Software Requirements Specification

for

Judas

Civil Court Case Management System

Version 1.18 approved

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Revision History

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1. Introduction

1.1 Purpose

This document is intended to provide an explanation of the Civil Court Scheduler System - Judas. It includes diagrams, screen shots of the application's layout, database design, and the necessary hardware and software components needed to implement the Judas system. This document was created by the JABA development team to aid in the design of the application and will be used during the implementation phase of the project. In addition, a court system glossary has been added as an Appendix for reference. This document can be coupled with the SDS (Software Design Specification) document.

1.2 Document Conventions

High-level priorities are described in bold as necessary functional requirements for the operation of the application. Secondary requirements appear underlined, and non-functional requirements appear in italics. Functional requirements not yet implemented in the prototype appear in italics and gray colored font.

1.3 Intended Audience and Reading Suggestions

The intended audience of this document are the users for the application and the development staff at JABA Systems. The users of Judas are judges, attorneys, clerks of court and other court-case related parties. The development staff includes developers, testers and other administrative staff who are working on the Judas project. Readers of this document do not need to be familiar with the civil court system, or with specific technical details of the project implementation. Readers of this document should be able to understand the goals of the application and how those goals will be implemented. A glossary is provided in Appendix A to aid the reader in understanding specific legal terms used throughout the document.

1.4 Product Scope

The Judas system allows for civil court cases to be efficiently processed while giving all parties the proper due process. The main function of Judas is to maintain a court schedule and to track legal

documents according to their due dates. The documents are maintained through a process called docketing. The docketing feature allows users to see what has been submitted on a case and to notify a user of impending due dates. The ability for a user to see what needs to be done on cases they are associated with, and the viewing of a single case from creation to current document, allows a unique perspective.

1.5 References

CLERICUS is a Florida-based case maintenance system developed exclusively for Florida Clerks by Florida Clerks. CLERICUS, as the newest version of the court case system which is currently implemented in thirty-six counties in the state of Florida*.*

Please see:
http://www.flclerks.com/clericus.html
For information on CLERICUS
Please see:
https://www.youtube.com/watch?v=FSMOZze_x1Q
YouTube video about CLERICUS
Please see:
http://www.tylertech.com/solutions-products/odyssey-product-suite/case-manager
Tyler's product
Please see:
http://www.cio.ca.gov/pdf/CCMS_Final_Report.pdf
Review of the California Court Case Management System
Please see:
http://www.ncsc.org/Services-and-Experts/Technology-tools/Court-specificstandards.aspx
Court specific standards
Please see:
http://www.firstjudicialcircuit.org/about-court/glossary
Additional reference site
Please see:
http://www.wcax.com/story/20002471/court-system-hopes-for-software-settlement-soon
http://www.capterra.com/court-management-software
http://www.fairfaxcounty.gov/courts/circuit/dctp.htm
http://www.fogcityjournal.com/wordpress/3533/judicial-council-pulls-plug-on-1-9-billioncase-management-system/
http://www.willcountycircuitcourt.com/
http://www.ptssolutions.com/court-records-software.html
http://www.rijustice.state.ri.us/jlink/court/index.php

2. Overall Description

2.1 Product Perspective

Judas is a self-contained civil court case management system. The database is centralized and accessed only by the Judas system. Currently, Judas has been designed for the civil court system and is a functioning prototype; therefore other types of court cases would need to be scheduled using another system. Users of the system will have access to court records based upon their login access and will be able to view and monitor the day's schedule that they are responsible for. They will also be able to view upcoming due dates or search for upcoming due dates based on a specific case in the civil system. *The system will allow users to search by case, attorney, judge responsible, or named parties.* The case can also be further searched by court date or *document due dates.* The Judas system is not currently able to communicate with other court systems or databases. The eventual goal will be that it can be adapted for any type of court system and be able to integrate with other court system databases. The following diagram represents the major components of Judas and its subsystem interconnections.
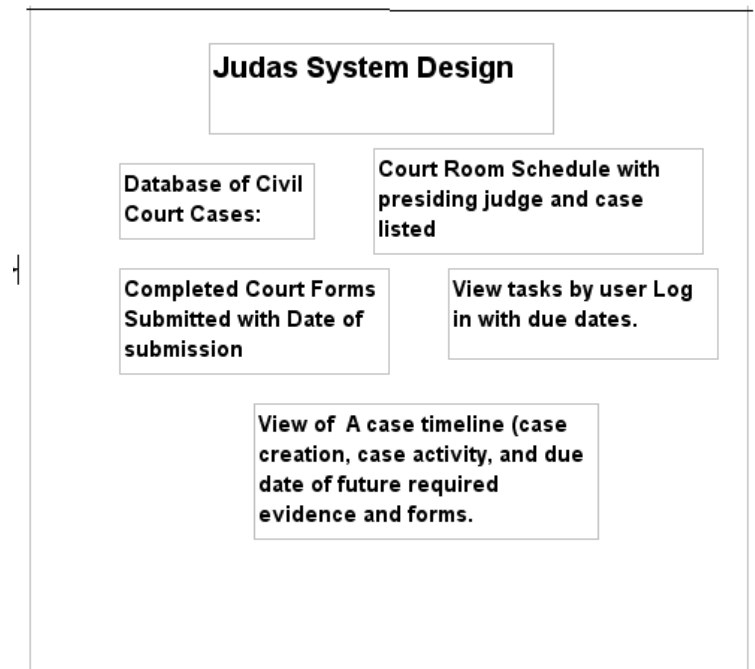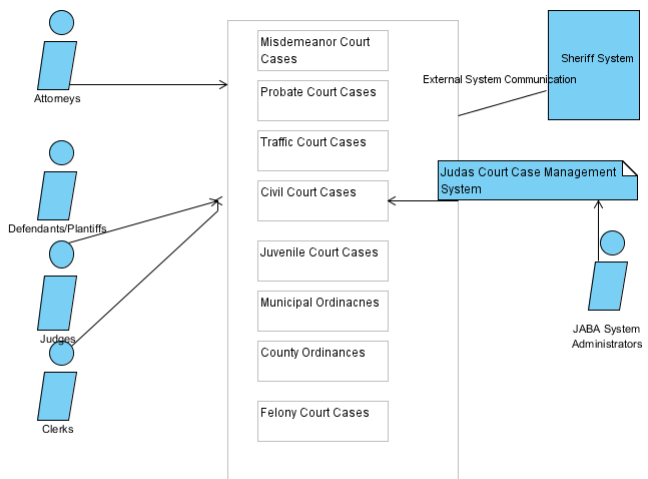
2.2 Product Functions

Judas provides the following functionality to Civil Courts:

- Secure access to specific court case users (i.e. judges, attorneys, clerks, parties)
- Civil Court case filing functionality
- Docketing functionality
- Creation and tracking of serving documents
- Scheduling of court dates *and reminders of deadlines*
- Judge rulings entered, filed and docketed
- Related case functionality for counter-claims
- *Attorney/Pro Se request functionality for due extensions and continuances*
- *Judge grant/decline functionality*
- *Intercommunication capability between users*
- Attorneys able to access all cases they are assigned to
- Judges able to access all cases they are assigned to
- *Parties able to access only cases in which they are a litigant*
- System Admin is able to access all parts of the system *for testing and updates*
- *Clerks are able to run reports for outstanding due date*, calendars, etc.

Judas has a searchable database based on related parties (litigants and registrars), attorneys, judges, *upcoming deadlines, or docket code numbers.*

Future functionality is anticipated and will be written into the design of the Judas system. The ability of the system administrator to set new types of docketing codes and timed due dates adds the potential for adaption to other court systems like juvenile or traffic courts.

2.3 User Classes and Characteristics

A Case Management System demands that the Court be administratively separated into specialized divisions. Judges should be allowed to choose their area of preference and specialization. This system is designed to track civil court cases. The case is available to be

viewed by limited access dependent on user type. All documents have a 20-day statute time in which the opposite side has to respond and submit claims or counter-claims.

The following list represents users of the Judas system:

1. Judges

2. Attorneys

3. Clerks of Court

4. Administrators

2.3.1 Judges

Judges as case managers are expected to:

1. Organize and control the calendar/diary of cases

2. Fix the time-table for each case and ensure compliance with firm dates

3. Study each file in advance, get acquainted with case and prepare for pre-trial conference

4. Handle contentious pre-trial motions

5. Preside over the scheduling conference (explore possibility of settlement)

6. Encourage parties to settle (through judicial activism)

7. Conduct trial (administers substantive justice without undue regard to technicalities).

A judge is assigned civil court cases and when the case goes to court, hears both sides either with attorneys or without. The judge then enters a judgment on the case. Judges have the ability to look at cases they are not presiding over. A judge can prioritize which cases he/she wants on what days and overrule the current schedule in favor of what they would prefer.

Judge functional requirements:

1. System access through user name and password

2. Request a case to be scheduled at a specific time/day

3. Pass a judgment

4. Grant extensions

5. Review alerts and deadlines upcoming by case

6. Review alerts and deadlines upcoming by date for all cases

7. View scheduled cases time lines

8. Send out communication to attorney and clerks

2.3.2 Attorneys

Attorneys represent their clients and are a link between the litigants and the court. They are expected to:

1. File clear, comprehensive pleadings and exchange information

2. Minimize cost of litigation by narrowing down contentious issues

3. Adequately prepare in advance (must be well-versed with all relevant facts of case)

4. Comply with judge's/court's time-table

5. Attend/participate in scheduling conference (should be amenable to expediting resolution of the dispute, willing to involve client where necessary)

6. Prepare client for the scheduling conference (explore possibility of settlement)

7. Avoid proliferation of wasteful pre-trial motions and other delaying tactics.

Attorneys are responsible for monitoring due dates/time lines of cases, submitting forms in a timely manner to the clerks, and attending court cases before the judge. Therefore their schedule needs to coordinate with the judge's schedule.

Attorney functional requirements:

1. System access through user name and password

2. View cases in which they are participants

3. View tasks and pending documentation with due dates

4. Send /receive alerts to/from judge/clerks/servers

5. Request extensions from judge

6. File a continuance

2.3.3   Clerks of Court

Clerks of Court are the link between the judge and the Registry. Clerks are responsible for:

1. Ensuring that files are put before the judge to facilitate adequate preparation

2. Ensuring that the courtroom is prepared for use by the parties

3. Ensuring that the recording equipment is ready and working

4. Administering oaths and affirming witnesses

5. Receiving and recording of any exhibits admitted in evidence

6. Receive, register and allocate filed cases in an orderly, organized manner

7. Serve court process and timorously notify parties of set dates

8. Enforce compliance by the parties with firm dates set by the judge

9. Handle and dispose of any non-contentious matters between the parties

10. Publish the cause list

11. Track the progress of cases (monitoring performance; data capture and returns of completed cases).

12. Stating their case clearly and fully to the attorney and to the court (being transparent)

13. Being amenable to settlement or other forms of alternate dispute resolution (ADR)

14. Being willing to cooperate with other stakeholders to expedite the resolution of disputes

A Clerk's role is to receive documents submitted in hard copy, and then enter the documents into the Judas system. The clerks are the schedulers and maintain the flow of the court, ensuring timely progression of the closing of cases.

Clerk functional requirements:

1. System access through user name and password

2. Create a Docket

3. Delete a Docket

4. Open a Case

5. Receive a deadline extension from a judge and reset the time

6. View the cases the clerk is responsible for

7. Able to send out alerts to judges, attorneys, and servers

8. Validation of submitted documents

9. Close a case

10. Submit received judgments

2.3.4 Administrators

Administrators manage the non-judicial functions of the court. Administrative functions and responsibilities assigned to the Court Administrator's Office are subject to the supervision and direction of the Administrative Judge.

Duties of the Court Administrator's Office include personnel and fiscal management, calendar or scheduling management, information systems, space and equipment management, public information, law library operations, jury management and liaison functions to various groups and agencies.

