

ADMINISTRATIVE DIRECTIVE NO. 142

This 15th day of August, 2002,

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 the courts and other entities operating within the justice system by using an off-the-shelf (COTS) 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 practices.

(3) There is a need for litigants and lawyers to have the ability to file cases and documents electronically with the courts using a common e-filing system. There is a need for the courts to provide electronic access to case information to both participants and the public. There is a need to have all Courts share the same case management system. There is a need to transfer case information

from court to court and among courts and other affected entities efficiently without requiring multiple entries of the same information by more than one court. There is a need for 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 Case 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. 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 Uniform Case Processes Committee, 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 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, it is imperative that the Judiciary implement the recommendations contained therein and begin the process of purchasing and implementing the ACS system.

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 shall purchase and implement the selected COTS 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. Contract negotiations shall immediately commence with the Gartner Group (for project oversight) and ACS (for the COTS system solution). If these contract negotiations prove to be unsuccessful, the Delaware Judiciary will re-evaluate its vendor selection to determine a suitable course of action.

(B) The Delaware Supreme Court shall serve as the Executive Sponsor for the COTS initiative. Justice Randy J. Holland is hereby appointed to serve as the Court's liaison justice for this effort. He shall have the authority, subject to the approval of the Supreme Court, 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;
- (iii) Represent the Judicial Branch with the other two branches of government on matters relative to this initiative; and
- (iv) Designate Liaison Judge Advisors to the Working Committee in order to provide both judicial and legal perspectives regarding the development of uniform business practices and procedures.

(C) An Executive Steering Committee is hereby established, consisting of each Court Administrator or designee, the State Court Administrator, the Project Manager, the Chair of the Working Committee, 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. 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. The committee will be chaired by Justice Randy J. Holland. The committee is charged with establishing the operational policies needed by the Executive Steering Committee to provide guidance in the development of uniform practices and procedures. The committee will replace the Technology Policy Committee as currently constituted.

(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. The team 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 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 must include experts in civil, criminal, and financial functional areas. It 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, with the chair being appointed by the Executive Steering Committee.

(H) A Change Management Team is hereby established, consisting of at least one staff member from each court selected by the court administrator and at least one staff member from the AOC selected by the State Court Administrator to ensure that necessary change is managed and that there is effective communication among all courts. The team shall develop a change management plan for the implementation of the case and financial management system and the statewide uniform practices and procedures upon which the system is based. The team will receive direction from the Executive Steering Committee on issues related to implementing uniform practices and procedures and from the Project Management Team on issues related to the implementation of the system.

(I) A Funding Committee is hereby established, consisting of Justice Randy J. Holland, two staff members of the Administrative Office of Courts designated by the State Court Administrator, two court staff members designated by the Council of Court Administrators, and two members of the business community designated by the Chief Justice. The Committee will be chaired by State Court Administrator Dennis Jones. The role of the Committee is to secure all required funding needed to implement the project according to the Project Plan timeframe, and to develop a Project Funding

Plan. The required funds include, but are not limited to: Gartner costs, ACS costs, contingency funds, and State project costs (including but not limited to back-filling court resources, state-wide conversion and integration costs). An interim Project Funding Plan shall be submitted by the Committee to the Chief Justice by October 15, 2002, in accordance with the state budget cycle, and a final Project Funding Plan shall be submitted to the Chief Justice by January 15, 2003, in accordance with the schedule for hearings before the Joint Finance Committee.

BY THE COURT:

Chief Justice

cc: The Honorable Ruth Ann Minner
The Honorable Joseph T. Walsh
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Myron T. Steele
Members of the Judicial Conference

The Honorable M. Jane Brady
The Honorable Lawrence M. Sullivan
Mr. Dennis B. Jones
Court Administrators
Clerk of the Supreme Court
Counsel to the Governor
Chair, Senate Judiciary Committee
Chair, House Judiciary Committee