

## **Medina County Probate and Juvenile Court Technology Plan**

In accordance with Probate Local Rule XX and Juvenile Local Rule XX, this Technology Plan provides an overview of the Medina County Probate and Juvenile Court's utilization of technology in the delivery of court services and maintenance of judicial operations. The applications outlined in this Plan include both public-facing technologies serving litigants, attorneys, members of the public, and other justice system stakeholders, as well as internal technology systems utilized by judicial officers and court staff. IT infrastructure information is not included in this list for safety and security reasons, including firewall, storage system, backup, anti-virus, disaster recovery, and cyber security.

The purpose of this Plan is to:

- Define how the Court uses technology to support attorneys, parties, and the public to be aware these services are available for case management, case filing, recordkeeping, efficient communications, and administrative functions
- Provide a list of the Court's IT functions and applications that support serving the public
- Assist the Court in more readily identifying opportunities for improved efficiency and cost savings through the use of technological solutions
- Promote the alignment of IT initiatives with the goals of the Court

### **A. Case Management**

The Court uses the following applications to manage their docket and related case records (e.g., case management software, digital notification applications, party check-in software, etc.):

| Application        | Purpose                                  | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|--|---|--|
| Enterprise Justice | Managing, organizing and retaining cases | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |

### **B. Clerk of Court Functions**

The following applications are used in the performance of clerk-related functions:

| Application        | Purpose   | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|---|---|--|
| Enterprise Justice | Managing, organizing and retaining cases; Creating and processing forms and filings | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |

### C. Detention Center Management

The Court uses the following applications in managing its detention center:

| Application            | Purpose   | How Users Receive Instructions                              | Dept/Role Responsible                          |
|------------------------|---|---|--|
| Enterprise Supervision | Maintaining all critical information regarding juvenile residents | Business processes, instructional videos, coworker training | Court Operations Manager/Network Administrator |

### D. Dispute Resolution

The Court uses the following applications to conduct dispute resolution proceedings (e.g., online dispute resolution, online mediation, etc.):

| Application | Purpose | How Users Receive Instructions | Dept/Role Responsible |
|-------------|---------|--------------------------------|-----------------------|
| N/A         |         |                                |                       |

### E. Evidence Management

The Court uses the following applications to manage the receipt, distribution, and retention of evidence:

| Application        | Purpose                                | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|--|---|--|
| Enterprise Justice | Organizing and scanning in of exhibits | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |

### F. Filing

The following applications are used to manage the filing of court documents (e.g., electronic filing, electronic signatures, electronic payment, etc.):

| Application        | Purpose   | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|---|---|--|
| Email              | Allows users to email basic filings to the clerks' office | Business processes, coworker training                       | Deputy Clerks/Network Administrator                        |
| Enterprise Justice | All filings and payments are processed through the CMS    | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |

## G. Fiscal

The Court uses the following applications for financial management and accounting:

| Application        | Purpose   | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|---|---|--|
| Enterprise Justice | All payments are processed through the CMS; Monthly pay-ins are generated through the CMS | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |
| Tyler Munis        | County pay-ins and billing  | Co-worker training  | Medina County Auditor                                      |

## H. Hearings

The Court uses the following applications to conduct hearings and related proceedings (e.g., remote hearings, digital recording software, judicial dashboard/e-bench, etc.):

| Application        | Purpose                       | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|-------------------------------|---|--|
| Enterprise Justice | Calendaring                   | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |
| BIS                | Digital Recording of Hearings | Co-worker training  | Network Administrator                                      |
| Zoom               | Video Hearings                | Co-worker training  | Network Administrator                                      |
| Microsoft Teams    | Video Hearings                | Co-worker training  | Network Administrator                                      |

## I. Human Resources

The Court uses the following applications to perform human resource functions:

| Application | Purpose                                     | How Users Receive Instructions | Dept/Role Responsible                      |
|-------------|---|--------------------------------|--|
| OfficeAdmin | Time Entry                                  | Co-worker training             | Network Administrator/ HR & Fiscal Manager |
| Tyler Munis | Addition of employees/selection of benefits | Co-worker training             | Medina County Auditor                      |

