

JusticeTech® Clerk



We've been able to provide outstanding customer service, hold costs and keep up to date with our records because of JusticeTech. We couldn't have asked for a better solution for our records processes."

— Daniel Krueger, County Clerk, Ottawa County

What is JusticeTech Clerk?

JusticeTech Clerk is a comprehensive electronic case file and workflow solution for court clerks. It works seamlessly with the court's existing Case Management System (CMS) freeing clerks from the burdens of a paper case file. The solution dramatically improves productivity in the clerk's office while providing convenient 24x7 online services to constituents.

JusticeTech Clerk is a key element in the JusticeTech suite for creating a paper-on-demand court. It is a low-cost, low-risk solution that transforms the clerk's environment and enables court stakeholders to work with an electronic case file and workflow system. The JusticeTech Clerk solution integrates with other JusticeTech solutions for automating processes for all major court case types, including Civil, Criminal (and Prosecution), Juvenile, Domestic, Traffic and Appellate. JusticeTech Clerk includes:

- Document capture methods (eFiling, scanning, and more)

- Workflow to efficiently review, index and docket incoming filings
- Workflow for judges to review, mark up and sign documents
- eForms for capturing data from workflow users and filers
- Public access to the secured electronic case file
- Electronic service, notification and electronic certification
- CMS integration

How does it work?

Document capture is fundamental to the JusticeTech Clerk solution. It supports a variety of document capture methods, such as scan, eFile, upload, email and virtual print. Conventional scanning is used for documents that are filed over the counter or via U.S. mail. Electronically filed documents enter the system pre-indexed with a filing document type and case number. Other internally generated CMS documents, such as notices and

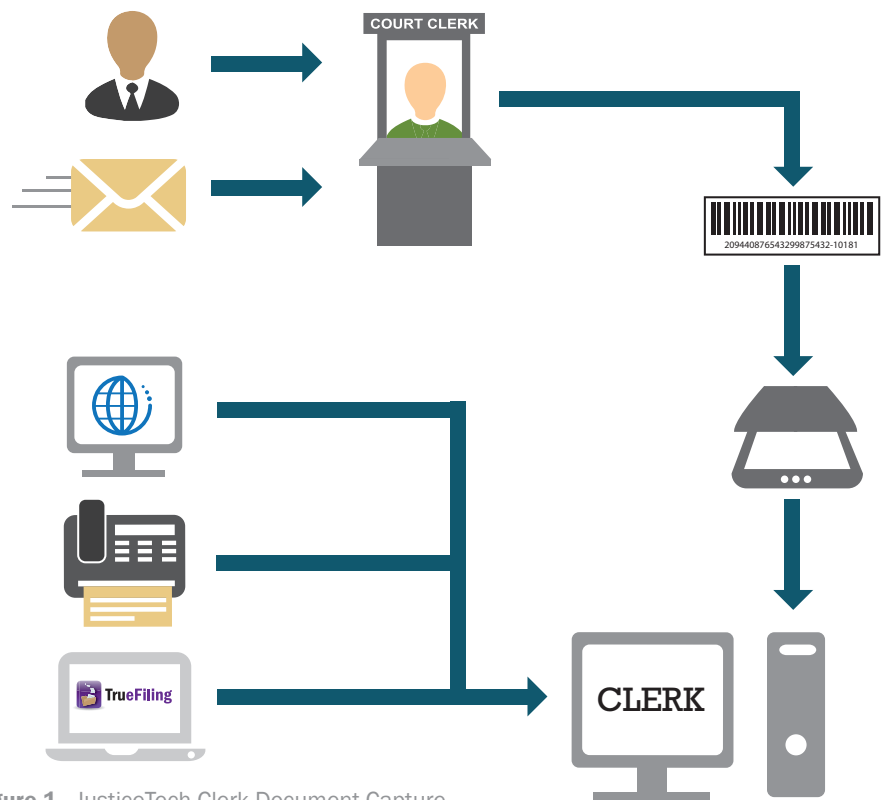


Figure 1 - JusticeTech Clerk Document Capture

orders, are easily captured directly from the CMS (Figure 1).

Once captured, documents are automatically routed to a Filing Review and Processing workflow queue. In general, filings are processed in a consistent manner, regardless of how they are captured. However, the review process is built on a robust configurable workflow platform which can accommodate the unique needs of each type of filing.

eFiled documents normally require a more thorough review

and additional logic for electronic payment processing. If an issue arises with an eFiled document, the clerk can reject the filing from a list of pre-configured reasons and, if desired, include a comment.