Administrator functional requirements:

1. System access through user name and password
2. Maintain security
3. Maintain system database
4. Access to Administrator screens where the following system changes are handled:
    - New docket codes are entered
    - New document types with timeline

- System users are added, updated or removed and their appropriate level of access maintained
5. Have the ability to take on any of the other system roles including judge, attorney, clerk, etc. for troubleshooting and maintenance

2.4 Operating Environment

Judas is a web-based application, which means that a user of Judas only needs to have an Internet connection and a standard browser to run the software. Judas does require the user to have current browser versions. Judas supports the following browser versions:

- Internet Explorer 8 or higher
- Mozilla Firefox
- Safari 6.01 or higher
- Google Chrome

The application business logic will be written in PHP for web server compatibility, as the PHP scripting engine is supported by most commercial web servers. Judas will utilize a Model-View-Controller design pattern which separates the representation of information from the user's interaction with it and encourages code reuse. The Model consists of application data, business rules and logic. The web application user interface or View will be designed using standard HTML and JavaScript/JQuery for dynamic user interaction. The Controller mediates input by converting it to commands for the Model and View. The relational database management system used will be MySQL.

2.5 Design and Implementation Constraints

JABA Systems will be responsible for maintaining Judas with automatic releases. There may be times when Judas must be offline so that these updates can be delivered. These outages will always occur on weekends so as not to impact the courts. Design constraints on the program are state statues that dictate time constraints regarding counter offers, and other communication and document submissions. Additional design constraints are the inability for Judas to communicate with other state agency systems such as law enforcement systems and the public defender office

systems. Normally a system that is fully integrated with these agencies can pull important pieces of information about a case. The Judas system operates independently and is unable to do this at this time.

The Judas system will be implemented using a secure password system to preserve user privacy of individuals involved in the case and to prevent changes by unauthorized users.

2.6 User Documentation

The landing page of the Judas system will contain a link to the Judas User Guide. JABA Systems will automatically update the User Guide as any changes are made to Judas. All users will have access to this user guide at any time while logged into the system. The user guide is in PDF format so that users can download or print a copy to read at their leisure.

2.7 Assumptions and Dependencies

The successful operation of the system is dependent upon the following assumptions and dependencies. Acceptance of this specification means acceptance of the risks associated with these issues.

     I. Hardware availability (Computers, Network, and Printers)

     II. Behavior of interfaces (All users can access the system internally and externally)

     III. Availability of the operations staff (Judges, Clerks, Attorneys, and Administrators)

It is assumed that every user will have a secure user name and password. Clerks are employees of the Court. Attorneys have passed the bar; the Judges are assigned to the county, the circuit, and the state. It is also assumed that all users will have access to the Internet. The Clerk of Court must have an IT department to manage the basics of the software and database. Clerks, Attorneys, and Judges are assumed to have a firm understanding of the court case workflow. Judas is dependent upon a secure Internet connection and up-to-date browsers for all users. The scope of Judas is confined to the civil side of the courts. Criminal court and interaction with outside agencies/systems is outside the scope of Judas. Judas is dependent upon an underlying database that the software interacts with.

It is assumed that:

1. There is at least one case to be processed through the system

2. The owner of the case has hired an Attorney to defend his case

3. Only the Court Clerk can open the case

4. There is at least one computer and at least one printer

5. The computer is connected to the Internet and to a printer

6. The printer is functioning properly and has paper

7. The computer is able to browse to the Judas application on JABA server

8. All authorized users can login to the Judas system

9. Judas application is up and running on the JABA server

10. Judas will be accessed inside or outside the court room

11. The system will display an error message if invalid user name/password is entered

12. The system will display an error message if invalid case number is entered

13. The Attorney will be able to make an extension for the case through Judas

14. The Attorney will not be able to attach documents, but can submit documents to a clerk who will attach the documents and save to Judas

15. The Attorneys can view cases only

16. The Clerks/Judges can access all parts of the system

17. Only the Judges can approve extensions for the case

18. Only the Judges can render a decision for the case

19. The Administrators can take on roles of Attorneys, Clerks, and Judges

20. The Administrators will issue the user names and decide permissions for all users

21. The Clerks can void a case if it was opened accidently but cannot delete any case

22. The Clerks can close a case after Judges render their final decisions in the case
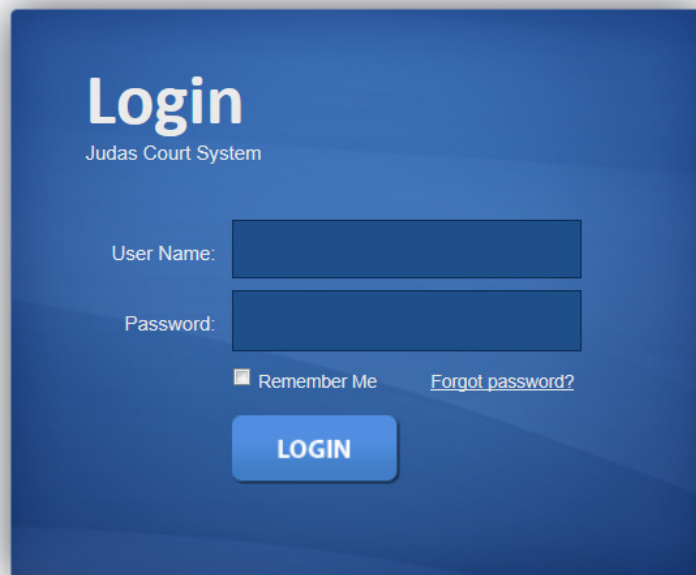
3. External Interface Requirements

3.1 User Interfaces

Judas has been developed with ease of use in mind. Please see the following sample screens that show the main entry pages for the system.

3.1.1 Login Screen

The login screen below will be the point of entry into the Judas system. Depending on which type of user logs in, a different landing page will be displayed after login. The Judas system will authenticate the user by looking up the user name and password in the database and then display the appropriate screen upon authorization.

3.1.2   Case Maintenance Screen

The Case Maintenance screen allows a Judas user to maintain Case information depending on their role. For example, a Clerk can create new cases while a Judge and Attorney cannot.   Example screen from Judas prototype below shows the Case Maintenance screen for a Clerk user role.

3.1.3   Court Calendar Maintenance

The Court Calendar Maintenance screen allows a Judas user to maintain the Court's Calendar schedule depending on their role. For example, a Clerk can schedule a Court Event for any Judge whereas a Judge can only schedule Court Events they will be presiding over. Example screen from Judas prototype below shows the Court Calendar Maintenance screen for a Clerk user role.

3.1.4 Docket Maintenance

The Docket Maintenance screen allows a Judas user to add dockets to a case depending on their role. For example, only Clerks can add new dockets to a case whereas all other Judas users can simply view the dockets added by a clerk. Example screen from Judas prototype below shows the Docket Maintenance screen for a Clerk user role.

3.1.5 Case Detail and Case Search Screen

The Case Detail screen is a combination detail and search screen. A user can search for a Case by entering the case number and clicking the Search button. The case details will be displayed including the related parties, court events scheduled and dockets for that case. Clicking on any case title links from other screens will display this Case Detail page along with the relevant case data detail displayed.

Judas
Civil Court Case Management System

Home   Case Maintenance   Court Calendar   Docketing   Search   Correspondence   About

Logged in as AR01 | Thursday April 25, 2013

Judas Clerk Portal

Case Number: [   ] [View Case]

Case Details

Case Title:	Smith vs Jones	Case Number:	1
Type:	Small Claims	Status:	Open
Privacy:	Public	Style:	Filing
Verdict:			

Related Parties

Name	Role
Jack Jones	Defendant
John Smith	Plaintiff

Dockets

Docket Code	Docket Code Detail	Description
002	ADOPTION PETITION FILED ARISING OUT OF CHAPTER 39	Test Description
037	CONTINUANCE	Continuance requested by plantiff
012	ALIAS SUMMONS ISSUED	Summons issued to Jones
003	AFFIDAVIT – (UCCJEA)	tst
188	SUMMONS ISSUED	Summons To Appear Issued

Court Events

Date	Time	Event Type	Trial Type
2013–05–01	08:00:00	Pretrial Conf	Non–Jury
2013–04–02	02:55:00	Arraignment	Jury Trial
2013–04–01	01:50:00	First Appearance	None

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3.2 Hardware Interfaces

3.2.1 Client Hardware

Clients of Judas are only required to have a current browser in order to access the system since the application is stored on JABA's servers. It does not matter if the court system runs Windows, Mac OS or Linux on its computers as long as they can connect to the Internet and run one of the following browser versions:

➢ Internet Explorer 8 or higher
➢ Mozilla Firefox versions newer than 2011
➢ Safari versions newer than 2011
➢ Google Chrome versions newer than 2011

3.2.2 Server Hardware

Currently Judas has the following server specifications for its application and database servers.

➢ **Application Server Information**

- Type/Name of physical server - Apple G5 Xserve

- Operating System Server is running - Mac OS X

- CPU information - 2 GHz PowerPC G5

- Server Memory - 2 GB of Ram

➢ **Database Server Information**

- Type/Name of physical server - Apple G5 Xserve

- Operating System Server is running - Mac OS X

- Database Server Vendor/Version - MySQL/5.0.45

- CPU information - 2 GHz PowerPC G5

- Server Memory -2 GB of Ram

- Additional Hard Drives - Hardware-based RAID 5 using 3 disks.

3.3 Software Interfaces

3.3.1 Apache Web Server

Judas uses Apache as its web server. Apache is an open source web server developed by the Apache Software Foundation (ASF). It is the most popular HTTP server software in use.   It supports server-side programming languages like PHP, and though originally written for UNIX, there are now versions that run on Windows and other platforms.

3.3.2 PHP

Judas has been developed using the 3-tier MVC architecture and a server side scripting language called PHP (Hypertext Preprocessor). The NetBeans Integrated Development Environment (IDE) will be used for development of the web application along with the XAMPP control panel to organize the server configuration. The platform provides an API and runtime environment for developing and running enterprise software, including network and web services, and other large-scale, multi-tiered, scalable, reliable, and secure network applications. The platform incorporates a design based largely on modular components running on an application server.

3.3.3 MySQL Database

Judas uses MySQL as their database vendor. The MySQL database has become the world's most popular open source database because of its high performance, high reliability and ease of use. It is also the database of choice for a new generation of applications built on the LAMP stack (Linux, Apache, MySQL, PHP / Perl / Python.) Many of the world's largest and fastest-growing organizations including Facebook, Google, Adobe, Alcatel Lucent and Zappos rely on MySQL to save time and money powering their high-volume Web sites, business-critical systems and packaged software. MySQL runs on more than 20 platforms including Linux, Windows, Mac OS, Solaris, IBM and AIX.

3.4 Communications Interfaces

3.4.1 Web Browsers

Judas is a web-based application, which means that a user of Judas only needs to have an Internet connection and a standard browser to run the software. Judas does require the user to have current browser versions. Judas supports the following browser versions:

- ➢ Internet Explorer 8 or higher
- ➢ Mozilla Firefox versions newer than 2011
- ➢ Safari versions newer than 2011
- ➢ Google Chrome versions newer than 2011

3.4.2 HTTP (Hypertext Transfer Protocol)

Since Judas is a web application, it uses HTTP to communicate with the client browser and the Judas server. HTTP (Hypertext Transfer Protocol) is the foundation of data communication for the World Wide Web. It is an application protocol for distributed, collaborative, hypermedia information systems. HTTP functions as a request-response protocol in the client-server computing model. In this case, a web browser is the client and the Judas application is hosted and run on JABA servers. The client submits an HTTP request message to the server. The server, which provides resources such as HTML files and other content, or performs other functions on behalf of the client, returns a response message to the client. The response contains completion status information about the request and may also contain requested content in its message body.

The standards development of HTTP was coordinated by the Internet Engineering Task Force (IETF) and the World Wide Web Consortium (W3C), culminating in the publication of a series of Requests for Comments (RFCs), most notably RFC 2616 (June 1999), which defines HTTP/1.1, the version of HTTP in common use.

4. System Features

System Features for Administrators

4.1 Administrators - User Login Access Adding/Deleting/Suspension/Edit

4.1.1 Description and Priority

Each user has a user name and password that identifies what kind of access the user has to the system. The system administrator enters new users, deletes old users, suspends, un-suspends, or edits accounts.

4.1.2 Stimulus/Response Sequences

4.1.2.1 The Administrator signs in and selects 'Edit User'
  ➤ Prompt for add new user, delete user, suspend, remove suspension, edit user

4.1.2.2 Administrator selects from drop down list
  ➤ System prompts for information of user name based on selection
  ➤ If valid, shows administrator the case load and schedule for user
  ➤ Else Administrator notified that selection not available for user entered

4.1.3 Access Selection

4.1.3.1 Selects 'New User'
  ➤ New screen displaying blank fields: unique login name, password, drop-down selection of user type.

