

ADMINISTRATIVE DIRECTIVE 176

This 6th day of April 2010,

IT APPEARS THAT:

(1) Administrative Directive No. 142, issued on August 15, 2002 and revised on May 16, 2006, defined the governance structure of the COTS case management system project, including the roles and responsibilities of the committees that would oversee the project.

(2) The COTS new civil case management system has been successfully implemented in the Justice of the Peace Court, Court of Common Pleas, and the Superior Court, with enhancements to the new civil system continuing.

(3) Looking forward to the “next steps” towards implementation of the COTS case management system in criminal and Family Court matters, it is timely to review the governance structure of the COTS project to ensure that the structure provides for the most effective administration of the project as possible, given the Courts’ experience during the civil implementation.

(4) As detailed in Administrative Directive No. 142, the requirement for the case management system remains that the system have the flexibility to share data and communicate seamlessly among the Courts, as well as with other segments of the civil and criminal justice systems outside of the Courts. In addition, the goal remains that Courts adopt uniform case management practices promoting consistency across Courts and counties, wherever possible.

(5) Immense gratitude goes to all of those who have labored under difficult circumstances to keep the COTS project moving forward thus far.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, that:

(A) Revised Administrative Directive 142, issued on May 16, 2006, is superseded by this Administrative Directive.

(B) The governance structure for the COTS project as set forth in Revised Administrative Directive 142 is modified to accommodate the following management structure for the COTS project:

Project Leadership Team:

Justice Henry duPont Ridgely, Chair;
President Judge James T. Vaughn, Jr.
Chief Judge Chandlee Johnson Kuhn
Chief Judge Alex J. Smalls
Chief Magistrate Alan G. Davis
Patricia Griffin, State Court Administrator;
Matthew Payne or other DTI representative, *ex officio*.

Project Staff: Cheryl Kingston, Deputy State Court Administrator, shall be COTS project manager, shall lead and direct the work on the COTS project, and serve as staff to the Project Leadership Team. Other Administrative Office of the Courts (AOC) and Court staff shall be brought in to assist with the project, as needed.

Meeting schedule: Monthly, or as frequently as needed in Dover. No proxies will be allowed for the meeting.

The Project Leadership Team (PLT) will make all major COTS policy decisions, oversee interactions with ACS or other vendors, and major project oversight, including approving overall project planning and implementation for the COTS project after considering recommendations from the TCCC. The TCCC Chair will provide input and report directly to the PLT, and shall attend all PLT meetings.

Trial Courts COTS Committee: Marianne Kennedy, Chair;
Court Administrators from all Courts;

Ex officio:

One (1) designated Core Team member from each trial court except Chancery;
Others to be involved as appointed by the chair, depending upon issue/need, including DELJIS representative; Attorney General's office representative; Public Defender's office representative; Office of Management and Budget and Controller General representatives; and other Core Team and Working Committee members (to work on specific issues as assigned).

Staff: Cheryl Kingston, Project Management Director, and other project management/technical staff, as needed.

Meeting schedule: Bi-weekly, or as frequently as needed in Wilmington.

The TCCC will provide regular project oversight, develop project development and implementation plan, and develop uniform practices and operating procedures, as appropriate. The Chair of the TCCC will be responsible for managing vendor relationships and leading direct interactions with ACS or other vendors.

Technical Advisory Committee: Marianne Kennedy, Chair;
Cheryl Kingston, Project Manager;
Don Hudgins, AOC;
Frank Mroz, AOC;
DTI representative; and
DELJIS representative.

Staff: Other project management or technical staff, or outside technical experts, as needed.

Meeting schedule: Bi-weekly, or as frequently as needed in Wilmington.

The Technical Advisory Committee will serve in a technical advisory role and provide direction to project staff and oversee technical project planning, implementation and oversight, as well as on-going interactions with ACS or other vendors, in order to carry out PLT and TCCC policy and procedural determinations. The Project Management Director and other JIC and current project staff, will continue to be responsible for day-to-day operations and on-going implementation actions.

(C) Other subcommittees or teams may be established or continued, as needed, by the Project Leadership Team or the TCCC.

BY THE COURT:

/s/ Myron T. Steele
Chief Justice

c: The Honorable Jack A. Markell
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Jack B. Jacobs
The Honorable Henry duPont Ridgely
Members of the Judicial Conference
The Honorable Joseph R. Biden, III

The Honorable Brendan O'Neill
State Court Administrator
Court Administrators
Clerk of the Supreme Court
Counsel to the Governor
Chair Senate Judiciary Committee
Chair House Judiciary Committee