

Court Technology Fund Application

Please refer to the *Court Technology Fund – Information and Award Guidelines Sheet* for details on the application process and award guidelines for the technology fund. The 2014 applications must be submitted to Dan Ostdiek@courts.state.mn.us at the MN Judicial Branch by August 11, 2014.

Agency Information:

Name of Organization: **Dakota County Attorney's Office**

Address: **1560 Highway 55, Hastings, MN 55033**

Telephone: **651-438-4438** **Web Site: www.co.dakota.mn.us**

Name of Director/Administrator: **James C. Backstrom, Dakota County Attorney**

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Name and Title of Contact Person: **Jay Stassen, Assistant County Attorney**
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Overall Project Request:

Name of Project: **eFiling, eService and MNCIS Notifications Integration with Microsoft BizTalk Hub**

Dollar Amount Requested: **\$160,000**

Total Estimated Cost of Project: **\$250,000**

Expected start date of project: **1/1/2015**

Expected end date of project: **6/1/2016**

Project Summary:

The Dakota County Attorney's Office (DCAO) files documents with District Court through eFiling and serves documents on other parties through eService for many case types. These processes require significant DCAO staff time for manual duplicate data entry when much of the data already exists in our case management system. The Court Information Services Division of the State Court Administrator's Office has created many case notification services that can be captured by case participants when

notifications are published by Court Services. This project would construct integrations between eFiling, eService and Court Services notifications and a Microsoft BizTalk Hub containing translation and communication rules to exchange documents and data between these systems and the hub. Once received by the hub, the data and documents will be communicated in proper format and used to auto populate court-required fields and case events and notifications. Other county and city attorney offices could use the integrations with their own or a shared BizTalk hub to reduce staff hours entering, transmitting and exchanging data and documents with court administration.

Project Initiatives:

1. Does the project partner with other Justice System partners through shared or integrated systems, interfaces, or shared information? List the justice partners.

Judicial System partners that will participate and benefit from this systems integration project include Dakota County District Court Administration and State Court Integration Services Division. Others who must use eFiling and eService or want to digest published court notifications can use the integrations developed here to obtain similar staff efficiencies.

2. How does the project use technology to enhance the experience or simplify the process for customers or constituents, including self-service applications?

This project benefits Justice System participants by increasing the accuracy and timeliness of filing and serving various pleadings and documents with District Court and represented participants in many judicial proceedings. The project benefits District Court staff and all Judicial System participants with an electronic case management system who can obtain access to a BizTalk hub to communicate data and documents between their internal systems and District Court (MNCIS).

3. Describe how the project uses technology to reduce overall costs to the Justice System. What is the estimated cost savings? What agency/budget will see the cost reduction?

The proposed project will reuse and reformat existing data from case management systems to populate the eFiling and eService system required data elements when a Judicial System participant is filing and serving documents electronically. This will eliminate much manual data entry and manual uploading and downloading of electronic documents by any participants that can utilize the integration services to be developed. We estimate that over a one year period the staff time saved by using the proposed integration tool will be equivalent to one full time employee for the DCAO. Those savings will be multiplied by any other Judicial System partners that choose to utilize the integrations within their own organizations. The DCAO budget will realize cost savings as well as District Court staff and budgeting through the reduction of manual data entry and the reduction of data entry errors. Other jurisdictions and System participants can realize similar savings by utilizing these integration services through a BizTalk hub.

4. Describe how the project uses technology to increase efficiencies to the Justice System. Please quantify the estimated impact of efficiencies through measurable data such as employee hours saved or improved data accuracy.

See the information provided in #3, above

Project Deliverables:

5. If this project involves other agencies, are these agencies committed to the project and timelines provided in the application? Please list all other agencies and contacts.

The other agencies involved are the Dakota County CJIN Program staff and State Court Administration Court Integration Services Division staff. Some time may be required from Dakota County District Court staff to coordinate the data elements and document the procedures and formats for exchanging this data through the integration services.

6. Identify the measurable goals and objectives for the project.

The project objectives are:

- Successfully transmitting a pleading or other document and the associated data required by the eFiling utility from the DCAO to Dakota County District Court and the eService utility from the DCAO to another party in a case using data extracted from the DCAO case management system with minimal manual intervention.
- Successfully transmitting an order or other document and the associated data from Dakota County District Court to the DCAO and importing the document and data into the DCAO case management system with minimal manual intervention.
- Successfully transmitting a pleading or other document and the associated data from another party to a case to the DCAO to effectuate electronic service and importing the document and data the DCAO case management system with minimal manual intervention.
- Successfully receiving court published case notifications and importing the communicated data into the DCAO case management system with minimal manual intervention.

The project measurable goals are:

- A 50% reduction in the time required for DCAO staff to manually perform the tasks described in the objectives above

7. The project recipient will be required to provide periodic progress reports. Describe the project schedule and dates for key deliverables (programming, implementation) to meet the goals.

The DCAO will submit quarterly progress reports on the following project tasks and deliverables:

- Integrations Specifications Development
- Integrations Code and BizTalk Business Rules Development
- Integrations Quality Assurance Testing
- Integrations Performance Testing
- Integrations User Acceptance Testing
- Post Go-Live Testing
- Final Acceptance

8. Once the project is completed, please explain how your agency will cover any ongoing maintenance or processing costs.

DCAO or the Dakota County Information Technology Department will budget funds for maintaining the integrations after Go-Live. The Dakota County CJIN staff would provide assistance in maintaining the

BizTalk business rules. Assistance would be requested from Court Integration Services as necessary to troubleshoot issues involving the case notifications published by district court.

9. Would you accept a partial award for the project? If partial funds are approved, would your agency have the funds to cover the remaining project costs?

The DCAO would accept a partial award, but whether the project could proceed will depend upon the amount of the partial award.

10. Are there any other approved or pending requests for grants or other outside funding for this project?

Not at this time.

11. Would your agency be willing to match the award funds?

The Dakota County Attorney's Office is willing to seek matching funds from Dakota County and other project partners. The amount of the local match is not known at this time.

Funding Information:

12. Provide project cost details.

Overall Cost of Project (estimated): \$ 250,000

Provide a detailed budget summary outlining the major project expenses:

Salaries (current contractors for the project) \$ 200,000

Salaries (new contractors for the project) \$ 50,000

Technology Costs – (New database/system purchases) \$ _____

Technology Costs - (Upgrades to current systems) \$ _____

Technology Costs – (New computers, equipment) \$ _____

Other expenses (Any other major costs) – list details \$ _____

Total Expenses \$ 250,000

(Should equal the Overall Cost of Project listed above)

I certify that all information in this award application is true and correct to the best of my knowledge and that I have the authority to commit the Organization to the work proposed.

Authorized Signature James C. Buchheit Date: 8-11-14
Dakota County Attorney

Submit your application electronically by August 11, 2014 to Dan Ostdiek, MN Judicial Branch – Finance Director at: Dan.Ostdiek@courts.state.mn.us.