional Amount field on the E-Filing Review screen or on the Initiate E-Filing Case <Case Category> screen will be reflected in the asynchronous confirmation as well as may change the fees displayed on the E-Filing Record Payment.
yes	13.1.27	The user has the ability to move, resize, and delete the stamps on all pages of all documents (using Adobe Acrobat Professional/Standard).
yes	13.1.28	When endorsing an E-Filing, if a default stamp and/or endorsement has been configured for the selected filing document, the default stamps will display in those configured locations on the PDF document in the Adobe Reader preview pane on the Endorse-Accept E-Filing screen. The user can manually change any of the stamps on a document in Adobe Acrobat Professional/Standard.
Yes	13.1.29	The user can add selected stamp(s) to document(s) manually.
Yes	13.1.30	In a partial reject situation, all rejected E-Filing documents must have at least one rejection reason That explains the reason for the rejection on a per-document basis.
Yes	13.1.31	The user can send an E-Filing document for Judicial Officer review if it has been configured for this action. The user will configure these filings to have this additional attribute in reference data.
Yes	13.1.32	If the user is trying to manually add a Judicial Officer Signature, the system will list the name of all Judicial Officers the user has permission to use as endorsements. Selecting a specific Judicial Officer's name will use his/her signature file on the E-Filing documents.
Yes	13.1.33	All system generated forms during an E-Filing transaction will be generated on the acceptance or rejection date of the E-Filing transaction.
Yes	13.1.34	If an E-Filing is rejected partially, the rejected E-Filing PDF documents will be linked to the case history entry for the rejection or any other case history entry. For full rejections, the PDF Notice of Rejection will be linked to the case history for the E-Filing/Rejected case history entry for a subsequent filing. For partial rejections, the PDF Notice of Acceptance will be linked to the case history.

Yes	13.1.35	All partially and fully rejected E-Filings can be accessed from the View E-Filing Rejection screen. All rejected filing documents, whether part of a full rejection or partial rejection, can be accessed by clicking on the Documents hyperlink on the View E-Filing Rejection screen.
Yes	13.1.36	For initial filings, the filing date field on the Initiate E-Filing Case <Case Category> screen is defaulted to the E-Filing transaction received date. For subsequent filings, the filing date and filing time for the lead document on the Add-Maintain E-Filing will be defaulted to the E-Filing transaction received date and received time. For case initiating filings, if the user modifies the date on the Initiate Case screen, the system will default the filing date on the Add Filing screen to the user-modified date. For subsequent filings, if the user modifies the date and time for the lead document on the Add Filing screen, the system will default the filing date and filing time for all filing documents in the E-Filing transaction to the user-modified date. For initial and subsequent filings, the confirmation filing date in the asynchronous confirmation will be the filing date of the lead document for all documents in the E-Filing.
Yes	13.1.37	The filing date for the E-Filing transaction will be based on when the E-Filing is received by the web service from the Integration Partner. If the E-Filing is received during business hours (based on Court reference data configuration), the filing date and time will be the date and time that the E-Filing was received by the web service. If the E-Filing is received after business hours and before the start of business the next day, or on a Court holiday, the filing date and time will be the start of the next business day, as determined by the Court's reference data configuration.
Yes	13.1.38	For a rejected E-Filing transaction, the E-Filing Rejection Notice is sent back in the asynchronous confirmation.
Yes	13.1.39	For case initiation on this case, when a participant match occurs the system will combine the submitted information such as address, phone number, email. The system will use the submitted information for the participant as the primary information on the case.
Yes	13.1.40	If the CMS ID or BAR number (if applicable) from the submitted data does not match the participant's name in the system, the system will display a warning message. To determine whether to display the warning message, the system will evaluate the CMS ID, BAR number (if applicable), and the participant's name. Either the CMS ID or BAR Number may not be present. If at least one data item matches and one data item does not match, the result is display of the error message.
Yes	13.1.41	Using the search functionality for participants name on the Initiate E-Filing Case <Case Category> screen or on the Manage Participants will perform a search with the submitted participant information and display the search results. Selecting a participant as a result of this search will replace the participant entry to which the search was associated.
Yes	13.1.42	The system will support multiple roles per party on the same case. It will also support multiple roles in an E-Filing except that each role must be associated with at least one document within the E-Filing.
Yes	13.1.43	For Credit Card payments, if Amount Not to Exceed is less than the Amount Due and the clerk tries to process the transaction, an error message will display at the top of the screen if the fee is not configured to accept partial payments in the fee schedule.
Yes	13.1.44	The system will allow different fees to be charge to parties that have the same role. This will only occur if the fees being charged vary based on first paper fee status, fee waiver, or party type (e.g., government fee).
Yes	13.1.45	The fees will be calculated based on the participants who filed the E-Filing document. Fees assessed can vary based on a filers first paper status, fee waiver status and deferral status.

