

Electronic Court Filing System Request for Information: Georgia Courts Automation Commission

March 5, 1999, Version 0.3

Introduction and Instructions

Purpose

The purpose of this request for information (RFI) is to solicit information from electronic court filing vendors about their systems. The Georgia Courts Automation Commission will use RFI information to prepare a request for proposal (RFP) for a pilot electronic court filing implementation.

Confidentiality

All submissions will remain confidential (subject to open records Act?). Vendors are not required to divulge proprietary information. However, because the purpose of this RFI is to gather information, fully articulate answers to questions are favored.

Submission

Please use the following template to organize your answers. We ask that you delete the "Introduction" portion of this RFI, then provide answers under each heading as requested. You may answer questions by incorporating exhibits by reference. If you use exhibits, please number or letter each exhibit and attach it to the end of this template.

Submit RFIs to:

Georgia Courts Automation Commission
Electronic Court Filing RFI Submission
244 Washington Street, Suite 550
Atlanta, Georgia 30334

RFIs are due no later than [DATE].

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General Information and Business Model

Company Name, Address, Contact Information

Under this heading, please provide your company name, address, and the name of a company representative.

General Description of Business Model

Under this heading, please provide a general description of your business model. As part of this description, please answer the following questions:

- How do you define “electronic court filing”?

- Would your system integrate with a court’s current case management system? Or, does your system provide its own case management systems? Please explain.
- Is your system an “end-to-end” paperless solution? Does your system contemplate paper filing? Does your system contemplate paper filers and electronic filers involved in the same litigation?
- What is your system’s upgrade path? What future revisions do you plan? Are you currently working on electronic court filing standards and/or would you be willing to incorporate future standards into your product?
- If your system were implemented in County A and another vendor’s system were implemented in County B, would County A and B be able to transfer cases from one court to the other? What would the impact be on an attorney who wished to file cases in both County A and County B?

Private Network versus the Internet

Under this heading, please describe the network infrastructure required for your system. As part of this description, please answer the following questions:

- Does your system utilize a private network or the Internet for electronic filing?
- Does your system contemplate an intermediary in the filing process? If so, please describe the intermediary process.
- Does your system require fees (other than existing fees) for filing or network access, charged either to attorneys or to the court?
- Would a court be required to enter into an agreement to provide your company with rights to electronic filing traffic into the court? If so, for what term would this agreement remain in effect?

Hardware and Software Infrastructure

Under this heading, please describe the hardware and software infrastructure required for your system. As part of your description, please answer the following questions:

- What is the estimated initial cost of hardware required to operate your system? Who would pay this cost?
- What is the estimated recurring cost or total cost of ownership of the hardware required to operate your system? How many additional employees, with what qualifications, and at what annual salary would be required to operate your system?
- What is the estimated cost of software required to operate your system, not including software licensed from your company? Please describe the software (e.g., operating system, email clients, databases).
- What is the cost of your company’s software? Please describe the price structure (e.g., flat fee or license per user).

Document Format

Under this heading, please describe the document format in which attorneys would file documents. As part of this description, please answer the following questions:

- Would the court be required to order all electronic filers to file using one document format?
- What would the cost to lawyers be in complying with your systems document format requirements, either actual cost, time, or the like (for learning, installation, etc.)?
- Would the court accept only one document format or various document formats?
- Does your document format allow for the automated extraction of information in a document or the automatic routing of the document?
- Does your system allow for human review of electronic court filings? If so, who performs the review? Explain the review process, if any.
- How are documents made accessible to attorneys who wish to access the documents electronically?
- How are documents made accessible to attorneys who wish to access the documents on paper?
- Are documents accessible to the public? If so, please describe how citizens access documents and whether there is any restriction on public access.

- How are original paper-based exhibits filed with the court? What cost to attorneys or the courts is associated with filing exhibits?
- How are electronic exhibits filed with the court?

Signatures, Security and Privacy

Under this heading, please describe the signature, security and privacy features of your system. As part of this description, please answer the following questions:

Signatures

How are documents signed?

How can the court be sure that the signature on the document belongs to its purported signer? (If your system employs a specific technology to provide authentication, you must not describe how the technology works; it is enough to state the type of technology.)

Security

Can the court verify that documents have or have not been altered in transit during the filing process?

How does your system control or manage access rights to the system? Please describe any other security associated with your system.

Privacy

How are documents “sealed” for confidentiality or privacy, if at all?

How does your system limit access to electronic documents after the documents are filed? Is there an electronic docket? If so, please describe how access is given or restricted to the docket.

Payment Method

Under this heading, please describe the payment method employed by your system. As part of this description, please answer the following questions:

- How do attorneys pay filing and other fees using your system?
- If your system uses credit cards and a payment method, who pays the discount rate on the credit card transaction?
- How does the payment method employed by your system alter revenue streams to the court, if at all?

Civil Procedure, Court Rules and Workflow

Under this heading, please describe any changes to civil procedure, court rules, or other court-related workflow required by your system. As part of this description, please answer the following questions:

- Would a trial court or the Supreme Court be required to order changes to existing rules of civil procedure or court rules to enable the operation of your system. If so, please provide examples of example procedures or rules.
- Have you had experience in other jurisdictions implementing new procedure or rules? If so, please describe issues encountered and resolutions to those issues.
- Does your system alter or reengineer traditional paper-based workflow? If so, please state how workflow is altered or reengineered.
- Does your system alter traditional filing deadlines? If so, please state how deadlines are altered.

Courtroom Equipment

Under this heading, please describe the courtroom equipment required for your system, including equipment needed outside the courtroom by judges and clerks. As part of this description, please answer the following questions:

- What hardware, software, and other equipment do judges, attorneys, and juries need inside a court during litigation to view and use electronic documents filed using your system?
- What hardware, software, and other equipment is do judges, clerks, and other administrative staff need to view and use electronic document filed using your system?

Costs and Savings

Courts

Costs

Please itemize all costs associated with implementing your system, including costs already enumerated in your answers, to courts.

Savings

Please itemize all savings associated with implementing your system to courts. You may state both quantitative and qualitative savings.

Lawyers

Costs

Please itemize all costs associated with implementing your system, including costs already enumerated in your answers, to lawyers.

Savings

Please itemize all savings associated with implementing your system to lawyers. You may state both quantitative and qualitative savings.

Timeline and Requirements for Implementation

Timeline

Under this heading, please provide an implementation timeline for you system. As part of this description, please answer the following questions:

- Is your system ready to implement today? If not, when will it be ready to implement?
- Once a contract is in place, how long will it take to implement your system?
- How long would it take to implement a “pilot” system as opposed to a fully functional system?

Courts

Under this heading, please provide a list of requirements that a court must fulfill before it could implement your system.

Attorneys

Under this heading, please provide a list of requirements that attorneys wishing to use the system must fulfill before they could use the system.

Systems Installed or Piloted in Other Jurisdictions

Please list all courts where your system has been installed or piloted. Please include a contact name and phone number. By giving this information, you give Georgia Courts Automation Commission or its representatives the right to contact the court to inquire about your system.

Exhibits

Under this heading, please attach consecutively numbered or lettered exhibits.