The Filing Review and Processing workflow enables the clerk to quickly code and docket incoming filings. The code identifies the document and its processing requirements (Figure 2). The docketing process updates the CMS and applies a file stamp to the document. If email addresses for the parties involved are known,

filed documents can automatically be electronically served (Figure 3), which helps reduce postage, copying and supply costs.

Documents needing approval from the judge are sent to the Judge Signature queue. Both judges and clerks have the ability to mark up and electronically sign documents using TrueSign® (Figure 4). Documents that are signed or rejected by the judge are automatically returned to the clerk. eForms are available to collect and share notes to ensure clear communication.

Additionally, JusticeTech Clerk provides a view of the electronic case file (Figure 5) that incorporates powerful organizational features intended to mirror a paper file. In addition, the solution offers tools that allow hot-key access to the electronic case file (and other features) directly from the CMS user screens.

TrueCertify™ is used to electronically certify court records and securely deliver them without printing and stamping with a raised seal (Figure 6). TrueCertify saves time and reduces paper costs while eliminating fraud and improving customer service.

PublicView is an online document access portal to the secured electronic case file intended for

Case Information		Document Type	
Case Number	31926	Docket Entry Code	Sub Document Type
Case Filed/Initiation Date	1/8/2014 12:00:00 AM	Filters	
Case Title	LINDSEY FRIEND V CLAR		
Judge			
Case Type	CIVIL		
Confidential	N		
Sealed	N		

Docket Entry Code	Sub Document Type
acc	Answer
app	Appearance
asc	Assessed Costs
brf	Brief
cap	Cross Appeal
con	Confession of Error
cor	Correspondence
dc0	Default Correction
dc1	Default Correction (100)
dc2	Default Correction (200)

Figure 2 - Document Coding

TrueFiling

Please select the recipients: **Add Recipient** **Select All** **Deselect All**

First Name	Last Name	Email
<input checked="" type="checkbox"/> Robert	Foley	rfoley@mylaw.com
<input checked="" type="checkbox"/> Walter	James	wahj@attorneyfc.net
<input checked="" type="checkbox"/> Mary	Jennings	maryjennings@gmail.com
<input type="checkbox"/> John	Fox	jfox112@yahoo.com

eNotice Cancel

Truefiling is a trademark of ImageSoft, Inc.

Figure 3 - Electronic Notification

TF - TrueFiling Basic - PROPOSED ORDER - \$20.00 - 2011-002640-CK | 1 Page | 2 Revisions (Latest Revision: 4/30/2014)

IT IS ORDERED:

1. The motion to set aside default is granted and the default/default judgment is set aside. denied.
A meritorious defense was established based on review.

2. A hearing on the motion is scheduled for April 30, 2014 at at Time
at Location before Hon. Bar No.

3. Other:

Date: 4/30/2014 2:04 PM

Judge Brown
JUDGE BROWN
9978 SUPERIOR COURT
14.93.31.8557442

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

Figure 4 - TrueSign - Electronic Markup and Signature

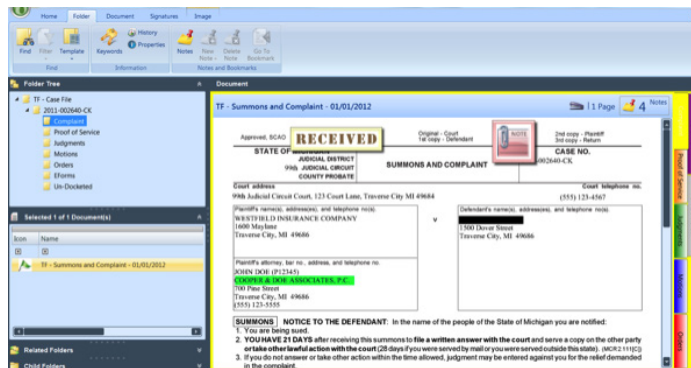


Figure 5 - Electronic Case File

the public. The electronic case file security features ensure that the public sees only what is designated by the clerk as a public record. PublicView can be offered as a fee-based service in order to preserve and enhance the clerk's revenue stream.

Why use it?

JusticeTech Clerk is a proven platform with references across the nation. It works with your existing Case Management System. It does not require replacement of your CMS. The solution can be installed on premise or purchased as a cloud-based subscription. Either option can be rapidly deployed with minimal IT resource involvement.

JusticeTech Clerk is a mature solution that is rich in features derived from many other courts. The solution dramatically improves clerk office efficiency, transparency and online services for citizens. The result is a positive impact on both employee morale and constituent satisfaction.

Lastly, JusticeTech Clerk is part of a suite of solutions that integrates with the court, judiciary, prosecution and public safety offices, providing a true enterprise solution. JusticeTech Clerk is a key component in creating a 100 percent electronic court.



Figure 6 - TrueCertify