



CECIL COUNTY, MARYLAND DEPARTMENT OF FINANCE

FISCAL NOTE

SUMMARY OF LEGISLATION

SPONSOR: Council President Hodge at the request of the County Executive

RESOLUTION NO. 12-2016 -- AMENDMENT – ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR FY2016 – STATES ATTORNEYS OFFICE – CASE MANAGEMENT SOFTWARE

SYNOPSIS: A resolution to amend the Annual Budget and Appropriation Ordinance in order to provide the Information Technology Internal Services Fund \$150,000 of capital expenditure authority and \$15,000 of operating revenue and expense appropriation authority to acquire case management software for the States Attorney's Office, which will result in the need to appropriate \$15,000 of General Fund balance to provide the departmental expenditure by the States' Attorney's Office. The need for this software is due to a State mandate to convert the current case management system to an Integrated Court Management System this year.

FISCAL IMPACT SUMMARY: The direct net fiscal impact to the County is \$15,000, which is the half-year depreciation expense to be borne by the States' Attorney's Office, assuming a five year useful life of the acquired software.

FISCAL ANALYSIS:

The Maryland Electronic Courts (MDEC) project will create a single Judiciary-wide integrated case management system that will be used by all the courts in the state court system. Effective in 2016, the counties of Caroline, Cecil, Kent, Queen Anne's and Talbot will be included in the system. Courts will collect, store and process records electronically, and will be able to access complete records instantly as cases travel from District Court to Circuit Court and on to the appellate courts. The new system will ultimately become "paper-on-demand," that is, paper records will be available when specifically requested.

Case flow management is the process by which courts move a case from the initial filing to its final end. This includes all pre-trial actions, trials, and events that may follow its disposition, including monitoring, probation or restitution.

Effective case flow management ensures justice is possible --- not only in individual cases, but also across judicial systems and courts, both trial and appellate. As part of the Maryland Judiciary's efforts to provide access to justice for all who utilize the court system, effective case flow creates processes and

manages courts' increasing workflow to help ensure that every litigant receives procedural due process and equal protection.

The final implementation of this new system will be a full service court management process with the following components:

- Ability to send documents to and obtain information from the court from anywhere at any time – ensuring 24-hour access.
- The convenience of e-filing for litigants, allowing electronic document filings and exchange as digital files replace paper files.
- Increased efficiency in the areas of case initiation and indexing, docketing and recordkeeping, document generation and processing, in-court docketing, disposition, monitoring compliance, and case closing.
- An alternative dispute resolution (ADR) component to monitor resolution efforts occurring outside of the court.
- A bonds tracking component for tracking bonds posted by bail bond firms statewide.
- A scheduling component for setting, maintaining and displaying information about court-scheduled events, and for calendar maintenance.
- Enhanced ability to create, display, track and archive electronic court case records.
- Improved features to allow for information exchanges with the Judiciary's justice partners.

These components will work together to create a new and improved vision of the Maryland Judiciary's court management systems and to ensure the fair and prompt administration of justice.

As a result of the implementation, Cecil County must migrate to Tyler Technologies "Odyssey" - Integrated Court Management System in order to be able to have a Case Management System and eDiscovery application, and maintain compliance with the State of Maryland.

Other Maryland counties have faced this situation, and have acquired software known as Karpel to maintain compliance, and gain maximum pricing leverage. The counties similar to us recently as it relates to the implementation are Anne Arundel, Harford, and Carroll Counties.