4.1.3.2 Selects 'Delete User'
  ➤ Prompts new drop-down menu to select from list of users registered in the system.

4.1.3.3 Selects 'Add/Remove Suspension'
  ➤ List of suspended and non-suspended users, with the ability to highlight one or multiple users to add back and forth between lists is displayed.

4.1.3.4 Selects 'Edit User' access
  ➤ New screen of users to select types of access to check or uncheck broken down by department, judge assigned, plaintiff, defendant, attorney assigned, or specific case number is displayed.

4.1.4 Functional Requirements

If an administrator wants to add a user to allow access to the system, they must log in as an administrator. Then from a series of choices, they must select how they want to change user access. If at any point the administrator enters a user that doesn't exist or adds a new user with a login that already exists, an error message will be displayed. Administrators suspend or un-suspend accounts, reset passwords, and update a user's profile by adding or removing access to civil court cases.

4.1.4.1 System Administrators have access to all cases, departments, user profiles, passwords, and logins.

4.1.4.2 Have unique login profile and are of type Administrator.

4.1.4.3   Able to edit any data field about a user or a user's profile

4.2 Administrators - Add/Remove/Edit/Inactivate Docket Code

4.2.1 Description and Priority

A list of docket codes allows users with docketing privileges to select a docket to enter into a court record. If a docket from the list needs to be changed, deleted or edited, system administrators are responsible for making those edits. Associated numbers of days until a response is due are also added into the system during the process of adding, removing, or editing the docket code.

4.2.2 Stimulus/Response Sequences

4.2.2.1 Administrator logs in and clicks on the add/remove/edit docket code

4.2.2.1a Alphabetized docket code appears in a scrollable list, prompting user to select from list or
        enter a   new docket in a blank field provided.

4.2.2.1b User selects a current docket to change or remove, and the details of the docket appear with a
summary of its use, relevant details about the form, and the associated time until a response needs to
be submitted.

4.2.2.2 Options to Add / Remove / Edit / Inactivate / Activate Docket

4.2.2.2a User edits any field about the form that needs changes, edits the form itself, or changes the
length of time associated with a due dates of the docket.

➢ *System prompts when any changes have been made, such as if the user wants to submit and save the change or if the user tries to leave the screen or the screen times out.*

4.2.2.3 User clicks inactivate or remove button after highlighting the docket code and entering submit.

➢ *System prompts user 'Are you sure' message to inactivate or remove a docket code*

4.2.2.4 User types a free-form docket code on the blank provided

➢ *System prompts user to save the new docket code they have entered, or if they want to select a docket from the existing list.*

4.2.2.5 User clicks enter new docket code button

➢ *System prompts for docket description, form to upload, and length of time associated with form until required documents are submitted. Docket codes are associated with resetting of the docket time line.*

➢ *User enters necessary info and clicks submit.*

4.2.3 Functional Requirements

A system administrator is responsible for maintaining an accurate and reliable docket code list with appropriate due dates that meet the legal standards for that particular state court system. The system's associated docket codes are used by the clerks to submit docket forms for a particular case, while also allowing the time line to be reset or removed based on the code submitted. If a system administrator removes a docket code from the list, it will be permanently removed and not recoverable. If a system administrator inactivates a

docket code, it will be taken off the active docket code list, but can be reactivated at any time. An inactive list will be in the system for future use, but if a docket code of the same name is entered as a new docket code, the system will prompt the user that a duplicate docket code already exists in the inactive list. Inactive and active docket codes can be edited but once a docket code is removed, it is not recoverable.

4.2.3.1 *System Administrator enters a new docket code comprised of letters and numbers in all caps uniquely different from any other docket code.*

4.2.3.2 *Docket descriptions must be entered so users can determine if the docket code is the appropriate one.*

4.2.3.3 *Dockets must have a file associated with it containing the form to be filled out and submitted with a case.*

4.2.3.4 *Dockets may have a time associated with it.*

4.2.3.5 *Dockets may have other docket codes associated with it to reset the time clock.*

4.2.3.6 *Dockets can be deleted, edited, inactivated, or reactivated*

4.3 System Administrators – Maintain Case Database

4.3.1 Description and Priority
To maintain the case database as current, and maximize speed of the database, system administrators need to move closed cases from the database to the archive.

4.3.2 Stimulus/Response Sequences
4.3.2.1 *Administrator logs in as administrator*

➢ *New screen populates with administrator tasks to selections*

4.3.2.2 *Administrator selects run reports*

> ➤ *System screen has drop down boxes with report criteria for a search*

4.3.2.3 Administrator selects "search case database" and "closed case"

> ➤ *System shows a list of closed cases and dates*

4.3.2.4 Administrator selects all cases and selects "archive cases"

> ➤ *System removes cases from the database and inserts them into the archive.*

> ➤ *Database reformatted to freed memory space*

4.3.3 Functional Requirements

4.3.3.1 *Run report on the current case database*

4.3.3.2 *Run reports on case status*

4.3.3.3 Add a case from the database to the archive.

4.3.3.4 Delete cases from the database only if duplicated first into the archive

4.4 System Administrator – Maintain Software Updates

4.4.1 Description and Priority

The system should be designed with software updates in mind. After the court system's regular business hours, the entire court system scheduler may be taken off line for those updates, else parts of it may be updated while the system is running as long as the system is still functional while the updates occur during business hours.

4.4.2 Stimulus/Response Sequences

4.4.2.1 Administrator logs in as administrator

> ➤ *New screen populates with administrator tasks to selections*

4.4.2.2 Administrator selects install software update task

> ➤ *System screen has drop down boxes with select parts of system to update*

4.4.2.3 Administrator selects areas for the update

➢ *System warns if case scheduler will be offline during update, prompts if ok*

4.4.2.4 Administrator selects "ok", if after court business hours

➢ *System software downloads and is installed*

4.4.3   Functional Requirements

4.4.3.1 Software is installed

4.4.3.2 *If update is to the case archive or database, backups are first saved*

4.4.3.3 *Software updates occur without decreasing functionality of the system*

4.4.3.4 *Software updates occur without the system scheduler going inactive.*

4.4.3.5 Software updates that make the system unavailable to user never occur during court operating hours.

4.5 System Administrator – Testing

4.5.1   Description and Priority

Testability of the software checking for capacity and speed issues as well as security breaches belong in the routine operation of the system. Though password encryption level and security level of the system is built into the design, maintenance and vigilance of enforcement belong to the system administrator.

4.5.2   Stimulus/Response Sequences

4.5.2.1 Administrator logs in as administrator

➢ *New screen populates with administrator tasks to selections*

4.5.2.2 Administrator selects run tests

➢ *System screen has drop down boxes with test options and location*

4.5.2.3 Administrator makes selection

System Features for Clerks

4.6 Clerk - User Log In Access

4.6.1   Description and Priority

Each user has a user name and password that identifies their access privileges. Clerks have access to cases within their department. Login functionality is a high priority component since it maintains the privacy of the system.

4.6.2   Stimulus/Response Sequences

4.6.2.1 The Clerk clicks on the Login button on the web-based application

➤ Prompt user for Login and Password

4.6.2.2 The Clerk enters login and password

➤ Application confirms validity of the entry within the database

➤ *If invalid: prompt a "Try Again" message*

➤ *If valid: routes Clerk to case maintenance screen*

4.6.3   Functional Requirements

4.6.3.1 User must have a valid 6-character login name and it must be unique from all other users.

4.6.3.2 User must have a valid password of at least 1 number, 1 symbol, and up to 6 letters.

4.7 Clerk - Case Maintenance

4.7.1 Clerk Case Maintenance - Description and Priority

In the Case Maintenance area, the clerk is able to select from a list of cases that already exist or open a new case. *The case maintenance screen will also have the users list of cases with upcoming and past due items.* From here they can navigate to the Docket Maintenance, Schedule Maintenance, and Correspondence of a specific case. This has a high priority since it allows the clerks to work efficiently.

4.7.2 Clerk Case Maintenance - Stimulus/Response Sequences

4.7.2.1 The Clerk can open a new case by filling out the Create Case form

➤ This contains all the fields that are required to create a case

4.7.2.2 The Clerk will need to enter the party information, case type code (from a drop down list), and attorney information.

➤ System will verify the data types *and display an error message in the field of the wrong data type in red.* If valid, the system will generate a unique case_id and output it to the screen.

4.7.2.3 After a new case is generated, the clerk can select from Docket, Schedule, or *Correspondence* **for the next task.**

➤ System will navigate to selected system feature.

4.7.2.3a The Clerk can search a case by Case Number or by Party Name

> Will be given a list of exact matches and like matches (done with a SQL search of the database)

4.7.2.3b Clerk can select the case that they would like to work on from the result set

> System will then display case party data and attorney information

4.7.2.3c Clerk can select a case from the items with upcoming and past due items

> *System auto navigates to the Docket Maintenance screen*

4.7.2.3d Clerk then can select to go back to case selection or select from Docket, Schedule, or *Correspondence* for next task.

> System will navigate to selected system feature

4.7.3   Clerk Case Maintenance - Functional Requirements

4.7.3.1 Open a case; there needs to be a button that the clerk can click on that will lead them to a blank case screen.

4.7.3.2 Submit new case information

> The system will validate the data types and generate a case_id – if data types are invalid, output an error message in red in the field that was wrong with a message stating what data type is expected such as "Enter only letters and numbers".

4.7.3.3 Search field for search by Case ID

4.7.3.4 Search field for search by Party Name

> System will generate a list of exact and like matches and display in a table to the user interface for 4.4.3.3 and 4.4.3.4; if no matches are found output an error message in the result table that no matches found.

4.7.3.5 Ability to select from the result field

> This will navigate to a completed case profile screen

4.7.3.6 Select from a list of Cases with Due Task

> *If the clerk has no due task for cases they are working on then this list will be blank*

4.7.3.7 Select from dropdown to go to the case's Docket, Schedule, Correspondence, or return to Case Maintenance

> System will navigate based on selection.

4.8 Clerk - Case Docket Maintenance

4.8.1 Clerk Case Docket Maintenance - Description and Priority

In case docket maintenance, the clerk can add, delete, and edit docket entries. The docket is a running record of what is happening in the case and should be updated after every document is added to the physical case file, after every schedule change, and after every correspondence. *The clerk is the only user that can modify a docket. The clerk can also mark when an item will become past due and when a due item was received.* This feature is a high priority since it is the running record of what has occurred and is scheduled for a case.

4.8.2 Clerk Case Docket Maintenance - Stimulus/Response Sequences

4.8.2.1 Enter a new docket entry

4.8.2.1a Clerk can search docket codes or *enter a docket code manually*

> System auto fills the docket description based on the docket code

4.8.2.1b Clerk can add additional information to the docket description and submit

> System will store docket entry to the database and auto store current date and user information for audit trail

4.8.2.2 *Modify an existing docket entry*

4.8.2.2a Clerk can click into a description field and change the docket text and submit

> *System will store docket entry change to the database and will auto store the current date and user information for audit trail.*

> *System will store original text in a history table not seen by the user, but can be searched*

4.8.2.3 Search history of docket changes

➢ *System outputs report of modifications to specified case's docket*

4.8.2.4 Delete an existing docket entry

➢ *There would be an x for delete at the end of the docket entry*

➢ *System will prompt for deletion verification*

4.8.2.4a Click on Confirm or Cancel at the deletion prompt

➢ *If Confirm, store docket data in history table and remove from user interface*

➢ *If Cancel, then return to docket user interface*

4.8.2.5 Ability to mark a due date

4.8.2.5a Check a box to mark if a due date is needed

➢ *System will show a drop-down box to select due date length such as 30 days*

4.8.2.5b Select due date length

➢ *System will auto populate 30 days from the docket entry date.*

4.8.2.5c Confirm due date

➢ *System will save due date information to the database.*

4.8.2.6 Ability to mark an item received (this is for items that have due dates)

4.8.2.6a Check received box for item that had a due date

➢ *Prompt a confirmation message*

4.8.2.6b Confirm that an item was received

➢ *This will auto docket that the item was received with date if user confirmed*

➢ *This will update the database with a flag showing the due date satisfied*

4.8.2.7 Ability to go to Schedule, *Correspondence*, or Case Maintenance

➢ System will prompt to confirm routing change: if user clicks Confirm, then route to selected system feature, otherwise return to Docket screen.