## J. Interfacing with Other Entities

The Court integrates with the following applications (e.g., clerk of courts if separate, Ohio Courts Network, Bureau of Criminal Investigation, Bureau of Motor Vehicles, county jail or correctional facility, etc.):

| Application        | Purpose                                 | How Users Receive Instructions | Dept/Role Responsible                                    |
|--------------------|---|--------------------------------|--|
| BMV                | Submitting traffic points               | Co-worker training             | Network Administrator                                    |
| BCI                | Submitting fingerprints & adjudications | Co-worker training             | Court Operations Manager/Network Administrator           |
| Ohio Supreme Court | Submitting Statistical Reporting        | Co-worker training             | Court Administrator/Case Management System Administrator |
| Matrix             | Communication with Prosecutor Office    | Co-worker training             | County Prosecutor  |

## K. Jury Management

The Court uses the following applications to manage its jury services:

| Application         | Purpose                            | How Users Receive Instructions | Dept/Role Responsible |
|---------------------|------------------------------------|--------------------------------|-----------------------|
| Tyler Jury Software | Selection and Processing of Jurors | Co-worker training             | Jury Commissioner     |

## L. Probation

The Court uses the following application to perform probation services:

| Application            | Purpose   | How Users Receive Instructions        | Dept/Role Responsible                          |
|------------------------|---|---------------------------------------|--|
| Enterprise Supervision | Maintaining Probation Officer Notes, Drug Screens, etc. | Business processes, coworker training | Court Operations Manager/Network Administrator |

## M. Public Access

The Court uses the following applications to provide access to the public (e.g., live streaming of hearings, online docket access, online calendar, etc.):

| Application               | Purpose           | How Users Receive Instructions | Dept/Role Responsible  |
|---------------------------|-------------------|--------------------------------|------------------------|
| Website                   | Information/Forms | N/A                            | Network Administrator  |
| Enterprise Justice Portal | Case Information  | Online                         | Case Management System |

|  |  |  |                                     |
|--|--|--|-------------------------------------|
|  |  |  | Administrator/Network Administrator |
|--|--|--|-------------------------------------|

#### N. Records Management/Retention

The Court uses the following applications to manage and retain records (e.g., document imaging, etc.)

| Application        | Purpose                                  | How Users Receive Instructions                              | Dept/Role Responsible                                      |
|--------------------|--|---|--|
| Enterprise Justice | Managing, organizing and retaining cases | Business processes, instructional videos, coworker training | Case Management System Administrator/Network Administrator |
| BIS                | Digital Recording of Hearings            | Co-worker training  | Network Administrator                                      |

#### O. Special Accommodations

The Court uses the following applications to provide services for participants needing special accommodations (e.g., Language Line, virtual remote interpreting, assistive hearing):

| Application   | Purpose                                     | How Users Receive Instructions | Dept/Role Responsible                                     |
|---------------|---|--------------------------------|---|
| Hearing Loop  | Make hearings accessible to hard of hearing | Jurist/signage                 | Network Administrator                                     |
| Language Line | Make hearings accessible to hard of hearing | Supreme Court Instructions     | Court Administrator/Magistrate's Administrative Assistant |

#### P. Victim Services

The Court uses the following applications to provide victim services:

| Application | Purpose | How Users Receive Instructions | Dept/Role Responsible |
|-------------|---------|--------------------------------|-----------------------|
| N/A         |         |                                |                       |

#### Q. Website

The Court uses the following application in the development and maintenance of its website:

| Application | Purpose                               | How Users Receive Instructions | Dept/Role Responsible |
|-------------|---------------------------------------|--------------------------------|-----------------------|
| GoDaddy     | Make Information Accessible to Public | N/A                            | Network Administrator |

### Future Implementation Plans

Using the operational categories set forth above, the Court intends to acquire and/or implement the following technologies over the next XX years.

#### A. E-Filing

| New Application | Purpose                                     | How Users Receive Instructions | Dept/Role Responsible                                      | Funding Secured (Yes/No) |
|-----------------|---|--------------------------------|--|--------------------------|
| Tyler E-Filing  | Filing and payment for cases electronically | Website                        | Case Management System Administrator/Network Administrator | Yes                      |

#### B. OCN

| New Application | Purpose                | How Users Receive Instructions | Dept/Role Responsible | Funding Secured (Yes/No) |
|-----------------|------------------------|--------------------------------|-----------------------|--------------------------|
| OCN             | Court Data Compilation | Co-worker training/Website     | Network Administrator | N/A                      |

#### Wish List

Identify any technological solutions your court may seek to implement should resources allow.

|   |
|---|
| ELMO for digital display of hard copy evidence. |
|---|