

**REVISED**  
**ADMINISTRATIVE DIRECTIVE NO. 142**

This 16<sup>th</sup> day of May, 2006,

IT APPEARS THAT:

(1) The implementation of the most integrated state civil and criminal justice system in the country is a top priority of the Delaware Judiciary. This can best be accomplished by uniform processes among all courts and other entities operating within the justice system by using an off-the-shelf system. That system must include an integrated financial management component, performance measures, and it must permit the courts and affected criminal justice agencies to share data, while taking advantage of recent technological advances. Any new technological system must have the flexibility to communicate seamlessly with other segments of the civil and criminal justice systems outside of the courts.

(2) The courts must adopt uniform case management practices to enable a COTS system to be successfully implemented statewide. These case management practices should be consistent across courts and across counties wherever possible. The maintenance of separate case management systems for individual courts is inefficient and contrary to accepted business management practices.

(3) Litigants and lawyers need to have the ability to file cases and documents electronically with the courts using a common e-filing system, and the courts need to provide electronic access to case information to both participants and the public. All courts need to share the same case management system because there is a need to transfer case information from court to court and among courts and other affected entities

efficiently without requiring multiples entries of the same information by more than one court. Lastly, there is a need to facilitate the electronic transfer of financial and bail information among courts and other criminal justice entities to ensure public safety, to enforce court orders, and to increase the collection of restitution, fines and costs.

(4) Under Administrative Directive No. 127 issued on April 10, 2001, a Uniform Cases Processes Committee (UCP) was appointed. One of the responsibilities of the UCP Committee was to recommend a COTS system (commercial off-the-shelf case management system) for purchase by the Judiciary.

(5) The UCP Committee filed its final report on March 31, 2002, in which the Committee recommended a vendor to provide a single case and financial management system for use by all Delaware courts. As a consequence, the following action has been taken:

(a) Upon recommendation of the UCP, the Technology Policy Committee, and with the approval of the Chief Justice, ACS was selected as the COTS system vendor, subject to successful contract negotiations.

(b) This selection resulted from an exhaustive Request for Proposals process involving judges, court and AOC staff, and other representatives from the justice community, including: The Department of Justice, the Office of the Public Defender, the Department of Correction, DELJIS, the Office of Information Systems as well as other representatives of the executive and legislative branches of government and private attorneys.

(6) Having received the Final Report of the UCP Committee, the Judiciary determined to implement forthwith the recommendations contained therein and begin the process of purchasing and implementing the ACS system.

(7) Revisions to this Administrative Directive made on May 16, 2006 change the membership of the Executive Steering Committee (by expanding *ex officio* representation on the Committee), eliminate the requirement that the Chief Justice

designate Liaison Judge Advisors to the Working Committee (to provide flexibility for individual courts to identify and use Liaison Judges to address each courts' specific needs), change the Change Management Program structure as approved by the Executive Steering Committee, and authorize the establishment of various teams or committees within the organizational structure set forth in this Directive. These organizational changes are consistent with the recommendations of the Gartner Group Governance Review related to the effective management of the COTS initiative and were approved by the COTS Executive Steering Committee.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, pursuant to Delaware Constitution Art. IV, § 13 (1), subject to the availability of funds, that:

(A) The Delaware Judiciary has entered into a contract with ACS to purchase and implement the ACS system for all courts, including the Justice of the Peace Court, the Court of Common Pleas, the Family Court, the Superior Court, the Court of Chancery and the Supreme Court.