4.8.3 Clerk Case Docket Maintenance - Functional Requirements

4.8.3.1 **Search box for docket code; this should output docket codes that are exact and like matches***; if no match, display an error code stating no docket code found*

4.8.3.2 Select docket code; once the docket code is selected from the list, this will auto populate the docket description

4.8.3.3 Submit at end of docket entry to save the docket entry; if the submission fails to store in the database, output an error message stating reason for failure such as Invalid data type.

4.8.3.4 Delete button for removal of docket entry

4.8.3.5 Button to review docket changes history; if no changes are found, output an error messages stating No Change/Delete history for this case.

4.8.3.6 Check box for due dates that will activate a drop-down of date ranges

4.8.3.7 Drop-down box of due date ranges (range lengths maintained by administrator)

4.8.3.8 Check box for when due date is satisfied

4.8.3.9 Select from drop-down to go to the case's Schedule, Correspondence, or return to Case Maintenance; system will navigate based on selection.

4.9 Clerk - Case Schedule Maintenance

4.9.1 Description and Priority

Case schedule maintenance allows the clerk to add/change/delete a case from a judge's calendar and mark what the case is scheduled for, such as a hearing, trial, etc. The clerk is responsible for the overall maintenance of a judge's calendar, but a judge can also make changes.

4.9.2 Stimulus/Response Sequences

4.9.2.1 Select calendar based on Judge

➤ Date/Month/Year is a form with a calendar popup

4.9.2.2 Select a Date/Month/Year

➤ System will display calendar based on selection

4.9.2.3 Enter case information and confirm

➤ Display updated calendar

4.9.2.4 *Run report based on drop-down list of Judge/Courtroom/Date/Month*

> *Run SQL then output results*

4.9.2.5 Ability to go to Docket, Correspondence, or Case Maintenance

> System will prompt to confirm routing change, if user clicks Confirm then route to selected system feature, otherwise return to Schedule screen.

4.9.3 Clerk Case Schedule Maintenance - Functional Requirements

4.9.3.1 Access to Judge calendar

4.9.3.2 Select calendar by Date/Month/Year

> Can be a drop down selection

4.9.3.3 View Calendars

4.9.3.4 *Edit Calendar*

4.9.3.5 *Run Reports*

> *Selections will call an SQL Query and output the results*

4.9.3.6 Select from drop-down to go to the case's Docket, Correspondence, or return to Case Maintenance

> System will navigate based on selection.

4.10 Clerk - Correspondence Maintenance "Under Constructions"

The case maintenance screen of Judas system will have the users list of cases with upcoming and past due items. From here, they can navigate to the Docket Maintenance, Schedule Maintenance, and Correspondence of a specific case. After a new case is generated, the users of Judas system can select from the dropdown list to go to the case's Docket, Schedule, Correspondence, or return to Case Maintenance

4.10.1 Clerk Correspondence Maintenance - Description and Priority

Correspondence Maintenance allows the Clerks to follow requests made by attorneys for continuance/extensions and responses made by the judges. From here they can go to the Docket Maintenance to log the correspondence.

4.10.2 Clerk Correspondence Maintenance - Stimulus/Response Sequences

4.10.2.1 Review unread correspondence

> ➢ *Open correspondence memo*

4.10.2.2 Mark as read

> ➢ *Prompt if the Clerk wants to mark as read*

4.10.2.3 Confirm/Cancel prompt

> ➢ *If confirmed, auto navigate to Docket to record correspondence*

> ➢ *If cancel, return to correspondence screen*

4.10.2.4 Ability to go to Docket, Schedule, or Case Maintenance

> ➢ *System will prompt to confirm routing change, if user clicks Confirm, then route to selected system feature, otherwise return to Correspondence screen.*

4.10.3 Clerk Correspondence Maintenance - Functional Requirements

4.10.3.1 Access to case correspondence

> ➢ *Part of security*

4.10.3.2 Ability to open correspondence

4.10.3.3 Ability to mark as read; this will mark the correspondence in the database as read and call a function to navigate to Docket Maintenance

4.10.3.4 Select from dropdown to go to the case's Docket, Schedule, or return to Case Maintenance; system will navigate based on selection.

System Features for Attorneys

4.11   Attorney – Login Access

4.11.1 Description and Priority

> ➢ Attorneys are provided a user name and password to login to view/edit their cases. They must enter their proper username/password to enter the system.

4.11.2 Stimulus/Response Sequences

4.11.2.1 The Attorney logs in to the system and selects a case to view

> 4.11.2.1a The system asks the Attorney for his/her username and password
>
> 4.11.2.1b The Attorney enters his/her username and password into the system
>
> 4.11.2.1c The system denies the Attorney access if the Attorney doesn't has a valid username and password
>
> 4.11.2.1d The system alerts an error message if the Attorney doesn't has a valid username and password
>
> 4.11.2.1e The system allows the Attorney access if he/she has a valid username and password
>
> 4.11.2.1f The Attorney selects view/edit an specific case
>
> 4.11.2.1g The system asks the Attorney to enter the case number
>
> 4.11.2.1h The Attorney enters the case number
>
> 4.11.2.1i The system opens the case for the Attorney if it's a valid case number, else shows an error message
>
> 4.11.2.1j The Attorney views and/or edit his/her required case

4.11.3 Attorney Login Access - Functional Requirements

> The Attorney is allowed to access the system to add/edit a case. Then he/she must enter username/password combination to access the system. If the Attorney enters invalid username and/or password, an error message will show up and system will not allow him/her to lookup cases or edit cases.

4.12 Attorney - View/Edit

4.12.1 Description and Priority

> The Attorneys are responsible for monitoring due dates/time cases and edit the cases by adding more information and/or attaching documents.

4.12.2 Stimulus/Response Sequences

> The Attorney edits the case by adding information and/or documents:

4.12.2.1 The Attorney asks to add more information to his/her case

> ➢ The system allows the Attorney to add more information in a blank area, else denies

4.12.2.1a The Attorney adds his/her required information in the specified area

4.12.2.1bThe system saves the added information

4.12.2.1c The Attorney asks to attach document(s) to his/her case

4.12.2.1d The system allows the Attorney to attach document(s), else denies

4.12.2.1e The Attorney attaches the needed document(s) to his/her case

4.12.2.1f The system saves the attached document(s) into his/her case

4.12.3 Attorney View/Edit - Functional Requirements

The Attorney will be able to view or edit a case by entering more information, attaching documents; the Attorney shall be able to edit the case by adding information and/or documents.

4.13   Attorney - Extension Request

4.13.1 Description and Priority

The Attorney will be able to ask for an extension to their cases through the system as long as it's allowed.

4.13.2 Attorney Extension Request - Stimulus/Response Sequences

The Attorney asks for an extension for his/her court date/time

4.13.2.1 The Attorney asks to add an extension for his/her case court date/time

4.13.2.1a The system allows the Attorney to add an extension for his/her case court date/ time

4.13.2.1b If no extension allowed, the system displays an error message

4.13.2.1c The Attorney adds his/her extension for his/her case court date/time

4.13.2.1d The system saves the extension updates for the Attorney's case court date/time

4.13.3 Functional Requirements

The Attorney shall be able to ask for an extension for his/her court date and time through the system. The system will allow the Attorney to do that if it's allowed in the case, otherwise the system will generate an error message such as (no extensions allowed in this case).

4.14 Print Request

4.14.1 Description and Priority

The Attorney will be able to print his/her case documents through the system.

4.14.2 Stimulus/Response Sequences

The Attorney requests to print his/her case documents:

4.14.2.1 The Attorney clicks on the print icon in the system

4.14.2.2 The system allows the Attorney to print his/her case documents

4.14.2.3 The system displays a print success message or the system shows an error message (no paper or no printer…etc.)

4.14.3 Attorney Print Request - Functional Requirements

The Attorney shall be able to print his/her case documents. The system will allow this option for Attorneys unless there is a system malfunction such as no paper or no printer connected and in these cases, the system will generate the proper error messages.

4.15 Attorney Correspondence "Under Constructions"

4.15.1 Description and Priority

Correspondence allows an attorney to make requests for continuance/extensions, schedule changes, and docket changes. The implementation of correspondence is a necessary functionality.

4.15.2 Stimulus/Response Sequences

4.15.2.1 Request case calendar changes

4.15.2.1a   *User opens correspondence memo*

> *System prompts for : (case number, drop down menu of choices)*

4.15.2.1b   *User selects choice of : Request case calendar changes*

> *Auto-fill of judge and current date, prompt new date*

4.15.2.1c   *User selects new date, else leaves it blank*

4.15.2.1d   *User may enter free-form text in an associated field*

4.15.2.1e   *Selects send*

> *System returns user to their correspondence screen*
> *System places correspondence as a task for the judge*

4.15.2.2 Request Continuance

4.15.2.2a   *User opens correspondence memo*

> *System prompts for : (case number, drop down menu of choices)*

4.15.2.2b   *User selects choice of: Request case continuance*

> *Auto-fill of judge and current date, prompt new date*

4.15.2.2c   *User selects new date, else leaves it blank*

4.15.2.2d   *User may free text in an associated field*

4.15.2.2e   *Selects send*

> *System returns user to their correspondence screen*
> *System places correspondence as a task for the judge*

4.15.2.3 Request docket changes

4.15.2.3a   *User opens correspondence memo*

> *System prompts for : (case number, drop down bar of choices)*

4.15.2.3b   *User selects choice of : Request docket changes*

> *Prompt new docket submission or edit submitted docket*

4.15.2.3c   *User makes selection*

4.15.2.3d   User fills out docket associated questions

4.15.2.3e   Selects send

> ➤ *System returns user to their correspondence screen*
> ➤ *System places correspondence as a task for the clerk*

4.15.3 Functional Requirements

4.15.3.1 Access to case correspondence; *"Under Constructions"*

4.15.3.2 Request Calendar Change

4.15.3.3 Request Continuance

4.15.3.4 Request new docket on a case

4.15.3.5 Request an edit of submitted dockets on a case

System Features for Judges

4.16   Judge - User Login Access

4.16.1 Description and Priority

Each user has a log in and password that identifies what kind of access the user has to the system. The privacy of individuals involved in a case is maintained by the restriction of access to the system.

4.16.2 Stimulus/Response Sequences

4.16.2.1   The Users click on a log in button on the homepage of the system on the server.

> ➤ Prompt user for name and password

4.16.2.2   User types in user name and password

> ➤ System validates entry
> ➤ If valid, show user their case load and schedule

- ➢ Else user notified that password and user name is not valid
- ➢ Count incorrect login attempts in a row

4.16.3 Functional Requirements

A user will click on a login link on the website, be prompted then to enter their user name and password. The combination submitted by the user is then referenced against the user table to validate the log in. If the combination is valid, then the user is shown their home screen where they monitor cases they have access to. If the combination password and user name is invalid, the user will be reminded to check the caps lock and try again. More than 5 unsuccessful attempts will lead to blocking the IP address of the computer. After each unsuccessful attempt a message to the user stating that the password and name combination was not valid.

4.16.3.1	*Users select own 6 character login name.*
4.16.3.2	*Users select a strong password of at least 1 number, 1 symbol, and up to 6 letters.*

4.16.3.3   Case specific password and username

4.16.3.4	*When a password is set by the user, the password is checked to make sure it is strong.*

4.16.3.5   When changing a password, only a user who enters the old password can then change it.

4.16.3.6	*If a password is forgotten, a user can request a new password be sent to them by email.*
4.16.3.7	*User name and password are encrypted on the server.*
4.16.3.8	*Only administrators can access the password and user tables and change user type.*

4.16.3.9   Users of the system are given access if they register with the system Administrator.

4.16.3.10   User access is limited to its defined role

4.16.3.11   Case access is restricted by user type

4.17   Review a court case schedule

4.17.1 Description and Priority

Each case is assigned to a judge. Judges review case schedules to ensure that the case proceeds to its eventual conclusion of a ruling.   Judges can view when the case goes back to court by viewing the day and time.

4.17.2 Stimulus/Response Sequences

4.17.2.1   Judge logs in and clicks on his schedule icon.

➢ Prompt view by day, week, month, or specific case

4.17.2.2   Judge selects a view schedule option by day

➢ System shows the day's cases listed by time, case specific numbers are associated by time.