Yes	13.1.46	The participants selected for each E-Filing document on the Add-Maintain E-Filing will be reflected on the asynchronous confirmation as defined by the Judicial Branch standards. Any participants with changes to their party information or associated to the E-Filing will be reflected on the asynchronous confirmation. Any other participants will not be displayed on the asynchronous confirmation.
Yes	13.1.47	DMS icons will be viewable next to the Case History entry to allow the user to retrieve and view the accepted E-Filing documents. Based on each court's configuration, the E-Filing documents could be stored either in the DMS or the CMS system store. Imaged documents that are submitted will also be linked to the case history entry of the associated E-Filing document.
Yes	13.1.48	Filing documents could be stored either in the DMS or the CMS system store. Imaged documents that are submitted will also be linked to the case history entry of the associated E-Filing document.
Yes	13.1.49	While uploading additional documents in the Endorse-Accept E-Filing screen, the system will generate a document title for each document using the document file name without the file extension. The user has the option of modifying the document title.
Yes	13.1.50	The system will indicate values that the user has changed from what the Integration Partner submitted by highlighting them on the View Data and Resend Confirmation Response.
Yes	13.1.51	If the user voids a payment, the copy of the payment receipt is sent along with the void receipt.
Yes	13.1.52	All submitted data that has been added or changed on any previous screen in the E-Filing work flow or in the core system must be included in the asynchronous confirmation, as required by the E-Filing specifications. Submitted data not stored in the core system must not be sent back with the asynchronous confirmation. The detailed mapping of what is included in the asynchronous confirmation is in the E-Filing technical specification.
Yes	13.1.53	System must match incoming subsequent filings with appropriate existing case.
Yes	13.1.54	System must display work queue task status sufficient to inform work queue users of the current status(e.g. in process, JO review pending, JO review complete, Completed, etc.)
Yes	13.1.55	System must allow court to configure and maintain a list of available stamps that may be used in the automated endorsement process, or in the manual endorsement of documents.
	14	**Public Access**
	14.1	**Case Information Access**
Yes	14.1.1	Allow Justice Partners to search for and view cases using the Internet WEB portal, based on court configurable access rules.
Yes	14.1.2	Provide ability to search for and view case information that is deemed to be publicly available per local rule, the applicable CRC, and other relevant statutes such as Welfare & Institutions (W&I) codes. The users will include the general public who will be accessing the case information either using the WEB portal or an internal courthouse workstation.
Yes	14.1.3	Provide the ability to search a Probate Note using the WEB portal and internal Courthouse workstation. The user should be able to search for Probate Notes by Location and Case Number. Probate notes are extensions of calendars and should not be restricted under California Rules of Court (CRC) 2.503 (b) and (c).
Yes	14.1.4	Provide the ability to search a tentative ruling using the WEB portal and internal Courthouse workstation. The user should be able to search for Probate Notes by Location and Case Number. Probate notes are extensions of calendars and should not be restricted under CRC 2.503 (b) and (c).
Yes	14.1.5	Allow the public to search for the hearing calendar using the WEB portal and internal Courthouse workstation with multiple search criteria. The hearing calendar will display information regarding the location, date and time of a hearing that is scheduled to be conducted in the courthouse.

Yes/No, In progress	Response with Explanation for Business and Functional Requirements. (If YES or NO, LEAVE LINE ITEM BLANK)