(B) The Supreme Court shall serve as the Executive Sponsor for the COTS initiative. Chief Justice Myron T. Steele will serve as the Court's liaison Justice for this effort, and shall have the authority and with the assistance of the Administrative Office of the Courts, to:

- (i) ensure that all issues are considered, all necessary resources are secured, and the project proceeds expeditiously;
- (ii) decide unresolved policy issues including the issue of uniform practices and procedures where consensus is not attained; and
- (iii) represent the Judicial Branch in interactions among the other two branches of government on matters relative to this initiative

(C) An Executive Steering Committee is hereby established, consisting of each Court Administrator or designee, the State Court Administrator or designee, the Chair of the DELJIS Board of Managers or designee, and the Chief Information Officer of the Department of Technology and Information (DTI) or designee. Ex-officio members include the Chair of the Project Management Team, the Chair of the Working Committee, the Attorney General or designee, the Public Defender or designee, and the Director of the Office of Management and Budget or designee. The Committee will be chaired by Carole B. Kirshner, Court Administrator for the Court of Common Pleas. The Committee shall guide and direct contract negotiations, the implementation of the ACS system, and the establishment of statewide uniform practices and operating procedures.

(D) A statewide Operational Policy Committee is hereby established consisting of each presiding judge or designee. Ex-Officio members include the chair of the Executive Steering Committee and the State Court Administrator or the State Court Administrator's designee. The committee will be chaired by Chief Justice Myron T. Steele, and is charged with establishing the operational policies needed by the Executive Steering Committee to provide guidance in the development of uniform practices and procedures.

(E) Statewide uniform practices and procedures requiring policy decisions shall be submitted by the Executive Steering Committee to the Statewide Operational Policy Committee.

(F) A Project Management Team is hereby established, consisting of three to four members of the Judicial Information Center (JIC) named by the Information Systems Manager, and a representative of DTI named by the Chief Information Officer of DTI.

The Team will be chaired by Cheryl L. Kingston, Information Systems Manager of the JIC, and shall be primarily responsible for coordinating and communicating all project efforts in collaboration with the Gartner Group and ACS, including contract negotiations and project plan development and implementation. A detailed Project Plan shall be developed and then submitted by the Project Management Team to the Executive Steering Committee in order to guide the project.

(G) A Working Committee is hereby established, consisting of two to four staff members from each Court as designated by each Court Administrator, and two to four AOC staff members as designated by the State Court Administrator. The Committee shall include experts in civil, criminal, and financial functional areas, and will concentrate on the development of statewide uniform business practices and operational procedures. Members of the Working Committee will also be assigned by the Executive Steering Committee to assist in contract negotiations and project plan development as needed. Additional court and AOC staff members will be assigned to execute tasks as defined in the approved project plan. The Committee will report to the Executive Steering Committee, and the Committee's chair will be appointed by the Executive Steering Committee.

(H) The COTS Change Management Program is established with the creation of Change Agent Teams in each court to ensure that each Court adequately addresses the communications, readiness, and human components of change management. The recommended composition of the Change Agent Team for each court is:

Presiding Judge  
Court Administrator  
Core Team Member(s)

Training Team Member(s)

The Project Management Team shall have over-all responsibility for, and direction of, the COTS Change Management Program. To help coordinate the various components of the change management program, a Change Management Lead will be identified and assigned to work with the Project Manager and the Project Management Team.

(I) Other teams, committees or subcommittees, may be established, as needed, by the Executive Steering Committee (or the Operational Policy Committee for policy-related initiatives), and be assigned to work directly with the Project Management Team. Court and AOC staff members would be assigned to these teams/committees to execute specifically defined tasks. Examples include the already established Core and Training Teams.

BY THE COURT:



Chief Justice Myron T. Steele

c: The Honorable Ruth Ann Minner  
The Honorable Randy J. Holland  
The Honorable Carolyn Berger  
The Honorable Jack B. Jacobs  
The Honorable Henry duPont Ridgely  
Counsel to the Governor  
Members of the Judicial Conference

The Honorable Carl C. Danberg  
The Honorable Lawrence Sullivan  
Patricia Griffin, State Court Administrator  
Court Administrators  
Clerk of Supreme Court  
Budget Director  
Chair of Senate Judiciary Committee  
Chair of House Judiciary Committee