

Butler County Common Pleas

Technology Plan

April 25, 2024

In accordance with Local Rule 3.09, this Technology Plan provides an overview of the Butler County Common Pleas Court’s utilization of technology in the delivery of court services and maintenance of judicial operations for the Common Pleas Court of Butler County, Ohio. 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 using technological solutions; and
- 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
CourtView CMS	Case Management software utilized by Court staff and Clerk of Courts	Vendor training materials	Court IT Managers and Experienced Court and Clerk Staff
CourtView ITR	Hearing Notification via Text	Vendor training materials	Court IT Managers and Experienced Court and Probation Staff
Xibo Digital Signage	Digital Signage Displaying daily scheduled events.	Vendor Training Materials	Court IT Managers

The Court uses CourtView as its case management system to monitor the flow of information throughout the life cycle of each court case. CourtView is designed to maintain case information such as, parties, scheduled events, docket entries with images when applicable, the disposition of the case and the financial information. Employees may watch online tutorials provided via the CourtView website and may participate in CourtView’s online WebEx training sessions. There is also a testing environment in which employees may test new features when they are released.

CourtView Interactive Text Response, ITR, is a feature in CourtView that will text participating parties of their upcoming events. Participating parties are required to fill out and sign a form to participate in this program. The courts are charged on per text basis.

Xibo Digital Signage has monitors on the second, third and fourth floors to display the daily events scheduled for that day. It will display the case title, date of hearing, time of hearing and judge assigned to the hearing. These displays are updated daily in the morning before the courts open.

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 CMS	Case management software utilized by Court staff and Clerk of Court	Vendor training materials and experienced staff	Clerk of Court Staff
CourtView eServices	Online case information for public	Clerk of Court's website	Clerk of Court Staff
CourtView eServices	Electronic court filings	Clerk of Court's Website, vendor training materials	Clerk of Court Staff
CourtView eServices	Online payment software used by public	Clerk' Website	Clerk of Court Staff
CourtView VistaSG NetDMS	Electronic document imaging	Vendor training materials	Clerk of Court Staff

See Case Management Section above for information on CourtView CMS.

CourtView eServices contains three applications that handle online case information for public access, eAccess, electronic court filings, eFile and online payments, ePayment.

eAccess controls what the public is able to view online from the Clerk of Court's website.

eFile controls the workflow of our electronic court filings. Electronic filings are permitted by court staff, attorneys and pro se parties. To be able to conduct electronic filings one must first have an account setup through the Clerk's office or Court IT Managers.

ePayments is the application that provides the public a way to make payments online. If attorneys or pro se parties do not have access to the internet, the Clerk of Court's office provides two workstations in the Clerk's office to perform electronic filings and/or online payments and will also provide help and instructions.

CourtView VistaSG NetDMS is the application that provides the workflow for scanning of documents and attaching these documents to the case docket. These documents are then passed along to eServices for use in eAccess and eFile modules.

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
N/A			

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
Evidence 2000	Track evidence in Microsoft Access	Experienced Staff	Court Staff

Evidence 2000 is a Microsoft Access file used for the tracking of evidence submitted in trials.

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 eServices	Electronic court filings	Clerk of Court's Website, vendor training materials	Clerk of Court Staff

See Clerk of Courts Functions above for information on CourtView eServices.

F. Fiscal

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
MUNIS	Finance system for Butler County	Vendor training materials / Experienced staff	Fiscal staff

CourtView	Financial tracking of court cost, fines and restitution	Vendor training materials / Experienced staff	Court IT
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MUNIS is the finance system for the county. The function of the MUNIS system is to track finances, pay bills and generate purchase orders.

CourtView financial module is used for tracking court fines, probation supervision fees and restitution.

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 CMS	Case management software utilized by Court staff and Clerk of Court	Vendor training materials / Experienced staff	Court IT Managers and Experienced Court and Clerk Staff
For The Record (FTR)	Digital recordings of court proceedings.	Vendor training materials / Court IT Managers	Court IT Managers
FTR Log Notes	Timeline of digital recordings	Vendor training / Court IT Managers	Court IT Managers
Evidence Presentation System	Display evidence in the court rooms	Court IT Managers / Court Staff	Court IT Managers
Webex, Zoom, Microsoft Teams	Video conferencing software used to conduct remote hearings.	Vendor training materials / Court IT Managers	Court IT Managers
WestLaw	Research site for case law	Vendor training materials	Court IT Managers
Lexis Nexis	Software used to research case law	Vendor training materials	Court IT Managers

See Case Management Section above for information on CourtView CMS.