4.17.2.3   Judge selects a scheduling view by case

➢ System shows a drop down selection of cases the judge is associated with

4.17.2.4   Judge selects a scheduling view judge schedule

➢ System shows the day's schedule divided by judges and specific cases and times color coded

4.17.3 Functional Requirements

When a user is verified as a judge, they then have the privilege of viewing all cases currently in the court system. The schedule view can be changed by the user, and can be color-coded specific to the user. If a user requests to view a schedule, they are then prompted by a drop down box to select a view by option. The option of viewing all judge schedules, just their own schedule, or by case must be selected. If the view by judge is selected, then the user is prompted by drop down box to view by day, week, or month. After that, the schedule application formats the requested schedule. If the user selects view by case, a prompt shows multiple empty prompts to show ways to view a case. If the user

searches for a case and none are available, the system sends a message to the user that no such case is found.

4.17.3.1   **View schedule by case**

4.17.3.2   **View schedule by day**

4.17.3.3   **View schedule by judge**

4.17.3.4   <u>View schedule by month</u>

4.17.3.5   *Change schedule color of user's own cases*

4.17.3.6   *View schedule by court room*

4.18   Schedule a Case for Court

4.18.1 Description and Priority

Judges are responsible for fixing a timetable and assuring that cases appear in court on that timetable to eventually bring the suit to resolution and pass judgment. Only judges pass judgment, and to do so, they must hear both parties in the case.

4.18.2 Stimulus/Response Sequences

4.18.2.1 Judge selects the scheduling case option

➢ System prompts user to enter a case number, or to search for a case number by party

4.18.2.1a   Judge enters a case

➢ System prompts user to enter a day and time

4.18.2.1b   Judge enters day and time from drop down selection

➢ System validates selection and updates schedule to reflect the case was booked for the time slot.

4.18.2.1c   Judge selects his personal schedule

➢ System shows all the time slots for the month that the judge is seeing cases or has open time to see cases

4.18.2.1d   Judge selects a time slot on the schedule

 ➤ System prompts user to enter a case number or search for a case number

4.18.2.1e   Judge selects view by case option

 ➤ System validates case

4.18.2.1f   Judge selects scheduling case option

 ➤ System prompts user to enter day and time

4.18.2.1g   Judge enters day and time from drop down selection

 ➤ System validates selection and updates schedule to reflect the case was booked for the time slot.

4.18.3 Functional Requirements

A judge can book a case into a specific time slot on his own schedule only. If the judge would like to book a case, they can either book the time by clicking on their own schedule and then on the time they want to book, and then select a case to place in the schedule. The system verifies that the case is a valid case, the room is available, and the court is open during those hours (not a holiday). If anyone of those fails, the judge is notified of the reason the case is not booked.

4.18.3.1   **Judges select a case to book by searching by case**

4.18.3.2   **Case numbers are validated**

4.18.3.3   *Judges can find a case number by searching a variety of ways like search by attorney, search by party affiliated with the case, or search their own schedule to find cases from a specific day in the past or future that was once booked.*

4.18.3.4   <u>Judges can book a case by selecting a time slot on their own schedule.</u>

4.19   Judge Correspondence

4.19.1 Calendar change request or continuance request

4.19.1.1   *User clicks on user desktop correspondence task*

➢   *>system shows case request*

4.19.1.2   **User selects Accept box or Decline box**
4.19.1.3   **Selects send**

➢   *> system returns user to their correspondence screen*

➢   *> system places correspondence as a task for the clerk*

4.19.2 Request docket changes

4.19.2.1 User opens correspondence memo

➢   *System prompts for : (case number, drop down bar of choices)*

4.19.2.2 User selects choice of : Request docket changes

➢   *prompt new docket submission or edit submitted docket*

4.19.2.3 User makes selection

➢   *Prompt from drop down list docket (list includes only dockets on case if editing)*

➢   *Prompt fields associated with docket*

4.19.2.4 User fills out docket associated questions

4.19.2.5 Selects send

➢   *System returns user to their correspondence screen*

➢   *System places correspondence as a task for the clerk*

4.19.3 Functional Requirements

4.19.3.1   *Access to case correspondence;*

4.19.3.2   *Ability to accept or decline requests for calendar changes*

4.19.3.3   *Ability to accept or decline requests for continuance*

4.19.3.4   *Request new docket submission on a case*

5. Other Nonfunctional Requirements

5.1 Performance Requirements

5.1.1 Response time

Schedule a case or submit a document and see changes reflected

Avg time	< 3 sec.
90th percentile	< 5 sec

5.1.2 Throughput

The system can handle a combined 1500 TPS (transactions per second).

5.1.3 Survivability

➢ Archive database stored offsite with a backup

➢ System backup is done every night storing the day's data to the secondary archive.

5.1.4 Efficiency

5.1.5 Capacity

1. 100,000 docket codes with associated forms
2. 10,000 user access profiles

5.1.6 Degradation of service

When at capacity, a system's TPS decreases to accommodate the volume of transactions rather than crash.

5.2 Safety Requirements

Safety Hazards

Hazards of court scheduler:

	Hazard	Probability	Severity	Risk
1)	Over book a judge	low	high	low
2)	System Crashes	low	medium	medium
3)	Database Crashes	medium	high	high

5.3 Security Requirements

5.3.1 Resist unauthorized access attempts

5.3.1.1 Count login attempts from a specific IP address

5.3.1.2 Block access to login in after 5 wrong attempts from a single IP address

5.3.2 Continue to provide service to users while under attack

5.3.2.1 Provide **service** to users with successful logins from trusted IP addresses

5.3.3 Passwords

5.3.3.1 Passwords are good for 3 months and then required to be reset

5.3.4 Encryption

5.3.4.1 1024-bit encryption

5.4 Software Quality Attributes

Some to consider are: adaptability, availability, correctness, flexibility, interoperability, maintainability, portability, reliability, reusability, robustness, testability and usability.

5.4.1 Adaptability

➤ The system has a low adaptability

5.4.2 Availability

- For the system to be successful in multiple courts, states, and counties, the system must have enough capacity for users: 98% of the year operational, no more than 2% downtime for updates/archive

5.4.3 Correctness

- The system design must meet all bold functional requirements.

5.4.4 Expandability

- Capabilities are limited to only those listed in the functional requirements.

5.4.5 Flexibility

- System administrators can only change

  1. User profiles (unlimited edits)
  2. Docket Codes (unlimited edits)
  3. Docket forms (unlimited edits)
  4. Days associated with docket code (up to 7 years of time)
  5. Block out days on a calendar (100 years worth of calendar days)

5.4.6 Interoperability

- The system has no capabilities for interacting with another system at this time.

5.4.7 Maintainability

- System updates must be preformed routinely after work hours, and preventative system checks must be run every weekend automatically and monitored.

- Reports generated every Monday.

5.4.8 Portability

- System should be designed to run on a large variety of platforms, especially older machines, making portability rate higher.

5.4.9 Reliability

- System features must include:
  1. Recoverable data if failures occur Occurrence < 1/100,000
  2. Non corrupting Occurrence < 1/100,000

5.4.10 Reusability

- Can be altered to meet other types of court cases besides a civil system (federal, state, juvenile, criminal, etc.) Administrators have the ability to create a system user type and rules associated with the user's access.

5.4.11 Robustness

  1. 1/100k transactions failures
  2. The system must be 100% functional 98% of the year.

5.4.12 Testability

The system must be modular, and all aspects must be testable.

5.4.13 Usability

Ease of use: The system's simple features should allow for system training to take less than 2 hours to complete.

5.5 Business Rules

5.5.1   User Access and Privileges

The administrators are responsible for maintaining the user access and the privileges on the case types. Management should submit a physical form to the administrator in order to assign the privileges. This will maintain the security of the system.

5.5.2 New Docket Codes

New docket codes must be handled by the administrator in order to prevent other users from adding and changing docket codes that do not meet statues set by the legislature. Modification to the docket codes can be requested through a physical form to the Administrator.

5.5.3 Error Messages

The system can send out error messages with regards to login and/or password errors. In order to reset a user or modify a user the system must prompt for the user to contact the Administrator directly. This may require a physical form.

5.5.4 Modify Dockets

Clerks should be the only roles that can modify a docket for a case directly. They are the users that are sworn in and have to abide by statues that involve case documentation. Other roles can view a docket only. The system automatically adds to a docket for a case when other features are used such as scheduling a case for court.

5.5.5 Database

The database will be set to defaults for fields that cannot have nulls. For example, all dates will have a default value of 01/01/1900. The system will use the current calendar date as the docket date when a modification is submitted.

5.5.6 Case Numbers

Case numbers will be incremented automatically by the system with an initial default value of '1'. The client's individual business rules can change the pattern of the case number to any alphanumeric.

6. Other Requirements

6.1 Database

The Judas system will have a relational database that is normalized and secure. The database should have nightly backups that are stored on a different server than the actual database. The database should also be copied to a test system on a regular basis for accurate testing of the system. The database should be stored on a secure database server so that the system can easily make SQL queries from the application server to the database. The database can be modified for specific clients based on their needs. This is done by adding new tables or adding attributes to currently existing tables. This will accommodate individual client's needs based on the laws and business rules.

6.2 Legal Requirements

Court Case Management systems are required by law to protect the plaintiff and defendant within the case. This means that each Client will have different statutes that will require the Clerk of Court to protect the data in very specific ways. The statutes may also require specific ways to docket the system, such as description naming conventions. Also, statutes may regulate how a case is numbered such as state and county codes added to the case number. Some docket codes may require that the docket code show the statute that enforces the law for it, such as when an item is due. The Judas system is flexible within the relational database to meet the requirements of statutes. This is not an inclusive list of legal requirements. It is a description that Judas needs to be flexible to meet all current and potential statutes.

Appendix A: Glossary

<u>Judas System Glossary</u>

The following terms are presented here to assist in understanding what goes on within the court system. They are not meant to be considered legal advice; nor are they to be considered "all-inclusive" definitions.

Additional reference site: http://www.firstjudicialcircuit.org/about-court/glossary

ACQUITTAL
A verdict of not guilty for a defendant in a case that has gone to trial.
ADJUDICATE
Bring to an end; settle conclusively
ADMISSIBLE
A term used to describe evidence that may be considered by a jury or judge in civil and criminal cases
ADVISEMENT
First appearance by a defendant in a court case, where he is formally advised of his constitutional rights and the various pleas that he could enter. The court explains various rights of defendant, such as right to trial, right to speedy trial, right to attorney, right to subpoenas, right to testify, right to remain silent, right to be heard before sentencing, right to appeal, presumption of innocence, burden of proof, etc. The court usually also explains various procedures which will be followed.
AFFIDAVIT
A written or printed statement made under oath.
AMENDMENT
Written proposal to change or modify a court action.
ANSWER

The formal written statement by a defendant (respondent) in a civil case that responds to a complaint, articulating the grounds for defense.

APPEAL

A request to take a case to a higher court for review.

APPELLANT

The party who appeals a district court's decision, usually seeking reversal of a that decision.

APPELLEE

The party who opposes an appellant's appeal, and who seeks to persuade the appeals court to affirm the district court's decision.

ARRAIGNMENT

A court proceeding in which the charges are read in open court to the defendant. At this time, the defendant decides whether to plead guilty or to plead not guilty and ask for a trial.

ARREST

To deprive a person of his liberty by legal authority. An officer must indicate his intention to detain or take the person under actual control.

ASSETS

Property of all kinds, including real and personal, tangible and intangible.

ASSUME

An agreement to continue performing duties under a contract or lease.

BAIL (BOND)

The amount of money that needs to be posted with the court to secure the defendant's future appearance at all court dates. If the defendant cannot post bond, he remains in custody. If the defendant can post bond he is released until the next court date. The bond is refunded at the end of the case if the defendant makes all court dates and fulfills all requirements.

The release of arrested or imprisoned person when security, cash or property is given or pledged to insure their appearance in court at a future time.

Bond, Personal Recognizance

A bond posted on the defendant's promise to appear without giving security to the court or professional bondsman

Bond, Cash

A bond posted by the defendants for the full amount of the bail in cash.

Bond, Property

A bond in which the defendant in court offers real estate as security for the appearance.

Bond, Surety

A bond posted by a second party.

Bond, Military

A bond authorizing release of a defendant into the custody of his commanding officer, with the promise of the commanding officer to return the defendant to court.

