

The below answers were released on 12-22-16.

1) With regards the Oracle CMS:

a. Can you confirm the current scope of where Oracle CMS is currently in use? For example, it is used by CIVIL, CRIMINAL, FAMILY, JUVENILE, PROBATE, etc.....which areas are using it and which are not?

Civil, Criminal, Family, Probate, Adoptions and some older traffic tickets.

b. From the above answer, can we assume that the scope of the new project is to only function in the same areas where Oracle CMS is currently being utilized?

We would like all Court and bring current traffic tickets into it

c. Can you tell us how many users are currently registered and active in the CMS?

There are roughly 100 named users.

2) With regards to the current custom DMS

a. Can you define what areas are using the custom DMS?

The DMS is used by Court records, Land records and Marriage records.

b. From the above, can you define the scope of this project? Is it to replace it in total? Or only for those areas related to #1?

Replacement in regards to integrating with the CMS

c. Can you tell us how many users are currently registered and active in the DMS relative to the scope answered in 2.b?

15 users have the ability to scan documents, viewing the images is done by a generic Active Directory of Users though the web interface.

d. Can you tell us the format of all the documents stored in the DMS system?

As Monochrome (Black and White), CCITT Group 4 format, single-page Tagged Image File Format (TIFF) files at 300 dpi.

3) Scope:

a. Looking at this part of the website (<http://www.ebrclerkofcourt.org/Online-Access-Services>), can you tell us which of these online services will be replaced by the new system?

Court Connect, ACS Index & Suitmast.

b. And also how much of the data from each system or function requires migration? We see for example many functions and content associated with the Image Network System, but are not clear how much of that is in scope of this RFP.

The CMS is approximately 120 GB, the DMS has 10,942,278 (and growing) single page tiff files that are store by UNC paths. The DMS database itself it a little more the 10 GB. The winning vendor will have to heavily assist in the migration of the current data.

4) **RFP, System Functions:** In this section of the RFP, you have M=4, S=3, C=2 and W=1. Do we understand that these map to the numbers in Column One of Attachment I? Are you asking that we designate an M, S, C or W for each of the Requirements?

Yes, for example, if there is a 4 next to a line item that would be a “must have” while if there is a 1 it would be a “wish list” item.

5) **Method of Delivery:** Does the Clerk have any preference of a hosted solution vs a solution installed on site?

No preference

6) **Infrastructure:** Does the Clerk operate both SQL Server and Oracle on premise, or only SQL Server?

Currently we operate both SQL Server and Oracle.

7) **E-Filing:**

a. We understand this is a requirement, but can the Clerk express the scope as to this project? Is the scope of this to provide highly automated e-filing capabilities, or more basic e-filing? Is automation around serving self-represented litigants a priority at this time? Is document assembly and/or scripted filing automation required?

We would like the end user to have the ability to upload a document and provide indexing of names, captions and other information. That information would be inserted into the CMS/DMS automatically.

8) Do you plan to keep the paper folder for each case file going forward?

At this time, yes.

9) Can you provide an example of register of actions for Civil, Criminal and Juvenile Case files?

We do not handle juvenile cases. An example can be found on the home page under RFQ&P questions.

- Pleading Filed
- Case ID #
- Date Filed
- Tracking Information
- Filing Attorney

10) How do you receive new state statues? Electronic or paper based?

Paper

11) Do you have access to SID numbers (and person information) from the State of Louisiana?

SID numbers are provided by the district attorney.

12) How do you capture the tracking numbers of other justice agencies searchable formats? Legal XML or otherwise?

We track agencies file numbers, currently it is not searchable.

13) Currently how do you support person identifier carried over from other law enforcement agencies (arresting tracking number, agency file number, District Attorney File number, Bond number etc.?)

Currently we use Name, DOB, Gender, Race, possibly State ID number. Going

14) How do you provide expungement orders to other law enforcement agencies electronically now?

The orders are served on the various agencies by the East Baton Rouge Sheriff's Office, which means a deputy physically brings the order to the various law enforcement agencies.

15) What is meant by generate documents in an overnight batch?

To have the ability to create documents in the system, for instance, a batch job that prints a bench warrant on cases that have a flag on them.

16) You ask about specialty courts such as drug court. Do you have a drug court now?

Yes

17) Can you provide current examples of reports?

Reporting is done for numerous reasons (usually in an EXCEL format):

- Case Docket Report provides...
 - Case ID # (includes Caption and Court Section/Division)
 - List of Pleadings Filed in the Case
 - File Date for each pleading
 - Filing Attorney/Party for each pleading
 - Tracking information...where is the pleading, etc.

- Case Accounting Report provides...
 - Case ID # (includes Caption and Court Section/Division)
 - Listing, for each Litigant/Attorney association, the following...
 - Total amount deposited;
 - Running Balance (Total Deposits less Total Fees Posted)
 - Current Balance (Total Deposits less Total Fees Paid)
 - Payee Type...Paying; Pauper; Government
 - Total Unpaid Fee(s)...not payable because of insufficient deposit

There are also reports to other agencies, such as...

- State of Louisiana Supreme Court
 - Collection of certain fees (for a given period of time & case type)...
 - Amount Collected
 - Total number of cases for which the fees were collected
 - Total number of cases for which the fees were not collected due to insufficient deposits

These are brief examples of the reports that are needed to be generated at any given time. It would be necessary that all data within the system be accessible for reporting purposes.

18) Do you currently interface with a credit card provider?

Yes.

19) Is your current system a basic cashiering system or a more sophisticated accounting double entry system?

Our current accounting is double-entry...debits/credits, accounts payable/accounts receivable.

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