For The Record (FTR) is the software that records the multi-channel audio in each courtroom, provides for real time confidence monitoring, manages the storage and retrieval of recordings, and provides a play back utility for the court recordings. The FTR software initially stores recordings locally and automatically archives a copy of the recordings to our network. FTR LogNotes is a module that keeps a timeline log of the court proceedings.

The evidence presentation system is a comprehensive audio/video solution installed in each of our courtrooms. This system consists of microphones, speakers, WolfVision document cameras, projectors with screens, display screens on the judge's bench, witness stand and attorney tables. Each attorney table is outfitted with an HDMI connection, so the attorneys may display materials that are on their laptops or personal devices. The displays on the witness stand and attorney tables have the ability to annotate what is being displayed, with the ability to capture this in a .tiff file. Wireless presentation capabilities are also available in

each courtroom to accommodate mobile presentations or connections to devices without HDMI connectivity.

The court has several Webex accounts along with access to Zoom and Microsoft Teams to handle remote conferences. These can be used for video arraignments, video depositions, etc. Our Super Courtroom is outfitted with video cameras to help facilitate the video conference sessions. We also have a couple of mobile Polycom carts for courtrooms that do not have video cameras.

H. Human Resources

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
UKG Dimensions	Timekeeping and Human Resources Management	Vendor Training Materials and Online Training Courses	Court HR/Payroll and County IT

UKG Dimensions (KRONOS) is our timekeeping application for tracking hours worked, leave, and other information pertaining to payroll.

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
Ohio Courts Network	Case Disposition and Offender Reporting	Vendor Training Materials	OCN, County IT and Court IT
eStats	SCR reporting statistics	Vendor Training Material / Experienced Court Staff	Supreme Court and Court IT
Polycom	Video arraignments and hearings	Court IT	Court IT

Ohio Courts Network (OCN) is a centralized data warehouse of court case related information. This case information is used for background inquiries, setting bail, probation, sentencing, protective orders.

eStats (Ohio Supreme Courts), is how our courts electronically submit our caseload statistics into the Supreme Courts database.

Polycom system (PolyCart) is our mobile video system used for video arraignments, hearings and depositions.

J. Jury Management

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Jury+ Web Solution	Jury Management	Vendor Training Materials and website	Clerk of Court's staff and Court staff

Jury+ Web Solution is an internet-based software used by the Clerk of Courts and Court staff, to manage the jury process. JURY+ Web Solution lets jurors accomplish the following online:

- Provide or update their personal information.
- Qualify/disqualify themselves.
- Request a postponement or change their reporting schedule.
- Request a permanent excuse; and
- Review their service status or history.

K. Probation

The Court uses the following application to perform probation services:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
CourtView	Case management software utilized by Court staff and Probation Staff	Vendor Training Materials	Court IT Managers / Probation Staff
Probation Check In	Electronic Lobby Sign In	Vendor Training Materials	Court IT Managers / Probation Staff
OCSS	Case management software utilized by Court staff and Probation Staff	Vendor Training Materials	
Redwood Toxicology Lab	Drug Testing	Vendor Training Materials	Probation Staff
SCRAM	Ankle Bracelet/Continuous Alcohol Monitoring	Vendor Training Materials	Probation Staff
Visinet Mobile Client	Mobile access to Sheriff's dispatch	BCSO IT	BCSO IT
JPay	Online payment	Vendor Training Materials	Court IT Managers
Inmate Sales Arraignment	Video interview of inmates	Vendor Training Materials	Sheriff's Department
LEADS	Portal access to NCIC	Vendor Training Materials	LEADS Coordinator
CJIS Online	LEADS training, tracks background checks	Vendor Training Materials	

CJIS Audit	LEADS security audits	Vendor Training Materials	
CJIS Justice Web	Access partnering jail rosters and arrest	Montgomery County IT	Montgomery County IT

CourtView CMS - See Case Management Section above for information on CourtView CMS.