BAILIFF

A court clerk or attendant.

BENCH WARRANT

An order from a judge that the defendant is to be arrested when contacted by the police.

BOND FORFEITURE

Court action taken against a defendant or surety resulting from the defendant's failure to appear while on bond.

BOUND OVER

The act of transferring a case from the County Court to the District Court.

BURDEN OF PROOF

The duty to prove disputed facts. In civil cases a plaintiff (petitioner) generally has the burden of proving his or her case. In criminal cases, the government has the burden of proving the defendant's guilt.

CALENDAR

The daily schedule of court appearances by judge or court; may refer to the monthly or yearly calendar for each judge or court.

CASE CLOSED

All requirements of the case have been completed. It does not mean the case is dismissed. No other court dates are required. All matters have been resolved.

CASE FILE

A complete collection of every document filed in court in a case.

CAUSE OF ACTION

A legal claim.

CERTIFIED COPY

A copy of a document or a record signed and certified as a true copy by the officer to whose custody the original is entrusted.

CERTIFY

To testify in writing: To make known or establish as fact. When a clerk "certifies" a document, he or she stamps a copy document with the "Attest True Copy" stamp. He or she then dates, signs and seals the document, which attests in writing that the document is an exact copy of the original document that must remain on file with the court.

CHARGE

An accusation of violation of law included in the summons and complaint.

CITATION

(1) A writ issued by a court ordering as person to do something ordered therein or show cause why he should not. (2) An order or summons by which a defendant is notified to appear in court.

CIVIL ACTION

An adversary proceeding for the enforcement or protection of a right or the redress or prevention of a wrong.

CLASS ACTION

A lawsuit in which one or more members of a large group, or class, of individuals or other entities sue on behalf of the entire class. The district court must find that the claims of the class members contain questions of law or fact in common before the lawsuit can proceed as a class action.

CLERK OF COURT

The court officer who oversees administrative functions, especially managing the flow of cases through the court. The clerk's office is often called the court's central nervous system.

COMPLAINT (CIVIL)

The first or initial pleading on the part of the plaintiff. Its purpose is to give the defendant information of all material facts on which the plaintiff relies to support his demand.

COMPLAINT (CRIMINAL)

A charge by a D.A. or law enforcement officer, brought before a judge or magistrate having jurisdiction, stating a violation of a specific state or municipal statutory law by a person named (or unknown person) causing prosecution to be instituted.

CONCURRENT JURISDICTION

The power of more than one court to hear the same subject matter.

CONCURRENT SENTENCES

To be served simultaneously (at the same time) rather than successively (one after another).

CONSECUTIVE SENTENCES

To be served one after another instead of simultaneously (at the same time).

CONTEMPT OF COURT

Any act which is calculated to embarrass, hinder, or obstruct the court's administration of justice, or which is calculated to lessen its authority or dignity.

CONVICTION

The judgment by the court or jury finding the defendant guilty of committing an offense. In a criminal trial, the judgment that the defendant is guilty and a sentence shall be imposed.

COUNSEL

Lawyer or group of lawyers representing a client.

COUNT

An allegation in an indictment or information, charging a defendant with a crime. An indictment or information may contain allegations that the defendant committed more than one crime. Each allegation is referred to as a count.

COURT OF RECORD

A court in which a verbatim record of the proceedings are kept, either by stenographic means or electronic recordings.

CRIMINAL ACTION

An action between the state and a person, where the person is charged with committing an act prohibited by law, for which a criminal penalty may be imposed.

DECREE

A judgment of the court that announces the legal consequences of the facts found in a case and orders that the court's decision be carried out. The term is usually used to reference a final divorce order, final adoption order, etc.

DEFENDANT

A person accused.

DEFENSE ATTORNEY

The defendant's lawyer.

DE FACTO

Something that exists in fact but not as a matter of law.

DEFAULT JUDGMENT

A judgment entered because the defendant failed to appear or answer a complaint.

DEFERRED JUDGMENT SENTENCE

A defendant pleads guilty and forever gives up his right to a trial. He must pay court costs and perhaps fulfill obligations such as useful public service, attend classes. He must also commit no other offenses over a set period of time. If the defendant completes these obligations, he is entitled to withdraw his plea and the case will be dismissed, avoiding a conviction.

DEFERRED PROSECUTION

A plea agreement procedure by which the court, with the consent of both the prosecutor and defendant, may order the trial postponed for a period not to exceed two years - although no actual plea has been entered

DEFENDANT

The party against whom a criminal or civil action is brought.

DE JURE

Something that exists by operation of law.

DE NOVO

A trial de novo is a completely new trial. Appellate review de novo implies no deference to the trial judge's ruling.

DEPOSITION

An oral statement made before an officer authorized by law to administer oaths. Such statements are taken to examine potential witnesses, to obtain discovery, or to be used later in trial.

DISCOVERY

The procedure by which a party may obtain information from witnesses and parties before commencement of trial.

DISMISSAL

The final order or judgment disposing of an action without a trial of the issues involved. The case has been ended without a conviction. Perhaps the case could not be proven beyond a reasonable doubt or perhaps conviction was prevented by some technicality. If a defendant ever had requirements to fulfill, it is unlikely his case was dismissed.

--**With Prejudice**

Bars the right to bring the action on the same claim again.

--**Without Prejudice**

Allows complainant to file again on the same cause of action.

DISPOSITION

A resolution of the case in some way without a trial, perhaps through a guilty plea, perhaps in exchange for having other charges dismissed. The final result of a case or a charge.

DISTRICT ATTORNEY

The prosecutor in a state statute violation case.

DIVERSION

An opportunity to the defendant to avoid having to go to trial or plead guilty, usually in juvenile matters. If the defendant meets the requirements of diversion such as attending classes, staying out of trouble, defendant is entitled to have the case dismissed. A defendant neither admits nor denies that he is guilty by accepting diversion. If the defendant fails to complete diversion he still has the right to have a trial.

DOCKET

A list of court cases or a judge's calendar. To enter data or index case activity on the computer.

DOUBLE JEOPARDY

The US Constitution prohibits a person from being prosecuted for the same crime more than once. The conditional prohibition against a second presentation of a person for the same crime.

DUE PROCESS

In criminal law, the constitutional guarantee that a defendant will receive a fair impartial trial. In civil law, the legal rights of someone who confronts an adverse action threatening liberty or property.

EVIDENCE

All types of information presented at a trial.

EXHIBIT

Any object or document offered as evidence in a trial.

EXTRADITION

Surrender by one state of an individual accused of an offense in another state.

EX PARTE

A proceeding brought before a court by one party only, without notice to or challenge by the other side.

FELONY

Offenses defined by state statute as "crimes of a grave or serious matter." There are five classes of felonies, with class one being the most serious and class five being the least serious.

GARNISH

To attach the personal property, including wages, of a judgment debtor.

GARNISHEE

One garnished; a person against whom process of garnishment is issued; one who has money or property in his possession belonging to a judgment debtor or who owes the judgment debtor a debt.

GARNISHMENT

A statutory proceeding whereby a person's (judgment debtor) property, money or credits under control of another are applied to payment for the formers debt to a third person (judgment creditor).

GUILTY

An admission by a defendant of committing an offense; a finding by the court or a jury that a defendant is responsible for committing an offense.

HEARSAY

Evidence presented by a witness who did not see or hear the incident in question but heard about it from someone else. With some exceptions, hearsay generally is not admissible as evidence at trail.

HEARING

A proceeding with definite issues of fact, a listening to of arguments.

INDICTMENT

A formal written accusation originating with a prosecution and issued by a grand jury against a party charged with a crime.

IN FORMA PAUPERIS

"In the manner of a pauper"; describes permission given to a poor person to litigate without payment of costs.

INJUNCTION

A court order preventing one or more named parties from taking some action. A preliminary injunction often is issues to allow fact-fining, so a judge can determine whether a permanent injunction is justified.

INTERROGATORIES

A type of form. Questions asked by one party and served on an opposing party who must answer them in writing under oath.

JUDGMENT

The official final decision of the court resolving the dispute and determining the rights and obligations of the parties. The law's last word in a judicial controversy. Decision or sentence of the law, given by a court of justice or other competent tribunal as a result of proceedings instituted therein.

JURISDICTION

The legal power to hear and decide cases; the territorial range of such power.

JURY

A group of people sworn to hear evidence, to inquire into the facts in a legal case and to give a decision according to their finding.

JURY SUMMONS

Notice used to require a person to appear and serve on a jury.

LIEN

A charge on specific property that is designed to secure payment of a debt pr performance of an obligation.

LITIGANT

A party to a lawsuit; someone engaged in litigation.

MAGISTRATE

A judicial officer of a district court who conducts initial proceedings in criminal cases, decides criminal misdemeanor cases, conducts many pretrial civil and criminal matters on behalf of district judges, and decides civil cases with the consent of the parties.

MINUTES

The formal record of each action taken by a court on a given day.

MINUTE ORDER

An order entered in court or as a ruling on a motion.

MISDEMEANOR

Those offenses defined by state statute as less serious than felonies and generally punishable by fine and/or jail time rather than a sentence in a penitentiary. There are three classifications of misdemeanor, with class one being the most serious and class three being the least serious.

MITTIMUS

A written court order to a sheriff, commanding him to imprison a defendant in a detention facility for a certain period of time. A court order delivering custody of a person to a specified officer.

MOTION

A party to a case submits a proposal or request for consideration by the court.

Motor Vehicle Department (MVD) Report

The history of a driver containing date of offense, date of conviction, offense, location of offense, points assessed, and whether or not an accident occurred.

NOLO CONTENDERE

A plea meaning "no contest"; has the same effect as a guilty plea as far as the trial and sentence are concerned.

OFFENDER

One convicted of committing a crime.

OFFENSE

A breach of the statutory or municipal laws.

ORDINANCE

A law passed by a city or town law-making body.

OUSTANDING JUDGMENT WARRANT (OJW)

If a person fails to appear or fails to complete a court requirement, an OJW issues from the Court to the motor vehicle division. It operates as a lien against one's license.

PEREMPTORY CHALLENGE

A district court may grant each side in a civil or criminal trial the right to exclude a certain number of prospective jurors without cause or giving a reason.

PERSONAL SERVICE

Actual delivery of process to person to whom it is directed or to someone authorized to receive it in his behalf.

PLAINTIFF

A person who brings an action; the party who complains or sues in a court case.

PLEA

To deliver in a formal manner the defendant's answer to the plaintiff's declaration, complaint or to the indictment.

PLEA BARGAIN

An agreement between the prosecutor and a defendant in which the prosecutor offers the defendant the option of pleading guilty to a lesser charge rather than go to trial.

PLEA & SETTING

A court date at which a defendant enters a plea of guilty or not guilty. This occurs after arraignment has occurred

PRELIMINARY HEARING

A hearing in County Court on a felony case where a judge decides if there is probable cause to continue the case. If the judge decides that there is probable cause, the case is bound over to District Court.

PRE-TRIAL CONFERENCE

An informal conference between defendant and prosecution and the court to clarify and narrow the issues and to attempt to work out a settlement.

PROBABLE CAUSE

There is probable cause when there is "reasonable grounds" to believe that a crime has been or is being committed

PROBATION

A type of sentence in which the defendant is placed under the court's supervision for a period of time. During this period the defendant has requirements to fulfill such as attending classes, doing useful public service work, paying restitution, keeping drug and alcohol free, avoiding any new offenses, etc. A probation officer usually supervises probation. Ordinarily probation is an alternative to a jail sentence, although sometimes there may be a brief jail sentence followed by probation.

PROCESS

A summons, writ, warrant, mandate or other order issuing from a court.

PROCESS SERVER

Person authorized by law to serve process papers on a defendant.

PRO SE

Representing oneself; serving as one's own lawyer.

PROSECUTOR

A lawyer who represents the government in bringing legal proceedings against an alleged wrong doer.

PUBLIC DEFENDER

A lawyer employed by the government to represent a person accused of a crime that cannot afford to hire a lawyer to defend him.

QUASH

To render of no legal effect.

REASONABLE DOUBT

A reasonable doubt exists when a fact finder cannot say with moral certainty that a person is guilty or a particular fact exists. It must be more than an imaginary doubt, and it is often defined judicially as such doubt as would cause a reasonable person to hesitate before acting in a matter of importance.

REGISTER OF ACTION

The permanent record of all filings and proceedings in a court case.

