

## Huron County Juvenile & Probate Court Technology Plan

### 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
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court IT
ShowCase	Imaging component of case management software used by staff	Vendor training materials / staff training new staff	Court IT
Probate Research	Index of old cases	Vendor training materials / staff training new staff	Court IT

### 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
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff
Microsoft office	Excel, word, access, outlook for court staff	Vendor training materials / staff training new staff	Court Staff
Adobe	Pdf viewer	Vendor training materials / staff training new staff	Court Staff
Automation Mailing Machine	Postage machine	Vendor training materials / staff training new staff	Court Staff
FP Certified	Create Certified Mail	Vendor training materials / staff training new staff	Court Staff

### C. 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
In person/telephone	Mediation meetings		Mediator
Yahoo Calendar	Schedule mediation	Vendor training materials / staff training new staff	Court Staff / Mediator

### D. 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
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff

### E. 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
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff
Outlook	Receive filings via email	Vendor training materials / staff training new staff	Court Staff
FAX Machine	Receive filings via fax	Vendor training materials / staff training new staff	Court Staff

## F. Fiscal

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff
Lexis Nexis	Accept Payments	Vendor training materials / staff training new staff	Court Staff
Microsoft office	Excel, word, access, outlook for court staff	Vendor training materials / staff training new staff	Court Staff
Adobe	View PDFs	Vendor training materials / staff training new staff	Court Staff
VIP Software	Review various fiscal reports	Training from Huron County Auditor	Court Administrator
Ohio Treasurer	Pay monthly fees to Ohio Treasurer of State	Vendor training materials / staff training new staff	Court Staff

## G. 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
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff
JAVS	Record court hearings	Vendor training materials / staff training new staff	Court Staff
Zoom	Allow remote access for court hearings	Vendor training materials / staff training new staff	Court Staff
Polycom	Bridge ZOOM and JAVS	Vendor training materials / staff training new staff	Court Staff

## H. Human Resources

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Website	Announce employment opportunities	Vendor training materials / staff training new staff	Court Staff
VIP	Submit biweekly payroll, new hires, changes	Training by Huron County Auditor	Court Administrator
Indeed	Announce employment opportunities	Vendor training materials / staff training new staff	Court Administrator /Huron County Human Resource Department

## I. 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
OCN	Share and obtain information with other Ohio Courts	Vendor training materials / staff training new staff	Court Staff
OYAS	Report data to DYS	Vendor training materials / staff training new staff	Court Staff
BCI	Submit fingerprints to BCI	Vendor training materials / staff training new staff	Court Staff
Behavioral Interventions	Monitor house arrest orders	Vendor training materials / staff training new staff	Court Staff
FileZilla	Submit reports to Ohio Supreme Court and submit traffic and other cases required by ORC to the BMV	Vendor training materials / staff training new staff	Court Staff
Ohio Treasurer	Pay monthly fees to Ohio Treasurer of State	Vendor training materials / staff training new staff	Court Staff
FP	Load postage on postage machine	Vendor training materials / staff training new staff	Court Administrator

IGOR	Request visiting Judge	Vendor training materials / staff training new staff	Court Staff
VIP	Review various fiscal reports	Vendor training materials / staff training new staff	Court Administrator

## J. Jury Management

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Access database	Database of potential jurors to manage	Vendor training materials / staff training new staff	Court Staff
Microsoft Office	Excel, word, access, outlook for court staff	Excel, word, access, outlook for court staff	Court Staff

## K. Probation

The Court uses the following applications to perform probation services:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff
Microsoft office	Excel, word, access, outlook for court staff	Vendor training materials / staff training new staff	Court Staff
Behavioral Interventions	Monitor house arrest orders	Vendor training materials / staff training new staff	Court Staff
OYAS	Report data to DYS	Vendor training materials / staff training new staff	Court Staff
Facebook Messenger	Communicate with parties	Vendor training materials / staff training new staff	Court Staff
Zoom	Meetings and trainings	Excel, word, access, outlook for court staff	Court Staff

## L. 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
EServices/Courtview	Limited to Children Services, CSEA, Prosecutor's Office & Public Defender's Office at this time	Vendor training materials / staff training new staff	Court IT
EServices/ShowCase	Limited to Children Services, CSEA, Prosecutor's Office & Public Defender's Office at this time	Vendor training materials / staff training new staff	Court IT
HCJPC.COM	Court information, postings and forms available	Excel, word, access, outlook for court staff	Court IT

## M. Records Retention / Management

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
Courtview	Case management software used by court staff	Vendor training materials / staff training new staff	Court Staff
ShowCase	Imaging component of case management software.	Vendor training materials / staff training new staff	Court Staff
Probate Research	Index of old cases	Vendor training materials / staff training new staff	Court Staff
Scss mySCView	Digital images of old case filings	Vendor training materials / staff training new staff	Court Staff
Adobe	View PDF	Vendor training materials / staff training new staff	Court Staff
Microfilm/Microfiche	Images of old cases	Vendor training materials / staff training new staff	Court Staff

## N. 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
Language Line	Translator on telephone	Vendor training materials / staff training new staff	Court Staff
Zoom	Interpreters remotely	Vendor training materials / staff training new staff	Court Staff

## O. Website

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Hcjpc.com	Update website	Vendor training materials / staff training new staff	Court IT
ftp	Update forms on website	Vendor training materials / staff training new staff	Court IT

## P. Other

The Court uses the following applications to provide other court services:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Lexis Nexis	Legal research	Vendor training materials / staff training new staff	Judge / Magistrate
CASA Manager	Case Management System to obtain and report data to National CASA Organization	Vendor training materials / staff training new staff	CASA Director
Reachouryouth.org	Promote Reach Our Youth Organization	Vendor training materials / staff training new staff	Reach Our Youth Director

## Future Implementation Plans

### Clerk of Court Functions

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Kiosk Check-in System	Check-in	vendor	Court Staff	No
Document Camera	presentation of documents in hearings	vendor	Court Staff	No

### Public Access

New Technology	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
eServices	Public access to Probate Records that are public record	vendor	Court Staff	Yes
Public pc	To allow public to complete forms	Court Staff	Court IT	No

### Special Accommodations

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Assistive Listening Device / Technology	Assist hearing impaired in court hearings	vendor	Court Staff	No

### Probation

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Portable Language Translator Device	Assist with translating during home or office visits	vendor	Court Staff	No



## Case Management

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Clerk of Court Functions

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Dispute Resolution

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Evidence Management

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Filing

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Fiscal

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Hearings

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Human Resources

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Interfacing with Other Entities

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Jury Management

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Probation

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Public Access

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Records Retention / Management

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Special Accommodations

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Website Application

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No

## Other

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured (Yes/No)
Software development	improve current functions of the system	vendor	Court Staff	No
Hardware	replace old equipment	vendor	Court IT	No