Probation Check In is a kiosk located in the lobby of the Adult Probation Department. When the probationer checks into the kiosk, it will let the admin office and the probation officer know that the probationer is waiting in the lobby via an email or a dashboard that the staff can login to view parties that have checked in to the system.

The Ohio Community Supervision System (OCSS) is a case management tool consisting of a suite of software tools used by Ohio Common Pleas and Municipal Courts for adult probation agencies to track and document the supervision, management, and treatment services delivery to adult Ohio felony and misdemeanor offenders under court release supervision in the community.

Redwood Toxicology is a web-based application for managing drug screen results.

SCRAM bracelets are a 24/7 alcohol monitoring system. SCRAM will check the wearer's sweat every 30 minutes for the presence of alcohol. SCRAM is able to distinguish ingested alcohol from environmental alcohol sources such as lotions or perfumes that contain alcohol.

Visinet Mobile Client is installed on wireless mobile laptop computers, which are used in the probation fleet cars when out in the field doing house calls. This software keeps probation officers in contact with the sheriff's office dispatch in case deputy back up is needed when out in the field.

JPay is a payment portal, so our probationers may pay their court costs, fines, supervision fees and restitution. The probationers may pay online, at western union outlets or on the kiosk located in the lobby of the adult probation department. The payments are collected by JPay and then deposited in the adult probation department's checking account.

Inmate Sales is an application that is used in cooperation with the county jail so probation officers may perform interviews with inmates via a video conference. Probation officers must reserve a day and time to perform these interviews.

LEADS is the Ohio Law Enforcement Automated Data System and is our portal to access NCIC (National Crime Information Center) which is operated and maintained by the FBI. We use LEADS to access BMV, criminal history, protection orders, and other data necessary for pretrial screening, pre-sentence investigations, and post-conviction supervision. Only certified LEADS Operators can access LEADS and they must do this in the LEADS Lab on authorized LEADS terminals.

CJIS Online is the website we use for practitioner training for LEADS. It tracks background checks we've completed as well as ongoing certifications, security training, and access levels.

CJIS Audit is the website we use for the LEADS Technical Security Audit.

CJIS Justice Web was developed by Montgomery County. We use this to access partnering jail rosters and arrests. This is not related to CJIS Online or CJIS Audit.

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
eAccess	Online case information for public	Clerk of Court’s website	Clerk of Court’s Staff

eAccess – see section B for definition of eAccess for public access.

M. 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
CourtView VistaSG	Document imaging software	Vendor training material	Clerk of Court’s Staff and Court IT Managers
Crystal Reports	Customized reporting on case management information	In House	Court IT Managers

CourtView VistaSG – see section B for definition of CourtView VistaSG and document images.

Crystal Reports is the software used for reports that pull information from our CMS CourtView.

N. Special Accommodations

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Language Line Solutions	Phone Based Foreign Language Interpreter Services	Vendor Training Materials	Court Staff
Listen Technologies	Portable TX/RX for Assistive Hearing and On-site Foreign Language Interpreter Services	Court Provided Training	Court Staff and Court IT Managers

Language Line Solutions is a telephonic language interpreter service when an on-site in person interpreter is not available. This service is provided by the Ohio Supreme Court, via their website.

Listen Technologies is a portable transmitter/receiver for assistive hearing and on-site foreign language interpreter services. Each courtroom is equipped with 4 receivers for hearing assistance and 2 transmitters/4 receivers for translation services.

O. Website

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

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Revize Content Management System (CMS)	Website Design Services, Content Management, Maintenance and Hosting	Vendor Training Materials and Online Support	Court IT Managers
PopeTech	Website Accessibility Testing and Reporting	Vendor Training Materials and Online Support	Court IT Managers

The Court uses Revize to design and host our website. Updates to content including the addition of new pages to the site are performed by designated court staff.

PopeTech software is used to scan our website for ADA compliance. The software identifies potential accessibility issues and assists court IT staff in properly remediating the issues. The site is automatically scanned on a set schedule so that new issues can be identified and resolved issues can be tracked over time.

Future Implementation Plans

Using the operational categories set forth above, the Court intends to acquire and/or implement the following technologies over the next 1 to 2 years.

A. Evidence Management

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured [Yes/No]
Evidence Tracking	Tracking Evidence by Case and Location	Vendor Training and Court IT Staff	Select Court Staff	No