REGISTERED AGENT

The one authorized to accept service of process for a corporation. May be an individual or a corporation.

REGISTRY

Funds received in trust by order of the court and disbursed by order of the court; these funds are not property of the State.

RESTITUTION

A payment made by a defendant to a victim for monetary losses suffered by the victim as a result of the defendant's conduct.

RETURN OF SERVICE

The document signed by a process server attesting to deliverance of process, who was served, how the paper was served, the time and mode of service.

SANCTION

A penalty or other type of enforcement used to bring about compliance with the law or with rules and regulations.

SATISFACTION OFJUDGMENT

A document filed by the judgment creditor indicating that a money judgment has been paid or otherwise satisfied.

SENTENCE

The punishment given to a person convicted of a crime.

SERVICE

The exhibition or delivery of a writ, summons, complaint, notice, order, etc., by an

authorized person, to a person who is thereby officially notified of some action or proceeding in which he is thereby named.

SERVICE BY PUBLICATION

Service of a summons or other process upon an absent or nonresident defendant by publishing the same as an advertisement in a designated newspaper.

SETTLEMENT

Parties to a lawsuit resolve their dispute without having a trial. Settlements often involve the payment of compensation by one party in at least partial satisfaction of the other party's claims, but usually do not include the admission of fault.

SEQUESTER

To separate. Sometimes juries are sequestered from outside influences during their deliberations.

SHOW CAUSE

Explain or justify

STATUTE

A law passed by a legislature.

STATUTE OF LIMITATIONS

The time within which a lawsuit must be filed or a criminal prosecution begun. The deadline can very depending on the type of civil case or the crime charged.

SUBPOENA

A written legal order directing a witness to appear in court.

SUBPOENA DUCES TECUM

A command to a witness to appear and give testimony, and also to produce specified tangible materials at the same time.

SUMMARY JUDGMENT

A decision made on the bases of statements and evidence presented for the record without a trial. It is used when it is not necessary to resolve any factual disputes in the case. Summary judgment is granted when one party is entitled to judgment as a matter of law on the undisputed facts in the record.

SUMMONS

A document notifying a person that an action has commenced and requiring the person to appear in court.

SUPPRESS

To preclude from introduction as evidence in a particular criminal action; a motion to

suppress evidence or a confession does not deny the existence of the evidence or confession, but asks the court not to allow them to be introduced in the case. The court can also suppress a case which makes it not available for public inspection

SURETY

A person who insures the appearance of a defendant in court with the knowledge that if the defendant fails to appear the surety will pay to the court the amount of the bail.

TEMPORARY RESTRAINING ORDER

A court order issued for a specified period before a hearing, prohibiting a named party from committing a particular act or acts.

TESTIMONY

Oral statements by a witness under oath; as distinguished from evidence consisting of documents or tangible materials.

TICKET

Citation or summons issued to a violator of motor vehicle law.

TORT

A civil, not criminal, wrong. A negligent or intentional injury against a person or property, with the exception of breach of contract.

TRANSCRIPT

The typewritten reduction of stenographic or electronic recordings made and certified by the court reporter.

TRIAL

The court proceeding at which the prosecution presents its evidence to a judge or jury in an attempt to prove that the defendant is guilty. The defendant also has a right to present evidence for the judge's consideration.

TRIAL DE NOVO

A new trial conducted as if no trial had ever occurred before, from a court on non-court to a court of record. (same as above DE NOVO)

TRIAL TO COURT

A trial held before a judge sitting without jury.

TRIAL BY JURY

A trial held before a judge sitting with a jury to resolve factual issues.

UNLAWFUL DETAINER ACTION

A lawsuit brought by a landlord against a tenant to evict the tenant from rental property (usually for nonpayment of rent).

USEFUL PUBLIC SERVICE

A form of sentence ordered by the court after a defendant has been found guilty or admits he is guilty. The defendant must do a specified number of hours of work that benefits the community. The defendant is not paid for this work. The work must be done by a deadline.

VENUE

Designates the particular county or city in which a court with jurisdiction may hear and determine the case.

VERDICT

The formal decision of finding made by the jury upon the matters or questions submitted to them.

VOIR DIRE

In selecting as jury, the interrogation of the prospective jurors to determine qualifications and fitness to sit on the jury.

WRIT

A formal written command issued by the court, requiring the performance of a specific person.
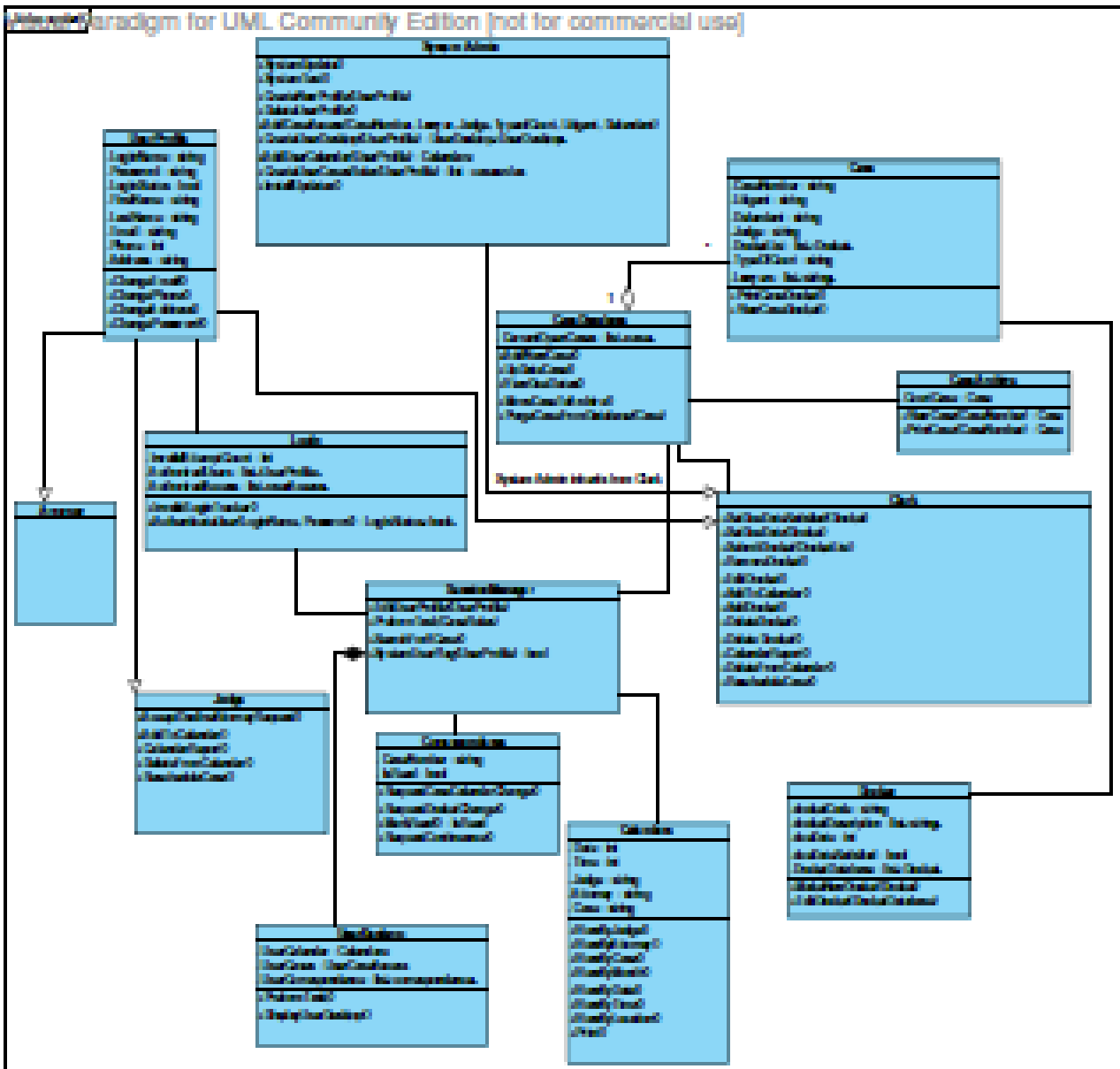
WRIT OF ATTACHMENT

Is a prejudgment proceeding in which funds or property belonging to a defendant and are being held by a third party are seized "to secure the debt or claim of the creditor in the event that a judgment is rendered."

Appendix B: Analysis Models

➢ **Use Case Diagram**
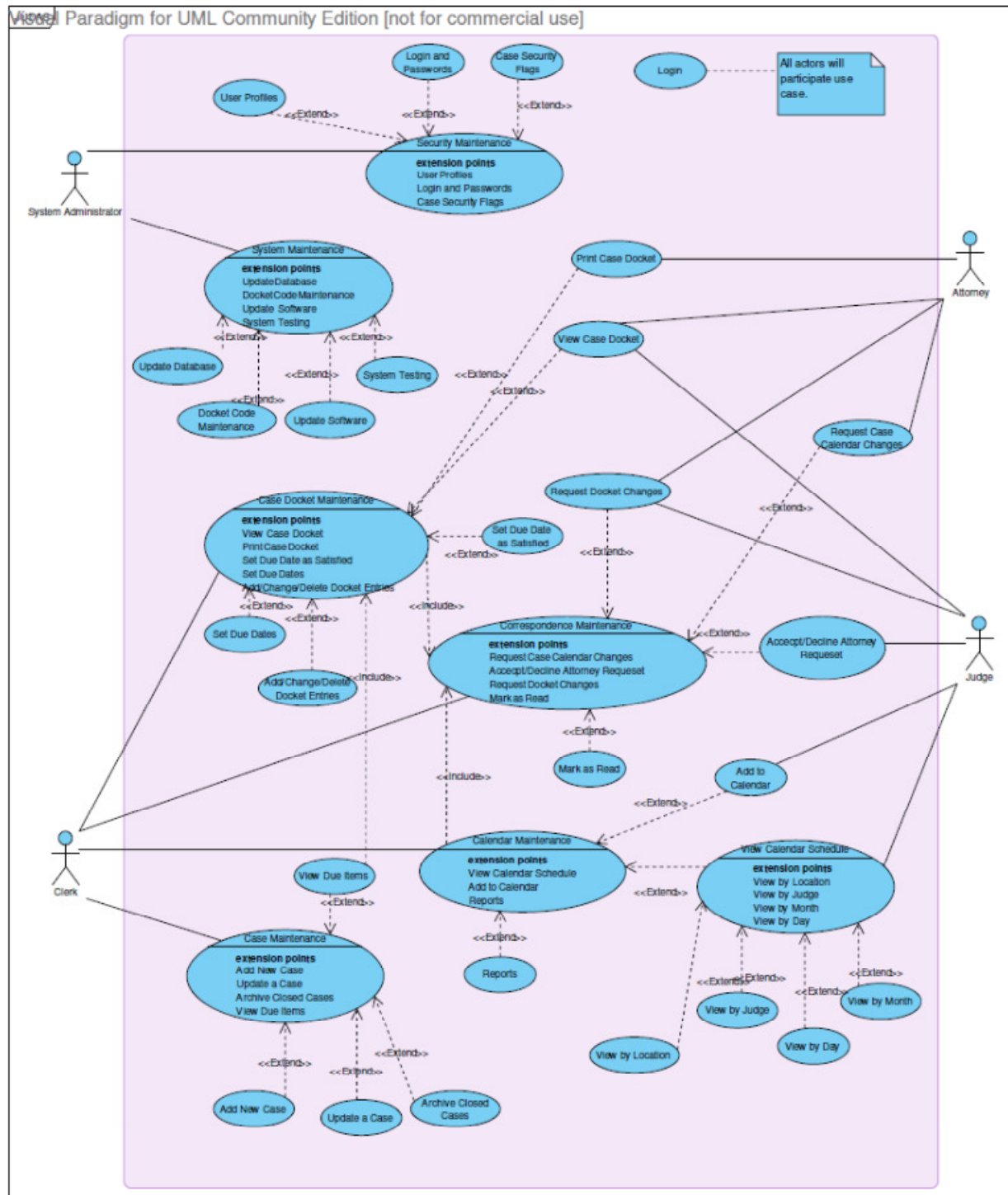
➢ Class Diagram

Appendix C: Sample Case Docket

case_id	docket_code	docket_description	docket_filled_date	docket_entered_date	changed_date	changed_by
Sample Small Claims Case	RCPT	RECEIPT FILING FEE PAID: $ 100.00	2000-02-07	2000-02-07	2000-02-07	CLERK_1
Sample Small Claims Case	STMT OF CLM SC	STMT OF CLAIM - SC STATEMENT OF CLAIM W/ATTACHMENTS	2000-02-07	2000-02-07	2000-02-07	CLERK_1
Sample Small Claims Case	AMT OF CLM	AMT OF CLAIM: AMOUNT OF CLAIM:$ 3500.00	2000-02-07	2000-02-07	2000-02-07	CLERK_1
Sample Small Claims Case	SUMNS NTA ISS	SUMMONS/NTA ISSUED: NOTICE TO APPEAR ISSUED ON DEFENDANT, DEL'D SHERIFF	2000-02-10	2000-02-10	2000-02-10	CLERK_1
Sample Small Claims Case	SUMNS NTA SRVD	SUMMONS/NTA RETURN SRVD: NOTICE TO APPEAR RET SVD ON DEFENDANT: 2-14-2000 BY SO	2000-02-17	2000-02-17	2000-02-17	CLERK_1
Sample Small Claims Case	PRE TRL CNFR ORD	PRE TRIAL CONFERENCE ORDER PRETRIAL CONFERENCE ORDER: MEDIATED. COURT TO PREPARE ORDER.	2000-04-07	2000-04-07	2000-04-07	CLERK_1
Sample Small Claims Case	DPSD BY JDG	DISPOSED BY JUDGE : COUNTY COURT MEDIATION AGREEMENT- (JUDGE 4/7/00) 1 PG.	2000-04-07	2000-04-07	2000-04-07	CLERK_1
Sample Small Claims Case	MTN	MOTION: FOR JUDGMENT	2000-11-06	2000-11-06	2000-11-06	CLERK_1
Sample Small Claims Case	AFF	AFFIDAVIT: OF NON PAYMENT W/ATTACHED UNSIGNED FINAL JDMT	2000-11-06	2000-11-06	2000-11-06	CLERK_1
Sample Small Claims Case	JDMT	JUDGMENT FINAL JUDGMENT: (JUDGE, 11-20-2000) 1 PG	2000-11-20	2000-11-20	2000-11-20	CLERK_1
Sample Small Claims Case	AMT AWRD PLF	AMT AWARDED TO PLTF AMOUNT AWARDED TO PLAINTIFF:$4500.00	2000-11-20	2000-11-20	2000-11-20	CLERK_1
Sample Small Claims Case	NTC OF TAKING DEPO	NTC OF TAKING DEPOSITION ON DEFENDANT 2-25-2002 AT 10:55 A.M. W/ATTACHED SUBPOENA DUCES TECUM FOR DEPOSITION, ISSUED BY ATTY.	2002-01-04	2002-01-11	2002-01-11	CLERK_2
Sample Small Claims Case	SUB USRVD	SUBPOENA RETURN UNSRVD: (DUCES TECUM) ON DEFENDANT, UNABLE TO SERVE LAST KNOWN IN DETENTION FACILIT	2002-02-19	2002-02-20	2002-02-20	CLERK_3
Sample Small Claims Case	FILE VRFY THIS PT	FILE VERIFIED TO THIS POINT	2002-03-27	2002-03-27	2002-03-27	CLERK_4
Sample Small Claims Case	NTC OF TAKING DEPO	NTC OF TAKING DEPOSITION	2008-04-11	2008-04-18	2008-04-18	CLERK_6
Sample Small Claims Case	SUB SRVD	SUBPOENA RETURN SRVD:	2008-05-06	2008-05-09	2008-05-09	CLERK_6
Sample Small Claims Case	SA WRIT GRNS	ASM:SC WRIT GARNISHMENT	2008-07-28	2008-07-28	2008-07-28	CLERK_5
Sample Small Claims Case	SA RGSTY DEP FEE	ASM:SC REGISTRY DEPOSIT FEE Post Bond/Deposit Receipting for Fee	2008-07-28	2008-07-28	2008-07-28	CLERK_5
Sample Small Claims Case	FILE REOPN FOR SRS	FILING REOPENED FOR REPORTING	2008-07-28	2008-07-28	2008-07-30	CLERK_2
Sample Small Claims Case	CRSPENCE	CORRESPONDENCE REGARDING CONTINUING GARNISHMENT	2008-07-28	2008-07-30	2008-07-30	CLERK_2
Sample Small Claims Case	MTN FOR WRIT GRNS	MTN FOR WRIT OF GARNISHMENT MTN FOR CONTINUING WRIT OF GARNISHMENT	2008-07-28	2008-07-30	2008-07-30	CLERK_2
Sample Small Claims Case	ORD	ORDER: FOR WRIT OF CONTINUING GARNISHMENT	2008-08-25	2008-08-29	2008-08-29	CLERK_7
Sample Small Claims Case	WRIT OF GRNS	WRIT OF GARNISHMENT CONTINUING	2008-08-25	2008-08-29	2008-08-29	CLERK_7
Sample Small Claims Case	CERT OF SVC	CERTIFICATE OF SVC:	2008-09-12	2008-09-15	2008-09-15	CLERK_7
Sample Small Claims Case	ANSR WRIT GRNS	ANSWER TO WRIT GARNISHMENT	2008-10-14	2008-10-14	2008-10-14	CLERK_7
Sample Small Claims Case	NO DMND GRN ATTY FEE	NO DEMAND GARNISHEE ATTY FEE	2008-10-14	2008-10-14	2008-10-14	CLERK_7
Sample Small Claims Case	CERT OF SVC	CERTIFICATE OF SVC: AND NOTICE TO DEFENDANT	2008-11-07	2008-11-07	2008-11-07	CLERK_7
Sample Small Claims Case	MTN	MOTION: FOR ORDER DIRECTING COURT TO DISBURSE FUNDS	2008-11-07	2008-11-10	2008-11-10	CLERK_7
Sample Small Claims Case	ORD	ORDER: DIRECTING CLERK TO DISBURSE FUNDS	2008-11-13	2008-11-13	2008-11-13	CLERK_7
Sample Small Claims Case	CK RQST FNC	CHECK REQUEST TO FINANCE	2008-11-20	2008-11-21	2008-11-21	CLERK_6
Sample Small Claims Case	DISB RGSTY DEP	DSB:REGISTRY DEPOSIT DISBURSED $100.00 CK #012345 Paid to the order of: PLANTIFF ATTY CK 012345	2008-11-26	2008-11-26	2008-11-26	CLERK_8
Sample Small Claims Case	CRSPENCE	CORRESPONDENCE FROM ATTORNEY TO CLERK	2008-12-10	2008-12-11	2008-12-11	CLERK_7
Sample Small Claims Case	MTN FOR FNL JDMT	MTN FOR FINAL JDMT OF CONTINUING GARNISHMENT	2008-12-10	2008-12-11	2008-12-11	CLERK_7
Sample Small Claims Case	FNL JDMT	FINAL JDMT OF CONTINUING GARNISHMENT SENT TO RECORDING 12-16-08 2 PGS	2008-12-11	2008-12-11	2008-12-11	CLERK_7
Sample Small Claims Case	CAS RECL	CASE RECLOSED	2008-12-11	2011-02-02	2011-02-02	CLERK_9
Sample Small Claims Case	WRIT OF GRNS SRVD	WRIT OF GARNISHMENT RET SRVD:	2012-03-07	2012-03-07	2012-03-07	CLERK_7
Sample Small Claims Case	STSF OF JDMT	SATISFACTION OF JDMT OF GARNISHMENT	2012-03-05	2012-03-07	2012-03-07	CLERK_7
Sample Small Claims Case	CAS RECL	CASE RECLOSED	2000-11-20	2001-10-14	2001-10-14	CLERK_1
Sample Small Claims Case	FILE REOPN FOR SRS	FILING REOPENED FOR REPORTING	2000-11-06	2001-10-14	2001-10-14	CLERK_1
Sample Small Claims Case	CRSPENCE	CORRESPONDENCE FROM CLERK TO DEFENDANT	2012-03-08	2012-03-08	2012-03-08	CLERK_7
Sample Small Claims Case	RET MAIL	RETURNED MAIL: CORRESPONDENCE	2012-03-15	2012-03-20	2012-03-20	CLERK_7

Appendix C: Sample Open and Close Case Documents

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR_____ COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
 Husband,
 and
_____,
 Wife.

PETITION FOR SIMPLIFIED DISSOLUTION OF MARRIAGE

We, {full legal name}_____, Husband,

and {full legal name} _____, Wife,
being sworn, certify that the following information is true:
[fill in all blanks]

1. We are both asking the Court for a dissolution of our marriage.

2. Husband lives in {name}_____ County, {state}_____, and has lived

   there since {date} _____. Wife lives in {name}_____

   County, {state}_____, and has lived there since {date} _____.

3. We were married to each other on {date}_____ in the city of {city} _____

   in state of {state} _____, or country of {country} _____.

4. Our marriage is irretrievably broken.

5. We do not have any minor or dependent children together, the wife does not have any

   minor or dependent children born during the marriage, and the wife is not pregnant.

6. We have divided our assets (what we own) and our liabilities (what we owe) by agreement.

   We are satisfied with this agreement.

   [Check one only]

   ☐ Our marital settlement agreement, Florida Family Law Rules of Procedure Form

   12.902(f)(3), is attached. This agreement was signed freely and voluntarily by each of us

   and we intend to be bound by it.

   ☐ Our marital settlement agreement is not in writing. We prefer to keep our financial

   agreements private.

Florida Family Law Rules of Procedure Form 12.901(a), Petition for Simplified Dissolution of Marriage (10/11)

7. [check one only]

  [ ] We have each completed and signed financial affidavits, Florida Family Law Rules of Procedure Forms 12.902(b) or (c), which are attached to this petition.

  [ ] Each of us is satisfied with the financial disclosure we received from the other spouse and we waive the filing of financial affidavits.

8. [Check one only] [ ] yes [ ] no Wife wants to be known by her former name, which was {full legal name} _____.

9. We each certify that we have not been threatened or pressured into signing this petition. We each understand that the result of signing this petition may be a final judgment ending our marriage and allowing no further relief.

10. We each understand that we both must come to the hearing to testify about the things we are asking for in this petition.

11. We understand that we each may have legal rights as a result of our marriage and that by signing this petition we may be giving up those rights.

12. We ask the Court to end our marriage and approve our marital settlement agreement.

  I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

_____
Signature of HUSBAND
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

Florida Family Law Rules of Procedure Form 12.901(a), Petition for Simplified Dissolution of Marriage (10/11)

[Print, type, or stamp commissioned name of notary or deputy clerk.]

___ Personally known
___ Produced identification
Type of identification produced

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

_____
Signature of WIFE
Printed Name: _____
Address: _____

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
                    Petitioner,

and

_____,
                    Respondent.

FINAL JUDGMENT OF SIMPLIFIED DISSOLUTION OF MARRIAGE

This case came before this Court for a hearing on the parties' Petition for Simplified Dissolution of Marriage. The Court, having reviewed the file and heard the testimony, makes these findings of fact and reaches these conclusions of law:

1. The Court has jurisdiction over the subject matter and the parties.

2. At least one party has been a resident of the State of Florida for more than 6 months immediately before filing the Petition for Simplified Dissolution of Marriage.

3. The parties have no minor or dependent children in common, and the wife is not pregnant.

4. The marriage between the parties is irretrievably broken. Therefore, the marriage between the parties is dissolved, and the parties are restored to the status of being single.

5. Marital Settlement Agreement.
   [√ one only]
   ___ a. The parties have voluntarily entered into a Marital Settlement Agreement, and each has filed the required Financial Affidavit. Therefore, the Marital Settlement Agreement is filed as "Exhibit A" in this case and is ratified and made a part of this final judgment. The parties are ordered to obey all of its provisions.
   ___ b. There is no marital property or marital debts to divide, as the parties previously have divided all of their personal property. Therefore, each is awarded the personal property he or she presently has in his or her possession. Each party shall be responsible for any debts in his or her own name.

6. ( ) yes ( ) no The wife's former name of *(full legal name)* _____ is restored.

7. The Court reserves jurisdiction to enforce the marital settlement agreement.

ORDERED on _____.

_____
CIRCUIT JUDGE

COPIES TO:
Petitioner (or his or her attorney)